

### 3.1.1.43.1.2.4 SF 50 Processing

NPPS shall provide the capability to print the SF 50 (Notification of Personnel Action) for any employee transaction requiring an OPM/NASA HQ NOAC.

#### INPUTS

The inputs for SF 50 Processing will be suspended personnel actions as specified in Paragraph 3.1.1.1.

#### PROCESSES

##### 3.1.2.4-100

The capability shall be provided for the contents of the SF 50 (Core Report 150) to be printed based upon the requirements as specified in Appendix E.

##### 3.1.2.4-101

The capability shall be provided to print a combination SF 50 (two separate actions on the same SF 50) when an employee has two personnel actions with the same Effective Date that have SF 50: Combination set to Y and are sequenced first and second.

##### 3.1.2.4-102

The capability shall be provided for the user to specify actions that do not require an SF 50 to be printed by setting SF: 50 Required to N during personnel action input.

##### 3.1.2.4-103

The capability shall be provided for the user to request reprinting of the last set of SF 50s that were previously printed.

##### 3.1.2.4-104

The capability shall be provided for the user to select SF 50s to be printed by specifying all SF 50s not yet printed, SF 50s for selected SSNs, SF 50s for specific NOACs, SF 50s between two given Effective Dates, all SF 50s for a Facility, or all SF 50s for a specific Action Update Clerk.

##### 3.1.2.4-105

The capability shall be provided for the user to specify the contents to be printed in blocks 25, 40, 41, 42, 43, and 44 of the SF 50. The contents of each of these blocks shall be specified from the following list of data elements: Pay Block, Position: Type Local, Organization: Located, Action Entry Clerk, Functional Classification, Position: Type, Employee Number, FEHB Plan Code, WIG Date: Next, Position Criticality, ~~and~~ Random Testing Designator, and SCD: Retirement Date.

##### 3.1.2.4-106

The capability shall be provided for a second page to be printed if remarks exceed the first page with the last remark on the first page set equal to "Remarks Continued on Second Page". The first remark on the second page shall be set equal to "Remarks Continued".

## 3.1.3.2.1-110

The capability shall be provided to mark the T&A in error status if Military Leave is reported by the following.

- Part-time Coops (Position Code = 1, Tenure Code = 1 or 2)
- Temporary Employees (Position Code = 1, 3, or 5 and Tenure Code = 0) or Position Code = 1, 3 and Tenure Code = 3)
- Youth Opportunity (Position Code = 2)
- Military Leave:  $\text{Used B/W Hours} > (\text{Military Leave: Bal Days} \times \text{Hours FYTD} \times 8)$
- Value is ~~not a multiple of 8 when Compressed Work Week Flag equals blank~~ less than 1 hour.

## 3.1.3.2.1-111

The capability shall be provided to mark the T&A in error status for any employee whose work schedule is intermittent (Work Schedule = I) and any leave is reported.

## 3.1.3.2.1-112

The capability shall be provided to mark the T&A in error status when COP Leave is reported unless at least one value of COP Leave Date Limit has been previously established for the employee.

## 3.1.3.2.1-113

The capability shall be provided to mark the T&A in error status if the total regular hours, paid leave hours, and non-paid leave hours is not equal to 40 hours per week for each employee except those meeting the following criteria.

- New employees for the current pay period
- Employees terminating in the current pay period
- Employees whose work schedule is intermittent or part-time (Work Schedule = P, S, T, or I)
- Employees whose occupation is either fire protection/prevention or law enforcement (Weekly Uncommon Tour Hours greater than zero)
- Employees on furlough (Duty Status = F)
- Employees on Compressed Work Week tours (Compressed Work Week Flag not blank)

## 3.1.3.2.1-114

The capability shall be provided to mark the T&A in error status if the employee

intermittent employee (Work Schedule = I, Pay Basis = PH) if it contains premium hours other than overtime.

#### 3.1.3.2.1-123

The capability shall be provided to mark the T&A in error status if a new employee's (New Employee Indicator = Y) check routing information (Financial Inst Routing Nbr or Address: Check Mailing) has not been entered.

#### 3.1.3.2.1-124

The capability shall be provided to mark the T&A in error status if the employee is part time (Work Schedule = P, S, or T) and the total pay period reported hours (week one plus week two) is less than the scheduled Part-Time Hours.

#### ~~3.1.3.2.1-125~~

~~The capability shall be provided to convert Military Leave hours to days as follows.~~

~~Compressed Work Week Flag = Blank~~

~~Reported Hours / 8~~

~~Compressed Work Week Flag = 'Y'~~

~~Reported Hours / 8 rounded down to whole days \*\*~~

~~\*\* If reported hours equals 72, days shall equal 8 instead of 9.~~

#### 3.1.3.2.1-126

The capability shall be provided to mark the T&A in error status if the employee is receiving availability pay (Availability Pay: Hourly Rate not = 0) and the Compressed Work Week Flag = Y.

### OUTPUT

The following outputs result from the T&A process.

#### 3.1.3.2.1-200

Employee database updates of T&A reported hours inputs as specified for T&A in Appendix F.

#### 3.1.3.2.1-201

T&A reported hours control. Refer to Core Report 972.

#### 3.1.3.2.1-202

Biweekly totals of reported hours for each employee and pay block. Refer to Core Report 100.

#### 3.1.3.2.1-203

Error and information messages from T&A data entry. (Interactive Responses and Core Report 201 produced after batch T&A process.)

3.1.3.2.4-1300

The capability shall be provided to compute military service deposit and interest when it becomes due. Prior to the biweekly computation of the military service deposit deduction, the capability shall be provided to determine whether the interest accrual is due as follows. The interest shall be accrued and added to the CSRS: Mil Dep Balance or FERS: Mil Dep Balance (depending on the Retirement Plan) when the current date is greater than the employee's Military Deposit: Interest Accrual Date (SCD: Leave + 3 years). Interest shall be accrued annually thereafter when the date (month and day) of the Military Deposit: Interest Accrual Date falls within the current pay period beginning and ending dates, based on the Military Deposit Balance. The military deposit balance is computed as follows.

**Military Deposit Balance**

$$A + B - C - D$$

Where:

- A = CSRS/FERS: Mil Dep Total Required
- B = CSRS/FERS: Mil Dep Int Cum
- C = CSRS/FERS: Mil Dep Cum
- D = CSRS/FERS: Mil Dep Trnsfr In

3.1.3.2.4-1301

The capability shall be provided to compute accrued interest as follows.

**Military Deposit Accrued Interest**

$$(((30 \times A) - B + (G - 30) / 360) \times C) + (D \times E) \times F$$

Where:

- A = Total number of complete months remaining in the year including the month that contains the last day of the interest-free grace period (interest accrual date)
- B = Number of the last day of the interest-free period in the month
- C = Prior year interest rate
- D =  $1 - \frac{((30 \times A) - B + (G - 30) / 360)}{30 \times A - B + G - 30}$
- E = Current year interest rate
- F = CSRS/FERS: Mil Dep Balance
- G = Maximum days of the month which contain the last day of the interest-free grace period

Biweekly deductions for military deposit shall be deducted until the total military deposit balance is satisfied.

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**REPORT 6020      MILITARY LEAVE FISCAL YEAR END REPORT      PAYROLL**

**PURPOSE:** To produce a listing of all employees who have used Military Leave or have a Military Leave balance. This report will show the values of the Military leave fields before and after the Leave Year End process.

**CONTENT:** All employees and their YTD Military Leave Hours.

**SEQUENCE:** By Center Code, Pay Block: Processing, SSN.  
Totals by Center.

REPORT NO: 6020		SUBJECT TO PRIVACY ACT OF 1974						PAGE:	
SEQUENCED BY:		NASA PAYROLL AND PERSONNEL SYSTEM						DATE:	
		INSTALLATION NAME						TIME:	
		MILITARY LEAVE FISCAL YEAR END REPORT							
		<u>REPORTED IN HOURS</u>							
		AS OF: 02/13/90							
PB	SSN	NAME	OLD USED	OLD CARRY	OLD BAL	NEW USED	NEW CARRY	NEW BAL	
AA	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I	
AA	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I	
AA	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I	
AA	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I	
AA	BBB-BB-BBBB	CCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I	
PAYBLOCK TOTAL AA			Q	R	S	T	U	V	
NUMBER OF EMPLOYEES:		J							
TOTAL OLD USED DAYS:		K							
TOTAL OLD CARRYOVER:		L							
TOTAL OLD BALANCE:		M							
TOTAL NEW USED DAYS:		N							
TOTAL NEW CARRYOVER:		O							
TOTAL NEW BALANCE:		P							
*** END OF REPORT ***									
SUBJECT TO PRIVACY ACT OF 1974									

- |  |                               |
|--|-------------------------------|
| A. Pay Block: Processing   | K. Total of D                 |
| B. SSN   | L. Total of E                 |
| C. Employee Name (Last, First, MI, Gen)                            | M. Total of F                 |
| D. MIL-LV- <del>DAYSHOURS</del> -USED-FYTD (Before Update)         | N. Total of G                 |
| E. MIL-LV- <del>DAYSHOURS</del> -PYCO (Before Update)              | O. Total of H                 |
| F. MIL-LV-BAL- <del>DAYSHOURS</del> -FYTD (Before Update)          | P. Total of I                 |
| G. MIL-LV- <del>DAYSHOURS</del> -USED-FYTD (After Update)          | Q. Payblock Total of D        |
| H. <del>IF 0 &lt; F &lt; 16: FMIL-LV-HOURS-CO (after update)</del> | R. Payblock Total of E        |
| <del>IF F &lt; 0: Zero</del>                                       | S. Payblock Total of F        |
| <del>IF F &gt; 15: 15</del>  | T. Payblock Total of G        |
| I. MIL-LV-BAL- <del>DAYSHOURS</del> -FYTD (H + 15)                 | U. Payblock Total of H        |
| J. Total count of employees on report                              | V. Payblock Total of I        |
|  | <u>W. Part-Time Hours</u>     |
|  | <u>X. Uncommon Tour Hours</u> |
- SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty status not equal 'Z'
- Military Leave: Bal ~~Days-Hours~~ FYTD or  
Military Leave: Used ~~Days-Hours~~ FYTD ne zero

REPORT 424 YEAR END LEAVE REPORT

PAYROLL

PURPOSE: To provide a complete, concise record of an employee's leave accrual, usage, and balances for each leave period of the leave year

CONTENT: All employees; user may select the report for a particular employee.

SEQUENCE: Selective by SSN, Name, Pay Block: Processing and SSN, or Pay Block: Processing and Name.

REPORT NO: 424		SUBJECT TO PRIVACY ACT OF 1974										PAGE:																	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:																	
		INSTALLATION NAME										TIME:																	
		YEAR END LEAVE REPORT																											
		LEAVE YEAR YYYY																											
----- ANNUAL -----										SICK		-COMPENSATORY-		LWOP/AWOL		MIL													
C																													
DAYSHRS																													
A	PT	PP	EARN	USED	USE/	RESTORED	DON	RET	REST	PT	PP	EARN	USED	REST	PP	PP	PP	USED	80-HR	LAST	PP	FYD							
PP	T	E	CO	USED	YTD	YTD	LOSE	BAL	USED	BAL	YTD	YTD	CUM	E	CO	USED	YTD	YTD	BAL	CUM	EARN	USED	BAL	USED	YTD	CUT	PSI	U	BAL
AA										BBB-BB-BBBB																			
CC-CC-CC		DDDDD		BAL FORWARD		EEEE.EE				BAL FORWARD		FFFF.FF				BAL FORWARD		GGGG.GG											
				ADVANCED		HHHHH																							
II	J	K	LL	MMM	.MM	OOOO	.OO	QQQQQ	.QQ	SSSS	.SS	UUUU	.UU	W	X	ZZZ	.ZZ	/BBB	.BB	/DDD	.DD	/FF	.FF	/HH	.HH	/JJJ	.JJ	/L	.LL
										/AAA		/CCC		/EEE		/GGG		/III		/KKK		/MMMM							
II	J	K	LL	MMM	.MM	OOOO	.OO	QQQQQ	.QQ	SSSS	.SS	UUUU	.UU	W	X	ZZZ	.ZZ	/BBB	.BB	/DDD	.DD	/FF	.FF	/HH	.HH	/JJJ	.JJ	/L	.LL
										/AAA		/CCC		/EEE		/GGG		/III		/KKK		/MMMM							
II	J	K	LL	MMM	.MM	OOOO	.OO	QQQQQ	.QQ	SSSS	.SS	UUUU	.UU	W	X	ZZZ	.ZZ	/BBB	.BB	/DDD	.DD	/FF	.FF	/HH	.HH	/JJJ	.JJ	/L	.LL
										/AAA		/CCC		/EEE		/GGG		/III		/KKK		/MMMM							
II	J	K	LL	MMM	.MM	OOOO	.OO	QQQQQ	.QQ	SSSS	.SS	UUUU	.UU	W	X	ZZZ	.ZZ	/BBB	.BB	/DDD	.DD	/FF	.FF	/HH	.HH	/JJJ	.JJ	/L	.LL
										/AAA		/CCC		/EEE		/GGG		/III		/KKK		/MMMM							

SUBJECT TO PRIVACY ACT OF 1974

REPORT 424 YEAR END LEAVE REPORT  
 DATA ELEMENTS

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- A. Employee Name Hist (Last, First, MI, Gen)
- B. SSN Hist
- C. = Employee History SCD Leave Date  
 = SCD: Leave, If Employee History SCD Leave Date = blank
- D. Annual Lv: Ceiling Hist
- E. Annual Lv: PYCO Hist
- F. Sick Lv: PYCO Hist
- G. LWOP: WIG Hours Hist
- H. Annual Leave: Advanced Bal - Annual Lv: Ernd Balance Hist
- I. Pay Period Number Hist
- J. Annual Lv: Category Code Hist
- K. Annual Lv: Accrual Rate BW Hist
- L. Annual Lv: P/T Carry Over Hist
- M. Annual Lv: Used B/W Hist
- N. Annual Lv: Accrued YTD Hist
- O. Annual Lv: Used YTD Hist
- P. Annual Leave: Advanced Bal - Annual Lv: Ceiling Hist
- Q. Annual Leave: Advanced Bal Hist
- R. Restored Lv: Used B/W Hist

NOTE: The values of A - H are based on the most current leave period found for each employee.

- S. Restored Leave: Balance
- T. Donated AL: Used YTD Hist
- U. Donated AL: Donat-Retrn YTD Hist
- V. Restricted AL: Rstrct CUM Hist
- W. Sick Lv: Accrued B/W Hist
- X. Sick Lv: P/T Carry Over Hist
- Z. Sick Lv: Used B/W Hist
- /A. Sick Lv: Accrued YTD Hist
- /B. Sick Lv: Used YTD Hist
- /C. Sick Lv: Balance Hist
- /D. Restrict SL: Restricted CUM Hist
- /E. Comp Time: Earned B/W Hist
- /F. Comp Time: Used B/W Hist
- /G. Comp Time: Balance Hist
- /H. LWOP: Used B/W Hist
- /I. LWOP: Used YTD Hist
- /J. LWOP: 80 Hour Accrual Hist
- /K. LWOP: WIG Hours Hist
- /L. Military Lv: Used B/W Hist ~~-8~~
- /M. Mil Lv: Used ~~Days~~ Hours FYTD Hist

SELECTION CRITERIA:

- Includes All Employees With The Following Criteria:
- Installation Code Equal User Designated Center Code
  - Reactivation Indicator Hist Not Equal 3
  - Leave Year Equal User Input Year
  - SSN Equal User Input SSN (if entered)

**REPORT 111 PERMANENT CHANGE OF STATION**

**PAYROLL**

**PURPOSE:** To aid in the reconciliation of the quarterly tax reports and the FORM 4782 provided to each employee at the end of the tax year.

**CONTENT:** All employees with current or YTD PCS data.

**SEQUENCE:** Selective by Center, SSN, Pay Block and SSN, or Name. Totals by Center, Agency.

EARNINGS		PCS EARNINGS SUBJECT TO TAX					PCS WITHHOLDINGS					COUNTY		
PB	SSN/NAME	NOT SUBJ	FEDERAL	FICA	STATE	CITY	HIT	FEDERAL	HIT	FICA	STATE	CITY	CUR/YTD	
		CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	QTD	
SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME PERMANENT CHANGE OF STATION REPORT AS OF MM/DD/YY END OF QUARTER *d REPORT**														
AA	BBBBBBBB	YYYYYYYY	CCCC.CC	EEEE.EE	ZZZZ.ZZ	GGGG.GG	IIIII.II	*BBB.BB	MMMM.MM	OOOO.OO	QQQQ.QQ	SSSS.SS	UUUU.UU	WWWW.WW
			DDDD.DD	FFFF.FF	*AAAA.AA	HHHH.HH	JJJJ.JJ	*CCCC.CC	NNNN.NN	PPPP.PP	RRRR.RR	TTTT.TT	VVVV.VV	XXXX.XX
					*DDDD.DD	*EEEE.EE					*FFFF.FF	*GGGG.GG	*HHH.HH	
-----														
AA	BBBBBBBB	YYYYYYYY	CCCC.CC	EEEE.EE	ZZZZ.ZZ	GGGG.GG	IIIII.II	*BBB.BB	MMMM.MM	OOOO.OO	QQQQ.QQ	SSSS.SS	UUUU.UU	WWWW.WW
			DDDD.DD	FFFF.FF	*AAAA.AA	HHHH.HH	JJJJ.JJ	*CCCC.CC	NNNN.NN	PPPP.PP	RRRR.RR	TTTT.TT	VVVV.VV	XXXX.XX
					*DDDD.DD	*EEEE.EE					*FFFF.FF	*GGGG.GG	*HHH.HH	
-----														
AA	BBBBBBBB	YYYYYYYY	CCCC.CC	EEEE.EE	ZZZZ.ZZ	GGGG.GG	IIIII.II	*BBB.BB	MMMM.MM	OOOO.OO	QQQQ.QQ	SSSS.SS	UUUU.UU	WWWW.WW
			DDDD.DD	FFFF.FF	*AAAA.AA	HHHH.HH	JJJJ.JJ	*CCCC.CC	NNNN.NN	PPPP.PP	RRRR.RR	TTTT.TT	VVVV.VV	XXXX.XX
					*DDDD.DD	*EEEE.EE					*FFFF.FF	*GGGG.GG	*HHH.HH	
-----														
<b>CENTER TOTALS</b>														
	<u>CURRENT TOTALS</u>	aaaaaa.aa	bbbbbb.bb	cccccc.cc	dddddd.dd	eeeeee.ee	ffffff.ff	gggggg.gg	hhhhhh.hh	iiiiii.ii	jjjjjj.jj	kkkkkk.kk	llllll.ll	
	<u>YTD TOTALS</u>	mmmmmm.mm	nnnnnn.nn	oooooo.oo	pppppp.pp	qqqqqq.qq	rrrrrr.rr	ssssss.ss	tttttt.tt	uuuuuu.uu	vvvvvv.vv	wwwwww.w	xxxxxxx.xx	
	<u>QTD TOTALS</u>			yyyyyy.yy		zzzzzz.zz				*aaaaaa.aa		*bbbbbb.bb	*cccccc.cc	

**REPORT 508 SOCIAL SECURITY TAPE - "RS" RECORD STATISTICS PAYROLL**

**PURPOSE:** To provide summary of the "RS" records for state/local tax entities contained on the tape. An "RS" record is created for each employee for each taxing entity (state and local).

**CONTENT:** Summaries of selected data included on the Social Security tape.

**SEQUENCE:** Center, Order of occurrence. Totals by Center and by Agency

REPORT NO: 508		NASA PAYROLL AND PERSONNEL SYSTEM INSTALLATION NAME SOCIAL SECURITY TAPE - S RECORD STATISTICS FOR YYYY						12/12/91 PAGE 1	
TAX ENTITY	NON HIT RECORDS			HIT RECORDS			TOTALS		
	#-REC	TAXABLE EARNINGS	WITHHELD	#-REC	TAXABLE EARNINGS	WITHHELD	#-REC	TAXABLE EARNINGS	WITHHELD
A	B	C	D	E	F	G	B+E	C+F	D+G

- A. Tax Entity Name For the Taxing Entity:
- B. Count of Records for FICA: Earnings YTD > 0 and (HIT: Earnings YTD = 0 and HIT: Deductions YTD = 0)
- C. State Tax (City Tax: or CO Tax:): ERNGS YTD + State Tax (City Tax: or CO Tax:): Former Earnings YTD + PCS: ERNGS SUBJ State (City or County) Tax YTD + PCS: FRMR ERN SUBJ ST (City or CNTY) Tax YTD for B. counted.
- D. State (or Local Tax Entity) Tax: YTD + PCS: State Tax Withheld YTD + State (City or County) Tax: FRMR W/H YTD + PCS: FRMR W/H SUBJ ST (City or CNTY) Tax YTD) for B. counted.
- E. Count of Records for HIT: Earnings YTD > 0 or HIT: Deduction YTD > 0
- F. State Tax (City Tax: or CO Tax:): ERNGS YTD + State Tax (City Tax: or CO Tax:): Former Earnings YTD + PCS: ERNGS SUBJ State (City or County) Tax YTD + PCS: FRMR ERN SUBJ ST (City or CNTY) Tax YTD for E. counted.
- G. State or (Local Tax Entity) Tax: YTD + PCS: State (City or County) Tax Withheld YTD + State (City or County) Tax: FRMR W/H YTD + PCS: FRMR W/H SUBJ ST (City or CNTY) Tax YTD) for E. counted

**REPORT 509 SOCIAL SECURITY TAPE - "RF" and "RT" RECORD PAYROLL STATISTICS**

**PURPOSE:** To provide summary of the "RF" and "RT" records for employees, contained on the Social Security Tape. An "RF" record is the Final record on the SSA Tape, a total count of all Employee Wage ("RW") records on the tape, including grand totals for the following fields: Total Employee Records, Total SS Wages, Total Wages/Earnings, Total Fed Tax W/H and Total EIC. An "RT" record is a subtotal of "RW" records. To obtain grand totals for these fields: FICA/HIT Tax W/H, Annual HIT Wages, Annual HIT W/H and Total TSP, the "RT" records must be added together.

**CONTENT:** Summaries of selected data included on the Social Security tape.

**SEQUENCE:** N/A

REPORT NO: 509	NASA PERSONNEL AND PAYROLL SYSTEM AGENCY TOTALS SOCIAL SECURITY TAPE - "F" AND "T" RECORD STATISTICS	PAGE: DATE:
AS OF MM/DD/YY		
-----		
Number of Forms W-2		A
Wages and Other Compensations		C
Federal Income Tax		D
Advanced Earned Income Credit		H
Social Security Wages		B
Social Security Tax Withheld		E
Medicare Wages		F
Medicare Tax Withheld		G
TSP		I
-----		

**Data Elements**

- A. Total Employee Records from the "RF" record, positions ~~2-88-16~~
- B. Total SS Wages from the "RTF" record, positions ~~10-2540-54~~
- C. Total Wages/Earnings from the "RTF" record, positions ~~44-5910-24~~
- D. Total Fed Tax W/H from the "RTF" record, positions ~~78-9325-39~~
- E. FICS/HIT Tax W/H from the "RTF" records, positions ~~49-6055-69~~
- F. Annual HIT wages from the "RT" records, positions ~~190-20270-84~~
- G. Annual HIT W/H from the "RT" records, positions ~~204-21585-99~~
- H. Total EIC from the "RTF" record, positions ~~95-110115-129~~
- I. Total TSP from the "RT" records, positions ~~135-147145-159~~

REPORT 818 FUND SOURCE 1 REPORT  
DATA ELEMENTS

13	RECRUITMENT BONUS	Sum of cash bonus (New Empl Bonus Rcrtmnt Amt) given to an employee during the time period selected as encouragement to come to work for NASA. NOAC = 815.
14	RELOCATION BONUS	Sum of cash bonus (New Empl Bonus Rlctn Amt) given to an employee during the time period selected to relocate either temporarily or permanently to another geographical area. NOAC = 816.
15	RETENTION ALLOWANCE	<del>Sum of allowance (Award: Amount New) given (usually for 1 year only) to an employee during the time period selected to entice them to remain employed at NASA. NOAC = 810 and Legal Authority 1 = VPG. Sum of retention allowance B/W (Retention Allow: B/W) plus adjustments (Retention Allow: Adj B/W) paid for the time period selected (Authorization is given by NOAC = 810 and Legal Authority 1 = VPG).</del>
 <b>BENEFITS, NASA COST:</b>		
16	SEVERANCE PAY	Sum of biweekly severance pay (Severance: Biweekly Amt) given to an employee for the time period covered when released from NASA as a result of a RIF.
17	TSP	Sum of the Govt basic contribution (TSP: Govt Basic Contr B/W) and the sum of the Govt matching contribution (TSP: Govt Match Contr Tot B/W) to the Thrift Savings Plan plus adjustments during the time period selected.
18	FEGLI	Sum of the Govt contribution (FEGLI: Govt Contr B/W) to the employees' life insurance plus adjustments during the time period selected.
19	FEHB	Sum of the Govt contribution (FEHB: Govt Contr B/W) to the employees' health insurance plus adjustments during the time period selected.
20	CSRS	Sum of the Govt contribution (CSRS: Govt Contr B/W) to the employees' Civil Service Retirement System plus adjustments during the time period selected.
21	FERS	Sum of the Govt contribution (FERS: Govt Contr B/W) to the Federal Employee Retirement System plus adjustments during the time period selected.
22	FICA	Sum of the Govt contribution (FICA: Govt Contr B/W) to the old age pension portion of FICA plus adjustments during the time period selected.
23	HIT	Sum of the Govt contribution (HIT: Govt Contr B/W) to the Medicare portion of FICA and the Medicare for all other employees plus adjustments during the time period selected.
24	SALARY OFFSET, REEMPL ANNUITANTS	Sum of salary offset plus adjustments (CSRS & FERS: Current Salary Offset Adj) paid to OPM for reemployed annuitants for the time period selected.
25	SUBTOTAL OF BENEFITS	Sum of 17 + 18 + 19 + 20 + 21 + 22 + 23 + 24
26	TOTAL FS1, OC, W/O PCS	All salaries and benefits excluding permanent change of station (PCS) 11 to 17 benefits. Sum of items 4, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 25.

**REPORT 427      IRS FORM 1099 MISCELLANEOUS INCOME      PAYROLL**

**PURPOSE:** To provide award recipients with a miscellaneous income statement (1099 – MISC) for filing with Federal, State, and Local taxing authorities.

**CONTENT:** Each award recipient with miscellaneous income.

**SEQUENCE:** Award Recipient Name or Award Recipient SSN

**PAYER INFORMATION**

NAME = Installation: Name  
ADDRESS = Installation Address  
FEDERAL ID NUMBER = Installation: Fed Tax W2 ID

**RECIPIENT INFORMATION**

IDENTIFICATION NUMBER = Award Recipient SSN  
NAME = Award Recipient Name  
ADDRESS = Award Recipient Street Address  
Award Recipient City Address  
Award Recipient State Address  
Award Recipient Zip Address

1. Not Used
2. Award Gross Amount, if Award ICB Category Code = 'R'
3. Not Used
4. Award Federal Tax Deduction Amount
5. Not Used
6. Award OASDI Deduction Amount + Award HIT Deduction Amount
7. Award Gross Amount, if Award ICB Category Code not = 'R' and Award Recipient Government Employee Indicator = 'N' (for all awards received in the current pay year) and Sum of Award Gross Amount greater than \$599.99
8. Not Used
9. Not Used
10. Not Used
11. Award State Tax Deduction Amount
12. State Employer ID Table Lookup Depending On Award State Tax Code

**SELECTION CRITERIA:**

Includes all non-personnel action cash awards recipients with the following criteria:

- Installation code equals user designated center code
- Award Recipient Government Employee Indicator = 'N' (for all awards received in the current pay year) and Sum of Award Gross Amount by SSN greater than \$599.99
- Award ICB Category Code = 'R' and Award Recipient Government Employee Indicator = 'G' or 'N'

**REPORT 427      IRS FORM 1099 MISCELLANEOUS INCOME**

**PAYROLL**

PURPOSE:      To provide 1099-MISC Statistics.

CONTENT:      1099-MISC Counts and Totals.

SEQUENCE:      N/A

REPORT NO: 427	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	1090 SPACE CENTER	DATE:
	1099'S EDIT REPORT AND STATISTICS	TIME:
	AS OF 03/07/92	
-----		
NUMBER OF 1099 STATEMENTS . . . . .	=	A
-----		
TOTAL ROYALTIES . . . . .	=	B
TOTAL NON- <del>GOVERNMENT</del> EMPLOYEE COMPENSATION . . . . .	=	C

- A. Number of 1099s written
- B. Award Gross Amount where Award ICB Category Code = R
- C. Award Gross Amount where Award ICB Category Code not = R and Award Recipient Government Employee Indicator = 'N' and Sum of Award Gross Amount greater than \$599.99

**REPORT 309 PAYROLL CONSOLIDATED OVERTIME/COMPENSATORY-TIME/CREDIT-HOUR REPORT PAYROLL**

**PURPOSE:** ~~To provide a current pay period report of employee overtime (fiscal year to date), compensatory, and credit hour information.~~To provide a current pay period report of employee overtime, holiday worked, compensatory, and credit hour information. (Overtime, overtime adjustment, and holiday worked are also provided for fiscal year to date).

**CONTENT:** All employees who have overtime, overtime adjustment, holiday worked, compensatory time, or credit hours.

**SEQUENCE:** By Center, Organization (Directorate through Section) and SSN, by Organization (Directorate through Section) and Name, by Name or by SSN.

**REPORT 250**      **TALC ADJUSTMENTS AND THEIR RESOLUTION**      **PAYROLL**  
**PURPOSE:**      To provide a record of TALC adjustments.  
**CONTENT:**      All TALC adjustments for the current pay period.  
**SEQUENCE:**      SSN

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..... SUBJECT TO PRIVACY ACT OF 1974 .....
REPORT NO: 250 ..... NASA PERSONNEL AND PAYROLL SYSTEM ..... PAGE:
SEQUENCE: ..... INSTALLATION NAME ..... DATE:
..... TALC ADJUSTMENTS AND THEIR RESOLUTION ..... TIME:
..... AS OF AA/AA/AA .....

..... HOURS ENTERED ..... OTHER LV ENTERED
TALC ADJUSTMENT      REC      NITE      HAZ      CTU      AL      LWOP      AWOL      REST      C HRS      C HRS
SSN      CTL#      RESOLUTION      OT      SUN      CTE      HOLW      SL      SUSP      HOLV      C HRS      C HRS

BBB-BB-BBBB      CCCC      DDDDDDDDDDDDDDDDDDDDD      FFF.FF      HHH.HH      JJJ.JJ      LLL.LL      NNN.NN      PPP.PP      RRR.RR      TTT.TT      U      VVV.VV      Y      ZZZ.ZZ
ADJUSTMENT FOR EEEEE      CCG.GC      III.II      KKK.KK      MMM.MM      OOO.OO      QQQ.QQ      SSS.SS      W      XXX.XX      a      bbb.bb
BASE PAY ADJ eeeee.ee      OT PAY ADJ eeeee.ee      HOL WKED ADJ gggggg.gg      HAZ PAY ADJ iiiiii.ii
NITE PAY ADJ ffffff.ff      SUN PAY ADJ hhhhhh.hh

BBB-BB-BBBB      CCCC      DDDDDDDDDDDDDDDDDDDDD      FFF.FF      HHH.HH      JJJ.JJ      LLL.LL      NNN.NN      PPP.PP      RRR.RR      TTT.TT      U      VVV.VV      Y      ZZZ.ZZ
ADJUSTMENT FOR EEEEE      CCG.GC      III.II      KKK.KK      MMM.MM      OOO.OO      QQQ.QQ      SSS.SS      W      XXX.XX      a      bbb.bb
BASE PAY ADJ eeeee.ee      OT PAY ADJ eeeee.ee      HOL WKED ADJ gggggg.gg      HAZ PAY ADJ iiiiii.ii
NITE PAY ADJ ffffff.ff      SUN PAY ADJ hhhhhh.hh

..... NET HOURS AND DOLLARS FROM SUCCESSFUL TALC ADJUSTMENTS .....
TOTAL NET BASE HOUR ADJUSTMENT: jjjjjj      TOTAL NET BASIC PAY ADJUSTMENT: mm,mmm,mmm.mmm
TOTAL NET PREMIUM HOUR ADJUSTMENT: kkkkkk      TOTAL NET PREMIUM PAY ADJUSTMENT: nn,nnn,nnn.nn
TOTAL NET NON-PAID HOUR ADJUSTMENT: llllll

TOTAL SUCCESSFUL ADJUSTMENT RECORDS: eeeee
TOTAL FAILED ADJUSTMENT RECORDS: ppppp

..... SUBJECT TO PRIVACY ACT OF 1974 .....

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**REPORT 250**      **TALC ADJUSTMENTS AND THEIR RESOLUTION**  
**DATA ELEMENTS**

- A. ~~PAY CNTL: CURRENT PP ENDING DATE~~
- B. ~~SSN~~
- C. ~~EMPL PRIOR PP SRC NMBR~~
- D. ~~EMPL PRIOR PP APLD CODE = "G"~~  
~~If value "G" = "ADJUSTMENT COMPLETE"~~  
~~If value " " = "ADJUSTMENT NOT APPLIED" .. otherwise = "ADJUSTMENT FAILED"~~
- E. ~~EMPL PRIOR PP DATE (YYYYPP)~~
- F. ~~EMPL PRIOR PP REG HRS QTY~~
- G. ~~EMPL PRIOR PP OT HRS QTY~~
- H. ~~EMPL PRIOR PP NITE HRS QTY~~
- I. ~~EMPL PRIOR PP SUN HRS QTY~~
- J. ~~EMPL PRIOR PP HAZ HRS QTY~~
- K. ~~EMPL PRIOR PP CT ERND HRS QTY~~
- L. ~~EMPL PRIOR PP CT USED HRS QTY~~
- M. ~~EMPL PRIOR PP HOL WKD HRS QTY~~
- N. ~~EMPL PRIOR PP AL HRS QTY~~

~~REPORT 250 ——— TALC ADJUSTMENTS AND THEIR RESOLUTION  
DATA ELEMENTS~~

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- ~~O. — EMPL PRIOR PP SL HRS QTY~~
- ~~P. — EMPL PRIOR PP LWOP HRS QTY~~
- ~~Q. — EMPL PRIOR PP SUS HRS QTY~~
- ~~R. — EMPL PRIOR PP AWOL HRS QTY~~
- ~~S. — EMPL PRIOR PP HOL LV HRS QTY~~
- ~~T. — EMPL PRIOR PP RSTR LV HRS QTY~~
- ~~U. — EMPL PRIOR PP OTHLV CODE1~~
- ~~V. — EMPL PRIOR PP OTHLV HRS1 QTY~~
- ~~W. — EMPL PRIOR PP OTHLV CODE2~~
- ~~X. — EMPL PRIOR PP OTHLV HRS2 QTY~~
- ~~Y. — EMPL PRIOR PP OTHLV CODE3~~
- ~~Z. — EMPL PRIOR PP OTHLV HRS3 QTY~~
- ~~a. — EMPL PRIOR PP OTHLV CODE4~~
- ~~b. — EMPL PRIOR PP OTHLV HRS4 QTY~~
- ~~c. — EMPL PRIOR PP BASE PAY AMT~~
- ~~e. — EMPL PRIOR PP OT PAY AMT~~
- ~~f. — EMPL PRIOR PP NITE PAY AMT~~
- ~~g. — EMPL PRIOR PP HOL WKD PAY AMT~~
- ~~h. — EMPL PRIOR PP SUN PAY AMT~~
- ~~i. — EMPL PRIOR PP HAZ PAY AMT~~
- ~~j. — Total of F, L, N, O, S, T, and hours associated with OTHLV CODE values A, C, D, E, G, H, I, J, M, R, and T, (i.e., regular and paid leave)~~
- ~~k. — Total of G, H, I, J, and M hours from successful adjustments~~
- ~~l. — Total of P, Q, and R hours from successful adjustments~~
- ~~m. — Total of c from successful adjustments~~
- ~~n. — Total of e, f, g, h, and i from successful adjustments~~
- ~~o. — Total successful adjustments (EMPL PRIOR PP APLD CODE = "G")~~
- ~~p. — Total failed adjustments (EMPL PRIOR PP APLD CODE not = "G")~~

~~SELECTION CRITERIA:~~

~~Includes all NPS2-PAY TA-DATA records in which the EMPL PRIOR PP FLAG is not equal to a space~~

~~REPORT DELETED 20010012- RLSE 8.2~~

**REPORT 419 W-2 CHECKLIST**

PAYROLL

**PURPOSE:** To be used to insure the correctness of the Payroll Data for W-2 Form.

**CONTENT:** Detailed employee earnings and taxes information. **Report can be produced for Center and agency totals only.**

**SEQUENCE:** Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN.

SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME									
REPORT NO: 419									PAGE:
SEQUENCED BY:									DATE:
TAX YEAR: AAAA									
BLOCK: BB									
W-2 CHECKLIST AS OF MM/DD/YY									
SSN	NAME	ADJ GROSS FEDRL TAX	STATE TXBL STATE TAX	ST	CITY TXBL CITY TAX	CITY	FICA WAGES FICA TAX	HIT WAGES HIT TAX	TSP DED EIC TAX E FEHB
123-45-6789	LAVENDER, CHARLES E., JR.	100,000.00 10,000.00	100,000.00 10,000.00	CA	100,000.00 10,000.00	003	100,000.00 10,000.00	100,000.00 10,000.00	10,000.00 10,000.00
			100,000.00	MD	100,000.00	001			10,000.00
			10,000.00		10,000.00				
CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDD	EEE,EEE.EE MM,MMM.MM	FFF,FFF.FF NN,NNN.NN	GG	HHH,HHH.HH OO,OOO.OO	III	JJJ,JJJ.JJ PP,PPP.PP	KKK,KKK.KK QQ,QQQ.QQ	LL,LLL.LL RR,RRR.RR &A,AAA.AA
			SSS,SSS.SS WW,WWW.WW	TT	UUU,UUU.UU XX,XXX.XX	VVV			
PAYBLOCK BB TOTALS:		CENTER TOTALS:		AGENCY TOTALS:					
ADJ GROSS	YY,YYY,YYY.YY	mm,mmm,mmm.mmm	Am.Total of m						
FEDERAL TAX	ZZ,ZZZ,ZZZ.ZZ	nn,nnn,nnn.nn	An.Total of n						
STATE TXBL aa	bb,bbb,bbb.bb	pp,ppp,ppp.pp	Ap.Total of p						
STATE TAX aa	cc,ccc,ccc.cc	qq,qqq,qqq.qq	Aq.Total of q						
CITY TXBL ddd	ee,eee,eee.ee	ss,sss,sss.ss	As.Total of s						
CITY TAX ddd	ff,fff,fff.ff	tt,ttt,ttt.tt	At.Total of t						
FICA WAGES	gg,ggg,ggg.gg	uu,uuu,uuu.uu	Au.Total of u						
FICA TAX	hh,hhh,hhh.hh	vv,vvv,vvv.vv	Av.Total of v						
HIT WAGES	ii,iii,iii.ii	ww,www,www.wv	Aw.Total of w						
HIT TAX	jj,jjj,jjj.jj	xx,xxx,xxx.xx	Ax.Total of x						
TSP DEDUCT	kk,kkk,kkk.kk	yy,yyy,yyy.yy	Ay.Total of y						
EIC	ll,lll,lll.ll	zz,zzz,zzz.zz	Az.Total of z						
TAX E FEHB	&B,BBB,BBB.BB	&C,CCC,CCC.CC	Ac Total of &C						

SUBJECT TO PRIVACY ACT OF 1974

- A. Tax year
- B. Pay Block: Processing
- C. SSN
- D. Employee Name (Last, First, MI, Gen)
- E. Adjusted Gross Earnings =  
Gross Earnings: YTD - Award Gross Amount (if Award ICB Category Code = 'R') + PCS:  
Earnings Subj Tax YTD - TSP: YTD - EMPL  
FEHB TAX EX FED YTD AMT
- F. State Txbl = State Tax: Erngs YTD +  
PCS: Earnings Subj St Tax YTD
- G. State Code
- H. City Txbl =  
Local Tax Entity: YTD Earn +  
PCS: Earnings Subj City Tax YTD
- I. City Code
- J. FICA Earnings: YTD
- K. HIT Earnings: YTD
- L. TSP: Deduction YTD
- M. Federal Tax = Federal Tax: YTD +  
PCS: Federal Tax Withheld YTD
- N. State Tax = State Tax: YTD +  
PCS: State Tax Withheld YTD
- O. City Tax = City Tax: YTD +  
PCS: City Tax Withheld YTD
- P. FICA Tax: Deduction YTD
- Q. HIT Tax: Deduction YTD
- R. EIC YTD
- S. Former State Txbl State Tax: Former Earnings  
YTD + PCS: Frmr Earn Subj St Tax YTD
- T. State Tax: Former Code YTD
- U. Former City Txbl =  
City Tax: Former Earnings YTD +  
PCS: Frmr Ern Subj City Tax YTD
- V. City Tax: Former Code YTD
- W. Former State Tax =  
State Tax: Former W/H YTD +  
PCS: Frmr W/H Subj St Tax YTD
- X. Former City Tax =  
City Tax: Former W/H YTD +  
PCS: Frmr W/H Subj City Tax YTD
- &A TAX-E-FEHB

REPORT 419  
DATA ELEMENTS (cont'd)

W-2 CHECKLIST

<u>PAYBLOCK TOTALS:</u>	<u>CENTER TOTALS:</u>	<u>AGENCY TOTALS:</u>
<u>Y. Total of E</u>	<u>m. Total of Y</u>	<u>Am.Total of m</u>
<u>Z. Total of M</u>	<u>n. Total of Z</u>	<u>An.Total of n</u>
<u>a. State Code</u>	<u>p. Total of b</u>	<u>Ao.Total of o</u>
<u>b. Total of (F + S) for each State Code</u>	<u>q. Total of c</u>	<u>Ap.Total of p</u>
<u>c. Total of (N + W) for each State Code</u>	<u>s. Total of e</u>	<u>Aq.Total of q</u>
<u>d. City Code</u>	<u>t. Total of f</u>	<u>Ar. City Code</u>
<u>e. Total of (H + U) for each City Code</u>	<u>u. Total of g</u>	<u>As.Total of s</u>
<u>f. Total of (O + X) for each City Code</u>	<u>v. Total of h</u>	<u>At.Total of t</u>
<u>g. Total of J</u>	<u>w. Total of i</u>	<u>Au.Total of u</u>
<u>h. Total of P</u>	<u>x. Total of j</u>	<u>Av.Total of v</u>
<u>i. Total of K</u>	<u>y. Total of k</u>	<u>Aw.Total of w</u>
<u>j. Total of Q</u>	<u>z. Total of l</u>	<u>Ax.Total of x</u>
<u>k. Total of L</u>	<u>&amp;C Total of &amp;B</u>	<u>Ay.Total of y</u>
<u>l. Total of R</u>		<u>Az.Total of z</u>
<u>&amp;B Total of &amp;A</u>		<u>Ac Total of &amp;C</u>

~~PAYBLOCK TOTALS:~~

- ~~Y. Total of E~~
- ~~Z. Total of M~~
- ~~a. State Code~~
- ~~b. Total of (F + S) for each State Code~~
- ~~c. Total of (N + W) for each State Code~~
- ~~d. City Code~~
- ~~e. Total of (H + U) for each City Code~~
- ~~f. Total of (O + X) for each City Code~~
- ~~g. Total of J~~
- ~~h. Total of P~~
- ~~i. Total of K~~
- ~~j. Total of Q~~
- ~~k. Total of L~~
- ~~l. Total of R~~
- ~~&B Total of &A~~

~~CENTER TOTALS:~~

- ~~m. Total of Y~~
- ~~n. Total of Z~~
- ~~o. State Code~~
- ~~p. Total of b~~
- ~~q. Total of c~~
- ~~r. City Code~~
- ~~s. Total of e~~
- ~~t. Total of f~~
- ~~u. Total of g~~
- ~~v. Total of h~~
- ~~w. Total of i~~
- ~~x. Total of j~~
- ~~y. Total of k~~
- ~~z. Total of l~~
- ~~&C Total of &B~~

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated Installation code:
- Gross Earnings: YTD > 0
- FICA: EARNINGS YTD > 0
- HIT: EARNINGS YTD > 0

**REPORT 419 W-2 CHECKLIST – NON-PERSONNEL ACTION CASH AWARDS PAYROLL**

**PURPOSE:** To be used to insure the correctness of the Payroll Data for W-2 Form.

**CONTENT:** Detailed employee earnings and taxes information.

**SEQUENCE:** Award Recipient SSN or Award Recipient Name.

SSN	NAME	ADJ GROSS FEDRL TAX	STATE TXBL STATE TAX	ST	CITY TXBL CITY TAX	CITY	FICA WAGES FICA TAX	HIT WAGES HIT TAX	TSP DED EIC
123-45-6789	LAVENDER, CHARLES E., JR.	100,000.00 10,000.00	100,000.00 10,000.00	CA	100,000.00 10,000.00	003	100,000.00 10,000.00	100,000.00 10,000.00	10,000.00 10,000.00
CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDD	EEE,EEE.EE MM,MMM.MM	FFF,FFF.FF NN,NNN.NN SSS,SSS.SS WW,WWW.WW	GG TT	HHH,HHH.HH OO,OOO.OO UUU,UUU.UU XX,XXX.XX	III VVV	JJJ,JJJ.JJ PP,PPP.PP	KKK,KKK.KK QQ,QQQ.QQ	LL,LLL.LL RR,RRR.RR
<b>CENTER TOTALS:</b>		<b>AGENCY TOTALS:</b>							
ADJ GROSS	mm,mmm,mmm.mmm	A,mmA,mAm,AmA.mA							
FEDERAL TAX	nn,nnn,nnn.nn	A,nnA,nAn,AnA.nA							
STATE TXBL	oo pp,ppp,ppp.pp	A,ppA,pAp,ApA.pA							
STATE TAX	oo qq,qqq,qqq.qq	A,qqA,qAq,ApA.qA							
CITY TXBL	rrr ss,sss,sss.ss	A,ssA,sAs,AsA.sA							
CITY TAX	rrr tt,ttt,ttt.tt	A,ttA,tAt,AtA.tA							
FICA WAGES	uu,uuu,uuu.uu	A,uuA,uAu,AuA.uA							
FICA TAX	vv,vvv,vvv.vv	A,vvA,vAv,AvA.vA							
HIT WAGES	ww,www,www.ww	A,wwA,wAw,AwA.wA							
HIT TAX	xx,xxx,xxx.xx	A,xxA,xAx,xAx.xA							
TSP DEDUCT		A,zzA,zAz,AzA.zA							
EIC									
<b>GRAND TOTALS:</b>		<b>AGENCY GRAND TOTALS:</b>							
ADJ GROSS	1	A,1A1,A1A,1A1.A1							
FEDERAL TAX	2	A,2A2,A2A,2A2.A2							
STATE TXBL	33 4	A,4A4,A4A,4A4.A4							
STATE TAX	5	A,5A5,A5A,5A5.A5							
CITY TXBL	666 7	A,7A7,A7A,7A7.A7							
CITY TAX	8	A,8A8,A8A,8A8.A8							
FICA WAGES	9	A,9A9,A9A,9A9.A9							
FICA TAX	10	A,10A,10A,10A.10							
HIT WAGES	11	A,11A,11A,11A.11							
HIT TAX	12	A,12A,12A,12A.12							
TSP DEDUCT	13	A,13A,13A,13A.13							
EIC	14	A,14A,14A,14A.14							

REPORT 419  
DATA ELEMENTS

W-2 CHECKLIST

- A. Tax year
- C. Award Recipient SSN
- D. Award Recipient Name (Last, First, MI, Gen)
- E. Award Gross Amount
- F. Award Gross Amount for each state if Award State Tax Code not = blank
- G. Award State Tax Code
- H. Award Gross Amount for each city if Award City Tax Code not = blank
- I. Award City Tax Code
- J. Award OASDI Earnings Amount
- K. Award HIT Earnings Amount
- M. Award Federal Tax Deduction Amount
- N. Award State Tax Deduction Amount
- O. Award City Tax Deduction Amount
- P. Award OASDI Deduction Amount
- Q. Award HIT Deduction Amount

CENTER TOTALS:

- m. Total of E
- n. Total of M
- o. State Code
- p. Total of F by State
- q. Total of N by State
- r. City Code
- s. Total of H by City
- t. Total of O by City
- u. Total of J
- v. Total of P
- w. Total of K
- x. Total of Q

GRAND TOTALS

- 1. Total of m
- 2. Total of n
- 3. State Code
- 4. Total of p by State
- 5. Total of q by State
- 6. City Code
- 7. Total of s by City
- 8. Total of t by City
- 9. Total of u
- 10. Total of v
- 11. Total of w
- 12. Total of x
- 13. Total of y
- 14. Total of z

<b>AGENCY TOTALS:</b>
<u>Am.Total of m</u>
<u>An.Total of n</u>
<u>Ao.Total of o</u>
<u>Ap.Total of p</u>
<u>Aq.Total of q</u>
<u>Ar. City Code</u>
<u>As.Total of s</u>
<u>At.Total of t</u>
<u>Au.Total of u</u>
<u>Av.Total of v</u>
<u>Aw.Total of w</u>
<u>Ax.Total of x</u>
<u>Ay.Total of y</u>
<u>Az.Total of z</u>
<u>Ac Total of &amp;C</u>

<b>AGENCY GRAND TOTALS:</b>
<u>A1.Total of 1</u>
<u>A2.Total of 2</u>
<u>A4.Total of 4</u>
<u>A5.Total of 5</u>
<u>A7.Total of 7</u>
<u>A8.Total of 8</u>
<u>A9.Total of 9</u>
<u>A10.Total of 10</u>
<u>A11.Total of 11</u>
<u>A12.Total of 12</u>

Release 8.21 084/01

A13.Total of 13
A14.Total of 14


SELECTION CRITERIA:

Includes all Non-Personnel Action Cash Awards with the following criteria:

- Installation Code equals user designated Installation code:
- Award Payroll Update Indicator = blank or Award ICB Category Code  $\neq$  'R'

**REPORT 433      LWOP SCD HOURS RESET**

PAYROLL

**PURPOSE:** To provide reporting of Leave Without Pay Hours before hours are reset at the Leave End Year.

**CONTENT:** All employees' names, SSNs and LWOP: SCD Hours for employees who have over 880 LWOP: SCD Hours.

**SEQUENCE:** Selective by Center and SSN.

REPORT NO: 433	SUBJECT TO PRIVACY ACT OF 1974		PAGE:
SEQUENCE BY:	NASA PERSONNEL AND PAYROLL SYSTEM		DATE:
	INSTALLATION NAME		
LWOP SCD HOURS RESET			
NAME	SSN	LWOP GT 880	
AAAAAAA	BBBBBBBB	CCCC.CC	
SUBJECT TO PRIVACY ACT OF 1974			

- A. Employee Name (Last, First, MI, Gen)
- B. SSN
- C. LWOP: SCD Hours

**SELECTION CRITERIA:**

Includes all records with the following criteria:

- Installation code equals user designated center code
- LWOP SCD Hours GT 880
- Duty Status ≠ 'Z'

REPORT 555 LEAVE AND EARNINGS STATEMENT

NASA Leave and Earning Statement				Name	1				SS #	2				Ctr ID	3			
Basic Rate	4	OT Rate	5	Basic Annual	6	Pay Date	7	PP End	8	PP No.	9	Lv PP No	10					
Org. Assigned	11	Org. Located	12	Org. Detail	13	T&A Code	14	FEHB	15	Grade	16	Step	17	Seq.	18			
EARNINGS SECTION				TAXES AND DEDUCTIONS SECTION				TAX INFORMATION				PCS YTD						
Desc.	Biwk Hrs.	Biwk Amt.	Adj. Amt.	YTD Earn.	Desc.	Biwk Amt.	Adj. Amt.	YTD Deductions	State Code	168			Taxable	182				
Base	19	20	21	22	Fed Tax	96	97	98	Marital	Fed	St	City	Non Tax	183				
O/T	23	24	25	26	State Tax	99	100	101	Exempt	169	170	171	Fed Tax	184				
Night Diff	27	28	29	30	Fmr St Tx	102	103	104	Add Exempt	172	173	174	St Tax	185				
Sun Diff	31	32	33	34	City/Cty	105	106	107	Add Amount	175	176	177	City/Cty	186				
Awd/Bonus	35	36	37	38	OASDI	108	109	110	Ytd Net Emrgs	178	179	180	HIT	187				
Hlwk/Credit	39	40	41	42	HIT	111	112	113	TSP CONTRIBUTION			Perct/Amt	189					
Haz Duty	43	44	45	46	CSRS	114	115	116	Employee	Basic	Match	YTD						
Lump	47	48	49	50	FERS	117	118	119	Biwk	190	191	192	193					
Comp Pd	51	52	53	54	FEHB	120	121	122	Bonds							Balance	CUM RETIREMENT/MIL DEPOSIT	
AUO	55	56	57	58	FEGLI	123	124	125	1	210	CSRS	215						
Cola	59	60	61	62	TSP	126	127	128	2	211	FERS	216						
FireFighter	63	64	65	66	Vol Allot	129	130	131	3	212	MIL DEP	217						
Supr Diff	67	68	69	70	CFC	132	133	134	4	213	MIL INT	218						
Forgn Diff	71	72	73	74	Bonds	135	136	137	Other	214	MIL BAL	219						
Ret Allow	75	76	77	78	NEBA	138	139	140	REMARK SECTION									
Staff Diff	79	80	81	82	Dues	141	142	143	220									
EIC	83	84	85	86	TSP Loan	144	145	146										
Bd Refund	87	88	89	90	US Indebt	147	148	149										
Stat Cut	91	92	93	94	Bankrupt	150	151	152										
WG/Shift 2					Child Sup	153	154	155										
WG/Shift 3					Garnish	156	157	158										
					Mil Dep	159	160	161										
					Other	162	163	164										
B/W PAY	95	B/W DED	165	B/W NETPAY	166	GROSS YTD	167											
PLEASE VERIFY LEAVE USED AND BALANCE REMAINING - NOTIFY PAYROLL OF ANY VARIANCES.																		
ANNUAL LEAVE			SICK LEAVE			RESTORED ANNUAL				DONATED LEAVE (RECPT)			CREDIT HOURS					
Desc.	Curr PP	YTD	Curr PP	YTD	PYCO	259	Acct 1 Cum	Acct 2 Cum	Acct 3 Cum	Desc	Curr PP	YTD	Desc	Curr PP	YTD			
PYCO	N/A	221	N/A	243	Restored	260	260	261	262	PYCO	N/A	300	PYCO	N/A	323			
Earn	222	223	244	245	Used Curr	263	264	265	266	Used	301	302	Earn	324	325			
Used	224	225	246	247	Dontd Curr	267	268	269	270	Received	303	304	Used	326	327			
RIC	226	227	248	249	Dotd Rtd Curr	271	272	273	274	Returned	305	306	Forf	328	329			
Restricted	228	229	250	251	Balance	275	276	277	277	Balance	307	307	BAL	330	330			
Donated	230	231	N/A	N/A	Expiration Date(s):	278	279	280										
Don Returned	232	233	N/A	N/A	COMPENSATORY (REG)			EXT COMP TIME		REL COMP TIME		Time off Awd		MILITARY LEAVE				
Earned Bal	234		252		Desc	Curr PP	YTD	Curr PP	YTD	Curr PP	YTD	AWD	BAL	PYCO	DaysHrs			
Adv Balance	235		ADVANCED SICK		Earn	281	282	N/A	N/A	308	309	1	316	Used Ytd	332			
Unearned Adv	236		Adv YTD	253	Used	283	284	294	295	310	311	2	317	Used B/W Hrs	333			
PT C/O Hrs	237		Used Cum	254	Forf	285	286	296	297	312	313	3	318	Balance	334			
Use/Lose	238		Used Ytd	255	Stat Cut	287	288	N/A	N/A	N/A	N/A	4	319	OTHER LEAVE				
Use/Lose Date	239		Repaid Ytd	256	Paid	289	290	N/A	N/A	N/A	N/A	5	320	Desc	YTD			
Leave Cat	240		Balance	257	Balance	291			298		314		6	321	LWOP	335		
Leave Ceiling	241		Exp Date	258	PYCO	292			U/L BY: 342	U/L BY: 343		NEXT EXP DATE:		AWOL	337			
WEB ADDR:	242		U/L BY: 341			293			299		315		322		SUSP	339		
															400			

**Credit Hours Section:**

Number	Field Description	Data Description
323	PYCO YTD	Prior Year Carry Over Year to Date
324	Earn Curr PP	Earned Current Pay Period
325	Earn YTD	Earned Year to Date
326	Used Curr PP	Used Current Pay Period
327	Used YTD	Used Year to Date
328	Forf Curr PP	Forfeited Current Pay Period
329	Forf YTD	Forfeited Year to Date
330	Balance	Balance Year to Date

**Military Leave Section:**

Number	Field Description	Data Description
331	PYCO Days	Prior Year Carry Over <u>Days-Hours</u> Based on Fiscal Year
332	Used Ytd Dys	Used Year to Date <u>DaysHours</u>
333	Used B/W Hrs	Used Biweekly Hours
334	Balance	Year to Date Balance (in <u>dayshours</u> )

**Other Leave Section:**

Number	Field Description	Data Description
335	LWOP Curr	Leave Without Pay Hours Current Pay Period
336	LWOP YTD	Leave Without Pay Hours Year to Date
337	AWOL Curr	Absent Without Leave Hours Current Pay Period
338	AWOL YTD	Absent Without Leave Hours Year to Date
339	SUSP Curr	Suspension Hours Current Pay Period
340	SUSP YTD	Suspension Hours Year to Date
341	WG/Shift2 Biwk Hrs.	Wage Grade Shift2 Biweekly Hours Base Biweekly Hours includes AL, SL, Regular Pay, TOA, Used Comp. Time, Holiday Leave, Restored Leave, Military Leave, Religious Leave, Administration Leave, Extended Leave, COP Leave, Graduate Leave, Jury Leave, Comp. Leave, Credit Hours Used, Home Leave, Donated Annual Leave, Locality Pay, Availability Pay and Severance Pay
342	WG/Shift2 Biwk Amt	Wage Grade Shift2 Amount Paid
343	WG/Shift2 Adj Amt	Not Applicable
344	WG/Shift2 YTD Earn	Not Applicable

<b>TABLE I-1 FIELD EDIT REQUIREMENTS</b>	
<b>Data Element Name</b>	<b>Field Edit Criteria/Source</b>
Occupational Code	Value cannot be blank Value must be found in RAPPENDI
Organization: Assigned	Value cannot be blank Value must be found in TORG Local Table
Organization: Located	Value must be found in TORG Local Table
Part-Time Hours	Value must be numeric greater than 0 and less than 80 if it is not blank
Pay Basis	Value cannot be blank Value must be found in TPAYBAS FPM 296-33
Pay Plan	Value cannot be blank Value must be found in TPAYPLN
Pay Plan: Highest	Value must be found in TPAYPLN
Pay Plan: Retained	Value must be found in TPPLNRET
Pay Rate Determinant	Value must be found in TPRD
Pay Table	Value must be found in TPAYTBL HQ Specifications
Performance Rating: Current	Value must be found in TPEFRAT. <u>Value must have valid performance rating for given pattern.</u>
Performance Rating: Current Yr	Numeric
<u>Performance Pattern: Current</u>	<u>Value must be in Performance Pattern Table (TPEFPAT)</u>
Performance Rating: Prior 1	Value must be found in TPEFRAT. <u>Value must have valid performance rating for given pattern.</u>

<b>TABLE I-1 FIELD EDIT REQUIREMENTS</b>	
<b>Data Element Name</b>	<b>Field Edit Criteria/Source</b>
Performance Rating: Prior 1 Yr	Numeric
<u>Performance Pattern: Prior 1</u>	<u>Value must be in Performance Pattern Table (TPEFPAT).</u>
Performance Rating: Prior 2	Value must be found in TPEFRAT. <u>Value must have valid performance rating for given pattern.</u>
Performance Rating: Prior 2 Yr	Numeric
<u>Performance Pattern: Prior 2</u>	<u>Value must be in Performance Pattern Table (TPEFPAT).</u>
<u>Performance Rating: Prior 3</u>	<u>Value must be found in TPEFRAT. Value must have valid performance rating for given pattern.</u>
<u>Performance Rating: Prior 3 Yr</u>	<u>Numeric</u>
<u>Performance Pattern: Prior 3</u>	<u>Value must be in Performance Pattern Table (TPEFPAT).</u>
Position: Change NTE Date	Valid date between 01/01/1900 and 01/01/2100
Position: Criticality	Value must be found in TPOSCRIT Local Table
Position: Description Number	None
Position: Occupied	Value cannot be blank Value must be found in TPOS OCC
Position: Type	Numeric, value must be found in TPOSTYPE
Position: Type Local	Value must be found in TPOSTYP Local Table
Probationary End Date	Valid date between 01/01/1900 and 01/01/2100
Promotion NTE Date	Valid date between 01/01/1900 and 01/01/2100

### Social Security Administration Tape Specifications

Tape	Density	Rec Size	Blk Size	Rec Type	<del>JCL-ENTERED-LABEL</del>
			2750230		
SSA	6250	275512	40	FB	PRODNPPS.TAPE.YEAREND

### SSA Tape Record Sequence by Record Identifier

Record Identifier	Remarks
RAA	Submitter record, first data record on the SSA tape <del>Employer Identification</del>
REB	Employer record for Medicare Qualified (HIT) employees who do not have FICA (OASDI) wages or withholding <del>Tape Specifications</del>
RWE	Employee wage records <del>Employer Establishment Record (for "Medicare Qualified (HIT) Employees who do not have OASDI wages or withholding")</del>
RSW	Employee State/City Records <del>Employee Wage Records</del>
RT†	Totals relating to all RW records back to the last RE record <del>Subtotal for every 41 records or less for the last subtotal</del>
RES	Employer record for all employees not included under the first RE record <del>Supplemental Record</del>
RW‡	Employee wage records <del>Subtotal for every 41 records or less for the last subtotal</del>
RST	Employee State/City Records <del>Subtotal for all W Records back to the last "E" Record</del>
RTE	Totals relating to all RW records back to the last RE record <del>Employer Establishment Record (for all employees' records not included under the first "E" Record)</del>
RFW	Final record on the SSA tape which holds the total RW record count <del>Employee Wage Records</del>
§	<del>Supplemental Record</del>
†	<del>Subtotal for every 41 records or last for the last subtotal</del>
‡	<del>Subtotal for all W Records back to the last "E" Record</del>

### SSA Tape Record Sequence by Record Identifier

Record Identifier	Remarks
F	Final record on the SSA Tape; a total count of all "W" Records on the tape

**Submitter Record (Code RA)**

<b><u>Location</u></b>	<b><u>Field</u></b>	<b><u>Length</u></b>	<b><u>Specifications</u></b>
1-2	Record Identifier	2	'RA'
3-11	EIN	9	Federal Tax W2 ID from Marshall TINSTALL
12-28	Personal Identification Number	17	From Parameter Screen (PIN)
29	Resubmit Indicator	1	From Parameter Screen
30-35	Resubmit TLCN	6	From Parameter Screen
36-37	Software Code	2	'98'
38-94	Company Name	57	INSTALL-NAME
95-116	Company Location Address	22	INSTALL-ADDR-FOR-SSA-TAPE-A
117-138	Company Delivery Address	22	INSTALL-ADDR-FOR-SSA-TAPE-B
139-160	Company City	22	INSTALL-ADDR-CITY
161-162	Company State	2	INSTALL-ADDR-ST
163-167	Company Zip	5	INSTALL-ADDR-ZIP (COL 1-5)
168-171	Company Zip Extension	4	INSTALL-ADDR-ZIP (COL 6-9)
172-176	Blank	5	Blanks
177-199	Foreign State	23	Blanks
200-214	Foreign Postal Code	15	Blanks
215-216	Country Code	2	Blanks
217-273	Submitter Name	57	INSTALL-NAME
274-295	Submitter Address	22	INSTALL-ADDR-FOR-SSA-TAPE-A
296-317	Submitter Delivery Address	22	INSTALL-ADDR-FOR-SSA-TAPE-B
318-339	Submitter City	22	INSTALL-ADDR-CITY
340-341	Submitter State	2	INSTALL-ADDR-ST
342-346	Submitter Zip	5	INSTALL-ADDR-ZIP (COL 1-5)
347-350	Submitter Zip Extension	4	INSTALL-ADDR-ZIP (COL 6-9)
351-355	Blank	5	Blanks
356-378	Submitter Foreign State	23	Blanks
379-393	Submitter Foreign Postal Code	15	Blanks
394-395	Submitter Country Code	2	Blanks
396-422	Contact Name	27	INSTALL-TSP-CONTACT-NAME
423-437	Contact Phone Number	15	INSTALL-TSP-CONTACT-PHONE (no hyphens)
438-442	Contact Phone Extension	5	Blanks
443-445	Blank	3	Blanks
446-485	Contact E-mail	40	Blanks
486-488	Blank	3	Blanks
489-498	Contact FAX	10	From Parameter Screen (no hyphens)
499	Preferred Method of Problem	1	'2' for notify by FAX Notification Code
500	Preparer Code	1	'L' for Self-Prepared
501-512	Blank	12	Blanks

**Employer Record (Code RE)**

<b>Location</b>	<b>Field</b>	<b>Length</b>	<b>Specifications</b>
1-2	Record Identifier	2	'RE'
3-6	Tax Year	4	From Parameter screen
7	Agent Indicator Code	1	Blank
8-16	Employer EIN	9	Federal Tax W2 ID from Marshall TINSTALL
17-25	Agent for EIN	9	Blanks
26	Terminating Business Indicator	1	'0'
27-30	Establishment Number	4	Blanks
31-39	Other EIN	9	Blanks
40-96	Employer Name	57	INSTALL-NAME
97-118	Employer Address	22	INSTALL-ADDR-FOR-SSA-TAPE-A
119-140	Employer Delivery Address	22	INSTALL-ADDR-FOR-SSA-TAPE-B
141-162	Employer City	22	INSTALL-ADDR-CITY
163-164	Employer State	2	INSTALL-ADDR-ST
165-169	Employer Zip	5	INSTALL-ADDR-ZIP(COL 1-5)
170-173	Employer Zip Extension	4	INSTALL-ADDR-ZIP(COL 6-9) TINSTALL
174-178	Blank	5	Blanks
179-201	Foreign State	23	Blanks
202-216	Foreign Postal Code	15	Blanks
217-218	Country Code	2	Blanks
219	Employment Code	1	'Q' for employees with HIT deduction (& not OASDI) 'R' for everybody else
220	Tax Jurisdiction Code	1	Blanks
221-512	Blank	292	Blanks

**Employee Wage Record (Code RW)**

<b>Location</b>	<b>Field</b>	<b>Length</b>	<b>Specifications</b>
1-2	Record Identifier	2	'RW'
3-11	Social Security Number	9	SSN
12-26	Employee First Name	15	First name
27-41	Employee Middle Name or	15	Middle name or initial Initial
42-61	Employee Last Name	20	Last name
62-65	Suffix	4	Suffix or blanks
66-87	Location Address 1	22	Employee first line of address
88-109	Location Address 2	22	Employee second line of address
110-131	City	22	Employee city
132-133	State	2	Employee state
134-138	Zip	5	Employee zip
139-142	Zip Extension	4	Zip extension or blanks
143-147	Blank	5	Blanks
148-170	Foreign State	23	Blanks
171-185	Foreign Postal code	15	Blanks
186-187	Country Code	2	Blanks
188-198	Wages, Tips and Other	11	GROSS-EARNINGS: YTD Compensation
			+ PCS: ERNGS SUBJ FED TAX YTD
			- TSP: DEDUCTION TOTAL YTD
			- EMPL FEHB TAX EX FED YTD AMT
199-209	Federal Income Tax Withheld	11	FEDERAL TAX: YTD
			+ PCS FEDERAL TAX WITHHELD YTD
210-220	Social Security Wage	11	FICA: EARNINGS YTD
221-231	Social Security Tax Withheld	11	FICA: YTD
232-242	Medicare Wages and Tips	11	HIT: EARNINGS YTD
243-253	Medicare Tax Withheld	11	HIT: YTD
254-264	Social Security Tips	11	Zeroes
265-275	Advance Earned Income Credit	11	EIC
276-286	Dependent Care Benefits	11	Zeroes
287-297	Deferred Compensation to	11	TSP Section 401(k)
298-308	Deferred Compensation to	11	Zeroes Section 403(b)
309-319	Deferred Compensation to	11	Zeroes Section 408(k)(6)
320-330	Deferred Compensation to	11	Zeroes Section 457(b)
331-341	Deferred Compensation to	11	Zeroes Section 501(c)(18)(D)
342-352	Military Employees Basic Quarters,	11	Zeroes Subsistence, and Combat Pay
353-363	Non-qualified Plan Section 457	11	Zeroes Distributions or Contributions
364-374	Blank	11	Blanks

**Employee Wage Record (Code RW - continued)**

<b><u>Location</u></b>	<b><u>Field</u></b>	<b><u>Length</u></b>	<b><u>Specification</u></b>
375-385	Non-qualified Plan Not Section	11	Zeroes
457	Distributions or Contributions		
386-396	Blank	11	Blanks
397-407	Fringe Benefits	11	Zeroes
408-418	Employer cost of Premiums for	11	Zeroes Term Life Insurance Over 50,000
419-484	Blank	66	Blanks
485	Deferred Compensation Indicator	1	'1' if Deferred else zero
486	Statutory Employee Indicator	1	Zero
487	Deceased Indicator	1	'1' if Deceased else zero
			[Inactive employees with a tax year death ( NOAC = 350) processed= '1']
488	Pension Plan Indicator	1	'1' if Pension Plan else zero
489-512	Blank	24	Blanks

**State Record (Code RS)**

<b><u>Location</u></b>	<b><u>Field</u></b>	<b><u>Length</u></b>	<b><u>Specifications</u></b>
1-2	Record Identifier	2	'RS'
3-4	State Code	2	System generated Numeric State Code or Former state tax or Numeric Former State Code (Blanks for Local (city) records)
5-9	Taxing Entity Code	5	State or Former State Code
10-18	Social Security Number	9	SSN
19-33	Employee First Name	15	First name
34-48	Employee Middle Name or	15	Middle name or initial
49-68	Employee Last Name	20	Last name
69-72	Suffix	4	Suffix or blank
73-94	Location Address 1	22	Employee first line of address
95-116	Location Address 2	22	Employee second line of address
117-138	City	22	Employee city
139-140	State	2	Employee state
141-145	Zip	5	Employee zip
146-149	Zip Extension	4	Zip extension or blanks
150-154	Blank	5	Blanks
155-177	Foreign State	23	Blanks
178-192	Foreign Postal code	15	Blanks
193-194	Country Code	2	Blanks
195-196	Optional Code	2	Blanks
197-202	Reporting Period	6	Blanks
203-213	State Quarterly Unemployment	11	Zeroes Insurance Total Wages
214-224	State Quarterly Unemployment	11	Zeroes Insurance Total Taxable Wages
225-226	Number of Weeks Worked	2	Zeroes
227-234	Date First Employed	8	Blanks
235-242	Date of Separation	8	Blanks
243-247	Blank	5	Blanks
248-267	State Employer Account Number	20	Blanks
268-273	Blank	6	Blanks
274-275	State Code	2	System generated numeric State Code or Former State numeric Code (or Blanks for Local (city) records)
276-286	State Taxable Wages	11	STATE TAX: ERNGS YTD + PCS: ERNGS SUBJ STATE TAX YTD or STATE TAX: FORMER EARNINGS YTD + PCS FRMR ERN SUBJ ST TAX YTD
287-297	State Income Tax Withheld	11	STATE TAX: YTD + PCS: STATE TAX WITHHELD YTD or STATE TAX: FORMER W/H YTD + PCS: FRMR W/H SUBJ ST TAX YTD
298-307	Other State Data	10	Blanks

**State Record (Code RS-continued)**

<b>Location</b>	<b>Field</b>	<b>Length</b>	<b>Specification</b>
308	Tax Type Code	1	'C' for city, 'D' for county
309-319	Local Taxable Wages	11	LOCAL TAX ENTITY: YTD WH + PCS: ERNGS SUBJ CITY TAX YTD or CITY TAX: FORMER EARNINGS YTD + PCS-FRMR ERN SUBJ CITY TAX YTD
320-330	Local Income Tax Withheld	11	LOCAL TAX ENTITY: YTD WH + PCS: CITY TAX WITHHELD YTD or CITY TAX: FORMER W/H YTD + PCS: FRMR W/H SUBJ CITY TAX YTD
331-337	State Control Number	7	Blanks
338-412	Supplemental Data 1	75	Blanks
413-487	Supplemental Data 2	75	Blanks
488-512	Blank	25	Blanks

**Total Record (Code RT)**

<b><u>Location</u></b>	<b><u>Field</u></b>	<b><u>Length</u></b>	<b><u>Specifications</u></b>
1-2	Record Identifier	2	'RT'
3-9	Number of RW Records	7	System generated
10-24	Wages Tips and Other	15	System generated
			Compensation
25-39	Federal Income Tax Withheld	15	System generated
40-54	Social Security Wages	15	System generated
55-69	Social Security Tax Withheld	15	System generated
70-84	Medicare Wages and Tips	15	System generated
85-99	Medicare Tax Withheld	15	System generated
100-114	Social Security Tips	15	Zeroes
115-129	Advance Earned Income Credit	15	System generated
130-144	Dependent Care Benefits	15	Zeroes
145-159	Deferred Compensation	15	System generated (TSP)
			Contributions to Section 401(k)
160-174	Deferred Compensation	15	Zeroes
			Contributions to Section 403(b)
175-189	Deferred Compensation	15	Zeroes
			Contributions to Section 408(k) (6)
190-204	Deferred Compensation	15	Zeroes
			Contributions to Section 457(b)
205-219	Deferred Compensation	15	Zeroes
			Contributions to Section 501(c)(18)(D)
220-234	Military Employees Basic Quarters	15	Zeroes
			Subsistence and Combat Pay
235-249	Non-Qualified Plan Section 457	15	Zeroes
			Distributions or Contributions
250-264	Blank	15	Blanks
265-279	Non-Qualified Plan Not Section	15	Zeroes
			457 Distributions or Contributions
280-294	Blank	15	Blanks
295-309	Fringe Benefits	15	Zeroes
310-324	Employer Cost of Premiums for	15	Zeroes
			Group Term Life Insurance over 50,000
325-339	Income Tax Withheld by Third-	15	Zeroes
			Party Payer
340-512	Blank	173	Blanks

**Final Record(Code RF)**

<b>Location</b>	<b>Field</b>	<b>Length</b>	<b>Specifications</b>
1-2	Record Identifier	2	'RF'
3-7	Blank	5	Blanks
8-16	Number of RW Records	9	System generated
17-512	Blank	496	Blanks

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "A")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	4	4	Record identifier	Always "A"; system-generated
2	4	2-5	Year (Tax year)	From workfile 8; Generated by BJS
3	9	6-14	INSTALLATION:FED TAX W2 ID	First nine numbers from the source field; dashes "-" are stripped out; left justified, zero fill right
4	4	15	Blank	
5	8	16-23	Blank	
6	50	24-73	INSTALLATION: NAME	From workfile 8, as loaded from BJS file. BJS file is loaded when runstreams are recreated or created.
7	40	74-113	INSTALLATION: SSA ADDRESS	Spaces are compressed out of 2 line address.

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "A")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
8	25	114-138	INSTALLATION: ADDRESS	City
9	2	139-140	INSTALLATION: ADDRESS	State
10	8	141-148	Blank	
11	5	149-153	Blank	
12	5	154-158	INSTALLATION: ADDRESS	ZIP code
13	117	159-275	Blank	

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "B")**

Field Number	Length	Column	Source Data Field	Remarks
1	1	1	Record identifier	Always "B"; system-generated
2	4	2-5	Year (Tax-year)	From workfile 8; generated by BJS
3	9	6-14	INSTALLATION: FED-TAX-W2-ID	First nine numbers from the source field; dashes "-" are stripped out; left justified; zero fill-right
4	8	15-22	Computer	Always "IBM"; system-generated
5	2	23-24	Internal labeling	Always "SL"; system-generated
6	1	25	Blank	Always blank
7	2	26-27	Density	Always "62" for system generated
8	3	28-30	Recording code	Always "EBC"; system-generated
9	1	31	Blank	Always blank
10	1	32	Blank	
11	1	33	Copy preference	Always blank
12	1	34	Blank	
13	112	35-146	Blank	
14	44	147-190	INSTALLATION: NAME	From workfile 8, as loaded from BJS file. BJS file is loaded when run-streams are recreated or created.
15	35	191-225	INSTALLATION: SSA ADDRESS	Spaces are compressed out of 2-line address
16	20	226-245	INSTALLATION: ADDRESS	City
17	2	246-247	INSTALLATION: ADDRESS	State
18	5	248-252	Blanks	
19	5	253-257	INSTALLATION: ADDRESS	ZIP code
20	48	258-275	Blank	

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "E")**

Field Number	Length	Column	Source Data Field	Remarks
1	1	1	Record identifier	Always "E"; system-generated
2	4	2-5	Year (Tax-year)	From workfile 8; generated by BJS
3	9	6-14	INSTALLATION: FED-TAX-W2-ID	First nine numbers from the source field; dashes "-" are stripped out; left justified; zero-fill right
4	9	15-23	Blank	
5	50	24-73	INSTALLATION: NAME	From workfile 8, as loaded from BJS file. BJS file is loaded when run-streams are recreated or created.
6	40	74-113	INSTALLATION: SSA-ADDRESS	Spaces are compressed out of two-line address
7	25	114-138	INSTALLATION: ADDRESS	City
8	10	139-148	INSTALLATION: ADDRESS	State
9	5	149-153	Blank	
10	5	154-158	INSTALLATION: ADDRESS	ZIP code
11	1	159	NAME-CODE	Always "S"
12	1	160	Type-of-Employment	"Q" for employees with a HIT deduction (and no OASDI); "R" for everybody else
13	2	161-162	Blocking-factor	Always "10"
14	113	163-275	Blank	

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "W")**

Field Number	Length	Column	Source Data Field	Remarks
1	4	4	Record identifier	Always "W"; system-generated
2	9	2-10	SSN	
3	27	11-37	NAME: LAST, FIRST, MI, SUFF	Four name fields are compressed together with a space between name parts. The parts of a compound surname (including prefixes) will be separated by hyphens (-). If the prefix of a surname is only one character, an apostrophe (') will be used.
4	40	38-77	ADDRESS: MAILING AWARD RECIPIENT STREET ADDRESS	Home street address
5	25	78-102	ADDRESS: MAILING AWARD RECIPIENT CITY ADDRESS	City (and Country if foreign country)
6	10	103-112	ADDRESS: MAILING AWARD RECIPIENT STATE ADDRESS	State (blank if foreign country)
7	5	113-117	Blank	
8	5	118-122	ADDRESS: MAILING AWARD RECIPIENT ZIP ADDRESS	ZIP code
9	4	123	Statutory Employee code	Always blank; system-generated
10	7	124-130	Annual FICA Wages FICA: EARNINGS-YTD	
11	4	131	Blank	
12	7	132-138	Annual FICA tips	Always zeros; system-generated
13	4	139	Blank	
14	9	140-148	Annual wages	System-calculated (GROSS-EARNINGS: YTD)- (TSP: DEDUCTIONS TOTAL YTD) - (EMPL FEHB TAX EX FED YTD AMT)

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "W")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
15	4	149	Blank	
16	6	150-155	FICA tax withheld FICA: YTD	
17	9	156-164	FEDERAL TAX: YTD	
18	4	165	Blank	Always blank
19	7	166-172	Zeros	Always zeros
20	4	173	Blank	Always blank
21	9	174-182	Zeros	Always zeros
22	9	183-191	HIT: EARNINGS YTD	
23	7	192-198	HIT: YTD	
24	8	199-206	Blank	Always blank
25	9	207-215	Zeros	Always zeros
26	4	216	Blank	Always blank
27	9	217-225	Zeros	Always zeros
28	4	226	Blank	Always blank
29	7	227-233	Zeros	Always zeros
30	7	234-240	Control Number	System calculated (consecutive no.)
31	14	241-254	Zeros	Always zeros
32	7	255-261	EIC: YTD	
33	4	262	Blank	Always blank
34	4	263	"P" if Pension Plan	
35	4	264	Blank	Always blank
36	4	265	"D" if Deferred Compensation	
37	4	266	Blank	Always blank
38	9	267-275	TSP: DEDUCTION TOTAL YTD	

Following each "E" Record will be one "W" Record for each unique SSN.

Following each "W" Record will be from zero to 12 "S" Records (State, City, and County may each have a current and three former tax entities).

"S" Records generated for the same tax entity will be combined into one "S" Record.

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "I")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	4	1	Record identifier	Always "I"; system generated
2	10	2-11	Annual FICA wages	System-calculated
3	4	12	Blank	
4	10	13-22	Annual FICA tips	Always zeros; system calculated
5	4	23	Blank	
6	10	24-33	Annual wages	System-calculated
7	4	34	Blank	
8	10	35-44	FICA employee tax WH	System-calculated
9	4	45	Blank	
10	10	46-55	Federal income tax WH	System-calculated
11	7	56-62	Control number	System-calculated (a consecutive number strung from the first "W" Record, through all the "W" and "I" Records)
12	10	63-72	Zeros	Always zeros
13	10	73-82	Zeros	Always zeros
14	11	83-93	System-calculated	Advanced Income Credit
15	10	94-103	Zeros	Always zeros
16	10	104-113	Zeros	Always zeros
17	4	114	Blank	Always blank
18	10	115-124	System-calculated	Total TSP
19	4	125	Blank	Always blank
20	10	126-135	Zeros	Always zeros
21	4	136	Blank	Always blank
22	10	137-146	Zeros	Always zeros
23	4	147	Blank	Always blank
24	10	148-157	Zeros	Always zeros
25	4	158	Blank	Always blank
26	11	159-169	System-Calculated	Total HIT wages

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "I")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source-Data-Field</b>	<b>Remarks</b>
27	4	170	Blank	Always blank
28	10	171-180	System Calculated	Total HIT deduction
29	95	181-275	Blank	Always blank

The "I" Records are subtotal records that are generated every 41 employee records or less for the last group of "W" employee records under each Employer Establishment Record "E".

Following each "E" Record will be one "W" Record for each unique SSN. Following each "W" record will be from zero to 12 "S" records (State, City, and County may each have a current and three former tax entities). "S" records generated for the same tax entity will be combined into one "S" Record.

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "S")**

Field Number	Length	Column	Source Data Field	Remarks
1	4	4	Record identifier	Always "S"
2	9	2-10	SSN	
3	27	11-37	NAME: FIRST, MIDDLE, LAST, SUFF AWARD RECIPIENT FIRST NAME AWARD RCPNT MIDDLE INITIAL AWARD RECIPIENT FIRST NAME AWARD RCPNT GENEALOGICAL SUFFIX	
4	40	38-77	ADDRESS: MAILING AWARD RECIPIENT STREET ADDRESS	Home street address
5	25	78-102	ADDRESS: MAILING AWARD RECIPIENT CITY ADDRESS	City
6	10	103-112	ADDRESS: MAILING AWARD RECIPIENT STATE ADDRESS	State
7	5	113-117	Blank	
8	5	118-122	ADDRESS: MAILING AWARD RECIPIENT ZIP ADDRESS	ZIP code
9	4	123	Blank	
10	2	124-125	FIPS numeric code	System-generated
11	2	126-127	Blank	CC=CUR-century
12	6	128-133	Reporting period	"12CCYY", YY=CUR-yr
13	20	134-153	18-zeros/2-spaces	System-generated
14	6	154-159	EOD: DATE	MMGGYY-only
15	6	160-165	TERMINATION DATE	MMGGYY-only
16	5	166-170	STATE TAX: CODE STATE TAX: FORMER CODE YTD	
17	12	171-182	TAX EMPR ID	
18	6	183-188	Blank	
19	2	189-190	FIPS numeric code	Same as No. 10
20	9	191-199	STATE TAX: ERNGS YTD	State taxable earn

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "S")**

Field Number	Length	Column	Source-Data-Field	Remarks
21	8	200-207	Calculated	State tax W/H
22	40	208-247	Blank	
23	4	248	Tax-Type-Code	"C" = city, "D" = county
24	5	249-253	LOCAL TAX ENTITY: CODE CITY TAX: FORMER CODE YTD COUNTY TAX: FORMER CODE YTD	
25	9	254-262	LOCAL (CITY): YTD EARNED	Local taxable
26	7	263-269	Calculated	Local tax W/H
27	36	270-305	Blank	

There will be one "S" record for each tax entity. If the tax entity is a STATE, then columns 208-275 will be blank or zeros as indicated by the fields. If the tax entity is a city or county, then columns 124-125 and columns 166-217 will be blank or zeros as indicated by the fields.

State and local earnings fields associated with fields #20 and #25, as read from the data base, have TSP and/or FEHB non-taxed amounts already subtracted.

**Social Security Administration (Pay-year-end) Tape  
(Record Identifiers = "T")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	4	4	Record Identification	Always "T"; system-generated
2	7	2-8	Total employee records	System-calculated
3	13	9-21	Annual FICA/HIT wages	System-calculated
4	4	22	Blank	
5	12	23-34	Annual FICA tips	Always zero; system-generated
6	13	35-47	Annual wages/compensation	System-calculated
7	4	48	Blank	
8	12	49-60	FICA/HIT tax WH	System-calculated
9	4	61	Blank	
10	12	62-73	Federal tax WH	System-calculated
11	12	74-85	Zeros	Always zeros
12	12	86-97	Zeros	Always zeros
13	12	98-109	Advanced Earned Income	System-calculated
14	12	110-121	Zeros	Always zeros
15	12	122-133	Zeros	Always zeros
16	4	134	Blank	Always blank
17	13	135-147	Total TSP	System-calculated
18	4	148	Blank	Always blank
19	12	149-160	Zeros	Always zeros
20	4	161	Blank	Always blank
21	13	162-174	Zeros	Always zeros
22	4	175	Blank	Always blank
23	13	176-188	Zeros	Always zeros
24	4	189	Blank	Always blank
25	13	190-202	Annual HIT wages	System-calculated
26	4	203	Blank	Always blank
27	12	204-215	Annual HIT W/H	System-calculated
28	60	216-275	Blank	Always blank

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "F")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source-Data Field</b>	<b>Remark</b>
1	1	1	Record Identifier	Always "F"; system-generated
2	7	2-8	Total employee records	System-calculated
3	1	9	Blank	Always blank
4	16	10-25	Total SS Wages	System-calculated
5	1	26	Blank	Always blank
6	16	27-42	Zeros	Always zeros
7	1	43	Blank	Always blank
8	16	44-59	Total Wages/Earnings	System-calculated
9	1	60	Blank	Always blank
10	16	61-76	Total SS W/H	System-calculated
11	1	77	Blank	Always blank
12	16	78-93	Total Fed Tax W/H	System-calculated
13	1	94	Blank	Always blank
14	16	95-110	Total EIC	System-calculated
15	165	111-275	Blank	Always blank