National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

June 2016

Reporting Center (RPCT)

PUBLICATION CATEGORY
Reporting

PROCEDURE MANUAL
Reporting Center

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Latest Update Information

The following change has been made to the Reporting Center (RPCT) procedure:

Section	Description of Change
1095-C Statement	New report added.
W2 Wage and Tax Statement	Note added informing users on how to access a corrected IRS Form W-2, Wage and Tax Statement.

About This Procedure

This procedure provides instructions for accessing and operating the Reporting Center. The following information will help you use the procedure more effectively and locate further assistance if needed.

How This Procedure Is Organized

The major sections of this procedure are described below:

Overview (on page 5) presents an overview of the Reporting Center, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using the Reporting Center.

Getting Started in the Reporting Center (on page 9) provides instructions for logging on and off of the Reporting Center, as well as, password and menu information.

Using the Reporting Center (on page 19) provides instructions for creating and saving reports in various formats.

Administrative Reports (on page 25) provides reports containing administrative data.

Financial Reports (on page 73) provides reports containing financial data.

Personnel Action Reports (on page 121) provides reports containing data from employee personnel actions.

Workforce Reports (on page 161) provides reports containing workforce diversity information.

Security Reports (on page 535) provides reports containing security access and usage information.

PCIP Reports provides a report containing Pre-Existing Condition Insurance Plan (PCIP) information.

The Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, the National Finance Center (NFC) issues short publications called bulletins. This procedure and all related bulletins are listed in the NFC Publications Category available online from the ***NFC Home Page*** (***http://www.nfc.usda.gov***). Users can choose to view and/or print bulletins from the list provided in the Publications Category.

Who To Contact for Help

For questions about the system (including help with unusual conditions), contact the NFC Contact Center at **1-855-NFC4GOV (1-855-632-4468)**.

For access to the Reporting Center, contact your Agency Security Officer (ASO).

Overview

The Reporting Center is a Web-based application designed, developed, and maintained by NFC for personal computers (PC) running on a Microsoft Internet Explorer Browser of 5.5 SP2 (or higher) or a Netscape Navigator Browser of 6.2 (or higher) with JavaScript enabled. The Reporting Center is an interactive Web site that enables Agencies to produce predefined and customized reports. The Reporting Center is accessed from the Application Launchpad on the ***NFC Home Page*** (***http://www.nfc.usda.gov***). These reports can be viewed online, printed, saved to a folder, and/or displayed in a graphical format.

The Reporting Center is available for use by the following individuals:

- Managers
- Personnel specialists
- Other employees of NFC-serviced Agencies

The following types of reports are available on the Reporting Center:

- Administrative
- Financial
- Personnel Action
- Workforce
- Security
- PCIP

This section includes the following topics:

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Access and Security 8

Related Systems

Listed below are systems from which data is obtained for Reporting Center reports.

Central Accounting System (CAS). CAS produces financial management reports required of Treasury, the Office of Management and Budget (OMB), the General Services Administration (GSA), and other Agencies.

Employee Reporting System (EMPR). EMPR maintains master files on employment data.

EmpowHR. *EmpowHR*, a human-capital management application comprised of an integrated suite of commercial and Government applications, supports all critical human resources components in a single enterprise system.

Federal Agency Centralized Trial Balance System II (FACTS II). The FACTS II database contains budgetary information used for Budget Execution and Budgetary Resources and year-end closing statements.

Financial Management Modernization Initiative (FMMI) (Federal Financial System (FFIS)). FMMI, a fully integrated financial package that is designed to meet stringent budget and funds control needs, as well as, complex multi-fund accounting and reporting needs, integrates a wide range of accounting-related functions to support a comprehensive financial system including:

- Budget and funds control
- Cost allocation
- Project cost accounting
- Spending
- Accounts receivable

Information Research/Inquiry System (IRIS). IRIS provides access to at least 1 calendar year of current and 5 calendar years of historical payroll/personnel data and certain payroll document history.

Integrated Acquisition System (IAS). IAS provides a complete purchase order system used for the purchase of goods and services from commercial or Governmental suppliers. IAS processes obligations, accruals, and vendor payments for all transactions submitted. IAS produces disbursement, accounting, and reporting records and internal journal vouchers. Different codes enable IAS to pay and account for transactions based on a predetermined method of payment (e.g., scheduled payments, advance payments, or partial payments).

Intragovernmental Payment and Collection System (IPAC). IPAC obligates funds for transactions between Government Agencies.

Miscellaneous Payments System (MISC). MISC processes a variety of payments and transactions. MISC supports a variety of payments and adjustments. This permits authorized Agencies to record disbursement and adjustment transactions within and between Agencies directly to accounting records maintained at NFC.

Online Payment and Collection System Intragovernmental Transactions (OPAC). OPAC obligates funds for transactions between Government Agencies.

Payroll Processing System (PAYE). PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected Time and Attendance (T&A) reports

and/or personnel documents) from the Adjustment Processing System (ADJP), develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date (YTD) information on earnings, deductions, leave, bonds, adjustments, retirement, etc. Reports that are updated biweekly are updated on the Monday following the weekend that PAYE is run.

Planning and Tracking System (PATS). PATS tracks/monitors all system-related projects initiated by the payroll/personnel community.

Travel System (TRVL). TRVL processes travel authorizations, travel advances, and travel vouchers for local and relocation. Documents may be entered into TRVL in three ways:

- via hard-copy forms,
- through travel online data entry, or
- through the Personal Computer Travel System (PC-TRVL).

Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

Agency:

- Assigns profiles to employee(s).
- Submits access (and access termination) requests for user(s).

National Finance Center:

- Provides security to prevent unauthorized personnel from accessing the Reporting Center.
- Provides Agencies the capability to view and modify transmitted transactions.
- Maintains suspense transactions in the database until they have been corrected or deleted.
- Applies all successfully processed transactions to the database.
- Provides help text and procedures for users.

User:

- Never leaves Reporting Center session unattended.
- Does not use the Auto Complete for user identification (ID) and passwords.
- Does not give password to anyone.

- Changes password if there is any suspicion that it has been compromised.
- Clears history after each session, when using a shared PC.
- Exits the NFC Home Page before going on to other sites.

Access and Security

Security is designed to prevent the unauthorized use of systems and databases.

To access the Reporting Center, you must:

- Use a PC and a secured telecommunications link to NFC.
- Have authorized security clearance.

For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Individuals must request access through their Agency's NFC security officer. The request should provide the following information:

- User name.
- User Social Security number (SSN).
- User ID.
- User email address.
- Agency name.
- User access level requested. The requester must state whether or not the user requires access to sensitive data (data contained in the IRIS 300 level screens) and/or detail data.
- Security officer or user acceptance tester. If the user is either a security officer or a user acceptance tester, this must be stated on the request.
- Telephone number.
- Application name (Reporting Center, including the reports and organizations needed).

Note: If the user requires access to Administrative Reports, these reports must be listed individually due to the nature of the data.

The access level requested should be based on the individual's assigned work requirements and job functions.

Getting Started in the Reporting Center

To use the Reporting Center, you must have some knowledge of Microsoft Windows. Use your Windows user guide for help with navigating in a Windows environment. Also, online help is available to assist you in learning about processing Reporting Center requests.

The online help feature is available as a reference tool when you are requesting data in the Reporting Center. To use online help, select ***More*** on any report page.

Note: Online help is only available on the report pages, not the menu pages.

This section includes the following topics:

Starting the Reporting Center.....9
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Starting the Reporting Center

The Reporting Center Main Menu is displayed when you click **OK** on the Warning Message page. The Reporting Center Main Menu offers ***How Do I*** for instructions for functions on the Reporting Center, ***Report Descriptions*** which offers a drop down containing descriptions of available reports, a ***Message Board*** which contains a list of the most recently updated reports, and a ***News*** section which gives information regarding current updates to the Reporting Center. The text on these options changes as information is updated on the Reporting Center.

To start the Reporting Center:

1. Log on to the Internet.
2. Connect to the ***NFC Home Page*** (***http://www.nfc.usda.gov***).

3. On the Application Launchpad on the NFC Home Page, select the Reporting Center icon. A Warning page appears.

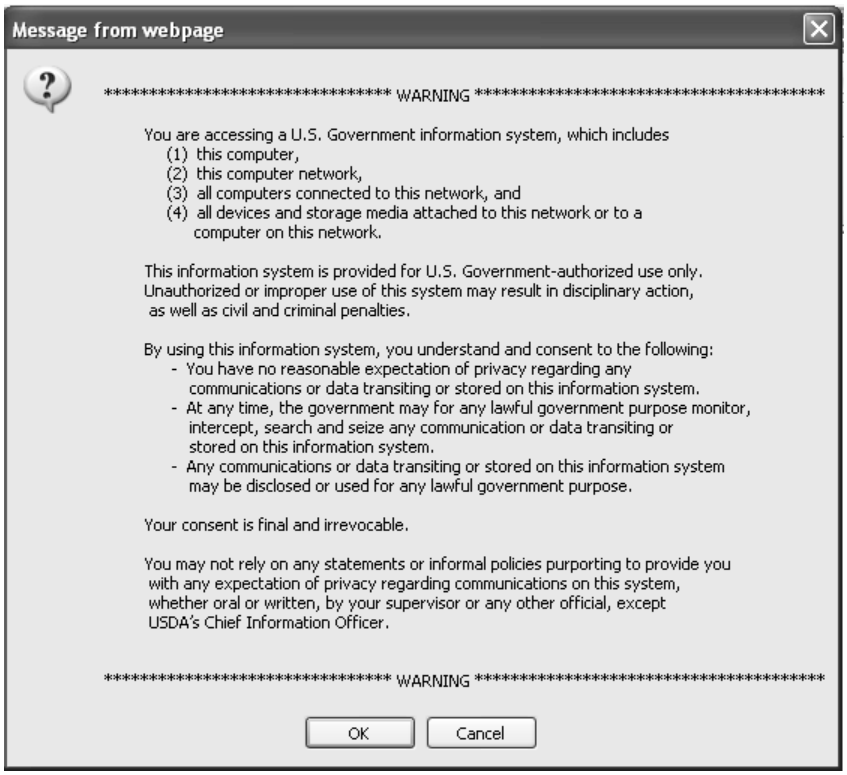


Figure 1: Warning Page

4. After reading, agreeing to, and accepting the Warning page, click **OK**. The Reporting Center Main Menu is displayed.

Figure 2: Reporting Center Main Menu

5. To view a list of reports available under each category and a description of each report, click the down arrow on the Report Descriptions drop-down. This list will display all available reports. Once you login to the Reporting Center, you will only be able to see a list of those reports available to you based on your security access.

Note: This procedure contains all available reports.

A Message Board is also displayed when starting the Reporting Center. This message board is located to the right of the Main Menu and contains a list of the most recently updated reports and any news pertaining to the Reporting Center.

Message Board	
Civilian Employment 113A & 113G Reports	last updated 09/18/2014
FACTS II Financial Database	last updated 11/22/2013
FSDW Financial Database	last updated 11/22/2013
OTRS/IPAC Reports	last updated 09/18/2014
GESD Request Tracking Database	last updated 09/18/2014
Workforce Profile "Detail" Data (PAYPERS)	last updated 09/14/2014
Workforce Profile "Detail" Data (PAYTA)	last updated Pay Period 17 - 2014
Workforce Profile/Personnel Action (PERHIS)	last updated 09/14/2014
Telephone Download Database	last updated 09/18/2014

News

NEW eAuth Integration

eAuthentication (eAuth) is the system used by authorized NFC client agencies to enable customers to obtain accounts that will allow them to access NFC Web applications and services via the Internet.

Click here to learn more about USDA eAuthentication (eAuth).

Figure 3: Message Board

6. On the Reporting Center Main Menu, complete the fields as follows:

Field	Description/Instruction
User ID	Type your Reporting Center user identification (ID).
Password	Type your password. Note: If you are accessing the Financial Statement Data Warehouse (FSDW) Financial reports, your Reporting Center password must be the same as your NFC Mainframe password.
Change Password	Defaults to blank. Check this box if you wish to change your password. If you check this box, the Change Your Password popup appears after you click **Login**. For instructions on changing your password, see ***Change Your Password*** (on page 13).

Field	Description/Instruction
How Do I	Click the down arrow to receive instructions for performing various functions in the Reporting Center. Valid values are **`create a report?`**, **`save customized reports?`**, **`use the Org Structure Wizard?`**, and **`export to a spreadsheet?`**.
Report Descriptions	Click the down arrow to receive descriptions of reports available. All reports currently available on the Reporting Center are listed on Reports Descriptions.

7. After completing the User ID and Password fields, click **Login** to login to the Reporting Center. If you do not have a user ID and password, you must have your ASO submit a Security Access Request requesting access to the Reporting Center. For more information on obtaining a user ID and password, see Requesting Access to the Reporting Center.

8. After logging in, you can perform any of the following options:

   - Change Your Password.
   - Use the eAuthentication Login (for United States Department of Agriculture (USDA) Employees Only).
   - Use the Description Popups.
   - Use the How Do I Popups.

   For more information see:

Change Your Password 13
Use the eAuthentication Login (for Department of Justice (DOJ) and United States Department of Agriculture (USDA) Employees Only) 14
Use the Description Popups 15
Use the How Do I? Popups 15

Change Your Password

You can change your password at any time, but not more than once a day. You will also need to change your password when it expires.

To change your password:

1. On the Reporting Center Main Menu, check the Change Password box.

2. Click **Login**. The Change Password popup appears.

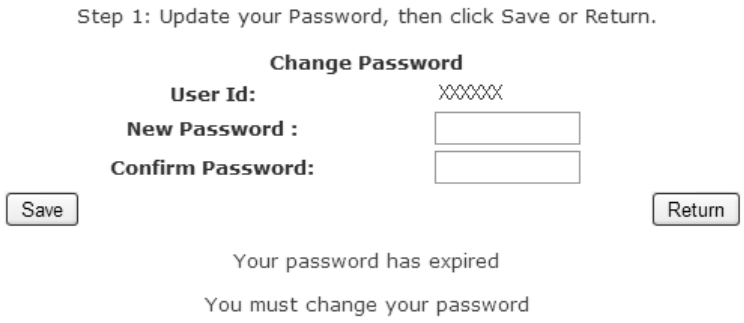


Figure 4: Change Password Popup

3. Complete the fields as follows:

Field	Description/Instruction
New Password	Type your new password.
Confirm Password	Retype your new password.

4. Click **Save** to save the change. A Confirmation popup appears.

5. Click **Return** to exit the Confirmation popup. The Select a Report menu is displayed.

Use the eAuthentication Login (for Department of Justice (DOJ) and United States Department of Agriculture (USDA) Employees Only)

DOJ and USDA employees have the option of logging on to the Reporting Center using an eAuthentication user ID.

To log on to the Reporting Center using an eAuthentication user ID (for USDA employees only):

1. Connect to the ***NFC Home Page*** (***http://www.nfc.usda.gov***).

2. On the Application Launchpad on the NFC Home Page, select the Reporting Center icon. A Warning Message appears.

3. After reading, agreeing to, and accepting the Warning Message, click **OK**. The eAuth Login is displayed.

4. Click **eAuth Login**. The USDA eAuth Web site is displayed.

Use the Description Popups

The Report Descriptions box provides popups that contain descriptions of reports in the Reporting Center.

To use the Description popups:

1. On the Reporting Center Main Menu, click the down arrow to select the report to be described.
2. Select a report from the Report Descriptions box.
3. Click **View**. A Description popup appears.

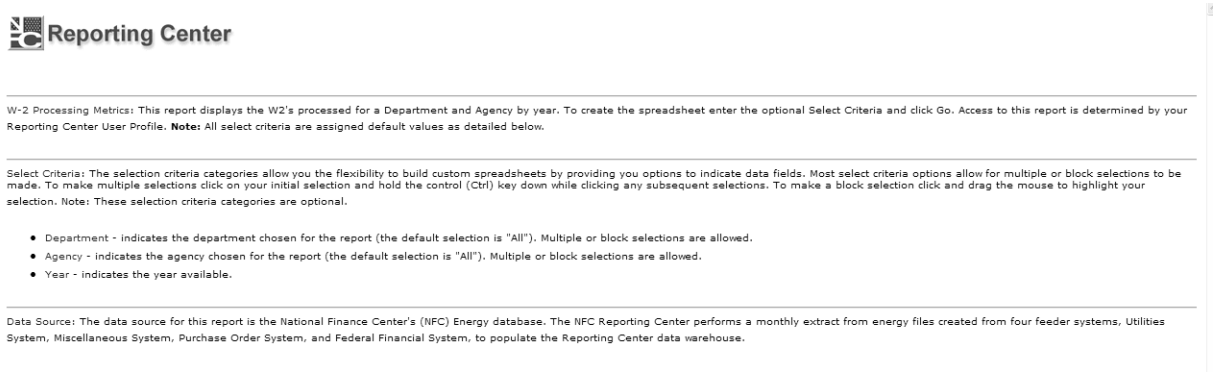


Figure 5: Example of a Description Popup

4. Use the **Back** button to close the description and return to the Reporting Center main menu.

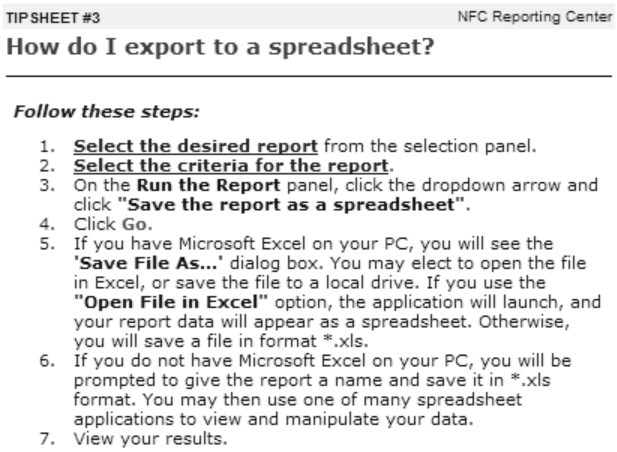
Use the How Do I? Popups

How Do I? popups are available on the Reporting Center Main Menu. These popups allow users to follow steps in performing various functions on the Reporting Center.

To use the How Do I popups:

1. On the Reporting Center Main Menu, select the applicable question from the How Do I box.

2. Click **Find Out**. A How Do I? popup appears with the information requested.


TIPSHEET #3 NFC Reporting Center

How do I export to a spreadsheet?

Follow these steps:

1. **Select the desired report** from the selection panel.
2. **Select the criteria for the report**.
3. On the **Run the Report** panel, click the dropdown arrow and click **"Save the report as a spreadsheet"**.
4. Click Go.
5. If you have Microsoft Excel on your PC, you will see the **'Save File As...'** dialog box. You may elect to open the file in Excel, or save the file to a local drive. If you use the **"Open File in Excel"** option, the application will launch, and your report data will appear as a spreadsheet. Otherwise, you will save a file in format *.xls.
6. If you do not have Microsoft Excel on your PC, you will be prompted to give the report a name and save it in *.xls format. You may then use one of many spreadsheet applications to view and manipulate your data.
7. View your results.

Figure 6: Example of a How do I Popup

3. Click the **Back** button to return to the Reporting Center Main Menu.

Exiting the Reporting Center

You can exit the Reporting Center from any page in the application.

To exit the Reporting Center:

1. At any Reporting Center page, click **Logoff**.

Select a Report Menu

The Select a Report Menu is displayed after you login to the Reporting Center. The Select a Report Menu allows you to choose the type of report that you wish to display.

There are multiple report categories on the Select a Report Menu. You can click the **+** to expand each category, thereby displaying a list of reports under that category.

The Select a Report Menu displays the following:

- **Administrative Reports**. Provides administrative type reports. The following reports are available on the Administrative Reports menu.
- **Financial Reports**. Provides reports containing financial data (including FSDW data). The following reports are available on the Financial Reports menu.

- **Personnel Action Reports**. Provides reports containing data based upon employee personnel actions. The following reports are available on the Personnel Action Reports menu.
- **Workforce Reports**. Provides reports containing data based upon workforce diversity. The following reports are available on the Workforce Reports menu.
- **Security Reports**. Provides reports listing security and inactivity data for users of NFC systems and applications.
- **PCIP Reports**. Provides a report containing enrollee information for the PCIP program.
- **My Reports**. Contains reports created for and by the user. These are reports that a user runs often and saves to the My Reports folder to run periodically without having to reenter the criteria.
- **Logoff**. Exits the Reporting Center.

Using the Reporting Center

Creating Reports

The Reporting Center allows you to create various reports.

To create a report:

1. On the Select a Report Menu, select the applicable report to be created. The selected report is displayed.

2. Complete the fields on the applicable report.

   OR

   Select the applicable criteria for the report.

3. After completing each field, click the applicable command button.

   Note: After you select a field, if you know the first character of the value that you wish to put in a field, you can type that character and the list will jump to values beginning with that character.

   Note: If you only have access to one Agency, organizational information will be completed for you.

   Note: If you do not have access to sensitive data, you will not see the fields where sensitive data is displayed. Also, if you do not have access to sensitive data and after running a report, you get a result of a sensitive data value less than 3, an ***** (asterisk) will be displayed in the field rather than the number.

4. After all fields are completed, select the applicable action to be taken on the Run the Report menu. Depending on the report selected, there are four Run the Report menus.

   The following actions may be taken from the Run the Report menus.

   - ***Run the Report***. Displays the report.
   - ***Save in My Reports Folder***. Saves the report in the ***My Reports*** option.
   - ***Save Report as a Spreadsheet***. Displays the report as a spreadsheet.
   - ***Save Report in a Folder***. Saves the report to a folder.
   - ***Save Output in a Folder***. Saves the report to a folder.
   - ***Save Output as a PDF***. Saves the report as a public displayable file (PDF).

5. After selecting the applicable action, click **Go**. The report is processed.

Creating a Report as a Chart or Graph

The Reporting Center allows all Personnel Action reports and certain Workforce reports to be displayed as charts and/or graphs. Only those reports that contain the field Report as Chart or Graph can be displayed as a chart or graph.

To create a chart or a graph:

1. On the Select a Report Menu, select the applicable report. The selected report is displayed. The following reports have the Report as Chart or Graph field:

   Personnel Actions Report menu

   - All Actions
   - Hires
   - Promotions
   - Separations
   - Separations Minority Profile

   Workforce Reports menu

   - Retirement Eligibility
   - Retirement Profile (Inc. Early Out)
   - Salary Summary

2. Complete the fields on the appropriate report.
3. After completing each field, click the applicable command button.
4. To create a chart, select **`Chart`** in the Report as Chart or Graph field.

   OR

   To create a graph, select **`Graph`** in the Report as Chart or Graph field.

5. Select the applicable action to be taken on the Run the Report menu.
6. After selecting the applicable action, click **`Go`**. The report(s) is displayed.

Viewing Reports Online

You can run certain reports to be viewed online. Only reports that have the ***Run the Report*** option on the Run the Report menu can be viewed online. These reports may also be printed using this option.

To view a report online:

1. On the Select a Report Menu, select the applicable report. The selected report is displayed.

   Note: All reports except Energy Data Download, Telephone Download, Employee Search (by Name), FSDW Facts I File, and Employee Search (by SSNO) have the ***Run the Report*** option on the Run the Report menu.

2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select ***Run the Report*** on the Run the Report menu.
5. Click **Go**. The report is displayed for viewing.

Saving Reports in My Reports Folder

You can save your report(s) to the My Reports folder option. By saving your report(s) to My Reports folder, you can run the same reports periodically without having to reenter data. When using this option, you can only run the report with the data previously entered. This is most useful when running routine reports that contain current data. You cannot change any of the selection criteria when using this option.

The My Reports popup appears when you click **Go** after selecting ***Save in My Reports Folder*** on the Run the Report menu.

To save a report to My Reports:

1. On the Select a Report Menu, select the applicable report. The selected report is displayed.

   Note: All reports except Employee Search (by Name), FSDW Facts I File, and Employee Search (by SSNO) have the ***Save in My Reports Folder*** option on the Run the Report menu.

2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select ***Save in My Reports Folder*** on the Run the Report menu.
5. Click **Go**. The My Reports popup appears.
6. Complete the fields as follows:

Field	Description/Instruction
Report Name	Type the name that you want to give the report. This should be

Field	Description/Instruction
	something easy for you to remember. Information in this field may be changed.
Sub Heading (Selection Criteria)	System generated based upon criteria entered on the report.
Notes	Type any notes related to the report. This field is available for you to record any information that will help you when running the report. Information in this field may be changed.

7. Click **Done**. A Confirmation popup appears.

8. Click **OK**. The report requested is displayed.

Retrieving Reports from Your My Reports Folder

You can retrieve reports that you have previously saved from your My Reports folder. By retrieving a report from your My Reports folder, you can run the report with the most current information in the database based on the criteria that you entered when you saved the report to My Reports.

The My Reports Listing menu is displayed when you select ***My Reports*** on the Select a Report Menu.

To retrieve a report from your My Reports folder:

1. On the Select a Report Menu, select ***My Reports***. The My Reports Listing menu is displayed with a list of reports that you saved to your My Reports folder.

2. Complete the fields as follows:

Field	Description/Instruction
List Box	System generated based on the names that you gave the reports saved to your My Reports folder. A list of reports saved is displayed in this field. Select the applicable report to be retrieved.
Include Notes	Defaults to **Yes**. Select the applicable radio button to designed whether or not to include notes when running the report. These are notes from the Notes field on the My Reports popup. Valid values are **Yes** and **No**.

3. Click **Select**. A popup appears listing the report selected.

4. After clicking **Select**, select the applicable action on the Run the Report menu (for My Reports).

   The following actions may be taken from the Run the Report menu (for My Reports).

- ***Run the Report***. The report is displayed.
- ***Edit My Reports (Title and Notes)***. You can modify the Report Name and/or Notes field(s) on the My Reports popup. You cannot modify the fields on the report. The only way to modify the fields on a report is to select the applicable report, complete the fields, and rerun the report.
- ***Remove From My Reports List***. You can remove the report from your My Reports folder.
- ***Save Report as a Spreadsheet***. The report is displayed as a spreadsheet.
- ***Save Output in a Folder***. The report is saved to a folder.
- ***Save Output in a Folder***. The report is saved as a pdf.

5. Click **Go**.

Creating a Spreadsheet

The Reporting Center allows you to create a spreadsheet for certain reports. Only reports that have the ***Save Report as a Spreadsheet*** option on the Run the Report menu can be created as spreadsheets.

To create a spreadsheet:

1. On the Select a Report Menu, select the applicable report. The selected report is displayed.

   Note: All reports, except SF 2812, Employee Search (by Name), and Employee Search (by SSNO) have the ***Save Report as a Spreadsheet*** option.

2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select ***Save Report as a Spreadsheet*** on the Run the Report menu.
5. Click **Go**.
6. Follow the on-screen prompts unique to your browser/setup to save your report as a spreadsheet. After you follow the prompts, your report will be displayed as a spreadsheet.

Saving Reports to a Folder

The Reporting Center allows you to save some of your reports to a folder so that more than one person can utilize the report(s). Only reports that have the ***Save Report in a Folder*** option or the ***Save Output to a Folder*** option on the Run the Report menu can be saved to a folder.

To save reports to a folder:

1. On the Select a Report Menu, select the applicable report. The selected report is displayed.

   Note: All reports except Energy Data Download, Telephone Data Download, Employee Search (by Name), and Employee Search (by SSNO) have the ***Save Report in a Folder*** option or the ***Save Output to a Folder*** option.

2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select ***Save Report in a Folder*** or ***Save Output to a Folder*** on the Run the Report menu.
5. Click **Go**.
6. Follow the on-screen prompts unique to your browser/setup to save your report to a folder. After you follow the prompts, your report will be saved in a folder.

Administrative Reports

This report category contains administrative type reports.

This section includes the following topics:

Cost Metrics Reports 27
OTRS/IPAC 29
E&L Statement Metrics 31
Energy Data Download 33
Energy Detail 37
Energy Summary 41
GESD Request Tracking Report 45
Leave Error Report 47
Outstanding Travel Advances (3731) 49
T&A Error Analysis 51
T&A Missing Personnel Actions 53
T&A Reject Report 55
T&A YTD Reject Report 57
T&As Not Received by NFC 59
Telephone Download 61
Telephone Over the Max Limit Report 65
Utilities (UTVN) Download 67
W-2 Processing Metrics 71

Cost Metrics Reports

The Financial Management Office (FMO) Key Cost Metrics Reports are displayed when you select ***Cost Metrics Reports*** on the Administrative Reports menu. This report contains information collected by NFC's Financial Management Office and is updated monthly.

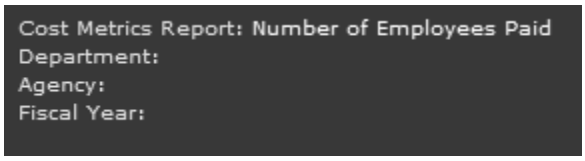


Figure 7: Financial Management Office (FMO) Key Cost Metrics Reports

Complete the fields as follows:

Field	Description/Instruction
Cost Metrics Report	Defaults to **`Number of Employees Paid`**. Click this field to select which type of cost metrics report that you would like to run. Valid values are **`Number of Employees Paid`** and **`PayPers FOCUS and CULPRPT CPU Utilization`**.
Department	Click this field to select the applicable Department. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the applicable Agency. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fiscal Year	Click this field to select the applicable fiscal year. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Cost Metrics Report, the FMO Key Cost Metrics Reports (with criteria) is displayed.

USDA OCFO National Finance Center
Average Number of Employees Paid (Biweekly)
Fiscal Year = 2012 and Department = U. S. DEPARTMENT OF AGRICULTURE (AG) and Agency = DM, OFC OF THE CHIEF FIN OFFC (90)

			FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12	FY 12
Dept.	Agcy	Agcy Name	PP20	PP21	PP22	PP23	PP24	PP25	PP26	PP01	PP02	PP03	PP04	PP05	PP06	PP07	PP08	PP09	PP10	PP11	PP12	PP13	PP14	PP15	PP16	PP17	PP18
AG	90	OCFO	1,301	1,302	1,282	1,283	1,284	1,289	1,278	1,286	1,269	1,289	1,249	1,221	1,223	1,210	1,221	1,217	1,216	1,225	1,257	1,242	1,371	1,259	1,264	1,257	1,261
Grand Total			1,301	1,302	1,282	1,283	1,284	1,289	1,278	1,286	1,269	1,289	1,249	1,221	1,223	1,210	1,221	1,217	1,216	1,225	1,257	1,242	1,371	1,259	1,264	1,257	1,261

Figure 8: Average Number of Employees Paid (Biweekly)

OTRS/IPAC

The OPAC/IPAC Tracking and Reconciliation (OTRS/IPAC) Report is displayed when you select ***OTRS/IPAC*** on the Administrative Reports menu. This report contains Online Payment and Collection Tracking and Reconciliation System (OTRS) gaccounting data used to track bills. There are two reports available on this option. They are the ***Aged Report of Unprocessed OPAC/IPAC Bills*** and the ***Completely Processed OPAC/IPAC Bills***. Data for this report is obtained from the OTRS/IPAC database and is updated nightly.

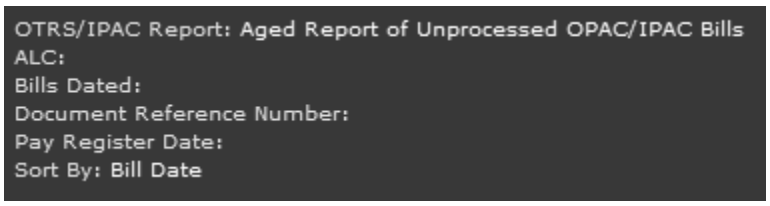


Figure 9: OPAC/IPAC Tracking and Reconciliation (OTRS/IPAC) Report

Complete the fields as follows:

Field	Description/Instruction
OTRS/IPAC Report	Defaults to **`Aged Report of Unprocessed OPAC/IPAC Bills`**. Click this field to select the applicable type of report to be run. Valid values are Aged Report of **`Unprocessed OPAC/IPAC Bills`** and **`Completely Processed OPAC/IPAC Bills`**. You can also select from various spreadsheets. If you select one of the spreadsheets, the report is run based upon the spreadsheet selected. You do not need to complete the remaining fields if one of the spreadsheets is selected. The remaining fields are no longer displayed if you select one of the spreadsheets. After making your selection, click **Done** or **Reset** as applicable.
ALC	Defaults to **`All`**. Click this field to select the applicable ALC (Agency Location Code). After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Bills Dated	Defaults to **`All`**. Click this field to select the date(s) for the bill(s) on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Document Reference Number	Defaults to **`All`**. Click this field to select the applicable document reference number(s) for the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Register Date	Click this field to select the applicable pay register date. After making

Field	Description/Instruction
	your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Sort By	Defaults to **`Bill Date`**. Click this field to select the applicable sort options. Valid values are **`ALC`**, **`Bill Date`**, and **`Document Reference Number`**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the OPAC/IPAC Tracking and Reconciliation (OTRS/IPAC) Report, the Aged Report of Unprocessed OPAC Bills (with criteria) is displayed.

USDA OCFO National Finance Center
Aged Report of Unprocessed OPAC Bills
Alc = 00003801
Sorted by Bill Date

Bills Dated	Document Reference Number	Initiating ALC	Receiving ALC	D.O.	Bill Date	Bill Amount	Amount Processed	Amount Unprocessed	Days In Section	Responsible Processing Section
11 - 2011	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	11/10/2011	-5,986.50	0.00	-5,986.50	397	
Total 1								**-5,986.50**		
06 - 2012	)( )(( )(( )(( )(( )(	00003801	12400300	X0744	06/04/2012	127,000.00	0.00	127,000.00	190	
Total 1								**127,000.00**		
09 - 2012	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	09/07/2012	15,497.53	0.00	15,497.53	95	
	)( )(( )(( )(( )(( )(	00003801	12401100	X0744	09/14/2012	201.00	0.00	201.00	88	
	)( )(( )(( )(( )(( )(	00003801	12401100	X0744	09/14/2012	-4,364.20	0.00	-4,364.20	88	
	)( )(( )(( )(( )(( )(	12403400	00003801	X1178	09/16/2012	408.00	0.00	408.00	86	
	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	09/18/2012	-408.00	0.00	-408.00	84	
Total 5								**11,334.33**		
10 - 2012	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	10/09/2012	204.00	0.00	204.00	63	
	)( )(( )(( )(( )(( )(	00003801	12401100	X0744	10/11/2012	3.54	0.00	3.54	61	
Total 2								**207.54**		
11 - 2012	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	11/13/2012	24,072.56	0.00	24,072.56	28	
	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	11/15/2012	8,558.21	0.00	8,558.21	26	
	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	11/21/2012	-3,329.40	0.00	-3,329.40	20	
	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	11/21/2012	-14,958.23	0.00	-14,958.23	20	
	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	11/21/2012	-9,807.62	0.00	-9,807.62	20	
	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	11/23/2012	-15,111.95	0.00	-15,111.95	18	
	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	11/23/2012	-32,680.30	0.00	-32,680.30	18	
	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	11/23/2012	-17,708.02	0.00	-17,708.02	18	
	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	11/23/2012	-10,570.64	0.00	-10,570.64	18	
	)( )(( )(( )(( )(( )(	00003801	12403000	X0744	11/23/2012	-13,891.92	0.00	-13,891.92	18	
Total 10								**-85,427.31**		
12 - 2012	)( )(( )(( )(( )(( )(	00003801	12403400	X0744	12/05/2012	9,554.90	0.00	9,554.90	6	
Total 10								**-85,427.31**		
Report Total										
Total 19								**47,128.06**		

Data as of 12/11/2012

Figure 10: Aged Report of Unprocesed OPAC Bills (with criteria)

E&L Statement Metrics

The Earning and Leave Statement Metrics report is displayed when you select ***E&L Statement Metrics*** on the Administrative Reports menu. This report contains the number of earnings statements submitted by Department, Agency, and Pay Period. Data for this report is obtained from energy files and is updated monthly.

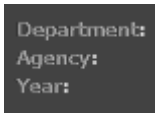


Figure 11: Earning and Leave Statement Metrics

Complete the fields as follows:

Field	Description/Instruction
Department	Click this field to select the applicable Department. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Defaults to **`All`**. Click this field to select the applicable Agency. Multiple or block selections are available in this field.
Year	Defaults to **`All`**. Click this field to select the applicable year to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Earning and Leave Statement Metrics report, the Earning and Leave Statement Metrics report (with criteria) is displayed.

USDA OCFO National Finance Center
Earning and Leave Statement Metrics
YEAR 2014

Department		Agency		PP	E&L Statement Processed
AG	DEPARTMENT OF AGRICULTURE	90	OFFICE OF THE CHIEF FINANCIAL OFFICER	01	1
AG	DEPARTMENT OF AGRICULTURE	90	OFFICE OF THE CHIEF FINANCIAL OFFICER	02	1
AG	DEPARTMENT OF AGRICULTURE	90	OFFICE OF THE CHIEF FINANCIAL OFFICER	04	2
AG	DEPARTMENT OF AGRICULTURE	90	OFFICE OF THE CHIEF FINANCIAL OFFICER	05	2
AG	DEPARTMENT OF AGRICULTURE	90	OFFICE OF THE CHIEF FINANCIAL OFFICER	06	1
AG	DEPARTMENT OF AGRICULTURE	90	OFFICE OF THE CHIEF FINANCIAL OFFICER	07	1
AG	DEPARTMENT OF AGRICULTURE	90	OFFICE OF THE CHIEF FINANCIAL OFFICER	25	1
AG	DEPARTMENT OF AGRICULTURE	90	OFFICE OF THE CHIEF FINANCIAL OFFICER	26	2

Figure 12: Earning and Leave Statement Metrics report (with criteria)

Energy Data Download

The Energy Data Download report is displayed when you select ***Energy Data Download*** on the Administrative Reports menu. This report contains energy data on all feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, Miscellaneous Payments System (MISC), Purchase Order System (PRCH), and FFIS/FMMI.

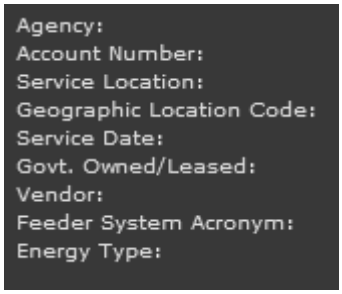


Figure 13: Energy Data Download Report

Complete the fields as follows:

Field	Description/Instruction
Agency	Defaults to **`All`**. Click this field to select the applicable Agency for the report. Both the two-digit Agency and the literal code are displayed in this field. If a single Agency other than **`30-Food and Nutrition Service`**, **`37-Food and Safety Inspection Service`**, or **`CE-FSA County Office Committee`** is selected, additional fields are generated. If multiple Agencies are selected, additional fields are not generated. Multiple or block selections are available in this field. As each Agency is selected, different fields are displayed. These fields are specific to the selected Agency. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Account Number	Defaults to **`All`**. Click this field to select the applicable account number. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Location	Defaults to **`All`**. Click this field to select the applicable service location name. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your

Field	Description/Instruction
	selection, click **Done**, **Cancel**, or **Reset** as applicable.
Geographic Location Code	Defaults to **`All`**. Click this field to select the applicable geographic location code. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Date	Defaults to **`All`**. Click this field to select the applicable service date (range of dates). Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field; however, if conflicting dates are selected, the report will not be generated. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Govt. Owned/Leased	Defaults to **`All`**. Click this field to indicate whether the building is owned by the Government or leased. Valid values are **`G`** (owned) and **`L`** (leased). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor	Defaults to **`All`**. Click this field to select the applicable vendor (utility company). Values values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Feeder System Acronym	Defaults to **`All`**. Click this field to select the applicable four-position Feeder System acronym for applicable NFC application. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Energy Type	Defaults to **`All`**. Click this field to select the applicable energy type. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Energy Data Download report, the USDA Energy Data File report (with criteria) is displayed.

A1 USDA Energy Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																Agency Equal To DM, OFC OF THE CHIEF FIN OFFC
3	Account Number	Acct Suffix	Agency Code	Acct Station	Service Location Name	Service Location Address	Service Location City	Service Location State	Service Location Zip	Extended Zip	Vendor Key	Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip Ex
4		0	90	10	USDA NFC	13800 OLD GENTILLY ROAD	NEW ORLEANS	LA	70129	0		ENTERGY LOUISIANA		BATON ROUGE	LA	
5		0	90	10	USDA NFC	13800 OLD GENTILLY ROAD	NEW ORLEANS	LA	70129	0		ENTERGY LOUISIANA		BATON ROUGE	LA	

Figure 14: USDA Energy Data File

Energy Detail

The Energy Detail report is displayed when you select ***Energy Detail*** on the Administrative Reports menu. This report contains energy data concerning feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS/FMMI.

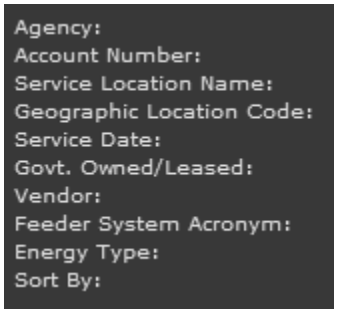


Figure 15: Energy Detail Report

Complete the fields as follows:

Field	Description/Instruction
Agency	Defaults to **`All`**. Click this field to select the applicable Agency for the report. Both the two-digit Agency and the literal code are displayed in this field. If a single Agency other than **`30-Food and Nutrition Service`**, **`37-Food and Safety Inspection Service`**, or **`CE-FSA County Office Committee`** is selected, additional fields are generated. If multiple Agencies are selected, additional fields are not generated. Multiple or block selections are available in this field. As each Agency is selected, different fields are displayed. These fields are specific to the selected Agency. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Account Number	Defaults to **`All`**. Click this field to select the applicable account number. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Location Name	Defaults to **`All`**. Click this field to select the applicable service location name. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Geographic Location Code	Defaults to **`All`**. Click this field to select the applicable geographic location code. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Date	Defaults to **`All`**. Click this field to select the applicable service date (range of dates). Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field; however, if conflicting dates are selected, the report will not be generated. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Govt. Owned/Leased	Defaults to **`All`**. Click this field to indicate whether the building is owned by the Government or leased. Valid values are **`G`** (owned) and **`L`** (leased). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor	Defaults to **`All`**. Click this field to select the applicable vendor (utility company). Values values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Feeder System Acronym	Defaults to **`All`**. Click this field to select the applicable four-position Feeder System acronym for applicable NFC application. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Energy Type	Defaults to **`All`**. Click this field to select the applicable energy type. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Sort By	Click this field to select the applicable sort option for the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Energy Detail report, the USDA Energy Detail report (with criteria) is displayed.

USDA ENERGY DETAIL REPORT

Agency = 90 -- DM, OFC OF THE CHIEF FIN OFFC and Service Date = 10/05/2012

Account (or Document) Number:

Agency: 90 **Acct Station:** **T&A Contact:** **GLC:**

Service Location Data

Name: USDA NFC **Building:** L

Address: 13800 OLD GENTILLY ROAD

City/State/Zip: NEW ORLEANS , LA 70129 - 0000

Payment Data

Vendor Name: ENTERGY LOUISIANA

Vendor Address: P O BOX 8108

Vendor City/State/Zip: BATON ROUGE , LA 70891 - 0000

Payment/Service Date: 10/05/2012 **Feeder System:** UTVN

Accounting:

Type of Energy	Reporting Units	Consumption	Amount
Electricity	KWH	24,000	$2,188
Fuel Oil	Gal.	0	$0
Natural Gas	CCF	0	$0
LPG/Propane	Gal.	0	$0
Coal	S. Ton	0	$0
Water	Gal.	0	$0
Unidentified Utilities	O/C 2310		$0
Misc. Energy Supplies	O/C 2610		$0
	Total Costs		$2,188

Figure 16: USDA Energy Detail Report (with criteria)

Energy Summary

The Energy Summary report is displayed when you select ***Energy Summary*** on the Administrative Reports menu. This report contains energy data on all feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS/FMMI.

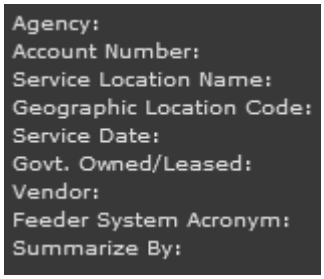


Figure 17: Energy Summary Report

Complete the fields as follows:

Field	Description/Instruction
Agency	Defaults to **`All`**. Click this field to select the applicable Agency for the report. Both the two-digit Agency and the literal code are displayed in this field. If a single Agency other than **`30-Food and Nutrition Service`**, **`37-Food and Safety Inspection Service`**, or **`CE-FSA County Office Committee`** is selected, additional fields are generated. If multiple Agencies are selected, additional fields are not generated. Multiple or block selections are available in this field. As each Agency is selected, different fields are displayed. These fields are specific to the selected Agency. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Account Number	Defaults to **`All`**. Click this field to select the applicable account number. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Location Name	Defaults to **`All`**. Click this field to select the applicable service location name. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Geographic Location Code	Defaults to **`All`**. Click this field to select the applicable geographic location code. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Date	Defaults to **`All`**. Click this field to select the applicable service date (range of dates). Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field; however, if conflicting dates are selected, the report will not be generated. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Govt. Owned/Leased	Defaults to **`All`**. Click this field to indicate whether the building is owned by the Government or leased. Valid values are **`G`** (owned) and **`L`** (leased). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor	Defaults to **`All`**. Click this field to select the applicable vendor (utility company). Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Feeder System Acronym	Defaults to **`All`**. Click this field to select the applicable four-position Feeder System acronym for applicable NFC application. Valid values available are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Summarize By	Click this field to select the sort options. Multiple or block selections are not available for this field. If multiple Agencies were selected in the Agency field, you can sort by Agency. If a single Agency was selected in the Agency field, you can sort by accounting class.

After running the Energy Summary report, the USDA Energy Summery report (with criteria) is displayed.

USDA Energy Summary

Agency = 90 -- DM, OFC OF THE CHIEF FIN OFFC and Service Date = 10/05/2012

Type of Energy	Reporting Units	Consumption	Amount
Electricity	MWH	24	$2,188
Fuel Oil	Thou. Gal.	0	$0
Natural Gas	Thou. Cu. Ft.	0	$0
LPG/Propane	Thou. Gal	0	$0
Coal	S. Ton	0	$0
Water	Thou. Gal	0	$0
Unidentified Utilities	O/C 2310		$0
Misc Energy Supplies	O/C 2610		$0
	Total Costs		$2,188

Figure 18: USDA Energy Summary Report (with criteria)

GESD Request Tracking Report

The GESD Requesting Tracking report is displayed when you select ***GESD Request Tracking Report*** on the Administrative Reports menu. This report contains information regarding projects of the Government Employees Services Division (GESD) at NFC.

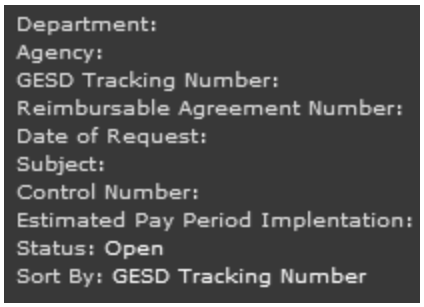


Figure 19: GESD Request Tracking Report

Complete the fields as follows:

Field	Description/Instruction
Department	Click this field to select the applicable Department. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Defaults to **`All`**. Click this field to select the applicable Agency. Multiple or block selections are available in this field.
GESD Tracking Number	Click this field to select the applicable five-digit tracking number. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Reimbursable Agreement Number	Click this field to select the applicable reimbursable agreement number. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Date of Request	Click this field to select the applicable date of the request. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Subject	Click this field to select the applicable subject matter in relation to the request. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Control Number	Click this field to select the applicable control number. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Estimated Pay Period Implementation	Click this field to select the applicable pay period of implementation or the applicable code (i.e., the request is on hold).

Field	Description/Instruction
	After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Status	Defaults to **Open**. Click this field to select the applicable status of the request. Valid values are **Closed**, **Deleted**, and **Open**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Sort By	Defaults to **GESD Tracking Number**. Click this field to select the applicable sort option. Valid values are **Agency**, **GESD Tracking Number**, **Reimbursable Agreement Number**, **Date of Request**, **Control Number**, **Estimated Pay Period Implementation**, and **Status**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the GESD Request Tracking report, the GESD Request Tracking Report (with criteria) is displayed.

USDA - National Finance Center
GESD Request Tracking Report
as of 12/11/2012
Department = AMS (AMS) -- and Project status = Open
Sorted by Agency and GESD Tracking Number

Agency	GESD Tracking Number	Reimb. Agreement Number	Date of Request	Subject	Control Number	Estimated Pay Period Implementation	Status
FMO	70348		04/04/2007	Report of NFC Labor Hours and Dollars		CY10 05	Open
-	80183		12/06/2007	ISSO Future State Application		CY10 20	Open

2 records were selected

Figure 20: GESD Request Tracking Report (with criteria)

Leave Error Report

The Leave Error report is displayed when you select ***Leave Error*** on the Administrative Reports menu. This report contains leave error data used by timekeepers when working with T&A and leave audits. Data for this report is obtained from the Payroll/Personnel System (PPS) database and is updated biweekly.

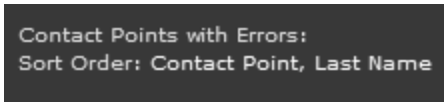


Figure 21: Leave Error Report

Complete the fields as follows:

Field	Description/Instruction
Contact Point with Errors	Click this field to select the applicable contact point. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Contact Point, Last Name`**. Click this field to select the applicable sort option. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Leave Error report, the Leave Error Report (with criteria) is displayed.

Leave Error Report

Sensitive Personnel Data -- Use is Restricted

Contact Point: 90 22 1690 05 97 Employing Office: 5317 Date Prepared: 12/7/2012

Name	SSNO	SCD Date	A/L Cat	PP	Type Leave	Type Empl	Prior Carryover	YTD Earned	YTD Used	YTD Cr	NFC Ending Balance	P/T Carryover Balance	Accrued This PP	Used This PP	T&A Ending Balance
DOE, JOHN	XXXXXXXXX	06/26/89	8	24	ANN	1	67.25	192.00	90.00		169.25		4.00	20.00	165.25

Total Employees: 1 **Total Errors: 1**

Changes annotated above are certified to be true and correct as of pay period _____ .

Certified By: _____ Date: _____ .

Figure 22: Leave Error Report (with criteria)

Outstanding Travel Advances (3731)

The Outstanding Travel Advances (Report 3731) report is displayed when you select ***Outstanding Travel Advances (3731)*** on the Administrative Reports menu. This report contains information on employees with outstanding travel advances. This information is summarized by either Agency or originating office. Data for this report is obtained from the Travel System.

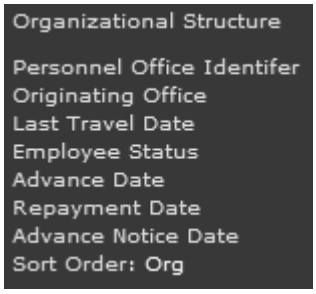


Figure 23: Outstanding Travel Advances (Report 3731) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Personnel Office Identifier	Click this field to indicate the personnel office identifier (POI) to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Originating Office	Click this field to select the applicable originating office. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Last Travel Date	Click this field to select the employee's last travel date. This is the date on the travel voucher. You can either select a date or select **`Blank`**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Employee Status	Click this field to select the employee's status. Valid values are **`*`** (all), **`Non Pay`**, **`Payroll`**, and **`Seprted`**.

Field	Description/Instruction
	After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Advance Date	Click this field to select the date of the applicable advance. You can either select a date or select **`Blank`**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Repayment Date	Click this field to select a repayment date. You can either select a date or select **`Blank`**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Advance Notice Date	Click this field to select the advance notice date. You can either select a date or select **`Blank`**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Org`**. Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Outstanding Travel Advances (Report 3731) report, the List of Travel Advance Accounts With Outstanding Balances report (with criteria) is displayed.

United States Department of Agriculture
National Finance Center
List of Travel Advance Accounts With Outstanding Balances
Ag
Originating Office Number = AG01010000 and Employee Status = PAYROLL
(SENSITIVE PERSONNEL DATA - USE IS RESTRICTED)

Agency: AG
Originating Office: AG01010000

										Amount	Advance
		Empl	Last Travel		Last Advance		Last Repayment		Amount	To Be	Status
Soc Sec No	Employee Name	Stat	Agency	Date	Amount	Date	Amount	Date	O/S	Repaid	Date
XXXXXXXXX	DOE, J	PAYROLL	AG01	04/15/04	$842.06	04/28/04	$0.00		$3,010.25	$0.00	
Total					$842.06		$0.00		$3,010.25	$0.00	

Figure 24: List of Travel Advance Accounts With Outstanding Balances Report (with criteria)

T&A Error Analysis

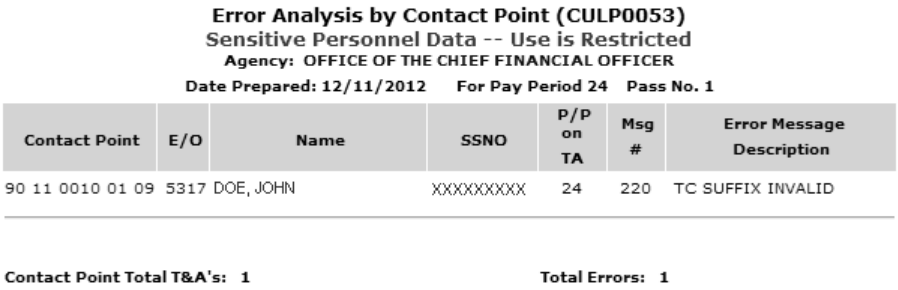
The Error Analysis by Contact Point (CULP0053) report is displayed when you select ***T&A Error Analysis*** from the Administrative Reports menu. This report provides a list of employees with T&A errors corrected during the pay period. This report is updated after the Time and Attendance Validation System (TIME) has executed.

Figure 25: Error Analysis by Contact Point (CULP0053) Report

Complete the fields as follows:

Field	Description/Instruction
Contact Points with Errors	Click this field to select the applicable contact point. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Contact Point, Last Name, First Name, Mid Init`**. Click this field to select the applicable sort option. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Error Analysis by Contact Point (CULP0053) report, the Error Analysis by Contact Point (CULP0053) report (with criteria) is displayed.



Error Analysis by Contact Point (CULP0053)
Sensitive Personnel Data -- Use is Restricted
Agency: OFFICE OF THE CHIEF FINANCIAL OFFICER
Date Prepared: 12/11/2012 For Pay Period 24 Pass No. 1

Contact Point	E/O	Name	SSNO	P/P on TA	Msg #	Error Message Description
90 11 0010 01 09	5317	DOE, JOHN	XXXXXXXXX	24	220	TC SUFFIX INVALID

Contact Point Total T&A's: 1 **Total Errors: 1**

Figure 26: Error Analysis by Contact Point (CULP0053) Report (with criteria)

T&A Missing Personnel Actions

The T&As Missing Personnel Actions (CULPP0099) report is displayed when you select ***T&A Missing Personnel Actions*** from the Administrative Reports menu. This report provides a list of T&As with missing personnel actions that require an action to be taken by the employee's personnel office. This must be done before the T&A can be processed. This report is updated after TIME has been executed.

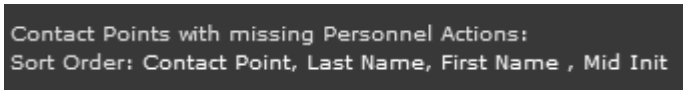


Figure 27: T&As Missing Personnel Actions (CULPP0099) Report

Complete the fields as follows:

Field	Description/Instruction
Contact Points with missing Personnel Actions:	Click this field to select the applicable contact point. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Sort Order:	Defaults to **`Contact Point, Last Name, First Name, Mid Init`**. Click this field to select the applicable sort option. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the T&As Missing Personnel Actions (CULPP0099) report, the Error Analysis for T&A Processing (CULP0099) Missing Personnel Actions report (with criteria) is displayed.

Error Analysis for T&A Processing (CULP0099)
Missing Personnel Actions
Sensitive Personnel Data -- Use is Restricted
Agency: OFFICE OF THE CHIEF FINANCIAL OFFICER
Date Prepared: 12/07/2012 For Pay Period 24 Pass No. 1

Contact Point	E/O	Name	SSNO	Org	P/P on TA	Msg #	Error Message Description
90 22 1690 40 60	5317	DOE, J	XXXXXXXXX	90 70 20 0600 20	24	187	EMPLOYEE EXCEEDED TEMPORARY PROMOTION NTE DATE

Contact Point Total T&A's: 1 **Total Errors: 1**

Figure 28: T&As Missing Personnel Actions (CULPP0099) Report (with criteria)

T&A Reject Report

The T&A Reject report is displayed when you select ***T&A Reject Report*** on the Administrative Reports menu. This report displays the number of T&As, valid T&As, rejected T&As, and the percentage of T&As that are rejected by Department, Agency, and Pay Period. Data for this report is obtained from the energy files and is updated monthly.

Figure 29: T&A Reject Report

Complete the fields as follows:

Field	Description/Instruction
Department:	Click this field to select the applicable Department to be displayed on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Agency	Defaults to **`All`**. Click this field to select the applicable Agency to be displayed on the report. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year	Defaults to **`All`**. Click this field to select the applicable year to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the T&A Reject report, the T&A Reject Report (with criteria) is displayed.

USDA OCFO National Finance Center
T&A Reject Report
YEAR 2014

Dept.	Agcy	PP	T&A'S	Valid	Reject	Percent
AG	90	01	3,308	3,133	175	5%

Figure 30: T&A Reject Report (with criteria)

T&A YTD Reject Report

The T&A Reject Year To Date report is displayed when you select ***T&A YTD Reject Report*** on the Administrative Reports menu. This report displays the number of T&As, valid T&As, rejected T&As, and the percentage of T&As that are rejected from start of the year to the pay period specified by Department, Agency, and Pay Period. Data for this report is obtained from energy files and is updated monthly.

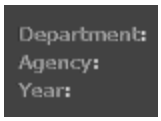


Figure 31: T&A Reject Year To Date Report

Complete the fields as follows:

Field	Description/Instruction
Department:	Click this field to select the applicable Department to be displayed on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Agency	Defaults to **`All`**. Click this field to select the applicable Agency to be displayed on the report. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year	Defaults to **`All`**. Click this field to select the applicable year to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the T&A Reject Year To Date Report, the YTD T&A Reject Report (with criteria) is displayed.

USDA OCFO National Finance Center
YTD T&A Reject Report
Through PP 22 YEAR 2013

Dept.	Agcy	PP	T&A'S	Valid	Reject	Percent
AG	90	22	1,534	1,511	23	1%

Figure 32: YTD T&A Reject Report (with criteria)

T&As Not Received by NFC

The T&As Not Received by NFC (CULP0013) report is displayed when you select ***T&As Not Received by NFC Report*** from the Administrative Reports menu. This report provides a list of T&As not received by NFC for the current pay period being processed. Agencies should run this report Tuesday, Wednesday, Thursday, and Friday mornings after all T&As have been transmitted to NFC. This report is updated after TIME has been executed.

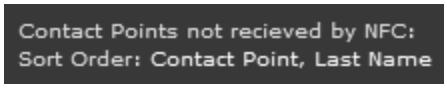


Figure 33: T&As Not Received by NFC (CULP0013) Report

Complete the fields as follows:

Field	Description/Instruction
Contact Point not received by NFC	Click this field to select the applicable contact point. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Contact Point, Last Name`**. Click this field to indicate the sort order options to be displayed on the report. You can select four levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the T&As Not Received by NFC (CULP0013) report, the T&As Not Received by NFC (CULP0013) report (with criteria) is displayed.

Active Full/Part-Time Employees - T&A's Not Received by NFC
T&A Contact Point Sequence
As Of: 12/07/12
For Pay Period 24
Sensitive Personnel Data -- Use is Restricted
Contact Point: 24 -0 100- 01 00 Employing Office: 4822

Agency	Contact Point	SSNO	Name	POI	Last Paid	PP	Gr/St	Phone #
02	24-0100-01-00	XXXXXXXXX	DOE, JOHN	4822	11/04/12	GS	13/03	:

Figure 34: T&As Not Received by NFC (CULP0013) Report (with criteria)

Telephone Download

The Telephone Data Download report is displayed when you select ***Telephone Download*** from the Administrative Reports menu. This report provides a download of all telephone data currently in the NFC database. Data for this report is obtained from the Telephone Vendors System and is updated weekly.

Figure 35: Telephone Data Download Report

Complete the fields as follows:

Field	Description/Instruction
Agency	Defaults to **`All`**. Click this field to select the applicable Agency to be displayed on the report. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Account Number	Defaults to **`All`**. Click this field to select the applicable account number to be displayed on the report. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Account Status	Defaults to **`All`**. Click this field to select the applicable account status to be displayed on the report. Valid values available are determined by selections made in previous field(s). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
T&A Contact Point	Defaults to **`All`**. Click this field to select the applicable T&A contact point to be displayed on the report. All of the T&A contact point information is displayed on the report. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
T&A Contact Name	Defaults to **`All`**. Click this field to select the applicable name of the T&A contact point. Valid values for this field are determined by the selection(s) made in the T&A Contact Point field. If the T&A Contact Point selection is changed, the selection in the field will be removed, if applicable. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
T&A Contact (City)	Defaults to **`All`**. Click this field to select the applicable city for the T&A Contact Point. Valid values for this field are determined by the selection(s) made in the T&A Contact Point field. If the T&A Contact Point selection is changed, the selection in this field will be removed, if applicable. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
T&A Contact (State)	Defaults to **`All`**. Click this field to select the applicable State for the T&A Contact Point. Valid values for this field are determined by the selection(s) made in the T&A Contact Point field. If the T&A Contact Point selection is changed, the selection in this field will be removed, if applicable. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Location	Defaults to **`All`**. Click this field to select the applicable service location for the T&A Contact Point. Valid values for this field are determined by the selection(s) made in the T&A Contact Point field. If the T&A Contact Point selection is changed, the selection in this field will be removed, if applicable. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Location (City)	Defaults to **`All`**. Click this field to select the applicable service location city for the T&A Contact Point. Valid values for this field are determined by the selection(s) made in the T&A Contact Point field. If the T&A Contact Point selection is changed, the selection in this field will be removed if

Field	Description/Instruction
	applicable. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Location (State)	Defaults to **`All`**. Click this field to select the applicable service location State for the T&A Contact Point. Valid values for this field are determined by the selection(s) made in the T&A Contact Point field. If the T&A Contact Point selection is changed, the selection in this field will be removed if applicable. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor Number	Defaults to **`All`**. Click this field to select the applicable vendor number for the T&A Contact Point. Valid values for this field are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor Name	Defaults to **`All`**. Click this field to select the applicable vendor name for the T&A Contact Point. Valid values for this field are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor (City)	Defaults to **`All`**. Click this field to select the applicable vendor city for the T&A Contact Point. Valid values for this field are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor (State)	Defaults to **`All`**. Click this field to select the applicable vendor State for the T&A Contact Point. Valid values for this field are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Type Service	Defaults to **`All`**. Click this field to select the applicable service type for the T&A Contact Point. Valid values for this field are determined by selections made in previous fields.

Field	Description/Instruction
	Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Billing Cycle	Defaults to **`All`**. Click this field to select the applicable billing cycle for the service. Valid values for this field are determined by selections made in previous fields. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Telephone Data Download report, the Telephone Data Download report (with criteria) is displayed.

Account Number	Account Status	Service Location	Service Loc Address Line1	Service Loc Address Line2	T&A Contact
XXXXXXXX	="0"	="USDA / COD"	="13800 OLD GENTILLY ROAD, BLDG. 350"	="NEW ORLEANS LA70129"	= XXXXXXXX

Figure 36: Telephone Data Download Report (with criteria)

Telephone Over the Max Limit Report

The Telephone Over the Max Limit report is displayed when you select ***Telephone Over the Max Limit Report*** on the Administrative Reports menu. This report contains data regarding telephone accounts that have exceeded their service or toll limits.

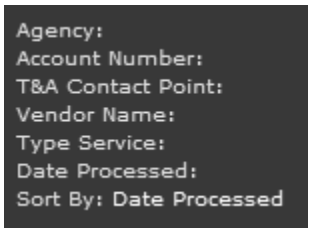


Figure 37: Telephone Over the Max Limit Report

Complete the fields as follows:

Field	Description/Instruction
Agency	Click this field to select the applicable Agency to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Account Number	Click this field to select the applicable account number to be displayed on the report. Valid values available for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
T&A Contact Point	Click this field to select the applicable T&A contact point to be displayed on the report. Valid values available for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor Name	Click this field to select the applicable vendor name to be displayed on the report. Valid values available for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Type Service	Click this field to select the applicable service type to be displayed on the report. Valid values available for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Date Processed	Click this field to select the applicable processing date. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Sort By	Defaults to **`Date Processed`**. Click this field to select the applicable sort option to be displayed on the

Field	Description/Instruction
	report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Telephone Over the Max Limit Report, the Telephone Over the Max - Limit Report (with criteria) is displayed.

USDA - National Finance Center
Telephone Over the Max - Limit Report
Agency Equal To 90

Sorted by Date Processed

Date Processed	Account Number	T&A Contact	Vendor Name	Service Location	Service Limit	Service Charge	Toll Limit
01/05/2006	XXXXXXXX	9022169007		NEW ORLEANS LA70160	10,000.00	24,287.44	0.00
06/28/2006	XXXXXXXX	9022169010		NEW ORLEANS LA70129	11,003.00	27,797.31	0.00
07/14/2006	XXXXXXXX	9022169010		NEW ORLEANS LA70129	11,003.00	15,728.71	0.00
10/13/2006	XXXXXXXX	9022169007		NEW ORLEANS LA70160	0.00	0.00	100.00
05/17/2007	XXXXXXXX	9022169050			125.00	293.15	0.00

Figure 38: Telephone Over the Max - Limit Report (with criteria)

Utilities (UTVN) Download

The Utilities (UTVN) Data Download report is displayed when you select ***Utilities (UTVN) Download*** on the Administrative Reports menu. This report contains all UTVN data currently loaded in the Reporting Center. Data for this report is obtained from UTVN and is updated nightly.

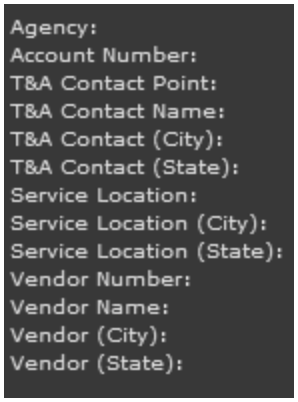


Figure 39: Utilites (UTVN) Data Download Report

Complete the fields as follows:

Field	Description/Instruction
Agency	Click this field to select the applicable Agency to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Account Number	Click this field to select the applicable account number to be displayed on the report. Valid values for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
T&A Contact Point	Click this field to select the applicable T&A Contact Point to be displayed on the report. Valid values for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
T&A Contact Name	Click this field to select the applicable T&A Contact Name to be displayed on the report. Valid values for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
T&A Contact (City)	Click this field to select the applicable city to be displayed on the report. Valid values for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
T&A Contact (State)	Click this field to select the applicable State to be displayed on the report. Valid values for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Location	Defaults to **`All`**. Click this field to select the applicable service location for the T&A Contact Point. Valid values for this field are determined by the selection(s) made in the T&A Contact Point field. If the T&A Contact Point selection is changed, the selection in this field will be removed, if applicable. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Location (City)	Defaults to **`All`**. Click this field to select the applicable service location city for the T&A Contact Point. Valid values for this field are determined by the selection(s) made in the T&A Contact Point field. If the T&A Contact Point selection is changed, the selection in this field will be removed, if applicable. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Service Location (State)	Defaults to **`All`**. Click this field to select the applicable service location State for the T&A Contact Point. Valid values for this field are determined by the selection(s) made in the T&A Contact Point field. If the T&A Contact Point selection is changed, the selection in this field will be removed, if applicable. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor Number	Click this field to select the applicable vendor number to be displayed on the report. Valid values for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor Name	Click this field to select the applicable vendor name (utility company) to be displayed on the report. Valid values for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Vendor (City)	Click this field to select the applicable city for the vendor to be displayed on the report. Valid values for this field are determined by the selection made in the Vendor Name field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Vendor (State)	Click this field to select the applicable State for the vendor to be displayed on the report. Valid values for this field are determined by the selection made in the Vendor Name field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Utilities (UTVN) Data Download report, the Utilities (UTVN) Data Download report (with criteria) is displayed.

Account Number	Accounting Station	Organization Structure Code	Service Loc Name	Service Loc Address	Service Loc City St Zip	T&A Contact	T&A Contact Name
XXXXXXXXX	0	AG90	USDA-NFC SHREVEPC	1701 OLD MINDEN RD., SUI	BOSSIER CITY LA71111	9022169007	USDA-NFC FACIL & LO
XXXXXXXXX	0	AG90	USDA-NFC SHREVEPC	1701 OLD MINDEN RD, SUI	BOSSIER CITY LA71111	9022169007	USDA-NFC FACIL & LO
XXXXXXXXX	0	AG90	USDA NFC	13800 OLD GENTILLY ROA	NEW ORLEANS LA70129	9022169007	USDA-NFC FACIL & LO

Figure 40: Utilites (UTVN) Data Download Report (with criteria)

W-2 Processing Metrics

The W-2 Processing Metrics report is displayed when you select ***W-2 Processing Metrics*** on the Administrative Reports menu. This report displays the number of Wage and Tax Statements (W-2) processed by Department and Agency. Data for this report is obtained from NFC's energy database and is updated monthly.

Figure 41: W-2 Processing Metrics Report

Complete the fields as follows:

Field	Description/Instruction
Department	Click this field to select the applicable Department to be displayed on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Agency	Defaults to **`All`**. Click this field to select the applicable Agency to be displayed on the report. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year	Defaults to **`All`**. Click this field to select the applicable year to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the W-2 Processing Metrics report, the W-2 Processing Metrics report (with criteria) is displayed.

USDA OCFO National Finance Center
W-2 Processing Metrics
YEAR 2013

Department		Agency		W2 Count
AG	U.S. DEPARTMENT OF AGRICULTURE	90	OFFICE OF THE CHIEF FINANCIAL OFFICER	1,445

Figure 42: W-2 Processing Metrics Report (with criteria)

Financial Reports

This report category contains various reports that reflect financial data.

This section includes the following topics:

1095-C Statement.....73
FSDW Abnormal Balance by Fund.....77
FSDW Abnormal Balance by Treas Sym.....79
FSDW Adjustments Report.....81
FSDW BR and SF 113 Comparison.....83
FSDW Consolidated Financial Statements.....85
FSDW Consolidating Financial Statements.....89
FSDW Crosswalk Trial Balance.....91
FSDW Eliminations Report.....93
FSDW FMS 2108.....95
FSDW Financial Statement Consistency Report.....97
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FSDW SF 133.....103
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Payroll Listing for W-2 Research.....109
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SF 2812 Reports.....113
SF 224 Abstract of Trans (SCAP5D).....115
Statement of Earnings and Leave.....117
W2 Wage and Tax Statement.....119

1095-C Statement

The Employer-Provided Health Insurance Offer and Coverage report is displayed when you select ***1095-C Statement*** on the Financial Reports menu. This report includes information about the health insurance coverage offered by an employer. Running this report allows personnel offices to print a 1095-C for a selected year.

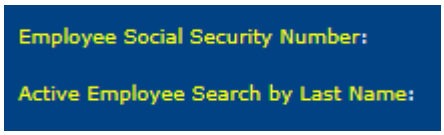


Figure 43: 1095-C Statements Report

After completing the Employee Social Security Number field, the Employer-Provided Health Insurance Offer and Coverage report (with the Year field) is displayed.

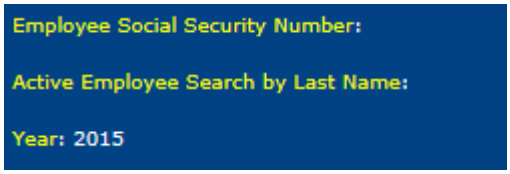


Figure 44: 1095-C Statements Report (with Year field)

Complete the fields as follows:

Field	Description/Instruction
Employee Social Security Number	Click this field to type the employee's SSN. After typing the SSN, click **Done**.
Active Employee Search by Last Name	Click this field to type the employee's last name. After typing the last name, click **Done**. After clicking **Done**, the Year field is displayed.
Year	Generated after clicking **Done** on the Employee Social Security Number field or the Active Employee Search by Last Name field. Click this field to select the applicable year for the Employer-Provided Health Insurance Offer and Coverage to be displayed.

After running the Employer-Provided Health Insurance Offer and Coverage report, the employee's Employer-Provided Health Insurance Offer and Coverage (with criteria) is displayed.

Form **1095-C** Department of the Treasury Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage

▶ Information about Form 1095-C and its separate instructions is at *www.irs.gov/form1095c*

☐ VOID ☐ CORRECTED

600116

OMB No. 1545-2251

2015

Part I Employee

1 Name of employee	2 Social security number (SSN)
DOE, JOHN	XXX-XX-XXXX

3 Street address (including apartment no.)		
4 City or town	5 State or province	6 Country and ZIP or foreign postal code

Applicable Large Employer Member (Employer)

7 Name of employer	8 Employer identification number (EIN)
U.S. Department of Agriculture	XX-XXXXXXX
9 Street address (including room or suite no.)	10 Contact telephone number
1400 Independence Ave SW	(XXX) XXX-XXXX
11 City or town: Washington	12 State or province: DC	13 Country and ZIP or foreign postal code: 20250

Part II Employee Offer and Coverage

Plan Start Month (Enter 2-digit number):

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

Part III Covered Individuals

If Employer provided self-insured coverage, check the box and enter the information for each covered individual. ☐

	(a) Name of covered individual(s)	(b) SSN	(c) DOB (If SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
18				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
19				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
21				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
22				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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

Figure 45: Employer-Provided Health Insurance Offer and Coverage (with criteria)

FSDW Abnormal Balance by Fund

The FSDW Abnormal Balance by Fund report is displayed when you select ***FSDW Abnormal Balance by Fund*** on the Financial Reports menu. This report contains data from FFIS/FMMI.

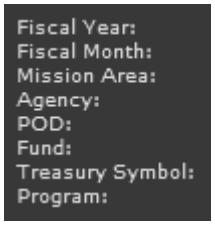


Figure 46: FSDW Abnormal Balance by Fund Report

Complete the fields as follows:

Field	Description/Instruction
Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable procurement organization (POD) to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Program	Click this field to indicate the program code for the treasury symbol

Field	Description/Instruction
	selected. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the FSDW Abnormal Balance by Fund report, the FSDW Abnormal Balance Report (with fund criteria) is displayed.

Department of Agriculture
Abnormal Balance Report
Period Ending October 31, 2011

GL Account	Beg. BFY	End BFY	Fund Code	Normal Balance	Actual Balance	Amount
XXXXXXXX	12	13		Debit	Credit	
XXXXXXXX	12	XX		Debit	Credit	
XXXXXXXX	12	XX		Debit	Credit	
	12	13		Debit	Credit	
XXXXXXXX	12	XX		Debit	Credit	
XXXXXXXX	12	13		Debit	Credit	
XXXXXXXX	12	13		Debit	Credit	
	12	12		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	
XXXXXXXX	12	XX		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	
	12	12		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	
XXXXXXXX	12	12		Debit	Credit	

Figure 47: FSDW Abnormal Balance Report (with fund criteria)

FSDW Abnormal Balance by Treas Sym

The FSDW Abnormal Balance by Treas Sym report is displayed when you select ***FSDW Abnormal Balance by Treas Sym*** on the Financial Reports menu. This report contains data from FFIS/FMMI.

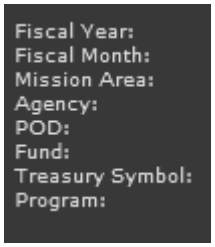


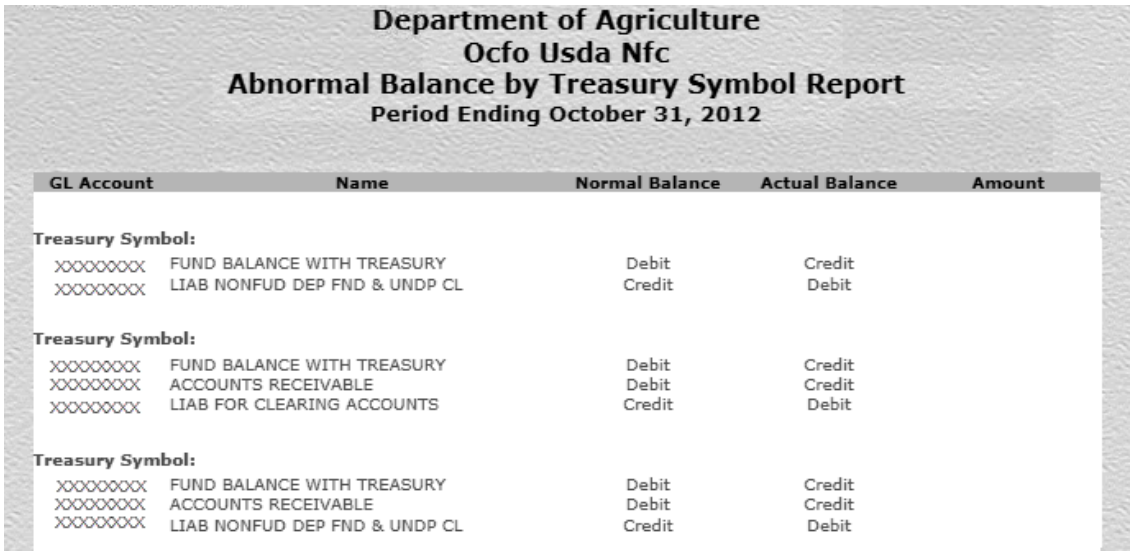
Figure 48: FSDW Abnormal Balance by Treas Sym Report

Complete the fields as follows:

Field	Description/Instruction
Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Program	Click this field to indicate the program code for the treasury symbol selected. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the FSDW Abnormal Balance by Treas Sym report, the Abnormal Balance by Treasury Symbol report (with criteria) is displayed.



Department of Agriculture
Ocfo Usda Nfc
Abnormal Balance by Treasury Symbol Report
Period Ending October 31, 2012

GL Account	Name	Normal Balance	Actual Balance	Amount
Treasury Symbol:				
XXXXXXXX	FUND BALANCE WITH TREASURY	Debit	Credit	
XXXXXXXX	LIAB NONFUD DEP FND & UNDP CL	Credit	Debit	
Treasury Symbol:				
XXXXXXXX	FUND BALANCE WITH TREASURY	Debit	Credit	
XXXXXXXX	ACCOUNTS RECEIVABLE	Debit	Credit	
XXXXXXXX	LIAB FOR CLEARING ACCOUNTS	Credit	Debit	
Treasury Symbol:				
XXXXXXXX	FUND BALANCE WITH TREASURY	Debit	Credit	
XXXXXXXX	ACCOUNTS RECEIVABLE	Debit	Credit	
XXXXXXXX	LIAB NONFUD DEP FND & UNDP CL	Credit	Debit	

Figure 49: Abnormal Balance by Treasury Symbol Report (with criteria)

FSDW Adjustments Report

The FSDW Adjustments Report is displayed when you select ***FSDW Adjustments*** on the Financial Reports menu. This report contains data from FFIS/FMMI.

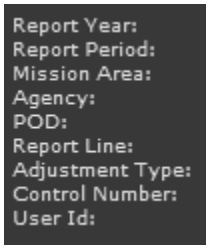


Figure 50: FSDW Adjustments Report

Complete the fields as follows:

Field	Description/Instruction
Report Year	Click this field to indicate the year to be displayed on the report. The two-position year is displayed in this field. The four-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Line	Click this field to indicate the report line to be displayed on the report.
Adjustment Type	Click this field to indicate the adjustment entry type(s) to be displayed on the field if applicable.
Control Number	Click this field to indicate the control number to be displayed on the report if applicable.
User ID	Click this field to indicate the user ID to be displayed on the report if applicable.

After running the FSDW Adjustments report, the Adjustments report (with criteria) is displayed.

Department of Agriculture
Adjustments Report
Period Ending October 31, 20012

USDA Line Number	Type of Adjustment	Control Number	User Id	Increase	Decrease
SF _04	AA	XXXXXXXXXXXX	XXXXXX		0.00
SF _04	AA	XXXXXXXXXXXX	XXXXXX		0.00
SF _04	AA	XXXXXXXXXXXX	XXXXXX		0.00
SF _04	AA	XXXXXXXXXXXX	XXXXXX		0.00
SF _04	AA	XXXXXXXXXXXX	XXXXXX		0.00
SF _04	AA	XXXXXXXXXXXX	XXXXXX		0.00
SF _04	AA	XXXXXXXXXXXX	XXXXXX		0.00
			USDA Line Number Total:		**0.00**
			Department Total:		**0.00**

For Official Use Only

Figure 51: Adjustments Report (with criteria)

FSDW BR and SF 113 Comparison

The FSDW BR and SF 133 Comparison report is displayed when you select ***FSDW BR and SF 133 Comparison*** on the Financial Reports menu. The report identifies differences between the Statement of Budgetary Resources (BR) and the Standard Form (SF) 133, Report on Budget Execution and Budgetary Resources. This report contains financial data from the FFIS/FMMI Consolidated Financial Statements Data Warehouse.

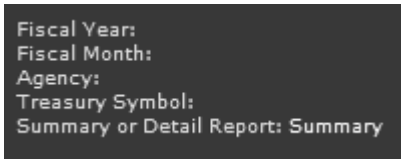


Figure 52: FSDW BR & SF133 Comparison Report

Complete the fields as follows:

Field	Description/Instruction
Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Summary or Detail report	Defaults to **`Summary`**. Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are Summary (one report) and **`Detail`** (separate reports). After making your selection, click **Done** or **Cancel** as applicable.

After running the FSDW BR and SF 133 Comparison report, the Report on Differences between Statement of Budgetary Resources and SF 133 (with criteria) is displayed.

United States Department of Agriculture
Report on Differences between Statement of Budgetary Resources and SF 133
For the Period Ending October 31, 2012

Agency: All
Treasury Symbol: All

Line Number	Statement of Budegtary Resources	SF133	Difference
Budgetary Resources:			
XXXX Unobligated balance, brought forward, October:			
XXXX Adjustment to unobligated balance brought forward, October 1			
XXXX Unobligated balance brought forward, October 1, as adjusted			
XXXX Recoveries of prior year unpaid obligations			
XXXX Other changes in unobligated balance			
XXXX Unobligated balance from prior year budget authority, net			
XXXX Appropriations (discretionary and mandatory)			
XXXX Borrowing authority (discretionary and mandatory)			
XXXX Contract authority (discretionary and mandatory)			
XXXX Spending authority from offsetting collections			
XXXX Total budgetary resources			
Status of Budgetary Resources:			
XXXX Obligations Incurred			
XXXX Apportioned			
XXXX Exempt from apportionment			

Figure 53: Report on Differences between Statement of Budgetary Resources and SF 133 (with criteria)

FSDW Consolidated Financial Statements

The FSDW Consolidated Financial Statements report is displayed when you select ***FSDW Consolidated Financial Statements*** on the Financial Reports menu. This report contains data from FFIS/FMMI.

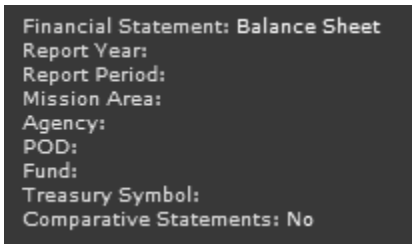


Figure 54: FSDW Consolidated Financial Statements Report

Complete the fields as follows:

Field	Description/Instruction
Financial Statement	Defaults to **`Balance Sheet`**. Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **`Balance Sheet`**, **`Statement of Budgetary Resources`**, **`Statement of Net Cost`**, **`Statement of Changes in Net Position`**, and **`Reconciliation of Budgetary Resources Obligated to Net Cost of Operations`**. After making your selection, click **Done** or **Reset** as applicable.
Report Year	Click this field to indicate the year to be displayed on the report. The two-position year is displayed in this field. The four-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Comparative Statements	Defaults to **No**. Click this field to indicate whether or not you want a report comparing to two report years and two fiscal years. Valid values are **No** and **Yes**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the FSDW Consolidated Financial Statements report, the Consolidated Balance Sheet report (with criteria) is displayed.

Consolidated Balance Sheet
Period Ending October 31, 2012
(in millions)

	Amount
Assets:	
Intragovernmental:	
1. Fund Balance with Treasury	
2. Investments	
3. Accounts Receivable, Net	
4. Loans Receivable	
5. Other	
6. Total Intragovernmental	
7. Cash and Other Monetary Assets	
8. Investments	
9. Accounts Receivable, Net	
10. Taxes Receivable, Net	
11. Direct Loan and Loan Guarantees, Net	
12. Inventory and Related Property, Net	
13. General Property, Plant, and Equipment, Net	
14. Other	
15. Total Assets	
Stewardship PP&E	
Liabilities:	
Intragovernmental:	
16. Accounts Payable	
17. Debt	
18. Other	
19. Total Intragovernmental	

Figure 55: Consolidated Balance Sheet Report (with criteria)

FSDW Consolidating Financial Statements

The Consolidating Financial Statements report is displayed when you select ***FSDW Consolidating Financial Statements*** on the Financial Reports menu. This report contains consolidating balance sheet which reflects financial data from the FFIS/FMMI Consolidated Financial Statements Data Warehouse. Data for this report is obtained from the FFIS/FMMI Consolidated Financial Statements Data Warehouse.

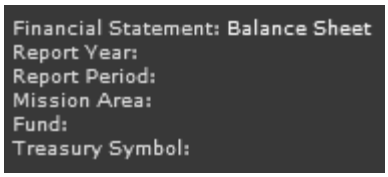


Figure 56: FSDW Consolidating Financial Statements Report

Complete the fields as follows:

Field	Description/Instruction
Financial Statement	Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **Balance Sheet**, **Statement of Budgetary Resources**, **Statement of Net Cost**, **Statement of Changes in Net Position**, and **Reconciliation of Budgetary Resources Obligated to Net Cost of Operations**. This field defaults to **Balance Sheet**. After making your selection, click **Done** or **Reset** as applicable.
Report Year	Click this field to indicate the year to be displayed on the report. The two-position year is displayed in this field. The four-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the FSDW Consolidating Financial Statements report, the Consolidating Balance Sheet report (with criteria) is displayed.

Consolidating Balance Sheet
Period Ending October 31, 2012

04	07	08	10
3,502,202,120.94	18,361,337,685.93	7,597,492,088.87	349,771,215.60
0.00	0.00	0.00	0.00
699,435,751.50	35,556,028.13	252.37	7,461,173.67
0.00	0.00	0.00	0.00
0.00	0.00	0.00	448,771,840.19
4,201,637,872.44	18,396,893,714.06	7,597,492,341.24	806,004,229.46
0.00	0.00	391,636,324.75	0.00
0.00	0.00	0.00	0.00
2,393,712,492.27	130,775.18	5,234,112,239.92	1,647,983.40
0.00	0.00	0.00	0.00
5,051,372,733.29	83,717,279,201.41	0.00	0.00
20,348,817.03	0.00	0.00	0.00
28,596,797.36	49,303,681.58	48,270,025.25	150,988.76
115,560,923.89	36,716,636.86	0.00	4,860,444.81
11,811,229,636.28	102,200,324,009.09	13,271,510,931.16	812,663,646.43
93,558,119.47	3,319,968.98	672.08	1,772,462.17
9,473,173,961.94	84,148,961,470.10	0.00	0.00
4,257,646,615.15	7,955,589,927.53	667,566.51	6,755,495.64

Figure 57: Consolidating Balance Sheet Report (with criteria)

FSDW Crosswalk Trial Balance

The Crosswalk Trial Balance Reports is displayed when you select ***FSDW Crosswalk Trial Balance*** on the Financial Reports menu. This report contains data from FFIS/FMMI.

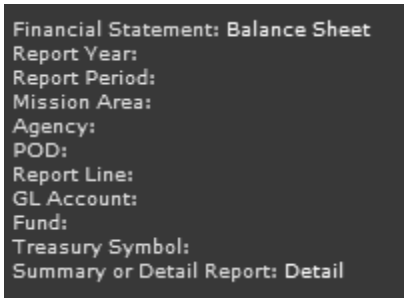


Figure 58: FSDW Crosswalk Trial Balance Report

Complete the fields as follows:

Field	Description/Instruction
Financial Statement	Defaults to **`Balance Sheet`**. Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **`Balance Sheet`**, **`Statement of Budgetary Resources`**, **`Statement of Net Cost`**, and **`Statement of Changes in Net Position`**. After making your selection, click **Done** or **Reset** as applicable.
Report Year	Click this field to indicate the year to be displayed on the report. The two-position year is displayed in this field. The four-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Line	Click this field to indicate the report line to be displayed on the report.

Field	Description/Instruction
GL Account	Click this field to indicate the general account ledger code to be displayed on the report. Both the code and the literal are displayed in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Summary or Detail Report	Defaults to **`Summary`**. Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are **`Summary`** (one report) and **`Detail`** (separate reports). After making your selection, click **Done** or **Cancel** as applicable.

After running the Crosswalk Trial Balance Reports, the Balance Sheet Crosswalk Trial Balance report (with criteria) is displayed.

Department of Agriculture
Balance Sheet
Crosswalk Trial Balance
Period Ending October 31, 2012
Report Line = 01

USDA Line Number	GL Account Title	Account Number	Accounting Period	Fund Category	Vendor Type	Amount
Fund:						
01	FUND BALANCE WITH TREASURY		1300	H	C	
01	FUND BALANCE WITH TREASURY		1300	H	E	
01	FUND BALANCE WITH TREASURY		1300	H	G	
01	FUND BALANCE WITH TREASURY		1300	H	J	
01	FUND BALANCE WITH TREASURY		1300	H	L	
01	FUND BALANCE WITH TREASURY		1300	H	N	
01	FUND BALANCE WITH TREASURY		1300	H	R	
01	FUND BALANCE WITH TREASURY		1300	H	V	
01	FUND BALANCE WITH TREASURY		1300	H	W	
				Fund Total:		
Fund:						
01	FUND BALANCE WITH TREASURY		1300	G	C	
01	FUND BALANCE WITH TREASURY		1300	G	J	
01	FUND BALANCE WITH TREASURY		1300	G	K	
01	FUND BALANCE WITH TREASURY		1300	G	L	
01	FUND BALANCE WITH TREASURY		1300	G	N	
01	FUND BALANCE WITH TREASURY		1300	G	V	
01	FUND BALANCE WITH TREASURY		1300	G	W	
				Fund Total:		

Figure 59: Balance Sheet Crosswalk Trial Balance Report (with criteria)

FSDW Eliminations Report

The Eliminations Report is displayed when you select ***FSDW Eliminations Report*** on the Financial Reports menu. This report contains data from FFIS/FMMI.

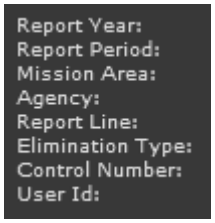
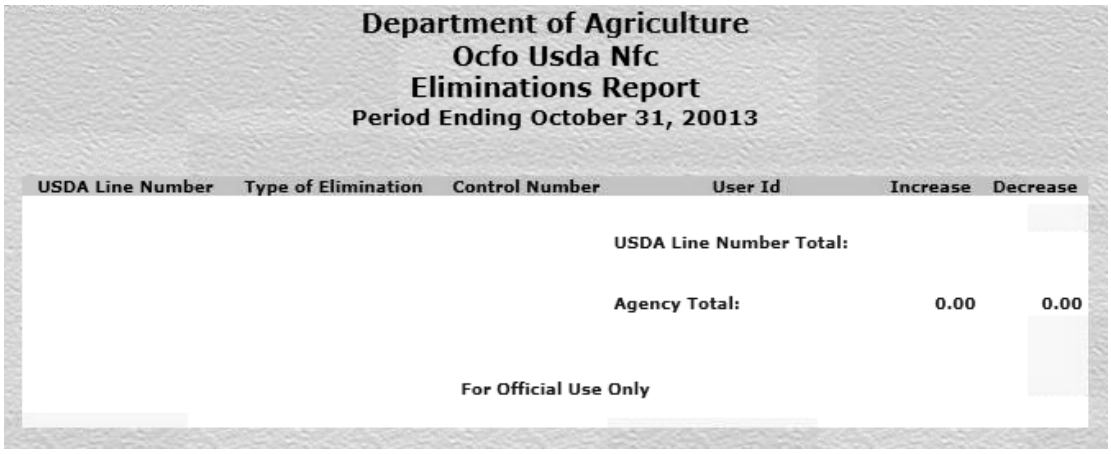


Figure 60: FSDW Eliminations Report

Complete the fields as follows:

Field	Description/Instruction
Report Year	Click this field to indicate the year to be displayed on the report. The two-position year is displayed in this field. The four-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
Report Line	Click this field to indicate the report line to be displayed on the report.
Elimination Type	Click this field to indicate the elimination entry type(s) to be displayed on the report if applicable.
Control Number	Click this field to indicate the control number to be displayed on the report if applicable.
User ID	Click this field to indicate the user ID to be displayed on the report if applicable.

After running the Eliminations Report, the Eliminations Report (with criteria) is displayed.



Department of Agriculture
Ocfo Usda Nfc
Eliminations Report
Period Ending October 31, 20013

USDA Line Number	Type of Elimination	Control Number	User Id	Increase	Decrease
			USDA Line Number Total:		
			Agency Total:	0.00	0.00

For Official Use Only

Figure 61: Eliminations Report (with criteria)

FSDW FMS 2108

The FMS 2108 Year-End Closing Statement report is displayed when you select ***FSDW FMS 2108*** on the Financial Reports menu. This report contains financial data from FFIS/FMMI and is updated monthly.

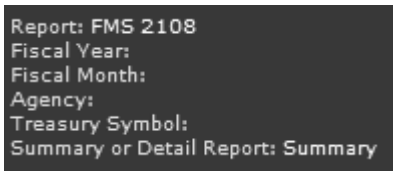


Figure 62: FSDW FMS 2108 Report

Complete the fields as follows:

Field	Description/Instruction
Report	Defaults to **`FMS 2108`**. Click this field to indicate which version of the FMS 2108 to to be displayed on the report. Valid values are **`FMS 2108`**, **`FMS 2108 Definite Borrowing Authority`**, and **`FMS 2108 Indefinite Borrowing Authority`**. After making your selection, click **Done** or **Reset** as applicable.
Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Summary or Detail Report	Defaults to **`Summary`**. Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are **`Summary`** (one report) and **`Detail`** (separate reports). After making your selection, click **Done** or **Cancel** as applicable.

After running the FMS 2108 Year-End Closing Statement report, the Federal Agencies Centralized Trial Balance System II FMS 2108 Year-End Closing Statement for the Period Ending XX report (with criteria) is displayed.

United States Department of Agriculture
Federal Agencies Centralized Trial Balance System II
FMS 2108 Year-End Closing Statement
For the Period Ending October 31, 2012

Agency: All
Treasury Symbol: All

Description	Total
2. Preclosing Unexpended Balance	
3. Increases and Rescissions	
4. Unobligated and Obligated Balance Withdrawn/Canceled	
5. Postclosing Unexpended Balance	
6. Other Authorizations	
7. Reimbursements Earned and Refunds	
8. Unfilled Customer Orders	
9. Undelivered Orders and Contracts	
10. Accounts Payable and Other Liabilities	
11. Unobligated Balance	

Figure 63: Federal Agencies Centralized Trial Balance System II FMS 2108 Year-End Closing Statement for the Period Ending XX report (with criteria)

FSDW Financial Statement Consistency Report

The Financial Statement Consistency Report is displayed when you select ***FSDW Financial Stmt Consistency*** on the Financial Reports menu. This report contains data from FFIS/FMMI.

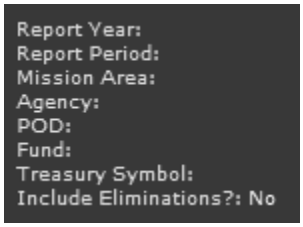


Figure 64: FSDW Financial Stmt Consistency Report

Complete the fields as follows:

Field	Description/Instruction
Report Year	Click this field to indicate the year to be displayed on the report. The two-position year is displayed in this field. The four-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Include Eliminations?	Defaults to **No**. Click this field to indicate whether or not to include eliminations on the report. Valid values are **Yes** and **No**.

Field	Description/Instruction
	After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Financial Statement Consistency Report, the Financial Statement Consistency report (with criteria) is displayed.

Department of Agriculture
Financial Statement Consistency Report
Period Ending October 31, 2012

		Balance Sheet	Net Cost		Stmt. of Changes in Net Position	Reconciliation of Net Cost of Operations to Budget	Budgetary Resources		Difference
Net Position	@	Line 31		@	Line 27 Col 4			@	
Unexp Approp	!	Line 29A + 29B		!	Line 26 Col 4			!	
Cumm Results	=	Line 30A + 30B		=	Line 17 Col 4			=	
Assets	#	Line 15						#	
Liabilities and Net Position	#	Line 32							
Net Cost	^-		Line 5c	^	Line 15 Col 4	^ Line 30		^	NC<>NP
								^	NC<>SOF
Ending Net Position Cumm Results (Col I)				%	Line 17 Col 4			%	
Beginning net Position Cumm Results (Col I)				%	Line 3 Col 4				
Ending Net Position Unexp Appro (Col II)				%%	Line 26 Col 4			%%	
Beginning net Position Unexp Appro (Col II)				%%	Line 20 Col 4				
Appropriations Used				!!					

Figure 65: Financial Statement Consistency Report (with criteria)

FSDW GL Account Trial Balance

The GL Account Trial Balance Report is displayed when you select ***FSDW GL Account Trial Balance*** on the Financial Reports menu. This report contains general ledger (GL) data from the FFIS/FMMI database.

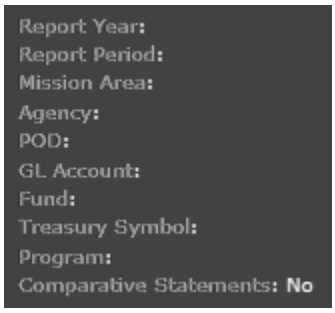


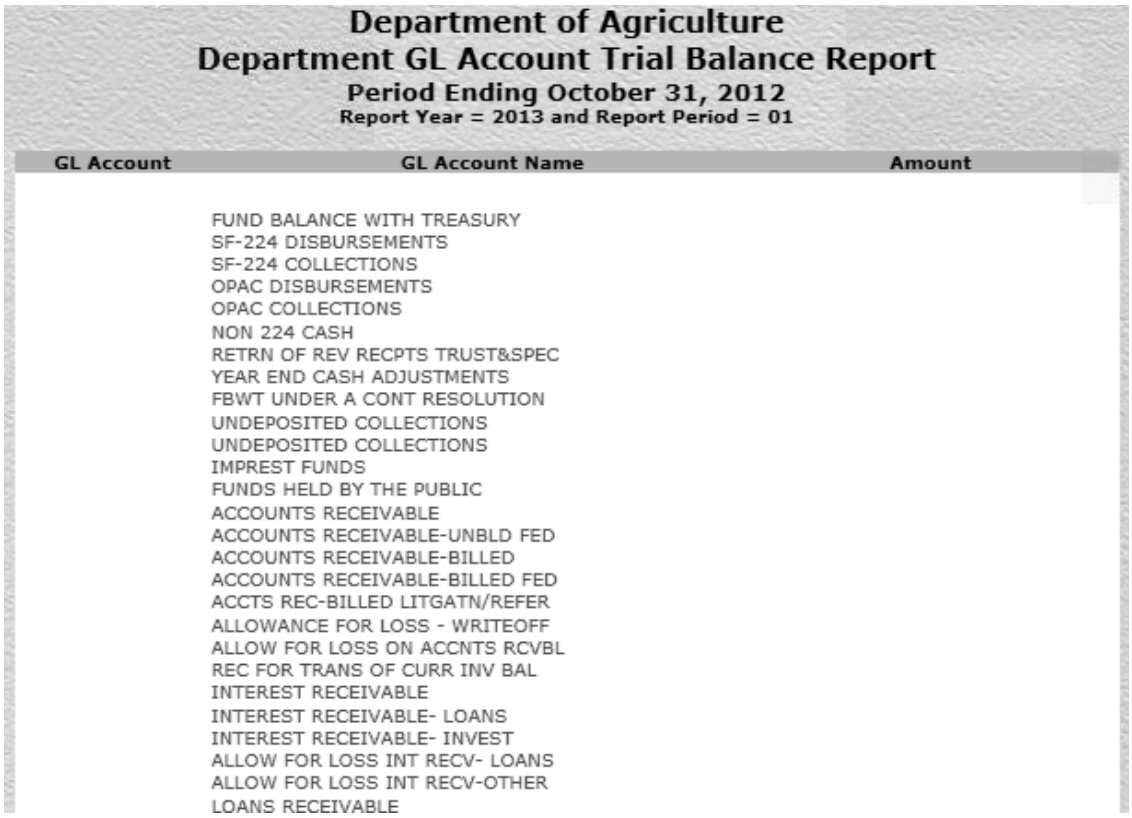
Figure 66: FSDW GL Account Trial Balance Report

Complete the fields as follows:

Field	Description/Instruction
Report Year	Click this field to indicate the year to be displayed on the report. The two-position year is displayed in this field. The four-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
GL Account	Click this field to indicate the general account ledger code to be displayed on the report. Both the code and the literal are displayed in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making

Field	Description/Instruction
	your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Program	Click this field to indicate the program code for the treasury symbol selected. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Comparative Statements	Click this field to indicate whether or not you want a report comparing to two report years and two fiscal years. Valid values are **No** and **Yes**. This field defaults to **No**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the FSDW GL Account Trial Balance report, the FSDW GL Account Trial Balance report (with criteria) is displayed.


Department of Agriculture
Department GL Account Trial Balance Report
Period Ending October 31, 2012
Report Year = 2013 and Report Period = 01

GL Account	GL Account Name	Amount
	FUND BALANCE WITH TREASURY	
	SF-224 DISBURSEMENTS	
	SF-224 COLLECTIONS	
	OPAC DISBURSEMENTS	
	OPAC COLLECTIONS	
	NON 224 CASH	
	RETRN OF REV RECPTS TRUST&SPEC	
	YEAR END CASH ADJUSTMENTS	
	FBWT UNDER A CONT RESOLUTION	
	UNDEPOSITED COLLECTIONS	
	UNDEPOSITED COLLECTIONS	
	IMPREST FUNDS	
	FUNDS HELD BY THE PUBLIC	
	ACCOUNTS RECEIVABLE	
	ACCOUNTS RECEIVABLE-UNBLD FED	
	ACCOUNTS RECEIVABLE-BILLED	
	ACCOUNTS RECEIVABLE-BILLED FED	
	ACCTS REC-BILLED LITGATN/REFER	
	ALLOWANCE FOR LOSS - WRITEOFF	
	ALLOW FOR LOSS ON ACCNTS RCVBL	
	REC FOR TRANS OF CURR INV BAL	
	INTEREST RECEIVABLE	
	INTEREST RECEIVABLE- LOANS	
	INTEREST RECEIVABLE- INVEST	
	ALLOW FOR LOSS INT RECV- LOANS	
	ALLOW FOR LOSS INT RECV-OTHER	
	LOANS RECEIVABLE	

Figure 67: Department GL Account Trial Balance Report (with criteria)

FSDW Preliminary Financial Statements

The Preliminary Financial Statements report is displayed when you select ***FSDW Preliminary Financial Statements*** on the Financial Reports menu. This report contains data from the FFIS/FMMI database.

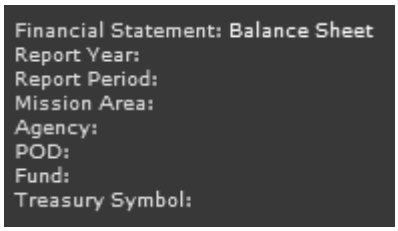


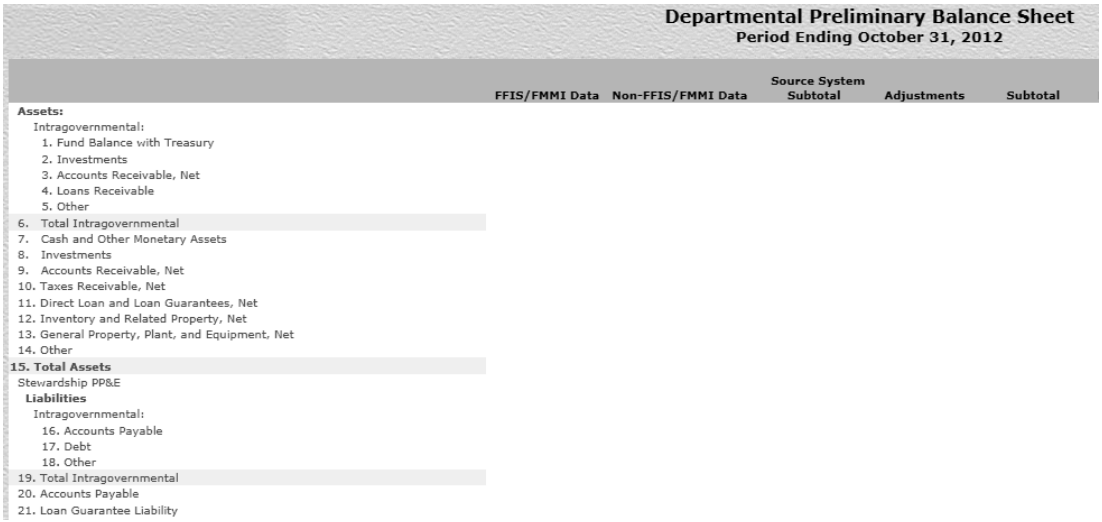
Figure 68: FSDW Preliminary Financial Statements Report

Complete the fields as follows:

Field	Description/Instruction
Financial Statement	Defaults to **`Balance Sheet`**. Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **`Balance Sheet`**, **`Statement of Budgetary Resources`**, **`Statement of Net Cost`**, **`Statement of Changes in Net Position`**, and **`Reconciliation of Budgetary Resources Obligated to Net Cost of Operations`**. After making your selection, click **Done** or **Reset** as applicable.
Report Year	Click this field to indicate the year to be displayed on the report. The two-position year is displayed in this field. The four-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After

Field	Description/Instruction
	making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Preliminary Financial Statements report, the Departmental Preliminary Balance Sheet report (with criteria) is displayed.



Departmental Preliminary Balance Sheet
Period Ending October 31, 2012

	FFIS/FMMI Data	Non-FFIS/FMMI Data	Source System Subtotal	Adjustments	Subtotal
Assets:					
Intragovernmental:					
1. Fund Balance with Treasury					
2. Investments					
3. Accounts Receivable, Net					
4. Loans Receivable					
5. Other					
6. Total Intragovernmental					
7. Cash and Other Monetary Assets					
8. Investments					
9. Accounts Receivable, Net					
10. Taxes Receivable, Net					
11. Direct Loan and Loan Guarantees, Net					
12. Inventory and Related Property, Net					
13. General Property, Plant, and Equipment, Net					
14. Other					
15. Total Assets					
Stewardship PP&E					
Liabilities					
Intragovernmental:					
16. Accounts Payable					
17. Debt					
18. Other					
19. Total Intragovernmental					
20. Accounts Payable					
21. Loan Guarantee Liability					

Figure 69: Departmental Preliminary Balance Sheet Report (with criteria)

FSDW SF 133

The SF-133 Report on Budget Execution is displayed when you select ***FSDW SF 133*** on the Financial Reports menu. This report contains financial data from FFIS/FMMI and is updated monthly.

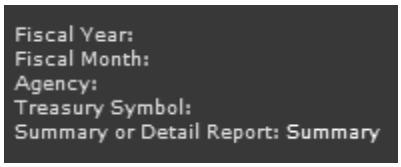


Figure 70: SF-133 Report on Budget Execution

Complete the fields as follows:

Field	Description/Instruction
Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Summary or Detail Report	Defaults to **`Summary`**. Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are **`Summary`** (one report) and **`Detail`** (separate reports). After making your selection, click **Done** or **Cancel** as applicable.

After running the SF-133 Report on Budget Execution, the Federal Agencies Centralized Trial Balance System II SF 133 Report on Budget Execution and Budgetary Resources (with criteria) is displayed.

Federal Agencies Centralized Trial Balance System II
SF 133 Report on Budget Execution and Budgetary Resources
For the Period Ending October 31, 2012

Agency:
Treasury Symbol: All

Description	Total
Schedule of Budgetary Resources	
Unobligated Balance:	
1000 Unobligated balance brought forward, October 1	252,755,415.28
Nonexpenditure transfers:	
1010 Unobligated balance transferred to other accounts (-)	0.00
1011 Unobligated balance transferred from other accounts	0.00
1012 Unobligated balance transfers between expired and unexpired accounts	0.00
1013 Unexpired unobligated balance of contract authority to or from other accounts (net) (+ or -)	0.00
Adjustments:	
1020 Adjustment of unobligated balance brought forward, October 1 (+ or -)	0.00
1021 Recoveries of prior unpaid obligations	12,104,988.68
1022 Capital transfer of unobligated balances to general fund (-)	0.00
1023 Unobligated balance applied to repay debt (-)	0.00
1024 Unobligated balance of borrowing authority withdrawn (-)	0.00
1025 Unobligated balance of contract authority withdrawn (-)	0.00
1026 Adjustment for change in allocation of trust fund limitiation or foreign exhange valuation	0.00
1029 Other balances withdrawn (-)	-6,360,787.19
1031 Refunds and recoveries temporarily precluded from obligation (special and trust funds)(-)	0.00
Anticipated transfers and adjustments:	

Figure 71: Federal Agencies Centralized Trial Balance System II SF 133 Report on Budget Execution and Budgetary Resources (with criteria)

FSDW Trial Balance

The Trial Balance Report is displayed when you select ***FSDW Trial Balance*** on the Financial Reports menu. This report contains data from the FFIS/FMMI database.

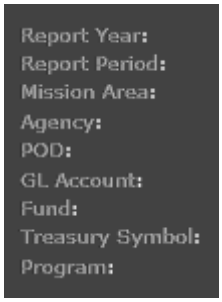


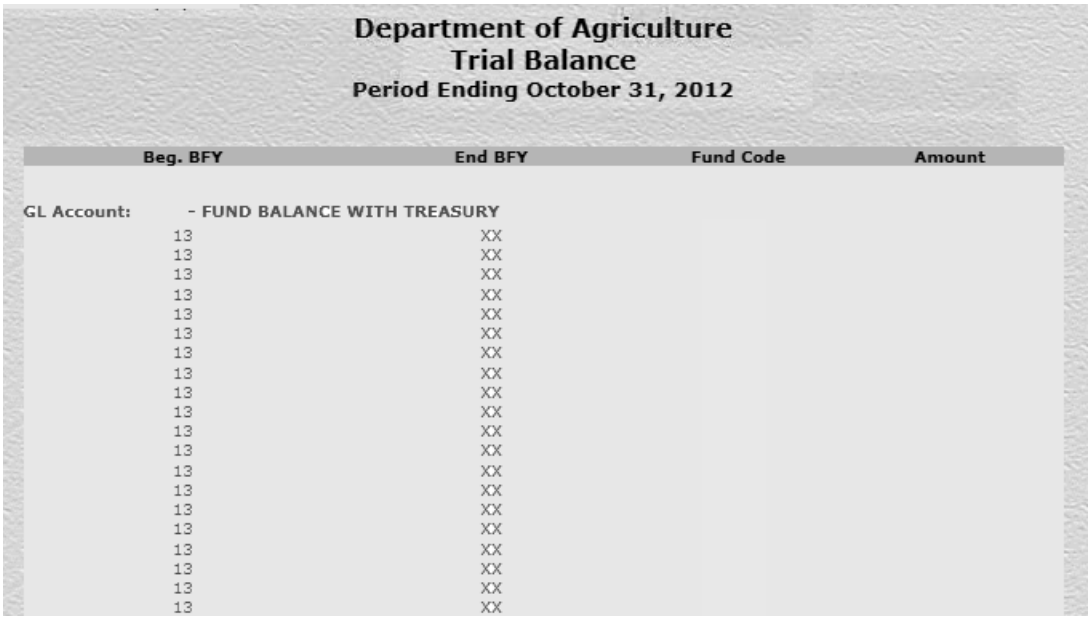
Figure 72: FSDW Trial Balance Report

Complete the fields as follows:

Field	Description/Instruction
Report Year	Click this field to indicate the year to be displayed on the report. The two-position year is displayed in this field. The four-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
GL Account	Click this field to indicate the general account ledger code to be displayed on the report. Both the code and the literal are displayed in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Program	Click this field to indicate the program code for the treasury symbol selected. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Trial Balance Report, the Trial Balance report (with criteria) is displayed.



Department of Agriculture
Trial Balance
Period Ending October 31, 2012

Beg. BFY	End BFY	Fund Code	Amount
GL Account: - FUND BALANCE WITH TREASURY			
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		
13	XX		

Figure 73: Trial Balance report (with criteria)

FSDW Trial Balance by Treasury Symbol

The Trial Balance by Treasury Symbol report is displayed when you select ***FSDW Trial Balance by Treasury Symbol*** on the Financial Reports menu. This report contains financial data from FFIS/FMMI.

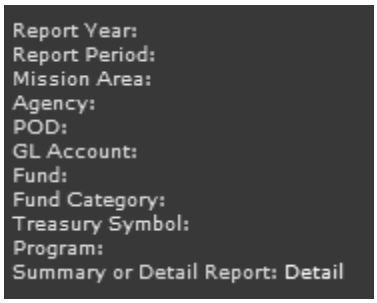


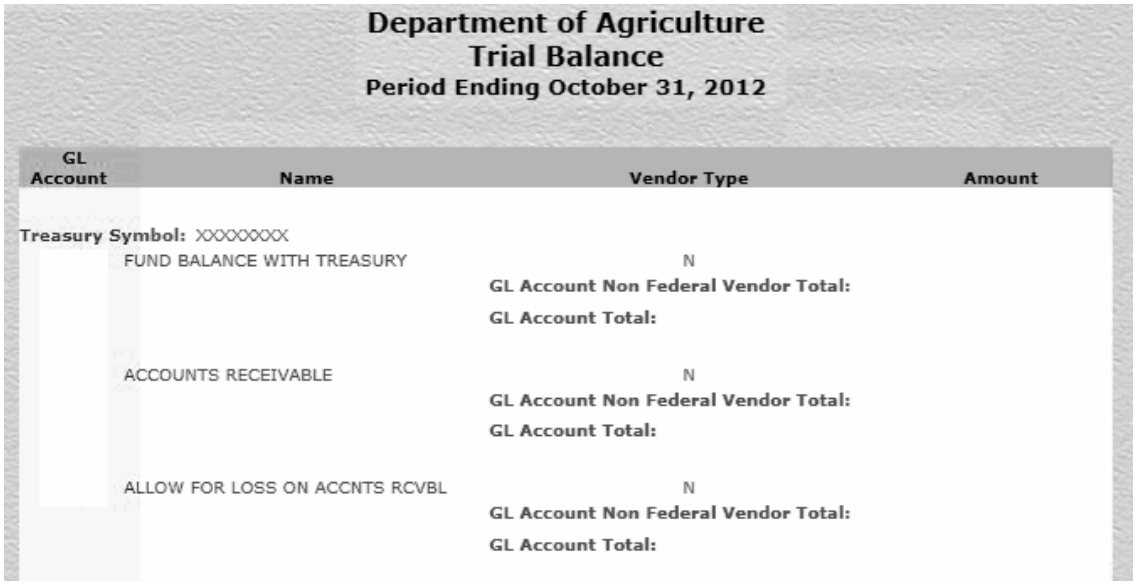
Figure 74: FSDW Trial Balance by Treasury Symbol Report

Complete the fields as follows:

Field	Description/Instruction
Report Year	Click this field to indicate the year to be displayed on the report. The two-position year is displayed in this field. The four-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
GL Account	Click this field to indicate the general account ledger code to be displayed on the report. Both the code and the literal are displayed in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Fund Category	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Program	Click this field to indicate the program code for the treasury symbol selected. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Summary or Detail Report	Defaults to **`Summary`**. Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are **`Summary`** (one report) and **`Detail`** (separate reports). After making your selection, click **Done** or **Cancel** as applicable.

After running the Trial Balance Report by Treasury Symbol, the Trial Balance report (with criteria) is displayed.



Department of Agriculture
Trial Balance
Period Ending October 31, 2012

GL Account	Name	Vendor Type	Amount
Treasury Symbol: XXXXXXXX			
	FUND BALANCE WITH TREASURY	N	
		GL Account Non Federal Vendor Total:	
		GL Account Total:	
	ACCOUNTS RECEIVABLE	N	
		GL Account Non Federal Vendor Total:	
		GL Account Total:	
	ALLOW FOR LOSS ON ACCNTS RCVBL	N	
		GL Account Non Federal Vendor Total:	
		GL Account Total:	

Figure 75: FSDW Trial Balance by Treasury Symbol Report (with criteria)

Payroll Listing for W-2 Research

The Payroll Listing for W-2 Research report is displayed when you select ***Payroll Listing for W-2 Research*** on the Workforce Reports menu. This report displays W-2 information.

Figure 76: Payroll Listing for W-2 Research Report

After the Employee Social Security Number field is completed on the Payroll Listing for W-2 Research report, the Payroll Pay Period field is displayed and must be completed.

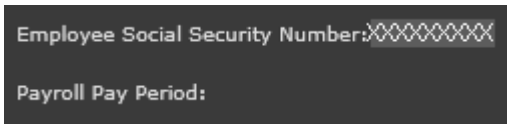
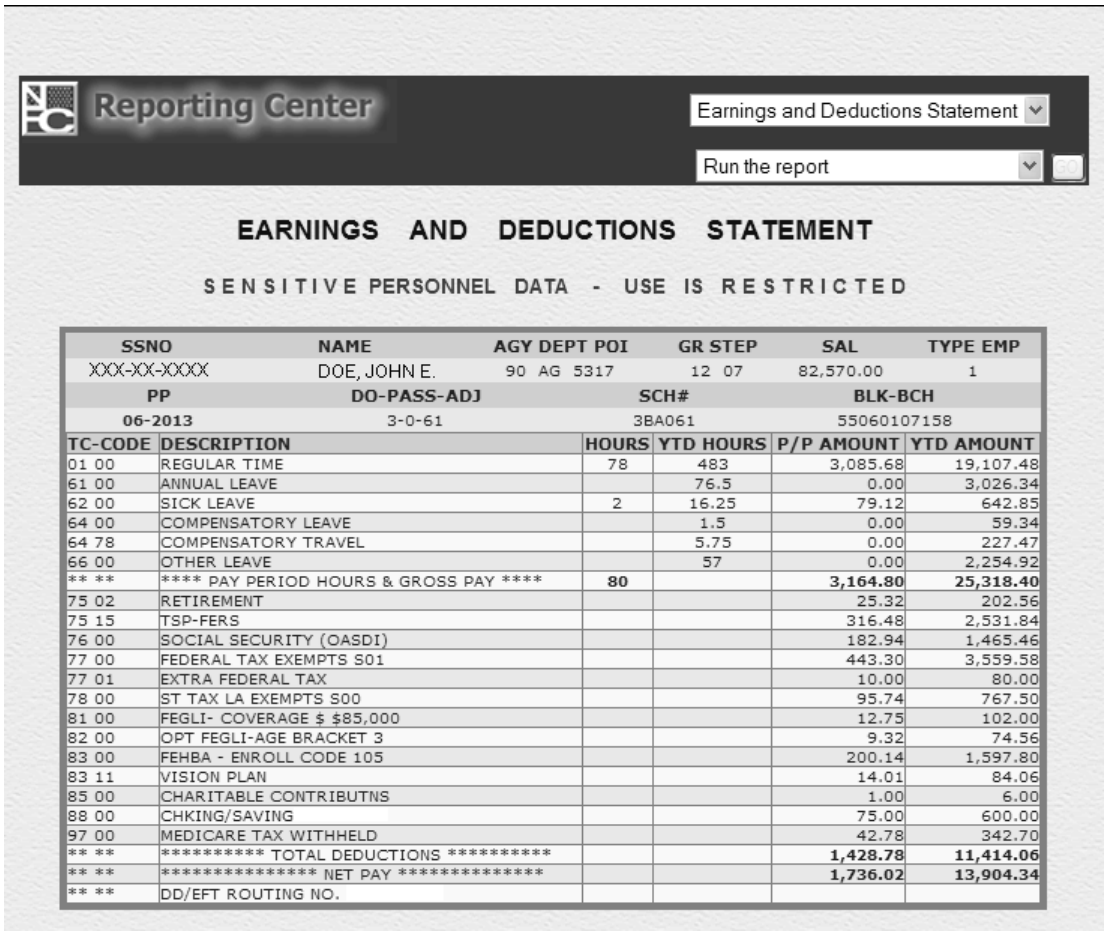


Figure 77: Payroll Listing for W2 Research (after entering employee SSN)

Complete the fields as follows:

Field	Description/Instruction
Employee Social Security Number	Click this field to type the employee's SSN. After typing, click **Done**.
Payroll Pay Period	Click this field to select the applicable pay period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After completing the fields, the Earnings and Deductions Statement (with criteria) is displayed.



Reporting Center

Earnings and Deductions Statement

Run the report

EARNINGS AND DEDUCTIONS STATEMENT

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

SSNO	NAME	AGY DEPT POI	GR STEP	SAL	TYPE EMP
XXX-XX-XXXX	DOE, JOHN E.	90 AG 5317	12 07	82,570.00	1

PP	DO-PASS-ADJ	SCH#	BLK-BCH
06-2013	3-0-61	3BA061	55060107158

TC-CODE	DESCRIPTION	HOURS	YTD HOURS	P/P AMOUNT	YTD AMOUNT
01 00	REGULAR TIME	78	483	3,085.68	19,107.48
61 00	ANNUAL LEAVE		76.5	0.00	3,026.34
62 00	SICK LEAVE	2	16.25	79.12	642.85
64 00	COMPENSATORY LEAVE		1.5	0.00	59.34
64 78	COMPENSATORY TRAVEL		5.75	0.00	227.47
66 00	OTHER LEAVE		57	0.00	2,254.92
** **	**** PAY PERIOD HOURS & GROSS PAY ****	**80**		**3,164.80**	**25,318.40**
75 02	RETIREMENT			25.32	202.56
75 15	TSP-FERS			316.48	2,531.84
76 00	SOCIAL SECURITY (OASDI)			182.94	1,465.46
77 00	FEDERAL TAX EXEMPTS S01			443.30	3,559.58
77 01	EXTRA FEDERAL TAX			10.00	80.00
78 00	ST TAX LA EXEMPTS S00			95.74	767.50
81 00	FEGLI- COVERAGE $ $85,000			12.75	102.00
82 00	OPT FEGLI-AGE BRACKET 3			9.32	74.56
83 00	FEHBA - ENROLL CODE 105			200.14	1,597.80
83 11	VISION PLAN			14.01	84.06
85 00	CHARITABLE CONTRIBUTNS			1.00	6.00
88 00	CHKING/SAVING			75.00	600.00
97 00	MEDICARE TAX WITHHELD			42.78	342.70
** **	********** TOTAL DEDUCTIONS **********			**1,428.78**	**11,414.06**
** **	********** NET PAY **********			**1,736.02**	**13,904.34**
** **	DD/EFT ROUTING NO.				

Figure 78: Earnings and Deductions Statement (with criteria)

Personal Benefits Statement

The Personal Benefits Statement report is displayed when you select ***Personal Benefits Statement*** from the Financial Reports menu.

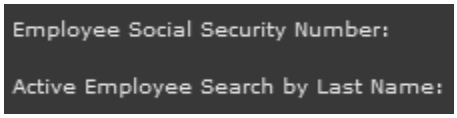


Figure 79: Personal Benefits Statement Report

Complete the fields as follows:

Field	Description/Instruction
Employee Social Security Number	Click this field to type the employee's SSN. After typing, click **Done**.
Active Employee Search by Last Name	Click this field to type the employee's last name. After typing the last name, click **Done**. After clicking **Done**, a list of available employees is displayed. Select the applicable employee from the list. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Personal Benefits Statement report, the Your Personal Benefits Statement Based on Your Account as of X is displayed.

YOUR PERSONAL BENEFITS STATEMENT
BASED ON YOUR ACCOUNT AS OF JANUARY 12, 2014

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

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

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

Pay

The annual pay used to prepare this statement is
Unless otherwise indicated, this is your base pay as of 1/12/14 (including pay for holidays and leave). Base pay is the amount on which your benefit deductions and coverages are based. Generally, it does not include overtime; however, it does include locality pay; environmental pay; AUO and availability pay for law enforcement officers; standby pay for firefighters, some law enforcement officers and other employees; and inspectional overtime (COPRA) for Customs and Border Protection Officers.

Total Compensation And Costs

Your total compensation (pay and benefits) for calendar year 2013 was Total compensation costs to you and the Government are shown throughout this statement. This includes only costs paid by your present employing agency. If you were not employed for the full calendar year or if you transferred from another agency during the year, costs paid may not be shown or may not reflect actual amounts.

Leave

Sick Leave

If you are unable to work because of illness or injury, your accumulated sick leave is available for use. Your full pay continues for the period of your accumulated sick leave. As of 1/11/14 you had hours of accumulated sick leave. You may use annual leave in place of, or as an extension of, sick leave.

Annual Leave

Your annual leave balance as of 1/11/14 hours.

Federal Employees Health Benefits (FEHB) Program

You are covered by:

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

Premium Costs

	2014 Bi-Weekly	2013 Annual
Employee		
Agency		
Total		

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

PBC10 (Rev. 2/14)

Figure 80: Your Personal Benefits Statement (Page 1)

SF 2812 Reports

The Withholdings and Contributions (SF2812 and SF2812A Reports) report is displayed when you select ***SF 2812 Reports*** on the Financial Reports menu. This report contains data from SF 2812, Report of Withholdings by Health Benefit Enrollment Code. This report displays the biweekly withholding and contribution amounts for health benefits, life insurance, and retirement. This data is displayed by payroll office. This report contains data from the Payroll/Personnel database and is updated biweekly.

Figure 81: SF 2812 Reports

Complete the fields as follows:

Field	Description/Instruction
Report Name	Defaults to **`SF2812: Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement`**. Click this field to indicate which report will be ran. Valid values are **`SF2812: Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement`** and **`SF2812A: Report of Withholdings and Contributions for Health Benefits by Enrollment Code`**. After making your selection, click **Done**, or **Reset** as applicable.
Report Office Number	Click this field to indicate the payroll office number to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Period	Defaults to the current pay period if no selection is made. Click this field to indicate the pay period to be displayed on the report. The pay period is displayed by year and pay period number. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

If **`SF2812: Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement`**, is selected on the the Report Name field, the Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement report (with criteria) is displayed after running the report. If **`SF2812A: Report of Withholdings and Contributions for Health Benefits by Enrollment Code`** is selected, the Report of Withholdings and Contributions for Health Benefits by Enrollment Code SF report (with criteria) is displayed after running the report.

REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT

Iteragency Report No. 1064-OPM-AR

Address (Including Department, Bureau, Location and Zip Code)	Payroll Office Number		Report Number
	Month Reported on Statement of Transactions **AUG**		Date Payroll Paid **09/05/13**
Telephone Number (including Area Code)	Pay Period		
	From **08/11/13**		To **08/24/13**
To:	☐ Check Attached	☐ Credit to OPM Receipt Account (24x8135.8)	Agency Account Charged
	I Certify that the items listed herein are correct and the amount is available to be credited to the OPM receipt account.		
	Signature of Authorized Administrative or Certifying Officer		Date

Benefit Category	Withholdings	Contributions	Total
LIFE INSURANCE			
Basic Life	41,221.20	20,610.83	
Standard--Option A	1,860.20		
Additional--Option B	54,438.84		
Family--Option C	2,398.44		
Post-Retirement	.00		
Total Life Insurance	99,918.68	20,610.83	120,529.51
HEALTH BENEFITS	446,028.32	1,027,213.41	1,473,241.73
RETIREMENT			
CSRS			
All Categories[1]	83,617.38	98,350.13	
Salary Offset--Reemployed Annultants		608.00	
Military and Civilian Service Credit	.00		
FERS			
Regular	84,475.97	1,175,109.56	
Military Reserve Technicians	.00	.00	
Special[2]	.00	.00	
Salary Offset--Reemployed Annultants		659.20	
Military Deposit	2,051.06		
Total Retirement	170,144.41	1,274,726.89	1,444,871.30
Grand Total	716,091.41	2,322,551.13	3,038,642.54

Office of Personnel Management
FPM Supplements 831-1

Previous Editions Not Usable

[1] Employees with CPDF Retirement Codes of 1,6,C,E,R or T.
[2] Employees with CPDF Retirement Codes of L or M.
This form is authorized for local reproduction

Standard Form 2812
Rev. January 1987

Figure 82: Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement (with criteria)

SF 224 Abstract of Trans (SCAP5D)

The SF-224 (SCAP5D Reports Attachments 1, 5 and 6) report is displayed when you select ***SF-224 SCAP5D Attachments*** on the Financial Reports menu. This report contains data from SF 224, Statement of Transactions. This report contains a list of the receipts and disbursements sorted by Agency, accounting station, and treasury symbol. This report is used by the Agency to control funds. This report is reconciled against the SF 224, Statement of Transactions, and the GL. This report is due at the Agency the fifth workday subsequent to the end of the reporting month. Data for this report is obtained from NFC's Central Accounting System and is updated monthly.

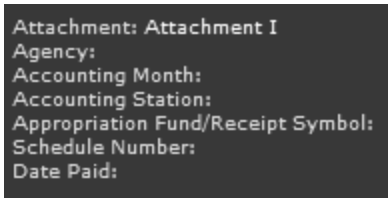


Figure 83: SF-224 SCAP5D Attachments Report

Complete the fields as follows:

Field	Description/Instruction
Attachment	Defaults to **`Attachment 1`**. Click this field to indicate which SCAP5D information to be included on the report. Valid values are **`Attachment 1`**, **`Attachment 5`**, and **`Attachment 6`**. **`Attachment 1`** lists the recipients and disbursements by Agency, accounting station, and treasury symbol. This is transmitted monthly. **`Attachment 5`** lists invalid treasury symbols and amounts of payments that have been temporarily posted to NFC's suspense account. **`Attachment 6`** summarizes invalid treasury symbols and amounts from **`Attachment 5`**. After making your selection, click **Done**, or **Reset** as applicable.
Agency	Click this field to select the Agency code of the Agency to be displayed on the report. Both the two-digit Agency code and the literal are displayed in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Accounting Month	Click this field to indicate the month to be displayed on the report. This field is listed in month order with the available years for each month listed followed by the following month. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Accounting Station	Defaults to **`All`**. Click this field to indicate the four-digit accounting station code to be displayed on the report. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Appropriation Fund/Receipt Symbol	Defaults to **`All`**. Click this field to indicate the appropriation fund/receipt symbol to be displayed on the report. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Schedule Number	Defaults to **`All`**. Click this field to indicate the schedule number to be displayed on the report. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Date Paid	Defaults to **`All`**. Click this field to indicate the pay date to be included on the report. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the SF-224 (SCAP5D Reports Attachments 1, 5 and 6) report, the SF-224 Abstract of Transactions report (with criteria) is displayed.

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
SF-224 Abstract Of Transactions
Scap5D Attachment I
Accounting Month: DEC 31, 2012
RUN DATE 01/02/2013
Appropriation / Receipt Symbol =

Agency Name	Agency / Accounting station	Appropriation Fund or Receipts Symbol	Schedule Number	Date Paid	Receipts	Net Disbursement
OFFICE OF THE SECRETARY				12/13/12	$0.00	$766.81
				12/27/12	$0.00	$766.81
	APPROPRIATION TOTAL				$0.00	$1,533.62
DISBURSEMENT TOTAL					$0.00	$1,533.62

Statement of Earnings and Leave

The Statement of Earnings and Leave report is displayed when you select ***Statement of Earning and Leave*** on the Financial Reports menu. This report displays an employee's Statement of Earnings and Leave. This data is displayed by the employee's Personnel office. This report contains data from the PPS database and is updated biweekly.

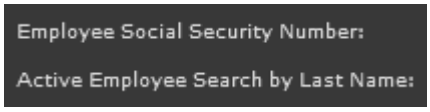


Figure 84: Statement of Earnings and Leave Report

After entering data in the Employee Social Security Number field, the Statement of Earnings and Leave report is displayed as follows.

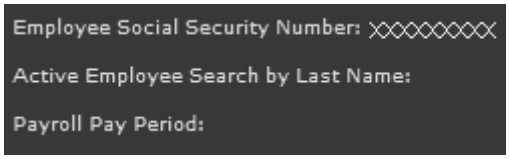


Figure 85: Statement of Earnings and Leave Report (after entering Social Security number)

Complete the fields as follows:

Field	Description/Instruction
Employee Social Security Number	Click this field to type the employee's SSN. After typing the SSN, click **Done**.
Active Employee Search by Last Name	Click this field to type the employee's last name. After typing the last name, click **Done**. After clicking **Done**, the Payroll Pay Period field is generated.
Payroll Pay Period	Generated after clicking **Done** in the Active Employee Search by Last Name field. Click this field to select the applicable pay period for the earnings statement to be displayed.

After completing the remaining fields, the Statement of Earnings and Leave report (with criteria) is displayed.

OFFICE OF THE CHIEF FINANCIAL OFFICER 70129 - 5417

FORM AD-334 USDA (REV. 9/15)

SOCIAL SECURITY NO	PAY PERIOD DATE MO DA YR MO DA YR	P/P	T&A CONTACT POINT	ACCT SYMB	ORGANIZATIONAL STRUCTURE	PERSN OFFICE	PAY PLAN	GR	STEP
000 - 00 - 0000	00/00/0000 00/00/0000	06	90-22-1960-00-00	0000	90-70-00-0000	0000	GS	12	06

SALARY	RATE	TYPE EMPL	SCD. FOR LEAVE	REG DEDUCTIONS THIS APPOINTMENT
81,894.00	PA	F/T	00/00/0000	8,066.79

STATEMENT OF EARNINGS AND LEAVE

EARNINGS AND DEDUCTIONS

ITEM CODE	DESCRIPTION	HOURS P/P	HOURS YR TO DATE	AMOUNT P/P	AMOUNT YR TO DATE
01	REGULAR TIME	71.00	486.75	2786.04	19057.55
61	ANNUAL LEAVE	4.00	62.25	156.96	2437.82
62	SICK LEAVE	4.00	35.00	156.96	1370.48
64	COMPENSATORY LEAVE	1.00	1.00	39.24	39.24
66	OTHER LEAVE		55.00		2146.11
** **	**** PAY PERIOD HOURS & GROSS PAY ****	80.00		3139.20	25051.20
75 02	RETIREMENT			25.11	200.38
75 15	TSP-FERS			692.00	5536.00
	*AMT BASED ON FIXED AMT				
75 24	TSP CATCH-UP			230.00	1840.00
76	SOCIAL SECURITY (OASDI)			188.99	1508.44
77	FEDERAL TAX EXEMPTS M00			233.83	1862.24
	EXTRA FEDERAL TAX			25.00	200.00
78	ST TAX LA EXEMPTS 000			73.72	586.92
81	FEGLI- COVERAGE $ $84,000			12.60	100.80
82	OPT FEGLI-AGE BRACKET 5			38.08	304.64
83	FEHBA - ENROLL CODE 104			91.03	721.82
85	CHARITABLE CONTRIBUTNS			5.00	30.00
88	CHKING/SAVING00000000			200.00	1000.00
88	CHKING/SAVING00000			20.00	160.00
97	MEDICARE TAX WITHHELD			44.20	352.78
** **	********* TOTAL DEDUCTIONS *********			1879.56	14404.02
** **	********** NET PAY **********			1259.64	10647.18
** **	DD/EFT ROUTING NO. 000000000				

YEAR TO DATE LEAVE STATUS

TYPE	ACCRUED	USED	BALANCE
CREDIT HOURS			
RELIGIOUS COMP			
TRAVEL COMPENSATORY			
MILITARY			
TIME OFF AWARD			

TYPE	1ST YEAR	2ND YEAR	3RD YEAR	BALANCE
REST. ANN. LEAVE HRS				

YEAR TO DATE LEAVE STATUS

TYPE	ACCRUED	USED	BALANCE	PROJECTED USE OR LOSE	PS HRS UNAPP	MAX C/O
ANN	48	49.75	206.00	126.00		240.00
SICK	24	27.50	20.50			LEAVE CATEG
COMP			1.50			8

REMARKS

NAME AND ADDRESS

Official Pay Date 00/00/0000

JOHN DOE
123 MAIN STREET
NEW ORLEANS, LA 70129-5417

Figure 86: Statement of Earnings and Leave report (with criteria)

W2 Wage and Tax Statement

The W2 Wage and Tax Statement report is displayed when you select ***W2 Wage and Tax Statement*** on the Financial Reports menu. This report displays an employee's W-2. This data is displayed by the employee's Personnel office. This report contains data from the PPS database and is updated biweekly.

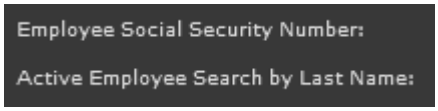


Figure 87: W2 Wage and Tax Statement Report

After completing the Employee Social Security Number field, the W2 Wage and Tax Statement report is displayed.

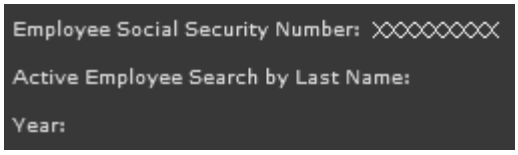
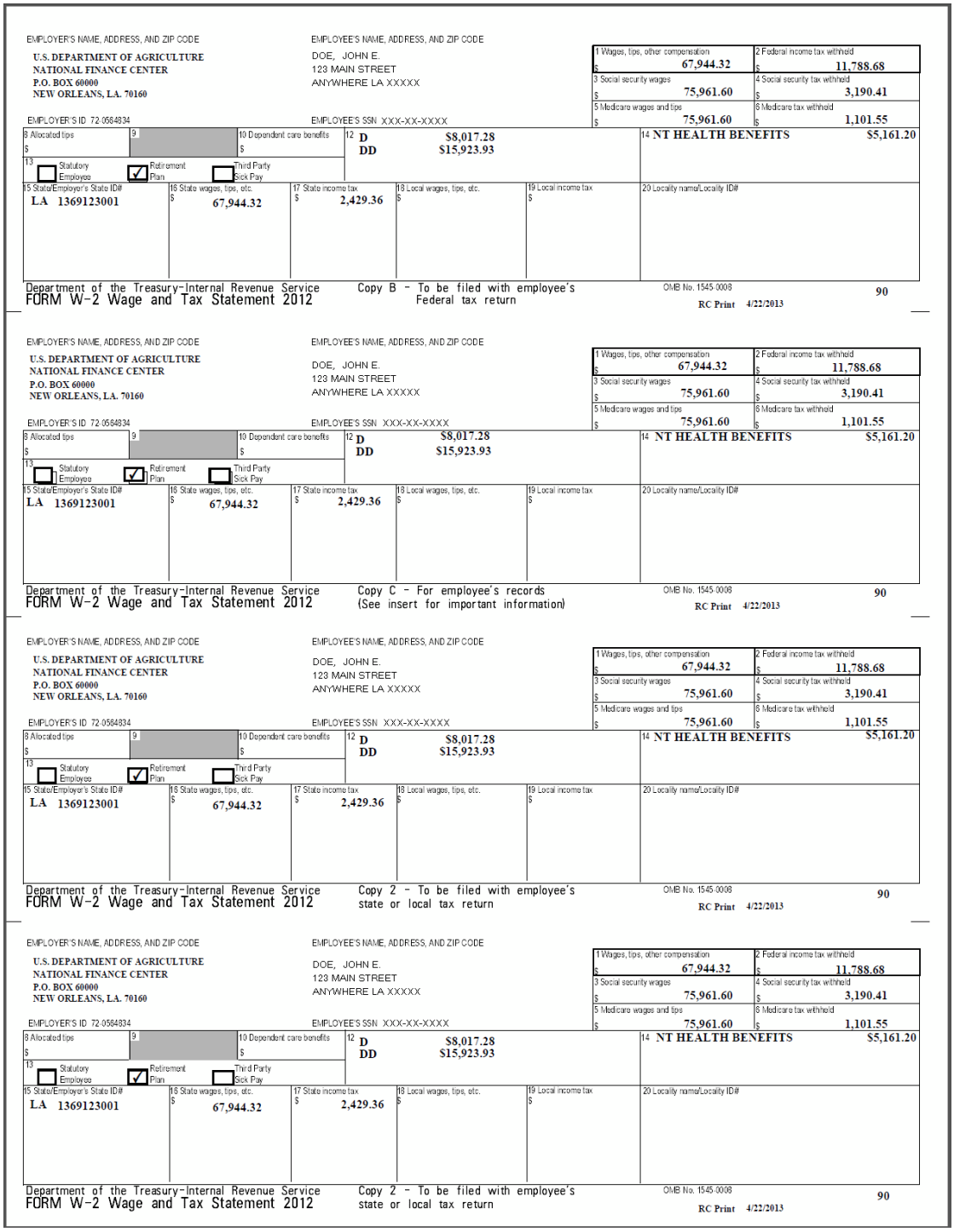


Figure 88: W2 Wage and Tax Statement Report (after entering Social Security number)

Complete the fields as follows:

Field	Description/Instruction
Employee Social Security Number	Click this field to type the employee's SSN. After typing the SSN, click **Done**.
Active Employee Search by Last Name	Click this field to type the employee's last name. After typing the last name, click **Done**. After clicking **Done**, the Year field is displayed.
Year	Generated after clicking **Done** on the Active Employee Search by Last Name field. Click this field to select the applicable year for the IRS Form W-2 to be displayed. Note: If the employee has a corrected W-2, **(c)** will be displayed next to the year for the corrected W-2. To display the corrected W-2, select the applicable year with the **(c)** next to it.

After running the W2 Wage and Tax Statement report, the employee's Department of the Treasury-Internal Revenue Service Form W-2 Wage and Tax Statement XXXX (with criteria) is displayed.



EMPLOYER'S NAME, ADDRESS, AND ZIP CODE
U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. BOX 60000
NEW ORLEANS, LA. 70160

EMPLOYER'S ID 72-0564834

EMPLOYEE'S NAME, ADDRESS, AND ZIP CODE
DOE, JOHN E.
123 MAIN STREET
ANYWHERE LA XXXXX

EMPLOYEE'S SSN XXX-XX-XXXX

1 Wages, tips, other compensation $ 67,944.32	2 Federal income tax withheld $ 11,788.68
3 Social security wages $ 75,961.60	4 Social security tax withheld $ 3,190.41
5 Medicare wages and tips $ 75,961.60	6 Medicare tax withheld $ 1,101.55
8 Allocated tips $	9
10 Dependent care benefits $	12 D $8,017.28; DD $15,923.93
14 NT HEALTH BENEFITS $5,161.20	
13 ☐ Statutory Employee ☑ Retirement Plan ☐ Third Party Sick Pay	
15 State/Employer's State ID# LA 1369123001	16 State wages, tips, etc. $ 67,944.32
17 State income tax $ 2,429.36	18 Local wages, tips, etc. $
19 Local income tax $	20 Locality name/Locality ID#

Department of the Treasury-Internal Revenue Service
FORM W-2 Wage and Tax Statement 2012
Copy B - To be filed with employee's Federal tax return
OMB No. 1545-0008
RC Print 4/22/2013
90

EMPLOYER'S NAME, ADDRESS, AND ZIP CODE
U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. BOX 60000
NEW ORLEANS, LA. 70160

EMPLOYER'S ID 72-0564834

EMPLOYEE'S NAME, ADDRESS, AND ZIP CODE
DOE, JOHN E.
123 MAIN STREET
ANYWHERE LA XXXXX

EMPLOYEE'S SSN XXX-XX-XXXX

1 Wages, tips, other compensation $ 67,944.32	2 Federal income tax withheld $ 11,788.68
3 Social security wages $ 75,961.60	4 Social security tax withheld $ 3,190.41
5 Medicare wages and tips $ 75,961.60	6 Medicare tax withheld $ 1,101.55
8 Allocated tips $	9
10 Dependent care benefits $	12 D $8,017.28; DD $15,923.93
14 NT HEALTH BENEFITS $5,161.20	
13 ☐ Statutory Employee ☑ Retirement Plan ☐ Third Party Sick Pay	
15 State/Employer's State ID# LA 1369123001	16 State wages, tips, etc. $ 67,944.32
17 State income tax $ 2,429.36	18 Local wages, tips, etc. $
19 Local income tax $	20 Locality name/Locality ID#

Department of the Treasury-Internal Revenue Service
FORM W-2 Wage and Tax Statement 2012
Copy C - For employee's records (See insert for important information)
OMB No. 1545-0008
RC Print 4/22/2013
90

EMPLOYER'S NAME, ADDRESS, AND ZIP CODE
U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. BOX 60000
NEW ORLEANS, LA. 70160

EMPLOYER'S ID 72-0564834

EMPLOYEE'S NAME, ADDRESS, AND ZIP CODE
DOE, JOHN E.
123 MAIN STREET
ANYWHERE LA XXXXX

EMPLOYEE'S SSN XXX-XX-XXXX

1 Wages, tips, other compensation $ 67,944.32	2 Federal income tax withheld $ 11,788.68
3 Social security wages $ 75,961.60	4 Social security tax withheld $ 3,190.41
5 Medicare wages and tips $ 75,961.60	6 Medicare tax withheld $ 1,101.55
8 Allocated tips $	9
10 Dependent care benefits $	12 D $8,017.28; DD $15,923.93
14 NT HEALTH BENEFITS $5,161.20	
13 ☐ Statutory Employee ☑ Retirement Plan ☐ Third Party Sick Pay	
15 State/Employer's State ID# LA 1369123001	16 State wages, tips, etc. $ 67,944.32
17 State income tax $ 2,429.36	18 Local wages, tips, etc. $
19 Local income tax $	20 Locality name/Locality ID#

Department of the Treasury-Internal Revenue Service
FORM W-2 Wage and Tax Statement 2012
Copy 2 - To be filed with employee's state or local tax return
OMB No. 1545-0008
RC Print 4/22/2013
90

EMPLOYER'S NAME, ADDRESS, AND ZIP CODE
U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. BOX 60000
NEW ORLEANS, LA. 70160

EMPLOYER'S ID 72-0564834

EMPLOYEE'S NAME, ADDRESS, AND ZIP CODE
DOE, JOHN E.
123 MAIN STREET
ANYWHERE LA XXXXX

EMPLOYEE'S SSN XXX-XX-XXXX

1 Wages, tips, other compensation $ 67,944.32	2 Federal income tax withheld $ 11,788.68
3 Social security wages $ 75,961.60	4 Social security tax withheld $ 3,190.41
5 Medicare wages and tips $ 75,961.60	6 Medicare tax withheld $ 1,101.55
8 Allocated tips $	9
10 Dependent care benefits $	12 D $8,017.28; DD $15,923.93
14 NT HEALTH BENEFITS $5,161.20	
13 ☐ Statutory Employee ☑ Retirement Plan ☐ Third Party Sick Pay	
15 State/Employer's State ID# LA 1369123001	16 State wages, tips, etc. $ 67,944.32
17 State income tax $ 2,429.36	18 Local wages, tips, etc. $
19 Local income tax $	20 Locality name/Locality ID#

Department of the Treasury-Internal Revenue Service
FORM W-2 Wage and Tax Statement 2012
Copy 2 - To be filed with employee's state or local tax return
OMB No. 1545-0008
RC Print 4/22/2013
90

Figure 89: Department of the Treasury-Internal Revenue Service Form W-2 Wage and Tax Statement XXXX (with criteria)

Personnel Action Reports

This reporting category contains various reports which reflect information based on employee personnel actions.

This section includes the following topics:

All Actions **123**
All Actions Minority Profile **127**
Hires **131**
Hires Minority Profile **135**
Promotions **139**
Promotions Minority Profile **143**
Separations **147**
Separations Minority Profile **151**
1102/1105 Series Listing **155**

All Actions

The Nature of Actions report is displayed when you select ***All Actions*** on the Personnel Actions Reports menu. This report contains a count of nature of action codes (NOACs) for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

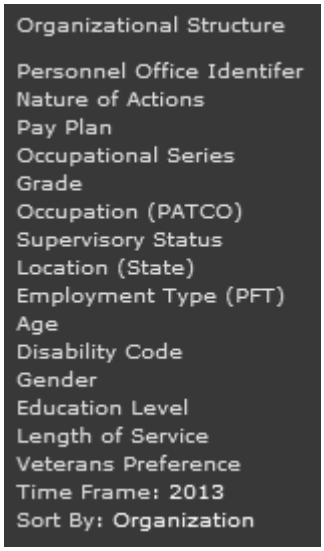


Figure 90: All Actions Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the Personnel Office Identifier (POI) to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Nature of Actions	Defaults to **`All`**.

Field	Description/Instruction
	Click this field to select the three-position NOAC to be displayed on the report. NOACs are listed numerically. Both the numeric code and the literal are displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable Professional, Administrative, Technical, Computer, and Other (PATCO) job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to select the State to be included on the report. States are listed alphabetically. Multiple or block selections are available in this

Field	Description/Instruction
	field. You can use the scroll bar to search for the applicable State(s). After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

Field	Description/Instruction
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in reduction-in-force (RIF) situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Time Frame	Defaults to **`Calendar Year`**. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Nature of Actions report, the Personnel Actions report (with criteria) is displayed.

Personnel Actions
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC
Year = 2013
By Org

Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
ORG LEVEL 2 (AG9000)	3	0.4	3	100	0	0	0	0
CONTINUITY OF FINANCIAL MANAGEMENT	1	0.1	1	100	0	0	0	0
ACFO FOR FINANCIAL OPERATIONS	140	19.7	139	99.3	1	0.7	0	0
ACFO FINANCIAL POLICY & PLANNING	23	3.2	23	100	0	0	0	0
ACFO FOR FINANCIAL SYSTEMS	27	3.8	27	100	0	0	0	0
ACFO FINANCIAL POLICY AND PLANNING	1	0.1	1	100	0	0	0	0
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR	514	72.5	502	97.7	11	2.1	1	0.2
Total	709	100	696	98.2	12	1.7	1	0.1

Total Dm, Ofc Of The Chief Fin Offc Actions: 709

Figure 91: Personnel Actions Report (with criteria)

All Actions Minority Profile

The All Actions Minority Profile report is displayed when you select ***All Actions Minority Profile*** on the Personnel Actions Reports menu. This report contains a count of NOACs for an organization on the basis of race, sex, and national origin. Data for this report is obtained from the Personnel History database and is updated biweekly.

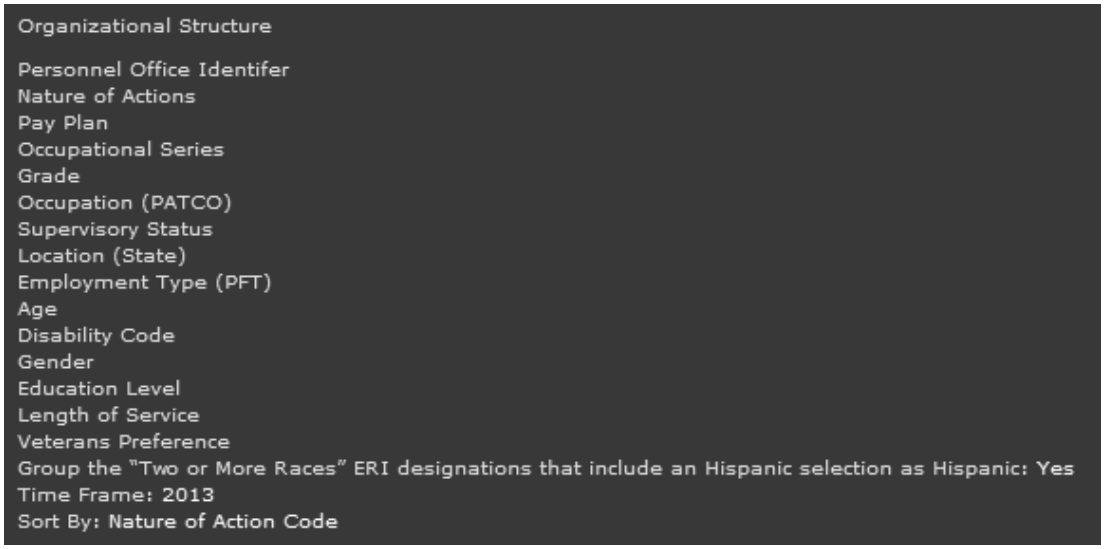


Figure 92: All Actions Minority Profile Report

Complete the fields as follows:

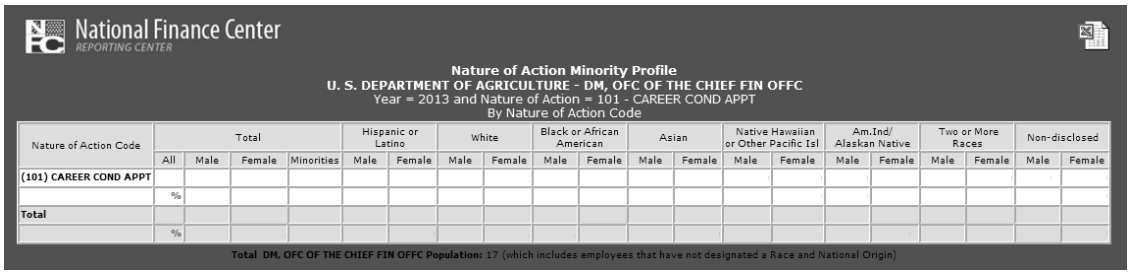
Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Nature of Actions	Defaults to **`All`**. Click this field to select the three-position NOAC to be displayed on the

Field	Description/Instruction
	report. NOACs are listed numerically. Both the numeric code and the literal are displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to select the State to be included on the report. States are listed alphabetically. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable State(s).

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for

Field	Description/Instruction
	veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic:	Defaults to **`Yes`**. Click this field to indicate whether or not to group two Ethnicity and Race Indicator (ERI) designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Defaults to the current year. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Nature of Action Code`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the All Actions Minority Profile report, the Nature of Actions Minority Profile report is displayed.


National Finance Center
REPORTING CENTER

Nature of Action Minority Profile
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC
Year = 2013 and Nature of Action = 101 - CAREER COND APPT
By Nature of Action Code

Nature of Action Code	Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am.Ind/ Alaskan Native		Two or More Races		Non-disclosed	
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
(101) CAREER COND APPT																				
	%																			
Total																				
	%																			

Total DM, OFC OF THE CHIEF FIN OFFC Population: 17 (which includes employees that have not designated a Race and National Origin)

Figure 93: All Actions Minority Profile Report

Hires

The Hires report is displayed when you select ***Hires*** on the Personnel Actions Reports menu. This report contains a count of new hires in an organization. These are employees with a **`100 Series (1xx)`**, **`953`**, or **`955`** NOAC. Data from this report is obtained from the Personnel History database and is updated biweekly.

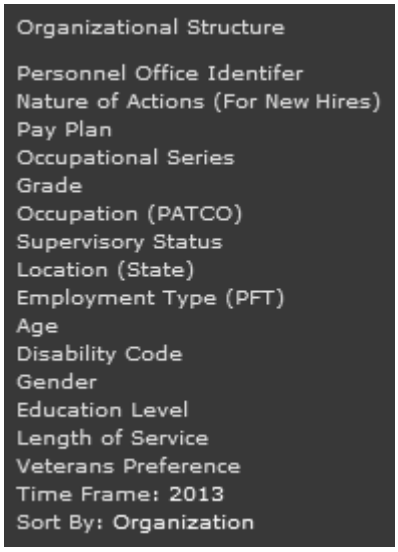


Figure 94: Hires Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Nature of Actions (For New Hires)	Defaults to **`All`**. Click this field to indicate the NOAC to be displayed on the report. The

Field	Description/Instruction
	three-digit NOAC and the literal are both displayed on this field. The NOAC for this field is an NOAC with a **`100 Series`**, **`953`**, or **`955`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to select the State to be included on the report. States are listed alphabetically. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable State(s).

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel** or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for

Field	Description/Instruction
	veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Time Frame	Defaults to the current year. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Hires report, the Hires report (with criteria) is displayed.

National Finance Center
REPORTING CENTER

New Hires
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC
Year = 2013
By Org

Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
ACFO FOR FINANCIAL OPERATIONS	2	6.7	2	100	0	0	0	0
ACFO FINANCIAL POLICY & PLANNING	3	10	3	100	0	0	0	0
ACFO FOR FINANCIAL SYSTEMS	1	3.3	1	100	0	0	0	0
ACFO FINANCIAL POLICY AND PLANNING	1	3.3	1	100	0	0	0	0
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR	23	76.7	23	100	0	0	0	0
Total	30	100	30	100	0	0	0	0

Total Dm, Ofc Of The Chief Fin Offc New Hires: 30

Figure 95: Hires Report (with criteria)

Hires Minority Profile

The Hires Minority Profile report is displayed when you select ***Hires Minority Profile*** on the Personnel Actions Reports menu. This report contains a count of new hires in an organization distributed across gender and RNO (NOACs **`100 Series (1xx)`**, **`953`**, or **`955`**). This data is obtained from the Personnel History database and is updated biweekly.

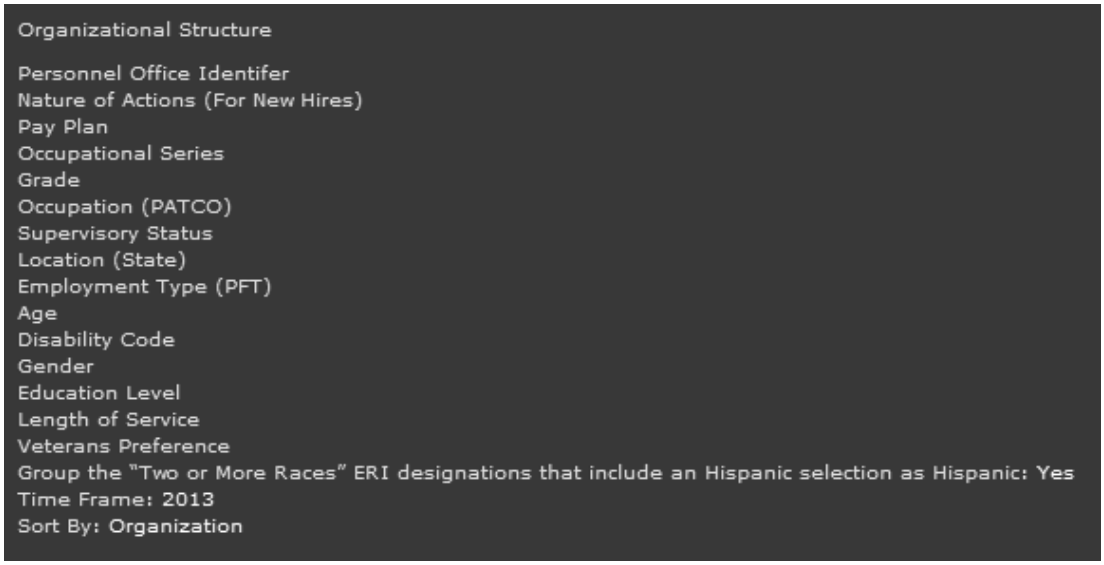


Figure 96: Hires Minority Profile Report

Complete the fields as follows:

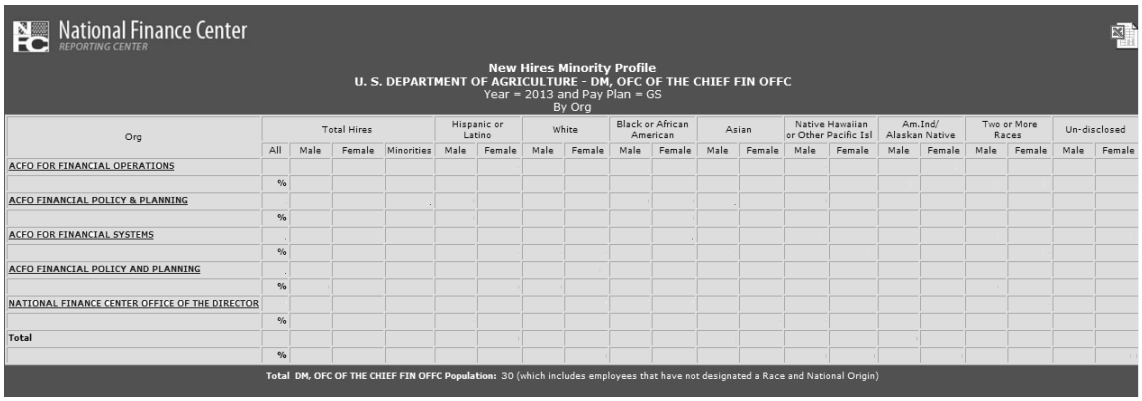
Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Nature of Actions (For New Hires)	Defaults to **`All`**. Click this field to indicate the NOAC to be displayed on the report. The

Field	Description/Instruction
	three-digit NOAC and the literal are both displayed on this field. The NOAC for this field is an NOAC with a **`100 Series`**, **`953`**, or **`955`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to select the State to be included on the report. States are listed alphabetically. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable State(s).

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for

Field	Description/Instruction
	veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic:	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Defaults to the current year. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Hires Minority Profile report, the New Hires Minority Profile report is displayed.



National Finance Center
REPORTING CENTER

New Hires Minority Profile
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC
Year = 2013 and Pay Plan = GS
By Org

Org	Total Hires				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am.Ind/ Alaskan Native		Two or More Races		Un-disclosed	
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ACFO FOR FINANCIAL OPERATIONS																				
	%																			
ACFO FINANCIAL POLICY & PLANNING																				
	%																			
ACFO FOR FINANCIAL SYSTEMS																				
	%																			
ACFO FINANCIAL POLICY AND PLANNING																				
	%																			
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR																				
	%																			
Total																				
	%																			

Total DM, OFC OF THE CHIEF FIN OFFC Population: 30 (which includes employees that have not designated a Race and National Origin)

Figure 97: Hires Minority Profile Report

Promotions

The Promotions report is displayed when you select ***Promotions*** on the Personnel Actions Reports menu. This report contains a count of promotions (NOACs **702** or **703**) in an organization. This data is obtained from the Personnel History database and is updated biweekly.

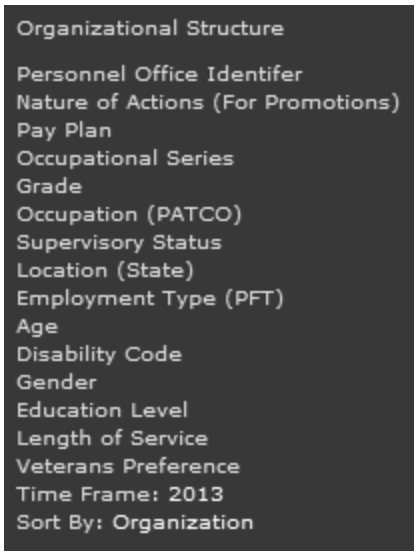


Figure 98: Promotions Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Nature of Actions (For Promotions)	Defaults to **All**. Click this field to indicate the applicable promotion NOAC to be displayed on the report. The three-digit NOAC and the literal are both

Field	Description/Instruction
	displayed on this field. Valid values are **702 (Permanent)** and **703 (Temporary)**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **All**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **All**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **All**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **All**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue Collar**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **All**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **All**. Click this field to select the State to be included on the report. States are listed alphabetically. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable State(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**,

Field	Description/Instruction
	10-Point Compensable, **10-Point Other**, and **10-Point 30% Compensable**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Time Frame	Defaults to the current year. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Defaults to **Organization**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Promotions report, the Promotions report (with criteria) is displayed.

National Finance Center
REPORTING CENTER

Promotions
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC
Year = 2013
By Org

Org	Total	% of Total Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
ACFO FOR FINANCIAL OPERATIONS	19	27.5	19	100	0	0	0	0
ACFO FINANCIAL POLICY & PLANNING	4	5.8	4	100	0	0	0	0
ACFO FOR FINANCIAL SYSTEMS	5	7.2	5	100	0	0	0	0
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR	41	59.4	41	100	0	0	0	0
Total	69	100	69	100	0	0	0	0

Total DM, OFC OF THE CHIEF FIN OFFC Promotions: 69

Figure 99: Promotions Report (with criteria)

Promotions Minority Profile

The Promotions Minority Profile report is displayed when you select ***Promotions Minority Profile*** on the Personnel Actions Reports menu. This report contains a count of promotions (NOACs **702** or **703**) in an organization based on gender and race and national origin (RNO). Data for this report is obtained from the Personnel History database and is updated biweekly.

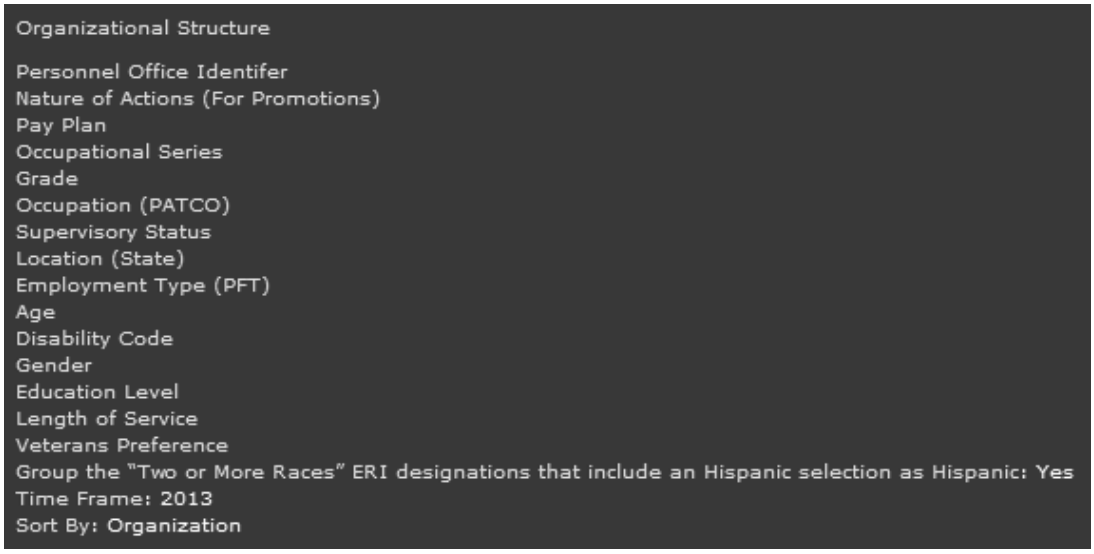


Figure 100: Promotions Minority Profile Report

Complete the fields as follows:

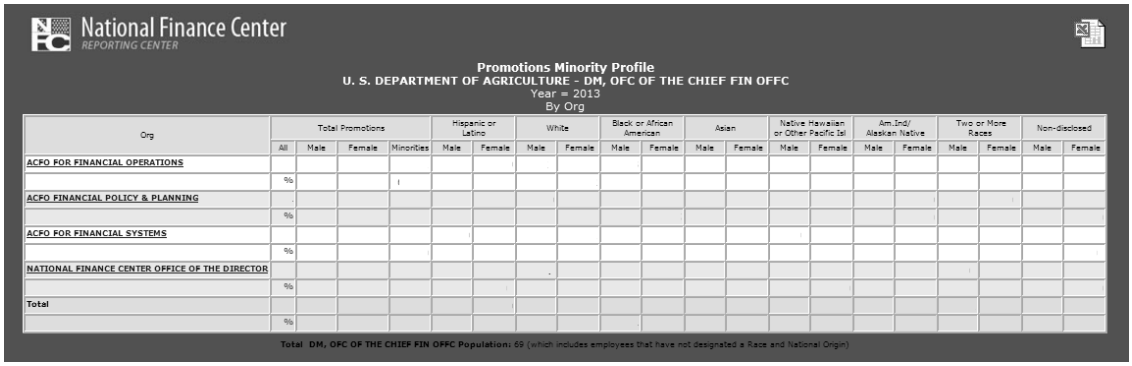
Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Nature of Actions (For Promotions)	Defaults to **All**. Click this field to indicate the applicable promotion NOAC to be

Field	Description/Instruction
	displayed on the report. The three-digit NOAC and the literal are both displayed on this field. Valid values are **`702 (Permanent)`** and **`703 (Temporary)`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to select the State to be included on the report. States are listed alphabetically. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable State(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent.

Field	Description/Instruction
	Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic:	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Defaults to the current year. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Promotions Minority Profile report, the Promotions Minority Profile report is displayed.



National Finance Center
REPORTING CENTER

Promotions Minority Profile
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC
Year = 2013
By Org

Org	Total Promotions				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am.Ind/ Alaskan Native		Two or More Races		Non-disclosed	
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ACFO FOR FINANCIAL OPERATIONS																				
	%																			
ACFO FINANCIAL POLICY & PLANNING																				
	%																			
ACFO FOR FINANCIAL SYSTEMS																				
	%																			
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR																				
	%																			
Total																				
	%																			

Total DM, OFC OF THE CHIEF FIN OFFC Population: 69 (which includes employees that have not designated a Race and National Origin)

Figure 101: Promotions Minority Profile Report

Separations

The Separations report is displayed when you select ***Separations*** on the Personnel Actions Reports menu. This report displays a count of separations (NOACs **`300 Series (3xx)`** or **`969`**) for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

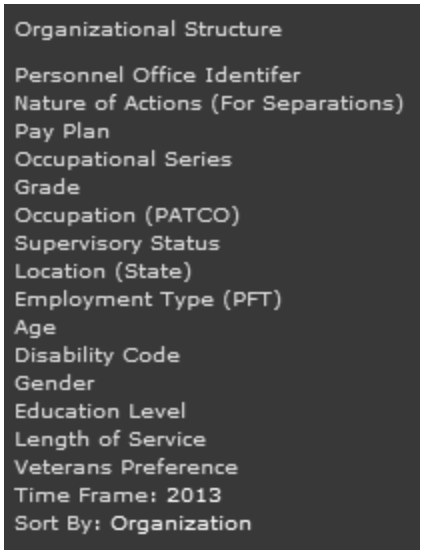


Figure 102: Separations Report

Complete the fields as follows:

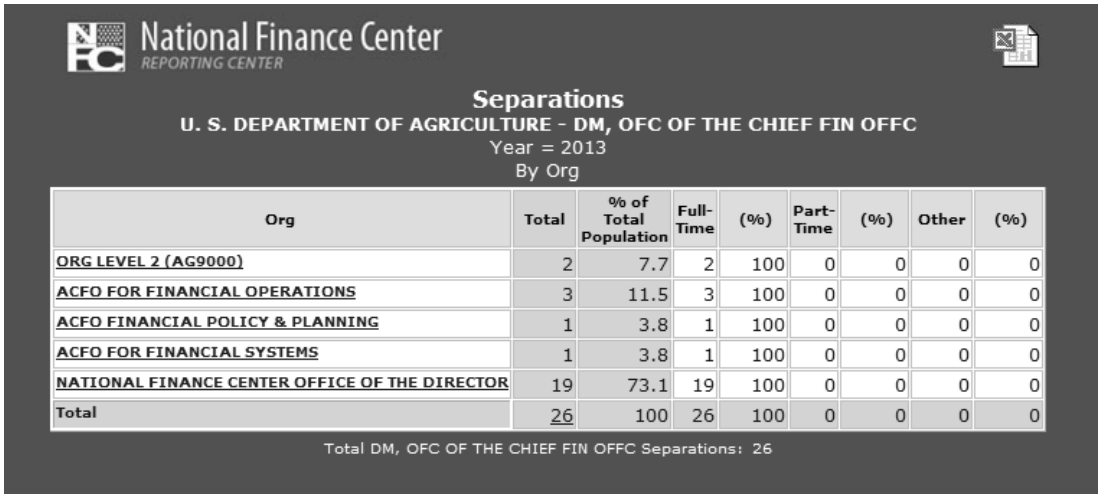
Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Nature of Actions (For Separations)	Defaults to **`All`**. Click this field to indicate the separation NOAC to be displayed on the

Field	Description/Instruction
	report. The three-digit NOAC and the literal are both displayed on the report. Valid values are **300 Series** and **969**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **All**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **All**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **All**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **All**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue Collar**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **All**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **All**. Click this field to select the State to be included on the report. States are listed alphabetically. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable State(s).

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults for this field is **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for

Field	Description/Instruction
	veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Time Frame	Defaults to the current year. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Separations report, the Separations report (with criteria) is displayed.



National Finance Center
REPORTING CENTER

Separations
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC
Year = 2013
By Org

Org	Total	% of Total Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
ORG LEVEL 2 (AG9000)	2	7.7	2	100	0	0	0	0
ACFO FOR FINANCIAL OPERATIONS	3	11.5	3	100	0	0	0	0
ACFO FINANCIAL POLICY & PLANNING	1	3.8	1	100	0	0	0	0
ACFO FOR FINANCIAL SYSTEMS	1	3.8	1	100	0	0	0	0
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR	19	73.1	19	100	0	0	0	0
Total	26	100	26	100	0	0	0	0

Total DM, OFC OF THE CHIEF FIN OFFC Separations: 26

Figure 103: Separations Report (with criteria)

Separations Minority Profile

The Separations Minority Profile report is displayed when you select ***Separations Minority Profile*** on the Personnel Actions Reports menu. This report displays a count of separations for an organization based on gender and RNO (NOAC **`300 Series (3xx)`** or **`969`**). Data for this report is obtained from the Personnel History database and is updated biweekly.

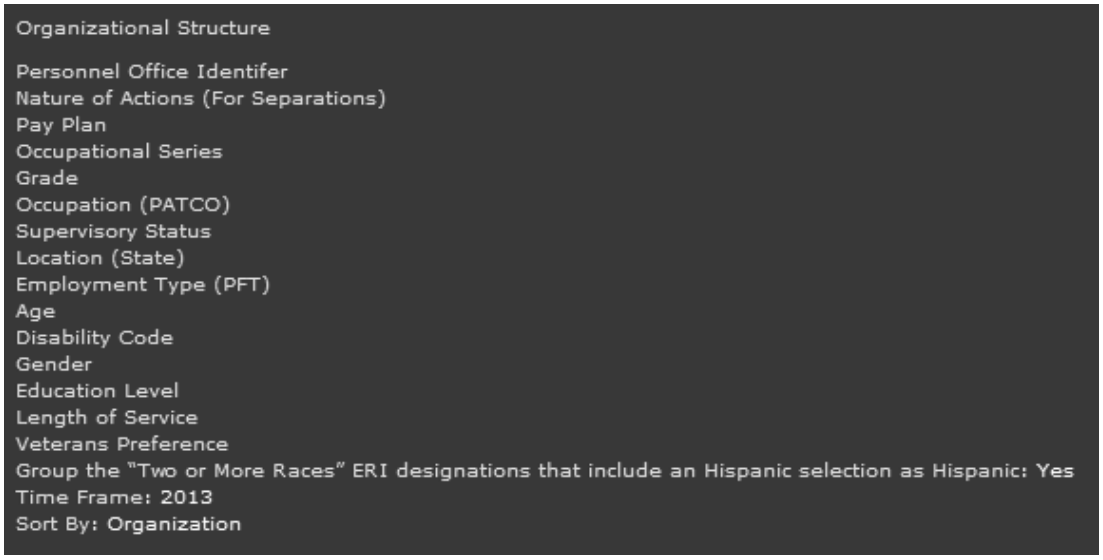


Figure 104: Separations Minority Profile Report

Complete the fields as follows:

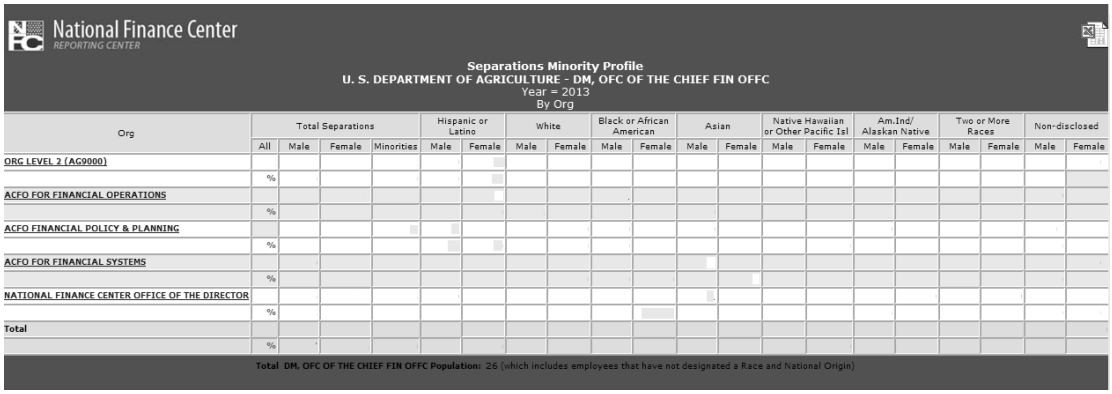
Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Nature of Actions (For Separations)	Defaults to **`All`**. Click this field to indicate the separation NOAC to be displayed on the

Field	Description/Instruction
	report. The three-digit NOAC and the literal are both displayed on the report. Valid values are **300 Series** and **969**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **All**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **All**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **All**.Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **All**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue Collar**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **All**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **All**. Click this field to select the State to be included on the report. States are listed alphabetically. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable State(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Default to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**,

Field	Description/Instruction
	`10-Point Compensable`, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Defaults to the current year. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Separations Minority Profile report, the Separations Minority Profile report is displayed.



National Finance Center
REPORTING CENTER

Separations Minority Profile
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC
Year = 2013
By Org

Org	Total Separations				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am.Ind/ Alaskan Native		Two or More Races		Non-disclosed	
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ORG LEVEL 2 (AG9000)																				
	%																			
ACFO FOR FINANCIAL OPERATIONS																				
	%																			
ACFO FINANCIAL POLICY & PLANNING																				
	%																			
ACFO FOR FINANCIAL SYSTEMS																				
	%																			
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR																				
	%																			
Total																				
	%																			

Total DM, OFC OF THE CHIEF FIN OFFC Population: 26 (which includes employees that have not designated a Race and National Origin)

Figure 105: Separations Minority Profile Report

1102/1105 Series Listing

The Contracting (1102) and Purchasing (1105) Series Listing report is displayed when you select ***1102/1105 Series Listing*** on the Workforce Reports menu. This report contains data concerning Occupational Series 1102, Contracting, and 1105, Purchasing. Data for this report is obtained from the PPS database and is updated biweekly.

Figure 106: Contracting (1102) and Purchasing (1105) Series Listing Report

Complete the fields as follows:

Field	Description/Instruction
Report Type	Click this field to indicate which type of report to be displayed on the report. Valid values are **`Detail Listing`** (Includes Name and SSN), **`Detail Listing (Without Name and SSNO)`**, and **`Salary and Benefits Summary`**. After completing your selection, click **Done** or **Reset** as applicable.
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available

Field	Description/Instruction
	when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occ Ser	System generated with occupational series **`1102`** and **`1105`**. You cannot enter data in this field.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)	Defaults to for this field is **`All`**. Click this field to select the duty city of the organization. The options available for this field are determined by the selection(s) made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty County)	Defaults to **`All`**. Click this field to select the duty county of the organization. The options available for this field are determined by the selection(s) made in the Location (Duty City) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Race and National Origin	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple

Field	Description/Instruction
	or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **`All`**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **`All`**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-Nonregular`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veteran Status	Defaults to **`All`**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**, and **`Not a Veteran (After 9/30/91)`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`**

Field	Description/Instruction
	through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **All**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **All**. Click this field to indicate the employee's employment type. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee basis of piecework**, and **First 40 hours**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **All**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **Last Name**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Contracting (1102) and Purchasing (1105) Series Listing report, the Contracting (1102) and Purchasing (1105) Series Listing report (with criteria) is displayed.

Contracting (1102) and Purchasing (1105) Series Listing
Sensitive Personnel Data -- Use is Restricted
Separation Accession Type = Not Separated or Accession this Pay Period
By Last Name

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG9070)

Pay Plan	Series	Grade	Agency	Age	Years of Service	Education Level	Duty City	Duty State	Supervisory Code
GS	1102	13	90 - DM, OFC OF THE CHIEF FIN OFFC	51	26	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	1102	13	90 - DM, OFC OF THE CHIEF FIN OFFC	33	2	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	1102	12	90 - DM, OFC OF THE CHIEF FIN OFFC	35	7	(13) BACHELORS	NEW ORLEANS	LA	(8)Non-Supervisory
GS	1102	11	90 - DM, OFC OF THE CHIEF FIN OFFC	52	29	(17) MASTERS	NEW ORLEANS	LA	(8)Non-Supervisory
GS	1102	12	90 - DM, OFC OF THE CHIEF FIN OFFC	55	36	(10) ASSOCIATE	NEW ORLEANS	LA	(8)Non-Supervisory
GS	1102	14	90 - DM, OFC OF THE CHIEF FIN OFFC	52	30	(13) BACHELORS	NEW ORLEANS	LA	(2)Supervisor/Manager

6 record(s) were selected

Figure 107: Contracting (1102) and Purchasing (1105) Series Listing Report (with criteria)

Workforce Reports

This reporting category contains various reports that reflect workforce diversity information.

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PACS457-3 Short Term Disability **415**
PACS459-1/2 Appalach Regl Comm Flex **417**
PACS460-1 D.C. Retirement Fund **419**

PACS460-2 COVA Retirement Fund **421**
PACS46501 Thrift Plan Payment **423**
PACS46502 Thrift Plan Payment-Credit **425**
PACS46503 Thrift Plan Payment-SCOR **427**
PACS46504 Thrift Plan Payment **429**
PACS46505 Thrift Plan Payment-SCOR **431**
PACS46506 Thrift Plan Payment **433**
PACS46507 Thrift Plan Payment-SCOR **435**
PACS46512 Thrift Plan Payment **437**
PACS46513 Thrift Plan Payment **439**
PACS46515 Thrift Plan Payment **441**
PACS46516 Thrift Plan Payment-SCOR **443**
PACS46517 Thrift Plan Payment-Credit **445**
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Age Profile

The Age Profile report is displayed when you select ***Age Profile*** on the Workforce Reports menu. This report contains a count by age range of employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

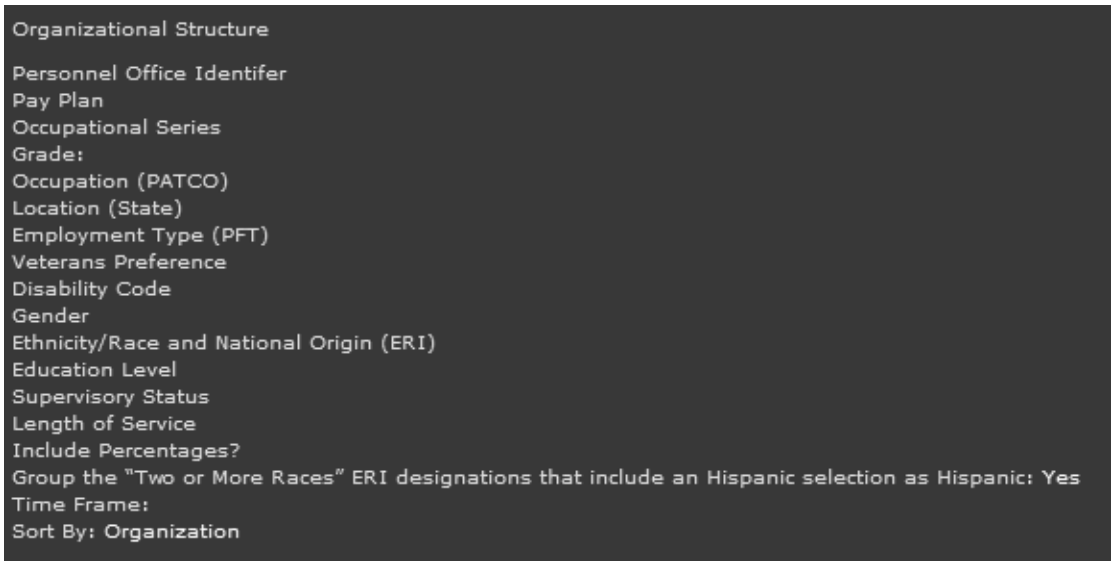


Figure 108: Age Profile Report

Complete the fields as follows:

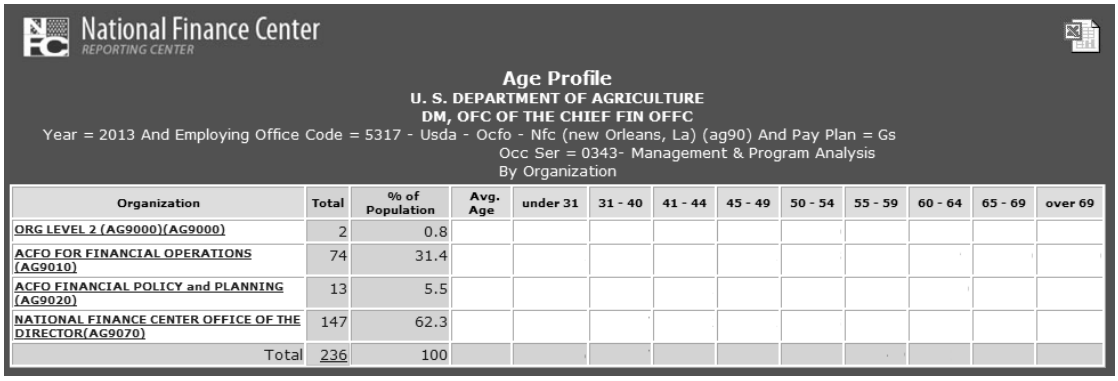
Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay***

Field	Description/Instruction
	Plan Groupings Include to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade:	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent.

Field	Description/Instruction
	Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the Enterprise Human Resources Integration (EHRI) information to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

Field	Description/Instruction
Include Percentages?	Defaults to **All**. Click this field to indicate whether or not to include percentage columns for each date column on the report. Valid values are **No** and **Yes**. Multiple or block selections are not available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic:	Defaults to **Yes**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame:	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By:	Defaults to **Organization**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Age Profile report, the Age Profile report (with criteria) is displayed.



National Finance Center
REPORTING CENTER

Age Profile
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
Year = 2013 And Employing Office Code = 5317 - Usda - Ocfo - Nfc (new Orleans, La) (ag90) And Pay Plan = Gs
Occ Ser = 0343- Management & Program Analysis
By Organization

Organization	Total	% of Population	Avg. Age	under 31	31 - 40	41 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 - 69	over 69
ORG LEVEL 2 (AG9000)(AG9000)	2	0.8										
ACFO FOR FINANCIAL OPERATIONS (AG9010)	74	31.4										
ACFO FINANCIAL POLICY and PLANNING (AG9020)	13	5.5										
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR(AG9070)	147	62.3										
Total	236	100										

Figure 109: Age Profile Report (with criteria)

Alpha/SSNO Listing

The Alpha/SSNO Listing report is displayed when you select ***Alpha/SSNO Listing*** on the Workforce Reports menu. This report contains a list of the current and past employees in an organization. Data for this report is obtained from the PPS database.

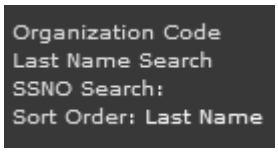


Figure 110: Alpha/SSNO Listing Report

Complete the fields as follows:

Field	Description/Instruction
Organization Code	Defaults to **`All`**. Click this field to select the applicable organizational code. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Last Name Search	Click this field to type the applicable last name. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
SSNO Search:	Click this field to type the applicable SSN. After typing the SSN, click **Done**, **Cancel**, or **Reset** as applicable.
Sort Order:	Defaults to **`Last Name`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.

After running the Alpha/SSNO Listing report, the Alpha/SSNO Listing report (with criteria) is displayed.

U.S. Department Of Justice
Alpha/SSNO Listing
Sensitive Personnel Data -- Use is Restricted
Organization Code = CR13010000

Ret	SSN	Name	Org	E/S
K	XXX-XX-XXXX	Doe, John	CR13010000	0
1	XXX-XX-XXXX	Doe, John A	CR13010000	1
K	XXX-XX-XXXX	Doe, John B	CR13010000	0
1	XXX-XX-XXXX	Doe, John C	CR13010000	0
K	XXX-XX-XXXX	Doe, John D	CR13010000	0
4	XXX-XX-XXXX	Doe, John E	CR13010000	0
4	XXX-XX-XXXX	Doe, John F	CR13010000	0
K	XXX-XX-XXXX	Doe, John G	CR13010000	0
1	XXX-XX-XXXX	Doe, John H	CR13010000	0
4	XXX-XX-XXXX	Doe, John I	CR13010000	0
4	XXX-XX-XXXX	Doe, John J	CR13010000	0
K	XXX-XX-XXXX	Doe, John K	CR13010000	0
K	XXX-XX-XXXX	Doe, John L	CR13010000	0
K	XXX-XX-XXXX	Doe, John M	CR13010000	0
1	XXX-XX-XXXX	Doe, John N	CR13010000	0
2	XXX-XX-XXXX	Doe, John O	CR13010000	2
K	XXX-XX-XXXX	Doe, John P	CR13010000	0

Figure 111: Alpha/SSNO Listing Report (with criteria)

CPDF Error Report

The CPDF Error Report is displayed when you select ***CPDF Error Report*** on the Workforce Reports menu. This report contains displays Current Appointment Authority (CAA) status errors by specific error type. Data for this report is obtained from NFC's PPS database and is updated biweekly.

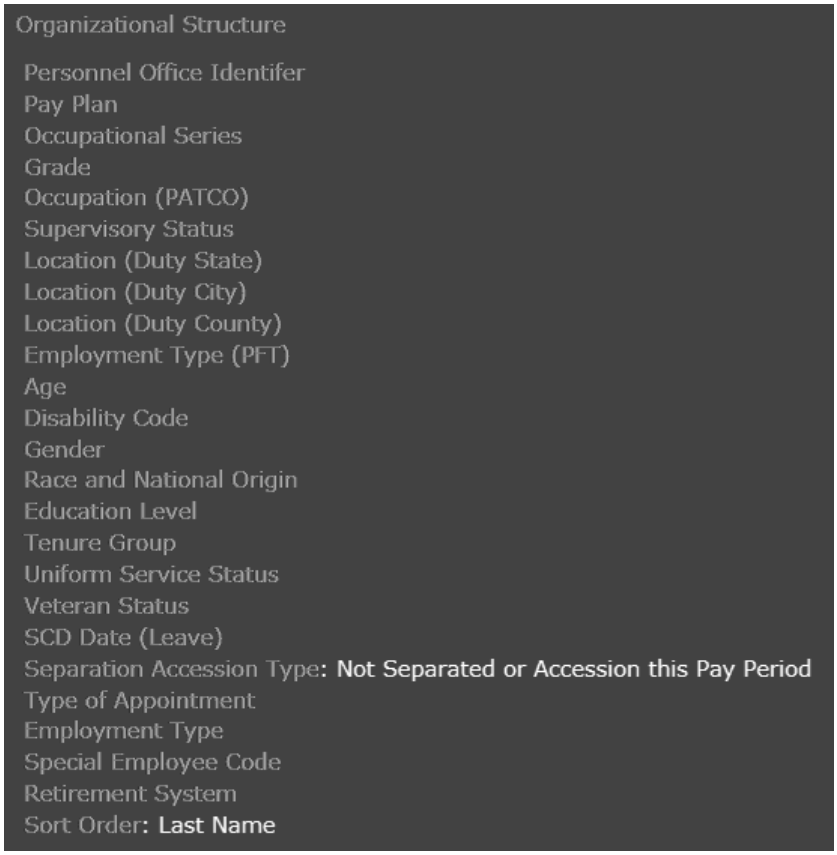


Figure 112: CPDF Error Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access.

	After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

	as applicable.
Location (Duty City)	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty County)	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Race and National Origin	Defaults to **`All`**. Click this field to indicate the EHRI information to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **`All`**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **`All`**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-Nonregular`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veterans Status	Defaults to **`All`**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**, and **`Not a Veteran (After 9/30/91)`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**.

	The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type:	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **All**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **All**. Click this field to indicate the employee's employment type. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee basis of piecework**, and **First 40 hours**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **All**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **Last Name**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to

	sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the CPDF Error Report, the CPDF Current Appointment Authority (CAA) Error Listing report (with criteria) is displayed.

CPDF Current Appointment Authority (CAA) Error Listing
Sensitive Personnel Data -- Use is Restricted
Separation Accession Type = Not Separated or Accession this Pay Period
By Last Name

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG9070)

Org	SON	SSNO	Name	Appt Auth1	Appt Auth2	PP	Occ Ser	Gr	HC	Type Appt	Ten Gp	Pos Stat	SCD	Error Nr	Error Nr 2
AG9070200300102000000	5317	XXXXXXXXX	Doe, John	KTM		GS	0343	9	5	1	1	0	05/18/1992	100.19.1	
AG9070200300202000000	5317	XXXXXXXXX	Doe, John A	M6M		GS	0343	11	5	1	1	0	06/05/1979	100.22.3	
AG9070080100102000000	5317	XXXXXXXXX	Doe, John B	KQM		GS	0510	13	5	1	1	0	09/22/1991	100.19.1	
AG9070080100100000000	5317	XXXXXXXXX	Doe, John C	AYM		GS	0510	14	1	1	1	0	07/11/1987	100.19.1	
AG9070200400201000000	5317	XXXXXXXXX	Doe, John D	J8M		GS	0343	11	5	6	1	0	04/13/2010	100.28.3	
AG9070100400200000000	5317	XXXXXXXXX	Doe, John E	ACM		GS	0335	7	5	1	1	0	06/07/1997	100.19.1	
AG9070100300303030000	5317	XXXXXXXXX	Doe, John F	AYM		GS	0335	9	5	1	1	0	10/06/1991	100.19.1	
AG9070200400202000000	5317	XXXXXXXXX	Doe, John G	ACM		GS	2210	12	5	1	1	0	07/02/1989	100.19.1	
AG9070100400200000000	5317	XXXXXXXXX	Doe, John H	MXM		GS	2210	13	5	1	1	0	04/28/1985	100.22.3	
AG9070200600000000000	5317	XXXXXXXXX	Doe, John I	J8M		GS	0318	7	5	6	1	0	01/05/2008	100.28.3	
AG9070200700400000000	5317	XXXXXXXXX	Doe, John J	KVM		GS	0301	14	5	1	1	0	07/22/1991	100.19.1	
AG9070080100301000000	5317	XXXXXXXXX	Doe, John K	WUM		GS	0305	5	18	1	1	0	11/10/1993	100.10.1	

Figure 113: CPDF Current Appointment Authority (CAA) Error Listing Report (with criteria)

Canc. Payments Req Agcy (DOTS)

The Canceled Payments Requiring Agency Action (DOTS) report is displayed when you select ***Canc. Payments Req. Agcy Action (DOTS)*** on the Workforce Reports menu. This report contains information on canceled payments that have been returned to NFC and require Agency action. Data for this report is obtained from the Document Tracking System (DOTS) and is updated daily.

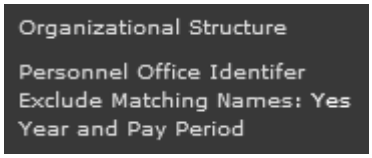


Figure 114: Canc. Payments Req. Agcy Action (DOTS) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Exclude Matching Names:	Defaults to **Yes**. Click this field to indicate whether or not to exclude records where the name and payee name match exactly. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Canceled Payments Requiring Agency Action (DOTS) report, the Canceled Payments Requiring Agency Action report (with criteria) is displayed.

Run Date: 3/18/2013

Canceled Payments Requiring Agency Action

Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
Agency = 90
POI = AG905317
For 2013 PP 01
Employing Office Code = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Exclude Matching Names

Agency	POI	SSN	NAME	Pay Period	Net Amount	Accounting Code	Payee Name
90	5317	XXX-XX-XXXX	JOHN E. DOE	26	$360.59	139	DOE, JANE

Total records for POI AG905317 = 1

Figure 115: Canceled Payments Requiring Agency Action Report (with criteria)

Civilian Employment (SF-113A) Report

The Civilian Employment SF-113-A Report is displayed when you select ***Civilian Employment (SF-113A) report*** on the Workforce Reports menu. This report contains data from the SF 133, Monthly Report of Federal Civilian Employment.

This report is divided into four sections:

- Section I, Current Status, displays the total paid employment by category and geographic area.
- Section II, Payroll, displays wage and lump sum data.
- Section III, Turnover, displays data regarding accessions and separations.
- Section IV, Data Excluding Special Employment Categories, displays data concerning paid employees who are subject to employment ceilings.

Data for this report is obtained from the EMPR database and is updated biweekly.

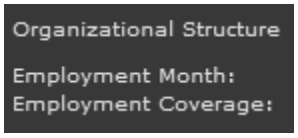


Figure 116: Civilian Employment (SF-113A) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Employment Month	Defaults to **`All`**. Click this field to indicate the month and year to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Employment Coverage	Defaults to **`All`**.

Field	Description/Instruction
	Click this field to indicate the report name, Department, Agency to be displayed on the report. You must complete the Organizational Structure and Employment Month fields before you can select this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Civilian Employment SF-113-A Report, the Monthly Report of Federal Civilian Employment (SF-113-A Format) report (with criteria) is displayed.

EMPR127-1 MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF-113-A Format)
RUN DATE 02/21/2013 **DEPARTMENT:** DEPARTMENT OF AGRICULTURE
AGENCY: OFFICE OF THE CHIEF FINANCIAL OFFICER
EMPLOYMENT COVERAGE: 2ND LEVEL - ORG STRUCTURE **DEPT** AG **SA** DA **AG** 90 04
EMPLOYMENT AS OF JANUARY 2013 **PAYROLL FROM** 12/30/2012 **TO** 01/26/2013 **TURNOVER FROM** 12/30/2012 **TO** 01/26/2013

LINE	EMPLOYMENT, PAYROLL, TURNOVER, AND CELING DATA	TOTAL ALL AREAS	U. S. TERRITORIES	FOREIGN COUNTRIES	WASH., D.C. METRO. AREA	OUTSIDE WASH., METRO. AREA
		(A)	(B)	(C)	(D)	(E)
	SECTION I - CURRENT STATUS					
1	GRAND TOTAL EMPLOYMENT	1			1	
2	TOTAL IN PERMANENT POSITIONS	1			1	
3	FULL-TIME	1			1	
4	FULL-TIME IN PERMANENT POSITIONS	1			1	
5	FULL-TIME WITH PERMANENT APPOINTMENTS	1			1	
6	PART-TIME					
7	PART-TIME WITH PERMANENT APPOINTMENTS					
8	INTERMITTENT					
9	COMPETITIVE SERVICE	1			1	
10	WITH PERMANENT APPOINTMENTS	1			1	
11	EXCEPTED SERVICE AND SES					
12	WITH PERMANENT APPOINTMENTS					
13	WAGE SYSTEMS					
14	U. S. CITIZENS	1			1	
15	NONCITIZENS					
16	TOTAL INTERMITTENTS NOT WORKING					
	SECTION II - PAYROLL					
17	WAGES AND SALARIES EARNED - TOTAL(1000/BASE)	$9			$9	
18	LUMP SUM PAYMENTS(1000/BASE)					
	SECTION III - TURNOVER					
19	TOTAL ACCESSIONS					
20	TRANSFERS					
21	TOTAL NEW HIRES					
22	ACCESSIONS TO THE COMPETITIVE SERVICE					
23	NEW HIRES TO THE COMPETITIVE SERVICE					
24	U. S. CITIZENS					
25	TOTAL SEPARATIONS					
26	TRANSFERS					
27	QUITS					
28	U. S. CITIZENS					
	SECTION IV - DATA EXCLUDING SPECIAL EMPLOYMENT CATEGORIES					
29	TOTAL EMPLOYMENT	1			1	
30	FULL-TIME WITH PERM APPTS	1			1	
31	TOTAL PAYROLL(1000/BASE)	$9			$9	

CERTIFIED BY (SIGNATURE) OFFICIAL POSITION LOCATION AND TELEPHONE NUMBER DATE (MONTH, DAY, YEAR)

Figure 117: Monthly Report of Federal Civilian Employment (SF-113-A Format) Report (with criteria)

Civilian Employment (SF 113G) Report

The Civilian Employment SF-113-G Report is displayed when you select ***Civilian Employment (SF-113G) report*** on the Workforce Reports menu. This report displays data from SF 133G, Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment. This report displays the number of employees subject to the ceiling. Data for this report is obtained from the EMPR database and is updated biweekly.

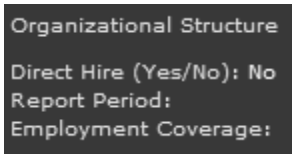


Figure 118: Civilian Employment SF-113-G Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Direct Hire (Yes/No):	Defaults to **No**. Click this field to indicate whether or not this employee is a direct hire. Valid values are **Yes** and **No**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Period:	Defaults to **All**. Click this field to indicate the timeframe to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Employment Coverage:	Defaults to **All**. Click this field to indicate the report name, Department, Agency to be displayed on the report. You must complete the Organizational Structure and Report Period fields before you can select this field. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Civilian Employment SF-113-G Report, the EMPR123-1 Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF-113G Format) report (with criteria) is displayed.

EMPR123-1 MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF - 113G Format)

RUN DATE: 03/18/2013 **DEPARTMENT OR AGENCY:** DEPARTMENT OF AGRICULTURE
REPORT PERIOD: JANUARY 27 - FEBRUARY 23,2013
AGENCY IN DEPARTMENT: OFFICE OF THE CHIEF FINANCIAL OFFICER
EMPLOYMENT COVERAGE: 2ND LEVEL - ORG STRUCTURE **SA** DA 90 00

W O R K - Y E A R S

EMPLOYMENT/HOURS CATEGORY	EMPLOYMENT AND HOURS (1)	EQUIVALENT FOR CURRENT PERIOD (2)	CURRENT PERIOD (2 PAY PERIODS) (3)	CUMULATIVE TO END OF CURRENT PERIOD (11 PAY PERIODS) (4)
1A. EMPLOYMENT EXCLUDING SPECIAL EMPL CATEGORIES	3	3	.23	1.40
B. STRAIGHT TIME HOURS	480	3	.23	1.40
C. OVERTIME HOURS				
2A. FULL-TIME - PERMANENT APPT.	3	3	.23	1.40
B. STRAIGHT TIME HOURS	480	3	.23	1.40
C. OVERTIME HOURS				
3A. OTHER EMPLOYMENT				
B. STRAIGHT TIME HOURS				
C. OVERTIME HOURS				
4A. PART-TIME - PERMANENT APPT.				
B. STRAIGHT TIME HOURS				
C. OVERTIME HOURS				
5A. PART-TIME - TEMPORARY & INDEFINITE APPT.				
B. STRAIGHT TIME HOURS				
C. OVERTIME HOURS				
6A. FULL-TIME - TEMPORARY & INDEFINITE APPT.				
B. STRAIGHT TIME HOURS				
C. OVERTIME HOURS				
7A. INTERMITTENT				
B. STRAIGHT TIME HOURS				
C. OVERTIME HOURS				
8A. SPECIAL EMPLOYMENT CATEGORIES				
B. STRAIGHT TIME HOURS				
C. OVERTIME HOURS				
9A. GRAND TOTAL EMPLOYMENT	3	3	.23	1.40
B. STRAIGHT TIME HOURS	480	3	.23	1.40
C. OVERTIME HOURS				

TOTAL WORK-YEARS ALLOTTED BY OMB FOR FISCAL YEAR

CERTIFIED---------- **OFFICIAL POSITION**---------- **TELEPHONE**---------- **DATE**--------

Figure 119: EMPR123-1 Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment (SF-113G Format) Report (with criteria)

Comp Time-Current Balance

The Current Regular Comp Time Balance report is displayed when you select ***Comp Time-Current Balance*** on the Workforce Reports menu. This report displays the current regular compensatory time balances for employee(s) within an organization. Data for this report is obtained from the PPS database and is updated biweekly.

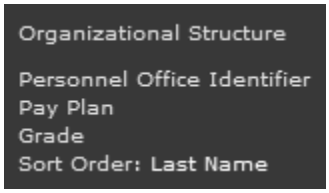


Figure 120: Current Regular Comp Time Balance Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Default based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Default to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order:	Defaults to **`Last Name`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Current Regular Comp Time Balance report, the Current Regular Comp Time Balance report (with criteria) is displayed.

Run Date: 3/18/2013

Current Regular Comp Time Balance

Sensitive Personnel Data -- Use is Restricted

Employing Office Code = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Grade = 10 and Separation Accession Type = Not Separated or Accession this Pay Period

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR (70)

Agency	Name	Comp Balance	Pay Plan	Grade /Step	FLSA	POI	Org
90	DOE, JOHN	8	GS	10/7	N	5317	90-70-10-0300-30-30-20-00

Figure 121: Current Regular Comp Time Balance Report (with criteria)

Comp Time-Regular Comp Time Data

The Regular Comp Time Balance report is displayed when you select ***Comp Time-Regular Comp Time Data*** on the Workforce Reports menu. This report displays the compensatory time balances, the pay period and year in which the leave was earned, and the pay period and year that the leave will expire. Data for this report is obtained from BEAR and is updated biweekly.

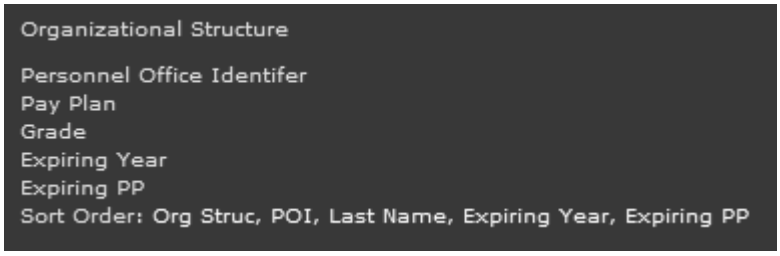


Figure 122: Comp Time - Regular Comp Time Data Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the

Field	Description/Instruction
	report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Expiring Year	Click this field to select the year that the leave will expire. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Expiring PP	Defaults to **`All`**. Click this field to select the pay period that the compensatory leave will expire. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Sort Order:	Defaults to **`Org Struc, POI, Last Name, Expiring Year, Expiring PP`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Regular Comp Time Data, the Regular Comp Time Data report (with criteria) is displayed.

Number of records: 2568

EPP User Accounts report

Department of Commerce - POI# 1426 Report Date: X/XX/XXXX

Agency Code	Last Name	First Name	Middle Name	Date of Last EPP Access
51	Doe	John		MAR-29-2014
51	Doe	John		
51	Doe	John	M	MAR-27-2014
51	Doe	John	E.	MAR-20-2014
51	Doe	John	E	FEB-03-2014
51	Doe	John	M	APR-05-2013
51	Doe	John	R.T.	MAR-20-2014
51	Doe	John	A	JAN-06-2014
51	Doe	John	A	FEB-27-2014
51	Doe	John		MAR-06-2014
51	Doe	John	A	DEC-19-2013
51	Doe	John	J	JAN-02-2014
51	Doe	John	W	SEP-30-2013
51	Doe	John	D	MAR-14-2014
51	Doe	John	T	MAR-24-2014

Figure 123: Regular Comp Time Data Report (with criteria)

Comp Time-Regular Earned and Used

The Regular Comp Time Earned and Used report is displayed when you select ***Comp Time-Regular Earned and Used*** on the Workforce Reports menu. This report displays a listing when compensatory time is earned and used and the year and pay period in which the leave will expire. Data for this report is obtained from BEAR and is updated biweekly.

Figure 124: Comp Time - Regular Earned and Used Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Default based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier:	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period Covered by the T&A - Please select an Organization or a Personnel Office	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Sort Order:	Defaults to **`SSNO, PP Cov by TA`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Regular Comp Time Earned and Used report, the Total Regular Comp Time Earned and Used report (with criteria) is displayed.

Run Date: 8/5/2014

Total Regular Comp Time Earned and Used

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR (70)
GOVT EMPLOYEES SERVICES DIVISION (20)

Sensitive Personnel Data -- Use is Restricted

Name	TC	Type	PP Cov	Year	Comp Earn Hrs	Comp Earn Amt	Exp PP	Exp Year	Comp Used Hrs	Comp Used Amt	FLSA	BUS
Doe, John	32	Earn	16	2013	0.75	$28.85	16	2014	0	$0.00	E	2311
	32	Earn	19	2013	1	$38.46	19	2014	0	$0.00	E	2311
	32	Earn	21	2013	1	$38.46	21	2014	0	$0.00	E	2311
	64	Used	21	2013	0	$0.00	21	2014	1	$38.46	E	2311
	64	Used	23	2013	0	$0.00	23	2014	0.5	$19.23	E	2311
	64	Used	24	2013	0	$0.00	24	2014	1	$38.46	E	2311
	32	Earn	02	2014	7.5	$291.38	02	2015	0	$0.00	E	2311
	32	Earn	03	2014	1	$38.85	03	2015	0	$0.00	E	2311
	64	Used	04	2014	0	$0.00	04	2015	0.25	$9.71	E	2311
	64	Used	05	2014	0	$0.00	05	2015	0.5	$19.43	E	2311
	32	Earn	06	2014	13.5	$524.48	06	2015	0	$0.00	E	2311
	64	Used	08	2014	0	$0.00	08	2015	0.25	$9.71	E	2311
	32	Earn	08	2014	9	$349.65	08	2015	0	$0.00	E	2311
	64	Used	10	2014	0	$0.00	10	2015	24	$932.40	E	2311
	64	Used	11	2014	0	$0.00	11	2015	0.5	$19.42	E	2311
	32	Earn	12	2014	9.75	$378.79	12	2015	0	$0.00	E	2311
	64	Used	14	2014	0	$0.00	14	2015	3	$116.55	E	2311
Total					43.5				31			

Figure 125: Total Regular Comp Time Earned and Used Report (with criteria)

Comp Time-Travel Comp Time Balance

The Travel Comp Time Data report is displayed when you select ***Comp Time-Travel Comp Time Data*** on the Workforce Reports menu. This report displays a list of travel compensatory time balance, the year and pay period in which they were earned, and year and pay period in which they will expire. Data for this report is obtained from BEAR and is updated biweekly.

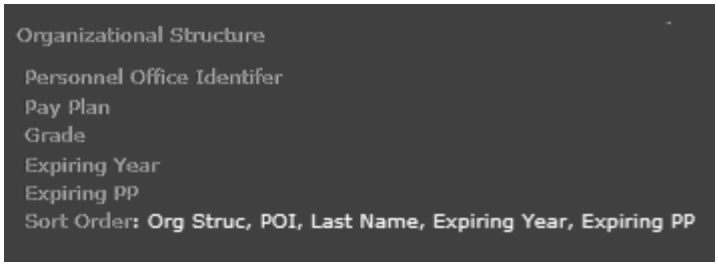


Figure 126: Travel Comp Time Data Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure:	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the

Field	Description/Instruction
	report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Expiring Year	Click this field to select the year that the leave will expire. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Expiring PP	Defaults to **`All`**. Click this field to select the pay period that the travel compensatory leave will expire. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Sort Order:	Defaults to **`Org Struc, POI, Last Name, Expiring Year, Expiring PP`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Travel Comp Time Data report, the Travel Comp Time Data report (with criteria) is displayed.

Run Date: XX/XX/XXXX

Travel Comp Time Data

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR (70)

Sensitive Personnel Data -- Use is Restricted

Agency	Name	Earn Hours	Earn Rate	Earn PP	Earn Year	Trav Comp	Exp PP	Exp Year	Pay Plan-Grade-Step	FLSA	POI	Org Struc
90	Doe, John	5.5	0.00	03	2014	5.5	03	2015	GS-14-06	E	5317	90-70-01-0000-00-00-00-00
90	Doe, John A	14.5	0.00	02	2014	14.5	02	2015	GS-14-09	E	5317	90-70-08-0000-00-00-00-00
90	Doe, John B	14.5	0.00	03	2014	14.5	03	2015	GS-14-09	E	5317	90-70-08-0000-00-00-00-00
90	Doe, John C	21.75	0.00	12	2013	21.75	12	2014	GS-13-10	E	5317	90-70-08-0100-00-00-00-00
90	Doe, John D	21.75	0.00	13	2013	21.75	13	2014	GS-13-10	E	5317	90-70-08-0100-00-00-00-00
90	Doe, John E	21.75	0.00	19	2013	21.75	19	2014	GS-13-10	E	5317	90-70-08-0100-00-00-00-00
90	Doe, John F	8	0.00	21	2013	8	21	2014	GS-13-02	N	5317	90-70-08-0100-30-00-00-00
90	Doe, John G	8	0.00	25	2013	8	25	2014	GS-13-02	N	5317	90-70-08-0100-30-00-00-00
90	Doe, John H	0.25	0.00	19	2013	0.25	19	2014	GS-13-06	E	5317	90-70-08-0100-30-00-00-00
90	Doe, John I	0.25	0.00	12	2013	0.25	12	2014	WG-07-05	N	5317	90-70-08-0100-30-10-00-00
90	Doe, John J	33	0.00	08	2013	33	08	2014	GS-12-09	E	5317	90-70-08-0100-30-10-00-00
90	Doe, John K	33	0.00	17	2013	33	17	2014	GS-12-09	E	5317	90-70-08-0100-30-10-00-00
90	Doe, John L	33	0.00	03	2014	33	03	2015	GS-12-09	E	5317	90-70-08-0100-30-10-00-00
90	Doe, John M	12	0.00	03	2014	12	03	2015	GS-11-02	N	5317	90-70-08-0100-30-30-00-00
90	Doe, John N	6	0.00	26	2013	6	26	2014	GS-11-01	E	5317	90-70-08-0100-40-00-00-00
90	Doe, John O	3.75	0.00	02	2014	3.75	02	2015	GS-14-02	E	5317	90-70-08-0100-50-00-00-00
90	Doe, John P	70.25	0.00	14	2013	70.25	14	2014	GS-14-06	E	5317	90-70-08-0200-00-00-00-00
90	Doe, John Q	70.25	0.00	15	2013	70.25	15	2014	GS-14-06	E	5317	90-70-08-0200-00-00-00-00

Figure 127: Travel Comp Time Data Report (with criteria)

Dental Plan Payment Report

The Dental Plan Payment report is displayed when you select ***Dental Plan Payment Report*** on the Workforce Reports menu. This report lists payments to a dental plan carrier for a pay period. Data for this report is obtained from NFC's PPS database.

Note: This report contains detailed data.

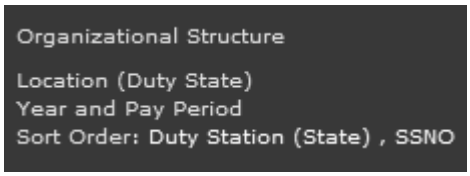


Figure 128: Dental Plan Payment Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Sort Order:	Defaults to **`Duty Station (State), SSNO`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order.

Field	Description/Instruction
	After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Dental Plan Payment report, the Dental Plan Payment report (with criteria) is displayed.

Dental Plan Payment

Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE

Dm, Ofc Of The Chief Fin Offc

Pay Period 01/14

Carrier Code: **81/CFTC Dental Plans**
Duty Station State: **11**

SSNO	Name	Deferred Deductions	Non-Deferred Contributions
XXX-XX-XXXX	Doe, John	$0.00	$45.33
XXX-XX-XXXX	Doe, John A	$0.00	$45.33
XXX-XX-XXXX	Doe, John B	$0.00	$45.33
XXX-XX-XXXX	Doe, John C	$0.00	$45.33
XXX-XX-XXXX	Doe, John D	$0.00	$45.33
XXX-XX-XXXX	Doe, John E	$0.00	$45.33
XXX-XX-XXXX	Doe, John F	$0.00	$45.33
XXX-XX-XXXX	Doe, John G	$0.00	$45.33
XXX-XX-XXXX	Doe, John H	$0.00	$45.33
XXX-XX-XXXX	Doe, John I	$0.00	$14.15
XXX-XX-XXXX	Doe, John J	$0.00	$45.33
XXX-XX-XXXX	Doe, John K	$0.00	$14.15
XXX-XX-XXXX	Doe, John L	$0.00	$45.33

Figure 129: Dental Plan Payment Report (with criteria)

Dental/Vision Plan Report

The Dental and Vision report is displayed when you select ***Dental/Vision Plan Report*** on the Workforce Reports menu. This report contains counts and detailed information regarding dental and vision plan enrollees. Data for this report is obtained from the T&A database and is updated biweekly.

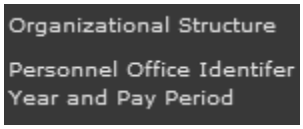


Figure 130: Dental and Vision Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Dental and Vision report, the FEDVIP Payment Report (with criteria) is displayed.

FEDVIP Payment Report
For Pay Period(s) 2014 - 01
Sensitive Personnel Data -- Use is Restricted
(AG)

Org	Plan Code JF Dental	Premium W/H	Plan Code JG Vision	Premium W/H	Plan Code JH Dental and Vision	Premium W/H	Total Participants/Premium W/H
AG90	799	$21,457.76	587	$5,365.60	0	$0.00	849/$26,823.36
Total:	799	$21,457.76	587	$5,365.60	0	$5,365.60	* 849 / $32,188.96

* The grand total of participants may not equal the individual count of employees with JF plans plus the employees with JG plans and JH plans. The inequality may result because some employees may participate in both plans and will be counted in the grand total of participants only once.

Selection Crieria : Year and Payperiod = 2014 - 01 and Employing Office Code = 5317-USDA-OCFO-NFC(NEWORLEANS,LA)(AG90)

Figure 131: FEDVIP Payment Report (with criteria)

Dues Withheld

The Dues Withheld report is displayed when you select ***Dues Withheld*** on the Workforce Reports menu. This report displays a list of employees who pay union dues and how much is being paid each pay period. Data for this report is obtained from NFC's T&A database and is updated biweekly.

Note: This report contains detailed data.

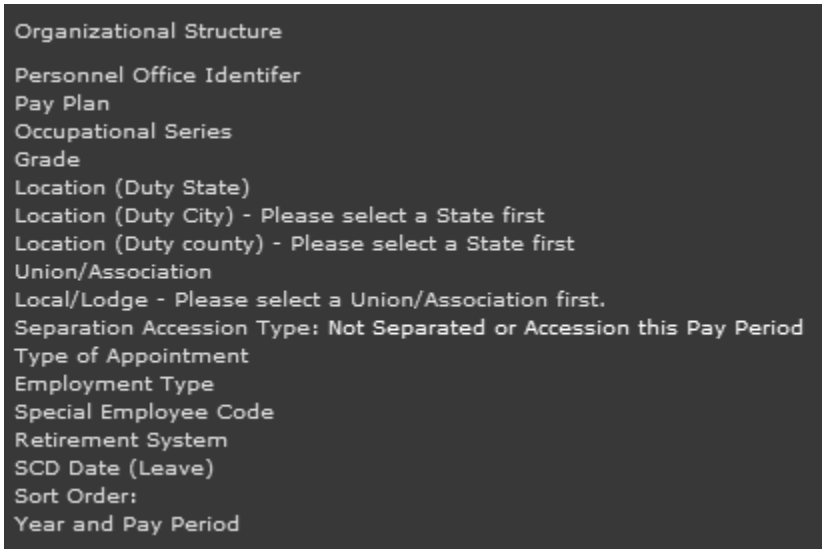


Figure 132: Dues Withheld Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)-Please select a State first	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty county)-Please select a State first	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Union/Association	Click this field to indicate the union/association to be displayed on the report. This is a two-position field. Valid values are **01** through **99.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Local/Lodge-Please select a Union/Association first.	Click this field to indicate the local/lodge to be displayed on the report. Valid values are determined by the selection(s) made in the Union/Association field. Both the four-position code and the literal are displayed in this field. You must make a selection(s) in the Union/Association field before you can select this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Separation Accession Type:	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **All**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **All**. Click this field to indicate the employee's employment type. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee basis of piecework**, and **First 40 hours**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **All**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Sort Order:	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Dues Withheld report, the Report of Organ. or Assoc. Dues Withheld report (with criteria) is displayed.

Report of Organ. or Assoc. Dues Withheld
Sensitive Personnel Data -- Use is Restricted
Year and Payperiod = 2013 - 01 and PP Covered = 2013 - 01 and Pay Plan = GS and Grade = 04 and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc

(AG90)

Org/Assoc	Lodge/Local	SSNO	NAME	Agency	Pay Plan	Total Deduction Amount	National Deduction Amount	Local Deduction Amount	Reason for No Deduction	Status of Authorization
52	2341	XXX-XX-XXXX	DOE, JOHN	90	GS	$18.00	$18.00	$0.00		
Total						$18.00	$18.00	$0.00		

Figure 133: Report of Organ. or Assoc. Dues Withheld Report (with criteria)

EPP ESS Transaction

The EPP ESS Transaction report is displayed when you select ***EPP ESS Applied Transaction*** on the Workforce Reports menu. This report contains a total count of applied self service documents by Agency, pay period, and year. Data for this report is obtained from NFC's EPP database and its corresponding databases. Data from the following categories is contained in the output of this report:

- Direct Deposit
- EHRI
- Gender
- Disability
- Financial Allotments
- Federal Tax (W-4)
- Health Savings Account
- Residence Address
- State Tax
- TSP
- TSP (Catch-Up)

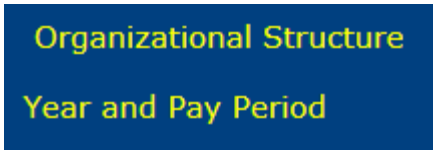


Figure 134: EPP ESS Applied Transaction Report

Complete the fields as follows:

Field	Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are

Field	Instruction
	both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the EPP ESS Transaction report, the EPP ESS Applied Transaction Report (with criteria) is displayed.

EPP ESS Applied Transaction Report
Department: AG, Agency: 90
As of the End of Pay Period: 20, 2008

Type Transaction	Total Applied
Direct Deposit	2
Financial Allotments	4
Federal Tax (W-4)	4
Health Savings Account	3
Residence Address	4
State Tax	2
TSP (Catch-Up)	3

Figure 135: EPP ESS Applied Transaction Report (with criteria)

EPP Inactive User Accounts

The EPP Inactive User Accounts report is displayed when you select ***EPP Inactive User Accounts*** on the Workforce Reports menu. Data for this report is obtained from NFC's EPP database.

Department of Justice, EPP Report Selection: Last EPP Access < 30 days

Figure 136: EPP Inactive User Accounts Report

Complete the fields as follows:

Field	Description/Instruction
Department of Justice, EPP Report Selection:	Defaults to **`Last EPP Access < 30 Days`**. Click this field to select the inactivity timeframe to be included on the report. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the EPP Inactive User Accounts Report, the Employee Personal Page Statistics report (with criteria) is displayed.

Employee Personal Page Statistics

As of the End of Pay Period: 01, 2014

	Employees	EPP Employees	Percent Epp Employees	Paperless Status	Paperless Employees	Percent Paperless Employees	ESS
Report Totals (AG90)	1,363	1,363	100.0 %	Paperless	850	62.4 %	Yes
Dm, Ofc Of The Chief Fin Offc (90)	1,363	1,363	100.0 %	Paperless	850	62.4 %	Yes

Figure 137: Employee Personal Page Statistics Report (with criteria)

EPP Usage Statistics

The EPP Usage Statics report is displayed when you select ***EPP Usage Statistics*** on the Workforce Reports menu. This report displays EPP usage within an organization. This report is used in computing statistics in relation to Agency EPP participation and whether or not Agency employees are electing paperless Statements of Earnings and Leave. Data for this report is obtained from EPP and its corresponding databases.

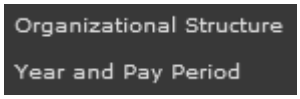


Figure 138: EPP Usage Statistics Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the EPP Usage Statistics report, the Employee Personal Page Statistics report (with criteria) is displayed.

Employee Personal Page Statistics

As of the End of Pay Period: 01, 2014

	Employees	EPP Employees	Percent Epp Employees	Paperless Status	Paperless Employees	Percent Paperless Employees	ESS
Report Totals (AG90)	1,363	1,363	100.0 %	Paperless	850	62.4 %	Yes
Dm, Ofc Of The Chief Fin Offc (90)	1,363	1,363	100.0 %	Paperless	850	62.4 %	Yes

Figure 139: Employee Personal Page Statistics Report (with criteria)

EPP User Accounts (DoC)

The EPP Usage Statistics report is displayed when you select ***EPP User Accounts (Doc)*** on the Workforce Reports menu. This report contains data about the usage of the EPP within the Department of Commerce. Data for this report is obtained from NFC's EPP database.

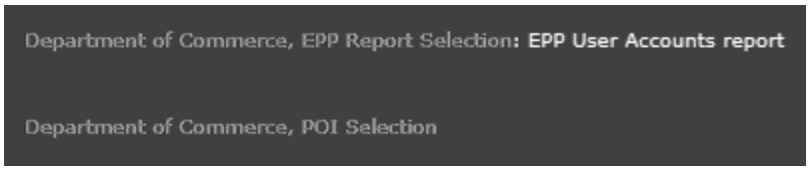


Figure 140: EPP Usage Statistics Report

Complete the fields as follows:

Field	Description/Instruction
Department of Commerce, EPP Report Selection:	Defaults to **`EPP User Accounts report`**. Click this field to select the type of information to be included in the report. After completing your selection(s), click **Done** or **Cancel** as applicable.
Department of Commerce, POI Selection	Click this field to select the applicable POI to be included in the report. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the EPP Usage Statistics report, the EPP User Accounts report (with criteria) is displayed.

Number of records: 2568

EPP User Accounts report

Report Date: X/XX/XXXX

Agency Code	Last Name	First Name	Middle Name	Date of Last EPP Access
51	Doe	John		MAR-29-2014
51	Doe	John		
51	Doe	John	M	MAR-27-2014
51	Doe	John	E.	MAR-20-2014
51	Doe	John	E	FEB-03-2014
51	Doe	John	M	APR-05-2013
51	Doe	John	R.T.	MAR-20-2014
51	Doe	John	A	JAN-06-2014
51	Doe	John	A	FEB-27-2014
51	Doe	John		MAR-06-2014
51	Doe	John	A	DEC-19-2013
51	Doe	John	J	JAN-02-2014
51	Doe	John	W	SEP-30-2013
51	Doe	John	D	MAR-14-2014
51	Doe	John	T	MAR-24-2014

Figure 141: EPP User Accounts Report (with criteria)

Earnings Limitation Report

The Earnings Limitation report is displayed when you select ***Earnings Limitation Report*** on the Workforce Reports menu. This report displays basic YTD information for the aggregate pay cap, premium pay cap, and protective services pay cap. Data for this report is obtained from the PPS database and is updated biweekly.

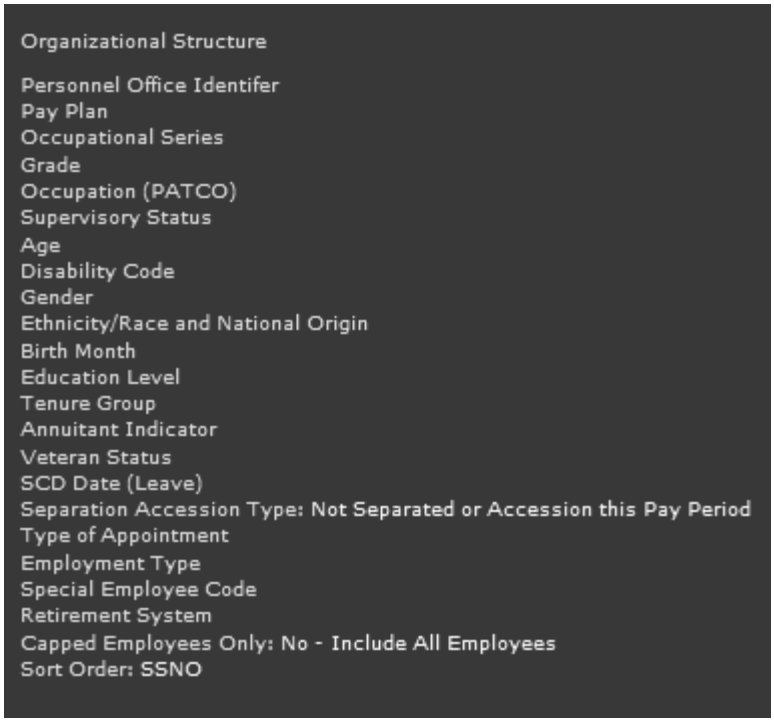


Figure 142: Earnings Limitation Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the

Field	Description/Instruction
Identifier	personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Birth Month	Defaults to **`All`**. Click this field to select the applicable birth month(s) to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **`All`**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Annuitant Indicator	Click this field to indicate the applicable annuitant indicator(s) to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Veterans Status	Defaults to **All**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **Equals**, **Not Equal To**, **Less Than or Equal To**, **Less Than**, **Greater Than or Equal To**, and **Greater Than**. The second down arrow is used to indicate the month. Valid values are **01** through **12**. The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type:	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **All**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **All**.

Field	Description/Instruction
	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Capped Employees Only:	Defaults to **`No-Include All Employees`**. Click this field to indicate whether or not to include only capped employees on this report. Valid values are **`No-Include All Employees`**, **`Yes-Capped in Current Year Only`**, **`Yes-Capped in Prior Year Only`**, **`Yes-Capped in Either Current or Prior Year`**, and **`Yes-Capped in Both Current and Prior Year`**. Multiple or block selections are not allowed. After making your selection, click **Include**, **Cancel**, or **Reset** as applicable.
Sort Order:	Defaults to **`SSNO`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Earnings Limitations report, the Earnings Limitation report (with criteria) is displayed.

Earnings Limitation

Sensitive Personnel Data -- Use is Restricted

Gender = Male and Supervisory Status = (8) Non-Supervisory and Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Grade = 12 and Separation Accession Type = Not Separated or Accession this Pay Perio

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR (70)

Name	SSNO	Pay Plan	Occ Series	Grade	Step	AG - Aggregate Pay Cap					AP - Annual Premium Pay Cap					PS - Protecti	
						Earnings YTD (2013)	Earnings YTD (2012)	Capped YTD (2013)	Capped YTD (2012)	Limitation Use	Earnings YTD (2013)	Earnings YTD (2012)	Capped YTD (2013)	Capped YTD (2012)	Limitation Use	Earnings YTD (2013)	Earnings YTD (2012)
DOE, JOHN	XXXXXXXXX	GS	0343	12	02	$27,631.60	$70,644.80	$0.00	$0.00		$27,631.60	$69,944.80	$0.00	$0.00			
DOE, JOHN A	XXXXXXXXX	GS	0343	12	09	$33,835.20	$88,106.96	$0.00	$0.00		$33,835.20	$87,006.96	$0.00	$0.00			
DOE, JOHN B	XXXXXXXXX	GS	0343	12	09	$33,408.00	$85,598.80	$0.00	$0.00		$33,408.00	$84,748.80	$0.00	$0.00			
DOE, JOHN C	XXXXXXXXX	GS	0343	12	01	$28,563.87	$23,775.96	$0.00	$0.00		$28,563.87	$23,775.96	$0.00	$0.00			
DOE, JOHN D	XXXXXXXXX	GS	0343	12	02	$28,707.96	$68,936.30	$0.00	$0.00		$28,707.96	$67,536.30	$0.00	$0.00			
DOE, JOHN E	XXXXXXXXX	GS	0343	12	02	$28,195.00	$89,094.05	$0.00	$0.00		$28,195.00	$89,094.05	$0.00	$0.00			

Figure 143: Earnings Limitation Report (with criteria)

Education Level Profile

The Education Level Profile report is displayed when you select ***Education Level Profile*** on the Workforce Reports menu. This report displays a count, by educational level, of the employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Note: If an employee has no education level listed in the Personnel History database, they will not be included on the report.

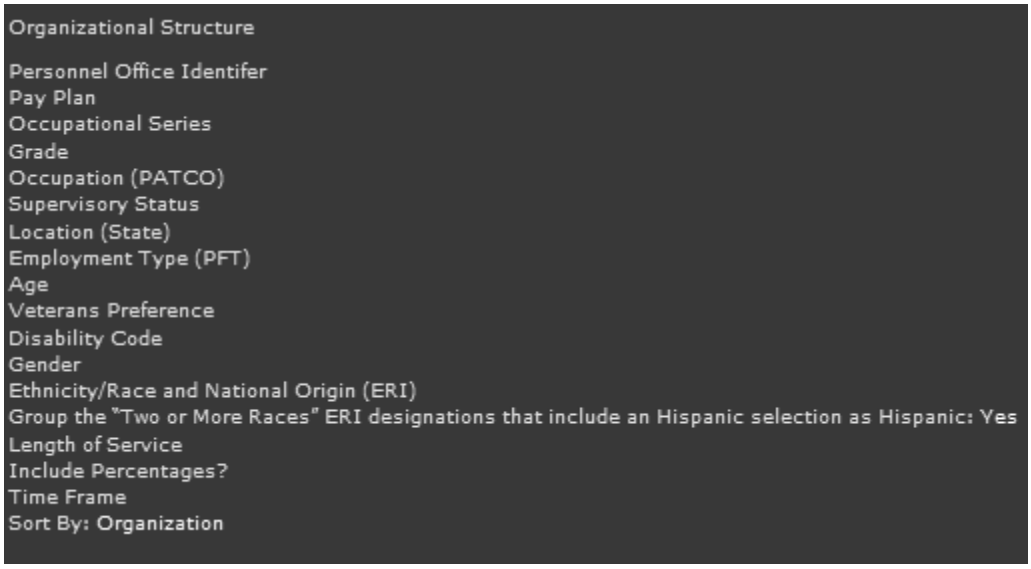


Figure 144: Education Level Profile Report

Complete the fields as follows:

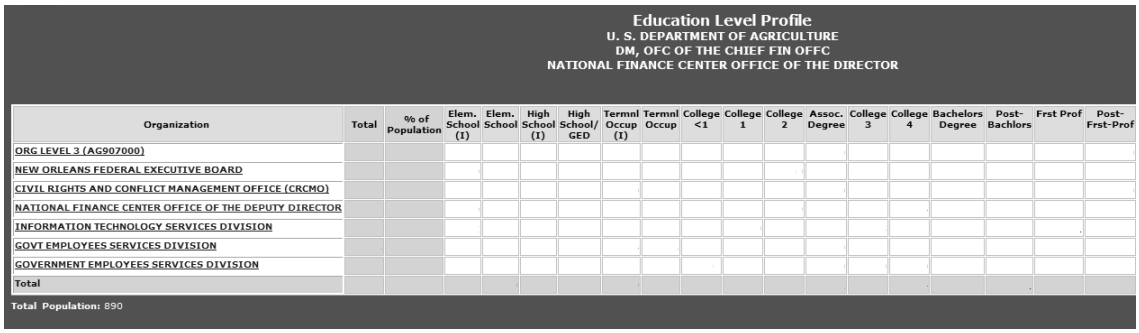
Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report.

Field	Description/Instruction
	After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Include Percentages?	Defaults to **`All`**. Click this field to indicate whether or not to include percentage columns for each date column on the report. Valid values are **No** and **Yes**. Multiple or block selections are not available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By:	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Education Level report, the Education Level Profile (with criteria) is displayed.



Education Level Profile
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR

Organization	Total	% of Population	Elem. School (I)	Elem. School	High School (I)	High School/ GED	Termnl Occup (I)	Termnl Occup	College <1	College 1	College 2	Assoc. Degree	College 3	College 4	Bachelors Degree	Post-Bachlors	Frst Prof	Post-Frst-Prof
ORG LEVEL 3 (AG907000)																		
NEW ORLEANS FEDERAL EXECUTIVE BOARD																		
CIVIL RIGHTS AND CONFLICT MANAGEMENT OFFICE (CRCMO)																		
NATIONAL FINANCE CENTER OFFICE OF THE DEPUTY DIRECTOR																		
INFORMATION TECHNOLOGY SERVICES DIVISION																		
GOVT EMPLOYEES SERVICES DIVISION																		
GOVERNMENT EMPLOYEES SERVICES DIVISION																		
Total																		

Total Population: 890

Figure 145: Education Level Profile Report

Emergency Contacts

The Emergency Contacts Listing report is displayed when you select ***Emergency Contacts*** on the Workforce Reports menu. This report displays a list of the employees in an organization and their designated emergency contact information. Data for this report is obtained from NFC's locater database.

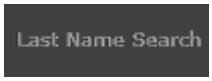


Figure 146: Emergency Contacts Listing Report

Complete the fields as follows:

Field	Description/Instruction
Last Name Search	Type the last name of the employee whose emergency contact information you need to access.

After running the Emergency Contacts Listing report, the Emergency Contacts report (with criteria) is displayed.

Emergency Contacts
Sensitive Personnel Data -- Use is Restricted

Name	Business Phone	Home Phone	Emergency Contact Person	Emergency Phone	Relationship To Employee
Doe, John	(XXX)XXX-XXXX	(XXX)XXX-XXXX	Doe, Jane	(XXX)XXX-XXXX	HUSBAND
Doe, John B	(XXX)XXX-XXXX	(XXX)XXX-XXXX	Doe, Jane A	(XXX)XXX-XXXX	WIFE
Doe, John C	(XXX)XXX-XXXX	(XXX)XXX-XXXX	Doe, Jane B	*	

* Current Work Number Listed is Main | Switchboard.

Figure 147: Emergency Contacts Report (with criteria)

Employee Search (By Last Name)

The Employee Search (By Last Name) report is displayed when you select ***Employee Search (By Last Name)*** on the Workforce Reports menu. This report displays a list of employees matching your search criteria. Each employee on the list is displayed with SSN, full name, organizational structure, POI, pay plan, occupational series, grade, and step. Data for this report is obtained from the most recent information on the PPS database.

Note: This report contains detailed data.

Figure 148: Search By Employee's Last Name Report

Complete the fields as follows:

Field	Description/Instruction
Enter Last Name:	Type the full or partial last name to be displayed on the report. After typing the last name, click **Search**.

After running the Employee Search (By Last Name) report, the Employee Search (By Last Name) report (with criteria) is displayed. You can select a name from the list to display various reports. Once you select a name from the list displayed, the default report is the Salary Data report. You can select various reports from the drop down menu. Following the drop-down menu are the reports available from the list.

SSNO	Name	Org	POI	PP-Ser-Gr/St
XXX-XX-XXXX	Doe, John	AG9070	5317	GS-0343-9/1
XXX-XX-XXXX	Doe, John A	HSTA61	5701	SV-1801-9/0
XXX-XX-XXXX	Doe, John B	AG9070	5317	GS-0343-12/7
XXX-XX-XXXX	Doe, John C	HSTA59	1598	SV-1802-4/0
XXX-XX-XXXX	Doe, John D	HSCU36	2885	GS-1895-12/5
XXX-XX-XXXX	Doe, John E	AG3450	4822	GS-0701-12/5
XXX-XX-XXXX	Doe, John F	TR9340	2818	GS-0501-14/3
XXX-XX-XXXX	Doe, John G	HSCU36	2885	GS-1895-12/4

Figure 149: Employee Search (By Last Name) Report (with criteria)

Address/Check Information
Allowances/ COLA/ Post Diff
Annual/ Sick Leave
Awards
Building Locator Inquiry
Charitable Contribution
City Tax
Compensatory Leave
County Tax
Dates and Misc Sal/Pers Data
Demonstration Project Data
Detail Assign/ Temporary Pro
Education and Certification
Federal Tax
Financial Allotment
Health Benefits

Figure 150: Employee Search (By Last Name) (Drop-down Menu)

Address/Check Information

SSNO:

* Residence Address *	* Check Bank Address *
123 Main Street Washington DC	**Account Type:** X **Route Number:** XXXXXXXXX **Account EFT:** XXXXXXXXX
City: XXXX **County:** XXX **State/Country:** XX	
* Check Mail Address *	* Disbursing *
	Disbursing office CD: **Distribution CD:** **Designated Agent:** **TA Contact Point:**
City Cd: **State Cd:**	
Effective: **PP** **YR**	

Figure 151: Employee Search (By Name) - Address/Check Information

Allowances/COLA/Post Differential

SSNO:

* COLA/Post Diff Codes *	Allowance Record 0
COLA Post Diff Code: 0 **Allowance COLA Code:** No **Foreign Post Pay Diff Code:** 0	**Type:** **Taxable:** **Code:** **Total:** **Rate:** **Balance:** **No Allowance Records Present**

Figure 152: Employee Search (By Name) - Allowances/COLA/Post Differential

Annual / Sick Leave

Doe, John

SSNO XXX-XX-XXXX

*** Annual Leave ***

Carryover Balance:	240.00
Accruals YTD:	16.00
Leave Used YTD:	0.00
Current Balance:	256.00
Accrual Reduction:	0.00
Part-time Carryover Hours:	0.00
Leave Forfeited:	0
Accrued SES:	0
Annual Leave Error:	0
Carryover Prior Year:	240.00
Annual Leave Category:	8
Leave Earning Status PP:	Yes
45 Day Carryover Code:	0
45 Day Carryover Hours:	0.00
Interim Lump Sum Code:	
Date Changed - Julian:	7285
Cal:	10/12/2007
Leave Changed ID:	

*** Sick Leave ***

Carryover Balance:	251.50
Accruals YTD:	8.00
Leave Used YTD:	12.00
Current Balance:	247.50
Accrual Reduction:	0.00
Part-time Carryover Hours:	0.00
Sick Leave Error:	0
Frozen Sick Leave Balance:	0.00

*** Annual Leave Restored ***

1st Restored Year:	0000
1st Restored Hours:	0.00
2nd Restored Year:	0000
2nd Restored Hours:	0.00
3rd Restored Year:	0000
3rd Restored Hours:	0.00
Leave Restored Forfeited:	13.50

*** Donor Leave ***

Approved Leave Donor Code:	
Approved Leave Recipient:	No

*** US Attorney Leave ***

Frozen Annual Balance:	0.00
Frozen Sick Balance:	0.00
Frozen Leave Rate:	0.00
Date Leave Frozen:	00/00/0000

Figure 153: Employee Search (By Name) - Annual/Sick Leave

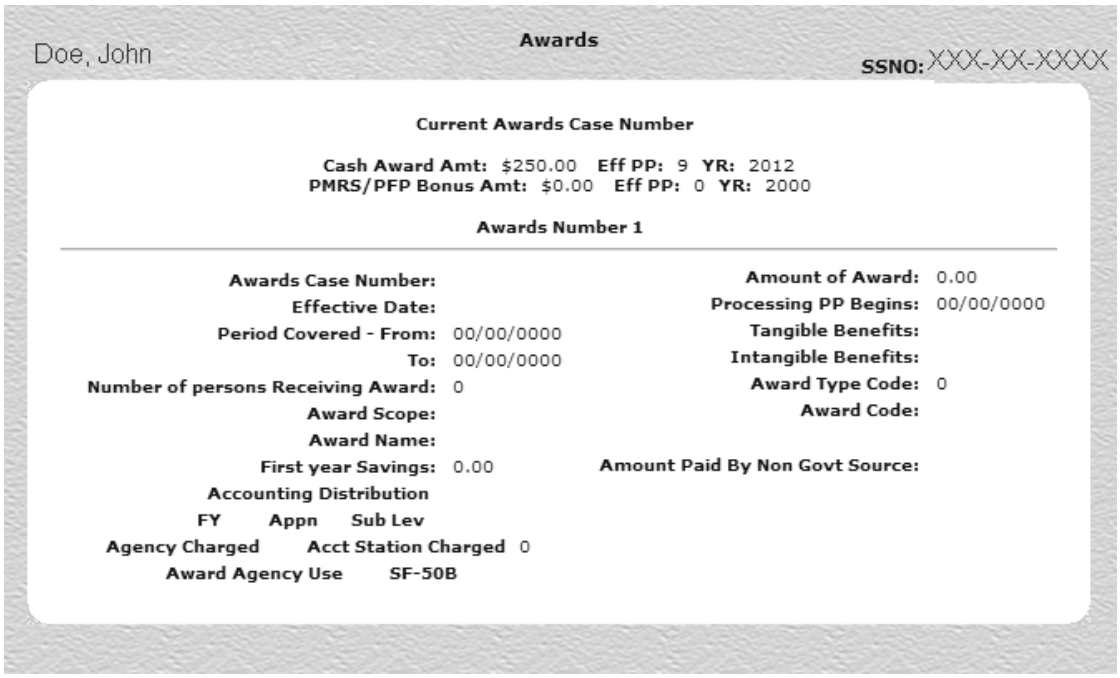


Figure 154: Employee Search (By Name) - Awards

Figure 155: Employee Search (By Name) - Building Locator Inquiry

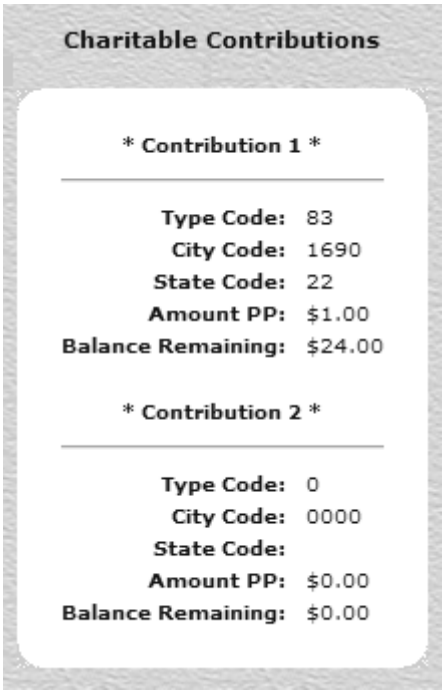


Figure 156: Employee Search (By Name) - Charitable Contributions

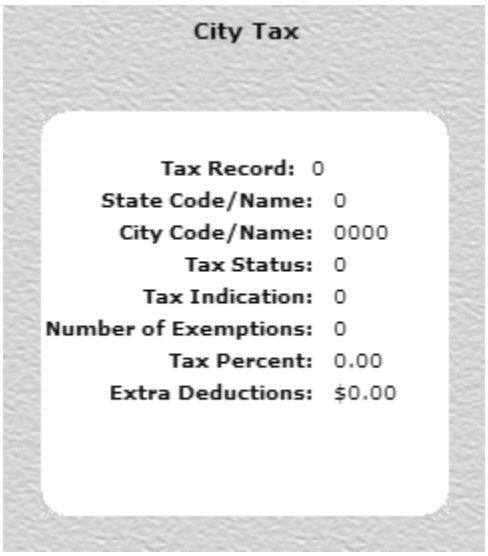


Figure 157: Employee Search (By Last Name) - City Tax Report

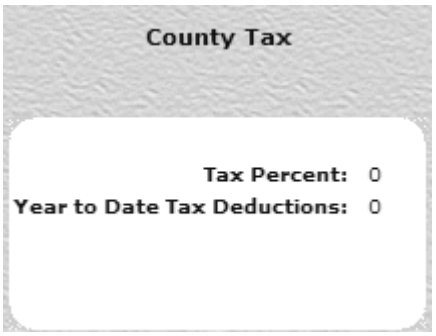
Compensatory Leave

Doe, John

SSNO: XXX-XX-XXXX

Error Code:	0	Prior Year Balance:	0.00
Forfeited:	0.00	Prior Year Balance 2:	12.25
Earned Year to Date:	0.00	Leave Used Religious Observance Year to Date:	0.00
Used Year to Date:	0.00	Balance Religious Observance:	0.00
Total Current Balance:	23.00	Changed Date (Julian):	0
		Changed Date (Calendar):	00/00/0000
		Changed ID:	

Figure 158: Employee Search (By Name) - Compensatory Leave



County Tax

Tax Percent:	0
Year to Date Tax Deductions:	0

Figure 159: Employee Search (By Last Name) - County Tax Report

Doe, John

Dates and Misc Salary/Personnel Data

SSNO: XXX-XX-XXXX

Entered Present Grade:	11/28/2004
SCD WGI:	11/18/2012
Last Recorded WGI:	11/18/2012
Date SCD Retire:	03/16/1997
Last Adj SCD Retire:	03/16/1997
Date SCD RIF:	01/23/1997
Last Adj SCD RIF:	01/16/2000
Last Adj SCD Leave:	04/04/2004
Date SCD Leave:	01/23/1997
Date 6C Retire:	00/00/0000
Date Retention Allow:	00/00/0000
Service Agree Expire:	00/00/0000
Date Longevity:	00/00/0000
Longevity Percent:	0
TDY Post Differential:	
COPR Status:	
Appointment Date:	03/16/1997
Date Agency EOD:	03/16/1997
Date Entered POI:	03/16/1997
Date SES Recert:	00/00/0000
Entered Tour Date:	01/12/2014
Supv Mgr Probation Period Req:	0
Supv Mgr Probation Begin:	00/00/0000
Probation Period Starts:	00/00/0000
Probation Last Recorded:	03/16/1997
Non Pay NTE:	00/00/0000
Promotion NTE:	00/00/0000
Appointment NTE:	00/00/0000
Appointment Limit Code:	0
Exp Appointment Limit Report:	0
Exp Appointment Limit PP:	0
Service Year Start Date:	00/00/0000

Appointment	**Hours**	**Days**	**Dollars**
Total:	0.00	0.00	0.00
Balance	0.00	0.00	0.00

Wage Board Area Code:	0000
WB Shift:	**(2)** 0.00 **(3)** 0.00 **Var** 0.00
Environmental Differential:	0.00

Type of Appointment Code:	1
Work Schedule:	F
Tour of Duty Hours:	80
Alternate Work Schedule:	8
Seasonal Status Quo:	0
Special Employee Code:	00
Current Employment Status:	0
Special Employment Programs:	00
Bargaining Unit Status:	2311
Position Supervisory Code:	8
Uniform Service Status:	0
Employee Type:	
Professional Category:	
Quarter Deduction Code:	0 **Rate:** 0.00
Position Sensitivity:	1C
Change in Tenure:	00/00/0000
Conversion Career Tenure:	03/16/2000
Career Perm Tenure Starts:	00/00/0000
Career Perm Last Recorded:	04/04/2004
AUO/AP Change:	0
AUO/AP Projected Annual Amt:	0
AUO/AP Last Change:	00000000
AUO/AP Standby %:	0
AUO/AP Standby Hours:	WK(1) 0 (2) 0
Annuitant Share Amount:	0.00
Annuitant Indicator:	9
Salary Share Code:	0
Salary Rate Overtime:	No **Holiday:** No
Primary Fund Code:	0
COOP Employee Control Code:	0
COOP Share Amount:	0.00
COOP Rate Overtime:	0.00 **Holiday:** 0.00
Uniform Service Retire COLA:	0.00
Severance Pay Code:	0
Earnings Limitation EX/SES:	0.00

Figure 160: Employee Search (By Name) - Dates and Misc Salary Personnel Data

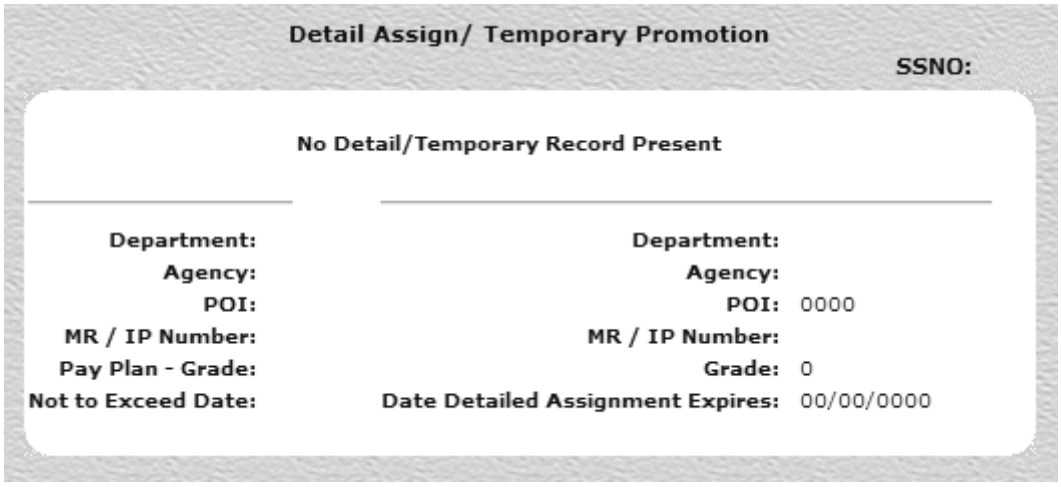
Demonstration Project Data

Doe, John

SSNO:

Case File Number:	
Project Indicator:	
Pay Plan/ Grade/ Step:	GS 12 7
MR/IP Number:	XXXXXX / XXXXXXXX
Occ Series Code:	0343
Position Official Title:	PROG ANAL
Adjusted Salary:	$83,395.00
Duty Station Code:	22 1690 071
Personnel Office ID:	5317
Org Structure Code:	AG9070200400202000 00
Nat-Act 1st 3 Pos:	0
Nat-Act 2nd 3 Pos:	894 QWM ZLM
Pers Action Effective:	01/12/2014
Present Grade Date:	11/28/2004
Date Probation Period Start:	00/00/0000
Date Change in Tenure:	00/00/0000
Tenure Group:	1
Service Agreement Expire Date:	00000000

Figure 161: Employee Search (By Name) - Demonstation Project Data



Detail Assign/ Temporary Promotion

SSNO:

No Detail/Temporary Record Present

Department:		Department:	
Agency:		Agency:	
POI:		POI:	0000
MR / IP Number:		MR / IP Number:	
Pay Plan - Grade:		Grade:	0
Not to Exceed Date:		Date Detailed Assignment Expires:	00/00/0000

Figure 162: Employee Search (By Name) - Detail Assign Temporary Promotion

Doe, John

Education and Certificate

SSNO:

Education Level	Instructional Program	Degree Rcvd Yr	School Code	State Code	School Name
13	521801	1994	LA019	22	SOUTHEASTERN LOUISIANA UNIV.

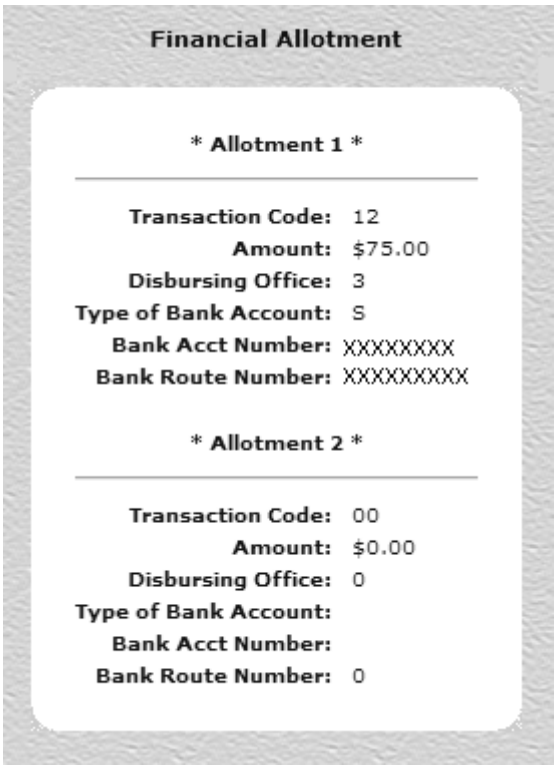
Certificate Number	Certificate Name	Certificate Year	Certificate State

Figure 163: Employee Search (By Name) - Education and Certificate

Federal Tax

Number of Exemptions:	S01
Extra Deductions:	10
Processed Pay Period:	2
Processed Year:	2004
Earned Income Credit Code:	0
Year to Date Amount:	$0.00
W-4 Controlled by IRS	No

Figure 164: Employee Search (By Name) - Federal Tax



Financial Allotment

*** Allotment 1 ***

Transaction Code:	12
Amount:	$75.00
Disbursing Office:	3
Type of Bank Account:	S
Bank Acct Number:	XXXXXXXX
Bank Route Number:	XXXXXXXXX

*** Allotment 2 ***

Transaction Code:	00
Amount:	$0.00
Disbursing Office:	0
Type of Bank Account:	
Bank Acct Number:	
Bank Route Number:	0

Figure 165: Employee Search (By Name) - Financial Allotment

Health Benefits

Part Time FEHB Coverage:	0 Not Applicable
Temporary FEHB SCD Date:	00/00/0000
FEHB Coverage Code:	1 Enrolled

Federal Record Number 1

Plan Name: BLUE CROSS AND BLUE SHIELD

Enrollment Code:	10 5
Coverage Code:	1
Change Code:	0
Adjust Flag:	N
Deduction Ind:	1
Benefit Type:	1
Action Code:	011
Action Source:	1
Control Number:	
Date Effective:	01/03/1999
Deduction Amount:	$204.98
Contribution Amount:	$437.62
Tax Deferred Code:	
Ded YTD Non Deferred:	$0.00
Ded YTD Deferred:	$810.24
Enrollment Future Use:	

Figure 166: Employee Search (By Name) - Health Benefits

Intermittent

Worked Since Last WGI:	0 Days
Elapsed Since Last WGI:	0 Calendar Days
Worked SCD:	0 Days (Calendar Year)
Elapsed SCD:	0 Calandar Days
Toward Career Tenure:	0 Paid Days
Elapsed Toward Career Tenure:	0 Calendar Days
During Probation Period:	0 Days Worked
Elapsed During Probation:	0 Calendar Days
Worked While on Rolls:	0 Days
Worked This Appointment:	0 Days
Need Toward Conv Career:	0 Days
Intermittent Elapsed Calendar:	0.00 Days
Retirement RIF Int Hrs Worked:	0.00 Hours
Retirement RIF Saved Susp Lv:	0.00 Hours
Retirement RIF Saved Int Lv:	0.00 Hours
Retirement Saved LWOP Lv:	0.00 Hours
Retirement RIF Worked Int Hrs:	0.00 Hours

Figure 167: Employee Search (By Name) - Intermittent

Doe, John

Life Insurance

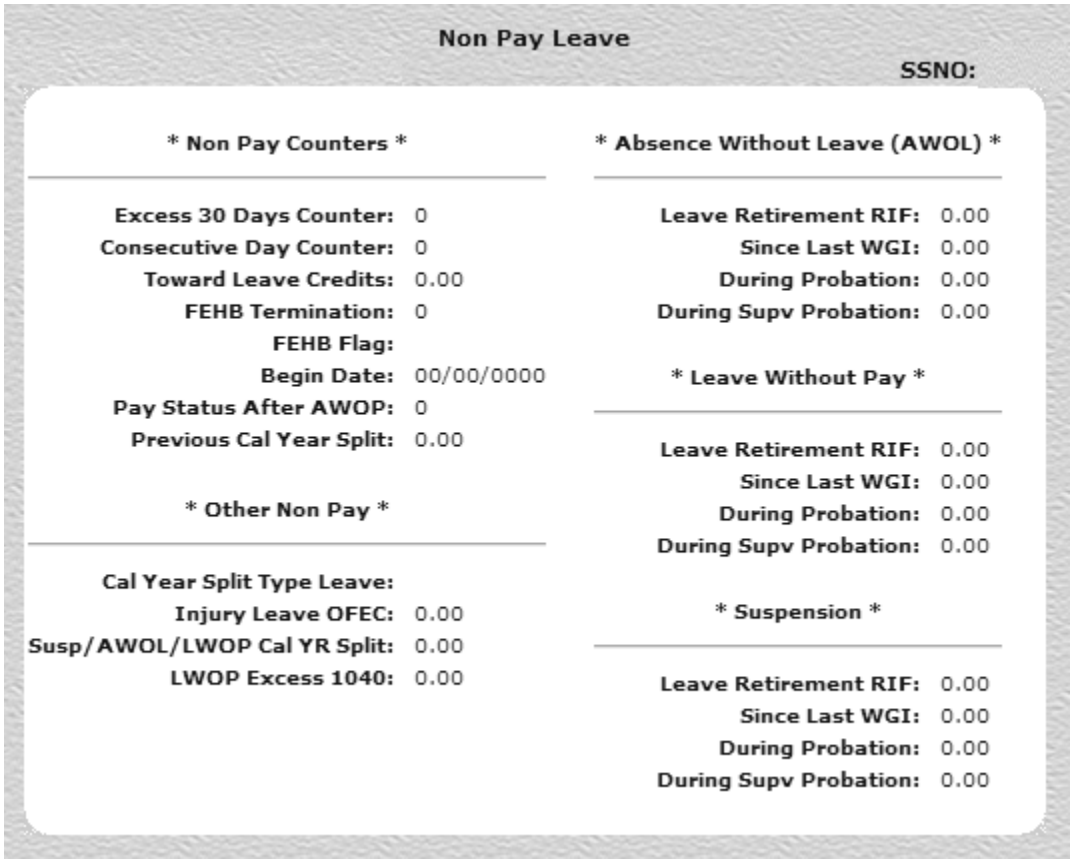
SSNO: XXX-XX-XXXX

Federal Record Number 1

Plan Code:	01	**Benefit Type:**	1
Coverage Code:	N1	**Age Bracket Code:**	3
Date Effective:	06/24/2007	**Basic Cost Alternate:**	N
Basic Coverage Amount:	$86,000.00	**Action Code:**	0
Biweek Deduct Non Table:	$0.00	**Coverage Amount Furnished:**	0
Option A Factor:	0000	**Basic Rate Determinant:**	1
Option B Factor:	0002	**Plan Type:**	
Option C Factor:	0001	**Adjust Flag:**	N

Plan Name: Federal Employees Group Life Insurance
Coverage Description: Basic Life Plus Additional Option With 2 Times Pay And Standard Option And Family Option
Payee Name:

Figure 168: Employee Search (By Name) - Life Insurance



Non Pay Leave

SSNO:

* Non Pay Counters *

Excess 30 Days Counter:	0
Consecutive Day Counter:	0
Toward Leave Credits:	0.00
FEHB Termination:	0
FEHB Flag:	
Begin Date:	00/00/0000
Pay Status After AWOP:	0
Previous Cal Year Split:	0.00

* Other Non Pay *

Cal Year Split Type Leave:	
Injury Leave OFEC:	0.00
Susp/AWOL/LWOP Cal YR Split:	0.00
LWOP Excess 1040:	0.00

* Absence Without Leave (AWOL) *

Leave Retirement RIF:	0.00
Since Last WGI:	0.00
During Probation:	0.00
During Supv Probation:	0.00

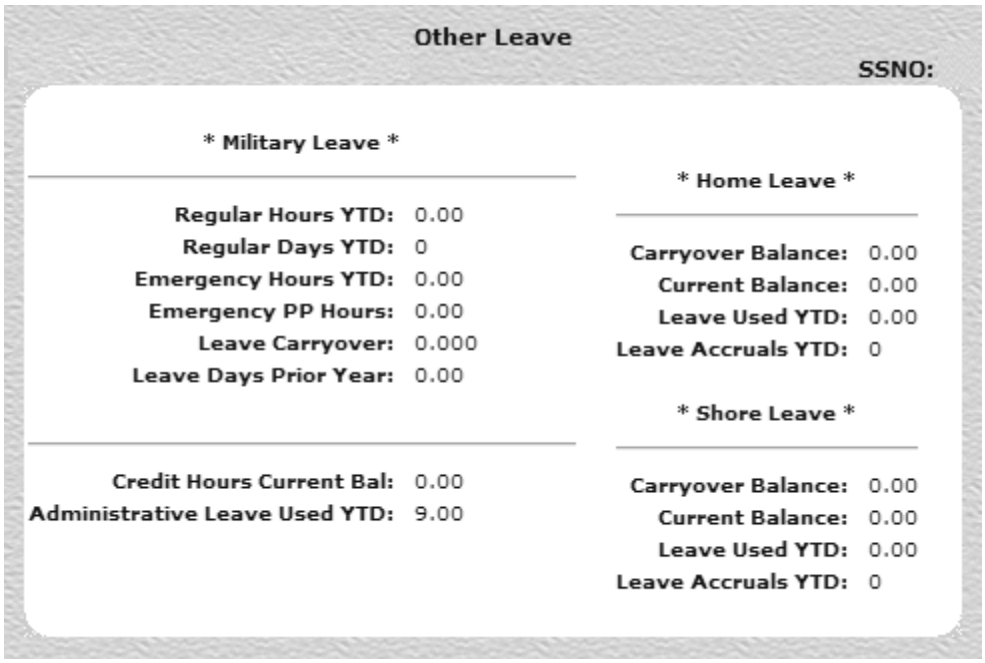
* Leave Without Pay *

Leave Retirement RIF:	0.00
Since Last WGI:	0.00
During Probation:	0.00
During Supv Probation:	0.00

* Suspension *

Leave Retirement RIF:	0.00
Since Last WGI:	0.00
During Probation:	0.00
During Supv Probation:	0.00

Figure 169: Employee Search (By Name) - Non Pay Leave



Other Leave

SSNO:

* Military Leave *

Regular Hours YTD:	0.00
Regular Days YTD:	0
Emergency Hours YTD:	0.00
Emergency PP Hours:	0.00
Leave Carryover:	0.000
Leave Days Prior Year:	0.00

Credit Hours Current Bal:	0.00
Administrative Leave Used YTD:	9.00

* Home Leave *

Carryover Balance:	0.00
Current Balance:	0.00
Leave Used YTD:	0.00
Leave Accruals YTD:	0

* Shore Leave *

Carryover Balance:	0.00
Current Balance:	0.00
Leave Used YTD:	0.00
Leave Accruals YTD:	0

Figure 170: Employee Search (By Name) - Other Leave

Doe, John

Personnel Supplements

SSNO: XXX-XX-XXXX

Education Level:	13
Instructional Program:	521801
Degree Certification Received:	1994
Perf Evaluation Eligibility Code:	Yes
Perf Evaluation Period:	**PP** 24 **YR** 2012
Perf Evaluation Aniversary:	09/30/2012
Perf Evaluation Generated:	**PP** 14 **YR** 2013
Perf Penalty Status:	
Date Penalty Began:	00/00/0000
Accession:	**PP** 6 **YR** 1997
Accession Method:	0
Accession Date:	03/16/1997
Accession NOA Code:	101 AYM ABK
Accession Auth:	DIRECT HIRE AUTH
Appointment NOA Code:	101 AYM ABK
Appt Authority:	DIRECT HIRE AUTH
NOA Previous 5 Positions:	0
PATCO:	A
From To Code:	2
Last Action PP Number:	0
Agency Use:	
Gain Lose Dept:	1B
Conflict of Interest Submitted:	
NOA Prev 3 Positions:	0
NOA Correction Date:	00/00/0000
Pay Protection Flag:	
NFC Employee Status:	0
NFC ASD Date2:	00/00/0000
NFC ASD Salary:	$0.00
Agency Info 1:	
Agency Info 2:	
Agency Info 3:	
Agency Info 4:	
Agency Info 5:	
Previous Agency Code:	

Separation Accession Type:	0
Citizenship Code:	1
Sex Code:	F
Veterans Status:	X
WGI Due Code:	0 **PP** 24 **YR** 2012
WGI Notification Given Code:	0 **PP** 0
Date WGI Projected Effective:	00/00/0000
Promotion Plan Code:	0
Supervisory Mgrl Prob Exp Notif:	No
Law Bar Membership Code:	0
Bar Membership State Code:	
Program Lang Code:	**1 2 3 4 5**
Comp Eq Abil Code:	**1 2 3 4**
Retention Rights End:	00000000
ADJP Elaps PP Counter:	0
Working Title Code:	0000
Working Title:	0000
Recruitment Bonus:	0.00 **Pct:** 0.00
Relocation Bonus:	0.00 **Pct:** 0.00
Retention Allowance:	0.00 **Pct:** 0.00
Supervisory Diff Rate:	0.00 **Pct:** 0.00
Staffing Diff Rate:	0.00 **Pct:** 0.00
Foreign Language Allowance:	0.00 **Pct:** 0.00
Cash Award Amount:	$250.00
Cash Award Effective:	**PP** 9 **YR** 2012
Merit pay Computed Salary:	$0.00
Merit Pay Increase Amount:	$0.00
PMRS/PFP Bonus Amt:	$0.00
PMRS/PFP Bonus Effective:	**PP** 0 **YR** 2000
Funding Unit:	00000
Agency Use 1:	
Agency Use 2:	
Agency Use 3:	
Agency Use 4:	
Agency Use 5:	

Figure 171: Employee Search (By Name) - Personnel Supplements

Doe, John

Processing Indicators

SSNO:XXX-XX-XXXX

Accession Break In Service Indicator:	0	Employee Ceiling Ind:	0
Split TA Required Ind:	N	FERS Coverage Ind:	A
Thrift Savings Plan Change Ind:	N	Position Status Budget:	Y
Union Dues Change Ind:	N	CPDF Coverage Code:	Y
Health Benefit Change Ind:	N	Fatal/Non Fatal Error Ind:	0
Performance Eval Change Ind:	N	Replacement Followup Ind:	N
Cash Award Ind:		Name Correction Ind:	0
Flexfactor Participant Code:		FEGLI Ind:	1
Inactive No Pay Due Ind:	N	TSP Transfer Ind:	
Employee Transfer Ind:		EMP EXP Participation Ind:	
Multi-Element Change Ind :		SPPS Ind:	
NFC Data Base Modification Ind:	N		

Msg Overide:
Salary Use:

Figure 172: Employee Search (By Name) - Processing Indicators

Doe, John

Retained Grade Data

SSNO:XXX-XX-XXXX

Rate Expire Notification: No
Retain Rate Expire: 00/00/0000

* Occupied Position *		* Former Position *	
Pay Plan:	Grade: 0	Pay Plan:	Grade:
	Occupational Series: 0		Occupational Series:
Occupational Series Function Code:	0	Occupational Series Function Code:	

*** Wage Marine Retained Data ***

Ret WM Mar	Pay Plan:	Grade:	0
Ret WM Mar	Occupational Series:		0

No Retained Grade Data Available

Figure 173: Employee Search (By Name) - Retained Grade Data

Doe, John

Retirement Data

SSNO: XXX-XX-XXXX

Cumulative Retirement Ded:	$0.00	**Date EOD Foreign Service:**	00/00/0000
Deduction Prior to Conversion:	$0.00	**Frozen Foreign Service Time:**	**MO** 00 **YR** 00
Total Retirement Ded:	$0.00	**Frozen CSRS Service:**	1
Creditable Military Service:	0	**Frozen Sick Leave balance:**	0
Date Retired from Military:	00/00/0000	**CSRS Coverage At Appt:**	
Retirement Coverage Code:	K	**FERS Coverage Indicator:**	A

*** Federal Record Number 1 ***

Participation Eligibility Code:		**Action Code:**	8
Plan Code:	K	**Ded Limit to OASDI:**	N
Eff Date of Action:	01/14/2001	**Non Deferred Ded YTD:**	$101.78
Benefit Type:	1	**Deferred Deduction YTD:**	$0.00
Non Deferred Deduction:	0.0080	**Date Deduction Began:**	01/14/2001
Deferred Deduction:	0.0000	**Earnings YTD:**	$12,723.20
Deduction Type:	1	**AGCY Contributions YTD:**	$1,514.06
Deduction After OASDI Limit:	0.0000		

Figure 174: Employee Search (By Name) - Retirement Data

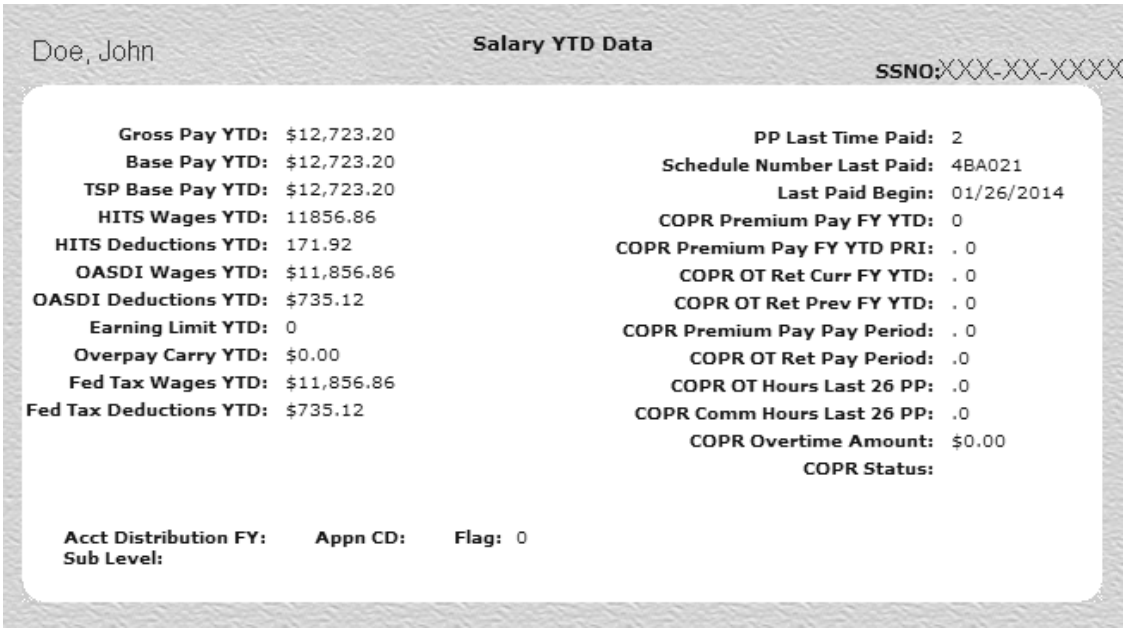
Doe, John

Salary Data

SSNO: XXX-XX-XXXX

Department:	U. S. DEPARTMENT OF AGRICULTURE (AG)		
Agency:	DM, OFC OF THE CHIEF FIN OFFC (90)		
Org Lev 2:	NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR (70)		
Org Lev 3:	GOVT EMPLOYEES SERVICES DIVISION (20)	**Adjusted Salary:**	$83,395.00
Org Lev 4:	CLIENT SERVICES DIRECTORATE (CSD) (0400)	**Scheduled Salary:**	$73,051.00
Org Lev 5:	TRAINING AND COMMUNICATIONS BRANCH (TCB) (20)	**Geographic Adj Rate:**	$10,344.00
Org Lev 6:	SEC 2 - PUBLICATIONS (20)	**Salary Rate:**	PA
Org Lev 7:	ORG LEVEL 7 (AG9070200400202000) (00)	**Locality Table Code:**	4RUS
Org Lev 8:	ORG LEVEL 8 (AG907020040020200000) (00)	**Geographic Adj %:**	0.1416
POI:	USDA - OCFO - NFC (NEW ORLEANS, LA) (5317)	**Pay Rate Det Code:**	(0) NOT APPLICABLE
Position Title:	PROG ANAL (0003)	**Pay Table Code:**	
Pay Plan - Grade/Step:	GS 12/7	**Leo Indicator:**	N
Cyber Security Code:	00	**FLSA Indicator:**	Exempt
MR / IP Number:	XXXXXX XXXXXXXX	**FEGLI Coverage:**	(N1) BASIC LIFE PLUS ADDITIONAL OPTION WITH 2 TIMES PAY AND STANDARD OPTION AND FAMILY OPTION
Occ Series / Funct Code:	0343 0	**Retirement Coverage:**	(K) FERS AND FICA
Duty State:	LA (22)	**Earnings Limitation:**	0
Duty City:	NEW ORLEANS (1690)	**PMSA Code:**	
Duty County:	ORLEANS (071)	**CMSA Code:**	
Acct Station:	0010	**Document Description:**	
Acct Station Location:	5	**Document Effective:**	00/00/0000
Paid Status:	(0) Not Paid	**Document Batch:**	0
Seperation Accession Type:	(0) Not Separated	**Pers Action Effective:**	01/12/2014
Frequency Paid:	(0) Two Weeks	**Pers Auth Date:**	12/23/2013
		NOA 1ST:	0 0
		NOA 2ND:	894 QWM ZLM 20412 (894) GEN ADJ

Figure 175: Employee Search (By Name) - Salary Data



Doe, John

Salary YTD Data

SSNO:XXX-XX-XXXX

Gross Pay YTD:	$12,723.20	**PP Last Time Paid:**	2
Base Pay YTD:	$12,723.20	**Schedule Number Last Paid:**	4BA021
TSP Base Pay YTD:	$12,723.20	**Last Paid Begin:**	01/26/2014
HITS Wages YTD:	11856.86	**COPR Premium Pay FY YTD:**	0
HITS Deductions YTD:	171.92	**COPR Premium Pay FY YTD PRI:**	. 0
OASDI Wages YTD:	$11,856.86	**COPR OT Ret Curr FY YTD:**	. 0
OASDI Deductions YTD:	$735.12	**COPR OT Ret Prev FY YTD:**	. 0
Earning Limit YTD:	0	**COPR Premium Pay Pay Period:**	. 0
Overpay Carry YTD:	$0.00	**COPR OT Ret Pay Period:**	.0
Fed Tax Wages YTD:	$11,856.86	**COPR OT Hours Last 26 PP:**	.0
Fed Tax Deductions YTD:	$735.12	**COPR Comm Hours Last 26 PP:**	.0
		COPR Overtime Amount:	$0.00
		COPR Status:	

Acct Distribution FY: **Appn CD:** **Flag:** 0
Sub Level:

Figure 176: Employee Search (By Name) - Salary YTD Data

Doe, John

Separated Leave

SSNO:

*** Annual Leave ***

Lump Sum Leave Paid:	0.00
Carryover Balance:	0.00
Accrual Year to Date:	0
Leave Used Year To Date:	0.00
Accrual Reduction:	0

*** Leave Without Pay ***

Leave Retirement RIF:	0.00
Since WGI:	0.00
During Probation:	0.00
During Managerial Probation:	0.00

*** Date Lump Sum Carried ***

Restored Leave:	00/00/0000
Over Ceiling Leave:	00/00/0000
Within Ceiling Leave:	00/00/0000
Date Leave Paid:	00/00/0000

*** Sick Leave ***

Expire For Retirement Date:	00/00/0000
Carryover Balance:	0.00
Accrual Year to Date:	0
Leave Used Year To Date:	0.00
Accrual Reduction:	0
Minus Sick Leave Code:	0
Projected Use Date:	00/00/0000

*** Absent Without Leave ***

Leave Retirement RIF:	0.00
Since WGI:	0.00
During Probation:	0.00
During Managerial Probation:	0.00

*** Suspension Leave ***

Leave Retirement RIF:	0.00
Since WGI:	0.00
During Probation:	0.00
During Managerial Probation:	0.00

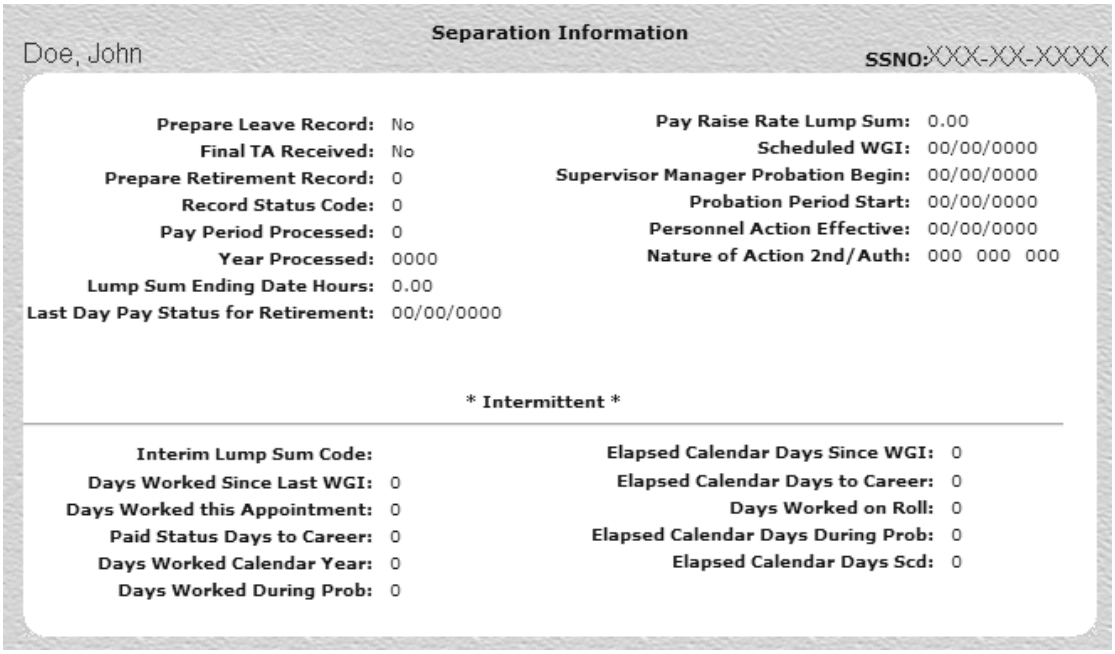
*** Absent Without Pay ***

Excess 30 Day Counter:	0
Consecutive Day Counter:	0

*** Military Leave ***

Regular Hours Year to Date:	0.00
Regular Days Year to Date:	0
Emergency Hours Year to Date:	0.00

Figure 177: Employee Search (By Name) - Separated Leave



Separation Information

Doe, John

SSNO: XXX-XX-XXXX

Prepare Leave Record:	No	**Pay Raise Rate Lump Sum:**	0.00
Final TA Received:	No	**Scheduled WGI:**	00/00/0000
Prepare Retirement Record:	0	**Supervisor Manager Probation Begin:**	00/00/0000
Record Status Code:	0	**Probation Period Start:**	00/00/0000
Pay Period Processed:	0	**Personnel Action Effective:**	00/00/0000
Year Processed:	0000	**Nature of Action 2nd/Auth:**	000 000 000
Lump Sum Ending Date Hours:	0.00		
Last Day Pay Status for Retirement:	00/00/0000		

*** Intermittent ***

Interim Lump Sum Code:		**Elapsed Calendar Days Since WGI:**	0
Days Worked Since Last WGI:	0	**Elapsed Calendar Days to Career:**	0
Days Worked this Appointment:	0	**Days Worked on Roll:**	0
Paid Status Days to Career:	0	**Elapsed Calendar Days During Prob:**	0
Days Worked Calendar Year:	0	**Elapsed Calendar Days Scd:**	0
Days Worked During Prob:	0		

Figure 178: Employee Search (By Name) - Separation Information

Doe, John

SF-50B Data Elements

SSNO: XXX-XX-XXXX

Date of Birth:	XX/XX/XXXXX
Nat Act 1st 3 Pos:	0
Nat Act Auth 1st:	
Appoint NTE:	00/00/0000
Position Title:	PROG ANAL
Working Title:	0000
Pay Plan-Occ Ser-Grade/Step:	GS 0343 12 7
Salary Rate Code:	PA
Total Salary:	$83,396.52
Scheduled Salary:	$73,051.00
Geographic Adj Rate:	$10,344.00
Adj Salary:	$83,395.00
Other Pay:	$0.00
Org Structure Code:	AG 90 70 20 0400 20 20 00 00
Org Name:	U. S. DEPARTMENT OF AGRICULTURE (AG)
	DM, OFC OF THE CHIEF FIN OFFC (90)
	NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR (70)
	GOVT EMPLOYEES SERVICES DIVISION (20)
	CLIENT SERVICES DIRECTORATE (CSD) (0400)
	TRAINING AND COMMUNICATIONS BRANCH (TCB) (20)
	SEC 2 - PUBLICATIONS (20)
	ORG LEVEL 7 (AG9070200400202000) (00)
	ORG LEVEL 8 (AG907020040020200000) (00)
POI:	5317
Veterans Pref Code:	1
Veterans Pref RIF:	3
Tenure Group:	1
Pay Rate Deter Code:	0
FEGLI Code:	N1
Retirement Plan:	K
Work Schedule:	F
Tour of Duty Hours:	80.00
Position Occupied:	1
FLSA:	E
Duty Station Code:	22 1690 071
Duty Station:	LA NEW ORLEANS ORLEANS
Remarks Codes:	778,000,000,000,000,000,000,000,000
Authentication Date	12/23/2013
Sex CD:	F
Citizenship Status:	1
FEHB Coverage:	1
Veterans Status:	X
Education Level:	12
YR/Deg/Cert Rcvd:	
Instructional Program:	
Coop Holiday Rate:	0
1st Legal Authority:	REG 531.207

Pers Action Eff:	01/12/2014
Nat Act 2nd 3 Pos:	894
Nat Act Auth 2nd:	QWM
Promotion NTE:	00/00/0000
Non Pay NTE:	00/00/0000
MR/IP:	XXXXXX/XXXXXXX
Agency Use:	
Annuitant Indicator:	9
SCD Leave:	01/23/1997
Bargaining Unit Status:	2311
Pers Action Code:	2
Type of Appointment:	1
Date SCD Retire:	03/16/1997
Date SCD RIF:	01/23/1997
Date 6C Retire:	00/00/0000
Date SCD TSP:	01/23/1997
Date SCD WGI:	11/18/2012
Date Career Tenure Starts:	00/00/0000
Date Entered Present Grade:	11/28/2004
Date Probation Period Starts:	00/00/0000
Date Supr/Mgr Prob Period:	00/00/0000
Gain/Lose Dept:	1B
Annual Leave Cat.:	8
45 Day Code:	0
Leave Earn Status During PP:	Yes
Qtrs Ded Code:	0
Qtrs Ded Rate:	0.00
COLA/Post Diff Code:	0
TSP Eligibility Code:	9
Uniform Service Status:	0
Date Retired Military:	00/00/0000
Creditable Military Service:	0
Frozen CSRS Service:	1
CSRS Coverage at Appt:	
Spec Emp Cd:	00
Spec Emp Pgm Cd:	00
Salary Share Amt:	0.00
Annuitant Share Amt:	0.00
Coop Emp Cntrl Cd:	0
Coop Overtime Amt:	0.00
Agency Use:	

Figure 179: Employee Search (By Name) - SF-50B Data Elements

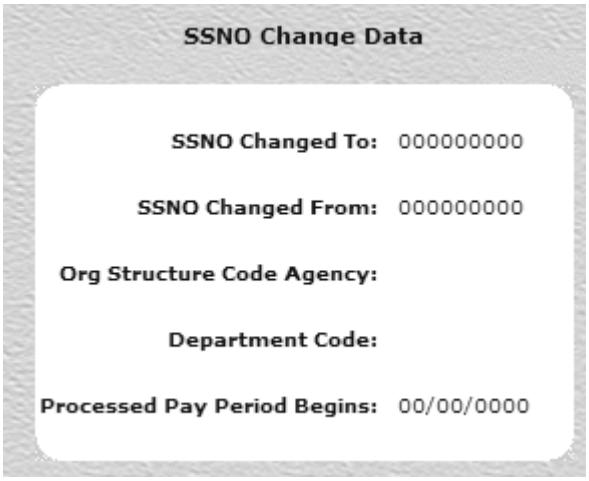


Figure 180: Employee Search (By Name) - SSNO Change Data

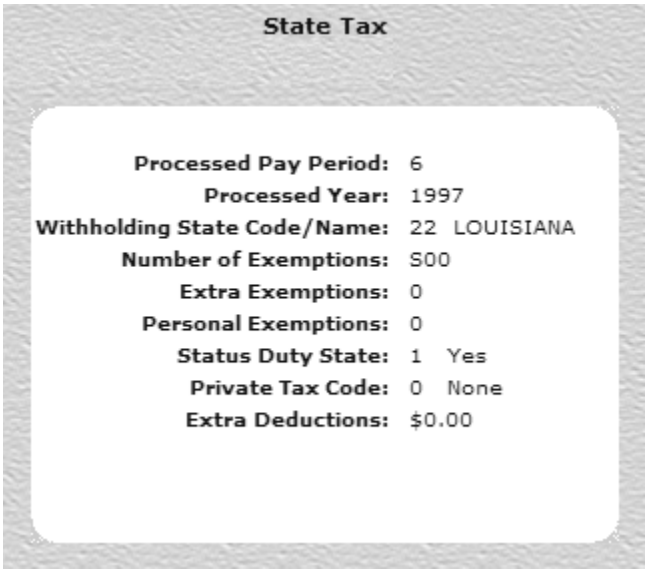


Figure 181: Employee Search (By Name) - State Tax

Doe, John

Thrift Savings Data

SSNO:XXX-XX-XXXX

Date TSP Eligibility:	01/04/1998		
TSP Eligibility Code:	9	**Change Status Code:**	N
Uncapped Salary for TSP:	$0.00	**Eff Date of Status Change:**	01/04/1998
TSP SCD:	01/23/1997	**Percent of Deduction:**	10.00
Build TSP Data Record:		**Dollar Amount of Deduction:**	$0.00

*** Federal Thrift Savings Record 1 ***

Plan Code:	01	**Non Deferred Ded Factor:**	0.0000
Coverage Code:		**Deferred Ded Factor:**	0.1000
Eff Date of Action:	07/04/1999	**Ded After OASDI Limit:**	0.0000
Ded Limit to OASDI:	N	**Non Deferred Ded YTD:**	$0.00
Benefit Type:	1	**Deferred Deduction YTD:**	$1,272.32
Deduction Type:	1	**TSP Base Pay YTD:**	$12,723.20
Action Code:	4	**AGCY 1 Pct and/or Match YTD:**	$636.16
Deductions Began:	07/04/1999		

Figure 182: Employee Search (By Name) - Thrift Savings Data

Employee Search (By SSNO)

The Employee Search (By SSNO) report is displayed when you select ***Employee Search (By SSNO)*** on the Workforce Reports menu. This report displays the employee matching your search criteria. Each employee is displayed with SSN, full name, organizational structure, POI, pay plan, occupational series, grade, and step. Data for this report is obtained from the most recent information on the PPS database.

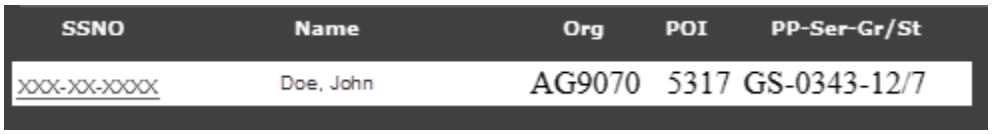
Note: This report contains detailed data.

Figure 183: Employee Search (By SSNO)

Complete the fields as follows:

Field	Description/Instruction
Enter Social Security Number:	Type the SSN of the employee(s) to be displayed on the report. After typing the SSN, click **Search**.

After running the Employee Search (By SSNO) report, the Employee Search (By SSNO) report (for the applicable employee) is displayed. You can select the displayed employee to display various reports. These are the same reports available when running the Employee Search (By Name) report. See ***Employee Search (By Last Name)*** (on page 221) to view these reports.



SSNO	Name	Org	POI	PP-Ser-Gr/St
XXX-XX-XXXX	Doe, John	AG9070	5317	GS-0343-12/7

Figure 184: Employee Search (By SSNO) Report (with criteria)

Employment Changes

The Employment Changes for two points in time report is displayed when you select ***Employment Changes*** on the Workforce Reports menu. This report displays employment data based on RNO and gender for two points in time (e.g., FY2003 and FY2004) by year. This report also provides comparison of employment levels between the time periods. Data for this report is obtained from the Personnel History database and is updated biweekly.

Figure 185: Employment Changes for two points in time Report

Complete the fields as follows:

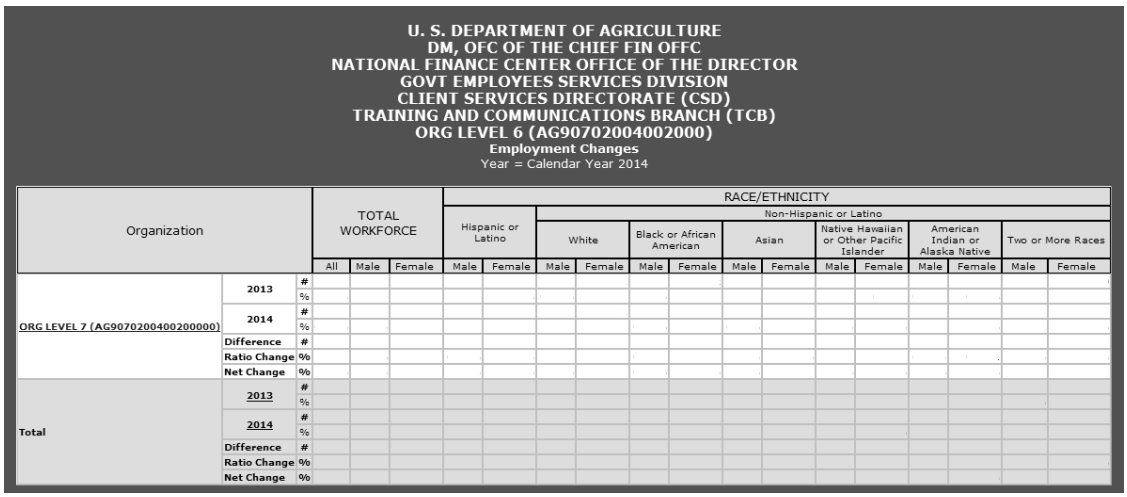
Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Length of Service	Defaults to **`All`**.

Field	Description/Instruction
	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame 1	Defaults to the current calendar year. Click this field to indicate the first year to be displayed on the report. You can select the four-digit numeric year. You can also select the applicable radio button to designate between ***Calendar Year*** and ***Fiscal Year***. Multiple or block selections are not allowed. After making your selection, click **Done** or **Cancel** as applicable.
Time Frame 2	Defaults to the previous calendar year. Click this field to indicate the second year to be displayed on the report. You can also select the applicable radio button to designate between ***Calendar Year*** and ***Fiscal Year***. Multiple or block selections are not allowed. After making your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Employment Changes for two points in time report, the Employment Changes report is displayed.



U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
GOVT EMPLOYEES SERVICES DIVISION
CLIENT SERVICES DIRECTORATE (CSD)
TRAINING AND COMMUNICATIONS BRANCH (TCB)
ORG LEVEL 6 (AG90702004002000)
Employment Changes
Year = Calendar Year 2014

Organization			TOTAL WORKFORCE			RACE/ETHNICITY													
						Hispanic or Latino		Non-Hispanic or Latino											
								White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races	
			All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ORG LEVEL 7 (AG90702004002000000)	2013	#																	
		%																	
	2014	#																	
		%																	
	Difference	#																	
	Ratio Change	%																	
	Net Change	%																	
Total	2013	#																	
		%																	
	2014	#																	
		%																	
	Difference	#																	
	Ratio Change	%																	
	Net Change	%																	

Figure 186: Employment Changes Report

Employment by Disability Code

The Employment Distribution by Disability Code report is displayed when you select ***Employment by Disability Code*** on the Workforce Reports menu. This report displays a list of employees by disability code within an organization. Data for this report is obtained from the Personnel History database and is updated biweekly. The grade indicator on the Personnel History database is used to determine an employee's grade.

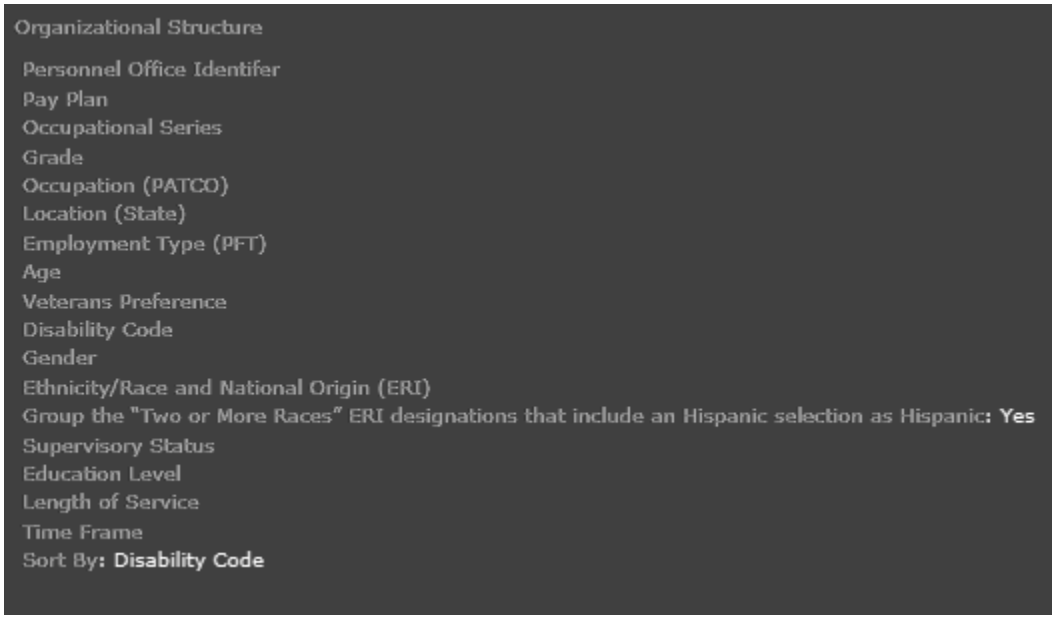


Figure 187: Employment Distribution by Disability Code Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed

Field	Description/Instruction
	on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Defaults to **`Calendar Year`**. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Disability Code`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Employment Distribution by Disability Code report, the Employment Distribution by Disability Code report (with criteria) is displayed.

U. S. DEPARTMENT OF AGRICULTURE

Employment Distribution By Disability Code
Year = 2014
By Disability Code

Disability Code	Number of Employees
(80) CARDIOVASCULAR/ HEART DISEASE	
(05) NO DISABILITY	
(84) DIABETES	
(79) COMPLETE PARALYSIS	
(82) EPILEPSY	
(18) TOTAL DEAFNESS IN BOTH EARS	
(95) GASTROINTESTINAL DISORDERS	
(91) PSYCHIATRIC DISORDER	
(44) NON-PARALYTIC ORTHOPEDIC IMPAIRMENTS	
(22) VISUAL IMPAIRMENTS	
(94) LEARNING DISABILITY	
(92) DWARFISM	
(01) DOES NOT WISH TO IDENTIFY DISABILITY STATUS	
(15) HEARING IMPAIRMENT/ HARD OF HEARING	
(30) MISSING EXTREMITIES	
(41) SPINAL ABNORMALITIES	
(51) H I V POSITIVE/ A I D S	
(06) DISABILITY NOT LISTED	
(69) PARTIAL PARALYSIS	
(86) PULMNARY/RESPIRATORY CONDITIONS	
Total	

Total Population: 929 (which includes employees that have not designated a Race and National Origin)

Figure 188: Employment Distribution by Disability Code Report (with criteria)

Flex Fund

The Flexfund report is displayed when you select ***Flex Fund*** on the Workforce Reports menu. This report contains data on employees' contributions in Flexible Spending Accounts (FSA). Data for this report is obtained from NFC's T&A database and is updated biweekly.

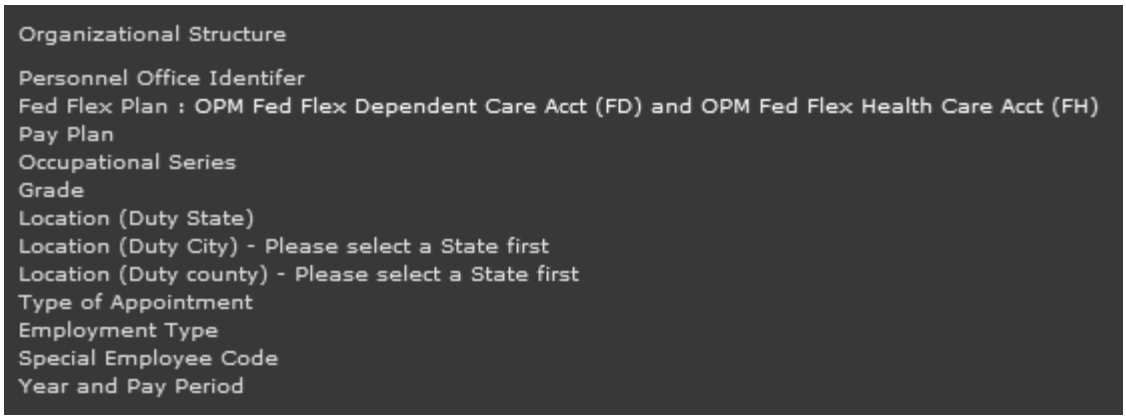


Figure 189: Flexfund Report

Note: This report contains detailed data.

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Fed Flex Plan:	Defaults to both valid values. Click this field to indicate the Flexible Spending Account that the employee is contributing to. Valid values are **`OPM Fed Flex Dependent Care Acct (FD)`** and **`OPM Fed Flex Health Care Acct (FH)`**.

Field	Description/Instruction
	After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)-Please select a State first	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty county)-Please select a State first	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Type of Appointment	Defaults to **`All`**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Flexfund report, the OPM FedFlex Payment Report By Agency Sum report (with criteria) is displayed. You can select an employee from the list and obtain more detailed information on that employee. For more information on the data available on each employee on the list, see Employee Search (by Name).

OPM FedFlex Payment Report By Agency Sum

Sensitive Personnel Data -- Use is Restricted

(AG907020)

Org	Plan Code FD	Premium W/H	Plan Code FH	Premium W/H	Total Participants/Premium W/H
AG9070200000	0	$0.00	1	$19.23	1/$19.23
AG9070200100	0	$0.00	23	$1,514.18	23/$1,514.18
AG9070200200	0	$0.00	8	$392.29	8/$392.29
AG9070200300	2	$208.33	14	$899.27	16/$1,107.60
AG9070200400	2	$346.14	17	$1,041.87	18/$1,388.01
AG9070200600	1	$192.30	8	$411.13	8/$603.43
AG9070200700	5	$626.90	19	$1,268.40	19/$1,895.30
Total:	10	$1,373.67	90	$5,546.37	* 93 / $6,920.04

* The grand total of participants may not equal the individual count of employees with FD plans plus the employees with FH plans. The inequality may result because some employees may participate in both plans and will be counted in the grand total of participants only once.

Selection Crieria : Year and Payperiod = 2014 - 01 and Fed Flex Plan = OPM Fed Flex Dependent Care Acct (FD) and OPM Fed Flex Health Care Acct (FH) and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

Figure 190: OPM FedFlex Payment Report By Agency Sum Report (with criteria)

GLUG4811 Appalach Regl Commission

The NFC Reporting Center - PACS GLUG 4811 - Appalachian Regional Commission Report is displayed when you select ***GLUG4811 Appalach Regl Commission*** on the Workforce Reports menu.

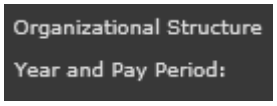


Figure 191: NFC Reporting Center - PACS GLUG 4811 - Appalachian Regional Commission Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Year and Pay Period:	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the NFC Reporting Center - PACS GLUG 4811 - Appalachian Regional Commission Report, the Premium Report (with criteria) is displayed.

UNITED OF
OMAHA

PREMIUM REPORT

POLICYHOLDER MUTUAL OF OMAHA

DUE DATE PP 08/04/2014 GROUP# XXXXXXX

PREMIUM REPORT
A US.S. TREASURY CHECK TO COVER
AMOUNTS SHOWN ON THE REPORT
WILL BE MAILED TO YOU FROM THE U.S. TREASURY
FINANCIAL CENTER IN KANSAS CITY, MO.

CLASS	TOTAL NUMBER INSURED FROM LAST REPORT	ALL ADDITIONS	ALL TERMINATIONS	TOTAL NUMBER INSURED	RATE	PREMIUM
GLUG XXXX						
1	14	00	04	10		
2	1,094,000	00	324,000	689,000	0.0480	195.34
					ADJUST ROUND	0.00
					PREMIUM DUE	195.34
1	14	00	05	09		
2	1,094,000	00	405,000	608,000	0.0480	195.34
					ADJUST ROUND	0.00
					PREMIUM DUE	195.34
1	14	00	05	09		
2	1,094,000	00	405,000	608,000	0.0480	195.34
					ADJUST ROUND	0.00
					PREMIUM DUE	195.34
1	14	00	05	09		
2	1,094,000	00	405,000	608,000	0.0480	195.34
					ADJUST ROUND	0.00
					PREMIUM DUE	195.34
1	14	00	05	09		
2	1,094,000	00	405,000	608,000	0.0480	195.34
					ADJUST ROUND	0.00
					PREMIUM DUE	195.34
1	14	00	05	09		
2	1,094,000	00	405,000	608,000	0.0480	195.34
					ADJUST ROUND	0.00
					PREMIUM DUE	195.34
1	14	00	05	09		
2	1,094,000	00	405,000	608,000	0.0480	195.34
					ADJUST ROUND	0.00
					PREMIUM DUE	195.34

Figure 192: Premium Report (with criteria)

Gains and Losses

The Gains and Losses Report is displayed when you select ***Gains and Losses*** on the Workforce Reports menu. This report contains employees that have either been gained by an organization (hires, reassignments, etc.) or lost by an organization (retirements, terminations, etc.). Data for this report is obtained from NFC's Personnel History database and is updated biweekly.

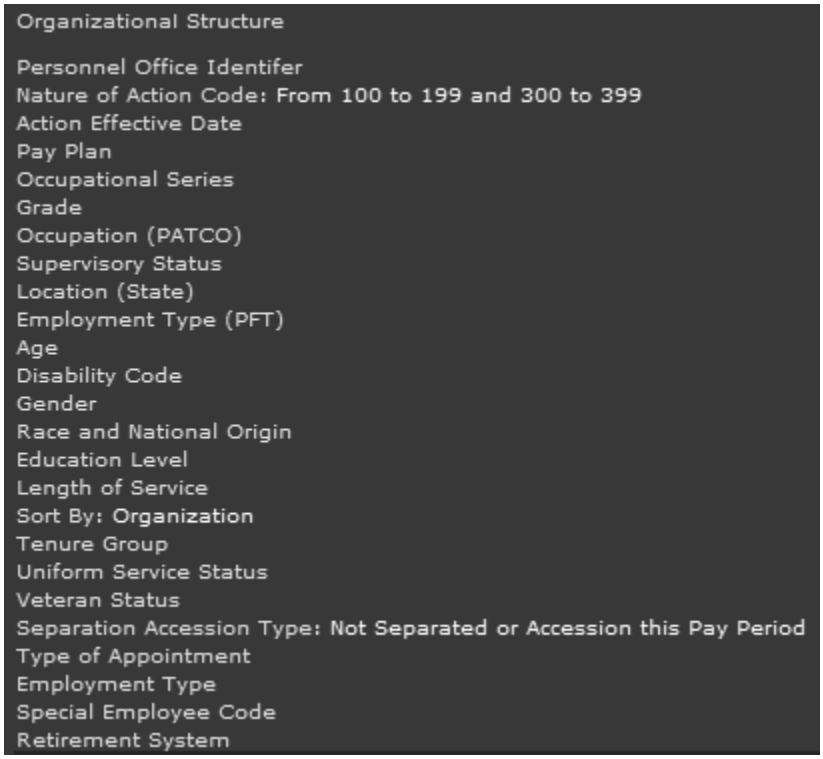


Figure 193: Gains and Losses Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report.After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the

Field	Description/Instruction
Identifier	personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Nature of Action Code	Defaults to **`From 100 to 199 and 300 to 399`**. Click this field to indicate the NOAC to be displayed on the report. The three-digit NOAC and the literal are both displayed on this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Action Effective Date	Click this field to select the applicable From and To dates (for the date range) for the action. The down arrows are used to select the applicable year, month, and day for each date. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable Professional, Administrative, Technical, Computer, and Other (PATCO) job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to select the State to be included on the report. States are listed alphabetically. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable State(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Race and National Origin	Defaults to **`All`**. Click this field to indicate the EHRI information to be displayed on the report. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.
Tenure Group	Defaults to **`All`**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **`All`**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-Nonregular`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veteran Status	Defaults to **`All`**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**, and **`Not a Veteran (After 9/30/91)`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Separation Accession	Defaults to **`Not Separated or Accession this Pay`**

Field	Description/Instruction
Type	**`Period`**. Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **`All`**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

After running the Gains and Losses Report, the Gains and Losses report (with criteria) is displayed.

Gains and Losses

Nature of Action = From 100 to 199 and 300 to 399 and Separation Accession Type = Not Separated or Accession this Pay Period

By Org

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG907020040020)

Page Number: 1

Org	NOA	Name	Pay Plan	Title	Gd/St	Salary	Effective Date	Supvy
ORG LEVEL 6 (AG90702004002000)	(170) EXC APPT	Doe, John	GS	0003	9/1	$52,146	05/18/2014	
SEC 3	(101) CAREER COND APPT	Doe, John A	GS	0004	5/2	$32,359	06/30/2013	
SEC 3	(140) REINS CAREER	Doe, John B	GS	0003	12/2	$71,102	10/20/2013	
SEC 3	(171) EXCEPTED APPT-COND	Doe, John C	GS	0032	4/1	$28,269	07/13/2014	
SECTION NO. 1	(101) CAREER COND APPT	Doe, John D	GS	0009	9/1	$54,032	06/02/2013	
SECTION NO. 1	(101) CAREER COND APPT	Doe, John E	GS	0009	11/1	$59,339	08/14/2011	
SECTION NO. 1	(130) TRANSFER	Doe, John F	GS	0002	9/3	$50,611	03/24/2013	
SECTION NO. 1	(170) EXC APPT	Doe, John G	GS	0003	11/1	$57,408	11/18/2012	
SECTION NO. 1	(170) EXC APPT	Doe, John H	GS	0003	11/1	$57,408	11/18/2012	

Figure 194: Gains and Losses Report (with criteria)

Gender Profile

The Gender Profile report is displayed when you select ***Gender Profile*** on the Workforce Reports menu. This report counts organization employees by gender. Data for this report is obtained from the Personnel History database and is updated biweekly. The Sex Code on the Personnel History database is used to identify the employee's gender.

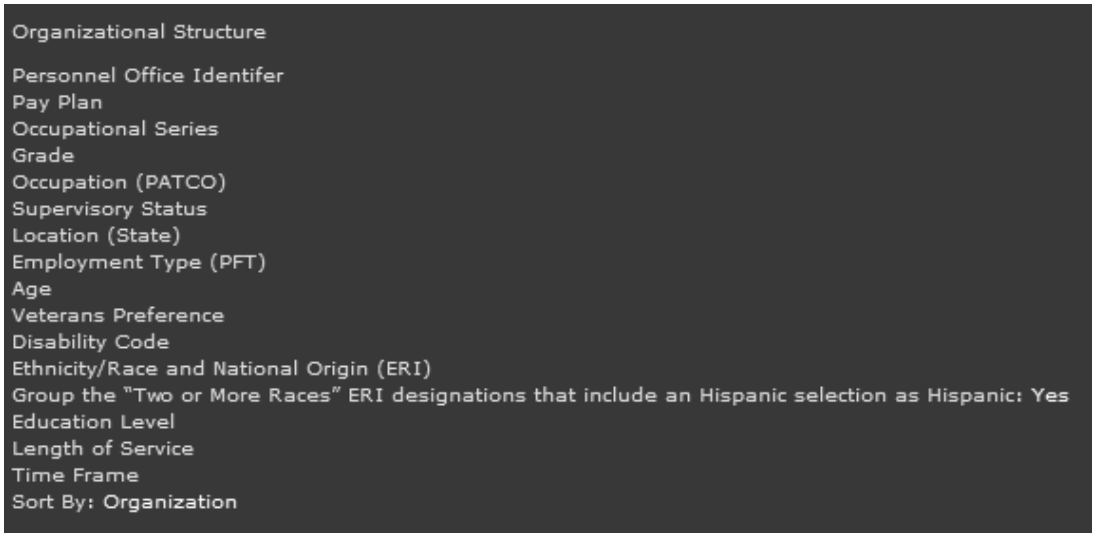


Figure 195: Gender Profile Report

Complete the fields as follows:

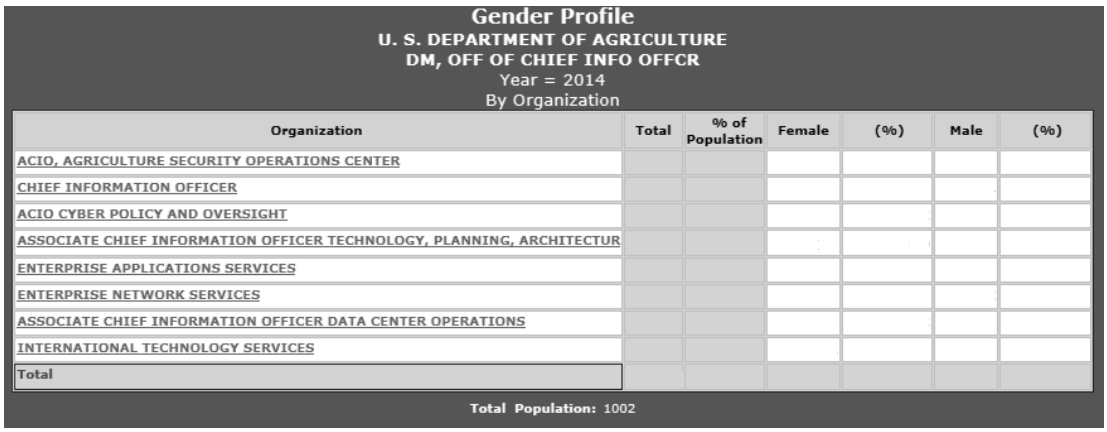
Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay***

Field	Description/Instruction
	Plan Groupings Include to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the ERI information to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**.

Field	Description/Instruction
	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Gender Profile report, the Gender Profile report is displayed.



Gender Profile
U. S. DEPARTMENT OF AGRICULTURE
DM, OFF OF CHIEF INFO OFFCR
Year = 2014
By Organization

Organization	Total	% of Population	Female	(%)	Male	(%)
ACIO, AGRICULTURE SECURITY OPERATIONS CENTER						
CHIEF INFORMATION OFFICER						
ACIO CYBER POLICY AND OVERSIGHT						
ASSOCIATE CHIEF INFORMATION OFFICER TECHNOLOGY, PLANNING, ARCHITECTUR						
ENTERPRISE APPLICATIONS SERVICES						
ENTERPRISE NETWORK SERVICES						
ASSOCIATE CHIEF INFORMATION OFFICER DATA CENTER OPERATIONS						
INTERNATIONAL TECHNOLOGY SERVICES						
Total						

Total Population: 1002

Figure 196: Gender Profile Report

Grade Distribution 2.0

The Grade Distribution report is displayed when you select ***Grade Distribution 2.0*** on the Workforce Reports menu. This report contains a count of all employees in an organization by grade. Data for this report is obtained from NFC's PERHIS database and is updated biweekly.

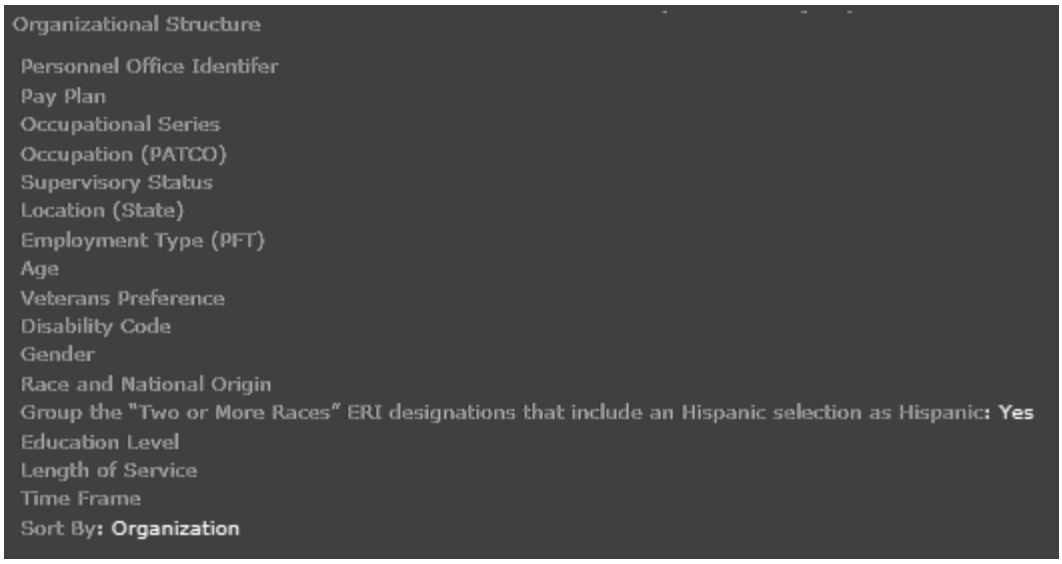


Figure 197: Grade Distribution 2.0 Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Personnel Office Identifier	Click this field to indicate the personnel office identifier (POI) to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay***

Field	Description/Instruction
	Plan Groupings Include to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to select the State to be included on the report. States are listed alphabetically. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable State(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as

Field	Description/Instruction
	applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Race and National Origin	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Valid values are **`Asian, Native Hawaiian or Other Pacific Islander`**, **`Black or African American`**, **`Hispanic or Latino`**, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic:	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Defaults to **`Calendar Year`**. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By:	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Grade Distribution report, the Grade Distribution report (with criteria) is displayed.

GRADE DISTRIBUTION
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
YEAR = 2014
(AG9070) By Organization

Organization	Grade	TotalOrganization
CIVIL RIGHTS AND CONFLICT MANAGEMENT OFFICE (CRCMO)	07	2
	09	1
	12	3
	13	1
	14	1
GOVT EMPLOYEES SERVICES DIVISION	00	1
	02	1
	04	1
	05	44
	06	31
	07	120
	08	2
	09	41
	11	59
	12	127
	13	95
	14	38
	15	7
INFORMATION TECHNOLOGY SERVICES DIVISION	00	1
	04	2
	05	15
	06	5
	07	10
	08	4
	09	14
	10	4
	11	35
	12	58
	13	62
	14	15
	15	4
NATIONAL FINANCE CENTER OFFICE OF THE DEPUTY DIRECTOR	00	1
	04	2
	05	12
	06	6
	07	17
	08	1
	09	6
	11	16
	12	25
	13	20
	14	13
	15	3
NEW ORLEANS FEDERAL EXECUTIVE BOARD	14	1
ORG LEVEL 3 (AG907000)	00	1
	09	1
Total		929

Total Population: 929

Figure 198: Grade Distribution 2.0 Report (with criteria)

Grade Range

The Distribution By Grade Range report is displayed when you select ***Grade Range*** on the Workforce Reports menu. This report displays a count of employees by grade across RNO and gender. Data for this report is obtained from the Personnel History database and is updated biweekly.

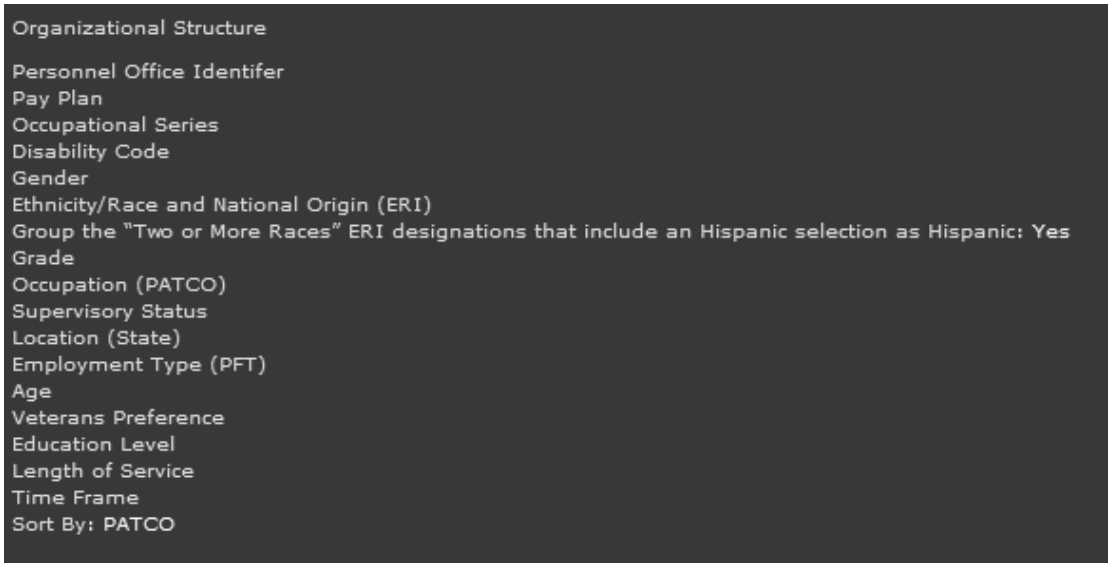


Figure 199: Distribution By Grade Range Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic:	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block

Field	Description/Instruction
	selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point`**

Field	Description/Instruction
	`30% Compensable`. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`PATCO`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After the Distribution By Grade Range report is run, the Grade Range report is displayed.

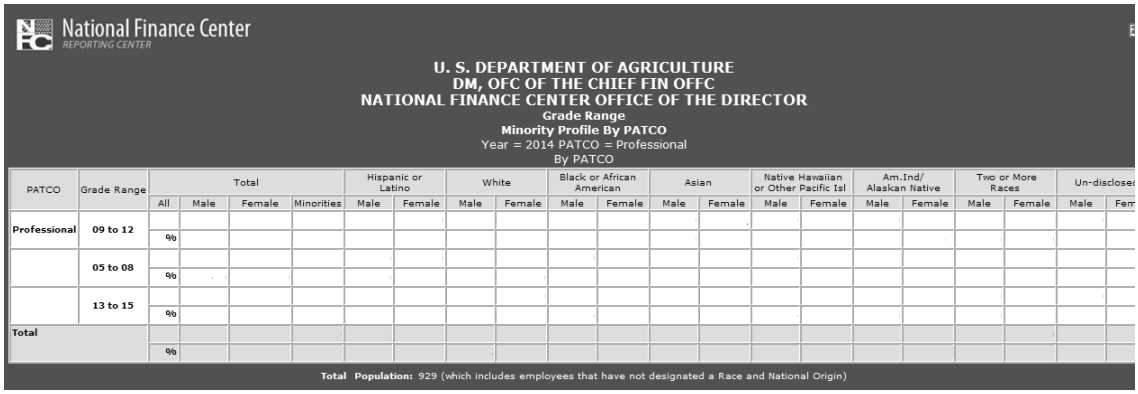


Figure 200: Grade Range Report

Grades Across Minority and Gender

The Grade Levels Across Minority and Gender report is displayed when you select ***Grades Across Minority And Gender*** on the Workforce Reports menu. This report displays a count of employees by grade across RNO and gender. Data for this report is obtained from the Personnel History database and is updated biweekly.

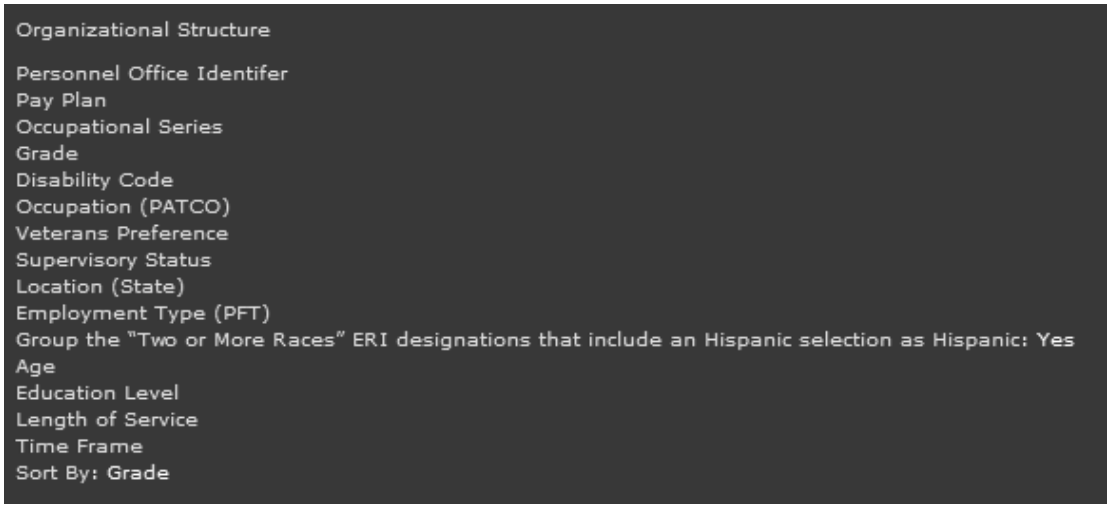


Figure 201: Grade Levels Across Minority and Gender Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay

Field	Description/Instruction
	plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**.

Field	Description/Instruction
	Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report

Field	Description/Instruction
	using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By:	Defaults to **`Grade`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Grade Levels Across Minority and Gender report, the Grade Profile report is displayed.

Gender Profile
U. S. DEPARTMENT OF AGRICULTURE
DM, OFF OF CHIEF INFO OFFCR
Year = 2014
By Organization

Organization	Total	% of Population	Female	(%)	Male	(%)
ACIO, AGRICULTURE SECURITY OPERATIONS CENTER						
CHIEF INFORMATION OFFICER						
ACIO CYBER POLICY AND OVERSIGHT						
ASSOCIATE CHIEF INFORMATION OFFICER TECHNOLOGY, PLANNING, ARCHITECTUR						
ENTERPRISE APPLICATIONS SERVICES						
ENTERPRISE NETWORK SERVICES						
ASSOCIATE CHIEF INFORMATION OFFICER DATA CENTER OPERATIONS						
INTERNATIONAL TECHNOLOGY SERVICES						
Total						

Total Population: 1002

Figure 202: Gender Profile Report

Holiday Time Costs

The Holiday Time Costs report is displayed when you select ***Holiday Time Costs*** on the Workforce Reports menu. This report lists holiday time payments for a specific pay period. Data for this report is obtained from NFC's T&A database and is updated biweekly.

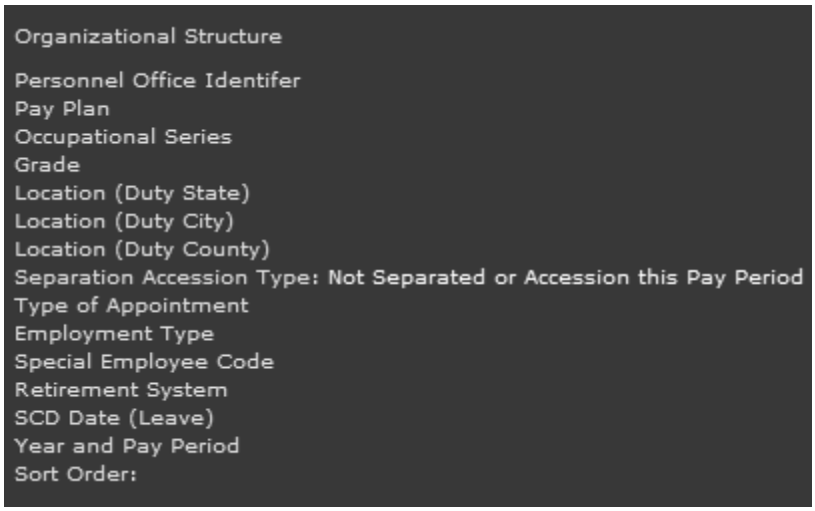


Figure 203: Holiday Time Costs Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are

	available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty County)	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **`Not Separated or Accession this Pay Period`**. Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. Multiple or block selections are available in this field.

	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **`All`**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both

	displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Sort Order	Defaults to **`Last Name`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Holiday Time Costs report, the Holiday Time Costs report (with criteria) is displayed.

Holiday Time Costs

Sensitive Personnel Data -- Use is Restricted

Year and Payperiod = 2014 - 01 and PP Covered = 2014 - 01 and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG9070)

Grade	Name	MR No	Hours	Amount
13	Doe, John	XXXXXX	1.50	$71.28
13	Doe, John A	XXXXXX	5.00	$224.40
12	Doe, John B	XXXXXX	9.00	$389.61
13	Doe, John C	XXXXXX	10.00	$475.20
11	Doe, John D	XXXXXX	8.00	$237.36
12	Doe, John E	XXXXXX	8.00	$319.68
12	Doe, John F	XXXXXX	8.00	$346.32
11	Doe, John G	XXXXXX	8.00	$287.36
11	Doe, John H	XXXXXX	8.00	$255.44
11	Doe, John I	XXXXXX	8.00	$263.44
11	Doe, John J	XXXXXX	8.00	$279.36
12	Doe, John K	XXXXXX	6.00	$243.00
13	Doe, John L	XXXXXX	1.50	$77.22
10	Doe, John M	XXXXXX	4.00	$124.76
06	Doe, John N	XXXXXX	5.75	$113.33
09	Doe, John O		6.00	$156.12
14	Doe, John P	XXXXXX	1.00	$56.15
13	Doe, John Q	XXXXXX	9.00	$463.32
12	Doe, John R	XXXXXX	5.50	$238.10
12	Doe, John S	XXXXXX	5.00	$216.45
07	Doe, John T	XXXXXX	4.00	$80.08
	Total		129.25	$4,917.98

Figure 204: Holiday Time Costs Report (with criteria)

Leave Balances

The Leave Balances report is displayed when you select ***Leave Balances*** on the Workforce Reports menu. This report displays a list of employees within an organization and the leave balance for each employee. The length of the list depends on what organizational level that you go down to. Data for this report is obtained from the PPS database and is updated biweekly.

Note: This report contains detailed data.

Figure 205: Leave Balances Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.

Field	Description/Instruction
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Location (Duty City)-Please select a State first	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty county)-Please select a State first	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Race and National Origin	Defaults to **All**. Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian, Native Hawaiian or Other Pacific Islander**, **Black or African American**, **Hispanic or Latino**, **American Indian or Alaska Native**, **White**, and **Other**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **All**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **All**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **All**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veterans Status	Defaults to **All**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report.

Field	Description/Instruction
	Valid values for the first down arrow are **Equals**, **Not Equal To**, **Less Than or Equal To**, **Less Than**, **Greater Than or Equal To**, and **Greater Than**. The second down arrow is used to indicate the month. Valid values are **01** through **12**. The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **All**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **All**. Click this field to indicate the employee's employment type. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee basis of piecework**, and **First 40 hours**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **All**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **Last Name**. Click this field to select the applicable sort options. Click the down arrow

Field	Description/Instruction
	to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After the Leave Balances report is run, the Leave Balances report (with criteria) is displayed. Only twenty employee records are displayed at one time. If more than twenty records meet the selection criteria, you will be able click the applicable page number to find the applicable record. Each employee record contains the employee's name, SSN, current annual leave balance, current sick leave balance, current compensatory leave balance, any leave without pay information pertaining that employee, the employee's annual leave category, any suspension leave information, the employee's SCD for leave, the employee's base salary, military leave information, and FLSA information. You can select an employee within the list to obtain more information on the employee. For more information on the data available on each employee on the list, see Employee Search (by Name).

Run Date: 2/21/2014

Leave Balances
Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director
Govt Employees Services Division
Client Services Directorate (csd)
Training And Communications Branch (tcb)
Sec 2 - Publications

(AG90702004002020)

Name	SSNO	AL Cat	AL Curr Balance	Restored AL (Hrs/Year)	SL Curr Balance	CL Earn YTD	CL Tot Curr	CL Tot Prior	Relig Observ	LWOP Ret Rif	Su LV Ret	SCD Leave	Base Salary	Mil Lv Co	Mil Lv Day YTD	Mil Lv Hr YTD	Credit Hrs	FLSA
Doe, John	XXX-XX-XXXX	8	13		11.5	0	0	0	0	36		05/13/1988	$61,847.00				0	N
Doe, John A	XXX-XX-XXXX	8	256		2036	0	70.5	0	0			02/06/1979	$90,906.00				0	E
Doe, John B	XXX-XX-XXXX	8	253.5		70.75	0	0	0	0			03/22/1979	$83,395.00				0	E
Doe, John C	XXX-XX-XXXX	6	87.5		14	0	0	0	0			11/08/2009	$49,520.00				0	N
Doe, John D	XXX-XX-XXXX	6	68.5		39	0	6.75	0	0			01/03/2010	$47,923.00				0	N
Doe, John E	XXX-XX-XXXX	8	256		247.5	0	23	0	0			01/23/1997	$83,395.00				0	E
Doe, John F	XXX-XX-XXXX	8	232.5		331.5	0	0	0	0			11/05/1989	$90,344.00				0	E
Doe, John G	XXX-XX-XXXX	8	162.75		24.25	0	0	0	0			11/04/1990	$81,079.00				0	N
Doe, John H	XXX-XX-XXXX	8	255.5		666.5	0	9	0	0			07/02/1989	$85,711.00				0	E
Doe, John I	XXX-XX-XXXX	8	206.5		159.5	0	0	0	0			09/18/1978	$59,915.00				0	E

Figure 206: Leave Balances Report (with criteria)

Leave Trends

The Leave Trends report is displayed when you select ***Leave Trends*** on the Workforce Reports menu. This report tracks time charged to Transaction Code (TC) 61, Annual Leave, TC 62, Sick Leave, TC 64, Compensatory Time, TC 66, Other Leave, TC 67, Injury Leave, TC 71, Leave Without Pay, and TC 72, Absent Without Leave. Data for this report was obtained from the T&A database and is updated biweekly.

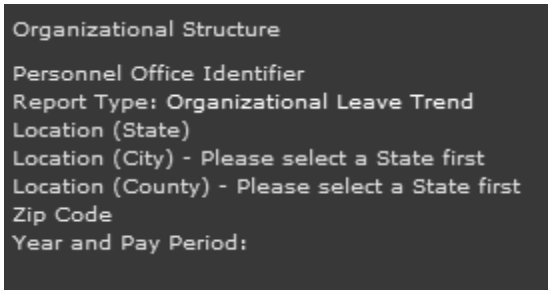


Figure 207: Leave Trends Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Report Type	Defaults to **`Organizational Leave Trends`**. Click this field to indicate which type of report to be displayed on the report. After completing your selection, click **Done** or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this

Field	Description/Instruction
	field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (City)	Defaults to **`All`**. Click this field to select the city of the organization. Valid values for this field are determined by the selection(s) made in the Location (State) field. You cannot select this field until a selection(s) has been made in the Location (State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (County)	Defaults to **`All`**. Click this field to select the county of the organization. Valid values for this field are determined by the selection(s) made in the Location (State) field. You cannot select this field until a selection(s) has been made in the Location (State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Zip Code	Click this field to indicate the ZIP code to be displayed on the report. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Leave Trends report, the Leave Trends report (with criteria) is displayed.

Run Date: 2/21/2014

U. S. Department Of Agriculture - Dm, Ofc Of The Chief Fin Offc - National Finance Center Office Of The Director
Leave Trends

Org Trend | DC Cap Region | Not DC Cap Region | Duty Station | Duty Station DCR | Duty Station Not DCR | Residence | Residence DCR | Residence Not DCR

Year PP	Total Employees	Total TOD Hours	Annual TC 61		Sick TC 62		Comp TC 64		Other TC 66		Injury TC 67		LWOP TC 71		AWOL TC 72		Total Leave		
			#	Hours	#	Hours	#	Hours	#	Hours	#	Hours	#	Hours	#	Hours	#	Hours	TOD Hours
2013 26	927	73,882.00	638	12,438.25	330	3,115.00	150	986.75	923	10,117.75	0	0.00	6	171.00	0	0.00	925	26,828.75	73,882.00
2014 01	928	74,402.00	324	2,911.00	372	3,298.25	163	801.75	919	8,003.25	0	0.00	13	297.00	0	0.00	920	15,311.25	74,402.00
2014 02	925	73,922.00	338	2,541.75	322	2,313.00	160	663.00	488	8,243.25	0	0.00	13	241.00	0	0.00	771	14,002.00	73,922.00

Figure 208: Leave Trends Report (with criteria)

Length of Service Profile

The Length of Service Profile report is displayed when you select ***Length Of Service*** on the Workforce Reports menu. This report displays a count of organization employees across length of service categories. Data for this report was obtained from the Personnel History database and is updated biweekly. Employees with no SCD are not included in this count.

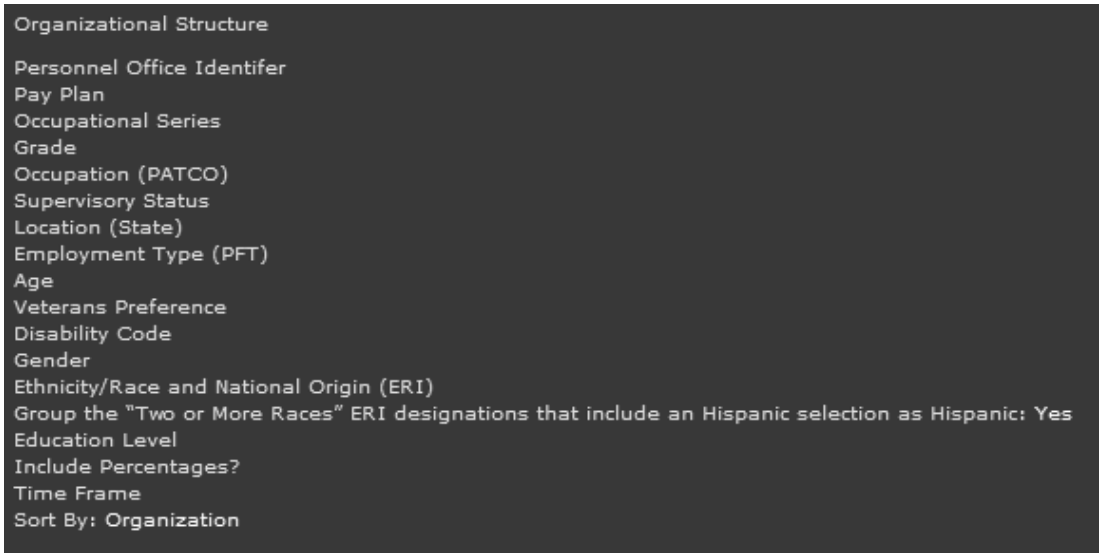


Figure 209: Length of Service Profile Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay***

Field	Description/Instruction
	Plan Groupings Include to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.

Field	Description/Instruction
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Include Percentages?	Defaults to **`All`**. Click this field to indicate whether or not to include percentage columns for each date column on the report. Valid values are **No** and **Yes**. Multiple or block selections are not available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Length of Service Profile report, the Length of Service Profile report (with criteria) is displayed.

Length of Service
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
GOVT EMPLOYEES SERVICES DIVISION
Year = 2014
By Organization

Organization	Total	% of Population	under 6	6 thru 10	11 thru 15	16 thru 20	21 thru 25	26 thru 30	31 thru 35	36 thru
ATE (CSD)(AG9070200400)	94	17.1	23	6	8	11	16	18	8	
CTORATE (PAD)(AG9070200300)	96	17.5	24	13	9	9	24	7	8	
0)(AG9070200000)	5	0.9	0	0	1	0	2	0	2	
NS DIRECTORATE(AG9070200600)	70	12.7	28	8	4	4	11	7	8	
ATIONS DIRECTORATE (POD)(AG9070200200)	138	25.1	36	10	19	15	26	14	10	
ORATE(AG9070200700)	67	12.2	28	6	6	4	13	9	1	
DIRECTORATE(AG9070200100)	80	14.5	27	3	5	4	18	13	5	
Total	550	100	166	46	52	47	110	68	42	

Total Population: 550

Figure 210: Length of Service Report (with criteria)

Life Insurance Listing

The Life Insurance Listing report is displayed when you select ***Life Insurance Listing*** on the Workforce Reports menu. This report contains detail data concerning the employees in an organization and their life insurance elections. Data for this report is obtained from the PPS database and is updated biweekly.

Note: This report contains detailed data.

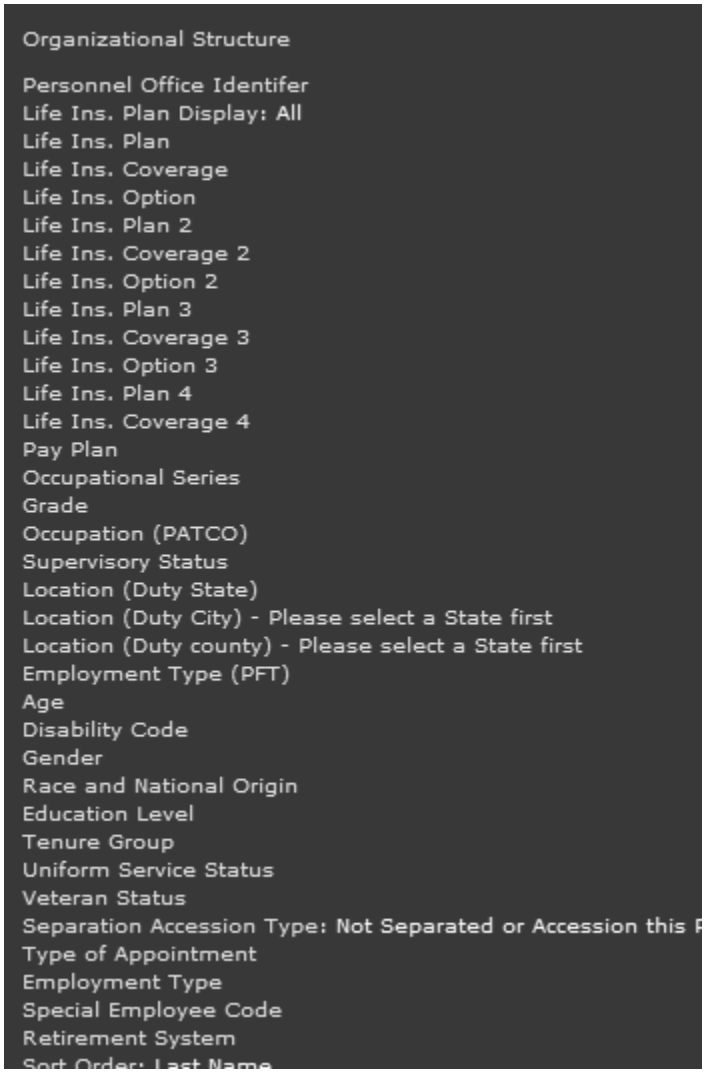


Figure 211: Life Insurance Listing Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access.

Field	Description/Instruction
	After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Life Ins. Plan Display	Defaults to **`All`**. Click this field to indicate the numeric type of plan to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Life Ins. Plan	Click this field to indicate the primary type of life insurance that the employee is enrolled in and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Life Ins. Coverage	Click this field to indicate the first life insurance coverage code that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Life Ins. Option	Click this field to indicate the first life insurance option that the employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Life Ins. Plan 2	Click this field to indicate the second type of life insurance that the employee is enrolled in and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Life Ins. Coverage 2	Click this field to indicate the second life insurance coverage code that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Life Ins. Option 2	Click this field to indicate the second life insurance option that the employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Life Ins. Plan 3	Click this field to indicate the third type of life insurance that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Life Ins. Coverage 3	Click this field to indicate the third life insurance coverage code that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Life Ins. Option 3	Click this field to indicate the third life insurance option that the employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Life Ins. Plan 4	Click this field to indicate the fourth type of life insurance that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Life Ins. Coverage 4	Click this field to indicate the fourth life insurance coverage code that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)-Please select a State first	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty county)-Please select a State first	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Race and National Origin	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Valid values are **`Asian, Native Hawaiian or Other Pacific Islander`**, **`Black or African American`**, **`Hispanic or Latino`**, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **`All`**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **`All`**.

Field	Description/Instruction
	Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veterans Status	Defaults to **All**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **All**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **All**. Click this field to indicate the employee's employment type. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee basis of piecework**, and **First 40 hours**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **All**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Last Name`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the List Insurance Listing report, the Life Insurance Listing report (with criteria) is displayed.

Life Insurance Listing
Sensitive Personnel Data -- Use is Restricted
Employing Office Code = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and
Separation Accession Type = Not Separated or Accession this Pay Period
By Last Name

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG9070)

Name Org	SSNO	Plans				
Doe, John AG9070200100501000 00	XXX-XX-XXXX	**Plan Code:**	01	**Plan Code:**	**Plan Code:**	**Plan Code:**
		Cov Code:	Z5	**Cov Code:**	**Cov Code:**	**Cov Code:**
		Basic Cov Amt:	$93,000	**Basic Cov Amt:**	$0	
		Option A:	0000	**Option A:**		
		Option B:	0005	**Option B:**		
		Option C:	0005	**Option C:**		
Doe, John A AG9070200200103010 00	XXX-XX-XXXX	**Plan Code:**	01	**Plan Code:**	**Plan Code:**	**Plan Code:**
		Cov Code:	D0	**Cov Code:**	**Cov Code:**	**Cov Code:**
		Basic Cov Amt:	$53,000	**Basic Cov Amt:**	$0	
		Option A:	0000	**Option A:**		
		Option B:		**Option B:**		
		Option C:		**Option C:**		
Doe, John B AG9070100000000000 00	XXX-XX-XXXX	**Plan Code:**	01	**Plan Code:**	**Plan Code:**	**Plan Code:**
		Cov Code:	C0	**Cov Code:**	**Cov Code:**	**Cov Code:**
		Basic Cov Amt:	$35,000	**Basic Cov Amt:**	$0	
		Option A:		**Option A:**		
		Option B:		**Option B:**		
		Option C:		**Option C:**		

Figure 212: Life Insurance Listing Report (with criteria)

Long Term Care

The Long Term Care report is displayed when you select ***Long Term Care*** on the Workforce Reports menu. Data for this report is obtained from NFC's T&A database and is updated biweekly.

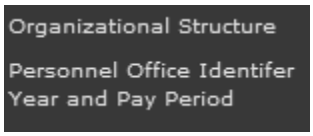


Figure 213: Long Term Care Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Long Term Care report, the Long Term Care Report (with criteria) is displayed.

Long Term Care Report
For Pay Period(s) 2014 - 02
Sensitive Personnel Data -- Use is Restricted
(AG9070)

Org	Plan Code LD (Dependents)	Premium W/H	Plan Code LE (Employee and/or Spouse)	Premium W/H	Total Participants/Premium W/H
(AG907008) - NATIONAL FINANCE CENTER OFFICE OF THE DEPUTY DIRECTOR	0	$0.00	2	$90.58	2/$90.58
(AG907010) - INFORMATION TECHNOLOGY SERVICES DIVISION	0	$0.00	18	$1,181.18	18/$1,181.18
(AG907020) - GOVT EMPLOYEES SERVICES DIVISION	0	$0.00	9	$485.04	9/$485.04
Total:	0	$0.00	29	$1,756.80	* 29 / $1,756.80

* The grand total of participants may not equal the individual count of employees with LD plans plus the employees with LE plans. The inequality will be present when employees participate in both plans. As a result, they will be counted in the grand total of participants only once.

Selection Crieria : Year and Payperiod = 2014 - 02 and PP Covered = 2014 - 02

Figure 214: Long Term Care Report (with criteria)

Lump Sum Annual Leave Payments

The Lump Sum Annual Leave Payments report is displayed when you select ***Lump Sum Annual Leave Payments*** on the Workforce Reports menu. This report lists employees' lump sum annual leave payments for a given pay period. Data for this report is obtained from NFC's T&A database and is updated biweekly.

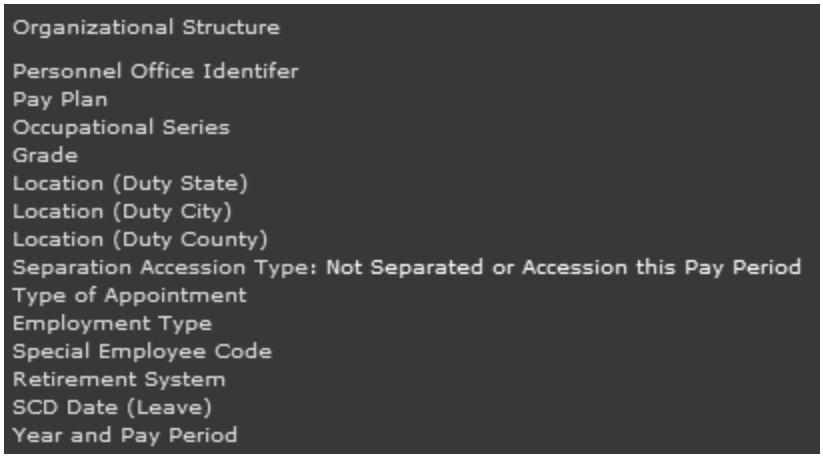


Figure 215: Lump Sum Annual Leave Payments Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty County)	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **`Not Separated or Accession this Pay Period`**. Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **`All`**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the

Field	Description/Instruction
	report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Lump Sum Annual Leave Payments report, the Lump Sum Annual Leave Payments report (with criteria) is displayed.

Lump Sum Annual Leave Payments

Sensitive Personnel Data -- Use is Restricted

Year and Payperiod = 2014 - 13 and PP Covered = 2014 - 13 and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

DEPARTMENT OF COMMERCE

(CM)

Name	MR No	Lump Sum
Doe, Jane	XXXXXX	$238.00
Doe, John	XXXXXX	$280.14

Figure 216: Lump Sum Annual Leave Payments Report (with criteria)

MD-715-EEOC Workforce Data

The MD-715 - EEOC Workforce Data report is displayed when you select ***MD-715-EEOC Workforce Data*** on the Workforce Reports menu. This report displays triggers to be explored by the Agency concerning Equal Employment Opportunity Commission (EEOC) data. Data for this report is obtained from the PPS database and is updated biweekly.

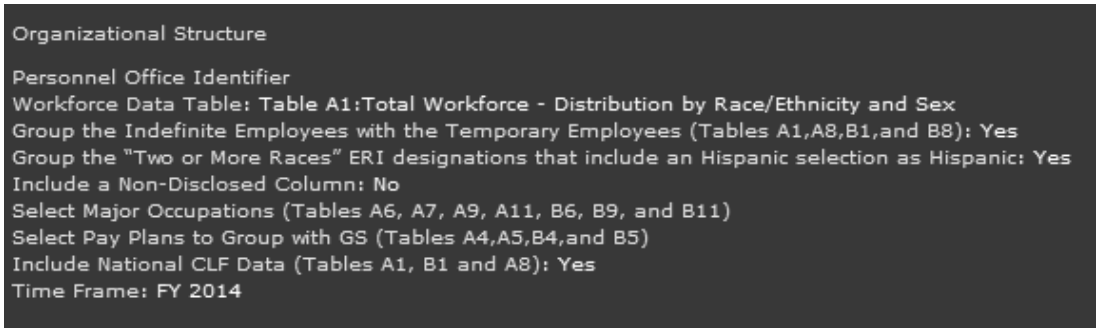


Figure 217: MD-715 EEOC Workforce Data Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Workforce Data Table	Defaults to **`Table A:1 Total Workforce - Distribution by Race/Ethnicity and Sex`**. Click this field to indicate the table to be displayed on the report. For information on the tables available for this report, click ***More*** at the top of the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Group the Indefinite Employees with the Temporary Employees	Defaults to **`No`**. Click this field to indicate whether or not to group the indefinite

Field	Description/Instruction
(Tables A1, A8, B1, and B8)	employees with the temporary employees displayed on the report. Valid values are **`Yes`** and **`No`**. After making your selection, click **Include**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Include a Non-Disclosed Column	Defaults to **`No`**. Click this field to indicate whether or not to include a nondisclosed column on the report. Valid values are **`Yes`** and **`No`**. After making your selection, click **Include**, **Cancel**, or **Reset** as applicable.
Select Major Occupations (Tables A6, A7, A9, A11, B6, B9, and B11)	Defaults to **`All`**. Click this field to indicate the occupation series to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Select Pay Plans to Group with GS (Tables A4,A5,B4,and B5)	Defaults to **`All`**. Click this field to indicate the pay plans (along with GS) to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Include National CLF Data (Table A1, B1, and A8)	Click this field to indicate whether or not include relevant civilian labor force (RCLF) statistics on the report. Valid values are **`Yes`** and **`No`**. After making your selection, click **Done** or **Cancel** as applicable.
Time Frame	Defaults to the current fiscal year for the radio buttons. Defaults to **`FY 2010`** for the search criteria. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.

After running the MD-715 - EEOC Workforce Data report, the applicable MD-715 - EEOC Workforce Data report is displayed.

National Finance Center
REPORTING CENTER

U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Table A1: Total Workforce - Distribution by Race/Ethnicity and Sex
Year = FY 2014

A1 | A2 | A3-1 | A3-2 | A4-1 P | A4-1 T | A4-2 P | A4-2 T | A5-1 P | A5-1 T | A5-2 P | A5-2 T | A-Tabs 6-14 | B-Tabs 1-5 | B-Tabs 6-14

EMPLOYMENT TENURE	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races	
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL																	
Prior FY																	
Current FY																	
CLF (2010)																	
CLF (2000)																	
Difference																	
Ratio Change																	
Net Change																	
PERMANENT																	
Prior FY																	
Current FY																	
Difference																	
Ratio Change																	
Net Change																	
TEMPORARY																	
Prior FY																	
Current FY																	
Difference																	
Ratio Change																	
Net Change																	
NON-APPROPRIATED																	
Prior FY																	
Current FY																	
Difference																	
Ratio Change																	
Net Change																	

Figure 218: MD-715 EEOC Workforce Data Report

Minority Profile

The Minority Profile report is displayed when you select ***Minority Profile*** on the Workforce Reports menu. This report displays a count across RNO of employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

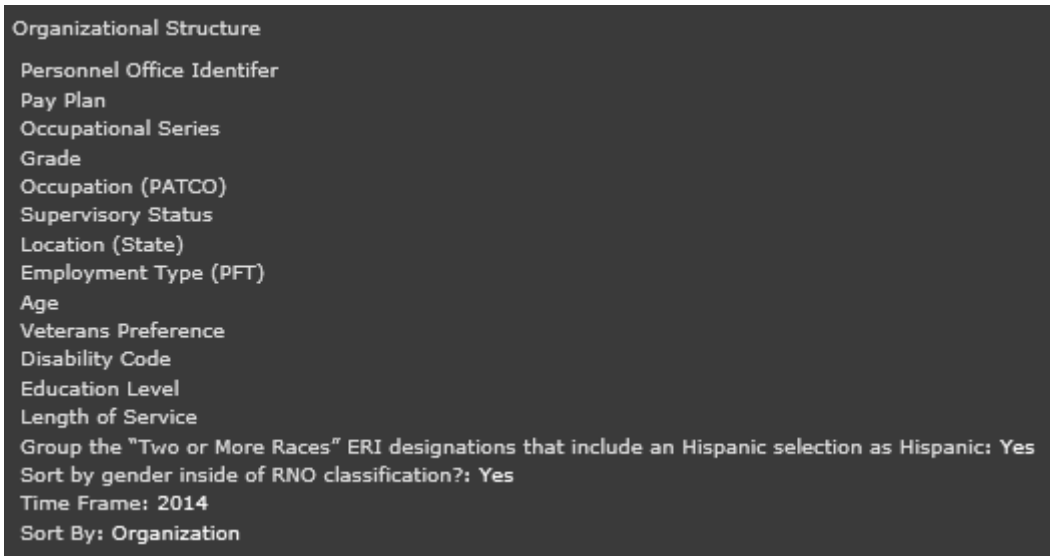


Figure 219: Minority Profile Report

Complete the fields as follows:

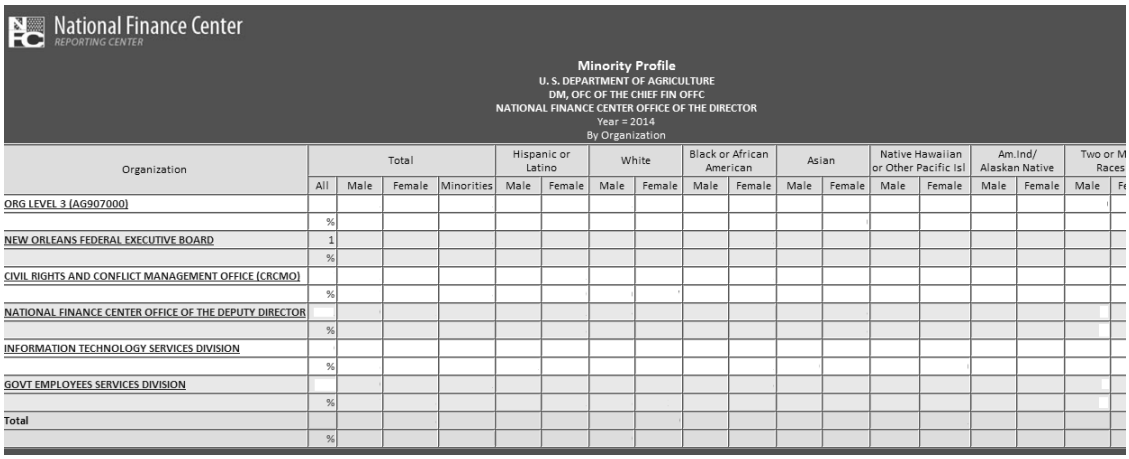
Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list

Field	Description/Instruction
	of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Sort by Gender Inside of RNO Classification	Defaults to **`Yes`**. Click this field to indicate whether or not to sort by gender inside of RNO

Field	Description/Instruction
	classification. Valid values are **`Yes`** and **`No`**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Time Frame	Defaults to the current calendar year for the radio buttons. Defaults to **`2010`** for the search criteria. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Minority Profile report, the Minority Profile report is displayed.



National Finance Center
REPORTING CENTER

Minority Profile
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Year = 2014
By Organization

Organization	Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am.Ind/ Alaskan Native		Two or M Races	
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Fe
ORG LEVEL 3 (AG907000)																		
	%																	
NEW ORLEANS FEDERAL EXECUTIVE BOARD	1																	
	%																	
CIVIL RIGHTS AND CONFLICT MANAGEMENT OFFICE (CRCMO)																		
	%																	
NATIONAL FINANCE CENTER OFFICE OF THE DEPUTY DIRECTOR																		
	%																	
INFORMATION TECHNOLOGY SERVICES DIVISION																		
	%																	
GOVT EMPLOYEES SERVICES DIVISION																		
	%																	
Total																		
	%																	

Figure 220: Minority Profile Report

Misc Personnel/Payroll (Startup 1)

The Miscellaneous Personnel and Payroll Data (Startup 1) report is displayed when you select ***Misc Personnel/Payroll (Startup 1)*** on the Workforce Reports menu. This report contains miscellaneous personnel data. Data for this report is obtained from NFC's Payroll/Personnel database and is updated biweekly.

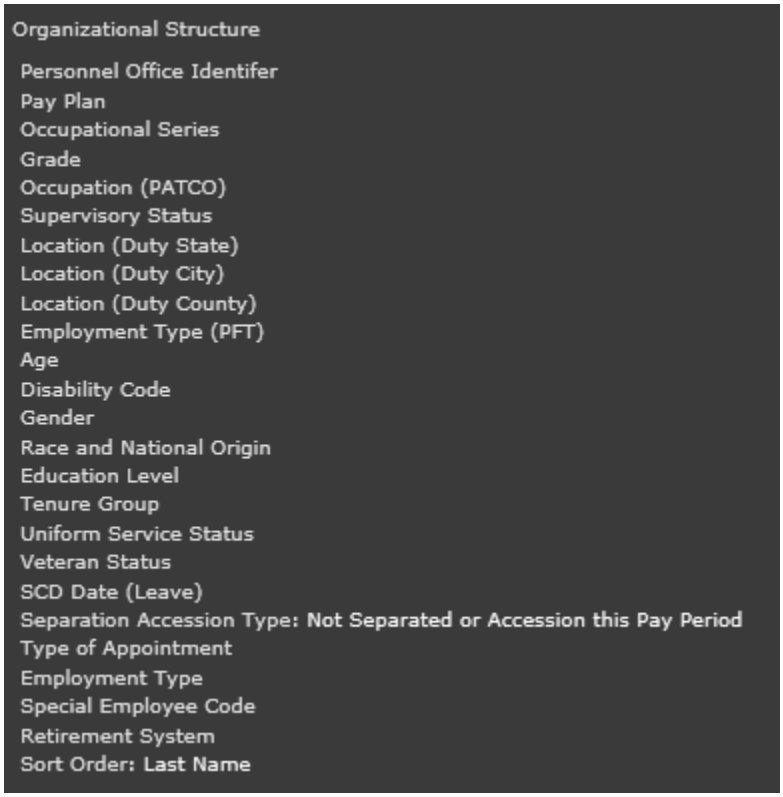


Figure 221: Miscellaneous Personnel and Payroll Data (Startup 1) Report

Field Instructions

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office	Click this field to indicate the POI to be displayed on the report. POIs are

Field	Description/Instruction
Identifier	listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Location (Duty City)	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty County)	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Race and National Origin	Defaults to **All**. Click this field to indicate the EHRI information to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **All**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **All**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **All**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veterans Status	Defaults to **All**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **Equals**, **Not Equal To**, **Less Than or Equal To**, **Less Than**, **Greater Than or Equal To**, and **Greater Than**. The second down arrow is used to indicate the month. Valid values are

Field	Description/Instruction
	01 through **12**. The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **All**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **All**. Click this field to indicate the employee's employment type. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee basis of piecework**, and **First 40 hours**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **All**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **Last Name**.

Field	Description/Instruction
	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Miscellaneous Personnel and Payroll Data (Startup 1) report, the Miscellaneous Personnel and Payroll Data report (with criteria) is displayed.

Miscellaneous Personnel and Payroll Data
Sensitive Personnel Data -- Use is Restricted
By Last Name

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG9070)

Series	Grade/Step	Base Salary	Salary Rate	Pay Rate Det Code	Ret Coverage
2210	13/4	$79,630	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0503	7/10	$44,615	(1) PA	(0) NOT APPLICABLE	(1) CIVIL SERVICE
0318	5/2	$28,629	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	12/2	$62,906	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	12/10	$79,138	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	7/1	$34,319	(1) PA	(6) SPECIAL RATE	(K) FERS AND FICA
2210	12/9	$77,109	(1) PA	(0) NOT APPLICABLE	(1) CIVIL SERVICE
2210	12/2	$62,906	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	11/1	$50,790	(1) PA	(6) SPECIAL RATE	(K) FERS AND FICA
2210	13/10	$94,108	(1) PA	(0) NOT APPLICABLE	(1) CIVIL SERVICE
2210	12/10	$79,138	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0344	6/3	$32,941	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	13/2	$74,804	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0343	11/1	$50,790	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	13/10	$94,108	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0318	7/2	$35,463	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0318	5/2	$28,629	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	14/8	$105,501	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	13/10	$94,108	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0525	5/7	$33,249	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0201	14/6	$99,799	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0391	13/7	$86,869	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0503	5/1	$27,705	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	12/2	$62,906	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	11/2	$52,483	(1) PA	(6) SPECIAL RATE	(K) FERS AND FICA
0343	12/7	$73,051	(1) PA	(0) NOT APPLICABLE	(C) COVERED BY FICA AND BY THE CIVIL SERVICE RETIREMENT SYSTEM AT THE TRAN
2210	12/1	$60,877	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
2210	13/10	$94,108	(1) PA	(0) NOT APPLICABLE	(1) CIVIL SERVICE
0503	7/9	$43,471	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0343	11/5	$57,562	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0510	11/1	$50,790	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0503	7/8	$42,327	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA
0260	12/6	$71,022	(1) PA	(0) NOT APPLICABLE	(K) FERS AND FICA

Figure 222: Miscellaneous Personnel/Payroll Data Report (with criteria)

NGA Overtime Report

The Overtime Costs report is displayed when you select ***NGA Overtime Report*** on the Workforce Reports menu. This report lists overtime payments for a pay period. Data for this report is obtained from NFC's T&A database and is updated biweekly.

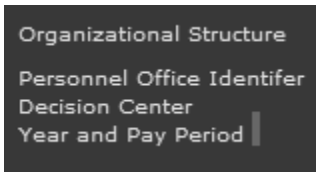


Figure 223: Overtime Costs Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Decision Center	Click this field to indicate the organization making the decision. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Overtime Costs report, the Overtime Costs report (with criteria) is displayed.

Overtime Costs

Sensitive Personnel Data -- Use is Restricted

Year and Payperiod = 2014 - 02 and PP Covered = 2014 - 02 and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director
Govt Employees Services Division
Client Services Directorate (csd)

(AG9070200400)

Grade	Name	MR No	Hours	Amount
13	Doe, John	XXXXXX	9.50	$451.44
	Total		9.50	$451.44

Figure 224: Overtime Costs Report (with criteria)

Leave Liability

The Leave Liability report is displayed when you select ***Leave Liability*** on the Workforce Reports menu. This report contains leave data for the employees within an organization. Both the number of hours and the dollar values of those hours are listed on the report. A list of the employees is displayed when the report is run. You can select an employee to display data about that individual employee. Data for this report is taken from NFC's PPS database and is updated biweekly.

Note: This report contains detailed data.

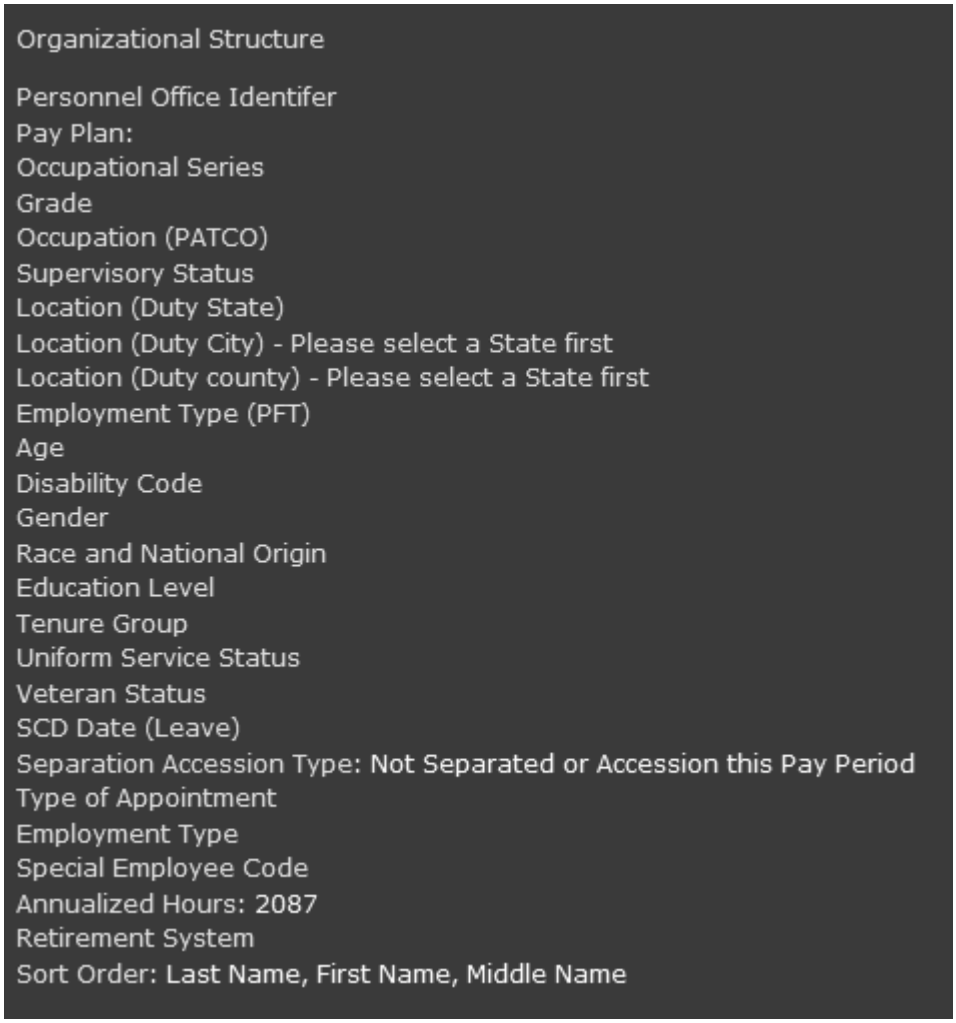


Figure 225: Leave Liability Report

Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)-Please select a State first	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty county)-Please select a State first	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the

Field	Description/Instruction
	report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Race and National Origin	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **`All`**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **`All`**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-Nonregular`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veterans Status	Defaults to **`All`**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91)`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**,

Field	Description/Instruction
	and **Not a Veteran (After 9/30/91)**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **Equals**, **Not Equal To**, **Less Than or Equal To**, **Less Than**, **Greater Than or Equal To**, and **Greater Than**. The second down arrow is used to indicate the month. Valid values are **01** through **12**. The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **All**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **All**. Click this field to indicate the employee's employment type. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee basis of piecework**, and **First 40 hours**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **All**. Click this field to indicate the special employee code to be displayed on

Field	Description/Instruction
	the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Annualized Hours	Defaults to **2087**. Click this field to indicate the number of hours to be included on the report. Valid values are **2080** and **2087**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **Last Name, First Name, Middle Name**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Leave Liability report, the Annual Leave Liability report (with criteria) is displayed.

Annual Leave Liability
Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE - AG - DM, OFC OF THE CHIEF FIN OFFC - AG90
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR - AG9070
GOVT EMPLOYEES SERVICES DIVISION - AG907020
CLIENT SERVICES DIRECTORATE (CSD) - AG9070200400

Data as of PP 08-2015

SSNO		AL Balance	Liability
XXX-XX-XXXX	Doe, John	304	$13,779.20
XXX-XX-XXXX	Doe, John A	256.75	$10,650.63
XXX-XX-XXXX	Doe, John B	16.75	$470.01
XXX-XX-XXXX	Doe, John C	81.5	$2,286.92
XXX-XX-XXXX	Doe, John D	259.75	$10,483.84
XXX-XX-XXXX	Doe, John E	235.75	$10,308.27
XXX-XX-XXXX	Doe, John F	198	$7,769.53
XXX-XX-XXXX	Doe, John G	282.5	$11,718.81
XXX-XX-XXXX	Doe, John H	181	$5,417.51

Totals for AG90702004002020

On Board	Annual Leave Balance	Leave Liability
9	1,816.00	$72,884.73

Report Criteria: Separation Accession Type = Not Separated or Accession this Pay Period
Sorted by Last Name, First Name, Middle Name

Figure 226: Annual Leave Liability Report (with criteria)

Non-Pay Hours Report

The Non-Pay Hours Report (LWOP and AWOL) is displayed when you select ***Non-Pay Hours Report*** on the Workforce Reports menu. This report is used to obtain inforamtion concerning leave without pay (LWOP) and absence without leave (AWOL). This report tracks the time charged to TC 71, LWOP, and TC 72, AWOL. Data for this report is obtained from the time and T&A database and is updated biweekly.

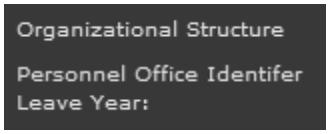


Figure 227: Non-Pay Hours Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Leave Year	Click this field to indicate the year to be displayed on the report. The four-digit year is displayed in this field. After making your selection, click **Include**, **Cancel**, or **Reset** as applicable.

After running the Non-Pay Hours Report (LWOP and AWOL), the Non-Pay Hours Report (LWOP and AWOL) (with criteria) is displayed.

Non-Pay Hours Report(LWOP and AWOL)

Sensitive Personnel Data -- Use is Restricted

Report Time Frame = 2014

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR (70)

Org	# Employees	Tot Hours (TOD)	LWOP (71)			AWOL (72)			Total Hours
			#	Hours	Avg. Hours	#	Hours	Avg. Hours	
ORG LEVEL 3 (AG907000)	2	320.00	0	0.00	0.00	0	0.00	0.00	0.00
NEW ORLEANS FEDERAL EXECUTIVE BOARD (AG907001)	1	160.00	0	0.00	0.00	0	0.00	0.00	0.00
CIVIL RIGHTS AND CONFLICT MANAGEMENT OFFICE (CRCMO) (AG907006)	8	1,360.00	0	0.00	0.00	0	0.00	0.00	0.00
NATIONAL FINANCE CENTER OFFICE OF THE DEPUTY DIRECTOR (AG907008)	123	19,476.00	4	246.50	61.63	0	0.00	0.00	246.50
INFORMATION TECHNOLOGY SERVICES DIVISION (AG907010)	227	37,120.00	1	9.00	9.00	0	0.00	0.00	9.00
GOVT EMPLOYEES SERVICES DIVISION (AG907020)	573	91,488.00	13	282.50	21.73	0	0.00	0.00	282.50
Total	934	149,924.00	18	538.00	29.89	0	0.00	0.00	538.00

Figure 228: Non-Pay Hours Report (LWOP and AWOL) (with criteria)

Occupational Categories Profile

The Occupational Categories Profile report is displayed when you select ***Occupational Categories Profile*** on the Workforce Reports menu. This report displays the number of employees in an organization grouped by EEOC categories. Data for this report is obtained from the Personnel History database.

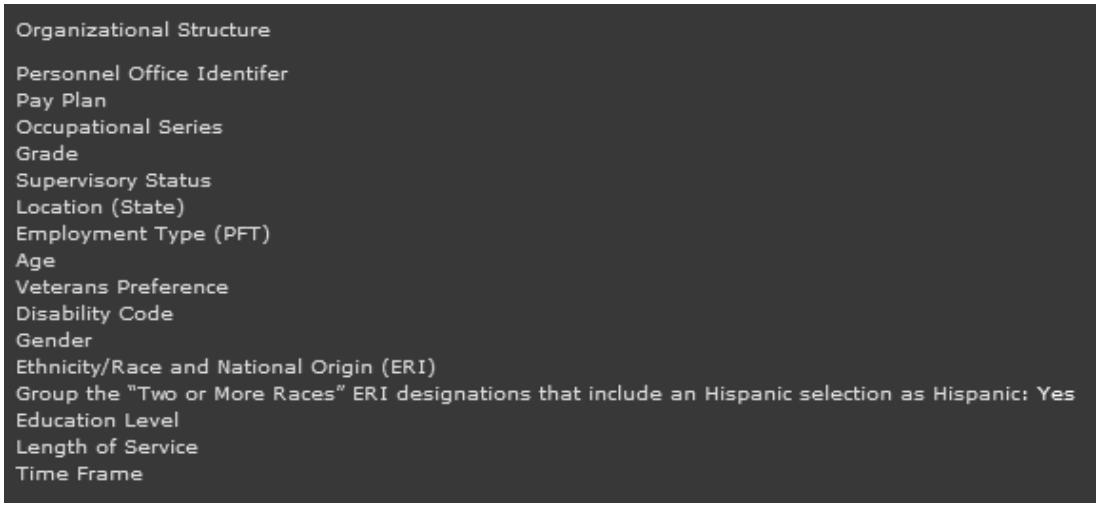


Figure 229: Occupational Categories Profile Report

Complete the fields as follows:

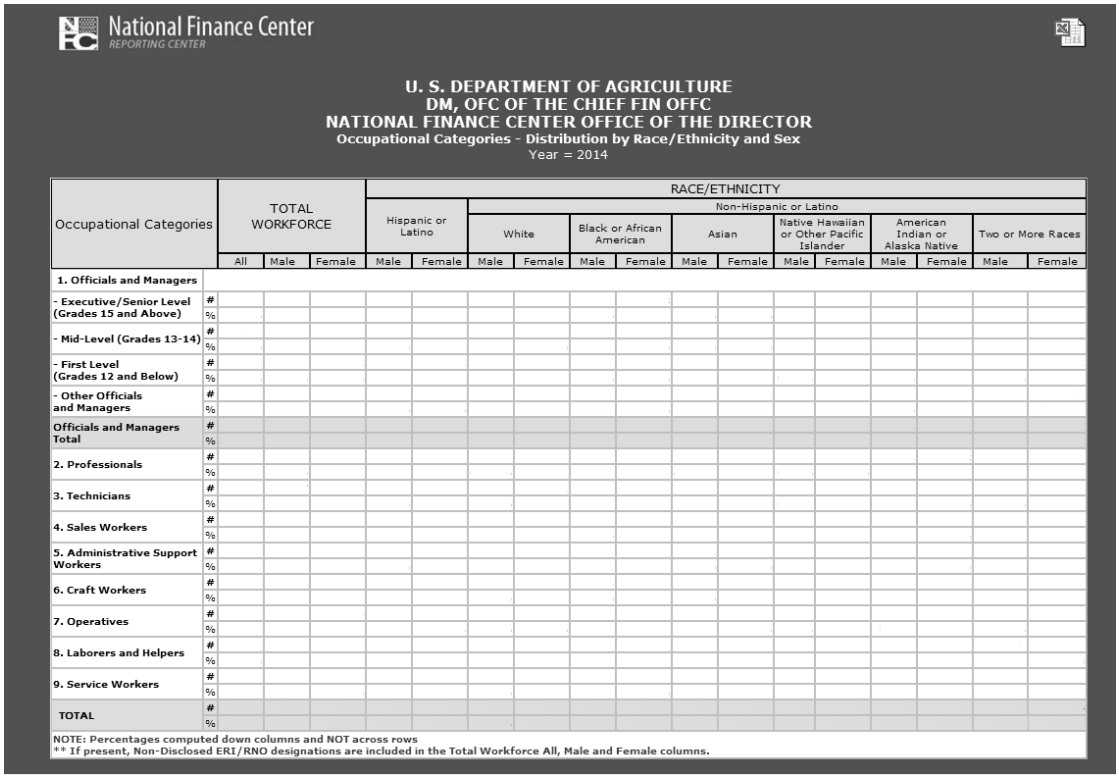
Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list

Field	Description/Instruction
	of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments.

Field	Description/Instruction
	Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Defaults to **`Calendar Year`**. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.

After running the Occupational Categories Profile report, the Occupational Categories Profile report (with criteria) is displayed.



National Finance Center
REPORTING CENTER

U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Occupational Categories - Distribution by Race/Ethnicity and Sex
Year = 2014

Occupational Categories		TOTAL WORKFORCE			RACE/ETHNICITY															
					Hispanic or Latino		Non-Hispanic or Latino													
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races			
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
1. Officials and Managers																				
- Executive/Senior Level (Grades 15 and Above)	#																			
	%																			
- Mid-Level (Grades 13-14)	#																			
	%																			
- First Level (Grades 12 and Below)	#																			
	%																			
- Other Officials and Managers	#																			
	%																			
Officials and Managers Total	#																			
	%																			
2. Professionals	#																			
	%																			
3. Technicians	#																			
	%																			
4. Sales Workers	#																			
	%																			
5. Administrative Support Workers	#																			
	%																			
6. Craft Workers	#																			
	%																			
7. Operatives	#																			
	%																			
8. Laborers and Helpers	#																			
	%																			
9. Service Workers	#																			
	%																			
TOTAL	#																			
	%																			

NOTE: Percentages computed down columns and NOT across rows
** If present, Non-Disclosed ERI/RNO designations are included in the Total Workforce All, Male and Female columns.

Figure 230: Occupational Categories Profile Report

Occupational Series Listing

The Occupational Series Listing report is displayed when you select ***Occupational Series Listing*** on the Workforce Reports menu. This report contains information on employees in certain occupational listings. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

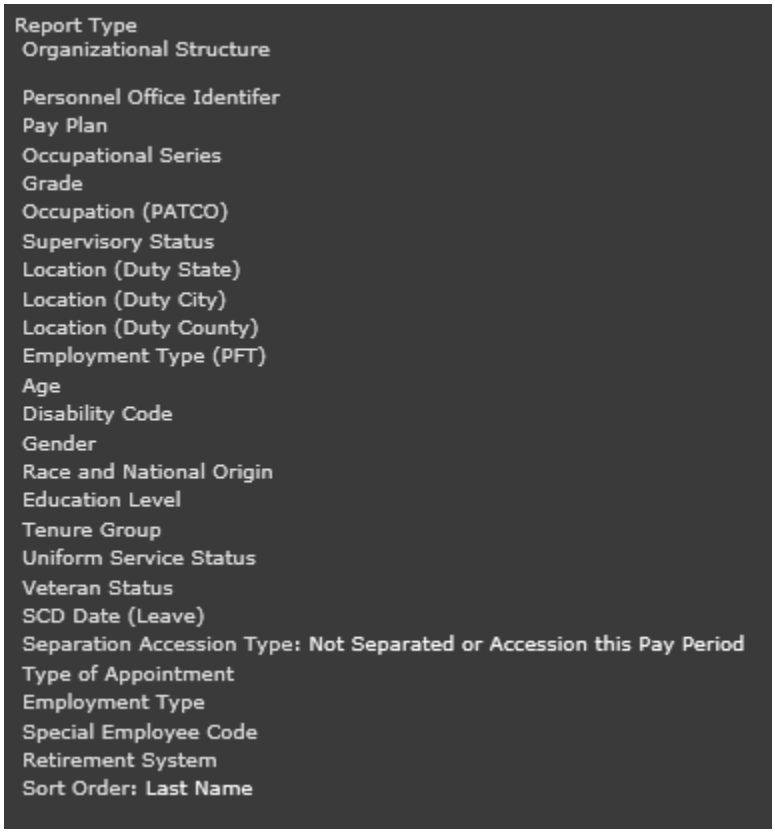


Figure 231: Occupational Series Listing Report (with criteria)

Complete the fields as follows:

Field	Description/Instruction
Report Type	Click this field to select what type of report you wish to display. Valid values are **`Detail Listing (Includes Name and SSNO)`** and **`Detail Listing (Without Name and SSNO)`**. After making your selection, click **Done** or **Reset** as applicable.
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking

Field	Description/Instruction
	Next. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty County)	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Gender	Defaults to **All**. Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Race and National Origin	Defaults to **All**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **All**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **All**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **All**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veterans Status	Defaults to **All**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **`Not Separated or Accession this Pay Period`**. Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **`All`**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Last Name`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Occupational Series Listing report, the Occupational Series Listing report (with criteria) is displayed.

Occupational Series Listing
Sensitive Personnel Data -- Use is Restricted
Supervisory Status = (8) Non-Supervisory and Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Separation Accession Type = Not Separated or Accession this Pay Period
By Last Name

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG9070)

Pay Plan	Series	Grade	Agency	Age	Years of Service	Education Level	Duty City	Duty State	Supervisory Code
GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	52	16	(9) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	57	34	(7) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	52	15	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	52	22	(13) BACHELORS	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	42	13	(7) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	47	24	(13) BACHELORS	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	38	4	(17) MASTERS	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	50	7	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	7	90 - DM, OFC OF THE CHIEF FIN OFFC	32	2	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	14	90 - DM, OFC OF THE CHIEF FIN OFFC	49	25	(13) BACHELORS	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	49	21	(5) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	9	90 - DM, OFC OF THE CHIEF FIN OFFC	47	22	(6) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	9	90 - DM, OFC OF THE CHIEF FIN OFFC	25	3	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	52	29	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	39	12	(10) ASSOCIATE	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	7	90 - DM, OFC OF THE CHIEF FIN OFFC	33	3	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	52	20	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	13	90 - DM, OFC OF THE CHIEF FIN OFFC	48	27	(14) POST-BACHELORS	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	61	21	(6) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	55	34	(13) BACHELORS	NEW ORLEANS	LA	(8)Non-Supervisory

Figure 232: Occupational Series Listing Report (with criteria)

Official Time for Union Business

The Official Time for Union Business (Culp0100) report is displayed when you select ***Official Time For Union Business*** on the Workforce Reports menu. This report displays information regarding canceled payments that have been returned to NFC and require Agency action. Data for this report is obtained from DOTS and is updated daily.

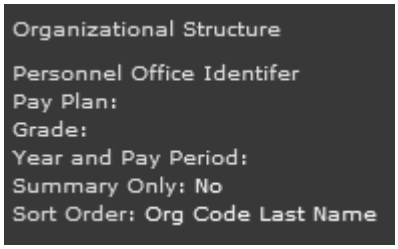


Figure 233: Official Time for Union Business (Culp0100) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block

Field	Description/Instruction
	selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Summary Only	Defaults to **No**. Click this field to indicate whether or not you want a summary only report. Valid values are **Yes** and **No**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **Org Code, Last Name**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Official Time for Union Business (Culp0100) report, the Official Time for Union Business report (with criteria) is displayed.

Official Time for Union Business
Accumulated for Pay Period(s) 2014 - 02
Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director
(AG9070)

Name	Org	Pay Plan	Grade	Transaction Codes 35	36	37	38	Accumulated Hours
Doe, John	90-70-08-0100-30100000	GS	06	0.00	0.00	16.00	0.00	16.00
Doe, John A	90-70-10-0300-30302000	GS	08	0.00	0.00	15.50	0.00	15.50
Doe, John B	90-70-10-0400-20000000	GS	09	0.00	0.00	4.00	0.00	4.00
Doe, John C	90-70-20-0200-10401000	GS	07	0.00	0.00	49.50	0.00	49.50

Total Hours By Transaction Code	**35**	**0.00**
	36	**0.00**
	37	**85.00**
	38	**0.00**
Grand Total of Hours Reported		**85.00**

Figure 234: Official Time for Union Business Report (with criteria)

Organization Profile

The Organizational Profile report is displayed when you select ***Organization Profile*** on the Workforce Reports menu. This report displays a count of all employees in an organization across employment type. Data for this report is obtained from the Personnel History database and is is updated biweekly.

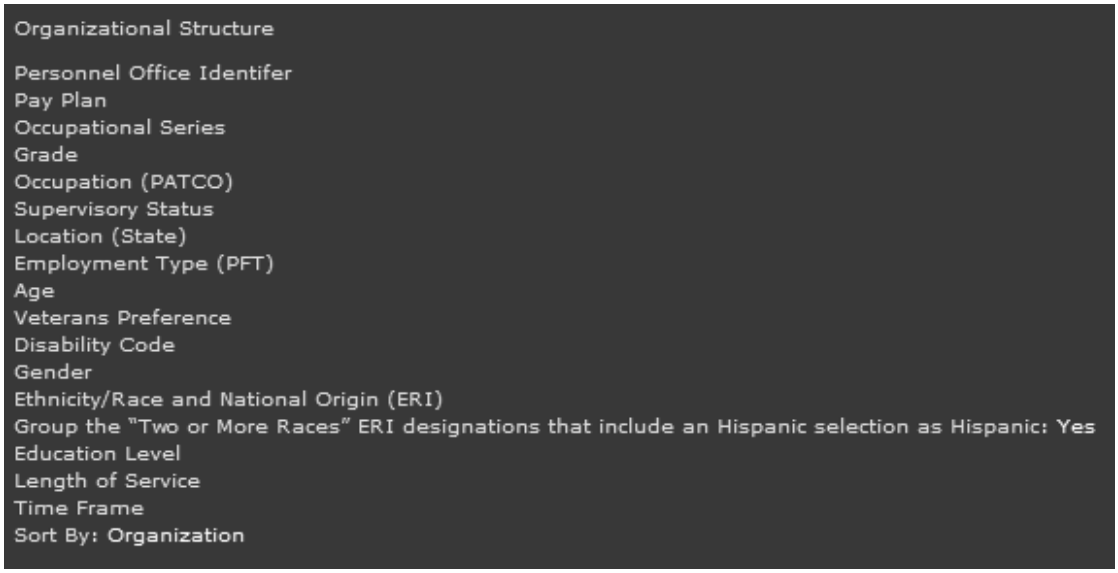


Figure 235: Organizational Profile Report

Complete the fields as follows:

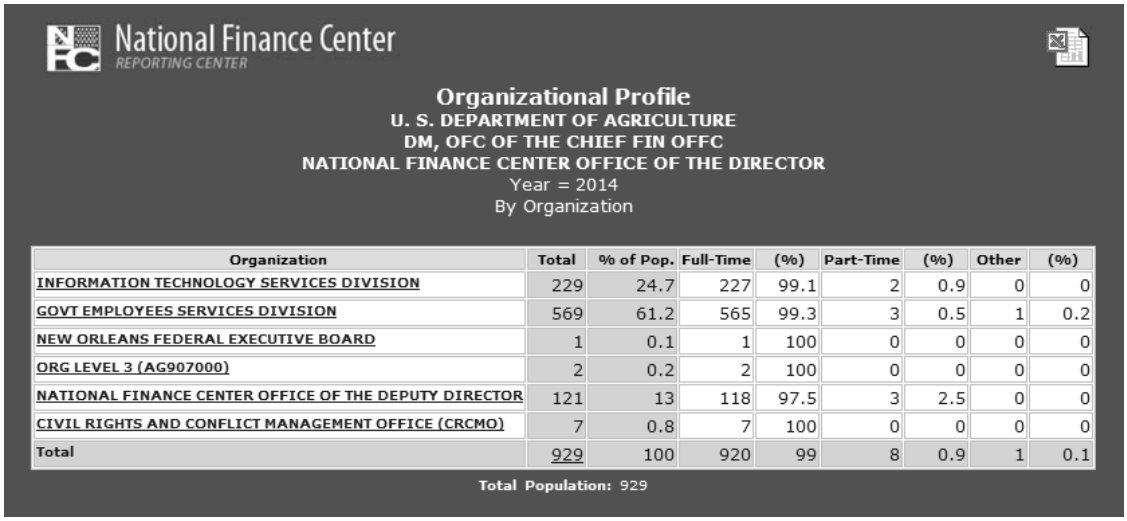
Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the

Field	Description/Instruction
	report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections

Field	Description/Instruction
	are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.

Field	Description/Instruction
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Defaults to **`Calendar Year`**. Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Organizational Profile report, the Organizational Profile report (with criteria) are displayed.



National Finance Center
REPORTING CENTER

Organizational Profile
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Year = 2014
By Organization

Organization	Total	% of Pop.	Full-Time	(%)	Part-Time	(%)	Other	(%)
INFORMATION TECHNOLOGY SERVICES DIVISION	229	24.7	227	99.1	2	0.9	0	0
GOVT EMPLOYEES SERVICES DIVISION	569	61.2	565	99.3	3	0.5	1	0.2
NEW ORLEANS FEDERAL EXECUTIVE BOARD	1	0.1	1	100	0	0	0	0
ORG LEVEL 3 (AG907000)	2	0.2	2	100	0	0	0	0
NATIONAL FINANCE CENTER OFFICE OF THE DEPUTY DIRECTOR	121	13	118	97.5	3	2.5	0	0
CIVIL RIGHTS AND CONFLICT MANAGEMENT OFFICE (CRCMO)	7	0.8	7	100	0	0	0	0
Total	929	100	920	99	8	0.9	1	0.1

Total Population: 929

Figure 236: Organizational Profile Report (with criteria)

Overdue Performance Appraisals

The Overdue Performance Appraisals for Non-Merit Pay Employees (CULP0127) report is displayed when you select ***Overdue Performance Appraisals*** on the Workforce Reports menu. This report contains a list of employees (within a certain occupational series) with overdue performance appraisals. This report excludes employees in pay plans ES and GM and tenure group 0. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

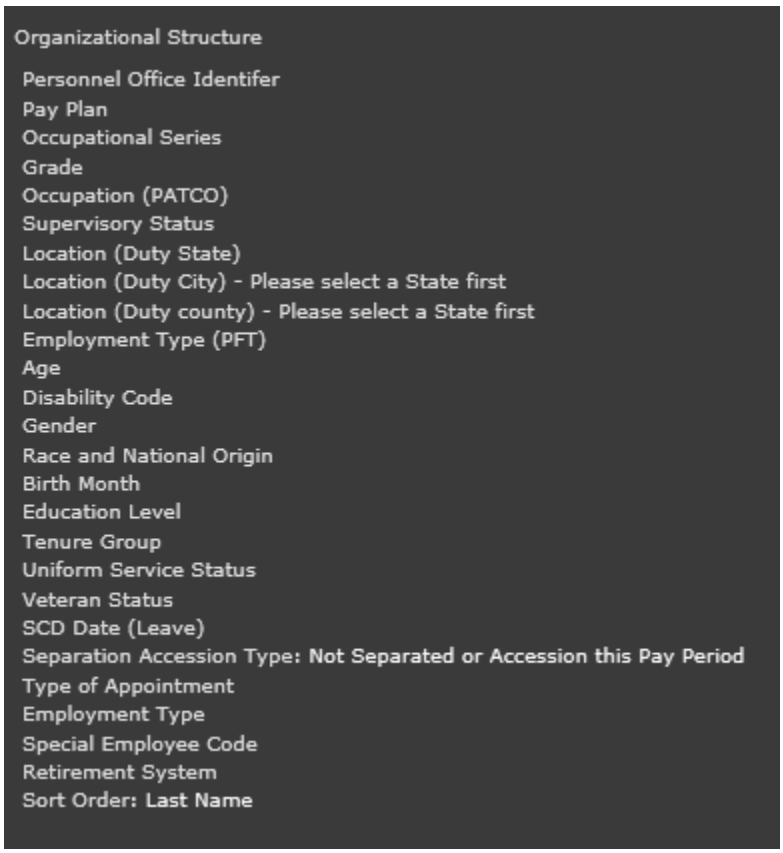


Figure 237: Overdue Performance Appraisals for Non-Merit Pay Employees (CULP0127) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information

Field	Description/Instruction
	that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or

Field	Description/Instruction
	block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)-Please select a State first	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty county)-Please select a State first	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are

Field	Description/Instruction
	available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Race and National Origin	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Birth Month	Defaults to **`All`**. Click this field to select the applicable birth month(s) to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **`All`**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **`All`**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-Nonregular`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veterans Status	Defaults to **`All`**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91)`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**, and **`Not a Veteran (After 9/30/91)`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **`Not Separated or Accession this Pay Period`**. Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **`All`**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Last Name`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Overdue Performance Appraisals for Non-Merit Pay Employees (CULP0127) report, the Overdue Performance Appraisals for Non-Merit Pay Employees (CULP0127) report (with criteria) is displayed.

Overdue Performance Appraisals for Non-Merit Pay Employees (CULP0127)

Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG9070)

SSN	Name	Pay Plan	Occ Series	Grade/Step	Performance Rating	Perf Eval Anniversary Date
XXX-XX-XXXX	Doe, John	GS	2210	12/9	H4	09/30/2012
XXX-XX-XXXX	Doe, John A	GS	2210	12/2	H3	09/30/2012
XXX-XX-XXXX	Doe, John B	GS	2210	13/10	H5	09/30/2012
XXX-XX-XXXX	Doe, John C	GS	2210	13/7	H4	09/30/2012
XXX-XX-XXXX	Doe, John D	GS	0318	7/10	H3	02/01/2013
XXX-XX-XXXX	Doe, John E	GS	0350	5/10	H4	09/30/2012
XXX-XX-XXXX	Doe, John F	GS	2210	13/10	H5	09/30/2012
XXX-XX-XXXX	Doe, John G	GS	0303	2/7	H3	09/30/1995
XXX-XX-XXXX	Doe, John H	GS	0335	10/8	H5	09/30/2012
XXX-XX-XXXX	Doe, John I	GS	0503	5/10	H3	09/30/2012
XXX-XX-XXXX	Doe, John J	GS	0201	12/4	H3	09/30/2012
XXX-XX-XXXX	Doe, John K	GS	0350	6/10	H4	09/30/2012
XXX-XX-XXXX	Doe, John L	GS	2210	11/2	H4	09/30/2012
XXX-XX-XXXX	Doe, John M	GS	0950	11/3	H5	09/30/2012
XXX-XX-XXXX	Doe, John N	GS	2210	12/8	H4	09/30/2012
XXX-XX-XXXX	Doe, John O	GS	0503	5/4	X	12/30/2012
XXX-XX-XXXX	Doe, John P	GS	0503	5/4	H4	09/30/2012
XXX-XX-XXXX	Doe, John Q	GS	2210	9/6	H4	09/30/2012
XXX-XX-XXXX	Doe, John R	GS	0350	5/8	H4	09/30/2012
XXX-XX-XXXX	Doe, John S	GS	0335	10/7	H4	09/30/2012
XXX-XX-XXXX	Doe, John T	GS	2210	14/7	H4	09/30/2012
XXX-XX-XXXX	Doe, John U	GS	0962	5/5	X	06/17/2012
XXX-XX-XXXX	Doe, John V	GS	2210	12/5	H4	09/30/2011
XXX-XX-XXXX	Doe, John W	GS	0335	9/9	H4	09/30/2012

Figure 238: Overdue Performance Appraisals for Non-Merit Pay Employees (CULP0127) Report (with criteria)

Overtime Costs

The Overtime Costs report is displayed when you select ***Overtime Costs*** on the Workforce Reports menu. This report lists overtime payments for a given pay period. This report excludes employees in pay plans ES and GM and tenure group 0. Data for this report is obtained from the T&A database and is updated biweekly.

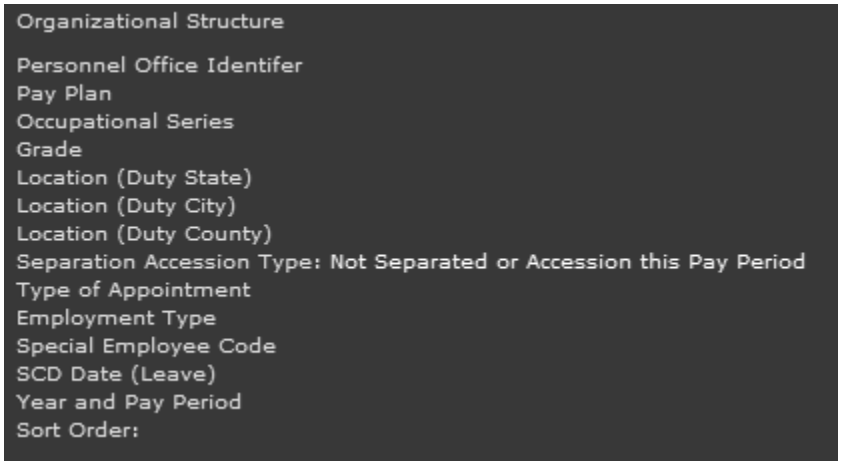


Figure 239: Overtime Costs Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are

Field	Description/Instruction
	available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty County)	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **`Not Separated or Accession this Pay Period`**. Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. Multiple or block

Field	Description/Instruction
	selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **`All`**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

Field	Description/Instruction
Sort Order	Defaults to **`SSNO, PP Cov by TA`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Overtime Costs report, the Overtime Costs report (with criteria) is displayed.

Overtime Costs

Sensitive Personnel Data -- Use is Restricted

Year and Payperiod = 2014 - 02 and PP Covered = 2014 - 02 and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director
Govt Employees Services Division
Client Services Directorate (csd)

(AG9070200400)

Grade	Name	MR No	Hours	Amount
13	Doe, John	XXXXXX	9.50	$451.44
	Total		9.50	$451.44

Figure 240: Overtime Costs Report (with criteria)

PACS44204 FCA Flexfund HCA/DCA

This report is reserved for future use.

PACS44304 OCC Biweekly Flexfund

The PACS44304 OCC Biweekly Flexfund Totals report is displayed when you select ***PACS44304 OCC Biweekly Flexfund*** on the Workforce Reports menu.

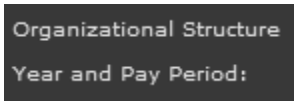


Figure 241: PACS44304 Biweekly Flexfund Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS44304 OCC Biweekly Flexfund Totals report, the PACS44304 Flexfund Totals report (with criteria) is displayed.

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

01/18/14 — **OCC BIWEEKLY FLEXFUND TOTALS** — PAGE 1

REPORT PACS44304 — AS OF PAY PERIOD 26 ENDING

DEPOSIT TAPE TOTALS

RECORD COUNT	1,891			
HCA TOTAL AMT	77,996.55			
DCA TOTAL AMT	32,825.48			
RECORD COUNT	1,760			
HCA TOTAL AMT	77,996.55			
REGULAR	77,996.55			
CANCELED	0.00			
REVERSALS	0.00			
OTHER	0.00			
DCA TOTAL AMT	31,825.48			
REGULAR	32,825.48			
CANCELED	0.00			
REVERSALS	1,000.00			
OTHER	0.00			

Figure 242: Flexfund Totals report

PACS44306 Comptroller Of The Currency Flex Fund

The PACS44306 Comptroller Of The Currency Flex Fund report is displayed when you select ***PACS44306 OCC Biweekly Flexfund*** on the Workforce Reports menu.

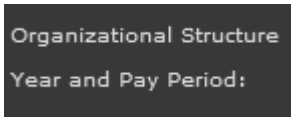


Figure 243: PACS44306 Comptroller Of The Currency Flex Fund Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS44306 Comptroller Of The Currency Flex Fund report, the Biweekly Parking Flexfund Deposit File Listing report (with criteria) is displayed.

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

01/18/14 — **BIWEEKLY PARKING FLEXFUND DEPOSIT FILE LISTING** — PAGE 1

REPORT PACS44306 — AS OF PAY PERIOD 2613 ENDING 01/11/14

EMPLOYEES NAMES	SSN	PARKING DEDUCTION	PART PRINT CODE	NUMBER OF EMPLOYEES
Doe, John	XXX-XX-XXXX	24.50		
Doe, John A	XXX-XX-XXXX	45.00		
Doe, John B	XXX-XX-XXXX	40.00		
Doe, John C	XXX-XX-XXXX	16.00		
Doe, John D	XXX-XX-XXXX	55.00		
Doe, John E	XXX-XX-XXXX	45.00		
Doe, John F	XXX-XX-XXXX	25.00		
Doe, John G	XXX-XX-XXXX	20.00		
Doe, John H	XXX-XX-XXXX	110.00		
Doe, John I	XXX-XX-XXXX	40.00		
Doe, John J	XXX-XX-XXXX	50.00		
Doe, John K	XXX-XX-XXXX	17.50		

Figure 244: Biweekly Parking Flexfund Deposit File Listing report

PACS45001 - Appalachian Regional Commission Health (Plan AA)

This report is reserved for future use.

PACS4511 Carriers Transmittal and Summary

The Health Plan Carriers Transmittal and Summary (PACS4511) report is displayed when you select ***PACS 4511 Carrier Tran. and Sum*** on the Workforce Reports menu. This report contains the number of enrollees for Health Benefit Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

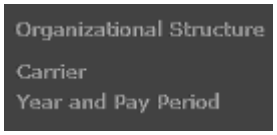


Figure 245: Health Plan Carriers Transmittal and Summary (PACS4511) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Carrier	Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 4511 Carrier Tran. And Sum. report, the Carriers Transmittal and Summary report (with criteria), is displayed.

Carriers Transmittal and Summary Report

For Pay Period 01/2014 Start Date 01/12/14 End Date 01/25/14

Sensitive Personnel Data -- Use is Restricted

Carrier Code/Name: 24/HARVARD PILGRIM HEALTH PLAN **Report Number :** 14-01

Carrier Address: P O BOX 3600-62
BOSTON , MA 02241-0062

Description	Self	Family	Total
ENROLLEES FROM LAST REPORT	3	1	4
ADD			
NEW ENROLLEES	0	0	0
CHANGE IN CODE	0	0	0
TRANSFER IN	0	0	0
OTHER	0	0	0
DEDUCT			
CANCELLATIONS	0	1	1
CHANGE IN CODE	0	0	0
TERMINATIONS	0	0	0
TRANSFER OUT (OTHER AGENCY)	0	0	0
TRANSFER OUT (RETIRE-DEATH)	0	0	0
TOTAL ENROLLEES	0	1	1

Warning: Contains Information Protected By The Privacy Act of 1974

Figure 246: Carriers Transmittal and Summary Report (with criteria)

PACS4512 Carriers Transmittal and Summary

The Health Plan Carriers Transmittal and Summary (PACS4512) report is displayed when you select ***PACS 4512 Carrier Tran. And Sum.*** on the Workforce Reports menu. This report contains information on the number of enrollees for Health Benefits Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

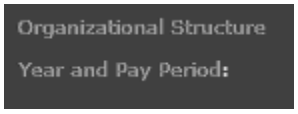


Figure 247: Health Plan Carriers Transmittal and Summary (PACS4512) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 4512 Trans. And Sum. report, the Carriers Transmittal Report (with criteria) is displayed.

REPORT ID: PACS4512 RUN DATE: 2/24/2014

Carriers Transmittal Report
For Pay Period 02/2014 Start Date 01/26/14 End Date 02/08/14
Sensitive Personnel Data -- Use is Restricted

CARRIER CODE/NAME: 59/KAISER PERMANENTE
ATTN: John Doe
CARRIER ADDRESS:

ACTION	DESCRIPTION	NAME	SSNO	EFFECTIVE DATE	ENROLLMENT CODE
DEDUCT	CANCELLATIONS	Doe, Jane	XXX-XX-XXXX	12/28/13	591
	TOTAL FOR DESCRIPTION:	1			

Warning: Contains Information Protected By The Privacy Act of 1974

Figure 248: Carriers Transmittal Report (with criteria)

PACS4513 Health Benefits

The PACS 4513 Health Benefits report is displayed when you select ***PACS 4513 Health Benefits*** on the Workforce Reports menu. This report contains information about contributions and deductions for Health Benefits Pay Plans 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

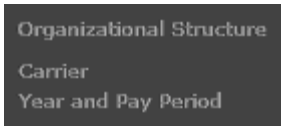


Figure 249: PACS4513 Health Benefits Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Carrier	Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 4513 Health Benefits report, the Health Benefits Report (with criteria) is displayed.

Health Benefits Report

Deductions and Contributions For Pay Period 01/2014

CARRIER	DEFERRED TOTAL	NON-DEFERRED TOTAL	CONTRIBUTION TOTAL	TOTAL ENROLLEES
24/HARVARD PILGRIM HEALTH PLAN	$41,572.94	$.00	$80,534.53	218

Warning: Contains Information Protected By The Privacy Act of 1974

Figure 250: Health Benefits Report (with criteria)

PACS4514 Carriers Transmittal Detail

The PACS 4514 Carrier Tran. Detail report is displayed when you select ***PACS 4514 Carrier Tran. Dental*** on the Workforce Reports menu. This report contains information on enrollees (additions and deductions) for Health Benefits Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

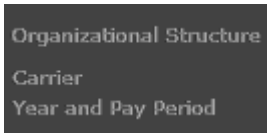


Figure 251: PACS4514 Carriers Transmittal Detail Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Carrier	Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 4514 Carrier Tran. Detail report, the Carriers Transmittal report (with criteria) is displayed.

Detail in Support of
Carriers Transmittal Report
For Pay Period 01/2014 Start Date 01/12/14 End Date 01/25/14
Sensitive Personnel Data -- Use is Restricted

CARRIER CODE/NAME: 24/HARVARD PILGRIM HEALTH PLAN

CARRIER ADDRESS: P O BOX 3600-62
BOSTON , MA 02241-0062

SSNO	EMPLOYEE NAME	DEFERRED DEDUCTIONS	DEDUCTIONS	CONTRIBUTIONS
XXX-XX-XXXX	Doe, John	296.17	.00	504.29
XXX-XX-XXXX	Doe, John A	296.17	.00	504.29
XXX-XX-XXXX	Doe, John B	74.39	.00	223.18
XXX-XX-XXXX	Doe, John C	74.39	.00	223.18
XXX-XX-XXXX	Doe, John D	74.39	.00	223.18
XXX-XX-XXXX	Doe, John E	296.17	.00	504.29
XXX-XX-XXXX	Doe, John F	296.17	.00	504.29
XXX-XX-XXXX	Doe, John G	296.17	.00	504.29
XXX-XX-XXXX	Doe, John H	296.17	.00	504.29
XXX-XX-XXXX	Doe, John I	296.17	.00	504.29
XXX-XX-XXXX	Doe, John J	74.39	.00	223.18
XXX-XX-XXXX	Doe, John K	296.17	.00	504.29
XXX-XX-XXXX	Doe, John L	296.17	.00	504.29

Figure 252: Detail in Support of Carriers Transmittal Report (with criteria)

PACS4515 - CFTC DENTAL ACCOUNT 331220 (Plan 81)

The PACS4515 - CFTC Dental Account 331220 (Plan 81) is displayed when you select ***PACS4515 CFTC Biweekly Dental*** on the Workforce Reports menu.

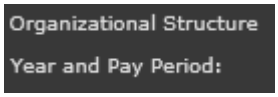


Figure 253: PACS4515 - CFTC Dental Account 331220 (Plan 81) Report

Complete the fields as follows:

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS4515 - CFTC Dental Account 331220 (Plan 81), the Detail in Support of Carriers Transmittal and Summary Report (with criteria) is displayed.

REPORT NO: PACS4515 PAGE 1

DETAIL IN SUPPORT OF DATE: 08/02/14

CARRIERS TRANSMITTAL AND SUMMARY REPORT

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

FOR PAY PERIOD 14/14 START DATE END DATE

CARRIER CODE: 81/CFTC DENTAL PLAN

DUTY STATION STATE: 11

SSNO	EMPLOYEE NAME	DEFERRED DEDUCTIONS	NON-DEFERRED CONTRIBUTIONS
XX-XXXX	Doe, John	.00	45.33
XX-XXXX	Doe, John A	.00	14.15
XX-XXXX	Doe, John B	.00	45.33
XX-XXXX	Doe, John C	.00	45.33
XX-XXXX	Doe, John D	.00	45.33
XX-XXXX	Doe, John E	.00	45.33
XX-XXXX	Doe, John F	.00	45.33
XX-XXXX	Doe, John G	.00	45.33
XX-XXXX	Doe, John H	.00	45.33
XX-XXXX	Doe, John I	.00	45.33
XX-XXXX	Doe, John J	.00	45.33
XX-XXXX	Doe, John K	.00	14.15
XX-XXXX	Doe, John L	.00	45.33
XX-XXXX	Doe, John M	.00	45.33
XX-XXXX	Doe, John N	.00	45.33
XX-XXXX	Doe, John O	.00	14.15
XX-XXXX	Doe, John P	.00	14.15

Figure 254: Detail in Support of Carriers Transmittal and Summary Report (with criteria)

PACS452-1 OPM Flexible Spending

The NFC Reporting Center - PACS452-1 - OPM - Flexible Spending (Plan FH/FD) is displayed when you select ***PACS452-1 OPM Flexible Spending*** on the Workforce Reports menu.

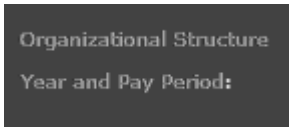


Figure 255: PACS452-1 OPM Flexible Spending Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the NFC Reporting Center - PACS452-1 - OPM - Flexible Spending (Plan FH/FD), the Flexible Spending Accounts Payment Report (with criteria) is displayed.

REPORT ID:PACS452-1
DATE:08/02/14

FLEXIBLE SPENDING ACCOUNTS PAYMENT REPORT
SUMMARY REPORT SUPPORTED BY GWEB DETAIL DATA
PAY PERIOD 14/14
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

PAGE 1

	PARTICIPANTS	PREMIUM W/HELD
OPM FEDFLEX DCA(PLAN FD)	18,721	2,683,203.97
OPM FEDFLEX HCA(PLAN FH)	107,419	6,637,349.50
GRAND TOTAL	126,140	9,320,553.47

Figure 256: Flexible Spending Accounts Payment Report (with criteria)

PACS44501 Flexfund Deposit List

The PACS44501 Flexfund Deposit List report is displayed when you select ***PACS44501 Flexfund Deposit List*** on the Workforce Reports menu.

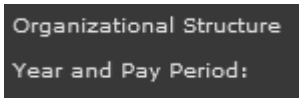


Figure 257: PACS44501 Flexfund Deposit List Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS44501 Flexfund Deposit List report, the Biweekly Flexfund Deposit File Listing report (with criteria) is displayed.

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

01/18/14 **BIWEEKLY FLEXFUND DEPOSIT FILE LISTING** PAGE 1

REPORT F44501 AS OF PAY PERIOD 2613 ENDING 01/11/14

EMPLOYEES NAMES	SSN	HEALTH CARE DEDUCTION	DEPENDENT CARE DEDUCTION	PART PRINT CODE	NUMBER OF EMPLOYEES
		75.00	0.00		
		33.00	0.00		
		48.07	0.00		
		96.15	0.00		
		96.15	0.00		
		46.15	0.00		
		19.23	0.00		
		88.46	0.00		
		96.15	0.00		
		42.30	0.00		
		96.15	0.00		
		11.53	0.00		
		38.46	0.00		
		9.61	0.00		
		76.92	0.00		
		11.53	115.38		

Figure 258: Biweekly Flexfund Deposit File Listing report (with criteria)

PACS452-2 OPM NFC Dental/Vision

The NFC Reporting Center - PACS452-2 - OPM – NFC Dental/Vision 12400001 (Plan JF/JG) report is displayed when you select ***PACS452-2 OPM NFC Dental/Vision*** on the Workforce Reports menu.

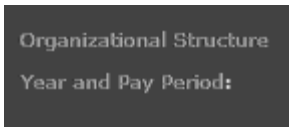


Figure 259: NFC Reporting Center - PACS452-2 - OPM – NFC Dental/Vision 12400001 (Plan JF/JG) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the NFC Reporting Center - PACS452-2 - OPM – NFC Dental/Vision 12400001 (Plan JF/JG), the Federal Dental/Vision Payment Report (with criteria) is displayed.

REPORT ID: PACS452-2
DATE: 08/02/14

FEDERAL DENTAL/VISION PAYMENT REPORT
SUMMARY REPORT
PAY PERIOD 14/14
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

PAGE 1

	NUMBER OF ENROLLEES	PREMIUM W/HELD
DENTAL ENROLLEE(PLAN JF)	287,567	8,614,268.90
VISION ENROLLEE(PLAN JG)	193,453	1,675,211.39
DENTAL/VISION ENROLLEE(PLAN JH)	0	.00
GRAND TOTAL	481,020	10,289,480.29

Figure 260: Federal Dental/Vision Payment Report (with criteria)

PACS453-01 USAID Personal Contractors

The RPT45303 - USAID Personal Contr (Plan PI/PO/PP/HM) report is displayed when you select ***PACS453-01 USAID Personal Contractors*** on the Workforce Reports menu.

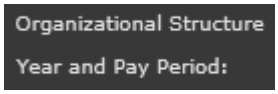


Figure 261: RPT45303 - USAID Personal Contr (Plan PI/PO/PP/HM) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the RPT45303 - USAID PERSONAL CONTR (Plan PI/PO/PP/HM) report, the Health Insurance report (with criteria) is displayed.

REPORT NO. PACS453-01 HEALTH INSURANCE PAGE 1
DATE: 08/02/14 PAY PERIOD 14

SSN	EMPLOYEE NAME	DEDUCTIONS	CONTRIBUTIONS	PLAN CODE
XXXXXXXXX	Doe, John	278.52	.00	HM1
XXXXXXXXX	Doe, John A	278.52	.00	HM1
XXXXXXXXX	Doe, John B	278.52	.00	HM1
XXXXXXXXX	Doe, John C	278.52	.00	HM1
XXXXXXXXX	Doe, John D	278.52	.00	HM1
XXXXXXXXX	Doe, John E	278.52	.00	HM1
XXXXXXXXX	Doe, John F	278.52	.00	HM1
XXXXXXXXX	Doe, John G	278.52	.00	HM1
PLAN TOTALS		2,228.16	.00	HM1

Figure 262: Health Insurance Report (with criteria)

PACS454-01 OCC Life Insurance

The PACS454-01 Comptroller Of The Currrency report is displayed when you select ***PACS454-01 OCC Life Insurance*** on the Workforce Reports menu.

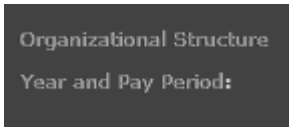


Figure 263: PACS454-01 Comptroller Of The Currrency Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS454-01 Comptroller Of The Currrency report, the Life Insurance Report (with criteria) is displayed.

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

01/18/14 **LIFE INSURANCE REPORT** PAGE 1
REPORT PACS454-01 AS OF PAY PERIOD 26 ENDING

SSN	EMPLOYEES NAMES	DEDUCTIONS	CONTRIBUTIONS	PLAN CODE
XXX-XX-XXXX	Doe, John	86.60	12.10	45
XXX-XX-XXXX	Doe, John A	7.76	20.92	45
XXX-XX-XXXX	Doe, John B	40.21	16.47	45
XXX-XX-XXXX	Doe, John C	2.71	7.30	45
XXX-XX-XXXX	Doe, John D	28.35	16.82	45
XXX-XX-XXXX	Doe, John E	31.81	10.14	45
XXX-XX-XXXX	Doe, John F	2.28	6.14	45
XXX-XX-XXXX	Doe, John G	21.27	19.67	45
XXX-XX-XXXX	Doe, John H	0.00	36.60	45
XXX-XX-XXXX	Doe, John I	1.98	4.54	45
XXX-XX-XXXX	Doe, John J	45.20	9.80	45
XXX-XX-XXXX	Doe, John K	67.75	8.12	45
XXX-XX-XXXX	Doe, John L	4.41	5.43	45
XXX-XX-XXXX	Doe, John M	20.33	17.62	45
XXX-XX-XXXX	Doe, John N	4.70	8.63	45
XXX-XX-XXXX	Doe, John O	4.32	11.66	45
XXX-XX-XXXX	Doe, John P	14.39	12.21	45
XXX-XX-XXXX	Doe, John Q	6.11	16.47	45

Figure 264: Life Insurance Report (with criteria)

PACS454-02 FSA Life Insurance

The PACS454-02 - FSA Life Insurance (Plan 36) is displayed when you select ***PACS454-02 FSA Life Insurance*** on the Workforce Reports menu.

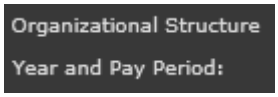


Figure 265: PACS454-02 - FSA LIFE INSURANCE (Plan 36)

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS454-02 - FSA Life Insurance (Plan 36), the Life Insurance Report (with criteria) is displayed.

REPORT NO: PACS454-02 LIFE INSURANCE REPORT PAGE 1
DATE: 08/02/14 PAY PERIOD 14
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

SSNO	EMPLOYEE NAME	DEDUCTIONS	PLAN CODE
XXXXXXXXX	Doe A	16.42	36
XXXXXXXXX	Doe B	50.65	36
XXXXXXXXX	Doe C	29.68	36
XXXXXXXXX	Doe D	29.26	36
XXXXXXXXX	Doe E	74.25	36
XXXXXXXXX	Doe F	6.96	36
XXXXXXXXX	Doe G	20.53	36
XXXXXXXXX	Doe H	3.80	36
XXXXXXXXX	Doe I	21.75	36
XXXXXXXXX	Doe J	0.00	36
XXXXXXXXX	Doe K	36.60	36
XXXXXXXXX	Doe L	16.42	36
XXXXXXXXX	Doe M	12.93	36
XXXXXXXXX	Doe N	21.75	36
XXXXXXXXX	Doe O	36.04	36
XXXXXXXXX	Doe P	20.82	36
XXXXXXXXX	Doe Q	36.04	36
XXXXXXXXX	Doe R	20.82	36
XXXXXXXXX	Doe S	35.56	36
XXXXXXXXX	Doe T	15.79	36
XXXXXXXXX	Doe U	25.88	36
XXXXXXXXX	Doe V	36.84	36
XXXXXXXXX	Doe W	55.80	36
XXXXXXXXX	Doe X	21.75	36
XXXXXXXXX	Doe Y	0.00	36
XXXXXXXXX	Doe Z	7.50	36

Figure 266: LIFE INSURANCE Report (with criteria)

PACS455-SCOR

The PACS45599 - SCOR Records Detail Listing is displayed when you select ***PACS455-SCOR*** on the Workforce Reports menu.

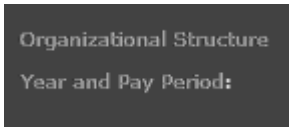
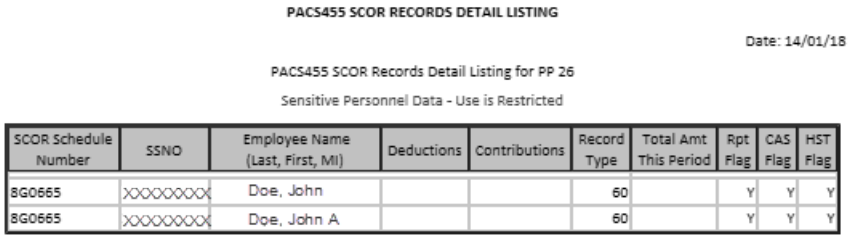


Figure 267: PACS45599 - SCOR Records Detail Listing Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS45599 - SCOR Records Detail Listing report, the PACS455-SCOR Records Detail Listing report (with criteria) is displayed.



PACS455 SCOR RECORDS DETAIL LISTING

Date: 14/01/18

PACS455 SCOR Records Detail Listing for PP 26

Sensitive Personnel Data - Use is Restricted

SCOR Schedule Number	SSNO	Employee Name (Last, First, MI)	Deductions	Contributions	Record Type	Total Amt This Period	Rpt Flag	CAS Flag	HST Flag
8G0665	XXXXXXXX	Doe, John			60		Y	Y	Y
8G0665	XXXXXXXX	Doe, John A			60		Y	Y	Y

Figure 268: PACS455-SCOR Records Detail Listing Report (with criteria)

PACS45502 Retirement Premium

The PACS 45502 Retirement Premium Report is displayed when you select ***PACS 45502 Retirement Premium*** on the Workforce Reports menu.

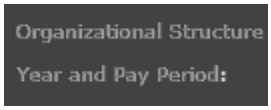


Figure 269: PACS 45502 Retirement Premium Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 45502 Retirement Premium Report, the Retirement Premium Report for Pay Period XX report (with criteria) is displayed.

Report ID: PACS45502 Page 1

RETIREMENT PREMIUM REPORT FOR PAY PERIOD 26

Date: 140118

Sensitive Personnel Data - Use is Restricted

PPG: 13100
Carrier: TIAA-CREF

SSN	Employee Name	Deductions		Agency Contributions	SRA Deductions	Plan Code
		Deferred	Deferred			
XXX-XX-XXXX	Doe, John	.00	.00	253.34	21.11	34
XXX-XX-XXXX	Doe, John A	.00	.00	760.32	885.00	34
XXX-XX-XXXX	Doe, John B	.00	.00	715.30	200.00	34
XXX-XX-XXXX	Doe, John C	.00	.00	.00	.00	34
XXX-XX-XXXX	Doe, John D	.00	.00	287.14	.00	34
XXX-XX-XXXX	Doe, John E	.00	.00	.00	84.45	37
XXX-XX-XXXX	Doe, John F	.00	.00	477.79	635.00	34
XXX-XX-XXXX	Doe, John G	.00	.00	715.30	884.00	34
XXX-XX-XXXX	Doe, John H	.00	.00	340.03	.00	23
XXX-XX-XXXX	Doe, John I	.00	.00	732.29	600.00	34
XXX-XX-XXXX	Doe, John J	.00	.00	665.86	.00	34
XXX-XX-XXXX	Doe, John K	.00	.00	715.30	.00	34
XXX-XX-XXXX	Doe, John L	.00	.00	413.28	.00	34
XXX-XX-XXXX	Doe, John M	.00	.00	705.41	.00	34
XXX-XX-XXXX	Doe, John N	596.00	.00	464.16	.00	34
XXX-XX-XXXX	Doe, John P	.00	.00	505.06	420.88	34
XXX-XX-XXXX	Doe, John Q	.00	.00	253.34	211.12	34
XXX-XX-XXXX	Doe, John R	.00	.00	.00	50.00	37
XXX-XX-XXXX	Doe, John S	.00	.00	.00	.00	34
XXX-XX-XXXX	Doe, John T	.00	.00	449.86	.00	34
XXX-XX-XXXX	Doe, John U	.00	.00	344.45	100.00	34
XXX-XX-XXXX	Doe, John V	.00	.00	308.74	51.46	34

Figure 270: Retirement Premium Report for Pay Period XX report (with criteria)

PACS45503

The PACS45503 - Thrift Plan Payment Report is displayed when you select ***PACS45503*** on the Workforce Reports menu.

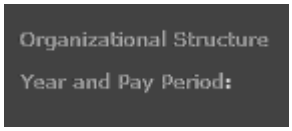


Figure 271: PACS45503 - Thrift Plan Payment Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS45503 - Thrift Plan Payment Report, the PACS45503 - Thrift Plan Payment report (with criteria) is displayed.

REPORT ID: PACS45503 PAGE 1

DATE: 05/21/2013

PAY PERIOD **01** START DATE **01/13/2013** END DATE **01/26/2013**

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

EMPLOYEE NAME	BASIC	DEDUCTIONS	AGENCY CONTRIBUTIONS	VOLUME IN FORCE
TOTALS	0.00	0.00	0.00	0.00
GRAND TOTALS	0.00	0.00	0.00	0.00

Figure 272: PACS45503 Report (with criteria)

PACS45504 Retirement Premium

The PACS 45504 Thrift Savings Plan report is displayed when you select ***PACS 45504 Retirement Premium*** on the Workforce Reports menu.

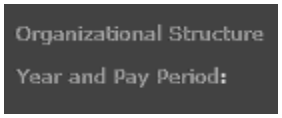


Figure 273: PACS45504 Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 45504 Thrift Savings Plan report, the Retirement Premium Report For Pay Period XX report (with criteria) is displayed.

Report ID: PACS45504 Page 1

RETIREMENT PREMIUM REPORT FOR PAY PERIOD 26

Date: 140118

Sensitive Personnel Data - Use is Restricted

CARRIER: JOHN HANCOCK USA-GROUP PENSIONS
PLAN CODE 76

Social Sec No	Employee Name	Deductions		Agency Contributions
		Deferred	Non-Deferred	
XXX-XX-XXXX	Doe, John	.00	29.08	.00
XXX-XX-XXXX	Doe, John A	.00	29.85	.00
XXX-XX-XXXX	Doe, John B	.00	29.85	.00
XXX-XX-XXXX	Doe, John C	.00	18.64	.00
XXX-XX-XXXX	Doe, John D	.00	41.94	.00
XXX-XX-XXXX	Doe, John E	.00	41.94	.00
XXX-XX-XXXX	Doe, John F	.00	18.64	.00
XXX-XX-XXXX	Doe, John G	.00	41.94	.00
XXX-XX-XXXX	Doe, John H	.00	24.90	.00
EMPLOYEE TOTALS 9	**GRAND TOTALS**	**.00**	**276.78**	**.00**

Figure 274: Retirement Premium Report For Pay Period XX Report (with criteria)

PACS 45505 Retirement Premium

The PACS 45505 Retirement Premium Report is displayed when you select ***PACS 45505 Retirement Premium*** on the Workforce Reports menu.

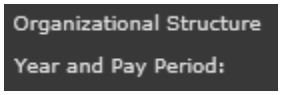


Figure 275: PACS 45505 Retirement Premium Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 45505 Retirement Premium Report, the Retirement Premium Report for Pay Period XX (with criteria) is displayed.

Report ID: PACS45505 Page 1

RETIREMENT PREMIUM REPORT for Pay Period 27

Date: 130119

Sensitive Personnel Data - Use is Restricted

PPG: LU95
Carrier: TIAA-CREF

SSN	Employee Name	Deductions		Agency Contributions	SRA Deductions	Plan Code
		Deferred	Deferred			
TOTALS		.00	.00	.00	.00	
PREMIUM DUE				.00		
TOTAL NUMBER OF EMPLOYEES COVERED				0		
NUMBER OF EMPLOYEES COVERED - PLAN CODE 23				0		
NUMBER OF EMPLOYEES COVERED - PLAN CODE 34				0		
NUMBER OF EMPLOYEES COVERED - PLAN CODE 37				0		
AGENCY 77 EMPLOYEE TOTALS		.00	.00	.00	.00	
* EMPLOYEES WITH PAYROLL ADJUSTMENTS WH						

Figure 276: Retirement Premium Report for Pay Period XX (with criteria)

PACS4561 Payment Report

The PACS 4561 Thrift Savings Plan report is displayed when you select ***PACS 4561 Payment Report*** on the Workforce Reports menu.

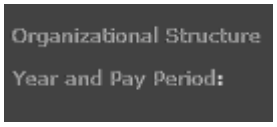


Figure 277: PACS4561 Payment Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 4561 Thrift Savings Plan report, the Payment report (with criteria) is displayed.

REPORT ID: PACS4561						PAGE: 1	
	FOR PAY PERIOD 26/13 START DATE 12/29/13 END DATE 01/11/14					DATE: 01/18/14	
AGENCY:							
PLAN CODE: 16	PRUDENTIAL FINANCIAL						
	NUM W/H	NUM NOT W/H	NUM COVERED	EMPLOYEE CONTRIBUTION	AGENCY CONTRIBUTION	PREMIUM AMOUNT	VOLUME IN FORCE
	0	0	0	0.00	0.00	0.00	0.00
COVERAGE TOTAL:	0	0	0	0.00	0.00	0.00	0.00

Figure 278: Payment Report (with criteria)

PACS4562 Detail Supt (PACS4561)

The NFC Reporting Center - PACS 4562 Detail Supt (PACS4561) Report is displayed when you select ***PACS4562 Detail Supt (PACS4561)*** on the Workforce Reports menu.

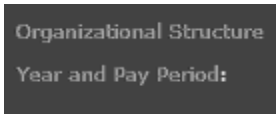


Figure 279: NFC Reporting Center - PACS 4562 Detail Supt (PACS4561) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the NFC Reporting Center - PACS 4562 Detail Supt(PACS4561) report, the Detail in Support of PACS4562 report (with criteria) is displayed.

REPORT ID: PACS4562 PAGE: 1

DETAIL IN SUPPORT OF PACS4562 DATE: 01/18/14

PAY PERIOD 26/13 START DATE 12/29/13 END DATE 01/11/14

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

SSNO	EMPLOYEE NAME	PLAN CODE	COVERAGE CODE	AGENCY	BASIC	DEDUCTIONS			AGENCY CONTRIBUTIONS	VOLUME IN FORCE
						OPTION 1	OPTION 2	OPTION 3		
XXXXXXXXX	Doe. John	17	01	70	2.00	0.00	0.00	0.00	0.00	200,000.00
XXXXXXXXX	Doe. John A	17	01	70	0.10	0.00	0.00	0.00	0.00	10,000.00
XXXXXXXXX	Doe. John B	17	01	70	0.10	0.00	0.00	0.00	0.00	10,000.00
XXXXXXXXX	Doe. John C	17	01	70	2.00	0.00	0.00	0.00	0.00	200,000.00
XXXXXXXXX	Doe. John D	17	01	70	2.50	0.00	0.00	0.00	0.00	250,000.00
XXXXXXXXX	Doe. John E	17	01	70	2.50	0.00	0.00	0.00	0.00	250,000.00
XXXXXXXXX	Doe. John F	17	01	70	2.50	0.00	0.00	0.00	0.00	250,000.00
XXXXXXXXX	Doe. John G	17	01	70	2.50-	0.00	0.00	0.00	0.00	250,000.00-
XXXXXXXXX	Doe. John H	17	01	70	0.60	0.00	0.00	0.00	0.00	60,000.00
XXXXXXXXX	Doe. John I	17	01	70	2.50	0.00	0.00	0.00	0.00	250,000.00
XXXXXXXXX	Doe. John J	17	01	70	0.50	0.00	0.00	0.00	0.00	50,000.00
XXXXXXXXX	Doe. John K	17	01	70	2.50	0.00	0.00	0.00	0.00	250,000.00
XXXXXXXXX	Doe. John L	17	01	70	5.00	0.00	0.00	0.00	0.00	500,000.00
XXXXXXXXX	Doe. John M	17	01	70	5.00	0.00	0.00	0.00	0.00	500,000.00
XXXXXXXXX	Doe. John N	17	01	70	2.50	0.00	0.00	0.00	0.00	250,000.00
XXXXXXXXX	Doe. John O	17	01	70	2.50	0.00	0.00	0.00	0.00	250,000.00

Figure 280: Payment Report Detail in Support of PACS4562 report (with criteria)

PACS457-2 OPM NFC Long Term Care

The NFC Reporting Center - PACS457-2 - OPM –NFC LONG TERM CARE (Plan LE/LD) report is displayed when you select ***PACS457-2 OPM NFC Long Term Care*** on the Workforce Reports menu.

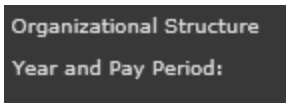


Figure 281: NFC Reporting Center - PACS457-2 - OPM - NFC Long Term Care (Plan LE LD) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the NFC Reporting Center - PACS457-2 - OPM - NFC Long Term Care (Plan LE LD) Report, the Long Term Care Payment Report (with criteria) is displayed.

REPORT ID:PACS457-2 LONG TERM CARE PAYMENT REPORT PAGE 1
DATE:08/02/14 SUMMARY REPORT SUPPORTED BY GWEB DETAIL DATA
PAY PERIOD 14/14
SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

	PARTICIPANTS	PREMIUM W/HELD
LONG TERM CARE ENROLLEE(PLAN LE)	21,835	1,104,370.59
LONG TERM CARE DEPENDENT(PLAN LD)	177	12,376.98
GRAND TOTAL	22,012	1,116,747.57

Figure 282: Long Term Care Payment Report (with criteria)

PACS457-3 Short Term Disability

The PACS457-3 Comptroller Of The Current Flex Fund report is displayed when you select ***PACS457-3 Short Term Disability*** on the Workforce Reports menu.

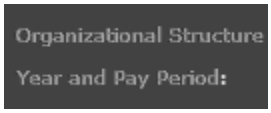


Figure 283: PACS457-3 Comptroller Of The Current Flex Fund Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS457-3 Comptroller Of The Current Flex Fund report, the Short Term Disability Report (with criteria) is displayed.

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

1/18/14 **SHORT TERM DISABILITY REPORT** PAGE 4
REPORT PACS457-3 AS OF PAY PERIOD 26 ENDING

EMPLOYEES NAMES	SSNO	PREMIUM
Doe, John	XXX-XX-XXXX	8.63
Doe, John A	XXX-XX-XXXX	9.97
Doe, John B	XXX-XX-XXXX	12.58
Doe, John C	XXX-XX-XXXX	17.21
Doe, John D	XXX-XX-XXXX	4.74
Doe, John E	XXX-XX-XXXX	4.73
Doe, John F	XXX-XX-XXXX	6.97
Doe, John G	XXX-XX-XXXX	22.85
Doe, John H	XXX-XX-XXXX	4.98
Doe, John I	XXX-XX-XXXX	.00
Doe, John J	XXX-XX-XXXX	15.90
Doe, John K	XXX-XX-XXXX	4.46
Doe, John M	XXX-XX-XXXX	11.93
Doe, John N	XXX-XX-XXXX	12.79
Doe, John O	XXX-XX-XXXX	11.03
Doe, John P	XXX-XX-XXXX	6.20
Doe, John Q	XXX-XX-XXXX	11.71
Doe, John R	XXX-XX-XXXX	10.76
Doe, John S	XXX-XX-XXXX	8.85
Doe, John T	XXX-XX-XXXX	6.06
Doe, John U	XXX-XX-XXXX	7.79
Doe, John V	XXX-XX-XXXX	6.66

Figure 284: Short Term Disability Report (with criteria)

PACS459-1/2 Appalach Regl Comm Flex

The PACS459-1/2 Flexfund Deposit List report is displayed when you select ***PACS459-1/2 Appalach Regl Comm Flex*** on the Workforce Reports menu.

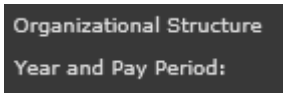


Figure 285: PACS459-1/2 Flexfund Deposit List Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS459-1/2 Flexfund Deposit List report, the Flexible Benefit Accounts report (with criteria) is displayed.

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

PACS459-1 and PACS459-2 PAGE 1
DATE: 08/02/14

FLEXIBLE BENEFIT ACCOUNTS

PLAN CODE 52 - DEPENDENT CARE EXPENSES

PAY PERIOD 14 YEAR 14

SOCIAL SECURITY NUMBER	EMPLOYEES NAMES	AMOUNT DEDUCTED
XXX-XX-XXXX	Doe, John A	$ 192.30
XXX-XX-XXXX	Doe, John B	$ 192.30
XXX-XX-XXXX	Doe, John C	$ 192.30
XXX-XX-XXXX	Doe, John D	$ 192.30
XXX-XX-XXXX	Doe, John E	$ 192.30
TOTAL FOR PLAN CODE 52		$ 961.50

Figure 286: Flexible Benefit Accounts Report (with criteria)

PACS460-1 D.C. Retirement Fund

The PACS 460-1 Employees in the D.C. Retirement Fund report is displayed when you select ***PACS460-1 D.C. Retirement Fund*** on the Workforce Reports menu.

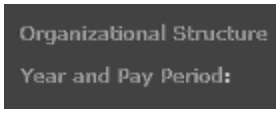


Figure 287: PACS460-1 D.C. Retirement Fund Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 460-1 Employees in the D.C. Retirement Fund report, the Report of Employees in the D.C. Retirement Fund (with criteria) is displayed.

Report ID: PACS460-1 Page 1

REPORT OF EMPLOYEES IN THE D.C. RETIREMENT FUND

Date: 01/19/13

Pay Period 27 Start Date End Date

Sensitive Personnel Data - Use is Restricted

Name	SSN	PP/GD/ST	Ann-Sal	Reg-Sal	Curr-Ded	YTD-Ded	Ajustments Included	Schedule Number	Cov CD
Doe, John	XXXXXXXXX	GS-13 06		0.00	0.00	0.00		3BT272	Z
Doe, John A	XXXXXXXXX	LE-04 11		0.00	0.00	0.00		3BT272	Z
Doe, John B	XXXXXXXXX	LE-01 11		0.00	0.00	0.00		3BT272	Z
Doe, John C	XXXXXXXXX	LE-05 11		0.00	0.00	0.00		3BT272	Z
Doe, John D	XXXXXXXXX	GS-13 10		0.00	0.00	366.18		3BH272	Z
Doe, John E	XXXXXXXXX	LE-01 13		3,657.57	256.03	512.06	X	3BH271	Z
Doe, John F	XXXXXXXXX	LE-01 11		0.00	0.00	0.00		3BT272	Z
Doe, John G	XXXXXXXXX	LE-01 11		0.00	0.00	0.00		3BT272	Z
Doe, John H	XXXXXXXXX	LE-04 14		0.00	0.00	0.00		3BT272	Z
Doe, John I	XXXXXXXXX	LE-01 11		0.00	0.00	0.00		3BT272	Z
Doe, John J	XXXXXXXXX	LE-01 14		0.00	0.00	0.00		3BH272	Z
Doe, John K	XXXXXXXXX	LE-01 11		0.00	0.00	0.00		3BT272	Z

Figure 288: Report of Employees in the D.C. Retirement Fund (with criteria)

PACS460-2 COVA Retirement Fund

The PACS 460-2 Employees in the COVA Retirement Fund report is displayed when you select ***PACS460-2 COVA Retirement Fund*** on the Workforce Reports menu.

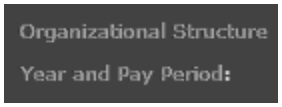


Figure 289: PACS 460-2 Employees in the COVA Retirement Fund Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 460-2 Employees in the COVA Retirement Fund report, the Report of Employees in the COVA Retirement Plan report (with criteria) is displayed.

Report ID: PACS460-2 Page 1

REPORT OF EMPLOYEES IN THE COVA RETIREMENT PLAN

Date: 01/19/13

Pay Period 27 Start Date End Date

Sensitive Personnel Data - Use is Restricted

Name	SSN	PP/GD/ST	Ann-Sal	Reg-Sal	Curr-Ded	YTD-Ded	Ajustments Included	Schedule Number	Cov CD
Doe, John	XXXXXXXX	SR-00 00	0.00	0.00	0.00	319.00		000000	9
Doe. John A	XXXXXXXX	SR-00 00	197,300.00	6,829.92	239.97	454.11	X	3BA271	9
Doe. John B	XXXXXXXX	SR-00 00	0.00	0.00	0.00	319.00		000000	9
Doe. John C	XXXXXXXX	SR-00 00	0.00	0.00	0.00	319.00		000000	9
Doe. John D	XXXXXXXX	SR-00 00	0.00	0.00	0.00	319.00		000000	9
Doe. John E	XXXXXXXX	SR-00 00	197,300.00	6,829.92	239.97	454.11	X	3BA271	9
Doe. John F	XXXXXXXX	SR-00 00	197,300.00	6,829.92	239.97	454.11	X	3BA271	9
Doe. John G	XXXXXXXX	SR-00 00	0.00	0.00	0.00	338.25		000000	9
Doe. John H	XXXXXXXX	SR-00 00	197,300.00	6,829.92	239.97	454.11	X	3BA271	9
Doe. John I	XXXXXXXX	SR-00 00	0.00	0.00	0.00	319.00		000000	9

Figure 290: Report of Employees in the COVA Retirement Plan report (with criteria)

PACS46501 Thrift Plan Payment

The PACS 46501 Thrift Plan Payment Report is displayed when you select ***PACS46501 Thrift Plan Payment*** on the Workforce Reports menu.

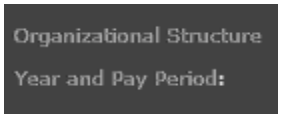


Figure 291: PACS46501 Thrift Plan Payment Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 46501 Thrift Plan Payment Report, the Thrift Plan Payment Report (with criteria) is displayed.

Report ID: PACS46501 Page 1

THRIFT PLAN PAYMENT REPORT

Date: 130119

Pay Period 27/13 Start Date 12/30/12 End Date 01/12/13

Sensitive Personnel Data - Use is Restricted

Employee Name	SSN	Emp Contribution		Emp Contribution		FDIC Contribution	Loan Amt	Total Amt This Period
		Deferred Amt	%	Non-Def Amt	%			
Doe. John	XXXXXXX	221.00	00	0.00	00	0.00	0.00	221.00
Doe, John A	XXXXXXX	368.76	05	0.00	00	368.76	0.00	737.52
Doe, John B	XXXXXXX	173.68	05	0.00	00	173.68	0.00	347.36
Doe, John C	XXXXXXX	214.00	00	0.00	00	0.00	0.00	214.00
Doe. John D	XXXXXXX	420.35	08	0.00	00	262.72	0.00	683.07
Doe. John E	XXXXXXX	346.08	10	0.00	00	173.04	0.00	519.12
Doe. John F	XXXXXXX	399.44	05	0.00	00	399.44	0.00	798.88
Doe, John G	XXXXXXX	145.12	05	0.00	00	145.12	0.00	290.24
Doe, John H	XXXXXXX	0.00	00	0.00	00	0.00	198.75	198.75
Doe. John I	XXXXXXX	135.10	08	0.00	00	84.44	0.00	219.54
Doe, John J	XXXXXXX	0.00	00	33.78	02	0.00	0.00	33.78
Doe, John K	XXXXXXX	189.92	05	0.00	00	189.92	0.00	379.84
Doe, John L	XXXXXXX	333.56	05	0.00	00	333.56	0.00	667.12
Doe, John M	XXXXXXX	255.00	05	0.00	00	255.00	0.00	510.00
Doe, John N	XXXXXXX	153.72	05	0.00	00	153.72	0.00	307.44
Doe, John Q	XXXXXXX	200.00	00	0.00	00	0.00	0.00	200.00
Doe, John R	XXXXXXX	415.68	10	0.00	00	207.84	0.00	623.52
Doe, John S	XXXXXXX	52.79	01	0.00	00	52.79	0.00	105.58
Doe, John T	XXXXXXX	0.00	00	0.00	00	0.00	78.09	78.09
Doe, John U	XXXXXXX	297.48	05	0.00	00	297.48	0.00	594.96
Doe, John V	XXXXXXX	461.92	10	0.00	00	230.96	0.00	692.88

Figure 292: Thrift Plan Payment Report (with criteria)

PACS46502 Thrift Plan Payment-Credit

The PACS46502 Thrift Plan Report (Credit Records) is displayed when you select ***PACS46502 Thrift Plan Payment-Credit*** on the Workforce Reports menu.

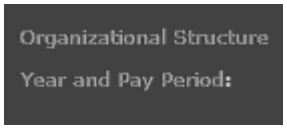
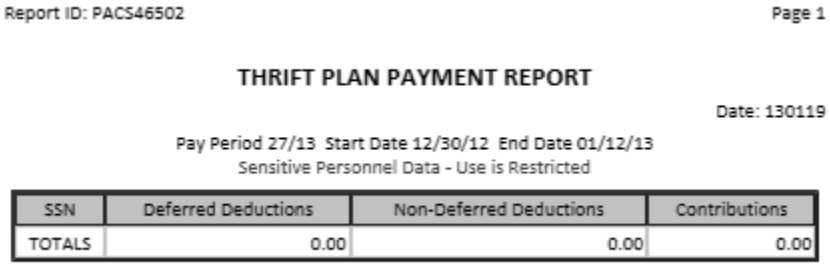


Figure 293: PACS46502 Thrift Plan Report (Credit Records)

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS46502 Thrift Plan Report (Credit Records), the Thrift Plan Payment Report (with criteria) is displayed.



Report ID: PACS46502 Page 1

THRIFT PLAN PAYMENT REPORT

Date: 130119

Pay Period 27/13 Start Date 12/30/12 End Date 01/12/13
Sensitive Personnel Data - Use is Restricted

SSN	Deferred Deductions	Non-Deferred Deductions	Contributions
TOTALS	0.00	0.00	0.00

Figure 294: Thrift Plan Payment Report (with criteria)

PACS46503 Thrift Plan Payment-SCOR

This report is reserved for future use.

PACS46504 Thrift Plan Payment

The PACS 46504 Thrift Plan Payment report is displayed when you select ***PACS46504 Thrift Plan Payment*** on the Workforce Reports menu.

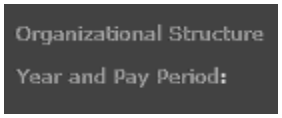


Figure 295: PACS 46504 Thrift Plan Payment Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 46504 Thrift Plan Payment Report, the Thrift Plan Payment Report (with criteria) is displayed.

Report ID: PACS46504 Page 2

THRIFT PLAN PAYMENT REPORT

Date: 130119

Pay Period 27/13 Start Date 12/30/12 End Date 01/12/13

Sensitive Personnel Data - Use is Restricted

Social Sec No	Name	Plan	Deductions		Agency Contributions
			Deferred	Non-Deferred	
XXXXXXXXX	Doe. John	78	300.00	.00	274.22
XXXXXXXXX	Doe. John A	77	150.00	.00	.00
XXXXXXXXX	Doe. John B	78	674.00	.00	332.06
XXXXXXXXX	Doe. John C	78	306.48	.00	306.48
XXXXXXXXX	Doe. John D	05	212.00	.00	.00
XXXXXXXXX	Doe. John E	78	674.00	.00	357.64
XXXXXXXXX	Doe. John F	78	250.00	.00	162.82
XXXXXXXXX	Doe. John G	78	257.33	.00	257.32
XXXXXXXXX	Doe. John H	78	532.32	.00	266.16
XXXXXXXXX	Doe. John I	77	186.77	.00	.00
CATCH UP TOTALS 10			**2,120.00**	**.00**	**.00**
EMPLOYEE TOTALS 41	**GRAND TOTALS**		**17,210.92**	**.00**	**8,214.16**

Figure 296: Thrift Plan Payment Report (with criteria)

PACS46505 Thrift Plan Payment-SCOR

This report is reserved for future use.

PACS46506 Thrift Plan Payment

The PACS 46506 Thrift Savings Plan report is displayed when you select ***PACS46506 Thrift Plan Payment*** on the Workforce Reports menu.

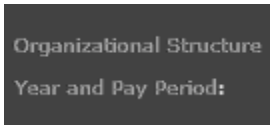


Figure 297: PACS 46506 Thrift Savings Plan

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 46506 Thrift Savings Plan report, the Thrift Plan Payment Report (with criteria) is displayed.

Report ID: PACS46506 Page 1

THRIFT PLAN PAYMENT REPORT

Date: 130119

Pay Period 27/13 Start Date 12/30/12 End Date 01/12/13

Sensitive Personnel Data - Use is Restricted

Employee Name	SSN	Plan Code	Emp Contribution		Org (AJ) Contribution		Loan	Total Amt This Period
			Amt	%	Amt	%	Amt	
		75	44.68	01	223.40	05	0.00	268.08
		75	90.36	01	451.80	05	0.00	542.16
		75	80.35	02	200.88	05	0.00	281.23
		90	80.35	00	0.00	00	0.00	80.35
		05	50.00	00	0.00	00	0.00	50.00
		75	200.00	00	377.12	05	0.00	577.12
		75	33.31	01	166.56	05	0.00	199.87
		90	166.56	00	0.00	00	0.00	166.56
		75	259.20	10	129.60	05	0.00	388.80
		90	129.60	00	0.00	00	0.00	129.60
		75	0.00	00	128.90	04	0.00	128.90
		90	32.22	00	32.22	01	0.00	64.44
		75	6.76	01	33.82	05	0.00	40.58
		75	24.39	01	121.96	05	0.00	146.35
		75	70.17	01	350.84	05	0.00	421.01
		90	70.17	00	0.00	00	0.00	70.17
		75	389.48	07	278.20	05	0.00	667.68

Figure 298: Thrift Plan Payment Report (with criteria)

PACS46507 Thrift Plan Payment-SCOR

This report is reserved for future use.

PACS46512 Thrift Plan Payment

The PACS46512 - Thrift Plan Payment Report is displayed when you select ***PACS46512 Thrift Plan Payment*** on the Workforce Reports menu.

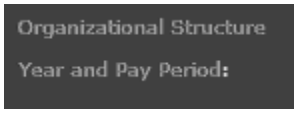


Figure 299: PACS46512 - Thrift Plan Payment Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS46512 - Thrift Plan Payment Report, the Thrift Plan Payment Report (with criteria) is displayed.

Report ID: PACS46512 Page 1

THRIFT PLAN PAYMENT REPORT

Date: 130119

Pay Period 27/13 Start Date 12/30/12 End Date 01/12/13

Sensitive Personnel Data - Use is Restricted

Social Sec No	Employee Name	Plan	Deductions		Agency Contribution
			Deferred	Non-Deferred	
XXX-XX-XXXX	Doe, John	84	768.46	.00	.00
XXX-XX-XXXX	Doe, John A	05	200.00	.00	.00
XXX-XX-XXXX	Doe, John B	84	633.60	.00	.00
XXX-XX-XXXX	Doe, John C	05	500.00	.00	.00
XXX-XX-XXXX	Doe, John D	84	3,168.00	.00	.00
XXX-XX-XXXX	Doe, John E	84	443.52	.00	.00
XXX-XX-XXXX	Doe, John F	05	999.00	.00	.00
XXX-XX-XXXX	Doe, John G	84	4,435.20	.00	.00
XXX-XX-XXXX	Doe, John H	05	215.00	.00	.00
XXX-XX-XXXX	Doe, John I	84	696.96	.00	.00
XXX-XX-XXXX	Doe, John J	84	760.32	.00	.00
XXX-XX-XXXX	Doe, John K	84	443.68	.00	.00
XXX-XX-XXXX	Doe, John L	05	700.00	.00	.00
XXX-XX-XXXX	Doe, John M	84	3,168.00	.00	.00
XXX-XX-XXXX	Doe, John N	05	220.00	.00	.00
XXX-XX-XXXX	Doe, John O	84	696.96	.00	.00
XXX-XX-XXXX	Doe, John P	05	288.00	.00	.00
XXX-XX-XXXX	Doe, John Q	84	633.60	.00	.00
XXX-XX-XXXX	Doe, John R	05	150.00	.00	.00
XXX-XX-XXXX	Doe, John S	84	95.04	.00	.00
XXX-XX-XXXX	Doe, John T	84	705.28	.00	.00
		84	683.09	.00	.00

Figure 300: Thrift Plan Payment Report (with criteria)

PACS46513 Thrift Plan Payment

This report is reserved for future use.

PACS46515 Thrift Plan Payment

The PACS46515 Thrift Plan Payment Report is displayed when you select ***PACS46515 Thrift Plan Payment*** on the Workforce Reports menu.

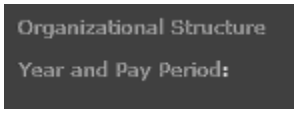


Figure 301: PACS46515 Thrift Plan Payment Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS46515 - Thrift Plan Payment Report, the Thrift Plan Payment Report (with criteria) is displayed.

Report ID: PACS46515 Page 1

THRIFT PLAN PAYMENT REPORT

Date: 130119

Pay Period 27/13 Start Date 12/30/12 End Date 01/12/13

Sensitive Personnel Data - Use is Restricted

Employee Name	SSN	Emp Contribution		Emp Contribution		OTS Contribution	Plan Code	Total Amt This Period
		Deferred Amt	%	Non-Def Amt	%			
	XXX-XX-XXXX	0.00	00	0.00	00	222.27	T3	222.27
,	XXX-XX-XXXX	0.00	00	277.84	05	55.57	T4	333.41
	XXX-XX-XXXX	235.81	04	0.00	00	294.76	T3	530.57
,	XXX-XX-XXXX	116.83	04	0.00	00	146.04	T3	262.87
	XXX-XX-XXXX	328.27	06	0.00	00	273.56	T3	601.83
	XXX-XX-XXXX	0.00	00	107.78	04	107.78	T5	215.56
	XXX-XX-XXXX	1,125.96	15	0.00	00	525.45	T1	1,651.41
	XXX-XX-XXXX	729.60	15	0.00	00	340.48	T1	1,070.08
	XXX-XX-XXXX	210.00	00	0.00	00	0.00	05	210.00
	XXX-XX-XXXX	869.47	12	0.00	00	507.19	T1	1,376.66

Figure 302: Thrift Plan Payment Report (with criteria)

PACS46516 Thrift Plan Payment-SCOR

The PACS 46516 Thrift Plan Payment Report (SCOR) is displayed when you select ***PACS46516 Thrift Plan Payment-SCOR*** on the Workforce Reports menu.

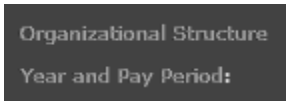


Figure 303: PACS 46516 Thrift Plan Payment Report (SCOR)

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 46516 Thrift Plan Payment Report (SCOR), the Thrift Plan Payment Report (with criteria) is displayed.

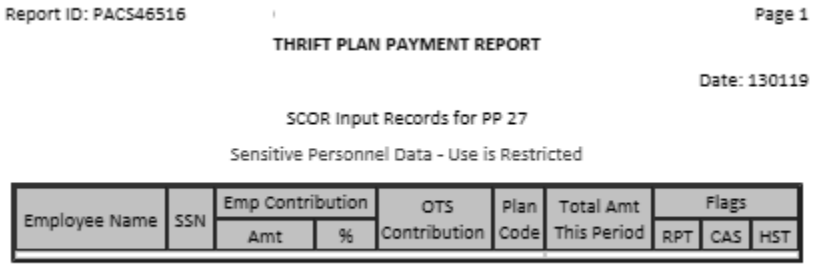


Figure 304: Thrift Plan Payment Report (with criteria)

PACS46517 Thrift Plan Payment-Credit

The PACS 46517 Thrift Plan Report (Credit Records) is displayed when you select ***PACS46517 Thrift Plan Payment-Credit*** on the Workforce Reports menu.

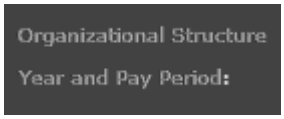


Figure 305: PACS 46517 Thrift Plan Report (Credit Records)

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS 46517 Thrift Plan Report (Credit Records), the Thrift Plan Payment Report - Credit Records (with criteria) is displayed.

Figure 306: Thrift Plan Report - Credit Records (with criteria)

PACS46518-Thrift Plan Payment

The PACS46518 - Thrift Plan Payment Report is displayed when you select ***PACS46518 Thrift Plan Payment*** on the Workforce Reports menu.

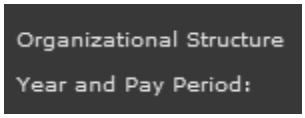


Figure 307: PACS46518 - Thrift Plan Payment Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS46518 - Thrift Plan Payment Report, the Thrift Plan Payment Report (with criteria) is displayed.

Report ID: PACS46520 Page 1

THRIFT PLAN PAYMENT REPORT

Date: 130119

Pay Period 27/13 Start Date 12/30/12 End Date 01/12/13

Sensitive Personnel Data - Use is Restricted

Employee Name	SSN	Plan Code	Emp Contribution		CFPB Contribution		Loan	Total Amt This Period
			Amt	%	Amt	%	Amt	
Doe, John	XXX-XX-XXXX	94	0.00	00	24.01	00	0.00	24.01
Doe, John A	XXX-XX-XXXX	95	48.02	00	48.02	00	0.00	96.04
Doe, John B	XXX-XX-XXXX	96	48.02	00	48.02	00	0.00	96.04
Doe, John C	XXX-XX-XXXX	94	314.38	07	359.29	00	0.00	673.67
Doe, John D	XXX-XX-XXXX	94	144.03	07	164.61	00	0.00	308.64
Doe, John E	XXX-XX-XXXX	94	254.58	07	290.95	00	0.00	545.53
Doe, John F	XXX-XX-XXXX	94	0.00	00	38.83	00	0.00	38.83
Doe, John G	XXX-XX-XXXX	95	271.82	00	271.82	00	0.00	543.64
Doe, John H	XXX-XX-XXXX	94	0.00	00	45.06	00	0.00	45.06
Doe, John I	XXX-XX-XXXX	95	180.22	00	180.22	00	0.00	360.44
Doe, John J	XXX-XX-XXXX	96	135.17	00	135.17	00	0.00	270.34
Doe, John K	XXX-XX-XXXX	94	532.29	08	532.29	00	0.00	1,064.58
Doe, John L	XXX-XX-XXXX	94	207.39	04	259.24	00	0.00	466.63
Doe, John M	XXX-XX-XXXX	94	126.82	03	169.09	00	0.00	295.91
Doe, John N	XXX-XX-XXXX	94	688.54	09	612.03	00	0.00	1,300.57

Figure 308: Thrift Plan Payment Report (with criteria)

PACS46519 Thrift Payment Plan-SCOR

This report is reserved for future use.

PACS46520 Thrift Plan Payment

The PACS46520 - Thrift Plan Payment Report is displayed when you select ***PACS46520 Thrift Plan Payment*** on the Workforce Reports menu.

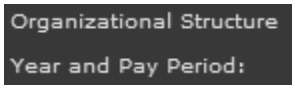


Figure 309: PACS46520 - Thrift Plan Payment Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the PACS46520 - Thrift Plan Payment Report, the Thrift Plan Payment Report (with criteria) is displayed.

Report ID: PACS46520 Page 1

THRIFT PLAN PAYMENT REPORT

Date: 130119

Pay Period 27/13 Start Date 12/30/12 End Date 01/12/13

Sensitive Personnel Data - Use is Restricted

Employee Name	SSN	Plan Code	Emp Contribution		CFPB Contribution		Loan	Total Amt This Period
			Amt	%	Amt	%	Amt	
Doe, John	XXX-XX-XXXX	94	0.00	00	24.01	00	0.00	24.01
Doe, John A	XXX-XX-XXXX	95	48.02	00	48.02	00	0.00	96.04
Doe, John B	XXX-XX-XXXX	96	48.02	00	48.02	00	0.00	96.04
Doe, John C	XXX-XX-XXXX	94	314.38	07	359.29	00	0.00	673.67
Doe, John D	XXX-XX-XXXX	94	144.03	07	164.61	00	0.00	308.64
Doe, John E	XXX-XX-XXXX	94	254.58	07	290.95	00	0.00	545.53
Doe, John F	XXX-XX-XXXX	94	0.00	00	38.83	00	0.00	38.83
Doe, John G	XXX-XX-XXXX	95	271.82	00	271.82	00	0.00	543.64
Doe, John H	XXX-XX-XXXX	94	0.00	00	45.06	00	0.00	45.06
Doe, John I	XXX-XX-XXXX	95	180.22	00	180.22	00	0.00	360.44
Doe, John J	XXX-XX-XXXX	96	135.17	00	135.17	00	0.00	270.34
Doe, John K	XXX-XX-XXXX	94	532.29	08	532.29	00	0.00	1,064.58
Doe, John L	XXX-XX-XXXX	94	207.39	04	259.24	00	0.00	466.63
Doe, John M	XXX-XX-XXXX	94	126.82	03	169.09	00	0.00	295.91
Doe, John N	XXX-XX-XXXX	94	688.54	09	612.03	00	0.00	1,300.57

Figure 310: Thrift Plan Payment Report (with criteria)

PACS46521 Thrift Plan Payment-SCOR

This report is reserved for future use.

PACS470-01

This report is reserved for future use.

PATCO Profile by Occupational Series

The PATCO Profile by Occupational Series report is displayed when you select ***PATCO Profile by Occupational Series*** on the Workforce Reports menu. This report contains the PATCO distribution by occupational series.

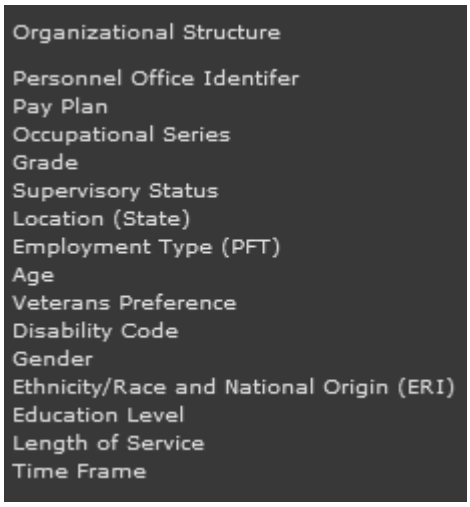


Figure 311: PATCO Profile by Occupational Series Report

Complete the fields as follows:

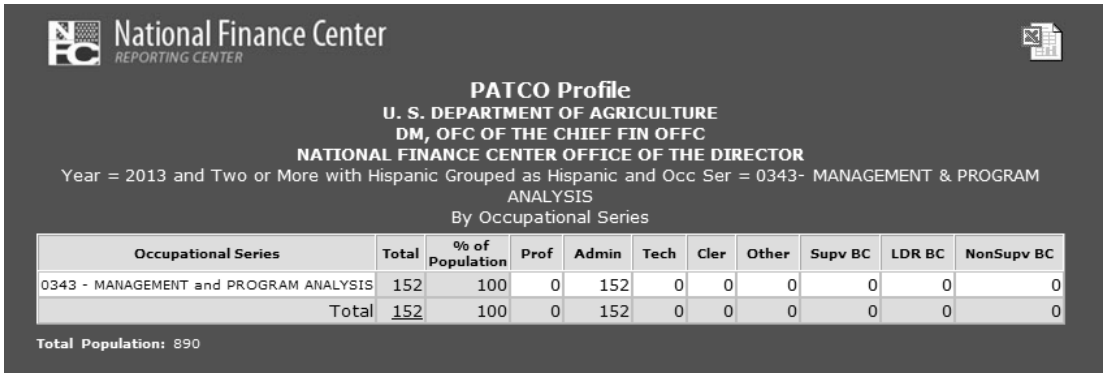
Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are

Field	Description/Instruction
	available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the

Field	Description/Instruction
	report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.

After running the PATCO Profile by Occupational Series report, the PATCO Profile report (with criteria) is displayed.



National Finance Center
REPORTING CENTER

PATCO Profile
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Year = 2013 and Two or More with Hispanic Grouped as Hispanic and Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS
By Occupational Series

Occupational Series	Total	% of Population	Prof	Admin	Tech	Cler	Other	Supv BC	LDR BC	NonSupv BC
0343 - MANAGEMENT and PROGRAM ANALYSIS	152	100	0	152	0	0	0	0	0	0
Total	152	100	0	152	0	0	0	0	0	0

Total Population: 890

Figure 312: PATCO Profile Report (with criteria)

Paid Listing (Startup 17)

The Paid Listing (Startup 17) report is displayed when you select ***Paid Listing (Startup 17)*** on the Workforce Reports menu. This report provides summary and detailed information on employees paid during a pay period.

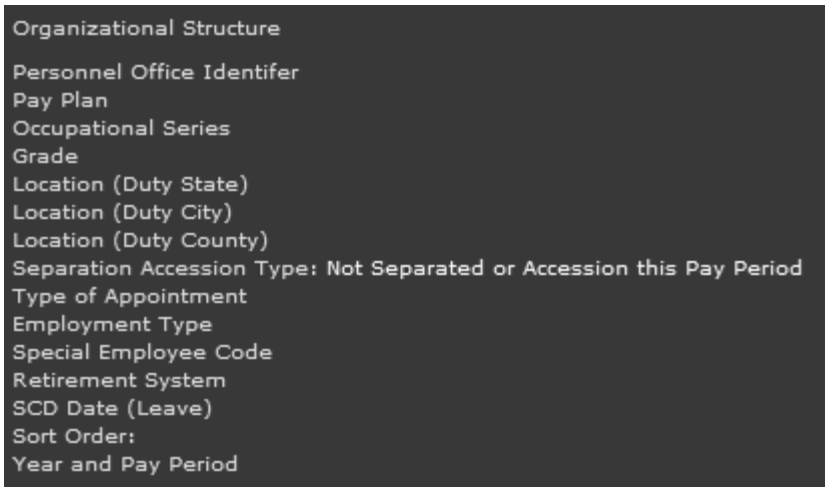


Figure 313: Paid Listing (Startup 17) Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are

Field	Description/Instruction
	available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty County)	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **`Not Separated or Accession this Pay Period`**. Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. Multiple or block

Field	Description/Instruction
	selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **`All`**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Sort Order	Defaults to **`Last Name`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Paid Listing (Startup 17) report, the Paid Listing (Startup 17) report (with criteria) is displayed.

Paid Listing (Startup 17)
Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG9070)

ORG	NAME	SSNO	GROSS PAY	NET PAY	FEDERAL TAX	STATE TAX	OTHER TAX	FICA	FEGLI AMT	FEHBA AMT	HOSP INSUR	RETIREMENT	THRIFT SAVINGS PLAN
00000000000000	Doe, John	XXX-XX-XXXX	$6,957.60	$3,286.98	$1,014.49	$241.26	$0.00	$410.04	$311.52	$247.91	$95.90	$55.66	$347.8
00000000000000	Doe, John A	XXX-XX-XXXX	$2,477.56	$1,103.34	$345.68	$80.41	$0.00	$0.00	$81.27	$97.71	$33.84	$167.16	$75.0
01000000000000	Doe, John B	XXX-XX-XXXX	$4,367.20	$1,360.79	$750.89	$153.48	$0.00	$264.95	$17.40	$93.77	$61.96	$34.94	$567.7
06000000000000	Doe, John C	XXX-XX-XXXX	$1,585.60	$1,233.19	$123.90	$33.64	$0.00	$98.31	$7.95	$0.00	$22.99	$15.62	$50.0
06000000000000	Doe, John D	XXX-XX-XXXX	$1,601.60	$804.47	$184.62	$45.72	$0.00	$99.30	$6.60	$0.00	$23.22	$49.65	$16.0
06000000000000	Doe, John E	XXX-XX-XXXX	$3,108.00	$1,752.71	$634.03	$107.15	$0.00	$177.33	$12.60	$247.85	$41.47	$24.86	$0.0
06000000000000	Doe, John F	XXX-XX-XXXX	$2,081.60	$1,272.56	$254.74	$47.18	$0.00	$122.45	$8.55	$106.67	$28.64	$16.65	$100.0
06000000000000	Doe, John G	XXX-XX-XXXX	$4,367.20	$2,520.14	$677.34	$150.63	$0.00	$265.19	$17.40	$60.96	$62.02	$40.52	$540.0
06000000000000	Doe, John H	XXX-XX-XXXX	$3,108.00	$1,372.84	$422.03	$92.20	$0.00	$187.88	$50.32	$77.73	$43.94	$24.86	$466.2
06000000000000	Doe, John I	XXX-XX-XXXX	$3,484.80	$2,714.51	$370.70	$105.12	$0.00	$216.06	$0.00	$0.00	$50.53	$27.88	$0.0
06000000000000	Doe, John J	XXX-XX-XXXX	$2,752.80	$1,753.11	$417.54	$90.48	$0.00	$164.06	$11.10	$106.67	$38.37	$28.64	$100.0
08000000000000	Doe, John L	XXX-XX-XXXX	$6,526.40	$3,776.79	$985.94	$207.67	$0.00	$399.14	$28.65	$88.65	$93.35	$52.21	$894.0
08000000000000	Doe, John M	XXX-XX-XXXX	$2,162.40	$319.54	$241.16	$51.15	$0.00	$122.13	$8.85	$192.60	$28.56	$17.30	$281.1

Figure 314: Paid Listing (Startup 17) Report (with criteria)

Pay Plan and Grade Distribution

The Distribution By Pay Plan and Grade report is displayed when you select ***Pay Plan and Grade Distribution*** on the Workforce Reports menu. This report displays a count of employees in an organization across RNO and gender by grade with the option of selecting an additional sort category. Data for this report is obtained from the Personnel History database and is updated biweekly.

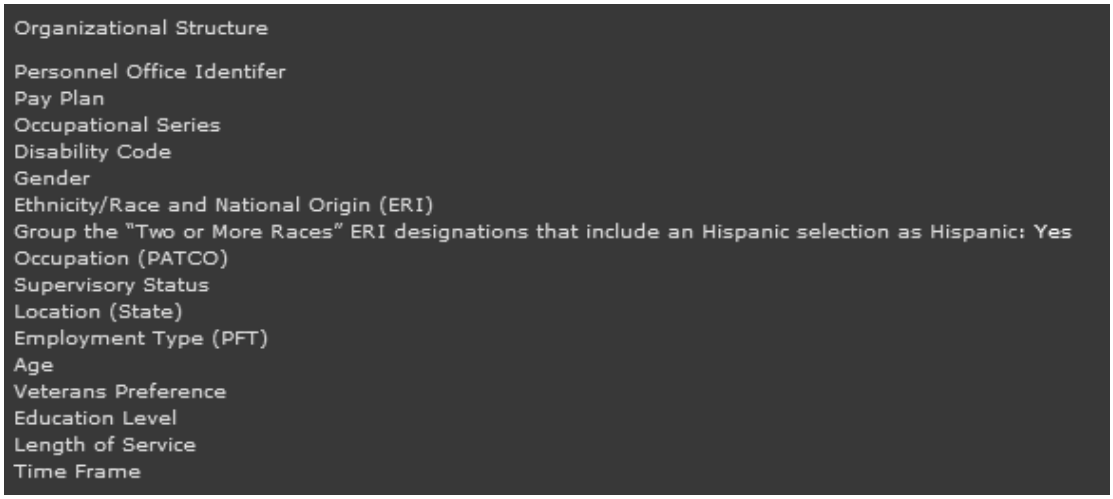


Figure 315: Distribution By Pay Plan and Grade Report

Complete the fields as follows:

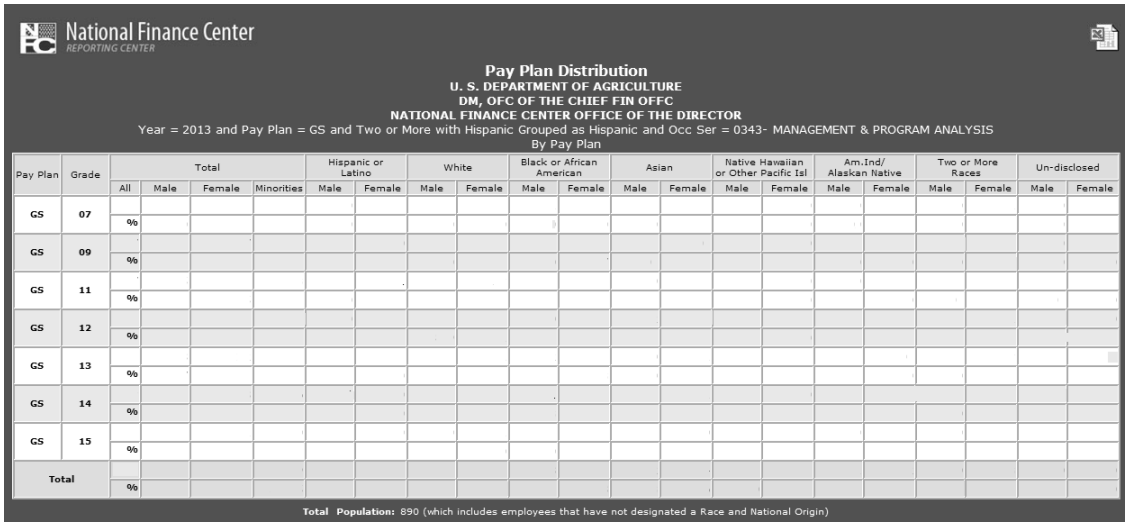
Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay***

Field	Description/Instruction
	Plan Groupings Include to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**.

Field	Description/Instruction
	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.

After running the Distribution By Pay Plan and Grade report, the Pay Plan Distribution report is displayed.



National Finance Center
REPORTING CENTER

Pay Plan Distribution
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Year = 2013 and Pay Plan = GS and Two or More with Hispanic Grouped as Hispanic and Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS
By Pay Plan

Pay Plan	Grade	Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am.Ind/ Alaskan Native		Two or More Races		Un-disclosed	
		All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS	07																				
	%																				
GS	09																				
	%																				
GS	11																				
	%																				
GS	12																				
	%																				
GS	13																				
	%																				
GS	14																				
	%																				
GS	15																				
	%																				
Total																					
	%																				

Total Population: 890 (which includes employees that have not designated a Race and National Origin)

Figure 316: Pay Plan and Grade Distribution Report

Pay Raise

The Pay Raise Reports report are displayed when you select ***Pay Raise*** on the Workforce Reports menu. This report contains data pertaining to the retroactive pay raise.

There are 5 reports available for selection. They are:

- Accession Report - displays employees with accession actions on or after 01/12/03.
- Bypass Report - displays employees who will be bypassed from receiving either a Document Type 894 or Document Type 895 action.
- Locality Report - displays employees who should receive a Document Type 895, Locality Payment, action.
- Pay Raise Report - displays employees who should receive a Document Type 894, Gen Adj, pay raise action.
- Separation report - displays employees with separation actions on or after 01/12/03.

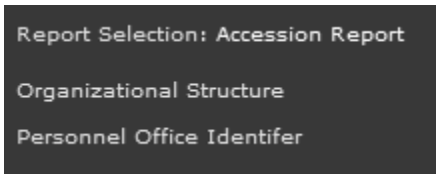


Figure 317: Pay Raise Reports

Complete the fields as follows:

Field	Description/Instruction
Report Selection	Defaults to Accession Report. Click this field to select the applicable type of report to be run. Valid values are **`Accession Report`**, **`Bypass Report`**, **`Locality Report`**, **`Pay Raise Report`**, and **`Separation Report`**. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.

Field	Description/Instruction
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Pay Raise Reports, the applicable Pay Raise report (with criteria) is displayed.

LISTING OF ACCESSED EMPLOYEES

DEPT	AGCY	SSNO	HIST	POI	LAST NAME	FIRST NAME	SEP	PP	GR	ST	OLD SAL	NEW SAL	OCC SER	COOP	PAY RATE	STATE	CITY	CNTY	GEO PCT
HS	BB	XXX-XX-XXXX	*	1145	Doe	John	0	GS	09	03	$37,887.00	$37,887.00	0343	0	0	41	1165	051	0.116
HS	BB	XXX-XX-XXXX	*	1146	Doe	John A	0	GS	13	05	$69,419.00	$69,419.00	0391	0	0	11	1001	001	0.114
HS	CB	XXX-XX-XXXX	*	4293	Doe	John B	0	GS	12	09	$65,244.00	$65,244.00	0301	0	0	25	5012	025	0.135
HS	BB	XXX-XX-XXXX	*	1699	Doe	John C	0	GS	11	06	$50,141.00	$50,141.00	1896	0	0	50	0005	009	0.086
HS	CB	XXX-XX-XXXX	*	4249	Doe	John D	0	GS	15	03	$90,816.00	$90,816.00	0201	0	0	24	4054	021	0.114
HS	BB	XXX-XX-XXXX	*	1146	Doe	John E	0	GM	14	00	$94,098.00	$94,098.00	2210	0	0	11	1001	001	0.114
HS	CB	XXX-XX-XXXX	*	4299	Doe	John F	0	GS	11	04	$47,275.00	$47,275.00	0301	0	0	51	1213	107	0.114
HS	BB	XXX-XX-XXXX	*	1699	Doe	John G	0	GS	07	10	$37,749.00	$37,749.00	1816	0	0	25	5012	025	0.135
HS	BB	XXX-XX-XXXX	*	1699	Doe	John H	0	GS	12	06	$60,093.00	$60,093.00	0301	0	0	50	0062	007	0.086
HS	CB	XXX-XX-XXXX	*	4293	Doe	John I	0	GS	13	06	$71,461.00	$71,461.00	1712	0	0	24	4054	021	0.114
HS	BB	XXX-XX-XXXX	*	1699	Doe	John J	0	GS	12	06	$67,905.00	$67,905.00	2210	0	6	50	0059	011	0.086
HS	BB	XXX-XX-XXXX	*	1699	Doe	John K	0	GS	13	06	$71,461.00	$71,461.00	1801	0	0	50	0062	007	0.086
HS	BB	XXX-XX-XXXX	*	1645	Doe	John L	0	GS	06	02	$27,001.00	$27,001.00	1802	0	0	48	8173	113	0.109
HS	BB	XXX-XX-XXXX	*	1699	Doe	John M	0	GS	05	01	$23,442.00	$23,442.00	1802	0	0	50	0076	007	0.086
HS	BB	XXX-XX-XXXX	*	1699	Doe	John N	0	GS	12	01	$51,508.00	$51,508.00	1801	0	0	50	0059	011	0.086
HS	BB	XXX-XX-XXXX	*	1699	Doe	John O	0	GS	05	10	$32,814.00	$32,814.00	0303	0	6	25	5012	025	0.135
HS	BB	XXX-XX-XXXX	*	1699	Doe	John P	0	GS	07	01	$29,037.00	$29,037.00	1801	0	0	50	0059	011	0.086
HS	BB	XXX-XX-XXXX	*	1699	Doe	John Q	0	GS	12	02	$53,225.00	$53,225.00	1811	0	0	50	0076	007	0.086

Figure 318: Listing of Accessed Employees (with criteria)

Position Organization Listing (POL)

The Position Organization Listing (POL) report is displayed when you select ***Position Organization Listing (POL)*** on the Workforce Reports menu.This report displays a status of all positions within an organization. Data for this report is obtained from NFC's PPS and Position Management databases and is updated biweekly.

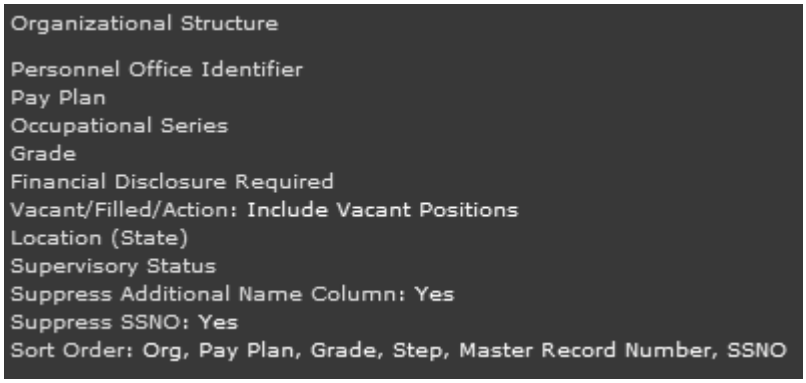


Figure 319: Position Organization Listing (POL) Report

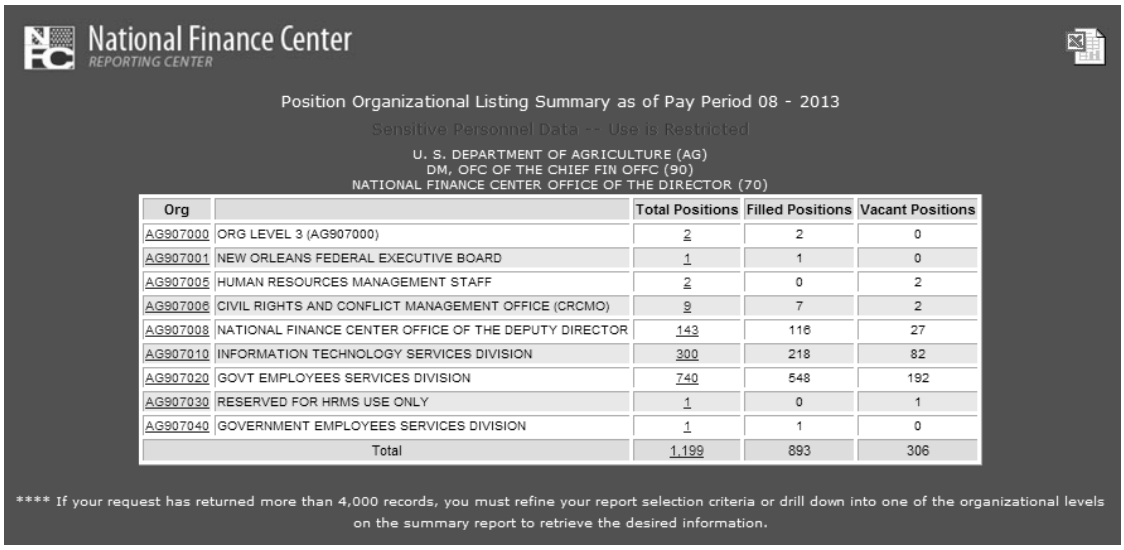
Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Occupational Series	Defaults to **All**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **All**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Financial Disclosure Required	Click this field to indicate whether or not a financial disclosure is required, and if required, what type of document is required for the report. Valid values are **(0) Not Required**, **(3) SF-78 Required**, **(4) SF-450 Required**, **(5) MSPB-849 Required (MSPB and OSC)**, **(6) GPO-U.S. 069233 (LOC)**, and **(7) SI-1085 (SM only)**. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Vacant/Filled/Action	Defaults to **Include Vacant Positions**. Click this field to indicate on the report whether this position is a vacant position or a filled position. Valid values are **Include Vacant Positions (default)**, **Action Required only**, **Filled Positions only**, and **Vacant Positions only**. After making your selection, click **Include**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **All**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **All**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Suppress Additional	Defaults to **Yes**.

Field	Description/Instruction
Name Column	Click this field to indicate whether or not to suppress the Additional Name column on the report. This is used for printing purposes. Valid values are **`Yes`** and **`No`**. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Suppress SSNO	Defaults to **`Yes`**. Click this field to indicate whether or not to suppress the SSN on the report. This is used for printing purposes. Valid values are **`Yes`** and **`No`**. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Org, Pay Plan, Grade, Step, Master Record Number, SSNO`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Position Organization Listing (POL) report, the Position Organization Listing Summary as of Pay Period XX - XXXX report (with criteria) is displayed.



National Finance Center
REPORTING CENTER

Position Organizational Listing Summary as of Pay Period 08 - 2013

Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR (70)

Org		Total Positions	Filled Positions	Vacant Positions
AG907000	ORG LEVEL 3 (AG907000)	2	2	0
AG907001	NEW ORLEANS FEDERAL EXECUTIVE BOARD	1	1	0
AG907005	HUMAN RESOURCES MANAGEMENT STAFF	2	0	2
AG907006	CIVIL RIGHTS AND CONFLICT MANAGEMENT OFFICE (CRCMO)	9	7	2
AG907008	NATIONAL FINANCE CENTER OFFICE OF THE DEPUTY DIRECTOR	143	116	27
AG907010	INFORMATION TECHNOLOGY SERVICES DIVISION	300	218	82
AG907020	GOVT EMPLOYEES SERVICES DIVISION	740	548	192
AG907030	RESERVED FOR HRMS USE ONLY	1	0	1
AG907040	GOVERNMENT EMPLOYEES SERVICES DIVISION	1	1	0
Total		1,199	893	306

**** If your request has returned more than 4,000 records, you must refine your report selection criteria or drill down into one of the organizational levels on the summary report to retrieve the desired information.

Figure 320: Position Organization Listing Summary as of Pay Period XX - XXXX Report (with criteria)

Projected Promotion/WGIs

The Projected Promotion and WGI Report is displayed when you select ***Projected Promotion/WGIs*** on the Workforce Reports menu. This report displays a list of the employees in an organization and their promotion and WGI information (e.g., Name, Pay Plan, Occ Ser, Grade/Step, Base Salary, Geo Adj Rate, Duty Station, SCD Date, Projected WGI Date, etc). Data for this report is obtained from NFC's PPS database and is updated biweekly.

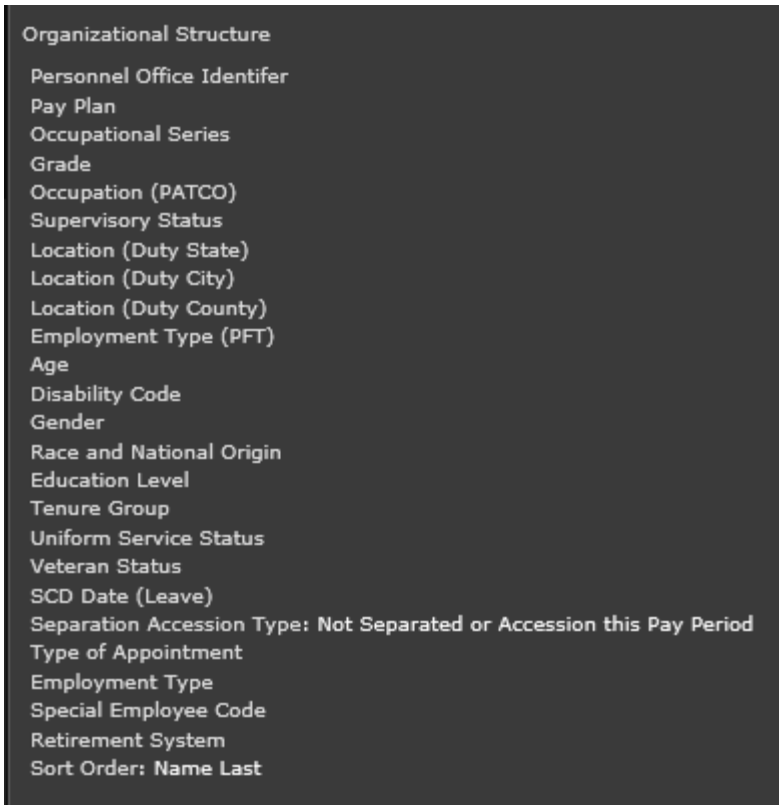


Figure 321: Projected Promotion and WGI Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access.

Field	Description/Instruction
	After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty County)	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Race and National Origin	Defaults to **All**. Click this field to indicate the EHRI information to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **All**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **All**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **All**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veteran Status	Defaults to **All**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **Equals**, **Not Equal To**, **Less Than or Equal To**, **Less Than**, **Greater Than or**

Field	Description/Instruction
	Equal To, and **Greater Than**. The second down arrow is used to indicate the month. Valid values are **01** through **12**. The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **All**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **All**. Click this field to indicate the employee's employment type. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee basis of piecework**, and **First 40 hours**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **All**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Sort Order	Defaults to **`Last Name`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Projected Promotion and WGI Report, the Projected Promotion and WGI Report (with criteria) is displayed.

Projected Promotion and WGI Report
Separation Accession Type = Not Separated or Accession this Pay Period
By Name Last

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director
Govt Employees Services Division

(AG907020040020)

Name	Pay Plan - Series - Grade/Step	Target Grade	Salary	Geo Rate	Duty Station	Type of Appointment	Type of Employment	Last WGI	WGI Proj	Last Promotion	Promotic Projectio
Doe, John	GS-2210-9/1	11	$54,573	$12,594	NEW ORLEANS , LA	Comp Cond	Full-Time	09/07/2014	09/06/2015	09/07/2014	09/06/201
Doe, John A	GS-0343-11/3	11	$61,847	$7,671	NEW ORLEANS , LA	Comp	Full-Time	07/13/2014	07/12/2015	07/03/2011	
Doe, John B	GS-0343-12/4	12	$76,446	$9,482	NEW ORLEANS , LA	Comp	Full-Time	07/28/2013	07/26/2015	07/29/2012	
Doe, John C	GS-1084-11/1	11	$57,982	$7,192	NEW ORLEANS , LA	Comp	Full-Time	04/06/2014	04/05/2015	04/06/2014	
Doe, John D	GS-0343-9/1	11	$47,923	$5,944	NEW ORLEANS , LA	Comp	Full-Time	09/22/2013	09/21/2014	09/22/2013	09/21/201
Doe, John E	GS-0343-12/4	12	$76,446	$9,482	NEW ORLEANS , LA	Comp	Full-Time	01/12/2014	01/10/2016	01/16/2011	
Doe, John F	GS-0343-11/4	11	$63,780	$7,911	NEW ORLEANS , LA	Comp	Full-Time	06/15/2014	06/12/2016	05/08/2011	
Doe, John G	GS-0343-12/3	12	$74,130	$9,195	NEW ORLEANS , LA	Comp	Full-Time	07/27/2014	07/26/2015	07/15/2012	
Doe, John H	GS-0343-13/5	13	$93,660	$11,617	NEW ORLEANS , LA	Comp	Full-Time	06/01/2014	05/29/2016	04/10/2011	
Doe, John I	GS-0343-13/4	13	$90,906	$11,276	NEW ORLEANS , LA	Comp	Full-Time	04/07/2013	04/05/2015	02/17/2010	
Doe, John J	GS-2210-11/4	11	$65,925	$10,056	NEW ORLEANS , LA	Comp	Full-Time	08/10/2014	08/07/2016	08/14/2011	
Doe, John K	GS-1082-11/10	11	$75,376	$9,349	NEW ORLEANS , LA	Comp	Full-Time	08/06/2006		08/12/2001	
Doe, John L	GS-0343-12/8	12	$85,711	$10,631	NEW ORLEANS , LA	Comp	Full-Time	08/10/2014	08/06/2017	10/29/2006	

Figure 322: Projected Promotion and WGI Report (with criteria)

Retirement Eligibility

The Retirement Eligibility report is displayed when you select ***Retirement Eligibility*** on the Workforce Reports menu. This report displays a count across all employees eligible to retire within the next ten years. This report allows an optional sort across age also. These counts are grouped by the year of eligibility. Data for this report is obtained from the Personnel History database and is updated biweekly.

The following criteria are used when determining an employee's retirement eligibility year:

- The year the employee becomes 55, 56, 57, 58, or 59 years old with at least 30 years of service.
- The year the employee becomes 60 or 61 years old with at least 20 years of service
- The year the employee becomes 62 years old with at least 5 years of service

Note: If an employee's retirement eligibility year is less than the current year, that employee is counted in the current year column.

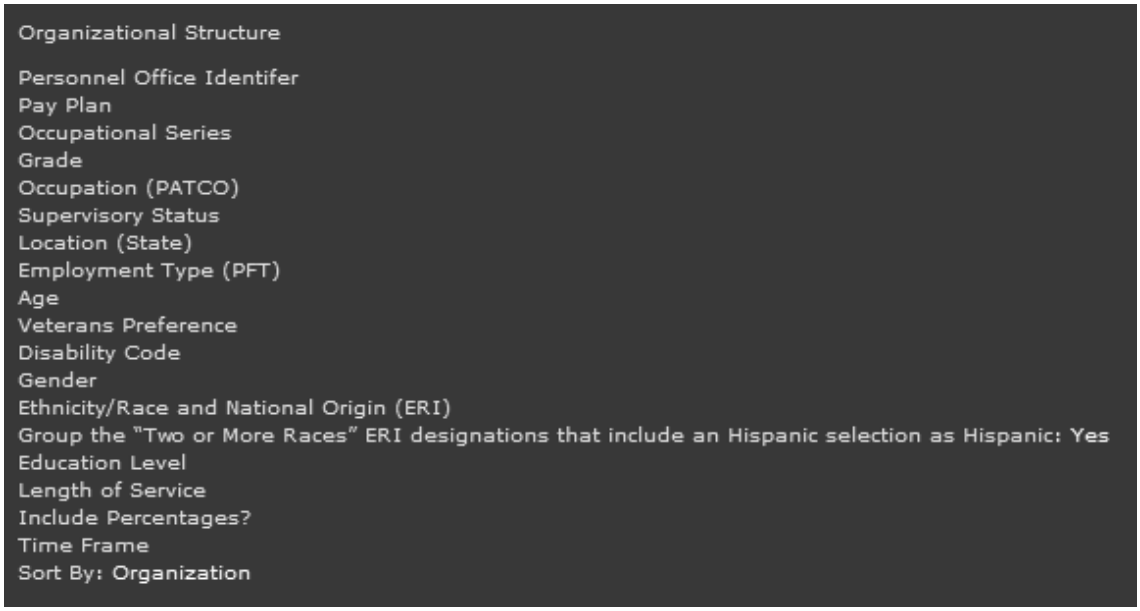


Figure 323: Retirement Eligibility Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your

Field	Description/Instruction
	selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field.

Field	Description/Instruction
	After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Include Percentages?	Defaults to **`All`**. Click this field to indicate whether or not to include percentage columns for each date column on the report. Valid values are **No** and **Yes**. Multiple or block selections are not available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Retirement Eligibility report, the Retirement Eligibility report (with criteria) is displayed.

National Finance Center
REPORTING CENTER

Retirement Eligibility
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Year = 2013 And Employing Office Code = 5317 - Usda - Ocfo - Nfc (new Orleans, La) (ag90) And Two Or More With Hispanic Grouped As Hispanic
By Organization

Organization	Total	% of Population	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
ORG LEVEL 3 (AG907000)	2	0.4	1	1	0	0	0	0	0	0	0	0	0
NEW ORLEANS FEDERAL EXECUTIVE BOARD	1	0.2	0	0	0	1	0	0	0	0	0	0	0
CIVIL RIGHTS AND CONFLICT MANAGEMENT OFFICE (CRCMO)	6	1.1	1	1	1	0	1	0	0	1	0	0	1
NATIONAL FINANCE CENTER OFFICE OF THE DEPUTY DIRECTOR	60	11.1	14	3	6	3	2	3	4	8	5	5	7
INFORMATION TECHNOLOGY SERVICES DIVISION	126	23.3	31	12	11	15	12	7	10	7	13	3	5
GOVT EMPLOYEES SERVICES DIVISION	343	63.5	99	21	16	21	23	28	29	29	34	23	20
GOVERNMENT EMPLOYEES SERVICES DIVISION	2	0.4	0	0	1	0	0	1	0	0	0	0	0
Total	540	100	146	38	35	40	38	39	43	45	52	31	33

Total Population: 890

Figure 324: Retirement Eligibility Report (with criteria)

Retirement Profile (Inc. Early Out)

The Early Out Profile report is displayed when you select ***Retirement Profile (Inc. Early Out)*** on the Workforce Reports menu. This report displays a count of all employees in an organization that are eligible to retire under regular or early-out options. Counts for employees eligible for "early outs" are displayed in total and across both early out criteria options. Data for this report is obtained from the Personnel History database and is updated biweekly.

The following CSRS criteria are used when determining an employee's "early out" eligibility:

- An employee with more than 25 years of service.
- An employee that is at least 50 years old with at least 20 years of service.

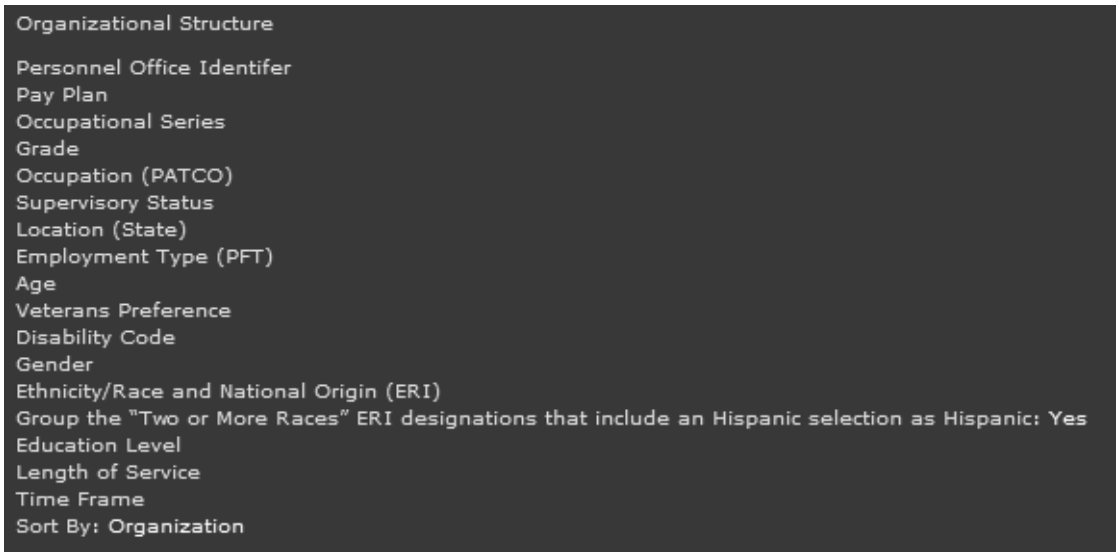


Figure 325: Early Out Profile Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the

Field	Description/Instruction
Identifier	personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Early Out Profile report, the Retirement Profile (Inc. Early Out) report (with criteria) is displayed.

National Finance Center
REPORTING CENTER

Retirement Profile (Inc. Early Out)
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Year = 2013 and Two or More with Hispanic Grouped as Hispanic
By Organization

Organization	Tot Org	Total Eligible (Reg)	%	Tot Eligible Age 50+ and Yrs of Serv 20+	%	Tot Eligible Yrs of Serv 25+ and Age<50	%	Tot Eligible	%
ORG LEVEL 3 (AG907000)	2	1	50	0	0	0	0	1	50
GOVT EMPLOYEES SERVICES DIVISION	545	114	21	99	18	15	3	228	42
NEW ORLEANS FEDERAL EXECUTIVE BOARD	1	0	0	1	100	0	0	1	100
GOVERNMENT EMPLOYEES SERVICES DIVISION	2	0	0	1	50	0	0	1	50
INFORMATION TECHNOLOGY SERVICES DIVISION	218	37	17	42	19	5	2	84	39
CIVIL RIGHTS AND CONFLICT MANAGEMENT OFFICE (CRCMO)	7	1	14	2	29	0	0	3	43
NATIONAL FINANCE CENTER OFFICE OF THE DEPUTY DIRECTOR	115	17	15	20	17	7	6	44	38
Total	890	170	19	165	19	27	3	362	41

Figure 326: Retirement Profile (Inc. Early Out) Report (with criteria)

Roster of Employees

The Roster of Employees report is displayed when you select ***Roster of Employees*** on the Workforce Reports menu. This report displays a list of employees in an organization. You can select an employee on the list to obtain information about that employee. There are several categories of information for each employee. The following fields are displayed on this report:

- Name
- SSN
- Pay Plan
- Occupational Series
- Grade/Step
- Base Salary
- Pay Basis
- Individual Position Number
- Federal Service Computation Date
- Tour of Duty
- Veterans Preference Code

Note: Codes **X** and **N** are abbreviated.

- Official Title
- Date of Birth

Note: This report contains detailed data.

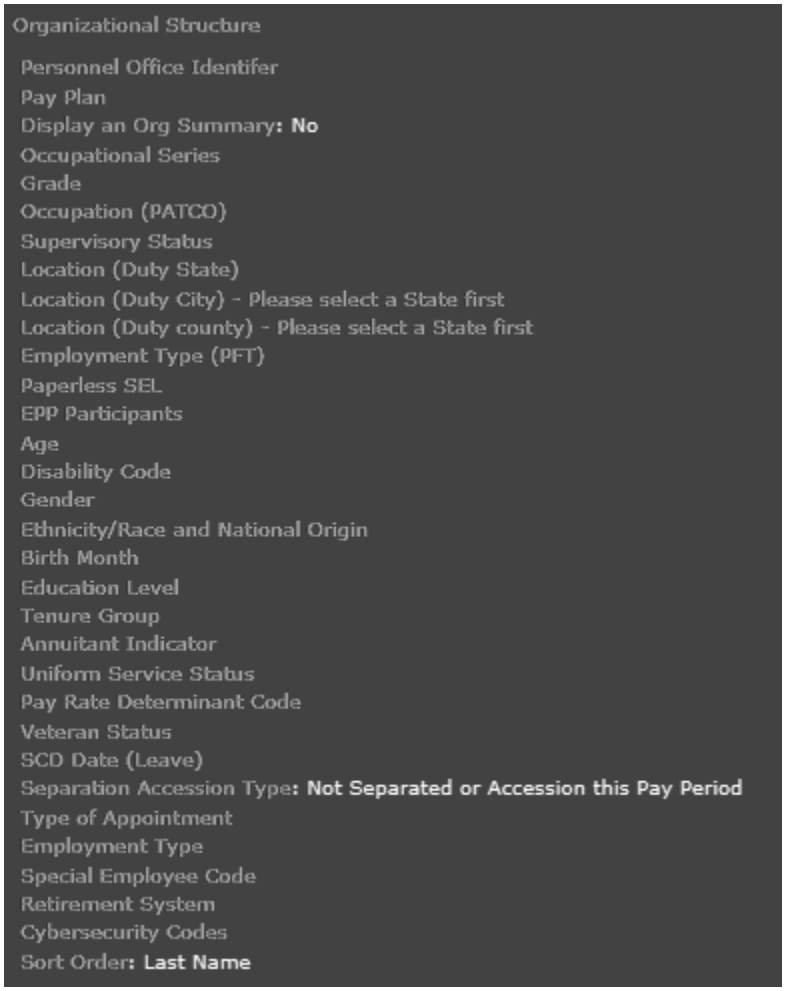


Figure 327: Roster of Employees Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the

Field	Description/Instruction
Identifier	personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Display an Org Summary	Defaults to **`No`**. Click this field to indicate whether or not to display the organizational summary on the report. Valid values are **`No`** and **`Yes`**. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or

Field	Description/Instruction
	block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)-Please select a State first	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty county)-Please select a State first	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Paperless SEL	Click this field to indicate whether or not employees who elect to have a paperless Statement of Earnings and Leave are included on the report. Valid values are **`Paperless SEL - Y`** and **`Paperless SEL - N`**. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
EPP Participants	Click this field to indicate whether to include Employee Personal Page participants on the report. Valid value is **`EPP Participants - Yes`**. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Birth Month	Defaults to **`All`**. Click this field to select the applicable birth month(s) to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **`All`**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Annuitant Indicator	Click this field to indicate the applicable annuitant indicator(s) to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Uniform Service Status	Defaults to **All**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Pay Rate Determinant Code	Click this field indicate the applicable Pay Rate Determinant Code to be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veteran Status	Defaults to **All**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **Equals**, **Not Equal To**, **Less Than or Equal To**, **Less Than**, **Greater Than or Equal To**, and **Greater Than**. The second down arrow is used to indicate the month. Valid values are **01** through **12**. The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block

Field	Description/Instruction
	selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **`All`**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Cybersecurity Codes	Click this field to indicate the applicable cybersecurity code(s) to be displayed on the report. Both the numeric code and the literal are displayed on the selection list. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Last Name`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Roster of Employees report, the Roster of Employees report (with criteria) is displayed.

National Finance Center
REPORTING CENTER

Run Date: 9/5/2014

Roster of Employees

Sensitive Personnel Data - Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
National Finance Center Office Of The Director
Govt Employees Services Division

(AG907020)

Name	Pay Plan - Series - Grade/Step	Cyber Security Code	Base Salary	Type Appt/Emply	Status	Tenure	SCD for Retirement	Ent Pres Grade	SCD for WGI
SSNO	Official Title	Org 2-5		POI		Duty Station		MR No.	IP No.
XXXXXXXXX		46	$90,906	(1)Perm/(1) Full-Time	(0) Active	(1) Group 1	07/05/1989	12/18/2011	12/16/2012
XXXXXXXXX		70-20-0100-50		(5317) USDA - OCFO - NFC (NEW ORLEANS, LA)		(1690) New Orleans - (22) LA		S07019	90423919
XXXXXXXXX		00	$50,932	(1)Perm/(1) Full-Time	(0) Active	(1) Group 1	09/12/1980	06/22/1997	00/00/0000
XXXXXXXXX		70-20-0200-10		(5317) USDA - OCFO - NFC (NEW ORLEANS, LA)		(1690) New Orleans - (22) LA		S05039	00008570
XXXXXXXXX		46	$74,130	(2)Perm/(1) Full-Time	(0) Active	(2) Group 2	07/01/2012	07/01/2012	06/29/2014
XXXXXXXXX		70-20-0100-50		(5317) USDA - OCFO - NFC (NEW ORLEANS, LA)		(1690) New Orleans - (22) LA		S05052	90623977
XXXXXXXXX		62	$90,344	(1)Perm/(1) Full-Time	(0) Active	(1) Group 1	08/17/1986	12/16/1990	00/00/0000
XXXXXXXXX		70-20-0100-40		(5317) USDA - OCFO - NFC (NEW ORLEANS, LA)		(1690) New Orleans - (22) LA		S05055	00007829
XXXXXXXXX		00	$45,644	(2)Perm/(1) Full-Time	(0) Active	(2) Group 2	06/06/2010	09/08/2013	09/08/2013
XXXXXXXXX		70-20-0400-20		(5317) USDA - OCFO - NFC (NEW ORLEANS, LA)		(1690) New Orleans - (22) LA		S12120	90632508
XXXXXXXXX		46	$107,434	(1)Perm/(1) Full-Time	(0) Active	(1) Group 1	09/27/1978	09/28/1997	00/00/0000

Figure 328: Roster of Employees Report (with criteria)

Salary Summary

The Salary Listing report is displayed when you select ***Salary Listing*** on the Workforce Reports menu. This report displays a list of employees within an organization along with their pay, occupational series, grade/step, and base salary. Data for this report is obtain from the PPS database and is updated biweekly.

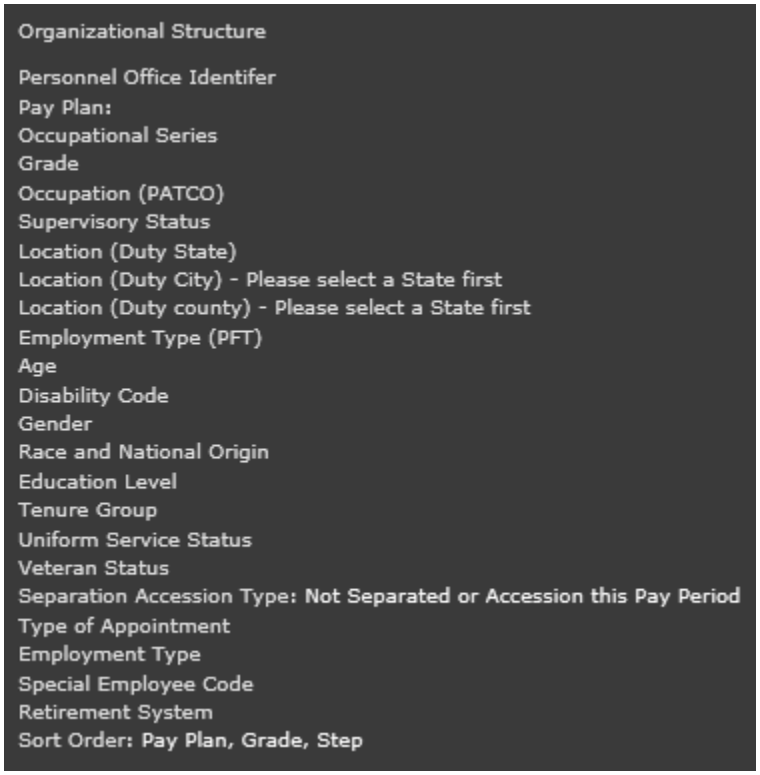


Figure 329: Salary Listing Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the

Field	Description/Instruction
Identifier	personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Location (Duty City)-Please select a State first	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty county)-Please select a State first	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.

Field	Description/Instruction
Race and National Origin	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable
Education Level	Defaults to **`All`**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **`All`**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **`All`**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-onregular`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veteran Status	Defaults to **`All`**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91)`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**, and **`Not a Veteran (After 9/30/91)`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **`Not Separated or Accession this Pay Period`**. Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Type of Appointment	Defaults to **`All`**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **`All`**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Pay Plan, Grade, Step`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Salary Listing report, the Salary Listing report (with criteria) is displayed.

Salary Listing Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE - Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG907020040020)
Data as of 08/31/2014

	Title	Pay Plan - Series - Grade/Step	Salary
Doe, John	SUPVY PROG ANAL	GS-0343-14/7	$117,185
Doe, John A	SUPVY PROG ANAL	GS-0343-13/5	$93,660
Doe, John B	SUPVY ITSPEC	GS-2210-13/5	$93,660
Doe, John C	SUPVY PROG ANAL	GS-0343-13/4	$90,906
Doe, John D	PROG ANAL	GS-0343-13/4	$90,906
Doe, John E	PROG ANAL	GS-0343-12/10	$90,344
Doe, John F	PROG ANAL	GS-0343-12/8	$85,711
Doe, John G	ITSPEC	GS-2210-12/8	$85,711
Doe, John H	PROG ANAL	GS-0343-12/7	$83,395
Doe, John I	PROG ANAL	GS-0343-12/6	$81,079
Doe, John J	ITSPEC	GS-2210-12/5	$78,762
Doe, John K	PROG ANAL	GS-0343-12/4	$76,446
Doe, John L	PROG ANAL	GS-0343-12/4	$76,446
Doe, John M	PROG ANAL	GS-0343-12/3	$74,130
Doe, John N	PROG ANAL	GS-0343-12/2	$71,813
Doe, John O	ITSPEC	GS-1082-11/10	$75,376
Doe, John P	ITSPEC	GS-1084-11/10	$75,376
Doe, John Q	PROG ANAL	GS-0343-11/7	$69,578
Doe, John R	ITSPEC	GS-2210-11/4	$65,925

Figure 330: Salary Listing Report (with criteria)

Salary Summary

The Salary Summary report is displayed when you select ***Salary Summary*** on the Workforce Reports menu. This report displays the total and average salary for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

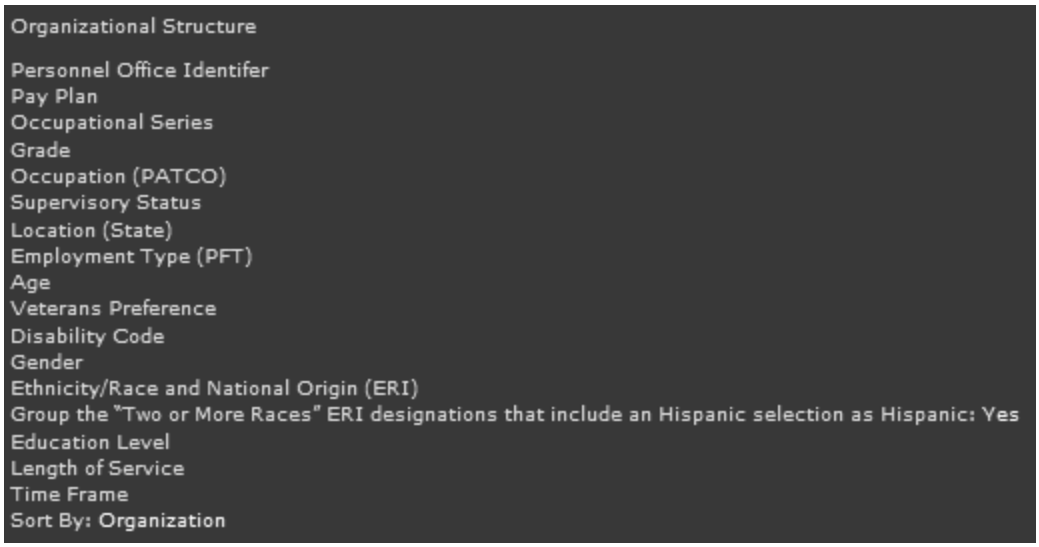


Figure 331: Salary Summary Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list

Field	Description/Instruction
	of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (State)	Defaults to **`All`**. Click this field to indicate the State(s) to be displayed on the report. The States are listing alphabetically. You can use the scroll bar to search for the applicable State(s). Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Veterans Preference	Defaults to **`All`**. Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Ethnicity/Race and National Origin (ERI)	Defaults to **`All`**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Group the "Two or More Races" ERI designations that include an Hispanic selection as Hispanic	Defaults to **`Yes`**. Click this field to indicate whether or not to group two ERI designations as Hispanic if one includes Hispanic or Latino. After completing your selection(s), click **Done** or **Cancel** as applicable.
Education Level	Defaults to **`All`**.

Field	Description/Instruction
	Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Length of Service	Defaults to **`All`**. Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel** as applicable.
Sort By	Defaults to **`Organization`**. Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. After making your selection, click **Done** or **Reset** as applicable.

After running the Salary Summary report, the Salary Summary report (with criteria) is displayed.

National Finance Center
REPORTING CENTER

Salary Summary
U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Year = 2013 And Two Or More With Hispanic Grouped As Hispanic
By Organization

Organization	Total Salary	Avg. Salary	Employee Count
ORG LEVEL 3 (AG907000)	$241,378.00	$120,689.00	2
NEW ORLEANS FEDERAL EXECUTIVE BOARD	$112,804.00	$112,804.00	1
CIVIL RIGHTS AND CONFLICT MANAGEMENT OFFICE (CRCMO)	$524,733.00	$74,962.00	7
NATIONAL FINANCE CENTER OFFICE OF THE DEPUTY DIRECTOR	$7,842,069.00	$68,192.00	115
INFORMATION TECHNOLOGY SERVICES DIVISION	$17,062,854.00	$78,270.00	218
GOVT EMPLOYEES SERVICES DIVISION	$37,382,021.00	$68,591.00	545
GOVERNMENT EMPLOYEES SERVICES DIVISION	$157,137.00	$78,568.00	2
Total	$63,322,996.00	$71,149.00	890

Total Population: 890

Figure 332: Salary Summary Report (with criteria)

Table 74 - Official Titles and Title Codes

The Table 74 - Official Titles and Title Codes Currently Effective at NFC report is displayed when you select ***Table 74 Official Titles And Title Codes*** on the Workforce Reports menu. The Table 74 - Official Titles and Title Codes Currently Effective at NFC report displays formally assigned official position titles as assigned per Office of Personnel Management (OPM). Data for this report is obtained from TMGT, Table 074, Official Position Title, and is updated nightly.

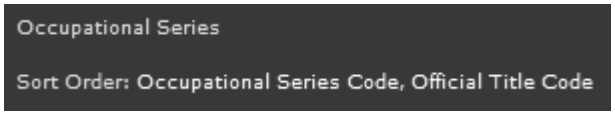


Figure 333: Table 74 - Official Titles and Title Codes Currently Effective at NFC Report

Complete the fields as follows:

Field	Description/Instruction
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Click this field to indicate the sort order option to be displayed on the report. You can select three levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.

After running the Table 74 - Official Titles and Title Codes Currently Effective at NFC report, the Official Titles and Title Codes Currently Effective at NFC (Table 74) report (with criteria) is displayed.

Official Titles and Title Codes Currently Effective at NFC (Table 74)

Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS

By Occupational Series Code , Official Title Code

Occ Ser	Position Official Title	Official Title Code
0343	MGMT ANALS OFFCR	0001
0343	MGMT ANAL	0002
0343	PROG ANAL	0003
0343	MGMT & PROG ANAL	0004
0343	PROG ANALS OFFCR	0005
0343	MGMT & PROG ANALYS OFFCR	0006
0343	REGNL ANAL	0007
0343	PROG OFFCR	0008
0343	PROJ DVLPMT OFFCR	0009
0343	NEP (PROG/PROJ DVLPMT)	0010
0343	COMPR SPECLST (LAN COORD)	0022
0343	COMPR SPECLST (END USER SUPPORT)	0023
0343	BUS PROCESS ANAL	0024
0343	DIRECTOR	0025
0343	PROG ANAL (CLAIMS REMOVAL)	0026
0343	PROG ANAL (DAMAGE CLAIMS)	0027
0343	PROG ANAL (FINANCL)	0028
0343	JO (PROG/PROJ DVLPMT)	0029

Figure 334: Official Titles and Title Codes Currently Effective at NFC (Table 74) Report (with criteria)

Table 76- Working Titles and Title Codes

The Table 76- Working Titles and Title Codes Currently Effective at NFC report is displayed when you select ***Table 76- Working Titles and Title Codes*** on the Workforce Reports menu. The Table 76- Working Titles and Title Codes Currently Effective at NFC report displays the working titles which are informal titles established by the Agency in order to better identify positions and functions. Data for this report is obtained from TMGT, Table 076, Working Position Title.

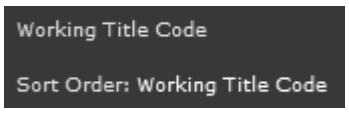


Figure 335: Table 76- Working Titles and Title Codes Currently Effective at NFC Report

Complete the fields as follows:

Field	Description/Instruction
Working Title Code	Click this field to indicate which code(s) to be included on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Working Title Code`**. Click this field to indicate the sort order option to be displayed on the report. You can select two levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort,a nd the second part is whether or not you want to sort in ascending or descending order. After making your selection(s), click **Done**, or **Reset** as applicable.

After running the Table 76- Working Titles and Title Codes Currently Effective at NFC report, the Working Titles and Title Codes Currently Effective at NFC (Table 76) report (with criteria) is displayed.

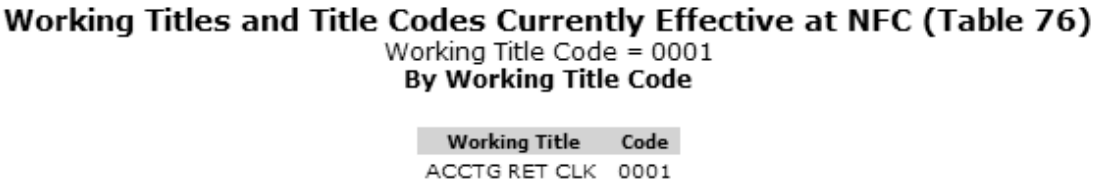


Figure 336: Working Titles and Title Codes Currently Effective at NFC (Table 76) Report (with criteria)

Telework Report

The Telework Reporting report is displayed when you select ***Telework Report*** on the Workforce Reports menu. This report lists Telework employees (Transaction Code 54, Telework-Routine) for the selected pay period. Data for this report is obtained from NFC's T&A database and is updated biweekly.

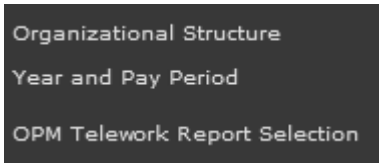
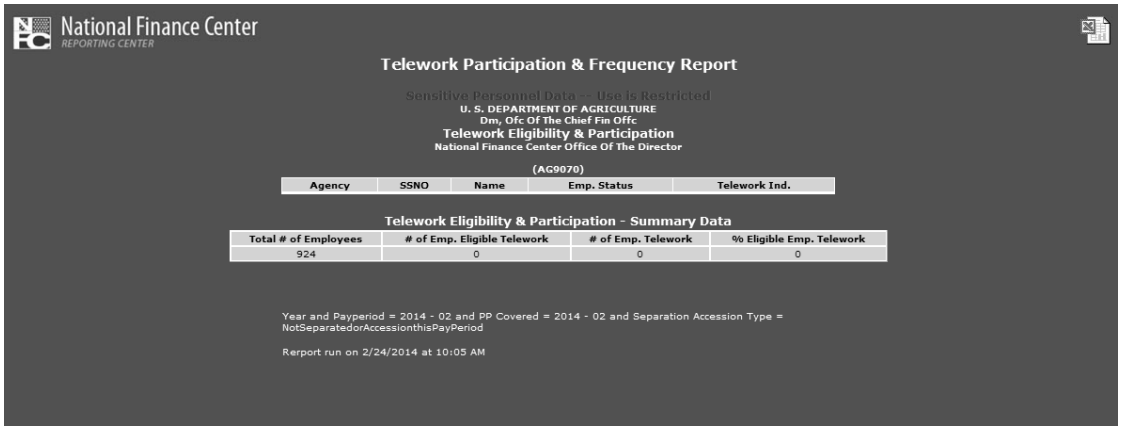


Figure 337: Telework Reporting Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Year and Pay Period	Click this field to select the year and pay period covered by the T&A on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
OPM Telework Report Selection	Click this field to select the applicable type of telework to be displayed on the report. Valid values are **`Telework Eligibility & Participation`**, **`Telework Frequency - Routine Telework`**, and **`Telework Frequency - Situational Telework`**. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Telework Reporting report, the applicable Telework report (with criteria) is displayed.



National Finance Center
REPORTING CENTER

Telework Participation & Frequency Report

Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
Telework Eligibility & Participation
National Finance Center Office Of The Director

(AG9070)

Agency	SSNO	Name	Emp. Status	Telework Ind.

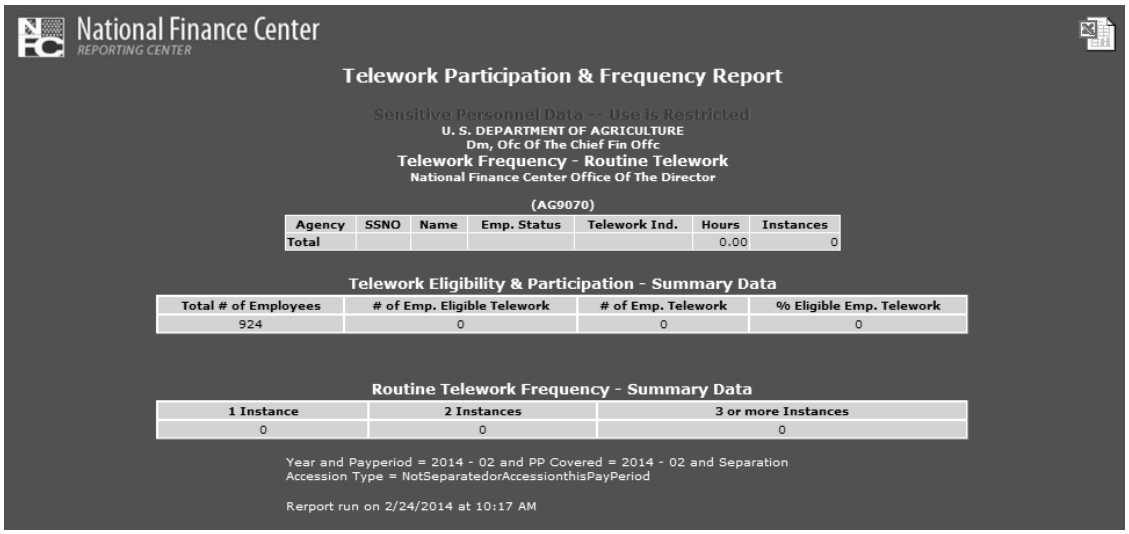
Telework Eligibility & Participation - Summary Data

Total # of Employees	# of Emp. Eligible Telework	# of Emp. Telework	% Eligible Emp. Telework
924	0	0	0

Year and Payperiod = 2014 - 02 and PP Covered = 2014 - 02 and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

Rerport run on 2/24/2014 at 10:05 AM

Figure 338: Telework Participation & Frequency Report - Telework Eligibility & Participation (with criteria)



National Finance Center
REPORTING CENTER

Telework Participation & Frequency Report

Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
Telework Frequency - Routine Telework
National Finance Center Office Of The Director

(AG9070)

Agency	SSNO	Name	Emp. Status	Telework Ind.	Hours	Instances
Total					0.00	0

Telework Eligibility & Participation - Summary Data

Total # of Employees	# of Emp. Eligible Telework	# of Emp. Telework	% Eligible Emp. Telework
924	0	0	0

Routine Telework Frequency - Summary Data

1 Instance	2 Instances	3 or more Instances
0	0	0

Year and Payperiod = 2014 - 02 and PP Covered = 2014 - 02 and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

Rerport run on 2/24/2014 at 10:17 AM

Figure 339: Telework Participation & Frequency Report - Telework Frequency-Routine Telework (with criteria)

National Finance Center
REPORTING CENTER

Telework Participation & Frequency Report

Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
Telework Frequency - Situational Telework
National Finance Center Office Of The Director

(AG9070)

Agency	SSNO	Name	Emp. Status	Telework Ind.	Hours	Instances
Total					0.00	0

Telework Eligibility & Participation - Summary Data

Total # of Employees	# of Emp. Eligible Telework	# of Emp. Telework	% Eligible Emp. Telework
924	0	0	0

Situational Telework Frequency - Summary Data

1 or more Instance	2 Instances	3 or more Instances
0	0	0

Year and Payperiod = 2014 - 02 and PP Covered = 2014 - 02 and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

Rerport run on 2/24/2014 at 10:18 AM

Figure 340: Telework Participation & Frequency Report - Telework Frequency-Situational Telework (with criteria)

Union Activity Exception Report

The Union Activity Exception Report is displayed when you select ***Union Activity Exception Report*** on the Workforce Reports menu. The Union Activity Exception Report provides information on employees whose union/association dues are not withheld or changed during a pay period. Data for this report is obtained from the T&A database and is updated biweekly.

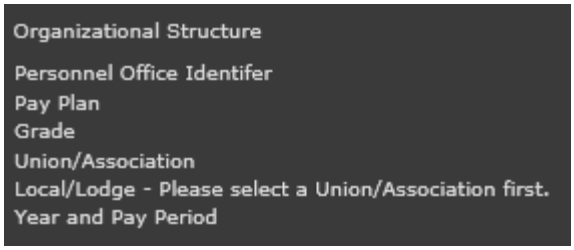


Figure 341: Union Activity Exception Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block

Field	Description/Instruction
	selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Union/Association	Click this field to indicate the union/association to be displayed on the report. This is a two-position field. Valid values are **01** through **99.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Local/Lodge-Please select a Union/Association first	Click this field to indicate the local/lodge to be displayed on the report. Valid values are determined by the selection(s) made in the Union/Association field. Both the four-position code and the literal are displayed in this field. You must make a selection(s) in the Union/Association field before you can select this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Union Activity Exception Report, the Union Activity Exception report (with criteria) is displayed.

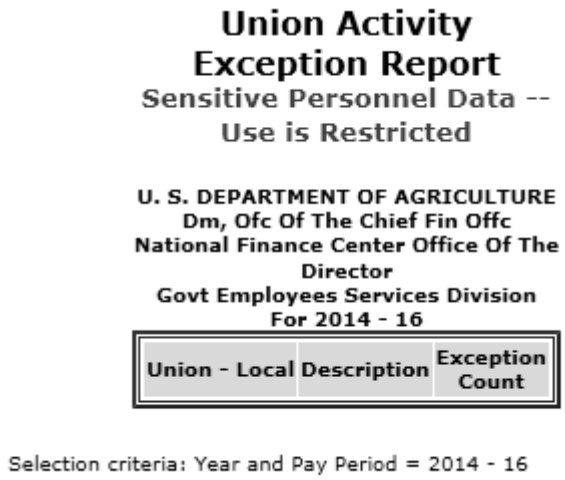


Figure 342: Union Activity Exception Report (with criteria)

Union Roster and Activity Report

The Union Roster and Activity Report is displayed when you select ***Union Roster and Activity Report*** on the Workforce Reports menu. The Union Roster and Activity report displays information in a union/association. Data for this report is obtained from the T&A database and is updated biweekly.

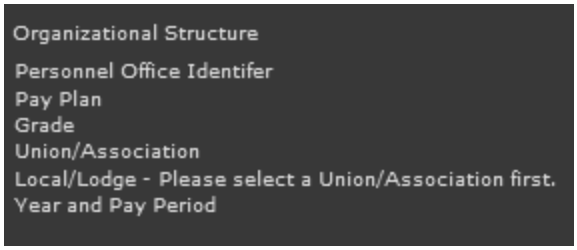


Figure 343: Union Roster and Activity Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the

Field	Description/Instruction
	report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Union/Association	Click this field to indicate the union/association to be displayed on the report. This is a two-position field. Valid values are `01` through `99.` Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Local/Lodge-Please select a Union/Association first.	Click this field to indicate the local/lodge to be displayed on the report. Valid values are determined by the selection(s) made in the Union/Association field. Both the four-position code and the literal are displayed in this field. You must make a selection(s) in the Union/Association field before you can select this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The two-digit pay period number and the four-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel** as applicable.

After running the Union Roster and Activity report, the Union Roster and Activity report is displayed.

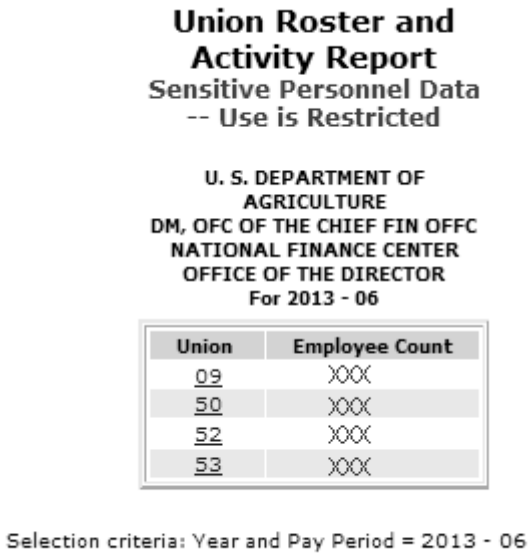


Figure 344: Union Roster and Activity Report

Use-Or-Lose Leave Report

The Use-Or-Lose Leave Report is displayed when you select ***Use-Or-Lose Leave Report*** on the Workforce Reports menu. The Use-Or-Lose Leave Report displays a list of employees (by organization) who are in a use-or-lose situation regarding annual leave. Data for this report is obtained from the PPS database and is updated biweekly.

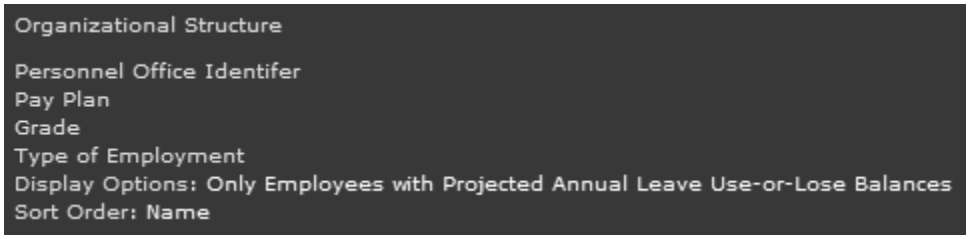


Figure 345: Use-Or-Lose Leave Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block

Field	Description/Instruction
	selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Employment	Defaults to **`All`**. Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Display Options	Defaults to **`Only Employees with Projected Annual Leave Use-Or-Lose Balances`**. Click this field to indicate the applicable display option(s) to be displayed on the report. After making your selection(s), click **Include**, **Cancel**, or **Reset** as applicable.
Sort Order	Defaults to **`Name`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After running the Use-Or-Lose Leave Report, the Annual Leave Use-or-Lose Report (with criteria) is displayed.

Annual Leave Use-or-Lose Report
As Of PP 08 2013
Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director
Government Employees Services Division

(AG907040)

Name	SSNO	Org	Type Emply	Leave Cat	Curr Annual Leave Balance	*** Leave Accrual Through Year-End	*** Projected Year-End Balance	Use-Or-Lose	Leave Used YTD	Comp Leave Bal	Relig Comp Bal	AL Cat Will Change This Year
DOE, JOHN	XXX-XX-XXXX	AG-90-70-40-0120-15-00-00-00	(1) Full-Time	8	268.25	144	412.25	172.25	23	0	-10	

* Only Employees with Projected Annual Leave Use-or-Lose Balances and
* By Name
** The accrual figure is based upon the employee being full-time and working 80 hrs each pay period. Check the type of employment.
*** Does not include leave category changes that will occur this year.

Figure 346: Annual Leave Use-or-Lose Report (with criteria)

Work Years and Personnel Costs

The Work Years and Personnel Costs Reports 1351-A, B, and C are displayed when you select ***Work Years and Personnel Costs Report*** on the Workforce Reports menu. This information is used in budget forecasting. This report displays information found on the following OPM forms:

- OPM Form 1351-A, Work Years and Personnel Costs Report, Basic and Premium Work Years and Pay Fiscal Year
- OPM Form 1351-B, Work Years and Personnel Costs Report, Cost of Employees Benefits
- OPM Form 1351-C, Work Years and Personnel Costs Report, Leave Earned and Used Leave Year XXXX

Figure 347: Work Years and Personnel Costs Reports 1351-A, B, and C

After selecting the applicable report, the Work Years and Personnel Costs Reports 1351-A, B, and C (after report selection) is displayed.

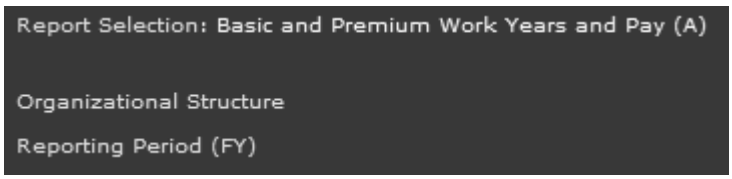


Figure 348: Work Years and Personnel Costs Reports 1351-A, B, and C (after entering Report Selection)

Complete the fields as follows:

Field	Description/Instruction
Report Selection	Click this field to indicate the type of report to be displayed. Valid vales are **`Basic and Premium Work Years and Pay (A)`**, **`Cost of Employee Benefits (B)`**, and **`Leave Earned and Used (C)`**. After making your selection(s), click **Include**, **Cancel**, or **Reset** as applicable.
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information

Field	Description/Instruction
	that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Reporting Period (FY)	Click this field to select the applicable fiscal year to be displayed on the report. After making your selection(s), click **Include**, **Cancel**, or **Reset** as applicable.

After running the applicable Work Years and Personnel Costs Reports 1351-A, B, and C, the applicable Work Years and Personnel Costs Report (with criteria) is displayed.

REPORT ID: 1351-A RUN DATE: 09/15/2012

Work Years and Personnel Costs Report
Basic And Premium Work Years And Pay
Fiscal Year 2012

1. Agency DM, OFC OF THE CHIEF FIN OFFC	**2. Agency Code** 90
3. Pay System Category GENERAL SCHEDULE	**4. Pay System Code** 610

Code	Item	OMB Object Class	Work Years Two decimal places	Personnel Compensation (Thousands)
100	**TOTAL - BASIC WORK YEARS AND PAYROLL**	11.1/11.3	1,224.62	89,657
101	FULL-TIME PERMANENT APPOINTMENTS	11.1	1,213.80	89,144
102	FULL-TIME TEMPORARY APPOINTMENTS	11.3	3.54	100
103	PART-TIME AND INTERMITTENT APPOINTMENTS (FTE)	11.3	7.28	413
200	**TOTAL-PREMIUM WORK YEARS AND PAY**	11.5	29.60	3,167
201	OVERTIME PAY(REPORT SEPARATELY FOR THE 5 CATEGORIES LISTED BELOW.)	11.5	XXX	XXX
	-AVAILABILITY PAY FOR CRIMINAL INVESTIGATORS	11.5	.00	00
	-OVERTIME PAY FOR FIREFIGHTERS	11.5	.00	00
	-ANNUAL PREMIUM PAY FOR REGULARLY SCHEDULED STANDBY DUTY	11.5	.00	00
	-ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PAY	11.5	.71	61
	-OTHER OVERTIME PAY	11.5	28.10	2,335
202	HOLIDAY PAY	11.5	.79	56
203	SUNDAY PAY	11.5	XXX	85
204	NIGHT DIFFERENTIAL	11.5	XXX	75
205	HAZARDOUS DUTY PAY	11.5	XXX	00
206	POST DIFFERENTIAL	11.5	XXX	00
207	STAFFING DIFFERENTIAL	11.5	XXX	XXX
208	SUPERVISORY DIFFERENTIAL	11.5	XXX	00
209	PHYSICIANS COMPARABILITY ALLOWANCE	11.5	XXX	00
210	REMOTE WORK SITE ALLOWANCE	11.5	XXX	00
211	CASH AWARDS	11.5	XXX	529
212	OTHER	11.5	XXX	26

Figure 349: Work Years and Personnel Costs Report (with criteria)

Workforce Analysis

The Workforce Analysis report is displayed when you select ***Workforce Analysis*** on the Workforce Reports menu. This report displays a list of all employees in an organization. The lists are arranged in columns by employee name, date of birth, SSN, grade and step, pay plan, series, salary, pay basis, position designation number, SCD tour or duty, whether the employee is a permanent or temporary employee, veteran's preference, pay rate determinant code, and compensatory and exceptional service. Totals for an organization are displayed after the last page of the report. This report displays a listing of employees within an organization. Data for this report is obtained from NFC's PPS database and is updated biweekly.

Note: This report contains detailed data.

Figure 350: Workforce Analysis Report

Complete the fields as follows:

Field	Description/Instruction
Organizational Structure	Defaults based upon your security access. Click this field to select the organizational information to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of

Field	Description/Instruction
	organization information that you can access. After completing your selection(s), click **Done** or **Cancel** as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The four-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.
Pay Plan	Defaults to **`All`**. Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupational Series	Defaults to **`All`**. Click this field to select the occupational series to be displayed on the report. The four-digit code and the literal are both displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Grade	Defaults to **`All`**. Click this field to select the two-digit grade(s) to be displayed on the report. The grades are displayed in descending order. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Occupation (PATCO)	Defaults to **`All`**. Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Supervisory Status	Defaults to **`All`**. Click this field to select the applicable supervisory status to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty State)	Defaults to **`All`**. Click this field to select the duty State of the organization. Multiple or

Field	Description/Instruction
	block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty City)-Please select a State first	Defaults to **`All`**. Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Location (Duty county)-Please select a State first	Defaults to **`All`**. Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type (PFT)	Defaults to **`All`**. Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Age	Defaults to **`All`**. Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Disability Code	Defaults to **`All`**. Click this field to indicate the disability code to be displayed on the report. This field displays both the two-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Gender	Defaults to **`All`**. Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. Multiple or block selections are

Field	Description/Instruction
	available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Race and National Origin	Defaults to **All**. Click this field to indicate the RNO to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Education Level	Defaults to **All**. Click this field to indicate the education level to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Tenure Group	Defaults to **All**. Click this field to indicate which tenure group to be displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Uniform Service Status	Defaults to **All**. Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Veteran Status	Defaults to **All**. Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the SCD for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report.

Field	Description/Instruction
	Valid values for the first down arrow are **Equals**, **Not Equal To**, **Less Than or Equal To**, **Less Than**, **Greater Than or Equal To**, and **Greater Than**. The second down arrow is used to indicate the month. Valid values are **01** through **12**. The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset** as applicable.
Separation Accession Type	Defaults to **Not Separated or Accession this Pay Period**. Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Type of Appointment	Defaults to **All**. Click this field to indicate the appointment type to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Employment Type	Defaults to **All**. Click this field to indicate the employee's employment type. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee basis of piecework**, and **First 40 hours**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Special Employee Code	Defaults to **All**. Click this field to indicate the special employee code to be displayed on the report. Both the two-digit numeric code and the alpha literal are displayed in this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset** as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**

Field	Description/Instruction
	as applicable.
Sort Order	Defaults to **`Pay Plan, Grade, Step`**. Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset** as applicable.

After completing the Workforce Analysis report, the Organizational Structure and Workforce Analysis report (with criteria) is displayed.

Organizational Structure and Workforce Analysis
Pay Plan = GS and Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Grade = 12 and Separation Accession Type = Not Separated or Accession this Pay Period
By Pay Plan, Grade, Step

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center Office Of The Director

(AG9070)

	SSNO	Date of Birth	Pay Plan - Series - Grade/Step	Base Salary	Pay Basis	Position Des. Number	Federal Service Comp Date	Tour	Perm or Temp	Vet	Pay Rate Det	Comp or Excp	Spec Emp Cat
DOE, JANE	XXX-XX-XXXX	12/27/1952	GS-0343-12/10	$89,450	PA	S11125-90575330	10/29/1970	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv	(00) NOT APPLICABLE
DOE, JANE A.	XXX-XX-XXXX	06/14/1963	GS-0343-12/10	$89,450	PA	S11125-90555575	10/23/1988	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv	(00) NOT APPLICABLE
DOE, JANE B.	XXX-XX-XXXX	09/24/1953	GS-0343-12/10	$89,450	PA	S12151-90600610	02/10/1983	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv	(00) NOT APPLICABLE
DOE, JANE C.	XXX-XX-XXXX	01/07/1964	GS-0343-12/9	$87,157	PA	S11099-90537625	12/02/1990	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv	(00) NOT APPLICABLE
DOE, JANE D.	XXX-XX-XXXX	01/05/1960	GS-0343-12/9	$87,157	PA	S07015-90416813	12/30/1990	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv	(00) NOT APPLICABLE
DOE, JOHN	XXX-XX-XXXX	10/18/1947	GS-0343-12/9	$87,157	PA	S07015-90583560	07/12/1992	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv	(00) NOT APPLICABLE
DOE, JOHN A.	XXX-XX-XXXX	06/14/1972	GS-0343-12/7	$82,570	PA	S11099-90537572	03/16/1997	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv	(00) NOT APPLICABLE
DOE, JOHN B.	XXX-XX-XXXX	08/25/1958	GS-0343-12/7	$82,570	PA	S11125-90540954	04/22/1991	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv	(00) NOT APPLICABLE
DOE, JOHN C.	XXX-XX-XXXX	01/20/1957	GS-0343-12/7	$82,570	PA	S11125-90539379	02/10/1980	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv	(00) NOT APPLICABLE
DOE, JOHN D.	XXX-XX-XXXX	07/06/1959	GS-0343-12/7	$82,570	PA	S11125-90539385	02/25/1990	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv	(00) NOT APPLICABLE

45 records were selected
Next >> Page 1 2 3 4 5 You are now viewing records 1 through 10

Figure 351: Organizational Structure and Workforce Analysis Report (with criteria)

ACFO System Access Reports

The ACFO System Access Reports are displayed when you select ACFO System Access Reports from the Security Reports menu. This report displays users that have Read and/or Update access to various Associate Chief Financial Officer (ACFO) applications. Data for this report is obtained from NFC's Information Systems Security Office (ISSO) and is updated quarterly.

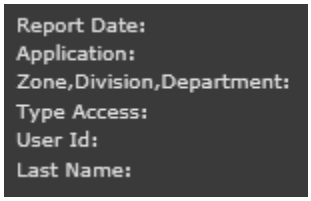


Figure 352: ACFO System Access Reports

Complete the fields as follows:

Field	Description/Instruction
Report Date	Click this field to select the applicable date. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Application	Click this field to select the applicable application to be displayed on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Zone, Division, Department	Click this field to indicate the applicable organizational structure for which to run the report. If a selection is made in this field, leave the User ID field blank. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Type Access	Click this field to indicate the type of access to be displayed on the report. Valid values are Read and Update. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
User ID	Click this field to enter the user to be displayed on the report. After completing your selection, click **Done**.
Last Name	Click this field to enter the last name to be displayed on the report. After completing your selection, click **Done**.

After running the ACFO System Access Reports, the ACFO System Access Report (with criteria) is displayed.

USDA - National Finance Center
ACFO System Access Report
Report Date 07/02/2014
Application Acronynm = EMIS
Zone,Division,Department = ,9070ORGN,50

Application	User ID	Name	Type Access	Zone	Division	Department
EMIS	XXXXXX	Doe, John	Read		9070ORGN	50

1 records were selected

Figure 353: ACFO System Access Report (with criteria)

Security Reports

This reporting category contains various security reports.

This section includes the following topics:

Cross Serv Validation T&A Access Rpt **537**
Mainframe Inactivity Report **539**
T&A Transmission Access Reports **543**

Cross Serv Validation T&A Access Rpt

The Cross Servicing Validation T&A Access Reports are displayed when you select ***Cross Serv Validation T&A Access Rpt*** on the Security Reports menu. This report lists users that access to transmit T&A data to NFC. Data for this report is obtained from NFC's Information Systems Security Office (ISSO) and is updated quarterly.

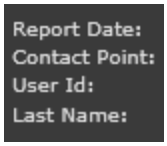


Figure 354: T&A Transmission Access Reports

Complete the fields as follows:

Field	Description/Instruction
Report Date	Click this field to select the applicable date. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Contact Point	Click this field to select the applicable contact point to be displayed on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
User Id	Click this field to enter the applicable user ID to be displayed on the report. After completing your selection, click **Done**.
Last Name	Click this field to enter the applicable last name to be displayed on the report. After completing your selection, click **Done**.

After running the Cross Servicing Validation T&A Access Reports, the Cross Servicing Validation T&A Access Report (with criteria) is displayed.

USDA - National Finance Center
Cross Servicing Validation T&A Access Report
Report Date 12/18/2008

Note: This report contains users that have T&A Transmission security access authority.

User ID	Name	Zone	Division	Department	Contact Point
	Doe, John			ZONE C/A	0111001001
	Doe, John A	DEPTADMN	DA	OO	01
	Doe, John B	DEPTADMN	DA	OHCM	01
	Doe, John C	DEPTADMN	DA	EODEPT	011100100114
	Doe, John D			DIV C/A	01
	Doe, John E				
	Doe, John F	DEPTADMN	DA	OO	01

Figure 355: Cross Servicing Validation T&A Access Report (with criteria)

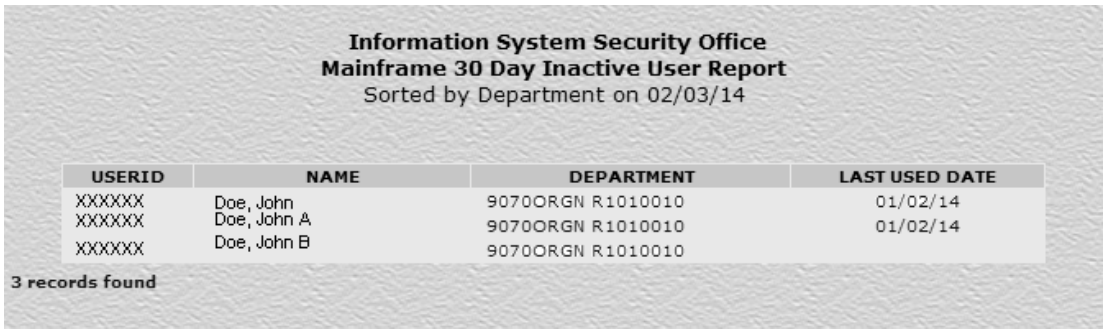
Mainframe Inactivity Report

The Mainframe User Inactivity Reports are displayed when you select ***Mainframe Inactivity Report*** on the Security Reports menu. This report contains data concerning mainframe usage. Data for this report is obtained from NFC's ISSO Office and is updated monthly.

Figure 356: Mainframe User Inactivity Reports

After running the applicable Mainframe User Inactivity Report, the applicable report (with criteria) is displayed. Depending upon which option is selected on the Report field, the applicable report will be displayed.

If **`30 Day Report`** is selected, the following report is displayed. This report displays user(s) within an organization who have not logged on to the NFC Mainframe within the last 30 days.



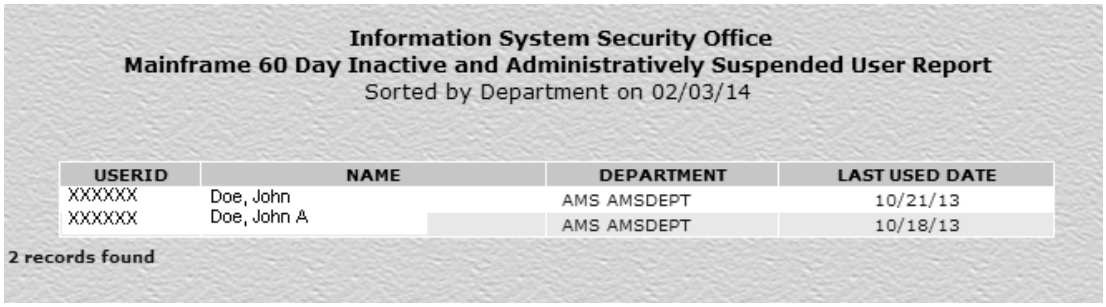
Information System Security Office
Mainframe 30 Day Inactive User Report
Sorted by Department on 02/03/14

USERID	NAME	DEPARTMENT	LAST USED DATE
XXXXXX	Doe, John	9070ORGN R1010010	01/02/14
XXXXXX	Doe, John A	9070ORGN R1010010	01/02/14
XXXXXX	Doe, John B	9070ORGN R1010010	

3 records found

Figure 357: Mainframe 30 Day Inactive User Report (with criteria)

If **`60 Day Report`** is selected, the following report is displayed. This report identifies user(s) within an organization whose user IDs have been suspended due to 60 days of inactivity on the NFC Mainframe.



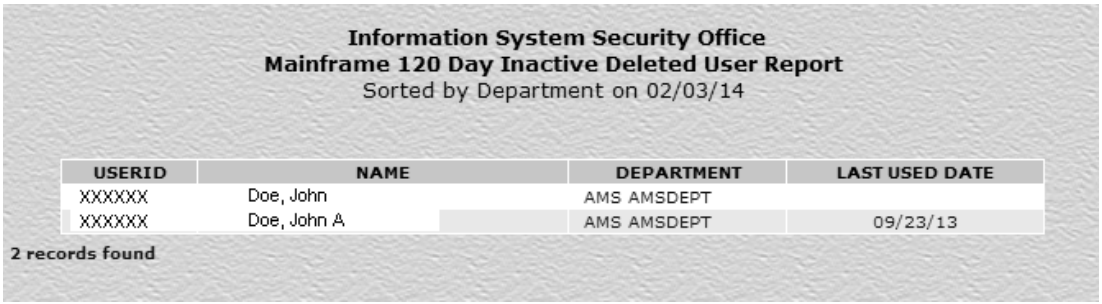
Information System Security Office
Mainframe 60 Day Inactive and Administratively Suspended User Report
Sorted by Department on 02/03/14

USERID	NAME	DEPARTMENT	LAST USED DATE
XXXXXX	Doe, John	AMS AMSDEPT	10/21/13
XXXXXX	Doe, John A	AMS AMSDEPT	10/18/13

2 records found

Figure 358: Mainframe 60 Day Inactive and Administratively Suspended User Report (with criteria)

If **`120 Day Report`** is selected, the following report is displayed. This report displays user(s) who have not logged on to the NFC Mainframe in the last 120 days. These user ID(s) have been revoked due to the inactivity.



Information System Security Office
Mainframe 120 Day Inactive Deleted User Report
Sorted by Department on 02/03/14

USERID	NAME	DEPARTMENT	LAST USED DATE
XXXXXX	Doe, John	AMS AMSDEPT	
XXXXXX	Doe, John A	AMS AMSDEPT	09/23/13

2 records found

Figure 359: Mainframe 120 Day Inactive Deleted User Report (with criteria)

Complete the fields as follows:

Field	Description/Instruction
Report	Defaults to **`30 Day Report`**. Click this field to select the applicable report to be run. Valid values are 30 Day Report, 60 Day Report, and 120 Day Report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Report Date	Click this field to select the applicable date. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Zone, Division, Department	Click this field to indicate the applicable organizational structure for which to run the report. If a selection is made in this field, leave the User ID field blank. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
User Id	Click this field to type the user ID of an individual. If a user ID is typed in this field, the report is run for only that user ID. If the user ID entered has not been inactive for 30, 60, or 120 days, no results are displayed on the report. If a user ID is typed, leave the Zone, Division, Department field blank. After completing your selection, click **Done**.
Last Name	Click this field to enter the last name to be displayed on the report. After completing your selection, click **Done**.

T&A Transmission Access Reports

The T&A Transmission Access Reports are displayed when you select ***T&A Transmission Access Reports*** on the Security Reports menu. This report lists users that have access to transmit T&A data to NFC. Data for this report is obtained from NFC's Information Systems Security Office (ISSO) and is updated quarterly.

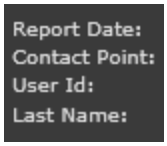


Figure 360: T&A Transmission Access Reports

Complete the fields as follows:

Field	Description/Instruction
Report Date	Click this field to select the applicable date. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Contact Point	Click this field to select the applicable contact point to be displayed on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
User Id	Click this field to enter the applicable user ID to be displayed on the report. After completing your selection, click **Done**.
Last Name	Click this field to enter the applicable last name to be displayed on the report. After completing your selection, click **Done**.

After running the T&A Transmission Access Reports, the T&A Transmission Access Report (with criteria) is displayed.

USDA - National Finance Center
T&A Transmission Access Report
Report Date 03/19/2008

Note: This report contains users that have T&A Transmission security access authority.

User ID	Name	Zone	Division	Department
XXXXXX	Doe, John		9070ORGN	0130
XXXXXX	Doe, John A		9070ORGN	01
XXXXXX	Doe, John B		9070ORGN	01

3 records were selected

Figure 361: T&A Transmission Access Report (with criteria)

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