

REPORT 203 LEAVE ANDPAY PROCESSING INFORMATION REPORT PAYROLL

PURPOSE: To provide processing information for payroll review and T & A correction.
CONTENT: Current information messages on Leave & Pay processing for each employee.
SEQUENCE: Selective by Center, Pay Block:Processing, Employee Name oPay Block:Processing, SSN.
 Page break by Center, Pay Block:Processing

REPORT NO: 203		SUBJECT TO PRIVACY ACT OF 1974		PAGE:	
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM		DATE:	
		INSTALLATION NAME		TIME:	
		FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF			
		LEAVE AND PAY PROCESSING INFORMATION			
		AS OF MM/DD/YY			
		FACILITY TEMPLATE			
PB	NAME	SSN	ID	PROCESSING INFORMATION	
02	BLOW, JOE E.	571439708	M	TAEDIT	4.0 HOURS CONVERTED FROM SICK TO ANNUAL
AA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCCCCC	G	DDDDDD	EE

SUBJECT TO PRIVACY ACT OF 1974

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> A. Pay Block: Processing B. Employee Name (Last, First, MI, Gen) C. SSN D. Template ID E. Processing Information (i.e. processing and edit messages - prints most current message on file for employee) | <ul style="list-style-type: none"> F. If the user designates a Facility Code, Facility Name will be derived from the Facility Table G. Facility Code | <p>SELECTION CRITERIA:
Includes all records with following criteria:</p> <ul style="list-style-type: none"> - Installation Code equals user designated center code - Template Id starts with MER or Template Id equals 'TAEDIT' or Template Id equals 'TABATCH' - Facility Code equals user designated facility code if entered |
|---|--|---|

REPORT 101 OLD VS NEW NORMALS PAYROLL

PURPOSE: To provide a means for Payroll to maintain control on current pay period changes affecting earnings/deductions.

CONTENT: All employees with changes to their base salary or deductions.

SEQUENCE: Selective By Employee Name or SSN or Pay Block: Processing by Name or Pay Block:
Processing by SSN Totals by Pay Block: Processing and Center Page break by Pay Block:
Processing

REPORT NO: 101		SUBJECT TO PRIVACY ACT OF 1974												PAGE:	
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM												DATE:	
		INSTALLATION NAME												TIME:	
		hhhhhhhhhhhhhhhhhhhhhh													
		OLD VS. NEW NORMALS													
		AS OF MM/DD/YY													
PB	SSN	FACILITY	NAME	HIT	FED TX	CITY TX CD	FEGLI	FEHB	TSP	UNION	ALLOT	BANKR	ADV DED	MD	COLA
	GROSS	CSRS		FICA	STATE TX	CTY TX CD	BOND	FERS	LOAN	CFC	INDEBT US	CH SUPP	GARNISH	NEBA	CIV/CR
	NET	PAY ADJ	Appleseed												
g	123456789	M	Julie A.												
O	1,385.50	96.99		20.09	266.39			13.73					76.40		
N	1,427.20	99.90		20.69	278.04			13.73					78.00		
D	41.60	2.91		.60	1.65								1.60		
O	988.40	500.00		18.90	119.00			50.00					100.00		
N	1,014.84	550.00		18.40	121.16			100.00					150.00		
D	26.44	50.00		.50	2.16			50.00					50.00		
AA	BBBBBBBB	i	CCCCCCCCCCCCCCCCCCCC												
O	DDDD.DD	EEE.EE	FFF.FF	GGGG.GG	aaaa.aa	I	JJJ.JJ	KKK.KK	HHH.HH	NNN.NN	O,000	ddd.d	j	QQQQ.QQ	fff.f
N	DDDD.DD	EEE.EE	FFF.FF	GGGG.GG	aaaa.aa		JJJ.JJ	KKK.KK	HHH.HH	NNN.NN	O,000	ddd.d	j	QQQQ.QQ	fff.f
D	999.99	99.99	99.99	999.99	999.99		99.99	99.99	99.99	99.99	999	999.99		999.99	99.99
O	RRRR.RR	SSSS.SS	TTT.TT	UUU.UU	bbbb.bb	L	MMM.MM	WWW.WW	XXXX.XX	PPP.PP	cccc.cc	eee.ee	k	VVV.VV	YYY.Y
N	RRRR.RR	SSSS.SS	TTT.TT	UUU.UU	bbbb.bb		MMM.MM	WWW.WW	XXXX.XX	PPP.PP	cccc.cc	eee.ee	k	VVV.VV	YYY.Y
D	999.99	999.99	99.99	99.99	999.99		99.99	99.99	999.99	99.99	999.99	99.99	999.99	99.99	99.99

SUBJECT TO PRIVACY ACT OF 1974

- | | | |
|--|--|---|
| A. Pay Block: Processing | T. FICA: Normal | SELECTION CRITERIA: |
| B. SSN | U. State Tax: Normal | Includes all employees with the following |
| C. Employee Name(Last, First, MI, Gen) | V. NEBA: Normal | criteria: |
| D. Gross Earnings: Normal * | W. FERS: Normal | - Installation code equals user designated |
| E. CSRS: Normal | X. TSP: Loan Ded Normal | center code |
| F. HIT: Normal | Y. Civilian Service Credit: Normal | - Duty Status not equal 'Z' |
| G. Fed Tax: Normal | a. City Tax: Normal | - Reactivation Indicator not equal '3 (active for |
| H. TSP: CY Ded Normal | b. County Tax: Normal | pay) |
| I. FEGLI Code | c. Indebtedness Due U.S.: Normal | - Work Schedule not equal 'T' |
| J. FEGLI: Normal | d. Bankruptcy: Normal | - Facility Code equals user designated facility |
| K. FEHB: Normal | e. Child Support: Normal | code if entered |
| L. Bond: Code | f. COLA: Normal | * Includes S |
| M. Bond: Normal | g. Report Format Item | ** Includes F |
| N. Union Dues: Normal | O=Old | |
| O. Voluntary Allot: Normal | N=New | |
| P. CFC: Normal | D=Difference | |
| Q. CSRS: Mil Dep Normal + FERS: Mil Dep Normal | h. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table | |
| R. Net Earnings: Normal ** | i. Facility Code | |
| S. Foreign Diff: Normal + Retention Allowance: Normal + Supervisory Diff: Normal + Empl Norm Admn Uctrd OT Amt + Empl Norm Staff Diff Amt + Empl Norm Local Pay Amt + Availability Pay: Norm New | j. Empl Norm Adv Pay Ded Amt | |
| | k. Empl Norm Grsn Ded Amt | |
| | 9. Difference = Old - New | |

REPORT 403 MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT (PAGE 1 OF 4)

PAYROLL

PURPOSE: To provide data on the SF 2812 for submission to the Office of Personnel Management and provide accounting system interface.

CONTENT: Withholdings and contributions for all employees by pay period.

SEQUENCE: By Center, Health Code, Totals by Center, Agency

ADDRESS		PAYROLL OFFICE NUMBER	
1.		2.	
		DATE PAYROLL PAID	
		3.	
		PAY PERIOD	
		FROM	TO
		4.	5.
BENEFIT CATEGORY	WITHHOLDINGS	CONTRIBUTIONS	TOTAL
LIFE INSURANCE			
BASIC LIFE	6.	7.	
STANDARD-OPTION A	8.		
ADDITIONAL-OPTION B	9.		
FAMILY-OPTION C	10.		
POST RETIREMENT			
TOTAL LIFE RETIREMENT	11.	12.	+ 13.
HEALTH BENEFITS			
REGULAR	14.	15.	
TEMPORARY CONTINUATION COVERAGE (P.L. 100-654)			
TOTAL HEALTH BENEFITS	14.	15.	+ 16.
RETIREMENT			
CSRS			
ALL CATEGORIES	17.	18.	
SALARY OFFSET- REEMPLOYED ANNUITANTS		19.	
MILITARY AND CIVILIAN SERVICE CREDIT	20.		
FERS			
REGULAR	21.	22.	
MILITARY RESERVE			
TECHNICIANS	23.	24.	
SPECIAL	25.	26.	
SALARY OFFSET- REEMPLOYED ANNUITANTS		34.	
MILITARY DEPOSIT	27.		
TOTAL RETIREMENT	28.	29.	+ 30.
GRAND TOTAL	31.	32.	= 33.

See Next Page for Data Elements

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS
FOR FEHB, FEGLI & RETIREMENT
DATA ELEMENTS
REPORT 403, 1/4**

1. Installation Address
2. Payroll Office Number
3. Pay Period Ending Date + 10
4. Pay Period First Day (Date)
5. Pay Period Ending Date
6. Total (FEGLI: Basic B/W + FEGLI: Basic Adj + FEGLI: Basic YTD Cntl Diff)
7. Total (FEGLI: Govt Contr B/W + FEGLI: Govt Contr Adj + FEGLI: Govt Contr YTD Cntl Diff)
8. Total (FEGLI: Standard Opt 'A' B/W + FEGLI: Standard Opt 'A' Adj + FEGLI: Opt A YTD)
9. Total (FEGLI: Additional Opt 'B' B/W + FEGLI: Additional Opt 'B' Adj + FEGLI: Opt B YTD)
10. Total (FEGLI: Family Opt 'C' B/W + FEGLI: Family Opt 'C' Adj + FEGLI: Opt C YTD)
11. 6 + 8 + 9 + 10
12. 7
13. 11 + 12
14. Total (FEHB: B/W + FEHB: Spousal Payment Amt + FEHB: Prior Adj + FEHB: Cur Adj + FEHB: Cash Collection + FEHB: Deduction YTD Cntl Diff) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ'
15. Total (FEHB: Govt Contr B/W + FEHB: Current Govt Adj Erngs + FEHB: Govt Contr Prior Adj + FEHB: Cash Collection Adj + FEHB: Govt Contr YTD Cntl Diff) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ'
16. 14 + 15
17. Total (CSRS: B/W + CSRS: Adjustment + Retirement: Employee Adj + CSRS: YTD Cntl Diff) if Retirement Plan = 'I','6','C','E', 'R', Or 'T'
18. Total (CSRS: Govt Contr B/W + Retirement: Government Adj + CSRS: Former Retire Current Adj + CSRS: Govt Contr YTD Cntl Diff) if Retirement Plan = 'I','6','C','E','R', Or 'T'
19. If Retirement Plan not = 'K', 'L', 'M', or 'N' and Annuitant Indicator = '1', '4', or '5'
 Salary Offset + CSRS: Salary Offset Adj
 Else
 CSRS: Salary Offset Adj

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS
FOR FEHB, FEGLI & RETIREMENT
DATA ELEMENTS
REPORT 403, 1/4**

20. Total (CSRS: Mil Dep B/W + CSRS: Mil Dep Cash PMT + Civil Serv Credit: B/W + Civil Serv Credit: Adjustment + CSRS: Mil Dep Cntl YTD Diff + Civil Serv Credit: YTD Cntl Diff)
21. Total (FERS: B/W + FERS: Adjustment + FERS: (K) YTD Cntl Diff Retirement Plan = 'K')
22. Total (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (K) YTD Cntl Diff) if Retirement Plan = 'K'
23. Total (FERS: B/W + FERS: Adjustment + FERS: (N) YTD Cntl Diff) if Retirement Plan = 'N'
24. Total (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (N) YTD Cntl Diff) if Retirement Plan = 'N'
25. Total (FERS: B/W + FERS: Adjustment + FERS: (M) YTD Cntl Diff + FERS: (L) YTD Cntl Diff Retirement Plan = 'M' or 'L')
26. Total (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (M) YTD Cntl Diff + FERS: Govt (L) YTD Cntl Diff) if Retirement Plan = 'M' or 'L')
27. Total (FERS: Mil Dep B/W) + Total (FERS: Mil Dep Cash Pmt) + Total (FERS: Mil Dep YTD Cntl Diff)
28. 17 + 20 + 21 + 23 + 25 + 27
29. 18 + 19 + 22 + 24 + 26 + 34
30. 28 + 29
31. 11 + 14 + 28
32. 12 + 15 + 29
33. 13 + 16 + 30
34. If Retirement Plan = 'K', 'L', 'M', 'N', or '2' and ~~Am~~bitant Indicator = 'A', 'C', or 'E'
Salary Offset + FERS: Salary Offset Adj
Else
FERS: Salary Offset Adj
35. Installation Phone Number

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z' or Reactivation Indicator not equal 3

FOR SPOUSAL HEALTH

Includes all employees with the following criteria:

- Spousal Center equals user designated center code
- Spousal period equals Pay Cntl: Pay Period
- Spousal Data Date between Pay Cntl: Current PP Begin Date + 3 and Pay Cntl: Current PP Ending Date + 3

REPORT 403 MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT (PAGE 2 OF 4)

PAYROLL

PURPOSE: To provide data on the SF 2812 for submission to the Office of Personnel Management and provide accounting system interface.

CONTENT: Withholdings and contributions for all employees by pay period.

SEQUENCE: By Center, Health Code, Totals by Center, Agency.

REPORT NO: 403	NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:			
SEQUENCE BY:	INSTALLATION NAME				DATE:			
REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE					TIME:			
BUREAU, DIVISION OR OFFICE	PAYROLL OFFICE NUMBER							
2.	1.							
ADDRESS	PAY PERIOD FROM		PAY PERIOD TO					
5.	3.		4.					
	DATE PAYROLL PAID							
	6.							
	AGENCY TELEPHONE NUMBER							
	7.							
ENROLLMENT CDE NO ENROLLED	TOTAL WITH. & CONTRIBUTIONS	NO ENROLLED	ENROLLMENT CDE NO	TOTAL WITH. & CONTRIBUTIONS	NO ENROLLED	ENROLLMENT CDE NO	TOTAL WITH. & CONTRIBUTIONS	NO ENROLLED
8.	9.	10.						

See Next Page for Data Elements

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS
FOR FEHB FEGLI & RETIREMENT
DATA ELEMENTS
REPORT 403, 2/4**

1. Payroll Office Number
2. Installation Name
3. Pay Period First Day (Date)
4. Pay Period Ending Date
5. Installation Address
6. Pay Period Ending Date + 10
7. Installation Phone Number
8. '-' or
FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code,
FEHB: Spousal Carrier Code
9. Total of (FEHB: Emp YTD Adj Diff + FEHB: Gov YTD Adj Diff) if FEHB: Plan
Code = '-', 'ZZX', 'ZZY', 'ZZZ' and (FEHB: Emp YTD Adj Diff not equal 0
or FEHB: Gov YTD Adj Diff not equal 0) or
Total of

(FEHB: B/W + FEHB: Cash Collection + FEHB: Prior Adj + FEHB: Cur Adj +
FEHB: Cash Collection Adj + FEHB: Spousal Payment Amt + FEHB: Emp YTD
Adj Diff + FEHB: Govt Contr B/W + FEHB: Govt Contr Prior Adj + FEHB: Current
Govt Adj Erngs + FEHB: Govt YTD Adj Diff)

in category if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection
Plan Code not equal '-', 'ZZX', 'ZZY', 'ZZZ'
10. Total Of All Enrolled With Or Without Deductions in a category

REPORT 403 MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT (PAGE 3 OF 4)

PAYROLL

PURPOSE: To provide data on the SF 2812 for submission to the Office of Personnel Management and provide accounting system interface.

CONTENT: Withholdings and contributions for all employees by pay period.

SEQUENCE: By Center, Health Code, Totals by Center, Agency.

REPORT NO: 403	NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:			
SEQUENCE BY:	INSTALLATION NAME				DATE:			
					TIME:			
REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE								
BUREAU, DIVISION OR OFFICE			PAYROLL OFFICE NUMBER					
2.				1.				
ADDRESS				PAY PERIOD FROM	PAY PERIOD TO			
5.				3.	4.			
				DATE PAYROLL PAID				
				6.				
				AGENCY TELEPHONE NUMBER				
				7.				
ENROLLMENT	TOTAL WITH. &	NO	ENROLLMENT	TOTAL WITH. &	NO	ENROLLMENT	TOTAL WITH. &	NO
CDE NO	CONTRIBUTIONS	ENROLLED	CDE NO	CONTRIBUTIONS	ENROLLED	CDE NO	CONTRIBUTIONS	ENROLLED
8.	9.	10.						
***** SUPPLEMENTAL REPORT FOR TEMPORARY EMPLOYEES *****								
* These figures reflect only data relating to temporary employees, and are also included in the regular SF 2812A Headcount figures.								

See Next Page for Data Elements

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS
FOR FEHB, FEGLI & RETIREMENT
DATA ELEMENTS
REPORTS 403, 3/4**

1. Payroll Office Number
2. Installation Name
3. Pay Period First Day (Date)
4. Pay Period Ending Date
5. Installation Address
6. Pay Period Ending Date + 10
7. Installation Phone Number
8. FEHB: Plan Code or FEHB: Prior Plan Code
9. FEHB: B/W if FEHB: Contribution Flag = 'Y'
10. Total Of All Enrolled Temporary Employees (if FEHB: Contribution Flag = 'Y') With or Without Deductions in a category

REPORT 403 MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT (PAGE 4 OF 4)

PAYROLL

PURPOSE: To provide data on the SF 2812 for submission to the Office of Personnel Management and provide accounting system interface.

CONTENT: Withholdings and contributions for all employees by pay period.

SEQUENCE: By Center, Health Code, Totals by Center, Agency.

REPORT NO: 403	NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:			
SEQUENCE BY:	INSTALLATION NAME				DATE:			
REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE								
BUREAU, DIVISION OR OFFICE			PAYROLL OFFICE NUMBER					
2.				1.				
ADDRESS				PAY PERIOD FROM	PAY PERIOD TO			
5.				3.	4.			
				DATE PAYROLL PAID				
				6.				
				AGENCY TELEPHONE NUMBER				
				7.				
ENROLLMENT	TOTAL WITH. &	NO	ENROLLMENT	TOTAL WITH. &	NO	ENROLLMENT	TOTAL WITH. &	NO
CDE NO	CONTRIBUTIONS	ENROLLED	CDE NO	CONTRIBUTIONS	ENROLLED	CDE NO	CONTRIBUTIONS	ENROLLED
8.	9.	10.						
***** SUPPLEMENTAL REPORT FOR FORMER SPOUSES *****								
* These figures reflect only data relating to former spouses and are also included in the regular SF 2812A Headcount figures.								

See Next Page for Data Elements

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS
FOR FEHBI & RETIREMENT
DATA ELEMENTS
REPORTS 403, 4/4**

1. Payroll Office Number
2. Installation Name
3. Pay Period First Day (Date)
4. Pay Period Ending Date
5. Installation Address
6. Pay Period Ending Date + 10
7. Installation Phone Number
8. FEHB: Spousal Carrier Code
9. Total FEHB: Spousal Payment Amt In Category
10. Total Of All Enrolled Spouses With Or Without Deductions in a category

Release 6.0 3/97

REPORT 410 OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT PAYROLL
REPORT (PAGE 1 OF 2)

PURPOSE: To provide data to Office of Personnel Management

CONTENT: All enrollees.

SEQUENCE: Totals by Center

Data Elements: See Attached Sheets

**OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT REPORT
DATA ELEMENTS
REPORT 410, 1/2**

1. Installation Name and Address
- 2a. Payroll Office Number
- 2b. Installation Contact Phone Number
3. Pay Period Ending Date + 10 Days
4. Pay Period Start Date
5. Pay Period Ending Date
6. Total (FEGLI: Basic B/W + FEGLI: Basic Adj + FEGLI: Govt Contr B/W + FEGLI: Govt Contr Adj)
7. Count Of Deductions In Category
8. Count Of No Deductions In Category
9. Total (FEGLI: Standard Opt 'A' B/W + FEGLI: Standard Opt 'A' Adj)
10. Count Of Deductions In Category
11. Count Of No Deductions In Category
12. Total (FEGLI: Additional Opt 'B' B/W (1-7) + FEGLI: Additional Opt 'B' Adj)
13. Count Of Deductions In Category
14. Count Of No Deductions In Category
15. Total (FEGLI: Family Opt B/W + FEGLI: Family Opt Adj)
16. Count Of Deductions In Category
17. Count Of No Deductions In Category
18. $6 + 9 + 12(1-7) + 15$
19. Total (FEHB: B/W + FEHB: Govt Contr B/W + FEHB: Prior Adj + FEHB: Govt Contr Prior Adj + FEHB: Cur Adj + FEHB: Govt Contr Cur Adj + FEHB: Cash Collection + FEHB: Cash Collection Adj) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ')
20. Count Of Deductions In Category
21. Total (FEHB: Spousal Payment Amt) + Total of (FEHB: B/W + FEHB: Current Adj) if FEHB: Contribution Flag = 'Y'
22. Count Of Deductions In Category
23. $19 + 21$
24. $20 + 22$

SELECTION CRITERIA

Report Produced Only At Last Page Date In March And September Includes All Employees With The Following Criteria:

- Installation Code Equal UserDesignated Center Code
- Duty Status Not Equal 'Z'
- Reactivation Indicator Not Equal 3

Release 6.0 3/97

REPORT 410 OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT PAYROLL
REPORT (PAGE 2 OF 2)

PURPOSE: To provide data to Office of Personnel Management

CONTENT: All enrollees.

SEQUENCE: Totals by Center

Data Elements: See Attached Sheets

**OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT REPORT
DATA ELEMENTS
REPORT 410, 2/2**

1. Payroll Office Count
2. Pay Period Ending Date + 10
3. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = '1' Or 'R'
4. Total Base Earnings: B/W (If Retirement Plan Code = '1' Or 'R')
5. Count Of Deductions In Category (If Retirement Plan Code = '1' Or 'R')
6. Count Of No Deductions In Category (If Retirement Plan Code = '1' Or 'R')
7. Total CSRS: Govt Contr B/W In Category (If Retirement Plan Code = '1' Or 'R')
8. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = '6' Or 'T'
9. Total Base Earnings: B/W (If Retirement Plan Code = '6' Or 'T')
10. Count Of Deductions In Category (If Retirement Plan Code = '6' Or 'T')
11. Count Of No Deductions In Category (If Retirement Plan Code = '6' Or 'T')
12. Total CSRS: Govt Contr B/W (If Retirement Plan Code = '6' Or 'T')
13. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = 'C'
14. Total Base Earnings: B/W (If Retirement Plan Code = 'C')
15. Count Of Deductions In Category (If Retirement Plan Code = 'C')
16. Count Of No Deductions In Category (If Retirement Plan Code = 'C')
17. Total CSRS: Govt Contr B/W In Category (If Retirement Plan Code = 'C')
18. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = 'E'
19. Total Base Earnings: B/W (If Retirement Plan Code = 'E')
20. Count Of Deductions In Category (If Retirement Plan Code = 'E')
21. Count Of No Deductions In Category (If Retirement Plan Code = 'E')
22. Total CSRS: Govt Contr B/W In Category (If Retirement Plan Code = 'E')
23. If Retirement Plan Code Not = 'K', 'N', 'M', Or 'L' and Annuitant Indicator = '1', '4', or '5'
 Total (Salary Offset +CSRS: Salary Offset Adj)
 Else
 CSRS: Salary Offset Adj
24. Count Of No Deductions In Category (If Retirement Plan Code Not = 'K', 'N', 'M', Or 'L' and Annuitant Indicator = '1', '4', or '5')
25. Total CSRS: Mil Dep B/W + Total CSRS: Mil Dep Cash
26. Count Of Deductions In Category

**OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT REPORT
DATA ELEMENTS
REPORT 410, 2/2**

27. Total (Civil Serv Credit: B/W + Civil Serv Credit: Adjustment)
28. Count Of Deductions In Category
29. Total (FERS: B/W + FERS: Adjustment) If Retirement Plan Code = 'K'
30. Total Base Earnings: B/W (If Retirement Plan Code = 'K')
31. Count Of Deductions In Category (If Retirement Plan Code = 'K')
32. Count Of No Deductions In Category (If Retirement Plan Code = 'K')
33. Total FERS: Govt Contr B/W (If Retirement Plan Code = 'K')
34. Total (FERS: B/W + FERS: Adjustment) If Retirement Plan Code = 'N'
35. Total Base Earnings: B/W (If Retirement Plan Code = 'N')
36. Count Of Deductions In Category (If Retirement Plan Code = 'N')
37. Count Of No Deductions In Category (If Retirement Plan Code = 'N')
38. Total FERS: Govt Contr B/W (If Retirement Plan Code = 'N')
39. Count Of Deductions In Category (If Retirement Plan Code = 'L')
40. Count Of No Deductions In Category (If Retirement Plan Code = 'L')
41. Total (FERS: B/W + FERS: Adjustment) If Retirement Plan Code = 'M'
42. Total Base Earnings: B/W (If Retirement Plan Code = 'M')
43. Count Of Deductions In Category (If Retirement Plan Code = 'M')
44. Count Of No Deductions In Category (If Retirement Plan Code = 'M')
45. Total FERS: Govt Contr B/W (If Retirement Plan Code = 'M')
46. If Retirement Plan Code = 'K', 'N', 'M', 'L', or '2' and Annuitant Indicator = 'A', 'C', or 'E'
 Total (Salary Offset + FERS: Salary Offset Adj)
 Else
 FERS: Salary Offset Adj
47. Count Of No Deductions In Category (If Retirement Plan Code = 'K', 'N', 'M', 'L', or '2' and Annuitant Indicator = 'A', 'C', or 'E')
48. Total FERS: Mil Dep B/W + Total FERS: Mil Dep Cash PMT
49. Count Of Deductions In Category
50. Total CSRS (3 + 7 + 8 + 12 + 13 + 17 + 18 + 22 + 23 + 25 + 27) + FERS (29 + 33 + 34 + 38 + 41 + 45 + 46 + 48)
51. 5 + 10 + 15 + 20 + 26 + 28 + 31 + 36 + 39 + 43 + 49
52. 6 + 11 + 21 + 24 + 32 + 37 + 40 + 44 + 47
53. Total 18(on Page 1) + 23(on Page 1) + 50
54. Count Of Employees On Payroll If Duty Status Not = 'Z'

REPORT 301 BOND STATUS REGISTER

PAYROLL

PURPOSE: To show status of bond activity.

CONTENT: All active bond enrollments.

SEQUENCE: Selective by Center, Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN

SUBJECT TO PRIVACY ACT OF 1974									
REPORT NO: 301	NASA PERSONNEL AND PAYROLL SYSTEM								PAGE :
SEQUENCE BY:	INSTALLATION NAME								DATE :
	PPPPPPPPPPPPPPPPPPPPPPPPPP								TIME :
	BOND STATUS REGISTER								
	AS OF MM/DD/YY								
PB	SSN	FACILITY	NAME	BOND CODE	BOND DED	PUR PRICE	BALANCE	BOND DENOM	
REFUND									
01	543216789	M	TIGER, DONNA J.	02	10.00	50.00	5.00	100.00	
AA	BBBBBBBBB	Q	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DD	E,EEE.EE	F,FFF.FF	G,GGG.GG	HH,HHH	
I,III.II									
PAYBLOCK	AA	TOTALS		J, JJJ, JJJ.JJ			K, KKK, KKK.KK		
L, LLL, LLL.LL									
REPORT	301	TOTALS		M, MMM, MMM.MM			N, NNN, NNN.NN		
O, 000, 000.OO									
SUBJECT TO PRIVACY ACT OF 1974									

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. Number of Bond (1 - 10)
- E. Bond: B/W
- F. Bond: Denomination / 2
- G. Bond: Current Balance
- H. Bond: Denomination
- I. Bond: Refund

- J. Pay Block total of E
- K. Pay Block total of G
- L. Pay Block total of I
- M. Center total of E
- N. Center total of G
- O. Center total of I
- P. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- Q. Facility Code

- SELECTION CRITERIA:**
Includes all employees with the following criteria:
- Installation Code equals user designated center code
 - Any Bond: Requested Deduction greater than 0 (up to 10)
 - Facility Code equals user designated facility code if entered

REPORT 404 BOND REQUEST REGISTER

PAYROLL

PURPOSE: To provide the U.S. Treasury with a listing of all bonds to be issued.
 CONTENT: Bonds purchased this pay period.
 SEQUENCE: Selective By Center, Bond: Denomination, SSN oBond: Denomination, Employee Name.
 Totals by Bond: Purchase Price and count.
 Page break by Center, Bond: Denomination.

SSN	NAME	BOND DENOM	PURCHASE PRICE	BOND CODE	BOND DATE
123456789	JAMESBOURGH, ROBIN L. JR.	100	50.00	01	MAR 88
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	D,DDD.DD	EE	FFF FF
BOND DENOMINATION CCCCC		TOTAL BOND PURCHASE: GG,GGG.GG		TOTAL COUNT: HH,HHH	

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name(Last, First, MI, Gen)
- C. Bond: Denomination
- D. Bond: Purchase Price
- E. Number of Bond (1 - 10)
- F. Bond: Interest Accrual Date
- G. Total of D
- H. Total number of Bonds for this denomination

SELECTION CRITERIA:
 Includes all employees with the following criteria:
 - Installation Code equals user designated center code
 - Bond: Purchase Indicator equal '1' (Purchased this period; up to 10)

REPORT 302 BOND ENROLLMENT REGISTER

PAYROLL

PURPOSE: To provide a listing of all bond enrollments.

CONTENT: All bond enrollments.

SEQUENCE: Selective By Center, Pay Block: Processing, Name of Pay Block: Processing, SSN.
 Page break by Center, Pay Block: Processing

REPORT NO: 302		SUBJECT TO PRIVACY ACT OF 1974				PAGE:			
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM				DATE:			
		INSTALLATION NAME				TIME:			
		MMMMMMMMMMMMMMMMMMMMMMMMMMMM							
		BOND ENROLLMENT REGISTER SUMMARY							
		AS OF MM/DD/YY							
PB	NAME-PURCHASER OWNER CO-OWN/BENEFICIARY	SSN	FACILITY	ADDRESS	BOND IND.	PRICE	DATE	PAYMT DESIG	
03	Michellene R. Greenshield MICHELLENE R. GREENSHIELD Robin L. Greenshield	123456789 123456789 987654321	M	4314 REDROCK MILES CITY, MT.	59101	01	50.00	Jan.1988	POD
AA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB HHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHH KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK	CCCCCCCC	N	JJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJ IIIIIIIIII JJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJ LLLLLLLLL JJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJ	DD	EEEE.EE	FFF FFFF	GGG	

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. Employee Name (First, MI, Last, Gen)
- C. SSN
- D. If Bond: Denomination not = 0: "1", ..., "10" (Literal, Bond Occurrence)
- E. Bond: Denomination / 2
- F. Bond: Interest Accrual Date
- G. Bond: Co-owner/Beneficiary Cde
- H. Bond: Owner Name
- I. Bond: Owner SSN

- J. Bond: Mailing Address
- K. Bond: Co-owner/Beneficiary Nme
- L. Bond: Co-owner/Beneficiary SSN
- M. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- N. Facility Code

- SELECTION CRITERIA:**
 Includes all employees with the following criteria:
- Installation code equals user designated center code
 - Bond: Status not deleted
 - Bond: Requested Deduction greater than 0
 - Facility Code equals user designated facility code if entered

Release 6.0 3/97

REPORT 411	SF 2807 CSRS-REGISTER OF SEPARATIONS AND TRANSFERS	PAYROLL
PURPOSE:	To transmit data to Office of Personnel Management	
CONTENT:	All terminated, separated & transferred CSRS and CSRS Offset employees this period.	
SEQUENCE:	By <u>Center</u> , Employee Name	

**SF 2807 CSRS-REGISTER OF SEPARATIONS AND TRANSFERS
DATA ELEMENTS
REPORT 411**

- A. 'NASA' (literal)
 1. Installation: TSP Phone
 2. Page Number
 3. Installation: Name
 4. Installation: Address
 5. Installation: Payroll Office Num
 6. Employee Name (Last, First, MI, Gen)
 7. Date Of Birth
 - 7a. SSN
 8. CSRS: Deduction YTD
 9. CSRS: Tran Out
 10. Termination Date
 11. NOAC: Description and NOAC NTE Date Hist if present
 12. Total of 8 + 19 (on that page)
 13. Total of 9 + 20 (on that page)
 14. Previous Page Number
 15. 17 (on previous page)
 16. 18 (on previous page)
 17. 12 + 15
 18. 13 + 16
 19. CSRS: Mil Dep YTD
 20. CSRS Mil: Tran Out
 21. Literal "Military Service Credit Deposit" (if 20 > 0)

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Equal 'Z'
- Reactivation Indicator Equal 0
- Retirement Plan Equal '1' '6' 'R' 'T' 'C' 'E'

Release 6.0 3/97

REPORT 412 **SF 3103 FERS-REGISTER OF SEPARATIONS AND TRANSFERS** PAYROLL

PURPOSE: To transmit data to Office of Personnel Management.

CONTENT: All terminated, separated & transferred FERS employees this period.

SEQUENCE: By Center. Employee Name

Data Elements: See Attached Sheet

**SF 3103 FERS-REGISTER OF SEPARATIONS AND TRANSFERS
DATA ELEMENTS
REPORT 412**

- A. 'NASA' (literal)
 1. Installation: TSP Phone
 2. Page Number
 3. Installation Name
 4. Installation Address
 5. Payroll Office Number
 6. Employee Name (Last, First, MI, Gen)
 7. FERS: YTD
 8. FERS: Tran Out
 9. Termination Date
 10. Date of Birth
 11. SSN
 12. NOAC: Description and NOAC NTE Date Hist if present
 13. Total of 7 + 20 (on that page)
 14. Total of 8 + 21 (on that page)
 15. Previous Page
 16. 18 (on previous page)
 17. 19 (on previous page)
 18. 13 + 16
 19. 14 + 17
 20. FERS: Mil Dep YTD + CSRS: Mil Dep YTD
 21. FERS: Mil Tran Out + CSRS Mil: Tran Out
 22. Literal "Military Service Credit Deposit" (if 21 > 0)

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals to user designated center code
- Duty Status equal 'Z'
- Reactivation Indicator equal '0'
- Retirement Plan equal 'K' or 'M' or 'N'

REPORT 401 UNION DUES REPORT

PAYROLL

PURPOSE: To provide information to be mailed to the applicable Union.
 CONTENT: All active employees that are enrolled in payroll deduction for a union.
 SEQUENCE: By Center, Union Code, Organization: Assigned, SSN
 Separate report for each Center, Union,
 Totals by Union
 Page break by Center, Union

SSN	NAME	ORG	GRADE	STEP	UNION DUES DED AMT.
123456789	ORGANEE, MILLIE C.	ZZ123	07	6	6.19
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	DD	EE	F,FFF.FF
GG	HHHHHHHHHHHHHHHHHHHHHHHHHHHHHH				II,III.II

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. Organization: Assigned
- D. Grade: Current
- E. Step
- F. Union Dues: B/W
- G. Union Code
- H. Union Name
- I. Total of Union Dues: B/W

- SELECTION CRITERIA:
 Includes all employees with the following criteria:
- Installation Code equals User Designated Center Code
 - Union Code not equal 0
 - Duty Status not equal 'Z'
 - Duty Status equal 'Z' and Termination Date greater than Pay Period Beginning Date

- Installation code equals user designated center code.

REPORT 402 COMBINED FEDERAL CAMPAIGN REGISTER PAYROLL

PURPOSE: To provide each CFC agency with total CFC deductions made in the current pay period.
CONTENT: All active employees with a deduction for a CFC Agency.
SEQUENCE: Selective by Center, CFC: Agency Code, Employee Name of CFC: Agency Code, SSN
 Totals by CFC: Agency Code
 Page break by Center, CFC: Agency Code

REPORT NO:	402	SUBJECT TO PRIVACY ACT OF 1974			PAGE
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM			DATE
		INSTALLATION NAME			TIME
		CFC AGENCY NAME(VARIABLE)			
		COMBINED FEDERAL CAMPAIGN REGISTER			
		AS OF MM/DD/YY			
SSN	NAME	CFC AGENCY CODE	DEDUCTION AMOUNT		
123456789	APPLESEED, ESTHER K.	01	3.00		
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	D,DDD.DD		
TOTAL COUNT FOR AGENCY		EE,EEE	CFC AGENCY TOTAL	F,FFF,FFF,FFF.FF	
TOTAL COUNT FOR CENTER		GG,GGG	CFC CENTER TOTAL	H,HHH,HHH,HHH.HH	

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. CFC: Agency Code
- D. CFC: B/W
- E. Count of C
- F. Total of D
- G. Center Total of E
- H. Center Total of F

- SELECTION CRITERIA:**
 Includes all employees with the following criteria:
- Installation Code equals user designated center code
 - Reactivation indicator = 0 (active for pay)
 - CFC: B/W not equal 0

**PAYROLL REGISTER
DATA ELEMENTS
REPORT 202**

- A. Pay Block: Processing
- B. SSN
- C. Employee Name: (Last, First, MI, Gen)
- D. Grade: Current
- E. Step
- F. Organization: Assigned
- G. Retirement Plan
- I. FLSA Paid Indicator
- J. Tour Of Duty: Shift From
- K. Salary: Hourly
- L. Regular Hours: B/W +
Annual Leave: Used B/W +
Sick Leave: Used B/W +
Comp Time: Used B/W +
Holiday Leave: Used B/W +
Restored Leave: Used B/W +
Military Leave: Used B/W Hours+
Comp Time: Relig Used B/W +
Administrative Leave: Used B/W+
Excused Leave: Used B/W +
COP Leave: Hours Used B/W +
Graduate Leave: Used B/W +
Jury Leave: Used B/W +
Court Leave: Used B/W +
Credit Hours: Used B/W +
Home Leave: Hours Used B/W +
Donated Al: Used B/W +
Employee Hours Total Time Off
Total Paid Quantity
- M. Base Earnings: B/W
- N. Base Earnings: Adjustment
- O. Overtime: Hours B/W
- P. Overtime: Earnings B/W
- Q. Overtime: Hours Adjustment
- R. Overtime: Earnings Adjustment
- S. Night Differential: Hours B/W
- T. Night Differential: Erngs B/W
- U. Hazardous Hours: B/W
- V. Hazardous Earnings: B/W
- W. Sunday Diff: Hours B/W
- X. Sunday Diff: Earnings B/W
- Y. Holiday Hours: B/W
- Z. Holiday Earnings: B/W
- b. Comp Time: Cur CT Paid Amount
- 24. Supervisory Diff: B/W
- c. Foreign Diff: B/W

**PAYROLL REGISTER
DATA ELEMENTS
REPORT 202**

- 26. Retention Allow: B/W
- d. Lump Sum: Leave Hours (1+2)
- e. Lump Sum: Leave Payment
- f. Lump Sum: Leave Adj
- g. Statutory Cutback B/W
- h. Gross Earnings: B/W
- 28. Award: Earnings (1)
- 29. Award: Earnings (2)
- 30. Award: Earnings (3)
- j. EIC
- k. EIC: Adjustment
- l. COLA: B/W
- m. Net Earnings: B/W
- o. Federal Tax: B/W
- p. Federal Tax: Adjustment
- q. Indebtedness Due U.S.: B/W
- r. Bankruptcy: B/W
- s. Child Support: B/W
- t. State Tax: B/W
- u. State Tax: Cur Adj + State Tax: Frmr Adj
- v. County Tax: B/W
- w. County Tax: Adjustment
- x. City Tax: B/W
- y. Local Tax Entity: Deduction Adj + City Tax: Frmr Adj
- z. CSRS: B/W
- 1. Retirement: Cur Adj (If Retirement Plan = 'I','G','R','T','C','E')
+ CSRS: Frmr Adj (If Retirement Plan: Frmr Adj = 'I','G','R','T','C','E')
- 4. CSRS: Mil Dep B/W
- 5. FERS: B/W
- 6. Retirement: Cur Adj (If Retirement Plan = 'K','M','N','L')
+ FERS: Frmr Adj (If Retirement Plan: Frmr Adj = 'K','M','N','L')
- 7. FERS: Mil Dep B/W
- 9. FICA: B/W
- 0. FICA: Adjustment
- /A. HIT: B/W
- /B. HIT: Adjustment
- /C. FEGLI: B/W
- /D. FEGLI: Adjustment
- /E. FEHB: B/W
- /F. Bill Of Collection: Deduction
- /G. TSP: Cy Ded B/W + TSP: Py Ded B/W
- /H. TSP: Cy Ded Adj + TSP: Py Ded Adj
- /I. TSP: Loan Ded 1 B/W + TSP: Loan Ded 2 B/W
- /J. NEBA: Total B/W

**PAYROLL REGISTER
DATA ELEMENTS
REPORT 202**

/K. Voluntary Allot: B/W
/L. Union Dues: B/W
/M. Bond: B/W
/N. Bond: Refund (1 - 10)
/O. CFC: B/W
/P. Miscellaneous: B/W
&B. Tour Of Duty: Shift To
&C. Fire Fighter: Prem Earn B/W
&E. FEHB: Prior Adj + FEHB: Cur Adj
12. Night Differential Earnings: Adjustment
14. Hazardous Earnings: Adjustment
15. Fire Fighter Earnings: Adjustment
17. Sunday Diff Earnings: Adjustment
19. Holiday Work:Earnings: Adjustment
20. Foreign Diff Earnings: Adjustment
21. COLA Earnings: Adjustment
25. Supervisory Diff: Current Adj
27. Retention Allow: Adj B/W
/Q. Base Earnings: YTD
/R. Overtime: Earnings YTD
/S. Night Differential: Erngs YTD
/T. Hazardous Earnings: YTD
/U. Sunday Diff: Earnings YTD
/V. Holiday Earnings: YTD
/W Comp Time: YTD Payment Amount
/X. Foreign Diff: YTD
/Y. Lump Sum: Leave Payment YTD
/Z. Statutory Cutback YTD
/a. Gross Earnings: YTD
/b. EIC: YTD
/c. Cola: YTD
/d. Net Earnings: YTD
/e. Federal Tax: YTD
/f. Indebtedness Due U.S.: YTD
/g. Bankruptcy: YTD
/h. Child Support: YTD
/i. State Tax: YTD + PCS: State Tax Withheld YTD + State Tax: Former W/H
YTD(1-3) + PCS: Frmr W/H Subj St Tax YTD
/j. County Tax: YTD
/k. City Tax: YTD
/l. CSRS: Deduction YTD
/n. CSRS: Mil Dep YTD
/o. FERS: YTD
/p. FERS: Mil Dep YTD

**PAYROLL REGISTER
DATA ELEMENTS
REPORT 202**

- /r. FICA: YTD
- /s. HIT: YTD
- /t. FEGLI: Basic YTD + FEGLI: Option A YTD + FEGLI: Option B YTD + FEGLI: Option C YTD
- /u. FEHB: Deduction YTD
- /w. TSP: Cy YTD + TSP: Py Ded YTD
- /y. TSP: Loan Ded 1 YTD + TSP: Loan Ded 2 YTD
- /z. NEBA: Total YTD
- /1. Voluntary Allot: YTD
- /2. Union Dues: YTD
- /3. Bond: YTD
- /4. Bond: Refund YTD
- /5. CFC: YTD
- /6. Miscellaneous YTD
- *A. Taxable Earnings: B/W + PCS: Earnings Subj Fed Tax
- *B. Taxable Earnings: YTD + PCS: Earnings Subj Fed Tax YTD
- *C. FICA: Earnings B/W
- *D. FICA: Earnings YTD
- *E. HIT: Earnings B/W
- *F. HIT: Earnings YTD
- *G. CSRS: NASA Cum
- *I. FERS: NASA Cum
- *J. TSP: Deductions Cum - NASA
- *K. Count Of Checks Issued
- *M. Award: Amount YTD
- *N. Civil Service Credit: B/W
- *O. Civil Service Credit: YTD
- *a Facility Code
- *q. PCS: Earnings Subj Fed Tax
- *r. PCS: Earnings Subj Fed Tax YTD
- *s. PCS: Earnings Federal Tax Withheld
- *x. Civil Serv Credit: B/W
- *y. Civil Serv Credit: Adjustment
- *z If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Table
- 31. Empl Adv Pay Cum Ded Amt
- 32. Empl Adv Pay Ded BW Amt
- 33. Empl Adv Pay Adj BW Amt
- 34. Empl Adv Pay YTD Ded Amt
- 35. Empl Local Pay BW Amt
- 36. Empl Local Pay BW Adj Amt
- 37. Empl Local Pay YTD Amt
- 38. Empl Admn Uctrd OT BW Amt
- 39. Empl Admn Uctrd OT BW Adj Amt
- 40. Empl Admn Uctrd OT YTD Amt

**PAYROLL REGISTER
DATA ELEMENTS
REPORT 202**

- 41. Empl Stff Diff BW Amt
- 42. Empl Stff Diff BW Adj Amt
- 43. Empl Stff Diff YTD Amt
- 44. Empl Grnsh Crnt Ded Amt
- 45. Empl Grnsh YTD Ded Amt
- 46. Availability Pay B/W
- 47. Availability Pay: Adj
- 48. Availability Pay: YTD

Pay Block & Center Totals Section (Additional Elements)

*L. Award: Earnings (1) + Award: Earnings (2) + Award: Earnings (3)

Note: All Adjustment Elements Require +/- Sign

SELECTION CRITERIA

- 1) Includes All Employees With The Following Criteria:
 - Installation Code Equal User Designated Center Code
 - Duty Status = 'Z'
 - Reactivation Indicator = 3
 - Gross Earnings: B/W = 0
 - Facility Code Equals User Designated Facility Code if entered
- 2) An Individual SSN
- 3) An Individual payblock
- 4) An Individual payblock, totals only
- 5) Center totals, only

Note: Program Adds Inactive No Paid Employee To Center Totals But Does Not Write Out Detail For The Record.

REPORT 406 SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS PAYROLL
(PAGE 1 OF 11)

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

```

REPORT NO: 406
SF 1166-EDP          VOUCHER AND SCHEDULE OF PAYMENTS SF 1166
                                SCHEDULE NO. A-AA-AAA
NASA
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
                                AGENCY STATION NO. EE-EE-EEEE
-----
APPROPRIATION SUMMARY          PAID BY:
     eeeeeee                   Y,YYY,YYY.YY
GRAND TOTAL                    F,FFF,FFF.FF
-----
SUPPORTING MAGNETIC TAPE INFORMATION          AMOUNT
MAGNETIC REEL NO. _____
                                ITEM COUNT
DD/EFT                          GGGG                   F,FFF,FFF.FF
-----
FOR AGENCY USE
ELECTRONIC FUNDS TRANSFER
PP bb   to be dated cc/cc/cc
                                ITEM COUNT
SALARY PAYMENTS                HHHH                   I,III,III.II
SAVINGS ALLOTMENTS            JJJJ                   K,KKK,KKK.KK
TSP LOANS                      LLLL                   M,MMM,MMM.MM
-----
Pursuant to the authority vested in me,          F,FFF,FFF.FF
I certify that the items listed herein          GRAND TOTAL
are correct and proper for payment from
the appropriations designated hereon or
on supporting vouchers.
                                Date                          Authorized Certifying Officer
    
```

- | | | |
|--|---|--|
| <p>A. PAYROLL-YEAR-PAY Period Number, supplement (i.e., P-88-13A)</p> <p>C. Installation: Name</p> <p>D. Installation: Address</p> <p>E. Payroll Office Number</p> <p>Y. Y on Page 5</p> <p>F. I + K + M</p> <p>G. H + J + L</p> <p>H. Count of I</p> <p>I. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via DD/EFT (Net Pay: Disposition Code = 2)</p> <p>J. Count of Voluntary Allotments if (Voluntary Allot: Req'st Amt > 0)</p> | <p>and (Voluntary Allot: B/W > 0) and (Allotment Deduction Code not = 'D')</p> <p>K. Total of (Voluntary Allot: B/W)</p> <p>L. Count of TSP Loan Repayments (if TSP: Loan Current Deductions > 0)</p> <p>M. Total of (TSP: Loan Current Deductions + TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment)</p> <p>b. Pay Period Number</p> <p>c. Pay Period Ending Date + 10 days</p> <p>e. Appropriation Summary Code</p> | <p>SELECTION CRITERIA:
Includes all employees with the following criteria:</p> <ul style="list-style-type: none"> - Center Code equals user designated Center Code - Duty Status not equal 'Z' - Reactivation Indicator not equal 3 - Gross Earnings: B/W not equal 0 - Award: Amount not equal 0 <p>and</p> <ul style="list-style-type: none"> - All Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date |
|--|---|--|

REPORT 406 SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS PAYROLL
(PAGE 2 OF 11)

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

```

REPORT NO: 406

SF 1166-EDP          VOUCHER AND SCHEDULE OF PAYMENTS SF 1166
                                SCHEDULE NO. A-AA-AAA

NASA
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
                                AGENCY STATION NO. EE-EE-EEEE
-----
APPROPRIATION SUMMARY          PAID BY:
     eeeeeee                    Y,YYY,YYY.YY

GRAND TOTAL                    F,FFF,FFF.FF

-----
SUPPORTING MAGNETIC TAPE INFORMATION          AMOUNT

MAGNETIC REEL NO. _____

                                ITEM COUNT
REGULAR SALARY AND MISC DED          GGGG                    F,FFF,FFF.FF
-----
FOR AGENCY USE

SALARY CHECKS, AWARDS AND PAYROLL DEDUCTIONS
PP bb   to be dated cc/cc/cc

                                ITEM COUNT
NAME ONLY - OFFICE                    HHHH                    I,III,III.II
NAME ONLY - AWARDS                    JJJJ                    K,KKK,KKK.KK
SALARY CHECKS MAILED                  LLLL                    M,MMM,MMM.MM
MISCELLANEOUS PAYMENTS                NNNN                    O,000,000.00

-----
Pursuant to the authority vested in me,          F,FFF,FFF.FF
I certify that the items listed herein          GRAND TOTAL
are correct and proper for payment from
the appropriations designated hereon or
on supporting vouchers.

                                Date                    Authorized Certifying Officer
    
```

- A. A on page 1
- C. C on page 1
- D. D on page 1
- E. E on page 1
- Y. Y on Page 5
- F. I + K + M + O
- G. H + J + L + N
- H. Count of I
- I. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via Office Address (Net Pay: Disposition Code = 0 and Office Check = 'Y')
- J. Count of Award Checks with Award: Amount not = 0 and Award: Designated Agent Check not = Blank
- K. Total of Award: Net Earnings (if Award: Local Check = 'Y') + Award Net Amount for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date
- L. Count of M
- M. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via Mailing Address (Net Pay: Disposition Code = 0 and Office Check = blank)
- N. Count of Misc Payments (NEBA's., CFC, Union Dues, Child Support (1-3), Indebtedness Due U.S. (1-5), Bankruptcy, Garnishments (1-9))
- O. Total of (NEBA: Total B/W + CFC: B/W + CFC: Adjustment + Union Dues: B/W + Union Dues: Adjustment + Child Support: B/W (1-3) + Indebtedness Due U.S.: B/W (1-5) + Bankruptcy: B/W + Empl Grnsh Crnt Ded Amt (1-9))
- b. b on page 1
- c. c on page 1
- e. Appropriation Summary Code

**REPORT 406 SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 3 OF 11)**

PAYROLL

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406	
SF 1166 INFORMATION FOR VOUCHER AND SCHEDULE OF PAYMENTS	
APPROPRIATION SUMMARY:	
eeeeeee	YYYYYYYYY
80X6875	GGGGGGGGG
GRAND TOTAL	IIIIIIIII NO CHECK TOTAL 00000000
80X6050 - hhhhhhhh	BOND: B/W
80X6275 - zzzzzzzz	STATE TAX: B/W, STATE TAX: CUR/FRMR ADJUSTMENT, COUNTY TAX: B/W, COUNT TAX: ADJUSTMENT, CITY TAX: B/W, CITY TAX: ADJUSTMENT
80X6875 - GGGGGGGG	FEHB RETIREMENT SET-OFF CSRS: MIL DEP CASH PMT. FERS: MIL DEP CASH PMT. FEHB: CASH COLLECTION
80F3875 - dddddddd	TSP: CY DED B/W, TSP: CY DED ADJ, TSP: GOVT BASIC CONTR B/W, TSP: GOVT BASIC ADJ TOTAL, TSP: GOVT MATCH CONTR TOT B/W, TSP: MATCHING ADJ TOT, TSP: PY DED B/W, TSP: PY DED ADJ.
24X8135.8 - iiiiiiiii	CSRS: B/W, CSRS: CUR/FRMR ADJUSTMENT, CSRS: GOVT CONTR B/W, CSRS: GOVT CONTR CUR/FRMR ADJ, CSRS: MIL DEP B/W, CSRS: MIL DEP CASH PMT., CSRS: RE-EMPL ANNUITANTS: SALARY OFFSET, FERS: B/W, FERS: CUR/FRMR ADJUSTMENT, FERS: GOVT CONTR B/W, FERS: GOVT CONTR CUR/FRMR ADJ, FERS: MIL DEP B/W, FERS: MIL DEP CASH PMT., FERS: RE-EMPL ANNUITANTS: SALARY OFFSET, CSC: B/W, FEGLI: B/W, FEGLI: ADJUSTMENT, FEGLI: GOVT CONTR B/W, FEHB: B/W, FEHB: CUR/FRMR ADJ, FEHB: GOVT CONTR B/W, FEHB: GOVT CONTR CUR/FRMR ADJ, FEHB: CASH COLLECTION, FEHB: SPOUSAL CASH PAYMENT

See Next Page for Data Elements.

**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
DATA ELEMENTS
REPORT 406, 3/11**

- Y. Y In Page 5
- G. Total Of (CSRS: Mil Dep Cash Pmt + FERS: Mil Dep Cash Pmt + FEHB: Spousal Payment Amt + FEHB: Cash Collection)
- I. Y + G
- O. $h + Z + G + d + i$
- h. Total of (Bond: B/W - Bond: Refund)
- Z. Total of [State Tax: B/W + State Tax: Adjustment + Former State Adjustment + State Tax: Award B/W (if Award: Designated Agent Check not = Blank) + Award State Tax Deduction Amount in that State] + Total of [County Tax: B/W + County Tax: Adjustment in that County] + Total of [City Tax: B/W + City Tax: Adjustment + City Tax: Award B/W (if Award: Designated Agent Check not = Blank) + Award City Tax Deduction Amount in that City for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date]
- d. A on Page 6
- i. G on Page 6
- e. Appropriate Summary Code on Page 1

**REPORT 406 SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 4 OF 11)**

PAYROLL

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406			
SF 1166 INFORMATION FOR VOUCHER AND SCHEDULE OF PAYMENTS			
APPROPRIATION SUMMARY:			
EEEEEE	Y,YYY,YYY.YY		
80X6875	G,GGG,GGG.GG		
GRAND TOTAL	I,III,III.II	NO CHECK TOTAL	0,000,000.00
	ITEM COUNT:	AMOUNT:	
EFT PAYMENTS:			
NET PAYMENTS	aaaa	b,bbb,bbb.bb	
SAVINGS ALLOTMENTS	cccc	d,ddd,ddd.dd	
TSP LOAN REPAYMENTS	eeee	f,fff,fff.ff	
GRAND TOTAL EFT PMTS	gggg	h,hhh,hhh.hh	
NON EFT PAYMENTS:			
NAME ONLY CHECKS - OFFICE	iiii	j,jjj,jjj.jj	
NAME ONLY CHECKS - AWARDS	kkkk	l,lll,lll.ll	
SALARY CHECKS MAILED	mmmm	n,nnn,nnn.nn	
MISC PAYMENTS	oooo	p,ppp,ppp.pp	
GRAND TOTAL NON EFT PMTS	qqqq	r,rrr,rrr.rr	
TOTAL NET PAY	s,sss,sss.ss		
TOTAL EMPLOYEES PAID	tttt		
TOTAL EMPLOYEES NOT PAID	uuuu		
TOTAL EMPLOYEES	vvvv		

- | | | |
|-------------------------------|----------------|---|
| Y. Y on page 5 | f. M on page 1 | o. N on page 2 |
| G. G on page 3 | g. G on page 1 | p. O on page 2 |
| I. I on page 3 | h. F on page 1 | q. G on page 2 |
| O. O on page 3 | i. H on page 2 | r. F on page 2 |
| E. Appropriation Summary Code | j. I on page 2 | s. b + n + j |
| a. H on page 1 | k. J on page 2 | t. a + m + i |
| b. I on page 1 | l. K on page 2 | u. Count of employees with
Net Earnings: B/W = 0 |
| c. J on page 1 | m. L on page 2 | v. t + u |
| d. K on page 1 | n. M on page 2 | |
| e. L on page 1 | | |

REPORT 406

**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 5 OF 11)**

PAYROLL

PURPOSE: To provide a recap for Accounting; To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO:	406	
RECAP FOR ACCOUNTING		
eeeeeee		Y,YYY,YYY.YY
NET PAY TO EMPLOYEES	A,AAA,AAA.AA	
NEBA INSURANCE	B,BBB,BBB.BB	
COMBINED FEDERAL CAMPAIGN	C,CCC,CCC.CC	
UNION DUES	D,DDD,DDD.DD	
CHILD SUPPORT	E,EEE,EEE.EE	
COMMERCIAL GARNISHMENTS	R,RRR,RRR.RR	
INDEBTEDNESS DUE U.S.	F,FFF,FFF.FF	
BANKRUPTCY	G,GGG,GGG.GG	
BILL FOR COLLECTION	H,HHH,HHH.HH	
MISC DEDUCTIONS	I,III,III.II	
ADVANCE DEDUCTION	L,LLL,LLL.LL	
80F0103 FEDERAL WITHHOLDING TAX	J,JJJ,JJJ.JJ	
FEDERAL INCOME TAX	K,KKK,KKK.KK	
EIC	P,PPP,PPP.PP	
FICA EMPLOYEES	L,LLL,LLL.LL	
FICA EMPLOYERS	M,MMM,MMM.MM	
HIT EMPLOYEES	N,NNN,NNN.NN	
HIT EMPLOYERS	O,OOO,OOO.OO	
80X6275 STATE/COUNTY/CITY WITHHOLDING TAX	Z,ZZZ,ZZZ.ZZ	
STATE NAME	gg,ggg,ggg.gg	h,hhh,hhh,hhh.hh
ffff ffff fff ffffff		
CITY NAME	jj,jjj,jjj.jj	k,kkk,kkk,kkk.kk
iiii iiii iii iiiiiii		

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> A. Total of (Net Earnings: B/W + K on page 2) B. Total of NEBA: Total B/W C. Total of (CFC: B/W + CFC: Adjustment) D. Total of (Union Dues: B/W + Union Dues: Adjustment) E. Total of Child Support: B/W (1-3) F. Total of Indebtedness Due U.S.: B/W (1-5) G. Total of Bankruptcy: B/W H. Total of Bill of Collection: Deduction (i.e. Phone Bill, O/P Travel Advance, Lost Government Property) I. Total of Miscellaneous Required Amt J. K + L + M + N + O + P K. Total of [Federal Tax: B/W + Federal Tax: Adjustment + Federal Tax: Award B/W (if Award Designated Agent Check not = Blank) + Award Federal Tax Deduction Amount] L. Total of [FICA: B/W + FICA: Adjustment + FICA: Award B/W (if Award Designated Agent Check not = Blank) + Award OASDI Deduction Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)] M. Total of [FICA: Govt Contr B/W + FICA: Govt Contr Cur Adj + FICA: Govt Contr Cur Award (if Award | <ul style="list-style-type: none"> Designated Agent Check not = Blank) + Award OASDI Government Contribution Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)] N. Total of [HIT: B/W + HIT: Adjustment + HIT: Award B/W (if Award Designated Agent Check not = Blank) + Award HIT Deduction Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)] O. Total of [HIT: Govt Contr B/W + HIT: Govt Contr Cur Adj + HIT: Govt Contr Cur Award (if Award Designated Agent Check not = Blank) + Award HIT Government Contribution Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)] P. Total of (EIC + EIC: Adj) R. Total of Empl Grnsh Crnt Ded Amt (1-9) Y. A + B + C + D + E + F + G + H + I + R Z. Z on page 3 e. Appropriation Summary Code f. State name g. Total of [State Tax: B/W + State Tax: Adjustment + Former State Adjustment + State Tax: Award B/W (if Award: Designated Agent Check not = Blank and State Tax Code not = Blank) + Award State | <ul style="list-style-type: none"> Tax Deduction Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not = Blank)] for each State Code h. Total of [State Gross Earnings + Award: Earnings (if Award: Designated Agent Check not = Blank and State Tax Code ne Blank) + Award Gross Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not = Blank)] for each State Code i. City name j. Total of [City Tax: B/W + City Tax: Adjustment + Former City Adjustment + City Tax: Award B/W (if Award: Designated Agent Check not = Blank and State Tax Code not = Blank) + Award City Tax Deduction Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not = Blank)] for each City Code k. Total of [City Gross Earnings + Award: Earnings (if Award: Designated Agent Check not = Blank) + Award Gross Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award City Tax Code not = Blank)] for each City Code |
|--|--|--|

**REPORT 406 SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 6 OF 11)**

PAYROLL

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406		RECAP FOR ACCOUNTING	
80F3875	TSP (THRIFT SAVINGS PLAN)		A,AAA,AAA.AA
	CSRS	B,BBB,BBB.BB	
	FERS (EMPLOYEES)	C,CCC,CCC.CC	
	FERS GOVT BASIC	D,DDD,DDD.DD	
	FERS GOVT MATCHING	E,EEE,EEE.EE	
80X6050	SAVINGS BONDS		F,FFF,FFF.FF
24X8135.8	OPM - SF 2812		G,GGG,GGG.GG
	FEGLI (EMPLOYEES)	H,HHH,HHH.HH	
	BASIC	I,III,III.II	
	OPTION A	J,JJJ,JJJ.JJ	
	OPTION B	K,KKK,KKK.KK	
	OPTION C	L,LLL,LLL.LL	
	FEGLI (EMPLOYERS)	M,MMM,MMM.MM	
	FEHB EMPLOYEES	N,NNN,NNN.NN	
	FEHB EMPLOYERS	O,OOO,OOO.OO	
	FEHB CASH COLLECTION	P,PPP,PPP.PP	
	FEHB SPOUSAL PAYMENTS	Q,QQQ,QQQ.QQ	
	CSRS MILITARY DEPOSIT	R,RRR,RRR.RR	
	FERS MILITARY DEPOSIT	S,SSS,SSS.SS	
	CIVILIAN SERVICE CREDIT	T,TTT,TTT.TT	
	CSRS RETIREMENT TL (EMPL)	U,UUU,UUU.UU	
	CSRS RETIREMENT TL (EMPR)	V,VVV,VVV.VV	
	CSRS SALARY OFFSET REEMPL ANNUIT	W,WWW,WWW.WW	
	FERS SALARY OFFSET REEMPL ANNUIT	X,XXX,XXX.XX	
	FERS RETIREMENT (EMPL)	Y,YYY,YYY.YY	
	FERS RETIREMENT (EMPR)	Z,ZZZ,ZZZ.ZZ	
	FERS MIL RESERVE TECH (EMPL)	a,aaa,aaa.aa	
	FERS MIL RESERVE TECH (EMPR)	b,bbb,bbb.bb	
	FERS SPECIAL (EMPL)	c,ccc,ccc.cc	
	FERS SPECIAL (EMPR)	d,ddd,ddd.dd	

See Next Page for Data Elements.

**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
DATA ELEMENTS
REPORT 406, 6/11**

- A. B + C + D + E
- B. Total Of (TSP: Emp Dist G-Fund, F-Fund, C-Fund + TSP: Emp Adj G-Fund, F-Fund, C-Fund)
If Retirement Plan = 1, 6, R, T, C, E
- C. Total Of (TSP: Emp Dist G-Fund, F-Fund, C-Fund + TSP: Emp Adj G-Fund, F-Fund, C-Fund)
If Retirement Plan not = 1, 6, R, T, C, E
- D. Total Of (TSP: Govt Basic Amt G-Fund, F-Fund, C-Fund +
TSP: Govt Basic Adj G-Fund, F-Fund, C-Fund)
Regardless of Retirement Plan
- E. Total Of (TSP: Govt MatchAmt G-Fund, F-Fund, C-Fund +
TSP: Govt Match Adj G-Fund, F-Fund, C-Fund)
Regardless of Retirement Plan
- F. Total Of (Bond: B/W - Bond: Refund)
- G. H + M + N + O + P + Q + R + S + T + U + V + W + X + Y + Z + a + b + c + d
- H. I + J + K + L
- I. Total Of (FEGLI: Basic B/W + FEGLI: Basic Life Adj)
- J. Total Of (FEGLI: Standard Opt 'A' B/W + FEGLI: Opt A Adj)
- K. Total Of (FEGLI: Additional Opt 'B' B/W + FEGLI: Additional Opt B Adj)
- L. Total Of (FEGLI: Family Opt B/W + FEGLI: Family Opt Adj)
- M. Total Of (FEGLI: Basic B/W / 2 + FEGLI: Govt Contr Adj)
- N. Total Of [FEHB: B/W + FEHB: Prior Adj (If FEHB: Prior Plan Code not = Blank, 'ZZX',
'ZZY', or 'ZZZ') + FEHB: Cur Adj (if FEHB: Plan Code not = Blank, 'ZZX', 'ZZY', or
'ZZZ')]
- O. Total Of [FEHB: Govt Contr B/W (if FEHB: Contribution Flag not = 'Y')
+ FEHB: Govt Contr Prior Adj (if FEHB: Prior Plan Code not = Blank, 'ZZX', 'ZZY', or
'ZZZ') + FEHB: Current Govt Adj Erngs)
- P. Total Of FEHB: Cash Collection
- Q. Total Of FEHB: Spousal Cash Payment (if Pay-Spousal-Center-Code = User Designate
Center Code and Pay-Spousal-Data-Date < Pay Cntl: Current PP Begin Date + 3
of Pay-Spousal-Data-Date > Pay Cntl: Current PP Ending Date + 3)
- R. Total Of (CSRS: Mil Dep B/W + CSRS: Mil Dep Cash Pmt)
- S. Total Of (FERS: Mil Dep B/W + FERS: Mil Dep Cash Pmt)
- T. Total Of (Civil Serv Credit: B/W + Civil Serv Credit: Adjustment)
- U. Total Of [CSRS: B/W + Retirement: Employee Adj (If Retirement Code = 1, 6, R, C, E)+
CSRS: Adjustment (If Retirement Code: Former Adj = 1, 6, R, T, C, E)]
- V. Total Of [CSRS: Govt Contr B/W + Retirement: Government Adj (If Retirement Plan =
1, 6, R, T, C, E) + CSRS: Former Retire Current Adj (If Retirement Code: Former Adj =
1, 6, R, T, C, E)]
- W. Total Of (Salary: Offset + CSRS: Current Salary Offset Adj)
If Retirement Plan not = K, L, M, N and Annuitant Indicator = '1', '4', or '5'
- X. Total Of (Salary: Offset + FERS: Current Salary Offset Adj)
If Retirement Plan = K, L, M, N, 2 and Annuitant Indicator = 'A', 'C', or 'E'

**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
DATA ELEMENTS
REPORT 406, 6/11**

- Y. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = K) + FERS: Adjustment (If Retirement Code: Former Adj = K)]
- Z. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = K) + FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = K)]
- a. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = N) + FERS: Adjustment (If Retirement Code: Former Adj = N)]
- b. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = N) + FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = N)]
- c. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = M) + FERS: Adjustment (If Retirement Code: Former Adj = M)]
- d. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = M) + FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = M)]

REPORT 406 SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS (PAGE 10 OF 11)

PAYROLL

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

SUBJECT TO PRIVACY ACT OF 1974		
REPORT NO: 406		
MAGNETIC TAPE: MISCELLANEOUS PAYMENTS		
AGENCY STATION NO:	AA-AA-AAAA	
SCHEDULE NO:	z-zz-zzz	
PAY PERIOD:	bb	
PAYROLL PAY PERIOD	aa/aa/aa - cc/cc/cc	
DATE CHECKS:	cc/cc/cc	
NO OF BANKRUPTCY PAYMENTS: BBBB	AMT BANKRUPTCY PAYMENTS:	0,000,000.00
NO OF CHLD SUPPORT PAYMENTS: CCCC	AMT CHLD SUPPORT PAYMENTS:	J,JJJ,JJJ.JJ
NO OF COM GARNISHMT PAYMENTS: eeee	AMT COM GARNISHMT PAYMENTS:	f,fff,fff.ff
NO OF INDEBTEDNESS DUE U.S.: DDDD	AMT INDEBTEDNESS DUE U.S.:	K,KKK,KKK.KK
NO OF NEBA INS. PAYMENTS: dddd	AMT NEBA INS. PAYMENTS:	G,GGG,GGG.GG

NAME/ADDRESS	ACCOUNT#/CASE# /PAYMENT TYPE EMPLOYEE NAME/SSN	AMOUNT
EE FF FFFFFFFFFFFFFFFF, FFF FFFF-FFFF	HHHHHHHHHHH 33333333333 555555555	I,III,III.II
LL MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM MMMMMMMMMMMMMM, MMM MMMM-MMMM	NNNNNNNNNNN 33333333333 555555555	P,PPP,PPP.PP
QQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQ RRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRR RRRRRRRRRRRRR, RRR RRRR-RRRR	SSSSSSSSSSS 33333333333 555555555	T,TTT,TTT.TT
UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV VVVVVVVVVVVVVV, VVV VVVV-VVVV		W,WWW,WWW.WW
SUBJECT TO PRIVACY ACT OF 1974		

- | | | |
|--|--|---|
| A. Payroll Office Number | M. Child Support: ACY Addr | V. NEBA: Address |
| B. Number of Bankruptcy Payments | 3. Employee Name | W. Total of NEBA: Total B/W for given NEBA Chapter |
| C. Number of Child Support Payments | 5. SSN | a. Pay Period Ending Date - 13 Days |
| D. Number of Indebtedness Due U.S. Payments | N. Child Support: Remarks (Case #) | b. Pay Period Number |
| E. Bankruptcy: Agency Name | O. G on page 5 | c. Pay Period Ending Date + 10 Days |
| F. Bankruptcy: Agency Addr | P. Total of Child Support: B/W for given Account | d. Number of NEBA Payments |
| G. B on Page 5 | Q. Indebtedness due U.S.: ACY Name | e. Number of Commercial Garnishment Payments |
| H. Bankruptcy: Remarks (Account #) | R. Indebtedness due U.S.: ACY Addr | f. R on page 5 |
| I. Total of BANKRUPTCY:B/W for given Account | S. Indebtedness due U.S.: Type (Payment Type) | z. PAYROLL-YEAR-PAY Period Number, Supplement (i.e. P-88-13A) |
| J. E on page 5 | T. Total of Indebtedness U.S.: B/W for given Payment Type and Agency | |
| K. F on page 5 | U. NEBA: Name | |
| L. Child Support: Payee Name | | |

REPORT 406 SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS PAYROLL
(PAGE 11 OF 11)

PURPOSE: To provide Data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE :
SEQUENCE BY:	INSTALLATION NAME	DATE :
SF 1166-EDP	VOUCHER AND SCHEDULE OF PAYMENTS	TIME :
	SCHEDULE NO. A-AA	
NASA		
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB		
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	AGENCY LOCATION CODE DDDDDDDDD	

APPROPRIATION SUMMARY	P A I D	B Y
80X6050	E,EEE,EEE,EEE.EE	

	PAYEE	AMOUNT
FEDERAL RESERVE BANK OF	FFFFFFFFFFFFFFFFFFFF	G,GGG,GGG,GGG.GG
U.S. Savings Bonds, Series EE		
DENOM.	NO. BONDS	COST
\$ 100	HHHHHHH	I, III, III, III.II
200	JJJJJJJ	K, KKK, KKK, KKK.KK
500	LLLLLLL	M, MMM, MMM, MMM.MM
1000	NNNNNNN	O, OOO, OOO, OOO.OO

SUPPORTING MAGNETIC TAPE INFORMATION		
Per Attached Magnetic Tape Reel No. _____		
Bond Volume P P P P P		
Pay Period Q Q		

Pursuant to the authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated hereon or on supporting vouchers.		R, RRR, RRR, RRR.RR GRAND TOTAL
Date	Authorized Certifying Officer	
	Telephone Number	

- | | | |
|--|---|---|
| A. 'B-' Pay Period Number | = '1' and Bond: Denomination = 100 | N. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination= 1000 |
| B. Installation: Name | I. H * Bond: Purchase Price | O. N * Bond: Purchase Price |
| C. Installation: Address | J. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination = 200 | P. H + J + L + N |
| D. Payroll Office Number | K. J * Bond: Purchase Price | Q. Pay Period Number |
| E. I + K + M + O | L. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination = 500 | R. E |
| F. Installation: Bond FRB City | M. L * Bond: Purchase Price | |
| G. E | | |
| H. Count of (if Bond: Purchase Indicator | | |

REPORT 107 LIMITED APPOINTMENT EMPLOYEES

PAYROLL

PURPOSE: To control limited appointments, and severance pay payments.

CONTENT: All limited appointment employees.

SEQUENCE: Selective By Center, Pay block: Processing, Employee Name oPay Block: Processing, SSN
 Page break by Center, Pay Block: Processing
 Totals by Pay Block: Processing and Center

REPORT NO: 107		SUBJECT TO PRIVACY ACT OF 1974				PAGE:			
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM				DATE:			
		INSTALLATION NAME				TIME:			
LIMITED APPOINTMENT EMPLOYEES									
AS OF MM/DD/YY									
PB	SSN	NAME	HOURS/DAYS/DOLLARS	USED	LIMITATION	TYPE	DATE	DAYS/	DOLLAR
			CURRENT	CUMULATIVE	BALANCE	LIMITATION	LIMIT	HOURS	LIMIT
A	BBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I	J
	.		.	.					
	.		.	.					
	.		.	.					
	SEVERANCE TOTAL		NBR OF EMPS.	*** Totals Line					
	OTHER TOTAL		NBR OF EMPS.	*** Totals Line					
	.		.	.					
	.		.	.					
	.		.	.					
	SEVERANCE GRAND TOTAL		NBR OF EMPS.	*** Totals Line					
	OTHER GRAND TOTAL		NBR OF EMPS.	*** Totals Line					

SUBJECT TO PRIVACY ACT OF 1974

See Next Page for Data Elements.

**LIMITED APPOINTMENT EMPLOYEES
DATA ELEMENTS
REPORT 107**

A. Pay Block: Processing

B. SSN

C. Employee Name (Last, First, MI, Gen)

D. = Regular Hours: B/W + Overtime: Hours B/W +
Annual Leave: Used B/W + Sick Leave: Used B/W +
Holiday Leave: Used B/W + Restored Leave: Used B/W +
Military Leave: Used B/W Hours+ Comp Time: Relig Used B/W +
Administrative Leave: Used B/W+ Excused Leave: Used B/W +
Cop Leave: Hours Used B/W + Graduate Leave: Used B/W +
Jury Leave: Used B/W + Court Leave: Used B/W +
Credit Hours: Used B/W + Home Leave: Hours Used B/W+
Comp Time: Used B/W

If Employee Has Appointment: Day Limit Only

= Regular Hours: B/W + Overtime: Hours B/W +
Annual Leave: Used B/W + Sick Leave: Used B/W +
Holiday Leave: Used B/W + Restored Leave: Used B/W +
Military Leave: Used B/W Hours+ Comp Time: Relig Used B/W +
Administrative Leave: Used B/W+ Excused Leave: Used B/W +
Cop Leave: Hours Used B/W + Graduate Leave: Used B/W +
Jury Leave: Used B/W + Court Leave: Used B/W +
Credit Hours: Used B/W + Home Leave: Hours Used B/W+
Comp Time: Used B/W

If Employee Has Appointment: Day Limit and Appointment: NTE Date

=Regular Hours: B/W + Overtime: Hours B/W +
Annual Leave: Used B/W + Sick Leave: Used B/W +
Holiday Leave: Used B/W + Restored Leave: Used B/W +
Military Leave: Used B/W Hours+ Comp Time: Relig Used B/W +
Administrative Leave: Used B/W+ Excused Leave: Used B/W +
Cop Leave: Hours Used B/W + Graduate Leave: Used B/W +
Jury Leave: Used B/W + Court Leave: Used B/W +
Credit Hours: Used B/W + Home Leave: Hours Used B/W+
Comp Time: Used B/W

If Employee Has Appointment: NTE Date and Appointment: Hour Limit

= Gross Earnings: B/W If Employee Has Appointment: Dollar Limit Only

= Gross Earnings: B/W If Employee Has Appointment: Dollar Limit and Appointment: NTE Date

= Gross Earnings: B/W If Employee Has Appointment: NTE Date Only

= Gross Earnings: B/W If Employee Is A Severance Employee

E. Limited Emp: Amt Used To Date

F. = Appointment: Hour Limit - E, If Employee Has Appointment: Hour Limit

= Appointment: Dollar Limit - E,If Employee Has Appointment: Dollar Limit

= Appointment: Day Limit - E, If Employee Has Appointment: Day Limit

= Appointment: Dollar Limit - E,If Employee Is A Severance Employee

**LIMITED APPOINTMENT EMPLOYEES
DATA ELEMENTS
REPORT 107**

- G. = 'Day' If Employee Has Appointment: Day Limit Only
- = 'Day/Date' If Employee Has Appointment: Day Limit and Appointment: NTE Date
- = 'Date/Hour' If Employee Has Appointment: NTE Date and Appointment: Hour Limit
- = 'Dollar' If Employee Has Appointment: Dollar Limit Only
- = 'Dte/Dollr' If Employee Has Appointment: NTE Date and Appointment: Dollar Limit
- = 'Date' If Employee Has Appointment: NTE Date Only
- = 'Severance' If Employee Is A Severance Employee
- H. Appointment: NTE Date
- I. Appointment: Hour Limit Or Appointment: Day Limit
- J. Appointment: Dollar Limit

SELECTION CRITERIA

Includes all employees with of the following criteria:

- Center Code equal user designated Center Code
- Duty Status equal 'Z' and Appointment: Dollar Limit greater than 0
- Position Type not equal 0 or 1
- FTE LineItem not equal 1, 2, 10 or 11
- Appointment: NTE Date greater than 0 or
Appointment: Dollar Limit greater than 0 or
Appointment: Hour Limit greater than 0 or
Appointment: Day Limit greater than 0
- Limited Emp: Amt Used To Date greater than 0
- Gross Earnings: B/W greater than 0

REPORT 303 WORK YEARS & PERSONNEL COSTS

PAYROLL

PURPOSE: To provide (YTD) hours and costs.
 CONTENT: All active employees, and employees who have terminated in the leave year specified by the user input selection criteria (from-to dates).
 SEQUENCE: Totals by Center.

REPORT NO: 303		NASA PERSONNEL AND PAYROLL SYSTEM				
PAGE:		INSTALLATION NAME				
DATE:		WORK YEARS AND PERSONNEL COSTS				
TIME:		AS OF MM/DD/YY				
TYPE	DAYS	DOLLARS	-----NO OF LEAVE DAYS-----			CREDITED FOR RETIREMENT
			EARNED	CARRIED OVER	FORFEITED	
			END OF YEAR	END OF YEAR	END OF YEAR	
AL	AAAAAA.AA	BBBBBBBBBB.BB	CCCCC.CC	DDDDD.DD	EEEE.EE	
SL	FFFFFF.FF	GGGGGGGGG.GG	HHHHH.HH	IIIII.II		JJJJJ.JJ
HOL LV	KKKKK.KK	LLLLLLLLL.LL				
ADM LV	MMMMM.MM	NNNNNNNNN.NN				
CT	OOOOO.OO	PPPPPPPPP.PP				
CT: REL	QQQQQ.QQ	RRRRRRRRR.RR				
COP	SSSSS.SS	TTTTTTTTT.TT				
COURT LV	UUUUU.UU	VVVVVVVVV.VV				
CREDIT	WWWWW.WW	XXXXXXXXXX.XX				
EXC LV	YYYYY.YY	ZZZZZZZZZ.ZZ				
GRD LV	aaaaa.aa	bbbbbbbbb.bb				
HAZ	ccccc.cc	ddddddddd.dd				
HOL WORK	eeeeee.ee	fffffff.f				
HOME LV	ggggg.gg	hhhhhhhhh.hh				
JURY LV	iiii.i	jjjjjjjjj.jj				
MIL LV	kkkkk.kk	lllllllll.ll				
NT DIF	mmmmmm.m	nnnnnnnnn.n				
RST LV	ooooo.o	ppppppppp.pp				
SUN DIF	qqqqq.q	rrrrrrrrr.r				
TIME OFF	sssss.ss	ttttttttt.t				

- | | | |
|--|--|---|
| <p>A. Total of Annual Leave: Used YTD + Home Leave: Used YTD + Lump Sum: Leave Hours (1-2)</p> <p>B. Total of Annual Leave: Cost YTD + Home Leave: Cost YTD + Lump Sum: Leave Payment YTD</p> <p>C. Total of Annual Leave: Earned YTD / 8</p> <p>D. Total of Annual Leave: PYCO / 8</p> <p>E. Total of Annual Leave forfeited at year-end/8
Only computed when Pay Cntl: Current
Leave Period equals Pay Cntl: Num of Leave Periods</p> <p>F. Total of Sick Leave: Used YTD / 8</p> <p>G. Total of Sick Leave: Cost YTD</p> <p>H. Total of Sick Leave: Earned YTD / 8</p> <p>I. Total of Sick Leave: PYCO / 8</p> <p>J. Total of Sick Leave: Balance / 8
If Termination Code = 300, 301, 302, 303, 304, 312, or 354 and Retirement Plan Code = 1, 6, C, E, R, T, K, M, or N</p> <p>K. Total of Holiday Leave: Used YTD / 8</p> <p>L. Total of Holiday Leave: Cost YTD</p> <p>M. Total of Administrative Leave: YTD / 8</p> <p>N. Total of Administrative Leave: Cost YTD</p> | <p>O. Total of Comp Time: Used YTD / 8</p> <p>P. Total of Comp Time: Cost YTD</p> <p>Q. Total of Relig Comp Time: Used YTD / 8</p> <p>R. Total of Relig Comp Time: Cost YTD</p> <p>S. Total of COP Leave: Hours Used YTD (1+2+3)/8</p> <p>T. Total of COP: Injury to Date (1+2+3)</p> <p>U. Total of Court Leave: Used YTD / 8</p> <p>V. Total of Court Leave: Cost YTD</p> <p>W. Total of Credit Hours: Used YTD / 8</p> <p>X. Total of Credit Hours: Cost YTD</p> <p>Y. Total of Excused Leave: Used YTD / 8</p> <p>Z. Total of Excused Leave: Cost YTD</p> <p>a. Total of Graduate Leave: YTD / 8</p> <p>b. Total of Graduate Leave: Cost YTD</p> <p>c. Total of Hazardous Hours: YTD / 8</p> <p>d. Total of Hazardous Earnings: YTD</p> <p>e. Total of Holiday Hours: YTD / 8</p> <p>f. Total of Holiday Earnings: YTD</p> <p>g. Total of Home Leave: Used YTD / 8</p> <p>h. Total of Home Leave: Cost YTD</p> <p>i. Total of Jury Leave: Used YTD / 8</p> <p>j. Total of Jury Leave: Cost YTD</p> | <p>k. Total of Military Leave: Used YTD Hours / 8</p> <p>l. Total of Military Leave: Cost YTD</p> <p>m. Total of Night Differential: Hours YTD / 8</p> <p>n. Total of Night Differential: Erngs YTD</p> <p>o. Total of Restored Leave: Used YTD (1+2+3)/8</p> <p>p. Total of Restored Leave: Cost YTD</p> <p>q. Total of Sunday Diff Hours: YTD / 8</p> <p>r. Total of Sunday Diff Earnings: YTD</p> <p>s. Employee Time Off Award Hours Year to Date Used Quantity (1-10) / 8</p> <p>t. Employee Time Off Year to Date Cost 8</p> <p>SELECTION CRITERIA:
Includes all employees with the following criteria:</p> <ul style="list-style-type: none"> - Installation Code equals user designated center code - Reactivation Indicator = 0 - Reactivation Indicator = 0 and Duty Status = Z, if termination date is between the user input from-to dates |
|--|--|---|

Release 6.0 3/97

REPORT 409

SF 1150 RECORD OF LEAVE DATA

PAYROLL

PURPOSE: To provide a record of leave data upon transfer or termination of an employee. This data is placed in the employee's file for shipment to the new agency or center for transfers, or to the Record Center for terminations.

CONTENT: All employees.

SEQUENCE: By Center, Pay Block: Processing, SSN

**SF 1150 RECORD OF LEAVE DATA
DATA ELEMENTS
REPORT 409**

1. Employee Name (Last, First, Mi, Gen)
2. SSN/Facility Code
3. Pay Block: Processing
- 3a. Employee Number
- 4a. Termination Date
- 4b. Nature Of Action Code Description
5. Termination Code
6. TBD
- 7a. 'X' If (Termination Date - SCD: Leave) >= 15 Years
- 7b. 'X' If (Termination Date - SCD: Leave) < 15 Years
- 7c. Years of (Termination Date - SCD: Leave)
- 7d. Months of (Termination Date - SCD: Leave)
- 7e. Days of (Termination Date - SCD: Leave)
7a - 7e All Computed If (Annual Leave: Accrual Rate Not = 0 and Not = 1)
8. Pay Cntl: Pri Lv Date
- 8a. If Year of (Termination Date) = Year of (Pay Cntl: Current PP Begin Date)
Annual Leave: PYCO
Else
0
- 8b. If Year of (termination Date) = Year of (Pay Cntl: Current PP Begin Date)
Sick Leave: PYCO
Else
0
10. TBD
11. If (Pay Cntl: Current PP Begin Date not = Termination Date) and
Pay Cntl: Current PP Begin Date - Termination Date not = 1)
Blank
Else
Pay Cntl: Current, PP Begin Date
- 11a. Annual Leave: Accrued YTD
- 11b. Sick Leave: Accrued YTD
- 12a. 8a + 11a
- 12b. 8b + 11b
13. Annual Leave: RIC YTD
14. Sick Leave: RIC YTD
15. Annual Leave: Used YTD + 53
16. Sick Leave: Used YTD
18. Annual Leave: Earned Balance
19. 12b - 14 - 16

**SF 1150 RECORD OF LEAVE DATA
DATA ELEMENTS
REPORT 409**

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Equal 'Z'
- Reactivation Indicator Equal 0
- Facility Code equals User Designated Facility Code if entered

REPORT 408 (STATE)(COUNTY)(CITY) TAX W/H REPORT PAYROLL

PURPOSE: To provide required monthly, quarterly or annual reporting to State, County, or City taxing authorities.

CONTENT: Employees with taxes withheld.

SEQUENCE: Selective by Center, State, County or City
Sequenced by Center, Employee Name
Totals by State, County or City based upon user selection and Agency.

REPORT NO: 408	NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:
SEQUENCE BY:	INSTALLATION NAME				DATE:
	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION				TIME:
	(STATE) (COUNTY) (CITY) TAX WITHHOLDING REPORT				
	(MONTH) (QUARTER) (ANNUAL) ENDING MM/DD/YY				
SSN	NAME	GROSS EARNINGS	TSP DED	TAXABLE EARNINGS	TAX WITHHELD
217287739	DIRTON, HAROLD H.	11,797.00	528.00	11,269.00	310.32
AAAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CC,CCC,CCC.CC	DD,DDD.DD	EEE,EEE.EE	FF,FFF,FFF.FF
TOTALS	KK, KKK	II, III, III.II	JJ, JJJ.JJ	G, GGG, GGG.GG	HH, HHH, HHH.HH

See Next Page for Data Elements

**(STATE)(COUNTY)(CITY) TAX W/H REPORT
DATA ELEMENTS
REPORT 408**

STATE

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. State Tax: Gross Erngs MTD + PCS: Ergns Subj State Tax MTD,
State Tax: Former Gross MTD + PCS: Frmr Ern Subj St Tax MTD,

State Tax: Gross Erngs QTD + PCS: Ergns Subj State Tax QTD,
State Tax: Former Gross QTD + PCS: Frmr Ern Subj St Tax QTD,

State Tax: Gross Erngs YTD + PCS: Ergns Subj State Tax YTD,
State Tax: Former Gross YTD + PCS: Frmr Ern Subj St Tax YTD
- D. State Tax: TSP Cy Ded MTD, QTD, YTD,
State Tax: Former TSP MTD, QTD, YTD
- E. State Tax: Erngs MTD + PCS: Ergns Subj State Tax MTD,
State Tax: Former Earnings MTD + PCS: Frmr Ern Subj St Tax MTD,

State Tax: Erngs QTD + PCS: Ergns Subj State Tax QTD,
State Tax: Former Earnings QTD + PCS: Frmr Ern Subj St Tax QTD,

State Tax: Erngs YTD + PCS: Ergns Subj State Tax YTD,
State Tax: Former Earnings YTD + PCS: Frmr Ern Subj St Tax YTD
- F. State Tax: MTD + PCS: State Tax Withheld MTD,
State Tax: Former W/H MTD + PCS: Frmr W/H Subj St Tax MTD,

State Tax: QTD + PCS: State Tax Withheld QTD,
State Tax: Former W/H QTD + PCS: Frmr W/H Subj St Tax QTD,

State Tax: YTD + PCS: State Tax Withheld YTD,
State Tax: Former W/H YTD + PCS: Frmr W/H Subj St Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count

**(STATE)(COUNTY)(CITY) TAX W/H REPORT
DATA ELEMENTS
REPORT 408**

COUNTY

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. County Tax: Gross Erngs MTD + PCS: Erngs Subj County Tax MTD,
County Tax: Former Gross MTD + PCS: Frmr Ern Subj Cnty Tax MTD,

County Tax: Gross Erngs QTD + PCS: Erngs Subj County Tax QTD,
County Tax: Former Gross QTD + PCS: Frmr Ern Subj Cnty Tax QTD,

County Tax: Gross Erngs YTD + PCS: Erngs Subj County Tax YTD,
County Tax: Former Gross YTD + PCS: Frmr Ern Subj Cnty Tax YTD
- D. County Tax: TSP Cy Ded MTD, QTD, YTD,
County Tax: Former TSP MTD, QTD, YTD
- E. County Tax: Erngs MTD + PCS: Erngs Subj County Tax MTD,
County Tax: Former Earnings MTD + PCS: Frmr Ern Subj Cnty Tax MTD,

County Tax: Erngs QTD + PCS: Erngs Subj County Tax QTD,
County Tax: Former Earnings QTD + PCS: Frmr Ern Subj Cnty Tax QTD,

County Tax: Erngs YTD + PCS: Erngs Subj County Tax YTD,
County Tax: Former Earnings YTD + PCS: Frmr Ern Subj Cnty Tax YTD
- F. County Tax: MTD + PCS: County Tax Withheld MTD,
County Tax: Former W/H MTD + PCS: Frmr W/H Subj Cnty Tax MTD,

County Tax: QTD + PCS: County Tax Withheld QTD,
County Tax: Former W/H QTD + PCS: Frmr W/H Subj Cnty Tax QTD,

County Tax: YTD + PCS: County Tax Withheld YTD,
County Tax: Former W/H YTD + PCS: Frmr W/H Subj Cnty Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count

**(STATE)(COUNTY)(CITY) TAX W/H REPORT
DATA ELEMENTS
REPORT 408**

CITY

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. City Tax: Gross Erngs MTD + PCS: Erngs Subj City Tax MTD,
City Tax: Former Gross MTD + PCS: Frmr Ern Subj City Tax MTD,

City Tax: Gross Erngs QTD + PCS: Erngs Subj City Tax QTD,
City Tax: Former Gross QTD + PCS: Frmr Ern Subj City Tax QTD,

City Tax: Gross Erngs YTD + PCS: Erngs Subj City Tax YTD,
City Tax: Former Gross YTD + PCS: Frmr Ern Subj City Tax YTD
- D. Blank if Local Tax Entity: Code (2) = '003' or '004'
Else
City Tax: TSP Cy Ded MTD, QTD, YTD
City Tax: Former TSP MTD, QTD, YTD
- E. City Tax: Erngs MTD + PCS: Erngs Subj City Tax MTD,
City Tax: Former Earnings MTD + PCS: Frmr Ern Subj City Tax MTD,

City Tax: Erngs QTD + PCS: Erngs Subj City Tax QTD,
City Tax: Former Earnings QTD + PCS: Frmr Ern Subj City Tax QTD,

City Tax: Erngs YTD + PCS: Erngs Subj City Tax YTD,
City Tax: Former Earnings YTD + PCS: Frmr Ern Subj City Tax YTD
- F. City Tax: MTD + PCS: City Tax Withheld MTD,
City Tax: Former W/H MTD + PCS: Frmr W/H Subj City Tax MTD,

City Tax: QTD + PCS: City Tax Withheld QTD,
City Tax: Former W/H QTD + PCS: Frmr W/H Subj City Tax QTD,

City Tax: YTD + PCS: City Tax Withheld YTD,
City Tax: Former W/H YTD + PCS: Frmr W/H Subj City Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count

**REPORT 408 (STATE)(COUNTY)(CITY) TAX W/H REPORT - PAYROLL
NON-PERSONNEL ACTION CASH AWARDS**

PURPOSE: To provide required monthly, quarterly, or annual reporting to State, County, or City taxing authorities for awards paid through the Non-Personnel Action Cash Awards process.

CONTENT: Award recipients with taxes withheld.

SEQUENCE: Selective by Center, State, County, or City
Sequenced by Center, Award Recipient Name
Totals by State, County, or City based upon user selection and Agency.

REPORT NO: 408		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME			PAGE:
SEQUENCED BY:		NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (STATE) (COUNTY) (CITY) TAX WITHHOLDING REPORT NON-PERSONNEL ACTION CASH AWARDS (MONTH) (QUARTER) (ANNUAL) ENDING MM/DD/YY			DATE:
					TIME:
SSN	NAME	GROSS EARNINGS	TSP DED	TAXABLE EARNINGS	TAX WITHHELD
121212121	BARKSTOL, JACKSON T.	11,797.00		11,269.00	310.12
AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCC,CCC.CC		EEE,EEE.EE	FF,FFF.EF
AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCC,CCC.CC		EEE,EEE.EE	FF,FFF.EF
AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCC,CCC.CC		EEE,EEE.EE	FF,FFF.EF
TOTALS	RECIPIENTS = KK,KKK	II,III,III.II		GG,GGG,GGG.GG	H,HHH,HHH.EH
GRAND TOTAL	EMPS/RECIPIENTS = LLL,LLL	MM,MMM,MMM.MM	NNN,NNN.NN	OO,OOO,OOO.OO	PP,PPP,PPP.EP

SUBJECT TO PRIVACY ACT OF 1974

- A. Award Recipient SSN
- B. Award Recipient Name (Last, First, MI, Gen)
- C. Award Gross Amount
- G. Total of E
- H. Total of F
- I. Total of C
- K. Count of Award Recipients
- L. Total of K*
- M. Total of I*
- N. J from page 1
- O. Total of G*
- P. Total of H*

- STATE**
- E. Award Gross Amount (if Award State Tax Code not = blank)
- F. Award State Tax Deduction Amount
- CITY**
- E. Award Gross Amount (if Award City Tax Code not = blank)
- F. Award City Tax Deduction Amount

- SELECTION CRITERIA:**
Include all awards with the following criteria:
- Installation equals user designated center code
 - Award Payment Date within the requested reporting period
 - Award Pyrl Updt Ind = blank (employee not administered for pay)

* Includes Totals From Both Parts of Report

REPORT 415 FEDERAL WITHHOLDING TAXES (FIT, FICA, HIT) PAYROLL

PURPOSE: To provide quarterly reporting to the Social Security Administration and the Internal Revenue Service.

CONTENT: All withholdings for FIT, FICA & HIT.

SEQUENCE: Selective By Center, SSN, Employee Name, Pay Block: Processing, SSN ~~Pay Block:~~ Processing, Employee Name
 Totals by Pay Block: Processing Center, and Agency
 Page break by Center, Pay Block: Processing

REPORT NO: 415		SUBJECT TO PRIVACY ACT OF 1974				PAGE:		
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM				DATE:		
		INSTALLATION NAME				TIME:		
QUARTERLY (VARIABLE) TAX WITHHOLDING REPORT								
AS OF MM/DD/YY								
PB	SSN	EMPLOYEE NAME	QUARTERLY		YEAR TO DATE		GOVT CONTRIBUTION	
			DED	WAGES	DED	WAGES	QTD	YTD
02	123456789	LOVEJOY, JAMES L.	229.84	15,854.40	229.84	15,854.40	229.84	229.84
TOTAL			229.84	15,854.40	229.84	15,854.40	229.84	229.84
AA	BBBBBBBB	CC	DDDDDD.DD	EEEEEEE.EE	FFFFFF.FF	GGGGGGG.GG	HHHHHHH.HH	IIIIIII.II
*** TOTALS LINE								

SUBJECT TO PRIVACY ACT OF 1974

- | | | |
|--|---|---|
| <p>FIT</p> <ul style="list-style-type: none"> A. Pay Block: Processing B. SSN C. Employee Name (Last, First, MI, Gen) D. Federal Tax: QTD +
PCS: Fed Tax Ded QTD E. Taxable Earnings: QTD +
PCS: Fed Tax Erngs QTD F. Federal Tax: YTD +
PCS: Fed Tax Withheld YTD G. Taxable Earnings: YTD +
PCS: Earngs Subj Fed Tax YTD | <p>FICA</p> <ul style="list-style-type: none"> A. Pay Block: Processing B. SSN C. EmployeeName (Last, First, MI, Gen) D. FICA: QTD E. FICA: Earnings QTD F. FICA: YTD G. FICA: Earnings YTD H. FICA: Govt Contr QTD I. FICA: Govt Contr YTD | <p>HIT</p> <ul style="list-style-type: none"> A. Pay: Block Processing B. SSN C. Employee Name (Last, First, MI, Gen) D. HIT: QTD E. HIT: Earnings QTD F. HIT: YTD G. HIT: Earnings YTD H. HIT: Govt Contr QTD I. HIT: Govt Contr YTD |
|--|---|---|

SELECTION CRITERIA:
 User selects type of report (i.e. FIT, FICA, HIT). User can select one or as many reports as he wants in any combination. At end of quarter program produces all 3 reports regardless of user selection.

**REPORT 415 FEDERAL WITHHOLDING TAXES (FIT,FICA,HIT) - PAYROLL
NON-PERSONNEL ACTION CASH AWARDS**

PURPOSE: To provide quarterly reporting to the Social Security Administration and the Internal Revenue Service for awards paid through the Non-Personnel Action Cash Awards system.

CONTENT: All withholdings for FIT, FICA, and HIT

SEQUENCE: Selective by Center, Award Recipient SSN or Award Recipient Name
Totals by Center and Agency.

REPORT NO: 415		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME				PAGE:	
SEQUENCED BY:		QUARTERLY (VARIABLE) TAX WITHHOLDING REPORT AS OF MM/DD/YY				DATE:	
						TIME:	
SSN	EMPLOYEE NAME	----- QUARTERLY ----- DED WAGES	----- YEAR TO DATE ----- DED WAGES	--- GOVT CONTRIBUTION --- QTD	CONTRIBUTION YTD		
BBBBBBBB	CCCCCCCC	DDDDDD.DD	EEEEEEE.EE	FFFFFF.FF	GGGGGG.GG	HHHHHH.HH	IIIIII.II
BBBBBBBB	CCCCCCCC	DDDDDD.DD	EEEEEEE.EE	FFFFFF.FF	GGGGGG.GG	HHHHHH.HH	IIIIII.II
BBBBBBBB	CCCCCCCC	DDDDDD.DD	EEEEEEE.EE	FFFFFF.FF	GGGGGG.GG	HHHHHH.HH	IIIIII.II
*** TOTALS LINE							
GRAND TOTAL		JJJJJJ.JJ	KKKKKK.KK	LLLLLL.LL	MMMMMM.MM	NNNNNN.NN	OOOOOO.OO

SUBJECT TO PRIVACY ACT OF 1974

B. Award Recipient SSN
C. Award Recipient Name (Last, First, MI, Gen)

FIT

D. Award Federal Tax Deduction Amount (QTD)
E. Award Gross Amount (QTD)
F. Award Federal Tax Deduction Amount (YTD)
G. Award Gross Amount (YTD)

FICA

D. Award OASDI Deduction Amount (QTD)
E. Award OASDI Earnings Amount (QTD)
F. Award OASDI Deduction Amount (YTD)

G. Award OASDI Earnings Amount (YTD)
H. Award OASDI Govt Cntrbtn Amt (QTD)
I. Award OASDI Govt Cntrbtn Amt (YTD)

HIT

D. Award HIT Deduction Amount (QTD)
E. Award HIT Earnings Amount (QTD)
F. Award HIT Deduction Amount (YTD)
G. Award HIT Earnings Amount (YTD)
H. Award HIT Govt Cntrbtn Amt (QTD)
I. Award HIT Govt Cntrbtn Amt (YTD)

J. Total of D
K. Total of E
L. Total of F
M. Total of G
N. Total of H
O. Total of I

SELECTION CRITERIA:

User selects type of report (i.e., FIT, FICA, HIT). User can select one or as many reports as desired in any combination. At end of quarter, program produces all 3 reports regardless of user selection.
- Installation equals user designated center code
- Award Payment Date within current reporting period
- Award Pyrl Updt Ind = blank (employee not administered for pay)

REPORT 413	SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD	PAYROLL
PURPOSE:	To record of individual transactions for submission to OPM at termination.	
CONTENT:	All enrolled employees	
SEQUENCE:	By <u>Center</u> . Employee Name	

**SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD
DATA ELEMENTS
REPORT 413**

1. Employee Name (Last, First, Mi, Gen)
2. Date Of Birth
3. SSN
4. 'NASA' (literal)
5. Installation: Name
6. Installation: Address
7. Installation: Payroll Office Num
13. Employee Name (Last, First, Mi, Gen)
(Accesses Personnel History File And Obtains Last Three Name Changes
Where NOAC = 780)

From HISTORY FILE (PAY-HIST-TWO & PER-HIST) :

8. Effective Date
9. Year of (Pay-Ending-Date)
10. = CSRS: Deduction YTD + CSRS: Mil Dep YTD
= FERS: YTD + FERS: Mil Dep YTD **
11. = CSRS: NASA Cum + CSRS: Mil Dep Cum
= FERS: NASA Cum + FERS: Mil Dep Cum **
14. NOAC: Description and NOAC NTE Date Hist if present
15. If New Salary Annual > 0
 New Salary Annual
 Else
 Old Salary Annual
16. 'Convert From FERS' (literal) **

From CURRENT FILE (PAY-MASTER & MER-FILE & PER-MASTER) :

8. Termination Date
9. Year of (Pay Cntl: Current PP Ending Date)
10. = CSRS: Deduction YTD + CSRS: Mil Dep YTD
= FERS: YTD + FERS: Mil Dep YTD **
11. = CSRS: NASA Cum + CSRS: Mil Dep Cum
= FERS: NASA Cum + FERS: Mil Dep Cum **
14. = Termination Code: Description
= Termination Code: Description + Agency Code: Transferred to
 If Termination Code = '352'
15. Salary
16. 'Convert From FERS' (literal) **

**SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD
DATA ELEMENTS
REPORT 413**

** NOTE: Employees Converted From FERS To CSRS:

If FERS:YTD Not = 0	Or
FERS: Mil Dep YTD Not = 0	Or
FERS: NASA Cum Not = 0	Or
FERS: Mil Dep Cum Not = 0	

SELECTION CRITERIA

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Duty Status Equal 'Z' ##
- Reactivation Indicator Equal 0
- From **HISTORY File**, select
 - NOAC not equal blank
 - CSRS Employees:
(CSRS: Deduction YTD > 0 or CSRS: Mil Dep Cum > 0 or
CSRS: Mil Dep YTD > 0 or CSRS: NASA Cum > 0)
 - Duty Status = 'Z' or Pay Period Number = 26 or 27 (Only Select Year End)
- From **CURRENT File**, select
 - (CSRS: B/W + CSRS: Govt Contr B/W + CSRS: Mil Dep B/W) > 0
 - Retirement Plan = 'I' '6' 'R' 'T' 'C' 'E'
 - (CSRS: Deduction YTD + CSRS: Mil Dep YTD not equal 0
or
CSRS: NASA Cum + CSRS: Mil Dep Cum not equal 0
or
FERS: YTD + FERS: Mil Dep YTD not equal 0
or
FERS: NASA Cum + FERS: Mil Dep Cum not equal 0)

NOTE: If last pay period, report all active employees followed after, replaced by Duty Status not equal 'Z'

Release 6.0 3/97

REPORT 416

**OPM 1525 CSRS ANNUAL SUMMARY RETIREMENT FUND
TRANSACTIONS**

PAYROLL

PURPOSE: To report annual transactions to Office of Personnel Management.

CONTENT: All employees

SEQUENCE:

**OPM 1525 CSRS ANNUAL SUMMARY RETIREMENT FUND TRANSACTIONS
DATA ELEMENTS
REPORT 416**

- A. Agency Name
- B. Payroll Office Number
- C. Installation Address
- D. Year End Date
- 1. Total of (CSRS PYCO + CSRS: Mil PYCO + CSRS: Civ Serv Cr PYCO)
- 2. Not Used
- 3. Same value as line 1
- 4A. Total of (CSRS: Cum Transferred In + CSRS: Mil Dep Trnsfer In + Civil Serv Credit: Tran In)
- 4B. Not Used
- 4. Same value as line 4A
- 5. 1. + 4A
- 6. Total of CSRS: Deduction YTD
- 7. Total of (CSRS: Mil Dep YTD + Civil Serv Credit: YTD)
- 8. 5. + 6. + 7.
- 9A. Total of (CSRS: Tran Out + CSRS Mil: Tran Out + CSRS: Civ Serv Cr Tran Out)
if Duty Status = 'Z' and NOAC = 702T, 713T, 721T or 792T (i.e. employee separated
and transferred to another NASA installation during pay year)
- 9B. Total of (CSRS: Tran Out + CSRS Mil: Tran Out + CSRS: Civ Serv Cr Tran Out)
if Duty Status = 'Z' and NOAC not = 702T, 713T, 721T or 792T
(i.e. employee separated but did not transfer to another NASA installation
during pay year)
- 9C. Total of (CSRS: Tran Out + CSRS Mil: Tran Out + CSRS: Civ Serv Cr Tran Out)
if Duty Status not = 'Z' and NOAC = 803 and
old Retirement Plan = C or E and new Retirement Plan = K, L, M, or N
(i.e. employee converted from CSRS to FERS during pay year)
- 9D. Not Used
- 9. 9A + 9B + 9C
- 10. Total of (CSRS: NASA Cum + CSRS: Mil Dep Cum + Civil Serv Credit: Cum)
- 11. Count of employees with Retirement Plan = 1, 6, C, E, R and T and
Duty Status not = 'Z'

**OPM 1525 CSRS ANNUAL SUMMARY RETIREMENT FUND TRANSACTIONS
DATA ELEMENTS
REPORT 416**

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Retirement Plan = 1, 6, C, E, R, or T
 - or
 - CSRS: PYCO > 0 or CSRS: Mil PYCO > 0 or CSRS: Civ Serv Cr PYCO > 0
 - or
 - CSRS: Tran Out > 0 or CSRS Mil: Tran Out > 0 or CSRS: Civ Serv Cr
Tran Out > 0

REPORT 414	SF 3100 FERS INDIVIDUAL RETIREMENT RECORD	PAYROLL
PURPOSE:	To record of all individual transactions for submission to OPM at termination.	
CONTENT:	All enrolled employees.	
SEQUENCE:	By <u>Center</u> , Employee Name	

**SF 3100 FERS INDIVIDUAL RETIREMENT RECORD
DATA ELEMENTS
REPORT 414**

1. Employee Name (Last, First, Mi, Gen)
2. Date Of Birth
3. SSN
4. 'NASA' (literal)
5. Installation: Name
6. Installation: Address
7. Installation: Payroll Office Num
13. Employee Name (Last, First, Mi, Gen)
(Accesses Personnel History File And Obtains Last Three Name Changes
Where NOAC = 780)

From HISTORY FILE (PAY-HIST-TWO & PER-HIST) :

8. Effective Date
9. Year of (Pay-Ending-Date)
10. = FERS: YTD + FERS: Mil Dep YTD
= CSRS: Deduction YTD + CSRS: Mil Dep YTD **
11. = FERS: NASA Cum + FERS: Mil Dep Cum
= CSRS: NASA Cum + CSRS: Mil Dep Cum **
14. NOAC: Description and NOACNTE Date Hist if present
15. If New Salary Annual > 0
New Salary Annual
Else
Old Salary Annual
16. 'Convert to CSRS' (literal) **

From CURRENT FILE (PAY-MASTER & MER-FILE & PER-MASTER) :

8. Termination Date
9. Year of (Pay Cntl: Current PP Ending Date)
10. = FERS: YTD + FERS: Mil Dep YTD
= CSRS: Deduction YTD + CSRS: Mil Dep YTD **
11. = FERS: NASA Cum + FERS: Mil Dep Cum
= CSRS: NASA Cum + CSRS: Mil Dep Cum **
14. = Termination Code: Description
= Termination Code: Description + Agency Code: Transferred to
If Termination Code = '352'
15. Salary
16. 'Convert to CSRS' (literal) **

** NOTE: Employees Converted From FERS To CSRS:

If CSRS Deduction YTD Not = 0	Or
CSRS: Mil Dep YTD Not = 0	Or
CSRS: NASA Cum Not = 0	Or
CSRS: Mil Dep Cum Not = 0	

**SF 3100 FERS INDIVIDUAL RETIREMENT RECORD
DATA ELEMENTS
REPORT 414**

SELECTION CRITERIA

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Equal 'Z' ##
- Reactivation Indicator Equal 0
- From **HISTORY File**, select
 - NOAC not equal blank
 - CSRS Employees:
(FERS: Deduction YTD > 0 or FERS: Mil Dep Cum > 0 or
FERS: Mil Dep YTD > 0 or FERS: NASA Cum > 0)
 - Duty Status = 'Z' or Pay Period Number = 26 or 27 (Only Select
Year End)
- From **CURRENT File** select
 - (FERS: B/W + FERS: Govt Contr B/W + FERS: Mil Dep B/W) > 0
 - Retirement Plan = 'M', 'N' or 'K'
 - (FERS: Deduction YTD + FERS: Mil Dep YTD not equal 0
or
FERS: NASA Cum + FERS: Mil Dep Cum not equal 0
or
CSRS: YTD + CSRS: Mil Dep YTD not equal 0
or
CSRS: NASA Cum + CSRS: Mil Dep Cum not equal 0)

NOTE: If last pay period, report all active employees followed after, replaced by Duty Status not equal 'Z'

Release 6.0 3/97

REPORT 417

**OPMS 1564 FERS ANNUAL SUMMARY RETIREMENT FUND
TRANSACTIONS**

PAYROLL

PURPOSE: To report annual transactions to Office of Personnel Management.

CONTENT: All enrolled employees

SEQUENCE:

**OPMS 1564 FERS ANNUAL SUMMARY RETIREMENT FUND TRANSACTIONS
DATA ELEMENTS
REPORT 417**

- A. Agency Name
- B. Payroll Office Number
- C. Installation Address
- D. Year End Date
- 1. Total of (FERS: PYCO + FERS: Mil PYCO)
- 2. Same value as line 2B
- 2A. Not Used
- 2B. Total of (FERS: Tran In + FERS: Mil Dep Transfer In)
- 3. 1. + 2.

IF 'FERS:YTD' = FERS Deduction Code K YTD Amount +
FERS Deduction Code L YTD Amount +
FERS Deduction Code M YTD Amount +
FERS Deduction Code N YTD Amount

THEN

- 4. = FERS Deduction Code K YTD Amount
- 5. = FERS Deduction Code N YTD Amount
- 6. = FERS Deduction Code L YTD Amount +
FERS Deduction Code N YTD Amount

OTHERWISE

The total FERS: YTD Amount is placed into 4, 5, or 6 dependent upon the value of the employee's RETIREMENT PLAN.

- 4. = Total of (FERS: YTD)
if Retirement Plan = K or Retirement Plan not = L, M or N
- 5. = Total of (FERS: YTD) if Retirement Plan = N
- 6. = Total of (FERS: YTD) if Retirement Plan = L or M

- 7. Total of (FERS: Mil Dep YTD)
- 8. 3. + 4. + 5. + 6. + 7.
- 9. Total of (FERS: Tran Out + FERS: Mil Tran Out)
- 10. Total of (FERS: NASA Cum + FERS: Mil Dep Cum)
- 11. Count of employee with Retirement Plan = K, L, M or N and Duty Status not = 'Z'

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equal user designated center code
- Retirement Plan equals K, L, M or N
or
FERS: PYCO > 0 or FERS: MIL PYCO > 0
or
FERS: Tran Out > 0 or FERS: Mil Tran Out > 0

REPORT 405 FULL TIME EQUIVALENT (FTE) REPORT

PAYROLL

PURPOSE: To provide biweekly work hour reporting to HQ, by type of employee, to control the center's Civil Service staffing.

CONTENT: All active employees, ceiling and non-ceiling.

SEQUENCE: By Center, FTE Line Item, Tenure Code, Position: Type, Work Schedule
Totals by FTE Line Item and Center

| REPORT NO: 405 | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | PAGE: | |
|--------------------------------|--------|-----------------------------------|----------|-------------------|-----------|--------------|------------|-------------|---------------------|
| SEQUENCE BY: | | INSTALLATION NAME | | | | | | DATE: | |
| | | FULL TIME EQUIVALENT (FTE) REPORT | | | | | | TIME: | |
| | | AS OF MM/DD/YY | | | | | | | |
| -----PERSONNEL MANAGEMENT----- | | | | | | | | | |
| CLASSIFICATION REPORTED | | | | | | | | | |
| FTE | TENURE | POSITION | WORK/SCH | NO. OF EMPLS PAID | BASE/HRS | OVERTIME/HRS | ACCESSIONS | SEPARATIONS | STATUS CHANGE COUNT |
| AA | BB | CC | DD | EEEE | FFFFFF.FF | GGGG.GG | HHH | III | JJJ |
| | BB | CC | DD | EEEE | FFFFFF.FF | GGGG.GG | HHH | III | JJJ |
| SUBTOTAL | | | | KKKK | LLLLL.LL | MMMM.MM | NNNN | OOOO | PPP |
| QQQ | | CENTER | | RRRR | SSSS.SS | TTTT.TT | UUU | VVV | WWW |

- A. FTE Line Item
- B. Tenure Code
- C. Position: Type
- D. Work Schedule (Derived From Code)
- E. Count of Employees in Category
- F. Regular Hours: B/W +
 - Annual Leave: Used B/W +
 - Sick Leave: Used B/W +
 - Comp Time: Used B/W +
 - Holiday Leave: Used B/W +
 - Restored Leave: Used B/W +
 - Military Leave: Used B/W Hours +
 - Comp Time: Relig Used B/W +
 - Administrative Leave: Used B/W +
 - Excused Leave: Used B/W +
 - COP Leave: Hours Used B/W +
 - Graduate Leave: Used B/W +
 - Jury Leave: Used B/W +
 - Court Leave: Used B/W +
 - Credit Hours: Used B/W +

- Home Leave: Hours Used B/W +
- Employee Time Off Award Hours
- Current Used Quantity +
- Base Hours: Adj B/W
- G. Total Overtime: Hours B/W + Total Overtime: Hours Adjustment + Holiday Hours: B/W + Hol/Wrk: Cur Adj Hrs
- H. Number of New Employees if New Employee Indicator = 'Y'
- I. Count of Separations if (Nature of Action Code = '3....' or '...T') and (Pay Cntl: Current PP Begin Date <= Mature Process Date <= Pay Cntl: Current PP Ending Date)
- J. Count of Status Changes if (Old FTE Line Item not = New FTE Line Item and Old FTE Line Item not = '') and (Pay Cntl: Current PP Begin Date <= Mature Process Date <= Pay Cntl: Current PP Ending Date)
- K. Count of Paid Employees in FTE Category
- L. Total Base Hours in FTE Category

- M. Total Overtime Hours in FTE Category
- N. Total New Employees in FTE Category
- O. Total Separations in FTE Category
- P. Total Changes in Status Per FT E Category
- Q. Center Code
- R. Center total of K
- S. Center total of L
- T. Center total of M
- U. Center total of N
- V. Center total of O
- W.Center total of P

SELECTION CRITERIA:
Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Records in current pay period

REPORT 304 FULL TIME EQUIVALENT (FTE) WORK YEAR REPORT PAYROLL

PURPOSE: To provide the Human Resources and the Budget Offices with current cumulative work-year data for use in managing labor.

CONTENT: All employees paid to date this fiscal year. Report is provided biweekly.

SEQUENCE: FTE line item hours subtotaled by categories of employment, ceiling/non-ceiling, and total by center.
Page break by center

| REPORT NO: 304 | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | PAGE: |
|------------------------|-------------------------------|---|---------------------|---------------|---------------|-------------------------|-------|
| SEQUENCE BY: | | INSTALLATION NAME | | | | | DATE: |
| | | FULL TIME EQUIVALENT (FTE) WORK YEAR REPORT | | | | | TIME: |
| | | AS OF MM/DD/YY | | | | | |
| FTE CATEGORY | EMPLOYEES PAID/
HOURS PAID | P/P FTE'S | WK YR EQ
FOR P/P | WK HRS
YTD | WK YRS
YTD | CUM. AVE.
EMPLOYMENT | |
| 05 FULL-TIME PERMANENT | 3624 | 3659 | 140.74 | 841.51 | 841.51 | 3683.00 | |
| REGULAR TIME | 289467 | 3618 | 139.17 | 826.86 | 826.86 | 3653.70 | |
| OVERTIME | 3263 | 41 | 1.57 | 14.65 | 14.65 | 29.30 | |
| OO ZZZZZZZZZZZZZZZZZZZ | YYYYYY | CCCCCCC.CC | FFFFFFF.FF | IIIIIII.II | PPPPPPP.PP | LLLLLLL.LL | |
| REGULAR TIME | AAAAAA.AA | DDDDDD.DD | GGGGGG.GG | JJJJJJ.JJ | QQQQQQ.QQ | MMMMMM.MM | |
| OVERTIME | BBBBBB.BB | EEEEEE.EE | HHHHHH.HH | KKKKKK.KK | RRRRRR.RR | NNNNNN.NN | |

- A. Current Base Hours Paid =
 - Regular Hours: B/W +
 - Annual Leave: Used B/W +
 - Sick Leave: Used B/W +
 - Holiday Leave: Used B/W +
 - Restored Leave: Used B/W +
 - Military Leave: Used B/W Hours+
 - Comp Time: Relig Used B/W +
 - Administrative Leave: Used B/W+
 - Excused Leave: Used B/W +
 - COP Leave Hours: Used B/W +
 - Graduate Leave: Used B/W +
 - Jury Leave: Used B/W +
 - Court Leave: Used B/W +
 - Credit Hours: Used B/W +
 - Home Leave: Used B/W +
 - Comp Time: Used B/W +
 - Employee Time Off Award Hours
 - Current Used Quantity +
 - Base Hours: Adj B/W
 - (If total value greater than 80, use 80)
- B. Total Overtime: Hours B/W +
 - Overtime: Hours Adjustment +
 - Holiday Hours: B/W +
 - Hol/Wrk: Cur Adj Hrs +
 - Current Base Hours Paid (A) greater than 80

- C. D + E
 - D. A / 80
 - E. B / 80
 - F. G + H
 - G. A / 2080
 - H. B / 2080
 - I. J + K
 - J. Total of A Year-to-Date*
 - K. Total of B Year-to-Date**
 - L. M + N
 - M. ((A Year-to-Date* / 2080) / No. of Pay Periods YTD) * 26
 - N. ((B Year-to-Date** / 2080) / No. of Pay Periods YTD) * 26
 - O. FTE Line Item
 - P. Q + R
 - Q. J / 2080
 - R. K / 2080
 - Y. Number of employees in category
 - Z. Titles included in report format
- Categories FTE Line Items
- Full Time Permanent 3,5,6,20,23
 - Other Employment 1,2,10,11
 - Part-Time Permanent 4,7,21
 - Full-Time Temporary 12,15,18,19
 - Part-Time Temporary 13,16
 - Intermittent 8,9,14,17,22

Ceiling Totals Total
 Non-Ceiling 26,27
 Non-Ceiling Totals 26 + 27
 Center Totals Grand Total

SELECTION CRITERIA:
 Includes all employees with the following criteria:
 - Installation Code equals user designated center code
 - Current fiscal year History data for the current fiscal year to date.# First pay period of the new fiscal year begins in September (PP Beginning Date) and ends in October (PP Ending Date).

* Pay History Fields = Base Hrs B/W Hist + Base Hrs Adj Hist
 ** Pay History Fields = Overtime Hrs B/W Hist + Overtime Hrs Adj Hist
 # Current Fiscal Year data must exist in NPPS for this report to be accurate

REPORT 313 FULL TIME EQUIVALENT (FTE) STATUS CHANGE REPORT PAYROLL

PURPOSE: To provide a report to be used by the Human Resources Office to track and control the center's civil service staffing.

CONTENT: Employees whose FTE status has changed since the previous pay period.

SEQUENCE: By Center, FTE Line Item (Prior), SSN
Page break by Center.

| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | | |
|---|----------|------|--|----------|----------|------|-------|------|-------|------|------|
| NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | | | | | | |
| INSTALLATION NAME | | | | | | | | | | | |
| FULL TIME EQUIVALENT (FTE) STATUS CHANGE REPORT | | | | | | | | | | | |
| AS OF MM/DD/YY | | | | | | | | | | | |
| FTE | SSN | ORG. | NAME | BASE/HRS | NOAC | PLAN | OCC | NCC | GRADE | STEP | TYPE |
| PR | | PR | | OT/HRS | EFFDTE | PR | PR | PR | PR | PR | PR |
| CUR | | CUR | | | | CUR | CUR | CUR | CUR | CUR | CUR |
| AA | CCCCCCCC | DDDD | EE | FFF.FF | GGG.GG | HH | JJJJJ | RRRR | LL | TT | N |
| BB | | VVVV | | PPP.PP | QQ/QQ/QQ | II | KKKK | SSSS | MM | UU | O |

SUBJECT TO PRIVACY ACT OF 1974

- A. FTE Line Item (Prior)
- B. FTE Line Item (Current)
- C. SSN
- D. Organization: Assigned (Prior)
- E. Employee Name (Last, First, MI, Gen)
- F. Base Hours: B/W
- G. Nature of Action: Code
- H. Pay Plan (Prior)
- I. Pay Plan (Current)
- J. Occupational Code (Prior)
- K. Occupational Code (Current)
- L. Grade: Prior
- M. Grade: Current

- N. Position: Type (Prior)
- O. Position: Type (Current)
- P. Overtime: Hours B/W + Overtime: Hours Adjustment
- Q. Effective Date
- R. NASA Classification Code (Prior)
- S. NASA Classification Code (Current)
- T. Step (Prior)
- U. Step (Current)
- V. Organization: Assigned (Current)

- SELECTION CRITERIA:**
Includes all employees with the following criteria:
- Installation Code equals user designated center code
 - Effective date between pay period start date and pay period ending date
 - New Employee Indicator equal blank (excludes accessions)
 - Prior FTELI not equal blank

REPORT 310

OVERTIME REPORT

PAYROLL

PURPOSE: To provide center organizations with current pay period information on overtime and holiday worked and leave used.

CONTENT: All employees who worked overtime or holiday hours.

SEQUENCE: ByCenter, Organization: Assigned, Pay Plan, Grade, Employee Name
 Totals By Section, Branch, Division, Directorate
 Page breaks byCenter, Branch, Division, Directorate

| REPORT NO: 310 | | SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | | | | | PAGE: | |
|---------------------------------|-------------------------|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------------|--------------|
| SEQUENCE BY: ORGANIZATION, NAME | | INSTALLATION NAME
SSSSSSSSSSSSSSSSSSSS | | | | | | | | | | DATE: | |
| | | OVERTIME REPORT
AS OF MM/DD/YY | | | | | | | | | | TIME: | |
| | | ----- CURRENT ----- | | | | | | | | | | FISCAL YEAR TO DATE | |
| ORG. NAME | FACL PL GRADE ST | OT HRS | OT ERNGS | HOLIDAY | HOLIDAY | OT HRS | OT ERNGS | HOLIDAY | HOLIDAY | OT HRS | OT ERNGS | HOLIDAY | HOLIDAY |
| ----- | ----- | CT HRS PD | CT ERNGS | HRS WKED | PREM PAY | CT HRS PD | CT ERNGS | HRS WKED | PREM PAY | CT HRS PD | CT ERNGS | HRS WKED | PREM PAY |
| AAAAA | BBBBBBBBBBBBBBBBBBBBBBB | C | DD | EE | FF | GGG.GG | H,HHH.HH | III.II | J,JJJ.JJ | M,MMM.MM | NN,NNN.NN | O,OOO.OO | PP,PPP.PP |
| ----- | ----- | KKK.KK | L,LLL.LL | ----- | ----- | Q,QQQ.QQ | RR,RRR.RR | ----- | ----- | ----- | ----- | ----- | ----- |
| SECTION TOTALS | | TT,TTT.TT | UU,UUU.UU | V,VVV.VV | WW,WWW.WW | ZZ,ZZZ.ZZ | aa,aaa.aa | bb,bbb.bb | cc,ccc.cc | XX,XXX.XX | YY,YYY.YY | dd,ddd.dd | ee,eee.ee |
| BRANCH TOTALS | | TT,TTT.TT | UU,UUU.UU | V,VVV.VV | WW,WWW.WW | ZZ,ZZZ.ZZ | aa,aaa.aa | bb,bbb.bb | cc,ccc.cc | XX,XXX.XX | YY,YYY.YY | dd,ddd.dd | ee,eee.ee |
| DIVISION TOTALS | | TTT,TTT.TT | UUU,UUU.UU | VVV,VVV.VV | WWW,WWW.WW | ZZZ,ZZZ.ZZ | aaa,aaa.aa | bbb,bbb.bb | ccc,ccc.cc | XXX,XXX.XX | YYY,YYY.YY | ddd,ddd.dd | eee,eee.ee |
| DIRECTORATE TOTALS | | TTT,TTT.TT | UUU,UUU.UU | VVV,VVV.VV | WWW,WWW.WW | ZZZ,ZZZ.ZZ | aaa,aaa.aa | bbb,bbb.bb | ccc,ccc.cc | XXX,XXX.XX | YYY,YYY.YY | ddd,ddd.dd | eee,eee.ee |
| CENTER TOTALS | | T,TTT,TTT.TT | U,UUU,UUU.UU | V,VVV,VVV.VV | W,WWW,WWW.WW | Z,ZZZ,ZZZ.ZZ | a,aaa,aaa.aa | b,bbb,bbb.bb | c,ccc,ccc.cc | X,XXX,XXX.XX | Y,YYY,YYY.YY | d,ddd,ddd.dd | e,eee,eee.ee |

SUBJECT TO PRIVACY ACT OF 1974

- A. Organization: Assigned
 Digits: 12345
 1 = Directorate
 2 = Division
 3 = Branch
 4 = Section
 5 = Office
- B. Employee Name
- C. Facility Code
- D. Pay Plan
- E. Grade
- F. Step
- G. Overtime: Hours B/W + Overtime: Hours Adjustment
- H. Overtime: Earnings B/W + Overtime: Earnings Adjustment
- I. Holiday Hours: B/W + Hol/Wrk: Cur Adj Hrs
- J. Holiday Earnings: B/W + Holiday/Wked: Current Adj Erngs
- K. Comp Time: Hrs Paid B/W
- L. Comp Time: Cur CT Paid Amount
- M. Overtime: Hours B/W Hist + Overtime: Hours Adj Hist
- N. Overtime: Earnings B/W Hist + Overtime: Earnings Adj Hist
- O. Holiday Hours: B/W Hist + Holiday/Wked: Cur Adj Hist
- P. Holiday Earnings: B/W Hist + Hol/Wkend: Cur Adj Erngs Hist
- Q. Comp Time: Hrs Paid B/W Hist
- R. Comp Time: Hours Paid B/W Hist
- S. If the user designated a Facility code, the Facility Name will be derived from the Facility Table
- T. Section, Branch, Division, Directorate, and Center totals of G
- U. Section, Branch, Division, Directorate, and Center totals of H
- V. Section, Branch, Division, Directorate, and Center totals of I
- W. Section, Branch, Division, Directorate, and Center totals of J
- X. Section, Branch, Division, Directorate, and Center totals of K
- Y. Section, Branch, Division, Directorate, and Center totals of L
- Z. Section, Branch, Division, Directorate, and Center totals of M
- a. Section, Branch, Division, Directorate, and Center totals of N
- b. Section, Branch, Division, Directorate, and Center totals of O
- c. Section, Branch, Division, Directorate, and Center totals of P
- d. Section, Branch, Division, Directorate, and Center totals of Q
- e. Section, Branch, Division, Directorate, and Center totals of R

SELECTION CRITERIA:
 Includes all employees with the following criteria:
 - Installation Code equals user designated center code
 - Any Fiscal Year to Date value greater than 0
 - Facility Code equals user designated Facility Code if entered

NOTE: If an employee has been in multiple Organizations during the fiscal year, the employee will be listed under each organization with the associated fiscal YTD totals. The current fields will only print with the current organization.

REPORT 104 HEALTH INSURANCE NOT PAID PAYROLL

PURPOSE: To provide a list of health benefit deductions not taken this pay period, so that the employees can be billed for the cost.

CONTENT: All enrollees with insufficient earnings for deductions.

SEQUENCE: Selective By Center, FEHB:Plan Code, Employee Name of FEHB:Plan Code, SSN

| REPORT NO: 104 | | SUBJECT TO PRIVACY ACT OF 1974 | | | | PAGE: |
|----------------|----------|--------------------------------------|-----------|----------|------------|-------------|
| SEQUENCE BY: | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | DATE: |
| | | INSTALLATION NAME | | | | TIME: |
| | | HEALTH INSURANCE NOT PAID | | | | |
| | | AS OF MM/DD/YY | | | | |
| ORG | SSN | NAME | FEHB CODE | FEHB DED | FEHB CONTR | NOT DED YTD |
| AAAAA | BBBBBBBB | CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC | DDD | EEE.EE | FFF.FF | G,GGG.GG |

SUBJECT TO PRIVACY ACT OF 1974

- A. Organization: Assigned
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. FEHB: Plan Code
- E. FEHB: NORMAL*
- F. Health Govt Amount (Health Code Table look up). This amount will be zero if (FEHB: Contribution Flag = 'Y') or (Duty Status = 'Z')*
- G. For all pay periods when FEHB deduction was not taken, the total of

- History FEHB: Normal** - History FEHB:B/W
- History FEHB: Current Adj
- History FEHB: Prior Adj
- History FEHB: Cash Collection
- * Prorated for career part-time employees (work schedule of P, S, or T, Tenure Code of 0, 1, or 2) based on Part-Time Hours (Part-Time Hours/80).
- ** Not prorated for career part-time employees.

- SELECTION CRITERIA:**
Includes all employees with the following criteria:
- Installation Code equals user designated center code
 - Reactivation Indicator equal 0
 - FEHB: Plan Code not equal blanks, '000','ZZX','ZZY','ZZZ'
 - FEHB: B/W equal 0 or less
 - Select employee History records for current fiscal year to date

REPORT 312

CREDIT HOURS REGISTER

PAYROLL

PURPOSE: To provide a report on credit hours to be used by the payroll office for reference and by the center organizations to manage credit time.

CONTENT: Flexible time employees with credit hours balance.

SEQUENCE: By Organization:Assigned, Employee Name
Totals by Organization:Assigned and Center

| REPORT NO: 312 | | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | PAGE: | |
|----------------|---------------------|--------------------------------------|-------|-------|-------|-------|------|-------|------|-------|------|
| SEQUENCE BY: | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | | | DATE: | |
| | | INSTALLATION NAME | | | | | | | | TIME: | |
| | | CREDIT HOURS REGISTER | | | | | | | | | |
| | | PERIOD ENDING MM/DD/YY | | | | | | | | | |
| 02 | 245761298 | SMITH, JOHN J. | CC211 | 24.00 | 16.00 | 24.00 | 8.00 | 24.00 | 8.00 | 16.00 | 8.00 |
| AA | BBBBBBBB | CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC | D | E | F | G | H | I | J | K | L |
| | ORGANIZATION =====> | DDDD | | M | N | O | P | Q | R | S | |

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. SSN
- C. Employee Name(Last, First, MI, Gen)
- D. Organization: Assigned
- E. Credit Hours: PYCO
- F. Credit Hours: Earned B/W
- G. Credit Hours: Earned YTD
- H. Credit Hours: Used B/W
- I. Credit Hours: Used YTD
- J. Credit Hours: Forf B/W
- K. Credit Hours: Forf YTD
- L. Credit Hours: Balance
- M. Organization Total of F
- N. Organization Total of G
- O. Organization Total of H
- P. Organization Total of I
- Q. Organization Total of J

- R. Organization Total of K
- S. Organization Total of L

SELECTION CRITERIA:
Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z'
- Credit Hours: Used B/W greater 0 or Credit Hours: Earned B/W greater 0 or Credit Hours: Forf B/W greater 0 or Credit Hours: Balance greater 0

REPORT 314 TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN) PAYROLL

PURPOSE: To be used to prepare Form TSP-2, Certification of Transfer of Fund and Journal voucher, and as a pay period record of what was sent to the National Finance Center.

CONTENT: Detailed employee TSP information and payment records.

SEQUENCE: Payment records by Center, SSN with header, trailer, and tape summary records.

| REPORT NO: 314 | | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | PAGE: | | | | |
|----------------|----------------------|---|-----------------|--------|--------|----------------------|--------|--------|--------|----------------------|----------|--------|-------|------|----|--|
| SEQUENCE BY: | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | | | | | DATE: | | | | |
| | | TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN) | | | | | | | | | | TIME: | | | | |
| | | AS OF MM/DD/YY | | | | | | | | | | | | | | |
| SSN | NAME | ADDRESS-ONE | | | | ADDRESS-TWO | | | | ADDRESS-THREE | | | | EC | | |
| SSN-PRE | DOB | DOBERR | LOCATION | EFFDTE | SDATE | SCDDTE | VST | RCD | SEP | SEPDATE | CITY | ST | ZIP | STAT | NO | |
| EADSTG | EADSTF | EADSTC | ETOT | EFFDTE | GBDSTG | GBDSTF | GBDSTC | GBAMT | GMDSTG | GMDSTF | GMDSTC | GMAMT | | | | |
| DPT | AGY | DEPTPRV | AGYPRV | | | | | | | | | | | | | |
| EADJG | EADJF | EADJC | EADJT | EFFDTE | GBADJG | GBADJF | GBADJC | GBADJT | GMADJG | GMADJF | GMADJC | GMADJT | | | | |
| 674329785 | REYNOLDS, DONALD J. | 2943 PILGRIM COLONY | | | | | | | | | | | | | | |
| AAAAAAAA | BBBBBBBBBBBBBBBBBBBB | CCCCCCCCCCCCCCCCCCCC | | | | CCCCCCCCCCCCCCCCCCCC | | | | CCCCCCCCCCCCCCCCCCCC | | | | | | |
| 00000000 | 590324 | 000000 | NN7219158000004 | 880419 | 860928 | 860928 | 3 | K | | | HOUSTON | TX | 77058 | Y | 01 | |
| DDDDDDDD | EEEEEE | FFFFFF | GGGGGGGGGGGGGG | HHHHHH | IIIIII | JJJJJJ | K | L | M | NNNNNN | CCCCCCCC | CC | CCCC | O | PP | |
| 1119 | 000 | 000 | 1119 | 880419 | 1358 | 000 | 000 | 1358 | 5433 | 000 | 000 | 5433 | | | | |
| QQQQQQ | RRRRRR | SSSSSS | TTTTTT | HHHHHH | YYYYYY | ZZZZZZ | aaaaaa | bbbbbb | cccccc | dddddd | eeeeee | ffffff | | | | |
| NN | 72 | | | | | | | | | | | | | | | |
| gg | hh | ii | jj | | | | | | | | | | | | | |
| 000 | 000 | 000 | 000 | 880419 | -1510 | 000 | 000 | -1510 | 000 | 000 | 000 | 000 | 000 | 000 | 21 | |
| -kkkkk | -11111 | -mmmmm | -nnnnn | HHHHHH | -sssss | -ttttt | -uuuuu | -vvvvv | -wwwww | -xxxxxx | -yyyyy | -zzzzz | | | | |
| 000 | 000 | 000 | 000 | 880419 | -1510 | 000 | 000 | -1510 | 000 | 000 | 000 | 000 | 000 | 41 | | |
| -*AAAA | -*BBBB | -*CCCC | -*DDDD | HHHHHH | -*IIII | -*JJJJ | -*KPPP | -*LLLL | -*MMMM | -*NNNN | -*OOOO | -*PPPP | | | | |

See Next Page for Data Elements

**TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN)
DATA ELEMENTS
REPORT 314**

- A. SSN
- B. Employee Name(Last, First, MI, Gen)
- C. Address: Mailing
- D. SSN: Previous
- E. Birth Date
- F. Date of Birth: Previous
- G. TSP: Location
- H. TSP: Effective Date
- I. TSP: Employee Status Date
- J. TSP: SCD
- K. TSP: Vesting Period
- L. Retirement Plan
- M. TSP: Separation Code
- N. Separation Date
- O. TSP: Employee Status Code
- P. TSP: Record Number
- Q. TSP: Emp Dist G-Fund + TSP: CY Late Payment G (If TSP: Non Payment Flag = '')
- R. TSP: Emp Dist F-Fund + TSP: CY Late Payment F (If TSP: Non Payment Flag = '')
- S. TSP: Emp Dist C-Fund + TSP: CY Late Payment C (If TSP: Non Payment Flag = '')
- T. Q + R + S
- Y. TSP: Govt Basic Amt G-Fund + TSP: Govt Basic Late Payment G (If TSP: Non Payment Flag = '')
- Z. TSP: Govt Basic Amt F-Fund + TSP: Govt Basic Late Payment F (If TSP: Non Payment Flag = '')
- a. TSP: Govt Basic Amt C-Fund + TSP: Govt Basic Late Payment C (If TSP: Non Payment Flag = '')
- b. Y + Z + a
- c. TSP: Govt Match Amt G-Fund + TSP: Govt Matching Late Payment G (If TSP: Non Payment Flag = '')
- d. TSP: Govt Match Amt F-Fund + TSP: Govt Matching Late Payment F (If TSP: Non Payment Flag = '')
- e. TSP: Govt Match Amt C-Fund + TSP: Govt Matching Late Payment C (If TSP: Non Payment Flag = '')
- f. c + d + e
- g. TSP: Department
- h. TSP: Agency
- i. TSP: Department (Previous)
- j. TSP: Agency (Previous)
- k. TSP: NPPS CY Adj G(1-26)
- l. TSP: NPPS CY Adj F(1-26)
- m. TSP: NPPS CY Adj C(1-26)

- n. $k + l + m$
- s. TSP: Govt Basic Adj G(1-26)
- t. TSP: Govt Basic Adj F(1-26)
- u. TSP: Govt Basic Adj C(1-26)
- v. $s + t + u$
- w. TSP: Govt Match Adj G(1-26)
- x. TSP: Govt Match Adj F(1-26)
- y. TSP: Govt Match Adj C(1-26)
- z. $w + x + y$
- *A. TSP: CY Late Payment G (If TSP: Non Payment Flag = 'x')
- *B. TSP: CY Late Payment F (If TSP: Non Payment Flag = 'x')
- *C. TSP: CY Late Payment C (If TSP: Non Payment Flag = 'x')
- *D. $*A + *B + *C$
- *I. TSP: Govt Basic Late Payment G (If TSP: Non Payment Flag = 'x')
- *J. TSP: Govt Basic Late Payment F (If TSP: Non Payment Flag = 'x')
- *K. TSP: Govt Basic Late Payment C (If TSP: Non Payment Flag = 'x')
- *L. $*I + *J + *K$
- *M. TSP: Govt Matching Late Payment G (If TSP: Non Payment Flag = 'x')
- *N. TSP: Govt Matching Late Payment F (If TSP: Non Payment Flag = 'x')
- *O. TSP: Govt Matching Late Payment C (If TSP: Non Payment Flag = 'x')
- *P. $*M + *N + *O$

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- If (TSP: CY Ded B/W greater than 0 or TSP: Govt Basic Contr B/W greater than 0 or TSP: Govt Matching Contr Tot B/W greater than 0 or TSP: CY Ded Adj not equal 0 or TSP: Govt Basic Adj Total not equal 0 or TSP: Govt Matching Adj Total not equal 0 or TSP: Separation Flag equal 1) or
- If (TSP: Emp Late Pmt (1-3) not equal 0 or TSP: GB Late Pmt (1-3) not equal 0 or TSP: GM Late Pmt (1-3) not equal 0)