DFAS-TPPAB/PS August 9, 2001

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Defense Civilian Pay System (DCPS) Time and Attendance Users Manual, Release 01-3

Continuing design efforts for the DCPS have resulted in Release 01-3, effective the pay period beginning September 9, 2001.

In an effort to embrace new technology, DFAS is posting all DCPS published documentation at Universal Resource Locator (URL):

https://dfas4dod.dfas.mil/systems/dcps/
Please note you do not use WWW in front of the URL.

The DCPS Time and Attendance Users Manual Revision 5, Change 3, will be available August 9, 2001 at the above URL.

Point of contact for this manual is your supporting payroll office.

/s/
Paul S. Burton
Director, Civilian Pay Systems
Engineering Directorate

Attachment

**TIME AND ATTENDANCE USER MANUAL**
**SUMMARY OF CHANGES FOR REVISION 5 CHANGE 3**
**RELEASE 01-3**

**REMOVE "OLD PAGES" AND REPLACE WITH "NEW PAGES" PROVIDED**

1. SECTION A INTRODUCTION TO DCPS, Pages, Ai – A-ii

2. SECTION B GETTING STARTED, Pages, B-1 – B-8

3. SECTION D EMPLOYEE DATA/ON-LINE PROCESSING/INQUIRIES, Pages, D-i – D-ii, D-71 –D-76, D3-13 – D3-14, D3-17 – D3-20, D3-49 – D3-50

4. SECTION G DICTIONARY, Pages, G-11 – G-20, G-39 – G-42, G-77 – G-80, G-107 – G-108, G-113 – G-116, G-145 – G-146, G-151 – G-152, G-157 – G-158, G-169 – G-170, G-189 – G-194, G-199 – G-200, G-219 – G-220

8. SECTION H REFERENCE GUIDES/JOB AIDS, Pages, H1-1 – H1-48, H1-131 – H1-134, H1-153 – H1-166, H6-9 – H6-10, H6-29 – H6-32

Changes made to individual paragraphs are identified by vertical lines in the margins. If there is a vertical line on a blank line, this means something has been deleted. To know what has been added, changed or deleted, compare these replacement pages with the old version pages.

# DEFENSE CIVILIAN PAY SYSTEM

## DCPS

**DFAS-TSO PENSACOLA**
**FL**
**DOCUMENT NO.**

**DCPS-UM-04**
**Release 01-3, 09 September 2001**
**Revision 5, Chg 3**

## TIME AND ATTENDANCE

## USERS MANUAL

**DEFENSE**
**FINANCE and**
**ACCOUNTING**
**SERVICE**

**PENSACOLA, FL**

DEFENSE FINANCE AND ACCOUNTING SERVICE

TECHNOLOGY SERVICES ORGANIZATION

PENSACOLA, FLORIDA

User Documentation
Guidelines and Procedures

# DCPS USERS MANUAL

# for

# Time and Attendance

September 09, 2001
DFAS DOCUMENT NUMBER
DCPS-UM-04

Prepared for
Department of Defense

Prepared by
DFAS-TSOPE

# DCPS USER MANUAL
# for
# Time & Attendance

## TABLE OF CONTENTS


SECTION A INTRODUCTION TO DCPS

SECTION B GETTING STARTED

SECTION C TABLES (NOT AVAILABLE)

SECTION D EMPLOYEE DATA/ON-LINE PROCESSING/INQUIRIES
- CHAPTER 1 PERSONNEL (NOT AVAILABLE)
- CHAPTER 2 EMPLOYEE DATA MENU (NOT AVAILABLE)
- CHAPTER 3 TIME AND ATTENDANCE
- CHAPTER 4 LEAVE (NOT AVAILABLE)
- CHAPTER 5 PAY (NOT AVAILABLE)
- CHAPTER 6 RETIREMENT (NOT AVAILABLE)
- CHAPTER 7 INQUIRIES

SECTION E BATCH PROCESSING
- CHAPTER 1 PERSONNEL (NOT AVAILABLE)
- CHAPTER 2 TIME AND ATTENDANCE
- CHAPTER 3 LEAVE (NOT AVAILABLE)
- CHAPTER 4 PAY (NOT AVAILABLE)
- CHAPTER 5 RETIREMENT (NOT AVAILABLE)
- CHAPTER 6 MASS (NOT AVAILABLE)
- CHAPTER 7 LABOR/GROSS PAY RECONCILIATION (NOT AVAILABLE)
- CHAPTER 8 ADDRESS VERIFICATION (NOT AVAILABLE)
- CHAPTER 9 HISTORY (NOT AVAILABLE)

SECTION F REPORTS
- CHAPTER 1 TABLES (NOT AVAILABLE)
- CHAPTER 2 PERSONNEL (NOT AVAILABLE)
- CHAPTER 3 TIME AND ATTENDANCE
- CHAPTER 4 LEAVE

CHAPTER 5 PAY (NOT AVAILABLE)
CHAPTER 6 RETIREMENT (NOT AVAILABLE)
CHAPTER 7 ACCOUNTING/LABOR/GROSS PAY (NOT AVAILABLE)
CHAPTER 8 QUARTERLY (NOT AVAILABLE)
CHAPTER 9 SEMI-ANNUAL (NOT AVAILABLE)
CHAPTER 10 ANNUAL (NOT AVAILABLE)
CHAPTER 11 PANAMA (NOT AVAILABLE)

SECTION G DICTIONARY/GLOSSARY

SECTION H REFERENCE GUIDES/JOB AIDS
CHAPTER 1 GENERAL SYSTEM INFORMATION
CHAPTER 2 PERSONNEL (NOT AVAILABLE)
CHAPTER 3 EMPLOYEE DATA (NOT AVAILABLE)
CHAPTER 4 GARNISHMENT (NOT AVAILABLE)
CHAPTER 5 TAXES (NOT AVAILABLE)
CHAPTER 6 TIME AND ATTENDANCE
CHAPTER 7 LEAVE
CHAPTER 8 PAY (NOT AVAILABLE)
CHAPTER 9 REPORTS

SECTION I TEMPORARY SYSTEM WORKAROUNDS (NOT AVAILABLE)

**DCPS USERS MANUAL**
**for**
**Time and Attendance**

| RECORD OF CHANGES | | | |
|---|---|---|---|
| **CHANGE NUMBER** | **DATE OF CHANGE** | **DATE ENTERED** | **BY WHOM ENTERED** |
| Rev. 1<br>Rel 96-3 | 06 Dec 96 | | |
| Chg. 1<br>Rel 97-1 | 28 Feb 97 | | |
| Chg. 2<br>Rel 97-2 | 11 May 97 | | |
| Chg. 3<br>Rel 97-3 | 03 Aug 97 | | |
| Rev. 2<br>Rel 97-4 | 09 Nov 97 | | |
| Chg. 1<br>Rel 98-1 | 01 Feb 98 | | |
| Chg. 2<br>Rel 98-2 | 26 Apr 98 | | |
| Rev. 3<br>Rel 98-4 | 08 Nov 98 | | |
| Chg. 1<br>Rel 99-1 | 31 Jan 99 | | |
| Chg. 2<br>Rel 99-2 | 25 Apr 99 | | |
| Chg. 3<br>Rel 99-3 | 01 Aug 99 | | |
| Rev 4<br>Rel 99-4 | 07 Nov 99 | | |
| Chg. 1<br>Rel 00-1 | 13 Feb 00 | | |
| Chg. 2<br>Rel 00-2 | 21 May 00 | | |
| Chg. 3<br>Rel 00-3 | 10 Sept 00 | | |
| | | | |

| RECORD OF CHANGES | | | |
|---|---|---|---|
| **CHANGE NUMBER** | **DATE OF CHANGE** | **DATE ENTERED** | **BY WHOM ENTERED** |
| Rev. 5<br>Rel 00-4 | 03 Dec 00 | | |
| Chg. 1<br>Rel 01-1 | 11 Mar 01 | | |
| Chg. 2<br>Rel 01-2 | 03 June 01 | | |
| Chg. 3<br>Rel 01-3 | 09 Sept 01 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

# DCPS USER MANUAL
# for
# Time & Attendance

## TABLE OF CONTENTS

Page #

SECTION A INTRODUCTION TO DCPS
Security....A-1
Components....A-1
System Access....A-6
Inputs, Processing, Outputs....A-7
On-Line Query....A-8

THIS PAGE INTENTIONALLY LEFT BLANK

# INTRODUCTION TO DCPS

The Defense Civilian Pay System (DCPS) is developed and maintained by the Defense Finance and Accounting Service, Technology Services Organization, Pensacola (DFAS-TSOPE). Development and maintenance of DCPS is accomplished in accordance with Department of Defense Financial Management Regulation, Volume 8.

The primary objective of DCPS is to standardize the Department of Defense civilian pay with regard to interpretation of regulations, calculations, hardware, software, and operations. A secondary objective is to fulfill all necessary reporting requirements of pay and pay related data. In order to accomplish these objectives, the system must maintain employee records containing pay entitlements, leave entitlements, deductions and withholding, time and attendance data, and other information pertinent to an employee's employment status.

**SECURITY**

Each activity with access to the DCPS system is responsible for the physical security of the remote teleprocessing equipment installed at that activity. Each activity is also responsible for their system users. Individuals are responsible for their assigned account and password. The responsibility for security is vested in the Automated Data Process (ADP) System Security Officer (ADPSSO) of the payroll office.

Virtually all data within DCPS is subject to the Privacy Act of 1974. All tape reels for interface files and data base backups must be marked with the Privacy Act external label. Each page of all reports containing data subject to the Privacy Act is clearly labeled. The on-line screen is not labeled since users of the terminals are considered to be in a controlled area and are responsible for the protection of the data against unauthorized disclosure.

Access to DCPS will be controlled entirely by menus and job streams. Access to the menus and job streams is controlled by the security data stored in DCPS for each user. The sign on process will involve the Security Validation Program, which will validate the user's ID and password and obtain certain information from the security record on the database. DCPS will deny access to unauthorized users. Further information about setting security can be found in Section B, Getting Started.

In accordance with current DoD security directives and DFAS Information Assurance Policy guidelines (July 2000, Part G, Section 8) users of the DCPS Automated Information System shall, within their capabilities:

- Protect information and system resources against all occurrences of sabotage, tampering, denial of service, espionage fraud, misappropriation, misuse or release to unauthorized persons.

- Immediately report all such occurrences as described above:

a. To his/her local security officer such as a Terminal Area Security Officer (TASO), and
b. To the DCPS Security Administrator (SA) at the servicing payroll office, or directly to the DCPS Information System Security Officer (ISSO) at Technical Services Organization, Pensacola (TSOPE). Note: Users should contact the appropriate Help Desk phone number at the payroll office or at TSOPE, and indicate to the Help Desk technician the nature of the call.

**COMPONENTS**

DCPS processes data through specified functional components. The DCPS Data Flow Organization diagram depicts the data flow operation in relation to the organizations which are sources of input and recipients of output.

# DCPS Data Flow Organization

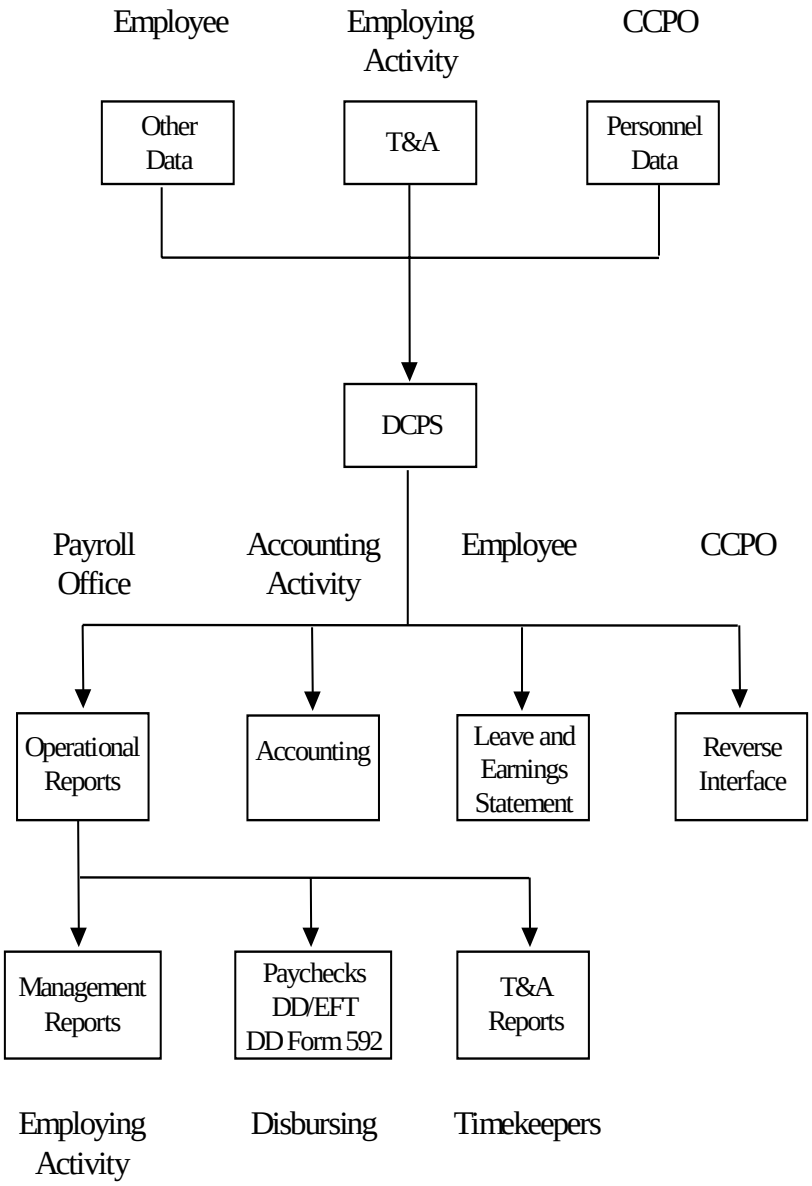


Figure 1-1

Personnel data will be provided by the Defense Civilian Personnel Data System (DCPDS) interface or by the servicing payroll office. Time and attendance and labor data is input via on-line access directly into the payroll office database or as batch input from a time and attendance collection system (SDA - Source Data Automation) external to DCPS. Certain personal data originating with the employee will be input via on-line access directly into the DCPS database.

DCPS will provide a variety of output data to the payroll office and other activities. Standard and operational reports will be produced for all payroll offices. Accounting interfaces provide data to various accounting systems. Payroll interfaces provide specific payroll data to those activities responsible for the control of the data.

There are 14 primary components in the DCPS system. They are reference tables, employee data maintenance, time and attendance, labor, leave, manual pay adjustments, pay calculation, retirement, reporting, interfaces, mass updates, automated retroactive process, bond and tax accounting, and address verification/standardization process. Each of these components is briefly described below.

Reference Tables. DCPS has been developed as a table driven system. The tables are categorized as central or payroll office based on the responsibility for maintenance. Customer Service Representative (CSRs) share the capability to update certain Payroll Office Tables. Central Tables contain data standard throughout all payroll offices and are centrally maintained by DFAS-TSOPE. These table updates are incorporated into the system for all users at the same time, thereby ensuring uniformity in payroll processing. The Payroll Office Tables contain data which can vary between payroll offices and must be maintained by each payroll office to meet its specific needs. Detailed explanations of the various tables are contained in Section C, Chapters 1 and 2.

Employee Data Maintenance. This component includes the initial establishment of an employee's record, the Master Employee Record (MER); update of the MER and leave records; and the processing of separations. DCPS provides on-line processing for each of these functions. Detailed explanations of the various employee data capabilities is contained in Section D, Chapters 1 and 2.

Time and Attendance. The Time and Attendance (T&A) function in DCPS includes entering, updating, and correcting employee work schedules, status changes, labor charges, and time and attendance. The entry can be daily, weekly or biweekly depending on the input frequency requirement of the employing activity. DCPS supports both batch (SDA) and on-line T&A entry. Retro corrections to time and attendance data can be accomplished for those pay periods which are within the History Limit, i.e, still on-line. Detailed explanations of the various time and attendance capabilities are contained in Section D, Chapter 3.

Leave. This is a biweekly batch process which performs all functions necessary to maintain the individual employee leave record and allows on-line leave adjustments. On-line functions are available and are described in Section D, Chapter 4. The leave process, batch, and on-line, performs the following functions; accruals, usages, conversions and adjustments. Detailed explanations of these functions are contained in Section E, Chapter 3.

Manual Pay Adjustments. Adjustments are permitted in DCPS to correct an employee's pay, leave, or year-to-date figures due to the late receipt of documentation (SF50 or SF1150) for those pay periods which are still on-line. Additionally, a few circumstances may require an adjustment to processing for situations which DCPS does not accommodate at this time, e.g., back pay awards. All manual pay adjustments will be processed by the payroll office. Detailed explanations of manual pay capabilities are contained in Section D, Chapter 5.

Pay Calculations. The biweekly pay process is divided into three distinct processes: gross pay, deductions, and net pay. The gross pay process calculates the employee's total gross wages using pay entitlement and rate data contained in the MER and in the appropriate rate tables, time and attendance data, and any other data entered through the adjustment process. The system will make all necessary computations as prescribed by OPM, by PAPB, and by implementing instructions from the Department of Defense. Deductions and withholdings are applied to the employee's gross earnings in accordance with current regulations. Reference tables are used to determine which types of earnings are subject to taxes and retirement deductions. The employer contributions for each type of deduction, as applicable, are calculated and retained in the employee's record for reporting purposes. All deductions are subtracted from the gross pay amount to determine the net pay due an employee. There are no "negative net" amounts because the system is designed to reduce, if applicable, or not apply the deduction if the gross pay amount is insufficient to cover all deductions. Detailed explanations of this function are contained in Section E, Chapter 4.

Retirement. This function creates and maintains the individual employee retirement record and the payroll office retirement related information for CSRS, FERS, and Panama Seguro Social retirement accounts. On line processing is available for military deposit cash payments, disability retirement process, CSRS transfer-in accounts, adjustments to the individual retirement records, and register page totals adjustments. Detailed explanations of this function are contained in Section D, Chapter 6. Retirement batch processing is done biweekly and/or as required. This process stores new records reflecting retirement information; such as, pay adjustments, temporary appointments, and separations. Annually this process stores new records reflecting accumulative retirement deductions. Reports automatically produced during biweekly batch processing include the Individual Retirement Report (SF2806/SF3100), Combined Departmental and Accounting Activities VSI Agency Contributions, and the Register of Separations and Transfers (SF2807/SF3103) for employees who have separated during the pay period, a CSRS and FERS Retirement Reconciliation Report, an Add/Change/Delete History Report, and a Prior Year Adjustment Report. The reports automatically produced during the annual batch processing are the Annual Summary Retirement Fund Transactions for CSRS and FERS (SF1525/SF1564). Retirement batch processing does not apply to Non Appropriated Fund (NAF) or State Employees Retirement Systems (SERS) authorized for former NAF employee and Title 32 Technicians, respectively. Biweekly remittance reports are forwarded to the administrators. A service/fiscal history is not maintained.

Reporting. The DCPS Reports are divided into eleven categories. Data for each report includes the report number, title, purpose of report, field names, and field descriptions. Any field name listed which varies from the definition in the Data Element Dictionary or is not contained in it will be further explained in the field description. Detailed explanations of individual reports are contained in Section F.

There are other reports provided in DCPS not identified in Section F. These include MASS process reports and Payroll Office Message (SYSOUT) reports. Error messages for the SYSOUT reports are identified in Section H, Chapter 1 and information is included to assist the user in resolving problems.

Interface Files. These files are created in accordance with the governing authority specifications. They include the following types of interfaces: Accounting, Certification, Disbursing, Employee Data/Leave/Time and Attendance, Garnishments, Labor, Miscellaneous, Panama, and Personnel for external activities that need employee data. Interface files are identified and described in the DCPS Interface Specifications.

Mass Update. DCPS Mass Update process will update the MER when new tables are created or existing tables updated. This includes pay tables, employee organization deductions, health benefits deductions, Panama health/maternity deduction employer contributions, overseas allotments and financial organization updates provided by the Department of Treasury on the monthly Financial Organization Master File, and changes to standing job order numbers. Updates to the employee records will be reflected in the appropriate predetermined control totals. Updates processed by the Mass programs will be on a Mass Update Report containing the old and new data if the effective date is less than the oldest on-line date. Employees not processed by the programs will be listed on the Mass Update Exception Report (P6694R01) and may require manual processing. Detailed explanations of mass updates are contained in Section E, Chapter 6.

Automated Retroactive Process. This is a batch program which calculates retroactive leave, pay, final pay, and labor information for an employee for the retro pay periods that are on-line at the site. Retroactive on-line or batch T&A entry, on-line update changes will cause a retro adjustment for an employee.

Bond Accounting. DCPS has developed a Bond Accounting process. This is a biweekly process to update the individual bond detail records with bond deduction amounts for the pay period. Deduction amounts may be for a positive or negative amount depending on the action taken. This process will increase or reduce the bond detail's amount paid to date amount and will reset the bond detail's issue date when applicable. Bond deduction records and bond detail records will be date ended and stored for the six month period necessary to produce the semi annual bond participation report. Bond details will be deleted after being reported. This process will also create a "TROY" print file containing a record for each bond detail for which purchase has been completed within the current pay period. This "TROY" file will be used by the Bond Issuing Agent for the printing of bonds. Out of this process, a Bond Summary Report (P6682R01) and a Public Voucher for Refunds, In Lieu of SF1049 (P6682R02) will be printed. The amount on the Public Voucher for Refunds, In Lieu of SF1049 and the payment detail will equal the total dollar amount (purchase price) of all bonds issued during the current pay period.

State and Local Tax Accounting. State and local withholding taxes are deducted each pay period, but disbursed on an irregular basis to the Taxing Authorities. This process will produce a check for each Taxing Authority that meets reporting and disbursing requirements for this pay period. State and Local Tax Accounting will be run in a biweekly batch run, processing the amount of tax collected for each Taxing Authority. The frequency indicator is checked to see if a disbursement should be made. The disbursement frequency indicator will indicate frequencies of biweekly, monthly, quarterly, semi-annually, and annually, and after a threshold dollar amount has been reached. All funds will be disbursed in the last pay period for the tax year, regardless of the frequency indicator.

Address Verification and Standardization Process. The Address Verification and Standardization Process is a biweekly process for editing/standardizing and updating DCPS Master Employee and Bond Addresses. This process uses the commercial software package FINALIST, which contains the most accurate and comprehensive United States Postal Service records available. Data entered in DCPS is compared against the FINALIST records.

## SYSTEM ACCESS

The system software requires a unique user-id and password to gain on-line access to the computer. DCPS security is established to allow decentralized control of user-ids and passwords for payroll office and employing activity Customer Service Representative personnel. The ADP System Security Officer (ADPSSO) serving the payroll office activity will assign user-ids and initial passwords to the users at individual activities who require on-line access to the DCPS. Further information about setting security can be found in Section B, Getting Started.

The system is accessed by entering a pre-established application-id at the DCPS logo (banner) screen. This action is followed by entering the assigned user-id and password. These actions constitute the "sign-on" or "logon" procedure. User "sign-on" data must not be compromised.

**NOTE:** The application ID the RDO's must enter is TSO (vice ZFRPO or ZFAPO). The user will be prompted to enter RDO USERID (i.e., ZFRR202) and password (assigned by TSOPE Security Personnel).

**NOTE:** The RDO user will no longer see the DCPS signon logo screen.

Example of the screen will no longer see the DCPS signon logo screen.

Example of the screen the RDO's will see once logged on:

```
User:  ZFRR202                    REMOTE DISBURSING REPORTS          Date:  01/02/20
PRO:   OVERSEAS REGULAR                  MENU                        Time: 16:18

       1.  Check Register                          02/12/01
       2.  Remittance Report                       NONE
       3.  Special Handling Check Report           NONE
       4.  Miscellaneous Remittance Report         NONE
       5.  Remote Disbursing Manual Check Report   NONE
       6.  Special Handling Awards Report          NONE
       7.  Direct Deposit For Financial ORGS       NONE
       8.  Check File                              02/12/01

           PRINTER ID  PZV3412F

                    ENTER option or <PF1> to logoff:
```

The ADPSSO creates, maintains, and controls the application-id for each payroll office and CSR and the user-id for each DCPS user. The user-id is a seven character identification assigned to each system user. The first four characters are pre-defined for each site while the last three characters are unique for each user. Initial password selection is at the discretion of the ADPSSO when creating the user-id. This password is valid for one access attempt and must be changed by the user during their next sign-on. The ADPSSO may add, delete or suspend a user-id; reset a user's security violation count; and change or expire a user's password. Changing or

expiring a password forces the user to enter a new password during their next system access. In addition, passwords are automatically expired at a preset interval (currently 90 days) by the system security software.

The sign-on security program also passes the valid function authorizations and the EDC/T&A-GROUPS to the on-line application programs to determine the system capability permitted for the user and to verify the user's access authority for each employee requested. The programs prevent a user from performing an unauthorized function and from gaining access to his/her own database records or to those for which access is not authorized.

The DCPS Payroll Office operator has the capability to generate and transmit messages to all users who access their DCPS database. There are four 50-character fields (lines) available to the operator to input a broadcast message. This function will primarily be used to inform users of an impending on-line system shutdown.

Users who log-on (sign-on) to the system after a broadcast message has been transmitted will see the entire message displayed to a new screen after entering the User-ID and Password. The message screen is cleared by pressing the <ENTER> key, and the user will be returned to the on-line session to complete the log-on procedure.

Users already logged-on to the system when a message is broadcast will see one message line displayed at the top of a blank screen the next time a PF key, the <ENTER> key, or the <CLEAR> key is used. To exit the message and return to on-line processing, the <CLEAR> key must be pressed. **THE TRANSACTION ON THE SCREEN AT THE TIME OF THE MESSAGE INTERRUPT WAS NOT PROCESSED AND IS DISPLAYED.** The same PF key or the <ENTER> key must be pressed to complete the transaction. After the message interrupt, the underscores and some color attributes will be lost until another transaction is started.

In order to view the entire message, the user must return to the main menu. Select the option "View Broadcast Messages" to display the entire message. Press <ENTER> to return to the menu.

## GENERAL DESCRIPTION OF INPUTS, PROCESSING, OUTPUTS

Input requirements for DCPS include Payroll Office, Customer Service Representative, Time and Attendance and Human Resource Office on-line input, Personnel, Accounting and Garnishment Interfaces. Further information on formats for interface files can be found in the DCPS System/Subsystem Specifications and DCPS Application Operations Manual. Information on the purpose, content and origin of on-line input can be found in Sections C and D of this manual.

The system is designed to allow on-line update of employee data until the payroll office has determined that all Employee Updates and Time and Attendance data has been entered and that payroll is ready to be run. Batch processing is the execution of a program, or set of related programs, based on a defined schedule or event occurrence. Each batch process is defined in DCPS as a "batch job" and has a unique name for identification. Batch jobs are initiated by selecting an entry from a menu displayed on a data terminal.

Output requirements for DCPS include standard reports and interfaces with Personnel, Accounting Systems, and Payroll Data to outside activities and agencies. Information on the purpose, content and distribution of reports can be found in Section F of this manual.

## ON-LINE QUERY (OLQ)

The Payroll Office has access to OLQ (on-line query) to perform the following functions: set up the OLQ environment using system management commands to suit the users need, retrieve information from an IDMS/R database with data retrieval commands, build report files using report output commands on the data retrieved from the database, perform sort, computations, and functions on report files using report formatting commands and built-in functions, create and save sequences of commands from an OLQ session into files for later use, create and retrieve from stored data tables using data table processing commands, and execute jobs in batch mode using OLQ batch commands.

# DCPS USER MANUAL
# for
# Time & Attendance

## TABLE OF CONTENTS

Page #

SECTION B GETTING STARTED
Using The Manual ..... B-1
User Type ..... B-1
Setting Security ..... B-2
Online/Batch Processing ..... B-5
Tables/Interface Files ..... B-5
Menu Options ..... B-5

THIS PAGE INTENTIONALLY LEFT BLANK

# GETTING STARTED

## USING THE MANUAL

The Defense Civilian Pay System (DCPS) User Manual is created to assist the user, Payroll Office (PRO), Customer Service Representative (CSR), Time and Attendance (T&A), Human Resource Office (HRO) and Remote Disbursing Office (RDO), in utilizing the DCPS system effectively. The manual has been grouped into sections based on the individual functions and includes a dictionary, reference guides/job aids.

Take time to review the manual, familiarize yourself with the new layout. Menus are located at the beginning of the applicable section. Your manual contains menus based on your user type, with the Payroll Office user receiving copies of all menus.

Each user type receives portions of the manual that cover their functions. Some portions of the manual are sent to all users, with the Payroll Office user receiving a complete manual. Page numbers are not in sequence for manuals sent to users other than the Payroll Office, due to the layout of the complete manual. The individual Section Tables of Contents list the page numbers of the manual or 'not available' for the specific user type.

## USER TYPE

There are seven types of users identified in this manual, Payroll Office (PRO), Customer Service Representative (CSR), Combined Duties Representative (CDR), Time and Attendance (T&A), Human Resource Office (HRO), Remote Disbursing Office (RDO) and Accounting Technician (ACCT). Each user type has specific functions, certain ones may be the responsibility of multiple users.

The Payroll Office users can perform all on-line DCPS functions identified in this manual, depending on the individual user's security level authorization type. There are seven authorization types for PRO users; MER clerk (M), T&A clerk (T), Technician (K), Supervisor (S), Tables maintenance (P), Retirement (R), and View (V). Access to the various menu options is based on the authorization type of the user.

Customer Service Representative (CSR) users process specific non-SF50 employee data (address, bonds, union, allotments, charity, taxes, NGAUS insurance, accounting classification), utilize on-line inquiries, and perform limited reference tables maintenance, depending on the individual user's security level authorization type. There are three authorization types for CSR users; MER clerk (M), Tables maintenance (P), and View (V). Access to the various menu options is based on the authorization type of the user.

Combined Duties Representative (CDR) users process specific non-SF50 employee data (address, bonds, union, allotments, charity, taxes, NGAUS insurance, accounting classification), utilize on-line inquiries, and perform limited reference tables maintenance, depending on the individual user's security level authorization type. The CDR users also input work schedule changes and time and attendance for both retroactive and current pay periods. There are four authorization types for CDR users; MER clerk (M), T&A clerk (T), Tables maintenance (P), and View (V). Access to the various menu options is based on the authorization type of the user.

Time and Attendance (T&A) users input work schedule changes and time and attendance for both retroactive and current pay periods, they only have access to system capabilities associated with time and attendance, depending on the individual user's security level authorization type. There are two authorization types for the T&A users; T&A clerk (T) and Certifier (C). ). Access to the various menu options is based on the authorization type of the user.

Human Resource Office (HRO) users process specific employee data, leave bank data, and utilize on-line inquiries, depending on the individual user's security level authorization type. There are three authorization types for the HRO user; MER clerk (M), Leave Bank (L), and View (V). Access to the various menu options is based on the authorization type of the user.

Remote Disbursing Office (RDO) users are currently located overseas. At these offices will be a Deputy Disbursing Officer (DDO) who is deputy to the Disbursing Office that supports the Payroll Office in the continental U.S. Within remote disbursing operations there is a function performed by a "Secondary" Remote Disbursing Office, that does not have a deputy and is independent of the Disbursing Office that supports the Payroll Office. Only the "Deputy" Remote Disbursing Offices have DCPS print capability. There is only one authorization type for the RDO user, RDO clerk (D). This authorization type has access to all the options available on the Remote Disbursing Reports Menu.

Accounting Technician (ACCT) user have view access to specific employee and accounting data. The access is to all employees in a particular database. There is only one authorization type (V).

## SETTING SECURITY

There are eight (8) levels or points of entry into DCPS that identify what type of user is signing on. Depending on what kind of user signs on, the system will display different main menus and allow access to different records.

1. Payroll office user - display DPCS MAIN MENU after signon
2. CSR user - display DCPS MAIN MENU - CUSTOMER SERVICE REPRESENTATIVE after signon
3. T/A user - display TIME AND ATTENDANCE MENU after signon
4. Combined Duties CSR/T/A user – display DCPS MAIN MENU – CUSTOMER SERVICE REPRESENTATIVE after signon
5. Certifier user - display TIME AND ATTENDANCE MENU after signon
6. Security Officer (SSO) CSR user - display DCPS MAIN MENU - DEP SECURITY OFFICER after signon
7. Personnel user - display DCPS PERSONNEL MAIN MENU after signon
8. Remote Disbursing Office user - display REMOTE DISBURSING REPORTS MENU after signon
9. Accounting Technician user - display DCPS ACCOUNTING DATA INQUIRY MAIN MENU after signon

A level is identified by the SEC-AUTH-DEP-USER-IDC field on the user's SECURITY MASTER record.

| | |
|---|---|
| Payroll office | SEC-AUTH-DEP-USER-IDC = ‘N’ or spaces |
| CSR | SEC-AUTH-DEP-USER-IDC = ‘E’ |
| T/A | SEC-AUTH-DEP-USER-IDC = ‘T’ |
| CDR | SEC-AUTH-DEP-USER-IDC = ‘B’ |
| Certifier | SEC-AUTH-DEP-USER-IDC = ‘C’ |
| SSO CSR | SEC-AUTH-DEP-USER-IDC = 'A' |
| Personnel (HRO) | SEC-AUTH-DEP-USER-IDC = 'P' |
| RDO | SEC-AUTH-DEP-USER-IDC = ‘D’ |
| ACCT | SEC-AUTH-DEP-USER-IDC = ‘V’ |

If at a remote site, the SITE-ACT and SITE-IDC will be filled in. Only Certifiers and Payroll office users will have these two fields left blank (will be zero-filled by system).

The AUTHORIZATION record, which is directly related to the SECURITY MASTER record, further identifies what records a user is authorized to update and the type of records (T/A, MER, etc.) he/she is authorized for. The level (Payroll Office, CSR, etc.) restricts access to specific options.

AUTH-TYPE: - a one position field which identifies what type of authorization a user has

AUTH-NO - up to a 13 position field which identifes which record a user has authorization to (PAY-BLK, TA- GROUP, ACTIVITY, ACTIVITY/ORGANIZATION, CSR GROUP)

The following is a list, by level type, of the various valid authorizations.

**DCPS SECURITY**

| Dep User IDC | Auth Type | User Type | Authorization | Displayed Menu | Allowed Selection |
|---|---|---|---|---|---|
| N or Space | S | PRO Supervisor | | Main Menu | All |
| N or Space | M | PRO MER Clerk | Pay Block | Main Menu | 2,3,4,5,6,11 |
| N or Space | T | PRO T&A Clerk | Pay Block | Main Menu | 3,6,11 |
| N or Space | K | PRO Technician | Pay Block | Main Menu | 1,2,3,4,5,6,11 |
| N or Space | P | PRO Tables | | Main Menu | 6,8,9,11 |
| N or Space | R | PRO Retirement Clerk | | Main Menu | 6,10,11 |
| N or Space | V | PRO View Only | | Main Menu | 6, 11 |
| E | M | CSR MER Clerk | “All” or CSR Site | CSR Main Menu | 1,2,3,5,6,8 |
| E | P | CSR Tables | Activity Table | CSR Main Menu | 3,4,5 |
| E | V | CSR View | “All” or CSR Site | CSR Main Menu | 3,5,6,8 |
| B | M | CDR MER Clerk | “All” or CSR Site | CSR Main Menu | 1,2,3,5,6,8 |
| B | T | CDR T&A | “All” or CSR Site | CSR Main Menu | 3,5,7 |
| B | V | CDR View | “All” or CSR Site | CSR Main Menu | 3,5,6,8 |
| B | P | CDR Tables | Activity Table | CSR Main Menu | 3,4,5 |
| A | A | Remote Site SSO | Site ID - T&A or CSR | DEP Security Menu | 1-5 |
| P | M | HRO Clerk | CSR Group or “All” within CSR Site | HRO Main Menu | 1-11,13 |
| P | L | HRO Leave Bank | CSR Site w/MER Clerk | HRO Main Menu | 1-13 |
| P | V | HRO View | CSR Group or “All” within CSR Site | HRO Main Menu | 8,9,10,11,13 |
| D | D | RDO Clerk | RDO Site | RDO Reports Menu | 1-8 |
| T | T | T&A Site Clerk | TA-Group or “All” within TA-Site | T&A Main Menu | 1-11 |
| C | C | T&A Site Certifier | T&A Site | T&A Main Menu | 1-12 |
| V | V | Accounting | | DCPS Acctg Data Inquiry Main Menu | 1-5 |

## ON-LINE/BATCH PROCESSING

DCPS is a combination of on-line and batch processes which support the requirements of the biweekly pay cycle. Employee data, including adjustments, are input to DCPS using on-line data terminals or interface files. This provides real-time edit capability of the data, allowing immediate updating of the employee record with the edited data. Any data failing edit is rejected by the system.

The inquiry capability of the system is also on-line, data fields cannot be updated as part of an inquiry program. All changes must be made using the appropriate on-line screens.

Time and attendance data may be entered on-line or in a batch mode. For activities collecting time and attendance as part of a labor collection system, DCPS will accept time and attendance data in the format specified in the Source Data Automation (SDA) interface specification.

Other batch processes include Personnel Leave, Retirement, Mass updates, Automated Retro, Savings bonds, and Pay Calculation.

Running payroll, all associated reports and interfaces, is done in a batch mode.

## TABLES/INTERFACE FILES

DCPS is a table driven system with tables categorized as central or payroll office based on the responsibility for maintenance. CSRs and HROs share the capability to update specific parts of certain payroll office tables.

Central tables contain data standard throughout all payroll offices and are centrally maintained by Defense Finance Accounting Service - Technology Services Organization Pensacola (DFAS-TSOPE). These table updates are incorporated into the system for all users at the same time, ensuring uniformity in payroll processing. Complete description of these tables can be found in Section C, Chapter 1.

Payroll Office tables contain data which can vary between payroll offices; which must be maintained by each payroll office to meet its specific needs. CSRs have maintenance capabilities for portions of Employing Activity Record, Address Table, Organization Record, Local Holiday Table, Time and Attendance Site Identification, and CSR Site Identification to update data unique to an employing activity. HROs have maintenance capabilities for the Leave Bank Data Table. Complete descriptions of these tables can be found in Section C, Chapter 2.

Interface files are created in accordance with governing authority specifications and include annual, disbursing, panama, payroll/personnel interface and reverse interface, and external as-required interfaces.

## MENU OPTIONS

The next two pages show menu options for the CSR and T&A personnel. For details about the different options, see the identified pages in each section of this manual.

# CSR MENU CHART

**EMPLOYEE DATA MENU**
**(For more information about this menu, see D-41)**
1. SAVINGS BONDS
2. CHARITY
3. EMPLOYEE ORGANIZATION
4. TAXES (FEDERAL/STATE/LOCAL/AEIC)
5 ADDRESS/ALLOTMENTS/CHECK DISTRIBUTION
6. EMPLOYEE ACCOUNTING CERTIFICATION
7. NGAUS INSURANCE
8. OVERSEAS ALLOTMENTS
9. OVERSEAS EMPLOYEE INFORMATION
10. OTHER DEDUCTIONS
11. USUHS RET/VOL ANNUITY
12. TEACHER 12-MONTH PAYMENT OPTION

**LEAVE MENU**
**(For more information about this menu, see D-43)**
1. ADVANCED/RESTORED/FAMILY LEAVE
2. LES BALANCES
3. LEAVE CERTIFICATION
4. MISCELLANEOUS LEAVE DATA

**MAIN MENU**
**(For more information about this menu, see C-27)**
1. EMPLOYEE DATA MENU
2. LEAVE MENU
3. ON-LINE INQUIRIES MENU
4. TABLES MAINTENANCE MENU
5. VIEW BROADCAST MESSAGES
6. CSR REPORTS MENU
7. T&A MENU
8. IN LIEU OF LEAVE AND EARNINGS STATEMENT

**ON-LINE INQUIRIES MENU**
**(For more information on this menu, see D-45)**
1. EMPLOYEE LOCATOR
2. HISTORY (LEAVE, PAY, TIME)
3. MASTER EMPLOYEE
4. LEAVE ADJUSTMENT
5. PAYROLL OFFICE TABLES MENU (VIEW ONLY)
6. LEAVE BANK
7. CENTRAL TABLES MENU (VIEW ONLY)
8. OVERSEAS ALLOWANCES - ADVANCES/PAYMENT/ADJUSTMENTS
9. ACCOUNTING DATA

**TABLES MAINTENANCE MENU**
**(For more information about this menu, see C-43)**
1. EMPLOYING ACTIVITY
2. ORGANIZATION
3. ORG ACCOUNTING CLASSIFICATION
4. STANDARD LEAVE JOB ORDERS
5. WORK SCHEDULE DEFAULT
6. LOCAL HOLIDAY
7. EMPLOYING ACTIVITY ADDRESS
8. T&A SITE IDENTIFICATION
9. CSR SITE IDENTIFICATION

**MASTER HISTORY MENU**
**(For more info about this menu, see D-47)**
1. MASTER LEAVE HISTORY
2. MASTER PAY HISTORY
3. MASTER TIME HISTORY

**CSR REPORTS MENU**
**(For more information about this menu, see F-20)**

…….BIWEEKLY…….
1. LEAVE AVAILABILITY
2. CONTINUATION OF PAY AVAILABILITY
3. OVERTIME/COMP TIME REVIEW
4. OVERTIME/COMP TIME USAGE
5. COMPENSATORY TIME AGING
6. OUTSTANDING LEAVE
7. FAMILY LEAVE
8. ENV/HAZARD COST
9. TMP SHIFT OVERRIDE (NB000)
10. TMP SHIFT OVERRIDE (NB010)
11. TMP SHIFT OVERRIDE (NB020)
12. NEW HIRE & SUSPENDED PAY
13. TEA BENEFITS DETAIL

…….DAILY……
14. NEW HIRE
15. EMPLOYING ACTIVITY CHANGE
16. RESTORED LEAVE
17. ADVANCED/FAMILY LEAVE
18. E/MSS ERROR REPORT
19. NEW ORGANIZATIONS

…….QUARTERLY……..
20. DD/EFT NON PARTICIPATION

…….ANNUAL…….
21. DODEA RETRO RPT (CURR)
22. DODEA RETRO RPT (PRIOR)

**MASTER EMPLOYEE**
**(For more information about this menu, see D-49)**
1. MISC/ADDRESS/NET CHECK AND ALLOTMENTS/QUARTERLY EARNINGS
2. PAY RATES AND APPOINTMENTS
3. ENTITLEMENTS (EXCLUDING LQA)
4. LQA ENTITLEMENTS
5. TAXES
6. DEDUCTIONS
7. GARNISHMENT DEDUCTIONS
8. YEAR TO DATE AMOUNTS
9. SCHEDULE

# TIME AND ATTENDANCE MENU

**TIME AND ATTENDANCE MENU**
**(For more information about this menu, see D-67)**

1. TIMECARD FORMAT 1 - SEQUENTIAL
2. TIMECARD FORMAT 1 - INDIVIDUAL
3. TIMECARD FORMAT 2 - SEQUENTIAL
4. TIMECARD FORMAT 2 - INDIVIDUAL
5. WORK SCHEDULE CHANGE
6. ACCEPTED T&A INQUIRY
7. EXCESSIVE TIMECARD EXCEPTION
8. RETROACTIVE T&A INQUIRY
9. HISTORY (TIME) - SEQUENTIAL
10. T&A REPORTS MENU
11. VIEW BROADCAST MESSAGES
12. T&A FOR CERTIFICATION
13. MISSING CERTIFICATION REPORT
14. CSR MENU

**T/A REPORTS MENU**
**(For more information about this menu, see F-29)**

…….DAILY…….
1. MISSING TIME
PROCESSING DATE __ __ __
2. CONTROL OF HOURS
PROCESSING DATE __ __ __
3. INVALID TRANSACTION (SDA)
4. INVALID TRANSACTION (ND020)
……BIWEEKLY……
5. MISSING TIME (NB010)
6. MISSING TIME (NB020)
7. CONTROL OF HOURS (NB010)
8. CONTROL OF HOURS (NB020)
9. INVALID TRANSACTION (NB000)
10. INVALID TRANSACTION (NB010)
11. INVALID TRANSACTION (NB020)
12. CONVERSION OF HOURS (NB000)
13. CONVERSION OF HOURS (NB010)
14. CONVERSION OF HOURS (NB020)

……..BIWEEKLY…….
15. NON PAY BEF/AFT (NB000)
16. NON PAY BEF/AFT (NB010)
17. NON PAY BEF/AFT (NB020)
18. SCHEDULE EDIT (NB000)
19. SCHEDULE EDIT (NB010)
20. SCHEDULE EDIT (NB020)
21. ENV CALLBACK (NB000)
22. ENV CALLBACK (NB010)
23. ENV CALLBACK (NB020)
24. RELIGIOUS COMPTIME
25. TIMESHEETS
……..RETRO……..
26. INVALID TRANSACTION
27. CONVERSION OF HOURS
28. NON PAY BEF/AFT
29. SCHEDULE EDIT
30. ENV CALLBACK

THIS PAGE INTENTIONALLY LEFT BLANK

# DCPS USER MANUAL
# for
# Time & Attendance

## TABLE OF CONTENTS

Page #

SECTION D EMPLOYEE DATA/ON-LINE PROCESSING MENUS

Time and Attendance Menus.....D-71

CHAPTER 3 TIME AND ATTENDANCE

Timecard Format 1 - Sequential, Individual, Excessive .....D3-1
Timecard Format 2 - Sequential, Individual, Excessive .....D3-21
Work Schedule Change.....D3-29
Accepted T&A Inquiry.....D3-43
Retroactive T&A Inquiry .....D3-49
History (Time) - Sequential.....D3-55
T&A For Certification.....D3-61
Missing Certification Report.....D3-69

CHAPTER 7 INQUIRIES

History (Time) – Sequential.....D7-55

THIS PAGE INTENTIONALLY LEFT BLANK

# TIME AND ATTENDANCE (TIMEKEEPERS) MENU

THIS PAGE INTENTIONALLY LEFT BLANK

# TIME AND ATTENDANCE MENU

***PURPOSE***: This menu presents the DCPS processing functions available to the Payroll Office and Customer Service Representative Timekeepers for processing of time and attendance (T&A).

***ACCESS/ MENU***:

PRO: Payroll Office Timekeepers having security authorization for time and attendance.
DCPS Main Menu, select Time and Attendance menu, then select appropriate option.

T&A/ CDR: Customer Service Representative Timekeepers having security authorization for time and attendance.
Sign on to DCPS, if the user ID authorizes this access the menu will appear, then select appropriate option.

***SCREEN***:

```
                    TIME AND ATTENDANCE MENU

1.    TIMECARD FORMAT 1 – SEQUENTIAL
2.    TIMECARD FORMAT 1 – INDIVIDUAL
3.    TIMECARD FORMAT 2 – SEQUENTIAL
4.    TIMECARD FORMAT 2 – INDIVIDUAL
5.    WORK SCHEDULE CHANGE
6.    ACCEPTED T&A INQUIRY
7.    EXCESSIVE TIMECARD EXCEPTIONS
8.    RETROACTIVE T&A INQUIRY
9.    HISTORY (TIME) - SEQUENTIAL
10.   T&A REPORTS MENU
11.   VIEW BROADCAST MESSAGES
12.   T&A FOR CERTIFICATION
13.   MISSING CERTIFICATION REPORT
14.   CSR MENU
      ENTER OPTION # OR <PF24> TO LOGOFF:____
```

1. TIMECARD FORMAT 1 - SEQUENTIAL: Accesses the screen used to enter daily, weekly, and biweekly Time and Attendance for ALL employees in the TA-Group whose organization uses Timecard Format 1. Employees will be displayed sequentially within each organization; you may skip the employee, accept the schedule as time worked, or enter exceptions. After process is completed for one employee, the next employee in sequence is displayed. This option would be used for entering T&A for an entire organization or a large group of employees.

2. TIMECARD FORMAT 1 - INDIVIDUAL: Accesses the same screen that Option 1 accesses, but this option allows the entry of T&A on an individual basis. This option would be used for entering T&A for a few employees, for late timecards, for any corrections to current period T&A already input, or for corrections of previous pay period T&A regardless of timecard format.

3. TIMECARD FORMAT 2 - SEQUENTIAL: Accesses the screen used to enter daily, weekly, or biweekly Time and Attendance for ALL employees in the TA-Group whose organization used Timecard Format 2. Employees will be displayed sequentially within each organization; you may skip the employee, accept the schedule as time worked, or enter exceptions. After process is completed for one employee, the next employee in sequence is displayed. This option would be used for entering T&A for an entire organization or a large group of employees.

4. TIMECARD FORMAT 2 - INDIVIDUAL: Accesses the same screen that Option 3 accesses, but this option allows the entry of T&A on an individual basis. This option would be used for entering T&A for a few employees or for late timecards.

5. WORK SCHEDULE CHANGE: Accesses the screen that accepts schedule information for a new employee; and allows changes to or deletions of an existing schedule.

6. ACCEPTED T&A INQUIRY: Accesses the screen that displays the employee's current pay period T&A accepted from the first day of the current pay period through the T&A processing date. Employees may be presented individually or sequentially. This option is used to audit timecards prior to execution of the final pass of the biweekly batch pay process. This is a view only function.

7. EXCESSIVE TIMECARD EXCEPTIONS: This option will be selected whenever the number of occurrences for an employee exceed 56 exceptions during Timecard Format 1 sessions. It is only used when prompted to do so from the Timecard Format 1 screens.

8. RETROACTIVE T&A INQUIRY: Accesses the screen that displays all of the employee's retroactive Time and Attendance that has been processed in the current pay period, prior to the Retro batch process being run. Employees are presented individually. This is a view only function.

9. HISTORY (TIME) - SEQUENTIAL: Accesses the screen that displays all of the employee's Time and Attendance that has been processed in the prior periods. This option is used to audit timecards for prior pay periods. Employees may be displayed sequentially or requested individually. This is a view only function.

10. T&A REPORTS MENU: Presents the sub-menu providing options to print the Daily, Biweekly, and Retro reports.

11. VIEW BROADCAST MESSAGES: Displays the 200-character (four-line) user information message generated by the DCPS Payroll Office operator. Press <ENTER> to return to the menu. This function will mainly be used to inform users when the system will be taken off-line.

12. T&A CERTIFICATION: This screen displays an employee's time and attendance and allows authorized certifiers the option of accepting or rejecting reported time entered. After certifying time and attendance as correct, the reviewing certifiers Social Security Number, Date, and Time of Certification is recorded in the system.

13. MISSING CERTIFICATION REPORT: Accesses the screen to request this report for the current pay period. This option can only be requested by Certifier user types.

14. CSR MENU: Accesses the menu functions available to the Customer Service Representatives for maintenance of employee related data.

**NOTE:** The timekeeper will need to know the Payroll Office schedule for retro and biweekly pay batch processing.

THIS PAGE INTENTIONALLY LEFT BLANK

# TIMECARD FORMAT 1

***PURPOSE:*** This screen is used to enter time and attendance data submitted on DCPS Timecard, Format 1. This screen is also used for current or prior pay period corrections to T&A regardless of source of entry (timecards or SDA).

***ACCESS/ MENU:***

PRO: Add, change and delete
DCPS Main Menu, select Time and Attendance, then select Format 1 - Sequential, Individual, or Excessive.

T&A: Add, change and delete
T&A Main Menu, select Format 1 - Sequential, Individual, or Excessive.

***SCREEN:***

```
                                   T&A TIMECARD FORMAT 1
E   SITE ID     TAG          ACT  ORG       EMPLOYEE ID    DATE            NAME
_________ ____   ______   ________   ___ __ ____    __ __ __   ____________________________
SUP DATE EFF                  EMP STA CD      GR/UNGR IDC      EMP TYP CD    WKD   SCD
F   SCD DATE EFF                              TA STA CD                          JON
                 AWS

G                SUN        MON      TUE      WED      THU      FRI      SAT          PLTN ROT
TOUR (WK 1)
H   TYP HRS/SFT
NIGHT DIFF
TOUR (WK 2)
TYP HRS/SFT
NIGHT DIFF
I                TYP                                          E/H   LST   TEM   NIGHT   INJ   ALT
J    AC WK DY HR     HOURS        JOB ORDER                OTH  HR    SFT   DIFF    NO   IDC
_   _   _   __    _____  ______________________________   __    _     _    _____   ____   _
_   _   _   __    _____  ______________________________   __    _     _    _____   ____   _
_   _   _   __    _____  ______________________________   __    _     _    _____   ____   _
_   _   _   __    _____  ______________________________   __    _     _    _____   ____   _
_   _   _   __    _____  ______________________________   __    _     _    _____   ____   _
_   _   _   __    _____  ______________________________   __    _     _    _____   ____   _
_   _   _   __    _____  ______________________________   __    _     _    _____   ____   _
_   _   _   __    _____  ______________________________   __    _     _    _____   ____   _
```

| *FIELDS:* | *FIELD DESCRIPTION:* |
|---|---|
| **SITE ID** | **SITE ID**<br>The Activity and Indicator Codes unique to a Customer Service Representative/Timekeeper Remote Site. |
| **BLK**<br>**TAG** | **PAY BLOCK**<br>**TIME AND ATTENDANCE GROUP**<br>This is a required field if the sequential process is selected to process time and attendance sequentially beginning with the first employee in this block or T&A group. No entry is required if SSN only entered.<br><br>This is a display only if the individual process is selected.<br><br>Pay block is a three digit numeric code that is locally assigned to the Payroll Office pay block. It identifies the grouping of employees by pay block.<br><br>Time and Attendance Group is a four digit numeric code that is locally assigned to the Customer Service Representative timekeeper's grouping of employees for which they input T&A. May be different number than pay block. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is a required field if the sequential process is selected to process time and attendance sequentially beginning with the first person in this Employing Activity.<br><br>This is a display only if the individual processing is selected.<br><br>This is a six position alphanumeric code which identifies the employee's employing activity (duty station). |
| **ORG** | **ORGANIZATION**<br>This is a required field if the sequential process is selected to process time and attendance sequentially beginning with the first person in this Organization.<br><br>This is a display only if the individual process is selected. |

This is a seven position alphanumeric code that identifies locally the further grouping within Employing Activity to which this employee is assigned.

**EMPLOYEE ID**

**EMPLOYEE IDENTIFICATION**
This is a required field if either the individual or sequential process is selected to process T&A sequentially beginning with this employee.
This is a display only if the sequential process is selected to begin at other than this Employee ID.

This is the employee's Social Security Number (SSN). It is a nine digit numeric field.

**DATE**

**DATE**
For current pay period processing any date within the pay period is acceptable and will be the date through which T&A can be entered.

If left blank this field will default to the system date. If system date is greater than pay period end date, it will default to current pay period end date and this will be the date through which T&A can be entered.

If a date is entered that is greater than the current pay period end date, error message "9003 INVALID DATE(S)" will be displayed.

When doing retro corrections, the date must be entered and is to be the pay period ending date of the pay period in which the corrections occur.

The date may not be less than the pay period ending date that the oldest on-line date falls in unless the employee type is a teacher. For teachers (type code is "T"), the date may be equal to or greater than the pay period ending date that the oldest on-line date falls in or the pay period ending date that the beginning of the school year falls in, whichever is oldest.

| | |
|---|---|
| **NAME** | **EMPLOYEE NAME** (Display Only)<br>This is a sight verification to ensure that the right employee's T&A is being processed. If the name does not agree with the name on the timecard, the difference should be resolved before continuing. |
| **PLTN ROT** | **PLATOON ROTATION CODE**<br>**PLATOON ROTATION INDICATOR**<br>This is a display only if the platoon rotation code has already been established in the Schedule Record.<br><br>This is an optional field for new hire firefighters if the Schedule Record has not been created.<br><br>The PLTN ROT on the screen is made up of two data elements as shown above. There is a total of four characters for the two data elements.<br><br>The first two characters of the code are alpha, (AA, ZZ) and it identifies a series of work schedules which have been established on the Rotating Tour of Duty Table.<br><br>The third and fourth characters are numeric, and they identify a particular schedule within a Rotation Code (the starting point within a rotation).<br><br>The Platoon Rotation Code is a predetermined work schedule that extends over multiple pay periods. This is used for firefighters, fire chiefs, and any individual that is assigned a work schedule that contains regularly changing tours of duty. |
| **SUP DATE EFF** | **DATE EFFECTIVE** (Display Only)<br>This is the Date Effective of the Supplemental Record in effect on the date in the DATE field (multiple Supplemental Records may be in effect for the pay period). |

| | |
|---|---|
| **EMP STA CD** | **EMPLOYEE STATUS CODE** (Display Only)<br>This is a one position alpha code identifying the status of an employee on the date in the DATE field. It indicates the status of an employee record on the master file and whether that employee is active, receiving severance pay, assigned to light duty or on an approved long term absence. |
| **GR/UNGR IDC** | **GRADED/UNGRADED INDICATOR** (Display Only)<br>This indicator identifies whether this employee is graded (G) or ungraded (U). |
| **EMP TYP CD** | **EMPLOYEE TYPE CODE** (Display Only)<br>This is a one position alpha code which indicates whether an employee is a special type who requires unique handling in various portions of the system or is a regular type employee. |
| **WKD SCD** | **WORK SCHEDULE** (Display Only)<br>This is a one position alpha code designating the employee's work schedule. |
| **SCD DATE EFF** | **DATE EFFECTIVE** (Display Only)<br>This is the Date Effective of the Schedule Record in effect on the date in the DATE field (multiple schedules may be in effect for the pay period). |
| **TA STA CODE** | **TIME AND ATTENDANCE STATUS CODE** (Display Only)<br>This is a one position alpha code indicating whether or not an employee is in an active, separated or deceased status. |
| **JON** | **STANDING JOB ORDER NUMBER** (Display Only)<br>This is an alphanumeric field that may be up to 30 characters and identifies the costing elements to be charged for the associated Type Hour Code and Hours when no Job Order Number is entered on the timecard.<br><br>This field will be blank if there is no Standing Job Order Number. |

**AWS**

**WORK SCHEDULE TOUR OF DUTY CODE**
(Display Only)
This is commonly known as the alternate work schedule (AWS) code. It is a one position alphanumeric code, 0-8, D, or E.

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|---|
| TOUR (WK 1) | ____ | ____ | ____ | ____ | ____ | ____ | ___ |
| | SUN | MON | TUE | WED | THU | FRI | SAT |
| TOUR (WK 2) | ____ | ____ | ____ | ____ | ____ | ____ | ____ |

The Tour (Week 1) (Week 2) identifies the employee's scheduled days on/days off and the number of hours regularly scheduled to work each day in week 1 and week 2 of the biweekly pay period for AWS codes 0, 1, 2, 6, and 8.

AWS code 0 will be used for all Fire Protection Personnel with biweekly scheduled hours of 144, 120, and 112 plus all employees scheduled 80 hours not working an alternate work schedule.

For AWS codes 3 and 7, the weekly hours will display on Saturday of each week.

For AWS codes 4, 5, D, and E the total number of biweekly hours will display on Saturday of week 2. (**NOTE:** AWS 4 or 5 means employee working schedule at their own request while D or E means employee working schedule at the activity's request.)

Holidays and Local Holidays will display if the employee is entitled to a holiday and if the holiday falls on a regularly scheduled workday with the exceptions of Fire Protection Personnel (Employee Type Codes F or X).

For teachers (Employee Type Code T), days will display instead of hours.

**TYP HRS/SFT**

**TYPE HOURS CODE**
**SHIFT CODE ASSIGNED** (Display Only)
The Type Hours Code is a two position alpha code which identifies the type of regularly scheduled hours normally worked by an employee. Codes are listed and defined in the DED.

**NOTE:** If the Type Hours field is blank, the employee was not scheduled to work a regular shift on those days.

The Shift Code Assigned is a one digit numeric code which identifies the regularly scheduled shift normally worked by an ungraded employee.

A graded employee will always have a Shift Code 0.

**NIGHT DIFF**

**NIGHT DIFFERENTIAL ASSIGNED** (Display Only)
This is the number of regularly scheduled night differential hours a graded employee is scheduled to work between the hours of 1800 and 0600 for each day.

**NOTE:** If the Night Diff field is zero, the employee was not scheduled to work. Night Diff on that day was ineligible.

The number of hours may not exceed the total number of hours an employee is scheduled to work each regular workday.

## EXCEPTION ENTRIES TO SCHEDULE PORTION OF TIMECARD:

**AC**

**AC** (Required)
A = ADD
"A" is entered to add an exception to the regularly scheduled hours.

C = CHANGE
"C" is entered to change an existing exception entry.

D = DELETE
"D" is entered to delete an existing exception entry.

**WK**

**WK** (Required)
1 - Week 1
2 - Week 2
3 - Entire Pay Period

This designates which week of the pay period that an exception is being entered. If the entire pay period is to be charged to one Type Hour Code, a three may be entered in the field.

**DY**

**DY** (Required)
This is a code that identifies each day of each week that an exception is being entered. Valid values are 1 thru 7, with 1 being Sunday and 7 being Saturday. If an entire week or an entire pay period is to be charged to a specific Type Hours Code for scheduled days, a 9 may be entered in this field.

**TYP HR**

**TYPE HOURS CODE**
This is required if there is an exception to the displayed schedule.

This is a two position alpha field.

The first character entered in this field must be codes that begin with R, H, S, O, C, L, or K.

"LT" Traumatic Injury (COP) requires injury number and hours. Multiple occurrences of Traumatic Injury (COP) can be reported on a daily basis. Hours will be used to fulfill daily tour of duty.

"LU" will be used to report Date of Injury before LT will be allowed.

If entering an exception to the scheduled tour, enter the two digit alpha code which identifies the type of hours reported for the employee. This employee must be eligible to report hours of this type.

This is required if any hours are entered on this line.

The T&A Eligibility Table is used to edit entries in this field. If an invalid code is entered for the employee, an error message will display at the bottom of the screen.

National Guard Technicians (EMPLOYEE TYPE CODE V) graded and ungraded employees are ineligible for overtime. Compensatory Time (regular & callback) will be valid for all AWS codes.

The erroneous condition must be corrected before the system will accept the entry.

**HOURS**

**HOURS**

This is required if a Type Hours Code was entered on the same line.

This is a five digit field which includes a decimal for hundredths of hours. It is the number of hours relating to the Type Hour Code.

The total number of hours for each day must not be greater than 24 or, for regular hours, must not be greater than the employee's regular daily tour for that day.

For teachers, days are entered instead of hours. Enter a 1.00 for a full day or .5 for a half day.

If a 9 was entered in the Day field, the amount of hours that apply to each day would be entered.

This field may be input with or without hours when LU "Date of Traumatic Injury" is reported. Any hours reported will be used to fulfill biweekly tour. Hours reported will be chargeable Administrative Leave. LT (COP) will continue to be reported with hours but will also require injury number.

**JOB ORDER**

**JOB ORDER NUMBER**
This is a 30 position alphanumeric field.

If a change in the default value is necessary or if a new job order is added, enter in the job order number to be charged for the Type Hour Code entered on the same line. One to 30 characters may be entered in this alphanumeric field.

If multiple job orders are to be entered for the exceptions, a single quotation mark may be used in the first field when the job order to be entered is the same as the job order on the line above. See examples of Job Order Entry at the end of this section.

This field may be left blank if there is no job order number or if the Standing Job Order Number is correct for the type of hours entered.

**E/H OTH**

**ENVIRONMENTAL/HAZARD REPRESENTATIONAL CODE**
This is a two position alpha code. The first character of the code must be E, F, B, or D. If the employee worked these hours under environmental or hazardous conditions, enter the two position alpha code indicating the type of environmental or hazardous work performed the first character will be E or F.

This field will also be used to enter Representational Codes if the employee worked hours pertaining to Union Business. The first character will be a B.

This field will also be used to accommodate the reporting of Family Leave.

**LAST HOUR**

**LAST HOURS IN A PAY STATUS**
N - No, Environmental was not on the last regularly scheduled hour in the pay period. The system will default to "N" if this field is left blank.

Y - Yes, Environmental was on the last regularly scheduled hour in the pay period.

This code is used for ungraded employees only on the last regularly scheduled hour. It is used to compute the annual salary used to calculate life insurance deduction amounts.

**TEM SFT**

**TEMPORARY SHIFT OVERRIDE**

This is a protected field if a graded employee is on a fixed tour (AWS of 0, 1, 2, 6, or 8). It will be an unprotected field if a graded employee is on a non-fixed tour (AWS 3, 4, 5, 7, D, or E).

This is required if an ungraded employee worked a different shift than scheduled and is to be paid at the different shiftrate. Enter the Shift Code (1, 2, or 3) the employee is to be paid. This shift code must be comparable with the Type Hour Code or the shift code that is in the work schedule.

This is a one digit numeric code (1, 2, 3, or 4).

The 4 must be input in this field for both graded and ungraded employees on an AWS of 3, 4, 5, 7, D, or E) when reporting military leave (LM) or traumatic injury (LT) on their regular days off. These days are to count toward military or traumatic injury used.

For those employees that are on an AWS of 0, 1, 2, 6, or 8, the system will default this field to 4 if LM or LT is reported on their RDO.

**NIGHT DIFF**

**NIGHT DIFFERENTIAL**

This is a protected field if an ungraded employee.

This is a five digit numeric field which includes a decimal for hundredths of hours.

If the graded employee is eligible for night differential for the exception entered, enter the number of hours for which the employee may be paid a night differential. This value must be less than or equal to the number of hours reported and must fall within the hours of 1800 - 0600.

**INJ NO**

**INJURY NUMBER**

This is required if Type Hour Code of LT input, otherwise this is an optional field.

This is a four digit numeric field. The first two positions are the month the injury occurred (01-12). The second two positions are the day the injury occurred (01-31).

This number must be input for every entry that is to be charged to the 45 days of continuation of pay. LT (COP), LA (Annual), LS (Sick) or H* (Holiday).

If the employee is on Light Duty due to an injury, (Employee Status Code = C), all hours in the pay period except O*, CR, CD, CE, or CC, must have an injury number reported also.

**NOTE:** Never input injury number with LU (Date of Injury). The 45 days of COP starts with the first day used after injury date. LA, LS, used intermittently with COP "LT" will not extend the 45 days of eligibility.

LT (COP) and LU (Date of Injury) will not be valid entries for Format 2.

This field appears on Format 1 Screen. Actual Timecard will not change. A block following the start time block will be used to enter the injury number on the actual timecard.

**ALT IDC**

**ALTERNATE PAY RATE INDICATOR**

This field indicates which rate of pay should be used for an employee in a dual rate position.

**SYSTEM PROCESSING:**

1. Exceptions. Enter exceptions to the regular work schedule or accept the schedule from the timecard. These exceptions could be work hours, leave hours, job order numbers, environmental codes, temporary shift, night differential, or Injury Number. Corrections to the current pay period T&A entered are also accomplished through changes on this screen.

All exceptions entered are edited on-line to the Eligibility Table. If the Type Hour Code entered does not match the eligibility edits on the table, an error message will display. The error must be resolved prior to the system accepting the T&A data entered. See the Eligibility Table at the end of this section.

2. Screen Usage Explained. This screen allows the entry of Time & Attendance on a daily, weekly, or biweekly basis. Entry may be made on an individual employee basis, or for all active employees if a starting key is given. Entry may be made for selected employees (SSN is required entry for all active employees with a selected starting point), beginning of pay block for a selected Employing Activity (Pay Block and Employing Activity are required), and selected Employing Activity and Organization Code (Pay Block, Employing Activity and Organization Code are required).

3. Entry Options.

a. Sequential Processing.

(1) If this process is selected, all active employees under the appropriate Organization Timecard Indicator are displayed in SSN sequence to accept T&A for the scheduled workweek as contained in the Work Schedule Record or change time if there are exceptions to the Work Schedule. The active employees who are scheduled to work for the T&A date along with all non-daily tour employees (Day 7 or 14) are displayed.

(2) If a sequential option is selected, once a starting key is established, employee's scheduled tours are sequentially displayed on the screen unless there is a change of Organization. At that time the screen will display the following message for the last employee on organization, "PROCESSING COMPLETE FOR PRIOR ORGANIZATION".

(3) There is an option to continue the sequential processing or change the starting keys to start another sequential processing cycle.

(4) The start key may be changed at any time by first clearing the screen by using the PF13 function key.

b. Individual Timecard Processing. If "individual" is selected, a blank T&A timecard screen is displayed after processing the requested employee.

c. Excessive Exceptions. This process should be selected whenever the number of occurrences for an individual exceeds 56 exceptions. It is limited to individual processing and then only when the occurrences exceed 56. If one of the other two timecard options has been selected and the occurrence entered exceeds 56, error messages "5017" and "4018" will display. The Excessive timecard Exception Option must be selected to complete processing the rest of the exceptions.

4. Accept Work Schedule. If there are no exceptions posted to the work schedule printed on the timecard and the work schedule displayed is the same as the schedule printed on the timecard, the schedule on the screen can be accepted by pressing the F9 function key.

**NOTE:** The PF9 function key should not be used when an employee is on Light Duty (Employee Status Code = C). Injury number must be entered with all hours in the pay period except O*, CR, CE, CD, or CC codes.

5. Scheduled Tour. This program will create a default scheduled tour of duty based on Employee Type Code, Employee Status Code, Time & Attendance Status Code, Graded/Ungraded Indicator, national or local holidays, work schedule, etc. The scheduled tour is displayed, and the clerk has the option of accepting the schedule or making any required changes in the exception part of the screen. All changes will be edited and validated on both a transaction and an end-of-day level. Any errors are highlighted and returned to the screen to allow correction. The system defaults are:

a. Employee Type Code.

(1) Fire Protection Personnel (Employee Type Codes F, X). A general default tour is built for these employees. The Work Schedule Change must be used to change the Platoon Rotation Code.

(2) Teachers (Employee Type Code T). A general default tour is built for these employees. The Work Schedule Change must be used to change the tour of duty. Teacher's work schedules may be changed to include Saturdays and Sundays.

(3) All Other Employee Types. A general default tour is used for all other employees unless they have a Work Schedule Code I or J for intermittents. The general default is:

| Data Element | | Default to | |
|---|---|---|---|
| Effective Date | | Supplemental Record Data Effective | |
| T&A Status Code | | A - | (Active Employee) |
| Normal Night Diff | | O - | (Always Zero) |
| AWS | | O - | (Always Zero) |
| Rotating Shift IDC | | N - | (None) |
| Sun Pay: | Day 7 | N - | (None) |
| | Day 14 | N - | (None) |
| All Other Fields | | O - | (Zero Filled) |

(4) Intermittents. The default tour of duty established for intermittents regardless of Employee Type Code is:

| Screen Data Element | Schedule Record Default |
|---|---|
| Date Effective | Supplemental Record Date Effective |
| T&A Status Code | A - (Active) |
| Normal Night Diff | O - Graded Employee |
| AWS | O - For 14 days of the pay period |
| SFT | 1 - (Ungraded employee Shift Code Assigned) |
| Rotating Shift IDC | N - (None) |
| Sunday Pay Day 7 IDC | N - (None) |
| Sunday Pay Day 14 IDC | N - (None) |
| All Other Fields | 0 - (Zero Filled) |

b. Employee Status Code. The scheduled tour of duty will set the appropriate Type Hour Code when the Employee Status Code in the MER is a code shown below.

| Employee Status Code | Type Hour Code | Definition |
|---|---|---|
| B | KB | Suspension |
| D | LS | Sick Leave for extended period. The Eligibility Table is used to determine who is eligible. If employee not eligible then error message 2098 will display. |
| F | KE | Furlough SF50 |
| K | KA | Extended LWOP, SF71 |
| L | KA | Extended LWOP, SF50 |
| M | KG | Military Furlough, SF50 |
| V | LX | Sabbatical Leave OR Non Duty Status - Interim Appt. SF50. The Eligibility Table is used to determine who is eligible. |
| W | KD | T&A Status Code must be A |

If employee separates system will generate K* code up to and including date of separation. When employee status is "K" system will allow user to change generated LWOP to regular time on date of separation.

c. Holidays.

(1) Intermittents are not entitled to holidays. If an intermittent works on a holiday, a Type Hour Code R - must be entered for that day.

(2) Ungraded employees with a temporary position of 90 days or less, due to a Comptroller decision, are entitled to Holidays. The system based on the local Holiday table will generate LH for these employees. If employee works the Holiday, input of H - code is necessary.

(3) Firefighters, Fire Chiefs and Inspectors with Employee Type Code of 'G' are not entitled to holiday leave (LH) or pay (H*). Title 5, Chapter 55, Subpart M – Firefighter Pay, effective October 11, 1998 refers.

(4) Fire Chiefs and Inspectors with Employee Type Code of 'F' or 'X' and other employees on Uncommon Tours of Duty may be entitled to holiday absence without charge to leave when the employing agency determines that his services are not required on the holiday. If the employee's services are required on the holiday and the employee absents himself on the holiday within his regularly scheduled tour of duty, he is not entitled to holiday leave and must be charged regular type of leave. The system will not generate and display the 'LH' on the employees timecard. If the activity determines the employee is to be allowed holiday leave it must be entered as an exception. Employees receiving annual premium pay are not entitled to Holiday Pay and the system will not allow Holiday Worked code of 'HG' or 'HC' to be entered. 54 Comp Gen 662 refers.

(5) Holidays or Local Holidays for AWS Employees. Employees with AWS codes of 0, 1, 2, 6, and 8 (fixed tours) will have Holiday leave set in their scheduled tour. If the Holiday occurs on a nonscheduled workday T&A will project the Holiday and if not input, will generate Holiday leave using the following logic. If the Holiday falls on a Sunday, DCPS will project the Holiday on the following day. If the Holiday falls on any other day, DCPS will project to the previous day. The holiday must be within 4 days either side of the actual holiday.

Employees with AWS Codes of 3, 4, 5, 7, D, and E (nonfixed tours) will have holiday leave entered as an exception with the total hours not to exceed 8. The number of holiday leave or holiday worked hours for AWS of 6 and 8 will be equal to employees regularly scheduled daily tour.

(6) Part-Time Employees. A part-time employee is entitled to holiday leave if a holiday falls on a day during the employee's regularly scheduled tour of duty. The scheduled tour will reflect the Type Hour Code of LH for the amount of scheduled hours. If the employee worked on the holiday, the holiday worked code will be used only for work performed during the scheduled hours. Any hour worked beyond the scheduled hours would be entered as a regular Type Hour Code as an exception. Holiday worked or holiday leave will not be allowed to be entered on a day designated as an "in-lieu of" holiday.

(7) Work on a Sunday that is also a Holiday. The Type Hour Code for holiday worked (HG for graded, HF, HS, or HT for ungraded) will be used for a Sunday holiday. The system will generate the Sunday premium entitlement. This is also true for employees on a fixed tour when the holiday is on Saturday if the Sunday Pay Indicator is "Y". An H- exception

would be entered for employees on a nonfixed tour (AWS 3, 4, 5, 7, D, or E) who worked on a Saturday holiday and the scheduled hours of work extended into Sunday. The system would not be able to determine that the employee is eligible for Sunday premium. A manual adjustment for Sunday Premium would have to be done in the Pay Adjustment program.

(8) New hires other than on day one. If an employee new hires on other than the first day of a pay period in which a holiday falls or if the following pay period includes a holiday manual intervention, it may be necessary to correct the systems projected holiday.

(9) Holiday when on COP. Office of Worker's Compensation Programs (OWCP) has determined that an employee is entitled to holiday pay during COP period if employee was scheduled to work the holiday. Injury number must be reported with appropriate holiday code to ensure day is charged to COP record.

d. Overtime.

(1) National Guard Technicians (Employee Type Code V) graded and ungraded are ineligible to have O- exceptions reported for them.

(2) Air Traffic Controllers Timekeepers will need to enter any Overtime Callback (OC) as Overtime Scheduled (OS) for the actual hours worked and also enter Overtime Scheduled-Not Worked (ON), for the difference between the 2 hour minimum payment and actual hours worked. OU should not be entered for these ATC employees during this workaround period.

e. Compensatory Time.

(1) National Guard Technicians (Employee Type Code V) graded and ungraded employees Compensatory Time (regular and call back) will be valid for all AWS codes. Guard technicians graded or ungraded are ineligible for overtime.

(2) Air Traffic Controllers. Timekeepers will need to change the Alternate Work Schedule (AWS) Code to AZ (Gliding Schedule) for any employee electing to earn comp time (CE). Timekeepers will need to enter Comp Time Call Back (CC) as Overtime Scheduled (OS) for the actual hours worked and also enter Overtime Scheduled-Not Worked (ON) for the difference between the 2 hour minimum payment and actual hours worked.

6. Enter Exceptions. If there are exceptions to the work schedule posted to the timecard, each exception is entered on the screen as posted on the timecard. When the screen is full, the cursor will stay positioned at the bottom of the screen and will not allow any more entries. If more exceptions are to be entered, press the F2 function key, which will display a second screen so that the exceptions can continue to be entered. When all exceptions have been entered, press F9 to accept the exceptions and the remaining scheduled tour, or press ENTER if only the exceptions are to be accepted at this time.

**NOTE:** The PF9 function key should not be used when an employee is on Light Duty (Employee Status Code = C), injury number must be entered with all hours in the pay period except O*, CR, CE, CD, or CC codes.

Part-Time Employee Exceptions. There is an edit to ensure that regular type hours entered for a part-time employee do not exceed eight or their regular scheduled hours for that day, whichever is greater.

There is a daily edit to ensure that a part-time employee has a minimum of eight, or their scheduled tour if greater than eight, regular hours input for the day prior to allowing overtime, compensatory time or religious time earned to be input. There is also a daily edit to ensure that a part-time employee has their scheduled tour, regular hours input, for the day prior to allowing credit hours earned to be input.

7. No Timecard Received. When in the sequential processing mode and an employee's screen is displayed for which no timecard has been received, press the F6 function key to skip this employee. When time and attendance is processed, a Missing Time/Created Leave Report will be generated with a list of all employees whose time and attendance has not been entered. During the end of pay period time and attendance processing, the system automatically generates leave for those employees who have not had time and attendance entered for the scheduled hours.

8. Corrections. This program, T&A format 1, is used to make necessary corrections to T&A regardless of source of entry (timecards or SDA) or whether it is for current pay period or prior periods.

If corrections are to be made to the current pay period accepted T&A, enter the Employee ID, press enter and the DATE will default to the current pay period processing date. Make the appropriate changes.

9. System Edits. General purpose field edits will be performed on-line to ensure that all required fields have been entered and that fields defined as numeric or alphabetic contain only numeric or alphabetic data. Specific edits will be performed as required.

10. Day 9 Logic. The "Day 9 Logic" makes it possible to post all 80 hours of a full-time employee's tour to another type hour code or JON on one detail line on the screen. The "Day 9 Logic" feature may also be used just for the first week or just the second week of the pay period.

a. The Week (WK) and Day (DY) fields are the keys:

(1) Enter "1" for WK and "9" for DY to create an exception for each scheduled day of the first week of the pay period.

(2) Enter "2" for WK and "9" for DY to create exceptions for second week of pay period.

(3) Enter "3" for WK and "9" for DY to create an exception for each day of the scheduled tour for the whole pay period.

b. After entering the appropriate week and day value enter the corresponding type hour code, number of hours per day and if necessary JON.

c. The Day 9 Logic" cannot be used for employees with an AWS code of 3, 4, 5, 7, D, or E since they do not have a fixed daily scheduled number of hours.

d. If a Holiday occurs during the week/pay period for which you are establishing "Day 9 Logic," the system will generate the holiday in accordance with holiday logic.

11. Function Keys for Timecard Formats: (See Section H, Chapter 1 for further definitions.)

| | |
|---|---|
| PF1 | Return to menu |
| PF2 | Page forward |
| PF3 | Page backward |
| PF4 | Page forward to last page |
| PF6 | Sequential (skip employee) |
| PF9 | Accept T&A |
| PF11 | Restore original data |
| PF13 | Restarts |

**EXAMPLE:**

Job Order Repeat Procedure. This procedure is optional. The user may elect to enter all job order numbers.

The job order number (Standing Job Order Number) displayed on the top portion of the timecard is a line required to group the transactions. The job order to be charged is different than the JON displayed.

```
                TYP                          E/H LAST TEM NIGHT   INJ  ALT
          AC WK DY HR  HOURS        JOB ORDER          OTH HOUR SFT DIFF    NO   IDC
(1)       A  1  1  OS  1.5  1 2 3 4 5 6 7 8 9 0      __  _  _ ____   ___  _
(2)       A  1  1  OS  1.5  '               EA  _  _ ____   ___  _
(3)       A  1  1  OS  1.5  /////2 3 1 1 0        __  _  _ ____   ___  _
(4)       A  1  1  OS  1.5  //////J O N           __  _  _ ____   ___  _
(5)       A  1  1  OS  1.5  7 8 9//4 5/T R        __  _  _ ____   ___  _
(6)       A  1  1  OS  1.5  '               EA  _  _ ____   ___  _
          _  _  _  __  ____ ____________________ __  _  _ ____   ___  _
          _  _  _  __  ____ ____________________ __  _  _ ____   ___  _
```

**LEGEND:**

(1) The job order to be charged is completely different from the displayed JON. Enter the complete job order number from the timecard.

(2) The job order to be charged is the same as the job order directly above. Enter a single quotation mark (') and the entire JON on the line above will be accepted for processing.

(3) The first five characters of the job order do not change, but the last five characters do. To repeat the first five characters without actually entering them, enter a slant mark (/) under the first five characters, then enter the remaining characters that are different.

(4) The first seven characters are the same as the line directly above. Enter a slant mark (/) under the first seven characters, then enter the remaining characters that are different from the line above.

(5) This is a mixture of character changes from the line above. Enter a slant mark (/) whenever the character on the line above is to be repeated; otherwise, enter the actual character which is not a repeat.

(6) The entire job order on the line above is to be repeated. Enter a single quotation mark ('), and it will be repeated.

**RETRO PROCESSING:**

If retro corrections are to be made to prior pay periods, enter the Employee ID and the pay period end date in the DATE field of the pay period to which you need to make the corrections. The T&A for that pay period will display. Make the appropriate changes.

**REPORTS:**

6638R01 Temporary Shift Override Report
6604R01 Time/Leave Detail Report
6605R01 Control of Hours

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

# TIMECARD FORMAT 2

***PURPOSE:*** This screen is used to enter time and attendance data submitted on DCPS Timecard, Format 2.

***ACCESS MENU:***

PRO: Add, change and delete
DCPS Main Menu, select Time and Attendance, then select Format 2 - Sequential, Individual, or Excessive.

T&A: Add, change and delete
T&A Main Menu, select Format 2 - Sequential, Individual, or Excessive.

***SCREEN:***

```
                                   T&A TIMECARD FORMAT 2
K   SITE ID     TAG          ACT  ORG       EMPLOYEE ID    DATE            NAME
_________ ____          ______   _______    ___ __ ____    __ __ __    ____________________________
SUP DATE EFF                     EMP STA CD        GR/UNGR IDC       EMP TYP CD    WKD   SCD
L   SCD DATE EFF                                   TA STA CD                          JON
                     AWS

M                 SUN        MON      TUE      WED      THU      FRI      SAT          PLTN ROT
TOUR (WK 1)
TYP HRS/SFT
NIGHT DIFF

TOUR (WK 2)
TYP HRS/SFT
NIGHT DIFF

              JOB ORDER          TYP HR WK     SUN    MON    TUE    WED    THU    FRI    SAT
  ____________________________   ___   1      _____  _____  _____  _____  _____  _____  _____
                                       2      _____  _____  _____  _____  _____  _____  _____
   ___________________________    ___   1      _____  _____  _____  _____  _____  _____  _____
                                       2      _____  _____  _____  _____  _____  _____  _____
  ____________________________   ___   1      _____  _____  _____  _____  _____  _____  _____
                                       2      _____  _____  _____  _____  _____  _____  _____
  ____________________________   ___   1      _____  _____  _____  _____  _____  _____  _____
                                       2      _____  _____  _____  _____  _____  _____  _____
```

| *FIELDS:* | *FIELD DESCRIPTIONS:* |
|---|---|
| **SITE ID** | **SITE ID**<br>The Activity and Indicator Codes unique to a Customer Service Representative/Timekeeper Remote Site. |
| **BLK**<br>**TAG** | **PAY BLOCK**<br>**TIME AND ATTENDANCE GROUP**<br>Required if the sequential process is selected to process time and attendance sequentially beginning with the first employee in this block or T&A group. No entry is required if SSN only entered.<br><br>Display Only if the individual process is selected.<br><br>Pay block is a three digit numeric code that is locally assigned to the Payroll Office pay block. It identifies the grouping of employees by pay block. May be different number than pay block.<br><br>Time and attendance group is a four digit numeric code that is locally assigned to the Customer Service Representative timekeeper's grouping of employees for which they input T&A. |
| **ACT** | **EMPLOYING ACTIVITY**<br>Required if the sequential process is selected to process time and attendance sequentially beginning with the first employee in this Employing Activity.<br><br>Display Only if the individual process is selected.<br><br>This is a six position alphanumeric code which identifies the employee's employing activity (duty station). |
| **ORG** | **ORGANIZATION**<br>Required if the sequential process is selected to process time and attendance sequentially beginning with the first employee in this Organization.<br><br>Display Only if the individual process is selected. |

This is a seven position alphanumeric code that identifies locally the further grouping (within Employing Activity to which this employee is assigned.

**EMPLOYEE ID**

**EMPLOYEE IDENTIFICATION**
Required if either the individual or sequential process is selected to process time and attendance sequentially beginning with this employee.

Display only if the sequential process is selected to begin other than with this Employee ID.

This is the employee's Social Security Number (SSN). It is a nine digit numeric field.

**DATE**

**DATE**
For current pay period processing any date within the pay period is acceptable and will be the date through which T&A can be entered.
If left blank this field will default to the system date. If system date is greater than pay period end date, it will default to current pay period end date and this will be the date through which T&A can be entered.

If a date is entered that is less than or greater than current pay period, error message "9003 INVALID DATE(S)" will be displayed.

If doing corrections, Format 1 must be used.

**NAME**

**EMPLOYEE NAME** (Display Only)
This is a sight verification to ensure that the right employee's T&A is being processed. If the name does not agree with the name on the timecard, the difference should be resolved before continuing.

**SUP DATE EFF**

**DATE EFFECTIVE** (Display Only)
This is the Date Effective of the Supplemental Record in effect on the date in the DATE field (multiple Supplemental Records may be in effect for the pay period).

| | |
|---|---|
| **EMP STA CD** | **EMPLOYEE STATUS CODE** (Display Only)<br>This is a one position alpha code identifying the status of an employee on the date in the DATE field. It indicates whether the status of an employee record on the master file is active, receiving severance pay, assigned to light duty or on an approved long term absence. |
| **GR/UNGR IDC** | **GRADED/UNGRADED INDICATOR** (Display Only)<br>This indicator identifies whether this employee is graded or ungraded. |
| **EMP TYP CD** | **EMPLOYEE TYPE CODE** (Display Only)<br>This is a one position alpha code which indicates whether or not an employee is a special type that requires unique handling in various portions of the system, or a regular employee. |
| **WKD SCD** | **WORK SCHEDULE** (Display Only)<br>This is a one position alpha code designating the employee's work schedule. |
| **SCD DATE EFF** | **DATE EFFECTIVE** (Display Only)<br>This is the Date Effective of the Schedule Record in effect on the date in the DATE field (multiple schedules may be in effect for the pay period). |
| **TA STA CODE** | **TIME AND ATTENDANCE STATUS CODE** (Display Only)<br>This is a one position alpha field indicating whether an employee is in an active, separated or deceased status. |
| **JON** | **STANDING JOB ORDER NUMBER** (Display Only)<br>This is an alphanumeric field that may be up to 30 characters and identifies the costing elements to be charged for the associated Type Hour Code and Hours when no Job Order Number is entered on the timecard.<br><br>This field will be blank if there is no Standing Job Order Number. |

**AWS**

**WORK SCHEDULE TOUR OF DUTY CODE**
(Display Only)
This is commonly known as the alternate work schedule (AWS) code. It is a one position alphanumeric code 0-8, D, or E.

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|---|
| TOUR (WK 1) | | | | | | | |
| | SUN | MON | TUE | WED | THU | FRI | SAT |
| TOUR (WK 2) | | | | | | | |

The Tour (Week 1) (Week 2) identifies the employee's scheduled days on/days off and the number of hours regularly scheduled to work each day in week 1 and week 2 of the biweekly pay period for AWS Codes 0, 1, 2, 6, and 8.

AWS code 0 will be used for all Fire Protection Personnel with biweekly scheduled hours of 144, 120, and 112 plus all employees scheduled 80 hours not working an alternate work schedule.

For AWS codes 3 and 7 the weekly hours will display on Saturday of each week.

For AWS codes 4, 5, D, and E, the total number of biweekly hours will display on Saturday of week 2.

Holidays and Local Holidays will display if the employee is entitled to a holiday and if the holiday falls on a regularly scheduled workday with the exception of Fire Protection Personnel (Employee Type Codes F or X).

For teachers (Employee Type Code T) days will display instead of hours.

**TYP HRS/SFT**

**TYPE HOURS CODE**
**SHIFT CODE ASSIGNED** (Display Only)
The Type Hours Code is a two position code which identifies the type of regularly scheduled hours normally worked by an employee. Codes are listed and defined in the DED.

**NOTE:** If the Type Hours field is blank, then the employee was not scheduled to work those days.

The Shift Code assigned is a one digit numeric code which identifies the regularly scheduled shift normally worked by an ungraded employee.

A graded employee will always have a Shift Code 0.

**NIGHT DIFF**

**NIGHT DIFFERENTIAL ASSIGNED** (Display Only)
This is the number of regularly scheduled night differential hours a graded employee is scheduled to work on between the hours of 1800 and 0600 for each day.

**NOTE:** If the NIGHT DIFF field is zero, the employee was not scheduled to work Night Diff on that day or was ineligible.

The number of hours may not exceed the total number of hours an employee is scheduled to work each regular workday.

**EXCEPTION ENTRIES TO SCHEDULE PORTION OF TIMECARD:**
When an employee is on Light Duty (Employee Status Code = C) all hours in the pay period must be entered with Injury Number except O*, CR, CE, CD, or CC. These employees exceptions must be entered using Timecard Format 1.

**JOB ORDER**

**JOB ORDER NUMBER**
If a change in the default value is necessary or if adding a new job order, enter in the job order number to be charged for the Type Hour Code entered on the same line. One to 30 characters may be entered in this alphanumeric field.

If multiple job orders are to be entered for the exceptions, a single quotation mark may be used in the first field when the job order to be entered is the same as the job order on the line above. See examples of Job Order Entry at the end of the section.

This field may be left blank if there is no job order number or if the Standing Job Order is correct for the type of hours entered.

**TYP HR**

**TYPE HOURS CODE**

Required if there is an exception to the displayed schedule.

This is a two position alpha field.

The first character entered in this field must be codes that begin with R, H, S, O, C, L, or K.

If entering an exception to the scheduled tour, enter the two digit alpha code which identifies the type of hours reported for the employee. This employee must be eligible to report hours of this type.

The T&A Eligibility Table is used to edit entries in this field. If an invalid code is entered for the employee an error message will display at the bottom of the screen. The erroneous condition must be corrected before the system will accept the entry.

This is required if any hours are entered on wk 1 or wk 2 line.

Date of Injury "LU" cannot be input on Timecard Format 2.

LT (COP), LA, LS, or H* that is input with Injury Number cannot be input on Timecard Format 2.

| WK | SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|---|
| 1 | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| 2 | ____ | ____ | ____ | ____ | ____ | ____ | ____ |

**WK**
1 - Week 1
2 - Week 2

This designates for which week of the pay period that an exception is being entered.

**HOURS**
Required on at least one of the days if a Type Hour Code was entered.

This is a five digit field that includes a decimal for hundredths of hours. The first line is for week 1 and the second line is for week 2.

This is the number of hours relating to the Type Hour Code for each day of the pay period.

The total of all hours entered may not be greater than 24 on any day or greater than the employee's regular daily tour hours for each regular workday.

For teachers (Employee Type Code T) days are entered instead of hours. Enter a 1.00 for a full day or .50 for a half day.

**SYSTEM PROCESSING:**
See Timecard Format 1.

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

# WORK SCHEDULE CHANGE

***PURPOSE:*** This screen is used to add a work schedule for a new employee, change an existing employee's work schedule or to delete an existing work schedule when an employee has more than one schedule with different effective dates. This screen may also be used as an inquiry to view the Schedule Record for an employee.

***ACCESS MENU:***

PRO: Add, change and delete
DCPS Main Menu, select T&A, then select Work Schedule Change.

T&A: Add, change and delete
T&A Main Menu, select Work Schedule Change.

***SCREEN:***

```
                    WORK SCHEDULE CHANGE

EMPLOYEE ID    EFFECTIVE DATE   BLK    ACT    ORG            NAME
___ __ ____     __ __ __        ___    ___    ___
SUP DATE EFF                   EMP STA   CD   GR/UNGR IDC EMP TYP   CD   WKD   SCD
ACTION CODE (C,D) _            ARE YOU SURE Y/N   _          START/END TIME ____-____
SCD DATE EFF                   T&A STATUS CODE   _     AWS _   PLATOON ROTATING CODE ___

                  ******* PAY PERIOD TOUR OF DUTY *******
              SUN     MON     TUE     WED     THU     FRI     SAT     SUN PAY
WK 1          _____   _____   _____   _____   _____   _____   _____   DAY 7
SHIFT          _       _       _       _       _       _       _
NGT DIFF      _____   _____   _____   _____   _____   _____   _____    _

WK 2          _____   _____   _____   _____   _____   _____   _____   DAY 14
SHIFT          _       _       _       _       _       _       _
NGT DIFF      _____   _____   _____   _____   _____   _____   _____    _

STANDING JON            _____________________________      TIMECARD DESTINATION   ____
UNGRADED EMPLOYEE: ROTATING SHIFT IDC  _
                   ROTATING SHIFT HOURS    (1) ____    (2) ____    (3) ____
```

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **EMPLOYEE ID** | **EMPLOYEE IDENTIFICATION** (Required)<br>This is the employee's Security Number (SSN). It is also known as the "Employee ID" number. |

| | |
|---|---|
| **EFFECTIVE DATE** | **DATE EFFECTIVE** (Required)<br>This is the Effective Date of the schedule information to be displayed, modified, or entered.<br><br>This date may be in the prior, current, future pay period, or may be older than the system's oldest on-line date. For Employee Type Code "T" if the activity school year begin date is less than the oldest on-line date, you can input a date equal to or greater than the activity school year begin date.<br><br>If the date is within the current pay period, the date must be later than any date for which time has already been reported.<br><br>If the Employee Status Code shows that the employee is deceased (X) or pending separation (P). No future schedule may be input after the effective date of the (X) or (P). |
| **BLK**<br>**TAG** | **PAY BLOCK**<br>**TIME AND ATTENDANCE GROUP** (Display Only)<br>Pay block is a three digit numeric code that is locally assigned to the payroll office pay block. It identifies the grouping of employees by pay block.<br><br>Time and attendance group is a four digit numeric code that is locally assigned to the Customer Service Representative timekeeper's grouping for employees to which they input the T&A. May be different number than pay block. |
| **ACT** | **EMPLOYING ACTIVITY** (Display Only)<br>This is a six position alphanumeric code which identifies the employee's employing activity (duty station).<br><br>If the employing activity displayed is incorrect for the employee, it must be corrected using the Employee Update. |

| | |
|---|---|
| **ORG** | **ORGANIZATION** (Display Only)<br>This is a seven position alphanumeric code that identifies locally the further grouping (within Employing Activity to which this employee is assigned.<br><br>If the Organization displayed is incorrect for the employee, it must be corrected using the Employee Update. |
| **NAME** | **EMPLOYEE NAME** (Display Only)<br>This is a sight verification to ensure that the right employee's schedule is being processed. |
| **SUP DATE EFF** | **DATE EFFECTIVE** (Display Only)<br>This is the Date Effective of the Supplemental Record in effect on the Effective Date entered on the screen. |
| **EMP STA CD** | **EMPLOYEE STATUS CODE** (Display Only)<br>This is a one position alpha code identifying the current status of an employee. It indicates the status of an employee record on the master file and whether that employee is active, receiving severance pay, assigned to light duty or on an approved long term absence. |
| **GR/UNGR IDC** | **GRADED/UNGRADED INDICATOR** (Display Only)<br>The Graded/Ungraded Indicator identifies whether this employee is graded or ungraded. |
| **EMP TYP CD** | **EMPLOYEE TYPE CODE** (Display Only)<br>This is a one position alpha code which indicated whether an employee is a special type who requires unique handling in various positions of the system or is a regular type employee. |

| | |
|---|---|
| **WKD SCD** | **WORK SCHEDULE** (Display Only)<br>This is a one position alpha code designating the employee's work schedule. |
| **ACTION CODE** | **ACTION CODE** (Required)<br>C = CHANGE<br>"C" is entered to change an existing schedule.<br><br>D = DELETE<br>"D" is entered to delete an existing schedule only if more than one schedule exists for this employee. |
| **ARE YOU SURE Y/N** | **ARE YOU SURE Y/N**<br>Y - confirms that you want to delete the schedule.<br><br>N - cancels the delete action entered.<br><br>This is required if a "D" for delete was entered in the Action Code. |
| **START TIME** | **TOUR START TIME**<br>Required for "FIXED TOUR" employees in activities requiring certification. Valid times are between 0001 and 2400. For activities not requiring certification spaces are valid. |
| **END TIME** | **TOUR END TIME**<br>Required for "FIXED TOUR" employees in activities requiring certification. Valid times are between 0001 and 2400. For activities not requiring certification spaces are valid. |
| **SCD DATE EFF** | **DATE EFFECTIVE** (Display Only)<br>This is the Date Effective of the Schedule Record displayed on the screen. |

| | |
|---|---|
| **T&A STATUS CODE** | **TIME AND ATTENDANCE STATUS CODE**<br>This is a one position alpha code.<br><br>Code A indicates active, and Code P or X is entered when the employee is separated or deceased, but the paperwork has not been received to separate the employee from the rolls. This will prevent any T&A from being entered after the effective date of the status code.<br><br>If nothing is entered, the system will default this field to "A". |
| **AWS** | **WORK SCHEDULE TOUR OF DUTY CODE**<br>This field defaults to "0" if the field is left blank.<br><br>AWS Code 0 will be used for all Fire Protection Personnel with biweekly scheduled hours of 144, 120, and 112 plus all employees scheduled 80 hours not working an alternate work schedule.<br><br>Use this field when the AWS codes are 1-8, D, or E; otherwise, leave blank. |
| **PLATOON ROTATING CODE** | **PLATOON ROTATION CODE**<br>**PLATOON ROTATION INDICATOR**<br>The Platoon Rotating Code on the screen is made up of two data elements as shown above. There is a total of four characters for the two data elements.<br><br>The first two characters of the four position alphanumeric code identifies a series of work schedules that have been established on the Rotating Tour of Duty Table.<br><br>The third and fourth characters are numeric and identify a particular schedule within a Rotation Code (the starting point within the rotation). |

This code indicates a predetermined work schedule that extends over multiple pay periods. It is a local code used for any individual who is assigned a work schedule that contains regularly changing tours of duty, such as, firefighters and fire chiefs.

This field is blank if the employee does not have a regular rotating tour of duty.

**PAY PERIOD TOUR OF DUTY**

```
        SUN   MON   TUE   WED   THU   FRI   SAT    SUN PAY
WK  1   ____  ____  ____  ____  ____  ____  ____     DAY 7
SHIFT    _     _     _     _     _     _     _
NGT DIFF ____  ____  ____  ____  ____  ____  ____     _

WK  2   ____  ____  ____  ____  ____  ____  ____     DAY 14
SHIFT    _     _     _     _     _     _     _
NGT DIFF ____  ____  ____  ____  ____  ____  ____     _
```

**WK 1 OR WK 2**

**TOUR OF DUTY**

This entry or display indicates the employee's scheduled regular workdays and the hours scheduled each regular workday or weekly/ biweekly regular work hours.

<u>Employee Work Schedule Entry Requirements</u>.

1. Full-Time or Part-Time Work Schedule. Enter the number of hours scheduled for each regularly scheduled nonovertime day in week 1 and week 2. These entries are used to edit an employee's reported Time and Attendance and to create "missing time" if the T&A data is not entered for scheduled workdays. The total hours for a part-time employee must equal the SUP biweekly scheduled hours on the employee's supplemental record.

A part-time employee who has a PCA (Part-time Career Act) Status of "Y" cannot have a schedule greater than 64 hours per pay period (these are employees who have not worked part-time continuously starting prior to April 8, 1979). If this schedule is entered, a message will appear, "2034 EMPLOYEE'S REPORTED TOUR OF DUTY INVALID" and the system will not accept the schedule.

2. Intermittent Work Schedule. Intermittents do not have regularly scheduled hours of work; therefore, no schedule is established. Leave tour blank.

3. Teacher, Full-Time or Part-Time. Enter a 1.0 for full-time teachers or a 0.5 for part-time teachers for each regularly scheduled workday in Week 1 and Week 2.

Days are entered instead of hours because teachers are paid a daily rate instead of an hourly rate.

4. Teacher - Substitute (Intermittent). This is the same as intermittents above.

5. Weekly Hours. If the AWS Code is 3 or 7, total weekly hours must be entered on SAT of each week (no daily schedule).

6. Biweekly Hours. If the AWS Code is 4 or 5, D, or E, total biweekly hours must be entered on SAT of week 2 (no daily schedule).

| | |
|---|---|
| **SHIFT** | **SHIFT CODE ASSIGNED**<br>Required if ungraded employee.<br><br>Display Only if graded employee.<br><br>This is the shift to which an ungraded employee is assigned to work each day.<br><br>If an ungraded employee, a 1, 2, or 3 must be entered depending on which shift the employee is assigned to work on each regular workday of Week 1 or Week 2.<br><br>The system will generate a shift code 4 on scheduled days off if the employee has Rotating Shift Indicator Y. The system will generate a shift code the same as the preceding scheduled day on scheduled days off of an employee who is not on a rotating shift (Rotating Shift Indicator N).<br><br>If a graded employee, this code will always be 0 or blank. |
| **NGT DIFF** | **NIGHT DIFFERENTIAL ASSIGNED**<br>This is a protected field if the employee is ungraded. |

This is a five digit numeric field including a decimal for hundredths of hours. It is the number of regularly scheduled night differential hours a graded employee is scheduled to work on regular workdays between the hours of 1800 and 0600.

The number of hours may not exceed the total number of hours an employee is scheduled to work each regular workday.

Leave this field blank if the graded employee is not scheduled to work during the night differential hours.

If an employee takes 8 or more hours of leave in a pay period, night differential will not be paid for any of the leave hours. If less than 8 hours is taken, night differential is paid on the leave hours as well as the regular paid hours.

**SUN PAY:**
**DAY 7**
**DAY 14**

**SUNDAY PAY DAY 7 INDICATOR**
**SUNDAY PAY DAY 14 INDICATOR**

This is a one position alpha code (Y/N) which is used when the employee's scheduled hours of work extend from Saturday night (day 7 or 14) into calendar day Sunday. This ensures that a Sunday work code appears on the T&A programs. This situation may occur when an ungraded employee is scheduled shift 2 or 3, or when a graded employee's regularly scheduled hours include a period for which night differential is payable (1800 to 0600). If nothing is entered, the system will default this field to "N" and if shift is 2, 3 or night diff not 0 on day 7 or 14, system will display warning message "VERIFY FIELD(S) FOR ACCURACY" which means for user to check Sun pay IDC for correctness.

**STANDING JON**

**STANDING JOB ORDER NUMBER**

This consists of an alphanumeric number of up to 30 digits. This is the number that will be used to cost the associated Type Hour Code and hours entered through Time and Attendance.

Each payroll office must decide if they will use this field and how they will structure the 30 digits to interface to the cost accounting system.

**TIMECARD DESTINATION**

**TIMECARD DESTINATION**
This identifies the location of an employee's time clock. The code will be used to sort and distribute timecards.

This will be a four position alpha/numeric field with no edits. May be one through four digits, filled in or left blank if not needed.

**UNGRADED EMPLOYEE: ROTATING SHIFT IDC**

**ROTATING SHIFT INDICATOR**
This is a protected field if the employee is graded.

This is a one position alpha code which indicates whether or not an ungraded employee is assigned to a rotating shift.

**ROTATING SHIFT HOURS**

**ROTATING SHIFT HOURS (SECOND)**
**ROTATING SHIFT HOURS (THIRD)**
These are protected fields if a graded employee.

If an ungraded employee is assigned to a rotating shift (Rotating Shift Indicator Y), the sum of the rotating shift hours (1, 2, or 3) must equal 2087 hours. Two of the three fields must be greater than zero.
1 - The number of hours which the employee is scheduled to work the first shift during the year.
2 - The number of hours which the employee is scheduled to work the second shift during the year.
3 - The number of hours which the employee is scheduled to work the third shift during the year.

These hours are used to calculate an annual salary for life insurance.

**SYSTEM PROCESSING:**

1. Required Record. The system requires a Work Schedule Record for every employee. The work schedule is used to edit time and attendance entries to ensure that employees are paid correctly.

2. Timing. This program is used as required.

3. Security Access. Prior to the clerk viewing or updating (changing or deleting) schedule data, an edit is performed to verify that the clerk is authorized to access the record. If the clerk is not authorized, the clerk will be denied access and message #2083 will be displayed.

4. Inquiry Only. A clerk may view the employee's current work schedule by entering the Employee ID and the Effective Date. The Schedule Record in effect for the date entered will be displayed. If additional future effective schedules exist, message #2086 will display.

5. Change Existing Data. The clerk may change a schedule for the current pay period when no time and attendance has been accepted for the same days the schedule would be effective. Action code must be present with the changed elements to change a schedule. When changing a schedule with an effective date other than the beginning of a pay period, the clerk must check to ensure that the two schedules do not encompass more hours than the employee would be entitled to in a biweekly time frame (i.e., 80 hours, 112 hours, 144 hours).

6. Delete Existing Data. Clerks may also delete a Schedule Record when more than one schedule exists. The clerks must verify that the delete action is what they actually want to do. If clerks elect to delete an existing Schedule Record, edits are performed to ensure that this is not the only Schedule Record in effect for this employee. If there is just one record, the system will not allow the user to delete it.

7. Future Effective Schedules. Schedule Records may be established with dates effective in future pay periods. T&A clerks may enter changes upon receipt of the requested changes without having to wait until the effective date. However, this does not apply if the Employee Status Code is E, S, T, or Z. Employees who are deceased (T&A Status Code X) or are pending separation (T&A Status Code P) can not have a future effective schedule entered.

8. Default Schedule Record. If an employee does not have an effective Schedule Record, a Default Schedule Record will be generated and displayed provided the organization the employee is assigned to has a default schedule that is applicable to the employee. Firefighters, fire chiefs, and teachers will default to standard type work schedule that is applicable to that particular employee.

9. System Edits. If the clerk elects to change an existing Schedule Record or create a new Schedule Record for an employee, edits are performed to ensure the employee is eligible to report the requested schedule changes. Erroneous schedule fields will be highlighted with appropriate error messages. Once all schedule edits have been successfully completed, the schedule is modified or a new Schedule Record is created.

10. Rotating Tour of Duty.

a. T&A Program Relationships. There is a direct relationship between the Rotating Tour of Duty Table, Work Schedule, Uncommon Tour of Duty Schedule Table and T&A Timecard programs. Understanding these relationships is important because they control how pay is calculated.

b. Rotating Tour of Duty Defined. "A work rotation means taking turns with one or more other employees in a planned schedule of working assignments which results in a period change in the employee's basic workweek. The rotation may involve a change in the shift hours and/or in the days of the basic workweek. The period of the rotation may vary from a few days to several weeks. For example, a telephone operator may be scheduled to work the first shift on Tuesday, Wednesday, and Thursday and rotate to the second shift on Friday and Saturday. The following week she might be scheduled to work the second shift Sunday through Thursday. As another example, a maintenance electrician might be scheduled to work Monday through Friday for four consecutive weeks and work Tuesday through Saturday every fifth week."

c. Graded Employees.

(1) In the example of the telephone operator above, if the work schedule for Week 1 and Week 2 remains the same, the Work Schedule Change would look like this:

EXAMPLE:

```
        * * * * * * * PAY PERIOD TOUR OF DUTY * * * * * * *
       SUN    MON    TUE    WED    THU    FRI    SAT
WK  1    _____  _____  08.00  08.00  08.00  08.00  08.00
SHIFT     _      _      0      0      0      0      0
NGT DIFF  _____  _____  _____  _____  _____  _5.5_  _5.5_

WK  2    08.00  08.00  08.00  08.00  08.00  _____  _____
SHIFT     0      0      0      0      0      _      _
NGT DIFF  _5.5_  _5.5_  _5.5_  _5.5_  _5.5_  _____  _____
```

However, if her scheduled workdays change from one pay period to the next on a fixed pattern, the Rotating Tour of Duty Table should be used to reflect the planned rotation schedule. In this case the Platoon Rotating Code established on the Rotating Tour of Duty Table would be entered on the Work Schedule Change screen, and the rotation in effect would DISPLAY in the Pay Period Tour of Duty area and on the schedule portion of the T&A Timecard screen.

(2) Firefighters on a platoon rotation should always use the Rotating Tour of Duty Table to establish their work schedules. This will eliminate the need to update and enter the firefighters schedule each pay period manually. However, when the employees tour is greater than 80 hours, the schedule must be authorized on the Uncommon Tour of Duty Schedule Table. If no tour is found on table user will receive message:
"2038 – NO MATCH FOUND ON UNCOMMON TOUR OF DUTY TABLE"

(3) An 'Uncommon Tour of Duty' is defined as a work schedule with biweekly hours equal to or greater than 90, these schedules are not to be considered Compressed, Variable, or Flex schedules within the definition of Alternate Work Schedules. All new Uncommon Tour of Duty schedules must be approved by DFAS/HQ prior to being added as valid in DCPS. When inputting a schedule in DCPS that is greater than 80 hours that schedule must be on the Uncommon Tour of Duty Schedule Table. System will edit the Rotating Tour of Duty Table and the Work Schedule Change Program against this Central Table and will not allow the input of a schedule greater than 90 hours unless schedule is authorized on this central table.

UNCOMMON TOUR OF DUTY SCHEDULE TABLE

| TOUR | SCD | SCD | SCD | SCD | SCD | SCD | SCD | SCD | SCD | SCD | FF DIV IDC | SCD DEF |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 90 | 18 | 18 | 18 | 18 | 18 | | | | | | Space | Y |
| 90 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | Space | |
| 108 | 21.6 | 21.6 | 21.6 | 21.6 | 21.6 | | | | | | Space | Y |
| 108 | 21.6 | 21.6 | 21.6 | 21.6 | 21.6 | | | | | | N | Y |
| 108 | 21 | 21 | 22 | 22 | 22 | | | | | | N | |
| 108 | 18 | 18 | 18 | 18 | 18 | 18 | | | | | N | |
| 112 | 8 | 8 | 8 | 8 | 24 | 8 | 8 | 8 | 8 | 24 | Space | Y |
| 112 | 24 | 24 | 8 | 24 | 24 | 8 | | | | | N | Y |
| 112 | 8 | 8 | 8 | 8 | 24 | 8 | 8 | 8 | 8 | 24 | Y | Y |
| 112 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | | | N | |
| 112 | 8 | 24 | 8 | 8 | 8 | 24 | 12 | 10 | 10 | | N | |
| 112 | 10 | 10 | 10 | 10 | 16 | 10 | 10 | 10 | 10 | 16 | N | |
| 118 | 8.75 | 24 | 8.75 | 8.75 | 8.75 | 8.75 | 24 | 8.75 | 8.75 | 8.75 | Space | Y |
| 118 | 24 | 24 | 11 | 24 | 24 | 11 | | | | | N | Y |
| 118 | 8.75 | 24 | 8.75 | 8.75 | 8.75 | 8.75 | 24 | 8.75 | 8.75 | 8.75 | Y | Y |
| 118 | 24 | 24 | 22 | 24 | 24 | | | | | | N | |
| 120 | 9 | 9 | 9 | 9 | 24 | 9 | 9 | 9 | 9 | 24 | Space | Y |
| 120 | 24 | 24 | 12 | 24 | 24 | 12 | | | | | N | Y |
| 120 | 24 | 9 | 9 | 9 | 9 | 24 | 9 | 9 | 9 | 9 | Y | Y |
| 120 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | Space | |
| 120 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | Y | |
| 120 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | N | |
| 120 | 24 | 24 | 24 | 24 | 24 | | | | | | N | |
| 144 | 24 | 24 | 24 | 24 | 24 | 24 | | | | | Space | Y |
| 144 | 24 | 24 | 24 | 24 | 24 | 24 | | | | | N | Y |
| 144 | 8 | 24 | 8 | 24 | 8 | 8 | 24 | 8 | 24 | 8 | Y | Y |

d. Ungraded Employees.

(1) In the example for the maintenance electrician stated above, the Rotating Tour of Duty Table should be used to reflect the planned rotation schedule. The Platoon Rotating Code established on the Rotating Tour of Duty Table would be entered on the Work Schedule Change screen, and the rotation in effect would automatically DISPLAY in the pay period tour of duty area and on the schedule portion of the T&A Timecard screen.

(2) A rotating tour of duty may occur when an ungraded employee changes regularly scheduled workdays over a planned period of time or when the regularly scheduled shifts change but the regular workdays do not or a combination of both.

11. Rotating Shifts. The reason it is important to understand when to establish a rotating shift for an ungraded employee is that it will determine overtime rates for regular overtime days and the annual salary for life insurance. To help you understand when to establish a rotating shift, the following explanations are provided:

a. A regularly scheduled rotating shift occurs when an ungraded employee's regular schedule includes two or three different shifts during a pay period or when they regularly rotate shifts on different pay periods over a continuous period of time.

b. A temporary shift change, on the other hand, is a change in shift for a short period of time that is not expected to continue, and the employee will return to the permanent shift assignment when temporary assignment is completed. This is <u>not</u> a rotating shift because the rotation cycle does not recur over a period of time.

c. A permanent shift change is a change in shifts from one shift to another for an indefinite period of time. A permanent shift change may occur during a pay period which results in more than one shift; however, this is <u>not</u> a rotating shift because there is not a predefined rotation cycle that recurs over a specific predetermined timeframe.

d. Overtime Rates and Life Insurance. When an ungraded employee has a rotating shift assignment, the overtime rate for overtime worked on nonscheduled workdays is computed by averaging the basic rates on regularly scheduled workdays. The rotating shift hours entered on the Work Schedule Changes screen are also used to calculate an annual salary for life insurance entitlements and deductions.

12. Changing Platoon Rotation Codes. The tour of duty, shift code, AWS, or rotating shift IDC on the screen must agree with the rotation schedule that has been established on the Platoon Rotation Table. The Graded-Ungraded IDC on the Platoon Rotation Table must agree with the Supplemental Graded-Ungraded IDC from the MER. When entering a future effective schedule, check the Platoon Rotation code on the table for accuracy with the schedule being entered.

Temporary Schedule Change. If an employee who is assigned to a Platoon Rotation will be on a different schedule for a pay period but will continue on the rotation the following pay period, a temporary change to the schedule can be accomplished by changing the schedule displayed on the Work Schedule Change screen. By leaving the platoon rotation code in the Schedule Record, the employee's schedule will rotate to the next schedule in the Platoon Rotation the following pay period without any further schedule changes being made by the clerk. Future effective schedules may be entered.

13. Supplemental Record Changes.

a. Employee Type Code Changes. If a change has been made to an employee's type code on the MER and the amount of scheduled hours change, the system does not change the work schedule. The user must do so on this screen before T&A can be entered.

b. Graded/Ungraded Indicator Changes. When the Pay Plan Code on the MER is changed from a graded to ungraded pay plan or reverse, the system does not default to a different schedule, so the user must change the schedule in this program before T&A is entered. If T&A has already been processed, the T&A must be deleted, the MER must be changed, the schedule record must be changed; then the T&A can be reentered.

c. When employees change from graded to ungraded, the system will delete data in the night differential field on the work schedule change form.

d. When an employee is separating the T&A Status Code may be changed to a “P” pending in order to prevent time from being generated. If an employee is being transferred, ensure the “P” status is input for the day before the employee is picked up by the new activity. For example, if the employee starts the new position on Sunday, the “P” should be input for Saturday, even if the last day of actual work was Friday. If the employee is separating from other than a transfer, the actual SF50 date must be used.

**RETRO PROCESSING:**

Retro Schedules. Dates that are effective in a prior pay period including schedules with dates older than the oldest on-line will be accepted. Ensure that the T&A for the pay periods in which that schedule on-line will be effective is checked and make any changes to the T&A so that it will be compatible with the work schedule entered. If the T&A is not changed, it could possibly create missing time or contain invalid transactions when retro is processed.

**REPORTS:**

6658R01 Schedule Edit Report

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

# ACCEPTED T&A INQUIRY

***PURPOSE:*** This screen displays an employee's accepted time and attendance from the first day of the current pay period through the T&A processing date. This program is especially beneficial for payroll offices and Customer Service Representatives that enter T&A daily via a Source Data Automation (SDA) batch process, but may be used by all payroll offices regardless of method of entering T&A.

***ACCESS/ MENU:***

PRO: View only
DCPS Main Menu, select T&A, then select Accepted T&A.

T&A: View only
T&A Main Menu, select Accepted T&A.

***SCREEN:***

```
                                        ACCEPTED T&A
N SITE  ID   TAG     ACT      ORG      EMPLOYEE ID        DATE            NAME
_______ ____ _______ _______          ___ __ ____        __ __ __   ______________________________
O DISPLAY REVERSALS?   _                        CERTIFIER ________________ ___ ___ ___ ______
                     TYP                                          E/H  LST      NGT  INJ   ALT
CAL DT     WK DY     HR    HOURS          JOB ORDER              OTH  HR   SFT DIFF NO    IDC
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
__ __ __   _  _      __    _____  ______________________________ __   _    _   _____ ___   _
```

| *FIELDS:* | *FIELD DESCRIPTION:* |
|---|---|
| **SITE ID** | **SITE ID**<br>The Activity and Indicator Codes unique to a Customer Service Representative/Timekeeper Remote Site. |
| **BLK**<br>**TAG** | **PAY BLOCK**<br>**TIME AND ATTENDANCE GROUP**<br>This is required if sequential viewing is desired in order to view accepted T&A beginning with the first employee in this block. No entry is required if only SSN is entered.<br><br>Pay block is a three digit numeric field that identifies the pay block to which this employee is assigned.<br><br>Time and attendance group is a four digit numeric field that identifies the collection point T&A group to which this employee is assigned. May be different number than Pay Block. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is required for sequential viewing, which begins with the first person in this Employing Activity.<br><br>This is a six position alphanumeric code which identifies the employee's employing activity (duty station). |
| **ORG** | **ORGANIZATION**<br>This is required if sequential viewing is desired. Viewing begins with the first person in this organization.<br><br>This is a seven position alphanumeric code that identifies the further grouping (within Employing Activity) to which this employee is assigned. |
| **EMPLOYEE ID** | **EMPLOYEE IDENTIFICATION**<br>This is required if sequential display is desired in order to view accepted T&A, beginning with this employee.<br><br>Display only if sequential viewing is selected to begin at other than this employee ID.<br><br>This is the employee's Social Security Number (SSN). It is a nine digit numeric field. |

**DATE**

**DATE**
This field will default to the current pay period ending date and is the date through which T&A can be viewed.

**NAME**

**EMPLOYEE NAME**
This is the full name of the employee.

**DISPLAY REVERSALS**

**DISPLAY REVERSALS**
Defaults to "N". Will display original and converted T&A Transactions without negatives.

If set to "Y" will display original T&A transactions along with all conversions (+ and -).

**CERTIFIER**

**CERTIFIER**
This field displays certifiers social security number, date, and time of certification. Will be spaces if activity didn't elect T&A certification process.

**CAL DT**

**CALENDAR DATE WORKED**
This is the month, day, and year for which time is reported.

**WK/DY**

**WK/DY**
WEEK
1 - Week 1 of the pay period.
2 - Week 2 of the pay period.

The first digit, "1" or "2," designates the week of the biweekly pay period.

DAY

| | | | |
|---|---|---|---|
| 1 - | Sunday | 5 - | Thursday |
| 2 - | Monday | 6 - | Friday |
| 3 - | Tuesday | 7 - | Saturday |
| 4 - | Wednesday | | |

The second digit, "1" through "7," designates days within each week.

| | |
|---|---|
| **TYP HR** | **TYPE HOURS CODE**<br>This is a two position alpha code which is the time and attendance code that identifies the type of hours accepted for the employee. Hours reported/entered but not accepted are on an error report, Invalid Transaction Report (P6608). |
| **HOURS** | **HOURS**<br>This is a five digit numeric field including a decimal for hundredths of hours. It is the number of hours reported that relate to the Type Hour Code. |
| **JOB ORDER** | **JOB ORDER NUMBER**<br>This field will display up to thirty alphanumeric positions which are the costing elements to be charged for the associated Type Hour Code and Hours. It could be the Standing JON or one that was entered in the T&A process. |
| **E/H OTH** | **ENVIRONMENTAL/HAZARD/OTHER**<br>This is a two position alpha code beginning with E, F, B, or D. This is the type of environmental or hazardous conditions under which the employee worked. If the employee worked hours pertaining to Union Business, the first character will be B or if employee is on Family Leave the first character will be D. |
| **LAST HOUR** | **LAST HOURS IN A PAY STATUS**<br>A "Y" will display if the last hour indicator is entered for an ungraded employee who either worked a Code "E _" (actual hours) on the last scheduled hour of the pay period or had a Code "F _" (all hours in a pay status) on any regular hours on the last regular day of the pay period.<br><br>An "N" will be displayed for all other employees. |
| **SFT** | **SHIFT CODE PAY**<br>This is the shift (1, 2, or 3) that an ungraded employee worked. |

A Shift Code 4 indicates that time was reported on a nonscheduled workday (regular day off) for an ungraded employee with a rotating tour of duty.

A Shift Code of 5, 6 or 7 is generated by the system when holiday worked is reported on a day when the schedule entitles the employee to Sunday premium. This is for both graded and ungraded employees.

A blank in this field indicates that the employee is graded.

**NIGHT DIFF** — **NIGHT DIFFERENTIAL**
This is a five digit numeric field including decimal for hundredths of hours. It is the number of hours reported, if any, that a graded employee may be paid a night differential.

**INJ NO** — **INJURY NUMBER**
This is a four digit numeric field. The first two characters are the month of the injury. The second two characters are the day of the injury.

**ALT IDC** — **ALTERNATE PAY RATE INDICATOR**
This field indicates which rate of pay should be used for an employee in a dual rate position.

**SYSTEM PROCESSING:**

1. Definition. Accepted time means time and attendance data that has been entered into the system either by an on-line T&A program or by an SDA batch program and that has passed all daily edits for the employee.

This is an inquiry screen at the individual employee level.

2. Entry Options. Sequential or individual entry is performed as follows:

a. If sequential processing is desired, all active employees with accepted time and attendance are displayed in SSN sequence.

b. There is an option to continue the sequential view process or to change employee ID to start another sequential cycle.

c. The employee ID may be changed to individual processing at any time by refreshing the screen using the PF13 Function Key. To continue the sequential viewing, use the PF6 Function Key.

3. Viewing. The accepted time will display for all days of the current pay period up to and including the T&A processing date.

Before pay period processing has been completed, you may view the accepted time for the current pay period. At the conclusion of pay period processing, the current pay period information becomes history and may not be viewed on this screen.

4. Corrections. Any errors to the time and attendance information on this screen must be corrected by using the Timecard Format 1 which is accessed through the Time and Attendance Menu.

5. Timing. This program is used as required.

6. Messages. Any messages/errors will be displayed at the bottom of the screen.

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

# RETROACTIVE T&A INQUIRY

***PURPOSE:*** This screen displays the adjustments made to prior pay period time and attendance. This provides a means of verifying the corrections made prior to retro being processed.

***ACCESS/ MENU:***

PRO: Add, change, delete and view
DCPS Main Menu, select T&A, then select Retroactive T&A Inquiry.

T&A: Add, change, delete and view
T&A Main Menu, select Retroactive T&A Inquiry.

***SCREEN:***

```
                                   RETROACTIVE T&A
BLK      ACT      ORG      EMPLOYEE ID      DATE                NAME
___      ___      ___      ___ __ ___
DISPLAY REVERSALS?        _                CERTIFIER _______________ ___ ___ ___ _____
                   TYP                                    E/H  LST      NGT   INJ    ALT
 CAL DT  WK DY     HR    HOURS            JOB ORDER       OTH  HR   SFT DIFF  NO     IDC
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
__ __ __  _  _     __    _____  ______________________________ __   _    _  _____ ___    _
```

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **BLK** | **PAY BLOCK** |
| **TAG** | **TIME AND ATTENDANCE GROUP**<br>This is required if sequential viewing is desired in order to view accepted T&A beginning with the first employee in this block. No entry is required if only SSN is entered. |

Pay Block is a three digit numeric field that identifies the pay block to which this employee is assigned.

Time and Attendance Group is a four digit numeric field that identifies the collection point T&A group to which this employee is assigned may be different number than Pay Block.

**ACT**

**EMPLOYING ACTIVITY**
This is a six position alphanumeric code which identifies the employee's employing activity (duty station).

**ORG**

**ORGANIZATION**
This is required if sequential viewing is desired. Viewing begins with the first person in this organization.

This is a seven position alphanumeric code that identifies the further grouping (within Employing Activity) to which this employee is assigned.

**EMPLOYEE ID**

**EMPLOYEE IDENTIFICATION**
This is required if sequential display is desired in order to view accepted T&A, beginning with this employee.

Display only if sequential viewing is selected to begin at other than this employee ID.

This is the employee's Social Security Number (SSN). It is a nine digit numeric field.

**DATE**

**DATE**
This field will default to the current pay period ending date.

**NAME**

**EMPLOYEE NAME**
This is the full name of the employee.

**DISPLAY REVERSALS**

**DISPLAY REVERSALS**
Defaults to "N". Will display original and converted T&A transactions without negatives.

If you set to "Y" will display original T&A transactions along with all conversions (+ and -).

**CERTIFIER**

**CERTIFIER**
This field displays certifiers social security number, date, and time of certification. Will be spaces if activity did not elect T&A Certification Process.

**CAL DT**

**CALENDAR DATE WORKED**
This is the month, day, and year for which a correction has been made.

**WK/DY**

**WK/DY**
WEEK
1 - Week 1 of the pay period.
2 - Week 2 of the pay period.

The first digit, "1" or "2," designates the week of the biweekly pay period.

DAY

| | | | |
|---|---|---|---|
| 1 - | Sunday | 5 - | Thursday |
| 2 - | Monday | 6 - | Friday |
| 3 - | Tuesday | 7 - | Saturday |
| 4 - | Wednesday | | |

The second digit, "1" through "7," designates days within each week.

**TYP HR**

**TYPE HOURS CODE**
This is a two position alpha code which is the time and attendance code that identifies the type of hours reported for the employee.

| | |
|---|---|
| **HOURS** | **HOURS**<br>This is a five digit numeric field including a decimal for hundredths of hours. It is the number of hours reported that relate to the Type Hour Code. |
| **JOB ORDER** | **JOB ORDER NUMBER**<br>This field will display up to thirty alphanumeric positions which are the costing elements to be charged for the associated Type Hour Code and Hours. It could be the Standing JON or one that was entered in the T&A process. |
| **E/H OTH** | **ENVIRONMENTAL/HAZARD/OTHER**<br>This is a two position alpha code beginning with E, F, B, or D. This is the type of environmental or hazardous conditions under which the employee worked. This field will also be used to enter Representational Codes if the employee worked hours pertaining to Union Business. The first character will be a B. Retro Representational Hours will not be reported on reverse interface. This field will also be used to identify employees on Family Leave. The first character for Family Leave will be D. |
| **LAST HOUR** | **LAST HOURS IN A PAY STATUS**<br>A "Y" will display if the last hour indicator is entered for an ungraded employee who either worked a Code "E _" (actual hours) on the last scheduled hour of the pay period or had a Code "F _" (all hours in a pay status) on any regular hours on the last regular day of the pay period.<br><br>An "N" will be displayed for all other employees. |
| **SFT** | **SHIFT CODE PAY**<br>This is the shift (1, 2, or 3) that an ungraded employee worked.<br><br>A Shift Code 4 indicates that time was reported on a nonscheduled workday (regular day off) for an ungraded employee with a rotating tour of duty. |

A Shift Code of 5, 6 or 7 is generated by the system when holiday worked is reported on a day when the schedule entitles the employee to Sunday premium. This is for both graded and ungraded employees.

A blank in this field indicates that the employee is graded.

**NIGHT DIFF** — **NIGHT DIFFERENTIAL**
This is a five digit numeric field including decimal for hundredths of hours. It is the number of hours reported, if any, that a graded employee may be paid a night differential.

**INJ NO** — **INJURY NUMBER**
This is a four digit numeric field. The first two characters are the month of the injury. The second two characters are the day of the injury.

**ALT IDC** — **ALTERNATE PAY RATE INDICATOR**
This field indicates which rate of pay should be used for an employee in a dual rate position.

**SYSTEM PROCESSING:**

1. Definition. This screen is used to input time and attendance corrections prior pay period's T&A. Only the correction input since the last retro process has been run will be displayed.

2. Entry Options. This will be an individual option only and is performed by entering the employee ID.

3. Viewing. The screen will display the original T&A entry being backed out and then the correction entry as input. The calendar dates will display for each line on the screen to identify on which days corrections had been entered.

4. Timing. This program is used as required.

5. Messages. Any messages/errors will be displayed at the bottom of the screen.

**RETRO PROCESSING:**

Before the retro process has been completed, those corrections to T&A which have been entered since the last time the Retro process was run may be viewed. Once Retro is processed, these corrections become history and may not be viewed on this screen.

**REPORTS:**

6608R01 Invalid T&A PRO & Operator Messages

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

# HISTORY (TIME) - SEQUENTIAL

***PURPOSE:*** This screen provides an official record of all hours of work and leave for each employee. It may be used for auditing Time and Attendance after payroll has been processed. The Payroll Office can sequentially display the employee's time history within a specific Pay Block/TAG Activity or Organization or individually by Employee ID. The Customer Service Representatives will have identical capabilities, but only for the employee's in their specific T&A group(s).

***ACCESS/ MENU:***

PRO: Payroll Office Timekeepers having security authorization for time and attendance view.
DCPS Main Menu, select Time and Attendance menu, then select History (Time) - Sequential.

T&A: Customer Service Representative Timekeepers having security authorization for time and attendance view.
Sign on to DCPS, the Time and Attendance menu will appear, then select History (Time) - Sequential.

***SCREEN:***

**MASTER TIME HISTORY**

**P SITE ID TAG ACT ORG EMPLOYEE ID PPE DATE NAME**

**DISPLAY REVERSALS?** __ **CERTIFIER**

| DATE WORKED | TYP HR | S/G IDC | HRS | SFT | E/H OTH | NGT DIF | DATE ADJ | INJ NO | JOB ORDER | ALT IDC |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

| *FIELDS:* | *FIELD DESCRIPTION:* |
|---|---|
| **SITE ID** | **SITE ID**<br>The Activity and Indicator Codes unique to a Customer Service Representative/Timekeeper Remote Site. |
| **BLK**<br>**TAG** | **PAY BLOCK**<br>**TIME AND ATTENDANCE GROUP**<br>This is a required field if one wishes to sequentially display the Time History on all employees, beginning with the first employee in this pay block.<br><br>This is a locally assigned three digit numeric code which identifies the grouping of employees by pay block.<br><br>This is a required field at the Customer Service Representative, if timekeepers wish to sequentially display the Time History on all their employees, beginning with the first employee in this T&A group. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is a required field if one wishes to sequentially display the Time History on all employees, beginning with the first employee in this activity.<br><br>This is a six digit numeric code which identifies the employee's employing activity (duty station). |
| **ORG** | **ORGANIZATION**<br>This is a required field if one wishes to sequentially display the Time History on all employees, beginning with the first employee in this organization.<br><br>This is a seven position alphanumeric code that identifies locally the further grouping (within Employing Activity) to which this employee is assigned. |
| **EMPLOYEE ID** | **EMPLOYEE IDENTIFICATION**<br>This is a required field if one wishes to sequentially display the Time History of all employees, beginning with this employee. |

| | |
|---|---|
| **PPE DATE** | **PAY PERIOD END DATE** (Required)<br>This is the pay period ending date of the pay period for which time is to be displayed. |

**DISPLAY FIELDS ONLY.**

| | |
|---|---|
| **NAME** | **EMPLOYEE NAME**<br>This is the full name of the employee for the SSN entered. |
| **DISPLAY REVERSALS** | Defaults to "N". Will display original and converted T&A transactions without negatives.<br>If set to "Y", will display original T&A transactions along with all conversions (+ and -). |
| **CERTIFIER** | This field displays certifiers social security number, date, and time of certification. Will be spaces if activity didn't elect T&A certification process. |
| **DATE WORKED** | **CALENDAR DATE WORKED**<br>This is the month, day, and year of the date reported in the pay period. The date will be displayed in sequence beginning with oldest date. |
| **TYP HR** | **TYPE HOURS CODE**<br>These are the time and attendance codes for the hours reported through T&A and also those codes which the system has converted or generated for each date displayed. |
| **S/G IDC** | **SYSTEM GENERATED INDICATOR**<br>This indicates whether or not the code was manually entered or system generated. |
| **HOURS** | **HOURS**<br>This is the number of hours reported, generated or converted for each date and code displayed. |

| | |
|---|---|
| **SFT** | **SHIFT CODE PAY**<br>This is the code indicating which shift was reported, converted, and paid for the date displayed. The codes are listed in the DED. |
| **E/H OTH** | **ENVIRONMENTAL/HAZARD/OTHER**<br>This is the environmental/hazard code, representational code or Family Leave code pertaining to those hours reported for that particular day. |
| **NIGHT DIFF** | **NIGHT DIFFERENTIAL HOURS**<br>This is the number of night differential hours reported converted and paid for each Type Hour Code in a particular day. |
| **DATE ADJ** | **DATE OF ADJUSTMENT**<br>This is the date of an adjustment to an employee's Time and Attendance. |
| **INJ NO** | **INJURY NUMBER**<br>This is a four digit numeric field.<br><br>The first two characters are the month of the injury.<br><br>The second two characters are the day of the injury. |
| **JOB ORDER** | **JOB ORDER NUMBER**<br>This is the costing element(s) to be charged for the associated type hour code and hours entered for T&A. |
| **ALT IDC** | **ALTERNATE PAY RATE INDICATOR**<br>This field indicates which rate of pay should be used for an employee in a dual rate position. |

**SYSTEM PROCESSING:**

1. Time and Attendance Audit. This screen provides an official record of all hours worked and on leave for each employee for prior pay periods. The record contains all hours worked or on leave by type with actual Time and Attendance entries and what the conversion process applied or changed, such as, leave, overtime converted to regular and night differential, Option "N". Option "Y" will only show converted T&A transactions.

2. Sequential Process. This program allows sequential display of employees based on a starting key. The payroll office can sequentially display the employees within a specific Pay Block, Activity or Organization. They can also display the employee by entering just the Employee ID. The F6 function key will display the next employee in the sequence. Customer Service Representative clerks have identical capabilities, but only for employees in their specific T&A group(s).

3. Required Field. The only required input field is the Pay Period End Date. Pay Block or T&A group is a required field if no Employee ID is entered. Employing Activity is a required field only when a Organization is entered.

4. Messages. Any messages/errors will be displayed at the bottom of the screen.

**RETRO PROCESSING:**

Corrections cannot be made to this screen. If an error has been found or a corrected timecard is received, adjustments will have to be made in the T&A Retro process. This screen reflects only what was processed through the pay period payroll and T&A Retro process.

**REPORTS:**

This information is available on the P6604R01 Time/Leave Detail History Report.

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

THIS PAGE INTENTIONALLY LEFT BLANK

# T & A FOR CERTIFICATION

***PURPOSE:*** This screen displays an employee's time and attendance and allows authorized certifiers the options of accepting or rejecting reported time entered. After certifying time and attendance as correct, the reviewing certifiers SSN, date, and time of certification is recorded in the system.

***ACCESS/ MENU:*** T&A: Add, change, delete or view
T&A Main Menu, select T&A for Certification.

***SCREEN:***

**DAILY T/A SUMMARY TOTALS FOR CERTIFICATION**

| ACT | ORG | CRT | EMPLOYEE ID | DATE | NAME | START/END TIME |
|---|---|---|---|---|---|---|
| _____ | _____ | __ | ___ __ ____ | __ __ __ | | _ |

| WK | DY | REG | 2ND SFT | | 3RD SFT | SUN | HOL | O/T | HRS EARN | NGT DIFF | E/H OTH | LV TAKEN | NON PAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | | | | | | | | | | | | |
| 1 | 2 | | | | | | | | | | | | |
| 1 | 3 | | | | | | | | | | | | |
| 1 | 4 | | | | | | | | | | | | |
| 1 | 5 | | | | | | | | | | | | |
| 1 | 6 | | | | | | | | | | | | |
| 1 | 7 | | | | | | | | | | | | |
| 2 | 1 | | | | | | | | | | | | |
| 2 | 2 | | | | | | | | | | | | |
| 2 | 3 | | | | | | | | | | | | |
| 2 | 4 | | | | | | | | | | | | |
| 2 | 5 | | | | | | | | | | | | |
| 2 | 6 | | | | | | | | | | | | |
| 2 | 7 | | | | | | | | | | | | |

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **ACT** | **EMPLOYING ACTIVITY**<br>This is required to process certification or decertification sequentially beginning with the first person in this Employing Activity. |

Leave blank if the individual certification/ decertification process is selected.

This is a six position alphanumeric code which identifies the employee's employing activity.

**ORG**

**ORGANIZATION**
This is required along with employing activity to process certification or decertification sequentially beginning with the first person in this Organization.

Leave blank if employing activity or individual certification/decertification process is desired.

This is a seven position alphanumeric code that identifies locally the further grouping within employing activity to which employees are assigned.

**CRT**

**CRT**
This is the certified field, which identifies whether employee's tours are unfulfilled, fulfilled, or certified. It can be used as a start key to identify employees who need to be certified. Valid values for this field are 'U' Unfulfilled, 'F' Fulfilled, and 'C' Certified.

**EMPLOYEE ID**

**EMPLOYEE IDENTIFICATION**
This is required to process certification/ decertification sequentially beginning with this employee.

Leave blank if the certification/decertification process is selected to begin at other than employee ID.

This is the employee's Social Security Number (SSN). It is a nine digit numeric field.

**DATE**

**DATE**
This field will default to the current pay period ending date if left blank.

When doing retro certifications, the date must be entered and is to be the pay period ending date of the pay period in which the certification occurs.

| | |
|---|---|
| **NAME** | **EMPLOYEE NAME** (Display Only)<br>This is the full name of the employee. |
| **START TIME** | **TOUR START TIME** (Display Only)<br>This is field will default from schedule record in effect on day 14 of the pay period.<br><br>If Start Time is not displayed, time and attendance will still be displayed and certification will be allowed. However, a "WARNING" message will be displayed stating Start and End Times must be input on Work Schedule. |
| **END TIME** | **TOUR END TIME** (Display Only)<br>This field will default from schedule record in effect on day 14 of the pay period.<br><br>If End Time is not displayed, time and attendance will still be displayed and certification will be allowed. However, a "WARNING" message will be displayed stating Start and End Times must be input on Work Schedule. |
| **WK** | **WK** (Display Only)<br>This identifies the week of the pay period. |
| **DY** | **DAY** (Display Only)<br>This identifies each day of each week of the pay period. |
| **REG** | **REGULAR HOURS** (Display Only)<br>This is a five digit field which includes a decimal for hundredths of hours. This is the number of hours relating to Regular Hours for that day. |
| **2ND SFT** | **REGULAR HOURS WITH SECOND SHIFT**<br>(Display Only)<br>This is a five digit field which includes a decimal for hundredths of hours. This is the number of Regular Hours worked at second shift for that day. |

| | |
|---|---|
| **3RD SFT** | **REGULAR HOURS WITH THIRD SHIFT** (Display Only)<br>This is a five digit field which includes a decimal for hundredths of hours. This is the number of Regular Hours worked at third shift for that day. |
| **SUN** | **SUNDAY PREMIUM HOURS** (Display Only)<br>This is a five digit field which includes a decimal for hundredths of hours. This is the number of hours relating to Sunday Premium for that day. |
| **HOL** | **HOLIDAY PREMIUM HOURS** (Display Only)<br>This is a five digit field which includes a decimal for hundredths of hours. This is the number of hours relating to Holiday Premium for that day. |
| **O/T** | **OVERTIME HOURS** (Display Only)<br>This is a five digit field which includes a decimal for hundredths of hours. This is the number of hours relating to Overtime Hours for that day. |
| **HRS EARN** | **HRS EARN** (Display Only)<br>This is a five digit field which includes a decimal for hundredths of hours. This is the number of Compensatory Time, Religious Compensatory Time or Credit Hours EARNED for that day. |
| **NGT DIFF** | **NIGHT DIFFERENTIAL HOURS** (Display Only)<br>This is a five digit field which includes a decimal for hundredths of hours. This is the number of Night Differential hours reported with the type hour code for that day. |

| | |
|---|---|
| **E/H OTH** | **ENVIRONMENTAL/HAZARD/OTHER** (Display Only)<br>This is a one position field which is set to "Y" if Environmental/Hazard, Representational, or Family Leave hours are reported with the type hour code for that day. |
| **LV TAKEN** | **LV TAKEN** (Display Only)<br>This is a five digit field which includes a decimal for hundredths of hours. This is the number of Paid Leave hours used for that day. |
| **NONPAY** | **NON-PAY USED** (Display Only)<br>This is a five digit field which includes a decimal for hundredths of hours. This is the number of Non-pay Hours (codes KA, KB, KC, KE, and KF) reported for that day. |

**SYSTEM PROCESSING:**

Certification is done at the Activity Level. An Activity which has elected T&A Certification, must have T&A individually certified for each employee under that activity. If not, T&A will be rejected and missing time created.

1. Certifiers.

a. Once an Activity elects the option to certify Time and Attendance the Activity must:

(1) Set Certifying Indicator on the Activity Record to equal "Y".

(2) Access Work Schedule Change Screen, Option 5 on T&A Menu and enter employees Tour Start and End Times.

b. The Certifier will have the same access capabilities as the Time and Attendance Clerk, plus the ability to certify Time and Attendance.

c. Certifier and Time and Attendance Clerk authorizations may not co-exist for any one USER-ID.

d. View capability for certifiers is limited to Activities whose Time and Attendance they certify.

2. Screen Handling.

Caution should be exercised when electing to use the certification process. If T&A is input on an employee and not certified prior to first pass, the T&A will be invalidated. It cannot be recovered and must be reinput and certified prior to the completion of second pass. Certification data is on each employee's T&A master record. There is not a daily certification record. Once the user certifies T&A online, the system considered T&A certified for the entire pay period.

a. After Time and Attendance has been entered by T&A Clerks Certifiers may access the Certification Screen through the Time and Attendance Menu, option 12.

b. Once the screen has been accessed, the Certifier must enter a start key. The start key may consist of an Activity, an Activity and Organization, an SSN, or all three. The first employee's Time and Attendance that meets the start key criteria will be displayed for certification. If the Certifier wishes to certify Time and Attendance for a prior pay period, they would enter the retro pay period end date. All displayed fields will be protected.

c. If the indicator on Activity Record has NOT been set and Certifier accesses Certification Screen, the system will display an "INVALID" message and employee's Time and Attendance will not be displayed for certification.

d. If the indicator on Activity Record has been set and Time and Attendance has NOT been certified, Time and Attendance will be rejected and placed on Invalid T&A Report, P6608R01 and system will generate missing time for the employee.

e. If the indicator on Activity Record has been set but Tour Start and End Times have NOT been entered on Work Schedule Change, when Certifier accesses the Certification Screen to certify/decertify employee's T&A, system will display a "WARNING" message stating Tour Start and End Time have not been entered.

f. After start key has been entered and the employee's Time and Attendance is displayed the Certifier has, utilizing designated function keys, one of the following options:

PF01 Exit the program.
PF06* "Skip" or "by-pass" the employee.
PF07* Certify employee's Time and Attendance as correct. Certifiers SSN and the date and time of certification will be retained in system.
PF08* Decertify employee's T&A. Certifiers SSN and date and time of certification will be deleted from system. This function only allowed for current pay period Time and Attendance.
PF13 Refresh screen. Input new start key.

* Sequential processing

g. Certifiers have access to T&A Screens to enable them to input new or correct previously submitted T&A. Certification or recertification may only be accomplished through Daily Time and Attendance Summary Totals for Certification Screen, Option 12 on the T&A menu.

h. T&A Clerks will receive an "INVALID" message if they attempt to enter T&A corrections for employees whose time for that day has already been certified. The Certifier will have to decertify and then recertify after corrections have been input by the T&A Clerk. The Certifier may make corrections to the T&A instead of the T&A Clerk.

i. Certification of employee's T&A can only be accomplished utilizing the Daily Time and Attendance Summary Totals for Certification Screen.

j. For employees with a "fixed tour": If biweekly tour has not been satisfied, certifier will receive a "WARNING" message stating that employee reported less hours than tour of duty. If not corrected missing time will be created.

k. For employees with a "non-fixed tour": If more hours than scheduled for pay period are reported an "INVALID" message will be displayed. The Certifier will be unable to certify or decertify until Time and Attendance is corrected.

l. To scroll through employees who need to be certified, enter a “F” in the certified field. To scroll through employees who have already been certified, enter a “C” in the certified field.

3. SDA Processing.

If an SDA file is submitted with some employees not certified, these employees will be identified on the Missing Time Report. T&A must be reinput, then certification done online. If the T&A is not reinput and certified by the end of the pay period, the employee will be charged leave according to the normal leave conversion process.

If some employees on the SDA file are not certified (the certification record - type 4 and the actual T&A - type 5) all T&A for those particular employees will be rejected. Other employees on the same SDA who had a valid record type 4 and record type 5 will process. Those that do not process will be have to be reinput and certified.

SDA reporters pass one certification record (type 4) and the employee's reported labor record (type 5). If the SDA activity is a daily or weekly reporter, the user must pass a certification record (type 4) each time they pass a labor record (type 5).

a. Remote site Time and Attendance certification, for Activities electing certification, will be entered into DCPS through the SDA process. SDA's may be submitted daily, weekly, or biweekly.

b. It will be assumed that all Time and Attendance received from a remote site, which requires certification, will have been properly certified before merging and uploading into DCPS.

c. Once uploaded to DCPS Time and Attendance will process through regular DCPS T&A edits, including the aforementioned certification edits.

4. Emergency Time for Certifying Activities.

If any emergency time has been generated during the pay period for employees of certifying activities, the entire certification process will be overridden. No certification will be necessary.

**RETRO PROCESSING:**

T&A does not have to be certified for retro processing.

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

# MISSING CERTIFICATION REPORT

***PURPOSE:*** This screen is used to request the Missing Certification Report for a current pay period.

***ACCESS/ MENU:*** Certifier: Personnel having security access to certify time and attendance. Sign on to DCPS, the Time and Attendance Menu appears, then select appropriate option.

***SCREEN:***

**MISSING CERTIFICATION REPORT**

**ACTIVITY** _____

**ORGANIZATION** _____

**PRINTER ID** _____

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **ACTIVITY** | **EMPLOYING ACTIVITY** (Required)<br>This is a six position alphanumeric code which identifies the Employing Activity. |
| **ORGANIZATION** | **ORGANIZATION** (Optional)<br>This is a seven position alphanumeric code established by the payroll office, that groups employees within an employing activity.<br><br>If this field is left spaces or ALL is entered, the report will contain ALL organizations within a particular employing activity assigned to a specific T&A group. |

| | |
|---|---|
| **PRINTER ID** | **PRINTER IDENTIFICATION** (Required)<br>This is a nineteen position alphanumeric code which identifies the T&A group printer. |

SEE SECTION F CHAPTER 3 FOR A DESCRIPTION OF THIS REPORT.

# HISTORY (TIME) - SEQUENTIAL

***PURPOSE:*** This screen provides an official record of all hours of work and leave for each employee. It may be used for auditing Time and Attendance after payroll has been processed. The Payroll Office can sequentially display the employee's time history within a specific Pay Block/TAG Activity or Organization or individually by Employee ID. The Customer Service Representatives will have identical capabilities, but only for the employee's in their specific T&A group(s).

***ACCESS/ MENU:***

PRO: Payroll Office Timekeepers having security authorization for time and attendance view.
DCPS Main Menu, select Time and Attendance menu, then select History (Time) - Sequential.

T&A: Customer Service Representative Timekeepers having security authorization for time and attendance view.
Sign on to DCPS, the Time and Attendance menu will appear, then select History (Time) - Sequential.

***SCREEN:***

**MASTER TIME HISTORY**

**BLK** ___ **ACT** _____ **ORG** _____ **EMPLOYEE ID** ___ __ ____ **PPE DATE** __ __ __ **NAME** _____

**DISPLAY REVERSALS?** __ **CERTIFIER** _____ __ __ __ _____

| DATE WORKED | TYP HR | S/G IDC | HRS | SFT | E/H OTH | NGT DIF | DATE ADJ | INJ NO | JOB ORDER | ALT IDC |
|---|---|---|---|---|---|---|---|---|---|---|
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |
| _____ | __ | _ | _____ | _ | __ | _____ | _____ | ___ | _____ | _ |

| *FIELDS:* | *FIELD DESCRIPTION:* |
|---|---|
| **BLK** | **PAY BLOCK** |
| **TAG** | **TIME AND ATTENDANCE GROUP**<br>This is a required field if one wishes to sequentially display the Time History on all employees, beginning with the first employee in this pay block.<br><br>This is a locally assigned three digit numeric code which identifies the grouping of employees by pay block.<br><br>This is a required field at the Customer Service Representative, if timekeepers wish to sequentially display the Time History on all their employees, beginning with the first employee in this T&A group. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is a required field if one wishes to sequentially display the Time History on all employees, beginning with the first employee in this activity.<br><br>This is a six digit numeric code which identifies the employee's employing activity (duty station). |
| **ORG** | **ORGANIZATION**<br>This is a required field if one wishes to sequentially display the Time History on all employees, beginning with the first employee in this organization.<br><br>This is a seven position alphanumeric code that identifies locally the further grouping (within Employing Activity) to which this employee is assigned. |
| **EMPLOYEE ID** | **EMPLOYEE IDENTIFICATION**<br>This is a required field if one wishes to sequentially display the Time History of all employees, beginning with this employee. |

| | |
|---|---|
| **PPE DATE** | **PAY PERIOD END DATE** (Required)<br>This is the pay period ending date of the pay period for which time is to be displayed. |

**DISPLAY FIELDS ONLY.**

| | |
|---|---|
| **NAME** | **EMPLOYEE NAME**<br>This is the full name of the employee for the SSN entered. |
| **DISPLAY REVERSALS** | Defaults to "N". Will display original and converted T&A transactions without negatives.<br>If set to "Y", will display original T&A transactions along with all conversions (+ and -). |
| **CERTIFIER** | This field displays certifiers social security number, date, and time of certification. Will be spaces if activity didn't elect T&A certification process. |
| **DATE WORKED** | **CALENDAR DATE WORKED**<br>This is the month, day, and year of the date reported in the pay period. The date will be displayed in sequence beginning with oldest date. |
| **TYP HR** | **TYPE HOURS CODE**<br>These are the time and attendance codes for the hours reported through T&A and also those codes which the system has converted or generated for each date displayed. |
| **S/G IDC** | **SYSTEM GENERATED INDICATOR**<br>This indicates whether or not the code was manually entered or system generated. |
| **HOURS** | **HOURS**<br>This is the number of hours reported, generated or converted for each date and code displayed. |

| | |
|---|---|
| **SFT** | **SHIFT CODE PAY**<br>This is the code indicating which shift was reported, converted, and paid for the date displayed. The codes are listed in the DED. |
| **E/H OTH** | **ENVIRONMENTAL/HAZARD/OTHER**<br>This is the environmental/hazard code, representational code or Family Leave code pertaining to those hours reported for that particular day. |
| **NIGHT DIFF** | **NIGHT DIFFERENTIAL HOURS**<br>This is the number of night differential hours reported converted and paid for each Type Hour Code in a particular day. |
| **DATE ADJ** | **DATE OF ADJUSTMENT**<br>This is the date of an adjustment to an employee's Time and Attendance. |
| **INJ NO** | **INJURY NUMBER**<br>This is a four digit numeric field.<br><br>The first two characters are the month of the injury.<br><br>The second two characters are the day of the injury. |
| **JOB ORDER** | **JOB ORDER NUMBER**<br>This is the costing element(s) to be charged for the associated type hour code and hours entered for T&A. |
| **ALT IDC** | **ALTERNATE PAY RATE INDICATOR**<br>This field indicates which rate of pay should be used for an employee in a dual rate position. |

**SYSTEM PROCESSING:**

1. Time and Attendance Audit. This screen provides an official record of all hours worked and on leave for each employee for prior pay periods. The record contains all hours worked or on leave by type with actual Time and Attendance entries and what the conversion process applied or changed, such as, leave, overtime converted to regular and night differential, Option "N". Option "Y" will only show converted T&A transactions.

2. Sequential Process. This program allows sequential display of employees based on a starting key. The payroll office can sequentially display the employees within a specific Pay Block, Activity or Organization. They can also display the employee by entering just the Employee ID. The F6 function key will display the next employee in the sequence. Customer Service Representative clerks have identical capabilities, but only for employees in their specific T&A group(s).

3. Required Field. The only required input field is the Pay Period End Date. Pay Block or T&A group is a required field if no Employee ID is entered. Employing Activity is a required field only when a Organization is entered.

4. Messages. Any messages/errors will be displayed at the bottom of the screen.

THIS PAGE INTENTIONALLY LEFT BLANK

# DCPS USER MANUAL
# for
# Time & Attendance

## TABLE OF CONTENTS

Page #

SECTION E BATCH PROCESSING
CHAPTER 2 TIME AND ATTENDANCE
T&A Batch Process ..... E2-1

THIS PAGE INTENTIONALLY LEFT BLANK

# T&A BATCH PROCESS

***PURPOSE:*** The T&A Batch Process is used to edit and validate work schedule changes and time and attendance (T&A) transactions submitted from a Source Data Automation (SDA) system. Suspended transactions are reprocessed for New Hires and late Employee Status Code SF50 changes. Schedules and T&A are reprocessed, whether entered via SDA or online, for employees who have had supplemental changes which may invalidate previously accepted schedules and T&A transactions. The Batch Process will handle both current period and retroactive pay period transactions. Valid work schedule and T&A transactions are input to the database for subsequent processing by the DCPS leave and Pay Calc processes. Major reports produced are T&A Suspense Error Report (P6600R01), Invalid Transactions Report (P6608R01), Missing Time/Created Leave Report (P6605R02), and the Control of Hours Report (P6605R01).

**SYSTEM PROCESSING:**

1. Beginning Pay Period Batch Initialization.

a. The system will create certain records for active employees which facilitate efficient processing for both the batch and online processes. Included are schedule records for Platoon Rotating employees, e.g., firefighters. The system will automatically generate the next work schedule for any employee designated by finding the next cycle in the Rotating Tour of Duty Table (see Local Tables).

b. The following Employee Status Codes (supplemental records) are active employees not expected to report schedule changes or T&A and will not be processed.

E - Teacher (Summer Recess)
P - Pending Separation (except date of pending)
S - Severance Pay
T - Appointment Canceled
X - Deceased (except date of death)
Z - Severance - Deceased

The following T&A Status Codes (schedule record) will preclude processing:

P - Pending Separation (except date of pending)
X - Deceased (except date of death)

2. SDA Processing.

a. Processing. The SDA interface process is run as required. All batch reporters submit their work schedule changes and T&A transactions via tape to the Payroll Office. (see SDA Interface in the DCPS Interface Specification). An SDA is a third party system (outside of DCPS) designed to capture schedule changes and voluminous T&A transactions for batch processing. Even though transactions are initially input via an SDA Interface, the Payroll Office or a Customer Service Representative T&A clerk may correct using the online processes.

The following is a brief description of the record types found in the SDA Interface.

(1) REC-1 describes information about the responsible SDA submitting the interface.

(2) REC-2 and REC-3 contain information about an employee's work schedule (days on and scheduled hours, days off), night differential (graded only), shift, T&A status (active, pending, deceased), platoon rotation (if any), rotating shift hours (ungraded rotator only), productive labor job order, tour start, and end times. T&A SDA record type 2 Tour of Duty Change Record and 3 Work Day Change Record are independent entities. Each record may be submitted without the other.

(3) REC-4 contains information for T&A certification; certifiers SSN, name, date, and time of certification.

(4) REC-5 describes the type of work/leave reported for an employee (his or her T&A and hours), environmental/hazard/representational codes and hours, COP Injury Number, labor job order, and night differential hours (graded only).

(5) REC-6 contains record counts for each record type (used for crossfooting).

To add an employee's schedule record (no schedule exists) requires a REC-2 and REC-3. To change an employee's schedule record requires one or both record types. If only one type record (REC-2 or REC-3) is submitted, the remaining work schedule information is extracted from the employee's current effective schedule.

b. SDA Interface edit/validation. The SDA tape is validated for correct SDA Interface ID (Employing Activity ID of System responsible for submitting SDA) and record counts. The accepted tape is transmitted to the host computer for further validation. The batch process will check the date on the header record against the Pay Period Dates Table and any time not greater than pay period end date will be accepted. The SDA Interface is also validated against the SDA Interface Table for being a valid SDA reporter (see Local tables). The Frequency Indicator on the tape is checked against the Frequency Indicator in the SDA Interface Table to preclude processing duplicate tapes for the same day. Should any edit fail, the entire SDA Interface is rejected (System Operator must check System Log and report to Payroll Office any **REJECTED TAPE**). Should a tape be rejected, the Payroll Office must investigate why and take appropriate action.

Specific schedule and T&A edits/validation are performed regardless of whether the transactions were submitted via an SDA Interface or during the act of reprocessing previously accepted transactions (discussed in 3.c, whether entered online or via SDA). The general edits/validations are discussed in 3.d. below.

Review SDA files received. Prior to taking the data base off-line for the batch run, the system operator should view the SDA Table screen through Option 4 on the system operator panel to ensure all SDAs have been received. This SDA Table screen will display to the operator the SDA ID, header date, frequency indicator, and actual record count. There are options to request specific SDA IDs or scroll through SDA IDs.

3. Standard Batch processing.

a. Processing. Usually, T&A batch processing occurs daily (for daily T&A reporters), weekly (for weekly T&A reporters), and biweekly (for biweekly T&A reporters).

b. Suspense. Schedule and T&A suspended from a previous batch run are automatically extracted from the database and reprocessed. Transactions are suspended when initially entered (if no Master Employee Record exists or if the SF50 transaction is not received), or when the Employee Status Code (supplemental record) indicates a status precluding the type of DCPS T&A code submitted. The following status codes will cause the transaction to be temporarily suspended pending receipt of an SF50 and subsequent Payroll Office change to employee's Supplemental record:

| **EYE STA CD** | |
|---|---|
| B (SUSPENSION) | UNLESS REPORTED T&A CODE IS "KB" |
| F (FURLOUGHED) | UNLESS REPORTED T&A CODE IS "KE" |
| K (EXTENDED LWOP SF71) | UNLESS REPORTED T&A CODE IS "KA" |
| L (EXTENDED LWOP SF50) | UNLESS REPORTED T&A CODE IS "KA" |
| M (MILITARY FURLOUGH) | UNLESS REPORTED T&A CODE IS "KG" |
| V (SABBATICAL) | UNLESS REPORTED T&A CODE IS "LX" |
| W (EXTENDED OWCP) | UNLESS REPORTED T&A CODE IS "KD" |

**NOTE:** Suspended transactions will be reprocessed only for the pay period for which they were initially input. The system will delete them after the end of the pay period.

c. Reprocessing. The system will automatically trigger the reediting/validation of previously accepted schedule record(s) and T&A for changes made to an employee's supplemental record which may now invalidate those transactions. This process happens for transactions entered via SDA batch or through the online process. Some examples of the type of changes made to an employee's supplemental record are:

(1) changing from graded to ungraded
(2) changing employee type code (e.g., from regular to firefighter)
(3) changing work schedule (e.g., from part time to full time)
(4) changing employee status code (e.g., from active to LWOP)

(5) changing to a temporary position (e.g., from < 90 day appt.)

d. Daily edits/validation. The following edits/validations are performed on every transaction prior to being accepted (input to database) or rejected (output to Invalid Transaction report). The DCPS SDA Interface Specification contains explanations with data element definitions concerning many of the T&A edits.

EMPLOYEE SCHEDULES. The effective date is edited for a valid calendar date. Retro, current and future dates may be submitted. For current pay period, a Schedule change may not be submitted if T&A has already been accepted for the affected period. T&A must be resubmitted for the entire day being corrected. DCPS will replace the original T&A with the corrected T&A. If the correction fails to fulfill the employee's scheduled tour, missing time will be generated. If the correction is for a prior pay period and is less than the scheduled tour, the corrected T&A will be rejected. The tour of duty (hours scheduled to work and days scheduled off) is validated against the alternate work schedule code (AWS). The following table is used in validating the (AWS) with the submitted tour:

| EDIT CATEGORY | EYE TYPE CODE | WKD SCD | AWS | GR/UNGR IDC |
|---|---|---|---|---|
| 40 HR WK | AB DE J LNPRS UVW | FGH | 012 | GU |
| FIRST 40 | AB DE J LNPRS UVW | FGH | 3 7 | GU |
| FIRST 80 | AB DE J LNPRS UVW | FGH | 45DE | GU |
| 0-24 DY/80 BIWK | AB DE J LNPRS UVW | FGH | 6 | GU |
| FIRE PROTECTION | FG X | FGH | 0 | G |
| INTERMITTENT | ABCDE JHLNPR TVW | IJ | 0 | GU |
| PARTTIMER | AB DE J LNPR VW | PQRST | 012 | GU |
| PARTTIMER | AB DE J LNPR VW | PQRST | 3 7 | GU |
| PARTTIMER | AB DE J LNPR VW | PQRST | 45DE | GU |
| PARTTIMER | AB DE J LNPR VW | PQRST | 6 | GU |
| F-TIME TEACHER | H T | FGH | 0 | G |
| F-TIME TEACHER | H T | PQRST | 0 | G |
| 0-24 DY/40 WK | AB DE J LNPRS UVW | FGH | 8 | GU |
| PARTTIMER | AB DE J LNPR VW | PQRST | 8 | GU |
| FIREMAN ON COP | F X | FGH | 012 | G |
| STANDBY PREMIUM | S | FGH | 012 6 8 | GU |

AWS DEFINITIONS: The shift code assigned must be zero (for graded employees) and either 1, 2, or 3 for first, second, or third shift (for ungraded employees), respectively. A shift code of 4 is also allowed for ungraded employees (scheduled day off only) if the employee is designated as a rotator. The tour of duty hours must be numeric. Night differential hours (graded only) cannot exceed the tour of duty hours for the same day. The Sunday pay day 7 or 14 indicator may be set to "Y" (yes) or "N" (no). The indicators may be set to "Y" only if the employee is scheduled to work on Saturday and any portion of the hours worked will carry over into Sunday (will allow Sunday premium reported and paid on a Saturday). The AWS code must be 0, 1, 2, 3, 4, 5, 6, 7, 8, D, or E. The T&A status code acceptable values are A (active employees), P (pending separation), and X (deceased). The T&A status codes (P and X) may be sent by the employing activity prior to receiving the SF50 to preclude requiring T&A to be reported and paid. This, however, doesn't preclude the requirement for the payroll office to receive official paperwork.

The rotating shift acceptable values are "Y" (yes) and "N" (no). The code may be set to "Y" for ungraded employees only, requiring also the entry of the rotating shift hours for first, second, and third shift (must total 2087 hours). These rotating shift hours are used to correctly compute the employee's FEGLI. The repeating schedule code and indicator is validated against the Rotating Tour of Duty table (see Local tables). The repeating schedule code indicates that the employing activity wishes to put an employee on a Payroll Office established platoon rotation. The indicator identifies which cycle within the rotation to start with initially. From the effective date forward, the system will automatically create the "next" schedule (cycle) at the beginning of each pay period. The job order number is optional and not edited or validated. If entered, it will be used as the productive labor job order.

EMPLOYEE TIME AND ATTENDANCE (T&A). The calendar date worked is edited for a valid date. Retro and current pay period dates may be submitted. Any time not greater than the SDA header date will be accepted. The job order number is optional, neither edited nor validated. If input, it will be used as the labor job order for gross pay reconciliation. The T&A type hour code is validated against DCPS's Eligibility Table (see SDA Interface Specification). The shift code override is mainly used only for ungraded employees. It allows the employing activity to cause the transaction to be computed at a shift rate other than that for which the employee is scheduled (e.g., employee scheduled for first shift, but worked and is entitled to second shift premium - enter "RS" with override of "2"). Since more than one transaction for the same day may be reported, there is an edit to ensure that the same shift code is reported for all transactions that day. Valid shift code overrides are 1, 2, and 3. Additionally, a code of 4 is allowed when reporting "LM" (military leave) and "LT" (traumatic injury leave) to indicate that the employing activity is reporting calendar days for leave day count, but not reporting employee leave to fulfill the daily tour requirement. The shift code 4 also indicates that this is the employee's regular day off (RDO). The system will look at the employee's schedule and, if on a fixed daily tour (AWS of 0, 1, 2, 6, or 8), perform a daily edit. All regular hour type codes are summarized for same day and validated against the employee's daily tour. If the sum of all regular hours is greater than the scheduled tour, all transactions reported for that day are rejected. The hours reported must be numeric and are used in the daily edit. The environmental/hazard/ representational code is validated against DCPS's Eligibility Table (see SDA Interface Specification). The last hour indicator for ungraded employees must be "Y" (yes) or "N" (no). The indicator must be set to "Y" only for the transaction which indicates the last hour in a pay status and only if the employee worked an environmental/hazard (used to correctly compute FEGLI). The night differential hours for graded employees must be numeric. All night differential hours (if scheduled in the Work Schedule record) are summed for the same day and cannot exceed the total scheduled or the regular scheduled hours.

CORRECTING EMPLOYEE TIME AND ATTENDANCE (T&A). To correct previously accepted T&A (RG8, OS2) using the SDA process, user must input the employee's entire corrected daily transaction, ie, RG4, OS2, LA2, LS2. This allows DCPS to replace the existing daily T&A transaction for a particular day with the new transaction. When cancelling previously accepted T&A for one day, and there are no replacement transactions, enter "**" (asterisks) in the Type Hour code field.

COP INJURY NUMBER. The injury number is a required field when "LT" is reported and may be entered with "LT," "LA," or "LS" type code. If the employee is on Light Duty due to an injury, (Employee-Status-Code = C) all affected hours in the pay period except O*, CR, CD, CE, or CC, must be reported with an injury number. Three (3) occurrences of LU may be entered through T&A. "LU" must be reported before "LT" will be allowed.

LT, LA, LS entered with an injury number will be used to fulfill the daily tour requirement. "LU" will be allowed with or without hours. If no hours are entered it will indicate that the injury occurred after tour of duty was completed. "LU" with shift code of 4 indicates injury occurred on a non-duty day (RDO). "LU" if hours were entered will be chargeable to Administrative Leave and used to fulfill the daily tour of duty.

LT and LU will be allowed for all employees except foreign nationals, regardless of tour of duty. Full-time, part-time, or intermittent may report Traumatic Injury.

PART-TIME EMPLOYEE EXCEPTIONS. There is an edit to insure that on a daily basis a part-time employee has a minimum of eight, or their scheduled tour if greater that eight, regular hours input for the day prior to allowing overtime, compensatory time, or religious time earned to be input.

Any transaction (Schedule or T&A) failing an edit/validation will be output to the Invalid Transaction Report with an appropriate Error Message.

FIREFIGHTERS ON TRAINING. Two new type hour codes 'RN' and 'RW' are being added to the T&A Eligibility Table to accommodate firefighters on agency sanctioned training. This will allow activities to report actual training hours through T&A without changing or modifying employees work schedule.

'RW' - Type Hour Code to be passed when firefighter on approved agency sanctioned training.

'RN' - Type Hour Code to be passed for hours paid, but 'not worked', while on agency sanctioned training.

'RN' code must be passed with 'RW' code when an employee is on agency sanctioned training and is to be paid for hours not worked. For example:

(1) If firefighter has a daily tour of 24 hours and is on agency sanctioned training for 8 hours and does not return to work or take leave for the remainder of his daily tour the following T&A details would be submitted on the SDA: 'RW 8' and 'RN 16'.

(2) If employee was sick during part his day of training and went on sick leave the following T&A details would be submitted on the SDA: 'LS2', 'RW6' and 'RN16'. If employee was on sick leave at the end of his training class T&A details on SDA would be: 'RW6' and 'LS18'.

(3) If employee returned to work for a partial day or went on annual or sick leave after his return from training session may reduce the number of hours reported with 'RN' type hour code or eliminate the reporting of the 'RN' type hour code entirely, i.e., 'RW8', 'RG6' and 'LA10'.

Remember the 'RN' type hour code is reported only when employee is to be paid for hours not worked and will be invalid if not reported with 'RW' type hour codes.

'RW' code will be passed for firefighter on agency sanctioned training. Hours reported with 'RW' will be treated the same as 'RG' type hour code.

When 'RW' code with actual training hours is input on a RDO (regular day off) Shift Code of '4' must be passed with the transaction. 'RW' hours reported with a Shift Code of '4' will not be used to determine if employee fulfills his tour requirement, for leave accruals or for pay purposes. System will not allow any other 'R_' type hour code to be reported on day 'RW' code is reported with shift code of '4'. Overtime or comp time type hour codes are allowed.

The sole purpose of allowing 'RW' code with shift code of '4' on RDO is to allow activities to account for agency sanctioned training for firefighters without having to change employees work schedule.

**NOTE:** MANY OF THE ABOVE T&A EDITS/VALIDATION ARE PERFORMED AGAINST THE EFFECTIVE SCHEDULE RECORD. IF NO SCHEDULE IS IN EFFECT, THE SYSTEM WILL TRY TO BUILD A DEFAULT SCHEDULE FOR PERFORMING SCHEDULE EDITS. THE DEFAULT USED WILL BE THE PAYROLL OFFICE DEFAULT SET UP FOR THE ORGANIZATION (see Local tables). IF THE SYSTEM DEFAULT CANNOT BE BUILT, ALL T&A TRANSACTIONS WILL BE REJECTED.

BIWEEKLY EDITS/VALIDATION. The following edits are performed at the end of the pay period. All employees on fixed tours (AWS = 0, 1, 2, 6, or 8) will be checked for **MISSING TIME**. If time should have been reported but is missing, the system will generate T&A for the date missing based upon the following criteria:

a. if furloughed - generate "KE"

b. if extended LWOP - generate "KA"

c. if military furlough - generate "KG"

d. if sabbatical - generate "LX"

e. if extended OWCP - generate "KD"

f. if deceased - generate "LX"

g. if suspension - generate "KB"

h. if national holiday - generate "LH"

i. if local holiday - generate local holiday type code

j. if extended sick leave - generate "LS"

k. otherwise - generate "LA"

All employees on non-fixed tours (AWS = 3, 4, 5, 7, D, or E and having MISSING TIME, will have "LA" generated for hours missing unless on a temporary appointment of 90 days or less, in which case "KA" will be generated.

All T&A transactions, both those input by the user and those that are system generated, are summarized and compared against the employee's weekly tour (AWS 3 and 7) or biweekly tour (all other AWS(s)). If the sum of the regular hours of work reported and system generated is greater than the weekly or biweekly tour, a transaction will be rejected one transaction at a time until the employee's tour is equal to or less than the scheduled tour. Rejected transactions will be output to the Invalid Transaction Report. Because whole transactions may be backed out of the system, an employee may not have the correct T&A reported. The Payroll Office should look at the Invalid Transaction Report, evaluate it, and take the appropriate action.

AS REQUIRED EDIT. Payroll Office sites with daily reporters who require Daily Labor Costing, must execute the daily job with labor. All employees on fixed tours (AWS = 0, 1, 2, 6, or 8) will be checked for **MISSING TIME**. If time should have been reported but is missing, the system will generate T&A for the date missing based upon the following criteria:

a. if furloughed - generate "KE"

b. if extended LWOP - generate "KA"

c. if military furlough - generate "KG"

d. if sabbatical - generate "LX"

e. if extended OWCP - generate "KD"

f. if deceased - generate "LX"

g. if suspension - generate "KB"

h. if national holiday - generate "LH"

i. if local holiday - generate local holiday type code

j. if extended sick leave - generate "LS"

The system generates this missing time in order for the daily reporter to have an accurate account of extended labor costs.

HOLIDAYS.

a. If a part-time employee's scheduled workday is the same as the actual national holiday, the holiday leave code is created for the number of hours scheduled to work on a holiday; otherwise, no holiday leave will be created.

b. If the employee is an intermittent (I or J), no holiday leave will be created. If an intermittent works on a holiday, a type hours code "R_" must be entered for that day.

c. Firefighters, Fire Chiefs and Inspectors with Employee Type Codes of 'G' are not entitled to holiday leave (LH) or pay (H*). Title 5, Chapter 55, Subpart M – Firefighter Pay, effective October 11, 1998 refers.

d. Fire Chiefs and Inspectors with Employee Type Codes of 'F' or 'X' and other employees on Uncommon Tours of Duty may be entitled to holiday absence without charge to leave when the employing agency determines that his services are not required for the holiday. If the employee's services are required on the holiday and the employee absents himself on the holiday within his regularly scheduled tour of duty, he is not entitled to holiday leave and must be charged regular type of leave. The system will not generate and display the 'LH' on employee timecard. If the activity determines the employee is to be allowed holiday leave it must be entered as an exception. Employees receiving annual premium pay are not entitled to Holiday Pay and the system will not allow Holiday Worked Code of 'HG' or 'HC' to be entered. 54 Comp Gen 662 refers.

e. Employees with AWS codes of 0, 1, 2, 6, and 8 (fixed tours) will have Holiday leave set in their scheduled tour if the Holiday occurs on a regularly scheduled workday with the exception of Fire Protection Personnel. If the holiday occurs on a nonscheduled workday T&A will project the Holiday and if not input, will generate Holiday leave using the following logic. If the Holiday falls on a Sunday, DCPS will project the Holiday on the following day. If the Holiday falls on any other day, DCPS will project to the previous day.

f. If an employee new hires on other than the first day of a pay period in which a holiday falls or if the following pay period includes a holiday manual intervention, it maybe necessary to correct the systems projected holiday.

**RETRO PROCESSING:**

The batch process will handle both current and retro processing.

**REPORTS:**

1. T&A Suspense Error Report (P6600R01). This report lists employees with suspended T&A and the reason for it. Frequency is daily and biweekly.

2. Control of Hours Report (P6605R01). This report lists totals for Pay Block, Employing Activity, and Organization by types of hours reported, e.g., regular hours, second shift hours, holiday hours. Frequency is as required and biweekly.

3. Missing Time/Created Leave Report (P6605R02). This report lists all employees within a Pay Block, Employing Activity, and Organization who did not report T&A for part or all of their regularly scheduled tour of duty. The date and hours missing are listed. Frequency is as required and biweekly.

4. Invalid Transaction Report (P6608R01). This report lists all employees within Pay Block, Employing Activity, and Organization who had schedule data and T&A transactions rejected. The transaction, along with a descriptive error message is listed. Frequency is as required and biweekly.

5. Temporary Shift Override Report (P6638R01). This report lists all employees within Pay Block, Employing Activity, and Organization who have reported a shift worked other than that which is in their Schedule Record. Frequency is biweekly.

6. Schedule Edit Report (P6658R01). This report lists all employees within a Pay Block, Employing Activity, and Organization who have a composite schedule which is two or more schedules in effect this pay period. This is a Payroll Office research report to determine if the employee reported too many or too few regular hours. The system cannot always determine the correct number of hours to be reported, e.g., when the employee changes to/from a firefighter. Frequency is biweekly.

7. Environmental/Callback Notification Report (P6660R01). This report lists all employees within Pay Block, Activity, and Organization who have reported: (1) two or more callback transactions within the same day which were less than two hours each and (2) two or more environmental/hazard transactions within the same day which were less than one hour each.

The system will pay a minimum of two hours of callback and one hour of environmental/hazard for each transaction reported. Because there are no start/stop times reported, the Payroll Office should use this report to ensure that the employee is not overpaid. Frequency is biweekly.

For additional information, see the T&A Job Aid in Section H.

# DCPS USER MANUAL
# for
# Time & Attendance

## TABLE OF CONTENTS

Page #


SECTION F REPORTS

MENUS

Time and Attendance Menus..... F-23

CHAPTER 3 TIME AND ATTENDANCE

P6605R01 Control of Hours..... F3-17

P6605R02 Missing Time/Created Leave Report ..... F3-23

P6607R01 Conversion of Hours Report ..... F3-29

P6608R01 Invalid Transaction Report..... F3-33

P6653R01 Missing Certification Report..... F3-45

P6658R01 Schedule Edit Report..... F3-49

P6660R01 Environmental/Callback Notification Report..... F3-53

P6696R03/04 Time and Attendance Sheets Daily/Weekly/Biweekly..... F3-57

CHAPTER 4 LEAVE

P6620R01 Employees in Non Pay Status Prior/After Holiday ..... F4-51

P6699R01 Religious Compensatory Time to be Converted ..... F4-85

THIS PAGE INTENTIONALLY LEFT BLANK

# TIME AND ATTENDANCE MENUS

THIS PAGE INTENTIONALLY LEFT BLANK

# TIME AND ATTENDANCE MENU

***PURPOSE***: This menu presents the DCPS processing functions available to the Payroll Office and Customer Service Representative Timekeepers for processing of time and attendance (T&A).

***ACCESS/ MENU***:

PRO: Payroll Office Timekeepers having security authorization for time and attendance.
DCPS Main Menu, select Time and Attendance menu, then select appropriate option.

T&A/ CDR: Customer Service Representative Timekeepers having security authorization for time and attendance.
Sign on to DCPS, if the user ID authorizes this access the menu will appear, then select appropriate option.

***SCREEN***:

```
                    TIME AND ATTENDANCE MENU

 1.    TIMECARD FORMAT 1 - SEQUENTIAL
 2.    TIMECARD FORMAT 1 - INDIVIDUAL
 3.    TIMECARD FORMAT 2 - SEQUENTIAL
 4.    TIMECARD FORMAT 2 - INDIVIDUAL
 5.    WORK SCHEDULE CHANGE
 6.    ACCEPTED T&A INQUIRY
 7.    EXCESSIVE TIMECARD EXCEPTIONS
 8.    RETROACTIVE T&A INQUIRY
 9.    HISTORY (TIME) – SEQUENTIAL
10.    T&A REPORTS MENU
11.    VIEW BROADCAST MESSAGES
12.    T&A FOR CERTIFICATION
13.    MISSING CERTIFICATION REPORT
14.    CSR MENU

       ENTER OPTION # OR <PF24> TO LOGOFF: __
```

1. TIMECARD FORMAT 1 - SEQUENTIAL: Accesses the screen used to enter daily, weekly, and biweekly Time and Attendance for ALL employees in the TA-Group whose organization uses Timecard Format 1. Employees will be displayed sequentially within each organization; you may skip the employee, accept the schedule as time worked, or enter exceptions. After process is completed for one employee, the next employee in sequence is displayed. This option would be used for entering T&A for an entire organization or a large group of employees.

2. TIMECARD FORMAT 1 - INDIVIDUAL: Accesses the same screen that Option 1 accesses, but this option allows the entry of T&A on an individual basis. This option would be used for entering T&A for a few employees, for late timecards, for any corrections to current period T&A already input, or for corrections of previous pay period T&A regardless of timecard format.

3. TIMECARD FORMAT 2 - SEQUENTIAL: Accesses the screen used to enter daily, weekly, or biweekly Time and Attendance for ALL employees in the TA-Group whose organization used Timecard Format 2. Employees will be displayed sequentially within each organization; you may skip the employee, accept the schedule as time worked, or enter exceptions. After process is completed for one employee, the next employee in sequence is displayed. This option would be used for entering T&A for an entire organization or a large group of employees.

4. TIMECARD FORMAT 2 - INDIVIDUAL: Accesses the same screen that Option 3 accesses, but this option allows the entry of T&A on an individual basis. This option would be used for entering T&A for a few employees or for late timecards.

5. WORK SCHEDULE CHANGE: Accesses the screen that accepts schedule information for a new employee; and allows changes to or deletions of an existing schedule.

6. ACCEPTED T&A INQUIRY: Accesses the screen that displays the employee's current pay period T&A accepted from the first day of the current pay period through the T&A processing date. Employees may be presented individually or sequentially. This option is used to audit timecards prior to execution of the final pass of the biweekly batch pay process. This is a view only function.

7. EXCESSIVE TIMECARD EXCEPTIONS: This option will be selected whenever the number of occurrences for an employee exceed 56 exceptions during Timecard Format 1 sessions. It is only used when prompted to do so from the Timecard Format 1 screens.

8. RETROACTIVE T&A INQUIRY: Accesses the screen that displays all of the employee's retroactive Time and Attendance that has been processed in the current pay period, prior to the Retro batch process being run. Employees are presented individually. This is a view only function.

9. HISTORY (TIME) - SEQUENTIAL: Accesses the screen that displays all of the employee's Time and Attendance that has been processed in the prior periods. This option is used to audit timecards for prior pay periods. Employees may be displayed sequentially or requested individually. This is a view only function.

10. T&A REPORTS MENU: Presents the sub-menu providing options to print the Daily, Biweekly, and Retro reports.

11. VIEW BROADCAST MESSAGES: Displays the 200-character (four-line) user information message generated by the DCPS Payroll Office operator. Press <ENTER> to return to the menu. This function will mainly be used to inform users when the system will be taken off-line.

12. T&A CERTIFICATION: This screen displays an employee's time and attendance and allows authorized certifiers the option of accepting or rejecting reported time entered. After certifying time and attendance as correct, the reviewing certifiers Social Security Number, Date, and Time of Certification is recorded in the system.

13. MISSING CERTIFICATION REPORT: Accesses the screen to request this report for the current pay period. This option can only be requested by Certifier user types.

14. CSR MENU: Accesses the menu functions available to the Customer Service Representatives for maintenance of employee related data.

**NOTE:** The timekeeper will need to know the Payroll Office schedule for retro and biweekly pay batch processing.

# SUBMENU - T&A REPORTS MENU

***PURPOSE***: This screen allows the timekeeper to identify the T&A Group that is requesting the reports. Based on the data entered (T&A Group number or ALL), dates of the last report generated will appear on the T&A Reports Menu.

***ACCESS/ MENU***: T&A/
CDR: Personnel having security authorization for reports printing.
Time and Attendance Menu, select T&A Reports Menu, input specified group or 'ALL'.

***SCREEN***:

```
                    SUBMENU - REPORTS MENU

                    SITE        _______

                    T&A GROUP   ____

ENTER SPECIFIC GROUP OR 'ALL', <PF1> TO EXIT OR <PF24> TO LOGOFF
```

This screen allows the user to specify the site for which reports are to be printed. If the user has security authorization for 2 or more sites this field is required.

This screen also allows the user to specify the Time and Attendance group reports to be printed at a particular time. If 'ALL' is input, reports will be identified for all T&A groups authorized for the user. After pressing enter, the T&A REPORTS MENU screen will appear displaying the dates the last reports were created. If 'ALL' is used as the 'group number' no dates will be displayed.

# T&A REPORTS MENU

***PURPOSE***: This menu presents the Time and Attendance reports available to the Customer Service Representative Timekeepers as required. The reports contain data for the TA Group and are printed on the local printer identified by the Printer ID input. These are batch-report jobs initiated upon request and can be executed during on-line processing.

***ACCESS/ MENU***: T&A/
CDR: Timekeepers having security authorization for time and attendance input. Time and Attendance Menu, select T&A Reports Menu, identify the T&A group, then select appropriate option.

***SCREEN***:

```
                          T/A REPORTS MENU

-------------------------------- DAILY ------------------------------------
  1.  MISSING TIME
      PROCESSING DATE __ __ __
  2.  CONTROL OF HOURS
      PROCESSING DATE __ __ __
  3.  INVALID TRANSACTION    (SDA)     ________
  4.  INVALID TRANSACTION    (ND020)   ________
----------------------------- BIWEEKLY -------------------------------
  5.  MISSING TIME           (NB010)   ________
  6.  MISSING TIME           (NB020)   ________
  7.  CONTROL OF HOURS       (NB010)   ________
  8.  CONTROL OF HOURS       (NB020)   ________
  9.  INVALID TRANSACTION    (NB000)   ________
 10.  INVALID TRANSACTION    (NB010)   ________
 11.  INVALID TRANSACTION    (NB020)   ________
 12.  CONVERSION OF HOURS    (NB000)   ________
 13.  CONVERSION OF HOURS    (NB010)   ________
 14.  CONVERSION OF HOURS    (NB020)   ________

------------------------- BIWEEKLY ----------------------------
 15.  NON PAY BEF/AFT        (NB000)   ________
 16.  NON PAY BEF/AFT        (NB010)   ________
 17.  NON PAY BEF/AFT        (NB020)   ________
 18.  SCHEDULE EDIT          (NB000)   ________
 19.  SCHEDULE EDIT          (NB010)   ________
 20.  SCHEDULE EDIT          (NB020)   ________
 21.  ENV CALLBACK           (NB000)   ________
 22.  ENV CALLBACK           (NB010)   ________
 23.  ENV CALLBACK           (NB020)   ________
 24.  RELIGIOUS COMPTIME               ________
 25.  TIMESHEETS
---------------------------- RETRO -------------------------------
 26.  INVALID TRANSACTION              ________
 27.  CONVERSION OF HOURS              ________
 28.  NON PAY BEF/AFT                  ________
 29.  SCHEDULE EDIT                    ________
 30.  ENV CALLBACK                     ________

                TA GROUP ____   PRINTER ID _________________

      ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT, OR <PF24> TO LOGOFF: __
```

This screen will appear after the SUBMENU screen showing the latest date that each report was created, except for the daily missing time and control of hours reports. These two reports are recreated each time they are requested to provide current data. If 'ALL' is entered as a 'group' no dates will be displayed. The user can then determine if a particular report should be requested for print or if the date is outside the pay period dates involved. Reports created at various 'passes' of pay processing will be identified by the job name in parentheses after the report name. This allows the user to request a report created in daily passes (SDA and ND020), zero pass (NB000), first pass (NB010), or second pass (NB020).

The reports are divided into 3 sections: Daily, Biweekly, and Retro. Make your selection depending on which version of a particular report you want. For reports which require a processing date, you must enter a date to specify the progressive date through which you want the report. If left blank, the date will default to the system date. If the system date is greater than the pay period end date, the date will default to the pay period end date.

For all options, TA Group and Printer ID will be displayed. The Printer ID is the printer on the security record of the user requesting the report and may be changed if necessary.

SEE SECTION F CHAPTERS FOR DESCRIPTION OF THESE REPORTS.

# P6605R01
# CONTROL OF HOURS

***PURPOSE:*** This report provides a listing of the valid hours (by Type Hour Code) reported or created during the current pay period. It is used to reconcile the manual totals of exception hours entered via T&A programs. The report contains totals by Type Hour Code at the Organization level, with summary totals at the Employing Activity and T&A group levels.

***SORT SEQUENCE:*** Report will be sorted by pay block for the payroll office use only. There will not be totals. For all other users, a separate report will be generated for each T&A group. Report sequence is by T&A Group and SSN. Sort is in T&A group, activity, organization, and SSN order, with summary totals at the employing activity level only.

***FREQUENCY:*** BI-WEEKLY.

***DISTRIBUTION:*** A composite report will be stored in SAR and there will be reprint capabilities at the Payroll Office to reprint prior pay period reports. Reprinting for current pay period will be done from the T&A Reports Menu.

***ADDITIONAL INFORMATION:*** Employees Not on Report. Employees who meet one of the conditions listed below will not be included in the count on this report.

a. Employees Pending Separation with either an Employee Status Code P or X or a Time and Attendance Status Code P or X.

b. Employees whose NTE date has passed.

c. Employees with the following Employee Status Codes:

E - DODEA teacher summer recess
S - Severance Pay
T - Appointment Canceled
Z - Severance Pay continues for a deceased employee

Activity Level Total. Each Employing Activity summary will be the total for the Organization Codes for the activity which are included in the T&A Group for which these organizations are assigned. If the total amounts are needed for the entire activity, all of the particular activities' totals would have to be manually summarized from all the T&A Groups.

| *FIELDS:* | *FIELD DESCRIPTION:* |
|---|---|
| **PAY PERIOD ENDING DATE** | **PAY PERIOD END DATE**<br>This is the last calendar date of the pay period for the information contained in this report. |
| **T&A SITE** | **TIME AND ATTENDANCE SITE**<br>T&A Site identifies the employing activity and specific indicator code unique to the timekeeper remote site. |
| **T&A GROUP** | **TIME AND ATTENDANCE GROUP**<br>T&A Group identifies the timekeeper grouping of employees for which the report is sorted. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is the employing activity. |
| **ORG** | **ORGANIZATION**<br>This is a local code used to group employees within each Employing Activity. |
| **NO OF EMPLS** | This is a count of the number of employees at the Organization, Activity, and Pay Block levels. |
| **REGULAR** | **REGULAR HOURS**<br>This is the total number of regular hours in a pay period at the Organization, Activity, and Pay Block levels. It is the sum of all Type Hour Codes that begin with R, H, or S. Daily employees will be reported as full days or half days. |
| **OVERTIME** | **OVERTIME HOURS**<br>This is the total number of overtime hours reported and/or converted in a pay period at the Organization, Activity, and Pay Block levels. It is the sum of all Type Hour Codes OS, OU, OX, OC, and ON. |

| | |
|---|---|
| **COMP EARNED** | **COMPENSATORY TIME EARNED HOURS**<br>This is the total number of compensatory earned hours reported in a pay period at the Organization, Activity, and Pay Block levels. It is the sum of all Type Hour Codes CC, CE, CD, CL, or CR. |
| **HOLIDAY** | **HOLIDAY HOURS**<br>This is the total number of holiday work hours reported in a pay period at the Organization, Activity, and Pay Block levels. It is the sum of all Type Hour Codes that begin with H. |
| **SUNDAY** | **SUNDAY HOURS**<br>This is the total number of Sunday work hours reported/paid in a pay period at the Organization, Activity, and Pay Block levels. The number printed is the sum of all Type Hour Codes that begin with S. |
| **2ND SHIFT** | **SECOND SHIFT HOURS**<br>This is the total number of ungraded regular second shift hours reported in a pay period at the Organization, Activity, and Pay Block levels. The number is the sum of all hours entered for Type Hour Codes RS, SS, and HS. |
| **3RD SHIFT** | **THIRD SHIFT HOURS**<br>This is the total number of ungraded regular third shift hours reported in a pay period at the Organization, Activity, or Pay Block levels. The number is the sum of all hours entered for Type Hour Codes RT, ST, and HT. |
| **NIGHT DIFF** | **NIGHT DIFFERENTIAL HOUR TOTAL**<br>This is the total number of hours for graded employees Night Differential premium reported in a pay period at the Organization, Activity, and Pay Block levels. The number is the sum of all Type Hour Code ND entered for any code. |

| | |
|---|---|
| **E/H** | **ENVIRONMENTAL HAZARD HOURS**<br>This is the total number of Environmental Hazardous Hours reported in a pay period at the Organization, Activity, and Pay Block levels. The number is the sum of all hours entered for codes that begin with E or F for graded and ungraded employees. |
| **LEAVE PAID** | **LEAVE PAID HOURS**<br>This is the total number of leave hours reported in a pay period at the Organization, Activity, and Pay Block levels. The number is the total of all hours for Type Hour Codes that begin with an L, (except codes LY and LZ) plus codes CA, CN, and CT. |
| **LEAVE NON-PAID** | **LEAVE NON-PAY HOURS**<br>This is the total number of leave without pay hours that were reported and/or converted in a pay period at the Organization, Activity, and Pay Block levels. The number is the sum of the hours reported for Type Hour Codes that begin with a K. |
| **ACTIVITY TOTAL** | This line prints the total for each field at the Employing Activity level of the organizations within the activity, which are assigned to the T&A Group. |
| **T&A GROUP TOTAL** | These are the total amounts for each field at the T&A Group level. |

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

REPORT NO. : P6605R01 CONTROL OF HOURS REPORT PAGE 1
REPORT DATE: 11/09/97 16:39 PAY PERIOD ENDING DATE 08/20/94

T&A SITE: 06843301 T&A GROUP: 001

| ACT | ORG | NO OF EMPLS | REGULAR | OVERTIME | COMP EARNED | HOLIDAY | SUNDAY | 2ND SHIFT | 3RD SHIFT | NIGHT DIFF | E/H | LEAVE PAID | LEAVE NON-PAID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 068433 | ARB10 | 28 | 1751.25 | .00 | .00 | .00 | .00 | .00 | .00 | 35.75 | .00 | 472.75 | .00 |
| | ARB20 | 34 | 2180.00 | 8.00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 452.00 | 88.00 |
| | ARB80 | 18 | 1194.25 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 227.75 | 18.00 |
| | ARB86 | 1 | 75.00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 5.00 | .00 |
| | ARM10 | 1 | 80.00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| | ARM20 | 5 | 329.5 | .00 | 6.50 | .00 | .00 | .00 | .00 | .00 | .00 | 70.50 | .00 |
| | ARM30 | 17 | 1161.75 | 11.50 | 5.50 | .00 | .00 | .00 | .00 | 55.00 | .00 | 198.25 | .00 |
| | ARM40 | 126 | 8375.50 | 18.65 | 1.50 | .00 | 70.00 | .00 | .00 | 236.50 | .00 | 1705.50 | .00 |
| | ARM46 | 4 | 260.00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 60.00 | .00 |
| | ARM50 | 66 | 4437.75 | 63.00 | 16.00 | .00 | 16.00 | .00 | .00 | 31.50 | .00 | 731.75 | 79.00 |
| | ARM55 | 47 | 2957.25 | 16.00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 722.75 | 40.00 |
| | ARM50 | 63 | 3758.00 | 180.85 | 38.00 | .00 | 100.00 | .00 | .00 | 367.75 | .00 | 1269.25 | 24.25 |
| | ARM65 | 4 | 252.50 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 67.50 | .00 |
| | ARM70 | 14 | 822.50 | .00 | 31.00 | .00 | .00 | .00 | .00 | .00 | .00 | 297.50 | .00 |
| | IRM20 | 16 | 1032.50 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 249.00 | 167.50 | 80.00 |
| | IRM30 | 182 | 11618.00 | 132.00 | .00 | .00 | 72.00 | 3788.50 | 359.00 | .00 | 325.00 | 2822.00 | .00 |
| | IRM32 | 164 | 10063.00 | 422.50 | .00 | .00 | .00 | 2596.50 | 373.00 | .00 | 1.00 | 2862.00 | 195.00 |
| | IRM34 | 175 | 11060.25 | 240.00 | .00 | .00 | 203.50 | 3010.50 | 391.00 | .00 | 431.00 | 2897.75 | 72.50 |
| | IRM36 | 31 | 2010.00 | 36.50 | .00 | .00 | .00 | 223.00 | 14.00 | .00 | 19.00 | 461.00 | 9.00 |
| | IRM40 | 30 | 1873.25 | 26.00 | .00 | .00 | 9.00 | 586.50 | 80.00 | .00 | .00 | 535.75 | .00 |
| | IRM50 | 62 | 4138.75 | 34.00 | .00 | .00 | 90.00 | 517.00 | .00 | .00 | .00 | 673.25 | 37.00 |
| | IRM55 | 22 | 1391.75 | 8.00 | .00 | .00 | .00 | .00 | .00 | .00 | 416.00 | 294.25 | 74.00 |
| | IRM56 | 1 | 79.00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 1.00 | .00 |
| | IRM70 | 109 | 6986.75 | 133.00 | .00 | .00 | .00 | 1634.50 | 461.50 | .00 | 52.00 | 1573.25 | 160.00 |

THIS PAGE INTENTIONALLY LEFT BLANK

# P6605R02
# MISSING TIME/CREATED LEAVE REPORT

***PURPOSE:*** This report is used to alert the payroll clerk to employees within a pay block/T&A group who did not report time for all or part of their regularly scheduled tour of duty. It is used to research and identify if the employee's time was erroneously omitted from T&A processing or if leave was charged for missing time. This file is cleared at the end of the pay period.

***SORT SEQUENCE:*** A separate report will be generated for each T&A group. Report sequence is by T&A Group and SSN. Sort is in T&A group, activity, organization, and SSN order, with summary totals at the employing activity level only.

***FREQUENCY:*** AS REQUIRED.

***DISTRIBUTION:*** A composite report will be stored in SAR and there will be reprint capabilities at the Payroll Office to reprint prior pay period reports. Reprinting for current pay period will be done from the T&A Reports Menu.

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **PAY PERIOD ENDING DATE** | **PAY PERIOD END DATE**<br>This is the last calendar date of the pay period for the information contained in this report. |
| **T&A SITE** | **TIME AND ATTENDANCE SITE**<br>T&A Site identifies the employing activity and specific indicator code unique to the timekeeper remote site. |
| **T&A GROUP** | **TIME AND ATTENDANCE GROUP**<br>T&A Group identifies the timekeeper grouping of employees for which the report is sorted. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is the employing activity. |

| | |
|---|---|
| **ORG** | **ORGANIZATION**<br>This is a local code used to group employees within the Employing Activity. |
| **SSN** | **EMPLOYEE IDENTIFICATION**<br>This is the employee's Social Security Number. |
| **NAME** | **EMPLOYEE NAME**<br>This is the full name of the employee as it appears in the MER. |
| **DATE** | **CALENDAR DATE WORKED**<br>This is the calendar date on which the employee did not report enough time to complete the entire scheduled tour of duty. This is the scheduled workday when the employee has a daily tour, the end date of the week when the employee has a weekly tour, and the pay period end date when the employee has a biweekly tour. |
| **HOURS** | **MISSING HOURS**<br>This is the number of missing hours for an employee for a day, week, or the pay period. The hours are computed by subtracting the number of reported hours (if any) from the scheduled tour of duty. |
| **REMARKS** | **REMARKS**<br>This is the remark or comment applicable to the employee's missing time. |
| **ORGANIZATION SUMMARY HOURS** | This is the total number of missing hours identified for a Organization Code within the T&A Group during the time and attendance processing run. |

| | |
|---|---|
| **ACTIVITY SUMMARY HOURS** | This is the total number of missing hours identified for an activity's employees within the T&A Group during the time and attendance processing run. |
| **T&A GROUP TOTAL HOURS** | This is the total number of missing hours identified for a T&A Group during the time and attendance processing run. |

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

THIS PAGE INTENTIONALLY LEFT BLANK

T&A SITE: 06587102 T&A GROUP: 002

| ACT | ORG CODE | SSN | NAME | DATE | HOURS |
|---|---|---|---|---|---|
| 65871 | GBAA0 | 537-00-0014 | FINALPAY N A | 901218 | 8.00 |
| | | | | 901224 | 6.00 |
| | | REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY | | | |
| | | 934-30-5968 | PARTTIMER DARRYL Z | 901218 | 4.00 |
| | | | | 901219 | 4.00 |
| | | | | 901220 | 4.00 |
| | | | | 901221 | 4.00 |
| | | REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY | | | |
| | | | | ORGANIZATION SUMMARY HRS | 30.00 |
| | | | | ACTIVITY SUMMARY HRS | 30.00 |
| 67011 | U20A0 | 430-00-0006 | GARLAND PETE | 901219 | 2.00 |
| | | REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY/WEEK/PAY PERIOD | | | |
| | | 430-00-0008 | RLAND PETE | 901217 | 24.00 |
| | | | | 901219 | 24.00 |
| | | | | 901221 | 24.00 |
| | | | | 901224 | 24.00 |
| | | | | 901226 | 24.00 |
| | | | | 901228 | 24.00 |
| | | REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OD DUTY HOURS FOR DAY/WEEK/PAY PERIOD | | | |
| | | | | ORGANIZATION SUMMARY HRS | 146.00 |
| | | | | ACTIVITY SUMMARY HRS | 146.00 |
| 77777 | G7190 | 430-00-0012 | READY FREDDY | 901218 | 10.00 |
| | | | | 901219 | 10.00 |
| | | | | 901220 | 10.00 |
| | | | | 901221 | 10.00 |
| | | | | 901224 | 8.00 |
| | | | | 901225 | 8.00 |
| | | | | 901226 | 8.00 |
| | | | | 901227 | 8.00 |
| | | | | 901228 | 8.00 |
| | | REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY/WEEK/PAY PERIOD | | | |
| | | 430-00-0015 | FRAUD FRED | 901217 | 8.00 |
| | | | | 901218 | 8.00 |
| | | | | 901219 | 8.00 |

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

T&A SITE: 06843801 T&A GROUP: 001

| ACT | ORG CODE | SSN | NAME | DATE | HOURS |
|---|---|---|---|---|---|
| 068438 | IRM30 | | BUI HENRY N | 940811 | 8.00 |
| | | | | 940812 | 8.00 |
| | | | | 940815 | 8.00 |
| | | | | 940816 | 8.00 |
| | | | | 940817 | 8.00 |
| | | | | 940818 | 8.00 |
| | | | | 940819 | 8.00 |
| | REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY/WEEK/PAY PERIOD | | | | |
| | | | | ORGANIZATION SUMMARY HRS | 56.00 |
| | IRM34 | | THOMAS JERRY NMN | 940820 | 1.00 |
| | REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY/WEEK/PAY PERIOD | | | | |
| | | | | ORGANIZATION SUMMARY HRS | 1.00 |
| | IRM55 | | TUITASI GALU R | 940808 | 8.00 |
| | | | | 940809 | 8.00 |
| | | | | 940810 | 8.00 |
| | | | | 940811 | 8.00 |
| | | | 940812 | 8.00 | |
| | | | | 940815 | 8.00 |
| | | | | 940816 | 8.00 |
| | | | | 940817 | 8.00 |
| | | | | 940818 | 8.00 |
| | | | | 940819 | 8.00 |
| | REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY/WEEK/PAY PERIOD | | | | |
| | | | | ORGANIZATION SUMMARY HRS | 80.00 |
| | | | | ACTIVITY SUMMARY HRS | 137.00 |
| | | | | T&A GROUP TOTAL HOURS | 137.00 |

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

# P6607R01
# CONVERSION OF HOURS REPORT

***PURPOSE:*** This report provides the user with a listing of employees with reported T&A transactions that were converted to another code or backed out during the retro or biweekly leave process. This report is to be used to identify and correct reported T&A transactions when necessary. The leave process is then rerun for those employees with corrections/changes to their data.

***SORT SEQUENCE:*** This report will be sorted by Pay Block for the payroll office, for all other users, a separate report will be generated for each T&A group. Report sequence is by T&A group, activity, organization, and SSN order, with summary totals at the organization and employing activity levels.

***FREQUENCY:*** BI-WEEKLY/RETRO: This report is generated as a result of each occurrence of pay processing and retro processing. See System Processing for further information.

***DISTRIBUTION:*** A separate report will be generated for each T&A group. Report sequence is by T&A Group and SSN. A composite report will be stored in SAR and there will be reprint capabilities at the Payroll Office to reprint prior pay period reports. Reprinting for current pay period will be done from the T&A Reports Menu.

***ADDITIONAL INFORMATION:*** A negative report will be printed at the payroll office level only.

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **PAY PERIOD ENDING DATE** | **PAY PERIOD END DATE**<br>This is the last calendar date of the pay period. |
| **T&A SITE** | **TIME AND ATTENDANCE SITE**<br>T&A Site identifies the employing activity and specific indicator code unique to the timekeeper remote site. |
| **T&A GROUP** | **TIME AND ATTENDANCE GROUP**<br>T&A Group identifies the timekeeper grouping of employees for which the report is sorted. |

| | |
|---|---|
| **EMP ACT** | **EMPLOYING ACTIVITY**<br>This identifies the code assigned to the employing activity. |
| **ORG** | **ORGANIZATION**<br>This code is used to group employees and summarize specific reports within an employing activity. |
| **SSN** | **EMPLOYEE IDENTIFICATION**<br>This is the employee's Social Security Number (SSN). |
| **NAME** | **EMPLOYEE NAME**<br>This is the employee's name as it appears on the MER for the SSN printed. |
| **DATE** | **DATE EFFECTIVE**<br>This is the date the T&A transaction was converted or backed out. |

**CONVERTED:**

| | |
|---|---|
| **CD** | **CONVERSION REPORTED TYPE HOURS CODE**<br>This contains the Type Hour Code originally submitted or ND if night differential applies. |
| **IDC** | **SYSTEM GENERATED INDICATOR**<br>This indicates that the Type Hour Code was system generated through the T&A process. |
| **HRS** | **CONVERSION REPORTED HOURS**<br>This contains the number of hours originally entered for a Type Hour Code that was converted. |

**CONVERTED TO:**

| | |
|---|---|
| **CD** | **CONVERSION TYPE HOURS CODE**<br>This contains the Type Hours Code(s) to which a reported type hour code was converted. |

| | |
|---|---|
| **HRS** | **CONVERSION HOURS**<br>This contains the number of hours that were converted from the Type Hours Code entered. |
| **ORG SUMMARY**<br>**EMPLOYING ACTIVITY SUMMARY**<br>**T&A GROUP TOTALS** | **SUMMARY TOTALS**<br>This contains the sum of the reported conversion hours by Type Hour Code for the Organization level, Employing Activity level, and T&A Group level. |

**SYSTEM PROCESSING:**

Frequency of Report. If a "zero" pass is run, this report will only have the employees on it that had all T&A reported for the pay period. At the end of the title of the report, "LEAVE/PAY PREPROCESSING" will be printed denoting this report does not include all applicable employees within the T&A Group.

Retro can be run before or after zero pass in which case, instead of a pay period end date present, the report would have "RETRO" printed denoting the report is not being run for the current pay period.

For definitions of system generated codes, see Dictionary, Section G.

T&A SITE : 00016410 T&A GROUP : 100

| ACT | ORG | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000164 | 06G20 | | | | | | | | | | | | | | | | | | | | | | |
| | | | PAY PD | CONVERTED | <---------- | | | | | | | | | | CONVERTED TO | | | | | | | | ----------> |
| SSN | NAME | | END DATE | DATE | CD | IDC | HRS | CD | IDC | HRS | CD | IDC | HRS | CD | IDC | HRS | CD | IDC | HRS |
| 405-64-9992 | PRENSMANN JEFF | | 09/02/95 | 08/21/95 | CT | L | 3.10- | LA | L | 3.10 | | | | | | | | | |
| ORG SUMMARY | CT | 3.10- | LA | 3.10 | | | | | | | | | | | | | | | |
| ACT | ORG | | | | | | | | | | | | | | | | | | |
| 000164 | 09682 | | | | | | | | | | | | | | | | | | |
| 409-66-1876 | ELSON FORD M | | 09/16/95 | 09/06/95 | LS | L | 5.80- | LA | L | 5.80 | | | | | | | | | |
| | | | 09/16/95 | 09/07/95 | LS | L | 8.00- | LA | L | 5.10 | LD | L | | 2.90 | | | | | |
| | | | 09/16/95 | 09/08/95 | LS | L | 8.00- | LD | L | 8.00 | | | | | | | | | |
| | | | 09/16/95 | 09/11/95 | LS | L | 8.00- | LD | L | 8.00 | | | | | | | | | |
| | | | 09/16/95 | 09/12/95 | LS | L | 8.00- | LD | L | 8.00 | | | | | | | | | |
| | | | 09/16/95 | 09/13/95 | LS | L | 8.00- | LD | L | 8.00 | | | | | | | | | |
| | | | 09/16/95 | 09/14/95 | LS | L | 8.00- | LD | L | 8.00 | | | | | | | | | |
| | | | 09/16/95 | 09/15/95 | LS | L | 8.00- | LD | L | 8.00 | | | | | | | | | |
| ORG SUMMARY | LS | 61.80- | LA | 10.90 | LD | | | 50.90 | | | | | | | | | | | |
| ACT | ORG | | | | | | | | | | | | | | | | | | |
| 000164 | 64R41 | | | | | | | | | | | | | | | | | | |
| 332-80-4299 | BAKE DOGER M | | 08/05/95 | 08/04/95 | CE | L | 5.40- | OU | L | 5.40 | | | | | | | | | |
| | | | 08/19/95 | 08/10/95 | CE | L | .50- | OU | L | .50 | | | | | | | | | |
| | | | 08/19/95 | 08/14/95 | CE | L | .50- | OU | L | .50 | | | | | | | | | |
| | | | 08/19/95 | 08/18/95 | CE | L | 3.70- | OU | L | 3.70 | | | | | | | | | |
| | | | 09/02/95 | 08/21/95 | CE | L | 4.00- | OU | L | 4.00 | | | | | | | | | |
| | | | 09/02/95 | 08/30/95 | CE | L | 2.00- | OU | L | 2.00 | | | | | | | | | |
| | | | 09/02/95 | 08/31/95 | CE | L | 6.00- | OU | L | 6.00 | | | | | | | | | |
| 349-66-1997 | HURRICANE SHELLY | | 09/02/95 | 08/21/95 | OU | L | 1.00- | OI | L | 1.00 | | | | | | | | | |
| | | | 09/02/95 | 08/21/95 | OS | L | 2.00- | OI | L | 1.00 | OS | L | | 1.00 | | | | | |
| | | | 09/02/95 | 08/22/95 | OU | L | 3.00- | OI | L | 2.00 | OU | L | | 1.00 | | | | | |
| | | | 09/02/95 | 08/23/95 | OS | L | 3.00- | OI | L | 2.00 | OS | L | | 1.00 | | | | | |
| | | | 09/02/95 | 08/24/95 | OS | L | 3.00- | OI | L | 2.00 | OS | L | | 1.00 | | | | | |
| | | | 09/02/95 | 08/25/95 | ON | L | 4.00- | OI | L | 2.00 | ON | L | | 2.00 | | | | | |
| ORG SUMMARY | CE | 22.10- | OU | 19.10 | OS | 5.00- | | OI | 10.00 | | ON | 2.00- | | | | | | | |

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

# P6608R01
# INVALID TRANSACTION REPORT

***PURPOSE:*** This report provides clerks with a listing of schedule data and reported time transactions that have been rejected because the information was invalid or the employee was ineligible for the Type Hours Code reported.

***SORT SEQUENCE:*** This report will be sorted by pay block for the payroll office. For all other users, a separate report will be generated for each T&A group. Report sequence is by T&A Group and SSN. Sort is in T&A group, activity, organization, and SSN order.

***FREQUENCY:*** A report is produced out of each payroll run (i.e. zero pass, 1st pass, 2nd pass) and retro.

***DISTRIBUTION:*** A composite report will be stored in SAR and there will be reprint capabilities at the Payroll Office to reprint prior pay period reports. Reprinting for current pay period will be done from the T&A Reports Menu.

***ADDITIONAL INFORMATION:*** Types of Invalid Transactions. There are four types of invalid transactions listed on the report.

a. Record type "2" is the "Tour of Duty Record" on the SDA interface. All tour of duty schedule changes are rejected if any of the requested change data is invalid or the employee is ineligible. If a record type "3" with the same calendar date is reported, it will also be rejected.

b. Record type "3" is the "Hours of Work and T&A Status Record" on the SDA interface. The hours of work and T&A status are rejected if any of the requested change data is invalid or the employee is ineligible. If a record type "2" with the same calendar data is reported, it will also be rejected.

c. Record type "5" is the "Reported Time Transaction Record" on the SDA interface. The entire report time transaction is rejected when data is invalid or employee is ineligible.

d. Employees with no specific daily tour of duty are validated to ensure their total regular hours do not exceed their normal weekly or biweekly tour. Transactions in excess of the scheduled number of hours are rejected and will appear on this report.

Error Messages. The error message number with the reason for rejection will print under Remarks.

| *FIELDS:* | *FIELD DESCRIPTION:* |
|---|---|
| **PAY PERIOD ENDING DATE** | **PAY PERIOD END DATE**<br>This is the last calendar date of the pay period for the information contained in this report. |
| **T&A SITE** | **TIME AND ATTENDANCE SITE**<br>T&A Site identifies the employing activity and specific indicator code unique to the timekeeper remote site. |
| **T&A GROUP** | **TIME AND ATTENDANCE GROUP**<br>T&A Group identifies the timekeeper grouping of employees for which the report is sorted. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is the employing activity. |
| **ORG** | **ORGANIZATION**<br>This is a local code used to further group employees within Employing Activity. |
| **SSN** | **EMPLOYEE IDENTIFICATION**<br>This is the employee's Social Security Number. |
| **NAME** | **EMPLOYEE NAME**<br>This is the full name of the employee as it appears in the MER. |

**<u>INVALID SCHEDULE:</u>**

| | |
|---|---|
| **DATE EFF** | **DATE EFFECTIVE**<br>This is the effective date of the invalid schedule data. |
| **AWS** | **WORK SCHEDULE TOUR OF DUTY CODE**<br>This code is the Alternate Work Schedule, 0 through 8, D, or E to which an employee is assigned. |

| | |
|---|---|
| **TOUR OF DUTY** | **TOUR OF DUTY**<br>This identifies the employee's scheduled days on/days off, and the number of hours regularly scheduled to work daily, weekly, or biweekly. |
| **NIGHT DIFF** | **NIGHT DIFFERENTIAL ASSIGNED**<br>These are the hours of work that a graded employee is scheduled to work each scheduled regular day. |
| **SHIFT CD ASSG** | **SHIFT CODE ASSIGNED**<br>This code is used to identify to which shift, 0 through 4, the employee is permanently assigned.<br><br>Shift code 4 is set by the system on regular days off when the Rotating Shift Indicator is Y. |
| **SUN PAY IDC DAY 7** | **SUNDAY PAY DAY 7 INDICATOR**<br>This indicator specifies whether or not the employee is scheduled to work Saturday of week 1 and the shift crosses midnight into calendar day Sunday. |
| **SUN PAY IDC DAY 14** | **SUNDAY PAY DAY 14 INDICATOR**<br>This indicator specifies whether or not the employee is scheduled to work on Saturday of week 2 and the shift crosses midnight into calendar day Sunday. |
| **REMARKS** | **REMARK**<br>This is the remark or comment applicable to the invalid transaction. |
| **DATE EFF** | **DATE EFFECTIVE**<br>This is the effective date of the invalid schedule data. |
| **T/A STA CD** | **TIME AND ATTENDANCE STATUS CODE**<br>This is an employee's status change to time and attendance entered through the Schedule Record. |

| | |
|---|---|
| **ROTATING SHIFT IDC** | **ROTATING SHIFT INDICATOR**<br>This code specifies whether or not an ungraded employee is on a regular rotating schedule. |
| **ROTATING SHIFT HOURS** | **ROTATING SHIFT HOURS**<br>These are the projected first, second, and third regular shift hours that a rotating shift employee will work in a pay year. At least two of these shifts must be projected for a year. These hours are used to compute the annual salary for the FEGLI deduction of rotating shift employees. |
| **PLATOON ROTATING CODE** | **PLATOON ROTATION CODE**<br>**PLATOON ROTATION INDICATOR**<br>The first two positions (AA-ZZ) indicates a predetermined work schedule that extends over multiple pay periods. The third and fourth positions indicate the cycle number of a biweekly tour of duty within a predetermined work schedule that extends over multiple pay periods. This code is used for firefighters, fire chiefs, and any individual that is assigned a work schedule that contains regularly changing tours of duty. |
| **JOB ORDER NUMBER** | **JOB ORDER NUMBER**<br>This field contains the Standing Job Order Number for the associated Type Hours Code and Hours when no job order is submitted. |
| **REMARKS** | **REMARK**<br>This is the remark or comment applicable to the invalid transaction. |
| **RETRO PAY PD END DATE** | **RETRO PAY PERIOD ENDING DATE**<br>This is the pay period ending date for which the retro adjustment occurred. |

**INVALID T&A:**

| | |
|---|---|
| **DATE EFF** | **DATE EFFECTIVE**<br>This is the effective date of the invalid T&A transaction. |
| **WK** | This designates which week of the pay period the transaction is for. |
| **DY** | This designates which day of the week (1 thru 7) of the pay period the transaction is for. |
| **JOB ORDER NUMBER** | **JOB ORDER NUMBER**<br>This is the reported job order for the associated Type Hours Code and Hours. |
| **TYP HRS CD** | **TYPE HOURS CODE**<br>This is a code that identifies the type of hours reported for an employee through time and attendance. |
| **SHIFT CD OVERRIDE** | **TEMPORARY SHIFT OVERRIDE**<br>This is the shift code of an ungraded employee who worked a different shift than scheduled and is to be paid at the different shift rate. |
| **SIGN IDC** | This indicates whether the numeric field immediately following this code is negative or positive.<br><br>- (Negative)<br>+ (Positive) |
| **HOURS** | **HOURS**<br>This is the number of hours relating to the Type Hours Code reported. |
| **E/H OTH** | **ENVIRONMENTAL/HAZARD/OTHER**<br>This is the type of environmental/hazardous, representational work reported or Family Leave taken. |

| | |
|---|---|
| **SIGN IDC** | This indicates whether the numeric field immediately following this code is negative or positive.<br><br>- (Negative)<br>+ (Positive) |
| **N/D** | **NIGHT DIFFERENTIAL**<br>This is the number of hours for which night differential premium is reported for the graded employee. |
| **LAST HR** | **LAST HOURS IN A PAY STATUS**<br>This code indicates whether or not an Environmental/Hazard Code transaction is the last hour in a pay status for the pay period within the regular tour of duty.<br><br>A Code Y in this field means that the Environmental/Hazard Code would be used to calculate an ungraded employee's FEGLI deduction amount. |
| **INJ NO** | **INJURY NUMBER**<br>This is the month and day that the system will look at to ensure that LU was reported for this day. If LU has not been reported transaction will be invalid. If employee is on COP Light Duty, injury number must be entered with all hours in pay period. |
| **REMARKS** | **REMARK**<br>This is the remark number and comment applicable to the invalid transaction. |
| **RETRO PAY PD END DATE** | **RETRO PAY PERIOD ENDING DATE**<br>This is the pay period ending date for which the retro adjustment occurred. |

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

```
REPORT NO. : P6608R01                          INVALID TRANSACTION REPORT                                          PAGE    1
REPORT DATE: 11/09/97  20:58                 PAY PERIOD ENDING DATE 02/04/95

T&A SITE:  FMF006                  TA GROUP:  0644

 ACT            ORG          SSN          NAME
FMFO            212100       265-99-4000  STATEN JOHN P
DATE EFF        01/23/95                  AWS CODE      4                                                                 SUN   PAY  IDC
TOUR OF DUTY       0000    0000   0000   0000   0000   0000    0000   0000   0000   0000   0000   0000   0000   0100   DAY 7   DAY 14
NIGHT DIFF         0000    0000   0000   0000   0000   0000    0000   0000   0000   0000   0000   0000   0000   0000    N       N
SHIFT CD ASSG        0       0      0      0      0      0       0      0      0      0      0      0      0      0
REMARKS 4018    INVALID TOUR FOR EMPLOYEE WITH AWS:4, TYP:V, WKD-SCD:F, GR-UNGR:G
DATE EFF        T/A STA CD   ROTATING SHIFT IDC  ROTATING SHIFT HOURS  PLATOON ROTATING CODE              JOB ORDER NUMBER
01/23/94              A                 N      0000    0000  0000
REMARKS 4018    INVALID TOUR FOR EMPLOYEE WITH AWS:4, TYPE:V, WKD-SCH:F, GR-UNGR:G

                            476-88-0000  COLE CLARENCE Z
DATE EFF        01/28/95                  AWS CODE      0                                                                 SUN   PAY  IDC
TOUR OF DUTY       0000    0800   0800   0800   0800   0800    0000   0000   0800   0800   0800   0800   0800   0000   DAY 7   DAY 14
NIGHT DIFF         0000    0000   0000   0000   0000   0000    0000   0000   0000   0000   0000   0000   0000   0000    N       N
SHIFT CD ASSG        1       1      1      1      1      1       1      1      1      1      1      1      1      1
REMARKS 2033    INVALID CONDITION - NO EFFECTIVE SUPPLEMENTAL RECORD
DATE EFF        T/A STA CD   ROTATING SHIFT IDC  ROTATING SHIFT HOURS  PLATOON ROTATING CODE              JOB ORDER NUMBER
01/28/95              P                 N      0000    0000  0000
REMARKS 2033    INVALID CONDITION - NO EFFECTIVE SUPPLEMENTAL RECORD

                            555-00-9261  PARAGON GALBERT
DATE EFF       WK   DY  JOB ORDER NUMBER      TYP HRS CD      SHIFT CD OVERRIDE     SIGN IDC  HOURS   E/H   SIGN IDC  N/D  LAST HR INJNO
02/02/95        2   5                              KF                                          2400                    0000       N
REMARKS 2038 NO EFFECTIVE SUPPLEMENTAL                        RECORD(S) FOUND
DATE EFF       WK   DY  JOB ORDER NUMBER      TYP HRS CD      SHIFT CD OVERRIDE     SIGN IDC  HOURS   E/H   SIGN IDC  N/D  LAST HR INJNO
02/04/95        2   7                              KF                                          2400                    0000       N
REMARKS 2038 NO EFFECTIVE SUPPLEMENTAL                        RECORD(S) FOUND
```

END OF REPORT

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

THIS PAGE INTENTIONALLY LEFT BLANK

# P6653R01
# MISSING CERTIFICATION REPORT

***PURPOSE:*** This report identifies employees who have time reported but not certified. This report can be requested at any time from the T&A Main Menu by certifiers only. This report must be used in conjunction with the missing time report. There is a possibility that employee's who are certified, do not have full tours. These employees would be on the missing time report, but not missing certification report. Caution must be used.

***SORT SEQUENCE:*** Sort is in activity, organization, and SSN order, with page break by ORG.

***FREQUENCY:*** AS REQUIRED.

***DISTRIBUTION:*** Reprinting for current pay period will be done from the T&A Main Menu and is available for certifiers only.

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **PAY PERIOD ENDING DATE** | **PAY PERIOD END DATE**<br>This is the last calendar date of the pay period. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is the employing activity. |
| **ORG** | **ORGANIZATION**<br>This is a local code used to group employees within the Employing Activity. |
| **SSN** | **EMPLOYEE IDENTIFICATION**<br>This is the employee's Social Security Number. |
| **NAME** | **EMPLOYEE NAME**<br>This is the full name of the employee as it appears in the MER. |

THIS PAGE INTENTIONALLY LEFT BLANK

| ACT | ORG CODE | SSN | NAME |
|---|---|---|---|
| XXXXXX | XXXXXXX | XXX-XX-XXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXX |
| | | XXX-XX-XXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXX |

END OF REPORT
THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

THIS PAGE INTENTIONALLY LEFT BLANK

# P6658R01
# SCHEDULE EDIT REPORT

***PURPOSE:*** This report is used to alert clerks to the possibility of too many or too few regular hours scheduled for an employee due to a status, alternate work schedule (AWS) or work schedule change (other than at the beginning of the pay period).

***SORT SEQUENCE:*** A separate report will be generated for each T&A group. Report sequence is by T&A Group and SSN. Sort is in T&A group, activity, organization, and SSN order.

***FREQUENCY:*** BI-WEEKLY.

***DISTRIBUTION:*** A composite report will be stored in SAR and there will be reprint capabilities at the Payroll Office to reprint prior pay period reports. Reprinting for current pay period will be done from the T&A Reports Menu.

| ***FIELDS:*** | ***DESCRIPTION:*** |
|---|---|
| **PAY PERIOD ENDING DATE** | **PAY PERIOD END DATE**<br>This is the last calendar date of the pay period for the information contained on this report. |
| **T&A SITE** | **TIME AND ATTENDANCE SITE**<br>T&A Site identifies the employing activity and specific indicator code unique to the timekeeper remote site. |
| **T&A GROUP** | **T&A GROUP**<br>This field identifies the timekeeper grouping of employees for which the report is sorted. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is the employing activity. |
| **ORG** | **ORGANIZATION**<br>This is a local code used to further group employees within an Employing Activity. |

| | |
|---|---|
| **SSN** | **EMPLOYEE IDENTIFICATION**<br>This is the employee's Social Security Number. |
| **NAME** | **EMPLOYEE NAME**<br>This is the full name of the employee as it appears in the MER. |
| **PP END DT** | **PAY PERIOD END DATE**<br>This is the ending date of the pay period in which the updates become effective. |
| **DAY** | This is the number of the day within the biweekly pay period (1-14). |
| **AWS CODE** | **WORK SCHEDULE TOUR OF DUTY CODE**<br>This code is the alternate work schedule, 0 through 8, to which an employee is assigned. |
| **EMP TY CD** | **EMPLOYEE TYPE CODE**<br>This code indicates if an employee is a special type who requires unique handling in various portions of the system or is a regular employee. A list of the codes can be found in the DED. |
| **SCHED SFT/HOUR** | **SHIFT CODE ASSIGNED**<br>**HOURS**<br>This shift code is used to identify to which shift, 0 through 4, the employee is permanently assigned to for each work day.<br><br>Shift Code 4 is set by the system for the regular day off for ungraded employees when the Rotating Shift Indicator is Y.<br><br>The Hours field is the amount of hours regularly scheduled to work for each of the fourteen days. |

T&A SITE: 06837801 T&A GROUP: 013

| ACT | ORG | SSN | NAME |
|---|---|---|---|
| 068378 | 67367 | | WILLIAMS ROBERT E |

| DAY | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AWS CODE | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| EMP TY CD | R | R | R | R | R | R | R | R | R | R | R | R | R | R |
| | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR | SFT/HOUR |
| SCHED | 1 .00 | 1 9.00 | 1 9.00 | 1 9.00 | 1 9.00 | 1 .00 | 1 .00 | 1 .00 | 1 9.00 | 1 9.00 | 1 9.00 | 1 9.00 | 1 9.00 | 1 .00 |

END OF REPORT

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

THIS PAGE INTENTIONALLY LEFT BLANK

# P6660R01
# ENVIRONMENTAL/CALLBACK NOTIFICATION REPORT

***PURPOSE:*** This report provides clerks with a research tool to identify potential overpayments of environmental and/or callback.

***SORT SEQUENCE:*** A separate report will be generated for each T&A group. Report sequence is by T&A Group and SSN. Sort is in T&A group, activity, organization, and SSN order.

***FREQUENCY:*** BI-WEEKLY.

***DISTRIBUTION:*** A composite report will be stored in SAR and there will be reprint capabilities at the Payroll Office to reprint prior pay period reports. Reprinting for current pay period will be done from the T&A Reports Menu.

***ADDITIONAL INFORMATION:*** Report Contents.

a. This lists ungraded employees who reported two or more occurrences of environmental on the same day, and at least one occurrence is less than one hour.

b. This lists all employees who reported two or more occurrences of callback on the same day, and at least one occurrence is less than two hours.

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **PAY PERIOD ENDING DATE** | **PAY PERIOD END DATE**<br>This is the last calendar day of the pay period for the information contained in the report. |
| **T&A SITE** | **TIME AND ATTENDANCE SITE**<br>T&A Site identifies the employing activity and specific indicator code unique to the timekeeper remote site. |

| | |
|---|---|
| **T&A GROUP** | **T&A GROUP**<br>This field identifies the timekeeper grouping of employees for which the report is sorted. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is the employing activity. |
| **ORG** | **ORGANIZATION**<br>This is a locally assigned code which identifies the further grouping of employees within Employing Activity. |
| **SSN** | **EMPLOYEE IDENTIFICATION**<br>This is the employee's Social Security Number. |
| **EMPLOYEE** | **EMPLOYEE NAME**<br>This is the full name of the employee as it appears in the MER. |
| **DATE** | **CALENDAR DATE WORKED**<br>This is the calendar date of the occurrence of environmental or callback overtime. |
| **TYPE HOUR CODE** | **ENVIRONMENTAL HAZARD CODE**<br>This is the environmental code reported on the date of occurrence. This field will be blank if it is for callback overtime. |
| **HOURS** | **HOURS**<br>This is the number of hours reported for each occurrence of the Type Hour Code. |

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

T&A SITE: 06053004 T&A GROUP: 049

| ACT | ORG | SSN | EMPLOYEE | DATE | TYPE HOUR CODE | HOURS |
|---|---|---|---|---|---|---|
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/22/94 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/22/94 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/28/94 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/28/94 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/29/94 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/29/94 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/07/94 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/07/94 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/09/94 | FB | 8.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/09/94 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/19/94 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/19/94 | FB | 0.50 |
| 060530 | 521730 | 010-66-2222 | ROWDY DAYMOND M | 01/18/95 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 01/18/95 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 01/20/95 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 01/20/95 | FB | 0.50 |
| 060530 | 823460 | 555-41-6000 | BEATON KELLY D | 01/20/95 | FV | 0.50 |
| 060530 | 823460 | 555-41-6000 | BEATON KELLY D | 01/20/95 | FV | 3.00 |
| 060530 | 823470 | 329-44-4444 | SMITH JOHN M | 01/19/95 | FV | 3.00 |
| 060530 | 823470 | 329-44-4444 | SMITH JOHN M | 01/19/95 | FV | 0.50 |
| 060530 | 823470 | 329-44-4444 | SMITH JOHN M | 01/20/95 | FV | 3.00 |
| 060530 | 823470 | 329-44-4444 | SMITH JOHN M | 01/20/95 | FV | 0.50 |
| 060530 | 823470 | 378-50-0000 | ADAMS JOHN Q | 01/19/95 | FV | 3.00 |
| 060530 | 823470 | 378-50-0000 | ADAMS JOHN Q | 01/20/95 | FV | 0.50 |
| 060530 | 823470 | 378-50-0000 | ADAMS JOHN Q | 01/20/95 | FV | 0.50 |
| 060530 | 823470 | 378-50-0000 | ADAMS JOHN Q | 01/20/95 | FV | 3.00 |

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

T&A SITE: 06053004 T&A GROUP: 049

| ACT | ORG | SSN | EMPLOYEE | DATE | PPER END | TYPE HOUR CODE | HOURS |
|---|---|---|---|---|---|---|---|
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/22/94 | 11/26/94 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/22/94 | 11/26/94 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/28/94 | 12/10/94 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/28/94 | 12/10/94 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/29/94 | 12/10/94 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 11/29/94 | 12/10/94 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/07/94 | 12/10/94 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/07/94 | 12/10/94 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/09/94 | 12/10/94 | FB | 8.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/09/94 | 12/10/94 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/19/94 | 12/24/94 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 12/19/94 | 12/24/94 | FB | 0.50 |
| 060530 | 521730 | 010-66-2222 | ROWDY DAYMOND M | 01/18/95 | 01/21/95 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 01/18/95 | 01/21/95 | FB | 0.50 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 01/20/95 | 01/21/95 | FB | 9.00 |
| 060530 | 521720 | 010-66-2222 | ROWDY DAYMOND M | 01/20/95 | 01/21/95 | FB | 0.50 |
| 060530 | 823460 | 555-41-6000 | BEATON KELLY D | 01/20/95 | 01/21/95 | FV | 0.50 |
| 060530 | 823460 | 555-41-6000 | BEATON KELLY D | 01/20/95 | 01/21/95 | FV | 3.00 |
| 060530 | 823470 | 329-44-4444 | SMITH JOHN M | 01/19/95 | 01/21/95 | FV | 3.00 |
| 060530 | 823470 | 329-44-4444 | SMITH JOHN M | 01/19/95 | 01/21/95 | FV | 0.50 |
| 060530 | 823470 | 329-44-4444 | SMITH JOHN M | 01/20/95 | 01/21/95 | FV | 3.00 |
| 060530 | 823470 | 329-44-4444 | SMITH JOHN M | 01/20/95 | 01/21/95 | FV | 0.50 |
| 060530 | 823470 | 378-50-0000 | ADAMS JOHN Q | 01/19/95 | 01/21/95 | FV | 3.00 |
| 060530 | 823470 | 378-50-0000 | ADAMS JOHN Q | 01/20/95 | 01/21/95 | FV | 0.50 |
| 060530 | 823470 | 378-50-0000 | ADAMS JOHN Q | 01/20/95 | 01/21/95 | FV | 0.50 |
| 060530 | 823470 | 378-50-0000 | ADAMS JOHN Q | 01/20/95 | 01/21/95 | FV | 3.00 |

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

# P6696R03/R04
# TIME AND ATTENDANCE SHEETS DAILY/WEEKLY/BIWEEKLY

***PURPOSE:*** This report provides the Payroll Office with the employee information to be printed on the DCPS Time and Attendance sheets (R03 and R04).

The information is printed on Time and Attendance sheets using Format 1 and Format 2 for R03 and R04 respectively.

***SORT SEQUENCE:*** The report sequence is by Employing Activity, Organization, Social Security Number (SSN), Sequence Number, and Time Card Destination.

***FREQUENCY:*** BI-WEEKLY. The timesheets for the next pay period will be printed at the beginning of each pay period.

***DISTRIBUTION:*** T&A, with print capabilities by PRO, CDR, and T&A

***ADDITIONAL INFORMATION:*** Daily reporting employees will have a timecard or timesheet printed for each day they are scheduled to work. Weekly reporting employees will have two timecards or timesheets printed. One is with the date for day seven of the pay period, and one is with the date for day 14 of the pay period. Biweekly reporting employees will have one timecard or timesheet printed with the date for day 14 of the pay period. All intermittent employees will have only one timecard or timesheet printed, regardless of whether the employee reports daily or weekly. If you attempt to print timecards or timesheets and receive the current pay period date (rather than the following pay period), this indicates that pay has not finished processing from the prior pay period and new cards or sheets have not been made available to the system. Wait until the following day (or until the current pay period approaches its end) and attempt to print again. The actual day new timecards or sheets are made available varies due to database, holidays, and other circumstances.

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **EMPLOYEE ID** | **EMPLOYEE IDENTIFICATION**<br>This is the employee's Social Security Number (SSN). |

| | |
|---|---|
| **BLOCK GRP** | **PAY BLOCK**<br>This identifies a grouping of employees pay and leave records by payroll clerk or Collection Point T&A clerk. |
| **ACT** | **EMPLOYING ACTIVITY**<br>This is the employing activity. |
| **ORG** | **ORGANIZATION**<br>This is a locally assigned code used to group employees by their physical location by activity or multiple groups within an activity. |
| **EMPLOYEE NAME** | **EMPLOYEE NAME**<br>This is the employee's full name as it appears on the MER. It will be printed in sequence by last name, first name, middle name or initial, and suffix. This field will be blank if timecard formats which suppress the name are selected. |
| **PLT ROT** | **PLATOON ROTATION KEY**<br>This identifies a predetermined work schedule and the cycle number of a biweekly tour of duty that extends over multiple pay periods. |
| **PERIOD ENDING** | **CALENDAR DATE ARRAY**<br>This is the 14 day array for the pay period. For biweekly reporting, this will be day 14 of the pay period. The first week for weekly reporting is day seven of the array and the second week is day 14. Daily reporting is the actual work day of the array. It will be printed in month, day and year sequence. |
| **SEQ NUM** | This field represents the system generated physical sequencing of the timecards or timesheets. The sequence number will revert to one for each Activity UIC printed. |

| | |
|---|---|
| **STD JON** | **STANDING JOB ORDER NUMBER**<br>This is the alphanumeric code that contains the costing elements for charging the associated Type Hour Code and hours when no other job order number is submitted. This information will be printed only if the standing job order number is in the employee's MER. |
| **AWS** | **WORK SCHEDULE TOUR OF DUTY CODE**<br>This code identifies, 0 THROUGH 8, the alternate work schedule to which the employee is assigned. |
| **TOUR** | **TOUR OF DUTY**<br>This indicates the employee's scheduled regular workdays and the hours scheduled for each regular workday for the 14 day array. For employees with weekly or biweekly regular work hours, the weekly hours will print in day seven and 14 and the biweekly hours in day 14 only. |
| **TYP/SFT** | **TYPE HOUR CODE**<br>**SHIFT CODE ASSIGNED**<br>The first two characters of this field are the Type Hour Code the employee is assigned to work each day. The third character in this field is the Shift Code Assigned permanently to the employee. |
| **GRADED ND** | **NIGHT DIFFERENTIAL ASSIGNED**<br>This is the number of hours of night differential graded employees are scheduled to work each day. |

FOR ADDITIONAL INFORMATION, SEE THE T&A JOB AID IN SECTION H.

THIS PAGE INTENTIONALLY LEFT BLANK

FORMAT 1

| EMPLOYEE ID | BLK/GRP | ACT | ORG | EMPLOYEE NAME | PLT ROT | PERIOD ENDING | SEQ NO |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| STD JON | | HRS WORK | - | ] |
|---|---|---|---|---|

| | AWS | SUN | MON | TUE | WED | THR | FRI | SAT | SUN | MON | TUE | WED | THR | FRI | SAT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TOUR | | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] |
| TYP/SF | | | | | | | | | | | | | | | |
| GRADED ND | | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] |

| WEEK | DAY | TYPE HOUR | HOURS | JOB ORDER NUMBER | E/H OTH | LST HR | TEM SFT | NIGHT DIFF | INJ NUM | START TIME | INIT |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | ] | | | | | ] | | | |
| | | | ] | | | | | ] | | | |
| | | | ] | | | | | ] | | | |
| | | | ] | | | | | ] | | | |
| | | | ] | | | | | ] | | | |
| | | | ] | | | | | ] | | | |
| | | | ] | | | | | ] | | | |
| | | | ] | | | | | ] | | | |
| | | | ] | | | | | ] | | | |
| | | | ] | | | | | ] | | | |
| | | | ] | | | | | ] | | | |

| REG | | OT | | COMP | | HOL | | SUN | | 2ND | | 3RD | | ND | | E/H | | LV | | NP/LV | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| | IN | OUT | IN | OUT | IN | OUT |
|---|---|---|---|---|---|---|
| SUN | | | | | | |
| MON | | | | | | |
| TUE | | | | | | |
| WED | | | | | | |
| THU | | | | | | |
| FRI | | | | | | |
| SAT | | | | | | |
| SUN | | | | | | |
| MON | | | | | | |
| TUE | | | | | | |
| WED | | | | | | |
| THU | | | | | | |
| FRI | | | | | | |
| SAT | | | | | | |

REMARKS:

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT.

OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

AUTHORIZED SIGNATURE

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED
END OF REPORT

FORMAT 2

| EMPLOYEE ID | BLK/GRP | ACT | ORG | EMPLOYEE NAME | PLT ROT | PERIOD ENDING | SEQ NO |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| STD JON | | HRS WORK | - | ] |
|---|---|---|---|---|

| | AWS | SUN | MON | TUE | WED | THR | FRI | SAT | SUN | MON | TUE | WED | THR | FRI | SAT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TOUR | | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] |
| TYP/SF | | | | | | | | | | | | | | | |
| GRADED ND | | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] | ] |

| JOB ORDER NUMBER | TYPE HOUR | WEEK | SUN | MON | TUE | WED | THR | FRI | SAT | INIT |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | ] | ] | ] | ] | ] | ] | ] | |
| | | 2 | ] | ] | ] | ] | ] | ] | ] | |
| | | 1 | ] | ] | ] | ] | ] | ] | ] | |
| | | 2 | ] | ] | ] | ] | ] | ] | ] | |
| | | 1 | ] | ] | ] | ] | ] | ] | ] | |
| | | 2 | ] | ] | ] | ] | ] | ] | ] | |
| | | 1 | ] | ] | ] | ] | ] | ] | ] | |
| | | 2 | ] | ] | ] | ] | ] | ] | ] | |
| | | 1 | ] | ] | ] | ] | ] | ] | ] | |
| | | 2 | ] | ] | ] | ] | ] | ] | ] | |
| | | 1 | ] | ] | ] | ] | ] | ] | ] | |
| | | 2 | ] | ] | ] | ] | ] | ] | ] | |

| REG | | OT | | COMP | | HOL | | SUN | | 2ND | | 3RD | | ND | | E/H | | LV | | NP/LV | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| | IN | OUT | IN | OUT | IN | OUT |
|---|---|---|---|---|---|---|
| SUN | | | | | | |
| MON | | | | | | |
| TUE | | | | | | |
| WED | | | | | | |
| THU | | | | | | |
| FRI | | | | | | |
| SAT | | | | | | |
| SUN | | | | | | |
| MON | | | | | | |
| TUE | | | | | | |
| WED | | | | | | |
| THU | | | | | | |
| FRI | | | | | | |
| SAT | | | | | | |

REMARKS:

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT.

OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

AUTHORIZED SIGNATURE

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED
END OF REPORT

# P6620R01
# EMPLOYEES IN NON PAY STATUS PRIOR/AFTER HOLIDAY

***PURPOSE:*** This report is used to alert the user of possible overpayments of holiday leave when employees are in a non-pay status for any period of time less than the scheduled hours, or on the regular scheduled workday immediately before and after a holiday for less than their scheduled hours. An employee on this report has not had their holiday converted to non pay. Overpayments could result when the workday before and after a holiday are in different pay periods. The report will also list employees who are in a non-pay status when the holiday is the first scheduled work day of the pay period.

***SORT SEQUENCE:*** This report sequence is by T&A group and Social Security Number. Sort is by T&A group activity, organization and SSN.

***FREQUENCY:*** BIWEEKLY. This report is produced at the end of each pay period. Report can also be selected from the T&A reports menu for reprinting in the current pay period.

***DISTRIBUTION:*** This report is printed for each T&A group. Report is also stored in SAR and there will be reprint capability at the payroll office for prior pay periods.

***ADDITIONAL INFORMATION:*** A negative report will not be produced. See System Processing section following Field Description.

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **PAY PERIOD ENDING DATE** | **PAY PERIOD END DATE**<br>This is the last calendar date of the current pay period. If this report is generated as a result of retroactive T&A adjustments, the word RETRO will appear in this field. |
| **T&A SITE** | **T&A SITE**<br>T&A Site identifies the employing activity and specific indicator code unique to the timekeeper remote site. |

| | |
|---|---|
| **T&A GROUP** | **T&A GROUP**<br>This field identifies the timekeeper grouping of employees for which the report is sorted. |
| **ACTIVITY** | **EMPLOYING ACTIVITY**<br>This identifies the code assigned to the employing activity. |
| **ORG** | **ORGANIZATION**<br>This code is used to group employees and summarize specific reports within an employing activity. |
| **SSN** | **EMPLOYEE IDENTIFICATION**<br>This is the employee's Social Security Number (SSN). |
| **NAME** | **EMPLOYEE NAME**<br>This is the employee's name as it appears on the MER for the SSN printed. |
| **PAY PD END DATE** | **PAY PERIOD END DATE**<br>This field will appear on reports covering a retroactive T&A adjustment. It is the ending date of the pay period in which the adjustment became effective. |
| **DATE OF NON PAY** | **CALENDAR DATE WORKED**<br>This is the date of the reported or converted LWOP transaction. |

**SYSTEM PROCESSING:**

1. Frequency Report. This report is run after the retro or biweekly pay/leave cycle has been processed.

   a. If a "zero" pass is run, this report will only have the employees on it that had all T&A reported for the pay period. At the end of the title of the report "LEAVE/PAY PREPROCESSING" will be printed denoting this report does not include all applicable employees within the pay block.

b. Retro can be run before or after zero pass in which case instead of a pay period end date present, the report would have "RETRO" printed denoting the report is not being run for the current pay period.

2. Print this Report. This individual report will only be created at the Collection Point level, with the associated T&A groups contained in the report. To print at the Collection Point, the remote printer identification must exist on the Collection Point Record as COP-DESTINATION and the PRINT INDICATOR must be set to "Y". The PRINT INDICATOR is controlled at the Payroll Office level.

3. Holiday During Pay Period. If the employee is in a non-pay status for any period less than his/her daily schedule on the day before and the day after the holiday, that employee will be printed on this report. If the employee was not in a pay status on the last hour the day before and on the first hour the day after the holiday, the employee is not entitled to the holiday leave. The holiday will be rescinded from the employee by the payroll office changing the holiday to LWOP through T&A, which in turn will reprocess or trigger the retro process if in a prior pay period. If the pay period in which the holiday falls is not within the retro process cycle, adjustments will have to be made through the Leave Adjustment and the Pay Adjustment Programs.

4. Holiday on First or Last Day of Pay Period. If the holiday occurs on the first or last regular workday of the pay period and the employee was in a non-pay status for any period less than his/her daily schedule on the subsequent day following the holiday or the day preceding the holiday, that employee will be printed on this report. The payroll clerk must check if the employee was in a pay status the last hour before or the first hour after the holiday to determine if the employee is eligible to receive holiday leave. If the holiday has to be rescinded, the same procedures set forth in paragraph 3 apply.

5. If an employee is on non pay for the whole daily schedule the day prior to and after the holiday, the holiday leave will automatically be converted to the applicable non pay type.

KA - leave without pay, KB - suspension, KC - Absent without pay, KE - furlough, and KF - non duty within regular schedule will convert to "KA".

KD - Office of Workers Compensation programs (OWCP) will convert to "KD".

KG - military furlough (called to active duty) will convert to "KG".

THIS PAGE INTENTIONALLY LEFT BLANK

T&A SITE: 06599501 T&A GROUP: 010

| ACTIVITY | ORG | SSN | NAME | DATE OF NON PAY |
|---|---|---|---|---|
| 065995 | 09935 | 598-99-3048 | LILLELA KEVIN A | 01/01/98 |
| | 09935 | 034-82-0644 | JOPLIN JOSEPH M | 01/01/98 |
| 071111 | 71111 | 123-45-6789 | DAY DORIS E | 01/01/98 |

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

END OF REPORT

T&A SITE: 06599501 T&A GROUP: 010

| ACTIVITY | ORG | SSN | NAME | PAY PD END DATE | DATE OF NON PAY |
|---|---|---|---|---|---|
| 065995 | 09935 | 598-99-3048 | LILLELA KEVIN A | 03/04/95 | 02/20/95 |
| | 09956 | 034-82-0644 | JOPLIN JOSEPH M | 01/07/95 | 12/26/94 |

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

END OF REPORT

# P6699R01
# RELIGIOUS COMPENSATORY TIME TO BE CONVERTED

***PURPOSE:*** This report provides information to monitor that advanced religious compensatory time is repaid by an equal amount of compensatory time worked within a reasonable period.

***SORT SEQUENCE:*** This report is sorted by T&A Group and Social Security Number.

***FREQUENCY:*** BIWEEKLY. This report is printed at the end of the pay period. Reprinting at the T&A site can be done for the current pay period from the T&A Reports Menu.

***DISTRIBUTION:*** This report is printed at the payroll office and the T&A site.

***ADDITIONAL INFORMATION:*** A negative report will be produced. A master report will be stored in SAR in Pay Block order. See System Processing section following Field Descriptions.

| ***FIELDS:*** | ***FIELD DESCRIPTION:*** |
|---|---|
| **T&A SITE** | **T&A SITE**<br>T&A Site identifies the employing activity and specific indicator code unique to the timekeeper remote site. |
| **T&A GROUP** | **T&A GROUP**<br>This field identifies the timekeeper grouping of employees for which the report is sorted. |
| **SSN** | **EMPLOYEE IDENTIFICATION**<br>This is the employee's Social Security Number (SSN). |

| | |
|---|---|
| **NAME** | **EMPLOYEE NAME**<br>This is the employee's name as it appears on the Master Employment Record for the SSN entered. It will display in sequence by last name, first name, middle name or initial, and suffix. |
| **DATE EFF** | **DATE EFFECTIVE**<br>This is the date(s) the religious compensatory time was taken. |
| **HOURS** | **HOURS TO BE CONVERTED TO ANNUAL LEAVE**<br>This is the number of hours of religious compensatory time that was taken on the specified date. |

**SYSTEM PROCESSING ON-LINE:**

1. Maximum Hours. A maximum of 40 hours for Navy and 80 hours for Air Force and Army of religious compensatory time will be advanced by the Biweekly Leave Process.

2. Time Limit. If the employee has not earned the advanced religious compensatory time within 90 days of the advancement, the hours will appear on this report.

3. Responsible for Correction. It is the responsibility of the T&A clerk to input the corrected T&A (normally substituting annual leave for religious comp time) for the Pay Periods involved. This will trigger the Retro Process, which in turn will make all necessary leave conversions and correct all leave balances.

T&A SITE: 12345630 T&A GROUP: 301

| SSN | NAME | DATE EFF | HOURS |
|---|---|---|---|
| 243-54-9751 | KONNOR TRICIA E | 04/15/95 | 8.00 |
| 345-76-0977 | COMPSON DAROL K | 02/18/95 | 6.50 |
| 582-99-8291 | ZAKER MEDITIA O | 04/15/95 | 9.00 |

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

THIS PAGE INTENTIONALLY LEFT BLANK

# DCPS USER MANUAL
# for
# Time & Attendance

## TABLE OF CONTENTS

Page #

SECTION G DICTIONARY/GLOSSARY .....G-1

THIS PAGE INTENTIONALLY LEFT BLANK

# DICTIONARY

# A

**401(K)**
401(k) Savings Plan is only available to employees who have elected to retain NAF Retirement Plans of the Department of Army or Department of Army and Air Force Exchange Service.

**401(K) LOAN**
This 401(k) Loan deduction will be taken from an employee's pay for repayment of a loan owed to the Army and Air Force Exchange Service retirement plan.

**401(K) SAVINGS PLAN A FUND PERCENT**
The percentage of the 401(K) Savings Plan Deduction that goes into the preservation of capital fund.

**401(K) SAVINGS PLAN B FUND PERCENT**
The percentage of the 401(K) Savings Plan Deduction that goes into bonds or other debt securities.

**401(K) SAVINGS PLAN C FUND PERCENT**
The percentage of the 401(K) Savings Plan Deduction that goes into stocks.

**ABBREVIATED MESSAGE**
A short message that identifies the type of error on the interface.

**ABBREVIATED NAME**
A shortened name to identify the meaning of a code value.

**ACCESS CENTURY**
The first two positions of the four position year, associated with the Access Date.

**ACCESS DATE**
Contains the date used to control all access record data for authorized and unauthorized personnel signing on the system.

**ACCESS KEY**
Used for accessing central and payroll office table records.

**ACCESS STATUS CODE**

A code used to indicate whether a user has passed or failed the security sign-on process.

**CODE VALUE:**

IDC - DID NOT PASS SECURITY DUE TO 'USER INDICATOR IS SET TO Y'
RSP - DID NOT PASS SECURITY DUE TO 3 INCORRECT ANSWERS
SOF - SIGN OFF
SON - PASSED SECURITY (SIGN ON)
TME - SIGNED OFF AUTOMATICALLY AFTER 15 MINUTES (TIME OUT)
USR - DID NOT PASS SECURITY DUE TO 'NO USER DATA ON FILE'

**ACCESS TIME**

The time used to control when authorized/unauthorized users sign on the system. * Record classes 'SAD' and 'SYS' use PIC X(6).

**ACCOUNT NUMBER**

See Document Number.

**ACCOUNT NUMBER/TYPE**

This is the account number and type of account.

**ACCOUNTING ACTIVITY**

This is a six position alphanumeric code that identifies the activity which performs the accounting functions for the employing activity.

**ACCOUNTING ACTIVITY ADDRESS**

This identifies the address of the Accounting Activity.

**ACCOUNTING CLASSIFICATION**

This identifies the entire accounting classification data which includes the appropriation. This line of accounting is used to report charges for earnings and employer contributions to the accounting systems and on the DD592.

**ACCRUAL RATE**

The rate of home leave accrual for an employee. Values are 5, 10, or 15 days. It indicates the number of days an employee may accrue for each 12 month period.

**ACCRUAL START DATE**

The date an employee is eligible to start accruing home leave. It is the date the employee arrives at the post of duty outside the United States, or the entrance on duty date, if recruited abroad. This is also the date within an accrual month that the employee is entitled to receive the accrual. This date may be modified due to nonpay hours.

**ACCRUAL STOP DATE**

The date the home leave accrual should stop because of some action which now makes the employee ineligible to earn home leave.

**ACCUMULATED TOTALS TO DATE CURRENT YEAR RETIREMENT DEDUCTION**

Contains the accumulated page totals to date amount of current year deductions for each register type (IA/OPM) for a payroll office. Used for the next register total brought forward current year.

**ACCUMULATED TOTALS TO DATE TOTAL RETIREMENT DEDUCTIONS**

Contains the total accumulated page totals to date amount of total retirement deductions for each type register (IA/OPM/FERS) for a payroll. Used for the next register's total brought forward.

**ACCUMULATIVE TOTAL SALARY DEDUCTION**

Accumulative total of employee retirement deductions which is printed to the fiscal history record of retirement card.

**ACTION CODE**

Code used to indicate whether a transaction is an Add, Change, Delete, or View depending upon the screen requirements.

**ACTION DATE**

Identifies the date of the last action performed against an employee's bond.

**ACTION TIME**

Identifies the time of the last action performed against an employee's bond.

**ACTIVITY**

Synonymous with employing activity.

**ACTIVITY AGENCY CODE**

Identifies the agency for which employee works.

**ACTIVITY CHANGE INDICATOR**

This field is used to indicate if an employee's employing activity changed for the current pay period. Valid values will be 'Y' or 'blank'.

**ACTUAL AMOUNT**

The actual amount associated with pay detail codes (i.e., gross pay, earnings, deductions, net pay, special pay, employer contributions, and subject earnings).

**ADDITIONAL AMOUNT**

An additional amount, requested by the employee, of state or local income tax to be withheld each pay period in addition to any computed amount. Only the state of Connecticut and Republic of Panama allow negative additional amounts.

**ADDITIONAL OPTIONAL (FEGLI) RATE**

FEGLI Option "B" rates as defined on FEGLI optional insurance table, P6816, and used by Paycalc to calculate the biweekly deductions amount.

**ADDRESS**

The mailing addresses contained in the address table. See Section H, Chapter 1.

**ADDRESS CITY**

The city for a U.S. mailing address, savings bond address, or APO/FPO for overseas military addresses. For foreign addresses, the city field will contain the "Country Name". (e.g., Panama, Canada, Japan). See Section H, Chapter 1 - Standardized U.S. Postal Service 13 Position City Names.

**ADDRESS CODE**

A code used to identify a specific name and address for a check recipient or EFT. This may contain a routing transit number (RTN), charity code, employee organization, etc.

**ADDRESS STATE**

The Postal Service's approved alpha abbreviation of states and possessions where employees paid by DCPS may reside. For foreign addresses this field will be spaces. For code values, see Section H, Chapter 1 - Standardized U.S. Postal Service 2 Position State Abbreviations.

**ADDRESS STREET**

The street mailing address for an employee, office or activity. Two address lines are available. This may also be the street address to which a U.S. savings bond is mailed. Bond addresses are limited to one address line.

**ADDRESS TYPE**

A category type for a specific address code such as financial, deduction, health, etc.

**CODE VALUE:**

10 - PAYROLL OFFICE
11 - BOND COORDINATORS
15 - MASTER PAYROLL OFFICE
20 - DISBURSING STATION SYMBOL NUMBER
30 - EMPLOYING ACTIVITY
31 - ACCOUNTING ACTIVITY
40 - SUBMITTING OFFICE NUMBER
50 - GARNISHMENT ADDRESS
52 - CHARITABLE ORGANIZATION
53 - HEALTH CARRIER (FEHB)
54 - DEDUCTION PAYEE (USED FOR OTHER DEDUCTIONS & NGAUS)
56 - BOND ISSUING AGENT
57 - NAF RETIREMENT PLAN
61 - FEDERAL TAX AUTHORITY
70 - REPORTS DISTRIBUTION
80 - USUHS DEDUCTIONS

**ADDRESS ZIP CODE**

Contains the nine digit code used in an address. For foreign addresses this field will be spaces.

**ADJUSTMENT CODE**

The earnings and/or deduction codes adjusted retroactively. Those included are cash payments received for military deposits and retirements.

**CODE VALUE:**

AA - GROSS PAY
AB - NET PAY
AC - NET SPECIAL
AD - NET DECEASED
AE - GROSS DECEASED
EA - FLYING
EB - HIGH WORK-WORK ON, ABOVE, BELOW, OR SUSPENDED BETWEEN HIGH STRUCTURES
EC - FLOATING TARGETS
ED - DIRTY WORK
EE - COLD WORK
EF - HOT WORK
EG - WELDING PREHEATED METALS
EH - MICRO-SOLDERING OR WIRE WELDING AND ASSEMBLY
EK - EXPOSURE TO HAZARDOUS WEATHER OR TERRAIN
EL - UNSHORED WORK
EM - GROUND WORK BENEATH HOVERING HELICOPTER
EN - HAZARDOUS BOARDING OR LEAVING OF SURFACE CRAFT
EP - CARGO HANDLING DURING LIGHTENING OPERATIONS
EQ - DIVING EXTRA HAZARDOUS
ER - DUTY ABOARD SURFACE CRAFT
ES - WORK AT EXTREME HEIGHTS
ET - FIBROUS GLASS WORK
EV - HIGH VOLTAGE ELECTRICAL ENERGY
EW - WELDING, CUTTING, OR BURNING IN CONFINED SPACES
E1 - OVERHEIGHT PAY
E2 - SPRAY BOOTH OPERATION
E3 - SANDBLASTING
E4 - PAINTERS IN ENERGIZED AREA
E5 - CARPENTERS IN ENERGIZED AREA
E6 - LIVE LINE MAINTENANCE
FA - DUTY ABOARD SUBMERGED VESSEL
FB - EXPLOSIVES AND INCENDIARY MATERIAL - HIGH DEGREE
FC - EXPLOSIVES AND INCENDIARY MATERIAL - LOW DEGREE
FD - POISONS (TOXIC CHEMICALS) - HIGH DEGREE
FE - POISONS (TOXIC CHEMICALS) - LOW DEGREE
FF - MICRO-ORGANISMS - HIGH DEGREE
FG - MICRO-ORGANISMS - LOW DEGREE
FH - PRESSURE CHAMBER AND CENTRIFUGAL STRESS
FI - THERMAL - CHAMBER TESTS
FK - WORK IN FUEL STORAGE TANKS
FL - FIREFIGHTING - HIGH DEGREE
FM - FIREFIGHTING - LOW DEGREE
FN - EXPERIMENTAL LANDING/RECOVERY EQUIPMENT TESTS

FP - LAND IMPACT OR PAD ABORT OF SPACE VEHICLE
FQ - DIVING-SKIN
FR - MASS EXPLOSIVES AND/OR INCENDIARY MATERIAL
FS - DUTY ABOARD AIRCRAFT CARRIER
FT - PARTICIPATING IN MISSILE LIQUID OR SOLID PROPULSION SITUATIONS
FU - DIVER/TENDER
FV - ASBESTOS
FW - DIVING
FX - WORKING IN PRESSURIZED SONAR DOMES
FY - WORKING IN NON-PRESSURIZED SONAR DOMES
FZ - EXPERIMENTAL PARACHUTE JUMPS
F1 - HOSTILE ENEMY FIRE
F2 - THREAT OF BODILY HARM
F3 - WORK IN THE DESTRUCTION AREA
F4 - EXTREME HEAT
F5 - FIREFIGHTING
F6 - EXPLOSIVE HANDLING
GA - CSRS CASH PAYMENT
GC - CURRENT YEAR CSRS TRANSFER TO FERS
GF - CURRENT YEAR FERS TRANSFER TO CSRS
GH - CURRENT YEAR MILITARY DEPOSITS TRANSFERRED TO FERS
GM - MILITARY DEPOSIT CASH PAYMENT
GP - FERS CASH PAYMENT
GQ - CSRS (ANNUITANT) CASH PAYMENT
GR - FERS (ANNUITANT) CASH PAYMENT
GS - CSRS CASH PAYMENTS - REPLACES GA AND GQ AT SEP/TRANS
GT - FERS CASH PAYMENTS - REPLACES GP AND GR AT SEP/TRANS
GX - MILITARY DEPOSIT - REPLACES GM AT SEP/TRANS
GY - PRIOR YEAR CSRS CASH PAYMENTS
GZ - PRIOR YEAR FERS CASH PAYMENTS
JA - COMM GARNISH INTEREST
JB - GARNISH ATTORNEY FEES
JT - OVERSEAS TELEPHONE
MA - PANAMERICAN-PRE 92
MB - PANAMERICAN-NEW 92
MC - MUNDIAL LIFE INSURANCE
MD - MUNDIAL HEALTH INSURANCE
ME - PANAMA EDUCATION SECURITY TAX
MF - PANAMA FURNITURE
MH - PANAMA HOUSING
MK - KUNA INDIAN RENT
MP - SEGURO HEALTH/MATERNITY
MS - SEGURO SOCIAL
MT - PANAMA TELEPHONE
MU - PANAMA UTILITIES
ND - NIGHT DIFFERENTIAL - (GRADED)
OY - OVERTIME NOT PAID - ROLLUP

OZ - OVERTIME
PA - LUMP SUM - ANNUAL
PB - LUMP SUM - ADVANCED ANNUAL
PC - LUMP SUM - RESTORED #3
PD - LUMP SUM - RESTORED #2
PE - LUMP SUM - RESTORED #1
PF - LUMP SUM - ADVANCED SICK
PG - LUMP SUM - COLA
PH - LUMP SUM - POST DIFF (NON FOR)
PI - LUMP SUM - POST DIFF (FOR)
PJ - LUMP SUM - TROPICAL
PK - LUMP SUM - STANDBY PREMIUM
PL - LUMP SUM - ADMIN UNCON PREM
PM - LUMP SUM - SECOND SHIFT
PN - LUMP SUM - THIRD SHIFT
PO - LUMP SUM - RECRUITMENT INCENTIVE
PP - LUMP SUM - DANGER PAY
PR - FINAL PAY - CREDIT HOURS
PS - FINAL PAY - COMP TIME
PT - FINAL PAY - RELIGIOUS COMP
PU - FINAL PAY - ADVANCED RELIGIOUS COMP
PW - LUMP SUM - AVAILABILITY PREMIUM PAY
P1 - FINAL PAY - ADVANCED TIME OFF AWARD
P2 - LUMP SUM - POST ALLOWANCE
P3 - PAY OFF - COMPENSATORY TIME AGED
RA - REGULAR
TA - PRIOR YEARS CSRS
TD - MEDICARE TRANSFERRED IN
TE - MEDICARE ERNGS SUBJ TRANS IN
TF - CSRS TRANSFERRED IN (IA)
TG - CSRS TRANSFERRED OUT (IA)
TH - CSRS TRANSFERRED OUT (OPM)
TI - PRIOR YEARS FERS (ALL)
TJ - OASDI TRANSFERRED IN
TK - CSRS POST-83 ERNGS SUBJ TRANSFERRED IN
TL - TSP TRANSFERRED IN
TM - OASDI TRANSFERRED OUT
TN - FERS TRANSFERRED OUT (OPM)
TO - TSP TRANSFERRED OUT
TP - TSP CURRENT YEAR MAX BAL
TQ - TSP PRIOR YEAR MAX BAL
TR - FERS TRANSFERRED IN (IA)
TS - TSP PRIOR YEAR MAX BALANCE TRANSFERRED OUT
TT - FERS TRANSFERRED OUT (IA)
TU - TSP CURRENT YEAR MAX BALANCE TRANSFERRED OUT
TV - CSRS POST-83 EARNINGS SUBJ TRANSFERRED OUT
TW - FERS MIL DEP TFD IN (IA)
TX - MEDICARE EARNINGS SUBJECT TRANSFERRED OUT

TY - FERS MIL DEP TFD OUT (IA)
TZ - MEDICARE TRANSFERRED OUT
T0 - PRIOR YEAR MILITARY DEPOSIT TRANSFERRED TO FERS
T1 - PRIOR YEAR CSRS TRANSFERRED OUT FERS
T2 - OASDI EARNINGS SUBJECT TRANSFERRED OUT
T3 - OASDI EARNINGS SUBJECT TRANSFERRED IN
T4 - PRIOR YEAR FERS TRANSFERRED IN CSRS
T5 - PRIOR YEAR MILITARY DEPOSIT
T6 - CSRS MIL DEP TFD IN (IA)
T7 - CSRS MIL DEP TFD OUT (IA)
T8 - CSRS MIL DEP TFD OUT (OPM)
T9 - FERS MIL DEP TFD OUT (OPM)
UA - REEMPLOYED ANNUITANT OFFSET
UB - GOVERNMENT CONTRIBUTION - CSRS (ALL)
UC - GOVERNMENT CONTRIBUTION - FERS (ALL)
UD - GOVERNMENT CONTRIBUTION - TSP BASIC
UF - GOVERNMENT CONTRIBUTION - MEDICARE
UG - GOVERNMENT CONTRIBUTION - FEGLI
UH - GOVERNMENT CONTRIBUTION - HEALTH BENEFITS
UI - GOVERNMENT CONTRIBUTION - TSP
UJ - GOVERNMENT CONTRIBUTION - OASDI
UK - GOVERNMENT CONTRIBUTION - SERS (TITLE 32)
UM - GOVERNMENT CONTRIBUTION - 401(K)
UP - GOVERNMENT CONTRIBUTION - SEGURO HEALTH/MATERNITY
US - GOVERNMENT CONTRIBUTION - SEGURO SOCIAL
UU - GOVERNMENT CONTRIBUTION - NAF RETIREMENT
UW - GOVERNMENT CONTRIBUTION - TIAA/CREF
UX - GOVERNMENT CONTRIBUTION - FIDELITY
U5 - GOVERNMENT CONTRIBUTION - DISABILITY INSURANCE
VB - EARNINGS SUBJECT TO CSRS (ALL)
VC - EARNINGS SUBJECT TO FEDERAL TAX
VD - EARNINGS SUBJECT TO STATE TAX
VE - EARNINGS SUBJECT TO LOCAL TAX
VF - EARNINGS SUBJECT TO MEDICARE
VG - EARNINGS SUBJECT TO FERS (ALL)
VH - EARNINGS SUBJECT TO TSP (ALL)
VI - EARNINGS SUBJECT TO OASDI
VJ - EARNINGS SUBJECT TO SERS (TITLE 32)
VM - EARNINGS SUBJECT TO 401(K)
VS - EARNINGS SUBJECT TO SEGURO SOCIAL AND SEGURO HEALTH/MATERNITY
VU - EARNINGS SUBJECT TO NAF RETIREMENT
VW - SUBJ TO TIAA/CREF
VX - SUBJ TO FIDELITY
V6 - EARNINGS NOT SUBJECT TO OASDI

V7 - EARNINGS NOT SUBJECT TO MEDICARE
WA - CSRS (ALL)
WB - MEDICARE
WD - FEDERAL TAX
WE - STATE TAX
WF - LOCAL TAX
WG - FEHB
WH - FEGLI (REGULAR)
WI - FEGLI (OPTIONAL A)
WJ - FEGLI (OPTIONAL B)
WK - FEGLI (OPTIONAL C)
WL - ALLOTMENT – SAVINGS
WM - OASDI
WN - EIC
WO - TSP LOANS
WP - FERS (ALL)
WQ - CSRS (ANNUITANT)
WR - FERS (ANNUITANT)
WS - CSRS - REPLACES CODES WA AND WO AT SEPARATION/TRANSFER
WT - FERS - REPLACES WP AND WR AT SEP/TRANS
WU - NAF RETIREMENT
WV - 401(K) LOANS
WW - TIAA/CREF RETIREMENT
WX - FIDELITY RETIREMENT
WY - FEGLI OPTIONAL AMOUNT AT CONVERSION TO DCPS IF TOTALS BY OPTION - NOT AVAILABLE
WZ - OTHER DEDUCTION AMOUNT AT CONVERSION TO DCPS IF INDIVIDUAL AMOUNT - ARE NOT AVAILABLE
W1 - UNION CENTRAL LIFE INS
W2 - SRA - TIAA/CREF
W3 - SRA - FIDELITY
W5 - DISABILITY INSURANCE
W6 - LODGING
W7 - SUBSISTENCE
XA - VOLUNTARY CHILD SUPPORT
XB - VOLUNTARY ALIMONY
XC - GARNISHMENT - CHILD SUPPORT
XD - GARNISHMENT - ALIMONY
XE - GARNISHMENT - ARREARAGE (CHILD SUPPORT)
XF - GARNISHMENT - ARREARAGE (ALIMONY)
XG - TAX LEVY
XH - CHAPTER 13 PAYMENTS
XI - VOLUNTARY PAYMENT OF BACK TAXES
XJ - TRAVEL OVERPAYMENT
XL - COMMERCIAL GARNISHMENT ADMINISTRATIVE FEE
XM - ADVANCE SALARY PAYMENTS
XO - FEHB INDEBTEDNESS
XP - DOD INVOLUNTARY INDEBTEDNESS

XQ - CHARITY
XR - EMPLOYEE ORGANIZATIONS
XS - BONDS
XT - OVERSEAS ALLOTMENTS
XU - QUARTERS (RENT AND UTILITIES)
XV - TSP
XW - TSP PRIOR YEAR
XX - DOD VOLUNTARY INDEBTEDNESS
XY - NON-DOD INVOLUNTARY INDEBTEDNESS
XZ - NON-DOD VOLUNTARY INDEBTEDNESS
X1 - NGAUS INSURANCE
X2 - STATE ENDORSED/PRIVATE INSURANCE
X3 - SERS (TITLE 32)
X4 - DEFERRED COMPENSATION
X5 - MILITARY SERVICE DEPOSIT (DEDUCTION)
X7 - 401(K) SAVINGS PLAN
X8 - GARNISHMENT - COMMERCIAL
X9 - MILITARY SERVICE DEPOSIT (DEDUCTION) - REPLACES X5 AT SEPARATION
YA - PRODUCTIVITY AWARD
YB - INTEREST PAID - BACK PAY AWARD
YC - COLA
YD - POST DIFFERENTIAL - NON-FOREIGN
YE - LIVING QUARTERS ALLOWANCE
YF - POST ALLOWANCE
YG - POST DIFFERENTIAL - FOREIGN
YH - SEPARATE MAINTENANCE ALLOWANCE
YI - SUBSISTENCE EXPENSE ALLOWANCE (SEA)
YJ - TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)
YK - TROPICAL DIFFERENTIAL
YL - BENEFIT ALLOWANCE - GTMO
YM - PHYSICIANS COMPARABILITY ALLOWANCE
YN - REMOTE SITE/OFFSHORE ALLOWANCE
YO - RECRUITMENT INCENTIVE
YP - SEVERANCE PAY
YQ - LUMP SUM
YR - DANGER PAY
YS - SEPARATION INCENTIVE
YT - STANDBY PREMIUM
YU - ADMINISTRATIVELY UNCONTROLLABLE PREMIUM
YV - BENEFICIAL SUGGESTION
YW - INCENTIVE AWARDS
YX - PMRS AWARD
YY - EXTRACURRICULAR PAY (EDUCATORS)
YZ - EXTRA DUTY (DORM SUPV)
Y1 - TRANSFER ALLOWANCE
Y2 - EDUCATION ALLOWANCE/EDUCATION TRAVEL
Y3 - STAFFING DIFFERENTIAL
Y4 - RETENTION ALLOWANCE

Y5 - SUPERVISORY DIFFERENTIAL
Y6 - RECRUITMENT BONUS
Y7 - RELOCATION BONUS
Y8 - FOREIGN LANGUAGE AWARD
Y9 - POST SEPARATION - COP ENTITLEMENT
ZA - ENVIRONMENTAL - CONVERSION
ZB - HAZARD - CONVERSION
ZE - SUNDAY PREMIUM
ZF - HOLIDAY PREMIUM
ZG - SHIFT DIFFERENTIAL - SECOND SHIFT (UNGRADED)
ZH - SHIFT DIFFERENTIAL - THIRD SHIFT (UNGRADED)
ZJ - SHIFT DIFFERENTIAL
ZL - FOREIGN LANGUAGE PROFICIENCY PAY
ZM - AVAILABILITY PREMIUM PAY
Z1 - FRINGE BENEFITS
Z2 - JROTC SUPPLEMENTAL PAY
Z3 - IMMINENT DANGER PAY
Z4 - SPECIAL RETENTION ALLOWANCE
Z5 - CONDITION OF EMPLOYMENT (COND EMPL)

**ADJUSTMENT DATE APPLIED**

This is day fourteen of the current or future pay period in which the retro adjustment is or will be processed in the biweekly pay cycle.

**ADJUSTMENT DATE EFFECTIVE**

The effective date of an adjustment. The date must be for a prior pay period except for cash awards, special pays and adjustment to TSP for deduction codes UD, UI, and XV.

**ADJUSTMENT DATE ENTERED**

This is the pay period end date that an adjustment was input by the user or created by the system.

**ADJUSTMENT REASON INDICATOR**

The alphanumeric code used to identify the type of adjustment being processed through the pay or leave adjustment program.

**CODE VALUE:**

A - CASH AWARDS
C - CANCELED CHECK REGULAR
D - CANCELED CHECK DECEASED
E - TSP ADJUSTMENT FOR PAY/REPORTING ONLY (BYPASS TSP TAPE/JV)
N - NORMAL ADJUSTMENT
T - TSP ADJUSTMENT FOR TSP TAPE/JV ONLY (BYPASS PAY/REPORTING)
Y - YEAR TO DATE ADJUSTMENT
1 - MASTER LEAVE HISTORY ADJUSTMENT
2 - RESTORED LEAVE AUTHORIZATION
3 - ADVANCED LEAVE AUTHORIZATION
4 - LES/SF 1150 ENTRY

**ADJUSTMENTS APPLIED (LESS)**

The total amount of adjustments applied to the debt on the Debt Worksheet.

**ADMINISTRATIVE FEE PAID**

This is the amount that has been collected from the employee to offset the costs of executing the garnishment action.

**ADMINISTRATIVE LEAVE HOURS**

Number of administrative leave hours (codes LC, LI, LJ, LL, LM, and LN) reported and/or converted in a pay period.

**ADMINISTRATIVE LEAVE LES USE YEAR-TO-DATE**

The number of administrative leave hours used year-to-date that is accumulated for display on an employee's Leave and Earning Statement (LES).

**CODE VALUE:**

LC - COURT LEAVE
LI - MILITARY DC GUARD LEAVE
LN - ADMINISTRATIVE LEAVE
LU - DAY OF TRAUMATIC INJURY
LV - EXCUSED ABSENCE LEAVE
LX - NONWORK PAID AT STRAIGHT TIME

**ADMINISTRATIVE LEAVE USED**

This is the number of hours during the pay period an employee has been on administrative leave (paid excused leave given by management). Type hours code of "LN" reported.

**ADMINISTRATIVE LEAVE USED YEAR-TO-DATE**

Number of administrative leave hours reported and/or converted in the leave year-to-date. These types of leave are kept together for reporting.

**CODE VALUE:**

LC - COURT LEAVE
LI - MILITARY DC GUARD LEAVE
LJ - SHORE LEAVE
LL - LAW ENFORCEMENT LEAVE
LM - MILITARY LEAVE
LN - ADMINISTRATIVE LEAVE
LU - DAY OF TRAUMATIC INJURY
LV - EXCUSED ABSENCE LEAVE
LX - NONWORK PAID AT STRAIGHT TIME

**ADPSSO**

Automated Data Processing System Security Officer

**ADVANCE SICK LEAVE EFFECTIVE DATE**

This is the effective date that the advance sick leave is authorized to be used.

**ADVANCED ANNUAL LEAVE AUTHORIZATION HOURS**

The number of hours of annual leave that are authorized to be advanced. The total number hours authorized for advance cannot exceed the projected annual leave accrual for the remainder of the year.

**ADVANCED ANNUAL LEAVE EFFECTIVE DATE**

The effective date the system will start advancing annual leave to the employee.

**ADVANCED ANNUAL LEAVE HOURS**

Number of advanced annual leave hours (code LB) reported and/or converted in a leave period.

**ADVANCED ANNUAL LEAVE NOT TO EXCEED DATE**

The expiration date of advanced annual leave authorization. Annual leave cannot be advanced after this date without an additional authorization.

**ADVANCED EARNED INCOME CREDIT**

AEIC is available to eligible employees. The eligibility information is obtained from IRS Form W-5 which is completed by the employee.

**ADVANCED EARNED INCOME CREDIT STATUS**

A code that identifies if an employee has requested advanced earned income credit.

**CODE VALUE:**

N - NO EARNED INCOME CREDIT CLAIMED
1 - SINGLE OR MARRIED WITHOUT SPOUSE FILING W-5
2 - MARRIED WITH SPOUSE FILING W-5

**ADVANCED SICK LEAVE AUTHORIZATION HOURS**

The number of hours sick leave that are authorized to be advanced. The total number of hours authorized to be advanced cannot exceed 30 days at any one time.

**ADVANCED SICK LEAVE EFFECTIVE DATE**

The effective date the system will start advancing sick leave to the employee.

**ADVANCED SICK LEAVE HOURS**

Number of advance sick leave hours (code LG) reported and/or converted in a leave period.

**ADVANCED SICK LEAVE NOT TO EXCEED DATE**

The expiration date of advanced sick leave authorization, if any. Sick leave cannot be advanced after this date without an additional advanced sick leave authorization.

**ADVANCED SICK LEAVE USAGE INDICATOR**

Indicates whether an employee's advanced sick leave was authorized for continuous or intermittent use.

**CODE VALUE:**

C - CONTINUOUS USAGE AUTHORIZED
I - INTERMITTENT USAGE AUTHORIZED

**AEIC**

Advanced Earned Income Credit

**AGENCY CODE**

A two position code that designates the Federal Government agency to which an employee is assigned or is transferred. See Section H, Chapter 1 for a complete list of Agency Codes and Names.

**AGENCY NAME**

The name of the Federal Government agency. Section H, Chapter 1 contains a complete list of Agency Codes and Names.

**AGGREGATE EARNINGS**

This is the amount of earnings subject to the annual aggregate limit that have been paid to date in the current pay year.

**ALLOTMENT**

This is a voluntary amount that is deducted from an employee's pay each pay period and is sent to a bank or financial organization to be deposited in the employee's account.

**ALLOTMENT ACCOUNT NUMBER**

The number of an account with a financial organization into which a savings allotment is to be deposited.

**ALLOTMENT ACCOUNT TYPE**

Identifies the type of account to which an allotment is being deposited.

**CODE VALUE:**

C - CHECKING
S - SAVINGS

**ALLOTMENT DEDUCTION PAY PERIOD**

The amount to be deducted biweekly from an employee's pay for an allotment.

**ALLOTMENT ROUTING TRANSIT NUMBER**

Identifies the financial organization that is to receive an allotment.

**ALLOTMENT SERIAL NUMBER/OPERATING BUDGET ACCOUNT NUMBER/BUREAU CONTROL NUMBER**

The Allotment Serial Number (ASN) is a code assigned by an Operating Agency to identify a subdivision of funds. Allotment Serial Number (ASN) is used by the Army. The Operating Budget Account Number (OBAN) is a code assigned by an Operating Agency to identify specific funding points. OBAN is used by the Air Force. The Bureau Control Number (BCN) is a code assigned by an Operating Agency to identify the allotment or operating budget. BCN is used by the Navy.

**ALLOWANCE**

This will indicate whether an employee, that has Puerto Rico state tax, has elected to have the automatic or the optional allowance for deductions and the number of allowances elected.

**CODE VALUE:**

A - AUTOMATIC
O - OPTIONAL

**ALLOWANCE CATEGORY CODE**

A code that indicates the allowance category on non-foreign Cost of Living Allowance (COLA) an employee is eligible for, and with GLO state and city, determines percentage of allowance the employee will receive.

**CODE VALUE:**

- - BLANK - NOT APPLICABLE
1 - LOCAL RETAIL/PRIVATE HOUSING
3 - COMMISSARY/PX/PRIVATE HOUSING

**ALLOWANCE/NON-ALLOWANCE INDICATOR**

The Allowance/Non-Allowance Indicator identifies whether the adjustment for earning, subject earnings, deduction, or employer contributions is associated with an allowance/non-allowance, according to the following definitions:

The following type codes are considered Allowance or Non-allowance: UA, UB, UC, UD, UF, UI, UJ, VB, VC, VD, VE, VF, VG, VH, VI, V6, V7, V8, WA, WB, WD, WE, WF, WM, WP, WQ, WR, XV.

The following type codes are considered Allowance only: PG, P2, YC, YE, YF, YH, YI, YJ, YM, YN, YR, YU, Y1, Y2, Y4, Z3 or Z4.

The following type codes are considered Non-allowance only: E*, F*, K*, ND, OZ, all P* codes except PG and P2, RA, UG, UH, VL, WG, WH, WI, WJ, WK, W7, YA, YB, YD, YG, YK, YL, YO, YP, YS, YT, YV, YW, YX, YY, YZ, Y3, Y5, Y6, Y7, Y8, Y9, and all Z* codes except Z3 and Z4.

**CODE VALUE**:

A - Allowance
N - Non-Allowance

**ALTERNATE ANNUITANT DIFFERENCE HOURLY RATE**

For Employee Type Code 'G' employees whose 'Uncommon Tour of Duty' includes a 40-hour workweek (FF-DIVISOR-INDICATOR 'Y'), both an 'ANNUITANT DIFFERENCE HOURLY RATE' and 'ALTERNATE ANNUITANT DIFFERENCE HOURLY RATE' are used to compute the biweekly Annuity Offset. ALSO SEE ANNUITANT DIFFERENCE HOURLY OR DAILY RATE

**ALTERNATE HOURLY RATE 01**

Alternate pay rate for a Army Corps of Engineers employee assigned to a primary and secondary classification. This hourly rate is paid when the employee performs duties in the secondary position.

For Employee Type Code 'G' employees whose 'Uncommon Tour of Duty' includes a 40-hour workweek (FF-DIVISOR INDICATOR 'Y'), the annual salary / 2756 hours is used to derive the alternate hourly rate 01. All hours greater than 106 will be paid at one and one-half times the Alternate Hourly Rate 01, capped as applicable.

**ALTERNATE HOURLY RATE 02**

Alternate pay rate for a Army Corps of Engineers employee assigned to a primary and two secondary classifications. This hourly rate is paid when the employee performs duties in the second secondary classification.

**ALTERNATE PAY RATE INDICATOR**

An indicator that signifies whether the type hours code reported for an Army Corps of Engineers employee through T&A is to be paid at an alternate rate of pay.

**CODE VALUE:**

SPACE - DEFAULT VALUE
1 - ALTERNATE PAY RATE 01
2 - ALTERNATE PAY RATE 02

**ALTERNATE WORK SCHEDULE DATE EFFECTIVE**

Effective date of employees work schedule at time of separation.

**ALTERNATE WORK SCHEDULE TOUR OF DUTY CODE (AWS)**

A code that identifies the alternate work schedule (AWS) that an employee is assigned to. It is located on the schedule record.

**CODE VALUE:**

0 - NOT ON AWS – EMPLOYEES MAY HAVE A STANDARD SCHEDULE WHICH CONSISTS OF 8-HOUR DAYS, 40-HOURS A WEEK AND 80-HOURS BIWEEKLY OR AN UNCOMMON TOUR OF DUTY SCHEDULE WHICH CONSISTS OF HOURS EQUAL TO OR GREATER THAN 90 HOURS BIWEEKLY. THESE SCHEDULES ARE NOT CONSIDERED COMPRESSED, VARIABLE, OR FLEX SCHEDULES WITHIN THE DEFINITION OF ALTERNATE WORK SCHEDULES. ALL UNCOMMON TOUR OF DUTY SCHEDULES MUST BE APPROVED BY DFAS/HQ PRIOR TO BEING ADDED AS VALID IN DCPS. THE 'UNCOMMON TOUR OF DUTY SCHEDULE TABLE' CONTAINS ALL SCHEDULES CURRENTLY VALID IN DCPS.

1 - FLEXITOUR - A FLEXIBLE SCHEDULE WHICH CONSIST OF 8 HOUR DAYS, 40 HOUR WEEKS, AND 80 HOURS BIWEEKLY. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.

2 - GLIDING SCHEDULE - THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 8 HOUR DAYS, 40 HOUR WEEKS, AND 80 HOURS BIWEEKLY. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.

3 - VARIABLE DAY SCHEDULE - THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 40 HOURS EACH WEEK AND 80 HOURS BIWEEKLY. THE NUMBER OF HOURS IN A DAY MAY VARY. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.

4 - VARIABLE WEEK SCHEDULE - THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE NUMBER OF HOURS IN A DAY OR WEEK MAY VARY. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.

5 - MAXIFLEX WORK SCHEDULE - THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE NUMBER OF HOURS IN A DAY OR WEEK MAY VARY. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.

6 - COMPRESSED WORK SCHEDULE - THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE NUMBER OF HOURS IN A WEEK CAN VARY. SAMPLES: WK#1 - (4) 9 HOUR DAYS AND (1) 8 HOUR DAY = 44 HOUR WEEK. WK#2 - (4) 9 HOUR DAYS = 36 HOUR WEEK = 80 HOURS BIWEEKLY.

7 - FIRST FORTY - THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 40 HOURS A WEEK AND 80 HOURS BIWEEKLY. THE NUMBER OF HOURS IN A DAY CAN VARY (0 - 24).

8 - COMPRESSED WORK SCHEDULE - THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 40 HOURS EACH WEEK AND 80 HOURS BIWEEKLY.

D* - VARIABLE WEEK SCHEDULE - THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE NUMBER OF HOURS IN A DAY OR WEEK MAY VARY. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.

E* - MAXIFLEX WORK SCHEDULE - THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE NUMBER OF HOURS IN A DAY OR WEEK MAY VARY. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.

* Extra hours are deemed to have been at activity's request. FLSA based on 40 hrs biweekly.

**NOTE**: All AWS codes will allow compensatory time (regular and callback) for National Guard technicians, (employee type code = V) graded and ungraded.

**AMOUNT**

For record class "ADJ", the dollar amount of cash awards and adjustments applied to an employees pay and deduction. Includes retro payments, deductions, and adjustment to subject monies. For record class "ENT", based on the type of entitlement, contains the annual, weekly, or daily entitlement amount.

This is also referred to as the dollar and cents payable to the recipients.

**AMOUNT COLLECTED**

Amount of undisbursed state/local taxes, collected in prior periods.

**AMOUNT DEPOSITED**

This is the total sum of all amounts disbursed and paid to a taxing authority.

**AMOUNT DISBURSED**

This is the amount of money that will be disbursed to a state or local taxing authority this pay period.

**AMOUNT PAY PERIOD**

The amount to be deducted biweekly from an employee's pay for a fixed deduction (e.g., charity, bond, health, overseas allotment, etc.).

**AMOUNT TO DATE**

For record class "DDU", contains the total amount deducted to date since the deduction became effective. For record class "ENT", contains the total amount of severance pay paid to date, since the payment began.

**AMOUNT TOTAL**

Contains the target amount to be deducted for a variable deduction.

**ANNUAL LEAVE ACCRUAL**

The number of hours of annual leave to be accrued for a pay period.

**ANNUAL LEAVE ACCRUAL YEAR TO DATE**

The total number of annual leave hours accrued in the leave year, (year-to-date), prior to reduction of accruals due to nonpay status.

**ANNUAL LEAVE BEGINNING BALANCE YEAR**

The number of annual leave hours brought forward at the beginning of a leave year.

**ANNUAL LEAVE CARRYOVER HOURS**

The number of hours for part time annual leave accrual left over and brought forward into the next leave period.

**ANNUAL LEAVE CEILING**

The maximum number of annual leave hours that an employee may carry over into the new leave year.

**ANNUAL LEAVE CREDIT REDUCTION**

The number of accrued annual leave hours that are reduced due to nonpay status for a biweekly pay period.

**ANNUAL LEAVE CREDIT REDUCTION YEAR TO DATE**

The number accrued annual leave hours that have been reduced in the leave year, (year to date), due to nonpay status.

**ANNUAL LEAVE ENDING BALANCE**

The annual leave hours balance at the end of the pay period.

**ANNUAL LEAVE FORFEITED BALANCE**

The number of annual leave hours in excess of employee's ceiling that will be forfeited if not used by the end of the leave year.

**ANNUAL LEAVE FORFEITED YEAR-TO-DATE**

These are the cumulative hours of annual leave that an employee has forfeited (Section 6 employee) during the current leave year.

**ANNUAL LEAVE HOURS**

The number of annual leave hours (code LA or LF) reported and/or converted in a leave period.

**ANNUAL LEAVE PAID YEAR TO DATE**

The total number annual leave hours paid as lump sum leave during the leave year.

**ANNUAL LEAVE TO BE ACCRUED**

The number of annual leave hours to be accrued by an employee through the end of the leave year.

**ANNUAL LEAVE USED**

The number of annual leave hours used in the pay period by an employee.

**ANNUAL LEAVE USED YEAR TO DATE**

The total number of annual leave hours used to date in the leave year by an employee.

**ANNUAL PREMIUM CAP**

The maximum annual premium percentage an employee is eligible to receive.

**ANNUITANT DIFFERENCE HOURLY OR DAILY RATE**

A rate to be refunded to OPM, calculated from the monthly annuity amount received by reemployed annuitants. For DODEA teachers and principals (overseas) and intermittent consultants this will be a daily rate, all others will be an hourly rate. Applicable to all CSRS annuitants and new FERS annuitants.

**ANNUITANT FOR PAY PERIOD**

The total amount of retirement deducted in the current pay period for reemployed annuitants.

**ANNUITANT INDICATOR**

A code that indicates the annuitant status of an employee as reflected on the SF-50.

**CODE VALUE:**

A - REEMPLOYED ANNUITANT - FERS (OFFSET REQUIRED)
B - FORMER ANNUITANT - FERS
C - RETIRED OFFICER/REEMPLOYED ANNUITANT - FERS (OFFSET REQUIRED)
D - RETIRED OFFICER/FORMER ANNUITANT - FERS
E - RETIRED ENLISTED/REEMPLOYED ANNUITANT - FERS (OFFSET REQUIRED)
F - RETIRED ENLISTED/FORMER ANNUITANT - FERS
G - REEMPLOYED ANNUITANT - FERS (NO OFFSET)
H - RETIRED OFFICER - FERS (NO OFFSET)
J - RETIRED ENLISTED - FERS (NO OFFSET)
1 - REEMPLOYED ANNUITANT - CSRS (OFFSET REQUIRED)
2 - RETIRED UNIFORMED SERVICE OFFICER

3 - RETIRED UNIFORMED SERVICE ENLISTED
4 - COMBINATION OF 1 & 2 - CSRS (OFFSET REQUIRED)
5 - COMBINATION OF 1 & 3 - CSRS (OFFSET REQUIRED)
6 - REEMPLOYED ANNUITANT - CSRS (NO OFFSET)
7 - RETIRED OFFICER - CSRS (NO OFFSET)
8 - RETIRED ENLISTED - CSRS (NO OFFSET)
9 - NONE OF THE CODES APPLY

**ANNUITY TYPE**

Employees covered by either TIAA/CREF or Fidelity retirement are eligible to contribute to a supplemental retirement annuity/salary reduction agreement (SRA). There are two separate types of SRA associated with TIAA/CREF, but only one type of SRA associated with Fidelity. The two SRA's associated with TIAA/CREF are: 1) supplemental and 2) additional. Eligible employees may select either, but not both (the default is supplemental). Employees that elect Fidelity may only have supplemental.

**CODE VALUE:**

S - SUPPLEMENTAL
A - ADDITIONAL

**ANY PURPOSE DAYS USED**

Number of 'any purpose' days of leave used. Must be manually entered by the payroll office.

**APPOINTMENT AUTHORITY CODE**

Law, executive order, regulation or other basis established by OPM or authorizing an appointing officer to effect personnel actions on an employee. The following codes are used in relational edits and to set (default) various elements in DCPS:

GAM - FPM SUPP 831-1, S-10 (COP LIGHT DUTY)
GFM - FPM SUPP 831-1, S-10 (COP LIGHT DUTY)
V8K - 32 U.S.C. 709 (TITLE 32)
V8N - 32 U.S.C. 709(B) (TITLE 32)
ZZZ - 32 U.S.C. 709 (TITLE 32) HIRED PRIOR TO 1/1/82
WGM, WWM - SPID 54, STAY IN SCHOOL
YAM, Y1M, Y2M, Y3M - SPID 57, JUNIOR FELLOWSHIP
YGM, YBM, W5M, W7M - SPID P7, UNDERGRAD CERT (COOP)
A2M, MBM - SPID 90, WORKER TRAINEE

**APPROPRIATION**

An authorization by an act of Congress to incur obligations for specified purposes and make payments out of the Treasury. The appropriation is composed of 13 positions which include the following elements: Department Code, Transfer Department, Fiscal Year, Basic Symbol, and Limitation/Subhead, (ie, 57 534000000, 21 520200000, or 97 X49305F20).

**ARRAY**

An arrangement of characters or elements in one or more dimensions.

**ASSIGNED COST CENTER**

The cost center assigned at the employee level used to report charges for gross pay and employer contributions. (Army only)

**ASSIGNED JOB ORDER CODE**

The job order assigned at the employee level used to report charges for gross pay and employer contributions. (Army only)

**ASSIGNED PERFORMANCE CODE**

The performance code assigned at the employee level used to report changes for gross pay and employer contributions. (Army only)

**AUTHORIZATION NUMBER**

Contains the number that corresponds to the pay block, T&A group, EDC-group, or employing activity employee accounts assigned to an entry clerk for update. (000000-999999), 'ALL' if access to all TA groups or all EDC groups is authorized.

**AUTHORIZATION TYPE**

The type code used to grant permission to update T/A or MER.

**CODE VALUE:**

A - CUSTOMER SERVICE REPRESENTATIVE SITE SECURITY OFFICER (CSRSSO)
C - CERTIFIER
D - DEPUTY DISBURSING OFFICER
K - TECHNICIAN (REQUIRES AUTHORIZATION NUMBER(S))
M - MER (EDC) CLERK (REQUIRES AUTHORIZATION NUMBER(S))
P - PAYROLL OFFICE TABLES
R - RETIREMENT
S - SUPERVISOR (TOTAL ACCESS)
T - T&A CLERK (REQUIRES AUTHORIZATION NUMBER(S))
V - VIEW (REQUIRES AUTHORIZATION NUMBER(S)

**AWARD AUTHORIZED HOURS**

These are the actual hours or days awarded, prior to usage, to an employee for a specific date.

**AWARD AUTHORIZED HOURS YEAR-TO-DATE**

These are the actual hours or days of awards issued during the year.

**AWARD BEGINNING BALANCE YEAR**

This is the number of hours or days of award time brought forward at the beginning of the leave year.

**AWARD CODE**

The type code of an award. This field is only required when canceling an award.

**CODE VALUE:**

YA - PRODUCTIVITY AWARD
YS - SEPARATION INCENTIVE
YV - BENEFICIAL SUGGESTION

YW - INCENTIVE AWARD
YX - PMRS AWARD
YY - EXTRA CURRICULAR PAY (EDUCATORS)
YZ - EXTRA DUTY (DORM SUPV)
Y6 - RECRUITMENT BONUS
Y7 - RELOCATION BONUS
Y8 - FOREIGN LANGUAGE AWARD

**AWARD DATE EFFECTIVE**

This is the actual date a specific time off leave award was given.

**AWARD END BALANCE**

This is the balance of all of the awards.

**AWARD FORFEITED YEAR-TO-DATE**

These are the hours or days that have been awarded during the year that are greater than an employees tour of duty, not used within a year from the date effective, or upon transfer/separation.

**AWARD INDEBTED USED YEAR-TO-DATE**

These are the hours or days of award time taken prior to receipt of the award.

**AWARD SEQUENCE NUMBER**

A number assigned to an award for a specific pay period. The last three digits are required when canceling an award. See **SEQUENCE NUMBER**.

**AWARD SPECIAL HANDLING INDICATOR**

This code identifies whether the award check is expected to be included in the employee's regular pay check or paid by a separate check.

**CODE VALUE:**

Y - SEPARATE CHECK IS REQUESTED (SF 1195 AUTHORIZATION MUST EXIST).
N - PAYMENT INCLUDED IN REGULAR CHECK (DEFAULT VALUE WHEN FIELD IS SPACES).

**NOTE:** For online entry, a code must be entered, for batch, 'N' will be set if file contains space.

**AWARD USE**

This is the number of hours or days of award time used for the pay period being displayed.

**AWARD USE YEAR-TO-DATE**

This is the number of hours or days of award time taken during the leave year against a specific award

**AWARD USED TO DATE**

This is the number of hours or days of award time used to date.

**AWOL USED**

This is the number of hours during the pay period an employee has been on unauthorized absence. Type hour code of "KC" reported.

**AWS**

Alternate Work Schedule.

THIS PAGE INTENTIONALLY LEFT BLANK

# B

**BACK-UP REEL CREATED DATE**
This is a manual input field by the payroll office of the date that the back-up TSP tape was created.

**BACK-UP REEL INDICATOR**
This is a manual input field by the payroll office that indicates if the tape is a back-up, when/if applicable.

**BALANCE**
Balance of indebtedness owed after all payroll deductions and cash payments have been deducted from the Total Amount of the Indebtedness.

**BALANCE DUE DEPOSITOR**
This is the total sum of all amounts due and to be paid to a taxing authority.

**BANK NUMBER**
This is the routing number (RTN) of the financial organization in which payment is to be made.

**BASE PAY**
This is the amount of pay an employee receives that is considered basic pay for retirement, FEGLI and TSP purposes. It consists of earnings for work or paid leave within the regularly scheduled workweek. Additional earnings, such as shift pay, environmental pay and some premium pays, are also included for certain types of employees.

**BASIC SYMBOL**
This is a four position code designating the type of fund or major purpose of the appropriation. The Basic Symbol is established by the Treasury Department.

**BATCH NUMBER**
A number that identifies the EFT tape submission number.

**BEGINNING BALANCE**
This is the beginning balance for a field on the report/screen.

**BEGINNING SALARY**
The beginning salary of the post classification payment salary lanes for payment of post allowance.

**BENEFIT ALLOWANCE**
An entitlement for non U.S. citizens at GTMO. Includes cash allowances (laundry, clothing, meals & transportation), bonuses & social benefits (life insurance & pension).

**BIWEEKLY PAY INDICATOR**

An indicator to the pay calculation program to use summary time and attendance data versus reading all details to calculate gross pay for an individual.

**BIWEEKLY PROCESSING INDICATOR**

Indicates whether or not employees are valid to process through zero pass, need to be processed or reprocessed due to adjustments. Code value "Y" is reset to "N" by system at pay period end.

**CODE VALUE:**

V - VALID TO PROCESS. WILL PROCESS THROUGH ZERO PASS. WILL ONLY BE SET WHEN FULL BIWEEKLY TOUR HAS BEEN REPORTED.

N - NEED TO PROCESS. LESS THAN FULL TOUR HAS BEEN REPORTED AND WILL NOT PROCESS THROUGH ZERO PASS, OR NEEDS TO BE REPROCESSED THROUGH FIRST OR SECOND PASS DUE TO ADJUSTMENTS/CORRECTIONS.

Y - PROCESSED. PROCESSED THROUGH ZERO PASS. VALUE WILL BE RESET TO "N" BY SYSTEM IF CURRENT PAY PERIOD ADJUSTMENTS/CORRECTIONS ARE MADE.

I - INACTIVE DO NOT PROCESS.

S - SUSPENDED DO NOT PROCESS.

**BIWEEKLY SCHEDULED HOURS**

Number of regular hours an employee is scheduled to work each biweekly pay period.

**BLANK**

A field that will be left blank when the report is printed. Data is “Hand-Written” subsequent to report generation.

**BLANKET LEAVE ADVANCE INDICATOR**

Indicates how the activity/organization allows advanced annual leave to be authorized for an employee with an insufficient annual leave balance.

**CODE VALUE:**

0 - NO OVERRIDE: IF AT EMPLOYEE LEVEL, REFER TO ORGANIZATION LEVEL; IF AT ORGANIZATION LEVEL, REFER TO ACTIVITY LEVEL.

1 - ADVANCE AUTHORIZED BY INPUT OF 'LB' THROUGH T&A ONLY.

2 - ADVANCE PERMITTED ONLY WHEN AUTHORIZATION ENTERED THROUGH THE ADVANCED LEAVE PROGRAM. MAY BE AT EMPLOYEE LEVEL.

3 - PERMITS AUTOMATIC BLANKET ADVANCEMENT OF ANNUAL LEAVE THAT WILL BE ACCRUED THROUGH THE END OF THE LEAVE YEAR, OR NTE DATE FOR TEMPORARY APPOINTMENTS.

**BOND CO-OWNER BENEFICIARY INDICATOR**

Indicator to determine if the employee chose to have a beneficiary or co-owner for the U.S. savings bond.

**CODE VALUE:**

1 - CO-OWNER
2 - BENEFICIARY

**BOND CO-OWNER BENEFICIARY NAME**

This is the name of the beneficiary or co-owner of the U.S. savings bond.

**BOND DENOMINATION**

The face value of a U.S. savings bond.

**BOND DISBURSING ACCOUNT NUMBER**

This is a ten digit alphanumeric account number into which savings bond deductions are deposited for the disbursing office.

**BOND OWNER NAME**

This identifies the owner of the U.S. savings bond being purchased.

**BOND OWNER SOCIAL SECURITY NUMBER**

The social security number (SSN) of the owner of the U.S. savings bond.

**BOND SERIES**

This is the one position alpha value that identifies the series type of the individual bond.

**CODE VALUE:**

T - Series 'EE' bond
I - Series 'I' bond

**BONDS**

This is the ten digit alphanumeric account number, into which savings bond deductions are deposited for the disbursing office.

**BUDGET PROGRAM ACTIVITY CODE**

See Major Force Program/Budget Program Activity Code/Project Code.

**BUREAU CONTROL NUMBER**

See Allotment Serial Number/Operating Budget Account Number/Bureau Control Number.

**BUREAU VOUCHER NUMBER**

This is the voucher number assigned by the disbursing office to identify monies collected.

# C

**CALCULATED AMOUNT**

A derived value that is not necessarily associated with a specific data element.

**CALENDAR DATE ARRAY**

A 14 day array for a pay period that can be used to identify a specific day during that pay period.

**CALENDAR DATE WORKED**

The date for which time is reported. The format is YYMMDD.

**CALENDAR DAYS: PRINCIPALS**

This is the total number of calendar days in the School Year (1 Aug – 31 Jul). The value will be either 365 or 366 (leap year). It is currently used to determine daily rate for SMA.

**NOTE: This is NOT the same as Calendar Days: Teachers. Do not use the SY Begin and End Dates from the Employing Activity Record since those only pertain to teachers.**

**CALENDAR DAYS: TEACHERS**

This is the total number of calendar days (Sunday through Saturday) between the School Year Begin and End Date (inclusive). It is used to determine the daily rate for accelearated Post Allowance.

**CASE NUMBER**

See Document Number.

**CASE TYPE**

Indicates whether the commercial garnishment is for a state/local tax levy or a regular commercial garnishment.

**CODE VALUE:**

T - STATE/LOCAL TAX LEVY
C - REGULAR COMMERCIAL GARNISHMENT

**CASH PAYMENT AMOUNT**

The amount of a cash payment processed through EDC to reporting.

**CASH PAYMENT PAY PERIOD**

Contains the amount collected in cash or amount waived during the current period for a government indebtedness used to reduce the total indebtedness. Total amount of cash payments for retirement submitted by employees for current pay period.

**CASH PAYMENT TO DATE**

Contains the amount collected in cash or amount waived to date for a government indebtedness used to reduce the total indebtedness.

**CCPO**

Central Civilian Personnel Office

**CEDULA NUMBER**

The number issued by the Panama government at birth or when an employee becomes an official resident of Panama (Panama citizens, third state nationals/third country citizens with the exception of military dependents). The employee is subject to Panama income and education taxes.

**CENTRAL CIVILIAN PERSONNEL OFFICE IDENTIFICATION**

Identifies the servicing personnel office. Reminder: an employee can be working for an employing agency and be serviced by a personnel office from a different employing agency.

**CENTRALLY MAINTAINED**

The process or data used is controlled by a central point, DFAS-TSOPE.

**CENTURY EFFECTIVE**

The first two positions of a four position year, associated with the date effective of an element or group of elements.

**CENTURY END**

The first two positions of a four position year, associated with the date end of an element or group of elements.

**CERTIFICATION**

This is the signature and date block (statement of certification) that an authorized person signs.

**CERTIFICATION INDICATOR**

Used to indicate that on line certification of time and attendance will be performed.

**CODE VALUE:**

Y - ONLINE CERTIFICATION WILL BE REQUIRED
SPACE - ONLINE CERTIFICATION WILL NOT BE PERFORMED

**CERTIFIED DATE FIELD**

This is the date the report was signed by the Certifying Officer. Must be entered manually.

**CERTIFIED INDICATOR**

Indicates whether leave types which require certification have been cleared from the certified leave file.

**CODE VALUE:**
N - LEAVE HAS NOT BEEN CERTIFIED
Y - LEAVE HAS BEEN CERTIFIED

**CERTIFIER DATE**
The date the time and attendance was certified on line.

**CERTIFIER IDENTIFICATION**
The SSN of the authorized official who certified the time and attendance.

**CERTIFIER NAME**
The name of the authorized official who certified the time and attendance.

**CERTIFIER TIME**
The time the time and attendance was certified on line.

**CFC CAMPAIGN YEAR**
This is the campaign year for which the charity deductions were withheld. It is the year associated with the pay period disbursing date.

**CFR**
Code of Federal Regulations

**CHANGE OF ADDRESS INDICATOR**
This indicates if the payroll office address has been changed. This field must be manually input by the payroll office.

**CHANGES TOTAL**
A total of all the changes for certain fields that were made in the current pay period.

**CHAPTER 13 PAYMENTS**
This deduction is a voluntary deduction for settlement of consolidated debts under the provisions of Chapter XIII of the Bankruptcy Act.

**CHARITABLE ORGANIZATION DEDUCTION MINIMUM AMOUNT**
The charitable contribution minimum amount which can be deducted from an employee's biweekly pay. This amount is contained in the general table P6818 and is used to edit the charity deductions input via the screen for charity deductions, P1101.

**CHARITY**
This is a voluntary deduction made to the Combined Federal Campaign. The CFC distributes the contributions to the employee's designated charitable organization.

**CHARITY CODE**
This is the four position code used to identify charitable organizations as defined by the Office of Personnel Management (OPM).

**CHARITY NAME**

This is the charitable organization name. The name is taken from the address table.

**CHECK AMOUNT**

This is the dollars and cents amount of a check.

**CHECK COUNT**

This is a count of the number of checks issued in a specific per thousand block.

**CHECK NUMBER**

This is a number assigned sequentially to each check printed.

**CHECK TOTAL**

This is the total dollar amount of checks issued.

**CITIZENSHIP CODE**

Designates the citizenship of an employee.

**CODE VALUE:**

1 - US CITIZEN
5 - LOCAL NATIONAL (e.g., IN PANAMA - PANAMA CITIZEN)
8 - OTHER, THIRD COUNTRY CITIZEN/THIRD STATE NATIONAL

**CITY/LOCAL WITHHOLDING TAX**

This is the deduction for city/local income tax.

**CIVIL SERVICE RETIREMENT ANNUITY MONTHLY AMOUNT**

The monthly civil service retirement annuity amount for a retired civil service employee.

**CIVIL SERVICE RETIREMENT SYSTEM**

This is a retirement plan for eligible federal employees.

**CIVIL SERVICE RETIREMENT SYSTEM MILITARY DEPOSIT**

CSRS Military Deposit is a deduction to buy back the employee's military service time for their CSRS retirement.

**CIVILIAN PERSONNEL RESOURCE REPORTING SYSTEM INDICATOR**

This is an indicator which determines if CPRRS data for an accounting activity will be on the gross pay/reconciliation payroll office tape.

**CODE VALUE:**

N - CPRRS DATA FOR A NON-PRO ACCOUNTING ACTIVITY WILL NOT BE REPORTED ON THE GROSS PAY/RECONCILIATION PAYROLL OFFICE TAPE.
Y - CPRRS DATA FOR A NON-PRO ACCOUNTING ACTIVITY WILL BE INCLUDED ON THE GROSS PAY/RECONCILIATION PAYROLL OFFICE TAPE.

**CIVILIAN TYPE**

A code that signifies a type of civilian employee.

**CODE VALUE:**

001 - EXPERTS AND CONSULTANTS
006 - TEACHERS IN DEPENDENT SCHOOLS OUTSIDE THE UNITED STATES
008 - ADMINISTRATIVELY DETERMINED UNITED STATES CITIZENS
009 - CANAL ZONE SPECIAL SCHEDULE RELATED TO GENERAL SCHEDULE
010 - CANAL ZONE SPECIAL SCHEDULE RELATED TO WAGE SCHEDULES
101 - GRADED GENERAL SCHEDULE U.S. CITIZEN EMPLOYEES
102 - FEDERAL WAGE SCHEDULE U.S. CITIZEN EMPLOYEES
103 - GRADED PANAMANIANS
104 - CIVILIAN WAGE BOARD PANAMANIANS
105 - KOREANS
110 - OTHER DIRECT HIRE FOREIGN NATIONALS
121 - SENIOR EXECUTIVE SERVICE/CIVILIAN EXECUTIVE SCHEDULE
124 - GENERAL SCHEDULE RESERVE COMPONENT TECHNICIANS
125 - WAGE SCHEDULE RESERVE COMPONENT TECHNICIANS
130 - HQDA INTERNS
202 - GERMAN NATIONALS
204 - KOREAN SERVICE CORPS
205 - JAPANESE MASTER LABOR CONTRACT
206 - OTHER INDIRECT HIRE FOREIGN NATIONALS
305 - STUDENT EDUCATIONAL EMPLOYMENT PROGRAM

**CLASSROOM DAYS IN SCHOOL YEAR**

The total number of classroom days in a school year.

**COE**

Corps of Engineers

**COLA**

Cost of Living Allowance

**COLLECT INDEBTED LEAVE BALANCES INDICATOR**

Indicates whether or not an indebted annual and/or sick leave balance should be collected at time of separation based on separation code.

**CODE VALUE:**

N - NO
Y - YES

**COMMERCIAL GARNISHMENT**

Section 9 of Public Law No. 10394, Hatch Act Reform Amendments of 1993, Congress has authorized the garnishment of Federal Civilian employees' wages for commercial debts, there are two types to be identified, regular commercial debts and those for state or local tax levies.

**COMMERCIAL GARNISHMENT ADMINISTRATIVE FEE**

This is the amount to be collected from the employee to offset the costs of executing the garnishment action.

**COMMERCIAL GARNISHMENT INTEREST**

This deduction is applied by the court for interest associated with a particular garnishment.

**COMPENSATORY TIME BEGINNING BALANCE YEAR**

The total number of hours of compensatory time earned by an employee brought forward into the new leave year.

**COMPENSATORY TIME CALLBACK HOURS**

Number of compensatory time callback hours (code CC) reported and/or converted in a leave period.

**COMPENSATORY TIME CARRIED OVER LEAVE YEAR**

The maximum number of compensatory time earned hours that can be brought forward into the new leave year from the prior leave year for an employee.

**COMPENSATORY TIME CARRYOVER**

Contains the hours of compensatory time that can be carried forward into the next pay period.

**COMPENSATORY TIME EARNED HOURS**

Number of compensatory time hours earned (code CE) reported and/or converted in a leave period.

**COMPENSATORY TIME EARNED YEAR TO DATE**

The total number of compensatory time hours earned in the leave year to date for an employee.

**COMPENSATORY TIME ENDING BALANCE**

The number of compensatory time earned hours available at end of pay period for an employee.

**COMPENSATORY TIME FORFEITED**

These are the cumulative hours of compensatory time that an employee has forfeited (Section 6 and Title 32) during the current leave year.

**COMPENSATORY TIME GRANDFATHERED BEGINNING BALANCE YEAR**

This is the total number of grandfathered hours of compensatory time earned by an employee brought forward into the leave year. Grandfathered compensatory time is defined as compensatory time earned before January 5, 1997 for DLA employees.

**COMPENSATORY TIME GRANDFATHERED ENDING BALANCE**

This is the number of grandfathered compensatory hours available at the end of the pay period for an employee. Grandfathered compensatory time is defined as compensatory time earned before January 5, 1997 for DLA employees.

**COMPENSATORY TIME GRANDFATHERED USED**

This is the number of grandfathered compensatory hours used by an employee in a pay period. Grandfathered compensatory time is defined as compensatory time earned before January 5, 1997 for DLA employees.

**COMPENSATORY TIME GRANDFATHERED USED YEAR TO DATE**

This is the number of grandfathered compensatory hours used by an employee in the leave year (year-to-date). Grandfathered compensatory time is defined as compensatory time earned before January 5, 1997 for DLA employees.

**COMPENSATORY TIME OLDEST DATE**

The date of the oldest existing compensatory time posted to the employee's pay/leave history record.

**COMPENSATORY TIME OLDEST RATE**

The rate of pay for the employee on the date of the oldest existing compensatory time record.

**COMPENSATORY TIME OLDEST UNUSED HOURS**

The number of hours of the oldest compensatory time record.

**COMPENSATORY TIME PAID YEAR TO DATE**

The total number of compensatory time hours paid to the employee as overtime during the leave year (year to date).

**COMPENSATORY TIME TAKEN HOURS**

Number of compensatory time hours taken (code CT) reported and/or converted in a pay period.

**COMPENSATORY TIME USED**

Number of compensatory time hours used by an employee in pay period.

**COMPENSATORY TIME USED YEAR TO DATE**

The total number of compensatory time hours used by an employee in the leave year (year to date).

**COMPOSITE CHECK INDICATOR**

The composite check indicator identifies whether the system will generate one check to a locality for local taxes regardless of how many tax types are identified for the local taxing authority code, or multiple checks to a locality, one for each tax type.

**CODE VALUE:**

Y - COMPOSITE CHECK (DEFAULT)

N - NOT A COMPOSITE CHECK - PRODUCE INDIVIDUAL CHECKS FOR EVERY TAX TYPE WITH IN A LOCALITY.

**COMPTIME HOURS PRIOR PERIOD**

The comptime hours for an employee one pay period prior to current pay period.

**COND EMPL**

Condition of Employment Compensation for Employee Type Code "T" Educators assigned as Dormitory Counselors. The School Year amount is either flowed through the interface or entered online, on the Entitlement screen, in both New Hire and Employee Update programs.

**CONSULTANT EXPERT DAY CAP**

Contains the maximum daily rate a consultant or expert may be paid.

**CONTINUATION OF PAY AMOUNT PAY PERIOD**

The amount of money for pay period to be reported on COP quarterly report.

**CONTINUATION OF PAY BEGINNING BALANCE**

The number of COP days at beginning of injury or remaining days transferred in from another activity. Will not exceed 45 days.

**CONTINUATION OF PAY BI-WEEKLY SALARY**

The adjusted bi-weekly salary that was in effect for the pay period in which the injury occurred. Includes any premiums or extra pay the employee is entitled to, excluding overtime.

**CONTINUATION OF PAY ENDING BALANCE**

The COP leave balance at the end of the pay period, or on the date of separation/transfer.

**CONTINUATION OF PAY HOURLY RATE**

The adjusted hourly rate that was in effect on the date of injury. Includes any premiums or extra pay employee entitled to, excluding overtime.

**CONTINUATION OF PAY INJURY DATE**

The date on which a COP work related injury occurred. Used by system to establish injury number.

**CONTINUATION OF PAY INJURY NUMBER**

The injury number is a four digit field comprised of the month and day (MMDD) of actual injury date. It will be allowed with an "LT" code through time and attendance when employee status code = C. The injury number is required with all type hour codes except O_, CC, CE, CD or CR.

**CONTINUATION OF PAY NOT TO EXCEED DATE**

The expiration date of COP entitlement.

**CONTINUATION OF PAY QUARTERLY AMOUNT**

This is the quarterly amount of COP actually paid. May be found on the SF-1150 as amount paid by old payroll office but not reported. Used for COP quarterly report when created.

**CONTINUATION OF PAY QUARTERLY USED DAY COUNT**

This is the number of COP days used. May be found on the SF-1150 as number of COP workdays paid by old payroll office but not reported. Used for COP quarterly report when created.

**CONTINUATION OF PAY REPORT INDICATOR**

Indicator indicates if quarterly information on COP injury record will be reported:

**CODE VALUE:**

N - NO CURRENT INFORMATION ON COP INJURY RECORD FOR QUARTERLY REPORT.

Y - CURRENT INFORMATION ON COP INJURY RECORD TO BE REPORTED ON COP QUARTERLY REPORT.

**CONTINUATION OF PAY USED**

The number of COP days used in the pay period by an employee.

**CONTINUATION OF PAY USED TO DATE**

The number of COP days used since injury date.

**CONTINUOUS SERVICE DATE**

Contains the date an employee has been continuously employed (without a break in service) in federal service.

**CONVERSION DATE**

Contains the date that the payroll office was converted to DCPS.

**CONVERSION HOURS**

Contains the number of hours that were converted from the type hour submitted.

**CONVERSION REPORTED HOURS**

Contains the number of hours originally submitted for a type hour code that was converted.

**CONVERSION REPORTED TYPE HOURS CODE**
Contains the type hour code originally submitted.

**CONVERSION TYPE HOURS CODE**
Contains the type hour code(s) to which a reported type hour code was converted.

**CO-OWNER - BENEFICIARY SOCIAL SECURITY NUMBER**
The social security number (SSN) of the beneficiary or co-owner of the U.S. savings bond.

**COP**
Continuation of Pay

**CORRECTION NARRATIVE**
The word ‘correction’ will print on various reports when a corrected report is printed.

**COST CENTER**
This is the Cost Center assigned to report changes for gross pay and employer contribution.

**COST CENTER CODE**
See Responsibility Center/Cost Center Codes.

**COURT LEAVE**
This is the number of hours during the pay period an employee has been absent from work while on court leave. Type hour code of "LC" reported.

**COVERAGE CODE**
A code (A0-N5, P0-Z5 and 90) designating the type of 'Federal Employees Group Life Insurance' for an employee.

**COVERAGE CODE VALUES**
The code values (A0-N5, P0-Z5 and 90) for federal employees group life insurance coverage. See "Group Life Insurance Coverage Code" for values.

**CPRRS**
Civilian Personnel Resource Reporting System

**CREDIT HOUR CARRYOVER LIMIT**
The number of credit hours an activity allows an employee to carry into each pay period.

**CREDIT HOURS**
The hours that an employee working a flexible schedule may earn in addition to regular hours if their activity permits.

**CREDIT HOURS BEGINNING BALANCE YEAR**

The number of credit hours brought forward into the new leave year from prior leave year for an employee.

**CREDIT HOURS EARNED**

The number of credit hours earned by an employee with a WKD-SCD-TOUR-DY-CD of 1, 2, 3, 4, 5, D, or E in their schedule record during the current pay period.

**CREDIT HOURS EARNED YEAR TO DATE**

The cumulative total number of credit hours earned by an employee during the leave year (year to date).

**CREDIT HOURS ENDING BALANCE**

The number of credit hours available for an employee at the end of pay period.

**CREDIT HOURS FORFEITED**

These are the cumulative credit hours forfeited (Section 6 and Title 32) during the current year.

**CREDIT HOURS PAID YEAR TO DATE**

The cumulative number of credit hours paid to an employee during the leave year, (year to date).

**CREDIT HOURS TAKEN**

The number of credit hours used in a day.

**CREDIT HOURS USED**

Number of credit hours used by an employee during the pay period.

**CREDIT HOURS USED YEAR TO DATE**

The cumulative total credit hours used by an employee during the leave year (year to date).

**CSR**

Customer Service Representative

**CSRS**

Civil Service Retirement System

**CTIVO NUMBER**

Control numbers issued by the Panama Seguro Social office to identify the Charleston payroll office. Two unique numbers are issued by the Panama Seguro Social office for use on the Panama Social Security reports, one number for part 1 and one number for part 2.

**CURRENT AMOUNT COLLECTED**

This is the amount of state or local tax withholdings for the current pay period, including adjustments.

**CURRENT PAY PERIOD AMOUNT**

This is the deduction and/or cash payment amount that applied to the employee for the current pay period.

**CURRENT YEAR ACCRUAL THRU PAY PERIOD ENDING**

This is the pay period ending date and hours of annual and sick leave accrued year-to-date.

**CURRENT YEAR SALARY DEDUCTION**

The total amount of retirement deducted during current year.

**CUSTOMER SERVICE GROUP**

This is a four digit numeric field which identifies a group of employees assigned to a customer service representative for employee data input.

**CUSTOMER SERVICE REPRESENTATIVE SITE**

This is an eight digit numeric field containing the six digit activity ID and the two digit site indicator.

**CUSTOMER SERVICE REPRESENTATIVE SITE IDENTIFICATION SITE ACTIVITY**

This is a six digit numeric field used to identify the employing activity of the CSR site.

**CUSTOMER SERVICE REPRESENTATIVE SITE IDENTIFICATION SITE INDICATOR**

This is a two digit numeric field used to identify the customer service representative site submitting employee data information.

# D

**DAILY NIGHT DIFFERENTIAL**

Represents the number of daily night differential hours scheduled.

**DANGER PAY LOCATION**

This is the country location the employee resides in for which danger pay is authorized to be paid. It is a six position element made up of the two position country code and the four position city code.

**DANGER PAY PERCENTAGE**

This is the percentage amount for danger pay entitlement. The percentage is published by the department of state standard regulations (DSSR) and stored in a DCPS table.

**DATA ENTRY POINT USER INDICATOR**

A code identifying the type of access authorized to user.

**CODE VALUE:**

E - EMPLOYEE DATA
P - PERSONNEL (DEFERRED)
N - NOT A CUSTOMER SERVICE REPRESENTATIVE (PAYROLL OFFICE)
T - T&A ONLY

**DATE**

Contains the date in the period currently being processed that when used in conjunction with the holiday reference table tells whether this date is a holiday, leave day, or emergency time for a specific organization, employing activity, or for the entire payroll office.

**DATE AND TIME STAMP**

This is the month, day, year, and time that an adjustment was input by a user or created by the system.

**DATE EFFECTIVE**

Identifies the date that an element or group of elements was effective (YYMMDD).

**DATE END**

The date when a pay or leave action ends. This is also the date after which the Accounting Classification no longer applies to the employee's earnings and employers contributions.

**DATE LAST INCREASE**

Contains the date of the last within grade increase or promotion.

**DATE OF ADJUSTMENT**

Contains the date of an adjustment to an employee's time and attendance.

**DATE OF BIRTH**

Contains the employee's date of birth.

**DATE OF PAYMENT**
The date an employee made a payment for military service deposit.

**DATE OF REGISTER**
Actual date of register produced by system.

**DATE PACKAGE RECEIVED**
This is the date that the retirement package or the application for refund was received in the payroll office from the personnel office.

**DATE PROBATIONARY TRIAL PERIOD ENDS**
Expiration date of an employee's probationary/trial period.

**DATE REGISTER SENT**
This is the date that the retirement card and registers are sent from the payroll office to OPM (retirements and separations) or other payroll office (Intra-Agency Transfers).

**DATE SENT**
This is the date the report and file are created and sent by the system.

**DAYS PENDING SEPARATION OR DECEASED**
Number of days, 1 through 14, pending employee separation or removed due to death.

**DAYS REMAINING IN CLASSROOM**
Contains the number of classroom days remaining in the school year.

**DAYS REMAINING IN SCHOOL YEAR**
Contains the number of scheduled days remaining in the school year.

**DC GUARD**
This is the number of days during the pay period an employee has been on DC Guard leave (a type of unlimited military leave for members of the National Guard of the District of Columbia). Type hour code of "LI" reported.

**DC GUARD LEAVE USED**
Number of Days of DC Guard used in the calendar year at the time of separation/transfer. Field must be manually entered by the payroll office.

**DCPDS**
Defense Civilian Personnel Data System

**DD592**
DD Form 592, Payroll for Personal Services - Payroll Certification and Summary

**DD/EFT**
Direct Deposit/Electronic Fund Transfer

**DDO**

Deputy Disbursing Officer

**DEATH SETTLEMENT ACCOUNT NUMBER**

This is the ten digit alphanumeric account number for death settlement money to be deposited. (Pay Detail Code "AD"). This money will be disbursed by the disbursing office.

**DEBT REASON**

Debt Worksheet: A description of the type of action that generates an adjustment. Valid values are Allowance, Personnel, Time & Attendance.

**DEDUCTION AMOUNT PAY PERIOD**

The total amount deducted for the current pay period.

**DEDUCTION CODE**

Identifies the specific types of deductions that occur as deduction records.

**CODE VALUE:**

JA - COMM GARNISH INTEREST
JB - GARNISH ATTORNEY FEES
MA - PANAMERICAN-PRE 92
MB - PANAMERICAN-NEW 92
MC - MUNDIAL LIFE INSURANCE
MD - MUNDIAL HEALTH INSURANCE
ME - PANAMA EDUCATION SECURITY TAX
MF - PANAMA FURNITURE
MH - PANAMA HOUSING
MK - KUNA INDIAN RENT
MP - SEGURO HEALTH/MATERNITY
MS - SEGURO SOCIAL
MT - PANAMA TELEPHONE
MU - PANAMA UTILITIES
WE - STATE TAX
WF - LOCAL TAX (CITY)
WG - FEHB
WH - FEGLI
WO - TSP LOANS
WV - 401(K) LOANS
WW - TIAA/CREF RETIREMENT
WX - FIDELITY RETIREMENT
W1 - UNION CENTRAL LIFE INS
W2 - SRA - TIAA/CREF
W3 - SRA - FIDELITY
W4 - PARKING
W5 - DISABILITY INSURANCE
W6 - LODGING
W7 - SUBSISTENCE
W8 - TRANSIT
W9 - VANPOOL
XA - VOLUNTARY CHILD SUPPORT

XB - VOLUNTARY ALIMONY
XC - GARNISHMENT - CHILD SUPPORT
XD - GARNISHMENT - ALIMONY
XE - GARNISHMENT - ARREARAGE (CHILD SUPPORT)
XF - GARNISHMENT - ARREARAGE (ALIMONY)
XG - TAX LEVY
XH - CHAPTER 13 PAYMENTS
XI - VOLUNTARY PAYMENTS OF BACK TAXES
XJ - TRAVEL OVERPAYMENT
XL - COMMERCIAL GARNISHMENT ADMINISTRATIVE FEE
XM - ADVANCE SALARY PAYMENTS
XN - LEAVE BUY BACK (FUTURE USE)
XO - FEHB INDEBTEDNESS
XP - DOD INVOLUNTARY GOVT INDEBTEDNESS
XQ - CHARITY
XR - EMPLOYEE ORGANIZATIONS
XS - BONDS
XT - OVERSEAS ALLOTMENTS
XU - QUARTERS (RENT AND UTILITIES)
XV - TSP
XW - TSP PRIOR YEAR (FUTURE USE)
XX - DOD VOLUNTARY INDEBTEDNESS
XY - NON-DOD INVOLUNTARY INDEBTEDNESS
XZ - NON-DOD VOLUNTARY INDEBTEDNESS
X1 - NGAUS INSURANCE
X2 - STATE ENDORSED/PRIVATE INSURANCE
X4 - DEFERRED COMPENSATION
X5 - MILITARY SERVICE DEPOSIT - DEDUCTION
X7 - 401(K) SAVINGS PLAN
X8 - GARNISHMENT - COMMERCIAL

**DEDUCTION FOR PAY PERIOD**

The total amount retirement deducted in the current pay period for regular employees.

**DEDUCTION PAYEE**

Contains information which identifies the payee of the deduction (e.g., taxing authority code, deduction record address code, allotment record, routing transit number, organization/ union code, retirement codes).

**DEDUCTIONS BEGINNING DATE**

This is the first day of the first full pay period in the academic year which starts full deductions for FEGLI and FEHB.

**DEDUCTIONS ENDING DATE**

This is the pay period end date of the last full pay period of the school year.

**DEDUCTIONS THRU DATE**

Date of the last deduction for Other Deductions, FEHB or FEGLI. Date must be manually entered by the payroll clerk.

**DEDUCTIONS TOTAL**

The sum of all deduction amounts associated with the overpayment on the Debt Worksheet.

**DEFERRED COMPENSATION**

Compensation made to an employee's Section 401(k), 403(B), or TSP fund by an employee for the employee's benefit at a later time. This may also be voluntary contributions made by a Title 32 employee with State Employees Retirement System (SERS) for enrollment in a private insurance/investment company.

**DEPARTMENT CODE**

This is a two position code that identifies the agency to which an activity is assigned.

**CODE VALUE:**

11 - EXECUTIVE OFFICE OF THE PRESIDENT
17 - DEPARTMENT OF THE NAVY
21 - DEPARTMENT OF THE ARMY
57 - DEPARTMENT OF THE AIR FORCE
84 - ARMED SERVICES RETIREMENT AGENCY
96 - CORPS OF ENGINEERS, CIVIL
97 - DEPARTMENT OF DEFENSE

**DEPARTMENT OF DEFENSE INDEBTEDNESS ACCOUNT NUMBER**

This is a ten digit alphanumeric account number into which DOD indebtedness collections are deposited for the disbursing office.

**DEPARTMENTAL REPORTER**

The identification code of the recipient of the departmental gross pay data. The departmental reporters recognized by DCPS are: DFASCL, DFASDE, DFASIN, and values established by NSA for their use.

**DEPENDENT EXEMPTIONS**

This is the number of dependent exemptions that the employee is claiming for state taxes. This field is only valid for the state taxing authority codes for Alabama, Arkansas, Louisiana, Mississippi, Missouri, and Puerto Rico.

**CODE VALUE:**

BLANK - EMPLOYEE IS NOT ELIGIBLE. (DEFAULT IF NOT ONE OF THE STATES LISTED ABOVE)
"0" - TAXES CALCULATED USING PERSONAL AND DEPENDENT EXEMPTION FORMULA, WITH NO DEPENDENT EXEMPTIONS CLAIMED.
1-99 - ACTUAL NUMBER OF DEPENDENT EXEMPTIONS CLAIMED.

**DFAS/SEO-PE**

Defense Finance and Accounting Service/System Engineering Organization, Pensacola FL

**DFAS/HQ**

Defense Finance and Accounting Service/Headquarters

**DIRECT DEPOSIT/ELECTRONIC FUNDS TRANSFER INDICATOR**

This indicates if the Employee Organization has request DD/EFT.

**CODE VALUE:**

Y - Yes
N - No

**DIRECTIVE NUMBER**

Contains the number of the directive that authorized the revision to a pay table.

**DISABILITY APPLICATION INDICATOR**

Indicates whether an employee has a disability retirement pending.

**CODE VALUE:**

0 - NO APPLICATION RECEIVED
1 - APPLICATION FOR DISABILITY PENDING, ADVANCED LEAVE NOT AUTHORIZED
2 - APPLICATION FOR DISABILITY PENDING, ADVANCED LEAVE AUTHORIZED

**DISABILITY INSURANCE ANNUAL SALARY MAXIMUM FOR INCOME BENEFIT**

The maximum annual salary amount that may be used to determine income benefit when covered annual salary exceeds maximum. The maximum annual salary is set by the Uniformed Services University of Health Sciences (USUHS). The maximum salary can change annually.

**DISABILITY INSURANCE ANNUITY INCOME PERCENT**

The percentage used to calculate disability insurance annuity income amounts. The percentage is set by the Uniformed Services University of Health Sciences (USUHS) and can change annually. The annual salary amount is multiplied by this percentage. The maximum annual salary used to calculate income benefit is not applicable to annuity income.

**DISABILITY INSURANCE INCOME BENEFIT PERCENT**

The percentage used to calculate disability insurance income benefit amounts. The percentage is set by the Uniformed Services University of Health Sciences (USUHS) and can change annually. This percentage is multiplied by the maximum annual salary amount when covered annual salary exceeds maximum.

**DISABILITY PAY CEASE DATE**

This is the last date an employee was or will be in a pay status. Required entry when disability retirement application is processed.

**DISBURSING DATE**

This is the date payroll will be disbursed (pay date) for the pay period. The date is taken from the pay period dates table.

**DISBURSING FREQUENCY INDICATOR**

This identifies the frequency that state/local taxes are to be disbursed to the taxing authority.

**CODE VALUE:**

B - BIWEEKLY (DEFAULT)
M - MONTHLY
Q - QUARTERLY
S - SEMI-ANNUALLY
T - THRESHOLD AMOUNT
Y - ANNUALLY

**DISBURSING OFFICE**

This is the name of the disbursing office.

**DISBURSING OFFICER VOUCHER NUMBER (DOV)**

This is a number assigned by the Disbursing Office that identifies the payment.

**DISBURSING STATION SYMBOL NUMBER**

A four-digit identification number, assigned to each disbursing office by the Treasury, that indicates authority to receive and disburse public funds and issue checks on the Treasurer of the United States.

A disbursing office is an activity or that organizational unit of an activity whose principal function consists of the disbursement and collection of public funds. Each DCPS payroll office is supported by a disbursing office.

**DISBURSING STATION SYMBOL NUMBER ROUTING TRANSIT NUMBER**

The routing transit number assigned by the Federal Reserve Bank to the disbursing office.

**DISBURSING STATION SYMBOL NUMBER TELEPHONE NUMBER**

The telephone number for the disbursing office, including the area code.

**DISBURSING THRESHOLD AMOUNT**

The amount of state/local tax to be collected before disbursement is made to the taxing authority.

**DISCRETIONARY PAY**

Payment(s) whose amount is not fixed in advance by law or regulation by virtue of the geographic location and/or pay system of the position held by an employee or the nature of work assigned to an employee and which an agency has discretion to pay or not to pay to a particular employee.

**DISKETTE**

This field indicates if the records are being sent via diskette. This field is not currently used.

**DISPLAY REVERSALS**

This field found on the Time History screen, will display original and all converted T&A transactions (+ and -) if set to "Y". If set to "N", only positive transactions will be displayed. This field is defaulted to "N".

**DISPOSABLE PERCENT**

The percentage of disposable pay to be deducted or applied to the debt each pay period.

**DISPOSITION CODE**

A code that identifies who a U.S. savings bond will be mailed to.

**CODE VALUE:**

A - OWNER
B - BENEFICIARY/CO-OWNER
C - THIRD PARTY

**DISTRIBUTION**

This is the field which identifies a site printer.

**DO**

Disbursing Office/Disbursing Officer

**DO NOT USE FIELD**

This field on service history record will be left blank except when premium pay is involved will be controlled by NOAC.

**DOCUMENT IDENTIFICATION/ACCOUNT NUMBER**

See Document Number.

**DOCUMENT NUMBER**

Identification number/code used to identify specific earnings and deductions. Retirement code, taxing authority codes, health insurance codes, FEGLI coverage codes, court document numbers for tax levies, garnishment-commercial, administrative fee, alimony and child support, charitable organization number, employee organization number, etc.

**DOD**

Department of Defense

**DODEA**

Department of Defense Education Activity

**DONATED ANNUAL LEAVE**

An employee's annual leave that has been donated for Leave Sharing or Leave Bank purposes.

**DONATED ANNUAL LEAVE ACCRUED**

The number of annual leave hours accrued, while in a donated leave status, based on the donated leave used.

**DONATED ANNUAL LEAVE ACCRUED USED**

The number of annual leave hours that an employee has used of the hours that were accrued while in a donated leave status.

**DONATED ANNUAL LEAVE CREDIT REDUCED**

The number of hours that donated annual leave accruals have been reduced due to excessive leave without pay.

**DONATED ANNUAL LEAVE FORFEITED**

The number of hours that donated annual leave accruals are over the maximum allowed.

**DONATED ANNUAL PART-TIME CARRYOVER**

The number of hours, for part-time donated annual leave accrual, left over and brought forward into the next leave period.

CAT - CD = 1, LESS THAN 20
CAT - CD = 2, LESS THAN 13
CAT - CD = 3, LESS THAN 10

**DONATED LEAVE ENDING BALANCE**

The donated leave hours balance at the end of the pay period.

**DONATED LEAVE MAXIMUM ACCRUAL**

The number of annual/sick leave hours that a recipient can accrue during a medical emergency off of donated leave used.

**DONATED LEAVE RECEIVED TO DATE**

The to date hours of donated annual leave received.

**DONATED LEAVE RESTORED TO DATE #1**

The to date hours of restored annual leave #1 donated.

**DONATED LEAVE RESTORED TO DATE #2**

The to date hours of restored annual leave #2 donated.

**DONATED LEAVE RESTORED TO DATE #3**

The to date hours of restored annual leave #3 donated.

**DONATED LEAVE RETURNED**

The year to date hours of leave donated that is returned to donor.

**DONATED LEAVE STATUS INDICATOR (LD-IDC)**

A code that indicates the status of a medical emergency.

**CODE VALUE:**

F - FAMILY EMERGENCY
N - NO EMERGENCY
S - SELF EMERGENCY

**DONATED LEAVE UNUSED**

The amount of donated leave hours unused by a recipient.

**DONATED LEAVE USED PAY PERIOD**

The amount of hours of donated leave used by a recipient in the current pay period.

**DONATED LEAVE USED TO DATE**

Number of donated leave hours used by a recipient to date.

**DONATED LEAVE USED YEAR TO DATE**

Number of donated leave hours used by a recipient year to date.

**DONATED LEAVE YEAR TO DATE**

The year to date hours of regular annual leave donated.

**DONATED RESTORED ANNUAL LEAVE**

An employee's restored annual leave that has been donated for Leave Sharing or Leave Bank purposes.

**DONATED RETURNED NEXT LEAVE YEAR**

The year to date hours returned to donor at start of new leave year.

**DONATED SICK LEAVE ACCRUED**

The number of sick leave hours accrued, while in a donated leave status, based on the donated leave used.

**DONATED SICK LEAVE ACCRUED USED**

The number of sick leave hours that an employee has used of the hours that were accrued while in a donated leave status.

**DONATED SICK LEAVE CREDIT REDUCED**

The number of hours that donated sick leave accruals are reduced due to excessive leave without pay.

**DONATED SICK LEAVE FORFEITED**

The number of hours that donated sick leave accruals are over the maximum allowed.

**DONATED SICK PART-TIME CARRYOVER**

The number of hours for part-time donated sick leave accrual left over and brought forward into the next leave period.

CAT - CD = 1, 2, OR 3, LESS THAN 20.

**DRAWDOWN ACTION INDICATOR**

The indicator is used to specify whether or not DOD funds are used for payment of the "Separation Incentive" (YS) payment.

**CODE VALUE:**

BLANK - FOR 'YS' NOT APPLICABLE
1 - PAID FROM DOD FUNDS
2 - PAID FROM COMPONENT FUNDS

**DSSN**

Disbursing Station Symbol Number

**DSSR**

Department of State Standardized Regulations

**DSSR MAXIMUM AMOUNT**

The maximum annual amount an employee is eligible to receive for LQA payments based on the Department of State Standard Regulations (DSSR).

**DUTY ENTRY DATE**

The date on which an employee was picked up for pay purposes by the payroll offices.

**EARNING BASE INDICATOR**

Identified hours/amounts which are used to compute "Basic Pay".

**CODE VALUE:**

B - BOTH GRADED & UNGRADED EMPLOYEES
G - GRADED EMPLOYEES ONLY
N - NOT PART OF "BASIC PAY"
U - UNGRADED EMPLOYEES ONLY

**EARNING TYPE HOURS NAME**

The name of a specific earning type hours code.

**EARNINGS ADJUSTMENT INDICATOR**

The reason for the difference between Hours Paid and Hours Extended and/or Earnings Amount and Extended Amount. If there is no difference, this field will normally be set to blanks except when the value is “12”. For a prior period adjustment it will always be set to “12” whether there is a difference or not.

**CODE VALUE:**

03 - ROUNDING
04 - PAY CEILING CUTBACK
05 - ALLOWANCES
06 - SEVERANCE PAY
07 - AWARDS
08 - REEMPLOYED ANNUITANT (TOTAL COST EXTENDED)
09 - ENVIRONMENTAL/HAZARD PAY STATUS
10 - LUMP SUM LEAVE
11 - MASS RETRO
12 - PRIOR PERIOD ADJUSTMENT
13 - EMPLOYER CONTRIBUTION
14 - COMP TIME EARNED - NOT PAID
15 - CALLBACK
17 - TEMPORARY APPT EXPIRATION (NTE AND DETAIL PREM)
18 - ROTATING SHIFT EMPLOYEE (ALSO COE EMPLOYEES WHO RECEIVE DOUBLE OVERTIME IF MORE THAN 12 HOURS)
19 - LWOP ADJUSTMENT
50 - NO EXTENSION DONE

**EARNINGS AMOUNT**

This is the actual dollar value of the employee’s earning for the associated Gross Reconciliation code.

**EARNINGS AMOUNT TOTAL**

This is the total amount of earnings and Employer Contributions for the Accounting Activity.

**EARNINGS SUBJECT TO CSRS INDICATOR**

Identifies amounts which are subject to CSRS/FERS/TSP deductions for graded and ungraded employees with a retirement code equal to CSRS/FERS and employees participating in the Thrift Savings Plan.

**CODE VALUE:**

B - BOTH GRADED AND UNGRADED
G - GRADED EMPLOYEES ONLY
N - NOT PART OF "BASIC PAY"
U - UNGRADED EMPLOYEES ONLY

**EARNINGS SUBJECT TO GARNISHMENT INDICATOR**

Identifies amounts which are subject to garnishment of wages when an employee has a deduction code equal to garnishment.

**CODE VALUE:**

N - NO
Y - YES

**EARNINGS TYPE CODE**

A code that indicates the type of hours and/or dollars that were extended and/or paid.

**CODE VALUE:**

CA - RELIGIOUS TIME TAKEN
CC - COMPENSATORY CALLBACK
CD - CREDIT HOURS EARNED
CE - COMPENSATORY TIME EARNED
CN - CREDIT HOURS TAKEN
CR - RELIGIOUS TIME EARNED
CT - COMPENSATORY TIME TAKEN
EA - FLYING
EB - HIGH WORK- WORK ON, ABOVE, BELOW OR SUSPENDED BETWEEN HIGH STRUCTURES
EC - FLOATING TARGETS
ED - DIRTY WORK
EE - COLD WORK
EF - HOT WORK
EG - WELDING PREHEATED METALS
EH - MCRO-SLDRNG/WIRE WLDING/ASSEMBLY
EK - EXPOSURE TO HAZ WEATHER/TERRAIN
EL - UNSHORED WORK
EM - GRND WRK UNDER HVERING HELICPTR
EN - HAZ BOARDING/LVNG SURFACE CRAFT
EP - CARGO HNDLG DURING LIGHTENING OPS

EQ - DIVING-EXTRA HAZARDOUS
ER - DUTY ABOARD SURFACE CRAFT
ES - WORK AT EXTREME HEIGHTS
ET - FIBROUS GLASS WORK
EV - HIGH VOLTAGE ELECTRICAL ENERGY
EW - WLDNG/CUTNG/BURNG IN CNFNED SPCS
E1 - OVERHEIGHT PAY
E2 - SPRAY BOOTH OPERATION
E3 - SANDBLASTING
E4 - PAINTERS IN ENERGIZED AREA
E5 - CARPENTERS IN ENERGIZED AREA
E6 - LIVE LINE MAINTENANCE
FA - DUTY ABOARD SUBMERGED VESSEL
FB - EXPLSVS/INCNDARY MATERIAL-HIGH
FC - EXPLSVS/INCNDARY MATERIAL-LOW
FD - POISONS(TOXIC CHEMS)-HIGH
FE - POISONS(TOXIC CHEMS)-LOW
FF - MICRO-ORGANISMS-HIGH
FG - MICRO-ORGANISMS-LOW
FH - PRESSURE CHAMBER/CENTRFGL STRSS
FI - THERMAL-CHAMBER TESTS
FK - WORK IN FUEL STORAGE TANKS
FL - FIREFIGHTING-HIGH
FM - FIREFIGHTING-LOW
FN - EXPRMNTL LNDNG/RCVRY EQUIP TESTS
FP - LND IMPCT/PAD ABRT OF SPACE VEHCL
FQ - DIVING-SKIN
FR - MASS EXPLSVS/INCNDARY MATERIAL
FS - DUTY ABOARD AIRCRAFT CARRIER
FT - PRTICIPATING IN MSSLE LIQUID/SOLID
FU - DIVER-TENDER PAY
FV - ASBESTOS
FW - DIVING
FX - WRKNG IN PRSRIZED SONAR DOMES
FY - WRKNG IN NON-PRSRIZED SONAR DOMES
FZ - EXPERIMENTAL PARACHUTE JUMPS
F1 - HOSTILE ENEMY FIRE
F2 - THREAT OF BODILY HARM
F3 - WORK IN THE DESTRUCTION AREA
F4 - EXTREME HEAT
F5 - FIREFIGHTING
F6 - EXPLOSIVE HANDLING
HC - HOLIDAY CALLBACK
HF - HOLIDAY REGULAR, FIRST SHIFT (UNGRADED)
HG - HOLIDAY REGULAR, (GRADED)
HS - HOLIDAY REGULAR, SECOND SHIFT (UNGRADED)
HT - HOLIDAY REGULAR, THIRD SHIFT (UNGRADED)
KA - LEAVE WITHOUT PAY (LWOP)

KB - SUSPENSION
KC - ABSENT WITHOUT LEAVE (AWOL)
KD - OFFICE OF WORKERS COMPENSATION PROGRAM (OWCP)
KE - FURLOUGH
KF - NON DUTY WITHIN REGULAR SCHEDULE
KG - MILITARY FURLOUGH (LWOP) - CALLED TO ACTIVE DUTY
LA - ANNUAL
LB - ADVANCED ANNUAL
LC - COURT
LD - DONATED LEAVE
LF - FORCED ANNUAL
LG - ADVANCED SICK
LH - HOLIDAY
LI - MILITARY - (DC GUARD)
LJ - SHORE
LK - HOME
LL - LAW ENFORCEMENT
LM - MILITARY
LN - ADMINISTRATIVE
LP - ANNUAL, RESTORED #3
LQ - ANNUAL, RESTORED #2
LR - ANNUAL, RESTORED #1
LS - SICK, OR EDUCATOR LEAVE IF EMPLOYEE TYPE CODE IS "T"
LT - TRAUMATIC INJURY (COP)
LU - DAY OF TRAUMATIC INJURY
LV - EXCUSED ABSENCE
LW - EDUCATOR IN SCHOOL BREAKS
LX - NON WORK PAID AT STRAIGHT TIME
LY - TIME OFF AWARD
L1 - TIME OFF AWARD ADVANCE
ND - NIGHT DIFFERENTIAL - GS
OA - ADDITIONAL FLSA HOURS
OC - OVERTIME - CALLBACK
OI - OVERTIME NOT PAID
ON - OVERTIME SCHEDULED BUT NOT WORKED WHILE ON COURT MILITARY LEAVE
OS - OVERTIME SCHEDULED
OU - OVERTIME UNSCHEDULED
OX - OVERTIME UNSCHEDULED EXCEPTION
OY - OVERTIME NOT PAID - ROLLUP
OZ - OVERTIME ROLL-UP
PA - LUMP SUM - ANNUAL
PB - LUMP SUM - ADVANCED ANNUAL
PC - LUMP SUM - RESTORED 3
PD - LUMP SUM - RESTORED 2
PE - LUMP SUM - RESTORED 1
PF - LUMP SUM - ADVANCED SICK
PG - LUMP SUM – COLA

PH - LUMP SUM - POST-DIFF-NON-FOREIGN
PI - LUMP SUM - POST-DIFF-FOREIGN
PJ - LUMP SUM - TROPICAL DIFFERENTIAL (PANAMA CANAL ZONE)
PK - LUMP SUM - STANDBY PREMIUM
PL - LUMP SUM - ADMIN UNCONTROLLABLE PREMIUM
PM - LUMP SUM - SECOND SHIFT (UNGRADED)
PN - LUMP SUM - THIRD SHIFT (UNGRADED)
PO - LUMP SUM RECRUITMENT INCENTIVE
PP - LUMP SUM - DANGER PAY
PR - FINAL PAY - CREDIT HOURS
PS - FINAL PAY - COMP TIME
PT - FINAL PAY - RELIGIOUS COMP
PU - FINAL PAY - ADVANCED RELIGIOUS COMP
PW - LUMP SUM - AVAILABILITY PAY
P1 - FINAL PAY - ADVANCED TIME OFF AWARD
P2 - LUMP SUM - POST ALLOWANCE
P3 - AGED COMPTIME PAID
RA - REGULAR ROLL-UP
RB - REGULAR - OT CALLBACK CONVERTED
RC - REGULAR - COMP/CALLBACK CONVERTED DUE TO NONPAY
RF - REGULAR, FIRST SHIFT (UNGRADED)
RG - REGULAR (GRADED)
RN - REGULAR, FIREFIGHTER PAID NOT WORKED
RO - REGULAR ENTITLEMENT - OT CONVERTED TO STRAIGHT RATE
RP - REGULAR - COMP CONVERTED DUE TO NONPAY
RS - REGULAR, SECOND SHIFT (UNGRADED)
RT - REGULAR, THIRD SHIFT (UNGRADED)
RW - REGULAR, FIREFIGHTER AGENCY TRAINING
RX - REGULAR, EMERGENCY TIME
SF - SUNDAY REGULAR, FIRST SHIFT (UNGRADED) (FROM THIRD SHIFT)
SG - SUNDAY REGULAR (GRADED)
SO - SUNDAY PREMIUM CONVERTED FROM OVERTIME DUE TO NONPAY (SYSTEM GENERATED)
SS - SUNDAY REGULAR, SECOND SHIFT (UNGRADED)
ST - SUNDAY REGULAR, THIRD SHIFT (UNGRADED)
YA - PRODUCTIVITY AWARD
YB - INTEREST PAID - BACK PAY AWARD
YC - COLA
YD - POST DIFFERENTIAL - NON FOREIGN
YE - LIVING QUARTERS ALLOWANCE (LQA) - FOREIGN
YF - POST ALLOWANCE - FOREIGN
YG - POST DIFFERENTIAL - FOREIGN
YH - SEPARATE MAINTENANCE ALLOWANCE - FOREIGN
YI - SUBSISTENCE EXPENSE ALLOWANCE (SEA) - FOREIGN
YJ - TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA) - FOREIGN
YK - TROPICAL DIFFERENTIAL
YL - BENEFIT ALLOWANCE - GTMO
YM - PHYSICIANS ALLOWANCE
YN - REMOTE SITE/OFFSHORE ALLOWANCE
YO - RECRUITMENT INCENTIVE FOR GUAM AND MIDWAY ISLANDS
YP - SEVERANCE PAY
YQ - LUMP SUM LEAVE
YR - DANGER PAY

YS - SEPARATION INCENTIVE
YT - ANNUAL PREMIUM FOR STANDBY DUTY STATUS
YU - ANNUAL PREMIUM FOR ADMINISTRATIVELY UNCONTROLLABLE OVERTIME
YV - BENEFICIAL SUGGESTION
YW - INCENTIVE AWARD
YX - MERIT PAY
YY - EXTRACURRICULAR (TEACHERS)
YZ - EXTRA DUTY (DORM SUPV)
Y1 - TRANSFER ALLOWANCE
Y2 - EDUCATION ALLOWANCE/EDUCATION TRAVEL
Y3 - STAFFING DIFFERENTIAL
Y4 - RETENTION ALLOWANCE
Y5 - SUPERVISORY DIFFERENTIAL
Y6 - RECRUITMENT BONUS
Y7 - RELOCATION BONUS
Y8 - FOREIGN LANGUAGE AWARD
Y9 - POST SEPARATION - COP ENTITLEMENT
ZA - ENVIRONMENTAL PAY (BASIC - UNGRADED)
ZB - HAZARD PAY (GRADED)
ZE - SUNDAY PREMIUM
ZF - HOLIDAY PREMIUM
ZG - SHIFT DIFFERENTIAL - SECOND SHIFT (UNGRADED)
ZH - SHIFT DIFFERENTIAL - THIRD SHIFT (UNGRADED)
ZL - FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)
ZM - AVAILABILITY PAY
ZZ - OTHER PAY CONVERTED
Z1 - FRINGE BENEFIT
Z2 - JROTC SUPPLEMENTAL PAY
Z3 - IMMINENT DANGER PAY
Z4 - SPECIAL RETENTION ALLOWANCE
Z5 - CONDITION OF EMPLOYMENT (COND EMPL)

**EDC**

Employee Data Collection

**EDUCATION LEVEL TEACHER CODE**

Not currently used in DCPS.

**EDUCATOR ACCRUAL YEAR TO DATE**

The principal, assistant principal or teacher's leave accrual from a prior appointment in the current school year.

**EDUCATOR LEAVE DAYS CREDITED FOR RETIREMENT**

The number of educator leave days credited for retirement purposes.

**EFT**

Electronic Funds Transfer

**EFT DEPOSIT INDICATOR**

This indicates that the file is automatically sent by EFT. Automatically set to Yes.

**EIN**

Employer Identification Number (for tax purposes)

**ELEMENT OF EXPENSE INVESTMENT CENTER SHRED**

A code that identifies the nature of services and items acquired for immediate expense or investment.

**ELIGIBILITY USE DATE**

The date an employee becomes eligible to use earned home leave. (This normally occurs after 24 months of continuous service abroad.)

**EMAIL ADDRESS**

The EMAIL Address field that allows an employee to receive the Leave and Earnings Statement (LES) via EMAIL in lieu of conventional hardcopy mailing.

**EMERGENCY SPECIAL PROJECT CODE**

This code is used to identify a special project within a particular responsibility center/cost center.

**EMPLOYEE AGE CATEGORY**

A category to determine the age range for the deduction amount of FEGLI optional insurance.

**CODE VALUE:**

1 - UNDER 35
2 - 35-39
3 - 40-44
4 - 45-49
5 - 50-54
6 - 55-59
7 - 60-64
8 - 65-69
9 - 70 - OVER

**EMPLOYEE CATEGORY CODE**

A code used to identify the category of Panama employees directed by the Panama Canal treaty. The employee category code is used to set the employee type code.

**CODE VALUE:**

A - PRE-TREATY - NOT TRANSFER OF FUNCTION
PERSONS HIRED PRIOR TO OCTOBER 1, 1979, WORKING FOR NON-TRANSFER OF FUNCTION ACTIVITY.

E - PRE-TREATY - TRANSFER OF FUNCTION (TOF) - VOLUNTARY
PERSONS HIRED PRIOR TO OCTOBER 1, 1979, WHO HAVE BEEN PROMOTED OR OTHERWISE VOLUNTARILY REQUESTED REASSIGNMENT FROM ORIGINAL TOF ACTIVITY TO A NON-TOF ACTIVITY.

P - POST-TREATY-PERSONS HIRED ON OR AFTER OCTOBER 1, 1979, AFTER THE PANAMA CANAL TREATY WAS SIGNED.

T - PRE-TREATY - TRANSFER OF FUNCTION (TOF) - INVOLUNTARY
PERSONS HIRED PRIOR TO OCTOBER 1, 1979, THEIR ORGANIZATIONAL FUNCTION WAS TRANSFERRED FROM THE PANAMA CANAL ZONE GOVERNMENT TO DEPARTMENT OF DEFENSE.

**EMPLOYEE IDENTIFICATION**

The employee's social security number, reporting or secondary social security number if on multiple appointment or a temporary number for those employees without a social security number. For a non-US Panama employee, the "IP" (Personal Identification Number) number with leading zeros, (e.g., 000-17-4297).

**EMPLOYEE/MEMBER SELF SERVICE (E/MSS)**

This is the generation number of the last E/MSS transaction file processed.

**EMPLOYEE NAME**

The full name of the employee as reflected on the SF-50. It consists of last name first followed by a space, the first name followed by a space, the middle initial(s) followed by a space, and the suffix. No space may be inserted between multiple middle initials. No special characters such as a hyphen are valid. If the suffix is other than JR, SR, II, III, or IV; two spaces need to precede the suffix.

**EMPLOYEE ORGANIZATIONS DEDUCTION**

This deduction is an allotment for payment of dues to labor organizations or management, supervisory and/or professional associations.

**EMPLOYEE RATE**

The rate on a table used to determine the employees normal pay period amount to be set in the MER.

**EMPLOYEE STATUS CODE**

Indicates whether the current status of an employee's supplemental (P or T) record on the master file is active, receiving severance pay, assigned to light duty, or on an approved long term absence.

**CODE VALUE:**

A - ACTIVE
B - SUSPENSION (SF50)
C - COP LIGHT DUTY (SF50)
D - EXTENDED SICK LEAVE (SF50 OR SF71)
E - DODEA TEACHER SUMMER RECESS (NOT VALID FOR PRINCIPALS)
F - FURLOUGH (SF50)
K - EXTENDED LWOP (SF71)
L - EXTENDED LWOP (SF50)
M - MILITARY FURLOUGH (LWOP) SF50 - CALLED TO ACTIVE DUTY
P - DATE OF SEPARATION
S - SEVERANCE
T - APPOINTMENT CANCELED
V - SABBATICAL (SF50) OR INTERIM APPOINTMENT - PAID FULL SALARY
W - EXTENDED OWCP (SF50)
X - DATE OF DEATH
Z - SEVERANCE (DECEASED)

**EMPLOYEE STATUS INDICATOR**

Indicates the status of the employee's master employee record.

**CODE VALUE:**

A - ACTIVE
I - INACTIVE
R - TEMPORARY REACTIVATED
S - SUSPENDED (NEW HIRE PROCESSING COULD NOT BE COMPLETED)

**EMPLOYEE STATUS NOT TO EXCEED DATE**

Contains the expiration date of a specific employee status code (e.g., LWOP).

**EMPLOYEE TYPE CODE**

A code that indicates if an employee is a special type that requires unique handling in various portions of the system.

**CODE VALUE:**

A - TRANSFER OF FUNCTION - (TOF-INVOLUNTARY) INCLUDES US AND NON-US CITIZENS EMPLOYEES IN PANAMA
B - SENIOR EXECUTIVE SERVICE (DETERMINED FROM PAY PLAN 'ES' OR PAY PLAN CODE 'EX' WITH PRD = 'S') INCLUDES CAREER EXECUTIVES THAT ELECT TO RETAIN SES BENEFITS;
C - CONSULTANTS/EXPERT (DETERMINED FROM PAY PLAN AD, ED, EI, OR SR WITH PD PAY BASIS AND WORK SCHEDULE I OR J)
D - PHYSICIAN (ELIGIBLE FOR PHYSICIAN'S COMPARABILITY)

INCLUDES NON-US CITIZEN PHYSICIANS IN PANAMA

E - EXECUTIVES AND JUDGES OF COURT OF MILITARY APPEALS
- DETERMINED FROM PAY PLAN SR OR EX, EXCLUDING 'EX' EMPLOYEES THAT ELECT TO RETAIN SES BENEFITS (see employee type code B)

F - EMPLOYEES WORKING UNCOMMON TOUR OF DUTY SCHEDULES

G - FIRE PROTECTION & PREVENTION PERSONNEL COVERED UNDER THE FIREFIGHTER OVERTIME PAY REFORM ACT OF 1998 (TITLE 5, CHAPTER 55, SUBPART M – FIREFIGHTER PAY)

H - NOT CURRENTLY USED (Reserved)

J - POST-TREATY, INCLUDES ONLY NON-US CITIZEN EMPLOYEES IN PANAMA

L - LAW ENFORCEMENT OFFICER RECEIVING AUO PREMIUM

P - PROFESSOR/FACULTY EMPLOYEE - ACCELERATED FEHB DEDUCTIONS

Q - EOP - NON LEAVE EARNER

R - REGULAR - GRADED (NON-MANUAL) AND UNGRADED (MANUAL) EMPLOYEES, INCLUDES PRE-TREATY NON-US CITIZENS IN PANAMA AND USSAH HOME RESIDENTS.

S - ANNUAL PREMIUM FOR REGULARLY SCHEDULED STANDBY DUTY

T - DODEA TEACHER OR PRINCIPAL
INCLUDES NON-US TEACHERS IN PANAMA

U - ADMINISTRATIVELY UNCONTROLLABLE PREMIUM

V - TITLE 32 TECHNICIAN

W - FOREIGN NATIONAL REGULAR - GRADED AND UNGRADED EMPLOYEES EXCLUDING NON-US EMPLOYEES IN PANAMA

X - FOREIGN NATIONAL FIREFIGHTER/FIRE CHIEF (144, 120, 112 HOURS) EXCLUDING NON-US FIRE PROTECTION IN PANAMA

**EMPLOYEE TYPE CODE CHANGE INDICATOR**

Field indicates if the Employee Type Code changed to a teacher in this pay period. Valid values will be ‘Y’ or ‘blank’.

**EMPLOYER IDENTIFICATION NUMBER (EIN)**

This is a unique nine digit identification number assigned by state or local taxing agencies to each payroll office.

**EMPLOYER RATE**

The employer’s pay period contribution amount.

**EMPLOYING ACTIVITY**

Identifies the activity which employs an individual. For approximately 2000 Air Force employees it will contain an accountable PAS code which will be used in all areas/processing in DCPS as the employing activity.

**END DATE**

Contains the date of which a reference table ceased to be effective.

**END OF MONTH DATE**

Date of end of month which includes the pay period beginning date.

**END OF MONTH ESTIMATE**

Indicator signaling that an end of month estimate is to be produced for an activity.

**CODE VALUE:**

B - BOTH
N - NO
Y - YES

**END OF PAY PERIOD TOTALS**

Contains elements necessary for time and attendance end of pay period data.

**END TIME**

The time which the program terminated.

**ENDING BALANCE**

The ending balance for this field.

**ENDING YEAR BALANCE**

The end of the pay year accumulative retirement amount for CSRS or FERS that is used for annual retirement summary.

**ENROLLMENT CODE**

See Federal Employee Health Benefits.

**ENTITLEMENT ADVANCE IDENTIFICATION**

This is a one position code used to identify the type of payment for Living Quarters Allowance (LQA) and Temporary Quarters Subsistence Allowance (TQSA). For LQA, ‘Q’ is for Quarters and ‘U’ is form Utilities. For TQSA, ‘A’ is for Arrival and ‘D’ is for Departure.

**ENTITLEMENT CODE**

Identifies the type of entitlement an employee is allowed "AND" for which an entitlement record can be stored.

**CODE VALUE:**

YC - COLA
YD - POST DIFFERENTIAL - (NON-FOREIGN)
YE - LIVING QUARTERS ALLOWANCE (LQA)
YF - POST ALLOWANCE
YG - POST DIFFERENTIAL - (FOREIGN)
YH - SEPARATE MAINTENANCE ALLOWANCE (SMA)
YI - SUBSISTENCE EXPENSE ALLOWANCE (SEA)
YJ - TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)
YK - TROPICAL DIFFERENTIAL

YL - BENEFIT ALLOWANCE - GTMO
YM - PHYSICIANS COMPARABILITY ALLOWANCE
YN - REMOTE SITE/OFFSHORE ALLOWANCE
YO - RECRUITMENT INCENTIVE
YP - SEVERANCE PAY
YR - DANGER PAY
YT - STANDBY PREMIUM
YU - ADMIN UNCONTROLLABLE PREM
Y3 - STAFFING DIFFERENTIAL
Y4 - RETENTION ALLOWANCE
Y5 - SUPERVISORY DIFFERENTIAL
ZL - FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)
ZM - AVAILABILITY PAY
Z1 - FRINGE BENEFIT
Z2 - JROTC SUPPLEMENTAL PAY
Z3 - IMMINENT DANGER PAY
Z4 - SPECIAL RETENTION ALLOWANCE
Z5 - CONDITION OF EMPLOYMENT (COND EMPL)

**ENTITLEMENT INDICATOR**

The entitlement indicator is received on the personnel interface file. It identifies the type of entitlement being processed. The indicator only appears on the Personnel Interface Invalid Report (P6606R01). It is not stored in DCPS. Unless otherwise stated, use employee update program.

| CODE VALUE | | TYPE FIELD | |
|---|---|---|---|
| A | FRINGE BENEFIT | $ | |
| B | IMMINENT DANGER PAY | $ | |
| C | COLA | % | (*) |
| D | NF - POST DIFF | % | |
| E | LQA | $ | |
| F | POST ALW | $ | |
| G | F - POST DIFF | % | |
| H | SMA | $ | |
| I | SEA PMT | $ | |
| J | TQSA | $ | |
| K | TROP DIFF | % | |
| L | B/ALW GTMO | $ | |
| M | PHYS ALW | $ | |
| N | REMOTE/OFFSHORE | $ | |
| O | RECRUIT INCENT | % | |
| R | DANGER PAY | % | |
| S | SPEC RETENT ALW | $ | |
| W | HOME LEAVE | DY | |

| | | | |
|---|---|---|---|
| Y | EXTRA - CURR/STIP END | $ | USE MANUAL PAY ADJUSTMENT PROGRAM (YY) |
| Z | COND EMPL | $ | |
| 1 | FOREIGN TRANSFER ALW | $ | USE MANUAL PAY ADJUSTMENT PROGRAM (Y1) |
| 2 | EDUCATION ALW/TRAVEL | $ | USE MANUAL PAY ADJUSTMENT PROGRAM (Y2) |

(*) USE COLA TABLE, DETERMINE ALW CAT CD.

**ENVIRONMENTAL HAZARD CODE**

Contains the environmental or hazard code reported. Percentages for each code are contained on the Environmental Table in Section E, Chapter 4 of this manual.

**CODE VALUE:**

EA - FLYING
EB - HIGH WORK - WORK ON, ABOVE, BELOW, OR SUSPENDED BETWEEN HIGH STRUCTURES
EC - FLOATING TARGETS
ED - DIRTY WORK
EE - COLD WORK
EF - HOT WORK
EG - WELDING PREHEATED METALS
EH - MICRO-SLDRNG/WIRE WLDING/ASSEMBLY
EK - EXPOSURE TO HAZ WEATHER/TERRAIN
EL - UNSHORED WORK
EM - GROUND WORK UNDER HOVERING HELICOPTER
EN - HAZ BOARDING/LONG SURFACE CRACT
EP - CARGO HANDLING DURING LIGHTENING OPERATIONS
EQ - DIVING-EXTRA HAZARDOUS
ER - DUTY ABOARD SURFACE CRAFT
ES - WORK AT EXTREME HEIGHTS
ET - FIBROUS GLASS WORK
EV - HIGH VOLTAGE ELECTRICAL ENERGY
EW - WELDING/CUTTING/BURNING IN CONFINED SPACES
E1 - OVERHEIGHT PAY
E2 - SPRAY BOOTH OPERATION
E3 - SANDBLASTING
E4 - PAINTERS IN ENERGIZED AREA
E5 - CARPENTERS IN ENERGIZED AREA
E6 - LIVE LIVE MAINTENANCE
FA - DUTY ABOARD SUBMERGED VESSEL
FB - EXPLOSIVES/INCNDARY MATERIAL-HIGH
FC - EXPLOSIVES/INCNDARY MATERIAL-LOW
FD - POISONS (TOXIC CHEMS) -HIGH
FE - POISONS (TOXIC CHEMS) -LOW
FF - MICRO-ORGANISMS-HIGH
FG - MICRO-ORGANISMS-LOW
FH - PRESSURE CHAMBER/CENTRFGL STRESS
FI - THERMAL-CHAMBER TESTS

FK - WORK IN FUEL STORAGE TANKS
FL - FIREFIGHTING -HIGH
FM - FIREFIGHTING -LOW
FN - EXPRMNTL LANDING/RECOVERY EQUIP TEST
FP - LAND IMPACT/PAD/ABORT TO SPACE VEHICLE
FQ - DIVING SKIN
FR - MASS EXPLOSIVES/INCNDARY MATERIAL
FS - DUTY ABOARD AIRCRAFT CARRIER
FT - PARTICIPATING IN MISSILE LIQUID/SOLID
FU - DIVER-TENDER PAY
FV - ASBESTOS
FW - DIVING
FX - WORKING IN PRESSURIZED SONAR DOMES
FY - WORKING IN NON-PRESSURIZED SONAR DOMES
FZ - EXPERIMENTAL PARACHUTE JUMPS
F1 - HOSTILE ENEMY FIRE
F2 - THREAT OF BODILY HARM
F3 - WORK IN THE DESTRUCTION AREA
F4 - EXTREME HEAT
F5 - FIREFIGHTING
F6 - EXPLOSIVE HANDLING

**ENVIRONMENTAL HAZARD HOURS**

Number of environmental/hazardous hours (codes with first position of “E” or “F”) reported and/or converted in a pay period.

**ENVIRONMENTAL OVERTIME/OTHER INDICATOR**

Identifies environmental hours paid at overtime rates. This field will contain a Drawdown Action Indicator when Gross Reconciliation Code YS (Separation Incentive Pay) is reported.

**CODE VALUE:**

Y - ENVIRONMENTAL PAYMENTS WERE CALCULATED FOR OVERTIME HOURS FOR THE GROSS RECONCILIATION CODE REPORTED.
N - ENVIRONMENTAL PAYMENTS WERE NOT CALCULATED FOR OVERTIME HOURS FOR THE GROSS RECONCILIATION CODE REPORTED.
1 - SEPARATION INCENTIVE PAID FROM DOD FUNDS.
2 - SEPARATION INCENTIVE PAID FROM COMPONENT FUNDS.

**EOD**

Entered-On-Duty (date)

**EOF**

End-of-Field

**EOM INDICATOR**

An indicator that signifies whether the end of month estimates will be rolled up to a job order covering multiple days or will be processed individually by day.

**CODE VALUE:**

Y - YES
N - NO

**EOP**

Executive Office of the President

**ERROR FIELD**

A field displaying the error that caused the transaction to be rejected.

**ERROR MESSAGE**

Provides details about an erroneous condition of a personnel interface file.

**EXCUSED LEAVE USED**

This is the number of hours or part of an hour during the pay period an employee has been excused on a regularly scheduled work day normally due to tardiness. Type hour code of "LV" reported.

**EXECUTIVE LEVEL IV**

This is the annual salary of the level IV executive salary table. It is used by the system to cap the annual salaries of employees receiving FEPCA Locality Adjustments.

**EXECUTIVE LEVEL V**

This is the annual salary of the level V executive salary table. It is used by the system to cap the annual salaries of Panama employees with the following pay plan codes TP, CF, NM, NX, NE, SZ, MG, ML, MS, FN, FS, MX, LX, SX that are subject to the Panama Canal employment system.

**EXECUTIVE SALARY CAP**

The maximum scheduled annual salary amount of pay that an executive employee is allowed to earn in a pay year.

**EXEMPTIONS**

See Regular, Personal or Dependent Exemptions.

**EXTENDED AMOUNT**

This is the total dollars costed for the associated Gross Reconciliation Code. Costed is based on the employee's salary hour rate multiplied by the number of extended hours associated with the Gross Reconciliation Code.

**EXTENDED AMOUNT TOTAL**

This is the total amount of dollars extended for the Accounting Activity.

# F

**FAIR LABOR STANDARDS ACT EXEMPT STATUS**

The status of the employee under the FLSA as contained on the SF-50.

**CODE VALUE:**

E - EXEMPT
N - NONEXEMPT

**FAIR LABOR STANDARDS ACT OVERTIME HOURS**

The weekly/biweekly total of FLSA includable hours less the applicable hours for each type of employee or AWS code hours.

**FAMILY AND MEDICAL LEAVE**

Sick/Advanced Leave taken by an employee to care for a family member.

**FAMILY CATEGORY**

The category (child or adult) and groupings of those categories based on number of family members that do not reside with the employee at the overseas post and for which payment of SMA is claimed.

**CODE VALUE:**

1 - 1 child only
2 - 2 or more children
3 - 1 adult
4 - 1 adult and 1 additional family member
5 - 1 adult and 2/3 additional family members
6 - 1 adult and 4 or more additional family members

**FAMILY FRIENDLY LEAVE USED YEAR TO DATE**

This is the Family Friendly Leave used year to date for family care/bereavement purposes.

**FAMILY LEAVE ANNUAL USED PER PAY PERIOD**

This is the total other paid leave hours, excluding sick, used for the pay period while on family leave.

**FAMILY LEAVE ANNUAL USED TO DATE**

This is the total hours of other paid leave, excluding sick, used to date while on family leave.

**FAMILY LEAVE AUTHORIZED HOURS**

This is the number of hours or days (for teachers) that an employee has to use by the NTE date which is a year from the effective date of the authorization.

**FAMILY LEAVE BALANCE**

This is the transfer in balance.

**FAMILY LEAVE CENTURY**

This is the century in which the transaction is effective.

**FAMILY LEAVE DATE EFFECTIVE**

This is the date on which an employee's family leave has been authorized to begin.

**FAMILY LEAVE END BALANCE**

This is the balance an employee has left to use prior to the NTE date.

**FAMILY LEAVE LEAVE WITHOUT PAY USED PER PAY PERIOD**

This is the total hours of leave without pay used for the pay period while on family leave.

**FAMILY LEAVE LEAVE WITHOUT PAY USED TO DATE**

This is the total hours of leave without pay used to date while on family leave.

**FAMILY LEAVE NOT TO EXCEED CENTURY**

This is the century the not to exceed date falls within.

**FAMILY LEAVE NOT TO EXCEED DATE**

This is the last day the "Balance" can be used by. After this date, a new authorization would have to be entered.

**FAMILY LEAVE PAID/USED TO DATE**

Total number of paid leave hours taken while on Family Leave. It is the total of the associated Annual, Sick, Restored, and Educator leave plus compensatory time used and credit hours used.

**FAMILY LEAVE REASON INDICATOR**

This is the reason the employee has been authorized to use family leave.

**<u>FAMILY MEDICAL LEAVE CODE VALUE:</u>**

DA - Birth of son/daughter or care of newborn
DB - Adoption or foster care
DC - Care for spouse, son, daughter, or parent with a serious health condition
DD - Serious health condition of employee

Family medical leave codes will be reported with the applicable leave codes (LS, LA, LB, LG, KA, LQ, LR, CT, and CN). These codes DA, DB, DC, DD, DE, and DF will be reported in the ENV/HAZ/OTH field as an exception through timecard Format 1 and the SDA.

**FAMILY FRIENDLY LEAVE CODE VALUE:**

DE - FFL Family Care/Bereavement - Sick Leave taken to 1) provide care for a family member, 2) make arrangements necessitated by the death of a family member or attend the funeral of a family member

DF - Sick Leave for Adoption Purposes - Sick Leave taken for purposes relating to the adoption of a child

Family friendly leave codes will be reported with the applicable leave codes (LS and LG). The codes DE and DF will be reported in the ENV/HAZ/OTH field as an exception through timecard Format 1 and the SDA.

**FAMILY LEAVE SICK USED PER PAY PERIOD**

This is the total hours of sick leave used for the pay period while on family leave.

**FAMILY LEAVE SICK USED TO DATE**

This is the total hours of sick leave used to date while on family leave.

**FAMILY LEAVE USAGE INDICATOR**

This indicates if an employee has been authorized to use family leave on a "Continuous" or an "Intermittent" basis.

**CODE VALUE:**

C - CONTINUOUS

I - INTERMITTENT

**FAMILY MEDICAL LEAVE SICK LEAVE FAMILY CARE USED YEAR TO DATE**

This is the Family Medical Sick Leave used year to date for family care.

**FAMILY OPTION RATE**

The amount to be deducted biweekly for the family option-C insurance coverage. Rate can be in multiples of five.

**FAMILY SIZE**

Identifies the family size of the employee to determine entitlement payments.

**FEDERAL EMPLOYEE FAMILY FRIENDLY LEAVE**

Sick/Advanced Sick Leave taken to provide care for a family member or to make arrangements necessitated by the death of a family member.

**FEDERAL EMPLOYEE HEALTH BENEFITS (FEHB)**

Contains the Federal Employees Health Benefit (FEHB) insurance plan and option. The first two characters of the code represent the plan code and the third character is the option code. All three characters are the enrollment code.

**CODE VALUE:**

CMNT - SEE HEALTH INSURANCE TABLE FOR COMPLETE LIST OF ENROLLMENT CODES.
000 - NO ELECTION RECEIVED (OPM CODE 'ZZX')
001 - ELECTED NOT TO ENROLL (OPM CODES 'ZZW' & 'ZZY')
002 - ENROLLMENT CANCELED (OPM CODE 'ZZY')
003 - INELIGIBLE (OPM CODE 'ZZZ')
004 - BEING PAID BY OFFICE OF WORKERS COMPENSATION (NO OPM CODE)

**FEDERAL EMPLOYEE RETIREMENT SYSTEM (FERS)**

This is a retirement plan for eligible federal employees.

**FEDERAL EMPLOYEE RETIREMENT SYSTEM MILITARY DEPOSIT**

FERS Military Deposit is a deduction to buy back the employee's military service time for their FERS retirement.

**FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)**

FEGLI is the basic life insurance for federal employees. Federal employees can choose to have additional life insurance. There are three options. Option A is a standard $10,000. Option B is one to five times the amount of the employee's annual basic salary. Option C is a family optional insurance in multiples of one to five times a fixed amount. A spouse can be insured from $5,000 to $25,000 and each child can be insured from $2,500 to $12,500.

**FEDERAL RESERVE BANK (FRB)**

This is the location of the FRB that serves the payroll office.

**FEDERAL RESERVE ROUTING TRANSIT NUMBER**

The RTN assigned to the Federal Reserve Bank to which the EFT file or tape(s) are sent.

**FEDERAL TAX EMPLOYER IDENTIFICATION NUMBER**

The federal tax employer identification number assigned by IRS to the disbursing office.

**FEDERAL WITHHOLDING TAX**

This is the deduction for federal income tax.

**FEGLI**

Federal Employees Group Life Insurance

**FEHB**

Federal Employees Health Benefits

**FEHB CODE**

See Federal Employee Health Benefits.

**FEHB POINT OF CONTACT**

A 27 character alphanumeric field containing the name of the payroll office contact for questions concerning the health benefits reconciliation.

**FEHB TEMPORARY INDICATOR**

Identifies temporary employees that are required to pay the full cost (deduction and contribution amounts) for FEHB. Valid values are 'T' for full payers or 'Blank' for full time or part-timers not required to pay the full cost.

**FEPCA**

Federal Employees Pay Comparability Act (P.L. 101-509)

**FERS**

Federal Employees Retirement System

**FF DIVISOR INDICATOR**

This identifies whether or not a firefighter's uncommon tour of duty contains an embedded 40-hour work week.

**CODE VALUES:**

Y - Yes embedded 40-hour workweek
N - No embedded 40-hour workweek
Space - Not applicable

**FICA**

Federal Insurance Contributions Act (OASDI & Medicare)

**FIDELITY INVESTMENT PROGRAM**

This is a 403(b) retirement plan. Currently, only USUHS faculty and staff are eligible for coverage under the retirement plan.

**FIELD**

This is the name of the field that was updated. Field names updated by the batch personnel interface will be preceded by the letter 'P'; field names updated by the batch employee express interface will be preceded by the letter 'E'; and field names updated by the batch garnishment interface will be preceded by the letter 'G'.

**FILE ORIGINATOR**

Identifies the originator of the accounting classification validation edit data submitted to DCPS to update the accounting validation table. The code value is determined by the originator.

**FILE TYPE**

The type of personnel interface file received can be a 500 character daily file or a 100 character mass file. The mass file is used for TPS and FEHB open seasons, as well as January general schedule pay and locality adjustment. All other personnel transactions are sent on daily files.

**FINANCIAL ORGANIZATION ACCOUNT NUMBER**

The employee's account number with a bank or financial institution into which a payment (net pay or allotment) is deposited.

**FINANCIAL ORGANIZATION ACCOUNT TYPE**

The type of account with a bank or financial institution.

**CODE VALUE:**

C - CHECKING ACCOUNT
S - SAVINGS ACCOUNT

**FINANCIAL ORGANIZATION DEDUCTION MINIMUM AMOUNT**

The allotment minimum amount that can be deducted from an employee's pay in a pay period. This amount is in the General Table P6818 and is used to edit allotment amounts input.

**FINANCIAL ORGANIZATION MASTER FILE INDICATOR**

Indicates whether a financial organization number will appear on the FOMF.

**CODE VALUE:**

N - NO
Y - YES

**FINANCIAL ORGANIZATION ROUTING NUMBER**

The routing transit number (RTN) assigned to a financial institution for Electronic Funds Transfer (EFT). For reports processes, a pseudo RTN is assigned by the payroll office to overseas financial institutions that do not have EFT capabilities. For Panama banks only, the first position is "P" when only a report is created and the first position is "T" when both a tape and report are created.

**FIREFIGHTER DIVISOR INDICATOR**

This indicator is used for Fire Protection and Prevention Personnel to identify whether or not the 'Uncommon Tour of Duty Schedule' contains an embedded 40-hour workweek. The 'Uncommon Tour of Duty Schedule Table' contains schedules currently valid in DCPS. The indicator will always be 'Space' for Fire Protection and Prevention Personnel when 'Employee Type Code is 'F' or 'X'.

a. For employees (Employee Type Code 'G') whose 'Uncommon Tour of Duty' does not include a basic 40-hour workweek, the FF-DIVISOR-INDICATOR is 'N' and basic pay consists of 2 components: 1) first 106 hours; 2) all remaining hours greater than 106 within the schedule. The annual salary / 2756 hours will be used to determine the supplemental hourly rate. Unscheduled overtime hours are those worked outside the tour of duty. All hours greater than 106 will be paid at one and one-half times the Supplemental Hourly Rate, capped as applicable.

b. For employees (Employee Type Code 'G') whose 'Uncommon Tour of Duty' does include a basic 40-hour workweek, the FF-DIVISOR-INDICATOR is 'Y' and basic pay consists of 3 components: 1) first 80 hours; 2) next 26 hours; 3) all remaining hours greater than 106 within the schedule. The annual salary / 2087 hours will be used to determine the supplemental hourly rate. The annual salary / 2756 hours will be used to determine the alternate hourly rate 01. All hours greater than 106 will be paid at one and one-half times the Alternate Hourly Rate 01, capped as applicable.

**CODE VALUES:**

Y - Yes embedded 40-hour workweek
N - No embedded workweek
Space - Not applicable

**FIREFIGHTER FLSA/T5 INDICATOR**

Identifies hours/amounts which are used to compute firefighters pay under Title 5 and FLSA.

**CODE VALUE:**

F - USED TO COMPUTE WAGES UNDER FLSA ONLY.
N - USED TO COMPUTE WAGES UNDER TITLE 5, BUT NOT INCLUDED IN AMOUNT COMPUTED IN FLSA.

**FISCAL YEAR**

This is a one position alphanumeric code containing the fiscal year for the accounting period. The period begins October 1st and ends September 30th of the following year.

**FISCAL YEAR END DATE**

The ending date of the fiscal year. (YYMMDD)

**FLSA**

Fair Labor Standards Act

**FLSA MINIMUM WAGE**

Contains the minimum hourly wage payable under (FLSA) Fair Labor Standards Act.

**FOMF**

Financial Organization Master File

**FOREIGN CURRENCY RATE**

The conversion rate used for paying Living Quarters Allowance (LQA) quarters and utilities amounts. Foreign currency rates are received from Nations Bank and the Department of State.

**FOREIGN CURRENCY RATE TYPE**

The code used to identify the country and currency used to pay living quarters allowances. Codes are provided by personnel.

| TYPE | COUNTRY NAME | CURRENCY NAME |
|---|---|---|
| USA | USA | US DOLLAR/CON |
| 001 | USA | US DOLLAR |
| 102 | ARGENTINA | AUSTRAL |
| 103 | BAHAMAS | DOLLAR |
| 104 | BOLIVIA | BOLIVIANO |
| 105 | ANTIGUA/BARBUDA | EC DOLLAR |
| 106 | BRAZIL | REAL |
| 107 | GUYANA | DOLLAR |
| 108 | CHILE | PESO |
| 109 | BELIZE | DOLLAR |
| 110 | COLUMBIA | PESO |
| 111 | BARBADOS | DOLLAR |
| 112 | COSTA RICA | COLON |
| 114 | CUBA | PESO |
| 116 | DOMINICAN REPUBLIC | PESO |
| 118 | ECUADOR | SUCRE |
| 120 | EL SALVADOR | COLON |
| 121 | MARTINIQUE | FRENCH FRANC |
| 122 | GUATEMALA | QUETZAL |
| 123 | GRENADA | EC DOLLAR |
| 124 | HAITI | GOURDE |
| 126 | HONDURAS | LEMPIRA |
| 127 | JAMAICA | DOLLAR |
| 128 | MEXICO | PESO |
| 129 | NETH-ANTILLES | FLORIN |
| 130 | NICARAGUA | GOLD CORDOBA |
| 132 | PANAMA | BALBOA |
| 134 | PARAGUAY | GUARANI |
| 136 | PERU | INTI |
| 137 | SURINAME | GUILDER |
| 138 | URUGUAY | NUEVA PESO |
| 139 | SAINT LUCIA | EC DOLLAR |
| 140 | VENEZUELA | BOLIVAR |
| 142 | TRINIDAD/TOBAGO | DOLLAR |
| 156 | BRAZIL | CRUZEIRO |
| 202 | ALBANIA | LEK |
| 204 | ARMENIA | DRAM |
| 206 | AUSTRIA | SCHILLING |
| 207 | AZERBAIJAN | MANAT |
| 208 | AZORES | ESCUDO |
| 212 | BELGIUM | FRANC |
| 214 | BERMUDA | DOLLAR |
| 215 | BOSNIA-HERZEGOV | NEW DINAR |
| 216 | MALTA | LIRA |

| TYPE | COUNTRY NAME | CURRENCY NAME |
|---|---|---|
| 217 | CYPRUS | POUND |
| 218 | GREECE | DRACHMA |
| 221 | BELARUS | RUBLE |
| 226 | CANADA | DOLLAR |
| 225 | BULGARIA | LEVA |
| 227 | CROATIA | DINAR |
| 228 | CZECHOSLOVAKIA | KORUNA |
| 229 | CZECH REPUBLIC | TUZEX |
| 230 | DENMARK | KRONOR |
| 231 | ESTONIA | KROON |
| 232 | UNITED KINGDOM | STERLING |
| 234 | FINLAND | MARKKA |
| 236 | FRANCE | FRANC |
| 240 | GERMANY (WEST) | MARK |
| 242 | GEORGIA | LARI |
| 243 | GERMANY (EAST) | MARK |
| 244 | HUNGARY | FORINT |
| 246 | ICELAND | KRONA |
| 248 | IRELAND | PUNT |
| 249 | FYROM | DENAR |
| 250 | ITALY | LIRA |
| 252 | LUXEMBOURG | FRANC |
| 254 | LATVIA | RUBLE |
| 255 | LITHUANIA | LITAS |
| 256 | NETHERLANDS | GUILDER |
| 259 | KAZAKHSTAN | TENGE |
| 260 | KYRGYZSTAN | SOM |
| 261 | MOLDOVA | LEU |
| 262 | NORWAY | KRONER |
| 264 | POLAND | ZLOTY |
| 265 | SLOVAKIA | CROWN |
| 266 | PORTUGAL | ESCUDO |
| 267 | SLOVENIA | TOLAR |
| 268 | ROMANIA | LEU |
| 270 | SPAIN | PESETA |
| 274 | SWEDEN | KRONER |
| 276 | SWITZERLAND | FRANC |
| 282 | TURKEY | LIRA |
| 284 | RUSSIA | RUBLE |
| 286 | MACEDONIA | DINAR |
| 289 | TAJIKISTAN | RUBLE |
| 290 | TURKMENISTAN | MANAT |
| 292 | UKRAINE | KARBOV |
| 293 | UZBEKISTAN | SOM |
| 298 | PARIS FRANCE | FRANC |
| 302 | TAIWAN | DOLLAR |
| 303 | CAMBODIA | RIEL |
| 304 | HONG KONG | DOLLAR |

| TYPE | COUNTRY NAME | CURRENCY NAME |
|---|---|---|
| 305 | CHINA | YUAN |
| 306 | INDONESIA | RUPIAH |
| 307 | AUSTRALIA | DOLLAR |
| 308 | JAPAN | YEN |
| 310 | KOREA | WON |
| 311 | LAOS | KIP |
| 312 | FIJI | DOLLAR |
| 313 | NEW ZEALAND | DOLLAR |
| 314 | PHILIPPINES | PESO |
| 315 | SAMOA | TALA |
| 316 | THAILAND | BAHT |
| 318 | SINGAPORE | DOLLAR |
| 319 | MALAYSIA | RINGGIT |
| 320 | VIETNAM | N DONG |
| 324 | BRUNEI | DOLLAR |
| 325 | TONGA | PA'ANGA |
| 326 | PAPUA N. GUINEA | KINA |
| 329 | MICRONESIA | US DOLLAR |
| 331 | BURMA | KYAT |
| 334 | MONGOLIA | TUGHRIK |
| 350 | PALAU, REPUBLIC OF | US DOLLAR |
| 352 | MARSHALL ISLANDS | US DOLLAR |
| 354 | SOLOMON ISLANDS | DOLLAR |
| 355 | VANUATU | VATU |
| 395 | CHINA | RENMINBI |
| 404 | AFGHANISTAN | AFGHANI |
| 405 | ALGERIA | DINAR |
| 408 | BAHRAIN | DINAR |
| 409 | BANGLADESH | TAKA |
| 412 | SRI LANKA | RUPEE |
| 416 | EGYPT | POUND |
| 428 | INDIA | RUPEE |
| 430 | IRAN | DINAR |
| 432 | IRAQ | DINAR |
| 438 | ISRAEL | NEW SHEKEL |
| 440 | JORDAN | DINAR |
| 441 | YEMEN | RIYAL |
| 445 | KUWAIT | DINAR |
| 446 | LEBANON | POUND |
| 450 | LIBYA | DINAR |
| 456 | MOROCCO | DIRHAM |
| 460 | NEPAL | RUPEE |
| 462 | PAKISTAN | RUPEE |
| 463 | OMAN | RIAL |
| 464 | QATAR | RIYAL |
| 470 | SAUDI ARABIA | RIYAL |
| 476 | SYRIA | POUND |
| 480 | TUNISIA | DINAR |

| TYPE | COUNTRY NAME | CURRENCY NAME |
|---|---|---|
| 483 | U. ARAB EMIRATES | DIRHAM |
| 504 | DJIBOUTI | FRANC |
| 506 | ANGOLA | KWANZA |
| 507 | LESOTHO | RAND |
| 508 | CONGO, DEMOC REP | ZAIRE |
| 509 | SWAZILAND | LILANGENI |
| 510 | CAMEROON | CFA FRANC |
| 511 | BOTSWANA | PULA |
| 512 | CEN AFRICAN REP | CFA FRANC |
| 514 | CAPE VERDE | ESCUDO |
| 515 | CHAD | CFA FRANC |
| 516 | COMOROS | COMOROS FRANC |
| 518 | BENIN | CFA FRANC |
| 519 | EQUATOR GUINEA | CFA FRANC |
| 520 | ETHIOPIA | BIRR |
| 521 | CONGO | CFA FRANC |
| 522 | SENEGAL | CFA FRANC |
| 523 | GABON | CFA FRANC |
| 524 | GHANA | CEDI |
| 525 | ERITREA | BIRR |
| 527 | GUINEA-BISSAU | CFA FRANC |
| 528 | GUINEA | FRANC |
| 530 | COTE D'IVOIRE | CFA FRANC |
| 542 | KENYA | SHILLING |
| 543 | BURUNDI | FRANC |
| 544 | RWANDA | FRANC |
| 548 | LIBERIA | DOLLAR |
| 549 | MONROVIA-LIB | DOLLAR |
| 553 | MALAWI | KWACHA |
| 554 | MADAGASCAR | FRANC |
| 555 | MALI | CFA FRANC |
| 557 | MAURITANIA | OUGUIYA |
| 558 | MOZAMBIQUE | METICAIS |
| 559 | NIGER | CFA FRANC |
| 560 | NIGERIA | NAIRA |
| 561 | SIERRA LEONE | LEON |
| 562 | SOMALIA | SHILLING |
| 563 | ZAMBIA | KWACHA |
| 566 | MAURITIUS | RUPEE |
| 567 | NAMIBIA | SA RAND |
| 568 | SAO TOME/PRINCI | DOBRA |
| 569 | SEYCHELLES | RUPEE |
| 574 | ZIMBABWE | DOLLAR |
| 575 | SUDAN | POUND |
| 576 | TANZANIA | SHILLING |
| 577 | GAMBIA, THE | DALASI |
| 578 | TOGO | CFA FRANC |
| 582 | UGANDA | NEW SHILLING |

| TYPE | COUNTRY NAME | CURRENCY NAME |
|---|---|---|
| 584 | SOUTH AFRICA | RAND |
| 585 | BURKINA | CFA FRANC |

* When dollar is not further defined, use the country name to identify.

**FOREIGN HOLIDAY PREMIUM PERCENT**

The percentage used to calculate the rate of pay for a graded foreign national employee's holiday work excluding non-US employees in Panama.

**FOREIGN NIGHT PREMIUM PERCENT**

The percentage used to calculate the rate of pay for a graded foreign national employee's night work excluding non-US employees in Panama.

**FOREIGN POST DIFFERENTIAL LOCATION**

This is the location the employee resides in for which foreign post differential is paid. It is a six position element made up of the two position country code and the four position city code. This location is used to determine the foreign post differential percentage payable to an employee.

**FOREIGN POST DIFFERENTIAL PERCENTAGE**

This is the percentage amount for foreign post differential entitlements. The percentage is published by the Department of State Standard Regulations (DSSR) and stored in a DCPS Table.

**FOREIGN SHIFT DIFFERENTIAL PERCENT 2ND**

The percentage used to calculate the rate of pay for a ungraded foreign national employee's second shift work excluding non-US employees in Panama.

**FOREIGN SHIFT DIFFERENTIAL PERCENT 3RD**

The percentage used to calculate the rate of pay for a ungraded foreign national employee's third shift work excluding non-US employees in Panama.

**FOREIGN SHIFT DIFFERENTIAL RATE 2ND**

The rate used to calculate the hourly pay for a ungraded foreign national employee's second shift work excluding non-US employees in Panama.

**FOREIGN SHIFT DIFFERENTIAL RATE 3RD**

The rate used to calculate the hourly pay for a ungraded foreign national employee's third shift work excluding non-US employees in Panama.

**FOREIGN SUNDAY PREMIUM PERCENT**

The percentage used to calculate the rate of pay for a graded foreign national employee's Sunday work excluding non-US employees in Panama.

**FORM(S) TSP-5**

This field indicates if manual forms for TSP-5 records are included. Field not currently used.

**FPM**

Federal Personnel Manual

**FRB**

Federal Reserve Bank

**FRINGE BENEFIT**

Additional compensation paid to Corps of Engineers construction category employees.

**FULL DEDUCTION IN SCHOOL YEAR**

The number of the full pay periods in the school year in which FEHB, FEGLI, and Union will be deducted.

**FUND CODE**

This is a two position functional category code designating an appropriation.

**FURLOUGH**

This is the number of hours during the pay period an employee has been placed, by the activity, on leave without pay (SF50 action) normally due to a temporary lack of funds. Type hour code of "KE" reported.

# G

**GARNISHMENT ATTORNEY FEES**

This deduction is applied by the court for attorney fees associated with a particular support garnishment.

**GARNISHMENT CHILD SUPPORT/ALIMONY**

This is the total amount of employee deductions for Voluntary Child Support, Voluntary Alimony, Garnishment for Child Support, Garnishments for Alimony, Garnishment for Arrearage of Child Support, and Garnishment for Arrearage of Alimony.

**GARNISHMENT DATE**

The date of the court ordered garnishment action on commercial debts.

**GEOGRAPHIC LOCATION, CITY**

Middle four positions of a domestic or foreign GLO and represents a code for a city.

**GEOGRAPHIC LOCATION, COUNTY**

Last 3 positions of a domestic GLO and represents the code for a county. In foreign GLO's, this represents a number for a country.

**GEOGRAPHIC LOCATION, STATE**

First 2 positions of a domestic GLO and represents the code for a state - position numeric. The first 2 positions of a foreign GLO correspond to this and represent a code for a country - 2 alpha positions. For actual code, see Taxing Authority Code.

**GEOGRAPHICAL LOCATION CODE (GLO)**

The code assigned to the geographical location of an employee's official duty station. For a CONUS duty station, this code will be in the order of state - city - county. For an EXCONUS duty station, this code will be in the order of country - city - with '000'.

**GLO**

Geographic Location Code

**GM**

Performance Management Rating System employees

**GRADE CALCULATE TEN RATE**

For graded employees, this element is set to (0) zero. For ungraded employees in the U.S., it is the WG-10, Step 2 rate used for the calculation of environmental pay rates. For ungraded (manual) employees in Panama it is the MG-10, Step 2 rate used for the calculation of environmental pay rates.

**GRADE CIVILIAN**

A rating in a graduated scale of federal civilian employee ranks that is established and designated within a specified pay plan by law or regulation.

**GRADED OVERTIME HOURLY LIMIT**

The Title 5 overtime hourly rate of a GS-10, Step 01 (hourly rate X 1.5%); exclusive of FEPCA adjustments (locality pay percentage) for geographic areas and GS special pay tables. Used by the system to calculate overtime for a graded employee that is exempt from FLSA; is not receiving a locality pay percentage or on GS special pay table that has a GS-10-01.

**GRADED/UNGRADED INDICATOR**

A code that indicates whether the employee is considered graded or ungraded within DCPS. System sets based on pay plan code.

**CODE VALUE:**

G - GRADED - (ALL OTHER PAY PLANS NOT SPECIFIED FOR 'U')
U - UNGRADED - (PAY PLANS BEGINNING WITH 'W' (e.g., WG, WL, WS), 'X' (e.g., XP, XL), 'M' (e.g., MG, ML, MX), 'L' (e.g., LX), 'S' (e.g., SX) OR 'F' (e.g., FN, FS).

**GROSS DEBT**

The gross overpayment amount of a specified type code for a specific pay period on the Debt Worksheet. This is the adjustment amount.

**GROSS EARNINGS**

The total of all gross earnings reported on the DD592.

**GROSS PAY**

The total amount of money paid to an employee in a pay period, before any withholdings or deductions are subtracted.

**GROSS RECONCILIATION CODE**

The type of hours and/or dollars paid or the type hours extended by labor but not paid.

**CODE VALUE:**

CA - RELIGIOUS TIME TAKEN
CC - COMPENSATORY TIME CALLBACK
CD - CREDIT HOURS EARNED
CE - COMPENSATORY TIME EARNED
CN - CREDIT HOURS TAKEN
CR - RELIGIOUS TIME EARNED
CT - COMPENSATORY TIME TAKEN
EA - FLYING
EB - HIGH WORK - WORK ON, ABOVE, BELOW, OR SUSPENDED BETWEEN HIGH STRUCTURES
EC - FLOATING TARGETS
ED - DIRTY WORK
EE - COLD WORK
EF - HOT WORK
EG - WELDING PREHEATED METALS
EH - MICRO-SOLDERING OR WIRE WELDING AND ASSEMBLY
EK - EXPOSURE TO HAZARDOUS WEATHER OR TERRAIN

EL - UNSHORED WORK
EM - GROUND WORK BENEATH HOVERING HELICOPTER
EN - HAZARDOUS BOARDING OR LEAVING OF SURFACE CRAFT
EP - CARGO HANDLING DURING LIGHTENING OPERATIONS
EQ - DIVING-EXTRA HAZARDOUS
ER - DUTY ABOARD SURFACE CRAFT
ES - WORK AT EXTREME HEIGHTS
ET - FIBROUS GLASS WORK
EV - HIGH VOLTAGE ELECTRICAL ENERGY
EW - WELDING, CUTTING, OR BURNING IN CONFINED SPACES
EX - WORKING AT HIGH ALTITUDES WITH COMMUTE FROM LOWER ALTITUDES
EY - TROPICAL JUNGLE DUTY
E1 - OVERHEIGHT PAY
E2 - SPRAY BOOTH OPERATION
E3 - SANDBLASTING
E4 - PAINTERS IN ENERGIZED AREA
E5 - CARPENTERS IN ENERGIZED AREA
E6 - LIVE LINE MAINTENANCE
FA - DUTY ABOARD SUBMERGED VESSEL
FB - EXPLOSIVES AND INCENDIARY MATERIAL - HIGH DEGREE
FC - EXPLOSIVES AND INCENDIARY MATERIAL - LOW DEGREE
FD - POISONS (TOXIC CHEMICALS) - HIGH DEGREE
FE - POISONS (TOXIC CHEMICALS) - LOW DEGREE
FF - MICRO-ORGANISMS - HIGH DEGREE
FG - MICRO-ORGANISMS - LOW DEGREE
FH - PRESSURE CHAMBER AND CENTRIFUGAL STRESS
FI - THERMAL CHAMBER TESTS
FK - WORK IN FUEL STORAGE TANKS
FL - FIREFIGHTING - HIGH DEGREE
FM - FIREFIGHTING - LOW DEGREE
FN - EXPERIMENTAL LANDING/RECOVERY EQUIPMENT TEST
FP - LAND IMPACT OR PAD ABORT OF SPACE VEHICLE
FQ - DIVING-SKIN
FR - MASS EXPLOSIVES AND/OR INCENDIARY MATERIAL
FS - DUTY ABOARD AIRCRAFT CARRIER
FT - PARTICIPATION IN MISSILE LIQUID OR SOLID PROPULSION SITUATIONS
FU - DIVER/TENDER
FV - ASBESTOS
FW - DIVING
FX - WORKING IN PRESSURIZED SONAR DOMES
FY - WORKING IN NON-PRESSURIZED SONAR DOMES
FZ - EXPERIMENTAL PARACHUTE JUMPS
F1 - HOSTILE ENEMY FIRE
F2 - THREAT OF BODILY HARM
F3 - WORK IN THE DESTRUCTION AREA
F4 - EXTREME HEAT
F5 - FIREFIGHTING
F6 - EXPLOSIVE HANDLING
HC - HOLIDAY CALLBACK

HF - HOLIDAY WORK, FIRST SHIFT (UNGRADED)
HG - HOLIDAY WORK (GRADED)
HS - HOLIDAY WORK, SECOND SHIFT (UNGRADED)
HT - HOLIDAY WORK, THIRD SHIFT (UNGRADED)
KA - LWOP
KB - SUSPENSION
KC - AWOL
KD - OFFICE OF WORKERS COMPENSATION PROGRAM (OWCP)
KE - FURLOUGH
KF - NON DUTY WITHIN REGULAR SCHEDULE
KG - MILITARY FURLOUGH (LWOP) - CALLED TO ACTIVE DUTY
LA - ANNUAL
LB - ADVANCED ANNUAL
LC - COURT
LD - DONATED LEAVE
LF - FORCED ANNUAL
LG - ADVANCED SICK
LH - HOLIDAY
LI - MILITARY - DC GUARD
LJ - SHORE
LK - HOME
LL - LAW ENFORCEMENT
LM - MILITARY
LN - ADMINISTRATIVE
LP - ANNUAL, RESTORED #3
LQ - ANNUAL, RESTORED #2
LR - ANNUAL, RESTORED #1
LS - SICK
LT - TRAUMATIC INJURY (COP)
LU - DAY OF TRAUMATIC INJURY
LV - EXCUSED ABSENCE
LW - EDUCATOR IN-SCHOOL BREAKS
LX - NON-WORK PAID AT STRAIGHT TIME (DAY OF DEATH)
LY - TIME OFF AWARD
ND - NIGHT DIFFERENTIAL - GS
OA - ADDITIONAL FLSA HOURS
OC - OVERTIME - CALLBACK
OI - OVERTIME - NOT PAID
ON - OVERTIME SCHEDULED - NOT WORKED (e.g., COURT/ MILITARY LEAVE)
OS - OVERTIME SCHEDULED
OU - OVERTIME UNSCHEDULED
OX - OVERTIME UNSCHEDULED EXCEPTION
OY - OVERTIME - NOT PAID - ROLLUP
OZ - OVERTIME
PA - LUMP SUM - ANNUAL
PB - LUMP SUM - ADVANCED ANNUAL
PC - LUMP SUM - RESTORED 3

PD - LUMP SUM - RESTORED 2
PE - LUMP SUM - RESTORED 1
PF - LUMP SUM - ADVANCED SICK
PG - LUMP SUM - COLA
PH - LUMP SUM - POST DIFF-NON-FOREIGN
PI - LUMP SUM - POST DIFF-FOREIGN
PJ - LUMP SUM - TROPICAL
PK - LUMP SUM - STANDBY PREMIUM
PL - LUMP SUM - ADMIN UNCON PREMIUM
PM - LUMP SUM - SECOND SHIFT
PN - LUMP SUM - THIRD SHIFT
PO - LUMP SUM - GUAM INCENTIVE
PP - LUMP SUM - DANGER PAY
PR - FINAL PAY - CREDIT HOURS
PS - FINAL PAY - COMP TIME
PT - FINAL PAY - RELIGIOUS COMP
PU - FINAL PAY - ADVANCED RELIGIOUS COMP
PW - LUMP SUM - AVAILABILITY PAY
P1 - FINAL PAY - ADVANCED TIME OFF AWARD
P2 - LUMP SUM - POST ALLOWANCE
P3 - AGED COMP TIME PAID
RA - REGULAR
RB - REGULAR ENTITLEMENT - CALLBACK OVERTIME CONVERTED
RC - REGULAR ENTITLEMENT - CALLBACK COMP CONVERTED
RD - RECESS DAY
RF - REGULAR, FIRST SHIFT (UNGRADED)
RG - REGULAR (GRADED)
RN - REGULAR, FIREFIGHTER PAID NOT WORKED
RO - REGULAR, ENTITLEMENT - OT OR COMP CONVERTED
RP - REGULAR ENTITLEMENT - COMPT TIME CONVERTED
RS - REGULAR, SECOND SHIFT (UNGRADED)
RT - REGULAR, THIRD SHIFT (UNGRADED)
RW - REGULAR, FIREFIGHTER AGENCY TRAINING
RX - REGULAR, CREATED FOR EMERGENCY TIME
SF - SUNDAY WORK, FIRST SHIFT (WAGE GRADE)
SG - SUNDAY WORK (GRADED)
SO - SUNDAY WORK, OVERTIME CONVERTED
SS - SUNDAY WORK, SECOND SHIFT (WAGE GRADE)
ST - SUNDAY WORK, THIRD SHIFT (WAGE GRADE)
UA - REEMPLOYED ANNUITANT OFFSET
UB - EMPLOYER CONT - CSRS (ALL)
UC - EMPLOYER CONT - FERS (ALL)
UD - EMPLOYER CONT - TSP BASIC
UF - EMPLOYER CONT - MEDICARE
UG - EMPLOYER CONT - FEGLI
UH - EMPLOYER CONT - FEHB
UI - EMPLOYER CONT - TSP
UJ - EMPLOYER CONT - OASDI

UK - EMPLOYER CONT - SERS
UM - EMPLOYER CONT - 401(K)
UP - GOVERNMENT CONTRIBUTION - SEGURO HEALTH/MATERNITY
US - GOVERNMENT CONTRIBUTION - SEGURO SOCIAL
UU - EMPLOYER CONT - NAF RETIREMENT
UW - EMPLOYER CONT - TIAA/CREF
UX - EMPLOYER CONT - FIDELITY
U5 - EMPLOYER CONT - DISABILITY INSURANCE
YA - PRODUCTIVITY AWARDS/GAIN SHARING AWARDS
YB - INTEREST PAID - BACK PAY AWARD
YC - COLA
YD - POST DIFFERENTIAL - NON FOREIGN
YE - LQA
YF - POST ALLOWANCE
YG - POST DIFFERENTIAL - FOREIGN
YH - SEPARATE MAINTENANCE ALLOWANCE (SMA)
YI - SUBSISTENCE EXPENSE ALLOWANCE (SEA)
YJ - TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)
YK - TROPICAL DIFFERENTIAL
YL - BENEFIT ALLOWANCE - GTMO
YM - PHYSICIANS COMPARABILITY ALLOWANCE
YN - REMOTE SITE/OFFSHORE ALLOWANCE
YO - RECRUITMENT INCENTIVE
YP - SEVERANCE PAY
YR - DANGER PAY
YS - SEPARATION INCENTIVE
YT - STANDBY PREMIUM
YU - ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PREMIUM (ANNUAL)
YV - BENEFICIAL SUGGESTION
YW - INCENTIVE AWARD
YX - SES AWARD
YY - EXTRACURRICULAR PAY (EDUCATORS)
YZ - EXTRA DUTY (DORM SUPERVISOR)
Y1 - TRANSFER ALLOWANCE
Y2 - EDUCATION ALLOWANCE/EDUCATION TRAVEL
Y3 - STAFFING DIFFERENTIAL
Y4 - RETENTION ALLOWANCE
Y5 - SUPERVISORY DIFFERENTIAL
Y6 - RECRUITMENT BONUS
Y7 - RELOCATION BONUS
Y8 - FOREIGN LANGUAGE AWARD
Y9 - POST SEPARATION - COP ENTITLEMENT
ZE - SUNDAY PREMIUM
ZF - HOLIDAY PREMIUM
ZG - SHIFT DIFFERENTIAL - SECOND SHIFT (UNGRADED)
ZH - SHIFT DIFFERENTIAL - THIRD SHIFT (UNGRADED)
ZL - FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)

ZM - AVAILABILITY PAY
Z1 - FRINGE BENEFIT
Z2 - JROTC SUPPLEMENTAL PAY
Z3 - IMMINENT DANGER PAY
Z4 - SPECIAL RETENTION ALLOWANCE
Z5 - CONDITION OF EMPLOYMENT PAY

**GROSS REDUCTION METHOD CODE**

Contains the priority to be used when reducing gross pay due to gross exceeding a statutory pay limit.

**CODE VALUE:**

0 - BASIC PAY NOT CUT BACK OR NOT APPLICABLE
1 - CE COMP TIME EARNED
2 - CC COMP CALLBACK
3 - OZ OVERTIME ROLL-UP
4 - ZF HOLIDAY PREMIUM
5 - ND NIGHT DIFFERENTIAL
6 - ZE SUNDAY PREMIUM
7 - YT STANDBY PREMIUM

**GROUP LIFE INSURANCE BASIC RATE**

The rate used to calculate biweekly GLI basic deductions.

**GROUP LIFE INSURANCE COVERAGE CODE**

A code designating the type of federal employee's group life insurance for an employee.

**CODE VALUE:**

A0 - Ineligible
B0 - Waived
C0 - Basic Only
D0 - Basic + Option A
E1 - Basic + Option C (1x)
E2 - Basic + Option C (2x)
E3 - Basic + Option C (3x)
E4 - Basic + Option C (4x)
E5 - Basic + Option C (5x)
F1 - Basic + Option A + Option C (1x)
F2 - Basic + Option A + Option C (2x)
F3 - Basic + Option A + Option C (3x)
F4 - Basic + Option A + Option C (4x)
F5 - Basic + Option A + Option C (5x)
G0 - Basic + Option B (1x))
H0 - Basic + Option B (1x) + Option A)
I1 - Basic + Option B (1x) + Option C (1x)
I2 - Basic + Option B (1x) + Option C (2x)
I3 - Basic + Option B (1x) + Option C (3x)
I4 - Basic + Option B (1x) + Option C (4x)

I5 - Basic + Option B (1x) + Option C (5x)
J1 - Basic + Option B (1x) + Option A + Option C (1x)
J2 - Basic + Option B (1x) + Option A + Option C (2x)
J3 - Basic + Option B (1x) + Option A + Option C (3x)
J4 - Basic + Option B (1x) + Option A + Option C (4x)
J5 - Basic + Option B (1x) + Option A + Option C (5x)
K0 - Basic + Option B (2x)
L0 - Basic + Option B (2x) + Option A)
M1 - Basic + Option B (2x) + Option C (1x)
M2 - Basic + Option B (2x) + Option C (2x)
M3 - Basic + Option B (2x) + Option C (3x)
M4 - Basic + Option B (2x) + Option C (4x)
M5 - Basic + Option B (2x) + Option C (5x)
N1 - Basic + Option B (2x) + Option A + Option C (1x)
N2 - Basic + Option B (2x) + Option A + Option C (2x)
N3 - Basic + Option B (2x) + Option A + Option C (3x)
N4 - Basic + Option B (2x) + Option A + Option C (4x)
N5 - Basic + Option B (2x) + Option A + Option C (5x)
90 - Basic + Option B (3x)
P0 - Basic + Option B (3x) + Option A)
Q1 - Basic + Option B (3x) + Option C (1x)
Q2 - Basic + Option B (3x) + Option C (2x)
Q3 - Basic + Option B (3x) + Option C (3x)
Q4 - Basic + Option B (3x) + Option C (4x)
Q5 - Basic + Option B (3x) + Option C (5x)
R1 - Basic + Option B (3x) + Option A + Option C (1x)
R2 - Basic + Option B (3x) + Option A + Option C (2x)
R3 - Basic + Option B (3x) + Option A + Option C (3x)
R4 - Basic + Option B (3x) + Option A + Option C (4x)
R5 - Basic + Option B (3x) + Option A + Option C (5x)
S0 - Basic + Option B (4x)
T0 - Basic + Option B (4x) + Option A)
U1 - Basic + Option B (4x) + Option C (1x)
U2 - Basic + Option B (4x) + Option C (2x)
U3 - Basic + Option B (4x) + Option C (3x)
U4 - Basic + Option B (4x) + Option C (4x)
U5 - Basic + Option B (4x) + Option C (5x)
V1 - Basic + Option B (4x) + Option A + Option C (1x)
V2 - Basic + Option B (4x) + Option A + Option C (2x)
V3 - Basic + Option B (4x) + Option A + Option C (3x)
V4 - Basic + Option B (4x) + Option A + Option C (4x)
V5 - Basic + Option B (4x) + Option A + Option C (5x)
W0 - Basic + Option B (5x)
X0 - Basic + Option B (5x) + Option A)
Y1 - Basic + Option B (5x) + Option C (1x)
Y2 - Basic + Option B (5x) + Option C (2x)
Y3 - Basic + Option B (5x) + Option C (3x)
Y4 - Basic + Option B (5x) + Option C (4x)

Y5 - Basic + Option B (5x) + Option C (5x)
Z1 - Basic + Option B (5x) + Option A + Option C (1x)
Z2 - Basic + Option B (5x) + Option A + Option C (2x)
Z3 - Basic + Option B (5x) + Option A + Option C (3x)
Z4 - Basic + Option B (5x) + Option A + Option C (4x)
Z5 - Basic + Option B (5x) + Option A + Option C (5x)

**GROUP LIFE INSURANCE COVERAGE LIMIT MAXIMUM**

The maximum amount of basic group life insurance coverage that an employee may carry. This amount is on the general table, and is used to calculate the employee's FEGLI basic insurance deduction.

**GROUP LIFE INSURANCE COVERAGE LIMIT MINIMUM**

The minimum amount of basic group life insurance coverage that an employee may carry. This amount is on the general table and is used to calculate the employee's FEGLI basic insurance deduction.

**GROUP LIFE INSURANCE RETURN CODE**

The return code identifies whether a change for the FEGLI code will be effective for the pay period of the change date effective, the next pay period after the change date effective, or if an interim FEGLI code will be effective for the pay period of the change date effective with the new code effective for the pay period following the change.

**CODE VALUE:**

1 - FEGLI CHANGE IS EFFECTIVE FOR THE PAY PERIOD OF THE CHANGE DATE EFFECT
2 - FEGLI CHANGE IS EFFECTIVE FOR THE PAY PERIOD AFTER CHANGE DATE EFFECT

**GROUP RECORD**

Group level name for remark elements.

**GS**

General Schedule

**GS/GM SALARY CAP**

The statutory limit of annual salary for a GS/GM employee.

**GTMO**

Guantanamo Bay, Cuba

# H

**HBI EMPLOYER AMOUNT PER PAY PERIOD**

The employer's health benefit insurance pay period contribution amount.

**HEADCOUNT**

This field is a count of employees for specific purposes. Field can represent either subtotals or overall totals depending upon location on the various reports.

**HISTORY LIMIT**

Indicates the maximum number of pay periods of on-line history records for the payroll office.

**HOLIDAY DATE**

Contains the date in the period currently being processed that when used in conjunction with the holiday reference table tells whether this date is a holiday, leave day or emergency time for a specific organization, employing activity or the entire payroll office.

**HOLIDAY HOURS**

Number of holiday leave hours (all "H" codes) reported and/or converted in a pay period.

**HOLIDAY LEAVE HOURS**

Number of holiday leave hours (code LH) reported and/or converted in a pay period.

**HOLIDAY LEAVE USED**

This is the number of hours during the pay period an employee has been on leave due to a national holiday. Type hour code of "LH" reported.

**HOLIDAY LEAVE USED YEAR-TO-DATE**

Number of holiday leave hours (code LH) reported and/or converted during the leave year-to-date.

**HOLIDAY PREMIUM PERCENT**

The percentage on a table used to calculate the rate of pay for an employee's holiday work.

**HOLIDAY SUNDAY HOURS**

Sum of holiday Sunday hours reported in a pay period. Used when a holiday occurs on a Sunday. The HOL-SUN indicator is a shift code 5, 6, or 7 which is created by the system based on the shift codes in the employee's schedule records.

**HOLIDAY TYPE HOURS CODE**

Type of holiday contained on a local holiday table, may also be used to designate leave or other types of hours for an organization, employing activity or payroll office.

**CODE VALUE:**

KA - LEAVE WITHOUT PAY (LWOP)
KB - SUSPENSION
KC - ABSENT WITHOUT PAY (AWOL)
KD - OFFICE OF WORKERS COMPENSATION PROGRAM (OWCP)
KE - FURLOUGH
KF - NONDUTY WITHIN REGULAR SCHEDULE
KG - MILITARY FURLOUGH (LWOP) - CALLED TO ACTIVE DUTY
LA - ANNUAL
LB - ADVANCED ANNUAL
LC - COURT
LF - FORCED ANNUAL
LG - ADVANCED SICK
LH - HOLIDAY LEAVE (PANAMA HOLIDAYS ONLY)
LI - MILITARY - DC GUARD
LJ - SHORE
LK - HOME
LL - LAW ENFORCEMENT
LM - MILITARY
LN - ADMINISTRATIVE
LP - ANNUAL, RESTORED #3
LQ - ANNUAL, RESTORED #2
LR - ANNUAL, RESTORED #1
LS - SICK
LT - TRAUMATIC INJURY - (COP)
LU - DAY OF TRAUMATIC INJURY
LV - EXCUSED ABSENCE
LW - EDUCATOR-IN SCHOOL BREAKS
LX - NONWORK PAID (DAY OF DEATH)
LY - TIME OFF AWARD
RX - REGULAR EMERGENCY TIME

**HOME LEAVE ACCRUAL PAY PERIOD**

Number of home leave days accrued.

**HOME LEAVE ACCRUAL YEAR TO DATE**

The days of home leave that an employee has accrued year to date, based on the employee's date of computation.

**HOME LEAVE BALANCE**

The number of home leave days available for use.

**HOME LEAVE BEGINNING YEAR BALANCE**

Home leave days available balance brought forward into the new leave year.

**HOME LEAVE DAY**

The number of home leave days (code LK) reported and/or converted in a pay period.

**HOME LEAVE ENDING BALANCE**
The days of home leave available for employee usage.

**HOME LEAVE USED PAY PERIOD**
Days of home leave used in the pay period by an employee.

**HOME LEAVE USED YEAR TO DATE**
Total cumulative days of home leave used by an employee to date in the leave year.

**HOURS**
The adjustment hours of advanced leave taken, compensatory time earned and taken, court of jury duty, military-DC guard, law enforcement, military leave, and nonpay leave taken. Maintained by the type hour code and date of transaction.

**HOURS-CONTROL-TOTALS**
Contains elements necessary for time and attendance daily updated data.

**HOURS/DAYS**
This is the number of hours or days associated with an adjustment to earnings.

**HOURS DONATED**
The number of hours donated for the pay period.

**HOURS EXTENDED**
This is the number of days extended for a specific Gross Reconciliation Code. Extended is based on the employee's actual T&A hours (paid or non-paid) associated with the Gross Reconciliation Code.

**HOURS EXTENDED TOTAL**
This is the total number of hours (days for teachers) that were extended for the Accounting Activity.

**HOURS INTERMITTENT WORKED**
The accumulated number of whole hours an intermittent employee has worked while on an intermittent work schedule, used for crediting of service computation date.

**HOURS PAID**
This is the actual hours or days paid for each associated Gross Reconciliation Code.

**HOURS PAID TOTAL**
This is the total number of hours (days for teachers) that were paid for the Accounting Activity.

**HOURS SCHEDULED AMOUNT**
Hours or scheduled deduction amount for associated pay details codes.

**HRO**
Human Resources Office

**IAD**

Interest Accrual Date, the annual date interest is to be posted for military deposits

**IDENTIFICATION**

For record class "ADJ", contains an account number, document ID, retirement code, etc., depending on the type of earnings or deduction being adjusted. Record class "Table" contains the reference table ID code and DT-EFF for identifying selected central tables. Record class "COPYLIB" contains code values of reference tables.

**CODE VALUE:**

AD - ADDRESS TABLE
AL - ANNUAL LEAVE ACCRUAL TABLE
CT - COLA TABLE
DA - DEDUCTION APPLICATION TABLE
DP - DEDUCTION PRIORITY TABLE
EA - EMPLOYEE AGE CATEGORY TABLE
EC - EARNING TYPE CODES TABLE
EL - ELIGIBILITY TABLE
EO - EMPLOYEE ORGANIZATION TABLE
EP - EXECUTIVE SES PAY SCHEDULE TABLE
EV - ENVIRONMENTAL
FI - FINANCIAL ORGANIZATION TABLE
FM - RETIREMENT-FICA-MEDICARE TABLE
GL - GEOGRAPHIC TABLE
GS - GS SCHEDULE TABLE
GT - GENERAL TABLE
HI - HEALTH INSURANCE TABLE
HL - HOME LEAVE TABLE
HO - HOLIDAY TABLE
LC - LEAVE CARRYOVER TABLE
LH - LOCAL HOLIDAY TABLE
LI - FEGLI-OPTIONAL-INSURANCE TABLE
LP - LEAVE PERIODS TABLE
MS - BROADCAST MESSAGE TABLE
NA - NATURE OF ACTION TABLE
NT - NON-TAXABLE TABLE
PD - PAY PERIOD DATES TABLE
PP - PAY PLAN TABLE
RN - REPORTING NAMES TABLE
RT - ROTATING TOUR OF DUTY TABLE
SC - STATUS CODE TABLE
SD - SDA INTERFACE TABLE
SE - SEPARATION TABLE

SL - SICK LEAVE TABLE
SP - GS SPECIAL PAY RATES TABLE
SS - SYSTEM STATUS TABLE
TD - TOUR OF DUTY EDIT TABLE
TI - TABLE IDENTIFICATION TABLE
TX - TAX TABLE
VD - VARIABLE DEDUCTION TABLE
WB - WAGE BOARD TABLE
WM - WAGE MARINER PAY TABLE

**IDENTIFICATION CODE**

This will include the following information: Deduction Payee Address Code, Charitable Organization Address Code, Employee Organization Address Codes, State Code for State Income Tax Authority, Address Codes for Local Tax Authority and NAF Retirement Plan Address Codes.

**IGS**

Integrated Garnishment System

**IN DUTY STATUS INDICATOR**

Indicates an employee is in a duty status.

**INCENTIVE PAY AMOUNT MAXIMUM**

The maximum amount one employee can receive as incentive pay.

**INCREASE**

This four digit field, including decimal, is the amount of increase for each step within the grade level. The system will use this amount of increase to calculate steps 2-7.

**INDEBTEDNESS DUE DEPARTMENT OF DEFENSE**

This is the total amount of employee deductions for Travel Overpayments, Advance Salary Payments and other DOD Indebtedness.

**INDEBTEDNESS DUE OTHER AGENCIES**

This is the total amount of employee deductions for Indebtedness due other agencies (non-DOD).

**INITIAL ACCESS TIME**

The time used to control when user originally entered a particular commercial garnishment. This time is then used to determine priority of which deduction will be taken first.

**INJURY ADMIN**

This is the number of hours during the pay period an employee has been excused from work, charged to administrative leave, due to being injured on that day. Type hour code of "LU" reported. The input of this code is what the system creates the employee's traumatic injury record from.

**INPUT CYCLE CODE**

Identifies the frequency an employee reports time.

**CODE VALUE:**

B - BIWEEKLY
D - DAILY
W - WEEKLY

**INPUT INDICATOR**

Indicator set by T&A to indicate whether or not SDA tapes have been received and processed.

**CODE VALUE:**

N - NO-TAPE NOT RECEIVED
1-9 - REFLECTS THE NUMBER OF SDA TAPES RECEIVED FOR THE SAME DAY

**INTEREST AMOUNT**

The amount of interest paid an employee due to the delay in processing a personnel action that involved an increase in pay.

**INTERMITTENT DAY COUNTER**

Contains the number of days an intermittent employee reports time.

**INVOLUNTARY SALARY OFFSET**

This is the total amount of employee deductions for collection of DOD and non-DOD Voluntary and Involuntary Indebtedness.

**IP NUMBER**

A 7 digit number assigned by the personnel office to non-US employees when hired by a US government agency in Panama. This number with leading zeros is the employee identification (SSN) for non-US Panama employees. The first position is always zero.

**IRS**

Internal Revenue Service

**ISSUE DATE**

The pay period end date for the pay period in which at least half of the bond purchase price has been accumulated.

# J

**JOB ORDER CODE**

This is the code assigned to report changes for gross pay and employer contribution.

**JOB ORDER NUMBER**

A free form field that contains the costing elements to be charged for the associated type hour code and hours. It is used for T/A input reporting, as preloaded job orders and in output interfaces.

**JON**

Job Order Number

**KEY**

The master extent key contains the code values listed and identifies types of existing correction records. The key uniquely identifies primary records of information that are retrieved from the database.

**CODE VALUE:**

A - RETRO
B - MASS RETRO
C - SSN CORRECTION: USED TO CORRECT THE SSN ON FLAT FILES
D - RETIREMENT (MILITARY SERVICE DEPOSIT DEDUCTION)
E - EDC/HEOPP SEPARATIONS
I - ADJUSTMENT RECORD CREATED
M - MASS TRIGGER TSP EMPLOYEE DATA RECORD (01) WHEN AGENCY/MAJOR CLAIMANT CHANGED ON EMPLOYING ACTIVITY RECORD
N - MASS TRIGGER
P - PERSONNEL AND PAYROLL REVERSE INTERFACE
R - W4 CHANGES CERTIFICATION
S - STATEMENT OF UNPAID WAGES DD204
T - ADV TIME OFF AWD REPROCESSING TRIGGER
V - TRIGGER FOR P6730 - RETIREMENT/DEATH PACKAGES NEEDED FROM CCPO)
Z - TRIGGER FOR P6610R01 - EMPLOYEE "MER" SUSPENDED BY NEW HIRE PROCESS
2 - EDC/TA LOOPBACK
5 - LV/PAY LOOPBACK
8 - EDC/FERS/THRIFT

# L

**LABOR**

Term used in conjunction with the cost data that interfaces with a cost accounting system.

**LABOR COST**

Contains the costed straight time for a specific type code.

**LABOR INDICATOR**

A flag to indicate processing of daily and weekly labor extensions.

**CODE VALUE:**

N - NO
Y - YES

**LABOR PREMIUM COST**

Contains the costed premium for a specific type code.

**LABOR RECONCILIATION RUN INDICATOR**

Indicates that labor reconciliation has successfully run.

**CODE VALUE:**

N - NO
Y - YES

**LAD**

Leave Adjustment Record

**LAH**

Leave Adjustment History

**LAST ACTION**

Identifies the last action performed against an employee's bond record.

**CODE VALUE:**

A - ADD
C - CHANGE
S - STOP
R - RESTART

**LAST DATE OF ACTIVE PAY**

The effective date of the supplemental record that placed the employee in status "B", "F", "K", "L", "M", "W", or status "P", "S", "X", or "Z" with separation code 01, 06, 07, 08, 15, 16, or 17.

**LAST DATE PAID**

This is the last day an employee is in a pay status. It is used by the Retirement process for posting to the SF2806/3100 - Individual Retirement Record. The date is manually entered online by the Payroll Office.

**LAST HOURS IN A PAY STATUS**

Indicates which transaction is the last regularly scheduled hour in a pay period. Used to calculate the FEGLI annual salary when an ungraded employee is paid an environmental code on the last regularly scheduled hour in the pay period.

**CODE VALUE:**

N - NO THIS IS NOT THE LAST HOUR IN A PAY STATUS
Y - YES THIS IS THE LAST HOUR IN A PAY STATUS

**LAW ENFORCEMENT LEAVE ACCRUED YEAR TO DATE**

The number of days of law enforcement leave an employee is allowed during the leave year (22 days).

**LAW ENFORCEMENT LEAVE BALANCE**

The number of days law enforcement leave an employee has left to use during the leave year.

**LAW ENFORCEMENT LEAVE DAY**

Number of law enforcement leave days (code LL) reported and/or converted in a pay period.

**LAW ENFORCEMENT LEAVE MAXIMUM AMOUNT**

Contains 22 day maximum days allowed for law enforcement leave.

**LAW ENFORCEMENT LEAVE USED**

The number of days of law enforcement leave used during the pay period. Type hour code of "LL" reported.

**LAW ENFORCEMENT LEAVE USED YEAR TO DATE**

Number of law enforcement leave days (code LL) used year to date in the leave year.

**LAW ENFORCEMENT OFFICER FLSA/T5 INDICATOR**

Identifies hours/amounts which are used to compute law enforcement pay under T5 and FLSA. These indicators reside on an internal table and are not updated by the user, but can be seen in Section E, Chapter 4 - Earnings Type Code Decision Table.

**CODE VALUE:**

B - USED TO COMPUTE WAGES UNDER EITHER TITLE 5 OR FLSA
F - USED TO COMPUTE WAGES UNDER FLSA ONLY
N - USED TO COMPUTE WAGES UNDER TITLE 5, BUT NOT INCLUDED IN AMOUNT COMPUTED IN FLSA
T - USED TO COMPUTE WAGES UNDER TITLE 5 ONLY

**LAW ENFORCEMENT OFFICER INDICATOR**

The indicator identifies LEO's which are eligible for special interim geographic adjustments (IGA's) and overtime hourly rates provided for under P.L. 101-509, FEPCA.

**CODE VALUE:**

0 - NOT APPLICABLE
1 - LEO - NOT IN AN IGA AREA
2 - LEO - IN AN IGA AREA

**LDH**

Leave Detail History

**LEAVE BANK**

A ‘bank’ where employees of an agency can become members and contribute accruals to the ‘bank’. Members receive hours from the ‘bank’ as donated leave for emergencies, self or family.

**LEAVE BANK ACC CONTR**

This is the number of leave accruals assessed by the leave bank board for members for leave category 1, 2, or 3 for leave year occurrence.

**LEAVE BANK AGENCY**

This is a two position code that designates the Federal government agency to which an employee is assigned or transferred. The employing activity agency code.

**LEAVE BANK ASSESSMENT**

The breakdown of accrual assessments by leave category code for leave year occurrence.

**LEAVE BANK CONTRIBUTIONS**

This is the total contributions for the pay period occurrence.

**LEAVE BANK DATE EFFECTIVE**

This date is the effective date of the employees last membership action (joining or withdrawing).

**LEAVE BANK DISTRIBUTIONS**

This is the total distributions for the pay period occurrence.

**LEAVE BANK DONATED BASE CLOSURE**

The number of hours donated to the leave bank from an employees restored base closure leave account. (Field is protected until base closure SCR is implemented.)

**LEAVE BANK DONATED RESTORED 1/2/3**

The number of hours donated to the leave bank from an employee’s restored leave account number 1, 2, or 3.

**LEAVE BANK DONATED TRANSFERRED IN**

The number of hours donated to the leave bank that have been transferred in.

**LEAVE BANK DONATED YEAR TO DATE**

The number of hours of annual leave an employee has donated year to date to the leave bank.

**LEAVE BANK END BAL**

The number of hours available for use.

**LEAVE BANK FORFEITED**

The number of hours received from the leave bank that were not used at the time the emergency ended.

**LEAVE BANK MAJOR CLAIMANT**

This is the code that designates the agency sub element to which an agency is assigned.

**LEAVE BANK MEMBER INDICATOR**

This code indicates whether an employee is or not a member of the leave bank.

**CODE VALUE:**

Y - INDICATES AN EMPLOYEE IS BECOMING OR ALREADY IS A LEAVE BANK MEMBER

N - INDICATES AN EMPLOYEE IS BECOMING OR ALREADY IS A NON LEAVE BANK MEMBER

**LEAVE BANK PPE**

This is the pay period end date (MMDDYY).

**LEAVE BANK RECEIVED TO DATE**

The number of hours received from the leave bank for the emergency.

**LEAVE BANK RECEIVED TRANSFERRED IN**

The number of hours received from the leave bank for the emergency that have been transferred in.

**LEAVE BANK TD BALANCE**

This is the actual bank balance for leave year occurrence.

**LEAVE BANK USED PAY PERIOD**

The number of leave bank hours used for the pay period.

**LEAVE BANK USED TO DATE**

The number of hours of received that have been used to date.

**LEAVE BANK USED YEAR TO DATE**

The number of hours of received that have been used year to date.

**LEAVE BANK YEAR**

The four character leave year (e.g., 1995).

**LEAVE BANK YTD EMP CONTRIBUTIONS**

This is the year to date total of contributions to the bank for leave year occurrence.

**LEAVE BANK YTD EMP DISTRIBUTIONS**

This is the year to date total of distributions from the bank for leave year occurrence.

**LEAVE CATEGORY CODE**

A code that indicates the employee's annual leave accrual category.

**CODE VALUE:**

0 - NO ACCRUAL (INTERMITTENT, NON LEAVE EARNERS (EOP), DODEA TEACHERS AND PRINCIPALS)
1 - UNDER 3 YEARS SERVICE
2 - 3-15 YEARS SERVICE
3 - OVER 15 YEARS SERVICE

**LEAVE CEILING**

The maximum number of annual leave hours that an employee may carry over into the new leave year.

**LEAVE CEILING INDICATOR**

A code that indicates the maximum balance of annual leave hours that may be carried forward into a new leave year.

**CODE VALUE:**

1 - 30 DAY (REGULAR)
2 - 45 DAY (OVERSEAS)
4 - UNLIMITED TO 90 DAY DECLINING (SES)
5 - 45 TO 30 DAY DECLINING (PRIOR O/S, NON LEAVE EARNERS [EOP] AND DODEA TEACHERS AND PRINCIPALS)
6 - 60 TO 30 DAY DECLINING (PRE 52 EMPLOYEE)
7 - 60 TO 45 DAY DECLINING (O/S AND PRE 52 EMPLOYEES)
8 - UNLIMITED TO 30 DAY DECLINING (PRIOR SES)
9 - UNLIMITED TO 45 DAY DECLINING (O/S AND PRIOR SES)

**LEAVE CEILING INDICATOR NARRATIVE**

This is a narrative of the leave ceiling indicator.

**LEAVE CODE**

Code indicating the type of leave for which pay period or year to date information is provided.

**CODE VALUE:**

CD - CREDIT HOURS
CE - COMPENSATORY TIME
CR - RELIGIOUS COMPENSATORY TIME
KA - LWOP
KB - SUSPENSION
KC - AWOL
KD - OFFICE OF WORKERS COMPENSATION PROGRAM (OWCP)
KE - FURLOUGH
KF - NON DUTY WITHIN REGULAR SCHEDULE
KG - MIL FURLOUGH (LWOP) - CALLED TO ACTIVE DUTY
LA - ANNUAL
LB - ADVANCED ANNUAL
LC - COURT
LD - DONATED LEAVE (SYSTEM GENERATED, BASED ON AUTHORIZATION)
LF - FORCED ANNUAL
LG - ADVANCED SICK
LH - HOLIDAY ABSENCE
LI - MILITARY - DC GUARD
LJ - SHORE
LK - HOME LEAVE
LL - LAW ENFORCEMENT
LM - MILITARY
LN - ADMINISTRATIVE
LP - ANNUAL, RESTORED #3
LQ - ANNUAL, RESTORED #2
LR - ANNUAL, RESTORED #1
LS - SICK
LT - TRAUMATIC INJURY (COP)
LU - DAY OF TRAUMATIC INJURY
LV - EXCUSED ABSENCE
LW - IN SCHOOL BREAKS - DODEA TEACHERS AND PRINCIPALS
LX - NON WORK PAID AT STRAIGHT TIME (E.G. DAY OF INJURY/DEATH, SUMMER RECESS - DODEA PRINCIPALS, GENERATED)
LY - TIME OFF AWARD
L1 - ADVANCE AND USED TIME OFF LEAVE AWARD (PAY/LEAVE HISTORY INPUT ONLY)

**LEAVE DATE**

Contains the date that a leave transaction was recorded for an employee.

**LEAVE EXCEPTION INDICATOR**

This indicator tells the system to bypass a Section 6 employee's annual and sick leave accruals and certain other normal leave/pay processes.

**CODE VALUE:**

6 - INDICATES THIS IS A SECTION 6 TEACHER (FOR LEAVE PURPOSES)

0 - INDICATES THIS IS NOT A SECTION 6 TEACHER (FOR LEAVE PURPOSES)

**LEAVE HOURS**

The number of leave hours written to the certified leave detail record that requires certification documentation.

**LEAVE JOB ORDER NUMBER**

Contains the job order number associated with a specific leave code.

**LEAVE NONPAY HOURS**

Number of leave without pay hours (all "K" codes except KD and KG) that were reported and/or converted in a pay period.

**LEAVE PAID/COLLECTED**

Number of hours of leave paid and or collected when the employee separated.

**LEAVE PAY HOURS**

Total number of leave hours paid within a pay block, employing activity, or organization.

**LEAVE PERIOD NUMBER OF ACCRUAL RATE CHANGE**

The leave period number during which an employee receives a new accrual rate based on completion of 3 or 15 years.

**LEAVE PERIOD NUMBER OF CALENDAR YEAR END**

The leave period number of the last complete leave period in the calendar year.

**LEAVE PERIOD NUMBER OF LEAVE YEAR END**

The leave period number in which the leave year ends.

**LEAVE PERIOD NUMBER OF SCHOOL YEAR END**

The number of the last leave period in the school year.

**LEAVE WITHOUT PAY INDICATOR**

This field indicates if the employee was in LWOP status for the entire report period. Valid values are ‘Y’ or ‘blank’.

**LEAVE YEAR**

The period beginning with the first complete pay period in a calendar year and ending with the day immediately before the first day on the first complete pay period in the following calendar year. For DODEA teachers, the period beginning with the first day of a new school year and ending one day less than the beginning of the next school year.

**LEAVE YEAR END**

The calendar date which signifies the end of the current leave year.

**LEO**

Law Enforcement Officer

**LEO INDICATOR**

Refer to "Law Enforcement Officer" indicator.

**LES**

Leave and Earnings Statement

**LES INDICATOR**

The field indicating the employee's LES was used as the source document.

**LEVY ADDITIONAL EXEMPT AMOUNT**

An amount on a table which specifies the value of additional exemptions used to determine the wages subject to a tax levy.

**LEVY PERSONAL EXEMPT AMOUNT**

An amount on a table which specifies the value of a personal exemption. Used to determine the wages subject to a tax levy.

**LIMITATION/SUBHEAD**

Limitation is a statutory restriction in an appropriation or other authorization which established the maximum amount which may be used for specified purposes. A subhead identifies the budget activity. Limitation/subhead is a four position alphanumeric code.

**LIVING QUARTERS ALLOWANCE AMOUNT**

The full annual expense amount claimed by the employee for LQA payments. For employees purchasing a home, it is the original purchase price of their residence.

**LIVING QUARTERS ALLOWANCE CO-OWN/SHARE PERCENT**

Identifies the employee's share of the maximum and/or payable annual LQA amount for co-owners and sharing of rent. This is a percentage amount. Values are 0-100.

**LIVINGS QUARTERS ALLOWANCE 'FROM' DATE**

The beginning date of a LQA quarters or utilities payment transaction (advance or biweekly payment).

**LIVING QUARTERS ALLOWANCE GROUP**

Used to identify the LQA group the employee has been assigned by personnel for payment of LQA. Groups are assigned to employees using their grade and step, and length of service. These values are used in the LQA table and entitlement record.

**CODE VALUE:**

1 - CHIEF OF MISSION/CAREER AMBASSADOR
2 - SFS/FS 01-02/SES/SL/ST/GS 14-15
3 - FS 03-05/GS10-13/WG 14-15/WL 12-15/WS 11-19/DODEA SCH C, BA DEGREE, STEP 4 AND ABOVE/DODEA SCH D-F, K, L, M-O
4 - WS 01-10/DODEA SCH C, BA DEGREE, STEP 1-3

**LIVING QUARTERS ALLOWANCE (LQA) PAYMENT TYPE**

The payment type is used to identify specific payments for LQA quarters and utilities amounts.

**CODE VALUE:**

A - ADVANCE PAYMENT
B - BIWEEKLY NORMAL PAYMENT
C - OFF LINE ADJUSTMENT PAID
E - EARNED BI-WEEKLY AMOUNT FOR OFFSET OF AN ADVANCE
M - BIWEEKLY MAXIMUM AND DAILY AMOUNTS
P - AMOUNTS EARNED AND PAID FOR PERIODS OF TIME PRIOR TO CONVERSION OR ONLINE LIMITS
R - RECONCILIATION AMOUNT PAID
S - RECONCILIATION AMOUNT RECOVERED FROM CASH COLLECTION
V - ADVANCE PAYMENTS PAID BY ANOTHER PAYROLL OFFICE
Y - ALL OTHER ADJUSTMENTS

**LIVING QUARTERS ALLOWANCE PURCHASE CURRENCY RATE**

The original foreign currency conversion rate in effect on the date of purchase of a home. This is used to compute LQA quarters payments.

**LIVING QUARTERS ALLOWANCE 'TO' DATE**

The ending date of a LQA quarters or utilities payment transaction (advance or biweekly payment).

**LIVING QUARTERS ALLOWANCE RESTORE INDICATOR**

The restore indicator is used by DCPS pay process to determine if an overseas e ntitlement has been restarted by personnel or the Payroll Office. It is used in conjunction with extended LWOP to determine eligibility for payment of Living Quarters Allowance entitlement.

**CODE VALUE:**

X - Employee is ineligible from a Supplemental Record that has rolled off-line
N - Employee is eligible from a previous Supplemental Record
Y - Employee is eligible by action o a 5EC or 5EN NOAC

**LIVING QUARTERS ALLOWANCE TYPE**

The type of quarters payment arrangement. It is used to determine the maximum payable annual amount of LQA.

**CODE VALUE:**

1 - OWNED
2 - CO-OWNED
3 - RENTED
4 - SHARED RENT

**LIVING QUARTERS ALLOWANCE UTILITIES AMOUNT**

The annual expense amount for utilities claimed by the employee for payment.

**LIVING QUARTERS SUMMER INDICATOR**

Identifies whether or not a DODEA employee is expected to return for the next school year. This is used to determine eligibility for LQA payments over the summer.

**LOCAL**

This is the ten digit alphanumeric account number, into which local taxes are deposited for the disbursing office.

**LOCAL HOLIDAYS**

A day off authorized by local authority. Each payroll office may use most paid or unpaid leave codes.

**LOCAL TAX TYPE**

This code identifies the type of tax being withheld such as Occupational (51) or Withholding (01) Tax.

**LOCALITY PAY TABLE NUMBER**

Contains the DCPDS pay table number for the Consolidated Metropolitan Statistical Areas (CMSA's) included/covered by a locality pay percentage. The locality pay table with salaries is not stored in the system, only the percentage and GLO's (CMSA's) associated with the table. 998 - CMSA: New York, Northern New Jersey, Long Island, NY-NJ-CT; San Francisco, Oakland, San Jose, CA; Los Angeles, Anaheim, Riverside, CA.

**LOCALITY PERCENTAGE**

This percentage represents the FEPCA adjustment associated with specific GLO's which is used by the system to determine applicable salary, overtime and biweekly caps for graded employees.

**LOCALLY MAINTAINED**

The process or data used or entered is controlled by the payroll office or the customer service representative.

**LOCATION**

The code used to identify an overseas country and city for payment of Living Quarters Allowance (LQA), Foreign Post Allowance, Foreign Post Differential and Danger Pay entitlements. It consists of the Geographic Location Code State and City (GLO-ST and GLO-CITY). The first two positions of an overseas location will be alpha characters.

**LOSS GAIN FLAG**

Identifies a loss or gain to the Servicing Personnel office and will identify an employee that has been "Rehired". It may appear on the Personnel Interface Invalid Report (6606R01) and while it is not stored in DCPS, it is used to set the separation code; or direct, processing.

**CODE VALUE:**

C - SKELETON TRANSFER (CAO) ACTION USED BY GAINING PERSONNEL OFFICE TO AFFECT A MOVE OF THE PERSONNEL RECORD. IT SHOULD BE FOLLOWED BY A "002" CORRECTION WITH ALL OF THE REQUIRED DATA.

G - GAIN TO PERSONNEL

L - LOSS TO PERSONNEL

R - EMPLOYEE REHIRED (REFER TO SEPARATION PROGRAM, USER MANUAL)

**LSL**

Lump Sum Leave

**LUMP SUM LEAVE INDICATOR**

Indicates whether all partial or none of the available annual and restored leave balances will be paid in a lump sum payment based on separation code.

**CODE VALUE:**

A - ALL HOURS WILL BE PAID

N - NO HOURS WILL BE PAID-TRANSFERRED

P - PARTIAL PAYMENT OF HOURS-REHIRED

**LUMP SUM PAY FOR YEAR**

The amount of lump sum and the year it was paid. Two years of lump sum will be reported if applicable.

**LWOP**

Leave Without Pay. This is the number of hours during the pay period an employee has been on authorized non-paid absence at the request of the employee. It is also the non-pay code used in the leave conversion process when there is an insufficiency in the reported "Leave" type code. Type hour code of "KA" reported or converted to.

# M

**MAGNETIC TAPE**

This field indicates if the records are being sent via magnetic tape. This field is not currently used.

**MAJOR CLAIMANT CODE**

A code that designates the agency sub element to which an activity is assigned. See Section H, Chapter 1 for a complete list of agency codes, major claimant codes and names.

**MAJOR FORCE PROGRAM/BUDGET PROGRAM ACTIVITY CODE/PROJECT CODE**

Major force program (MFP) is a code which represents the first level of the five year Defense Program structure. Budget Program Activity Code (BPAC) is established for classification below appropriation level to identify major budget programs and activities. Project code (Proj CD) is a further subdivision of the budget program.

**MARITAL STATUS**

Marital status of an employee used for federal, state and local income tax withholding.

**CODE VALUE:**

H - HEAD OF HOUSEHOLD
M - MARRIED
O - NO PERSONAL EXEMPTION CLAIMED
S - SINGLE (DEFAULT)
W - WIDOWER
X - MARRIED- SELF AND DEPENDENTS, OR FILING SEPARATE
Y - MARRIED- BOTH SPOUSES WORKING
Z - MARRIED- ONE SPOUSE WORKING

**CODE VALUE FOR PANAMA INCOME TAX:**

A - SINGLE, NO DEPENDENTS
B - MARRIED, NOT HEAD OF HOUSEHOLD FILING SEPARATELY, NO DEPENDENTS
C - MARRIED, HEAD OF HOUSEHOLD FILING SEPARATELY, OR SINGLE HEAD OF HOUSEHOLD WITH DEPENDENTS
D - MARRIED, NOT HEAD OF HOUSEHOLD FILING JOINTLY, NO DEPENDENTS
E - MARRIED, HEAD OF HOUSEHOLD FILING JOINTLY, WITH DEPENDENTS

**MASS CHANGE FLAG**

This flag identifies the type of mass update that was processed by personnel and is received on the 100 character mass update file. It is used to set data and determine the applicable program in DCPS.

**CODE VALUE:**

1 - PAY ADJUSTMENT (NOAC 894)
2 - TSP OPEN SEASON CHANGE
3 - FEHB OPEN SEASON CHANGE
4 - TSP AND FEHB OPEN SEASON CHANGE
5 - LOCALITY PAYMENT (NOAC 895)

**MASS TRANSFER DATE**

This date is the date employees were separated via the DCPS Mass Separation Transfer process. The date will be contained in the employee's records on both the losing and gaining database.

**MASTER EMPLOYEE CONTROL**

A system owned record used for the store routines to locate the first page of the P0NMEF area.

**MASTER LEAVE HISTORY EFFECTIVE DATE**

The effective date of the current MLH record for the employee.

**MAXIMUM PAY LIMIT GS10-1**

The annual salary pay limit for GS-10, Step 10; exclusive of FEPCA adjustments (locality pay percentage) for geographic areas and GS special pay tables. Used by the system to calculate the annual standby premium amount.

**MAXIMUM PAY LIMIT GS15-10**

The annual salary pay limit for GS-15, Step 10, exclusive of FEPCA adjustments (locality pay percentages) for geographic areas and GS special pay tables. Used by the system to apply biweekly salary caps.

**MAXIMUM PAY LIMIT NE15-10**

The annual salary pay limit for NE-15, Step 10; exclusive of tropical differential for physicians in Panama. When a physician is authorized tropical differential, this limit is increased by the Trop Diff amount and used by the system to apply biweekly salary caps.

**MAXIMUM PAY LIMIT NM10-1**

The overtime hourly rate of a NM-10, Step 01 (hourly rate X 1.5%) for non-manual (graded) employees in Panama; exclusive of tropical differential. When an employee is authorized tropical differential, this hourly rate is increased by Trop Diff hourly rate and used by the system to apply overtime hourly caps.

**MAXIMUM PAY LIMIT NM15-10**

The annual salary pay limit for NM-15, Step 10; exclusive of tropical differential for non-manual (graded) employees in Panama. When an employee is authorized tropical differential, this limit is increased by the Trop Diff amount and used by the system to apply biweekly salary caps.

**MEDIA INDICATOR**

This indicates the type of media used to report the tax information to the taxing authority.

**CODE VALUE:**

T - Tape

P - Printed copy to taxing authority

**MEDICARE**

Medicare is a mandatory deduction. Prior to 1991, Medicare and OASDI was a single deduction for FICA (Federal Insurance Contributions Act) tax.

**MEDICARE TAXABLE WAGE BASE**

The taxable wage base for pay subject to Medicare for the pay year.

**MER**

Master Employee Record. This contains the employees name, social security number, address, check distribution, allotments and status.

**MESSAGE**

A field on the “Employees Exceeding Aggregate Limit” report containing messages that are specific to that report. Also, provides information about a personnel interface file not having an erroneous condition.

**MILITARY DEPOSIT INTEREST**

Interest that is accrued on the unpaid balance of Military Deposit on the Interest Accrual Date (IAD).

**MILITARY DEPOSIT INTEREST ACCRUAL DATE**

Date interest is to be accrued on the unpaid military service deposit balance.

**MILITARY DEPOSIT PAID**

Total amount paid (cash payments and deductions) toward the Military Deposit Total Amount Due.

**MILITARY DEPOSIT PAY PERIOD**

The total amount to be deducted for military deposits in the current pay period.

**MILITARY DEPOSIT TOTAL AMOUNT DUE**

Contains the total amount an employee must pay to receive credit for post 1956 military service.

**MILITARY DEPOSIT UPDATE INDICATOR**

If the payment/interest indicator is "I", an "A" in the update indicator field indicates the military deposit interest was based on an automated computation. An "M" indicates the interest was entered manually and has overridden the automated computation. A space in the field indicates the initial setting of the indicator at implementation and has the same meaning as "M". If "T" is in this field, the associated interest accrual or cash payment (payment/interest indicator "I" or "P" respectively) is a transferred-in amount.

**MILITARY DEPOSITS BALANCE**

The balance due amount that the employee owes to complete payment of their Military Services Deposit for retirement.

**MILITARY FURLOUGH HOURS**

Number of military furlough hours (code KG) reported and/or converted in a pay period. (Employee has been called to active duty).

**MILITARY FURLOUGH USED**

Number of military furlough hours (code KG) reported in a pay period. (Employee has been called to active duty).

**MILITARY FURLOUGH USED YEAR TO DATE**

The cumulative total number of hours of military furlough that an employee has used during the leave year to date. (Employee has been called to active duty).

**MILITARY LEAVE ACCRUAL**

The maximum number of military leave hours (days for educators) that an employee can accrue in a fiscal year. For employees with previously used military leave, will be accrued at start of fiscal year, otherwise established at the first occurrence of military leave taken.

**MILITARY LEAVE BEGINNING BALANCE YEAR**

These are the unused military leave hours (days for educators) in the prior fiscal year that may be used in the new fiscal year.

**MILITARY LEAVE CEILING LIMIT**

The maximum days of military leave hours (days for educators) that an employee is allowed to carryover at the fiscal year end.

**MILITARY LEAVE (HOUR/DAY)**

Number of military leave hours or days for educators (code LM) used in a pay period.

**MILITARY LEAVE ENDING BALANCE**

The number of days military leave hours or days for educators available.

**MILITARY LEAVE FORFEITED**

Number of military leave hours (days for educators) forfeited at the end of the fiscal year.

**MILITARY LEAVE USED**

The number of military leave hours (days for educators) used during the pay period.

**MILITARY LEAVE USED YEAR TO DATE**

The cumulative total number of military leave hours (days for educators) used since the beginning of the fiscal year.

**MLH**

Master Leave History

**MODIFY PAY/LEAVE INDICATOR**

The indicator used to call the pay/leave history records screen for modification.

**MTD**

Month to Date

**MULTIPLE APPOINTMENT INDICATOR**

Identifies if employee has a multiple appointment and if so, whether SSN is a reporting or secondary SSN.

**CODE VALUE:**

N - NOT A MULTIPLE APPOINTMENT
R - REPORTING SSN
S - SECONDARY SSN

# N

**NAME**

Contains the name of a specific reference table.

**NAME**

The name of the person, office (e.g., Panama Seguro Social), financial organization, or organization associated with a given address code.

**NATIONAL GUARD ASSOCIATION OF THE UNITED STATES (NGAUS) INSURANCE**

Insurance available to all Title 32 Guard Technicians in addition to FEGLI.

**NATURE OF ACTION CODE (NOAC)**

A code that designates the Nature of a Personnel Action (NOAC). DCPS accepts OPM and special NOAC's used by personnel and also uses a few unique NOAC's to process. Refer to Section H for additional information.

**CODE VALUE:**

0001 - CANCELLATION OF ACTION/CANCELLATION OF APPOINTMENT
0002 - CORRECTION
0100 - CAREER APPT
0101 - CAREER - COND APPT
0102 - CAREER - EXEC ASGMT
0103 - CAREER - EXEC ASGMT - COND
0104 - NON-CAREER EXEC ASGMT
0107 - EMERGENCY APPT
0108 - TERM APPT - NTE
0112 - TEMP APPT - PER
0115 - APPT - NTE
0117 - SUMMER APPT - NTE
0120 - O/S LTD APPT
0122 - O/S LTD APPT - NTE
0124 - APPT STATUS QUO
0128 - LTD EXEC ASSIGN
0130 - TRANSFER
0132 - MASS TRANSFER
0140 - REINS - CAREER
0141 - REINS - CAREER COND
0142 - SES CAREER APPT
0143 - REINS - SES CAREER
0145 - TRANS - SES CAREER
0146 - SES NON-CAREER APPT
0147 - TRANS - SES NON-CAREER
0148 - SES LTD TERM APPT - NTE

0149 - SES LTD EMERGENCY APPT - NTE
0150 - CA CAREER COND APPT
0151 - CA CAREER APPT
0153 - CA APPT - NTE
0154 - CA TERM APPT - NTE
0155 - CA REAPPT
0157 - CA TRANSFER
0170 - EXC APPT
0171 - EXC APPT - NTE
0190 - PROVISIONAL APPT - NTE
0198 - INTERIM APPT - NON-DUTY STATUS
0199 - INTERIM APPT
0280 - PLACEMENT IN PAY STATUS
0292 - RETURN TO DUTY (RTD)
0293 - RETURN TO PAY STATUS
0300 - RETIREMENT - MANDATORY
0301 - RETIREMENT - DISABILITY
0302 - RETIREMENT - VOLUNTARY
0303 - RETIREMENT - SPECIAL OPTION
0304 - RETIREMENT - IN LIEU OF INVOL ACTION
0312 - DESIGNATION - IN LIEU OF INVOL ACTION
0317 - RESIGNATION
0330 - REMOVAL
0350 - DEATH
0351 - TERMINATION - SPONSOR RELOCATING
0352 - TERMINATION - APPT IN (AGENCY)
0353 - SEPARATION - MILITARY
0354 - TERMINATION - DISABILITY
0355 - TERMINATION - EXP OF APPT
0356 - SEPARATION - RIF
0357 - TERMINATION
0385 - TERMINATION DURING PROB/TRIAL PERIOD
0386 - DISCHARGE
0430 - PLACEMENT IN NON-PAY STATUS
0450 - SUSPENSION - NTE
0452 - SUSPENSION - INDEFINITE
0460 - LWOP - NTE
0462 - LWP - NTE
0471 - FURLOUGH
0472 - FURLOUGH - NTE
0473 - LWOP - MILITARY
0480 - SABBATICAL - NTE
0500 - CONV TO CAREER APPT
0501 - CONV TO CAREER COND APPT
0502 - CONV TO CAREER EXEC ASGMT
0503 - CONV TO CAREER EXEC ASGMT COND
0504 - CONV TO NON-CAREER EXEC ASGMT
0507 - CONV TO EMERGENCY APPT

0508 - CONV TO TERM APPT - NTE
0512 - CONV TO TERM APPT - PER
0515 - CONV TO APPT - NTE
0517 - CONV TO SUMMER APPT - NTE
0520 - CONV TO O/S LTD APPT
0522 - CONV TO O/S LTD APPT - NTE
0524 - CONV TO APPT - STATUS QUO
0528 - CONV TO LTD EXEC ASGMT
0540 - CONV TO REINS - CAREER
0541 - CONV TO REINS - CAREER - COND
0542 - CONV TO SES CAREER APPT
0543 - CONV TO REINS SES CAREER
0546 - CONV TO SES NON-CAREER APPT
0548 - CONV TO SES LTD - TERM APPT - NTE
0549 - CONV TO SES LTD - EMER APPT - NTE
0550 - CONV TO CA CAREER - COND APPT
0551 - CONV TO CA CAREER APPT
0553 - CONV TO CA APPT - NTE
0554 - CONV TO CA TERM APPT - NTE
0555 - CONV TO CA REAPPT
0570 - CONV TO EXC APPT
0571 - CONV TO EXC APPT - NTE
0590 - CONV TO PROVISIONAL APPT - NTE
0702 - PROMOTION
0703 - PROMOTION - NTE
0713 - CHG TO LOWER GRADE
0721 - REASSIGNMENT
0740 - POS CHG
0741 - POS CHG - NTE
0750 - CONTINUANCE - NTE
0755 - EXCEPTION TO RIF RELEASE (NTE)
0760 - EXT OF APPT - NTE
0761 - EXT OF SUMMER APPT - NTE
0762 - EXT OF SES LIMITED APPT - NTE
0765 - EXT OF TERM APPT - NTE
0769 - EXT OF PROMOTION - NTE
0770 - EXT OF POS CHG - NTE
0772 - EXT OF FURLOUGH - NTE
0773 - EXT OF LWOP - NTE
0780 - NAME CHG FROM
0781 - CHG IN WORK SCHEDULE
0782 - CHG IN HOURS
0790 - REALIGNMENT
0792 - CHG IN DUTY STATION
0800 - CHG IN DATA ELEM
0803 - CHG IN RETIREMENT PLAN
0810 - CHG IN ALLOWANCE/DIFFERENTIAL
0815 - RECRUITMENT BONUS
0816 - RELOCATION BONUS
0818 - AUTHORIZED AUO
0819 - AVAILABILITY PAY
0825 - SEPARATION INCENTIVE

0840 - INDIVIDUAL CASH AWARD
0841 - GROUP CASH AWARD
0842 - INDIVIDUAL SUGGESTION/INVENTION AWARD
0843 - GROUP SUGGESTION/INVENTION AWARD
0844 - FOREIGN LANGUAGE AWARD
0846 - INDIVIDUAL TIME OFF AWARD
0847 - GROUP TIME OFF AWARD
0866 - TERMINATION OF GRADE RETENTION
0867 - INTERIM WITHIN - GRADE INCREASE
0868 - TERM ON INTERIM WITHIN - GRADE INCREASE
0871 - EXEMPLARY PERFORMANCE AWARD (QSI EQUIV)
0872 - TIME OFF AWARD
0873 - FOREIGN LANGUAGE AWARD
0874 - GAIN SHARING AWARD
0875 - SUGGESTION AWARD
0876 - INVENTION AWARD
0877 - SPECIAL ACT OR SERVICE AWARD
0878 - SES RANK AWARD (PRESIDENTIAL)
0879 - SES PERFORMANCE AWARD
0880 - CHG IN TENURE GROUP
0881 - FEGLI CHG
0882 - CHG IN SERVICE COMP DATE (SCD)
0883 - CHG IN VET PREF
0885 - PERFORMANCE AWARD
0888 - DENIAL OF WITHIN - GRADE INCREASE
0889 - NAVY DEMO PROJECT AWARDS
0891 - GM WITHIN - GRADE INCREASE
0892 - QUALITY INCREASE
0893 - WIHIN - GRADE INCREASE
0894 - PAY ADJ
0895 - LOCALITY PAYMENT
0899 - STEP ADJ
0900 - CHANGE IN TITLE
0901 - CHANGE IN POSITION SENSITIVITY
0902 - REDESCRIPT POS JOB
0903 - CHANGE IN ORGANIZATION NAME
0904 - ASG PREM PAY
0905 - ASGMT PREM PAY - NTE
0906 - EXP PREM PAY
0907 - TERM PREM PAY
0908 - EXT ASGMT PREM PAY - NTE
0909 - CHANGE IN PREMIUM PAY
0910 - PERFORM RATING
0911 - CHANGE TOUR DUTY
0912 - CHANGE IN POSITION NUMBER
0913 - CHANGE TO LOWER GRADE IN RATE
0914 - CHANGE IN PPU NUMBER
0915 - COMPET PROMOTION IN RATE - NTE
0916 - INCENTIVE AWARD
0920 - REPRIMAND

0921 - REASSIGNMENT - NTE
0922 - TERMINATION OF REASSIGNMENT – NTE
0923 - EXTENSION OF REASSIGNMENT - NTE
0926 - FOREIGN LANGUAGE PROFICIENCY PAY
0927 - CHANGE IN FOREIGN LANGUAGE PROFICIENCY PAY
0928 - TERM FOREIGN LANGUAGE PROFICIENCY PAY
0930 - DETAIL TO (AGENCY) - NTE
0931 - EXT DETAIL - NTE
0932 - TERMINATION OF DETAIL IN (AGENCY)
0934 - ACQUISITION DEMO - SEPARATION INCENTIVE
0950 - INTERSESS ASGMT
0951 - TERM INTERSESS ASGMT
0952 - CHG INTERSESS ASGMT
0953 - SABBATICAL - NTE
0954 - TERM SABBATICAL
0966 - FACULTY MERIT INCREASE
0967 - RECOGNITION BONUS
0969 - EXT OF PROM IN RATE - NTE
0971 - ROTATE ASGN - NTE
0972 - EXT ROTATE ASGN - NTE
0973 - TERM ROTATE ASGN
0980 - CHG NV DATA ELEM
0988 - DENIAL OF WITHIN GRADE INCREASE
0991 - AIR FORCE DEMO BONUS
0992 - CHANGE IN DUTY LOCATION
0994 - CHANGE IN ALLOWANCES
ACT - EMPLOYING ACTIVITY DATA
BCB - CONSOLIDATED CIVILIAN PERSONNEL OFFICE
C5E - DUTY STATUS (DTY-STA = 25)
DDD - DELETE TEMPORARY ASSIGNMENT SUPP
GBB - CIVILIAN TYPE
ITZ - CONVERSION TO DCPS
JAR/ - ORGANIZATION CHANGES (NAVY)
JEJ/ - ORGANIZATION CHANGES (AIR FORCE/ARMY/ARMY NATIONAL GUARD)
JEK - ORGANIZATION CHANGES (AIR NATIONAL GUARD)
JPV - SERVICING AGENCY
JPW - LEO INDICATOR
JQN - PAY TABLE NUMBER
JQU - PREMIUM PAY INDICATOR
J4B - HOURS SCHEDULED
J4C - HOURS LEFT TO WORK
J4D - PART-TIME INDICATOR
J5G - DATE PROBATIONARY TRIAL PERIOD ENDS
J6P - AGENCY TRANSFERRED TO
MSS - INDICATES MASS UPDATE
MYG - NON-PAY HOURS
M0H - SALARY LEFT TO EARN
M1B - INTERMITTENT HOURS WORKED SCD
M2B - FEHB PLAN/DATE
M2H - FEHB TEMPORARY INDICATOR

M5K - SEVERANCE PAYMENTS
M52 - (NOT CURRENTLY USED IN DCPS)
PA3 - CITIZENSHIP CODE
PON - PAYROLL OFFICE TRANSFER
R2B - DATE ARRIVED CCPO
S1B - RESERVE CATEGORY
S1F - DATE LAST EQUIVALENT INCREASE
TSP - TSP DATA:
UIC - EMPLOYING ACTIVITY
XCI - ALTERNATE RATE 1
XCJ - ALTERNATE RATE 2
X8G - SPECIAL EMPLOYEE INDICATOR
ZZZ - NON SF50 UPDATE
47C - ADDS/CHANGES/DELETES RETAINED GRADE FIELDS
475 - ADDS/CHANGES/DELETES RETAINED GRADE FIELDS
476 - ADDS/CHANGES/DELETES REATINED GRADE FIELDS
498 - SSN AND CITIZENSHIP CHANGE (PANAMA)
5EC - CHANGE ENTITLEMENT
5EN - ADD NEW ENTITLEMENT
5ED - DELETE ENTITLEMENT
87D - DEMO PROJECT/PERFORMANCE AWARD

**NATURE OF ACTION CODE DATE**

Currently not used.

**NATURE OF ACTION CODE NARRATIVE**

The abbreviated narrative of the nature of action code to be printed on the SF2806.

**NET CHECK DISTRIBUTION OPTION**

Identifies the method of disbursing of an employees net pay. See payment method code for a listing of the valid codes.

**NET DEBT**

GROSS DEBT TOTAL amount minus the DEDUCTIONS TOTAL amount of the Debt Worksheet.

**NET DISPOSABLE EARNINGS**

The amount of any pay which is due or payable as “remuneration for employment” minus the deductions required to be deducted prior to calculating a specific deduction amount.

**NET DISPOSABLE FOR GOVERNMENT INDEBTEDNESS**

The amount of any pay which is due or payable as “remuneration for employment” minus the deductions required to be deducted prior to calculating a specific deduction for Government Indebtedness. This amount is displayed as type code ‘AH’ in the identification field of the ‘AF’ Garnishment Net Disposable pay detail line.

**NET DISPOSABLE 15% for GOVERNMENT INDEBTEDNESS**

This is 15% of the Net Disposable for Government Indebtedness. This is the maximum amount that may be deducted for an involuntary Government indebtedness. This amount is displayed as type code 'AI' in the identification field of the 'AF' Garnishment Net Disposable pay detail line.

**NET PAY**

This is the employee's gross wages reduced by all deductions applicable for the pay period (i.e. taxes, allottments, garnishments, medicare, retirement, etc.). This is the actual amount the employee will receive for the pay period.

**NEW HIRE INDICATOR**

Indicates if an employee transferred in, returned to duty military in the current pay period.

**CODE VALUE:**

0 - NOT A NEW HIRE- CURRENT PAY PERIOD
1 - NEW HIRE\REHIRE - CURRENT PAY PERIOD
2 - TRANSFER IN
3 - RETURN TO DUTY - MILITARY

**NEW TOUR OF DUTY**

This identifies the employee's new scheduled days on/days off, and the number of hours regularly scheduled to work each day, week or biweekly.

**NGAUS**

National Guard Association of the United States

**NGB**

National Guard Bureau

**NIGHT DIFFERENTIAL**

The number of hours for which night differential premium is reported in a day for graded employees.

**NIGHT DIFFERENTIAL ASSIGNED**

Hours of night work that graded employees are scheduled to work per day.

**NIGHT DIFFERENTIAL HOURS**

The number of night differential hours (code ND for graded employees only) reported and/or converted in a pay period.

**NIGHT DIFFERENTIAL HOURS TOTAL**

The total number of hours for which night differential premium is reported within an organization.

**NIGHT PREMIUM PERCENT**

The percentage on a table used to calculate the night differential rate of pay for a graded employee.

**NON APPROPRIATED FUND RETIREMENT**

There are seven different Non Appropriated Fund (NAF) Retirement plans available in DCPS. Only NAF employees are eligible for coverage under these plans. See Retirement Indicator for further information.

**NON DUTY IN SCHEDULE**

This is the number of hours during the pay period an employee has been on non-duty hours during regularly scheduled work hours. It is treated by the system the same as type hour code "KA". Type hour code of "KF" reported.

**NON-TAXABLE WAGES**

All wages that are **not** subject to a particular tax. (i.e., Medicare, state, local, federal, Panamerican, etc.)

**NONPAY FOR CREDIT REDUCTION HOURS**

Number of nonpay hours that are summed for credit reductions codes (KA, KB, KC, KE & KF) reported and/or converted in a pay period.

**NONPAY HOURS SINCE LAST ANNIVERSARY DATE**

The number of nonpay hours within a 12 month period that may impact home leave accruals. Employees may have up to 2 workweeks nonpay within a 12 month period without impacting home leave accruals. The anniversary date is the corresponding day of the corresponding month of the following year.

**NONPAY HOURS USED BALANCE**

The total number of hours of LWOP, AWOL, Suspension, and Furlough an employee has accumulated since the last credit reduction in the leave year (KA, KB, KC, KE and KF).

**NONPAY HOURS WITHIN-GRADE-INCREASE**

The accumulated non-pay hours between equivalent increases used by personnel to adjust the date the within-grade-increase is due.

**NONPAY USED**

Number of nonpay hours (codes KA, KB, KC KE & KF) reported and/or converted to in a pay period.

**NONPAY YEAR TO DATE**

The number of nonpay hours used in the current leave year. It is used to post the SF2806 at the end of each pay year.

**NONTAXABLE AMOUNT**

This is the sum of all taxable earnings for a particular pay detail code paid to employees that are currently not subject to Federal Tax plus all nontaxable earnings paid to the employee.

**NONWORK PAID USED**

This is the number of hours during the pay period an employee is being paid at straight time for nonwork, such as day of death, sabbatical leave, etc. It is also a code generated by the leave program, for the nonwork time, if call back overtime reported for less than two hours is converted. Type hour code of "LX" reported or generated.

**NOT SUBJECT WAGE**

Wages that are not subject to a particular deduction, i.e. state taxes, federal taxes, TSP, Medicare, etc. Some wages may be subject to federal tax and others may not, therefore DCPS calculates the amount of wages that are not subject to each deduction.

**NOT-TO-EXCEED DATE**

The expiration date of an entitlement in the employee's record.

**NOT TO EXCEED DATE TEMPORARY**

The expiration date for a transaction (i.e., temporary appointment, temporary assignment (promotion, detail)).

**NOT-TO-EXCEED PERCENT**

The maximum percentage of disposable pay that may be applied to the debt each pay period.

**NTE**

Not-To-Exceed

**NUMBER OF CALENDAR DAYS FOR PRINCIPALS**

The number of calendar days in the school year for DODEA principals. The number of days are used to calculate daily rates for SMA for principals.

**NOTE: This value can not equal Teacher value.**

**NUMBER OF CALENDAR DAYS FOR TEACHERS**

The number of calendar days in the school year for DODEA teachers. The number of days are used to calculate daily rates for entitlements for teachers and accelerated deductions.

**NUMBER OF DEDUCTIONS**

This is the count of the total number of deductions taken for an employee organization. This field will not exist for any other deduction types.

**NUMBER OF EMPLOYEES**

This is the number of employees that appear on a particular register number or report field.

**NUMBER OF EMPLOYEES WITH MULTIPLE OCCURRENCES**

The number of employees with more than one occurrence on this report.

**NUMBER OF NON DEDUCTIONS**

This is a count of the total number of scheduled deductions not taken for an employee organization. This field will not exist for any other deduction types.

**NUMBER OF PAYMENT ITEMS**

This is the count of detail records on the file.

# O

**OASDI**

Old Age Survivors Disability Insurance

**OASDI TAXABLE WAGE BASE**

The taxable wage base for pay subject to OASDI for the pay year.

**OCCUPATIONAL SERIES**

A subdivision of an occupational group consisting of one or more classes of positions similar as to specialized line of work but differing in difficulty or responsibility of work and therefore in grade or salary range. This element is on the SF-50.

**OCCUPATIONAL TAX**

This tax is levied for cities and townships in Pennsylvania and is deducted once each year when the employee's earnings subject to local tax are equal to or more than the taxable amount set by the city or township.

**CODE VALUE:**

Y - OCCUPATIONAL TAX HAS BEEN SATISFIED FOR THE PAY YEAR, BUT NOT DEDUCTED BY DCPS.

N - OCCUPATIONAL TAX HAS NOT BEEN DEDUCTED FOR THE PAY YEAR.

S - DCPS HAS DEDUCTED THE OCCUPATIONAL TAX FOR THE PAY YEAR.

**OCCUPATIONAL TAXABLE WAGES**

This is the amount of wages paid subject to local income tax in Pennsylvania.

**OFFICE OF WORKERS COMPENSATION PROGRAM (OWCP) LEAVE HOURS**

Number of OWCP leave (nonpay) hours (code KD) that are reported in a pay period.

**OFFICE OF WORKERS COMPENSATION PROGRAM USED**

The number of OWCP nonpay hours taken during a pay period.

**OFFICE OF WORKERS COMPENSATION PROGRAM USED YEAR TO DATE**

The cumulative total number of OWCP nonpay hours taken during the leave year, (year to date).

**OFFSET INDICATOR**

The Offset Indicator identifies adjustments that the payroll office does not want used in the Retro Activation process for indebtedness. All adjustments created by the system will have a default value 'Y'. NOTE: The payroll office can change the indicator to 'N'. If 'N' is entered for an earnings or deduction, 'N' should also be entered on all adjustments associated to that earnings or deduction adjustment.

**CODE VALUE**:
Y - Yes – use this adjustment in the retro offset process (default)
N - No – do not use this adjustment in the retro offset process

**OLD AGE SURVIVORS DISABILITY INSURANCE (OASDI)**
OASDI is mandatory deduction for certain federal employees. Prior to 1991, OASDI and Medicare was a single deduction for FICA (Federal Insurance Contributions Act) tax.

**OLD GROUP LIFE INSURANCE COVERAGE CODE**
The old FEGLI code (A0-N5, P0-Z5 & 90) prior to change (SF50), used to determine when the new FEGLI code will be effective for deduction purposes.

**OLD TOUR OF DUTY**
This identifies the employee's old scheduled days on/days off, and the number of hours regularly scheduled to work each day, week or biweekly.

**OLDEST ONLINE DATE**
Beginning pay period date of the oldest pay period online (YYMMDD format).

**ONE TIME AMOUNT**
Any monies received by the employee for a one time payment of the following entitlements/awards; recruitment bonus, relocation bonus and foreign language award.

**ON-LINE**
Data entered in a terminal that is connected directly to the computer which results in immediate updating of database records.

**ON-LINE LOCKOUT INDICATOR**
An indicator to on-line programs whether updates are allowed. For the period of time between execution of the reports extract (P6305) and completion of history updates (P7505), this indicator is set to "Y" to prevent on-line database updates.

**CODE VALUE:**
N - NO
Y - YES

**OPERATING AGENCY CODE**
A major high-level organizational unit to which funds are allocated.

**OPERATING BUDGET ACCOUNT NUMBER**
See Allotment Serial Number/Operating Budget Account Number/Bureau Control Number.

**OPM**
Office of Personnel Management (United States)

**OPM 1351-C**
Leave earned and used on the Work Years and Personnel Cost Report

**OPM 1514**

Office of Personnel Management Military Deposit Worksheet

**OPM 1525**

Annual Summary Retirement Fund Transactions Civil Service Retirement System

**OPM 1564**

Annual Summary Retirement Fund Transactions Federal Employees Retirement System

**OPM PER ATTACHED SF 2812**

This is the grand total amount of withholdings and contributions for FEGLI, FEHB and Retirement including salary offset for reemployed annuitants, military deposits and civilian service credit withholdings.

**OPTION B MULTIPLE (GLI)**

Used to calculate biweekly FEGLI option B insurance.

**CODE VALUE:**

X1 - G,H,I,J
X2 - K,L,M,N
X3 - P,Q,R,9
X4 - S,T,U,V
X5 - W,X,Y,Z

**ORGANIZATION**

Identifies various groupings of employees within an employing activity. A locally assigned code that is used for physical distribution of timecards. This code is also used to summarize specific reports within an activity.

**ORGANIZATION CHECK CHARGE**

Contains the amount an employee organization will be charged for each check produced.

**ORGANIZATION DEDUCTION**

This is the pay period deduction amount for the option status code printed on the same line.

**ORGANIZATION DUES CYCLE NUMBER**

This is the cycle number for DODEA Educators.

**CODE VALUE:**

1
2
3

**ORGANIZATION DUES DEDUCTION BEGIN DATE**

This is the date a DODEA educator's union deduction begins.

**ORGANIZATION DUES DEDUCTION END DATE**

This is the date a DODEA educator's union deduction ends.

**ORGANIZATION NAME**

This is the name of the Employee Organization.

**ORGANIZATION NUMBER**

The Employee Organization Number is a two position alphanumeric field which is assigned by the payroll office to identify each Employee Organization.

**ORGANIZATION OPTION STATUS**

A code that indicates a specific deduction option within an employee organization code (locally assigned).

**ORGANIZATION PAY PERIOD AMOUNT**

A standard pay period deduction for a specific option within an employee organization or union.

**ORGANIZATION PAY PERIOD PERCENTAGE**

A percentage used to determine the pay period deduction for a specific option within an employee organization or union.

**ORGANIZATION ROUTING TRANSIT NUMBER**

The routing transit number assigned to financial organizations by the federal reserve bank.

**ORGANIZATION SERVICE CHARGE**

The amount to be charged an employee organization for each employee deduction.

**ORGANIZATION TOTALS**

This is the sum of all the organization amounts in the employing activity.

**OT**

Overtime

**OVERSEAS ALLOTMENT ACCOUNT/POLICY ID NUMBER**

The financial organization account number, an insurance policy number, or a specific number assigned for identification for an overseas allotment.

**OVERSEAS ALLOTMENT ACCOUNT TYPE**

The type of account, (C)hecking or (S)avings, with a financial organization, into which an overseas allotment is deposited.

**OVERSEAS ALLOTMENT TYPE INDICATOR**

The purpose of the overseas allotment.

**CODE VALUE:**

D - DEPENDENT SUPPORT
H - HOME LOAN
I - INSURANCE
S - SAVINGS
X - LOCAL APPLICATION

**OVERTIME ENVIRONMENT INDICATOR**

Identifies environmental payments calculated for overtime hours.

**CODE VALUE:**

O - OVERTIME
R - REGULAR

**OVERTIME HOURS**

The number of overtime hours (codes OC, ON, OS, OU and OX) reported and/or converted in a pay period.

**OVERTIME HOURS PRIOR PERIOD**

The overtime hours for an employee one pay period prior to current pay period.

**OVERTIME HOURS YEAR TO DATE**

Overtime hours year to date worked by an employee.

**OWCP**

Office of Worker's Compensation Programs

# P

**PANAMA EDUCATION SECURITY TAX**

See Panama Education Tax Percentage.

**PANAMA EDUCATION TAX PERCENTAGE**

This percentage is used by system to calculate the Panama education tax amount. This deduction is mandatory for all employees subject to Panama income tax.

**PANAMA EMPLOYEE PERSONAL IDENTIFICATION NUMBER**

The number issued to non-US Panama employees by the civilian personnel offices upon employment with Department of Defense in Panama. This number with leading zeros is the employee identification (SSN) for non-US Panama employees.

**PANAMA ENVIRONMENTAL RATE MG-10 STEP 02**

The MG-10 Step 2 rate is used for the calculation of Panama manual employees' environmental pay rates.

**PANAMA SOCIAL SECURITY**

This is the Panama social security tax. Panama citizens and third country citizens must pay this tax.

**PANAMA SOCIAL SECURITY HEALTH/MATERNITY**

This applies to Pre-treaty non-U.S. employees who elected Panama Health/Maternity Insurance coverage in lieu of FEHB.

**PAPB**

Panama Area Personnel Board

**PART-TIME ACCRUAL INDICATOR**

An indicator set by the T&A process that determines if a part-time employee is entitled to a leave accrual in a pay period.

**CODE VALUE:**

N - EMPLOYEE HAS NOT MET ONE HOUR PER WEEK WORK SCHEDULE OR COMPLETED BIWEEKLY WORK SCHEDULE

Y - EMPLOYEE HAS MET ONE HOUR PER WEEK WORK SCHEDULE AND COMPLETED BIWEEKLY WORK SCHEDULE

**PART-TIME CAREER ACT STATUS**

A code indicating a part-time employee is subject to the provisions of the Part-Time Career Act.

**CODE VALUE:**

N - NOT SUBJECT TO PART-TIME CAREER ACT
Y - SUBJECT TO PART-TIME CAREER ACT

**PATRONAL NUMBER**

Employer identification numbers issued by the Panama government to identify the Charleston payroll office. Two unique numbers are issued by the Panama Seguro Social office for use on the Panama social security reports, one number for part 1 and one number for part 2. The Panama tax office also issues an identification number for use on reports recording Panama income tax and education security tax information.

**PAY BASIS CODE**

A code that designates the pay basis of the position. Contact the SEOPE Customer Support if any of the "Not Valid" codes are encountered.

**CODE VALUE:**

BW - BI-WEEKLY (NOT CURRENTLY VALID IN DCPS)
FB - FEE BASIS (ONLY VALID FOR DODEA TEACHERS IN PANAMA)
PA - PER ANNUM
PD - PER DIEM
PH - PER HOUR
PM - PER MONTH (NOT CURRENTLY VALID IN DCPS)
PW - PIECEWORK (NOT CURRENTLY VALID IN DCPS)
SM - SEMI-MONTHLY (NOT CURRENTLY VALID IN DCPS)
SY - SCHOOL YEAR (IN DCPS, ONLY ACCEPTED FOR PAY PLAN TP)
WC - WITHOUT COMPENSATION (NOT CURRENTLY VALID IN DCPS)

**PAY BLOCK(S)**

Groupings of employee pay records. Consists of multiple activity organizations logically grouped together for the controlling MER and T&A updates within the payroll office.

**PAY CALC**

Pay calculation is one of the modules in DCPS. It is the process that calculates the employee's wages, deduction and net pay amounts.

**PAY DATE**

See Pay Period Disbursing Date.

**PAY DETAIL CODE**

Used to identify types of hours and amounts paid or cash payments received for military deposits and retirement.

**CODE VALUE:**

AA - GROSS PAY
AB - NET PAY
AC - NET SPECIAL
AD - NET DECEASED
AE - GROSS DECEASED
AF - GARNISH NET DISPOSABLE
AG - GROSS SUBJ GARNISH
EA - FLYING
EB - HIGH WORK - WORK ON, ABOVE, BELOW, OR SUSPENDED BETWEEN HIGH STRUCTURES
EC - FLOATING TARGETS
ED - DIRTY WORK
EE - COLD WORK
EF - HOT WORK
EG - WELDING PREHEATED METALS
EH - MCRO-SLDRNG/WIRE WLDING/ASSMBLY
EK - EXPOSURE TO HAZ WEATHER/TERRAIN
EL - UNSHORED WORK
EM - GRND WRK UNDER HVERING HELICPTR
EN - HAZ BOARDING/LVNG SURFACE CRAFT
EP - CARGO HNDLG DURING LIGHTENING OPS
EQ - DIVING-EXTRA HAZARDOUS
ER - DUTY ABOARD SURFACE CRAFT
ES - WORK AT EXTREME HEIGHTS
ET - FIBROUS GLASS WORK
EV - HIGH VOLTAGE ELECTRICAL ENERGY
EW - WLDG/CUTNG/BRNNG IN CNFNED SPCS
E1 - OVERHEIGHT PAY
E2 - SPRAY BOOTH OPERATION
E3 - SANDBLASTING
E4 - PAINTERS IN ENERGIZED AREA
E5 - CARPENTERS IN ENERGIZED AREA
E6 - LIVE LINE MAINTENANCE
FA - DUTY ABOARD SUBMERGED VESSEL
FB - EXPLSVS/INCDARY MATERIAL-HIGH
FC - EXPLSVS/INCDARY MATERIAL-LOW
FD - POISONS (TOXIC CHEMS)-HIGH
FE - POISONS (TOXIC CHEMS)-LOW
FF - MICRO-ORGANISMS-HIGH
FG - MICRO-ORGANISMS-LOW
FH - PRESSURE CHAMBER/CENTRFGL STRSS
FI - THERMAL-CHAMBER TESTS
FK - WORK IN FUEL STORAGE TANKS
FL - FIREFIGHTING-HIGH
FM - FIREFIGHTING-LOW
FN - EXPRMNTL LNDNG/RCVRY EQUIP TESTS
FP - LND IMPCT/PAD ABRT OF SPACE VEHCL

FQ - DIVING-SKIN
FR - MASS EXPLSVS/INCNDARY MATERIAL
FS - DUTY ABOARD AIRCRAFT CARRIER
FT - PRTCIPATING IN MSSLE LIQUID/SOLID
FU - DIVER/TENDER
FV - ASBESTOS
FW - DIVING
FX - WRKNG IN PRSRIZED SONAR DOMES
FY - WRKNG IN NON-PRSRIZE SONAR DOMES
FZ - EXPERIMENTAL PARACHUTE JUMPS
F1 - HOSTILE ENEMY FIRE
F2 - THREAT OF BODILY HARM
F3 - WORK IN THE DESTRUCTION AREA
F4 - EXTREME HEAT
F5 - FIREFIGHTING
F6 - EXPLOSIVE HANDLING
GM - MILITARY DEPOSIT CASH PAYMENT
JA - COMM GARNISH INTEREST
JB - GARNISH ATTORNEY FEES
JT - OVERSEAS TELEPHONE
KA - LEAVE WITHOUT PAY (LWOP)
KB - SUSPENSION
KC - ABSENT WITHOUT LEAVE (AWOL)
KD - OFFICE OF WORKERS COMPENSATION (OWCP)
KE - FURLOUGH
KF - NON DUTY WITHIN REGULAR SCHEDULE
KG - MILITARY FURLOUGH (LWOP) - CALLED TO ACTIVE DUTY
MA - PANAMERICAN-PRE 92
MB - PANAMERICAN-NEW 92
MC - MUNDIAL LIFE INSURANCE
MD - MUNDIAL HEALTH INSURANCE
ME - PANAMA EDUCATION SECURITY TAX
MF - PANAMA FURNITURE
MH - PANAMA HOUSING
MK - KUNA INDIAN RENT
MP - SEGURO HEALTH/MATERNITY
MS - SEGURO SOCIAL
MT - PANAMA TELEPHONE
MU - PANAMA UTILITIES
ND - NIGHT DIFFERENTIAL
OY - OVERTIME NOT PAID - ROLLUP
OZ - OVERTIME
PA - LUMP SUM-ANNUAL
PB - LUMP SUM-ADVANCED ANNUAL
PC - LUMP SUM-RESTORED #3
PD - LUMP SUM-RESTORED #2
PE - LUMP SUM-RESTORED #1
PF - LUMP SUM-ADVANCED SICK

PG - LUMP SUM-COLA
PH - LUMP SUM-POST DIFF (NON FOR)
PI - LUMP SUM-POST DIFF (FOR)
PJ - LUMP SUM-TROPICAL
PK - LUMP SUM-STANDBY PREMIUM
PL - LUMP SUM-ADMIN UNCON PREM
PM - LUMP SUM-SECOND SHIFT
PN - LUMP SUM-THIRD SHIFT
PO - LUMP SUM-GUAM INCENTIVE
PP - LUMP SUM - DANGER PAY
PR - FINAL PAY-CREDIT HOURS
PS - FINAL PAY-COMP TIME
PT - FINAL PAY-RELIGIOUS COMP
PU - FINAL PAY - ADVANCED RELIGIOUS COMP
PW - LUMP SUM - AVAILABILITY PAY
P1 - FINAL PAY - ADVANCED TIME OFF AWARD
P2 - LUMP SUM - POST ALLOWANCE
P3 - PAYOFF - COMPENSATORY TIME AGED
RA - REGULAR
UA - REEMPLOYED ANNUITANT OFFSET
UB - EMPLOYER CONT-CSRS (ALL)
UC - EMPLOYER CONT-FERS (ALL)
UD - EMPLOYER CONT-TSP BASIC
UF - EMPLOYER CONT-MEDICARE
UG - EMPLOYER CONT-FEGLI
UH - EMPLOYER CONT-FEHB
UI - EMPLOYER CONT-TSP
UJ - EMPLOYER CONT-OASDI
UK - EMPLOYER CONT-SERS
UM - EMPLOYER CONT-401(K)
UP - GOVERNMENT CONTRIBUTION - SEGURO HEALTH/MATERNITY
US - GOVERNMENT CONTRIBUTION - SEGURO SOCIAL
UU - EMPLOYER CONT-NAF RETIREMENT
UW - GOVERNMENT CONTRIBUTION - TIAA/CREF
UX - GOVERNMENT CONTRIBUTION - FIDELITY
U5 - GOVERNMENT CONTRIBUTION - DISABILITY INSURANCE
VB - ERNGS SUBJ TO CSRS (ALL)
VC - ERNGS SUBJ TO FEDERAL TAX
VD - ERNGS SUBJ TO STATE TAX
VE - ERNGS SUBJ TO LOCAL TAX
VF - ERNGS SUBJ TO MEDICARE
VG - ERNGS SUBJ TO FERS (ALL)
VH - ERNGS SUBJ TO TSP (ALL)
VI - ERNGS SUBJ TO OASDI
VJ - ERNGS SUBJ TO SERS

VL - ERN SBJ FEGLI
VM - ERNGS SUBJ TO 401(K)
VS - ERNGS SUBJ TO SEGURO SOCIAL AND SEGURO HEALTH/MATERNITY
VU - ERNGS SUBJ TO NAF RETIREMENT
VW - SUBJ TO TIAA/CREF
VX - SUBJ TO FIDELITY
V6 - EARNINGS NOT SUBJECT TO OASDI
V7 - EARNINGS NOT SUBJECT TO MEDICARE
V8 - ERNGS NOT SUBJ TO FEDERAL TAX
WA - CSRS (ALL)
WB - MEDICARE
WD - FEDERAL TAX
WE - STATE TAX
WF - LOCAL TAX
WG - FEHB
WH - FEGLI (REGULAR)
WI - FEGLI (OPTIONAL A)
WJ - FEGLI (OPTIONAL B)
WK - FEGLI (OPTIONAL C)
WL - ALLOTMENTS
WM - OASDI
WN - EIC
WO - TSP LOANS
WP - FERS (ALL)
WQ - CSRS (ANNUITANT)
WR - FERS (ANNUITANT)
WU - NAF RETIREMENT
WV - 401(K) LOANS
WW - TIAA/CREF RETIREMENT
WX - FIDELITY RETIREMENT
W1 - UNION CENTRAL LIFE INS
W2 - SRA - TIAA/CREF
W3 - SRA - FIDELITY
W4 - PARKING
W5 - DISABILITY INSURANCE
W6 - LODGING
W7 - SUBSISTENCE
W8 - TRANSIT
W9 - VANPOOL
XA - VOLUNTARY CHILD SUPPORT
XB - VOLUNTARY ALIMONY
XC - GARNISHMENT-CHILD SUPPORT
XD - GARNISHMENT-ALIMONY
XE - GARNISHMENT-ARREARAGE (CH SPT)
XF - GARNISHMENT-ARREARAGE (ALIMNY)
XG - TAX LEVY

XH - CHAPTER 13 PAYMENTS
XI - VOLUNTARY PAYMENT OF BACK TAXES
XJ - TRAVEL OVERPAYMENT
XL - COMMERCIAL GARNISHMENT ADMINISTRATIVE FEE
XM - ADVANCE SALARY PAYMENTS
XN - LEAVE BUY BACK (RESERVED)
XO - FEHB INDEBTEDNESS
XP - DOD INVOLUNTARY GOVERNMENT INDEBTEDNESS
XQ - CHARITY
XR - EMPLOYEE ORGANIZATIONS
XS - BONDS
XT - OVERSEAS ALLOTMENTS
XU - QUARTERS (RENT & UTILITIES)
XV - TSP
XW - TSP PRIOR YEAR
XX - DOD VOLUNTARY INDEBTEDNESS
XY - NON-DOD INVOLUNTARY INDEBTEDNESS
XZ - NON-DOD VOLUNTARY INDEBTEDNESS
X1 - NGAUS INSURANCE
X2 - STATE ENDORSED/PRIVATE INSURANCE
X3 - SERS (TITLE 32)
X4 - DEFERRED COMPENSATION
X5 - MILITARY SERVICE DEPOSIT (DEDUCTION)
X7 - 401(K) SAVINGS PLAN
X8 - GARNISHMENT - COMMERCIAL
YA - PRODUCTIVITY AWARD
YB - INTEREST PAID - BACK PAY AWARD
YC - COLA
YD - POST DIFF (NON-FOR)
YE - LQA - LIVING QUARTER ALLOWANCE
YF - POST ALLOWANCE
YG - POST DIFF (FOR)
YH - SEPARATE MAINTENANCE ALLOWANCE
YI - SUBSISTENCE EXPENSE ALLOWANCE (SEA)
YJ - TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)
YK - TROPICAL DIFFERENTIAL
YL - BENEFIT ALLOWANCE - GTMO
YM - PHYSICIANS COMPARABILITY ALLOWANCE
YN - REMOTE SITE/OFFSHORE ALLOWANCE
YO - RECRUITMENT INCENTIVE
YP - SEVERANCE PAY
YR - DANGER PAY
YS - SEPARATION INCENTIVE
YT - STANDBY PREMIUM
YU - ADMIN UNCONTROLLABLE PREM
YV - BENEFICIAL SUGGESTION
YW - INCENTIVE AWARD
YX - PMRS AWARDS
YY - EXTRACURRICULAR PAY (EDUCATORS)
YZ - EXTRA DUTY (DORM SUPV)

Y1 - TRANSFER ALLOWANCE
Y2 - EDUCATION ALLOWANCE/EDUCATION TRAVEL
Y3 - STAFFING DIFFERENTIAL
Y4 - RETENTION ALLOWANCE
Y5 - SUPERVISORY DIFFERENTIAL
Y6 - RECRUITMENT BONUS
Y7 - RELOCATION BONUS
Y8 - FOREIGN LANGUAGE AWARD
Y9 - POST SEPARATION - COP ENTITLEMENT
ZE - SUNDAY PREMIUM
ZF - HOLIDAY PREMIUM
ZG - SHIFT DIFFERENTIAL-SECOND SHIFT
ZH - SHIFT DIFFERENTIAL-THIRD SHIFT
ZL - FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)
ZM - AVAILABILITY PAY
Z1 - FRINGE BENEFITS
Z3 - IMMINENT DANGER
Z4 - SPECIAL RETENTION ALLOWANCE
Z5 - CONDITION OF EMPLOYMENT (COND EMPL)

**PAY DETAIL IDENTIFICATION**

Provides identifying information associated with the biweekly regular or adjustment amounts calculated for an earnings type code or deduction code.

**SOME EXAMPLES ARE:**

"CB" - CUT BACK
"NTE" - NOT TO EXCEED SUSPENSION/CUT BACK (EARNINGS)
FEHB ENROLLMENT CODE
TSP FUND CODE
DOCUMENT NUMBER

**PAY MASTER CONTROL**

A system owned record used for the store routines to locate the first page of the P0NPAY area.

**PAY PERIOD ADJUSTMENT END DATE**

The pay period end date during which an adjustment was made.

**PAY PERIOD BEGINNING DATE**

The date of the first calendar day of the pay period.

**PAY PERIOD CREATED**

This identifies the pay period in which the register was created and is used to determine which registers should be printed each pay period during the bi-weekly pay process.

**PAY PERIOD DATE**

The last calendar date of a given pay period or the ending date of the pay period in which updates become effective.

**PAY PERIOD DISBURSING DATE**

The disbursing date of a payroll for a given pay period (YYMMDD).

**PAY PERIOD END DATE**

The last calendar date of a given pay period or the ending date of the pay period in which the updates become effective (YYMMDD).

**PAY PERIOD END DATE ADJUSTMENT**

The pay period end date during which an adjustment was made.

**PAY PERIOD END DATE EFFECTIVE**

Day 14 of the pay period during which an action occurred. Can be a prior or the current pay period end date.

**PAY PERIOD LEAVE PERIOD NUMBER**

The number of the leave period whose dates correspond to the dates of the pay period.

**PAY PERIOD LEAVE YEAR**

Indicates the leave year of a given pay period (YY).

**PAY PERIOD NUMBER**

A number identifying the biweekly pay period within a pay year.

**PAY PERIOD QUARTER NUMBER**

Indicates the taxable quarter or a given pay period.

**CODE VALUE:**

1 - FIRST QUARTER
2 - SECOND QUARTER
3 - THIRD QUARTER
4 - FOURTH QUARTER

**PAY PERIOD YEAR**

The calendar tax year of each pay period (YY).

**PAY PLAN CODE**

A plan prescribed by law or other authoritative source that governs the compensation paid an employee. Each plan provides for a separate wage scale. The element is contained on the SF-50. Only codes valid in DCPS are listed. Contact SEOPE Customer Support if other codes are encountered.

**CODE VALUE:**

AD - ADMINISTRATIVELY DETERMINED RATES, NOT ELSEWHERE SPECIFIED
AN - USSAH HOME RESIDENTS
CA - BOARD OF CONTRACT APPEALS
CF - PANAMA - SPECIAL RATES - EQUIVALENT TO GENERAL SCHEDULE AIR FORCE FIREFIGHTER/CREW CHIEF/FIRE INSPECTOR
DA - DEMONSTRATION ADMINISTRATIVE
DB - DEMONSTRATION ENGINEERS AND SCIENTISTS
DE - DEMONSTRATION ENGINEERS AND SCIENTISTS TECHNICIAN
DG - DEMONSTRATION GENERAL
DJ - DEMONSTRATION ADMINISTRATIVE
DK - DEMONSTRATION GENERAL SUPPORT
DP - DEMONSTRATION PROFESSIONAL
DR - DEMONSTRATION AF SCIENTIST & ENGINEER
DS - DEMONSTRATION SPECIALIST
DT - DEMONSTRATION TECHNICIAN
ED - EXPERT (5 U.S.C. 3109)
EE - EXPERT (OTHER)
EF - CONSULTANT (5 U.S.C. 3109)
EG - CONSULTANT (OTHER)
EH - ADVISORY COMMITTEE MEMBER (5 U.S.C. 3109)
EI - ADVISORY COMMITTEE MEMBER (OTHER)
EP - DEFENSE INTELLIGENCE SENIOR EXECUTIVE SERVICE (EQUIVALENT TO ES)
ES - SENIOR EXECUTIVE SERVICE (SES)
EX - EXECUTIVE PAY
FN - PRODUCTION FACILITATOR - PANAMA (MANUAL-NON SUPERVISOR); EQUIVALENT TO FEDERAL WAGE SYSTEM
FS - PRODUCTION FACILITATOR - PANAMA (MANUAL-SUPERVISOR); EQUIVALENT TO FEDERAL WAGE SYSTEM
GG - GRADES SIMILAR TO GENERAL SCHEDULE
GM - PMRS (MERIT PAY)
GO - OVERSEAS (GRADE SIMILAR TO GENERAL SCHEDULE)
GS - GENERAL SCHEDULE
GW - EMPLOYMENT UNDER SCHEDULE A 213.3102(W) CLASSIFIED UNDER AND PAID AS A GS
IE - SENIOR INTELLIGENCE EXECUTIVE SERVICE (SIES, EQUIVALENT TO ES)
IP - SENIOR INTELLIGENCE PROFESSIONAL (SIP, EQUIVALENT TO SL)
LG - GS EQUIVALENT – CUBAN LOCAL NATIONAL
LK - WL EQUIVALENT – CUBAN LOCAL NATIONAL
LX - PANAMA (MANUAL) - EQUIVALENT TO FEDERAL WAGE SYSTEM

LY - WS EQUIVALENT – CUBAN LOCAL NATIONAL
LZ - WG EQUIVALENT – CUBAN LOCAL NATIONAL
MG - PANAMA - NON-SUPERVISORY (MANUAL) - EQUIVALENT TO FEDERAL WAGE SYSTEM
ML - PANAMA (MANUAL) - LEADER-EQUIVALENT TO FEDERAL WAGE SYSTEM
MS - PANAMA (MANUAL) - SUPERVISOR-EQUIVALENT TO FEDERAL WAGE SYSTEM
MX - PANAMA (MANUAL) - EQUIVALENT TO FEDERAL WAGE SYSTEM
NC - NRL Administrative Support - Demo
ND - SCIENTIFIC/ENGINEERING - NAVY DEMO
NE - PANAMA (DOCTORS) - EQUIVALENT TO GENERAL SCHEDULE
NG - GENERAL SUPPORT - NAVY DEMO
NH - BUSINESS OR TECHNICAL MANAGEMENT PROFESSIONAL - ACQUISITION DEMO
NI - NIMA Demo
NJ - TECHNICAL MANAGEMENT SUPPORT - ACQUISITION DEMO
NK - ADMINISTRATIVE SUPPORT - ACQUISITION DEMO
NM - PANAMA (NON MANUAL) - EQUIVALENT TO GENERAL SCHEDULE
NO - NRL Administrative Specialist/Professional – Demo
NP - NRL Science and Engineering Professional – Demo
NR - NRL Science and Engineering Technical - Demo
NT - ADMINISTRATIVE TECHNICAL - NAVY DEMO
NX - PANAMA (NON MANUAL) - EQUIVALENT TO GENERAL SCHEDULE
PR - PROTECTIVE SERVICE – CUBAN LOCAL NATIONAL
RS - SENIOR BIOMEDICAL SERVICE
SC - SENIOR CRYPTOLOGIC EXECUTIVE SERVICE
SL - SENIOR LEVEL POSITIONS
SR - STATUTORY RATES NOT ELSEWHERE SPECIFIED
SS - SPECIAL CLERICAL/SECRETARIAL ASSISTANTS
ST - SCIENTIFIC & PROFESSIONAL
SX - PANAMA (MANUAL) - EQUIVALENT TO FEDERAL WAGE SYSTEM
SZ - PANAMA -SPECIAL RATES - EQUIVALENT TO GENERAL SCHEDULE ARMY FIREFIGHTER/CREW CHIEF/FIRE INSPECTOR; STUDENT ASSISTANTS; INDIAN MESS ATTENDANTS
TP - DODEA TEACHERS AND PRINCIPALS (O/S)
WA - NAVIGATION LOCK AND DAM OPERATION AND MAINTENANCE POSITIONS IN THE U.S. ARMY CORPS OF ENGINEERING--SUPERVISORY-- FEDERAL WAGE SYSTEM
WB - WAGE POSITIONS UNDER THE FEDERAL WAGE SYSTEM NOT OTHERWISE DESIGNATED
WD - PRODUCTION FACILITATING NONSUPERVISORY-FEDERAL WAGE SYSTEM
WG - NONSUPERVISORY PAY SCHEDULES-FEDERAL WAGE SYSTEM
WJ - HOPPER DREDGE SCHEDULE--SUPERVISORY--FEDERAL WAGE SYSTEM

WK - HOPPER DREDGE SCHEDULE--NON-SUPERVISORY--FEDERAL WAGE SYSTEM
WL - LEADER PAY SCHEDULES-FEDERAL WAGE SYSTEM
WM - MARITIME PAY SCHEDULES-FEDERAL WAGE SYSTEM
WN - PRODUCTION FACILITATING SUPERVISORY-FEDERAL WAGE SYSTEM
WO - NAVIGATIONAL LOCK AND DAM OPERATION AND MAINTENANCE POSITIONS IN U.S. ARMY CORPS OF ENGINEERS--LEADER FEDERAL WAGE SYSTEM
WQ - PUERTO RICO NON-SUPERVISORY (WG-EQUIVALENT)
WR - PUERTO RICO LEADER (WL-EQUIVALENT)
WS - SUPERVISORY PAY SCHEDULES-FEDERAL WAGE SYSTEM
WT - APPRENTICES AND SHOP TRAINEES-FEDERAL WAGE SYSTEM
WU - PUERTO RICO SUPERVISOR (WS-EQUIVALENT)
WW - EMPLOYMENT UNDER SCHEDULE A 312.3102(W) CLASS UNDER & PAID AT REGULAR ESTABLISHED RATE-WS
WY - NAVIGATIONAL LOCK AND DAM OPERATION AND MAINTENANCE POSITIONS IN THE U.S. ARMY CORPS OF ENGINEERS-NON-SUPERVISORY FEDERAL WAGE SYSTEM
XD - NONSUPER PRODUCTION FACILITATING SPECIAL SCHEDULE PRINTING EMPLOYEES
XF - FLOATING PLANT (OTHER THAN HOPPER DREDGE) SCHEDULE--NON-SUPERVISORY--FEDERAL WAGE SYSTEM
XG - FLOATING PLANT (OTHER THAN HOPPER DREDGE) SCHEDULE--NON-SUPERVISORY--FEDERAL WAGE SYSTEM
XH - FLOATING PLANT (OTHER THAN HOPPER DREDGE) SCHEDULE--SUPERVISORY--FEDERAL WAGE SYSTEM
XL - LEADER SPECIAL SCHEDULE PRINTING EMPLOYEES
XN - SUPER PROD FACILITATING SPECIAL SCHEDULE PRINTING EMPLOYEES
XP - NONSUPERVISORY SPECIAL SCHEDULE PRINTING EMPLOYEES
XS - SUPERVISORY SPECIAL SCHEDULE PRINTING EMPLOYEES
YV - SUMMER AID EMPLOYMENT UNDER SCHEDULE A 213.3102(V)
YW - STUDENT AID EMPLOYMENT UNDER SCHEDULE A 213.3102(W) PAID AT SPECIAL ESTABLISHED RATE

**PAY PLAN IDENTIFIER**

Identifies the third position of the pay plan field for the National Security Agency (NSA).

**PAY RATE**

The hourly/daily rate of pay that is paid an employee. For graded employees (except teachers and consultants), this is the annual rate on the SF50 divided by 2087. For ungraded employees this is the hourly rate, for teachers and consultants it's the daily rate.

**PAY RATE DETERMINANT**

See Pay Rate Special Factor.

**PAY RATE SPECIAL FACTOR**

Designates special factors that are considered in determining an employee's pay. This element is the same as the Pay Rate Determinant (PRD) contained on the SF50, DCPS screens and reports.

**CODE VALUE:**

A - RETAINED GRADE - DIFFERENT POSITION
B - RETAINED GRADE - SAME POSITION
C - CRITICAL POSITION RATE
E - RETAINED GRADE & SPECIAL RATE - DIFFERENT POSITION
F - RETAINED GRADE & SPECIAL RATE - SAME POSITION
J - RETAINED PAY - SAME POSITION
K - RETAINED PAY - DIFFERENT POSITION
M - CONTINUED INTERIM GEOGRAPHIC ADJUSTMENT (IGA)/ LAW ENFORCEMENT OFFICER (LEO) PAY
P - THIS CODE IS NOT ACCEPTED BY DCPS. ARMY PERSONNEL FOR CIPMS DOES FLOW THIS VALUE, BUT TO PROCESS THE TRANSACTION PAYROLL MUST USE '0'.
R - RETAINED PAY - SES - REMOVAL
S - CONTINUED SES BASIC PAY
U - RETAINED GRADE & PAY - SAME POSITION
V - RETAINED GRADE & PAY - DIFFERENT POSITION
0 - REGULAR RATE FROM SALARY SCHEDULES/TABLES
2 - SAVED RATE - INDEFINITE
3 - RETAINED PAY - SPECIAL RATE ADJUSTMENT
4 - (Treated the same as PRD '2' in DCPS)
5 - SPECIAL & SUPERIOR QUALIFICATION RATE
6 - SPECIAL RATE
7 - SUPERIOR QUALIFICATION RATE
8 - ADVANCED RATE
9 - SPECIAL RATE (LN SYS RATE SET BETWEEN STEPS-LN DIR)

**PAY RATE SPECIAL FACTOR NOT TO EXCEED DATE**

Contains the date that the employee's saved rate, retained rate or retained grade terminates.

**PAY RATE STEP**

One of the increments of basic pay authorized by a pay plan within a specific grade or level of a position. The element is contained on the SF-50.

**PAY RUN INDICATOR**

Indicates whether pay has been run for the pay period.

**CODE VALUE:**

N - NO
Y - YES

**PAY SYSTEM CODE**

A code describing the various categories of personnel for accounting purposes. The Pay System Codes in the system are derived from the Pay Plan Code, Special Program Indicator, and Employee Type Code.

**CODE VALUE:**

D1 - ALL DEMONSTRATION PROJECT POSITIONS (PAY PLANS DA, DB, DE, DF, DG, DJ, DK, DP, DR, DS, DT, ND, NG, NT)

ES - SENIOR EXECUTIVE SERVICE (PAY PLAN CODES ES, EP, IE, SC)

EX - EXECUTIVE PAY (PAY PLAN EX) AND JUDGES OF THE COURT OF MILITARY APPEALS (PAY PLAN SR) WHEN AGENCY CODE = DD/MAJOR CLAIMANT = O8.

FG - FOREIGN NON-WAGE BOARD EXCEPT THOSE IDENTIFIED IN OTHER CODES. PANAMA (NON-US) EMPLOYEES WITH NON-MANUAL PAY PLAN CODES OF NE, NM, NX, TP AND SPECIAL PAY PLAN CODES OF CF AND SZ ARE INCLUDED.

FW - FOREIGN WAGE BOARD TYPES. PANAMA (NON-US) EMPLOYEES WITH MANUAL PAY PLAN CODES OF FN, FS, LX, MG, ML, MS, MX, SX, WT ARE INCLUDED.

GM - GENERAL MANAGER TYPES (PAY PLAN GM)

G1 - GENERAL SCHEDULE TYPES. PANAMA (US CITIZENS) EMPLOYEES WITH NON-MANUAL PAY PLAN CODES OF NE, NM, NX, AND SPECIAL PAY PLAN CODES OF CF AND SZ ARE INCLUDED. (PAY PLANS GG, GS, GW, GO, SS, SL, RS, IP, CA)

G2 - FACULTY/PROFESSORS WAR COLLEGES, ACADEMIES AND POST GRADUATE SCHOOLS - LESS THAN FULL YEAR/ACCELERATED FEHB (PAY PLAN AD)

G3 - EXPERTS, CONSULTANTS, ADVISORY COMMITTEE MEMBERS, (PAY PLANS ED, EE, EF, EG, EH, EI) AND MEMBERS OF THE BOARD OF REGENTS - USUHS (PAY PLAN SR)

G4 - TEACHERS IN DEPENDENT SCHOOLS (PAY PLAN TP - US CITIZENS ONLY).

G5 - SCHEDULE 1 EMPLOYMENT - SECTION 213.3102(V) AND (W) CLASSIFIED AND PAID AT GS RATE (PAY PLANS GW, YV, YW)

G6 - FEDERAL JUNIOR FELLOWSHIP PROGRAM SCHEDULE B OR WORKER TRAINEE OPPORTUNITIES PROGRAM EMPLOYEES PAID UNDER A GRADED PAY PLAN

G9 - ADMINISTRATORS (USSAH) - PAY PLAN AD WHEN AGENCY CODE = RH/MAJOR CLAIMANT = U2, FACULTY AND STAFF (USUHS) - PAY PLAN AD WHEN AGENCY CODE = DD/MAJOR CLAIMANT = 15, HOME RESIDENTS (USSAH) - PAY PLAN AN WHEN AGENCY CODE = RH/MAJOR CLAIMANT = 02, OTHER ADMINISTRATIVELY DETERMINED SALARIED POSITIONS NOT ELSEWHERE DEFINED. (SECTION 6, YEARLY FACULTY/PROFESSORS) (PAY PLANS AD, AN, SR)

ST - SCIENTIFIC AND PROFESSIONAL (PAY PLANS ST, IP, SL)

WM - CIVILIAN MARINE (MARITIME) (PAY PLAN WM)

W1 - FEDERAL WAGE SYSTEM (FWS). PANAMA (US) EMPLOYEES WITH MANUAL PAY PLAN CODES OF FN, FS, LX, MG, ML, MS, MX, SX, WT ARE INCLUDED. (PAY PLANS WA, WB, WD, WG, WJ, WK, WL, WN, WO, WS, WY, XD, XF, XG, XH, XL, XN, XP, XS)
W5 - SAME AS G5 EXCEPT CLASSIFIED UNDER AND PAID AT A REGULARLY ESTABLISHED RATE UNDER A WAGE SYSTEM OR AT A SPECIAL RATE UNDER AGENCY AUTHORITY (PAY PLANS WW, YV, YW)
W6 - WORKER - TRAINEE OPPORTUNITIES PROGRAM (WTOP)

**PAY TABLE NUMBER**

A number assigned by OPM or the DOD wage fixing authority that identifies a specific salary table number. If the employee is ungraded this field will contain the wage area code. If the employee is graded this field will contain the special rate table number.

**PAY TRANSACTION TYPE**

This element identifies the type of pay transaction which has been performed during the current period and which has been posted to pay-detail and/or pay-history.

**CODE VALUE:**
A - CASH AWARD
C - CANCELED CHECK REGULAR
D - CANCELED CHECK DECEASED
R - REGULAR BIWEEKLY PAYCHECK/EARNINGS

**PAY YEAR**

The pay year for which the totals to date data apply. Also, term used synonymously with "tax year". It is all earnings and deductions paid in a calendar year.

**PAY/LEAVE GENERATED INDICATOR**

This field conveys whether the leave or pay program created that record. (If another entity creates records it's not noted in this field.)

**CODE VALUE:**
L,X,C - LEAVE-GENERATED
P - PAY-GENERATED

**PAYEE**

The deduction payee name associate with a union/employee organization. It may also be specific information identifying the payee associated with deductions, such as the retirement code for a retirement deduction, the document number of a debt, or the garnishment address code for a garnishment deduction.

**PAYMENT**

The amount paid by an employee to be applied to a debt in the cancel check adjustment process.

**PAYMENT AMOUNT**

The amount of a deposit payment made toward or interest amount applied against service credit per 1956 military service. The amount is posted in the military deposit payments record (OPM1514) when payments are made and annually to the retirement card.

**PAYMENT CODE**

This identifies whether the deduction is:

1) An Ongoing Deduction
2) A Final Deduction
3) A “Non-Deduction” (No Disposable Pay Available)

**PAYMENT MEDIA INDICATOR**

Identifies the method of disbursement to transfer an employee’s pay or allotment to a financial organization. This is also used for disbursement of state and local tax.

**CODE VALUE:**

0 - CHECKS
1 - EFT
2 - SPECIAL HANDLING

**PAYMENT METHOD CODE**

Identifies the method of disbursement of an employee’s net pay.

**CODE VALUE:**

E - EFT/DD (NET CHECK WILL BE SENT VIA EFT/DIRECT DEPOSIT)

W - WAIVERED EFT (NET CHECK WILL BE MAILED TO THE EMPLOYEE'S MER ADDRESS, DUE TO THE EMPLOYEE OBTAINING AND SUBMITTING TO THE CSR AN OFFICIAL WAIVER)

O - OTHER (NET CHECK WILL BE MAILED TO THE EMPLOYEE'S MER ADDRESS. EMPLOYEE'S WITH A GLO OUTSIDE OF THE UNITED STATES (FIRST TWO POSITIONS ALPHA) ARE NOT REQUIRED TO PARTICIPATE IN EFT/DD OR OBTAIN A WAIVER)

H - SPECIAL HANDLING CHECK (NET CHECK IS DISTRIBUTED TO THE EMPLOYEE VIA THE EMPLOYING ACTIVITY)

M - MAIL (NET CHECK IS MAILED TO THE EMPLOYEE'S MER ADDRESS---

**PAYMENT TYPE CODE**

Indicates military deposit payment type.

**CODE VALUE:**

CP - CURRENT YEAR PAYMENT
CI - CURRENT YEAR INTEREST
PP - PRIOR YEAR PAYMENT
PI - PRIOR YEAR INTEREST

**PAYMENT/INTEREST INDICATOR**

Identifies if the amount in the military deposit payment is a deposit or interest.

**CODE VALUE:**

D - PAYMENT (PAYROLL DEDUCTION)
I - INTEREST APPLIED
P - DEPOSIT (CASH PAYMENT)

**PAYROLL OFFICE ADDRESS CODES**

A code input in the tables program to view the mailing address of the DOD payroll offices. DCPS uses the payroll office ID as the address code.

**CODE VALUE:**

380100 - DENVER DOD
380200 - CHARLESTON ARMY DOD
380300 - PENSACOLA ARMY DOD
380400 - DENVER ARMY DOD
380500 - PENSACOLA DOD
380600 - CHARLESTON DOD
380700 - CHARLESTON SHIPYARD DOD
380800 - DENVER ARMY DOD
380900 - DENVER DOD
381000 - OVERSEAS DOD
381100 - OVERSEAS ARMY DOD
381200 - PENSACOLA EOP

**PAYROLL OFFICE CODE**

A code identifying the particular payroll office.

**CODE VALUE:**

DE - Denver DOD
DA - Denver Army DOD
OM - Denver DOD
OA - Denver Army DOD
PA - Pensacola Army DOD
PE - Pensacola DOD
RE - Pensacola EOP
CA - Charleston Army DOD
CH - Charleston DOD
FF - Charleston Overseas DOD
FA - Charleston Overseas Army DOD
CY - Charleston Shipyard

**PAYROLL OFFICE DEPARTMENT**

A code identifying the department to which the payroll office is assigned.

**CODE VALUE:**

17 - NAVY
97 - DOD
21 - ARMY

**PAYROLL OFFICE IDENTIFICATION**

A code that equates to gaining payroll office when transferring retirement to the new payroll office, to the losing payroll office number when retirement transfers in, or, to the payroll office that is paying the employee. See the payroll office address codes for these codes.

**PAYROLL OFFICE MASTER CONTROL**

A system owned record used for the store routines to locate the first page of the P0NPOM area.

**PAYROLL OFFICE NAME**

This is the name and address of the payroll office.

**PAYROLL OFFICE TELEPHONE NUMBER**

The area code and telephone number for the payroll office.

**PAYROLL OFFICE TOTALS**

This is the sum of all the amounts at the payroll office level.

**PCA**

Part-Time Career Act

**PCES**

Panama Canal Employment System

**PCS**

Permanent Change of Station

**PDS**

Personnel Data System

**PERCENT**

A percentage used in the calculation of pay for deductions or entitlements.

**PERFORMANCE CODE**

This code is assigned at the employee level and is used to report charges for earnings and employer contributions.

**PERSONAL EXEMPTIONS**

This is the number of personal exemptions that the employee is claiming for state taxes. This field is only valid for the state taxing authority codes for Alabama, Arkansas, Louisiana, Mississippi, Missouri, and Puerto Rico.

**CODE VALUE**

BLANK - EMPLOYEE IS NOT ELIGIBLE. (DEFAULT FOR ALL STATES NOT LISTED ABOVE)

"0" - TAXES CALCULATED USING PERSONAL AND DEPENDENT FORMULA, WITH NO PERSONAL EXEMPTIONS CLAIMED.

"1" - ONE PERSONAL EXEMPTION

"2" - TWO PERSONAL EXEMPTIONS

**PERSONNEL DATA SYSTEM SOCIAL SECURITY NUMBER**

A 9 character number assigned by personnel to all non-US employees that do not have a valid U.S. social security number. Constructed as follows: positions 1-4 contain the SON: AF=2880, NV=2848. Position 5 contains either a “T” or “F”. The “T” identifies the employee as a direct hire. The “F” identifies the employee as an indirect hire. Positions 6-9 are also assigned in numerical sequence from a specific block of numbers given to the personnel office by the Panama government. This number will be used as the employee ID to report auto-returns, reverse interface transactions, DCPS/DCPDS reconciliation, and on the PAD report.

**PHYSICIAN'S ALLOWANCE ANNUAL AMOUNT MAXIMUM**

The maximum amount of physician allowance that is authorized by law. This amount is on the General Table, P6818 and is used to edit the annual amount of physicians allowance (code YM) input via the new hire or employee update screens.

**PLATOON ROTATING CODE**

Indicates a predetermined work schedule that extends over multiple pay periods. This is used for firefighters, fire chiefs and any individual that is assigned a work schedule that contains regularly changing tours of duty.

**CODE VALUE:**

AA-ZZ - ASSIGNED BY PAYROLL OFFICE

**PLATOON ROTATION INDICATOR**

Indicates the cycle number of a biweekly tour of duty within a predetermined work schedule that extends over multiple pay periods.

**CODE VALUE:**

1-99 - 01-99 CYCLES

**PLH**

Pay/Leave History

**POST ALLOWANCE RESTORE INDICATOR**

The restore indicator is used by pay to determine if an overseas entitlement has been restarted by personnel or the Payroll Office. It is used in conjunction with extended LWOP to determine eligibility of an entitlement. The restore indicator is used with Living Quarters Allowance (LQA), Post Allowance, Separate Maintenance Allowance (SMA) and Temporary Quarters Subsistence Allowance (TQSA).

**CODE VALUE**:

X - Employee is ineligible from a Supplemental Record that has rolled off-line
N - Employee is eligible from a previous Supplemental Record
Y - Employee is newly eligible by action of a 5EC or 5EN NOAC

**POST CLASS ALLOWANCE - ALLOWANCE PERCENTAGE**

A percentage based on the cost of living index for the location and date effective of the entry. Used to calculate the Annual Post Allowance Amount.

**POST CLASSIFICATION PERCENTAGE**

Percentage based on the cost of living index for the location and date effective which is used to calculate the annual post allowance amount.

**POST DIFFERENTIAL NONFOREIGN PERCENT**

The percent set in a table used to calculate the nonforeign post differential.

**POST MASTER RETIREMENT RECORD INDICATOR**

Indicates whether nature of action code is posted to the master retirement record.

**CODE VALUE:**

N - NO
Y - YES

**PP 401K**

The amount of government funds (employer contribution code 'UM') contributed for the employee in the current pay period.

**PP NAF RETIREMENT**

The amount of government funds (employer contribution code 'UU') contributed for the employee in the current pay period.

**PP STATE EMPLOYEE RETIREMENT**

The amount of government funds (employer contribution code 'UK') contributed for the employee in the current pay period.

**PRD**

Pay Rate Determinant

**PREMIUM INDICATOR**

This is a one position personnel identifier, used by the interface, designating the percent and type of annual premium an employee is entitled to receive. The code values are as follows:

**CODE VALUE:**

1 - 5% OF APPLICABLE SALARY
2 - 7.5% OF APPLICABLE SALARY
3 - 10% OF APPLICABLE SALARY
4 - 12.5% OF APPLICABLE SALARY
5 - 15% OF APPLICABLE SALARY

6 - 17.5% OF APPLICABLE SALARY
7 - 20% OF APPLICABLE SALARY
8 - 22.5% OF APPLICABLE SALARY
9 - 25% OF APPLICABLE SALARY
A - 10% OF APPLICABLE SALARY (AUO)
C - 15% OF APPLICABLE SALARY (AUO)
E - 20% OF APPLICABLE SALARY (AUO)
G - 25% OF APPLICABLE SALARY (AUO)
H - HAZARD PAY AUTHORIZATION (NOT VALID FOR DCPS)
J - 25% AVAILABILITY PAY
N - 5% OF APPLICABLE SALARY (STANDBY)
P - 10% OF APPLICABLE SALARY (STANDBY)
S - 15% OF APPLICABLE SALARY (STANDBY)
T - 17.5% OF APPLICABLE SALARY (STANDBY)
U - 20% OF APPLICABLE SALARY (STANDBY)
V - 22.5% OF APPLICABLE SALARY (STANDBY)
W - 25% OF APPLICABLE SALARY (STANDBY)
Y - Firefighter with embedded 40-hour workweek (Title 5, Chapter 55, Subpart M)
SPACE = NOT APPLICABLE
* Correction to spaces (change employee type code to delete premium)

**PREPAID INDICATOR**

Indicates whether the health insurance enrollment reconciliation is to be produced in a hardcopy format or a file format.

**CODE VALUE:**

F - INTERFACE FILE
P - HARDCOPY REPORT

**PREVIOUS AMOUNT COLLECTED**

This is the amount of state or local taxes collected since the last disbursement. These withholdings were collected in prior pay periods but have yet to be disbursed.

**PREVIOUS PAYROLL OFFICE IDENTIFICATION CODE**

A code that equates to the 'Losing' payroll office when an employee's records are converted or transferred into a DCPS payroll office.

**PRIMARY AGENT NAME**

This is a line provided for the primary agent to sign, which certifies that the individual has accepted the awards checks and verified accuracy of the report.

**PRINCIPAL STATUS CHANGE**

This is the Principal Status Change Indicator. The only valid values are 'Y' or space. 'Y' indicates that an employee started the school year as a Principal or Assistant Principal, and had a subsequent personnel action which caused a leave accrual reduction from 13 days to 10 days for the school year.

**PRINTER DESTINATION**

Three (alphanumeric) digit assigned to each printer.

**PRINTER IDENTIFICATION**

The number associated with the printer at a particular site.

**PRINTER IDENTIFICATION**

This is a nineteen digit alphanumeric field which identifies the CSR group printer.

**PRIOR EMPLOYING ACTIVITY**

This is the previous employing activity which the employee was assigned to.

**PRIORITY CODE**

Used to sequence supplemental records that have the same effective date (internal to the system).

**CODE VALUE:**

A - ALL OTHERS
C - CANCELLATION
S - PAY ADJUSTMENT/MERIT INCREASE
T - REASSIGNMENT
U - STEP ADJUSTMENT
V - QUALITY INCREASE
W - WITHIN GRADE INCREASE
X - CHANGE TO LOWER GRADE
Y - PROMOTIONS
Z - ALL SEPARATIONS

**PROBATIONAL/TRIAL PERIOD END DATE**

This is the expiration date of an employee's probationary or trial period.

**PROCESS DATE**

Contains the date CSRS transferred in processed or SF2807/SF3103 printed for separations or disability retirement applications.

**PROCESS DATE/TIME**

This identifies the system processing date/time of the updated record.

**PROGRAM ELEMENT CODE**

An element of the five year defense program representing a combination of personnel, equipment, and facilities which together constitute a specific identifiable capability or support activity.

**PROGRAM IDENTIFICATION**

Serialization assigned to uniquely identify programs.

**PROGRAM RETURN CODE**

Code returned at the end of program termination.

**PROGRAM VERSION**

Contains the version of the program.

**PROGRAM YEAR**

Designates the year for continuing appropriations.

**PROJECT CODE**

See Major Force Program/Budget Program Activity Code/Project Code.

**PROJECTED EARNINGS**

This is the amount of earnings subject to the annual aggregate limit that are projected to be paid for the remainder of the pay year.

**PRORATE FEGLI INDICATOR**

Indicates whether or not FEGLI should have the 4 day rule applied at time of separation, based on separation code.

**CODE VALUE:**

N - NO
Y - YES

**PRORATE FEHB INDICATOR**

Indicates whether or not FEHB should have the 4 day rule applied at time of separation, based on separation code.

**CODE VALUE:**

N - NO
Y - YES

**PSEUDO EMPLOYEE IDENTIFICATION**

The identification number used to identify an employee when the employee is working under multiple appointments. The employee information for the primary appointment will be identified by SSN. All other appointment records will have a PSEUDO-EYE-ID.

**PUBLIC LAW INDICATOR**

Public law 102-138 indicator will be used to identify employees eligible for payment of danger pay allowance and/or foreign post differential with their lump sum leave payment. Valid values are:

Y - YES, INCLUDE IN LUMP SUM PAYMENT
N - NO, DO NOT INCLUDE IN LUMP SUM PAYMENT

# Q

**QTD**
Quarter-To-Date

**QUARTER END DATE**
The date of the end of the quarter for pay purposes.

**QUARTER TO DATE EMPLOYER TOTAL MEDICARE AMOUNT**
The total cumulative amount for employer contributions for the quarter.

**QUARTER TO DATE EMPLOYER TOTAL OASDI AMOUNT**
The total employer OASDI contribution for the quarter for reporting purposes.

**QUARTER TO DATE EMPLOYER TOTAL SOCIAL SECURITY AMOUNT**
The total cumulative amount for OASDI and Medicare employer contributions for the quarter.

**QUARTERLY GROSS WAGES**
The gross wages paid to an employee within a quarter.

**QUARTERS/FURNITURE/UTILITIES**
This is the total amount of employee deductions for Quarters, Panama Housing, Kuna Indian Rent, Panama Furniture, Panama Telephone and Panama Utilities.

**QUESTION**
The question used to identify DCPS users for security.

**QUESTION NUMBER**
Contains the number used to control the questions for security sign on.

**RATE**

The hourly rate that was in effect on the date the leave was used, for record class "PLH". The hourly, daily, or weekly amount of the entitlement to be paid, for record class "ENT".

**RDO**

Regular Day Off

**REASON INDICATOR**

These codes are used as memo records, within the system, in order to produce various reports (e.g., exceptions to scheduled deductions), create indebtedness records (e.g., XO - FEHB) and to provide details of automated retro processing.

**CODE VALUE:**

D - DECEASED EMPLOYEE: EITHER THE EMPLOYEE STATUS CODE OR T&A STATUS CODE INDICATED THE EMPLOYEE HAS DIED (X OR Z) AND THE SCHEDULED DEDUCTIONS COULD NOT BE TAKEN.

F - FINAL PAY: A SEPARATION ACTION HAS BEEN PROCESSED AND SOME DEDUCTIONS CANNOT BE TAKEN FROM LUMP SUM LEAVE PAYMENTS.

G - PERCENTAGE OF EARNINGS DEDUCTED VICE PAY PERIOD AMOUNT: THE DOLLAR VALUE OF THE PERCENTAGE WAS GREATER THAN THE FIXED PAY PERIOD DEDUCTION AMOUNT.

H - HISTORY MEMO: APPEARS IN THE PRIOR PAY PERIOD HISTORY TO INDICATE WHEN A RETRO WAS PROCESSED AGAINST THAT PAY PERIOD AND IDENTIFIES THE ASSOCIATED EARNINGS AND DEDUCTIONS. THESE MEMO RECORDS WOULD BE USED IF A SUBSEQUENT RETRO WAS PROCESSED FOR THE SAME PAY PERIOD.

I - INSUFFICIENT FUNDS: SCHEDULED DEDUCTIONS COULD NOT BE TAKEN (E.G., DUE TO LWOP STATUS).

M - ACTUAL LIMIT REACHED AND ADJUSTMENT MADE: ANNUAL LIMIT REACHED FOR TSP (XV) OR DEFERRED COMPENSATION (X4) AND A MANUAL ADJUSTMENT COULD NOT BE TAKEN.

P - RETRO FEDERAL TAX: PRIOR PERIOD RETRO FEDERAL TAX MEMO.

R - RETRO MEMO: CREATED AND STORED IN THE PAY PERIOD A RETRO IS PROCESSED AND IDENTIFIES MONIES THAT NEED TO BE COLLECTED FROM THE EMPLOYEE AND THE PAY PERIOD OF OVER-PAYMENT. THIS MEMO RECORD IS IN ADDITION TO BOTH THE ADJUSTMENT RECORD THAT IS CREATED WITH '999999' AS THE DATE AND THE HISTORY MEMO (H) RECORDS.

T - TEACHER PARTIAL PAY PERIOD: THE PAY PERIOD IS NOT WITHIN THE DEDUCTION BEGIN AND END DATES FOR THE EMPLOYING ACTIVITY SCHOOL YEAR DATA RECORD.

X - MEMO RECORD CREATED BY PAY CALCULATION: THESE RECORDS ARE CREATED FOR INFORMATION ONLY OR TO MEET REPORTING NEEDS. THEY DO NOT IMPACT GROSS TO NET. **EXAMPLES**: SALARY CUTBACKS DUE TO BIWEEKLY STATUTORY LIMITS, EXCEEDING TEMPORARY POSITION NTE HRS/AMOUNT OR ENTITLEMENT AMOUNTS FOR ALLOWANCES/DIFFERENTIALS; MANUAL ADJUSTMENTS THAT COULD NOT BE TAKEN; 'AC' (SPECIAL PAY) AMOUNTS THAT EXCEED AVAILABLE NET; AND TO GENERATE/UPDATE 'XO' (FEHB INDEBTEDNESS) DEDUCTION RECORDS.

**RECORD CODE**

Indicates whether the record is permanent or temporary assignment.

**CODE VALUE:**

P - PERMANENT RECORD
T - TEMPORARY ASSIGNMENT RECORD

**RECORD COUNT**

Total count of Records on a tape/file/report. Can be a count of employees or data records of a specific type, depending upon the report. See Report format for specific details.

**RECORD STATUS CODE**

A code that indicates the status of a supplemental or pay adjustment record.

**CODE VALUE:**

A - ACTIVE: SUPPLEMENTAL RECORD, ALL ARE CURRENTLY 'A'
D - MARKED FOR DELETION: ADJUSTMENT RECORD TO PASS LABOR

**RECORD TYPE**

A value used to distinguish between different formats within a single file/report. Valid values for the TSP file/reports are:

06 - Employee Date Record
16 - Current/Makeup Payment Record
26 - Negative Adjustment Record
46 - Late Payment Record

**RECORDS AVAILABLE INDICATOR**

This field indicates if the employees records are available on the database. Used for multiple appointments.

**RECURRING ALLOWANCES**

Any monies received by the employee of a recurring nature for the following entitlements/awards; transfer allowance, education allowance/education travel, staffing differential and retention allowance.

**REEL CREATED DATE**

This field is a manual input by the payroll office of the date that the TSP tape was created.

**REEL NUMBER**

This is a blank field for manual entry of the TSP tape number by the payroll office.

**REEMPLOYED ANNUITANT**

This is a required deduction (offset) for employees who are receiving annuity payments from OPM.

**REEMPLOYED ANNUITANT INDICATOR**

Indicator to denote if this record belongs to a reemployed annuitant.

**REGISTER NUMBER**

Assigned to each SF2807 at the time it is released. Register number is comprised of type of register, current year and sequence number.

**REGISTER REVERSAL INDICATOR**

Indicates an employee has been removed from a register.

**REGISTER SEQUENCE NUMBER**

Sequential number assigned to register (SF2807/SF3103) when employees separate or transfer.

**REGISTER-TYPE-CODE**

Identifies the type of register (SF2807/SF3103) retirement deductions for employee were transferred on.

**CODE VALUE:**

FERS - SEPARATION - FERS FORWARDED TO OPM
IAC - CSRS TRANSFERRED OUT TO ANOTHER DOD PAYROLL OFFICE
IAF - FERS TRANSFERRED OUT TO ANOTHER DOD PAYROLL OFFICE
OPM - SEPARATION - CSRS FORWARDED TO OPM

**REGISTER TYPE INDICATOR**

Indicates preliminary disability or supplemental register types.

**CODE VALUE:**

P - PRELIMINARY DISABILITY
S - SUPPLEMENTAL

**REGISTER YEAR**

Current year (YY) in which register of separations or transfer was prepared.

**REGULAR EXEMPTIONS**

This is the number of regular exemptions that the employee is claiming for federal, state, or local.

**REGULAR FLSA/T5 INDICATOR**

Identifies hours/amounts which are used to compute non-exempt employees pay under Title 5 and FLSA.

**CODE VALUE:**

B - USED TO COMPUTE WAGES UNDER EITHER TITLE 5 OR FLSA
F - USED TO COMPUTE WAGES UNDER FLSA ONLY
N - USED TO COMPUTE WAGES UNDER TITLE 5, BUT NOT INCLUDED IN AMOUNT COMPUTED IN FLSA
T - USED TO COMPUTE WAGES UNDER TITLE 5 ONLY

**REGULAR HOURS**

Total number of regular hours for a given payroll office, pay block, employing activity, or organization.

**REGULAR SECOND SHIFT HOURS**

Number of regular second shift hours (shift codes for pay of "2" and "6" for earning type codes R, S, H, L, CA, CN and CT) that were reported and/or converted in a pay period.

**REGULAR THIRD SHIFT HOURS**

Number of regular third shift hours (shift codes for pay of "3" and "7" for all R, S, H, L, CA, CN and CT) that were reported and/or converted in a pay period.

**RELATIVE RECORD NUMBER**

The relative record number address of a flat file record.

**RELIGIOUS COMPENSATORY TIME BEGINNING BALANCE YEAR**

The number of religious compensatory time hours brought forward into the new leave year.

**RELIGIOUS COMPENSATORY TIME EARNED**

Number of religious compensatory time hours earned in a pay period.

**RELIGIOUS COMPENSATORY TIME EARNED HOURS**

The number of hours of religious compensatory time (code CR) that was reported in a pay period.

**RELIGIOUS COMPENSATORY TIME EARNED YEAR TO DATE**

The number of religious compensatory time hours earned in leave year (year to date).

**RELIGIOUS COMPENSATORY TIME ENDING BALANCE**

The number of religious compensatory time hours available and/or indebted at end of pay period. Indebted hours are shown as negatives (-) and mean that the employee has used religious leave before earning it.

**RELIGIOUS COMPENSATORY TIME FORFEITED**

The cumulative hours of religious compensatory time an employee has forfeited (Section 6 and Title 32) during the current leave year.

**RELIGIOUS COMPENSATORY TIME PAID YEAR TO DATE**

The number of religious compensatory time hours that has been paid or forfeited, or deducted to/from an employee as part of a lump sum payment. If balance is negative, system will treat as an indebtedness.

**RELIGIOUS COMPENSATORY TIME TAKEN HOURS**

Number of religious compensatory time hours taken (code CA) that was reported and/or taken in a pay period.

**RELIGIOUS COMPENSATORY TIME USED**

Number of religious compensatory time hours used in a pay period.

**RELIGIOUS COMPENSATORY TIME USED YEAR TO DATE**

The cumulative total number of religious compensatory time hours used during the leave year (year to date).

**REMAINING DEBT**

The NET DEBT amount minus the LESS ADJUSTMENTS APPLIED amount of the Debt Worksheet.

**REMARKS**

System generated informational messages. See individual reports.

**REMOTE DISBURSING DSN NUMBER**

The DSN phone number for the remote disbursing office.

**REMOTE DISBURSING OFFICE**

This is the number which contains the DSSN and remote DSSN sequence number.

Remote Disbursing Offices (RDO) are currently only at overseas locations. At most RDOs there will be a Deputy Disbursing Officer (DDO) who is deputy to the disbursing office that supports the payroll office, and there will be DCPS print capability. In DCPS, these offices may be referred to as "Primary" remote disbursing offices. However, there may be an RDO that will not have a deputy to and is independent of the disbursing office that supports the payroll office, and will not have DCPS print capability. In DCPS, these offices may be referred to as "Secondary" remote disbursing offices.

"Primary" remote disbursing offices will be identified by the disbursing station symbol number (DSSN) of the disbursing office that supports the payroll office plus the sequence number assigned by the payroll office to identify that particular RDO.

"Secondary" remote disbursing offices will be identified by their particular disbursing station symbol number (DSSN) plus a sequence number assigned by the payroll office, and will be associated systematically with a "Primary" remote disbursing office for report printing purposes.

**REMOTE DISBURSING OFFICE COMMERCIAL PHONE NUMBER**

The commercial phone number including country code and area code for the international number, for the remote disbursing office.

**REMOTE DISBURSING OFFICE DESTINATION**

The printer ID for the remote disbursing office used to route reports for local printing overseas.

**REMOTE DISBURSING OFFICE POINT OF CONTACT**

The name of the deputy disbursing officer or designated POC at the remote disbursing office.

**REMOTE DISBURSING STATION SYMBOL NUMBER SEQUENCE NUMBER**

A two-digit identification number assigned by the payroll office to identify a remote disbursing office.

**REMOTE PRINT CAPABLE**

This field indicates if the CSR site is capable of receiving reports to print. The default value is "N". This field can only be changed by the payroll office.

**CODE VALUE:**

N - No

H - The report will not be printed, but held on disk for subsequent printing via reports menu.

**REMOTE SITE IDENTIFIER**

Customer service representative site identification number. Values may range from “000" to "999".

**REPORT DATE**

The date a printed report was produced.

**REPORTING APPOINTMENT SSN**

This is the reporting social security number of an employee that is on a multiple appointment. All financial reports will be reported to other agencies using this number, not the secondary SSN.

**REPORTING SSN INDICATOR**

Code that indicates whether an SSN is the Reporting SSN for all financial reports.

**REPRESENTATIONAL HOURS**

These codes will be reported in the ENV/HAZ field when hours reported pertain to hours the employee worked on union business.

**CODE VALUE:**

BA - NEGOTIATIONS
BD - LABOR/MANAGEMENT
BK - GRIEVANCE AND APPEALS

**RESERVE BANK LOCATION**

The federal reserve bank location that serves a specific payroll office.

**RESERVE CATEGORY CODE**

The reserve category code identifies the status of an employee in the reserves, the type or agency/service of the reserve unit, and those ineligible for the reserves.

**CODE VALUE:**

1 - RET RES (RET ON POINTS, UNDER AGE 60) - NONPAID
2 - AD REG RET (UNDER AGE 60, NOT FOR DISABILITY)
3 - AD RES RET (20 YRS PLUS AD/FLEET RES UNDER 60, NOT FOR DISABILITY)
4 - CATEGORY III (RES/REG/RET, EITHER OVER AGE 60 A/O 30% DISABLED)
5 - DRAFT ELIGIBLE
6 - RESERVE TECH/SEL RES (DUAL STATUS) (ARMY ONLY)
7 - RESERVE TECH/IRR (DUAL STATUS) (ARMY ONLY)
8 - RESERVE TECH/STANDBY RES (DUAL STATUS) (ARMY ONLY)
9 - RESERVE TECH/NON-DUAL STATUS (ARMY ONLY)
A - IMA - AIR FORCE
B - IMA - ARMY
C - IMA - COAST GUARD
D - IMA - MARINE CORPS
E - IMA - NAVY
F - SELECTED RESERVE - AIR FORCE
G - SELECTED RESERVE - ARMY
H - SELECTED RESERVE - COAST GUARD
I - SELECTED RESERVE - MARINE CORPS
J - SELECTED RESERVE - NAVY
K - AIR NATIONAL GUARD
L - ARMY NATIONAL GUARD (ACTIVE)
M - IRR - AIR FORCE
N - IRR - ARMY
O - IRR - COAST GUARD
P - IRR - MARINE CORPS

Q - IRR - NAVY
R - ARMY NATIONAL GUARD (INACTIVE)
S - STANDBY RESERVE - AIR FORCE
T - STANDBY RESERVE - ARMY
U - STANDBY RESERVE - COAST GUARD
V - STANDBY RESERVE - MARINE CORPS
W - STANDBY RESERVE - NAVY
X - NAVY RESERVE - MERCHANT MARINE
Y - NOT APPLICABLE

**RESIDENT INDICATOR**

This is a one position field that indicates if an employee is a resident, non-resident, or other for that local taxing authority code.

**CODE VALUE:**

R - RESIDENT (DEFAULT)
N - NON-RESIDENT
X - OTHER (EXAMPLE: EMPLOYEE LIVING IN DETROIT BUT WORKS OUTSIDE OF DETROIT)

**RESPONSE ANSWER**

The answer that matches the question for each user response.

**RESPONSE NUMBER**

The number that corresponds to the question number, for comparing answers.

**RESPONSIBILITY CENTER/COST CENTER CODES**

The Responsibility Center (RC)/Cost Center (CC) codes identify organization, subordinates units, successive levels of responsibility and their related cost accounts.

**RESTORED ANNUAL LEAVE**

Database array element for restored annual leave data.

**RESTORED ANNUAL LEAVE EFFECTIVE DATE**

The date that forfeited annual leave is authorized to be restored.

**RESTORED ANNUAL LEAVE ENDING BALANCE**

The restored annual leave hours balance at the end of the pay period.

**RESTORED ANNUAL LEAVE ORIGINAL HOURS**

The number of forfeited annual leave hours that were authorized to be restored.

**RESTORED ANNUAL LEAVE PAID TO DATE**

The number of hours of restored annual leave that have been paid as lump sum since restoration.

**RESTORED ANNUAL LEAVE USED**

The number of restored annual leave hours used during the pay period. May have 3 occurrences.

**RESTORED ANNUAL LEAVE USED TO DATE**

The number of restored leave hours used since restoration. Up to three years usage for each restored leave account.

**RESTORED ANNUAL LEAVE USED YEAR TO DATE**

The total of all restored annual leave used and paid this year.

**RESTORED LEAVE ONE HOURS**

The number of restored leave (1) hours (code LR) that have been reported and/or converted in a pay period.

**RESTORED LEAVE TWO HOURS**

The number of restored leave (2) hours (code LQ) that are reported and/or converted in a pay period.

**RESTORED LEAVE THREE HOURS**

The number of restored leave (3) hours (code LP) that has been reported and/or converted in a pay period.

**RESTORED TERMINATION DATE**

The date by which restored leave must be used or forfeited.

**RETAINED GRADE CIVILIAN**

The grade of the position to which the employee has retained grade entitlements.

**RETAINED LOCALITY PAY PERCENTAGE**

The applicable locality percentage to which an employee has retained entitlements.

**RETAINED PAY PLAN**

Pay plan of the position to which the employee has retained grade entitlements.

**RETAINED PAY RATE STEP**

The step of the position to which the employee has retained entitlement.

**RETAINED PAY TABLE**

The applicable pay table to which an employee has retained entitlements.

**RETIREMENT ACCOUNT TYPE**

Identifies the type of retirement records maintained for an employee.

**CODE VALUE:**

C - CSRS
F - FERS/FICA
D - DISABILITY
M - MILITARY DEPOSIT

**RETIREMENT ADJUSTMENT AMOUNT**

The amount of retirement adjusted for prior year(s) in the current pay employee.

**RETIREMENT ADJUSTMENTS YEAR**

Year (YYYY) for which CSRS account for an employee was adjusted.

**RETIREMENT ANNUITY MONTHLY AMOUNT**

The monthly annuity gross amount that an employee receives from OPM. Required by the system for reemployed annuitants that are subject to salary offset.

**RETIREMENT BEGINNING YEAR BALANCE**

The total amount of retirement funds maintained by the payroll office at the beginning of a new pay year.

**RETIREMENT CODE**

A FPM code designating the type of retirement coverage, if any, for an employee. Source is SF50. (FICA equates to OASDI and Medicare deductions.)

**CODE VALUE:**

C - FICA & CSRS (POST 83)
E - FICA & CSRS SPECIAL (POST 83)
G - FICA & CSRS FOREIGN SERVICE (NOT VALID IN DCPS)
J - FICA & CSRS OTHER (NOT VALID IN DCPS)
K - FERS (REGULAR)
L - FERS (AIR TRAFFIC CONTROLLERS)
M - FERS (SPECIAL)
N - FERS AND FICA (RESERVE TECHNICIANS)
P - FOREIGN SERVICE PENSION SYSTEM (FSPS) AND FICA (NOT VALID IN DCPS)
R - FICA & CSRS
T - FICA & CSRS SPECIAL
W - FICA & FOREIGN SERVICE (NOT VALID IN DCPS)
X - FICA & OTHER (NOT VALID IN DCPS)
0 - NOT DETERMINE (NOT VALID IN DCPS)
1 - CIVIL SERVICE RETIREMENT SYSTEM (CSRS)
2 - FICA (SOCIAL SECURITY)
3 - FOREIGN SERVICE (NOT VALID IN DCPS)
4 - NONE (NO FEDERAL RETIREMENT SYSTEM DEDUCTIONS) USED FOR NON-US CITIZENS AND US CITIZENS THAT ARE CSRS REEMPLOYED ANNUITANTS

5 - OTHER RETIREMENT SYSTEMS (FOR MOST EMPLOYEES, FULL OASDI AND MEDICARE IS DEDUCTED IN ADDITION TO THEIR SPECIFIC RETIREMENT). THIS CODE IS USED FOR: TITLE 32 TECHNICIANS PAYING STATE RETIREMENT; FORMER NAF EMPLOYEES THAT ELECTED TO RETAIN NAF RETIREMENT; NON-US EMPLOYEES IN PANAMA THAT ARE SUBJECT TO PANAMA SEGURO SOCIAL FOR RETIREMENT ARE EXEMPT FROM OASDI AND MEDICARE DEDUCTIONS.
6 - CSRS SPECIAL & MEDICARE
7 - FOREIGN NATIONALS EXCLUDING PANAMA EMPLOYEES (CSRS ONLY)
8 - FOREIGN NATIONALS EXCLUDING PANAMA EMPLOYEES (CSRS SPECIAL ONLY)

**RETIREMENT INDICATOR**

An indicator which identifies which non-appropriated fund retirement plan the employee has elected to retain.

**CODE VALUE:**

A - DEPARTMENT OF ARMY
B - DEPARTMENT OF NAVY-BUPERS
C - DEPARTMENT OF NAVY-NAVY EXCHANGE SERVICES COMMAND
D - DEPARTMENT OF THE AIR FORCE
E - MARINE CORPS
F - DEPARTMENT OF ARMY & AIR FORCE EXCHANGE SERVICE
G - DEPARTMENT OF NAVY-CIVILIAN MORALE, WELFARE & RECREATION
M - US COURT OF MILITARY APPEALS JUDGE
0 - NON APPLICABLE

**RETIREMENT PLAN**

Uniformed Services University Health Sciences (USUHS) "AD" faculty/staff employees with a retirement code of "5" may select 1 of 2 retirement plans available only through USUHS. The retirement plan indicator identifies which USUHS retirement plan the employee has chosen

**CODE VALUE:**

T - TEACHERS INSURANCE ANNUITY ASSOCIATION/COLLEGE RETIREMENT EQUITIES FUND (TIAA/CREF)
R - FIDELITY INVESTMENTS PROGRAM (FIDELITY)

**RETRO CAUSE**

Indicates whether a congressional act or normal update caused the retro.

**CODE VALUE:**

BLNK - BLANK - NORMAL RETRO
C - CONGRESS CAUSED RETRO

**RETRO DATE**

The date of a retro action for an employee (YYMMDD format).

**RETRO OLDEST DATE**

The date of the oldest retro to be done with this retro run (YYMMDD format).

**REVERSE SEQUENCE NUMBER**

This is the Reverse Sequence Number of the last PDS file.

**ROLL UP CODE**

Represents a summarization of detail earnings and deductions.

**ROTATING SHIFT EMPLOYEE**

Term used in relationship to ugraded employees who have a regular rotating tour which includes rotation in at least two different shifts. The rotation of shifts is known in advance and is part of the employee's permanent tour of duty assignments.

**ROTATING SHIFT HOURS (FIRST)**

The number of hours an employee is scheduled to work the first shift during the year.

**ROTATING SHIFT HOURS (SECOND)**

Contains the projected second shift hours that a rotating shift employee will work in a pay year. These hours are used to compute the annual salary for the FEGLI deduction of rotating shift employees.

**ROTATING SHIFT HOURS (THIRD)**

Contains the projected third shift hours that a rotating shift employee will work in a pay year. These hours are used to compute the annual salary for the FEGLI deduction of rotating shift employees.

**ROTATING SHIFT INDICATOR**

Indicates an employee is on a regular rotating schedule and the hours worked on first, second, or third shift (at least 2 of these shifts) must be projected for a year.

**CODE VALUE:**

N - NO
Y - YES

**ROUTINE PAYROLL SUBMISSION**

Code that indicates that the file being transmitted is routine. Field will automatically be set to 'Yes'.

**ROUTING TRANSIT NUMBER**

The routing transit number of the financial organization receiving the employee's net pay (EFT); savings allotment or overseas allotment.

**RTN**

Routing Transit Number

# S

**SALARY ANNUAL**

The annual salary, including locality adjustment provided by FEPCA (PL 101-509), that an employee is paid.

**SALARY ANNUAL SCHEDULED**

The annual salary excluding locality adjustment provided by FEPCA (PL 101-509), that an employee is scheduled to receive. Due to pay caps and/or locality pay, this may not be the actual salary that an employee receives.

**SALARY ASTERISK RATE**

The full salary an employee would receive, if salaries were not capped by legislative maximum. For graded employees, it would include any locality adjustment provided by FEPCA. For ungraded employees it only applies to Port Pilots (WM).

**SALARY BASE ANNUAL**

The same as the annual salary (SRY-ANL) on the supplemental record except for consultants and teachers. If employee Type-Code is "C" or "T" then it's the scheduled daily rate (SRY-SCD-DAY).

**SALARY CLASSROOM DAY**

**DODEA TEACHERS:** This is the daily rate a teacher is charged for LWOP. It is also used to compute Sunday Premium and Holiday Pay. The rate is computed by dividing the School Year salary by 190.

**DODEA PRINCIPALS:** This is the daily rate a principal is charged for LWOP. It is also used to compute Sunday Premium and Holiday Pay. The rate is computed by dividing the School Year salary by 222.

**SALARY HOUR**

The hourly rate at which all straight time hours are paid exclusive of all differentials and premiums. For reemployed annuitants, this field will contain the unreduced rate.

**SALARY HOUR RATE**

The hourly rate of pay that a wage grade employee is scheduled to receive.

**SALARY LOCALITY PAYMENT**

This represents the additional amount "Included" in an employees asterisk/annual salary that is due to a locality adjustment under FEPCA (PL 101-509). It is identified separately only in the event OCPM mandates "Future" reporting requirements.

**SALARY SCHEDULED DAY**

This is the daily rate paid to a DODEA Educator or Consultant.

**DODEA Teachers/Principals Late Start, Early Departure, or Position Change during SY:** For these employees, the rate is computed by multiplying the "Salary Classroom Day" by the "Classroom Days Remaining" and then dividing that value by the number of "Scheduled Days Remaining."

**DODEA Teachers/Principals Full SY:** For these employees, the rate is computed by dividing the "SY Salary" by the "Scheduled Days Remaining."

**Substitutes/Consultants/Summer School Teachers and Principals:** This is the "Per Day" rate from the SF50.

**SCD**

Service Computation Date

**SCHEDULED DEFAULT**

This is used to set the default work schedule when an employee is new hired or changes number of biweekly scheduled hours in their supplemental record.

**SCHEDULED HOURS**

The number of hours per day in the biweekly tour.

**SCHEDULED OVERTIME HOURS**

Scheduled overtime hours worked for week 1 and week 2.

**SCHOOL DEDUCTION BEGINNING DATE**

The first day of the first full pay period that starts the full deduction period.

**SCHOOL DEDUCTION ENDING DATE**

The last day of the last full pay period that ends the full deduction period.

**SCHOOL YEAR BEGINNING DATE**

The beginning date (reporting date) of the academic school year for teachers.

**SCHOOL YEAR CALENDAR EXCEPTIONS**

These are the recess days and holidays that fall within the School Year Begin and End dates.

**SCHOOL YEAR EFFECTIVE**

This indicates the school year (SY) the Teacher 12-Month Payment option is effective.

**SCHOOL YEAR ENDING DATE**

The ending date of the academic school year for teachers.

**SCREEN NUMBER**

A number that indicates a specific screen for viewing in the inquiry program.

**SCREEN OPTION**

The number specifying which screen is selected.

**SDA**

Source Data Automation

**SDA IDENTIFICATION**

Refer to 'Source Data Automation Identification'.

**SECOND SHIFT HOURS**

Contains the total number of ungraded regular second shift hours worked within a pay block, employing activity, or organization.

**SECONDARY APPOINTMENT SSN**

This is the Secondary or Pseudo Social Security number for an employee on a multiple appointment. This number should be linked with a reporting SSN.

**SEGURO NUMBER**

The number issued by the Panama government to non-US employees subject to Seguro Social or Seguro Health/Maternity.

**SELECTION CRITERIA**

This field is comprised of 6 positions identifying the Accounting Activity and 13 positions identifying the Appropriation.

**SENIOR EXECUTIVE SERVICE ANNUAL LEAVE FORFEITED HOURS**

The number of annual leave hours in excess of employees ceiling at the time of conversion to SES.

**SENIOR EXECUTIVE SERVICE SALARY CAP**

The maximum amount of pay that a SES employee is allowed to earn in a pay year.

**SEPARATION CODE**

Identifies the type of separation for an employee and payment or non-payment of lump sum leave.

**CODE VALUE:**

00 - CANCELS A SEPARATION PROCESSED IN THE CURRENT PAY PERIOD, IF CAUGHT BEFORE THE END OF PAY PERIOD PROCESSING. IF ERRONEOUS DEATH (07) PROCESSED IN A PRIOR PAY PERIOD, IT WILL CHANGE TO SEPARATION (08).

01 - RETIRE (VOL, MAND, OPT, DISCONTINUED SVC)
- LSL: ALL COLLECT INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB, FEGLI (IF UNDER 65)
- NOAC'S: 300, 302, 303, 304, 312

02 - RETIRE (VOL, MAND, OPT, DISCONTINUED SVC)
- LSL: PARTIAL, REEMPLOYED YOUR PAY OFC (BREAK IN SVC) COLLECT INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB, FEGLI (IF UNDER 65)
- NOAC'S: 300, 302, 303, 304, 312

03 - RETIRE (VOL, MAND, OPT, DISCONTINUED SVC)
- LSL: NONE, REEMPLOYED YOUR PAY OFC (NO BREAK IN SVC) COLLECT INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB, FEGLI (IF UNDER 65)
- NOAC'S: 300, 302, 303, 304, 312

04 - RETIRE (VOL, MAND, OPT, DISCONTINUED SVC)
- LSL: PARTIAL, REEMPLOYED NEW PAY OFC (SAME OR DIFFERENT AGENCY (BREAK IN SVC) COLLECT INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB, FEGLI (IF UNDER 65)
- NOAC'S: 300, 302, 303, 304, 312

05 - RETIRE (VOL, MAND, OPT, DISCONTINUED SVC)
- LSL: NONE, REEMPLOYED NEW PAY OFC (SAME OR DIFFERENT AGENCY) (NO BREAK IN SVC) COLLECT INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB, FEGLI (IF UNDER 65)
- NOAC'S: 300, 302, 303, 304, 312

06 - DISABILITY RETIRE OR RETIREMENTS (DUE TO ILL HEALTH)
- LSL: ALL, NO COLLECTION OF INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB, FEGLI (IF UNDER 65)
- NOAC'S: 300, 301, 302, 303, 304, 312

07 - DEATH
- LSL: ALL, NO COLLECTION OF INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB ONLY
- NOAC: 350

08 - SEPARATION (RESIGN, TERM, REMOVAL, DISCHARGE)
- LSL: ALL, COLLECT INDEBTED LEAVE BALANCES
- 4-DAY RULE DOES NOT APPLY
- NOAC'S: 312, 317, 330, 351, 355, 356, 357, 385, 386

09 - SEPARATION (RESIGN, TERM, REMOVAL, DISCHARGE)
- LSL: PARTIAL, REEMPLOYED YOUR PAY OFC (BREAK 1 - 3 DAYS) COLLECT INDEBTED LEAVE BALANCES
- 4-DAY RULE DOES NOT APPLY
- NOAC'S: 312, 317, 330, 351, 355, 356, 357, 385, 386

10 - SEPARATION (RESIGN, TERM, REMOVAL, DISCHARGE)
- LSL: PARTIAL, REEMPLOYED YOUR PAY OFFICE (BREAK GREATER THAN 3 DAYS) COLLECT INDEBTED LEAVE BALANCES
- 4-DAY RULE DOES NOT APPLY
- NOAC'S: 312, 317, 330, 351, 355, 356, 357, 385, 386

11 - SEPARATION (RESIGN, TERM REMOVAL, DISCHARGE)
- LSL: PARTIAL, REEMPLOYED NEW PAY OFC (BREAK IN SVC) COLLECT INDEBTED LEAVE BALANCES
- 4-DAY RULE DOES NOT APPLY
- NOAC'S: 312, 317, 330, 351, 355, 356, 357, 385, 386

12 - SEPARATION (RESIGN, TERM, REMOVAL, DISCHARGE)
- LSL: NONE, REEMPLOYED NEW PAY OFC (NO BREAK) NO COLLECTION OF INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB AND FEGLI
- NOAC'S: 312, 317, 330, 351, 355, 356, 357, 385, 386

13 - SEPARATION (RESIGN, TERM, REMOVAL, DISCHARGE)
- LSL: NONE, REEMPLOYED NEW PAY OFC (SAME AGENCY (NO BREAK) NO COLLECTION OF INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB AND FEGLI
- NOAC'S: 130, 132, 145, 147, 157, 312, 317, 330, 351, 352, 355, 356, 357, 385, 386, 500-599, 702, 712, 721, 740, 790

14 - SEPARATION (RESIGN, TERM, REMOVAL, DISCHARGE)
- LSL: NONE, REEMPLOYED (NO BREAK) NO COLLECTION OF INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB AND FEGLI
- NOAC'S: 312, 317, 330, 351, 355, 356, 357, 385, 386

15 - SEPARATIONS (DUE TO ILL HEALTH), TERMINATION - DISABILITY
- LSL: ALL, NO COLLECTION OF INDEBTED LEAVE BALANCES
- 4-DAY RULE DOES NOT APPLY
- NOAC'S: 312, 317, 330, 354, 355, 356, 357, 385, 386

16 - TERMINATION - MILITARY
- LSL: ALL (EMPLOYEE REQUESTED) COLLECT INDEBTED LEAVE BALANCES
- 4-DAY RULE DOES NOT APPLY
- NOAC: 353

17 - TERMINATION - MILITARY
- LSL: NONE (EMPLOYEE REQUESTED) NO COLLECTION OF INDEBTED LEAVE BALANCES
- 4-DAY RULE DOES NOT APPLY
- NOAC: 353

18 - TERMINATION - APPOINTMENT IN (AGENCY)
- LSL: NONE, TRANSFER TO NEW PAY OFC (DIFFERENT AGENCY) (NO BREAK) NO COLLECTION OF INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB AND FEGLI
- NOAC'S: 130, 132, 145, 147, 157, 312, 317, 330, 352, 355, 356, 357, 385, 386, 500-599, 702, 713, 721, 740, 790

19 - TRANSFERS (CONV, PROM, CH LWR GR, MASS TRANSFER)
- LSL: NONE, TRANSFER TO NEW PAY OFC (SAME AGENCY) (NO BREAK) NO COLLECTION OF INDEBTED LEAVE BALANCES
- 4-DAY RULE APPLIES: FEHB AND FEGLI
- NOAC'S: 130, 132, 145, 147, 157, 312, 317, 330, 352, 355, 356, 357, 385, 386, 500-599, 702, 713, 721, 740, 790

95 - APPOINTMENT CANCELED
- LSL: NONE, NO CURRENT PERIOD T&A WILL BE PAID AND RETRO CREATES INDEBTEDNESS FOR PRIOR PAY PERIODS. MASTER RECORD IS INACTIVATED AT END OF PAY PERIOD
- NOAC'S: 100-199, 500-599, 702, 713, 721, 740, 790

98 - INTERNAL TO SYSTEM (SET WHEN SEVERANCE NTE DT IS ENTERED)

**SEPARATION DATE EFFECTIVE**

Effective date of employees separation or transfer.

**SEPARATION GAINING PAYROLL OFFICE NUMBER**

The payroll office number to which an employee is transferring.

**SEPARATION LUMP SUM LEAVE SALARY HOURS**

The hourly rate to be used for payment of lump sum leave, when an increase (annual pay adj) or decrease (term of saved pay) in the rate of pay would occur after the date of separation.

**SEPARATION PARTIAL LUMP SUM LEAVE HOURS**

Contains the maximum number of lump sum leave hours to be paid an employee who is separated and rehired, with a break in service. Value must be in multiples of eight (8) hours.

**SEPARATION PAY CEASE DATE**

Date pay ceased is entered by user at time application for disability retirement or separation for retirement or death.

**SEPARATION SALARY CHANGE DATE EFFECTIVE**

This date identifies the date effective(s) of a salary change which will occur after the separation date and will impact the employees lump sum leave payment (examples: annual pay, adjustments and termination of saved pay).

**SEPARATION TRANSFERRED TO AGENCY**

Abbreviation of the new agency to which the employee is transferring.

**SEQUENCE KEY**

The first 22 characters of the type payment records 0-9 and a from the extract record (internal to the system).

**SEQUENCE NUMBER**

This is a unique 5 digit number to identify an adjustment transaction. For awards, positions 1-2 identify the type of award. Positions 3-5 will be a sequence number of 001 for the first award in the pay period, 002 for the second. For canceled checks, position 1 will be C, D, or Y for canceled check, canceled check deceased, or canceled check year-to-date. Positions 2-5 will contain a sequence of 0001 for the first canceled check in the pay period, 0002 for the second, etc.

**SEQUENCE NUMBER (PERSONNEL INTERFACE PACKAGE)**

The sequence number used by personnel to identify an interface package from a particular CCPO ID and Servicing Agency.

**SERS**

State Employee Retirement Service

**SERVICE CHARGE ACCOUNT NUMBER**

This is a ten digit alphanumeric account number into which service fees are deposited for the disbursing office.

**SERVICE COMPUTATION DATE LEAVE**

The date that is used to mark the beginning of an employee's period of service for leave accrual purposes.

**SERVICE FEES**

This is total amount of the service charge, if any, that an Employee Organization pays for the deduction of Organization/Union Dues from employees.

**SERVICING AGENCY CODE**

Identifies the agency of the Personnel Office servicing the employee's records.

**CODE VALUES:**

| | |
|---|---|
| 04 | - Defense Information Systems Agency (DISA) |
| 07 | - Defense Logistics Agency (DLA) |
| 10 | - Defense Contract Audit Agency (DCAA) |
| 11 | - National Imagery & Mapping Agency (NIMA) |
| 12 | - Defense Security Service (DIS) |
| 15 | - Uniform Services University of the Health Services (USUHS) |
| 16 | - Department of Defense Education Activity (DODEA) |
| 26 | - Department of Defense Inspector General (DODIG) |
| 34 | - Defense Commissary Agency (DECA) |
| 35 | - Defense Finance and Accounting Service (DFAS) |
| 61 | - Defense Threat Reduction Agency (DTRA) |
| AF | - Air Force (AF) |
| AR | - Army (AR) |
| DD* | - Washington Headquarters Service (WHS) |
| NG | - National Guard (NG) |
| NV | - Navy (NV) |

RE - Executive Office of the President (EOP)
RH - Armed Services Retirement Home (USSAH)

* Only CCPO ID, DG, DI, DK

**SES**
Senior Executive Service

**SEVERANCE PAID TO DATE**
Total amount of severance paid to date.

**SEVERANCE PAY FOR YEAR**
Amount of severance and the year it was paid. Two years of severance will be reported if applicable.

**SEX**
Gender. Data applicable only to non-US Panama employees. Gender is required data for the Panama Seguro Social and Seguro Health/Maternity Reports and tapes created for the Panama government.

**SF 50**
Notice of Personnel Action

**SF 71**
Application for Leave

**SF 1049**
Public Voucher of Refunds

**SF 1150**
Record of Leave Data

**SF 1150 INDICATOR**
The field indicating the employee's SF1150 was used as the source document.

**SF 1187**
Request and Authorization for Voluntary Allotment of Compensation for Payment of Labor Organization Dues

**SF 1199A**
Direct Deposit Sign-Up Form

**SF 2080**
Bond Reconciliation. This report has been replaced by the Automated Bond Interface.

**SF 2806**
CSRS Individual Retirement Record

**SF 2807**
CSRS Register of Separations and Transfers

**SF 2812**
Journal Voucher and Report of Withholdings and Contributions for Health Benefits, Group Life Insurance and Civil Service Retirement

**SF 3100**
FERS Individual Retirement Record

**SF 3103**
FERS Register of Separations and Transfers

**SHIFT CODE ASSIGNED**
A code that signifies which shift the employee is permanently assigned.

**CODE VALUE:**
0 - GRADED EMPLOYEE
1 - FIRST SHIFT - UNGRADED
2 - SECOND SHIFT - UNGRADED
3 - THIRD SHIFT - UNGRADED
4 - ROTATING SHIFTS NON-WORK DAY AND NON-WORK DAY FOR MILITARY LEAVE AND TRAUMATIC INJURY(COP)

**SHIFT CODE PAY**
A code indicating which shift rate an employee is entitled to be paid.

**CODE VALUE:**
0 - GRADED
1 - FIRST SHIFT
2 - SECOND SHIFT
3 - THIRD SHIFT
4 - ROTATING SHIFT - NON WORKDAY (OVERTIME/COMPTIME)

The next three codes, system generated, indicate the shift that Sunday premium pay is to be paid at for codes entered other than a type hour code of 'S_' on day 1, 7, 8, or 14. applicable codes are: HG, HF, HS, HT.

5 - FIRST SHIFT SUNDAY (USED WHEN HF, HG REPORTED)
6 - SECOND SHIFT SUNDAY (USED WHEN HS REPORTED)
7 - THIRD SHIFT SUNDAY (USED WHEN HT REPORTED)

**SHIFT DIFFERENTIAL**
The night shift differential for ungraded employees.

**SHIFT DIFFERENTIAL PERCENT 2ND**

The percentage used to calculate the rate of pay for an ungraded employee's second shift pay.

**SHIFT DIFFERENTIAL PERCENT 3RD**

The percentage used to calculate the rate of pay for an ungraded employee's third shift pay.

**SHIFT TOUR**

Database array element for elements "SFT-CD-ASG" and "TOUR-OF-DY".

**SHORE LEAVE ACCRUED**

Number of shore leave hours accrued in a pay period (one day accrued for each 15 voyage days).

**SHORE LEAVE ACCRUED YEAR TO DATE**

Number of shore leave days (code LJ) that have accrued in the current leave year (year to date).

**SHORE LEAVE BEGINNING BALANCE YEAR**

The number of shore leave days brought forward into the new leave year.

**SHORE LEAVE CARRYOVER DAYS**

The number of voyage days greater than seven but less than fifteen to be applied in accruing shore leave days.

**SHORE LEAVE DAY**

Number of shore leave days (code LJ) reported and/or converted in a pay period.

**SHORE LEAVE ELIGIBILITY INDICATOR**

Indicates whether an employee is eligible to earn shore leave.

**CODE VALUE:**

N - NO
Y - YES

**SHORE LEAVE ENDING BALANCE**

The number of shore leave days available at the end of a pay period.

**SHORE LEAVE FORFEITED BALANCE**

The number of shore leave days forfeited if not used six months after transfer to an activity that does not authorize shore leave.

**SHORE LEAVE TERMINATION DATE**

Contains the termination date for shore leave usage when an employee transfers to an activity not eligible for shore leave.

**SHORE LEAVE USED**
The number of shore leave days used in a pay period.

**SHORE LEAVE USED YEAR TO DATE**
The cumulative total number of shore leave days used in the leave year (year to date).

**SHORE LEAVE VOYAGE DAYS**
Number of voyage days (less than 15) that are used to accrue shore leave.

**SHORE LEAVE VOYAGE DAYS MINIMUM**
The minimum number of days a voyage must be in order for an employee to earn shore leave.

**SHOULD HAVE BEEN PAID**
The correct amount of a specified type code that should have been paid for a specific pay period on the Debt Worksheet.

**SICK LEAVE ACCRUAL**
The number of hours of sick leave to be accrued for a pay period.

**SICK LEAVE ACCRUAL YEAR TO DATE**
The cumulative total number sick leave hours accrued for the leave year (year to date).

**SICK LEAVE BALANCE FERS**
The sick leave balance for an employee at the time of transfer from Civil Service Retirement System (CSRS) to Federal Employees Retirement System (FERS).

**SICK LEAVE BEGINNING BALANCE YEAR**
The number of sick leave hours brought forward into the new leave year.

**SICK LEAVE CARRYOVER HOURS**
The number of hours sick leave accrual left over and brought forward into the next leave period.

**SICK LEAVE CREDIT REDUCTION**
The number of sick leave hours that are reduced due to nonpay status for a pay period.

**SICK LEAVE CREDIT REDUCTION YEAR TO DATE**
The cumulative total sick leave hours that have been reduced year-to-date due to a nonpay status.

**SICK LEAVE DAYS CREDITED FOR RETIREMENT**
The days of sick leave credited towards retirement.

**SICK LEAVE ENDING BALANCE**
The number of sick leave hours available at the end of pay period.

**SICK LEAVE FOR ADOPTION USED YEAR TO DATE**
This is the number of Sick Leave hours used year to date for adoption purposes.

**SICK LEAVE FORFEITED YEAR-TO-DATE**

These are the cumulative hours of sick leave that an employee has forfeited (Section 6 employees) during the current leave year.

**SICK LEAVE HOURS**

Number of sick leave hours (code LS) that have been reported and/or converted in a pay period.

**SICK LEAVE INDICATOR**

Indicates employee will use all sick leave prior to final approval of disability retirement. Input by user through disability application screen.

**CODE VALUE:**

Y - WILL USE ALL SICK LEAVE

**SICK LEAVE PAID/OWED**

These are the cumulative hours of sick leave that an employee has been paid (Section 6 employee) or owes during the current leave year.

**SICK LEAVE UNUSED HOURS**

Number of unused sick leave hours available when employee applies for disability retirement. Calculated and input by user through the disability application screen.

**SICK LEAVE USED**

The number of sick leave hours used in a pay period.

**SICK LEAVE USED YEAR TO DATE**

The cumulative total number of sick leave hours used in the leave year (year to date).

**SIGNATURE FIELD**

Blank field to be used for the signature of the Authorized Administrative or Certifying Official.

**SITE ACTIVITY**

This is the first six digits of the site identification, which contains the activity code for the employing activity of the customer service representative/timekeeper remote site.

**SITE IDENTIFICATION**

This is the portion of the record which contains the activity and indicator codes unique to a customer service representative/timekeeper remote site.

**SITE INDICATOR**

This is the last two digits of the site identification which contains a unique number for grouping within customer service representative/timekeeper remote site.

**SMA**

Separate Maintenance Allowance

**SMA ANNUAL AMOUNT**

This is the annual amount of separate maintenance allowance (SMA) from the SMA table maintained by DCPS.

**SMA FAMILY CATEGORY**

This identifies the category (child or adult) and groupings of family categories based on the number of family members that do not reside with the employee at the overseas location claimed for separate maintenance allowance (SMA).

**CODE VALUE:**

1 - 1 CHILD ONLY
2 - 2 OR MORE CHILDREN
3 - 1 ADULT ONLY
4 - 1 ADULT AND 1 ADDITIONAL FAMILY MEMBER
5 - 1 ADULT AND 2-3 ADDITIONAL FAMILY MEMBERS
6 - 1 ADULT AND 4 OR MORE ADDITIONAL FAMILY MEMBERS

**SMA RATE OF REDUCTION PERCENTAGE**

This identifies the rate of reduction applicable for separate maintenance allowance (SMA) when government quarters or special commissary or exchange benefits are available to the family member not residing with the employee.

**SMA RESTORE INDICATOR**

This is an indicator stored in the employees entitlement record when the employee has exceeded 14 days of continuous non-pay. It is an internal indicator used by the pay calculation process to determine when to pay the separate maintenance allowance.

**SON**

Submitting Office Number of the servicing Civilian Personnel Office

**SOURCE DATA AUTOMATION ACTIVITY**

This field identifies the employing activities for which an automated, time and attendance collection system external to DCPS is authorized/used.

**SOURCE DATA AUTOMATION IDENTIFICATION**

Identifies the employing activities for which an automated, time and attendance collection system external to DCPS is authorized/used.

**SPECIAL EMPLOYEE INDICATOR**

For USUHS faculty and staff, values 01-08, 11, 12, identify the employee's position title.

For EOP employees, the first position (L) identifies the employee as a leave earner, and (N) identifies the employee as a non-leave earner. The second position (1-5) identifies the executive level used to determine both the annual salary cap and the biweekly maximum pay limit when agency code is BO, CE, DC, EC, EQ, EX, NS, OV, QQ, TN, TS, or WH.

For all other employees the first position (L) identifies the employee as a leave earner, (N) should not be used if not EOP employee. The second position (1-5) identifies the executive level used to determine only the biweekly maximum pay limit. If both positions are spaces, title V limits will be used to determine both the annual salary cap and biweekly maximum pay limit.
**NOTE:** Values will be provided through interfaces for only USUHS and EOP personnel.

**CODE VALUE:**
01 - CHAIRMAN
02 - FULL PROFESSOR
03 - ASSOCIATE PROFESSOR
04 - ASSISTANT PROFESSOR
05 - INSTRUCTOR
06 - SENIOR RESEARCH ASSOCIATE
07 - RESEARCH ASSOCIATE
08 - POSTDOCTORATE FELLOW
11 - OTHER (VISITING)
12 - VISITING FACULTY

N1 - EOP NON-LEAVE EARNER - EXECUTIVE LEVEL 1
N2 - EOP NON-LEAVE EARNER - EXECUTIVE LEVEL 2
N3 - EOP NON-LEAVE EARNER - EXECUTIVE LEVEL 3
N4 - EOP NON-LEAVE EARNER - EXECUTIVE LEVEL 4
N5 - EOP NON-LEAVE EARNER - EXECUTIVE LEVEL 5

L1 - LEAVE EARNER - EXECUTIVE LEVEL 1
L2 - LEAVE EARNER - EXECUTIVE LEVEL 2
L3 - LEAVE EARNER - EXECUTIVE LEVEL 3
L4 - LEAVE EARNER - EXECUTIVE LEVEL 4
L5 - LEAVE EARNER - EXECUTIVE LEVEL 5
SPACES - LEAVE EARNER - TITLE V CAPS

**SPECIAL PAY AMOUNT**
The amount manually paid an employee.

**SPECIAL PROGRAM INDICATOR**
Designates the special program in which an employee is a participant.

**CODE VALUE:**
A1 - CENTRALIZED INTERN
B1 - ACTIVITY LEVEL INTERN
F1 - WAGE SYSTEM PREAPPRENTICE/HELPER
F2 - WAGE SYSTEM - APPRENTICE
F3 - WAGE SYSTEM - SHOP TRAINEE
F4 - WAGE SYSTEM - HELPER TO WORKER
F5 - WAGE SYSTEM WORKER TO JOURNEYWORKER
F6 - OTHER FWS TRAINING PROGRAM
N1 - DOD-WIDE ROTATIONAL TRAINING AGREEMENT

N2 - DOD ACQUISITION CORPS POSN/EMPLOYEE
N - DOD ACQUISITION CORPS KEY POSN/EMPLOYEE
N4 - DOD ACQUISITION WORK FORCE OTHER POSN/EMPLOYEE
P1 - COOP EDUCATION - GRADUATE
P2 - COOP EDUCATION - BACCALAUREATE
P3 - COOP EDUCATION - ASSOCIATE
P4 - COOP EDUCATION - HIGH SCHOOL
P5 - STUDENT VOLUNTEER
P6 - SECNAV FELLOWSHIP PROGRAM
P7 - UNDERGRAD CERT OR DIPLOMA (COOP)
Q3 - MGMT DEVELOPMENT - SEE CANDIDATE DEVELOPMENT
Q4 - MGMT DEVELOPMENT - EXEC DEV (INCUMBENT EXEC)
Q5 - MGMT DEVELOPMENT - SES LONG TERM DEVELOPMENTAL
Z1 - OTHER TRAINEE ACTIVITY LEVEL PLAN
Z2 - OTHER TRAINEE CLAIMANT LEVEL PLAN
00 - NOT APPLICABLE
46 - ACTIVITY LEVEL UPWARD MOBILITY TRAINING AGREE
48 - DON UPWARD-MOBILITY TRAINING AGREEMENT
51 - DON ACCEL TNG/PROM PRGM ENTRY-LVL ENGS
53 - DON SCIENCE AND ENGINEERING APPRENTICE PROGRAM
54 - STAY IN SCHOOL CAMPAIGN
55 - SUMMER AIDE
60 - 30 PERCENT DISABLED VETERAN APPOINTMENT
57 - EMPLOYEE FEDERAL JUNIOR FELLOWSHIP PROGRAM
60 - 30 PERCENT DISABLED VETERAN APPOINTMENT
62 - EMP COOP EDUC PGM (HIGHER EDUC ACT OF 1965)
69 - OTHER TRAINING AGREEMENT W/ACCEL PROMOTION
81 - PRE-SUPERVISORY/PRE-MGT DEVELOPMENT
82 - SUPERVISORY/MGT DEVELOPMENT (INCUMBENT)
90 - WORKER TRAINEE OPPORTUNITY PROGRAM

**SPECIAL SALARY PAYMENTS**

This is the “net” amount of manual payments made to the employee.

**SPMO**

Support Personnel Management Office

**SPMO NUMBER**

A number assigned by the National Guard Association of the U.S. (NGAUS) insurance administrator and used for reporting purposes.

**STANDARD OPTION RATE (GLI)**

The option rate on a table for each age group to be used to calculate the biweekly deduction amount for option A.

**STANDING JOB ORDER NUMBER**

A thirty digit code that contains the costing elements to be charged for the associated type hour code and hours when no job order is submitted.

**START DATE**
The date the program was started.

**START TIME**
The actual time the program was started.

**STATE EMPLOYEES RETIREMENT SYSTEM**
SERS is a retirement plan applicable to Title 32 Technicians that elected, in 1969, to remain under a state government retirement system. SERS is not available to new technicians.

**STATE ENDORSED/PRIVATE INSURANCE**
Insurance available to all Title 32 Guard Technicians in addition to FEGLI and NGAUS.

**STATE OF RESIDENCE**
This code is a two character abbreviation for the location of an employee's residence, which may be a state, a U.S. territory, a U.S. possession, or a foreign country. (See "Taxing Authority Code" for complete listing of code values.)

**STATE WITHHOLDING TAX**
This is the deduction for state income tax.

**STATUS CODE DAY NUMBER**
The number corresponding to the first day of the fourteen-day pay period when the employee changes to EYE-STA-CD of "X" or "P". If the employee does not change to "X" or "P" during the pay period, place "00" in this field.

**SUBHEAD**
See Limitation/Subhead

**SUBJECT WAGE**
Wages that are subject to a particular deduction, i.e. state taxes, federal taxes, TSP, Medicare, etc. Some wages may be subject to federal tax and others may not, therefore DCPS calculates the amount of wages that are subject to each deduction.

**SUBMITTING OFFICE NUMBER**
A number assigned by OPM that identifies the civilian personnel office that services the employee's personnel actions and maintains the official personnel folder (OPF).

**SUBSISTENCE/LODGING**
Subsistence is a deduction used for the payment of meals provided in government facilities when utilization of such facilities is a requirement of employment.

Lodging is a deduction used for payment of rent associated with government occupied quarters when occupation of such quarters is a requirement of employment.

**SUBSTITUTE TEACHER PAY RATE FULL**
The daily rate which is set for the salary scheduled day rate at conversion when an O/S teacher's record fails non-fatal edits.

**SUBSTITUTE TEACHER PAY RATE PART TIME**

Currently not used.

**SUNDAY HOURS**

The total number of Sunday premium hours reported/paid within a pay block, employing activity, or organization.

**SUNDAY PAY DAY 14 INDICATOR**

Indicates to TA to pull up "S-" in lieu of "R-" for standard tour. (Employee scheduled to work on Saturday (week 2) and shift crosses midnight.)

**CODE VALUE:**

N - SATURDAY WORK PAID AS REGULAR WORK (WEEK 2) SFT DOESN'T CROSS MIDNIGHT

Y - SATURDAY WORK SHOULD RECEIVE SUNDAY PAY (WEEK 2) SFT CROSSES MIDNIGHT

**SUNDAY PAY DAY 7 INDICATOR**

Indicates to T&A to pull up "S-" in lieu of "R-" for standard tour. (Employee scheduled to work Saturday (week 1) and the shift crosses midnight.)

**CODE VALUE:**

N - SATURDAY WORK PAID AS REGULAR WORK (SHIFT DOES NOT CROSS MIDNIGHT)

Y - SATURDAY WORK SHOULD RECEIVE SUNDAY PAY (SHIFT CROSSES MIDNIGHT)

**SUNDAY PREMIUM PERCENT**

The percentage used to calculate the premium pay for a graded employee's Sunday work.

**SUPPLEMENTAL PAYMENT**

Any earnings due and payable that are not for the wages earned and paid in the current pay period. Includes payments for retroactive salary, lump sum leave, awards and claims.

**SUSPENSE RECORDS**

MER and T&A transactions that have failed required edits. The data has been 'saved' pending correction and reprocessing.

**SUSPENSION USED**

This is the number of hours during the pay period an employee has been suspended. This code is used for adverse actions directed by management for disciplinary reasons. Type hour code of "KB" reported.

**SYSTEM GENERATED INDICATOR**

Indicates that information has been system generated.

**CODE VALUE:**

A - RETRO GENERATED

B - BOND DEDUCTION GENERATED FOR BOND REFUND ADJUSTMENT RECORD

C - LEAVE GENERATED DURING CONVERSIONS OF CALLBACK HOURS

D - DELETE 'LU' COP RECORD

F - FINAL PAY

L - LEAVE GENERATED FOR CONVERSION OF OVERTIME AND LEAVE CODES

M - MILITARY DEPOSITS

N - SEPARATION PROCESS GENERATED THE BOND REFUND ADJUSTMENT RECORD

P - PAY CALC GENERATED

Q - TRANSFER - IN I/A

S - ON LINE SEPARATION GENERATED FOR BOND REFUND ADJUSTMENT RECORD

T - INDICATES T&A GENERATED

X - LEAVE GENERATED FOR THE CONVERSION OF CALL-BACK HOURS. THE DIFFERENCE BETWEEN HOURS REPORTED AND HOURS PAYABLE.

# - POUND SIGN - SYSTEM GENERATED INDICATOR FOR THE LEAVE AVAILABILITY REPORT THAT INDICATES “SECTION 6” EMPLOYEES WHO HAVE THEIR ANNUAL/SICK ACCRUALS AND CERTAIN OTHER LEAVE DATA MANUALLY INPUT.

* - ASTERISK - SYSTEM GENERATED INDICATOR FOR THE LEAVE AVAILABILITY REPORT THAT INDICATES IF AN EMPLOYEE’S ANNUAL AND SICK LEAVE BALANCES ADDED TOGETHER TOTAL LESS THAN 80 HOURS. THIS FIELD IS NOT APPLICABLE FOR EMPLOYEE TYPE CODE ‘E’ OR ‘Q’ AS ANNUAL AND SICK LEAVE BALANCES ARE HELD IN ABEYANCE.

# T

**T&A**

Time and Attendance

**TABLE DIRECTIVE NUMBER**

The control number of a directive authorizing modifications to reference tables.

**TABLE ENDING DATE**

The expiration date for the data on a table.

**TABLE IDENTIFICATION**

Contains the reference table ID code and date effective for identifying central, payroll office and other tables.

**CODE VALUE:**

AD - ADDRESS TABLE - PAYROLL OFFICE AND CENTRAL
AU - ACCOUNTING ACTIVITY - PAYROLL OFFICE
BD - SAVINGS BOND - CENTRAL
CT - COLA TABLE – CENTRAL
DB - CENTRAL TABLE VERSION - CENTRAL
EC - EARNING TYPE CODES TABLE – CENTRAL
EF - EFT ADDRESS – PAYROLL OFFICE
EO - EMPLOYEE ORGANIZATION TABLE - PAYROLL OFFICE
EP - EXECUTIVE SES PAY SCHEDULE TABLE - CENTRAL
FC - FOREIGN NATIONALS - CUBA - PAYROLL OFFICE
FG - FEGLI COVERAGE CODES - CENTRAL
FI - FINANCIAL ORGANIZATION TABLE - PAYROLL OFFICE
FN - FOREIGN NATIONAL - CUBA PAY TABLE - CENTRAL
GL - GEOGRAPHIC TABLE - CENTRAL
GS - GS SCHEDULE TABLE - CENTRAL
GT - GENERAL TABLE - CENTRAL
HI - HEALTH INSURANCE TABLE - CENTRAL
HO - HOLIDAY TABLE - CENTRAL
LH - LOCAL HOLIDAY TABLE - PAYROLL OFFICE
LI - FEGLI-OPTIONAL-INSURANCE TABLE - CENTRAL
MS - BROADCAST MESSAGE TABLE - OTHER
NA - NATURE OF ACTION TABLE - CENTRAL
OT - OVERSEAS TEACHERS – CENTRAL
PA - PAY PERIOD DATES (ALTERNATE DISBURSING DATE) - CENTRAL
PR - PAY PERIOD DATES (REGULAR DISBURSING DATE) - CENTRAL
RF - RETIREMENT FICA MDCR - CENTRAL
RT - ROTATING TOUR OF DUTY TABLE - PAYROLL OFFICE
SD - SDA INTERFACE TABLE - OTHER

SP - GS SPECIAL PAY RATES TABLE - CENTRAL
SS - SYSTEM STATUS TABLE - OTHER
WB - WAGE BOARD TABLE - PAYROLL OFFICE
WK - WAGE BOARD – HOPPER DREDGE - CENTRAL
WY - WAGE BOARD – NAVIGATION - CENTRAL
XF - WAGE BOARD – FLOATING PLANT - CENTRAL
XL - WAGE BOARD PAY (LITHOGRAPHER) - CENTRAL
YE - LQA/POST CLASSIFICATION - CENTRAL
YF - POST CLASSIFICATION - CENTRAL

**TABLE LENGTH**

An element used for defining the length of the holiday table.

**TABLE LOCATION**

This is the six position 'Location' field from the LQA/Post Classification/Foreign Post Differential/Danger Pay table upon which payment of the employees overseas entitlement is based.

**TABLE NAME**

The name of a specific reference table.

**TAPE INDICATOR**

This indicator determines if an accounting activity receives a gross pay/reconciliation tape file or a gross pay/reconciliation report.

**CODE VALUE:**

N - RECEIVES A HARD COPY GROSS PAY/RECONCILIATION REPORT
Y - RECEIVES A GROSS PAY/RECONCILIATION TAPE FILE

**TAPE NUMBER**

A number assigned to identify an EFT tape.

**TAPE SERIAL NUMBER**

This number is assigned to identify the EFT file.

**TAX AUTHORITY CODE**

The code identifying the state, city, or local governments that are authorized for tax withholdings from federal civilian employees. Refer to 'Taxing Authority Code' for code values.

**TAX DEFERRED WAGES**

This is wages that are withheld from the employee's gross pay before taxes are calculated. These monies will be taxed when the employee removes the money from the deferred fund (i.e., TSP, 401(k), etc.)

**TAX DISBURSING ACCOUNT NUMBER**

Local - This is a ten digit alphanumeric account number into which local taxes are deposited for the disbursing office.

State - This is the ten digit alphanumeric account number into which state taxes are deposited for the disbursing office.

**TAX EMPLOYER IDENTIFICATION NUMBER**

A unique number assigned by state, federal and local taxing agencies to each payroll office.

**TAX LEVIES**

This deduction is established when any employee liable to pay any tax neglects or refuses to pay after demand by the director of Internal Revenue Service (IRS). The amount becomes a lien upon all property and rights to property belonging to such a person in favor of the United States. Section 6331 of the IRS code of 1954 permits district directors of the IRS to place a levy on the salary or wages of any employee of the United States in order to satisfy a tax liability.

**TAX STATUS**

The tax status identifies whether an employee is subject to federal tax, and/or deduction.

**CODE VALUE:**

E - EXEMPT, SUBJECT TO TAX BUT EXEMPT FROM WITHHOLDINGS (W-2 ISSUED)

F - PENDING RECERTIFICATION OF EXEMPTION FROM WITHHOLDING

N - NOT SUBJECT TO FEDERAL TAX, USED FOR FOREIGN NATIONALS AND GUAMANIAN

P - APPLIES TO EMPLOYEES IN PUERTO RICO. EMPLOYEE IS SUBJECT TO FEDERAL TAX BUT EXEMPT FROM WITHHOLDING. GLO IS PUERTO RICO AND EMPLOYEE IS SUBJECT TO PUERTO RICO STATE TAX (W2-ISSUED).

T - TOTAL NET PAY TO FEDERAL WITHHOLDING TAX DEDUCTION

Y - SUBJECT TO: DEDUCTIONS MADE AND REPORTED (W-2 ISSUED)

**TAX TABLE MEDIA INDICATOR**

An indicator that denotes the output media that tax information is supplied to the government.

**CODE VALUE:**

P - PRINTED REPORT

T - TAPE INTERFACE

**TAX TYPE**

Identifies the "Nature" (kind) of local tax withheld. Federal and state tax type is considered regular (normal) withholding. Local taxing authorities may have multiple tax types. For states and federal this will always be ‘01’ (Normal Withholdings).

**CODE VALUE:**

"01" - WITHHOLDING TAX - FEDERAL, STATE, OR REGULAR LOCAL, CITY, COUNTY, OR LICENSE FEE WITHHOLDING TAX.

"47" - JOINT ECONOMIC DEVELOPMENT DISTRICT (JEDD) TAX - A LOCAL TAX TO SUPPORT LOCALITIES THAT SHARE LARGE ECONOMIC DEVELOPMENTS, SUCH AS AIRPORTS.

"50" - TRANSPORTATION TAX - LOCAL MASS TRANSPORTATION TAX.

"51" - OCCUPATIONAL TAX - FOR THE PRIVILEGE OF WORKING IN THAT LOCALITY. IN ALL STATES EXCEPT TAX EXCEPT PENNSYLVANIA THE TAX IS BASED ON A PERCENTAGE OF THE EARNINGS THAT ARE SUBJECT TO LOCAL TAXES. IN PENNSYLVANIA IT IS A ONE TIME ANNUAL TAX WITHHOLDING.

"53" - SCHOOL DISTRICT TAX - A TAX THAT IS IMPOSED TO SUPPORT THE SCHOOL DISTRICT.

**TAXABLE AMOUNT**

This is the sum of taxable earnings for a particular pay detail code paid to employees that are currently subject to Federal Tax.

**TAXABLE INDICATOR**

Indicates whether a tax record should be established for a specific taxing authority code and identifies states whose deduction is based on a percentage of federal.

**CODE VALUE:**

N - NOT A TAXING STATE

P - TAXABLE STATE- PERCENTAGE OF FEDERAL TAX

Y - TAXABLE STATE

**TAXABLE WAGES**

All wages that are subject to a particular tax. (i.e., Medicare, state, local, federal, Panamanian, etc.)

**TAXING AUTHORITY CODE**

Code that designates a country, state, city, or locality. Used in validation processes and to indicate taxes which are calculated and deducted. If geographic location code is different, it follows in parenthesis.

**CODE VALUE: IN ORDER BY CODE**

AB * ALBANIA (AL)
AC * ANTIGUA
AF * AFGHANISTAN
AG * ALGERIA
AI * ARGENTINA (AR)
AJ * AZERBAIJAN
AK * ALASKA (02)
AL ALABAMA (01)
AM * ARMENI

| | | |
|---|---|---|
| AN | * | ANDORA |
| AO | * | ANGOLA |
| AQ | * | AUSTRALIA |
| AR | | ARKANSAS (05) |
| AS | * | AMERICAN SAMOA |
| AT | * | ASHMORE & CARTIER ISLANDS |
| AU | * | AUSTRIA |
| AV | * | ANGUILLA |
| AW | * | ARUBA (AA) |
| AY | * | ANTARCTICA |
| AZ | | ARIZONA (04) |
| BA | * | BAHRAIN |
| BB | * | BARBADOS |
| BC | * | BOTSWANA |
| BD | * | BERMUDA |
| BE | | BELGIUM |
| BF | * | BAHAMAS |
| BG | * | BANGLADESH |
| BH | * | BELIZE |
| BK | * | BOSNIA & HERZEGOVNIA |
| BL | * | BOLIVIA |
| BM | * | BURMA |
| BN | * | BENIN |
| BO | * | BELARUS |
| BP | * | SOLOMON ISLAND |
| BQ | * | NAVASSA ISLAND |
| BR | * | BRAZIL |
| BS | * | BASSAS DA INDIA |
| BT | * | BHUTAN |
| BU | * | BULGARIA |
| BV | * | BOUVET ISLAND |
| BX | * | BRUNEI |
| BY | * | BURUNDI |
| CA | | CALIFORNIA (06) |
| CB | * | CAMBODIA |
| CC | * | CANADA (CA) |
| CD | * | CHAD |
| CE | * | SRI LANKA |
| CF | * | CONGO |
| CG | * | ZAIRE |
| CH | * | CHINA |
| CI | * | CHILE |
| CJ | * | CAYMAN ISLANDS |
| CK | * | COCOS (KEELING ISLANDS) |
| CL | * | COLUMBIA (CO) |
| CM | * | CAMEROON |
| CN | * | COMOROS |
| CO | | COLORADO (08) |

| | | |
|---|---|---|
| CP | * | CENTRAL AFRICAN REPUBLIC (CR) |
| CQ | * | MAURITIUS |
| CR | * | CORAL SEA ISLANDS |
| CS | * | COSTA RICA |
| CT | | CONNECTICUT (09) |
| CU | * | CUBA |
| CV | * | CAPE VERDE |
| CW | * | COOK ISLAND |
| CY | * | CYPRUS |
| DA | * | DENMARK |
| DC | | DISTRICT OF COLUMBIA (11) |
| DE | | DELAWARE (10) |
| DJ | * | DJIBOUTI |
| DO | * | DOMINICA |
| DQ | * | JARVIS ISLAND |
| DR | * | DOMINICAN REPUBLIC |
| EC | * | EQUADOR |
| EG | * | EGYPT |
| EI | * | IRELAND |
| EK | * | EQUATORIAL GUINEA |
| EN | * | ESTONIA |
| ER | * | ERITREA |
| ES | * | EL SALVADOR |
| ET | * | ETHIOPIA |
| EU | * | EUROPA ISLAND |
| EZ | * | CZECH REPUBLIC |
| FG | * | FRENCH GUIANA |
| FI | * | FINLAND |
| FJ | * | FIJI |
| FK | * | FALKLAND (IS MALVINAS) |
| FL | * | FLORIDA (12) |
| FM | * | FED STATES MICRONESIA |
| FN | * | FRENCH POLYNESIA (FP) |
| FO | * | FAROE ISLANDS |
| FQ | * | BAKER ISLAND |
| FR | * | FRANCE |
| FS | * | FR SO & ANTARCTIC LNDS |
| GA | | GEORGIA (13) |
| GB | * | GABON |
| GD | * | GAMBIA, THE (GA) |
| GG | * | GEORGIA (GG) |
| GH | * | GHANA |
| GI | * | GIBRALTAR |
| GJ | * | GRENADA |
| GK | * | GUERNSEY |
| GL | * | GREENLAND |

| | | |
|---|---|---|
| GM | * | GERMANY |
| GO | * | GLORIOSO ISLANDS |
| GP | * | GUADELOUPE |
| GR | * | GREECE |
| GS | * | MADAGSCAR (MA) |
| GT | * | GUATEMALA |
| GU | * | GUAM (GQ) |
| GV | * | GUINEA |
| GY | * | GUYANA |
| GZ | * | GAZA STRIP |
| HA | | HAITI |
| HI | | HAWAII (15) |
| HK | * | HONG KONG |
| HM | * | HEARD IS & MCDONALD ISLANDS |
| HO | * | HONDURAS |
| HQ | * | HOWLAND ISLAND |
| HR | * | CROATIA |
| HU | * | HUNGARY |
| IA | | IOWA (19) |
| IC | * | ICELAND |
| ID | | IDAHO (16) |
| IE | * | INDONESIA (ID) |
| II | * | INDIA (IN) |
| IL | | ILLINOIS (17) |
| IM | * | MAN, ISLE OF |
| IN | | INDIANA (18) |
| IO | * | INDIAN OCEAN TERRITORY |
| IP | * | CLIPPERTON ISLAND |
| IR | * | IRAN |
| IS | * | ISRAEL |
| IT | * | ITALY |
| IV | * | COTE D’IVOIRE |
| IZ | * | IRAQ |
| JA | * | JAPAN |
| JE | * | JERSEY |
| JM | * | JAMAICA |
| JN | * | JAN MAYEN |
| JO | * | JORDAN |
| JQ | * | JOHNSTON'S ATOLL |
| JU | * | JUAN DE NOVA ISLAND |
| KE | | KENYA |
| KG | * | KYRGYZSTAN |
| KN | * | KOREA, DEM PEOPLES REP |
| KO | * | REPUBLIC OF KOREA (KS) |
| KQ | * | KINGMAN REEF |
| KR | * | KIRIBATI |
| KS | | KANSAS (20) |
| KT | * | CHRISTMAS ISLAND |
| KU | * | KUWAIT |
| KY | | KENTUCKY (21) |

| | | |
|---|---|---|
| KZ | * | KAZAKHSTAN |
| LA | | LOUISIANA (22) |
| LE | * | LEBANON |
| LG | * | LATVIA |
| LH | * | LITHUANIA |
| LI | * | LIBERIA |
| LO | * | SLOVAKIA |
| LQ | * | PALMYRA ATOLL |
| LS | * | LIECHTENSTEIN |
| LT | * | LESOTHO |
| LU | * | LUXEMBOURG |
| LX | * | LAOS (LA) |
| LY | * | LIBYA |
| MA | | MASSACHUSETTS (25) |
| MB | * | MARTINIQUE |
| MC | * | MACAU |
| MD | | MARYLAND (24) |
| ME | | MAINE (23) |
| MF | * | MAYOTTE |
| MG | * | MONGOLIA |
| MH | * | MARSHALL ISLANDS |
| MI | | MICHIGAN (26) |
| MJ | * | MALAWI (MI) |
| MK | * | MACEDONIA |
| ML | * | MALI |
| MM | * | MOROCCO (MO) |
| MN | | MINNESOTA (27) |
| MO | | MISSOURI (29) |
| MP | * | NORTHERN MARIANA ISLANDS |
| MQ | * | MIDWAY ISLAND |
| MR | * | MAURIRANIA |
| MS | | MISSISSIPPI (28) |
| MT | | MONTANA (30) |
| MU | * | OMAN |
| MV | * | MALDIVES |
| MW | * | MONTENEGRO |
| MX | * | MEXICO |
| MY | * | MALAYSIA |
| MZ | * | MOZAMBIQUE |
| NA | * | VANUATU (NH) |
| NC | | NORTH CAROLINA (37) |
| ND | | NORTH DAKOTA (38) |
| NE | | NEBRASKA (31) |
| NF | * | NORFOLK ISLAND |
| NG | | NIGER |
| NH | * | NEW HAMPSHIRE (33) |

| | | |
|---|---|---|
| NI | * | NIGERIA |
| NJ | | NEW JERSEY (34) |
| NL | | NETHERLANDS |
| NM | | NEW MEXICO (35) |
| NO | * | NORWAY |
| NP | * | NEPAL |
| NR | * | NAURU |
| NS | * | SURINAME |
| NT | * | NETHERLANDS ANTILLES |
| NU | * | NICARAGUA |
| NV | * | NEVADA (32) |
| NW | * | NEW CALEDONIA (NC) |
| NX | * | NIUE (NE) |
| NY | | NEW YORK (36) |
| NZ | * | NEW ZEALAND |
| | | |
| OH | | OHIO (39) |
| OK | | OKLAHOMA (40) |
| OL | * | MOLDOVA (MD) |
| ON | * | MONACO (MN |
| OR | | OREGON (41) |
| OT | * | MALTA (MT) |
| PA | | PENNSYLVANIA (42) |
| PC | * | PITCAIRN ISLANDS |
| PE | * | PERU |
| PF | * | PARACEL ISLANDS |
| PG | * | SPRATLY ISLANDS |
| PK | * | PAKISTAN |
| PL | * | POLAND |
| PN | | PANAMA (PM) |
| PO | * | PORTUGAL |
| PP | * | PAPUA NEW GUINEA |
| PR | | PUERTO RICO (RQ) |
| PT | * | PORTUGUESE TIMOR |
| PU | * | GUINES-BISSAU |
| PW | * | PALAY (PS) |
| PY | * | PARAGUAY (PA) |
| QA | * | QATAR |
| RE | * | REUNION |
| RI | | RHODE ISLAND (44) |
| RM | * | MONTSERRAT |
| RO | * | ROMANIA |
| RP | * | PHILIPPINES |
| RS | * | RUSSIA |
| RW | * | RWANDA |
| SA | * | SAUDI ARABIA |
| SB | * | ST PIERE & MIQUELON |
| SC | | SOUTH CAROLINA (45) |
| SD | | SOUTH DAKOTA (46) |

| | | |
|---|---|---|
| SE | * | SEYCHELLES |
| SF | * | SOUTH AFRICA |
| SG | * | SENEGAL |
| SH | * | ST HELENA |
| SI | * | SLOVENIA |
| SK | * | ST KITTS & NEVIS (SC) |
| SL | * | SIERRA LEONE |
| SM | * | SAN MARINO |
| SN | * | SINGAPORE |
| SO | * | SOMALIA |
| SP | * | SPAIN |
| SR | * | SERBIA |
| ST | * | ST LUCIA |
| SU | * | SUDAN |
| SV | * | SVALBARD |
| SW | * | SWEDEN |
| SX | * | S GEROGIA'S SANDWICH IS |
| SY | * | SYRIA |
| SZ | * | SWITZERLAND |
| TC | * | UNITED ARAB EMIRATES |
| TD | * | TRINIDAD & TOBAGO |
| TE | * | TROMELIN ISLAND |
| TG | * | TONGA (TN) |
| TH | * | THAILAND |
| TI | * | TAJIKISTAN |
| TK | * | TURKS & CAICOA ISLANDS |
| TL | * | TOKELAU |
| TN | * | TENNESSEE (47) |
| TO | * | TOGO |
| TP | * | SAO TOME & PRINCIPE |
| TR | * | TURKMENISTAN |
| TS | * | TUNISIA |
| TU | * | TURKEY |
| TV | * | TUVALU |
| TW | * | TAIWAN |
| TX | * | TEXAS (48) |
| TZ | * | TANZANIA, UNITED REP OF |
| UG | * | UGANDA |
| UK | * | UNITED KINGDOM |
| UP | * | UKRAINE |
| US | * | UNITED STATES |
| UT | | UTAH (49) |
| UV | * | BURKINA |
| UY | * | URUGUAY |
| UZ | * | UZBEKISTAN |
| VA | | VIRGINIA (51) |
| VC | * | ST VINCENT/GRENADINES |
| VE | * | VENEZUELA |
| VI | * | VIRGIN ISLANDS |
| VM | * | VIETNAM |

| | | | | |
|---|---|---|---|---|
| VQ | * | BRITISH VIRGIN ISLANDS | | |
| VT | | VERMONT (50) | | |
| VY | * | VATICAN CITY (VT) | | |
| WA | * | WASHINGTON (53) | | |
| WE | * | WEST BANK | | |
| WF | * | WALLIS & FUTUNA | | |
| WI | | WISCONSIN (55) | | |
| WN | * | NAMIBIA (WA) | | |
| WQ | * | WAKE ISLAND | | |
| WS | * | WESTERN SAMOA | | |
| WT | * | WESTERN SAHARA (WI) | | |
| WV | | WEST VIRGINIA (54) | | |
| WY | * | WYOMING (56) | | |
| WZ | * | SWAZILAND | | |
| YM | * | YEMEN | | |
| ZA | * | ZAMBIA | | |
| ZI | * | ZIMBABWE | | |
| 000000 | | FEDERAL TAX | (SYSTEM GENERATED CODE) | |
| 010002 | | BESSEMER, | ALABAMA | |
| 010004 | | GADSDEN, | ALABAMA | |
| 010076 | | MACON, | ALABAMA | |
| 010501 | | BIRMINGHAM, | ALABAMA | |
| 010521 | | JEFFERSON COUNTY, | ALABAMA | |
| 080080 | | DENVER, | COLORADO | MONTHLY |
| 100502 | | WILMINGTON, | DELAWARE | |
| 180002 | | ALLEN, | INDIANA | |
| 180027 | | GRANT, | INDIANA | |
| 180049 | | MARION, | INDIANA | |
| 180051 | | MARTIN, | INDIANA | |
| 180052 | | MIAMI, | INDIANA | |
| 180079 | | TIPPECANOE, | INDIANA | |
| 180082 | | VANDERBURGH, | INDIANA | |
| 210002 | | BOONE COUNTY, | KENTUCKY | |
| 210009 | | LEXINGTON-FAYETTE CITY | KENTUCKY | |
| 210013 | | JEFFERSON COUNTY, | KENTUCKY | |
| 210015 | | KENTON COUNTY, | KENTUCKY | |
| 210017 | | MADISON COUNTY, | KENTUCKY | |
| 210020 | | MC CRACKEN COUNTY, | KENTUCKY | |
| 210026 | | PULASKI COUNTY, | KENTUCKY | |
| 210027 | | ROWAN COUNTY, | KENTUCKY | |
| 210050 | | TAYLOR COUNTY, | KENTUCKY | |
| 210207 | | BOWLING GREEN CITY, | KENTUCKY | |
| 210213 | | COVINGTON COUNTY, | KENTUCKY | |
| 210226 | | FLORENCE CITY, | KENTUCKY | |
| 210228 | | FT. THOMAS CITY, | KENTUCKY | |
| 210230 | | FRANKFORT CITY, | KENTUCKY | |
| 210247 | | LOUISVILLE COUNTY, | KENTUCKY | |
| 210260 | | OWENSBORO CITY, | KENTUCKY | |

| | | | |
|---|---|---|---|
| 210270 | RICHMOND CITY, | KENTUCKY | |
| 210322 | LIVINGSTON COUNTY, | KENTUCKY | |
| 260002 | BATTLE CREEK, | MICHIGAN | |
| 260004 | DETROIT, | MICHIGAN | |
| 260005 | FLINT, | MICHIGAN | |
| 260006 | GRAND RAPIDS, | MICHIGAN | |
| 260012 | LANSING, | MICHIGAN | |
| 260015 | PONTIAC, | MICHIGAN | |
| 260016 | PORT HURON, | MICHIGAN | |
| 260018 | SAGINAW, | MICHIGAN | |
| *260019 | SPRINGFIELD, | MICHIGAN | |
| 290001 | KANSAS CITY, | MISSOURI | |
| 290002 | ST LOUIS, | MISSOURI | |
| 360061 | NEW YORK, | NEW YORK | |
| 360097 | YONKERS, | NEW YORK | |
| 390007 | BRADFORD, | OHIO | SCHOOL DISTRICT |
| 390009 | BUCKEYE VALLEY, | OHIO | SCHOOL DISTRICT |
| 390010 | NATIONAL TRAIL, LOCAL, | OHIO | SCHOOL DISTRICT |
| 390011 | CANAL WINCHESTER, | OHIO | SCHOOL DISTRICT |
| 390012 | CEDAR-CLIFF, | OHIO | SCHOOL DISTRICT |
| 390013 | CENTERBURG, | OHIO | SCHOOL DISTRICT |
| 390024 | FAIRBANKS LOCAL, | OHIO | SCHOOL DISTRICT |
| 390025 | FAIRBORN, | OHIO | SCHOOL DISTRICT |
| 390026 | FAIRFIELD UNION, | OHIO | SCHOOL DISTRICT |
| 390030 | GOSHEN, | OHIO | SCHOOL DISTRICT |
| 390031 | GREENVIEW, | OHIO | SCHOOL DISTRICT |
| 390032 | GREENVILLE, | OHIO | SCHOOL DISTRICT |
| 390036 | HIGHLAND LOCAL, | OHIO | SCHOOL DISTRICT |
| 390040 | LIBERTY UNION-THURSTON, | OHIO | SCHOOL DISTRICT |
| 390042 | MADISON LOCAL, | OHIO | SCHOOL DISTRICT |
| 390050 | NEWTON LOCAL, | OHIO | SCHOOL DISTRICT |
| 390052 | NORTHMOR LOCAL, | OHIO | SCHOOL DISTRICT |
| 390061 | PICKERINGTON, | OHIO | SCHOOL DISTRICT |
| 390062 | PIQUA, | OHIO | SCHOOL DISTRICT |
| 390064 | PREBLE SHAWNEE, | OHIO | SCHOOL DISTRICT |
| 390065 | REYNOLDSBURG, | OHIO | SCHOOL DISTRICT |
| 390069 | SOUTHEASTERN, | OHIO | SCHOOL DISTRICT |
| 390070 | SOUTHWEST LICKING, | OHIO | SCHOOL DISTRICT |
| 390073 | TEAYS VALLEY, | OHIO | SCHOOL DISTRICT |
| 390074 | TRIVILLAGE, | OHIO | SCHOOL DISTRICT |
| 390076 | TRIMBLE, | OHIO | SCHOOL DISTRICT |
| 390079 | VALLEY VIEW, | OHIO | SCHOOL DISTRICT |
| 390087 | WYOMING, | OHIO | SCHOOL DISTRICT |
| 390091 | EATON CITY, | OHIO | SCHOOL DISTRICT |

| | | | |
|---|---|---|---|
| 390092 | FRANKLIN MONROE LOCAL, | OHIO | SCHOOL DISTRICT |
| 390094 | FT. LORAMIE | OHIO | SCHOOL DISTRICT |
| 390095 | MT. GILEAD EV, | OHIO | SCHOOL DISTRICT |
| 390098 | BIG WALNUT, | OHIO | SCHOOL DISTRICT |
| 390099 | JEFFERSON LOCAL, | OHIO | SCHOOL DISTRICT |
| 390108 | MECHANICSB EVSD | OHIO | SCHOOL DISTRICT |
| 390109 | BLOOM-CARROLL, | OHIO | SCHOOL DISTRICT |
| 390111 | MASSILLON CITY | OHIO | SCHOOL DISTRICT |
| 390112 | NEW LEBANON | OHIO | SCHOOL DISTRICT |
| 390113 | NORTHRIDGE | OHIO | SCHOOL DISTRICT |
| 390114 | XENIA | OHIO | SCHOOL DISTRICT |
| 390115 | NEWARK CITY | OHIO | SCHOOL DISTRICT |
| 391003 | AKRON, | OHIO | |
| 391010 | ANNA, | OHIO | |
| 391013 | ARCANUM, | OHIO | |
| 391019 | ATHENS, | OHIO | |
| 391024 | BALTIMORE | OHIO | |
| 391025 | BARBERTON, | OHIO | |
| 391035 | BELLEFONTAINE, | OHIO | |
| 391042 | BEXELY, | OHIO | |
| 391051 | BRADFORD, | OHIO | |
| 391054 | BRATENAHL, | OHIO | |
| 391055 | BRECKSVILLE, | OHIO | |
| 391059 | BROADVIEW HEIGHTS, | OHIO | |
| 391060 | BROOKS PARK, | OHIO | |
| 391063 | BROOKSVILLE, | OHIO | |
| 391074 | CANAL WINCHESTER, | OHIO | |
| 391076 | CANTON, | OHIO | |
| 391079 | CARLISLE, | OHIO | |
| 391081 | CEDARVILLE, | OHIO | |
| 391084 | CENTERVILLE, | OHIO | |
| 391088 | CHILLOCOTHE, | OHIO | |
| 391089 | CINCINNATI, | OHIO | |
| 391092 | CLEVELAND, | OHIO | |
| 391097 | COLUMBIANA, | OHIO | |
| 391098 | COLUMBUS, | OHIO | |
| 391103 | COVINGTON, | OHIO | |
| 391112 | DAYTON, | OHIO | |
| 391115 | DEGRAFF, | OHIO | |
| 391116 | DELAWARE, | OHIO | |
| 391130 | EATON, | OHIO | |
| 391136 | ENGLEWOOD, | OHIO | |
| 391137 | EUCLID, | OHIO | |
| 391139 | FAIRBORN, | OHIO | |
| 391141 | FAIRFIELD, | OHIO | |
| 391145 | FARMERSVILLE, | OHIO | |

| | | |
|---|---|---|
| 391154 | FRANKLIN, | OHIO |
| 391157 | GAHANNA, | OHIO |
| 391160 | GALLIPOLIS, | OHIO |
| 391169 | GERMANTOWN, | OHIO |
| 391171 | GIRARD, | OHIO |
| 391180 | GRANVILLE VILLAGE, | OHIO |
| 391185 | GREENVILLE, | OHIO |
| 391187 | GROVE CITY, | OHIO |
| 391188 | GROVEPORT, | OHIO |
| 391189 | HAMILTON, | OHIO |
| 391194 | HEATH, | OHIO |
| 391198 | HILLARD, | OHIO |
| 391199 | HILLSBORO, | OHIO |
| 391204 | HUBBARD, | OHIO |
| 391205 | HUBER HEIGHTS, | OHIO |
| 391213 | JAMESTOWN, | OHIO |
| 391215 | JEFFERSONVILLE, | OHIO |
| 391217 | JOHNSTOWN VILLAGE, | OHIO |
| 391221 | KETTERING, | OHIO |
| 391228 | LANCASTER, | OHIO |
| 391229 | LEBANON, | OHIO |
| 391232 | LEWISBURG, | OHIO |
| 391242 | LONDON, | OHIO |
| 391247 | LOVELAND, | OHIO |
| 391248 | LOWELLVILLE, | OHIO |
| 391257 | MANSFIELD, | OHIO |
| 391259 | MAPLE HTS, | OHIO |
| 391266 | MASON, | OHIO |
| 391274 | MCDONALD VILLAGE, | OHIO |
| 391276 | MECHANICSBURG, | OHIO |
| 391280 | MIAMISBURG, | OHIO |
| 391282 | MIDDLEBURG HEIGHTS, | OHIO |
| 391285 | MIDDLETOWN, | OHIO |
| 391299 | MORIANE, | OHIO |
| 391307 | MT. STERLING, | OHIO |
| 391316 | NEW CARLISLE, | OHIO |
| 391319 | NEW LEBANON, | OHIO |
| 391325 | NEWARK, | OHIO |
| 391328 | NEWTON FALLS, | OHIO |
| 391330 | NILES, | OHIO |
| 391335 | NORTH OLMSTED CITY | OHIO |
| 391346 | OAKWOOD, | OHIO |
| 391348 | OBERLIN, | OHIO |
| 391354 | OREGON CITY, | OHIO |
| 391363 | PARMA, | OHIO |
| 391364 | PARMA HEIGHTS, | OHIO |
| 391371 | PHILLIPSBURG, | OHIO |
| 391372 | PICKERINGTON, | OHIO |
| 391374 | PIQUA, | OHIO |

| | | | |
|---|---|---|---|
| 391385 | REYNOLDSBURG, | OHIO | |
| 391391 | RIVERSIDE, | OHIO | |
| 391402 | ST PARIS, | OHIO | |
| 391403 | SALEM, | OHIO | |
| 391411 | SHAKER HEIGHTS, | OHIO | |
| 391412 | SHARONVILLE, | OHIO | |
| 391419 | SIDNEY, | OHIO | |
| 391425 | SOUTH BLOOMFIELD, | OHIO | |
| 391426 | SOUTH CHARLESTON, | OHIO | |
| 391432 | SPRINGBORO, | OHIO | |
| 391433 | SPRINGDALE, | OHIO | |
| 391434 | SPRINGFIELD, | OHIO | |
| 391440 | STRONGVILLE, | OHIO | |
| 391452 | TIPP CITY, | OHIO | |
| 391453 | TOLEDO, | OHIO | |
| 391457 | TROTWOOD, | OHIO | |
| 391458 | TROY, | OHIO | |
| 391464 | UPPER ARLINGTON, | OHIO | |
| 391466 | URBANA, | OHIO | |
| 391472 | VANDALIA, | OHIO | |
| 391478 | WAPAKONETA, | OHIO | |
| 391479 | WARREN, | OHIO | |
| 391481 | WASHINGTON CHURCH, | OHIO | |
| 391487 | WEST ALEXANDRIA, | OHIO | |
| 391488 | WEST CARROLLTON, | OHIO | |
| 391489 | WEST JEFFERSON, | OHIO | |
| 391491 | WEST MILTON, | OHIO | |
| 391493 | WESTERVILLE, | OHIO | |
| 391497 | WHITEHALL, | OHIO | |
| 391505 | WILMINGTON, | OHIO | |
| 391513 | WYOMING, | OHIO | |
| 391514 | XENIA, | OHIO | |
| 391515 | YELLOW SPRINGS, | OHIO | |
| 391516 | YOUNGSTOWN, | OHIO | |
| 391519 | COVINGTON EV, | OHIO | SCHOOL DISTRICT |
| 391521 | LICKING VALLEY, | OHIO | SCHOOL DISTRICT |
| 391541 | SPRINGFIELD-BECKLY | OHIO | JEDD |
| 391543 | CELINA LSD | OHIO | SCHOOL DISTRICT |
| 391567 | SCIOTO VALLEY | OHIO | SCHOOL DISTRICT |
| 420070 | ARMSTRONG, SCH DISTRICT, | PENNSYLVANIA | |
| 420093 | AVOCA BOROUGH, | PENNSYLVANIA | |
| 420108 | BANKS TOWNSHIP, | PENNSYLVANIA | |
| 420116 | BARRETT TOWNSHIP, | PENNSYLVANIA | |
| 420152 | BELLEVUE BOROUGH, | PENNSYLVANIA | |
| 420166 | BENTON TOWNSHIP, | PENNSYLVANIA | |
| 420190 | BETHLEHEM CITY, | PENNSYLVANIA | |
| 420191 | BETHLEHEM TOWNSHIP, | PENNSYLVANIA | |
| 420206 | BLACK CREEK TOWNSHIP, | PENNSYLVANIA | |
| 420332 | CALN TOWNSHIP, | PENNSYLVANIA | |
| 420339 | CAMP HILL SCHOOL DISTRICT, | PENNSYLVANIA | |
| 420353 | CARLISLE BOROUGH, | PENNSYLVANIA | |

| | | |
|---|---|---|
| 420354 | NORTH MIDDLETON (CARLISLE SCHOOL DIST) | PENNSYLVANIA |
| 420392 | CENTRAL DAUPHIN SCH DISTRICT, | PENNSYLVANIA |
| 420403 | CHAMBERSBURG BOROUGH, | PENNSYLVANIA |
| 420404 | CHAMBERSBURG SCHOOL DISTRICT, | PENNSYLVANIA |
| 420436 | CHESTNUT HILL TOWNSHIP, | PENNSYLVANIA |
| 420454 | CLARKS SUMMIT, | PENNSYLVANIA |
| 420544 | COLLBAUGH TOWNSHIP, | PENNSYLVANIA |
| 420612 | DAUPHIN, | PENNSYLVANIA |
| 420668 | DREHER TOWNSHIP | PENNSYLVANIA |
| 420688 | DUPONT BOROUGH, | PENNSYLVANIA |
| 420692 | DURYEA BOROUGH, | PENNSYLVANIA |
| 420725 | EAST FRANKLIN TOWNSHIP | PENNSYLVANIA |
| 420772 | EASTON, | PENNSYLVANIA |
| 420831 | ERIE, | PENNSYLVANIA |
| 420841 | EXETER BOROUGH, | PENNSYLVANIA |
| 420862 | FAIRVIEW TOWNSHIP, | PENNSYLVANIA |
| 420864 | FALLS TOWNSHIP, | PENNSYLVANIA |
| 420874 | FARRELL, | PENNSYLVANIA |
| 420987 | GETTYSBURG, | PENNSYLVANIA |
| 421032 | GREENCASTLE ANTRIM SCH DIST, | PENNSYLVANIA |
| 421039 | GREEN TOWNSHIP, | PENNSYLVANIA |
| 421057 | GREGG TOWNSHIP, | PENNSYLVANIA |
| 421076 | HAMILTON TOWNSHIP, | PENNSYLVANIA |
| 421080 | HAMPDEN TOWNSHIP, | PENNSYLVANIA |
| 421085 | HANOVER TOWNSHIP, | PENNSYLVANIA |
| 421086 | HANOVER BOROUGH, | PENNSYLVANIA |
| 421087 | HANOVER TOWNSHIP, | PENNSYLVANIA |
| 421090 | HANOVER PUBLIC SCH DIST | PENNSYLVANIA |
| 421101 | HARRISBURG, | PENNSYLVANIA |
| 421146 | HERMITAGE, | PENNSYLVANIA |
| 421183 | HORSHAM TOWNSHIP, | PENNSYLVANIA |
| 421230 | JACKSON TOWNSHIP, | PENNSYLVANIA |
| 421273 | JESSUP BOROUGH, | PENNSYLVANIA |
| 421312 | KINGSTON TOWNSHIP, | PENNSYLVANIA |
| 421313 | KINGSTON BOROUGH, | PENNSYLVANIA |
| 421337 | LAKE TOWNSHIP, | PENNSYLVANIA |
| 421345 | LANCASTER, | PENNSYLVANIA |
| 421348 | LANCASTER SCH DIST, | PENNSYLVANIA |
| 421356 | LANSFORD BOROUGH, | PENNSYLVANIA |
| 421377 | LEBANON, | PENNSYLVANIA |
| 421379 | LEBANON COUNTY, | PENNSYLVANIA |
| 421400 | LETTERKENNY, | PENNSYLVANIA |
| 421506 | LUZERNE BOROUGH, | PENNSYLVANIA |
| 421514 | MADISON TOWNSHIP, | PENNSYLVANIA |
| 421562 | MARSHALL TOWNSHIP, | PENNSYLVANIA |
| 421626 | MIDDLETOWN, | PENNSYLVANIA |
| 421657 | MILLERSBURG, | PENNSYLVANIA |
| 421706 | MOOSIC BOROUGH, | PENNSYLVANIA |
| 421717 | MOSCOW BOROUGH, | PENNSYLVANIA |

| | | |
|---|---|---|
| 421721 | MOUNT POCONO BOROUGH, | PENNSYLVANIA |
| 421730 | MT HOLLY SPRINGS BOROUGH, | PENNSYLVANIA |
| 421788 | NEW CUMBERLAND, | PENNSYLVANIA |
| 421831 | NICHOLSON BOROUGH, | PENNSYLVANIA |
| 421869 | NORTH MIDDLETON TS, | PENNSYLVANIA |
| 421978 | PARADISE TOWNSHIP, | PENNSYLVANIA |
| 422049 | PHILADELPHIA, | PENNSYLVANIA |
| 422079 | PITTSBURGH CITY, | PENNSYLVANIA |
| 422080 | PITTSBURG SCH DIST, | PENNSYLVANIA |
| 422087 | PLAINS TOWNSHIP, | PENNSYLVANIA |
| 422105 | POCONO TOWNSHIP, | PENNSYLVANIA |
| 422177 | READING, | PENNSYLVANIA |
| 422192 | RICE TOWNSHIP SCHOOL DIST, | PENNSYLVANIA |
| 422222 | ROARING BROOK TOWNSHIP, | PENNSYLVANIA |
| 422228 | ROBINSON, | PENNSYLVANIA |
| 422316 | SCRANTON, | PENNSYLVANIA |
| 422343 | SHARON, | PENNSYLVANIA |
| 422348 | SHARPSVILLE, | PENNSYLVANIA |
| 422417 | SOUTH ABINGTON TOWNSHIP, | PENNSYLVANIA |
| 422442 | SOUTH LEBANON TS, | PENNSYLVANIA |
| 422451 | SOUTH PARK TOWNSHIP, | PENNSYLVANIA |
| 422489 | SPRING BROOK TOWNSHIP, | PENNSYLVANIA |
| 422553 | STROUD TOWNSHIP, | PENNSYLVANIA |
| 422580 | SUSOUEHANNA TOWNSHIP, | PENNSYLVANIA |
| 422619 | THROOP BOROUGH, | PENNSYLVANIA |
| 422633 | TOBYHANNA, | PENNSYLVANIA |
| 422803 | WARMINSTER TOWNSHIP, | PENNSYLVANIA |
| 422932 | WEST MIDDLESEX, | PENNSYLVANIA |
| 422954 | WEST SHENANGO, | PENNSYLVANIA |
| 422985 | WHITE HAVEN BOROUGH, | PENNSYLVANIA |
| 422994 | WILKES BARRE CITY, | PENNSYLVANIA |
| 422995 | WILKES BARRE TOWNSHIP, | PENNSYLVANIA |
| 423057 | WYOMING BOROUGH, | PENNSYLVANIA |
| 423069 | YORK, | PENNSYLVANIA |
| 429999 | CENTRAL DAUPHIN SPECIAL SCHOOL DISTRICT | PENNSYLVANIA |
| 540001 | HUNTINGTON CITY, | WEST VIRGINIA |

* = Not applicable for tax deduction

**NOTE:** An alphabetical listing of all the taxing authority codes that are applicable to the on-line tax program are located after the system processing section of the on-line section. This listing gives all tax types applicable for each taxing authority code.

**TAXING AUTHORITY CODE NAME**

The name of the state, city, or local government taxing authority. (May be abbreviated.)

**TAXING AUTHORITY CODE STATE**

A two position alpha. Refer to taxing 'Authority Code' for code values. Code that indicates for which state taxes are to be calculated and deducted.

**TEA - DEDUCTION INDICATOR**

The Deduction Indicator identifies whether or not a deduction is to be withheld from the employee for Parking, Transit, and/or Vanpool amounts.

**CODE VALUE:**

Y - Yes
N - No

**TEA - PARKING**

This is a monthly amount for parking provided by an employer to an employee. Parking may consist of parking on or near the employer's premises or at location from which the employee commutes to work by carpool, commercial highway vehicle or mass transit. A payroll deduction may or may not be applicable.

**TEA - TRANSIT**

This is a monthly amount for a pass, token, farecard, voucher, or similar item, provided by an employer to an employee, that entitles a person to transportation on mass transit facilities. A payroll deduction may or may not be applicable.

**TEA - VANPOOL**

This is a monthly amount for transportation in a commuter highway vehicle provided by an employer to an employee. A commuter highway vehicle is a vehicle with seating capacity of at least six adults (excluding the driver) used for transporting employees, in connection with travel, between their place of residence and their place of employment. A payroll deduction may or may not be applicable.

**TEACHER 12-MONTH PAYMENT INDICATOR**

Abbreviated on screens and reports as "12-PAY". This identifies whether a teacher is paid over 12 months or 9 months.

**CODE VALUE:**

Y - 12 Months
N - 9 Months (Default)

**TEACHER LEAVE AMOUNT MAXIMUM**

The maximum amount of leave that can be advanced to a teacher during the school year.

**TEACHER MAXIMUM ACCRUAL AMOUNT FULL TIME**

The maximum amount of teacher leave that will be accrued to a full time teacher during the school year.

**TEACHER MAXIMUM ACCRUAL AMOUNT PART TIME**

The maximum amount of teacher leave that will be accrued to a part-time teacher during the school year.

**TEACHER PRIOR CLASSROOM DAY SCHOOL YEAR**

This is the number of classroom days in a school year that was previously held in the teacher history record before a change was made. This element is used in the mass update processing to correctly store new daily rates for teachers.

**TEACHER PRIOR TOTAL DAY SCHOOL YEAR**

This is the number of teacher total days in the school year that was previously held in the teacher history record before a change was made. This element is used in the mass update process to correctly store new daily rates for teachers.

**TEACHERS INSURANCE ANNUITY ASSOCIATION/COLLEGE RETIREMENT EQUITIES FUND (TIAA/CREF)**

TIAA/CREF is a 403(B) retirement plan. Currently only USUHS faculty and staff are eligible for coverage under the retirement plan.

**TELEFAX NUMBER**

Blank field to be used for the manual input of a Telefax number by a payroll office.

**TEMPORARY ASSIGNMENT**

When an employee has a temporary condition with a not-to-exceed date, i.e. temporary promotion.

**TEMPORARY ASSIGNMENT CODE**

A code that identifies an employee on a temporary assignment. Includes detail with and without premium, temporary promotion, temporary position change, temporary assignment of premium pay, or temporary reassignments.

**CODE VALUE:**

D - DETAIL
G - REASSIGNMENT/ROTATIONAL ASSIGNMENT - TEMPORARY
P - PROMOTION - TEMPORARY
R - ASSIGNMENT WITH ANNUAL PREMIUM PAY - TEMPORARY
T - POSITION CHANGE - TEMPORARY

**TEMPORARY POSITION**

A period of employment with a specified timeframe or specified hours. Also known as "temporary employees".

**TEMPORARY POSITION AMOUNT TO DATE**

Contains the gross amount an employee on a temporary appointment has earned since the appointment began.

**TEMPORARY POSITION CODE**

A code identifying the length of an employee's temporary appointment. It is used to determine the eligibility for leave and pay entitlements. System calculates the number of days using continuous service date to the not-to-exceed date of the temporary appointment.

**CODE VALUES:**

A - APPOINTMENT 89 DAYS OR LESS
B - APPOINTMENT 90 DAYS BUTS LESS THAN ONE YEAR
C - APPOINTMENT ONE YEAR OR GREATER

**TEMPORARY POSITION HOURS TO DATE**

Contains the total number of hours an employee on a temporary appointment has worked since the appointment began.

**TEMPORARY POSITION NOT TO EXCEED DOLLAR AMOUNT**

The gross amount an employee on a temporary not-to-exceed dollar amount appointment can receive.

**TEMPORARY POSITION NOT TO EXCEED HOURS**

The maximum number of hours a temporary employee is allowed to work.

**TEMPORARY SHIFT OVERRIDE**

This identifies an ungraded employee who worked a different shift than scheduled and is to be paid at the different shift rate. Enter the Shift Code (1, 2, or 3) the employee is to be paid. A 4 must be input in this field for both graded and ungraded employees on an AWS of 3, 4, 5, 7, D, or E when reporting military leave or traumatic leave on their regular days off. These days count toward military or traumatic leave used. For employees on an AWS of 0, 1, 2, 6, or 8, the system will default this field to 4 if military or traumatic is reported on an RDO.

**THIRD PARTY**

This identifies the name of a person or activity to whom a bond will be mailed, if other than the bond owner, co-owner or beneficiary.

**THIRD SHIFT HOURS**

Contains the total number of ungraded regular third shift hours worked within a pay block, activity, or organization.

**THRIFT SAVINGS PLAN ELIGIBILITY DATE**

This is the date a FERS employee becomes eligible to participate in the Thrift Savings Plan if the employee's retirement code is K, L, M, or N.

**THRIFT SAVINGS PLAN FULL GOVERNMENT CONTRIBUTION PERCENT**

The maximum employer percentage that will be matched dollar for dollar for an employee in the Thrift Savings Plan.

**THRIFT SAVINGS PLAN GRADE CALCULATE TEN**

The WG10, Step 2 rate on the federal wage system special thrift rate tables. Used to calculate the Thrift Savings Plan deductions for ungraded employees.

**THRIFT SAVINGS PLAN LOANS**

TSP Loan deductions will be taken from an employees' pay for repayment of a loan owed to the National Finance Center.

**THRIFT SAVINGS PLAN MAXIMUM DEDUCTION AMOUNT**

The maximum employee deduction amount to the Thrift Savings Plan which can be deferred from taxation.

**THRIFT SAVINGS PLAN MAXIMUM DEDUCTION PERCENT CSRS**

The maximum percentage that a CSRS employee can designate to have deducted in Thrift Savings Plan.

**THRIFT SAVINGS PLAN MAXIMUM DEDUCTION PERCENT FERS**

The maximum percentage that a FERS employee can designate to have deducted in the Thrift Savings Plan.

**THRIFT SAVINGS PLAN POINT OF CONTACT**

The Thrift Savings Plan point of contact which is transmitted on the TSP interface tape.

**THRIFT SAVINGS PLAN RATE**

An hourly rate used to calculate an employee's earning subject to Thrift Savings Plan.

**THRIFT SAVINGS PLAN REPORT NUMBER**

Used to designate the report number on the certification of transfer of funds and journal voucher and the magnetic tape for reporting Thrift Savings Plan deduction and contribution.

**THRIFT SAVINGS PLAN SERVICE COMPUTATION DATE**

The date an employees vesting rights begin for the basic government contribution to the Thrift Plan if the employee's retirement code is K, L, M, or N.

**THRIFT SAVINGS PLAN STATUS CODE**

A status code that indicates participation/eligibility/nonparticipation in the Thrift Savings Plan.

**CODE VALUE:**

E - ELIGIBLE
I - INELIGIBLE
N - EMPLOYEE ELECTED NOT TO PARTICIPATE IN TSP
S - EMPLOYEE TERMINATED TSP - NOT ELIGIBLE FOR GOV'T CONTRIBUTIONS
T - EMPLOYEE TERMINATED TSP PARTICIPATION
W - EMPLOYEE ELECTED TSP - NOT ELIGIBLE FOR GOV'T CONTRIBUTIONS
Y - EMPLOYEE ELECTED TSP PARTICIPATION

**THRIFT SAVINGS PLAN STATUS DATE**

The effective date of a change in an employee's Thrift Saving Plan status code or the accession date of a new hire.

**THRIFT SAVINGS PLAN VEST CODE**

The code used to determine the number of years required for an employee to be vested with the basic government contribution in the Thrift Savings Plan.

**CODE VALUE:**

BLNK - NOT APPLICABLE
0 - CSRS EMPLOYEE
2 - 2 YEARS (SES-NON CAREER)
3 - 3 YEARS (ALL OTHERS)

**TIAA/CREF**

Teachers Insurance Annuity Association/College Retirement Equities Fund

**TIME AND ATTENDANCE CONTROL**

A system owned record used for the store routines to locate the first page of the P0NTAD area.

**TIME AND ATTENDANCE GROUP**

This is a two digit numeric field which identifies a group of employees assigned to a timekeeper for time and attendance input.

**TIME AND ATTENDANCE SITE**

T&A Site identifies the employing activity and specific indicator code unique to the timekeeper remote site.

**TIME AND ATTENDANCE SITE IDENTIFICATION ACTIVITY**

This is a six digit alphanumeric field used to identify the Employing Activity of the Time and Attendance site submitting time and attendance.

**TIME AND ATTENDANCE SITE IDENTIFICATION INDICATOR**

This is a four digit alphanumeric field used to identify the Time and Attendance site submitting time and attendance.

**TIME AND ATTENDANCE STATUS CODE**

Indicates employee status to T&A. Input online or through batch.

**CODE VALUE:**

A - ACTIVE EMPLOYEE
P - DATE OF SEPARATION
X - DATE OF DEATH

**TIMECARD DESTINATION**

A code that identifies and sorts the distribution of the timecard.

**TIMECARD INDICATOR**

Allows payroll office to decide which timecard format to print.

**CODE VALUE:**

N - DO NOT PRINT TIME CARDS
1 - T & A TIMECARD FORMAT 1
2 - T & A TIMECARD FORMAT 2
3 - T & A TIMECARD SSN ONLY FORMAT 1
4 - T & A TIMECARD SSN ONLY FORMAT 2

The following codes are used by PC T&A only. They indicate to the system not to print the timecards in DCPS. In these cases, print the timecards through PC T&A.

A - DO NOT PRINT TIMECARD FORMAT 1
B - DO NOT PRINT TIMECARD FORMAT 2
C - DO NOT PRINT TIMECARD SSN ONLY FORMAT 1
D - DO NOT PRINT TIMECARD SSN ONLY FORMAT 2

**TIME OFF AWARD OLDEST DATE**

The date of the oldest existing time off award posted to the employee's pay/leave record.

**TIME OFF AWARD OLDEST HOURS**

The number of hours of the oldest time off award record.

**TIME SHEET CAPABLE**

This is a one position indicator used to identify remote sites with print capabilities for time sheets.

**TOA**

Time Off Award

**TOTAL**

Pay period total for an earnings/deduction code. Codes are defined by five positions; two for the earnings/deduction code and three for defining further, such as health benefit codes & retirement codes.

The sum of the amounts listed under the GROSS DEBT column on the Debt Worksheet.

**TOTAL AMOUNT COLLECTED**

This is the total amount of state or local tax withholdings available for disbursement. This can be derived by adding the fields of 'Previously Collected' and 'Current Amount

Collected'. It is also the total amount of all cash payments and payroll deductions collected for the deduction type.

**TOTAL BATCHES**

This is the total number of batches transmitted.

**TOTAL 'C' DEDUCTIONS**

The total amount of all deduction adjustment amounts with a 'C' adjustment reason indicator, indicating a canceled check transaction.

**TOTAL CHECK COUNT**

This is the total number of checks issued.

**TOTAL COUNT**

Total number of items (i.e. employees) associated with a specific group (i.e. agency) and/or condition (i.e. active).

**TOTAL DEDUCTIONS**

This is the total amount of deductions taken for an Employee Organization, State Endorsed/Private Insurance, Deferred Compensation, Panama Income Tax, Panama Education Security Tax, Panamerican Life Insurances, Mundial Insurances, Panama Charities, Lodging, Subsistence or UCGLI.

**TOTAL ENROLLED WITH DEDUCTION**

The total number of employees enrolled in health insurance and total number of employees enrolled in life insurance and/or retirement with a current pay period deduction.

**TOTAL ENROLLED WITHOUT DEDUCTION**

The total number of employees enrolled without a deduction for the pay period for life insurance and retirement.

**TOTAL GROSS DISBURSEMENTS**

The total of all earnings and employer contributions.

**TOTAL HASH**

The accumulated total of the first eight digits of the routing transit numbers or the accumulated total of employee Ids (SSNs).

**TOTAL LEAVE**

This is the sum total of the annual/sick leave brought forward, donated leave returned and the hours of leave accrued.

**TOTAL MEDICARE PERCENTAGE**

The percentage amount used to calculate the total Medicare taxes (employer and employee) on subject Medicare wages.

**TOTAL NUMBER DAYS IN A YEAR POST ALLOWANCE**

Currently not used in system.

**TOTAL NUMBER DAYS IN A YEAR REGULAR**

The total number of days in the year for use in calculating daily allowance amounts from annual amounts.

**TOTAL NUMBER HOURS IN A YEAR REGULAR FIRECHIEFS**

The total number of scheduled hours in a year for a firechief. Used to calculate premium pay entitlement.

**TOTAL NUMBER HOURS IN A YEAR REGULAR FIREFIGHTERS**

The total number of scheduled hours in a year for a regular firefighter, used to calculate premium pay entitlement.

**TOTAL NUMBER HOURS IN A YEAR REGULAR GRADED**

The total number of hours in a year for a graded or ungraded employee.

**TOTAL NUMBER HOURS IN A YEAR REGULAR MESS**

The total number of scheduled hours in a year for a mess manager. Used to calculate premium pay entitlements.

**TOTAL NUMBER HOURS IN A YEAR REGULAR UNGRADED**

The total number of scheduled hours for an ungraded wage mariner employee and a graded foreign national at GTMO in a year.

**TOTAL OASDI PERCENTAGE**

The percentage amount used to calculate the total OASDI taxes (employer and employee) on subject OASDI wages.

**TOTAL PAYMENTS**

This is the total dollar amount contained on the file. Also, the total amount of the employee's wages for the printed quarters, including payment for lump sum and severance.

**TOTAL SERVICE FOR LEAVE**

This is the total period of time creditable for leave accruals expressed in years, months, days.

**TOTAL-TO-DATE PAYMENT AMOUNT**

Contains the totals to date cash payments for military deposits made by an individual to receive credit for military service.

**TOTALS IDENTIFICATION**

Provides further identification for the totals to date earnings and deduction type codes (e.g., state/local taxing authority code, health enrollment code, retirement code, case type for commercial garnishments, type indicator for overseas allotments).

**TOTALS TO DATE TYPE CODE**

Contains the code which identifies the type of deduction, entitlement, earnings or cash payments which were deducted or paid.

**CODE VALUE:**

AA - GROSS PAY
AB - NET PAY
AC - NET - SPECIAL PAY

AD - NET PAY-DECEASED
AE - GROSS PAY-DECEASED
EA - FLYING
EB - HIGH WORK - WORK ON, ABOVE, BELOW, OR SUSPENDED BETWEEN HIGH STRUCTURES
EC - FLOATING TARGETS
ED - DIRTY WORK
EE - COLD WORK
EF - HOT WORK
EG - WELDING PREHEATED METALS
EH - MICRO-SLDRNG/WIRE WLDING/ASSEMBLY
EK - EXPOSURE TO HAZ WEATHER/TERRAIN
EL - UNSHORED WORK
EM - GROUND WORK UNDER HOVERING HELICOPTER
EN - HAZ BOARDING/LONG SURFACE CRACT
EP - CARGO HANDLING DURING LIGHTENING OPERATIONS
EQ - DIVING-EXTRA HAZARDOUS
ER - DUTY ABOARD SURFACE CRAFT
ES - WORK AT EXTREME HEIGHTS
ET - FIBROUS GLASS WORK
EV - HIGH VOLTAGE ELECTRICAL ENERGY
EW - WELDING/CUTTING/BURNING IN CONFINED SPACES
E1 - OVERHEIGHT PAY
E2 - SPRAY BOOTH OPERATION
E3 - SANDBLASTING
E4 - PAINTERS IN ENERGIZED AREA
E5 - CARPENTERS IN ENERGIZED AREA
E6 - LIVE LINE MAINTENANCE
FA - DUTY ABOARD SUBMERGED VESSEL
FB - EXPLOSIVES/INCNDARY MATERIAL-HIGH
FC - EXPLOSIVES/INCNDARY MATERIAL-LOW
FD - POISONS (TOXIC CHEMS) -HIGH
FE - POISONS (TOXIC CHEMS) -LOW
FF - MICRO-ORGANISMS-HIGH
FG - MICRO-ORGANISMS-LOW
FH - PRESSURE CHAMBER/CENTRFGL STRESS
FI - THERMAL-CHAMBER TESTS
FK - WORK IN FUEL STORAGE TANKS
FL - FIREFIGHTING -HIGH
FM - FIREFIGHTING -LOW
FN - EXPRMNTL LANDING/RECOVERY EQUIP TEST
FP - LAND IMPACT/PAD/ABORT TO SPACE VEHICLE
FQ - DIVING-SKIN
FR - MASS EXPLOSIVES/INCNDARY MATERIAL
FS - DUTY ABOARD AIRCRAFT CARRIER
FT - PARTICIPATING IN MISSILE LIQUID/SOLID
FU - DIVER-TENDER PAY
FV - ASBESTOS

FW - DIVING
FX - WORKING IN PRESSURIZED SONAR DOMES
FY - WORKING IN NON-PRESSURIZED SONAR DOMES
FZ - EXPERIMENTAL PARACHUTE JUMPS
F1 - HOSTILE ENEMY FIRE
F2 - THREAT OF BODILY HARM
F3 - WORK IN THE DESTRUCTION AREA
F4 - EXTREME HEAT
F5 - FIREFIGHTING
F6 - EXPLOSIVE HANDLING
GA - CSRS CASH PAYMENT
GC - CURRENT YEAR CSRS TRANSFER TO FERS
GF - CURRENT YEAR FERS TRANSFER TO CSRS
GH - CURRENT YEAR MILITARY DEPOSITS TRANSFERRED TO FERS
GM - MILITARY DEPOSIT CASH PAYMENT
GP - FERS CASH PAYMENT
GQ - CSRS (ANNUITANT) CASH PAYMENT
GR - FERS (ANNUITANT) CASH PAYMENT
GS - CSRS CASH PAYMENTS - REPLACES GA AND GQ AT SEP/TRANS
GT - FERS CASH PAYMENTS - REPLACES GP AND GR AT SEP/TRANS
GX - MILITARY DEPOSIT - REPLACES GM AT SEP/TRANS
GY - PRIOR YEAR CSRS CASH PAYMENTS
GZ - PRIOR YEAR FERS CASH PAYMENTS
IM - RESERVED FOR FUTURE USE
JA - COMM GARNISH INTEREST
JB - GARNISH ATTORNEY FEES
JT - OVERSEAS TELEPHONE
MA - PANAMERICAN-PRE 92
MB - PANAMERICAN-NEW 92
MC - MUNDIAL LIFE INSURANCE
MD - MUNDIAL HEALTH INSURANCE
ME - PANAMA EDUCATION SECURITY TAX
MF - PANAMA FURNITURE
MH - PANAMA HOUSING
MK - KUNA INDIAN RENT
MP - SEGURO HEALTH/MATERNITY
MS - SEGURO SOCIAL
MT - PANAMA TELEPHONE
MU - PANAMA UTILITIES
ND - NIGHT DIFFERENTIAL (GS)
OZ - OVERTIME (ROLL UP OF PAID OVERTIME)
PA - LUMP SUM - ANNUAL
PB - LUMP SUM - ADVANCED ANNUAL
PC - LUMP SUM - RESTORED #3
PD - LUMP SUM - RESTORED #2
PE - LUMP SUM - RESTORED #1
PF - LUMP SUM - ADVANCED SICK
PG - LUMP SUM - COLA

PH - LUMP SUM (NON FOR) POST DIFF
PI - LUMP SUM (FOR) POST DIFF
PJ - LUMP SUM - TROPICAL DIFFERENTIAL FOR PANAMA
PK - LUMP SUM - STANDBY PREMIUM
PL - LUMP SUM - ADMIN UNCON PREM
PM - LUMP SUM - SECOND SHIFT
PN - LUMP SUM - THIRD SHIFT
PO - LUMP SUM - RECRUITMENT INCENTIVE
PP - LUMP SUM - DANGER PAY
PR - FINAL PAY - CREDIT HOURS
PS - FINAL PAY - COMPENSATORY TIME
PT - FINAL PAY - RELIGIOUS COMPENSATORY
PU - FINAL PAY - ADVANCED RELIGIOUS COMPENSATORY
PV - (RESERVED - LUMP SUM - BASE CLOSURE)
PW - LUMP SUM - AVAILABILITY PREMIUM PAY
P1 - FINAL PAY - ADVANCED TIME OFF AWARD
P2 - LUMP SUM POST ALLOWANCE
P3 - AGED COMPTIME PAID
RA - REGULAR (ROLL UP)
TA - PRIOR YEARS CSRS
TC - NAVY ACCUMULATIVE RETIREMENT
TD - MEDICARE TRANSFERRED IN
TE - MEDICARE EARNINGS SUBJECT TRANSFERRED IN
TF - CSRS TRANSFERRED IN (IA)
TG - CSRS TRANSFERRED OUT (IA)
TH - CSRS TRANSFERRED OUT (OPM)
TI - PRIOR YEARS FERS (ALL)
TJ - OASDI TRANSFERRED IN
TK - CSRS POST-83 ERNGS SUBJ TRANSFERRED IN
TL - TSP TRANSFERRED IN
TM - OASDI TRANSFERRED OUT
TN - FERS TRANSFERRED OUT (OPM)
TO - TSP TRANSFERRED OUT
TP - TSP CURRENT YEAR MAX BAL
TQ - TSP PRIOR YEAR MAX BAL
TR - FERS TRANSFERRED IN (IA)
TS - TSP PRIOR YEAR MAX BAL TRANSFERRED OUT
TT - FERS TRANSFERRED OUT (IA)
TU - TSP CURRENT YEAR MAX BAL TRANSFERRED OUT
TV - CSRS POST-83 EARNINGS SUBJECT TRANSFERRED OUT
TW - FERS MIL DEP TFD IN (IA)
TX - MEDICARE EARNINGS SUBJECT TRANSFERRED OUT
TY - FERS MIL DEP TFD OUT (IA)
TZ - MEDICARE TRANSFERRED OUT
T0 - PRIOR YEAR MILITARY DEPOSIT TRANSFERRED TO FERS
T1 - PRIOR YEAR CSRS TRANSFERRED OUT FERS
T2 - OASDI EARNINGS SUBJECT TRANSFERRED OUT
T3 - OASDI EARNINGS SUBJECT TRANSFERRED IN

T4 - PRIOR YEAR FERS TRANSFERRED IN CSRS
T5 - PRIOR YEAR MILITARY DEPOSIT
T6 - CSRS MIL DEP TFD-IN (IA)
T7 - CSRS MIL DEP TFD-OUT (IA)
T8 - CSRS MIL DEP TFD OUT (OPM)
T9 - FERS MIL DEP TFD OUT (OPM)
UK - EMPLOYER CONTRIBUTION - SERS
UM - EMPLOYER CONTRIBUTION - 401(K)
UP - GOVERNMENT CONTRIBUTION - SEGURO HEALTH/MATERNITY
US - GOVERNMENT CONTRIBUTION - SEGURO SOCIAL
UU - EMPLOYER CONTRIBUTION - NAF RETIREMENT
UW - GOVERNMENT CONTRIBUTION - TIAA/CREF
UX - GOVERNMENT CONTRIBUTION - FIDELITY
U5 - GOVERNMENT CONTRIBUTION - DISABILITY INSURANCE
VB - EARNINGS SUBJECT TO CSRS
VC - EARNINGS SUBJECT TO FEDERAL TAX
VD - EARNINGS SUBJECT TO STATE TAX
VE - EARNINGS SUBJECT TO LOCAL TAX
VF - EARNINGS SUBJECT TO MEDICARE
VG - EARNINGS SUBJECT TO FERS
VH - EARNINGS SUBJECT TO TSP
VI - EARNINGS SUBJECT TO OASDI
VJ - EARNINGS SUBJECT TO SERS
VM - EARNINGS SUBJECT TO 401(K)
VS - EARNINGS SUBJECT TO SEGURO SOCIAL AND SEGURO HEALTH/MATERNITY
VU - EARNINGS SUBJECT TO NAF RETIREMENT
VW - SUBJ TO TIAA/CREF
VX - SUBJ TO FIDELITY
V6 - EARNINGS NOT SUBJECT TO OASDI
V7 - EARNINGS NOT SUBJECT TO MEDICARE
V8 - EARNINGS NOT SUBJECT TO FEDERAL TAX
WA - CSRS
WB - MEDICARE
WD - FEDERAL TAX
WE - STATE TAX
WF - LOCAL TAX
WG - FEHB
WH - FEGLI-REGULAR
WI - FEGLI-OPTIONAL A
WJ - FEGLI-OPTIONAL B
WK - FEGLI-OPTIONAL C
WL - ALLOTMENT
WM - OASDI
WN - EIC
WO - TSP LOANS
WP - FERS

WQ - CSRS (ANNUITANT)
WR - FERS (ANNUITANT)
WS - CSRS (REPLACES WA & WQ AT SEPARATION/TRANSFER
WT - FERS (REPLACES WP & WR AT SEPARATION/TRANSFER
WU - NAF RETIREMENT
WV - 401(K) LOANS
WW - TIAA/CREF RETIREMENT
WX - FIDELITY RETIREMENT
WY - FEGLI-OPTIONAL (ONLY IF TOTALS BY OPTION TYPE ARE NOT AVAILABLE)
WZ - OTHER DEDUCTIONS
W1 - UNION CENTRAL LIFE INS
W2 - SRA - TIAA/CREF
W3 - SRA - FIDELITY
W4 - PARKING
W5 - DISABILITY INSURANCE
W6 - LODGING
W7 - SUBSISTENCE
W8 - TRANSIT
W9 - VANPOOL
XA - VOLUNTARY CHILD SUPPORT
XB - VOLUNTARY ALIMONY
XC - GARNISHMENT-CHILD SUPPORT
XD - GARNISHMENT-ALIMONY
XE - GARNISHMENT-ARREARAGE-CHILD SUPPORT
XF - GARNISHMENT-ARREARAGE-ALIMONY
XG - TAX LEVY
XH - CHAPTER 13 PAYMENTS
XI - VOLUNTARY TAX PAYMENTS
XJ - TRAVEL OVERPAYMENT
XL - COMMERCIAL GARNISHMENT ADMINISTRATIVE FEE
XM - ADVANCE SALARY PAYMENTS
XN - LEAVE BUY BACK (RESERVED)
XO - FEHB INDEBTEDNESS
XP - DOD INVOLUNTARY GOVT INDEBTEDNESS
XQ - CHARITY
XR - EMPLOYEE ORGANIZATIONS
XS - BONDS
XT - OVERSEAS ALLOTMENTS
XU - QUARTERS (RENT AND UTILITIES)
XV - TSP
XW - TSP PRIOR YEAR
XX - DOD VOLUNTARY INDEBTEDNESS
XY - NON-DOD INVOLUNTARY GOVT INDEBTEDNESS
XZ - NON-DOD VOLUNTARY GOVT INDEBTEDNESS
X1 - NGAUS INSURANCE
X2 - STATE ENDORSED/PRIVATE INSURANCE
X3 - SERS (TITLE 32)

X4 - DEFERRED COMPENSATION PROGRAMS: SERVICE
X5 - MILITARY SERVICE DEPOSIT (DEDUCTION)
X7 - 401(K) SAVINGS PLAN
X8 - GARNISHMENT - COMMERCIAL
X9 - MILITARY SERVICE DEPOSIT (REPLACES X5 AT SEPARATION)
YA - PRODUCTIVITY AWARDS
YB - INTEREST PAID - BACK PAY AWARD
YC - COLA
YD - POST DIFFERENTIAL-NON-FOREIGN
YE - LQA
YF - POST ALLOWANCE
YG - POST DIFFERENTIAL-FOREIGN
YH - SEPARATE MAINTENANCE ALLOWANCE
YI - SUBSISTENCE EXPENSE ALLOWANCE (SEA)
YJ - TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)
YK - TROPICAL DIFFERENTIAL
YL - BENEFIT ALLOWANCE-GTMO
YM - PHYSICIAN'S COMPARABILITY ALLOWANCE
YN - REMOTE SITE/OFFSHORE ALLOWANCE
YO - RECRUITMENT INCENTIVE
YP - SEVERANCE PAY
YQ - LUMP SUM LEAVE (ROLL UP)
YR - DANGER PAY
YS - SEPARATION INCENTIVE
YT - STANDBY PREMIUM
YU - ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PREMIUM
YV - BENEFICIAL SUGGESTION
YW - INCENTIVE AWARD
YX - MERIT PAY
YY - EXTRACURRICULAR (TEACHERS)
YZ - EXTRA DUTY (DORM SUPERVISOR)
Y1 - TRANSFER ALLOWANCE
Y2 - EDUCATION ALLOWANCE/EDUCATION TRAVEL
Y3 - STAFFING DIFFERENTIAL
Y4 - RETENTION ALLOWANCE
Y5 - SUPERVISORY DIFFERENTIAL
Y6 - RECRUITMENT BONUS
Y7 - RELOCATION BONUS
Y8 - FOREIGN LANGUAGE AWARD
Y9 - POST SEPARATION - COP ENTITLEMENT
ZA - ENVIRONMENTAL PAY (UNGRADED)
ZB - HAZARD PAY (GRADED)
ZE - SUNDAY PREMIUM
ZF - HOLIDAY PREMIUM
ZJ - SHIFT DIFFERENTIAL (WAGE GRADE)
ZL - FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)
ZM - AVAILABILITY PREMIUM PAY
ZZ - OTHER PAY

Z1 - FRINGE BENEFIT
Z2 - JROTC SUPPLEMENTAL PAY
Z3 - IMMINENT DANGER PAY
Z4 - SPECIAL RETENTION ALLOWANCE
Z5 - CONDITION OF EMPLOYMENT (COND EMPL)

**TOTALS-TO-DATE INTEREST AMOUNT**
Contains total amount applied to date to an employees military account.

**TOUR END TIME**
The time the employee is scheduled to end his/her tour.

**TOUR HOURS**
The total number of biweekly scheduled hours in the work schedule.

**TOUR OF DUTY**
This identifies the employee's scheduled days on/days off, and the number of hours regularly scheduled to work each day, week or biweekly.

**TOUR OF DUTY HOURS BIWEEKLY**
The number of scheduled hours in a biweekly pay period.

**TOUR START TIME**
The time the employee is scheduled to begin his/her tour.

**TQSA AMOUNT**
This is the amount authorized for the employee for payment of temporary quarters subsistence allowance (TQSA).

**TQSA ARRIVAL/DEPARTURE INDICATOR**
This is an indicator used to determine the maximum number of days temporary quarters subsistence allowance (TQSA) is authorized.

**CODE VALUE:**
A - ARRIVAL AT POST, AUTHORIZED 150 DAYS
D - DEPARTURE FROM POST, AUTHORIZED 30 DAYS

**TQSA RESTORE INDICATOR**
This is an indicator stored in the employees entitlement record when the employee has exceeded 14 days of continuous non-pay. It is an internal indicator used by the pay calculation process to determine when to pay temporary quarters subsistence allowance (TQSA).

**TRACE NUMBER**
A functionally assigned numerical number to identify a specific record in the electronic fund transfer (EFT) field.

**TRANSACTION TYPE**

This code identifies the type of transaction.

N - NEW HIRE
T - TRANSFER
S - SEPARATION

**TRANSFER DEPARTMENT**

This is a two position code that identifies the agency that the funds are transferred from.

**CODE VALUE:**

11 - EXECUTIVE OFFICE OF THE PRESIDENT
17 - DEPARTMENT OF THE NAVY
21 - DEPARTMENT OF THE ARMY
57 - DEPARTMENT OF THE AIR FORCE
84 - ARMED SERVICES RETIREMENT AGENCY
96 - CORPS OF ENGINEERS, CIVIL
97 - DEPARTMENT OF DEFENSE

**TRANSFER FROZEN CSRS OUT**

Sum of all CSRS funds transferred to FERS when employee changes retirement codes during current year.

**TRANSFER FROZEN FERS IN**

Sum of all FERS funds transferred to CSRS when employee changes retirement codes during current year.

**TRANSFER FROZEN MILITARY DEPOSIT**

Sum of all CSRS military deposit funds transferred to FERS when employee changes retirement codes.

**TRANSFER IN MILITARY DEPOSIT**

The amount of Military Deposit funds transferred in from another DCPS payroll office. It can be for CSRS or FERS.

**TRANSFER-IN REGISTER TOTAL AMOUNT**

Contains the total amount transferred-in on a register (IA) to the gaining payroll office.

**TRANSFER MILITARY DEPOSIT YTD AMOUNT**

Contains the year to date military cash payments deposit amount for a separated employee (IAC, IAF, FERS, OPM) printed on separations register and retirement card.

**TRANSFER OUT AMOUNT**

Amount of retirement deductions transferred out on appropriate registers.

**TRANSFER TOTAL AMOUNT**

Contains the accumulated retirement funds transferred into or separated from (IA/OPM) a payroll office.

**TRANSFER YEAR-TO-DATE AMOUNT**

Contains the year to date retirement amount for a separated employee (IAC, IAF, FERS, OPM) printed on SF2807/SF3103.

**TRANSMISSION DATE**

This is the date that the report and file were created and sent.

**TRANSMITTAL NUMBER**

This is a system generated number. See Transmittal Register Number.

**TRANSMITTAL REGISTER NUMBER**

A sequential number that uniquely identifies an electronic funds transmittal.

**TRAUMATIC LEAVE HOURS**

Number of traumatic leave hours (code LT) reported in a pay period. (Traumatic leave is also known as continuation of pay (COP).

**TRAUMATIC LEAVE USED YEAR TO DATE**

The cumulative total number of traumatic leave (COP) days used in the leave year (year to date).

**TROPICAL DIFFERENTIAL PERCENTAGE**

Percentage to be used to calculate the tropical differential entitlement. Value is 15% = 0.1500.

**TSP**

Thrift Savings Plan

**TSP BASIC 1% EMPLOYER CONTRIBUTION**

This is the employer's basic contribution for TSP investment fund. Depending upon the report, this amount can represent all positive amounts in one space, all negatives in another space on the report, or a combination of the two.

**TSP BASIC 1% EMPLOYER CONTRIBUTION TOTAL AMOUNT**

This is the employer's basic contribution for TSP. Depending upon the report, this amount can represent all positive amounts, all negatives, or a combination of the two.

**TSP EMPLOYEE CONTRIBUTION**

This is the total of all TSP employee(s) contributions. Depending upon the report, this amount can be all positive amounts, all negative amounts, or a combination of the two.

**TSP EMPLOYEE CONTRIBUTION TOTAL AMOUNT**

This is the total of all TSP contributions by the employee(s). Depending upon the report, this amount can be all positive amounts, all negative amounts, or a combination of the two.

**TSP EMPLOYEE DEDUCTION PERCENT GOV'T SECURITIES**

The minimum percentage that an employee can designate to government securities in the Thrift Savings Plan.

**TSP EMPLOYER CONTRIBUTION PERCENT GOV'T SECURITIES**

The minimum percentage that an employee can designate to government securities for the employer contribution in the Thrift Savings Plan.

**TSP FIDUCIARY**

Not currently maintained in DCPS.

**TSP INVESTMENT TOTAL AMOUNT**

This is the sum total of all TSP contributions, both employee and employer.

**TSP LOAN COLLECTIONS**

This is a ten digit alphanumeric account number into which employer TSP loan collections are deposited.

**TSP MATCHING EMPLOYER CONTRIBUTION**

This is the employer's matching contribution for TSP. Depending upon the report, this amount can be all positive amounts, all negative amounts, or a combination of the two.

**TSP MATCHING EMPLOYER CONTRIBUTION TOTAL AMOUNT**

This is the total of all matching Employer's contributions for TSP. Depending upon the report, this amount can be all positive amounts, all negative amounts, or a combination of the two.

**TSP MAXIMUM GOVERNMENT CONTRIBUTION PERCENT**

The maximum employer percentage that will be matched for an employee in the Thrift Savings Plan.

**TSP PAY INDICATOR**

These indicators identify the type of rates contained on the local wage board salary tables; either the scheduled pay rate or the scheduled TSP rate for ungraded employees.

**CODE VALUE:**

P - IDENTIFIES THE REGULAR PAY TABLE FOR UNGRADED EMPLOYEES (EXCEPT WT)

T - IDENTIFIES THE TSP TABLE FOR UNGRADED EMPLOYEES (EXCEPT WT)

**TSP SEPARATION CODE**

Code to identify the type of separation for New Orleans.

**CODE VALUE:**

B - DCPS separation code of '06' - Approved OPM disability retirement

D - DCPS separation code of '07' - Deceased

T - DCPS separation code of '12', '13', '18' or '19' -Transferred

S - DCPS separation code not mentioned above (separated)

**TSP TOTAL**

Combined total amounts of all current and late payments and negative adjustments for TSP.

**TYPE CODE**

Part of the remark code that is used to extract the required remarks for the LES.

**TYPE CODE MONTH TO DATE AMOUNT**

Contains the month to date amounts for the applicable type codes.

**TYPE CODE QUARTER TO DATE AMOUNT**

Contains the quarter to date amounts for the applicable type codes.

**TYPE CODE YEAR TO DATE AMOUNT**

Contains the year to date amount for the applicable type codes.

**TYPE HOURS CODE**

A code that identifies the type of hour(s) reported for an employee through T&A. (All codes are processed in hundredths of hours.)

**CODE VALUE:**

CA - RELIGIOUS TIME TAKEN
CC - COMPENSATORY CALLBACK
CD - CREDIT HOURS EARNED
CE - COMPENSATORY TIME EARNED
CN - CREDIT HOURS TAKEN
CR - RELIGIOUS TIME EARNED
CT - COMPENSATORY TIME TAKEN
HC - HOLIDAY CALLBACK
HF - HOLIDAY PREMIUM FIRST SHIFT (WAGE GRADE)
HG - HOLIDAY PREMIUM (GRADED)
HS - HOLIDAY PREMIUM SECOND SHIFT (WAGE GRADE)
HT - HOLIDAY PREMIUM THIRD SHIFT (WAGE GRADE)
KA - LWOP
KB - SUSPENSION
KC - AWOL
KD - OFFICE OF WORKER COMPENSATION PROGRAM (OWCP)
KE - FURLOUGH
KF - NON DUTY WITHIN REGULAR SCHEDULE
KG - MILITARY FURLOUGH (LWOP) - CALLED TO ACTIVE DUTY
LA - ANNUAL
LB - ADVANCED ANNUAL
LC - COURT
LF - FORCED ANNUAL
LG - ADVANCED SICK
LH - HOLIDAY
LI - MILITARY - (DC GUARD)

LJ - SHORE
LK - HOME
LL - LAW ENFORCEMENT
LM - MILITARY
LN - ADMINISTRATIVE
LP - ANNUAL, RESTORED #3
LQ - ANNUAL, RESTORED #2
LR - ANNUAL, RESTORED #1
LS - SICK
LT - TRAUMATIC INJURY (COP)
LU - DAY OF TRAUMATIC INJURY
LV - EXCUSED ABSENCE
LW - EDUCATOR - IN SCHOOL BREAKS
LX - NONWORK PAID AT STRAIGHT TIME
LY - TIME OFF AWARD
OA - ADDITIONAL FLSA HOURS
OC - OVERTIME - CALLBACK
OI - OVERTIME - NOT PAID
ON - OVERTIME SCHEDULED - NOT WORKED BECAUSE OF COURT/MILITARY LEAVE
OS - OVERTIME SCHEDULED
OU - OVERTIME UNSCHEDULED
OX - OVERTIME UNSCHEDULED EXCEPTION
RD - RECESS DAY (DODEA/SEC.6)
RF - REGULAR, FIRST SHIFT (WAGE GRADE)
RG - REGULAR (GRADED)
RS - REGULAR, SECOND SHIFT (WAGE GRADE)
RT - REGULAR, THIRD SHIFT (WAGE GRADE)
SF - SUNDAY PREMIUM FIRST SHIFT (WAGE GRADE)
SG - SUNDAY PREMIUM (GRADED)
SS - SUNDAY PREMIUM SECOND SHIFT (WAGE GRADE)
ST - SUNDAY PREMIUM THIRD SHIFT (WAGE GRADE)

**TYPE HOURS CODE 1**

First digit of type hours code and contains the primary/major type of hours/dollars code.

**TYPE HOURS CODE 2**

Second digit of type hours code and contains the secondary breakout of type hours/dollars code.

**TYPE OF REGISTER INDICATOR**

This is a one position alpha indicator which identifies the type of register.

**CODE VALUE:**

A - APPLICATION FOR RETIREMENT (INCLUDING DEATH-IN-SERVICE SURVIVOR APPLICATIONS)
B - APPLICATION FOR REFUND
C - ALL OTHERS

# U

**UCGLI**

Union Central Group Life Insurance

**UNAVAILABLE TITLE V SICK LEAVE BALANCE/UNAVAILABLE BALANCE/ UNAVAILABLE SICK BAL/UNAVAILABLE SICK**

Title 5 sick leave hours that are unavailable for use (held in abeyance) for all executives "Pay Plan EX"; Judges of the Court of Military Appeals "Pay Plan SR"; and USUHS Faculty and Staff "Pay Plan AD". These sick leave hours will be reported on the SF1150 when employee separates or transfers back to a position under the Title 5 leave provisions.

**UNCERTIFIED LEAVE**

Type of leave that requires a certification which has not been received to substantiate the leave usage.

**UNCOMMON TOUR OF DUTY**

An 'Uncommon Tour of Duty' is a work schedule with biweekly scheduled hours equal to or greater than 90 hours. Employees on these schedules will have AWS '0', not on Alternate Work Schedule. These schedules are not considered Compressed, Variable, or Flex schedules within the definition of Alternate Work Schedules. All Uncommon Tour of Duty schedules must be approved by DFAS/HQ prior to being added as valid in DCPS. The 'Uncommon Tour of Duty Schedule Table' contains all schedules currently valid in DCPS.

**UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCE DISABILITY INSURANCE (USUHS)**

This insurance is mandatory for employees covered by TIAA/CREF or Fidelity retirement plans.

**UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCE RETIREMENT PLANS**

See Teachers Insurance Annuity Association/College Retirement Equities Fund and Fidelity Investment Program.

**UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCE SALARY REDUCTION**

These deductions are Supplemental Retirement Annuity (SRA) for Retirement Plans TIAA/CREF and Fidelity SRA’s, a tax deferred annuity identified under 403(B) plan by the IRS.

**UNION CENTRAL GROUP LIFE INSURANCE**

This insurance is available to all Uniformed Services University of Health Sciences (USUHS) employees.

**UNITED STATES SAVINGS BONDS**

This is an optional deduction. Employees may elect to purchase U.S. Savings Bond, Series EE.

**UNPAID COMPENSATION**

This is the amount of earned and unpaid wages due deceased employees. This is paid to the employee's beneficiary.

**USED TO DATE**

The total used to date.

**USED WITHIN PAY PERIOD**

The total used within the pay period.

**USER ACTIVITY**

This identifies the employing activity for which the user is updating system data. If updated by batch process, the field will contain spaces.

**USER EMPLOYEE IDENTIFICATION**

This field will contain the social security number for all DCPS users.

**USER IDENTIFICATION**

This identifies the user or program number that most recently updated the record.

**USER INDICATOR**

Indicates whether a user ID has exceeded the maximum number of security violations. It is used to sign off user immediately if indicator is set to "Y".

**CODE VALUE:**

BLANK - VIOLATIONS NOT EXCEEDED
Y - VIOLATIONS EXCEEDED - SECURITY MANAGER MUST RESET

**USER NAME**

The name of each DCPS user who signs on the system. If accounting classification record is updated by batch process, the field will contain spaces.

**USER PROCESS DATE**

This identifies the system processing date of the updated record.

**USER PROCESS TIME**

This identifies the system processing time of the updated record.

**USSAH**

United States Soldier's and Airmen's Home

**USUHS**

Uniformed Services University of Health Sciences

# V

**VA**

Veterans Administration

**VALUE AFTER UPDATE**

This is the new value in field after update.

**VALUE PRIOR TO UPDATE**

This is the old value in field prior to update.

**VARIANCE**

Contains information unique to a specific variable deduction. An optional element for deduction codes of XC, XD, and XP and will contain percentage (e.g., 10% is 0.10). A required element for code XG, will contain the dollar value of tax levy exemptions. Provides information for tax computation of specific state and local taxing authorities for income tax deductions.

**VISUAL DISPLAY UNIT IDENTIFICATION**

Terminal identification used to indicate which terminal is being used when signed on.

**VOLUNTARY PAYMENT OF BACK TAXES**

This deduction is for the settlement of tax delinquency through payroll deductions. The employee makes a satisfactory arrangement with the Internal Revenue Service (IRS) to liquidate his/her tax liability by Payroll deduction.

**VOUCHER NUMBER**

This is the voucher number for payments which are to be disbursed. The disbursing office must enter this number on the public voucher for refunds.

**VOYAGE DAYS**

The total number of voyage days the employee worked on ship. The system will convert these days to shore leave (15 voyage days equal 1 shore day leave) and store excess voyage days for future use.

**VSI AGENCY CONTRIBUTION AMOUNT**

This is the computed 15 percent of the final salary for employee voluntary separation incentive (VSI) agency contribution amount. This amount is only for separated employees that are paid a voluntary separation incentive (‘YS’).

# W

**WAGE AREA CODE**

A DOD assigned number that identifies a specific wage area pay table applicable to employees whose official duty station is located within the geographic boundary of the wage area definition identified by the wage fixing authority. Required pay tables are selectively maintained by the payroll office.

**WAS PAID**

The amount of a specified type code originally paid for a specific pay period on the Debt Worksheet.

**WEEKDAYS: CLASSROOM**

This is the number of days a teacher (excluding principals) actually works during the School Year. The value is 190.

**WEEKDAYS: SCHEDULED**

This is the number of days a teacher (excluding principals) is paid for during a School Year. It is the number of Mondays through Fridays between the SY Begin and End date (inclusive).

**WEEKEND INDICATOR**

This is a one position numeric field, which indicates the school 'weekends'.

**CODE VALUE:**

1 - SATURDAY/SUNDAY
2 - THURSDAY/FRIDAY

**WITHHOLDINGS/CONTRIBUTIONS**

FEHB employee deductions and employer contributions, indebtedness, cash payments, and any adjustments for each enrollee. This figure can be either the amount for each employee, a subtotal amount, or an overall grand total depending upon the field shown on the report.

**WORK SCHEDULE**

A code designating the employee's work schedule, as reflected on the SF50.

**CODE VALUE:**

F - FULL-TIME
G - FULL-TIME - SEASONAL
H - FULL-TIME - ON CALL
I - INTERMITTENT
J - INTERMITTENT - SEASONAL
P - PART-TIME
Q - PART-TIME - SEASONAL
R - PART-TIME - ON CALL
S - PART-TIME - JOB SHARER
T - PART-TIME - SEASONAL JOB SHARER

**WORK SCHEDULE CHANGE INDICATOR**

Field indicates if the Work Schedule Code changed to intermittent in this pay period. Valid values will be ‘Y’ or ‘blank’.

**WORK SCHEDULE TOUR OF DUTY CODE CHANGE INDICATOR**

Field indicates if the Work Schedule Tour of Duty Code changed this pay period. Valid values will be ‘Y’ or ‘blank’.

# Y

**YEAR**

The last two digits of the leave year.

**YTD**

Year-To-Date

THIS PAGE INTENTIONALLY LEFT BLANK

# DCPS USER MANUAL
# for
# Time & Attendance

## TABLE OF CONTENTS

Page #

SECTION H REFERENCE GUIDES/JOB AIDS

CHAPTER 1 GENERAL SYSTEM INFORMATION

Error Messages ..... H1-1
Function Keys ..... H1-45
Type Codes ..... H1-131
Table of Contents Reference Guide ..... H1-153

CHAPTER 6 TIME AND ATTENDANCE

Time and Attendance Job Aid ..... H6-1

CHAPTER 7 LEAVE

Leave Adjustment Job Aid ..... H7-1

CHAPTER 9 REPORTS

Remote Report Distribution ..... H9-1

THIS PAGE INTENTIONALLY LEFT BLANK

# ERROR MESSAGES

All the Error Messages contained in DCPS are included on the following list and most have been shown without the abbreviations which might be displayed on a screen or printed on a report. Some messages are informational and some are only warnings to alert users to possible errors, e.g., 0035 PRESS ENTER TO CONTINUE PROCESSING and 0014 WARNING - VERIFY EMPLOYEE'S ENTITLEMENTS. True errors, e.g., 9000 INVALID VALUE IN FIELD(S) must be corrected prior to processing. No description will be shown for Error Messages that are self explanatory.

Many messages contain a "blank" which the program fills in with a value which is applicable at the time of the error. In this index the "blank" is denoted by "***." The possible values which may be inserted in the "blank" are listed below the error message.

For example:

0021 WARNING - *** DEDUCTION PERIOD EXISTS
*** CHAPTER 13
*** COMMERCIAL DEBT

indicates that you may see any one of the following messages,

0021 WARNING - CHAPTER 13 DEDUCTION PERIOD EXISTS
or
0021 WARNING - COMMERCIAL DEBT DEDUCTION PERIOD EXISTS

Screen Messages: Error messages will be displayed at the bottom of the screen. If an error is detected during processing (after the ENTER key has been pressed), the fields in error will be highlighted in red and the cursor positioned at the first invalid field.

Batch Program Messages: A report is provided to the payroll office with a list of messages that were generated as a result of the execution of batch job streams. Error messages identified by '@' are those that will appear on the Payroll SYSOUT Report. The messages that are pertinent to the system manager will be identified in a separate report generated at the same time.

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0001 | **Not Used at This Time** |
| 0002 | **WARNING - VERIFY UNION ELIGIBILITY**<br>A "7777" or "8888" Bargaining Unit received from Personnel. The employee organization may need to be deleted. |
| 0003 | **WARNING - EFFECTIVE DATE CHANGED FROM (MM/DD/YY)** |
| 0004 | **WARNING - NO ADDRESS - ENTRY PROCESSED**<br>This is a warning that a Local Address Table may need to be updated. Notify your supervisor. |
| 0005 | **PRESS F2 FOR ADDITIONAL INFORMATION** |
| 0006 | **WARNING - NGAUS SPMO NO/PREMIUM AMOUNTS MAY NEED TO BE CHANGED** |
| 0007 | **WARNING - SEPARATION/REHIRE VERIFY SEP-CD** |
| 0008 | **WARNING - EMPLOYEE HAS A TEMPORARY APPOINTMENT**<br>This is a warning that the action processed is not normally valid for an employee on a temporary appointment. |
| 0009 | **WARNING - END OF TABLE REACHED - FIRST OCCURRENCE REDISPLAYED** |
| 0010 | **WARNING - EMPLOYEE HAS SEVERANCE PAY, VERIFY _____ ADJUSTMENTS** |
| 0011 | **WARNING - FIELD POSSIBLY REQUIRED** |
| 0012 | **WARNING - PA LOCALITY HAS OCCUPATIONAL TAX, TWO RECORDS SHOULD EXIST** |
| 0013 | **WARNING - EMPLOYEE HAS MILITARY LEAVE AVAILABLE**<br>Verify that the employee's military leave balance will be exhausted (zero balance) on separation date. If not, contact CCPO for possible correction to SF50 date effective |
| 0014 | **WARNING - VERIFY EMPLOYEE'S ENTITLEMENTS**<br>Verify that the employee is still eligible for any existing entitlements or that the severance record does not have a negative balance. |
| 0015 @ | **WARNING - MULTIPLE TIME OFF AWARDS RECEIVED**<br>This is a warning that two or more SF50's were processed through DCPDS with NOAC of 872 for the same pay period and the last one received overlaid the previous one. |
| 0016 | **WARNING - VERIFY SF50 REMARKS - SEPARATION FOR ILL HEALTH/MEDICAL REASONS**<br>This is a warning that the indebted balance, if any, for annual or sick leave will not be collected due to the separation code entered. If separation is not due to health, another separation code may need to be used. |
| 0017 | **WARNING - REGISTER DATE IS IN PRIOR YEAR**<br>This is a warning that the retirement register (IA-IN) is for the prior pay year. Recheck receipt date to determine if the register should be returned or processed. |
| 0018 | **WARNING - EMPLOYEE UNDER 15 OR OVER 75**<br>This is a warning to verify the employee's date of birth (DOB) and Service Computation Date (leave) for accuracy. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0019 @ | **WARNING - TRAU INJ PREVIOUSLY REPORTED. MANUAL ADJ QTR AMOUNT/QTR DAYS MAY BE REQUIRED.** |
| 0020 | **WARNING - LV BANK FOR AGENCY/MAJOR CLMNT NOT FOUND, PRESS ENTER TO CREATE** |
| 0021 | **WARNING - *** DEDUCTION RECORD EXISTS**<br>*****CHAPTER 13**<br>*****COMMERCIAL DEBT**<br>This is a warning to let you know another deduction record exists which may already contain this debt. Further research may be required. |
| 0022 | **PRESS F5 TO GET TO ENTITLEMENT SCREEN ***<br>PRESS F5 FOR PAY/LV HIST** |
| 0023 | **WARNING - INSUFFICIENT CHECK NUMBERS TO ASSIGN ALL PAYMENT RECORDS** |
| 0024 @ | **WARNING - *** ORG CODE NOT FOUND, VERIFY TABLE**<br>***** Actual org code value will be displayed**<br>Personnel passed a transaction with an organization code that does not agree with the Payroll Office Tables. The transaction will be held for two pay period to allow you time to verify new organization and update your table. |
| 0025 | **WARNING - MISSING CORRESPONDING CODE(S)**<br>**_____**<br>P1118 will supply the missing codes. The Blank will be filled in with one of the following:<br>CODE ENTERED — CODE(S) MISSING<br>MP — UP<br>UP — MP, VS<br>ME — VD<br>VD ME |
| 0026 | **WARNING - IDC EQUALS 0, SECTION 6 FIELDS WILL BE INITIALIZED IF NECESSARY** |
| 0027 | **ARE YOU SURE? Y/N** |
| 0028 @ | **WARNING - EMPLOYEE STATUS CODE INDICATES WORKER'S COMP, VERIFY FEHB**<br>If the Employee's Status Code changes to "W", CCPO may need to transfer FEHB to OWCP. If an employee returns to duty (changes from "W") the FEHB, if transferred to OWCP (004), would need to be transferred back to your office. |
| 0029 | **WARNING - EMPLOYEE HAS PART-TIME APPOINTMENT**<br>This is a warning that the employee has a part-time appointment and the action processed is not normally valid. |
| 0030 @ | **WARNING - SECTION 6 TEACHER REACHED 80 LWOP HRS, FIELD REDUCED**<br>Annual and/or Sick Leave accruals were reduced in the employee's leave record due to the 80th hour of LWOP. Verify data in on-line screens. |
| 0031 | **WARNING - CANNOT VALIDATE ELIGIBILITY FOR DATE ENTERED**<br>This is a warning that for the past date entered, TSP eligibility/vesting years cannot be totally validated. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0032 | **WARNING - MANUAL RETRO MAY BE REQUIRED**<br>(1) If the employee is a DODEA teacher or principal (Employee Type Code T) and this message is received in the New Hire or Employee Update program, the program will warn you the date is older than the retro history limit, but automated retro for EMP TYPE CD T is done as far back as the School Year Beginning Date.<br>(2) If received by Customer Service Representatives servicing USUHS, notify your payroll office as soon as possible. |
| 0033 | **PRESS F12 TO GO TO SCREEN *****<br>*** Number of next available screen will be displayed<br>PRESS F12 TO UPDATE CURRENT SCREEN AND GO TO SCREEN 2 - SECTION 6 LEAVE |
| 0034 | **WARNING - EMPLOYEE NOT SUBJECT TO FEDERAL TAX**<br>This is a warning that the employee is not subject to Federal Tax. This applies to Deduction Codes XG (Tax Levy) and XI (Voluntary Payment of Back Taxes). |
| 0035 | **PRESS ENTER KEY TO CONTINUE PROCESSING**<br>This is a direction in processing. If any warning messages are displayed, pressing ENTER indicates that the operator saw the warning and accepted the responsibility for accuracy. |
| 0036 | **PRESS F3 FOR PREVIOUS INFORMATION** |
| 0037 | **** WARNING - IF MORE THAN 3 AWDS FOR PPD, HRS MAY NEED ADJUSTING ON THIRD**<br>PDS will add a fourth, fifth, etc. award to the third award and overlay date (using the most current effective date). |
| 0038 | **CANNOT PROCESS CASH AWARD SPECIAL HANDLING AS REQUESTED**<br>This is a message to inform the user that NO SF1195 information has been input on an activity. Therefore, the cash awards cannot be sent to the activity, instead the award will be included in the employees net pay. |
| 0039 | **WARNING - EMPLOYEE INACTIVE OR DECEASED** |
| 0040 | **WARNING - GLO NOT FOR GUAM OR MIDWAY**<br>This is a warning to verify the Geographic Location (GLO). Recruitment incentive entitlement is normally valid only in Guam or Midway. |
| 0041 @ | **WARNING - AMOUNT EXCEEDS NORMAL LIMITS**<br>When used by leave program, this is a warning that excess advanced sick leave has been authorized and system will not advance beyond legal limits allowed. |
| 0042 | **WARNING - DO NOT ENTER DEDUCTION UNTIL NEXT PAY PERIOD. CHECK NEW HIRE IDC.** |
| 0043 | **WARNING - SECTION 6 DATA WILL BE ZEROED AFTER PROCESSING** |
| 0044 | **WARNING - ADDITIONAL KANSAS STATE TAX SHOULD BE PRESENT** |
| 0045 | **Not Used at This Time** |
| 0046 | **WARNING - VERIFY PROJECTED HOLIDAY** |
| 0047 | **WARNING - PANAMA EMPLOYEE VERIFY EMPLOYEE TYPE CODE** |
| 0048 | **WARNING - VERIFY AMOUNTS ENTERED** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0049 | **WARNING – FUTURE RATES SUBJECT TO CHANGE**<br>This message is generated when a 'future' FEHB record is added using the current year's FEHB deduction and employer contribution rates. |
| 0050 | **WARNING - VERIFY BOND ADDRESSES - ADDRESSES MAY NEED TO BE MODIFIED** |
| 0051 | **WARNING - EXCESSIVE AMOUNT ENTERED, RECHECK ENTRY**<br>(1) This warning is received when an amount field exceeds the normal relational boundaries. Verify amount is correct.<br>(2) If received for "Total Severance", then the amount exceeds the equivalent of one year's salary. Verify amount with documentation/personnel. The amount may be correct based on additional entitlements (e.g., Standby Premium) that may be applicable to calculation. |
| 0052 | **WARNING - DEDUCTION OR SUBJECT EARNINGS HAVE NOT BEEN ENTERED**<br>This is a warning that deduction/subject earnings have been entered without a corresponding subject earnings/deduction. |
| 0053 | **Not Used at This Time** |
| 0054 | **WARNING - VERIFY EMPLOYEE'S OVERSEAS ALLOTMENTS** |
| 0055 | **WARNING - CHANGES NEED TO BE DONE FOR EMPL. ID(S) OF MULTIPLE APPOINTMENTS.**<br>Not Used at This Time |
| 0056 | **WARNING - VERIFY CORRECTION DATE, A RECORD EXISTS BETWEEN DATES ENTERED**<br>This is a warning that is received when correcting the New Hire date effective. If ENTER is pressed, the record will be deleted. |
| 0057 | **WARNING - BREAK IN DATES – EMPLOYEE STATUS CODE WILL BE SET TO "P"**<br>This is a warning that the change to the Temporary Position NTE will cause break/gap in dates of permanent records. |
| 0058 | **WARNING - SALARY/ENTITLEMENT TABLE EFFECTIVE THROUGH *****<br>***** Actual effective date of table will be displayed**<br>This is an informational message indicating the date the Salary or Entitlement Table ends and that another action may need to be processed. If date is Future Effective, nothing has to be done. When the Mass Program is executed, the salary or entitlement will be updated. |
| 0059 | **WARNING - VERIFY FLSA STATUS** |
| 0060 | **WARNING - EMPLOYEE HAS TEMPORARY ASSIGNMENT** |
| 0061 | **WARNING - RETIREMENT CODE INVALIDATED TSP PARTICIPATION** |
| 0062 | **WARNING - EMPLOYEE SEPARATING/DECEASED/PENDING DISABILITY RETIREMENT** |
| 0063 | **WARNING - COMPOSITE SCHEDULES INCOMPATIBLE** |
| 0064 | **WARNING - LES HAS ALREADY BEEN PROCESSED** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0065 | **WARNING - TEMPORARY ASSIGNMENT NTE DATE AND SEPARATION DATE ARE EQUAL – VERIFY RATES FOR LSL**<br>This is a warning that the salary change fields may be needed for payment of lump sum leave. |
| 0066 | **WARNING - VERIFY ENTITLEMENT PERCENTAGES SUBJECT TO CUT BACK** |
| 0067 | **WARNING - VERIFY EMPLOYEE'S TAX RECORDS**<br>This is a warning that the change to the employee's GLO - State, Citizen Code, State of Residence, or State of Mailing Address might impact tax withholdings. Use the Tax Program for any changes, after verifying with employee (new forms may be needed). |
| 0068 @ | **WARNING - VERIFY FIELD(S) FOR ACCURACY** |
| 0069 | **WARNING - VERIFY EMPLOYEE'S SCHEDULE**<br>This is a warning that the employee's Work Schedule record may need to be changed (e.g., PCA STA of "Y" and scheduled more than 64 hours biweekly). |
| 0070 | **WARNING - ADDITIONAL SUPPLEMENTAL RECORDS EXIST, VERIFY TRANSACTION** |
| 0071 | **WARNING - SPID RESET FROM *** ** |
| 0072 | **WARNING - PART-TIME HOURS ARE ***, VERIFY WORK SCHEDULE** |
| 0073 | **WARNING - EMPLOYEE MAY BE A SEPARATION, VERIFY STATUS** |
| 0074 | **WARNING - EMPLOYEE IS RETAINED FROM A ***, VERIFY GR/UNGR IDC**<br>*****PAY PLAN** |
| 0075 | **WARNING - SEVERANCE PAY NOT PROCESSED .00 *** **<br>***The amount of severance and whether the amount is the total or the weekly payment will be displayed. |
| 0076 | **WARNING - VERIFY TSP VESTING CODE** |
| 0077 | **WARNING – FEHB RECORD ADDED – NEW RATES EFFECTIVE _____ (YYMMDD)**<br>This message is generated when the system has created a FEHB record to encompass a period of time that was left open by a change in one or more FEHB records. |
| 0078 | **WARNING - RETRO FEHB ADJ PRIOR to _____ REQUIRES MANUAL INTERVENTION**<br>This remark is generated when the PDS FEHB Deduction Update program processes an action with an effective date less than 11/07/99 or the oldest on-line date. FEHB manual pay adjustments must be entered for all effective pay periods prior to the date displayed in the message. |
| 0079 | **WARNING - VERIFY DATE IS A DISBURSING DATE**<br>If a manual TSP adjustment is input with an effective date older than the oldest online, this message warns the user to verify that the date is a disbursing date. |
| 0080 | **WARNING - THIS ACTION MAY RESULT IN A REFUND**<br>This warning message is issued when the Military Deposit Total Amount Due is changed to zero. If deductions or cash payments have been made they will be refunded. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0081 | **WARNING – PKG RCVD DT CHANGED. SEPARATION WILL PROCESS ON SAME REGISTER**<br>This warning is issued when different Package Received Dates are input on the same screen. The system will change the Package Received Date to the most current date entered. |
| 0082 | **PRIOR YEAR ADJUSTMENTS** |
| 0083 | **WARNING - ADD 'Y' ADJUSTMENTS (EARNINGS, 'AA', 'AB')** |
| 0084 | **Not Used at This Time** |
| 0085 | **WARNING - VERIFY MIL DEP INTEREST; MANUAL RECOMPUTATION MAY BE REQUIRED**<br>If a cash payment or interest is changed, then the interest details with subsequent dates of payment should be reviewed by the user because the calculated interest is probably no longer valid. |
| 0086 | **WARNING - ENTRY DIFFERS FROM AUTO INTEREST; DELETE ENTRY TO RECOMPUTE**<br>This warning message will be displayed when an interest detail already exists with a date of payment equal to the IAD and if the entered interest amount differs from the computed interest accrual. |
| 0087 | **WARNING - USE _____ SCREEN TO ADJUST XX CODE (YTD)**<br>This warning is provided to alert user to input the adjustment via a different program/screen. Using the manual adjustments screen to make this adjustment could cause an out of balance condition. |
| 0088 | **SUPPLEMENTAL NOT UPDATED, RETIREMENT POSTED, VERIFY EXISTING RECORD** |
| 0089 | **PRESS F10 TO GO TO SCREEN*****<br>*** Number of Next Available Screen will be displayed. |
| 0090 | **WARNING - EMPLOYEE DOES NOT HAVE A PA OCCUPATIONAL TAX LINE** |
| 0091 | **WARNING - VERIFY EMPLOYEE'S HOME LEAVE ELIGIBILITY** |
| 0092 | **WARNING - FOREIGN ADDRESS – PLEASE VERIFY**<br>This warning is received when an address is input without state and zip code fields filled. If ENTER is pressed, the address will be stored. |
| 0093 | **PRESS F2 - FORWARD, F3 - BACK, F4 - LAST** |
| 0094 | **WARNING - GLO AND LQA LOCATION DO NOT AGREE**<br>This is a warning to let you know that the Geographic Location Code (GLO) in the employee's supplemental record does not match the Location Code in the employees LQA entitlement. |
| 0095 | **WARNING - LQA SUMMER IDC CHANGED - VERIFY DATA POSSIBLE OVERPAYMENT**<br>This is a warning to let you know that a DODEA employee receiving LQA over the summer had a change to their Summer Indicator. |
| 0096 @ | **WARNING - EMPLOYEE SEPARATING - UNEARNED ADVANCE ALLOW THROUGH _____**<br>Employee is separating and has an LQA unearned advance allowance through (month/day/year). |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0097 | **WARNING - CANNOT VERIFY AMOUNT ENTERED**<br>This is a warning to let you know that the amount of the LQA advance cannot be verified against the maximum payable LQA for the year. Advance amounts can be for more than a year. |
| 0098 | **WARNING - ADV/BIWKLY DATES OVERLAP - RETRO WILL RESULT IN INDEBTEDNESS**<br>This is a warning to let you know that an employee has received an LQA biweekly payment and now an advance is being processed that covers the same date. Any retro processing will result in an indebtedness. |
| 0099 | **PRESS F2 - FORWARD, F3 – BACK** |
| 0100 @ | **NEW TABLE HAS BEEN ADDED** |
| 0101 | **WARNING - CONTACT CDA – SCHEDULE MASS UPDATE FOR _____.**<br>A change has been made to the Employing Activity Teacher Data Table. The number of days has changed requiring a mass update for this table. |
| 0102 | **PRESS F14 - NEXT PP/DATE/TABLE, F15 - PRIOR PP/DATE/TABLE** |
| 0103 @ | **WARNING - VERIFY DATE OF ACCRUAL RATE CHANGE**<br>This message will appear any time DCPS automatically changes the Home Leave Accrual Rate due to a change in an employee's geographic location (GLO). The payroll technician must verify that this change was done on the correct date, the first pay period beginning date after the accrual period in which the GLO changes. If the date of change is earlier than that date, correct the rate on the Miscellaneous Leave Data screen back to the old rate and input the new rate in the appropriate pay period. |
| 0104 @ | **WARNING - LEAVE CEILING INDICATOR HAS BEEN CHANGED**<br>This message will appear any time DCPS automatically changes an employee's Leave Ceiling Indicator as a result of changes to the employee's GLO from alpha characters to numeric characters. The payroll technician must verify that this change is appropriate for the employee type and previous Leave Ceiling indicator. |
| 0105 @ | **WARNING - VERIFY LEAVE CEILING INDICATOR**<br>This message will appear any time DCPS changes the employee's GLO from alpha characters to numeric characters and does not automatically change the Leave Ceiling Indicator. The payroll technician must verify the accuracy of the employee's current Leave Ceiling Indicator. |
| 0106 | **WARNING - VERIFY SSN XXXXXXXXX WITH HRO - MAY BE MULTIPLE APPOINTMENT** |
| 0107 | **WARNING - VERIFY MULTIPLE APPOINTMENT**<br>***XXXXXXXXX SSN **XXXXXXXXX**<br>*** PSEUDO OR REPORTING**<br>**** REPORTING OR SECONDARY SSN** |
| 0108 | **WARNING - UNABLE TO CREATE MULTIPLE APPOINTMENT - VERIFY WITH HRO** |
| 0109 | **WARNING - EMP HAS MULTIPLE APPOINTMENT - MANUAL LEAVE ADJUSTMENTS REQUIRED** |
| 0110 | **WARNING - WILL DISCONNECT LINKAGE FOR W-2 REPORTING - VERIFY ENTRY** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0111 | **WARNING - PL-IDC DEFAULTED TO 'N' FOR SEP WITH F-POST-DIFF/DANGER PAY**<br>This warning is given when an employee is separating and Foreign Post Differential and/or Danger Pay needs to be verified for payment with Lump Sum Leave. |
| 0112 | **WARNING - IMMINENT DANGER PAY (Z3) NOT COMPATIBLE WITH DANGER PAY (YR)**<br>This is a warning to verify the employee's entitlement record to determine if a Danger Pay entitlement is being paid for the same time period as Imminent Danger Pay is being processed. Danger Pay and Imminent Danger Pay cannot be paid for the same time period. |
| 0113 | **WARNING - TEACHER HISTORY RECORD(S) NOT FOUND** |
| 0114 | **WARNING - TQSA ENTITLEMENT NTE DT RECALCULATED**<br>This is a warning to verify the Not-to-Exceed (NTE) date in the employee's TQSA entitlement record. The date has been recalculated due to another entitlement record entry. |
| 0115 | **WARNING - TQSA STOPPED FOR LQA/POST ALLOWANCE PAYMENT**<br>This message notifies you that an entitlement record for Living Quarters Allowance and/or Post Allowance has been processed. When the entitlement was processed the employee's TQSA entitlement was stopped. LQA and/or Post Allowance cannot be paid at the same time as TQSA. |
| 0116 | **WARNING - LQA/POST ALLOWANCE STOPPED FOR TQSA PAYMENT**<br>This message notifies you than an entitlement record for Temporary Quarters Subsistence Allowance has been processed. When the entitlement was processed the employee's LQA and/or Post Allowance was stopped. TQSA cannot be paid at the same time as LQA and/or Post Allowance. |
| 0117 | **WARNING - NOTIFY DFAS-CL/L EMPLOYEE HAS A CHAPTER 13**<br>This is a warning. Chapter 13 deduction is being added for an employee with a DFAS-CL maintained garnishment. DFAS-CL must be informed. |
| 0118 | **WARNING - ADDRESS CODE MAINTAINED BY DFAS-CL/L**<br>This is a warning that the address code being added or changed begins with a "D" or "F" and is maintained by DFAS-CL. |
| 0119 | **WARNING - EFT WAIVER MAY NOT BE PERMITTED**<br>This warning is given when the Net Check Distribution Option Code "W" (Waivered) is input for an employee that has one or more saving allotments. Per DFAS/HQ an employee that has a saving allotment going to their personal account, should not be granted a DD/EFT Waiver. The CSR should verify with the employee that the saving allotment(s) are not going to the employee's personal account. |
| 0120 | **WARNING - VERIFY CHANGE, RE-ENTRY OF CODE 'M', 'N', & 'P' IS NOT ALLOWED**<br>This warning message is given when one of the Net Check Distribution Option Codes of 'M' (Mail), 'N' (New Hire), or 'P' (Pending) is being changed to another valid code. These system generated codes cannot be re-entered for the employee if erroneously changed. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0121 | **WARNING - PAL LOCATION NOT FOUND; TAKE ACTION** |
| 0122 | **WARNING - INPUT OF THIS CODE WILL SUSPEND EMPLOYEE'S PAY**<br>This warning message is given when the Net Check Distribution Option Code of 'S' (Suspended) is entered for an employee. The Net Check Distribution Option Code of 'S' will stop **ALL** payments to the employee (net, awards, adjustment, FEHB benefits, etc.). |
| 0123 | **WARNING – BWKLY HRS CHANGED, VERIFY FEHB, MANUAL RETRO MAY BE REQUIRED** |
| 0124 | **WARNING – EMPLOYEE HAS TRANS OUT FOR MIL DEP OF _____**<br>This warning message will be displayed if a Military Deposit Transferred-In amount is being input or changed and the employee has a Year-To-Date record for type codes "T7", "T8" or "T9". |
| 0125 | **'WARNING - SPACE OUT ACTION CODE FOR UNWANTED ADJUSTMENTS** |
| 0126 | **WARNING – FULL CYCLE DED WILL NOT BE TAKEN** |
| 0127 | **A _____ SRA DEDUCTION EXISTS IN THE CURRENT PAY YEAR** |
| 0128 | **WARNING – VERIFY LEAVE ACCRUAL FOR CURRENT APPOINTMENT**<br>This message notifies you that a value has been entered in the "Educator Accrual YTD" field on the employee's LES/SF1150. Verify that the number of days entered is accurate. |
| 0129 | **WARNING – CLSRM & SCH DYS RMG ADJUSTED**<br>This message notifies you that the Classroom and Scheduled Days Remaining were adjusted based on the transaction entered for a DODEA teacher. |
| 0130 | **WARNING – VERIFY CLSRM/SCH DYS RMG**<br>This message notifes you to verify the Classroom and Scheduled Days Remaining. A transaction on a DODEA Teacher or Principal processed possibly requiring adjustment to those days. |
| 0131 | **WARNING – VERIFY CLSRM/SCH DYS RMG – EXISTING SY SUPS**<br>This message notifies you to verify the Classroom and Scheduled Days Remaining on all School Year supplements for a DODEA Teacher or Principal. A transaction processed possibly affecting the full School Year. |
| 0132 | **WARNING – CLSRM/SCH DYS REMAINING WILL BE ADJUSTED**<br>This message notifies you that a DODEA Teacher is an "Early Departure". In most cases the system will adjust the Classroom and Scheduled Days Remaining on all School Year Supplementals.<br>NOTE: In some instances this message will display when the supplementals have NOT been adjusted. Always verify the days were adjusted on the Add/Change and Delete Report (P6609R01). |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0133 | **WARNING – EMP TYP CD NOT EQUAL TO "T" – VERIFY ELIGIBILITY**<br>**This will display when entering an adjustment for "Z5" and the employee's current EMP TYP CD is not equal to "T". Verify the employee was EMP TYP CD "T" for the period payment is authorized.** |
| 0134 | **WARNING – VERIFY PRIOR ADJUSTMENTS PAID TO AVOID DUPLICATE/OVERPAYMENT**<br>This message notifies you that the effective date of the Condition of Employment Compensation entered is prior to the establishment of "Z5" in DCPS. Verify manual payments previously made to avoid duplicate payments. |
| 0135 | **REGULAR AND ALTERNATE TABLES CREATED FOR LEAVE YEAR _____** |
| 0136 | **REGULAR AND ALTERNATE TABLES DELETED FOR LEAVE YEAR _____** |
| 0137 | **WARNING – EMPLOYEE WORK SCHEDULE CHANGE – VERIFY EMPLOYEES LEAVE ACCRUAL**<br>This notifies you that an employee has had a work schedule change and leave accruals are impacted. |
| 0138 | **WARNING – EMPLOYEE TYPE CODE CHANGE – VERIFY EMPLOYEES LEAVE ACCRUAL**<br>This notifies you that an employee previously accruing leave as Employee Type "T" has changed to a different Employee Type. |
| 0139 | **WARNING - CHG AFFECTS FULL SY INDICATED - VERIFY**<br>This notifies you that the change to or from 12-month pay option will be retroactive back to the beginning of SY shown on screen. Verify the change is intended for SY shown before proceeding. |
| 0140 | **WARNING – EMPLOYEE SEPARATION – VERIFY EMPLOYEE LEAVE ACCRUAL** |
| 0141 | **WARNING – VERIFY THIRD POSITION INDICATOR IS VALID FOR EMPLOYEE** |
| 0142 | **WARNING - PREV CHANGE TO SSN OR DOB HAS BEEN MADE, VERIFY THIS CHANGE**<br>This would be the second or greater change to a SSN or DOB. Is this correct? |
| 0143 | **WARNING - ALL ADJUSTMENTS FOR A RETRO SHOULD BE OFFSET**<br>This message is given when the "OFFSET INDICATOR" is changed on an adjustment in the Automated Pay Adjustments program. The technician should change the Offset Indicator on all adjustments that apply to the original adjustment, i.e. subject codes, deductions, and employer contributions. |
| 0144 | **TSP STATUS CODE DEFAULTED**<br>A TSP status code was not input/transmitted for a new hire. |
| 0145 | **WARNING - EXCESSIVE PAYMENT AMOUNT/CHECK ENTRY** |
| 0146 | **BEFORE PRESSING ENTER: INPUT PAYMENT AMOUNT; ADD/MODIFY DISPLAYED DETAILS** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 0147 | **WARNING - ADD/MODIFY ONE/MORE 'C' EARNINGS TO EQUAL TOTAL OF 'C' DEDUCTIONS** |
| 0148 | **COMPLETE PAYMENT AMOUNT** |
| 0149 | **PARTIAL PAYMENT/AMOUNTS HAVE BEEN PRORATED** |
| 0150 | **WARNING - ADD ONE/MORE 'Y' EARNINGS TO EQUAL 'AA' AMOUNT** |
| 0151 | **WARNING - NO PAY DETAIL HISTORY FOUND; ADD ALL DETAILS THEN PRESS ENTER** |
| 0152 | **WARNING - NO PARTIAL ADJUSTMENTS FOUND; ADD ALL DETAILS THEN PRESS ENTER** |
| 0153 | **WARNING - NO PRIOR YEAR ADJUSTMENTS FOUND; ADD ALL DETAILS** |
| 0154 | **INPUT PAYMENT AMOUNT; SPACE OUT ACTION CODE FOR UNWANTED ADJUSTMENTS** |
| 0155 - 0158 | Not Used at This Time |
| 0159 | **WARNING - SEP CANCELLED - VERIFY ALL DED/ENT/FUTURE TBLS ARE ENTERED/UPDTD**<br>This message is given when a separation, processed in a prior pay period, is canceled to alert the pay tech to verify, update and/or reestablish deductions, entitlements and tables for this employee. |
| 0160 | **WARNING - VERIFY SALARY IS CORRECT FOR NEW EFF DT**<br>This message is given when the effective date of a separation, processed in a prior pay period is changed. This is to alert the pay tech to verify the employee's salary is correct for the new effective date. |
| 0161 | **WARNING - SEP CANCELED - VERIFY ELIG TO RETAIN DONATED LEAVE BAL**<br>This message is given when a separation, processed in a prior pay period, is canceled and the employee has a donated leave balance. DCPS automatically restores the employee's donated leave balance as of time of separation, but it must be determined if they are eligible to retain it. |
| 0162 | **WARNING - ORIG SEP MAY HAVE TERMINATED TEMP ASSIGN - VERIFY NTE DT**<br>This message is given when a separation, processed in a prior pay period, is either canceled or the effective date is being changed and the employee had a temporary assignment in effect at the time. When the original separation was processed DCPS may have modified the NTE date and the pay tech must verify it and update if required. |
| 0163 | **CANCEL CHECK MODIFIED 'OTHER DED' TD AMOUNTS-VERIFY/MANUAL ACTION REQUIRED** |
| 0164 - 0999 | Not Used at This Time |
| 1000 | **AMOUNTS/DAYS BELOW MINIMUM** |
| 1001 | **CANNOT PROCESS - EMPLOYEE HAS BEEN SEPARATED AND REHIRED THIS PAY PERIOD** |
| 1002 | **MAXIMUM NUMBER OF ENTRIES EXCEEDED** |
| 1003 | **NOAC NOT PROCESSED** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 1004 | **EXISTING TSP DEDUCTION RECORD NOT VALID FOR RETIREMENT PLAN**<br>If changing RET-IDC from 0 to A, B, C, D, E, F, or G and a TSP deduction record (XV) exists, the transaction will be invalidated.<br>**EXISTING 401(K) DEDUCTION RECORD NOT VALID FOR RETIREMENT PLAN**<br>If changing RET-IDC from A or F to 0, B, C, D, E, or G and 401(K) deduction record (X7) exists, the transaction will be invalidated. |
| 1005 @ | **EMPLOYEE IS INELIGIBLE**<br>(1) An attempt was made to input data for an ineligible employee. Verify associated elements. Example: Post Differential - Not valid for GLO, Severance Pay – Not valid for annuitant status.<br>(2) FEGLI/FEHB deductions not valid for citizenship code.<br>(3) Thrift Savings Plan (TSP) or TSP eligibility date is not valid for employee's retirement code or citizenship code.<br>(4) Advanced leave is not valid for employee type code.<br>(5) Disability retirement not valid for retirement codes 2, 4, or 5.<br>(6) An attempt was made to input an invalid combination of foreign entitlements.<br>(7) Home Leave is not valid for employee type code.<br>(8) UCGLI is not valid unless Agency=DD and Major Claimant = 15. Disability Insurance is not valid unless Agency = DD and Major Claimant = 15.<br>(9) Time Off Awards not valid for USUHS Faculty and Staff Employees.<br>(10) "Cond Empl" only valid for EMP TYP "T". |
| 1006 @ | **EXCEEDS MAXIMUM AMOUNT/PERCENTAGE**<br>The amount/percentage field for salary, entitlement, bond deduction, or cash award exceeds the maximum amount or percentage allowed. |
| 1007 | **CASH PAYMENT/WAIVER EXCEEDS BALANCE – AMOUNT DUE IS *****<br>***** Actual dollar amount will be displayed** |
| 1008 | **ADVANCE REQUESTED EXCEEDS MAXIMUM – MAXIMUM IS *****<br>*****NUMBER OF HOURS** |
| 1009 | **CANNOT PROCESS AWD CORRECTION. ADJUST HRS ON THIRD AWD**<br>PDS will reject transaction and issue message if on first or second occurrence of award a modification or cancellation does not match. |
| 1010 | **APPOINTMENT CANCELLED, VERIFY STATUS, PROCESS SEP-CD "95" - IF APPLICABLE** |
| 1011 | **INDIVIDUAL AND TOTAL AMOUNTS ARE OUT OF BALANCE**<br>(1) The sum of the employee amounts must equal the total amount of the retirement register being transferred in.<br>(2) The pay period deduction amount on the saving bond deduction record is not equal to the total sum of all savings bonds deduction amounts on the savings bonds detail record. |
| 1013 | **DATA MODIFIED ON DELETE FUNCTION** |
| 1014 | **PAY PERIOD AMOUNT EXCEEDS TOTAL** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 1015 | **RETRO TRANSACTION - NOT PROCESSED**<br>Personnel Interface Invalid Report (P6606R01). Payroll Office must verify date and action and, if applicable to existing online records, use the online programs to update employee's records. Additionally, the current and/or former (if applicable) pay offices will need to determine/compute all adjustments for the "off line" period. |
| 1016 | **CODE/NUMBER NOT FOUND**<br>(1) The code or number (Address, Activity, Bank Number, NOAC, FEHB, etc.) does not exist. Verify entry. If valid, contact your supervisor to have the Table updated.<br>**NOTE**: If Central Table, contact DFAS Pensacola.<br>(2) If received in the Leave Certification Program, it means there is no uncertified leave of that type. Use T&A History Inquiry to verify if time was reported correctly.<br>(3) If received from a batch program (Sys Out Report), contact DFAS Pensacola for resolution. |
| 1017 @ | **TRANSACTION DELETED, ORG CODE (Org)**<br>This message notifies you that a transaction, with an Organization Code that was not valid on your Payroll Office Tables, has been deleted. (Original notification appeared on report P6606R01 with message #0024.) |
| 1018 | **STATE TAX NOT APPLICABLE**<br>The Taxing Authority Code entered is not valid for state tax withholding. DCPS does not maintain records for non-taxing states (i.e., Florida). |
| 1019 | **AMOUNT ENTERED DOES NOT EQUAL REQUIRED AMOUNT**<br>The amount entered/displayed is not valid. Examples:<br>(1) Thrift Savings Plan (TSP) rate is less than the hourly rate.<br>(2) Partial lump sum leave hours entered are not divisible by 8.<br>(3) The amount entered is less than the minimum amount for this specific deduction. |
| 1020 | **USE CASH AWARDS PROCESS** |
| 1021 | **INFORMATION SUSPENDED - FOR NEW APPOINTMENT**<br>The New Hire information has been suspended.<br>(1) Batch New Hire: This message appears on the Personnel Interface Invalid report to alert payroll that action must be taken to complete the employee's records.<br>(2) On-Line New Hire: This message appears when the "F7" function key has been used to suspend the data. The "ENTER" key must be pressed to complete the suspension of data. |
| 1022 and 1023 | **Not Used at This Time** |
| 1024 | **AGENCY/MAJOR CLAIMANT NOT FOUND** |
| 1025 | **EMPLOYEE'S ACTIVITY DOES NOT HAVE SCHOOLS**<br>An attempt was made to enter data for a DODEA teacher. Verify entries (Pay Plan, Employee Type Code), if valid, see your supervisor for Payroll Office Table update. |
| 1026 | **CANNOT PROCESS THIS TYPE OF CHANGE WITH A "SPECIAL" NOAC** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 1027 | **EMPLOYEE'S TSP ASG CODE IS NOT VALID FOR NOAC BEING PROCESSED**<br>Payroll needs to review employee's "T" Sups; and, if necessary correct the Temp Assign. Code. |
| 1028 | **CANNOT PROCESS RETAINED DATA AS ENTERED/RECEIVED** |
| 1029 | **DUPLICATE, OR IS NOT COMPATIBLE WITH A PRIOR TRANSACTION**<br>(1) An attempt was made to enter data that duplicates existing data or is not relationally compatible with other data entered or displayed. Verify all fields.<br>(2) Date effective entered is a duplicate or caused the system to create a duplicate date effective record.<br>(3) The personnel interface rejects the second award/bonus received in the same period if of the same type. Verify if employee eligible for second award. If so, use Manual Pay Adjustment program. Additionally, if the award is for "XS" Separation Incentive and a payment was made in a prior pay period (YS in Year to Dates) it will be rejected.<br>(4) An attempt was made to enter an Employee Status Code of "P" or "X" on a date that conflicts with a Separation Date that has been processed.<br>(5) Severance Pay is not valid for the Separation Code set for the employee. |
| 1030 | **EMPLOYEE NOT PROCESSED BY ***** |
| 1031 | **CANNOT PROCESS: NEED TO RUN AFTER HEOPP**<br>History End of Pay Period must run first. Program is locked out until after end of pay period processing. The system on-line lockout indicator is Y. |
| 1032 | **Not Used At This Time** |
| 1033 | **INVALID UPDATE ATTEMPT - MUST BE SUPERVISOR**<br>The adjustment can only be accessed by payroll personnel with supervisory access. |
| 1034 | **POST DIF NON-FOREIGN CUT BACK BY *****<br>Not currently used. |
| 1035 | **EMPLOYEE'S WAGE AREA NO LONGER VALID**<br>Employee was not processed by Mass Update Program. Review employee's records and make any corrections required. |
| 1036 | **EMPLOYEE'S PAY TABLE NO LONGER VALID**<br>Employee was not processed by Mass Update Program. Review employee's records and make any corrections required. |
| 1037 | **EMPLOYEE ORG/OPT **** NO LONGER VALID - DEDUCTION TERMINATED**<br>**** represents the Employee Organization Code and Option that is no longer valid. The specified code has been removed from the Employee Organization table. The "XR" deduction record for the employee has been date ended and the deduction stopped. |
| 1038 | **EMPLOYEE'S HEALTH PLAN NO LONGER VALID - HBI TERMINATED** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 1039 | **Not Used at This Time** |
| 1040 | **EMPLOYEE NO LONGER ELIGIBLE FOR POST-DIF - ENTITLEMENT TERMINATED** |
| 1041 | **CANNOT HAVE BOTH PERS/DEP EXEMPTIONS AND VARIANCE FILLED** |
| 1042 | **RTN CANCELED *****<br>***MER-ALL-RTN, MER-ALL-ACCT-NO, MER-ALL-ACCT-TYP, and MER-ALL-DDU-PP will be displayed. |
| 1043 | **STATE TAX STATUS, MARITAL STATUS, AND EXEMPTIONS MUST MATCH FEDERAL** |
| 1044 | **JON FOR LEAVE TYPE *** WAS DELETED**<br>*** Actual leave type code will be displayed |
| 1045 | **INVALID AMOUNT(S) - RESULTS IN NEGATIVE DEDUCTION**<br>The Special Pay Amount entered is greater than the Amount entered which has resulted in a negative deduction. |
| 1046 | **MARITAL STATUS NOT VALID FOR THIS TAXING AUTHORITY** |
| 1047 | **NUMBER OF EXEMPTIONS NOT VALID WITH MARITAL STATUS** |
| 1048 | **SPECIAL PAY AMOUNT CANNOT BE GREATER THAN AMOUNT** |
| 1049 | **UNABLE TO MATCH ELEMENTS FOR VALIDATION**<br>This indicates that the highlighted data is not present on the Accounting Validation Table transaction. |
| 1050 | **TOTAL AMOUNT CANNOT BE LESS THAN AMOUNT-TO-DATE**<br>The total amount of a deduction cannot be modified to an amount less than the amount that has been paid to date. |
| 1051 | **CANNOT PROCESS - FUTURE EFFECTIVE DATE**<br>(1) Future effective dates or a future NTE date for Severance Pay is not valid in this program.<br>(2) Cannot accept interest accrual date greater than system date. |
| 1052 | **EMPLOYEE DECEASED** |
| 1053 | **Not Used at This Time** |
| 1054 @ | **CANNOT PROCESS - TEMPORARY ASSIGNMENT HAS NOT BEEN TERMINATED**<br>An attempt was made to change the Employing Activity and the employee has a temporary assignment. The temporary assignment must be terminated before a transfer Employing Activity can be processed or before the employee can be separated. |
| 1055 | **DEDUCTION CODE/RETIREMENT CODE MISMATCH** |
| 1056 | **AWARD CODE/ADJUSTMENT INDICATOR MISMATCH** |
| 1057 | **Not Used at This Time** |
| 1058 | **CROSSFOOT ERROR, RECHECK FIGURES, AND CORRECT** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 1059 | ***** CODE MUST BE ENTERED**<br>***DOCUMENT NUMBER<br>***HEALTH ENROLLMENT<br>***UNION<br>***ADDRESS<br>***CHARITY<br>***TAXING AUTHORITY<br>***TSP LOAN ACCOUNT<br>***EMPLOYEE AGE CATEGORY<br>The data specified, which corresponds to the adjustment code, must be entered for deductions or taxes (state or local). There is not a system default. |
| 1060 | **INVALID CODE/ACCOUNT NUMBER - NO EXISTING ALLOTMENT FOUND** |
| 1061 | **DATE EFFECTIVE IS GREATER THAN PROCESSING DATE** |
| 1062 | **SUBJECT EARNINGS CODE/RETIREMENT CODE MISMATCH** |
| 1063 | **ADJUSTMENT RECORDS EXIST FOR EFFECTIVE DATE ENTERED** |
| 1064 | **MORE CANCELED CHECKS - PRESS ENTER TO CONTINUE** |
| 1065 | **Not Used at This Time** |
| 1066 | **CANNOT PROCESS - EMPLOYEE RECEIVING SEVERANCE PAY**<br>An attempt was made to correct the New Hire date effective to a date on which the employee received severance or the Separation Date and Severance Pay Date Effective overlap. Verify dates entered and correct the dates, or process termination of the Severance Pay. Then reprocess this action. |
| 1067 | **CANCELLED CHECKS EXCEED 9 – MAXIMUM FOR PAY PERIOD END DATE**<br>An attempt was made to enter more than nine canceled checks for a Single employee for the same pay period end date. |
| 1068 | **DATE EFFECTIVE AND EMPLOYEE STATUS CODE DO NOT AGREE**<br>Employee Status Code is already "P" or "X" (Processed in Employee Update) and the separation date entered does not agree. Verify the separation date and last date reported (T&A). If necessary, use the Employee Update program to set correct date for Employee Status Code and then process the separation. |
| 1069 | **CANNOT PROCESS - TSP DEDUCTION RECORD EXISTS**<br>A TSP eligibility date is wrong or a TSP deduction record was established in error. Use Other Deduction Program to stop TSP deduction and then process the change to the TSP eligibility date. |
| 1070 @ | **AWAITING SF50 FOR SEPARATION** |
| 1071 | **USE FEGLI PROGRAM** |
| 1072 | **MAXIMUM NUMBER OF RETROS EXCEEDED FOR THIS EMPLOYEE**<br>The retro process must be run before this action can be input. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 1073 | **TQSA 'A' NO. OF DAYS EXCEEDS 150**<br>This is a message to let you know the number of days for TQSA "Arrival" at a post exceeds 150. Research is required to determine if employee has been overpaid. |
| 1074 | **TQSA 'D' NO. OF DAYS EXCEEDS 30**<br>This is a message to let you know the number of days for TQSA "Departure" at a post exceeds 30. Research is required to determine if employee has been overpaid. |
| 1075 | **NTE DATE EXCEEDS MAXIMUM DAYS ALLOWED**<br>This message notifies you that the Not-to-Exceed (NTE) entered exceeds the maximum days allowed for the entitlement. |
| 1076 | **'M', 'N', & 'P' SYSTEM GENERATED CODES - NOT VALID FOR INPUT**<br>This error message is given when entry of the system generated Net Check Distribution Codes 'M' (Mail), 'N' (New Hire), or 'P' (Pending) is attempted.<br>**NOTE:** The Net Check Distribution Option Code 'M' (Mail) may be input by a user with Payroll Office Supervisor security, if the employee has numeric values in the first two positions of their GLO. |
| 1077 | **EMPLOYEE INELIGIBLE - CHECK GLO**<br>This error message is given when the Net Check Distribution Option Code 'O' (Other) is entered for an employee with a GLO that contains numeric values in the first two positions. Only employees with a GLO outside of the United States (first two positions alpha) are eligible for the Net Check Distribution Option of 'O'. |
| 1078 | **SCHEDULED HOURS IN SUP AND WORK SCHEDULE ARE NOT EQUAL** |
| 1079 through 1080 | **Not Used at This Time** |
| 1081 | **ADJUST CLSRM/SCH DYS RMG**<br>This error message is given when entering a transaction on a DODEA teacher or principals. The transaction is either a "late start", "early departure", or "position change" requiring and adjustment to these dates. You must adjust the classroom and scheduled days remaining based on the type of transaction. |
| 1082 | **DUPLICATE DATES ENTERED**<br>An "Exception Date(s)" entered on the School Activity Record is a duplicate. |
| 1083 | **NUMBER OF DATES NOT EQUAL TO EXCEPTIONS VALUE**<br>This message is given when the number of "Exception Dates" entered are not equal to the value displayed in the "School Year Calendar Exceptions" field. |
| 1084 - 1085 | **Not Used at This Time** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 1086 | **PRIOR PP SEPARATION CANCELED OR CORRECTED - MANUAL ENTRY REQUIRED**<br>This message prints on the Personnel Invalid Report (P6606R01) when a cancellation (NOAC 001) to a separation that was processed in a prior pay period is received through the personnel interface. It must be determined if it is a true cancellation or if personnel is attempting to correct the effective date and/or NOAC. Once determined, the cancellation or correction must be entered manually through the online separation program. |
| 1087 | **CANNOT CANCEL SEPARATION - NEW HIRE SUPPPLEMENTAL EXISTS**<br>This message is given when attempting to cancel a separation processed in a prior pay period and a new hire supplemental exists. The separation cannot be canceled. If necessary the effective date can be changed to one day prior to the new hire date effective. |
| 1088 | **CANNOT PROCESS - DATE ENTERED MUST BE LESS THAN NEW HIRE EFF DT**<br>This message is given when attempting to change the effective date of a separation and new hire supplemental exists with an effective date less than or equal to the date attempting to change to. The date entered must be less than new hire effective date. |
| 1089 - 1999 | **Not Used at This Time** |
| 2000 | **SDA-ID *** NOT FOUND IN SDA-INTERFACE TABLE**<br>***nnnnn<br>Code nnnnn identifies the Activity which created the tape and is on the header record of the SDA interface file. This ID has not been established as a valid SDA submitting activity. The program reads past all records until an end of file or another header record is found. The payroll supervisor needs to update the SDA Interface Table and then reprocess the interface tape. |
| 2001 | **SYSTEM DEFAULT SCHEDULE**<br>The work schedule displayed is a default schedule not input by the clerk. |
| 2002 | **ACTIVITY *** MISSING TIME FOR THIS DAY**<br>***Actual Activity Identifier will be displayed<br>This indicates an activity has not reported time. For an entire activity missing time, employees will not be listed. |
| 2003 | **UNABLE TO PROCESS SDA FILE – SDA-ID- ***<br>***Actual SDA identifier will be displayed |
| 2004 | **EMPLOYEE ON COP - MUST USE FORMAT 1** |
| 2005 | **EMPLOYEE INELIGIBLE FOR ALTERNATE RATE** |
| 2006 | **___RECORD IN FILE____HAS BEEN SKIPPED - NO MATCHING EXT __ REC FOUND** |
| 2007 through 2008 | **Not Used at This Time** |
| 2009 | **CALENDAR DATE WORKED NOT FOUND IN CURRENT PAY PERIOD** |
| 2010 through 2022 | **Not Used at This Time** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 2023 @ | **NOT BATCH INPUT TO PROCESS**<br>(1) The Time and Attendance process did not find any input data. This indicates failure to process SDA tapes properly.<br>(2) This indicates a program or database error. Processing the employee is terminated but continues with the next employee. Provide this message to the payroll office for information and contact DFAS Pensacola for resolution. |
| 2024 | **Not Used at This Time** |
| 2025 | **EMPLOYEE REPORTED MORE THAN 24 REGULAR HOURS WORKED IN ONE DAY** |
| 2026 through 2028 | **Not Used at This Time** |
| 2029 | **NO RECORDS FOUND IN ***<br>*** ADDRESS TABLE – ACTIVITY<br>*** ADDRESS TABLE – ACCOUNTING |
| 2030 | **Not Used at This Time** |
| 2031 | **NO MATCHING T/A DETAIL RECORD FOR TIME CORRECTIONS** |
| 2032 | **EMPLOYEE INELIGIBLE FOR ***<br>***FUTURE DATE SCHEDULE<br>***SCHEDULE CHANGE – EMPLOYEE PENDING SEPARATION OR DECEASED<br>***PLATOON ROTATING CODE<br>***CREDIT HOURS<br>***TYPE HOUR CODE<br>***ADVANCE ANNUAL (LB)<br>***ENVIRONMENTAL/HAZARD<br>***NIGHT DIFFERENTIAL<br>***CALENDAR DATE WORKED<br>***DAY 9 ENTRY DUE TO AWS<br>An attempt was made to enter data in the fields defined for the messages above and the employee is ineligible for that type of transaction. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 2033 @ | **INVALID ***<br>*** AWS FOR WORK SCHEDULE TOUR<br>*** DATE - MANUAL RETRO REQUIRED<br>*** ACTION CODE/DAY COMBINATION<br>*** COMBINATION OF MILITARY/COURT LEAVE AND REGULAR HOURS ON RDO<br>*** DATE LESS THAN PAY PERIOD BEGINNING DATE<br>*** COMBINATION OF SEPARATION CODE AND SEVERANCE PAY<br>*** VALUE FOR SEPARATION CODE<br>*** EMPLOYEE ID, EMPLOYEE CURRENTLY IN SUSPENSE CODE, TSP ELIGIBILITY DATE AFTER DATE ENTERED<br>*** DATE ENTRY - DUTY ENTRANCE DATE IS MM/DD/YY<br>*** DATE ENTRY - USE RETRO ADJUSTMENT PROGRAM<br>*** MATCH ON DATE/ADJUSTMENT REASON INDICATOR<br>*** THRIFT SAVINGS RECORD TYPE CODE SHOULD BE SPACES<br>*** THRIFT SAVINGS RECORD TYPE CODE MUST BE ENTERED<br>*** HEALTH ENROLLMENT CODE FOR ADJUSTMENTS<br>*** DATE-YEAR NOT CURRENT OR IMMED PRIOR<br>*** DATE - SEP DATE IS MM/DD/YY, EOD IS MM/DD/YY<br>***DATE WHEN BOTH FALL IN THE SAME PAY PERIOD<br>***SUPPLEMENTAL FOUND FOR DONATED LEAVE PROGRAM<br>***ENTRY - USE RETRO ADJUSTMENT PROGRAM - EOD IS MM/DD/YY<br>***ENTRY - USE RETRO ADJUSTMENT PROGRAM - EOD IS MM/DD/YY - IDC DELETED FROM OUTSTANDING LEAVE DOCUMENTATION REPORT<br>***ENTRY - USE RETRO ADJUSTMENT PROGRAM - EOD IS MM/DD/YY - IDC WRITTEN TO OUTSTANDING LEAVE DOCUMENTATION REPORT SHOWING SF1150 PENDING<br>***FEHB TEMPORARY INDICATOR<br>***CANNOT ENTER LES AFTER SF1150 PROCESSED<br>***AFTER THE SF1150 HAS BEEN PROCESSED, THE "LES" FIELD CANNOT BE ENTERED<br>***ENTRY - CANNOT MODIFY NEGATIVE BALANCES<br>***ENTRY FOR CUSTOMER SERVICE REPRESENTATIVE USER<br>***CSR ATTEMPTED TO ENTER SF1150 SELECTION<br>***MERGE - RECORD NON-EXISTENT - ADD AND RETRY<br>The new routing number does not exist on the Financial Organization Address Table. Add it to the table, then re-enter the merger.<br>***ADJUSTMENT REASON INDICATOR TYPE CODE MATCH<br>For adjustment indicator, an attempt was made to enter invalid data in the second and third positions of the associated field. |

| Error Message Number | Error Message Explanation of the error message |
|---|---|
| 2033 @ (Continued) | ***THRIFT SAVINGS RECORD TYPE CODE<br>The first and second positions of the associated field must be16, 26, or 46.<br>***THRIFT SAVING RECORD TYPE CODE NOT POSITIVE AMOUNT<br>An attempt was made to enter a TSP record type of 16 or 46 for a negative TSP adjustment.<br>***THRIFT SAVINGS RECORD TYPE CODE NOT PRIOR PAY PERIOD<br>An attempt was made to enter a TSP record type of 26 or 46 for a current pay period.<br>***THRIFT SAVINGS RECORD TYPE CODE NOT NEGATIVE AMOUNT<br>An attempt was made to enter a TSP record type of 26 for a positive amount.<br>***RETIREMENT CODE/THRIFT SAVINGS CODE = 2<br>An attempt was made to enter a TSP adjustment for an employee with a Retirement Code of 2.<br>***RETIREMENT CODE/ANNUITANT CODE<br>An attempt was made to enter a TSP adjustment for an employee with a Retirement Code of 4 who is not a reemployed annuitant.<br>The data entered is invalid as defined in the error message.<br>***DATE<br>Must change initial schedule date effective of deceased employee. The date entered is invalid. A schedule with the status code X already exists with a different effective date than the date just entered.<br>***TA - EMPLOYEE STATUS CODE<br>***SHIFT CODE OVERRIDE<br>***BASE HOURS FOR PART-TIMER<br>***EMPLOYEE STATUS CODE<br>The data entered is invalid as defined in the error messages listed above.<br>***BATCH-TA-RECORD<br>This error indicates the file created in Program 2300 contains an invalid record. Processing continues but the record is ignored. Contact DFAS Pensacola for a non-emergency program correction.<br>***TA-STA-CD/EYE-STA-CD COMBINATION MM/DD/YY<br>This error indicates a table error in one of the DCPS programs. Processing for the employee is terminated but continues with the next employee. Provide this message to the payroll office for information and contact DFAS Pensacola as soon as possible for program correction.<br>***VALUE IN PAY PERIOD DATES TABLE<br>A non-numeric date was found in the Pay Period Dates Table. Processing terminates. Provide this message to the payroll office for resolution. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 2033 @ (Continued) | ***PARM INPUT - MUST BE 1, 2, OR 3<br>This is an error in the JCL. Processing terminates. Notify DFAS Pensacola immediately for resolution.<br>***RETIREMENT CODE/TSP PARTICIPATION<br>An attempt was made to enter a TSP adjustment for an employee with a Retirement Code of 2, 7, or 8 or a retirement code of "4" and a non-U.S. Citizen.<br>***INJURY DATE-MAXIMUM COP DATA ALREADY REPORTED<br>Employee has three active COP records, maximum allowed.<br>***ENTRY-CANNOT CHANGE KEY ON ADD OR DELETE<br>User trying to change date on action code of "A" or "D."<br>***LV AWARD EFF DATE - OUTSIDE OF PPD<br>The Leave Award Effective Date is not within the pay period the entry is being made.<br>***DATE - GREATER THAN EOD AND OFF-LINE DATES<br>On the COP screen, the injury date entered is incorrect or if correct, should not be entered through the on-line program. T&A entry required.<br>***RETIREMENT INDICATOR MUST BE ENTERED<br>An attempt was made to enter an adjustment related to NAF retirement and the retirement indicator was not entered in the first position of the ID field.<br>***FUND CODE MUST BE ENTERED<br>An attempt was made to enter an adjustment related to 401(K) Savings Plan and the Fund Code was not entered in the second position of the ID field.<br>***FUND CODE NOT ALLOWED<br>A Fund Code was entered in the second position of the ID field which was invalid for the type code of the adjustment entered.<br>***FAM LV EFF DT OR NTE DT MAY BE ENTERED - BUT NOT BOTH<br>***VALUE IN NTE DATE (DATE END): MMDDYY<br>***LE-LV-USE-YTD AMOUNT CUT BACK TO 22<br>Employee exceeded authorized number of Law Enforcement days. Verify T&A input. |
| 2034 @ | **EMPLOYEE'S REPORTED *** INVALID**<br>***ROTATING TOUR HOURS<br>***TOUR OF DUTY<br>***PLATOON ROTATING CODE - (ON-LINE ERROR MESSAGE)<br>***AWS CODE<br>***SHIFT CODE<br>***ROTATING SHIFT HOURS<br>***SUNDAY PAY INDICATOR<br>***NIGHT DIFF HOURS<br>***ENVIRONMENTAL/HAZARD<br>***NIGHT DIFF HOURS |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 2034 @ (Continued) | ***SUNDAY HOURS GREATER THAN 8<br>***PLATOON ROTATING CODE<br>***HOLIDAY HOURS GREATER THAN 8<br>The data entered is invalid as defined in the error messages above.<br>***PLATOON ROTATING CODE - (BATCH ERROR MESSAGE)<br>This error indicates the Platoon Rotation Table has been modified since this employee's rotation was assigned. No Time and Attendance Master Record is produced for the employee and no time card will be printed. Provide this message to the payroll office for resolution. |
| 2035 | **INVALID TSP STATUS CODE - ELIGIBILITY DATE COMBINATION** |
| 2036 | **EMPLOYEE EXCEEDS TEMPORARY APPOINTMENT DATE** |
| 2037 | **EMPLOYEE REPORTED INELIGIBLE *** HOURS**<br>*****ROTATING SHIFT**<br>Rotating shift hours were entered for an employee whose rotating shift indicator is not "Y." |
| 2038 | **NO EFFECTIVE *** RECORD(S) FOUND**<br>***SCHEDULE<br>The employee does not have a schedule record and there is no default schedule for the employee's Organization. Processing for the employee is terminated but continues with the next employee. This message is provided to the payroll office for resolution.<br>***DEDUCTION<br>An attempt was made to access the cash payments screen with a deduction code for which there is no deduction record.<br>***SUPPLEMENTAL<br>(1) There is not a Supplemental Record in effect for this employee.<br>(2) No schedule record or default schedule was found for this employee.<br>(3) A required database record is missing. Processing for the employee is terminated but continues with the next employee. Provide this message to the payroll office for information and contact DFAS Pensacola for resolution.<br>***PAY DETAIL<br>No Pay Detail records found for this employee. |
| 2039 | **Not Used at This Time** |
| 2040 | **TAPE IS NOT DCPS FORMAT**<br>The header record (Type 1) is missing from an SDA interface file. This is the result of an error in transmitting the file to the host or transmitting a file which had no Type 1 record when the System/36 procedure was executed. The program reads past all records until an end of file or another header record is found. After correcting the problem, rerun the process from the beginning for the file in error. |
| 2041 | **TAPE DATE IS NOT WITHIN CURRENT PAY PERIOD**<br>The date on the SDA tape is not between the Beginning Pay Period Date and the Ending Pay Period Date on the System Status Table. The tape is either an old file and should not be processed or this Job is attempting to run for the new pay period prior to executing the History Update Job for the pay period just completed. The program reads past all records until an end of file or another header record is found. Contact the System Manager for resolution. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 2042 | **TAPE DATE - PROCESSING DATE - NEED TO SCHEDULE SPECIAL RUN**<br>The date on the SDA tape is greater than the TA Processing Date in the System Status Table. The program reads past all records until an end of file or another header record is found. Update the System Status Table as required. After correcting the problem, rerun the process from the beginning for the file in error. |
| 2043 | **INVALID FREQUENCY INDICATOR – POSSIBLE DUPLICATE INPUT**<br>More than one SDA tape for the same date from the same SDA system has been input. The program reads past all records until an end of file or another header record is found. Either a tape has been submitted twice or correction tapes were processed out of sequence. Contact the System Manager for resolution. |
| 2044 through 2055 | **Not Used at This Time** |
| 2056 | **EMPLOYEE'S COMBINED APPOINTMENTS EXCEED ***<br>***FULL-TIME TOUR OF DUTY<br>***24 HOURS PER DAY**<br>Not Used at This Time |
| 2057 and 2058 | **Not Used at This Time** |
| 2059 | **NEW HIRE - NO MASTER RECORD EXISTS FOR THIS EMPLOYEE**<br>T&A was received on an SDA Tape for an employee for which the MER has not been established. Example: An SF50 is late. |
| 2060 and 2061 | **Not Used at This Time** |
| 2062 | **EMPLOYEE REPORTED MORE HOURS THAN THE TOUR OF DUTY** |
| 2063 | **EMPLOYEE REPORTED LESS HOURS THAN SCHEDULED TOUR FOR THIS DAY** |
| 2064 | **EMPLOYEE REPORTED OVERTIME PRIOR TO COMPLETING TOUR OF DUTY** |
| 2065 | **EMPLOYEE REPORTED NON-OVERTIME ON AN UNSCHEDULED WORKDAY** |
| 2066 | **MISMATCH ON ACTIVITY REPORTED BY EMPLOYEE** |
| 2067 | ***** STATUS CODES INDICATE TIME SHOULD HAVE BEEN REPORTED**<br>***TA/EMP<br>User reporting time on an employee that should not have time reported. Check Employee Status Code. If E, S, T, or Z, time is not allowed to be reported. If TA or Employee Status Code is P or X, time is not allowed to be reported for any date after the date the "P" or "X" was effective. |
| 2068 through 2078 | **Not Used at This Time** |
| 2079 @ | **NO CORRECTION RECORDS EXIST FOR CORRECTION LOOP**<br>No corrections were made affecting time and attendance between executions of the Leave/Pay Job. Provide this message to the payroll office for information. |
| 2080 | **Not Used at This Time** |
| 2081 | **SCREEN NOT FILLED** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 2082 | **NO DAILY TOUR AVAILABLE**<br>This a warning received when the work schedule is I or J, or the AWS does not have a fixed daily tour. All T&A must be entered as an exception. |
| 2083 | **RECORD(S) NOT WITHIN USER'S ELIGIBLE ***<br>***PAY BLOCK/EMPLOYEE ID<br>***TA GROUP<br>Employee is not within your Master Employee Record (MER) pay block or TA group assigned for entry. |
| 2084 | **SCHEDULE CHANGE REJECTED - VALID T/A HAS BEEN REPORTED** |
| 2085 | **NIGHT DIFF HOURS EXCEED EMPLOYEE'S TOUR** |
| 2086 | **ADDITIONAL FUTURE EFFECTIVE SCHEDULE DATA EXISTS**<br>Press PF2 to display next screen. |
| 2087 | **Not Used at This Time** |
| 2088 | **NO PREVIOUS DATA TO DISPLAY**<br>PF3 was pressed and there is no previous data to be displayed. |
| 2089 | **Not Used at This Time** |
| 2090 | **MORE T/A AVAILABLE**<br>Press PF2 to display next screen. |
| 2091 | **T/A CANNOT BE ENTERED AT THIS TIME**<br>The system on-line lockout is "Y." If final pass is running, the T&A will have to be held and processed next pay period. |
| 2092 | **T/A ALREADY REPORTED - USE CORRECTIONS SCREEN**<br>Any additions/corrections/deletions must be done using the Timecard Format 1 Screen. |
| 2093 | **DEFAULTED TO ORGANIZATIONS SCHEDULE**<br>The schedule displayed is the schedule that exists in the Organization Record in which this employee is assigned. |
| 2094 | **PROCESSING COMPLETE FOR ***<br>***PAY BLOCK<br>***ORGANIZATION<br>***TA GROUP<br>This is a warning that the end of processing for the specified group of records has been reached. |
| 2095 | **EXCESSIVE HOLIDAY HOURS REPORTED** |
| 2096 and 2097 | **Not Used at This Time** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 2098 @ | **UNABLE TO BUILD DEFAULT TOUR ***** <br>***DUE TO DEFAULT WORK SCHEDULE<br>***EMPLOYEE STATUS<br>***SUPPLEMENTAL<br>***SHIFT CODE ASSIGNED<br>***EMPLOYEE TYPE CODE T<br>***WORK SCHEDULE<br>***SCHEDULE<br>The system could not build the record due to the specified reason. Verify data identified. Use Schedule Program to add employee's schedule. Notify supervisor if Payroll Office Table (Organization Work Schedule) needs to be updated.<br>***DUE TO WORK SCHEDULE<br>The employee does not have a Schedule Record and the program is unable to default to the Organization work schedule. Processing for the employee is terminated but continues with the next employee. Provide this message to the payroll office for resolution. |
| 2099 | **INJURY PREVIOUSLY REPORTED FOR THIS DAY** |
| 2100 | **CHECK *** FOR ACCURACY**<br>***PLATOON ROTATING CODE<br>Need to check that the Platoon Rotating Code has been established in the Rotating Tour of Duty Table. Notify supervisor for possible update of Payroll Office Table. |
| 2101 | **** RECORD NOT FOUND FOR MULTIPLE APPOINTMENT ***SCHEDULE**<br>Not Used at This Time |
| 2102 | **Not Used at This Time** |
| 2103 | **END OF DATA** |
| 2104 @ | **UNABLE TO LOCATE *** IN ***** <br>***ACTIVITY RECORD FOR USE "in" ***TEACHER-HISTORY UPDATE<br>An activity record must be established before school information can be set up.<br>***TOUR CODE "in" ***TOUR OF DUTY EDIT TABLE<br>The system cannot assign a tour code for the schedule entered because it is not in the edit table. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 2104 @ (Continued) | This indicates the Tour of Duty Edit Table has been altered. Processing for the employee is terminated but continues with the next employee. Contact DFAS Pensacola for resolution.<br>***DATA ELEMENT "in" ***NAME TABLE<br>There is an error or a mismatch in CDA maintained tables. Processing is terminated for this employee, but continues with the next employee, except for "Deduction Application" Table, in which case the employee continues but pay may be incorrect. Provide this message to the payroll office for information and contact DFAS Pensacola for resolution.<br>***UIC "in" ***ACTIVITY RECORDS<br>There is no Activity Record for the UIC identified in the Retro Gross Pay transaction.<br>***ADDRESS CODE “IN” *** ADDRESS TABLE<br>This message will be produced on the payroll office SYSOUT report when any report programs encounter an address code that can not be found on the address table. Verify the accuracy of the address code and notify table maintenance to add the code to the address table. |
| 2105 | **CANNOT DETERMINE SHIFT CODE**<br>Spaces are in the shift code for ungraded employee; enter valid values. |
| 2106 through 2108 | **Not Used at This Time** |
| 2109 | **TOTAL BASE HOURS ARE GREATER THAN TOUR OF DUTY HOURS FOR WEEK 1** |
| 2110 | **TOTAL BASE HOURS ARE GREATER THAN TOUR OF DUTY HOURS FOR WEEK 2** |
| 2111 | **TOTAL BASE HOURS ARE GREATER THAN TOUR OF DUTY HOURS FOR PAY PERIOD** |
| 2112 | **TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY** |
| 2113 | **TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR WEEK 1** |
| 2114 | **TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR WEEK 2** |
| 2115 | **WARNING - TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR PAY PERIOD**<br>This is a warning that the hours entered are less than the total hours in Schedule Record for this employee. If hours are not entered, the system will identify missing time. |
| 2116 | **WARNING - PRESS PF9 TO ALSO ACCEPT SCHEDULED TOUR**<br>This is a warning that the hours entered are less than the total hours in Schedule Record for this employee. If hours are not entered, the system will identify missing time. |
| 2117 | **EMPLOYEE IS MULTIPLE APPOINTMENT - *** DOES NOT EXIST - CHECK MER**<br>***PRIMARY/PSEUDO<br>Not Used at This Time |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 2118 | **<u>*** NOT FOUND, ENTER ***</u>**<br>***SCHEDULE RECORD "not found, enter" ***PLATOON ROTATING CODE<br>Employee is a firefighter and a mandatory Platoon Rotating Code has not been established. |
| 2119 | **<u>EFFECTIVE DATE OF SCHEDULE PRIOR TO EFFECTIVE DATE OF EMPLOYEE</u>**<br>The effective date entered is prior to the Entered On Duty (EOD) date. |
| 2120 and 2121 | **Not Used at This Time** |
| 2122 | **<u>CODE COMBINATION INVALID - GREATER THAN TOUR OF DUTY FOR PART-TIMERS</u>**<br>The Type Hours Codes reported were greater than scheduled tour of duty for part-timer. |
| 2123 through 2125 | **Not Used at This Time** |
| 2126 | **HOURS INPUT FOR THIS DAY EXCEED 24 HOURS** |
| 2127 | **NOT ALLOWED TO DELETE - ONLY SCHEDULE RECORD IN EFFECT** |
| 2128 | **<u>NO T/A AVAILABLE FOR WEEK *** DAY ***</u>**<br>***Actual week number (1 or 2) and day number (1 thru 14) will be displayed<br>This is a warning that there is no more T&A available after the week number and day number shown. |
| 2129 through 2131 | **Not Used at This Time** |
| 2132 | **T/A HAS BEEN CERTIFIED - CORRECTIONS MUST BE MADE BY A CERTIFIER** |
| 2133 | **T/A CANNOT BE CERTIFIED - SCHEDULED START/END TIME MUST EXIST** |
| 2134 @ | **T/A HAS NOT BEEN CERTIFIED - THE ACTIVITY REQUIRES CERTIFICATION** |
| 2135 | **WARNING - SCHEDULED START/END TIME IS SPACES - VERIFY DATA FOR ACCURACY** |
| 2136 through 2999 | **Not Used at This Time** |
| 3000 | **<u>END OF MONTH DOES NOT FALL WITHIN CURRENT PAY PERIOD - PROGRAM TERMINATED</u>**<br>The job will execute only in the pay period which contains the end-of-month date. Reschedule the job at the proper time. |
| 3001 | **<u>UNABLE TO RUN END OF MONTH LABOR BECAUSE PAY HAS RUN</u>**<br>The job cannot be run after the leave/pay job has run for the pay period which contains the end of the month. |
| 3002 | **<u>PAYROLL MUST PROCESS - TEMP ASSIGN CANCELLED & ADDITIONAL RECORDS EXIST</u>**<br>Payroll office needs to review all "T" Sups with dates equal to or more current than the date on the report. Use NOAC "DDD" for each "T" Sup that needs to be cancelled. |
| 3003 @ | **<u>UNABLE TO RESET CPPRS EOM ESTIMATE INDICATOR</u>**<br>An activity indicator that was set to Y cannot be found in order to reset to N at the beginning of the new fiscal year. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 3004 | **UNABLE TO PROCESS - NOAC NOT COMPATIBLE WITH PRIOR TRANSACTION** |
| 3005 | **UNABLE TO PROCESS - NO MATCHING TRANSACTION FOUND** |
| 3006 | **UNABLE TO PROCESS - SEPARATION ALREADY EXISTS** |
| 3007 | **TSP DEDUCTION INCREASE NOT ALLOWED - TAX DEBT EXISTS** |
| 3008 | **CORRECTION/CANCELLATION NOT RECEIVED, TRANSACTION DELETED** |
| 3009 | **CCPO NOTIFIED THAT "SPECIAL NOAC" DID NOT PROCESS** |
| 3010 | **DATA FOR SUSPENDED NEW HIRE, USE ONLINE PROGRAM TO PROCESS** |
| 3011 | **ENTITLEMENT INDICATOR NOT PROCESSED**<br>The entitlement indicator passed by personnel is not currently recognized by the interface program. If the indicator is not identified in the Dictionary, Section G, call the FSA immediately. |
| 3012 | **PAYROLL MUST PROCESS - SEVERANCE DELETED & INDEBTEDNESS MAY EXIST** |
| 3013 | **SKELETON DATA (L/G = C) - WILL PROCESS WHEN COMPLETE RECORD RECEIVED** |
| 3014 | **VERIFY AMOUNT, IF VALID USE MANUAL PAY ADJUSTMENT FOR ACCUM FLPP PAY** |
| 3015 | **PAYROLL MUST PROCESS. – CANCELLATION OF FLPP PAY** |
| 3016 | **Not Used at This Time** |
| 3017 | **PAYROLL MUST PROCESS - RETAINED DATA CANNOT BE PROCESSED FOR EMPLOYEE** |
| 3018 | **PAYROLL MUST PROCESS - TRANSACTIONS CANNOT BE PROCESSED BY THE INTERFACE** |
| 3019 | **TQSA MUST BE TERMINATED WHEN LQA/POST ALLOWANCE IS EFFECTIVE**<br>An LQA or Post Allowance entitlement record is being added. TQSA entitlement is not authorized in conjunction with LQA and Post Allowance. |
| 3020 | **PAYROLL MUST PROCESS - CURRENCY CONVERSION RATE MUST BE OBTAINED FOR LQA**<br>Foreign currency exchange rates cannot be processed by DCPS for periods of time prior to implementation of employee or Foreign currency rates processing. |
| 3021 | **INVALID ATTEMPT TO SEPARATE EMP W/MULT APPT - MANUAL PROCESS REQUIRED** |
| 3022 | **INVALID MULTIPLE APPT - XXXXXXXXX SSN USED IN ANOTHER MULTIPLE APPT** |
| 3023 | **EMPLOYEE SERVICED BY A DIFFERENT AGENCY, TRANSACTION NOT PROCESSED** |
| 3024 through 3999 | **Not Used at This Time** |
| 4000 through 4002 | **Not Used at This Time** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 4003 | **WARNING – LV AWARD EXCESS OR BALANCE HAS BEEN MOVED TO LEAVE AWARD FORFEITED**<br>This is an informative message that will be on the Payroll Office Report denoting an employee has had all or part of a Leave Award forfeited. |
| 4004 | **CURRENCY TYPE NOT FOUND** |
| | The currency type being added for an LQA entitlement is not on the Foreign Currency Conversion Table. |
| 4005 | **LOCATION NOT FOUND** |
| | The location being added for an LQA or Post Allowance entitlement is not on the LQA/Post Allowance Table. |
| 4006 | **Not Used at This Time** |
| 4007 | **CANNOT PROCESS - DATES OF NEW ADVANCE OVERLAP AN EXISTING ADVANCE**<br>Employee already has an LQA advance for the period of time being entered. |
| 4008 | **NO *** FOUND ON ***** <br>***T&A "found on" ***EMPLOYEE<br>T&A has not been entered for the current pay period.<br>This indicates a database problem. Contact DFAS Pensacola for resolution.<br>*** LS “found on” *** TA DETAIL. Retro changes made on-line cannot be processed due to problem with JON missing from original transaction. T&A must be entered with correct JON information |
| 4009 | **NO MATCH ON ***** <br>***LEAVE CARRYOVER TABLE (ANNUAL-LEAVE-TABLE OR SICK-LEAVE-TABLE<br>This indicates a program table error. Processing terminates for the employee but continues with the next employee. This message is provided to the payroll office for information. DFAS Pensacola needs to be contacted for resolution of the problem.<br>***PPD BEG DT/EOD USE LV BK ENTRY INDIVIDUAL<br>The employee's EOD is greater than the Date Effective of Membership. Data must be entered via the individual employee entry screen. |
| 4010 | **** EMPLOYEES NOT ELIGIBLE FOR FAMILY LEAVE**<br>***INTERMITTENT<br>***TEMPORARY |
| 4011 | **** AUTHORIZED GREATER THAN MAXIMUM ALLOWED FOR EMPLOYEE**<br>***DAYS<br>***HOURS |
| 4012 | **Not Used at This Time** |
| 4013 @ | **TABLE OVERFLOW - ***** <br>***T/A-DETAILS-TABLE<br>A program table has been exceeded. More than 50 T&A transactions reported on one day for an employee. This message is provided to the payroll office for information. DFAS Pensacola needs to be contacted immediately for resolution of the problem. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 4014 | **NO MATCH FOUND ON ***** <br>***PAY BLOCK AND EMPLOYEE ID<br>***TA - GROUP AND EMPLOYEE ID<br>***ACTIVITY AND EMPLOYEE ID<br>***ORGANIZATION AND EMPLOYEE ID<br>***PAY BLOCK AND ACTIVITY<br>***TA - GROUP AND ACTIVITY<br>***PAY BLOCK/ACTIVITY AND ORG<br>***TA - GROUP/ ACTIVITY AND ORG<br>***COLA TABLE FOR GLO OR PERCENTAGE<br>System is unable to match each set given in error messages above. For COLA Table Message: Call CCPO to verify GLO and/or percentage; if valid call FSA, a Central Table Update is required. |
| 4015 through 4017 | **Not Used at This Time** |
| 4018 | ***<br>***WARNING - ENTRY CANNOT BE VALIDATED USE RETRO ADJUSTMENT PROGRAM TO ADJUST ACCRUAL<br>INSUFFICIENT BALANCE<br>***WARNING - PART TIME EMPLOYEE – CHECK AUTHORIZED AMOUNT<br>***WARNING - LEAVE EXCEEDS AUTHORIZED LIMITS - NEED WAIVER ON LIMITATIONS<br>***WARNING - PART TIME EMPLOYEE – RECHECK ACCRUAL<br>***WARNING - SICK LEAVE ACCRUAL EXCEEDS AUTHORIZED AMOUNT<br>***WARNING - ANNUAL LEAVE ACCRUAL EXCEEDS AUTHORIZED AMOUNT<br>***INVALID DONATED LEAVE INDICATOR<br>***MUST USE OPTION 7 TO PROCESS EMPLOYEE<br>***WARNING - CHECK MISMATCH RETIREMENT CODES<br>***WARNING - CODE(S) ARE NORMALLY HANDLED IN AUTOMATED RETRO<br>***WARNING - HANDLED IN AUTOMATED RETRO<br>***CANNOT PROCESS - 401(K) DEDUCTION RECORD EXISTS<br>***EXCESSIVE AMOUNT RECEIVED, VERIFY AMOUNT<br>***WARNING - ENTERED DATE IS OFF-LINE<br>This is a warning that the date you entered is off-line and the program has automatically changed dates to oldest allowed.<br>***WARNING - NO RECORDS FOUND FOR DATE ENTERED DATE ENTERED IS PRIOR TO ANY LA/LAD ON FILE<br>***WARNING - NO RECORDS FOUND FOR DATE ENTERED MM/DD/YY<br>DATE ENTERED IS GREATER THAN LA/LAD ON FILE |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 4018 (Continued) | ***WARNING - CODE/NUMBER NOT FOUND<br>This is a warning that the FEHB code entered is not on the current year FEHB Table. Reverify entry, as an invalid code will cause the end of pay period reports for FEHB to be wrong.<br>***WARNING - TAXING AUTHORITY CODE MISMATCH<br>This is a warning that the taxing authority code entered for deduction code WE or W does not match the taxing authority code entered for earnings code VD or VE.<br>***ERROR - VERIFY EMPLOYEE STATUS, ERRONEOUS SEPARATION PROCESSED<br>***ERROR - VERIFY APPOINTMENT, ERRONEOUS ACCESSION PROCESSED<br>***SEPARATION NOT PROCESSED<br>***002 CORRECTION NOAC PROCESSED<br>***VERIFY P SUP, PAY PLAN, GRADE, STEP, SALARY.<br>***PAY-LEAVE-HISTORY OUT OF BALANCE WITH MLH<br>Input does not balance with the Master Leave History File.<br>***INVALID VALUE - PON-HIS-LMT = 0<br>There is an error in the Payroll Office Master File. Processing terminates. Contact DFAS Pensacola for an emergency correction.<br>***NO CURRENT PAY PERIOD FOUND IN PPD TABLE<br>There is an error in the Pay Period Dates Table. Processing terminates. Provide this message to the payroll office for resolution.<br>***NO PPD TABLE FOUND, EMPLOYEE (SSN)<br>The Pay Period Dates Table does not contain a date for the pay period end date needed by the program. Master Leave History records older than the on-line limit are not deleted. Contact DFAS Pensacola for resolution.<br>***ALL PAY TABLES REQUIRE THE SAME DATE EFF<br>***EMPTY INPUT FILE<br>Refer to Application/Operations Manual.<br>***WARNING - POSSIBLE NEED TO ADJUST DEDUCT TO DATE AMT IN DEDUCTION RECORD<br>***WARNING - GM CODE SHOULD BE HANDLED THROUGH MILITARY DEPOSITS<br>***WARNING - MISSING CORRESPONDING PRIOR YEAR CODE _____<br>Blank will be filled in with one of the following:<br>GA/GQ AND GY<br>GC/WP/WR AND TI<br>GF/WA/WQ AND TA<br>GH AND T5 (FERS ONLY)<br>GM AND T5<br>GP/GR AND GZ |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 4018<br>(Continued) | ***WARNING - MISSING CORRESPONDING CODE _____<br>Blank will be filled in with one of the following:<br>GX AND T9 (FERS ONLY)<br>GX AND T7/T8 (CSRS ONLY)<br>GS/WS AND TG/TH<br>GT/WT AND TN<br>***USE RETRO ADJUSTMENT PROGRAM TO UPDATE COP DETAIL<br>If a COP record that is off-line is deleted, the user needs to pull up the off-line Retro Adjustment program to delete the COP details.<br>**FAM LV RSN IDC FROM PREVIOUS TRANSACTION WILL BE CHANGED<br>Information Table this message will appear.<br>***WARNING - REVIEW ANL/SICK/LWOP USAGE FOR POSSIBLE ADJUSTMENT<br>If changing the ANL/SICK/LWOP USE TD fields on the adjustments for Retroactive Processing, Screen 4 Family Leave, the user may need to ensure that the employee's leave messages on Screen 1 do not also need adjusting.<br>***WARNING - EMPLOYEES WITH THIS CODE MAY EXIST<br>Each time a user attempts to delete an Employee Organization<br>***WARNING - LAST RECORD(S) ROLLED THROUGH __/__/__ (T) and NO (P)<br>Auto Roll - If the employee has both types of records, if updates were made for one type of record but the roll through of the other type was 'stopped' with no updates, the message will show the last effective date of the type updated and 'NO' for the other type.<br>*** WARNING - LAST RECORD(S) ROLLED THROUGH __/__/__(P)<br>Auto Roll - If there is only one type of record from the effective date on, only one type would be referenced in the message.<br>***WARNING LAST RECORD(S) ROLLED THROUGH __/__/__(T) and __/__/__(P)<br>Auto Roll - If both types of records are updated, but at least one record from each type was not updated (roll stopped), the error message would show the effective date of the last record updated from each type.<br>***WARNING LAST RECORD(S) ROLLED THROUGH __/__/__(T) and ALL (P)<br>Auto Roll - If both types of records are updated, at least one record from one type was not updated (roll stopped), but all of the other type rolled through. The message reflects the effective date of the last record updated for one record type and ALL for the type that completely rolled through.<br>***MERGER - OLD RTN #########<br>This message will appear on the P6694R01 Mass Process Exception Report when there is a merger between financial institutions. The #'s will be replaced with the former Routing Transit Number. |
| 4019 and 4020 | **Not Used at This Time** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 4021 | **NO *** RECORD FOUND**<br>***SUPPLEMENTAL<br>***CURRENT MLH, (SSN)<br>There is no Master Leave History record for an employee who was active at least part of the pay period. No leave record or Pay-Leave-History record is created. Processing continues with the next employee. This message is provided to the payroll office for information and possible correction.<br>***MASTER LEAVE HISTORY<br>This is a warning. Enter leave data and an MLH will be created.<br>***CURRENT MER, (SSN)<br>This indicates a database problem. Processing terminates. Contact DFAS Pensacola immediately for resolution.<br>***COP INJURY<br>***MATCHING COMM GARNISHMENT<br>There is no commercial garnishment with the same case number (displayed after message) as the administrative fees collected. |
| 4022 through 4999 | **Not Used at This Time** |
| 5000 | **NO VALID LQA LOCATION FOUND ON TABLE**<br>The LQA location attempting to be added cannot be found on the table. |
| 5001 | **THIS EMPLOYEE HAS NO SUPPLEMENTAL RECORD**<br>(1) A required database record is missing. Processing is terminated for the employee but continues with the next employee. This message is provided to the payroll office for information. DFAS Pensacola needs to be contacted for resolution of the problem.<br>(2) Supplemental Record needs to be established. |
| 5002 | **NO CURRENT PRD FGN CURR EXCH RATES TBL - EMPS WITH FGN CURR LQA BYPASSED**<br>A new foreign Currency Conversion Table for the pay period has not been installed. Employees with LQA foreign currency have been bypassed for pay processing. |
| 5003 | **JROTC SUPP PAY REQUIRES TEACHER-HISTORY DATA; ENTITLEMENT BYPASSED** |
| 5004 | **SMA REQUIRES TEACHER-HISTORY, GENERAL TABLE INFO, ENTITLEMENT BYPASSED**<br>This is a message to notify you that the employee being processed for Separate Maintenance Allowance (SMA) is a Teacher and a Teacher History record cannot be found for the employee's activity. SMA was not processed for the employee. Verify Teacher History table. |
| 5005 | **COND EMPL REQUIRES TEACHER-HISTORY DATA; ENTITLEMENT BYPASSED**<br>Entitlement will not be processed or paid. A Teacher History record does not exist for the employee. Verify entitlement eligibility. |
| 5006 | **Not Used at This Time** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 5007 | **NO MATCH BETWEEN *** AND ***** <br>***CURRENT PAY PERIOD "and" ***PAY PERIOD DATES TABLE<br>***PAYROLL OFFICE MASTER HISTORY LIMIT "and" ***PAY PERIOD DATES TABLE<br>A non-numeric date was found in the Pay Period Dates Table. Processing terminates. This message is provided to the payroll office for resolution.<br>***SHIFT CODE AND TYPE HOUR CODE<br>The shift code entered is not compatible to the employee's type hour code.<br>***MASTER HISTORY EYE-ID AND MASTER-EMPLOYEE = (SSN)<br>This indicates a possible database problem. Processing is terminated for the employee but continues with the next employee. Contact DFAS Pensacola for resolution. |
| 5008 through 5011 | **Not Used at This Time** |
| 5012 @ | **EMPLOYEE HAS NEGATIVE GROSS OF *** INCLUDING FOREIGN ALLOWANCES**<br>***DOLLAR AMOUNT NOT<br>A negative gross pay amount has been calculated for the employee. Processing is terminated for the employee but continues with the next employee. Provide this message to the payroll office for resolution. |
| 5013 and 5014 | **Not Used at This Time** |
| 5015 | **NO *** IN ***** <br>***VALID GNT-ANL-PMM-CAO, ***GENERAL TABLE<br>The premium cap is missing from the General Table. Contact TSO immediately for resolution. |
| 5016 | **Not Used at This Time** |
| 5017 | **** EXCEEDED THE MAXIMUM ALLOWABLE OCCURRENCES**<br>***LOCAL HOLIDAY TABLE<br>***TABLE NAME<br>***FEGLI DEDUCTIONS ON FILE<br>FEGLI deduction record exceed the maximum.<br>***NUMBER OF TA-DETAILS PER DAY<br>A program table has been exceeded. More than 50 TA transactions reported on one day for an employee. Processing terminates for the employee, but continues with the next employee. Notify FSA immediately for correction.<br>***APPOINTMENTS<br>A program table limit has been exceeded. Processing terminates. Notify FSA immediately for resolution. |
| 5018 @ | **ILLEGAL DIVIDE BY ZERO ***** <br>***Actual data element name will be displayed<br>This indicates a program or date problem and processing is terminated for the employee. This message is provided to the payroll office for information. The FSA needs to be contacted for resolution of the problem. |
| 5019 through 5022 | **Not Used at This Time** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 5023 @ | **WARNING – INSUFFICIENT CURRENT PERIOD HOURS FOR LUMP SUM LEAVE PROCESS**<br>This indicates a program or data problem. Processing continues for the employee but the final pay amount for Comp Time, Religious Comp Time, and Advanced Leave may be incorrect. This message is provided to the payroll office for resolution. |
| 5024 through 6000 | **Not Used at This Time** |
| 6001 @ | **EMPLOYEE HAS NEGATIVE YEAR-TO-DATE AMOUNT FOR ***<br>***DATA NAME**<br>A negative value was encountered in an employee's record. The amount will be changed to zero on the W-2 and the SSA Interface tape. This message is provided to the payroll office for information. |
| 6002 @ | **DEFERRED COMPENSATION AMOUNT - SECOND OCCURRENCE**<br>The amount of wages not taxable because of a TSP deduction. The employee has two state tax deductions. This message will be produced by the W2 process. It will be used by the payroll office to balance the W2 files. |
| 6003 through 6999 | **Not Used at This Time** |
| 7000 | **AWD MAY NOT BE ADV FOR MORE THAN TWO FULL PPDS, CHECK EFF DT** |
| 7001 | **INVALID ENTRY, CHECK EMPLOYEE TYPE AND/OR WORK SCHEDULE** |
| 7002 | **INVALID DATE, USE LES/SF1150** |
| 7003 through 7006 | **Not Used at This Time** |
| 7007 | **FOR UPDATED TO FIRST AWARD, USE LES/SF1150 PROGRAM** |
| 7008 | **EMPLOYEE'S AGENCY DOES NOT HAVE A LEAVE BANK** |
| 7009 | ***-ACCRD/RECPNT FIELDS INVALID**<br>***LV BANK MBR IDC NOT = Y<br>Indicates that data was input to the Accrued or Recipient fields for an employee who is not a member of the Leave Bank. These fields must be blank for non-members.<br><br>***FUTURE LV BANK MBRSHIP DATE EFFECTIVE<br>Indicates that data was input to the Accrued or Recipient fields for an employee with a future date effective Leave Bank membership. These fields must be blank for future effective dates. |
| 7010 | **WARNING DNTD LV HAS BEEN ADDED TO LV BANK, BANK BAL WILL BE REDUCED** |
| 7011 @ | **UNABLE TO PROCESS AUTOMATED LEAVE BANK ASSESSMENT**<br>The required contribution for Leave Bank was not taken for a Bank member either because the employee is in a Shared Leave emergency status or because the employee is in a non-pay status. |
| 7012 @ | **DONATED LEAVE FORFEITED**<br>The recipient's Donated Leave was forfeited due to termination of either the Shared Leave emergency status or Bank membership. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 7013 | **EMPLOYEE AGENCY CHANGED - LV-BANK-MBR-IDC CHANGED TO (N) AND VALUES RESET** |
| 7014 | **DATA MUST BE ENTERED THROUGH LES/SF1150 PROGRAM** |
| 7015 through 7999 | **Not Used at This Time** |
| 8000 @ | **<u>*** RECORD(S) NOT FOUND</u>**<br>***APPOINTMENT<br>***MASTER HISTORY - LEAVE/PAY/TIME<br>Indicates no database record found for the particular record name for an employee. Investigate and take corrective action. |
| 8000 @ (Continued) | ***CUSTOMER SERVICE REPRESENTATIVE<br>***PAY BLOCK<br>***TA – GROUP<br>***RETIREMENT<br>***ADDRESS<br>***SUPPLEMENTAL<br>***DEDUCTION<br>The employee update programs "look for" the FEGLI (WH) deduction record in effect for the date being processed. If one is not found this message is received. Contact FSAPE for assistance.<br>*****EDC – GROUP**<br>***LAH/LAD<br>*****ENTITLEMENT**<br>The program expected to find the specified record based on the date entered. Only PF1 or PF13 is valid.<br>*****THRIFT SAVINGS DEDUCTION**<br>An attempt was made to add an adjustment to TSP deductions where no record exists. |
| 8001 @ | **EMPLOYEE SEPARATED IN CURRENT PAY PERIOD** |
| 8002 @ | **SEPARATION DATE ACTIVITY/ORGANIZATION DIFFERS FROM CURRENT** |
| 8003 | **<u>LATE HIRE/EARLY DEPARTURE - EMPLOYEE BYPASSED</u>**<br>This is a message to notify you that employee being processed is a Teacher that was hired after the school year started or is separating before the end of the school year. The days remaining in the school year of the employee's supplemental record will need to be changed. |
| 8004 | **<u>LOCATION _____ TABLE ENTRY EXISTS – PARAMETER BYPASSED</u>**<br>This message is used by the P8585 batch process to delete entitlements by location. This is to notify you that the location entered still exists on the table. |
| 8005 | **<u>VERIFY DATE EFFECTIVE - SMA TABLE NOT FOUND</u>**<br>This is a message to notify you that the effective date of the table for Separate Maintenance Allowance (SMA) cannot be found. |
| 8006 | **<u>NO ASSOCIATED COUNTRY LOCATION - CITY LOCATION PC & FPD VALUES REQUIRED</u>**<br>This is a message that Post Classification Allowance and Foreign Post Differential values must be input for the city location that no longer has an associated country location on the LQA/Post Classification Table. |
| 8007 through 8021 | **Not Used at This Time** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 8022 | **<u>CONTACT YOUR OPERATOR - MLOAD FAILED – ERROR = 0000000 SCREEN = ***</u>**<br>***Actual screen number will be displayed<br>Database Error. Print screen, then press F1. |
| 8023 through 8025 | **Not Used at This Time** |
| 8026 | **SIGN-ON FLAG IS SET - SEE SECURITY OFFICER** |
| 8027 | **RESPONSE NOT CORRECT - PLEASE TRY AGAIN** |
| 8028 | **USER DATA NOT ON FILE - SEE SECURITY OFFICER** |
| 8029 through 8999 | **Not Used at This Time** |
| 9000 @ | **<u>INVALID VALUE IN FIELD(S)</u>**<br>Input is not valid for field(s) highlighted. Normally, a numeric or alpha character has been entered in a field for which it is not valid. Not all numeric or alpha characters are valid for a field, e.g., Retirement Code. If more than one field is highlighted, and even if the data in each field may be correct, together the fields are not relationally valid. |
| 9001 @ | **REQUIRED FIELD(S) NOT ENTERED** |
| 9002 | EMPLOYEE ID NOT FOUND<br>(1) An employee's SSN was input for reprocessing the Leave/Pay job that has no matching Master Employee Record. Processing continues with the next employee. This message is provided to the payroll office for information.<br>(2) No records exist for this Employee ID number. Either the employee is not on MER yet, or an incorrect Employee ID Number has been entered. |
| 9003 | **<u>INVALID DATE(S)</u>**<br>(1) An invalid date has been entered. For all dates, entry must be numeric (MM/DD/YY) and relationally compatible (month 01 to 12 and day 01 to 28/31, depending on the month). Then, depending on the program (refer to associated section in the User Manual), the date must be a pay period beginning or ending date, and in a prior, current, or future pay period.<br>(2) Pay Period Ending Date on the System Status Table is blank. Processing terminates. This message is provided to the payroll office for resolution.<br>(3) Severance NTE DT entered would overlap a newer appt date. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 9004 | **INVALID ATTEMPT TO ADD, CHANGE, DELETE, OR VIEW**<br>(1) Action code entered does not correspond with the data entered/displayed or with other data in the employee record.<br>(a) Action Code A:<br>Data was displayed.<br>Employee has a Tax Levy and an add is not allowed.<br>(b) Action Code C:<br>No data was displayed.<br>Employee has a Tax Levy and this increase is not allowed.<br>Change action is not allowed for Disability Insurance (WS).<br>(c) Action Code D:<br>No data was displayed.<br>The deduction record has a To-Date-Amount.<br>(2) The action code entered is not valid in this program.<br>(3) Deletion (D) of the only Schedule Record and some Deduction Records (FEHB,FEGLI). For U.S. Citizens, the only state tax record cannot be deleted if the GLO-State or State of Residence is taxable.<br>(4) Deletion (D) of a Organization, Employing Activity, or Pay Block is not permitted if any employee records still belong to those codes.<br>(5) Change (C) has been made to an unauthorized field or conflicting entry has been made in two or more fields.<br>(6) Not authorized security access. |
| 9005 | **RECORD(S) TEMPORARILY INACCESSIBLE – DATABASE NOT UPDATED**<br>Press PF13 and try again. |
| 9006 | **INVALID FUNCTION KEY**<br>The function key selected is not valid for this program or this screen. |
| 9007 | **EMPLOYEE ALREADY EXISTS**<br>An employee already exists for this Employee ID. Verify Employee ID. If correct, refer to System Processing section of Employee ID Correction for additional information on possible multiple appointment (Pseudo ID) and corrections. |
| 9008 | **EMPLOYEE IS CURRENTLY INACTIVE**<br>(1) Employee's records were suspended in the New Hire Program and cannot be processed as a separation.<br>(2) Employee is no longer actively employed. Employee Status Indicator must be "A" or "R" on the MER to process.<br>(3) Input of Accounting Classification data is not allowed if Employee Status Indicator is 'I' (Inactive) or 'S' (Suspended). |
| 9009 | **INVALID MENU OPTION SELECTED** |
| 9010 | **INVALID DATE - NOT WITHIN CURRENT PAY PERIOD**<br>(1) The date entered is not within current pay period.<br>(2) The TA processing Date on the System Status Table is not within the Beginning and Ending Pay Period Dates on the System Status Table. Processing terminates. Update the TA Processing Date as required. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 9011 | **NO DATA FOUND FOR EMPLOYEE REQUESTED - CHECK EMPLOYEE ID AND DATE REQUESTED**<br>(1) The employee has no "P" Supplemental Record "in effect" for the date entered.<br>(2) This message is also received when Correction (002) is being processed (batch) and the original "P" or "T" supplemental record does not exist. |
| 9012 @ | **UNABLE TO ***<br>***PROCESS-EMPLOYEE HAS BEEN MASS TRANSFERRED<br>***MATCH EMPLOYER CONTRIBUTION/DEDUCTION CODE(S)<br>***CREATE COP RECORD-3 ALREADY ACTIVE<br>This indicates 3 active COP records already exist and another one will not be stored. System will convert "LU." COP must be manually kept.<br>***FIND ACTIVE COP RECORD FOR INJURY NUM, "MMDD"<br>This indicates for type hour code "LT" either injury number is invalid, injury record has zero balance, or date of transaction is greater than injury records NTE date, and "LT" is being converted by system.<br>***PROCESS-INJURY NUM "MMDD" EXPIRED ON "YYMMDD"<br>***PROCESS-INJURY NUM "MMDD" BALANCE IS ZERO<br>***PROCESS-DATE WORKED "YYMMDD" <INJURY DATE YMMDD"<br>The above three messages indicate employee on Light Duty (Status code equals "C") and either injury number is invalid, injury record has zero balance, or date of transaction is greater than injury records maximum NTE date. Employee has not been processed.<br>***LOCATE-INJURY NUM "MMDD" EXPIRED ON "YYMMDD"<br>***LOCATE-INJURY NUM "MMDD" BALANCE IS ZERO<br>***LOCATE-DATE WORKED "YYMMDD" <INJURY DATE "YYMMDD"<br>The above three messages indicate system is converting employee's "LT" input through T&A.<br>***PROCESS: ARRAY SIZE EXCEEDED<br>Military deposit payments exceed 500.<br>***OBTAIN 2 FUTURE YEARS OF DATES FROM PAY PERIOD TABLE<br>This indicates an error in the Pay Period Dates Table. Processing terminates. This message is provided to the payroll office for resolution.<br>***PROCESS: TABLE HAS ZERO DEDUCT AMOUNT<br>The Employee Organization Information Table does not contain a deduction amount for the Employee Organization listed.<br>***MATCH SUBJECT EARNINGS/DEDUCTION CODE<br>Earnings Subject to and/or corresponding deduction code have not been entered. |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 9012 @ (Continued) | ***PROCESS - HOURS EXCEED BIWEEKLY TOUR - CREDIT REDUCTION SHOULD BE PROCESSED<br>Credit reduction needs to be processed.<br>***CALCULATE HEALTH/LIFE INS -- ACH-DDU-PAY-PD-YR-TEA = 0<br>The Activity Record contains zero in the number of deduction pay periods per year for teachers. Processing continues for the employee but may be inaccurate. Provide this message to the payroll office for correction of the Activity Record.<br>***CONTINUE (OR PROCESS), ONLINE LOCKOUT INDICATOR NOT = TO "Y"<br>This indicates the job has been run out sequence. Review the system logs for possible job failure in a preceding job or review the schedule to determine why the job is being executed out of its proper sequence. Processing terminates.<br>***FIND PPD FOR ADJ-DT-EFF MM/DD/YY DET-CD XX EYE-ID SSN<br>This indicates an error in the pay period dates table. Processing terminates. Provide this message to the payroll office for resolution.<br>***RUN END OF MONTH LABOR BECAUSE PAY HAS RUN<br>The job cannot be run after the Leave/Pay job has run for the pay period which contains the end of the month.<br>***FIND PAYMENT MASTER FOR (PAYMENT TYPE)<br>***FIND PAYMENT DETAILS FOR (PAYMENT TYPE)<br>***SUSPEND – EMPLOYEE ALREADY EXISTS<br>New hire cannot be suspended (F7), MER exists due to a prior appointment.<br>No check payments were found in the Payments File. This may be a valid message if there are no checks to be written for that type payment. Otherwise, this indicates either a database problem or this job was run out of sequence and the System Manager should be notified.<br>***NO LABOR RECORD EXITS - Hardcoded in Programs<br>This indicates a possible program or database error. Processing is terminated for the employee but continues with the next employee. Contact DFAS Pensacola for resolution.<br>***OBTAIN 10-2 RATE FROM WAGE-BOARD-TABLE FOR GR-CALC-10-RATE<br>***OBTAIN 10-2 RATE FROM FN-CUBA-TABLE FOR GR-CALC-10-RATE<br>***LOCATE ADDRESS-TABLE FOR DATE EFFECTIVE ENTERED<br>***LOCATE GEOGRAPHIC-TABLE FOR DATE EFFECTIVE ENTERED<br>***LOCATE RETIREMENT-FICA-MDCR-TABLE FOR DATE EFFECTIVE ENTERED<br>***LOCATE EXEC-SES-PAY-SCD-TABLE FOR DATE EFFECTIVE ENTERED |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 9012<br>(Continued) | ***LOCATE OVERSEAS-TEACHERS-TABLE FOR DATE EFFECTIVE NEEDED<br>***LOCATE GENERAL-TABLE FOR DATE EFFECTIVE ENTERED<br>***LOCATE GS-SCHEDULE-TABLE FOR DATE EFFECTIVE ENTERED<br>***LOCATE FOREIGN-NATIONAL-CUBA-TABLE FOR DATE EFFECTIVE NEEDED<br>***TO PROCESS - MORE THAN FOUR HOLIDAYS REPORTED<br>If more than four holidays are reported on an employee within the same pay period, the system will no process the employee until their T&A has been corrected<br>***PROCESS - DUPLICATE EMPLOYEE ID<br>***PROCESS - ARRAY SIZE EXCEEDED NUM REC = 34<br>***PROCESS - AGENCY INCOMPATIBLE WITH FIRST EMPLOYEE ON REGISTER<br>***PROCESS - SEP CODE INCOMPATIBLE WITH FIRST EMPLOYEE ON REGISTER<br>***PROCESS - RETIREMENT PACKAGE NOT RECEIVED<br>***PROCESS - REFUND APPLICATION RECEIVED<br>***OBTAIN ACTIVITY<br>***PROCESS THIS EMPLOYEE SEE ERROR MESSAGE<br>When displayed there will also be a 2033, 2104, or another 9102 message. Resolve other error message.<br>***POST ENTIRE XS DEDUCTION: Z,ZZZ,ZZZ.99 - UNPOSTED<br>The amount of the Bond deduction for adjustment does not equal the sum of the individual BOND-DETAILS. Examine the identified employee's pay detail history and bond detail records. Correction processes will vary depending upon the specific problem. |
| 9013 | **NO RETRO TO PROCESS** |
| 9014 | **EMPLOYEE PREVIOUSLY SEPARATED - ADJUSTMENT PROCESSED, NOT REFLECTED ON ORIGINAL REPORTS** |
| 9015 | **INVALID PARAMETER: ***** |
| 9016 | **UNABLE TO CONTINUE, ONLINE LOCKOUT INDICATOR NOT EQUAL TO Y**<br>This indicates the job has been run out of sequence. Review the system logs for possible job failure in a preceding job or review the schedule to determine why the job is being executed out of its proper sequence. Processing terminates. |
| 9017 | **NUMBER OF CHECKS TO BE PRINTED FOR DSB OFC _ _ _ _ _ IS _ _ _ _ _ _.** |
| 9018 | **UNABLE TO PROCESS INPUT FILE - RERUN JOB ***** |
| 9019 | **POM HISTORY LIMIT IS EQUAL TO ZERO**<br>Notify DFAS Pensacola immediately for resolution. |
| 9020 | **CHANGES HAVE BEEN MADE TO MER OR T&A - YOU MUST RUN NB020 PRIOR TO NB030** |
| 9021 | **REORGANIZATION OF PONTRG AREA IS NOT REQUIRED** |
| 9022 | **ILLEGAL TO RUN NB005 NOW, HAVE ALREADY RUN NB010** |

| Error Message Number | Error Message<br>Explanation of the error message |
|---|---|
| 9023 | **INVALID DT-EFF/DED-CD COMBINATION**<br>This invalid will display when : 1) the date effective entered is less than the oldest online date and the adjustment codes other than 'XV', 'UD', 'UI', or 'VH'; or 2) the date is less than the oldest date and only the adjustment code of 'VH' is used; or 3) the date effective entered for the above adjustment codes are for a current or future pay period end date. |
| 9024 | **TAX LOCALITY MUST HAVE DATA FOR TAX TYPE ****<br>** 01 – WITHHOLDING TAX<br>** 50 – TRANSPORTATION TAX<br>** 51 – OCCUPATIONAL TAX<br>** 53 - SCHOOL DISTRICT TAX |
| 9025 through 9999 | **Not Used at This Time** |
| PROC | **PRIMARY TRANSACTION PROCESSED - NON-RELATED ERROR FIELDS RETURNED TO CCPO**<br>This message will be sent to Personnel (CCPO) when an error occurs for a TSP element - IF the transaction being processed is not dependent on the data. It will be printed on the P6606R03 report.<br>EXAMPLE: NOAC 893 – Within Grade Increase is received for a FERS employee. The TSP SCD or Eligibility Date on the incoming file is missing or invalid. The Within Grade Increase is not related to the TSP elements so it will be processed; but at the same time CCPO needs to be notified to correct their files. If the NOAC is "TSP" or the retirement code changes to FERS (e.g., K,L,M,N) the entire transaction will be rejected/returned to personnel. |
| BTXnnnn @ | **BSI Error Messages**<br>Error messages relating to the calculation of taxes are relayed. Processing continues for the employee, but the tax calculations may be incorrect. |
| OVERFLOW OF 'table name' @ | **OVERFLOW OF 'table name' - PROCESSING DISCONTINUED FOR THIS EMPLOYEE**<br>Internal program table overflowed. Message provided to the payroll office for information. Contact CDA immediately for resolution. |

`

# FUNCTION KEYS

**INTRODUCTION:** Function keys perform various operations. These operations facilitate moving around and between screens. In certain programs a function key may perform an action, such as, suspending entry.

| KEY | OPERATION | SCREENS | NOTES |
|---|---|---|---|
| **PF1** | Return to Menu | All Screens | New Hire - Not valid for follow-on screens, e.g., tax, address, FEHB. |
| **PF2** | Page Forward | Work Schedule Change<br>Timecard Format 1<br>Timecard Format 2<br>Leave Certification<br>Master Employee Inquiry - Entitlements Screen<br>Overseas Allowances- Advances/Payments/ Adjustments<br>Accepted T&A<br>Leave Adjustment Inquiry<br>Pay Adjustments<br>Master Leave, Master Pay, and Master Time History Inquiry<br>Cancel Check Adjustments<br>Pay/Leave History Adjustment<br>Pay Detail Inquiry<br>Schedule Inquiry<br>Tables | This key will go forward to display an additional screen of the same type.<br><br>Tables - This key is valid in most but not all programs.<br><br>For the Overseas Allowances - Advances/Payments/Adjustments, this key will go forward to display an additional screen of the same type.<br><br>For the MER – Entitlements Screen, this key is valid to go forward to an additional entitlement screen with a different date effective. |
| **PF3** | Page Backward | New Hire<br>Work Schedule Change<br>Timecard Format 1<br>Timecard Format 2<br>Accepted T&A<br>Leave Adjustment Inquiry<br>Pay Adjustments<br>Cancel Check Adjustments<br>Master Employee Inquiry - Entitlements Screen<br>Master Leave, Master Pay, and Master Time History Inquiry<br>Pay/Leave History Adjustment<br>Pay Detail Inquiry<br>Schedule Inquiry<br>Tables | This key will go back to display entries of the same type on a prior screen.<br><br>New Hire - From "Entitlements" to New Hire Personal Data Screen to Check Type Code.<br><br>Tables - This key is valid in most but not all programs.<br><br>For the MER – Entitlements Screen, this key is valid to go backward to an additional entitlement screen with a different date effective. |

| KEY | OPERATION | SCREENS | NOTES |
|---|---|---|---|
| **PF4** | Page Forward to last record | Overseas Allowances - Advances/Payments/ Adjustments<br>Timecard Format 1<br>Timecard Format 2 | This key is used to go to last page of record.<br><br>For the Overseas Allowances - Advances/Payments/Adjustments Screen, this key will display the last five transactions (including any new transactions added, but not updated in database). |
| **PF5** | Access Entitlements<br><br>Access Pay/Leave History<br><br>Access Top Portion of screen | New Hire<br>Employee Update<br>Master Employee Inquiry - Entitlement Screen<br>LES/SF1150 or Master Leave History Inquiry<br><br>Employing Activity Record – School Year Information | New Hire – Access from Mailing Address/Allotment/Check Distribution Screen.<br><br>For the MER Inquiry - Entitlement Screen, this key will display an additional screen of the same date effective. Cannot page backward.<br><br>Employee Update - Access from Personnel Data.<br><br>This key will allow user to re-access the top portion of screen. |
| **PF6** | Skip | Timecard Format 1<br>Timecard Format 2<br>Master Time History<br>Accepted T&A | Timecard Formats 1&2 - Skip the employee in <u>sequential</u> processing.<br><br>Master Time History and Accepted T&A - Display next employee in <u>sequential</u> processing. |
| **PF7** | Suspend/Save<br>Certify T&A | New Hire<br>T&A Certification | Certify employee T&A as correct. Retains certifiers SSN, date, and time of certification in system. |
| **PF8** | Decertify T&A | T&A Certification | Decertifies employees T&A and deletes certifiers SSN, date, and time of certification in system. |
| **PF9** | Accept T&A | Timecard Format 1<br>Timecard Format 2 | Accept displayed scheduled tour or accept exceptions and remaining displayed schedule tour.<br><br>Not valid for intermittents and for AWS Codes 3, 4, 5, 7, D, and E. The PF9 Function Key should not be used when an employee is on Light Duty (EMPLOYEE STATUS CODE = C). Injury number must be entered with all hours in the pay period except O<u>*</u>, CR, CE, CD, or CC Codes. Format 2 may not be used for an employee on Light Duty. (EMPLOYEE STATUS CODE = C). |

| KEY | OPERATION | SCREENS | NOTES |
|---|---|---|---|
| **PF10** | Access Next Screen<br><br><br><br><br><br><br><br><br><br>Access Prior Screen | Employing Activity Record<br>Accounting Classification Record<br><br><br><br>Overseas Allowances - Advances/Payments/ Adjustment Screen<br><br><br><br>Adjustments for Retroactive Processing | To access Accounting Classification Record.<br><br>To access Teacher History Record.<br><br>For the Overseas Allowances - Advances/Payments/Adjustments Screen, this key will access the LQA Maximum/Daily Rates Inquiry Screen.<br><br>Used to view in sequence the prior screen of a different type. |
| **PF11** | Restore Original Data | Work Schedule Change<br>Employee Update<br>FEGLI<br>Timecard Format 1<br>Timecard Format 2<br>Separations/Severance Pay | |
| **PF12** | View Next Screen<br><br><br><br><br><br>Access Master Leave Inquiry | Master Employee Inquiry<br>Adjustments for Retroactive Processing<br>Master History Inquiry<br>Miscellaneous Leave Data<br><br>Pay/Leave History<br><br>LQA Maximum/Daily Rate Inquiry Screen | This key is used to view in sequence the next screen of a different type.<br><br>Leave Adjustment Process - Advance to next screen in the program. It is also used instead of "ENTER" to add a MLH record.<br><br>For the LQA Maximum/Daily Rate Inquiry Screen, this key will access the Overseas Allowances - Advances/ Payment/Adjustments Screen. |
| **PF12** | Page Forward and Backward | Military Service Deposits<br>Military Service History<br>Retirement Record Adjustments | This key will page forward and backward between screens. |
| **PF12** | Page Backward | Teacher History Record<br>Accounting Classification record | To reaccess Accounting Classification record.<br><br>To reaccess Employing Activity records. |
| **PF13** | Restarts | All Screens | Return to first screen in the program without processing.<br><br>New Hire - Not valid for the follow-on screens. |
| **PF14** | Scroll Forward | Automated Pay Adjustments<br>Master Leave, Master Pay, and Master Time History Inquiry<br>Leave Adjustment Inquiry | This key is used to go forward to succeeding pay periods. |
| **PF15** | Scroll Backward | Automated Pay Adjustments<br>Master Leave, Master Pay, and Master Time History Inquiry<br>Leave Adjustment Inquiry | This key is used to go backward to prior pay periods. |
| **PF24** | SIGN OFF | Menu Screens | |

THIS PAGE INTENTIONALLY LEFT BLANK

# TYPE CODES

General Categories of Codes. This is a quick reference of the DCPS codes used to identify hours and dollars. The following list reflects general categories of code types based on the first position of the code. The following pages reflect each code name along with information as to it's application within DCPS.

CODE DEFINITIONS

| | |
|---|---|
| A | Net/Gross Pay/Aggregate Limit Transfer Amounts |
| B | Representational Hours |
| C | Compensatory and Credit Hours |
| D | Family Leave |
| E | Environmental/Hazard |
| F | Environmental/Hazard |
| G | Cash Payments |
| H | Holiday Work |
| I | Interest |
| J | Miscellaneous Deductions |
| K | Leave - Nonpay |
| L | Leave - Pay |
| M | Panama Unique Deductions |
| N | Night Differential |
| O | Overtime |
| P | Final Pay/Lump Sum |
| R | Regular |
| S | Sunday Work |
| T | Transferred Amounts |
| U | Employer Contributions |
| V | Subject Earnings |
| W | Deductions |
| X | Deductions |
| Y | Entitlements and Awards |
| Z | Other Entitlements |

How to Use.

When a code appears in a column, it indicates that the named code is valid for the data element named in the header line. If a different code is listed under one of the type fields, it indicates the named code will be translated to another code value. This will occur when either a reported type code is broken down to a discrete level of entitlement or when reported type codes are summarized at a higher level. If the code appears in parentheses, it indicates the code may or may not be generated depending on the entitlement. When multiple codes are listed vertically, it indicates the reported code will evolve into more than one code. A special character beside a pay detail, year to date or quarter to date code indicates the data is further broken down as described on the applicable page.

The following is a description of what each of the columnar headings indicates:

| | |
|---|---|
| TYP/HR<br>ENV/OTH | Reported to T&A - These code values represent all valid codes that can be used to enter time and attendance transactions into DCPS. |
| TA/DTL | Input to Pay Calc - These code values represent all the codes as they are written to T&A details for input to pay calc. |
| PAY/DTL | Contained on Pay Details - These codes values represent earning and deduction amount codes that have been generated by the pay calc process. |
| YTD/LEAVE | Contained on Master Leave History - These codes represent leave types for which year-to-date accruals/earnings, usages and balances, as appropriate, are maintained in the master leave history. |
| YTD/TYP | Contained on Totals To Date Record - These codes represent all earnings and deductions for which year-to-date totals are maintained. |
| QTD/TYP | Contained on Totals To Date Record - These codes represent all earnings and deductions for which quarter-to-date totals are maintained. |
| MTD/TYP | Contained on the Totals To Date Record - These codes represent all deductions for which month-to-date totals are maintained. |

# A

## NET/GROSS PAY

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| AA | Gross Pay | | | AA | | AA | |
| AB | Net Pay | | | AB | | AB | |
| AC | Net - Special Pay | | | AC | | AC | |
| AD | Net - Deceased | | | AD | | AD | |
| AE | Gross - Deceased | | | AE | | AE | |
| AF | Garnishment Net Disposable | | | AF | | AF | |
| AG | Gross Subj to Garnishments | | | AG | | AG | |
| AH | Net Disposable for Government Indebtedness | | | AH | | | |
| AI | 15% of Government Indebtedness Net Disposable | | | AI | | | |
| A1 | Annual Aggregate Limit Earnings Deferred Transferred Out | | | A1 | | A1 | |
| A2 | Annual Aggregate Limit Deferred Earnings Transferred Out | | | A2 | | A2 | |
| A3 | Annual Aggregate Limit Earnings Transferred In | | | A3 | | A3 | |
| A4 | Annual Aggregate Limit Deferred Earnings Transferred In | | | A4 | | A4 | |

# B

## REPRESENTATIONAL HOURS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| BA | Negotiations | BA | BA | | | | |
| BD | Labor/Management | BD | BD | | | | |
| BK | Grievance and Appeals | BK | BK | | | | |

# C

## COMPENSATORY AND CREDIT HOURS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| CC | Compensatory Callback | CC | CC | | CE | | |
| CE | Compensatory Time Earned | CE | CE | | CE | | |
| CT | Compensatory Time Taken | CT | CT | RA | CE | RA | |
| CA | Religious Time Taken | CA | CA | RA | CR | RA | |
| CR | Religious Time Earned | CR | CR | | CR | | |
| CD | Credit Hours Earned | CD | CD | | CD | | |
| CN | Credit Hours Taken | CN | CN | RA | CD | RA | |

# D

## FAMILY LEAVE

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| DA | Birth of son/daughter or care of newborn | DA | DA | | | | |
| DB | Adoption or foster care | DB | DB | | | | |
| DC | Care for spouse, son, daughter of parent with serious health condition | DC | DC | | | | |
| DD | Serious health condition of employee | DD | DD | | | | |
| DE | FEFFL Family Care/ Bereavement | DE | DE | | | | |
| DF | Adoption related purposes | DF | DF | | | | |

# E/F

## ENVIRONMENTAL/HAZARD

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| EA | Flying | EA | EA | EA | | EA* | |
| EB | High Work-On, Above, Below or Suspended between High Structures. | EB | EB | EB | | EB* | |
| EC | Floating Targets | EC | EC | EC | | EC* | |
| ED | Dirty Work | ED | ED | ED | | ED* | |
| EE | Cold Work | EE | EE | EE | | EE* | |
| EF | Hot Work | EF | EF | EF | | EF* | |
| EG | Welding Preheated Metals | EG | EG | EG | | EG* | |
| EH | Mcro-Sldrng/Wire Wlding/Assmbly | EH | EH | EH | | EH* | |
| EK | Exposure to Haz Weather/Terrain | EK | EK | EK | | EK* | |
| EL | Unshored Work | EL | EL | EL | | EL* | |
| EM | Grnd Wrk Under Hvering Helicptr | EM | EM | EM | | EM* | |
| EN | Haz Boarding/Lvng Surface Craft | EN | EN | EN | | EN* | |
| EP | Cargo Hndlg during Lighter Ops | EP | EP | EP | | EP* | |
| EQ | Diving - Extra Hazardous | EQ | EQ | EQ | | EQ* | |
| ER | Duty Aboard Surface Craft | ER | ER | ER | | ER* | |
| ES | Work at Extreme Heights | ES | ES | ES | | ES* | |
| ET | Fibrous Glass Work | ET | ET | ET | | ET* | |
| EV | High Voltage Electrical Energy | EV | EV | EV | | EV* | |
| EW | Wldng/Cutng/Brning in Confined Spcs | EW | EW | EW | | EW* | |
| E1 | Overheight Pay | E1 | E1 | E1 | | E1* | |
| E2 | Spray Booth Operation | E2 | E2 | E2 | | E2* | |
| E3 | Sandblasting | E3 | E3 | E3 | | E3* | |
| E4 | Painters in Energized Area | E4 | E4 | E4 | | E4* | |
| E5 | Carpenters in Energized Area | E5 | E5 | E5 | | E5* | |
| E6 | Live Line Maintenance | E6 | E6 | E6 | | E6* | |
| FA | Duty Aboard Submerged Vessel | FA | FA | FA | | FA* | |
| FB | Explsvs/Incndary Material-High | FB | FB | FB | | FB* | |
| FC | Explsvs/Incndary Material - Low | FC | FC | FC | | FC* | |
| FD | Poisons (Toxic Chems) - High | FD | FD | FD | | FD* | |
| FE | Poisons (Toxic Chems) - Low | FE | FE | FE | | FE* | |
| FF | Micro-Organisms - High | FF | FF | FF | | FF* | |
| FG | Micro-Organisms - Low | FG | FG | FG | | FG* | |
| FH | Pressure Chamber/Centrfgl Strss | FH | FH | FH | | FH* | |
| FI | Thermal Chamber Work | FI | FI | FI | | FI* | |
| FK | Work in Fuel Storage Tanks | FK | FK | FK | | FK* | |
| FL | Firefighting - High | FL | FL | FL | | FL* | |
| FM | Firefighting - Low | FM | FM | FM | | FM* | |
| FN | Exprmntl Lndng/Rcvry Equip Tests | FN | FN | FN | | FN* | |
| FP | Lnd Impct/Pad Abrt of Space Veh | FP | FP | FP | | FP* | |
| FQ | Diving - Skin | FQ | FQ | FQ | | FQ* | |
| FR | Mass Explsvs/Incndary Material | FR | FR | FR | | FR* | |
| FS | Duty Aboard Aircraft Carrier | FS | FS | FS | | FS* | |
| FT | Prtcipating in Mssle Liquid/Solid | FT | FT | FT | | FT* | |
| FU | Diver - Tender Pay | FU | FU | FU | | FU* | |
| FV | Asbestos | FV | FV | FV | | FV* | |
| FW | Diving | FW | FW | FW | | FW* | |
| FX | Wrkng in Prsrized Sonar Domes | FX | FX | FX | | FX* | |

# E/F

## ENVIRONMENTAL/HAZARD

Continued

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| FY | Wrkng in Non-Pres Sonar Domes | FY | FY | FY | | FY* | |
| FZ | Experimental Parachute Jumps | FZ | FZ | FZ | | FZ* | |
| F1 | Hostile Enemy Fire | F1 | F1 | F1 | | F1* | |
| F2 | Threat of Bodily Harm | F2 | F2 | F2 | | F2* | |
| F3 | Work in the Destruction Area | F3 | F3 | F3 | | F3* | |
| F4 | Extreme Heat | F4 | F4 | F4 | | F4* | |
| F5 | Firefighting | F5 | F5 | F5 | | F5* | |
| F6 | Explosive Handling | F6 | F6 | F6 | | F6* | |

(* - Environmental/Hazard YTD Type Totals will be maintained separately to reflect straight time rates vice overtime rates.)

# G

## CASH PAYMENTS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| GA | CSRS Cash Payment | | | | | GA* | |
| GC | Current Year CSRS Transfer to FERS | | | | | GC* | |
| GF | Current Year FERS Transfer to CSRS | | | | | GF* | |
| GH | Current Year Military Deposits - Trans to FERS | | | | | GH* | |
| GM | Military Deposit Cash Payment | | | | | GM* | |
| GP | FERS Cash Payment | | | | | GP* | |
| GQ | CSRS (Annuitant) Cash Payment | | | | | GQ* | |
| GR | FERS (Annuitant) Cash Payment | | | | | GR* | |
| GS | CSRS Cash Payment (Replaces GA and GQ at Separation/Transfer) | | | | | GS* | |
| GT | FERS Cash Payment (Replaces GP and GR at Separation/Transfer) | | | | | GT* | |
| GX | Military Deposits (Replaces GM and GH at Separation/Transfer) | | | | | GX* | |

(* - Multiple occurrences of these codes are possible in pay details and YTD totals reflecting the existence of more than one retirement code.)

**NOTE:** For National Guards - Title 32 employees, GQ with current date processes cash payments through the system and onto the reports for OPM.

# H
## HOLIDAY WORK

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| HG | Holiday Work (Graded) | HG | HG | RA | | RA | |
| | | | | (ZE) | | (ZE) | |
| | | | | ZF | | ZF | |
| HF | Holiday Work-First Shift | HF | HF | RA | | RA | |
| | | | | (ZE) | | (ZE) | |
| | | | | ZF | | ZF | |
| HS | Holiday Work-Second Shift | HS | HS | RA | | RA | |
| | | | | (ZE) | | (ZE) | |
| | | | | ZF | | ZF | |
| | | | | ZG | | ZJ | |
| HT | Holiday Work-Third Shift | HT | HT | RA | | RA | |
| | | | | (ZE) | | (ZE) | |
| | | | | ZF | | ZF | |
| | | | | ZH | | ZJ | |
| HC | Holiday Callback | HC | HC | RA | | RA | |
| | | | | (ZE) | | (ZE) | |
| | | | | ZF | | ZF | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |

# I
## INTEREST

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| IM | Interest Mil Dep | | | | | | |

# J
## MISCELLANEOUS DEDUCTIONS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| JA | Commercial Garnishment Interest | | | JA | | JA | |
| JB | Garnishment Attorney Fees | | | JB | | JB | |
| JT | Overseas Telephone | | | JT | | JT | |

# K

## LEAVE - NONPAY

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| KA | Leave Without Pay (LWOP) | KA | KA | KA | ** | | |
| KB | Suspension | KB | KB | KB | ** | | |
| KC | Absent Without Pay (AWOL) | KC | KC | KC | ** | | |
| KD | Office of Workers Compensation Programs (OWCP) | KD | KD | KD | * | | |
| KE | Furlough | KE | KE | KE | ** | | |
| KF | NonDuty Within Regular Schedule | KF | KF | KF | ** | | |
| KG | Military Furlough (LWOP) - Called to Active Duty | KG | KG | KG | * | | |

(* - YTD Totals of usage are maintained in the Master Leave History separately.)
(** - YTD Totals of usage are maintained in the Master Leave History as rolled together totals. These codes are also maintained individually by pay period.)

# L

## LEAVE - PAY

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| LA | Annual | LA | LA | RA<br>(ZG)<br>(ZH) | LA | RA<br>(ZJ)<br>(ZJ) | |
| LB | Advanced Annual | LB | LB | RA<br>(ZG)<br>(ZH) | LA | RA<br>(ZJ)<br>(ZJ) | |
| LC | Court | LC | LC | RA<br>(ZG)<br>(ZH) | *# | RA<br>(ZJ)<br>(ZJ) | |
| LD | Donated, Individual and Leave Bank (system generated) | | LD | RA<br>(ZG)<br>(ZH) | | RA<br>(ZJ)<br>(ZJ) | |
| LF | Forced Annual | LF | LF | RA<br>(ZG)<br>(ZH) | LA | RA<br>(ZJ)<br>(ZJ) | |
| LG | Advanced Sick | LG | LG | RA<br>(ZG)<br>(ZH) | LS | RA<br>(ZJ)<br>(ZJ) | |
| LH | Holiday | LH | LH | RA<br>(ZG)<br>(ZH) | LH | RA<br>(ZJ)<br>(ZJ) | |
| LI | Military - DC Guard | LI | LI | RA<br>(ZG)<br>(ZH) | *# | RA<br>(ZJ)<br>(ZJ) | |
| LJ | Shore | LJ | LJ | RA<br>(ZG)<br>(ZH) | LJ* | RA<br>(ZJ)<br>(ZJ) | |
| LK | Home | LK | LK | RA<br>(ZG)<br>(ZH) | LK | RA<br>(ZJ)<br>(ZJ) | |
| LL | Law Enforcement | LL | LL | RA<br>(ZG)<br>(ZH) | LL* | RA<br>(ZJ)<br>(ZJ) | |
| LM | Military | LM | LM | RA<br>(ZG)<br>(ZH) | LM* | RA<br>(ZJ)<br>(ZJ) | |
| LN | Administrative | LN | LN | RA<br>(ZG)<br>(ZH) | *# | RA<br>(ZJ)<br>(ZJ) | |
| LO | (Reserved for Base Closure) | | | | | | |
| LP | Annual, Restored #3 | LP | LP | RA<br>(ZG)<br>(ZH) | LP | RA<br>(ZJ)<br>(ZJ) | |
| LQ | Annual, Restored #2 | LQ | LQ | RA<br>(ZG)<br>(ZH) | LQ | RA<br>(ZJ)<br>(ZJ) | |

# L

## LEAVE - PAY

Continued

| | CODE NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| LR | Annual, Restored #1 | LR | LR | RA | LR | RA | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |
| LS | Sick | LS | LS | RA | LS | RA | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |
| LT | Traumatic Injury - (COP) | LT | LT | RA | LT | RA | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |
| LU | Day of Injury | LU | LU | RA | *# | RA | |
| LV | Excused Absence | LV | LV | RA | *# | RA | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |
| LW | Educator-In School Breaks | LW | LW | RA | RA | | |
| LX | Nonwork Paid at Straight Time | LX | LX | RA | *# | RA | |
| | (Day of Death/Sabbatical, Conversions, etc.) | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |
| LY | Time Off Leave Award | LY | LY | RA | LY | RA | |
| L1 | Advance and Used Time Off Leave Award - Pay Leave History Input Only | | | | | | |

(* - YTD totals of usage are maintained in the Master Leave History in the Administrative Leave Used YTD field for reporting purposes.)
(# Individual pay period totals and rolled up YTD totals of usage are maintained in the Master Leave History in the Administrative Leave LES used YTD field for display on an employees Leave and Earnings Statement.)

# M

## PANAMA UNIQUE DEDUCTIONS

| CODE NAME | | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| MA | PANAMERICAN LIFE INS PRE-92 | | | MA | | MA | MA |
| MB | PANAMERICAN LIFE INS NEW-92 | | | MB | | MB | MB |
| MC | MUNDIAL LIFE INSURANCE | | | MC | | MC | MC |
| MD | MUNDIAL HEALTH INSURANCE | | | MD | | MD | MD |
| ME | PANAMA EDUCATION TAX | | | ME | | ME | ME |
| MF | PANAMA FURNITURE | | | MF | | MF | MF |
| MH | PANAMA HOUSING | | | MH | | MH | MH |
| MK | KUNA INDIAN RENT | | | MK | | MK | MK |
| MP | SEGURO SOCIAL HEALTH/MATERNITY | | | MP | | MP | MP |
| MS | SEGURO SOCIAL | | | MS | | MS | MS |
| MT | PANAMA TELPHONE | | | MT | | MT | MT |
| MU | PANAMA UTILITES | | | MU | | MU | MU |

# N

## NIGHT DIFFERENTIAL

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| ND | NIGHT DIFFERENTIAL - Graded | | | ND | | ND | |

# O

## OVERTIME

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| OI | Overtime Not Paid | | OI | | | | |
| OS | Overtime Scheduled | OS | OS | OZ | | OZ | |
| OU | Overtime Unscheduled | OU | OU | OZ | | OZ | |
| OX | Overtime Unscheduled Exception | OX | OX | OZ | | OZ | |
| OC | Overtime Callback | OC | OC | OZ | | OZ | |
| OA | Additional FLSA Hours | OA | OA | | | | |
| ON | Overtime Scheduled-Not Worked | ON | ON | OZ | | OZ | |
| OY | Overtime Not Paid - Rollup | | | OY | | | |
| OZ | Overtime | | | OZ | | OZ | |

# P

## LUMP SUM / FINAL PAY / PAYOFF

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| PA | Lump Sum - Annual | | | PA | LA | PA | |
| PB | Lump Sum - Advanced Annual | | | PB | LA | PB | |
| PC | Lump Sum - Restored #3 | | | PC | LP | PC | |
| PD | Lump Sum - Restored #2 | | | PD | LQ | PD | |
| PE | Lump Sum - Restored #1 | | | PE | LR | PE | |
| PF | Lump Sum - Advanced Sick | | | PF | LS | PF | |
| PG | Lump Sum - COLA | | | PG | | PG | |
| PH | Lump Sum - (Non For) Post Diff | | | PH | | PH | |
| PI | Lump Sum - (For) Post Diff | | | PI | | PI | |
| PJ | Lump Sum - Tropical Differential for Panama | | | PJ | | PJ | |
| PK | Lump Sum - Standby Premium | | | PK | | PK | |
| PL | Lump Sum - Admin Uncon Prem | | | PL | | PL | |
| PM | Lump Sum - Second Shift | | | PM | | PM | |
| PN | Lump Sum - Third Shift | | | PN | | PN | |
| PO | Lump Sum - Recruitment Incentive | | | PO | | PO | |
| PP | Lump Sum - Danger Pay | | | PP | | PP | |
| PR | Final Pay - Credit Hours | | | PR | CD | PR | |
| PS | Final Pay - Compensatory Time | | | PS | CE | PS | |
| PT | Final Pay - Religious Compensatory | | | PT | CR | PT | |
| PU | Final Pay - Advanced Religious Compensatory | | | PU | CR | PU | |
| PV | (Reserved - Lump Sum - Base Closure) | | | | | | |
| PW | Lump Sum - Availability Premium Pay | | | PW | | PW | |
| P1 | Final Pay - Advanced Time Off Award | | | P1 | LY | P1 | |
| P2 | Lump Sum - Post Allowance | | | P2 | | P2 | |
| P3 | Payoff - Compensatory Time Aged | | | P3 | | P3 | |

# R
## REGULAR

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| RG | Regular (Graded) | RG | RG | RA | | RA | |
| RF | Regular - First Shift | RF | RF | RA | | RA | |
| RS | Regular - Second Shift | RS | RS | RA | | RA | |
| | | | | ZG | | ZJ | |
| RT | Regular - Third Shift | RT | RT | RA | | RA | |
| | | | | ZH | | ZJ | |
| RO | Regular Ent (OT Converted) | | RO | RA | | RA | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |
| RC | Regular Ent (CC Converted) | | RC | RA | | RA | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |
| RP | Regular Ent (CE Converted) | | RP | RA | | RA | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |
| RB | Regular Ent (OC Converted) | | RB | RA | | RA | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |
| RX | Regular - Emergency Time (Table Input Only) | | RX | RA | | RA | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |
| RA | Regular | | | RA | | RA | |
| RN | Regular, Firefighter Paid Not Worked | | RN | RA | | RA | |
| RW | Regular, Firefighter Agency Training | | RW | RA | | RA | |

# S
## SUNDAY WORK

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| SG | Sunday Work (Graded) | SG | SG | RA | | RA | |
| | | | | ZE | | ZE | |
| SF | Sunday Work - First Shift | SF | SF | RA | | RA | |
| | | | | ZE | | ZE | |
| SS | Sunday Work - Second Shift | SS | SS | RA | | RA | |
| | | | | ZE | | ZE | |
| | | | | ZG | | ZJ | |
| ST | Sunday Work - Third Shift | ST | ST | RA | | RA | |
| | | | | ZE | | ZE | |
| | | | | ZH | | ZJ | |
| SO | Sunday Work - (OS Converted) | | SO | RA | | RA | |
| | | | | ZE | | ZE | |
| | | | | (ZG) | | (ZJ) | |
| | | | | (ZH) | | (ZJ) | |

# T

## TRANSFERRED AMOUNTS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| TA | Prior Years CSRS | | | | | TA | |
| TB | FICA Transferred In | | | | | TB | |
| TC | Navy Accumulative Retirement | | | | | TC | |
| TD | Medicare Transferred In | | | | | TD | |
| TE | Medicare Erngs Subj Trans In | | | | | TE | |
| TF | CSRS Transferred In (IA) | | | | | TF | |
| TG | CSRS Transferred Out (IA) | | | | | TG | |
| TH | CSRS Transferred Out (OPM) | | | | | TH | |
| TI | Prior Years FERS (All) | | | | | TI | |
| TJ | OASDI Transferred In | | | | | TJ | |
| TK | CSRS Post-83 Erngs Subj Transferred In | | | | | TK | |
| TL | TSP Transferred In | | | | | TL | |
| TM | OASDI Transferred Out | | | | | TM | |
| TN | FERS Transferred Out (OPM) | | | | | TN | |
| TO | TSP Transferred Out | | | | | TO | |
| TP | TSP Current Year Max Balance | | | | | TP | |
| TQ | TSP Prior Year Max Balance | | | | | TQ | |
| TR | FERS Transferred In (IA) | | | | | TR | |
| TS | TSP Prior Year Max Balance Transferred Out | | | | | TS | |
| TT | FERS Transferred Out (IA) | | | | | TT | |
| TU | TSP Current Year Max Balance Transferred Out | | | | | TU | |
| TV | CSRS Post-83 Earnings Subj Transferred Out | | | | | TV | |
| TW | FERS MIL DEP TFD IN (IA) | | | | | TW | |
| TX | Medicare Earnings Subject Transferred Out | | | | | TX | |
| TY | FERS MIL DEP TFD OUT (IA) | | | | | TY | |
| TZ | Medicare Transferred Out | | | | | TZ | |
| T0 | Prior Years Military Deposit Transferred Out to FERS | | | | | T0* | |
| T1 | Prior Years CSRS Transferred Out to FERS | | | | | T1* | |
| T2 | OASDI Earnings Subject Transferred Out | | | | | T2 | |
| T3 | OASDI Earnings Subject Transferred In | | | | | T3 | |
| T4 | Prior Years FERS Transferred Out to CSRS | | | | | T4* | |
| T5 | Prior Years Military Deposits | | | | | T5* | |
| T6 | CSRS MIL DEP TFD IN (IA) | | | | | T6 | |
| T7 | CSRS MIL DEP TFD OUT (IA) | | | | | T7 | |
| T8 | CSRS MIL DEP TFD OUT (OPM) | | | | | T8* | |
| T9 | FERS MIL DEP TFD OUT (OPM) | | | | | T9* | |

(* - Multiple occurrences of these codes are possible in YTD totals reflecting the existence of more than one retirement code.)

# U

## EMPLOYER CONTRIBUTIONS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| UA | Reemployed Annuitant Offset | | | UA | | | |
| UB | Employer Cont - CSRS (All) | | | UB* | | | |
| UC | Employer Cont - FERS (All) | | | UC* | | | |
| UD | Employer Cont - TSP Basic | | | UD* | | | |
| UE | Employer Cont - FICA | | | | | | |
| UF | Employer Cont - Medicare | | | UF | | UF | |
| UG | Employer Cont - FEGLI | | | UG | | | |
| UH | Employer Cont - FEHB | | | UH | | | |
| UI | Employer Cont - TSP | | | UI* | | | |
| UJ | Employer Cont - OASDI | | | UJ | | UJ | |
| UK | Employer Cont - SERS | | | UK | | UK | |
| UM | Employer Cont - 401(K) | | | UM | | UM | |
| UP | Employer Cont - Seguro Health/Maternity | | | UP | | UP | |
| US | Employer Cont - Seguro Social | | | US | | US | |
| UU | Employer Cont - NAF Retirement | | | UU | | UU | |
| UW | Employer Cont - TIAA/CREF | | | UW | | UW | |
| UX | Employer Cont - Fidelity | | | UX | | UX | |
| UZ | Internal to System - SF 2812 Total | | | | | | |
| U5 | Employer Cont - Disability Insurance | | | U5 | | U5 | |

(* - Multiple occurrences of these codes are possible in Pay Details reflecting the existence of more than one Retirement Code.)

# V

## SUBJECT EARNINGS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP | MTD TYP |
|---|---|---|---|---|---|---|---|---|
| VA | Erngs Subj to FICA (All) | | | VA | | VA | VA | |
| VB | Erngs Subj to CSRS (All) | | | VB$ | | VB$ | VB$ | |
| VC | Erngs Subj to Federal Tax | | | VC& | | VC& | VC& | |
| VD | Erngs Subj to State Tax | | | VD# | | VD# | VD# | |
| VD | Erngs Subj to State Tax to include Panama Income and Education Tax | | | | | | | |
| VE | Erngs Subj to Local Tax | | | VE# | | VE# | VE# | |
| VF | Erngs Subj to Medicare | | | VF | | VF | VF | |
| VG | Erngs Subj to FERS (All) | | | VG$ | | VG$ | VG$ | |
| VH | Erngs Subj to TSP (All) | | | VH$ | | VH$ | VH$ | |
| VI | Erngs Subj to OASDI | | | VI | | VI | VI | |
| VJ | Erngs Subj to SERS | | | VJ | | VJ | - | |
| VL | Erngs Subj to FEGLI | | | VL | | | | |
| VM | Erngs Subj to 401(K) | | | VM | | VM | | |
| VS | Erngs Subj to Seguro Social and Seguro Health/Maternity | | | VS | | VS | | VS |
| VU | Erngs Subj to NAF Retirement | | | VU | | VU | | |
| VW | Erngs Subj to TIAA/CREF | | | VW | | VW | | |
| VX | Erngs Subj to Fidelity | | | VX | | VX | | |
| VY | Pretax FEHB | | | | | VY | | |
| V6 | Erngs Not Subj to OASDI | | | V6 | | V6 | | |
| V7 | Erngs Not Subj to Medicare | | | V7 | | V7 | | |
| V8 | Erngs Not Subj to Federal Tax | | | V8 | | V8 | | |

($ - Multiple occurrences of these codes are possible in Pay Details, YTD totals and QTD totals reflecting the existence of more than one Retirement Code.)

(# - Multiple occurrences of these codes are possible in Pay Details, YTD totals and QTD totals reflecting the existence of more than one taxing authority code.

(& - Multiple occurrences of these codes are possible in Pay Details, YTD totals, and QTD totals reflecting the existence of more than one subject to Federal tax based on whether the earnings are regular (R) or supplemental (S), and whether those earnings were taxed regularly (R) or supplementally (S).)

# W
## DEDUCTIONS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| WA | CSRS (All) | | | WA$ | | WA$ | WA$ |
| WB | Medicare | | | WB | | WB | WB |
| WC | FICA (All) | | | WC | | WC | WC |
| WD | Federal Tax | | | WD& | | WD& | WD& |
| WE | State Tax | | | WE# | | WE# | WE# |
| WF | Local Tax | | | WF# | | WF# | WF# |
| WG | FEHB | | | WG% | | WG | WG |
| WH | FEGLI (Regular) | | | WH | | WH | |
| WI | FEGLI (Optional A) | | | WI | | WI | |
| WJ | FEGLI (Optional B) | | | WJ | | WJ | |
| WK | FEGLI (Optional C) | | | WK | | WK | |
| WL | Allotments | | | WL@ | | WL | |
| WM | OASDI | | | WM | | WM | WM |
| WN | EIC | | | WN | | WN | WN |
| WO | TSP Loans | | | WO | | WO | |
| WP | FERS (All) | | | WP$ | | WP$ | WP$ |
| WQ | CSRS (Annuitant) | | | WQ$ | | WQ$ | WQ$ |
| WR | FERS (Annuitant) | | | WR$ | | WR$ | WR$ |
| WS | CSRS Replaces WA and WQ at Sep/Trans | | | | | WS$ | WS$ |
| WT | FERS Replaces WP and WR at Sep/Trans | | | | | WT$ | WT$ |
| WU | NAF Retirement | | | WU | | WU | |
| WV | 401(K) Loans | | | WV | | WV | |
| WW | TIAA/CREF Retirement | | | WW | | WW | |
| WX | Fidelity Retirement | | | WX | | WX | |
| WY | FEGLI Optional (Conversion if Totals by Option not Available) | | | | | | WY |
| WZ | Other Deductions (Conversion) | | | | | | WZ |
| W1 | UCGLI | | | W1 | | W1 | |
| W2 | SRA - TIAA/CREF | | | W2 | | W2 | |
| W3 | SRA - Fidelity | | | W3 | | W3 | |
| W4 | TEA Parking | | | W4 | | W4 | |
| W5 | Disability Insurance | | | W5 | | W5 | |
| W6 | Lodging | | | W6 | | W6 | |
| W7 | Subsistence | | | W7 | | W7 | |
| W8 | TEA Transit | | | W8 | | W8 | |
| W9 | TEA Vanpool | | | W9 | | W9 | |

($ - Multiple occurrences of these codes are possible in Pay Details, YTD totals and QTD totals reflecting the existence of more than one Retirement Code.)
(# - Multiple occurrences of these codes are possible in Pay Details, YTD totals and QTD totals reflecting the existence of more than one taxing authority code.)
(% - Multiple occurrences of this code are possible in Pay Details reflecting the existence of more than one FEHB code.)
(@ - Multiple occurrences of this code are possible in Pay Details reflecting the existence of more than one SVG-RTN Code.)
(& - Multiple occurrences of these codes are possible in Pay Details, YTD totals and QTD totals reflecting the existence of more than one Federal tax deduction based on whether the deductions were computed regularly (R) or supplementally (S).)

# X
## DEDUCTIONS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| XA | Voluntary Child Support | | | XA% | | XA | |
| XB | Voluntary Alimony | | | XB% | | XB | |
| XC | Garnishment - Child Support | | | XC% | | XC | |
| XD | Garnishment - Alimony | | | XD% | | XD | |
| XE | Garnishment - Arrearage (CH SP) | | | XE% | | XE | |
| XF | Garnishment - Arrearage (Alimony) | | | XF% | | XF | |
| XG | Tax Levy | | | XG% | | XG | |
| XH | Chapter 13 Payments | | | XH% | | XH | |
| XI | Voluntary Payment of Back Taxes | | | XI% | | XI | |
| XJ | Travel Overpayment | | | XJ | | XJ | |
| XK | DON Involuntary Indebtedness(no longer valid) | | | | | XK | |
| XL | Commercial Garnishment Administrative Fee | | | XL | | XL | |
| XM | Advance Salary Payments | | | XM | | XM | |
| XN | Leave Buy Back (Reserved) | | | XN | | XN | |
| XO | FEHB Indebtedness | | | XO% | | WG | |
| XP | DOD Involuntary Indebtedness (Max 15%) | | | XP% | | XP | |
| XQ | Charity | | | XQ% | | XQ | |
| XR | Employee Organizations | | | XR% | | XR | |
| XS | Bonds | | | XS% | | XS | |
| XT | Overseas Allotments | | | XT%% | | XT%% | |
| XU | Quarters (Rent and Utilities) | | | XU% | | XU | |
| XV | TSP | | | XV$ | | XV* | XV |
| XW | TSP Prior Year (Reserved) | | | XW | | XW | XW |
| XX | DOD Voluntary Indebtedness | | | XX% | | XX | |
| XY | Non-DOD Involuntary Indebtedness | | | XY% | | XY | |
| XZ | Non-DOD Voluntary Indebtedness | | | XZ% | | XZ | |
| X1 | NGAUS Insurance | | | X1# | | X1 | |
| X2 | State Endorsed/Private Insurance | | | X2 | | X2 | |
| X3 | State Retirement (Title 32) | | | X3 | | X3 | |
| X4 | Deferred Compensation | | | X4 | | X4 | |
| X5 | Military Deposit Deduction | | | X5 | | X5* | X5 |
| X6 | Reserved (Judgements) | | | | | | |
| X7 | 401(K) Savings Plan | | | X7 | | X7 | |
| X8 | Garnishment - Commercial | | | X8 | | X8 | |
| X9 | Military Deposit Deduction (Replaces X5 at Sep/Trans) | | | | | X9* | X9 |

(* - Multiple occurrences of this code are possible in YTD totals reflecting the existence of more than one Retirement Code, TSP Fund Code or identification of prior year TSP refunds.)
($ - Multiple occurrences of this code are possible in Pay Details reflecting the existence of more than one type of Fund Code or Retirement Code.)
(% - Multiple occurrences of these codes are possible in Pay Details reflecting the existence of more than one deduction address code.)
(%% - Multiple occurrences of this code are possible reflecting the existence of more than deduction type code indicator.)
(# - Multiple occurrences of these codes are possible in Pay Details reflecting the existence of more than one type of coverage.)

# Y

## ENTITLEMENTS AND AWARDS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| YA | Productivity Awards/Gainsharing Awards | | | YA | | YA | |
| YB | Interest Paid | | | YB | | YB | |
| YC | Cost of Living Allowance (COLA) (Non-Foreign) | | | YC | | YC | |
| YD | Post Differential (Non-Foreign) | | | YD | | YD | |
| YE | Living Quarters Allowance (LQA)(Foreign) | | | YE | | YE | |
| YF | Post Allowance (Foreign) | | | YF | | YF | |
| YG | Post Differential (Foreign) | | | YG | | YG | |
| YH | Separate Maintenance Allowance (Foreign) | | | YH | | YH | |
| YI | Subsistence Expense Allowance (SEA) | | | YI | | YI | |
| YJ | Temporary Quarters Subsistence Allowance (TQSA) | | | YJ | | YJ | |
| YK | Tropical Differential for Panama | | | YK | | YK | |
| YL | Benefit Allowance - GTMO (Cuba) | | | YL | | YL | |
| YM | Physicians Comparability Allowance | | | YM | | YM | |
| YN | Remote Site/Offshore Allowance | | | YN | | YN | |
| YO | Recruitment Incentive (Part of Basic Pay) | | | YO | | YO | |
| YP | Severance Pay | | | YP | | YP | |
| YQ | Lump Sum Leave | | | | | YQ | |
| YR | Danger Pay | | | YR | | YR | |
| YS | Separation Incentive | | | YS | | YS | |
| YT | Annual Premium for Standby | | | YT | | YT | |
| YU | Annual Premium for Admin Uncontrollable Overtime | | | YU | | YU | |
| YV | Beneficial Suggestion | | | YV | | YV | |
| YW | Incentive/Performance/Special Act & Achievement Awards | | | YW | | YW | |
| YX | SES Awards | | | YX | | YX | |
| YY | Extracurricular Pay (Educators) | | | YY | | YY | |
| YZ | Extra Duty (Dorm Supv) | | | YZ | | YZ | |
| Y1 | Transfer Allowance | | | Y1 | | Y1 | |
| Y2 | Education Allowance/Education Travel | | | Y2 | | Y2 | |
| Y3 | Staffing Differential | | | Y3 | | Y3 | |
| Y4 | Retention Allowance | | | Y4 | | Y4 | |
| Y5 | Supervisory Differential | | | Y5 | | Y5 | |
| Y6 | Recruitment Bonus | | | Y6 | | Y6 | |
| Y7 | Relocation Bonus | | | Y7 | | Y7 | |
| Y8 | Foreign Language Award | | | Y8 | | Y8 | |
| Y9 | Post Separation - COP Entitlement | | | Y9 | | Y9 | |

# Z

## OTHER ENTITLEMENTS

| CODE | NAME | TYP/HR ENV/OTH | TA DTL | PAY DTL | YTD LEAVE | YTD TYP | QTD TYP |
|---|---|---|---|---|---|---|---|
| ZA | Environmental - Prior to Conversion to DCPS | | | | | ZA | |
| ZB | Hazard - Prior to Conversion to DCPS | | | | | ZB | |
| ZC | FLSA - Week One (no longer valid) | | | | | OZ | |
| ZD | FLSA - Week Two (no longer valid) | | | | | OZ | |
| ZE | Sunday Premium | | | ZE | | ZE | |
| ZF | Holiday Premium | | | ZF | | ZF | |
| ZG | Shift Differential - Second Shift | | | ZG | | ZJ | |
| ZH | Shift Differential - Third Shift | | | ZH | | ZJ | |
| ZJ | Shift Differential | | | | | ZJ | |
| ZK | FLSA - Biweekly (no longer valid) | | | | | OZ | |
| ZL | Foreign Language Proficiency Pay | | | ZL | | ZL | |
| ZM | Availability Pay | | | ZM | | ZM | |
| ZZ | Other Pay - Prior to Conversion to DCPS | | | | | ZZ | |
| Z1 | Fringe Benefit | | | Z1 | | Z1 | |
| Z2 | JROTC Supplemental Pay | | | Z2 | | Z2 | |
| Z3 | Imminent Danger Pay | | | Z3 | | Z3 | |
| Z4 | Special Retention Allowance | | | Z4 | | Z4 | |
| Z5 | Condition of Employment | | | Z5 | | Z5 | |

# DCPS USER MANUAL

# TABLE OF CONTENTS REFERENCE GUIDE

The Payroll Office receives a complete user manual. This is a listing of that manual, identifying which portions are included in different manuals distributed. If a portion is not included in your manual and you need additional information, notify your point of contact for explanations.

The letter found to the left of the line represents which manual contains that portion of the complete manual; A=ALL, C=Customer Service Representative, H=Human Resource Office, R=Remote Disbursing Office, T&A=Time and Attendance.

Page #

SECTION A INTRODUCTION TO DCPS
A Security....A-1
A Components....A-1
A System Access....A-6
A Inputs, Processing, Outputs....A-7
A On-Line Query....A-8

SECTION B GETTING STARTED
A Using The Manual....B-1
A User Type....B-1
A Setting Security....B-2
A Online/Batch Processing....B-5
A Tables/Interface Files....B-5
A Menu Options....B-5

SECTION C TABLES
MENUS
Payroll Office Menus....C-1
C Customer Service Representative Menus....C-25
H Human Resource Office Menus....C-45

CHAPTER 1 CENTRAL TABLES
C Address – Bond Coordinators....C1-1
C Charitable Organization....C1-3
C Health Insurance....C1-5
C Master Payroll Office....C1-7
C NAF Retirement....C1-9
C Submitting Office....C1-11
C Cost of Living Allowance (COLA)....C1-13
C Overseas Teachers....C1-15
C Interest Rates Table....C1-19
C FEGLI Optional Rates....C1-21
C General....C1-23

C Geographic ..... C1-39
C GS Pay Cap Rates ..... C1-43
C GS Special Pay Cap Rates ..... C1-47
C Health Insurance Rates ..... C1-51
C Federal Holiday ..... C1-55
C Employee Organization Data ..... C1-57
C Retirement FICA Medicare ..... C1-63
C Executive SES Rates ..... C1-69
C Table Master ..... C1-73
C Uncommon Tour of Duty ..... C1-81
C Savings Bond ..... C1-83
C Wage Board Pay Cap Rates ..... C1-87
C Wage Board Special Pay Cap Rates ..... C1-93
C Hopper Dredge ..... C1-93
C Navigational Lock and Dam ..... C1-95
C Floating Plant ..... C1-97
C Puerto Rico Wages ..... C1-99
C Lithographer ..... C1-101
C Foreign National (Cuba) ..... C1-103
C, H LQA/Post Classification/Foreign Post Differential/Danger Pay ..... C1-113
C, H Post Classification/Payment ..... C1-119
C, H SMA Annual Rate ..... C1-123
C, H Foreign Currency Conversion Rates ..... C1-127
C LES Remarks ..... C1-131
C Pay Period Dates ..... C1-133

CHAPTER 2 PAYROLL OFFICE TABLES

C Employing Activity Record ..... C2-1
C Accounting Classification ..... C2-5
C School Year Information ..... C2-9
C Address Tables ..... C2-17
C Accounting Activity Address ..... C2-17
C Bond Issuing Agent Address ..... C2-19
C Deduction Payee Address ..... C2-20
C Disbursing Office Address ..... C2-22
C Employing Activity Office Address ..... C2-24
C Federal Taxing Authority Address ..... C2-26
C Payroll Office Address ..... C2-27
C USUHS Deductions Address Menu ..... C2-29
C Address - Financial Organization ..... C2-37
C Address - Garnishment Payee ..... C2-43
C, H Leave Bank ..... C2-45
C Activity Award Data ..... C2-49
C Accounting Activity Table ..... C2-53
C T&A Site Identification ..... C2-57
C Organization Record ..... C2-61
C Accounting Classification ..... C2-66
C Work Schedule Default ..... C2-70
C Standard Leave Job Orders ..... C2-73
C Local Holiday ..... C2-79
C State and Local Tax ..... C2-83

C Pay Blocks Assigned ..... C2-91
C Payroll Office Master ..... C2-93
C Rotating Tour of Duty ..... C2-101
C SDA Interface Table ..... C2-105
C System Status ..... C2-109
C CSR Site Identification ..... C2-113
C Remote Disbursing Office ..... C2-117

SECTION D EMPLOYEE DATA/ON-LINE PROCESSING/INQUIRIES MENUS
Payroll Office Menus ..... D-1
C Customer Service Representative Menus ..... D-41
C,T Time and Attendance Menus ..... D-71
H Human Resource Office Menus ..... D-77
C Accounting Technician Menus ..... D-89

CHAPTER 1 PERSONNEL
H New Hire Process ..... D1-1
H Employee Update ..... D1-47
H Separation and Severance Pay ..... D1-93
H FEHB ..... D1-115
H FEGLI ..... D1-121
H Thrift Savings Plan ..... D1-127
H Employee ID Correction ..... D1-133
Mass Separation/Transfer ..... D1-137
401(k) Savings Plan ..... D1-141
H Multiple Appointment ..... D1-145

CHAPTER 2 EMPLOYEE DATA MENU
C Savings Bonds ..... D2-1
C Charity ..... D2-11
C Employee Organization ..... D2-15
C Taxes (Federal/State/Local/AEIC) ..... D2-21
C Address/Allotments/Check Distribution ..... D2-37
C Overseas Allotments ..... D2-45
C Other Deductions ..... D2-49
Garnishments ..... D2-67
C Accounting Classification ..... D2-75
C NGAUS Insurance ..... D2-81
C Overseas Employee Information ..... D2-89
C USUHS Ret/Vol Annuity ..... D2-97
C 12-Month Payment Option for Teachers ..... D2-102A
C Pretax Benefits ..... D2-103

CHAPTER 3 TIME AND ATTENDANCE

C, T Timecard Format 1 - Sequential, Individual, Excessive .....D3-1
C, T Timecard Format 2 - Sequential, Individual, Excessive .....D3-21
C, T Work Schedule Change .....D3-29
C, T Accepted T&A Inquiry .....D3-43
C, T Retroactive T&A Inquiry .....D3-49
C, T History (Time) - Sequential .....D3-55
C, T T&A For Certification .....D3-61
C, T Missing Certification Report .....D3-69

CHAPTER 4 LEAVE

Adjustments for Retroactive Processing .....D4-1
C Advanced/Restored/Family Leave .....D4-39
C LES/SF1150 Entry .....D4-51
Donated Leave .....D4-63
Donated Leave - Multiple Donors .....D4-75
C Leave Certification .....D4-81
Continuation of Pay (COP) .....D4-85
C Miscellaneous Leave Data .....D4-95
H Leave Bank Entry (Individual) .....D4-109
H Leave Bank Entry - Multiple Donors .....D4-119
H Leave Bank Entry - Multiple New Members .....D4-123

CHAPTER 5 PAY

Manual Pay Adjustments .....D5-1
Pay Adjustments Examples (Manual) .....D5-21
Automated Pay Adjustments .....D5-39
Cancel Check Adjustments .....D5-47
Pay/Leave History Adjustments .....D5-73
Cash Payments/To Date Amounts .....D5-81
H Overseas Allowances - Advances/Payments/Adjustments .....D5-85
Garnishment Adjustments .....D5-99

CHAPTER 6 RETIREMENT

Individual Retirement Record .....D6-1
SF2807/SF3103 Register Adjustments .....D6-11
Military Deposits .....D6-17
Disability Application .....D6-27
Retirement Transfer-IN Amounts .....D6-33
Register Process Date .....D6-39
Retirement Package/Refund Application .....D6-43
Employee Retirement Register Inquiry .....D6-47

CHAPTER 7 INQUIRIES

C, H Employee Locator .....D7-1
C, H History (Leave, Pay, Time) .....D7-5
C Pay Detail .....D7-49
C, T History (Time) - Sequential .....D7-55
C, H Master Employee .....D7-61

C Central Reference Tables Menu (View Only) ..... D7-101
C, H Leave Adjustments ..... D7-105
C Payroll Office Tables Menu (View Only) ..... D7-127
C Address Menu ..... D7-129
C USUHS Deductions Address Menu (View Only) ..... D7-131
C, H Leave Bank ..... D7-133
C, H Overseas Allowances - Advances/Payments/Adjustments ..... D7-137

SECTION E BATCH PROCESSING
CHAPTER 1 PERSONNEL
C, H Personnel Interface ..... E1-1

CHAPTER 2 TIME AND ATTENDANCE
C, T T&A Batch Process ..... E2-1

CHAPTER 3 LEAVE
C Biweekly Leave Process ..... E3-1

CHAPTER 4 PAY
Gross Pay ..... E4-1
Gross Pay Information Calculations ..... E4-17
Administratively Determined ..... E4-25
Consultants/Experts ..... E4-31
Executives, Senior Executive Service, Court of Military Appeals Judges, USUHS Administrators and USSAH Associate ..... E4-33
Employee Working Uncommon Tour of Duty ..... E4-37
Fire Chiefs/Inspectors/Firefighters Cover Under Subpart M – Firefighter Pay ..... E4-45
Annual Premium for Standby Duty Status ..... E4-61
Annual Premium for Administratively Uncontrollable Overtime (AUO) ..... E4-65
Law Enforcement Officers ..... E4-69
DODDS Overseas Teachers and Principles ..... E4-75
Graded & Ungraded Foreign Nationals at Guantanamo Bay, Cuba ..... E4-83
Fire Chiefs/Inspectors/Firefighters – Foreign Nationals at Guantanamo Bay, Cuba ..... E4-89
Regular Graded Employees, Physicians and Title 32 Technicians ..... E4-93
Ungraded Employees ..... E4-99
Power Plant Ungraded Employees ..... E4-111
Power Plant Ungraded Employees with Dual Rate Classification ..... E4-113
Panama Employees ..... E4-115
Lump Sum Leave Codes ..... E4-127
Severance Pay ..... E4-133
Deductions ..... E4-135

Net Pay ..... E4-167
Pay Calc Tables ..... E4-169
Earnings Type Codes Deduction Table ..... E4-171
Environmental/Hazard Deduction Table ..... E4-177
Deduction Application/Priority Table ..... E4-179
Retro Reactivation Process ..... E4-183
Debt Identification Process ..... E4-185

CHAPTER 5 RETIREMENT ..... E5-1

CHAPTER 6 MASS
Table Programs ..... E6-1
Mass Update Reports ..... E6-13
Mass Update - Overseas Allowances Report ..... E6-17
Mass Update Exception Report ..... E6-21
Personnel Mass Separation Report ..... E6-25
C Accounting ..... E6-27

CHAPTER 7 LABOR/GROSS PAY RECONCILIATION ..... E7-1

C CHAPTER 8 ADDRESS VERIFICATION ..... E8-1

CHAPTER 9 HISTORY ..... E9-1

SECTION F REPORTS
MENUS
Payroll Office Menus ..... F-1
C Customer Service Representative Menus ..... F-15
C,T Time and Attendance Menus ..... F-23
R Remote Disbursing Office Menu ..... F-31

CHAPTER 1 TABLES
CENTRAL TABLES
P6803R01 Foreign Nationals Cuba Table ..... F1-1
P6806R01 COLA Table ..... F1-5
P6808R01 Overseas Teachers Table ..... F1-9
P6813R01 Employee Organization Data Table ..... F1-13
P6816R01 FEGLI Optional Insurance Table ..... F1-17
P6818R01 General Table ..... F1-21
P6818R02 GS/GS Special Pay Cap Rates ..... F1-33
P6819R01 Geographic Table ..... F1-39
P6822R01 Health Insurance Table ..... F1-43
P6823R01 Holiday Table ..... F1-47
P6833R01 Pay Period Dates Table ..... F1-51
P6838R01 Retirement FICA Medicare Table ..... F1-55
P6844R01 Table Master List ..... F1-61
P6846R01 Wage Board Pay Cap Rates ..... F1-65
P6866R01 Savings Bond Deduction Table ..... F1-69

| | | | |
|---|---|---|---|
| | P6872R01 | Post Classification/Payment Tables Report | F1-73 |
| | P6873R01 | Foreign Currency Conversion Rates Table | F1-75 |
| | P6874R01 | LQA/Post Classification/Foreign Post Differential/ Danger Pay Table Report | F1-77 |
| | P6876R01 | Leave and Earnings Statement (LES) Remarks | F1-81 |
| | | PAYROLL OFFICE TABLES | |
| | P6800R01 | Employing Activity Record | F1-85 |
| | P6801R01 | Address Table | F1-95 |
| | P6801R02 | Garnishment Address Data | F1-107 |
| | P6815R01 | SDA Interface Table | F1-109 |
| | P6835R01 | Payroll Office Master | F1-111 |
| | P6839R01 | Rotating Tour of Duty Table | F1-121 |
| | P6845R01 | State and Local Taxing Authority | F1-125 |
| | P6851R01 | Organization Record | F1-129 |
| | P6854R01 | Pay Blocks Assigned | F1-143 |
| | P6857R01 | Collection Point Listing (T&A Site Listing) | F1-145 |
| | CHAPTER 2 | PERSONNEL | |
| | P6606R01 | Personnel Interface Invalid Report | F2-1 |
| | P6606R02 | Personnel Interface Message Report | F2-23 |
| | P6606R03 | Notification of Returns to Personnel | F2-27 |
| | P6606R04 | Missing Organization Report | F2-35 |
| | P6609R01 | Master Employee Record Add/Change/Delete Report | F2-39 |
| | P6609R02 | Predetermined Control Totals Report | F2-43 |
| | P6610R01 | New Hire Suspense Report | F2-47 |
| | P6623R01 | Employee Thrift Record Add/Change/Delete Report | F2-51 |
| | P6627R03 | Bi-Weekly TSP Amounts Reported on a Pseudo SSN Report | F2-55 |
| | P6633R01 | Alphabetical Name Listing | F2-59 |
| C | P6643R01 | MER Report - New Hire | F2-63 |
| C | P6644R01 | New Organization Report | F2-91 |
| | P6648R01 | Ineligible TSP Status Code with Exceeded Dates Report | F2-95 |
| | P6649R01 | MER Report - Separation | F2-97 |
| | P6650R01 | Employee Data Transferred (In Lieu of SF1150) | F2-125 |
| C | P6656R01 | Employing Activity Change Report | F2-147 |
| C | P6657R01 | Employee/Member Self Service Invalid Report | F2-151 |
| | P6665R01 | Request Wage and Separation Information UCFE (ES-931) | F2-157 |
| C | P6678R04 | New Hire and Suspended Pay Report | F2-161 |
| | P6680R01/02 | Notification of Separations and Lump Sum Payments | F2-167 |
| | P6690R01 | Personnel Data Transfer Report | F2-173 |
| C | P6805R01 | Invalid Address Report | F2-183 |
| C | P6805R02 | Geographic Address Change Report | F2-191 |

| | | | |
|---|---|---|---|
| | CHAPTER 3 | TIME AND ATTENDANCE | |
| | P6604R01 | Time/Leave Detail History Report | F3-1 |
| C, T | P6605R01 | Control of Hours | F3-17 |
| C, T | P6605R02 | Missing Time/Created Leave Report | F3-23 |
| C, T | P6607R01 | Conversion of Hours Report | F3-29 |
| C, T | P6608R01 | Invalid Transaction Report | F3-33 |
| C | P6638R01 | Temporary Shift Override Report | F3-41 |
| C, T | P6653R01 | Missing Certification Report | F3-45 |
| C, T | P6658R01 | Schedule Edit Report | F3-49 |
| C, T | P6660R01 | Environmental/Callback Notification Report | F3-53 |
| C, T | P6696R03/04 | Time and Attendance Sheets Daily/Weekly/Biweekly | F3-57 |
| | CHAPTER 4 | LEAVE | |
| C | P6602R01 | Leave Availability Report | F4-1 |
| C | P6602R03 | Continuation of Pay Availability Report | F4-15 |
| C | P6602R04 | Overtime/Compensatory Time Review | F4-21 |
| C | P6602R05 | Overtime/Compensatory Usage Report | F4-27 |
| H | P6602R06 | Shared Leave Received From Leave Bank/Individual (HRO/ACT/ORG/SSN Order) | F4-33 |
| | P6602R07 | Shared Leave Received From Leave Bank/Individual (Pay Block/SSN Order) | F4-37 |
| C | P6603R01 | Outstanding Leave Documentation Report | F4-41 |
| C | P6612R01 | Family Leave Report | F4-45 |
| C, T | P6620R01 | Employees in Non Pay Status Prior/After Holiday | F4-51 |
| | P6670R01 | Leave Adjustment Report | F4-57 |
| C | P6670R02 | Restored Leave/Leave Data | F4-61 |
| C | P6670R03 | Advanced/Family Leave Authorization | F4-67 |
| | P6670R04 | LES/SF1150 | F4-71 |
| | P6675R01 | Unpaid Accrued Leave Liability | F4-77 |
| C, T | P6699R01 | Religious Compensatory Time to be Converted | F4-85 |
| C | P6785R01 | Compensatory Time Aging Report | F4-89 |
| | CHAPTER 5 | PAY CERTIFICATION | |
| | P6611R01 | Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement (In Lieu of SF2812) | F5-1 |
| | P6613R01/02 | Report of Withholdings and Contributions for Health Benefits by Enrollment Code (In Lieu of SF2812-A) | F5-11 |
| C | P6614R01 | Environmental/Hazardous Cost Report | F5-17 |
| | P6615R01 | Payroll for Personal Services Payroll Certification and Summary | F5-21 |
| | P6616R01 | Statement of Unpaid Wages | F5-51 |
| | P6619R01 | Adjustments to be Taken | F5-63 |
| | P6619R02 | Employees Exceeding Limitations Listing | F5-67 |
| | P6619R03 | Specified Deductions Exception | F5-71 |
| | P6619R04 | Payroll Crossfoot Error Notification | F5-77 |

| | | | |
|---|---|---|---|
| | P6619R05 | Payroll Gross to Net Verification Part I - Payroll Office Totals | F5-81 |
| | P6619R05 | Payroll Gross to Net Verification Part II - Gross Earnings by Federal Tax Category | F5-97 |
| | P6619R06 | Employees Exceeding Aggregate Limitations Listing Leave/ Pay Processing | F5-103 |
| | P6628R01 | Indebtedness to Government | F5-107 |
| | P6628R02 | Collections on Delinquent Debts | F5-113 |
| | P6632R01 | Thrift Savings Plan Adjustments Report | F5-117 |
| | P6635R01 | Adjustment Hours and Amount Report | F5-127 |
| | P6635R02 | Cancel Check/YTD Adjustments Report | F5-136A |
| | P6651R02 | Non Duty/Non Pay Status | F5-137 |
| | P6651R03 | Completed and/or Deleted Deductions Report | F5-141 |
| | P6654R01 | FEHB Indebtedness | F5-145 |
| | P6661R01 | Debt Worksheet | F5-150A |
| | P6669R01 | Notification of Additional Lump Sum Payments Due | F5-151 |
| | P6689R01 | Notification of Retro Processing | F5-155 |
| | P6692R01 | Year-to-Date Totals - Part I (Earnings/Deductions) | F5-159 |
| | P6692R01 | Year-to-Date Totals - Part II (Retirement/Tax Crossfoot/ Misc Info) | F5-175 |
| | P6692R02 | Subject Earnings Validation | F5-187 |
| | P6693R01 | Year-to-Date Detail – Part I (Earnings/Deductions) | F5-191 |
| | P6693R01 | Year-to-Date Detail – Part II (Retirement/Tax Crossfoot/ Misc Info) | F5-207 |
| C | P6787R01 | Retroactive Payment Worksheet | F5-219 |
| | DISBURSING | | |
| R | P6617R01 | Check Register | F5-227 |
| R | P6617R02 | 1000 Block Control Register | F5-237 |
| | P6618R01/02 | Remittance Report | F5-241 |
| R | P6618R03/04 | Remittance Report (For Overseas Locations) | F5-251 |
| | P6618R05 | Charitable Organization Remittance Report | F5-259 |
| | P6618R06 | CFC Remittance Report - Payroll Office | F5-263 |
| | P6621R01 | Total Shipment Register FED Payments | F5-267 |
| | P6621R02 | Transmittal Register FED Payments | F5-271 |
| | P6621R03 | EFT Detail Transaction Report | F5-275 |
| R | P6622R01 | Checks | F5-279 |
| R | P6624R01 | Checks for Special Handling | F5-289 |
| R | P6624R02 | Miscellaneous Remittance Report | F5-295 |
| | P6627R01 | Thrift Savings Plan Certification of Transfer of Funds and Journal Voucher | F5-305 |
| | P6627R02 | Thrift Savings Plan Tape Detail Report | F5-317 |
| | P6629R01 | NAF Retirement Report | F5-335 |
| | P6629R02 | 401(k) Savings Plan | F5-339 |
| | P6630R01 | NGAUS Report | F5-345 |
| C | P6641R01 | Leave and Earnings Statement | F5-349 |
| C | P6741R01 | In Lieu of Leave and Earnings Statement | F5-381 |
| | P6642R01 | Zip Code Density Analysis - Checks | F5-385 |
| | P6642R02 | Zip Code Density Analysis - LES | F5-385 |
| | P6642R03 | Zip Code Density Analysis - W-2 (Annual) | F5-385 |
| | P6645R01 | SF-1049 Public Voucher for Refunds | F5-391 |

| | | | |
|---|---|---|---|
| | P6645R02 | State Tax Detail Summary | F5-395 |
| | P6645R03 | SF 1049 Public Voucher for Refunds | F5-399 |
| | P6645R04 | Local Tax Detail Summary | F5-403 |
| R | P6647R01 | Remote Disbursing Site Manual Checks Report | F5-407 |
| | P6654R02 | FEHB Indebtedness Message | F5-413 |
| R | P6655R01 | Direct Deposit Net/Allotment Bank Listing | F5-417 |
| R | P6672R01 | Special Handling Award Report | F5-423 |
| | P6682R01 | Savings Bond Summary | F5-429 |
| | P6682R02 | SF 1049 Public Voucher for Refunds | F5-433 |
| C | P6786R01 | Transportation Equity Act Benefits Detail Report | F5-437 |
| | P6786R02 | Transportation Equity Act Benefits Remittance Report | F5-443 |
| | CHAPTER 6 | RETIREMENT | |
| | P6700R01/02 | SF2806/SF3100 Report | F6-1 |
| | P6702R01/02 | Register of Separations and Transfers | F6-11 |
| | P6704R01 | CSRS Reconciliation Report | F6-21 |
| | P6704R02 | FERS Reconciliation Report | F6-33 |
| | P6705R01 | Military Deposit Out-of-Balance Report | F6-45 |
| | P6706R01 | Military Deposit Worksheet | F6-49 |
| | P6707R01 | Interest Accrual for Military Deposits | F6-55 |
| | P6708R01 | Annual Summary Retirement Fund Transactions Civil Service Retirement System | F6-59 |
| | P6708R02 | Annual Summary Retirement Fund Transactions Federal Employees Retirement System | F6-67 |
| | P6710R01 | Retirement Adjustments | F6-75 |
| | P6711R01 | Corrections/Cancellations To Prior Pay Period Separations | F6-78A |
| | P6712R01 | Retirement Adjustment Report Service History | F6-79 |
| | P6712R02 | Retirement Adjustment Report Fiscal History | F6-83 |
| | P6730R01 | Request Retirement Package | F6-87 |
| | P6760R01 | Combined Departmental VSI Agency Contributions | F6-91 |
| | P6760R02 | Accounting Activities VSI Agency Contributions | F6-95 |
| | P6771R01 | TIAA/CREF Retirement Annuity Report | F6-101 |
| | P6772R01 | Fidelity Retirement Annuity Report | F6-105 |
| | P6773R01 | USUHS Disability Insurance Premium Statement | F6-109 |
| | P6773R02 | USUHS Disability Insurance Roster | F6-119 |
| | CHAPTER 7 | ACCOUNTING/LABOR/GROSS PAY | |
| | P6601R01 | Mass Update Exception Report - Accounting Classification | F7-1 |
| | P6601R02 | Accounting Classification Revalidations - Fiscal Year Rollover | F7-5 |
| | P6636R01 | Gross Pay/Reconciliation Report | F7-9 |
| C | P6637R01 | Gross Pay/Reconciliation Payroll Office Report | F7-17 |
| | P6674R01 | Accounting Classification Revalidations | F7-29 |
| | P6698R01 | Gross Pay/Reconciliation Inquiry Report | F7-33 |
| | CHAPTER 8 | QUARTERLY | |
| | P6625R01 | Health Benefits Enrollment Reconciliation Report | F8-1 |
| | P6662R01 | Quarterly W-4 Certification | F8-5 |
| | P6666R01 | Employer's Quarterly Federal Tax Information (IRS Form 941) Feeder | F8-9 |
| | P6666R02 | State/Local Tax Detail | F8-13 |

| | | | |
|---|---|---|---|
| | P6667R01 | Employee History Report | F8-23 |
| | P6678R01 | Direct Deposit/Electronic Funds Transfer (DD/EFT) Participation Report | F8-87 |
| | P6678R02 | Direct Deposit/Electronic Funds Transfer (DD/EFT) Participation - Totals Report | F8-93 |
| C | P6678R03 | Direct Deposit/Electronic Funds Transfer (DD/EFT) Non-Participation Report | F8-97 |
| | P6687R01 | COP Quarterly Report | F8-101 |
| | CHAPTER 9 | SEMI-ANNUAL | |
| | P6611R02 | Supplemental Semiannual Headcount Report | F9-1 |
| | P6677R01 | Semiannual Bond Participation Report | F9-17 |
| | P6683R01 | Health Carrier Reconciliation Report | F9-25 |
| | CHAPTER 10 | ANNUAL | |
| | P6646R01 | Annual Retirement Report (CSRS) | F10-1 |
| | P6646R02 | Annual Retirement Report (FERS) | F10-7 |
| | P6646R03 | Military Deposits Annual Retirement Report (CSRS) | F10-11 |
| | P6646R04 | Military Deposits Annual Retirement Report (FERS) | F10-15 |
| C | P6663R01 | W-2 Statements | F10-19 |
| | P6663R02 | Feeder Summary of Form W-2 Magnetic Media Wage Information | F10-29 |
| | P6663R03 | Feeder State/Local W-2 Tape Transmittal Report | F10-33 |
| | P6686R01 | Annual Leave/Shore Leave Forfeited Report | F10-37 |
| | P6688R01 | Work Years and Personnel Costs Report Leave Earned and Used (OPM Form 1351-C) Feeder | F10-41 |
| | CHAPTER 11 | PANAMA | |
| C, R | P6639R01 | Planilla De Salarios E Ingresos Rep De Panama Panama Annual Wage and Income Tax Report | F11-1 |
| C, R | P6639R02 | Informe Sorbe La Renta Employee Earning and Tax Statement | F11-5 |
| C, R | P6640R01/RP1 | Caja De Seguro Social De Panama Panama Social Security Report (Part 1) | F11-9 |
| C, R | P6640R02/RP2 | Caja De Seguro Social De Panama Panama Health and Maternity Report (Part 2) | F11-19 |

A SECTION G DICTIONARY/GLOSSARY ..... G-1

SECTION H REFERENCE GUIDES/JOB AIDS


CHAPTER 1 GENERAL SYSTEM INFORMATION

| | | |
|---|---|---|
| A | Error Messages | H1-1 |
| A | Function Keys | H1-45 |
| C | Standardized Address Information | H1-49 |
| C | Agency Codes and Major Claimant Codes | H1-123 |
| C, T | Type Codes | H1-131 |
| C | Employee Information | H1-149 |
| A | Table of Contents Reference Guide | H1-153 |

CHAPTER 2 PERSONNEL

| | | |
|---|---|---|
| C, H | Personnel Interface File Formats | H2-1 |
| C, H | Nature of Action Codes (NOACs) | H2-33 |
| C, H | Entitlements | H2-45 |
| C, H | Separations & Severance Pay | H2-73 |
| C, H | Separation Matrix | H2-85 |

CHAPTER 3 EMPLOYEE DATA

| | | |
|---|---|---|
| C | Other Deductions Table | H3-1 |
| | TSP - Deductions Matrix | H3-5 |
| C | Savings Bond Deduction Job Aid | H3-7 |

CHAPTER 4 GARNISHMENT

| | | |
|---|---|---|
| | Garnishments Decision Table | H4-1 |
| | Garnishment Adjustments Tables | H4-3 |

CHAPTER 5 TAXES

| | | |
|---|---|---|
| C | Marital Status Values | H5-1 |
| C | Maryland Counties Variance Values | H5-2 |
| C | State Taxable Indicator Matrix | H5-3 |
| C | Alphabetical Taxing Authorities List | H5-4 |

CHAPTER 6 TIME AND ATTENDANCE

| | | |
|---|---|---|
| C, T | Time and Attendance Job Aid | H6-1 |

CHAPTER 7 LEAVE

| | | |
|---|---|---|
| C, T | Leave Adjustment Job Aid | H7-1 |

CHAPTER 8 PAY

| | | |
|---|---|---|
| | Pay Adjustments Tables | H8-1 |
| | Pay Calculation Examples | H8-23 |

CHAPTER 9 REPORTS

| | | |
|---|---|---|
| C, R, T | Remote Report Distribution | H9-1 |

SECTION I TEMPORARY SYSTEM WORKAROUNDS

DCPDS ..... I-1
Separation/Severance ..... I-15
Employee Data ..... I-17
Bonds ..... I-23
Time & Attendance ..... I-25
Pay ..... I-27
Leave ..... I-29
Reports ..... I-35
Retirement ..... I-37
Software ..... I-39

THIS PAGE INTENTIONALLY LEFT BLANK

# TIME AND ATTENDANCE
# JOB AID

## TYPE HOUR CODES
## QUICK REFERENCE

**PAY TYPE HOURS**
**NOTE:** Expanded Definitions can be found at the back of the Job Aid.

RD - Recess Day
RG - Regular, (Graded)
RF - Regular, First Shift (Ungraded)
RS - Regular, Second Shift (Ungraded)
RT - Regular, Third Shift (Ungraded)
RX - Regular, Emergency Time (System Generated From Local Holiday Table Only)
RN - Regular, Firefighter Paid Not Worked
RW - Regular, Firefighter Agency Training

OS - Overtime, Scheduled
OU - Overtime, Unscheduled
OX - Overtime, Unscheduled Exception
OC - Overtime, Callback
OA - Additional FLSA Hours
ON - Overtime Scheduled, Not Worked - Court/Military Leave/Continuation Of Pay/Date Of Death

SG - Sunday Work (Graded)
SF - Sunday Work, First Shift (Ungraded)
SS - Sunday Work, Second Shift (Ungraded)
ST - Sunday Work, Third Shift (Ungraded)

HG - Holiday Work (Graded)
HF - Holiday Work, First Shift (Ungraded)
HS - Holiday Work, Second Shift (Ungraded)
HT - Holiday Work, Third Shift (Ungraded)
HC - Holiday Work, Callback

**TYPE HOUR CODES**
**QUICK REFERENCE**
**(CONTINUED)**

## LEAVE HOURS - PAID

LA - Annual
LB - Advanced Annual
LC - Court
LF - Forced Annual
LG - Advanced Sick - Not allowed for TOF Involuntary in Panama - EMP-TYP-CD=A
LH - Holiday
LI - Military, DC Guard
LJ - Shore
LK - Home
LL - Law Enforcement
LM - Military
LN - Administrative
LP - Annual, Restored #3
LQ - Annual, Restored #2
LR - Annual, Restored #1
LS - Sick - Not allowed for TOF Involuntary in Panama - EMP-TYP-CD=A
LT - Traumatic Injury (COP) - Not allowed for Post Treaty Non-U.S. Citizens in Panama - EMP-TYP-CD=J
LU - Date Of Traumatic Injury
LV - Excused Absence
LW - Educator, In-School Breaks
LX - Nonwork, Paid (Day Of Death Or Sabbatical)
LY - Time Off Award (Leave)

## LEAVE HOURS - NONPAID

KA - LWOP
KB - Suspension
KC - AWOL
KD - Office Of Worker Compensation Program (OWCP) - Not allowed for EMP-TYP-CD=J
KE - Furlough
KF - Nonduty, within regular schedule (this code will be removed from DCPS system shortly per DFAS headquarters. When code is removed, system will change KF codes in history to KA.
KG - Military Furlough (called to active duty)

# TYPE HOUR CODES
# QUICK REFERENCE
# (CONTINUED)

## COMPENSATORY HOURS

CC - Compensatory Time Callback
CE - Compensatory Time Earned
CT - Compensatory Time Taken

CA - Religious Compensatory Time Taken
CR - Religious Compensatory Time Earned

CD - Credit Hours Earned
CN - Credit Hours Taken

# ENVIRONMENTAL/HAZARD CODES

Environmental (GS - Pay Status/WG - Actual Exposure)

EA - Flying
EB - High Work - Work on, above, below, or suspended from or between high structures
EC - Floating Targets
ED - Dirty Work
EE - Cold Work
EF - Hot Work
EG - Welding Preheated Metals
EH - Micro-Soldering Or Wire Welding And Assembly
EK - Exposure To Hazardous Weather Or Terrain
EL - Unshored Work
EM - Ground Work Beneath Hovering Helicopter
EN - Hazardous Boarding Or leaving Of Surface Craft
EP - Cargo Handling During Lightening Operations
EQ - Diving - Extrahazardous (Panama Only)
ER - Duty Aboard Surface Craft
ES - Work At Extreme Heights
ET - Fibrous Glass Work
EV - High Voltage Electrical Energy
EW - Welding, Cutting, Or Burning in Confined Spaces
EX - Work at High Altitudes with a Commute from Lower Altitudes
EY - Tropical Jungle Duty
*E1 - Overheight Pay (Corp of Engineers Only)
*E2 - Spray Booth Operation (Corp of Engineers Only)
*E3 - Sandblasting (Corp of Engineers Only)
*E4 - Painters in Energized Area (Corp. of Engineers Only)
*E5 - Carpenters in Energized Area (Corp of Engineers Only)
*E6 - Live Line Maintenance (Corp of Engineers Only)

## ENVIRONMENTAL/HAZARD CODES
## (CONTINUED)

Environmental (GS/WG - Pay Status)

FA - Duty Aboard Submerged Vessel
FB - Explosives And Incendiary Material - High Degree
FC - Explosives And Incendiary Material - Low Degree
FD - Poisons (Toxic Chemicals) - High Degree
FE - Poisons (Toxic Chemicals) - Low Degree
FF - Micro - Organisms - High Degree
FG - Micro - Organisms - Low Degree
FH - Pressure Chamber And Centrifugal Stress
FI - Thermal-Chamber Test
FK - Work In Fuel Storage Tanks
FL - Firefighting - High Degree
FM - Firefighting - Low Degree
FN - Experimental Landing/Recovery Equipment Tests
FP - Land Impact Or Pad Abort Of Space Vehicle
FQ - Diving - Skin (Panama Only)
FR - Mass Explosives And/Or Incendiary Material
FS - Duty Aboard Aircraft Carrier
FT - Participating In Missile Liquid or Solid Propulsion Situations
FU - Diver-Tender Pay
FV - Asbestos
FW - Diving
FX - Working In Pressurized Sonar Domes
FY - Working In Nonpressurized Sonar Domes
FZ - Experimental Parachute Jumps
F1 - Hostile Enemy Fire (NSA Only)
F2 - Threat of Bodily Harm (NSA Only)
F3 - Work in the Destruction Area (NSA Only)
F4 - Extreme Heat (NSA Only)
*F5 - Firefighting (Corp of Engineers Only)
*F6 - Explosive Handling (Corp of Engineers Only)

**ENVIRONMENTAL/HAZARD TABLE**

| Env/ Hazard Code (1) | Ungr Env Pct (2) | Gr Haz Pct (3) | Usage Idc (4) |
|---|---|---|---|
| EA | 1.0000 | 0.2500 | P |
| EB | 0.2500 | 0.2500 | P |
| EC | 0.1500 | | P |
| ED | 0.0400 | 0.0400 | P |
| EE | 0.0400 | 0.0400 | P |
| EF | 0.0400 | 0.0400 | P |
| EG | 0.0400 | | P |
| EH | 0.0400 | | P |
| EK | 0.2500 | 0.2500 | P |
| EL | 0.2500 | 0.2500 | P |
| EM | 0.1500 | 0.2500 | P |
| EN | 0.1500 | 0.2500 | P |
| EP | 0.0800 | 0.2500 | P |
| EQ | 0.0500 | | P |
| ER | 0.1500 | 0.2500 | P |
| ES | 0.5000 | | P |
| ET | 0.0600 | | P |
| EV | 0.5000 | | P |
| EW | 0.0600 | | P |
| EX | 0.0800 | 0.0800 | P |
| EY | 0.0000 | 0.2500 | P |
| E1 | 1.0000 | | S |
| E2 | 0.0000 | | D |
| E3 | 0.0000 | | D |
| E4 | 0.0000 | | D |
| E5 | 23.3000 | | D |
| E6 | 2.0000 | | D |
| FA | 0.5000 | 0.2500 | P |
| FB | 0.0800 | 0.2500 | P |

| Env/ Hazard Code (1) | Ungr Env Pct (2) | Gr Haz Pct (3) | Usage Idc (4) |
|---|---|---|---|
| FC | 0.0400 | | P |
| FD | 0.0800 | 0.2500 | P |
| FE | 0.0400 | | P |
| FF | 0.0800 | 0.2500 | P |
| FG | 0.0400 | | P |
| FH | 0.0800 | 0.2500 | P |
| FI | | 0.2500 | P |
| FK | 0.0800 | 0.2500 | P |
| FL | 0.2500 | 0.2500 | P |
| FM | 0.0800 | 0.2500 | P |
| FN | 0.0800 | 0.2500 | P |
| FP | 0.0800 | 0.2500 | P |
| FQ | 0.0400 | | P |
| FR | 0.0400 | | P |
| FS | 0.0400 | 0.2500 | P |
| FT | 0.0800 | 0.2500 | P |
| *FU | 1.0000 | | P |
| FV | 0.0800 | 0.0800 | P |
| **FW | 1.7500 | 0.2500 | P |
| FX | | 0.0800 | P |
| FY | | 0.0400 | P |
| FZ | | 0.2500 | P |
| F1 | | 0.2500 | P |
| F2 | 0.2500 | 0.2500 | P |
| F3 | 0.0400 | 0.2500 | P |
| F4 | 0.0400 | 0.2500 | P |
| F5 | 0.2500 | | S |
| F6 | 0.2500 | | S |
| | | | |

LEGEND:

| COLUMN NUMBER | NAME AND DEFINITION |
|---|---|
| (1) | Environmental/Hazard Code.<br>This is the Environmental/Hazard Code which includes all types of pay differentials authorized for graded employees who work irregular or intermittent hazardous duty. Definitions are contained in FPM 990-2 Book 550, Section C. This column also includes all types of environmental differentials paid to ungraded employees for exposure to various degrees of hazards, physical hardship, and working conditions of an unusual nature. Definitions are contained in FPM Supplement 532-1, Section H, Chapter 1.<br><br>The same code is used for graded and ungraded employees whenever the definitions of conditions for each code are the same or similar in nature.<br><br>These codes are entered through the T&A and Pay Adjustment programs and are defined in the Data Dictionary. |
| (2) | Ungraded Environmental Percent.<br>This column shows the percentage used to calculate environmental pay based on hours entered for an ungraded employee. The percentage is multiplied by the WG 10, Step 2 rate in the MER to calculate the hourly environmental rate for the current pay period. Retroactive pay amounts must be calculated manually and entered through the Pay Adjustment program. |
| (3) | Graded Hazard Percent.<br>This column shows the percentage used to calculate hazard pay based on hours entered for a graded employee. The percentage will be multiplied by the graded employee's basic hourly rate to calculate the hourly hazardous rate for the current pay period. Retroactive pay amounts must be calculated manually and entered through the Pay Adjustment program. |
| * | 100% of second step of WG10 will be paid in lieu of scheduled rate of employee (unless scheduled rate is higher). |
| ** | 175% of second step of WG10 will be paid in lieu of the scheduled rate (unless scheduled rate is higher). |
| (4) | Usage Indicator.<br>This column indicates the type of environmental/hazard this is:<br>"P" indicates percentage of the supplemental graded calc 10 rate<br>"S" indicates percentage of the supplemental hourly rate<br>"D" indicates a flat dollar |

## OTHER CODES

### REPRESENTATIONAL HOURS

BA - Negotiations
BD - Labor/Management Relationship
BK - Grievance And Appeals

Official time allotted employees for union and other representational functions and will be reported in the (ENV/HZ/OTH) field as an exception through timecard Format 1 and the SDA. These hours will be returned to personnel via the reverse interface.

### FAMILY MEDICAL LEAVE CODES:

DA - Birth of son/daughter or care of newborn
DB - Adoption or foster care
DC - Care for spouse, son, daughter, or parent with a serious health condition
DD - Serious health condition of employee

Family medical leave codes will be reported with the applicable leave codes (LS, LA, LB, LG, KA, LQ, LR, CT, and CN). These codes, DA, DB, DC, DD, DE, DF will be reported in the ENV/HAZ/OTH field as an exception through timecard Format 1 and the SDA.

### FAMILY FRIENDLY LEAVE CODES:

DE - FFL Family Care/Bereavement – Sick Leave taken to 1) provide care for a family member, 2) make arrangements necessitated by the death of a family member or attend the funeral of a family member
DF - Sick Leave for Adoption Purposes – Sick Leave taken for purposes relating to the adoption of a child

Family friendly leave codes will be reported with the applicable leave codes (LS and LG). The codes DE and DF will be reported in the ENV/HAZ/OTH field as an exception through timecard Format 1 and the SDA.

## ALTERNATE WORK SCHEDULE (AWS) CODES
## QUICK REFERENCE FOR FULL-TIME EMPLOYEES

Definition: Identifies the alternate work schedule (if any) an employee is assigned to.
**NOTE:** Expanded Definitions can be found at the back of the Job Aid.

0 - Not On AWS
1 - Flexitour*
2 - Gliding Schedule*
3 - Variable Day Schedule*
4 - Variable Week Schedule*
5 - Maxiflex Work Schedule*/**
6 - Compressed Work Schedule**

7 - First Forty**
8 - Compressed Work Schedule**
D - Variable Week Schedule*
E - Maxiflex Work Schedule*/**

* Schedule permits use of credit hours at Activity discretion.
** Schedule allows fewer than 10 workdays in the biweekly period.

## SHIFT CODES ASSIGNED

0* - Graded Employee

1 - First Shift - Ungraded employee

2 - Second Shift - Ungraded employee

3 - Third Shift - Ungraded employee

4** - Rotating Shift - Ungraded employee <u>and</u> LM and LT type hour codes on RDO days.

* This is the default value for graded employees. It is system generated.

** It is a system generated code and appears on the timecard on the regular day off for rotating shift employees. For graded and ungraded to be input in TMP SFT field for type hour codes of LM (military leave) and LT (traumatic injury) on regular days off (RDO) on AWS codes of 3, 4, 5, 7, D, and E. On all other AWS codes, the system sets the "4" when applicable.

## WORK SCHEDULE CODES

F - Full-time
G - Full-time - Seasonal
H - Full-time - On Call
I - Intermittent
J - Intermittent - Seasonal
P - Part-time
Q - Part-time - Seasonal
R - Part-time - On Call
S - Part-time Job Sharer
T - Part-time Seasonal Job Sharer

## T&A STATUS CODES

A - Active
P* - Pending Separation
X** - Deceased

* The effective date of the status change must be the employee's date of separation.

** The effective date of the status change must be the date of the employee's death.

## ALTERNATE WORK SCHEDULE (AWS) CODES QUICK REFERENCE FOR FULL-TIME EMPLOYEES (CONTINUED)

| CODE | IN/OUT TIME | HOURS IN DAY | HOURS IN WEEK | BIWEEKLY |
|---|---|---|---|---|
| 0 | VARIES | VARIES* | VARIES* | VARIES* |
| 1 | SET | 8 | 40 | 80 |
| 2 | VARIES | 8 | 40 | 80 |
| 3 | VARIES | VARIES | 40 | 80 |
| 4 | VARIES | VARIES | VARIES | 80 |
| 5 | VARIES | VARIES | VARIES | 80 |
| 6 | SET | SET | VARIES | 80 |
| 7 | VARIES | VARIES | 40 | 80 |
| 8 | SET | SET | 40 | 80 |
| D | VARIES | VARIES | VARIES | 80 |
| E | VARIES | VARIES | VARIES | 80 |

* See Uncommon Tour of Duty Table

| CODE | ENTER HOURS FOR EACH SCHEDULED DAY | ENTER WEEKLY TOUR TOTAL EACH SATURDAY | ENTER BIWEEKLY TOUR TOTAL SECOND SATURDAY |
|---|---|---|---|
| 0 | # | | |
| 1 | # | | |
| 2 | # | | |
| 3 | | # | |
| 4 | | | # |
| 5 | | | # |
| 6 | # | | |
| 7 | | # | |
| 8 | # | | |
| D | | | # |
| E | | | # |

## EMPLOYEE STATUS CODE

| CODES: | MEANING TO T&A |
|---|---|
| A – Active | Current Time Expected. |
| B – Suspension | Generates "KB". All Other T&A Codes Rejected. |
| C - Cop-Light Duty (SF50) | Current Time Expected. |
| D - Extended Sick Leave | Generates "LS". (SF50 OR SF71) |
| E - DODEA Teacher Summer Recess (Not Valid For Principals) | Rejects All T&A Received. |
| F - Furlough (SF50) | Generates "KE". All Other T&A Codes Rejected. |
| K - Extended LWOP (SF71) | Generates "KA" But Does Not Display On Screen And If PF9 Is Pressed, Will Pay Employee. |
| L - Extended LWOP (SF50) | Generates "KA". All Other T&A Codes Rejected. |
| M - Military Furlough (SF50) | Generates "KG". All Other T&A Codes Rejected. |
| P - Date Of Separation | Rejects All T&A Received (Date Effective + 1 Day). |
| S – Severance | Rejects All T&A Received. |
| T - Appointment Canceled | Rejects All T&A Received. |
| V - Sabbatical (SF50) | Generates "LX". All Other T&A Codes Rejected. |
| W - Extended OWCP (SF50) Invalid for Employee Type Code J | Generates "KD". All Other T&A Codes Rejected. |
| X - Date Of Death | Rejects All T&A Received (Date Effective + 1 DAY). |
| Z - Severance (Deceased) | Rejects All T&A Received. |

## EMPLOYEE TYPE CODES

**NOTE:** Expanded Definitions can be found at the back of the Job Aid.

A - Transfer of Function - Involuntary (Panama)
B - Senior Executive Service (SES)
C - Consultant/Expert (Intermittent With A Daily Pay Rate)
D - Physician
E - Executive
F - Employees working Uncommon Tour of Duty Schedules
G - Fire Protection & Prevention Personnel covered under the Firefighters Overtime Pay Reform Act of 1998 (Title 5, Chapter 55, Subpart M – Firefighter Pay)
H - Future Use - Section 6 Teachers
J - Post Treaty (Panama)
L - Law Enforcement Officer
P - Professor/Faculty Employees (Accelerated FEHB Deductions)
Q - Non-Leave Earner
R - Regular - Graded And Ungraded Employees
S - Standby Premium
T - DODEA Teachers Or Principals
U - Administrative Uncontrollable Overtime Annual Premium
V - Title 32/National Guard Technicians
W - Foreign National - Regular
X - Foreign National - Fire Protection Personnel With 112, 120 OR 144 Hours Scheduled Per Pay Period.

**T&A STATUS CODE/EMPLOYEE STATUS CODE**
**DECISION TABLE**

| IF<br>AND | T&A STA CD<br>EMP STA CD | A<br>A | A<br>B | A<br>C | A<br>D | A<br>F | A<br>K | A<br>L | A<br>M | A<br>V | P<br>W |
|---|---|---|---|---|---|---|---|---|---|---|---|

ONLINE WILL DISPLAY AND BATCH WILL GENERATE

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| NATL HOL | X | | X | X | | | | | | |
| LOC HOL | X | | X | | | | | | | |
| REG HRS | X | | X | | | | | | | |
| LS | | | | X | | | | | | |
| LX | | | | | | | | | X | |
| KA | | | | | | X | X | | | |
| KB | | X | | | | | | | | |
| KD | | | | | | | | | | X |
| KE | | | | | X | | | | | |
| KG | | | | | | | | X | | |

THEN PROCESS ONLY IF REPORTED TYPE HOURS CODE =

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| ALL VALID | X | | X | X | | X | | | | |
| KA | | | | | | | X | | | |
| KB | | X | | | | | | | | |
| KD | | | | | | | | | | X |
| KE | | | | | X | | | | | |
| KG | | | | | | | | X | | |
| LX | | | | | | | | | X | |

* If T&A status code or employee status code = P or X, reject all T&A received (date effective + 1 day)

**NOTE:** T&A will be accepted/generated prior to or on the change date effective.
If employee status code = E, S ,T, or Z reject all T&A received.

# MINUTES TO HUNDREDTHS CONVERSION CHART

| MINUTES | HUNDREDTHS EQUIVALENT | MINUTES | HUNDREDTHS EQUIVALENT |
|---|---|---|---|
| :01 | .02 | :31 | .52 |
| :02 | .03 | :32 | .53 |
| :03 | .05 | :33 | .55 |
| :04 | .07 | :34 | .57 |
| :05 | .08 | :35 | .58 |
| :06 | .10 | :36 | .60 |
| :07 | .12 | :37 | .62 |
| :08 | .13 | :38 | .63 |
| :09 | .15 | :39 | .65 |
| :10 | .17 | :40 | .67 |
| :11 | .18 | :41 | .68 |
| :12 | .20 | :42 | .70 |
| :13 | .22 | :43 | .72 |
| :14 | .23 | :44 | .73 |
| :15 | .25 | :45 | .75 |
| :16 | .27 | :46 | .77 |
| :17 | .28 | :47 | .78 |
| :18 | .30 | :48 | .80 |
| :19 | .32 | :49 | .82 |
| :20 | .33 | :50 | .83 |
| :21 | .35 | :51 | .85 |
| :22 | .37 | :52 | .87 |
| :23 | .38 | :53 | .88 |
| :24 | .40 | :54 | .90 |
| :25 | .42 | :55 | .92 |
| :26 | .43 | :56 | .93 |
| :27 | .45 | :57 | .95 |
| :28 | .47 | :58 | .97 |
| :29 | .48 | :59 | .98 |
| :30 | .50 | :60 | 1.00 |

## Emergency Time - Quick Reference

Emergency time can be generated by the system for employees when situations arise which prevent T&A from being transmitted via SDA or manually input on-line. This is accomplished using the local holiday table.

The dates for emergency time (code RX) are set in the local holiday table for an activity, organization, or entire payroll office. See Section C of the User Manual for instructions on using the local holiday table. DCPS will generate a T&A code of RX for each day set in the table. The user cannot input this code, it must be done through the table.

Setting a date of emergency time will not affect T&A that is already reported. The RX code from the local holiday table will be used only for employees who do not have T&A reported for that day.

Employees on non-fixed schedules (AWS codes 3, 4, 5, 7, D, or E) will have emergency time created, 8 hours per day, Monday through Friday, until their tour of duty is fulfilled.

Emergency time must be set before first pass is run. If first pass is run on employees with no T&A, missing time will be generated. After missing time is generated, attempting to put in emergency time will not work, because there will be T&A reported for the employees.

Emergency time may be corrected via SDA or on-line.

## T&A Certification - Quick Reference

Caution must be used when an activity elects to use the certification process. If T&A is reported on an employee, and not certified prior to first pass, the T&A will be invalidated and have to be reinput and certified prior to second pass running.

On-line Certification is done only once each pay period, using the T&A certification screen.

SDA reporters must pass a certification record (type 4) each time they pass an employee's labor record (type 5). If an SDA is submitted with some employees not certified, these employees will be identified on the missing time report. DCPS will not reject all T&A within an activity if some of the employees are not certified. However, if you are a certifying activity, and do not pass a record type 4 with the actual T&A work record type 5, on the same SDA file; all T&A for that particular employee will be rejected.

If Emergency Time is used during the pay period, certification is not necessary.

# T&A ELIGIBILITY TABLE

**PURPOSE:** This table is used to edit on-line and batch T&A entries.

**SYSTEM PROCESSING:**

1. On-Line Processing. T&A Timecard Format 1 and 2 on-line programs use this table to edit T&A data entered. If the data entered for each transaction passes all edits, the data is accepted for further processing of pay and leave. If the data entered does not pass all edits, an error message will display on the bottom of the screen. The condition that caused the error must be corrected prior to reentry of data on either of these on-line programs.

2. Batch Processing. The T&A data entered by an SDA system is edited by using this table. If the data entered for each transaction passes all edits, the data is accepted by the system for further processing of pay and leave. If the data entered does not pass all edits, then the erroneous data entered for each employee will print on the Invalid Transaction Report, P6608R01. The condition that caused the error must be corrected prior to reentry of the data by using the T&A Timecard Format 1 program.

3. How To Use Table.

   a. Find the Type Hour Code on the erroneous transaction.

   b. Find the same Type Hour Code in the first column of the table.

   c. Look across all the columns to determine which codes caused the error. The codes under columns (1) - (6) for each employee will display on on-line screens for T&A Timecard Format 1 or 2. If the data displayed agrees with data in these columns and column 7 for that Type Hour Code has less than A, B, or C, then access the Master Employee Inquiry, screen 2, to see if the employee has a temporary appointment that may have caused the error. (If column (7) has A, B, C printed it will not make a difference if the employee has a temporary appointment.)

   d. Columns (8) and (9) edit whether or not an environmental/hazardous/other code or night differential code may be entered on the same transaction as the Type Hour Code.

# T&A ELIGIBILITY TABLE

| TYPE HOUR CODE (1) | GR/ UNGR IDC (2) | WORK SCHEDULE CODE (3) | ALTERNATE WORK SCHEDULE (4) | SHIFT CODE (5) | EMPLOYEE TYPE CODES (6) | TEMP POS CODE (7) | E/H OTH (8) | NGT DIF (9) |
|---|---|---|---|---|---|---|---|---|
| BA | G | FPGQ HRST | 012345678DE | 0 | B DEFG HL PQRSTUVWX | ABC | N | Y |
| BA | U | FPGQ HRST | 012345678DE | 1234 | R VW | ABC | N | N |
| BD | G | FPGQ HRST | 012345678DE | 0 | B DEFGH L PQRSTUVWX | ABC | N | Y |
| BD | U | FPGQ HRST | 012345678DE | 1234 | R VW | ABC | N | N |
| BK | G | FPGQ HRST | 012345678DE | 0 | B DEFGHL PQRSTUVWX | ABC | N | Y |
| BK | U | FPGQ HRST | 012345678DE | 1234 | R VW | ABC | N | N |
| CA | G | FPGQ HRST | 012345678DE | 0 | B DEFG L PQRS UV | ABC | N | Y |
| CA | U | FPGQ HRST | 012345678DE | 123 | R V | ABC | N | N |
| CC | G | FPGQ HRST | 012345678DE | 0 | D F G P RS VWX | ABC | Y | N |
| CC | U | FPGQ HRST | 012345678DE | 1234 | R VW | ABC | Y | N |
| CD | G | FPGQ HRST | 12345 DE | 0 | D HL P RS UV | ABC | Y | N |
| CD | U | FPGQ HRST | 12345 DE | 1234 | R V | ABC | Y | N |
| CE | G | FPGQ HRST | 0 678 | 0 | D FG P RS VWX | ABC | Y | N |
| CE | G | FPGQ HRST | 12345 DE | 0 | D F P RS UVWX | ABC | Y | Y |
| CE | U | FPGQ HRST | 012345678DE | 1234 | R VW | ABC | Y | N |
| CN | G | FPGQ HRST | 12345 DE | 0 | D HL P RS UV | ABC | F | Y |
| CN | U | FPGQ HRST | 12345 DE | 123 | R V | ABC | F | N |
| CR | G | FPGQ HRST | 012345678DE | 0 | B DEFG L PQRS UV | ABC | Y | N |
| CR | U | FPGQ HRST | 012345678DE | 1234 | R V | ABC | Y | N |
| CT | G | FPGQ HRST | 012345678DE | 0 | D FG P RS UVWX | ABC | F | Y |
| CT | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | F | N |
| DA | G | FPGQ HRST | 012345678DE | 0 | B DEFGHL PQRSTUVWX | | N | Y |
| DA | U | FPGQ HRST | 012345678DE | 123 | R VW | | N | N |
| DB | G | FPGQ HRST | 012345678DE | 0 | B DEFGHL PQRSTUVWX | | N | Y |
| DB | U | FPGQ HRST | 012345678DE | 123 | R VW | | N | N |
| DC | G | FPGQ HRST | 012345678DE | 0 | B DEFGHL PQRSTUVWX | | N | Y |
| DC | U | FPGQ HRST | 012345678DE | 123 | R VW | | N | N |
| DD | G | FPGQ HRST | 012345678DE | 0 | B DEFGHL PQRSTUVWX | | N | Y |
| DD | U | FPGQ HRST | 012345678DE | 123 | R VW | | N | N |
| DE | G | FPGQ HRST | 012345678DE | 0 | B DEF HL PQRSTUVWX | | N | Y |
| DE | U | FPGQ HRST | 012345678DE | 123 | R VW | | N | N |
| DF | G | FPGQ HRST | 012345678DE | 0 | B DEF HL PQRSTUVWX | | N | Y |
| DF | U | FPGQ HRST | 012345678DE | 123 | R VW | | N | N |
| EA | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| EA | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EB | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| EB | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EC | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| ED | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| ED | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EE | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| EE | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EF | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| EF | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EG | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EH | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EK | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| EK | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EL | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| EL | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |

# T&A ELIGIBILITY TABLE

| TYPE HOUR CODE (1) | GR/ UNGR IDC (2) | WORK SCHEDULE CODE (3) | ALTERNATE WORK SCHEDULE (4) | SHIFT CODE (5) | EMPLOYEE TYPE CODES (6) | TEMP POS CODE (7) | E/H OTH (8) | NGT DIF (9) |
|---|---|---|---|---|---|---|---|---|
| EM | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| EM | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EN | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| EN | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EP | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| EP | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EQ | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| ER | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| ER | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| ES | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| ET | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EV | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EW | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EX | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| EX | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| EY | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| E1 | U | FPGQIJHRST | 012345678DE | 1 4 | R | ABC | N | N |
| E2 | U | FPGQIJHRST | 012345678DE | 1 4 | R | ABC | N | N |
| E3 | U | FPGQIJHRST | 012345678DE | 1 4 | R | ABC | N | N |
| E4 | U | FPGQIJHRST | 012345678DE | 1 4 | R | ABC | N | N |
| E5 | U | FPGQIJHRST | 012345678DE | 1 4 | R | ABC | N | N |
| E6 | U | FPGQIJHRST | 012345678DE | 1 4 | R | ABC | N | N |
| FA | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FA | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FB | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FB | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FC | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FD | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FD | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FE | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FF | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FF | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FG | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FH | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FH | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FI | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FK | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FK | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FL | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FL | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |

# T&A ELIGIBILITY TABLE

| TYPE HOUR CODE (1) | GR/ UNGR IDC (2) | WORK SCHEDULE CODE (3) | ALTERNATE WORK SCHEDULE (4) | SHIFT CODE (5) | EMPLOYEE TYPE CODES (6) | TEMP POS CODE (7) | E/H OTH (8) | NGT DIF (9) |
|---|---|---|---|---|---|---|---|---|
| FM | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FM | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FN | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FN | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FP | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FP | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FQ | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FR | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FS | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FS | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FT | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FT | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FU | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FV | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FV | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FW | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FW | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| FX | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FY | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| FZ | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| F1 | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| F2 | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| F2 | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| F3 | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| F3 | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| F4 | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y |
| F4 | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N |
| F5 | U | FPGQIJHRST | 012345678DE | 1 4 | R | ABC | N | N |
| F6 | U | FPGQIJHRST | 012345678DE | 1 4 | R | ABC | N | N |
| HC | G | FPGQ HRST | 012345678DE | 0 | D HL P R TUVW | ABC | Y | Y |
| HC | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | Y | N |
| HF | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | Y | N |
| HG | G | FPGQ HRST | 012345678DE | 0 | D HL P R TUVW | ABC | Y | Y |
| HS | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | Y | N |
| HT | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | Y | N |
| KA | G | FPGQ HRST | 012345678DE | 0 | B DEFGHLPQRSTUVWX | ABC | F | Y |
| KA | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | F | N |
| KB | G | FPGQ HRST | 012345678DE | 0 | B DEFGHLPQRSTUVWX | ABC | N | Y |
| KB | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | N | N |

# T&A ELIGIBILITY TABLE

| TYPE HOUR CODE (1) | GR/ UNGR IDC (2) | WORK SCHEDULE CODE (3) | ALTERNATE WORK SCHEDULE (4) | SHIFT CODE (5) | EMPLOYEE TYPE CODES (6) | TEMP POS CODE (7) | E/H OTH (8) | NGT DIF (9) |
|---|---|---|---|---|---|---|---|---|
| KC | G | FPGQ HRST | 012345678DE | 0 | B DEFGHLPQRSTUVWX | ABC | N | Y |
| KC | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | N | N |
| KD | G | FPGQIJHRST | 012345678DE | 0 | BCDEFGHLPQRSTUVWX | ABC | N | Y |
| KD | U | FPGQIJHRST | 012345678DE | 123 | R VW | ABC | N | N |
| KE | G | FPGQ HRST | 012345678DE | 0 | B DEFGHLPQRSTUVWX | ABC | N | Y |
| KE | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | N | N |
| KF | G | FPGQ HRST | 012345678DE | 0 | B DEFGHLPQRSTUVWX | ABC | N | Y |
| KF | U | FPGQ HRST | 012345678DE | 0123 | R VW | ABC | N | N |
| KG | G | FPGQIJHRST | 012345678DE | 0 | B DEFGHLPQRSTUV | ABC | N | Y |
| KG | U | FPGQIJHRST | 012345678DE | 123 | R V | ABC | N | N |
| LA | G | FPGQ HRST | 012345678DE | 0 | B D FG LP RS UVWX | BC | F | Y |
| LA | U | FPGQ HRST | 012345678DE | 123 | R VW | BC | F | N |
| LB | G | FPGQ HRST | 012345678DE | 0 | B D FG LP RS UV | BC | F | Y |
| LB | U | FPGQ HRST | 012345678DE | 123 | R V | BC | F | N |
| LC | G | FPGQ HRST | 012345678DE | 0 | B DEFGHLPQRSTUV | ABC | N | Y |
| LC | U | FPGQ HRST | 012345678DE | 123 | R V | ABC | N | N |
| LF | G | FPGQ HRST | 012345678DE | 0 | B D FG LP RS UV | BC | N | Y |
| LF | U | FPGQ HRST | 012345678DE | 123 | R V | BC | N | N |
| LG | G | FPGQ HRST | 012345678DE | 0 | B D FG LP RS UV | ABC | G | Y |
| LG | U | FPGQ HRST | 012345678DE | 123 | R V | ABC | G | N |
| LH | G | FPGQ HRST | 012345678DE | 0 | B DEFGHLPQRSTUVWX | ABC | N | Y |
| LH | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | N | N |
| LI | G | FPGQ HRST | 012345678DE | 0 | B DEFG LP RS UV | C | N | Y |
| LI | U | FPGQ HRST | 012345678DE | 123 | R V | C | N | N |
| LJ | G | FPGQ HRST | 012345678DE | 0 | B DEFG LP RS UV | ABC | N | Y |
| LJ | U | FPGQ HRST | 012345678DE | 123 | R V | ABC | N | N |
| LK | G | FPG H | 012345678DE | 0 | B DEFG LP RS UV | ABC | N | Y |
| LK | U | FPG H | 012345678DE | 123 | R V | ABC | N | N |
| LL | G | FPGQ HRST | 012345678DE | 0 | B DEFG LPQRS UV | | N | Y |
| LL | U | FPGQ HRST | 012345678DE | 123 | R V | | N | N |
| LM | G | FPGQ HRST | 012345678DE | 0 4 | B DEFG LPQRSTUV | C | N | Y |
| LM | U | FPGQ HRST | 012345678DE | 1234 | R V | C | N | N |
| LN | G | FPGQ HRST | 012345678DE | 0 | B DEFGHLP RSTUVWX | ABC | R | Y |
| LN | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | R | N |
| LP | G | FPGQ HRST | 012345678DE | 0 | B D FG LP RS UVWX | BC | F | Y |
| LP | U | FPGQ HRST | 012345678DE | 123 | R VW | BC | F | N |
| LQ | G | FPGQ HRST | 012345678DE | 0 | B D FG LP RS UVWX | BC | F | Y |
| LQ | U | FPGQ HRST | 012345678DE | 123 | R VW | BC | F | N |
| LR | G | FPGQ HRST | 012345678DE | 0 | B D FG LP RS UVWX | BC | F | Y |
| LR | U | FPGQ HRST | 012345678DE | 123 | R VW | BC | F | N |
| LS | G | FPGQ HRST | 012345678DE | 0 | B D FG LP RSTUVWX | ABC | G | Y |
| LS | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | G | N |
| LT | G | FPGQIJHRST | 012345678DE | 0 4 | BCDEFGHLPQRSTUV | ABC | Y | Y |
| LT | U | FPGQIJHRST | 012345678DE | 1234 | R V | ABC | Y | N |
| LU | G | FPGQIJHRST | 012345678DE | 0 4 | BCDEFGHLPQRSTUV | ABC | Y | Y |
| LU | U | FPGQIJHRST | 012345678DE | 1234 | R V | ABC | Y | N |
| LV | G | FPGQIJHRST | 012345678DE | 0 | BCDEFGHLPQRSTUVWX | ABC | N | Y |
| LV | U | FPGQIJHRST | 012345678DE | 123 | R VW | ABC | N | N |

# T&A ELIGIBILITY TABLE

| TYPE HOUR CODE (1) | GR/ UNGR IDC (2) | WORK SCHEDULE CODE (3) | ALTERNATE WORK SCHEDULE (4) | SHIFT CODE (5) | EMPLOYEE TYPE CODES (6) | TEMP POS CODE (7) | E/H OTH (8) | NGT DIF (9) |
|---|---|---|---|---|---|---|---|---|
| LW | G | FPGQ HRST | 012345678DE | 0 | H T | ABC | F | Y |
| LX | G | FPGQIJHRST | 012345678DE | 0 | B DEFG HLPQRSTUVWX | ABC | N | Y |
| LX | U | FPGQIJHRST | 012345678DE | 123 | R VW | ABC | N | N |
| LY | G | FPGQ HRST | 012345678DE | 0 | B DEFG HLPQRSTUV | ABC | N | Y |
| LY | U | FPGQ HRST | 012345678DE | 123 | R V | ABC | N | N |
| ND | G | FPGQ HRST | 012345678DE | 0 | D HLP R UV | ABC | Y | Y |
| OA | G | FPGQIJHRST | 012345678DE | 0 | C F LP RS U | ABC | N | N |
| OA | U | FPGQIJHRST | 012345678DE | 1234 | R | ABC | N | N |
| OC | G | FPGQIJHRST | 012345678DE | 0 | D FG P RS WX | ABC | Y | N |
| OC | U | FPGQIJHRST | 012345678DE | 1234 | R W | ABC | Y | N |
| ON | G | FPGQ HRST | 012345678DE | 0 | D F L P RS U WX | ABC | N | Y |
| ON | U | FPGQ HRST | 012345678DE | 1234 | R W | ABC | N | N |
| OS | G | FPGQ HRST | 012345678DE | 0 | D L P R U W | ABC | Y | Y |
| OS | U | FPGQ HRST | 012345678DE | 1234 | R W | ABC | Y | N |
| OU | G | FPGQ HRST | 012345678DE | 0 | D FG L P RS U WX | ABC | Y | N |
| OU | U | FPGQ HRST | 012345678DE | 1234 | R W | ABC | Y | N |
| OX | G | FPGQIJHRST | 012345678DE | 0 | D F P RS WX | ABC | Y | N |
| OX | U | FPGQIJHRST | 012345678DE | 1234 | R W | ABC | Y | N |
| RD | G | FPGQHRST | 012345678DE | 0 | R S T | ABC | F | Y |
| RF | U | FPGQIJHRST | 012345678DE | 123 | R VW | ABC | Y | N |
| RG | G | FPGQIJHRST | 012345678DE | 0 | BCDEFG HLPQRSTUVWX | ABC | Y | Y |
| RN | G | F G H | 0 | 0 | FG X | ABC | N | N |
| RS | U | FPGQIJHRST | 012345678DE | 123 | R VW | ABC | Y | N |
| RT | U | FPGQIJHRST | 012345678DE | 123 | R VW | ABC | Y | N |
| RW | G | F G H | 0 | 0 4 | FG X | ABC | N | N |
| RX | G | FPGQ HRST | 012345678DE | 0 | BCDEF HLPQRSTUVWX | ABC | Y | Y |
| RX | U | FPGQ HRST | 012345678DE | 123 | R VW | ABC | Y | N |
| SF | U | F G H | 012345678DE | 123 | R V | ABC | Y | N |
| SG | G | F G H | 012345678DE | 0 | D HL P R TUV | ABC | Y | Y |
| SS | U | F G H | 012345678DE | 123 | R V | ABC | Y | N |
| ST | U | F G H | 012345678DE | 123 | R V | ABC | Y | N |

# PANAMA ELIGIBILITY TABLE

**NOTE:** If you are not servicing employees in Panama, your activity will not use this table.

| TYPE HOUR CODE (1) | GR/ UNGR IDC (2) | WORK SCHEDULE CODE (3) | ALTERNATE WORK SCHEDULE (4) | SHIFT CODE (5) | EMPLOYEE TYPE CODES (6) | TEMP POS CODE (7) | E/H OTH (8) | NGT DIF (9) | CTZ CD (10) |
|---|---|---|---|---|---|---|---|---|---|
| BA | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| BA | U | FPGQ HRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| BD | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| BD | U | FPGQ HRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| BK | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| BK | U | FPGQ HRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| CA | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| CA | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| CC | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | Y | N | 158 |
| CC | U | FPGQ HRST | 012345678DE | 1234 | A J R | ABC | Y | N | 158 |
| CD | G | FPGQ HRST | 12345 DE | 0 | A D J R | ABC | Y | N | 158 |
| CD | U | FPGQ HRST | 12345 DE | 1234 | A J R | ABC | Y | N | 158 |
| CE | G | FPGQ HRST | 0 678 | 0 | A D F J R | ABC | Y | N | 158 |
| CE | G | FPGQ HRST | 12345 DE | 0 | A D F J R | ABC | Y | Y | 158 |
| CE | U | FPGQ HRST | 012345678DE | 1234 | A J R | ABC | Y | N | 158 |
| CN | G | FPGQ HRST | 12345 DE | 0 | A D J R | ABC | F | Y | 158 |
| CN | U | FPGQ HRST | 12345 DE | 123 | A J R | ABC | F | N | 158 |
| CR | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | Y | N | 158 |
| CR | U | FPGQ HRST | 012345678DE | 1234 | A J R | ABC | Y | N | 158 |
| CT | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | F | Y | 158 |
| CT | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | F | N | 158 |
| DA | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | | N | Y | 158 |
| DA | U | FPGQ HRST | 012345678DE | 123 | A J R | | N | N | 158 |
| DB | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | | N | Y | 158 |
| DB | U | FPGQ HRST | 012345678DE | 123 | A J R | | N | N | 158 |
| DC | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | | N | Y | 158 |
| DC | U | FPGQ HRST | 012345678DE | 123 | A J R | | N | N | 158 |
| DD | G | FPGQ HRST | 012345678DE | 0 | A D F J R | | N | Y | 158 |
| DD | U | FPGQ HRST | 012345678DE | 123 | A J R | | N | N | 158 |
| DE | G | FPGQ HRST | 012345678DE | 0 | B DEF HL PQRSTUVWX | | N | Y | 158 |
| DE | U | FPGQ HRST | 012345678DE | 123 | R VW | | N | N | 158 |
| DF | G | FPGQ HRST | 012345678DE | 0 | B DEF HL PQRSTUVWX | | N | Y | 158 |
| DF | U | FPGQ HRST | 012345678DE | 123 | R VW | | N | N | 158 |
| EA | G | FPGQIJHRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| EA | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EB | G | FPGQIJHRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| EB | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EC | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| ED | G | FPGQIJHRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| ED | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EE | G | FPGQIJHRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| EE | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EF | G | FPGQIJHRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| EF | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EG | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EH | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EK | G | FPGQIJHRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| EK | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EL | G | FPGQIJHRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| EL | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |

# PANAMA ELIGIBILITY TABLE

| TYPE HOUR CODE (1) | GR/ UNGR IDC (2) | WORK SCHEDULE CODE (3) | ALTERNATE WORK SCHEDULE (4) | SHIFT CODE (5) | EMPLOYEE TYPE CODES (6) | TEMP POS CODE (7) | E/H OTH (8) | NGT DIF (9) | CTZ CD (10) |
|---|---|---|---|---|---|---|---|---|---|
| EM | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| EM | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EN | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| EN | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EP | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| EP | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EQ | U | FPGQIJHRST | 012345678DE | 0<br>1234 | A J R | ABC | N | N | 158 |
| ER | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| ER | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| ES | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| ET | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EV | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EW | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| EX | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y | 158 |
| EX | U | FPGQIJHRST | 012345678DE | 1234 | R VW | ABC | N | N | 158 |
| EY | G | FPGQIJHRST | 012345678DE | 0 | D RS UVW | ABC | N | Y | 158 |
| FA | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FA | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FB | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FB | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FC | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FD | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FD | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FE | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FF | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FF | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FG | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FH | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FH | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FI | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FK | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FK | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FL | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FL | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FM | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FM | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FN | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FN | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FP | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FP | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FQ | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FR | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FS | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FS | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FT | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FT | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FU | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |

# PANAMA ELIGIBILITY TABLE

| TYPE HOUR CODE (1) | GR/ UNGR IDC (2) | WORK SCHEDULE CODE (3) | ALTERNATE WORK SCHEDULE (4) | SHIFT CODE (5) | EMPLOYEE TYPE CODES (6) | TEMP POS CODE (7) | E/H OTH (8) | NGT DIF (9) | CTZ CD (10) |
|---|---|---|---|---|---|---|---|---|---|
| FV | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FV | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FW | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| FW | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| FY | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | N | 158 |
| FZ | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | N | 158 |
| F1 | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | N | 158 |
| F2 | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | Y | 158 |
| F2 | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| F3 | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | N | 158 |
| F3 | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| F4 | G | FPGQIJHRST | 012345678DE | 0 | A D J R | ABC | N | N | 158 |
| F4 | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| HC | G | FPGQ HRST | 012345678DE | 0 | A D J R T | ABC | Y | Y | 158 |
| HC | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | Y | N | 158 |
| HF | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | Y | N | 158 |
| HG | G | FPGQ HRST | 012345678DE | 0 | A D J R T | ABC | Y | Y | 158 |
| HS | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| HT | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | Y | N | 158 |
| KA | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | F | Y | 158 |
| KA | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | F | N | 158 |
| KB | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| KB | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| KC | G | FPGQ HRST | 012345678DE | 0 | A D F R T | ABC | N | Y | 158 |
| KC | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| KD | G | FPGQIJHRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| KD | U | FPGQIJHRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| KE | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| KE | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| KF | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | N | N | 158 |
| KF | U | FPGQ HRST | 012345678DE | 01234 | A J R | ABC | N | N | 158 |
| KG | G | FPGQIJHRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| KG | U | FPGQIJHRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| LA | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | F | Y | 158 |
| LA | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | F | N | 158 |
| LB | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | F | Y | 158 |
| LB | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | F | N | 158 |
| LC | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| LC | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| LF | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| LF | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| LG | G | FPGQ HRST | 012345678DE | 0 | D F J R | ABC | G | Y | 158 |
| LG | U | FPGQ HRST | 012345678DE | 123 | J R | ABC | G | N | 158 |
| LH | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| LH | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| LJ | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| LJ | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| LK | G | FPG H | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| LK | U | FPG H | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| LM | G | FPGQ HRST | 012345678DE | 0 4 | A D F J R T | ABC | N | Y | 158 |
| LM | U | FPGQ HRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |

# PANAMA ELIGIBILITY TABLE

| TYPE HOUR CODE (1) | GR/ UNGR IDC (2) | WORK SCHEDULE CODE (3) | ALTERNATE WORK SCHEDULE (4) | SHIFT CODE (5) | EMPLOYEE TYPE CODES (6) | TEMP POS CODE (7) | E/H OTH (8) | NGT DIF (9) | CTZ CD (10) |
|---|---|---|---|---|---|---|---|---|---|
| LN | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | R | Y | 158 |
| LN | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | R | N | 158 |
| LP | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | F | Y | 158 |
| LP | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | F | N | 158 |
| LQ | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | F | Y | 158 |
| LQ | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | F | N | 158 |
| LR | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | F | Y | 158 |
| LR | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | F | N | 158 |
| LS | G | FPGQ HRST | 012345678DE | 0 | D F J R T | ABC | G | Y | 158 |
| LS | U | FPGQ HRST | 012345678DE | 123 | J R | ABC | G | N | 158 |
| LT | G | FPGQIJHRST | 012345678DE | 0 4 | A D F R T | ABC | Y | Y | 158 |
| LT | U | FPGQIJHRST | 012345678DE | 1234 | A R | ABC | Y | N | 158 |
| LU | G | FPGQIJHRST | 012345678DE | 0 4 | A D F J R T | ABC | Y | Y | 158 |
| LU | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | Y | N | 158 |
| LV | G | FPGQIJHRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| LV | U | FPGQIJHRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| LW | G | FPGQ HRST | 012345678DE | 0 | T | ABC | F | Y | 158 |
| LX | G | FPGQIJHRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| LX | U | FPGQIJHRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| LY | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | N | Y | 158 |
| LY | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | N | N | 158 |
| ND | G | FPGQ HRST | 012345678DE | 0 | A D J R | ABC | Y | Y | 158 |
| OC | G | FPGQIJHRST | 012345678DE | 0 | A D F J R | ABC | Y | N | 158 |
| OC | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | Y | N | 158 |
| ON | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | N | Y | 158 |
| ON | U | FPGQ HRST | 012345678DE | 1234 | A J R | ABC | N | N | 158 |
| OS | G | FPGQ HRST | 012345678DE | 0 | A D J R | ABC | Y | Y | 158 |
| OS | U | FPGQ HRST | 012345678DE | 1234 | A J R | ABC | Y | N | 158 |
| OU | G | FPGQ HRST | 012345678DE | 0 | A D F J R | ABC | Y | N | 158 |
| OU | U | FPGQ HRST | 012345678DE | 1234 | A J R | ABC | Y | N | 158 |
| OX | G | FPGQIJHRST | 012345678DE | 0 | A D F J R | ABC | Y | N | 158 |
| OX | U | FPGQIJHRST | 012345678DE | 1234 | A J R | ABC | Y | N | 158 |
| RD | G | FPGQ HRST | 012345678DE | 0 | R T | ABC | F | Y | 158 |
| RF | U | FPGQIJHRST | 012345678DE | 123 | A J R | ABC | Y | N | 158 |
| RG | G | FPGQIJHRST | 012345678DE | 0 | A D F J R T | ABC | Y | Y | 158 |
| RS | U | FPGQIJHRST | 012345678DE | 123 | A J R | ABC | Y | N | 158 |
| RT | U | FPGQIJHRST | 012345678DE | 123 | A J R | ABC | Y | N | 158 |
| RX | G | FPGQ HRST | 012345678DE | 0 | A D F J R T | ABC | Y | Y | 158 |
| RX | U | FPGQ HRST | 012345678DE | 123 | A J R | ABC | Y | N | 158 |
| SF | U | F G H | 012345678DE | 123 | A J R | ABC | Y | N | 158 |
| SG | G | F G H | 012345678DE | 0 | A D J R T | ABC | Y | Y | 158 |
| SS | U | F G H | 012345678DE | 123 | A J R | ABC | Y | N | 158 |
| ST | U | F G H | 012345678DE | 123 | A J R | ABC | Y | N | 158 |

**LEGEND:**

| COLUMN NUMBER | NAME AND DESCRIPTION |
|---|---|
| (1) | Type Hour Code. The codes in this column are the type of hours reported for all employees through T&A. This column is in alphabetical order. |
| (2) | Graded/Ungraded Indicator. If a code is not printed for a graded or ungraded employee, it means the employee is not entitled to that Type Hour Code. For example, Code RG is printed for Graded/Ungraded Indicator Code G only. This means if an RG is entered for an ungraded employee, an error message will display on the screen for on-line or on a report for batch processing.<br><br>The system creates this indicator for all employees based on the Pay Plan entered in either the New Hire or Employee Update - Personnel Data programs and displays it on the Timecard Format 1 and 2 screens. The Pay Plan must be changed to change this indicator.<br><br>G - Graded<br>U - Ungraded |
| (3) | Work Schedule Code. This code is the same as the employee's Work Schedule Code on the SF 50. |

| COLUMN NUMBER | NAME AND DESCRIPTION |
|---|---|
| | F - Full-time<br>G - Full-time Seasonal<br>H - Full-time On Call<br>I - Intermittent<br>J - Intermittent Seasonal<br>P - Part-time<br>Q - Part-time Seasonal<br>R - Part-time On Call<br>S - Part-time Job Sharer<br>T - Part-time Seasonal Job Sharer |
| (4) | Alternate Work Schedule (AWS). This code identifies the AWS (if any) to which an employee is assigned. All employees have an AWS code in their Schedule Record. It may be changed by using the Work Schedule change program as described in Section D. |
| (5) | Shift Code. This code identifies the shift to which an employee is assigned. All graded employees have a Shift Code 0 in their records. If they are entitled to night differential, it must be entered by using the T&A programs. Ungraded employees must have a Shift Code of 1, 2 or 3 in their Schedule Record. Ungraded shift changes may be made by using the Work Schedule change program described in Section D. |

0 - Graded Employee
1 - First Shift - Ungraded
2 - Second Shift - Ungraded
3 - Third Shift - Ungraded
4 - Rotating Shift - Nonwork day

(6) Employee Type Code. This code indicates whether an employee is a special type that requires unique processing or if he is a regular employee. (For pay and leave entitlement.)

(7) Temporary Position Code. This code identifies the length of a temporary appointment. It is used for temporary employees only.

A - 89 days or less
B - 90 days to less than one year
C - One year or greater

(8) Environmental/Hazard/Other Code. This code shows whether or not a graded or ungraded employee may receive environmental/hazard pay on the Type Hours Code reported.

Y - Both Environmental/Hazard and Representational codes may be reported.
N - Neither Environmental/Hazard, Family Leave or Representational codes may be reported.
R - Only Representational codes can be reported with Type Hour Code.
E - Only ENV/HZ can be reported with Type Hour Code.
F - Only Family Medical Leave Codes can be reported with Type Hour Code.
G - Family Medical, Family Friendly or Adoption Leave and/or Advanced Sick Leave taken.

(9) Night Differential. This code shows whether or not an employee may receive night differential on the Type Hour Code reported. Night Differential is entered for graded employees only.

Y - Yes N - No

(10) Citizenship Code (only used by Panama Eligibility Tables).
1 - U.S. Citizen
5 - Local National
8 - Third State National

## TYPE HOUR CODES
## EXPANDED REFERENCE

### PAY TYPE HOURS

RD - Recess Day. This code is used to pay teachers during the Summer Recess period if they have chosen the 12 month payment option. It will system generate while Supplemental Status is “E”. Online entry is permitted for other eligible employees.

RG - Straight time pay for graded employees regardless of scheduled hours worked.

RF - Straight time pay for ungraded employees who work first shift.

RS - Straight time plus 7.5% Shift pay for ungraded employees who work second shift.

RT - Straight time plus 10% shift pay for ungraded employees who work third shift.

RX - Regular - Emergency Time. May be input for employee when situation precludes receipt of actual T&A. May be input to local holiday table for all of a payroll office, an Activity, or an organization.

RW - Firefighter Agency Training. This code is used to report hours for a firefighter attending agency sanctioned training.

RN - Firefighter Paid Not Worked. This code is used to report firefighter regular hours paid but not worked, identifying hours the firefighter did not work due to agency sanctioned training. Per Title 5, Chapter 55, employee is entitled to receive regular pay for hours during agency sanctioned training.

OS - Scheduled Overtime. Additional work hours scheduled in advance, as defined in FPM 610. Graded employees' night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by the system. If the overtime was worked on a regularly scheduled workday, the shift code is used to determine the overtime rate. If the overtime was worked on a non workday, the shift code from the previous workday is used to compute the overtime rate.

OU - Unscheduled overtime- Additional hours of work not scheduled in advance, as defined in FPM 610. This code is also used to report law enforcement officers' additional hours worked for which an annual premium is paid for administratively uncontrollable hours. Night Differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by the system.

OX - Unscheduled Overtime Exception. This code can be used on a nonscheduled workday. This code is also used to report overtime for employees on an intermittent work schedule.

**TYPE HOUR CODES**
**EXPANDED REFERENCE**
**(CONTINUED)**

OC - Callback Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will determine which shift is payable to ungraded employees who work overtime callback.

OA - Additional FLSA Hours. This code is used when the hours are considered "hours of work" under FLSA only. This includes time spent traveling during regular hours of work on a nonwork day; law enforcement officers' lunch periods; the eight hours set aside for eating and sleeping for firefighters who work additional shift where the 2/3 Rule is applicable (the other 16 hours payable are reported as OX or OU.)

ON - Overtime Scheduled But Not Worked. This entitlement exists when an employee was unable to work scheduled overtime because of military leave, court leave, traumatic injury leave, or on date of death.

**NOTE:** National Guard technicians (employee type code V) graded or ungraded are not entitled to overtime. All overtime codes will reject for these employees.

SG - Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during the administrative workweek. T&A will edit to ensure that Sunday Premium is payable to this employee.

SF - Sunday pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

SS - Sunday pay, including shift differential, for full-time ungraded second shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

ST - Sunday pay, including shift differential, for full-time ungraded third shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

NOTE: Sunday Premium is not payable on any L* codes.

HG - Holiday pay for graded employees who work on the holiday.

HF - Holiday pay for ungraded first shift employees who work on the holiday.

## TYPE HOUR CODES
## EXPANDED REFERENCE
## (CONTINUED)

HS - Holiday pay plus shift differential for ungraded second shift employees who work on the holiday.

HT - Holiday pay plus shift differential for ungraded third shift employees who work on the holiday.

HC - Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will default to the shift code assigned unless a temporary shift override is input.

**NOTE:** If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay type code (H) is input in lieu of the Sunday pay type code (S). The system will pay both the Sunday and the holiday.

### LEAVE HOURS - PAID

LA - Annual Leave. This code can also be used to advance annual leave, if the distribution has a blanket leave authorized, a "3" is set in the blanket leave advance indicator of the organization record or if an employee has a preauthorized advance leave amount, a "2" is set in the blanket leave advance indicator. This code when used with an injury number will be counted as one (1) day of COP. **NOTE:** For employees on donated leave for "family emergency", this code must be input and the system will convert to donated.

LB - Advanced Annual Leave. This code is used if an Activity has approved advanced annual leave coming in on the timecard. A "1" is set in the blanket leave advance indicator of the organization record.

LC - Court Leave.

LF - Forced annual leave. The usage of this code is the same as for regular annual leave (code la). This code gives management the option of distinguishing between annual leave directed to be taken and annual leave used at the request of the employee.

LG - Advanced Sick Leave - Not allowed for EMP-TYP-CD=A

# TYPE HOUR CODES
# EXPANDED REFERENCE
# (CONTINUED)

LH - Holiday Leave -Employees with AWS codes 0, 1, 2, 6, and 8 (fixed tours) will have holiday leave set in their scheduled tour if the holiday occurs on a regularly scheduled workday (except firefighters AWS-0). If the holiday occurs on a non-scheduled workday, the holiday leave code must be entered on the designated "in lieu of" holiday.

Firefighters are not eligible for holidays. Fire chiefs/inspectors may be entitled to holiday leave, but the system will not generate nor display the "LH" for that day. If a Fire Chief/Inspector should be paid for a Holiday absence, code "LH" must be entered as an exception. No fire protection personnel (Employee type code F or X) will be allowed to enter a Holiday Worked code HG or HC.

For employees with AWS codes 3, 4, 5, and 7, D, or E (non fixed tours), the holiday leave code must be entered as an exception to the normal work schedule for the total hours, not to exceed 8 hours.

The number of holiday leave or holiday worked hours for AWS code 6 and 8 cannot exceed the scheduled hours for that day.

Part time employees do not get In Lieu of Holidays.

LI - DC Guard - military leave. For members of the national guard of the District of Columbia for all days of parade or encampment. These reported hours will be included on the P6603R01 report until certified orders and funds are received and cleared by the leave certification program.

LJ - Shore Leave.

LK - Home Leave.

LL - Law Enforcement Leave - This is a special category of military leave for the purpose of aiding in law enforcement in such situations as riots. The statutory limit for such leave is 22 workdays in a calendar year.

Gross Military pay received for the period of law enforcement leave must be offset against the civilian pay entitlements.

LM - Military Leave - An employee may use up to 15 days or equivalent hours of military leave in a fiscal year plus the remaining days from the prior fiscal year not to exceed 30 days or equivalent hours in a fiscal year. Each date this code is reported will remain on the P6603R01 report until a certified copy of the orders are received and leave is cleared by the leave certification program.

LN - Administrative Leave.

# TYPE HOUR CODES
# EXPANDED REFERENCE
# (CONTINUED)

LP - Restored Annual leave Account #3. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave accounts #1 and #2 are insufficient, the system will default to this code. At the end of the leave year any remaining balance will be moved to leave code LQ.

LQ - Restored Annual Leave Account #2. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave account #1 is insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LR.

LR - Restored Annual Leave Account #1. This is the oldest account in the employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via time and attendance. At the end of the leave year of forfeiture, any balance remaining in this account will be forfeited and cannot be restored again.

LS - Sick Leave. This code can also be used to advance sick leave if employee has preauthorized amount set in master employee record and no sick leave is available. This code when used with an injury number will be counted as one (1) day of COP. **NOTE:** * For employees on donated leave for "self emergency" this code must be input and the system will convert to donated. Not allowed for EMP-TYP-CD=A.

LT - Absence because of a traumatic injury covered under the provisions of Continuation of Pay (COP). Requires injury number. Do not use on date of injury. (SEE LU) Post-treaty non-U.S. citizens (EMPLOYEE TYPE CODE=J) in Panama are ineligible to report this code. These employees will use "KF" to report non-work due to injury.

LU - Date Of Injury. Hours of nonwork due to traumatic injury, chargeable to administrative leave. Do not use after date of injury. (SEE LT) Do not use injury number. May be reported without hours if applicable.

LV - Excused absence on a regularly scheduled workday such as excused absence due to tardiness. Employee may be excused for tardiness under Title 5, but the period excused is not includable under FLSA. This code is to be used for employees who are on organ donor or bone marrow leave.

LW - Educators' nonwork day during the school year. School breaks such as Christmas AND Thanksgiving when they are not working but receive prorated pay.

LX - Periods of nonwork which are payable under Title 5 such as date of death, or sabbatical. If employee status code equals "V" for sabbatical leave, T&A will generate this code. If generated, this code <u>may not</u> be overridden.

## TYPE HOUR CODES
## EXPANDED REFERENCE
## (CONTINUED)

LY - Time off award (leave) given in lieu of cash award. (Up to scheduled hours biweekly per year - on regular employee would be 80 hrs).

### LEAVE HOURS - NONPAID

KA - Leave Without Pay. If the employee status code equals "K" or "L" for extended LWOP, T&A will generate this code. If generated for "L", this code may not be overridden. If generated for "K", this code can be overridden.

KB - Suspension. If the employee code equals "B" for suspension, T&A will generate this code. If generated, this may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X".

KC - AWOL - This code is used for unauthorized absences.

KD - OWCP. Employee is in a nonpay status due to receiving compensation from the office of worker's compensation programs. If employee status code equals "W" for extended OWCP, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X". Leave is accrued/prorated in accordance with the FPM. These nonpay hours are not included in the nonpay hours used for leave accrual reduction or counted in hours of nonpay for within grade increases. Not allowed for post treaty non-U.S. citizens in Panama - EMP-TYP-CD=J.

KE - Furlough - Lack Of Work. If employee status code equals "F" for furlough, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X".

KF - Nonduty hours during regularly scheduled work hours. This code will be removed from the system, per DFAS headquarters.

KG - Military Furlough. If employee status code equals "M" for military furlough, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X". These nonpay hours are not included in the nonpay hours used for leave accrual reduction or counted in hours of nonpay used for within grade increases.

### COMPENSATORY HOURS

CC - Compensatory Time Callback - Input the actual time worked. If less than the 2 hour minimum, the system will calculate the difference between actual time and 2 hours for pay purposes as applicable and will record 2 hours to the compensatory time balance.

## TYPE HOUR CODES
## EXPANDED REFERENCE
## (CONTINUED)

CE - Compensatory Time Earned. This is the actual number of hours worked as irregular or occasional overtime that are entered in the employee's compensatory earned account to be used at a later time as compensatory time off.

CT - Compensatory Time Taken - This is compensatory time off in lieu of payment for an equal number of hours worked.

CA - Religious Compensatory Time Taken. This code will reduce any available earned religious time balance. If no balance of earned hours is available, up to 40 hours will be advanced.

CR - Religious Compensatory Time Earned. This is time worked at the request of the employee to offset time off for religious reasons. If the religious comp balance is a credit amount, the time worked will reduce that credit. If the employee separates with an unused balance, the balance is paid as part of lump sum at the straight time rate.

CD - Credit Hours Earned. Employee must have an alternate work schedule of 1 – 5, 'D&E' and be approved at Activity level. Maximum of 24 hours upon activity approval. These hours are in excess of the basic work requirement but within the biweekly tour of duty. Any separation payment will be at straight time.

CN - Credit Hours Used - This code will reduce any available credit hours earned balance by the used amount.

**NOTE:** The brief definitions below are for full-time employees. See FPM 610 for a complete description for both full-time and part-time employees.

## AWS CODES- Expanded Definitions

| CODES | DEFINITIONS |
|---|---|
| 0 | Not on AWS – Employee may have a standard schedule which consists of 8-hour days, 40-hours a week and 80-hours biweekly or an Uncommon Tour of Duty schedule which consists of hours equal to or greater than 90 hours biweekly. These schedules are not considered Compressed, Variable, or Flex schedules within the definition of Alternate Work Schedules. All Uncommon Tour of Duty schedules must be approved by DFAS/HQ prior to being added as valid in DCPS. The 'Uncommon Tour of Duty Schedule Table' contains all schedules currently valid in DCPS. |
| 1 | Flexitour - A flexible schedule which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. A fixed arrival time is established for each employee. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt. |
| 2 | Gliding Schedule - The employee has a basic workweek requirement of five 8-hour days, 40 hours each week, and 80 hours biweekly. The employee may vary arrival and departure times without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt. |
| 3 | Variable Schedule - The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The employee may vary arrival and departure times and length of the workday without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt. Employees on this schedule must meet the biweekly requirement for regular hours before getting overtime or comptime (on a day without regular hours). Leave will convert the hours to fulfill the tour. Days which have regular hours input will not convert comptime to regular hours. If an employee is on a non fixed schedule and the employee separates mid pay period, T&A cannot be certified. |
| 4 | Variable Week Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may vary arrival and departure times, and length of workday and workweek without notification. Credit hours are authorized for this schedule. Hours in a week will be assumed by the system to have been at the employees request and should be reported as credit hours. FLSA will be computed on a biweekly basis. Employees on this schedule must meet the biweekly requirement for regular hours before getting overtime or comptime (on a day without regular hours). Leave will convert the hours to fulfill the tour. Days which have regular hours input will not convert comptime to regular hours. If an employee is on a non fixed schedule and the employee separates mid pay period, T&A cannot be certified. |

**ALTERNATE WORK SCHEDULE (AWS) CODES**
**EXPANDED REFERENCE**
**(CONTINUED)**

5 Maxiflex Work Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period, and vary arrival/departure times. Core time is only required 3 days a week. Credit hours are authorized for this schedule. Hours worked in excess of 40 hours in a week will be assumed to have been at the employees request and should be reported as credit hours. FLSA will be computed on a biweekly basis. Employees on this schedule must meet the biweekly requirement for regular hours before getting overtime or comptime (on a day without regular hours). Leave will convert the hours to fulfill the tour. Days which have regular hours input will not convert comptime to regular hours. If an employee is on a non fixed schedule and the employee separates mid pay period, T&A cannot be certified.

6 Compressed Schedule - The employee has a basic work requirement of work 80 hours biweekly. The hours in a week can vary, but the number of regular hours each workday must be scheduled. This is also known as the 5-4/9 plan. The employee may work 9-hour days during 8 days of the biweekly pay period and an 8-hour day on the 9th day to complete 80 hours for the pay period. The tenth day is an off-day. FLSA will be computed on a biweekly basis. Example:

WK #1 --
4 -- 9 Hour days and
1 -- 8 Hour day =
44 Hour week

WK #2 --
4 -- 9 Hour days =
36 Hour week =
80 Hours biweekly

7 First Forty - The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of hours in a day can vary (0 - 24).

8 Compressed Work Schedule - The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of regular hours each workday must be scheduled. Four-day work week - the agency/employee establishes a fixed schedule limited to four 10 hour days. Three-day work week - a fixed schedule limited to three 13 hour 20 minute days.

Examples:
4 -- 10 Hour days =
40 Hour week

**ALTERNATE WORK SCHEDULE (AWS) CODES**
**EXPANDED REFERENCE**
**(CONTINUED)**

3 -- 11 Hour days and
1 -- 7 Hour day =
40 Hour week

3 -- 13 Hour and 20 minute days =
40 Hour week

D Variable Work Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may vary arrival and departure times and length of workday and workweek without notification. Credit hours are authorized for the schedule. All regular hours worked in excess of 40 hours in a week will be used in calculating the FLSA entitlement. It will be assumed by the system that the Activity requested the employee to work greater than 40 hours in a week and the excess hours should never be reported as credit hours. FLSA will be computed on a weekly basis.

E Maxiflex Work Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period, and vary arrival/departure times. Core time is only required 3 days a week. Credit hours are authorized for this schedule. All hours in excess of 40 hours in a week will be used in calculating the FLSA entitlements. It will be assumed by the system that the Activity requested the employee to work greater than 40 hours in a week. Hours worked over 40 in a week should never be reported as credit hours. FLSA will be computed on a weekly basis.

**PLATOONS**

**PLATOON CODE AA** GRADED/UNGRADED G AWS CODE 0 ROT SHIFT IDC N

| ROTATION IDC | WK | SUN | S | MON | S | TUE | S | WED | S | THU | S | FRI | S | SAT | S | SUN IDC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01 | 1 | 0____ | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 02 | 1 | 24.00 | 0 | 0____ | 0 | 0____ | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 03 | 1 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 0____ | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 04 | 1 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 05 | 1 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 0 | 0____ | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 06 | 1 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 0____ | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 07 | 1 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 0____ | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |

**PLATOONS**

**PLATOON CODE AB** GRADED/UNGRADED G AWS CODE 0 ROT SHIFT IDC N

| ROTATION IDC | WK | SUN | S | MON | S | TUE | S | WED | S | THU | S | FRI | S | SAT | S | SUN IDC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01 | 1 | 0____ | 0 | 0____ | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 02 | 1 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 0____ | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 03 | 1 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 0____ | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 04 | 1 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 05 | 1 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 24.00 | 0 | 0____ | 0 | 0____ | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 06 | 1 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 0____ | 0 | 0____ | 0 | 24.00 | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 07 | 1 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 24.00 | 0 | 0____ | 0 | 0____ | 0 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |

**PLATOONS**

**PLATOON CODE AC** GRADED/UNGRADED U AWS CODE 8 ROT SHIFT IDC Y

| ROTATION IDC | WK | SUN | S | MON | S | TUE | S | WED | S | THU | S | FRI | S | SAT | S | SUN IDC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01 | 1 | 0____ | 4 | 10.00 | 1 | 10.00 | 1 | 10.00 | 1 | 0____ | 4 | 0____ | 4 | 10.00 | 1 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 10.00 | 1 | 10.00 | 1 | 10.00 | 2 | 10.00 | 2 | 0____ | 4 | 0____ | 4 | 0____ | 4 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 02 | 1 | 10.00 | 1 | 10.00 | 2 | 10.00 | 2 | 0____ | 4 | 0____ | 4 | 0____ | 4 | 10.00 | 2 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 10.00 | 2 | 10.00 | 2 | 0____ | 4 | 0____ | 4 | 0____ | 4 | 10.00 | 3 | 10.00 | 3 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 03 | 1 | 10.00 | 3 | 10.00 | 3 | 10.00 | 3 | 10.00 | 3 | 0____ | 4 | 0____ | 4 | 0____ | 4 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 4 | 0____ | 4 | 0____ | 4 | 10.00 | 1 | 10.00 | 1 | 10.00 | 1 | 10.00 | 1 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 04 | 1 | 0____ | 4 | 0____ | 4 | _____ | 4 | 10.00 | 1 | 10.00 | 3 | 10.00 | 3 | 10.00 | 3 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 10.00 | 3 | 0____ | 4 | 0____ | 4 | 0____ | 4 | 10.00 | 2 | 10.00 | 2 | 10.00 | 2 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 05 | 1 | 10.00 | 2 | 0____ | 4 | 0____ | 4 | 10.00 | 2 | 10.00 | 2 | 10.00 | 2 | 0____ | 4 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 4 | 10.00 | 3 | 10.00 | 3 | 10.00 | 3 | 10.00 | 3 | 0____ | 4 | 0____ | 4 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 06 | 1 | 0____ | 4 | 10.00 | 1 | 10.00 | 1 | 10.00 | 1 | 0____ | 4 | 0____ | 4 | 10.00 | 1 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 10.00 | 1 | 10.00 | 1 | 10.00 | 2 | 10.00 | 2 | 0____ | 4 | 0____ | 4 | 0____ | 4 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 07 | 1 | 10.00 | 1 | 10.00 | 2 | 10.00 | 2 | 0____ | 4 | 0____ | 4 | 0____ | 4 | 10.00 | 2 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 10.00 | 2 | 10.00 | 2 | 0____ | 4 | 0____ | 4 | 0____ | 4 | 10.00 | 3 | 10.00 | 3 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |

**PLATOONS**

**PLATOON CODE AD** GRADED/UNGRADED U AWS CODE 0 ROT SHIFT IDC Y

| ROTATION IDC | WK | SUN | S | MON | S | TUE | S | WED | S | THU | S | FRI | S | SAT | S | SUN IDC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01 | 1 | _8.00 | 1 | _8.00 | 2 | _8.00 | 2 | 0____ | 4 | 0____ | 4 | _8.00 | 2 | _8.00 | 2 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | _8.00 | 1 | _8.00 | 3 | 0____ | 4 | _8.00 | 3 | _8.00 | 3 | 0____ | 4 | _8.00 | 3 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 02 | 1 | _8.00 | 3 | 0____ | 4 | _8.00 | 1 | _8.00 | 1 | _8.00 | 1 | _8.00 | 1 | 0____ | 4 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 4 | _8.00 | 2 | _8.00 | 2 | _8.00 | 2 | 0____ | 4 | _8.00 | 3 | _8.00 | 3 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 03 | 1 | _8.00 | 3 | _8.00 | 3 | 0____ | 4 | 0____ | 4 | _8.00 | 1 | _8.00 | 1 | _8.00 | 1 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | _8.00 | 1 | 0____ | 4 | _8.00 | 2 | _8.00 | 2 | _8.00 | 2 | 0____ | 4 | _8.00 | 2 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 04 | 1 | _8.00 | 2 | _8.00 | 3 | _8.00 | 3 | 0____ | 4 | _8.00 | 3 | _8.00 | 3 | 0____ | 4 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | 0____ | 4 | _8.00 | 1 | _8.00 | 1 | _8.00 | 1 | 0____ | 4 | _8.00 | 1 | _8.00 | 2 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| 05 | 1 | _8.00 | 2 | _8.00 | 2 | _8.00 | 2 | 0____ | 4 | 0____ | 4 | _8.00 | 3 | _8.00 | 3 | Y |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |
| | 2 | _8.00 | 3 | _8.00 | 3 | 0____ | 4 | _8.00 | 1 | _8.00 | 1 | _8.00 | 1 | 0____ | 4 | N |
| | ND | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | 0____ | | |

**EMPLOYEE TYPE CODES.**

| CODES | DEFINITIONS |
|---|---|
| A | TRANSFER OF FUNCTION – (TOF-INVOLUNTARY). Grandfathered employees regardless of citizenship (if not a firefighter or teacher) hired in Panama prior to October 1, 1979, the Organizational Function was transferred from the Panama Canal Zone to the Department of Defense. These employees are treated the same as Employee Type Code 'R' for pay processing. They have unique leave accrual and usage requirements. |
| B | SENIOR EXECUTIVE SERVICE. SES's have a Pay Plan Code ES, Steps 1-6, and no grades. Their annual salary is edited and updated in the pay table for SES's. They are not entitled to premium pay for overtime, Sunday, hazardous duty, or night differentials. Includes Executives that retain SES benefits. |
| C | CONSULTANT. These are graded intermittent employees with a pay plan equal to consultant or expert who are paid a daily rate. No overtime, Sunday, holiday, or night differential premiums are payable. If nonexempt under FLSA, they will have a FLSA calculation for "hours of work" over 40 in an administrative workweek to determine if FLSA is greater. Hours of work must be reported via time and attendance even though the employee is paid a daily rate. For example, if a consultant works 2 hours on Monday and 16 hours on Tuesday, he/she will be paid the same daily rate each day but 18 hours of work would be applied toward the FLSA hours worked.<br><br>Salary Scheduled Day. The daily rate will be in the Master Employee Record in the data element. These employees do not have a scheduled hourly rate. Consultants who work full or part time are paid an hourly rate must be coded an Employee Type R. |
| D | PHYSICIAN. These employees must be full-time with an 80 hour biweekly tour of duty or be a part-time employee with a work schedule greater than 40 hours biweekly. Physicians or dentists may have a physicians allowance not-to-exceed the amount shown on the General Table. These employees are paid the same as other graded regular employees. |
| E | EXECUTIVE. These employees have a Pay Plan Code EX with Level I - V (equates to Grades 1 - 5 in DCPS), and no steps. Additional pay for premiums is not payable. Their annual salary is from the pay schedule for executives. Career executives that elect to retain SES benefits (PRD= S) are employee type codes of B. |

F Employees Working Uncommon Tour of Duty Schedules. These employees include Fire Protection & Prevention Personnel in Panama, Fire Protection & Prevention Personnel (less than 106 biweekly scheduled hours) not covered under the new Title 5, Chapter 55, Subpart M, and other regular employees with biweekly scheduled hours of 90 or greater. Employees have special FLSA, overtime, and regular pay calculations; receive Annual Standby Premium; and have accelerated leave accruals and usage requirements. They do not receive Holiday premium, Sunday premium, Night Differential, Environmental/Hazardous Duty pay.

G Fire Protection & Prevention Personnel covered under the Firefighter Overtime Pay Reform Act of 1998 (Title 5, Chapter 55, Subpart M – Firefighter Pay). These employees include Fire Protection & Prevention Personnel, pay plans GS, GM, D*, N*, in occupational series '0081' whose biweekly scheduled hours are equal to or greater than 106. Employees have special pay calculations, and have accelerated leave accruals and usage requirements. They are not entitled to receive Annual Standby Premium, Holiday Premium, Sunday Premium, Night Differential, Environmental Differential, or Hazardous Duty Pay. They may report Unscheduled Overtime or Compensatory Time in lieu of payment of overtime worked outside of their Uncommon Tour of Duty.

H FUTURE USE - SECTION 6 TEACHERS

J Post Treaty, Non-US employees in Panama (if not a firefighter or teacher) hired in Panama on or after October 1, 1979. If the employee is a US citizen they will be Employee Type Code 'R' or 'D'. These employees are treated the same as Employee Type Code 'R' for pay and leave processing.

L LAW ENFORCEMENT OFFICERS. These are full-time employees who receive annual administratively uncontrollable overtime premium which is considered part of basic pay for CSRS, FERS, and FEGLI. Special FLSA calculations and T&A requirements are: lunch periods must be reported as OA (FLSA hours only); all hours of work must be reported, even the hours for which an annual premium is paid (Code OU, unscheduled overtime). This is necessary to calculate FLSA correctly.

Law enforcement officers who do not meet this criteria are considered regular graded employees, Employee Type Code R.

P PROFESSOR/FACULTY at Academy, War College or Post Graduate Schools. Accelerated FEHB deductions. They will be paid the same as regular graded employees.

Q NON-LEAVE EARNERS are used by the Executive Office of the President and may not accrue or use annual or sick leave.

R REGULAR GRADED AND ALL UNGRADED EMPLOYEES. Full-time, part-time, and intermittent employees regardless of type of appointment who do not meet the criteria of other Employee Type Codes. FLSA calculations will be performed for nonexempt employees who work in excess of 40 hours in a workweek. Employees with an alternate work schedule code 4, 5, or 6 (commonly called the 5/4-9 program) will have a FLSA calculation when they exceed 80 hours of work in a biweekly pay period.

S ANNUAL STANDBY PREMIUM. Employees other than firefighters or fire chiefs who receive an annual premium for standby duty under the provisions of FPM 550.141. This premium is considered to be part of basic pay for CSRS, FERS, and FEGLI. If nonexempt, special FLSA rules apply. They must report all "hours worked" including scheduled standby time for which an annual premium is paid. All scheduled hours (regular and standby) must be reported, even when the employee takes leave. Holiday, scheduled overtime, night differential, or Sunday premiums will not be paid to these employees.

T DODEA TEACHERS OR PRINCIPALS. Their annual salary is divided into two daily rates. One daily rate is their "classroom" rate, which is their annual rate divided by classroom days. The other daily rate is their "scheduled" rate which is their annual rate divided by scheduled days in the school year. These teachers are paid in twenty or twenty-one equal "full" pay periods in the school year, plus one or two partial pay periods at the beginning and/or end of the school year. In certain cities overseas, teacher's work schedules include Saturdays and Sundays as regular work days.

Their biweekly pay is prorated so that each of the full pay periods are the same provided they are in a pay status. To do this, the "scheduled" daily rate is multiplied by the number of days reported for the pay period. Each scheduled day during the pay period must be reported via Time and Attendance, even recess days. If the employee is in a non-pay status, the "classroom" daily rate is used instead of the "scheduled" daily rate. Non-pay codes should be reported for classroom days and recess days should be reported as recess days. Health and life insurance premiums are also prorated over the 20 or 21 full pay periods. There are special leave accruals and balances. These employees work in a foreign area and usually have foreign allowances and/or differentials for working in a foreign area. Because they work in a foreign area, FLSA does not apply. Sunday premium pay is authorized for educators, principals, and assistant principals whose regular work schedule requires them to work on Sunday.

U ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PREMIUM. Employees, other than law enforcement officers, who receive an annual premium for administratively uncontrollable overtime hours under the provisions of FPM 550.151. This annual premium is not considered part of basic pay for CSRS, FERS, and FEGLI. If nonexempt, special FLSA rules apply in that all hours of work must be reported. These employees are not paid unscheduled overtime and cannot earn compensatory time in lieu of payment for overtime.

| | |
|---|---|
| V | Title 32 Technicians (Army or Air Force). These are graded and ungraded, full-time, part-time, or intermittent employees. Overtime does not apply to these employees. Guard Technicians are ineligible to report O - codes. They may only report compensatory time. |
| W | FOREIGN NATIONALS. These are regular graded and ungraded employees who work for the Navy in Guantanamo Bay, Cuba. FLSA does not apply to foreign nationals. |
| X | FOREIGN NATIONAL FIREFIGHTER AND FIRE CHIEFS. Same as other foreign nationals except these employees receive an annual premium for standby duty time. They are scheduled to work 112, 120, or 144 hours in a pay period and have the same leave procedures as employee type F (firefighters and fire chiefs). The FLSA does not apply to foreign nationals. |

UNCOMMON TOUR OF DUTY SCHEDULE TABLE

An 'Uncommon Tour of Duty' is defined as a work schedule with biweekly hours equal to or greater than 90, these schedules are not to be considered Compressed, Variable, or Flex Schedules within the definition of Alternate Work Schedules. All new Uncommon Tour of Duty schedules must be approved by DFAS/HQ prior to being added as valid in DCPS. See the 'Uncommon Tour of Duty Schedule Table' for all schedules currently valid in DCPS.

| TOUR | SCD | SCD | SCD | SCD | SCD | SCD | SCD | SCD | SCD | SCD | FF DIV IDC | SCD DEF |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 90 | 18 | 18 | 18 | 18 | 18 | | | | | | Space | Y |
| 90 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | Space | |
| 108 | 21.6 | 21.6 | 21.6 | 21.6 | 21.6 | | | | | | Space | Y |
| 108 | 21.6 | 21.6 | 21.6 | 21.6 | 21.6 | | | | | | N | Y |
| 108 | 21 | 21 | 22 | 22 | 22 | | | | | | N | |
| 108 | 18 | 18 | 18 | 18 | 18 | 18 | | | | | N | |
| 112 | 8 | 8 | 8 | 8 | 24 | 8 | 8 | 8 | 8 | 24 | Space | Y |
| 112 | 24 | 24 | 8 | 24 | 24 | 8 | | | | | N | Y |
| 112 | 8 | 8 | 8 | 8 | 24 | 8 | 8 | 8 | 8 | 24 | Y | Y |
| 112 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | | | N | |
| 112 | 8 | 24 | 8 | 8 | 8 | 24 | 12 | 10 | 10 | | N | |
| 112 | 10 | 10 | 10 | 10 | 16 | 10 | 10 | 10 | 10 | 16 | N | |
| 118 | 8.75 | 24 | 8.75 | 8.75 | 8.75 | 8.75 | 24 | 8.75 | 8.75 | 8.75 | Space | Y |
| 118 | 24 | 24 | 11 | 24 | 24 | 11 | | | | | N | Y |
| 118 | 8.75 | 24 | 8.75 | 8.75 | 8.75 | 8.75 | 24 | 8.75 | 8.75 | 8.75 | Y | Y |
| 118 | 24 | 24 | 22 | 24 | 24 | | | | | | N | |
| 120 | 9 | 9 | 9 | 9 | 24 | 9 | 9 | 9 | 9 | 24 | Space | Y |
| 120 | 24 | 24 | 12 | 24 | 24 | 12 | | | | | N | Y |
| 120 | 24 | 9 | 9 | 9 | 9 | 24 | 9 | 9 | 9 | 9 | Y | Y |
| 120 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | Space | |
| 120 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | Y | |
| 120 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | N | |
| 120 | 24 | 24 | 24 | 24 | 24 | | | | | | N | |
| 144 | 24 | 24 | 24 | 24 | 24 | 24 | | | | | Space | Y |
| 144 | 24 | 24 | 24 | 24 | 24 | 24 | | | | | N | Y |
| 144 | 8 | 24 | 8 | 24 | 8 | 8 | 24 | 8 | 24 | 8 | Y | Y |

THIS PAGE INTENTIONALLY LEFT BLANK

# LEAVE ADJUSTMENT JOB AID

**Field Name** - This is the name of the field being changed in the adjustment.
**Definition** - The definition of the field name.
**Code Value** - Identification of all code values accepted in the field.
**Note** - Additional notes for using the field.

| Field Name | Definition | Code Value | Note |
|---|---|---|---|
| Blanket Leave Advanced IDC | Indicates by employee whether the activity allows annual leave to be automatically advanced if insufficient annual leave exists. | 0 - no employee override submitted (value of distribution record used)<br>1 - annual leave may be advanced only by entering 'LB' through T&A<br>2 - annual leave may be advanced only if authorization exists, 'LA' or 'LB' may be input through T&A<br>3 - blanket advancement of annual leave is authorized, 'LA' or 'LB' may be input through T&A | Normally the only time it would be necessary to change an employee's blanket leave advance indicator is if the indicator at the employee level is 0 and the activity/distribution is 1 or 3 and they want to require the employee to be preauthorized (2) with an advance annual leave request. |
| Leave Ceiling IDC | Indicates the maximum balance of annual leave that may be carried forward into a new leave year. | 1 - 30 days (regular)<br>2 - 45 days (overseas)<br>4 - unlimited hours (SES)<br>5 - 45 to 30 days declining<br>6 - 60 to 30 days declining<br>7 - 60 to 45 days declining<br>8 - unlimited to 30 days declining<br>9 - unlimited to 45 days declining | Defaults<br>1 - General Default<br>4 - SES/Executive<br>5 - DODEA teachers<br><br>Customer Service Representatives do not have access to this field. |

| Field Name | Definition | Code Value | Note |
|---|---|---|---|
| Leave Code/ Reason IDC | Indicates the purpose for which an adjustment is being made. | LV code value<br>LB - advanced annual<br>LG - advanced sick<br>LP - restored #3<br>LQ - restored #2<br>LR - restored #1<br><br>Reason IDC value<br>DA - birth of son/daughter or care of a newborn<br>DB - adoption or foster care<br>DC - care for spouse, son, daughter, or parent with serious health condition<br>DD - serious health condition of employee | |
| Leave Exception IDC | Indicates to system to bypass annual and sick leave accruals and certain other leave/pay processes. | 6 - a Section 6 employee<br>0 - not a Section 6 employee | |

Codes used on the Pay/Leave History Screen:

CE Compensatory Hours
CR Religious Hours
CA Advanced Religious Hours
LA Annual Leave Hours
LB Advanced Annual Hours
LG Advanced Sick Hours
LY Time-Off Award
L1 Advanced/Used Time-Off Award

**NOTE:** Customer Service Representatives have access to the Pay/Leave History Screen only through the LES/SF1150 Screen.

# REMOTE REPORT PRINTING

Selected DCPS reports will be printed at timekeeper (T&A), CSR and RDO remote sites. Reports targeted for printing at remote locations contain only data specific to the employees serviced by the timekeeper (T&A), CSR or RDO.

The system will generate and send selected reports to the designated T&A, CSR and RDO sites. The Time & Attendance Site Identification, CSR Site Identification and RDO Site Identification input screens contain printer identification and an indicator that shows capability of receiving reports to print or be held on disk for subsequent printing via the reports menus. All CSR and T&A reports will be generated at the group level. If the site is not print capable, the reports are printed at the payroll office. Additionally, previously generated reports can be reprinted using the T&A Reports Menu and the CSR Reports Menu, available to the timekeeper and CSR respectively. If the printer is off-line at any time the report is generated, the report remains in the print queue until the printer becomes available.

Leave and earnings statements are printed for overseas locations by the Defense Printing Service (DPS). DPS prints and delivers LESs overseas using procedures similar to those currently being followed within the continental U.S.

# Remote T/A Report Distribution

| Report Number | Report Name | Job | Print | | Naming | | |
|---|---|---|---|---|---|---|---|
| | | | Payroll Office | T&A Group | SAR | PRO Disk | T&A Disk |
| P6605R01 | Control of Hours | NB010 | | X | RM1/RC1 | | R01.TAG |
| P6605R01 | Control of Hours | NB020 | | X | RM1/RC1 | | R01.TAG |
| P6605R01* | Control of Hours | ND030 | | X | RC1 | | None** |
| P6605R01* | Control of Hours | SDA | | X | RC1 | | None** |
| P6605R02 | Missing Time/Created Leave | NB010 | | X | RC2 | | R02.TAG |
| P6605R02 | Missing Time/Created Leave | NB020 | | X | RC2 | | R02.TAG |
| P6605R02* | Missing Time/Created Leave | ND030 | | X | RC2 | | None** |
| P6605R02* | Missing Time/Created Leave | SDA | | X | RC2 | | None** |
| P6607R01 | Conversion of Hours | NB000 | | X | RM1/RC1 | | R01.TAG |
| P6607R01 | Conversion of Hours | NB010 | | X | RM1/RC1 | | R01.TAG |
| P6607R01 | Conversion of Hours | NB020 | | X | RM1/RC1 | | R01.TAG |
| P6607R01 | Conversion of Hours | NB110 | | X | RM1/RC1 | | R01.TAG |
| P6608R01 | Invalid Transactions | NB000 | | X | RM1/RC1 | | R01.TAG |
| P6608R01 | Invalid Transactions | NB010 | | X | RM1/RC1 | | R01.TAG |
| P6608R01 | Invalid Transactions | NB020 | | X | RM1/RC1 | | R01.TAG |
| P6608R01 | Invalid Transactions | NB110 | | X | RM1/RC1 | | R01.TAG |
| P6608R01 | Invalid Transactions | ND020 | | X | RC1 | | R01.TAG |
| P6608R01 | Invalid Transactions | SDA | | X | RC1 | | R01.TAG |
| P6620R01 | Non-Pay Before/After Holiday | NB000 | | X | RC1 | | R01.TAG |
| P6620R01 | Non-Pay Before/After Holiday | NB010 | | X | RC1 | | R01.TAG |
| P6620R01 | Non-Pay Before/After Holiday | NB020 | | X | RC1 | | R01.TAG |
| P6620R01 | Non-Pay Before/After Holiday | NB110 | | X | RC1 | | R01.TAG |
| P6658R01 | Schedule Edit | NB000 | | X | RC1 | | R01.TAG |
| P6658R01 | Schedule Edit | NB010 | | X | RC1 | | R01.TAG |
| P6658R01 | Schedule Edit | NB020 | | X | RC1 | | R01.TAG |
| P6658R01 | Schedule Edit | NB110 | | X | RC1 | | R01.TAG |
| P6660R01 | Envinmtl Callback Notify | NB000 | | X | RC1 | | R01.TAG |
| P6660R01 | Envinmtl Callback Notify | NB010 | | X | RC1 | | R01.TAG |
| P6660R01 | Envinmtl Callback Notify | NB020 | | X | RC1 | | R01.TAG |
| P6660R01 | Envinmtl Callback Notify | NB110 | | X | RC1 | | R01.TAG |
| P6696R03 | Time Sheet Fmt 1 and 2 | NB080 | | X | | | R03.TAG |
| P6699R01 | Religious Comp to be Converted | NB030 | | X | R01 | | R01.TAG |
| | | | | | | | |
| *Report will be regenerated when selected from the Reports Menu.<br>**Report is Deleted After Printing (Regenerated When Selected).<br>Example of Report name in SAR: &locNP6620RC1 | | | | | | | |

# Remote CSR Report Distribution

| Report Number | Report Name | Job | Print | | Naming | | |
|---|---|---|---|---|---|---|---|
| | | | Payroll Office | CSR Group | SAR | PRO Disk | CSR Disk |
| P6602R01 | Leave Availability | NB060 | | X | RC1 | | R01.CSG |
| P6602R03 | Continuation of Pay Availability | NB060 | | X | RC3 | | R03.CSG |
| P6602R04 | Overtime/CompTime Review | NB060 | | X | RC4 | | R04.CSG |
| P6602R05 | Overtime/CompTime Usage | NB060 | | X | RC5 | | R05.CSG |
| P6603R01 | Outstanding Leave | NB060 | X | X | RM1/RC1** | R01 | R01.CSG |
| P6612R01 | Family Leave | NB060 | | X | RC1 | | R01.CSG |
| P6614R01 | Env/Hazard Cost | NB030 | | X | RC1 | | R01.CSG |
| P6632R01 | Nondeliverable Email Address | NR2K0 | | X | | | R01.CSG |
| P6638R01 | Temp Shift Override | NB000 | | X | RC1 | | R01.CSG |
| P6638R01 | Temp Shift Override | NB010 | | X | RC1 | | R01.CSG |
| P6638R01 | Temp Shift Override | NB020 | | X | RC1 | | R01.CSG |
| P6641R02 | In Lieu of Leave and Earnings Statement | | | X | | | None |
| P6643R01* | New Hire | ND010 | X | X | RM1 | R01 | None*** |
| P6644R01 | New Organization Report | ND050 | X | X | RC1 | | R01.CSG |
| P6656R01* | Employing Activity Change | ND010 | | X | RC1 | | None*** |
| P6657R01 | Employee/Member Self Service Report | ND080 | X | X | RM1 | R01 | R01.CSG |
| P6670R02* | Restored Leave | ND010 | X | X | | R02 | None*** |
| P6670R03* | Advanced/Family Leave | ND010 | | X | | | None*** |
| P6670R02 | Restored Leave | NB020 | | | RM2/RC2** | | None**** |
| P6670R03 | Advanced/Family Leave | NB020 | | | RC3 | | None**** |
| P6678R03 | D/D Non-Participation | NB060 | | X | RC3 | | R03.CSG |
| P6678R04 | New Hire/Suspended Pay | NB060 | X | X | RM4/RC4** | R04 | R04.CSG |
| P6785R01 | Comp Time Aging | NB060 | | X | RC1 | | R01.CSG |
| *Report will be regenerated when selected from the Reports Menu | | | | | | | |
| **Both a Composite and a Master report will be placed in SAR.<br>***Remote Site Report is Deleted After Printing (Regenerated When Selected).<br>****Reports Generated in NB020 Placed in SAR Only - Not Printed.<br>Example of Report name in SAR: &locNP6602RC1 | | | | | | | |

# Remote Disbursing Report Distribution

| Report Number | Report Name | Job | Print | | Naming | | | Data Contents | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Disbursing Office | RDO Site | SAR | Disb Ofc Disk | RDO Site Disk | Main DO | Remote DO | Main & RDO |
| P6617R01 | Check Register | NB030 | X | | R01 | R01 | | | | X |
| P6617R01.rdo | Check Register | NB030 | | X | | | R01.rdo | | X | |
| P6617R02 | Block Control Register | NB030 | X | | R02 | R02 | | | | X |
| P6617R02.rdo | Block Control Register | NB030 | | X | | | R02.rdo | | X | |
| P6618R01 | Remittance | NB030 | X | | R01 | R01 | | | | X |
| P6618R02 | Remittance (Employee Organization Copy) | NB030 | X | | | R02 | | X | | |
| P6618R03.rdo | Remittance for Overseas Locations | NB030 | | X | | | R03.rdo | | X | |
| P6618R04.rdo | Remittance for Overseas Locations (Employee Organization Copy) | NB030 | | X | | | R04.rdo | | X | |
| P6622R01 | Checks | NB030 | X | | R01 | R01 | | X | | |
| P6622R01.rdo | Checks | NB030 | | X | RR1 | | R01.rdo | | X | |
| P6624R01 | Special Handling Checks | NB030 | X | | R01 | R01 | | X | | |
| P6624R01.rdo | Special Handling Checks | NB030 | X | X | | | R01.rdo | | X | |
| P6624R02 | Misc. Remittance | NB030 | X | | R02 | R02 | | X | | |
| P6624R02.rdo | Misc. Remittance | NB030 | X | X | | | R02.rdo | | X | |
| | | | | | | | | | | |
| P6639R01+ | Panama Annual Wage | NA020 | X | X | R01 | | | | X | |
| P6639R02+ | Panama Earnings and Tax | NA020 | | X | R02 | | | | X | |
| P6640R01+ | Panama Social Security | NB060 | X | | R01 | R01 | | | X | |
| P6640R02+ | Panama Health | NB060 | X | | R02 | R02 | | | X | |
| P6640RP1+ | Panama Social Security w/o SSN | NB060 | | X | RP1 | | RP1 | | X | |
| P6640RP2+ | Panama Health w/o SSN | NB060 | | X | RP2 | | RP2 | | X | |
| P6647R01 | Manual Checks (composite) | NB030 | X | | R01 | R01 | | | X | |
| P6647R01.rdo | Manual Checks | NB030 | | X | | | R01.rdo | | X | |
| P6655R01 | DD Checks for Net/Allotment | NB030 | X | | R01 | | | | | X |
| P6655R01.rdo | DD Checks for Net/Allotment | NB030 | | X | | | R01.rdo | | X | |
| P6672R01 | Special Handling Award | NB030 | X | | R01 | R01 | | X | | |
| P6672R01.rdo | Special Handling Award | NB030 | X | X | RR1 | | R01.rdo | | X | |

+ Panama Specific Reports