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PROCEDURE MANUAL
Information/Research Inquiry System (IRIS)



Table of Contents

Latest Update Information	1
System Overview	3
System Design	3
System Access.....	7
Sign-On Instructions	7
Signoff Instructions	10
Changing Your Password	10
Operating Features	13
Payroll/Personnel Subsystems	13
Reports.....	15
IRIS Messages	16
Help Screens	16
Glossary.....	19
Adjustments	19
Function Keys	19
IRIS Main Menu	21
Current Data Menu.....	23
Salary Data (IR101)	25
Dates & Misc Sal/Pers Data (IR102)	26
Salary YTD Data (IR103)	28
Federal Tax (IR104)	29
State Tax (IR105)	30
City Tax (IR106)	31
County Tax (IR107)	32
Bonds (IR108).....	33
Allowances/COLA/Post Diff (IR109).....	34
Financial Allotment (IR110).....	35
Charitable Contribution (IR111).....	36
Discretionary Allotment (IR112)	37



Flexfund (IR113)	38
Receipt Accounts (IR114)	39
Health Benefits (IR115)	40
Life Insurance (IR116)	41
Retirement Data (IR117)	42
Thrift Savings Data (IR118)	43
Employee Personnel Data (IR119)	44
Thrift Savings Loans (IR120)	45
Thrift Savings Retro Payments (IR121)	46
SF 50B Data Elements (IR122)	47
Personnel Supplements (IR123)	49
Address/Check Information (IR124)	51
Personnel Actions Summary (IR125)	52
Last Payroll Actions (IR126)	53
Detail Assign/Temporary Promotion (IR127)	54
Retained Grade Data (IR128)	56
Intermittent (IR129)	57
Education and Certificate (IR130)	58
SSNO Change Data (IR131)	59
Separation Information (IR132)	59
Separated Leave (IR133)	60
Severance Payment (IR134)	62
Severance Pay Computation (IR135)	63
Annual/Sick Leave (IR136)	66
Severance Lump Sum Payment (IR137)	67
Other Leave (IR138)	69
Compensatory Leave & Rate (IR139)	70
Non Pay Leave (IR140)	71
Earnings Limitation (IR141)	72
Awards (IR142)	72



Time Off Award Data (IR143)	74
Processing Indicators (IR144)	75
Demonstration Project Data (IR145)	76
Building Locator Inquiry (IR146)	77
Personnel Data (IR147).....	78
Earning Transaction (IR148)	79
Customs and Border Patrol (IR149).....	80
Transaction History Menu	81
Salary Data Transaction (IR201).....	84
Dates & Misc Sal/Pers Transaction (IR202).....	85
State Tax Transaction (IR205)	86
City Tax Transaction (IR206)	86
County Tax Transaction (IR207).....	88
Allowances/COLA/Post Diff Trans (IR209)	89
Charitable Contribution Trans (IR211).....	90
Flexfund Transaction (IR213)	91
Health Benefits Transaction (IR215)	92
Life Insurance Transaction (IR216).....	93
Retirement Data Transaction (IR217).....	94
Thrift Savings Data Transaction (IR218)	95
SF 50B Data Elements Transaction (IR222)	96
Personnel Supplements Transaction (IR223)	97
Residence Address Transaction (IR224).....	98
Personnel Transaction History (IR225)	99
Detail Assign/Temp Prom Transaction (IR227).....	100
Saved Grade Data Transaction (IR228)	101
Awards Transaction (IR242).....	102
Processing Indicators Transaction (IR244).....	103
Restricted Data Menu	105
Disability/RNO/ERI Data (IR301)	107
PERHIS Disability/RNO/ERI Data (IR302)	108



WGI Information (IR303).....	109
Performance Evaluation Data (IR304).....	109
PERHIS Performance Evaluation Data (IR305).....	110
Child Support & Alimony (IR306).....	112
Union/Association Dues (IR308).....	113
Union/Association Dues Transaction (IR309).....	114
PERHIS Union/Association Dues (IR311).....	115
Investigation Data (IR312).....	116
SES Performance Data (IR313).....	117
PERHIS SES Performance Data (IR314).....	118
Personnel History Menu.....	119
PERHIS Salary Data (IR501).....	121
PERHIS Dates & Misc Sal/Pers Data (IR502).....	122
PERHIS Health Benefits (IR515).....	124
PERHIS Life Insurance (IR516).....	125
PERHIS Retirement Data (IR517).....	126
PERHIS Thrift Savings Data (IR518).....	127
Reserved for Future Use (IR519).....	128
PERHIS SF 50B Data Elements (IR522).....	128
PERHIS Personnel Supplements (IR523).....	130
PERHIS Address/Check Information (IR524).....	131
PERHIS Personnel Actions Summary (IR525).....	131
PERHIS Detail Assign/Temporary Promotion (IR527).....	133
PERHIS Retained Grade Data (IR528).....	134
PERHIS Education & Certificate (IR530).....	135
PERHIS Separation Information (IR532).....	136
PERHIS Awards (IR542).....	137
PERHIS Time Off Award Data (IR543).....	138
PERHIS Service Record (IR547).....	139
Employee Name Inquiry.....	141
Appendix.....	143



IRIS Data Elements	143
Index	297



Latest Update Information

The following changes have been made to the Information Research Inquiry System (IRIS) procedure:

Section	Description of Change
IRIS	Procedure document has been updated to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.
Current Data Menu	Procedure document has been updated to include new edits in accordance with the Implementation of Border Patrol Agent Pay Reform Act (BPAPRA) of 2014.



System Overview

The Information/Research Inquiry System (IRIS) is an inquiry-only system of the National Finance Center (NFC) that replaces the Payroll/Personnel Inquiry System (PINQ). It provides immediate access to at least 1 calendar year of current and 5 years of historical personnel data and certain payroll document history. IRIS is an inquiry system which allows Agencies to research payroll/personnel inquiries received from employees and other sources.

This procedure provides instructions for querying current and historical, payroll/personnel data contained on three separate databases. They are the payroll/personnel database, Personnel History Information System (PHIS) database, and the Name Inquiry database.

The majority of the data displayed in IRIS is the result of payroll/personnel transactions processed in the Payroll/Personnel System (PPS). The data processed was entered through a remote entry system or by magnetic tape (i.e., new users' conversion data). Other data is system generated from data entered by users. (i.e., After the health benefits form is processed, 1 (Enrolled) is displayed in Program IR115, Health Benefits.)

After data is processed in the various payroll/personnel subsystems, it is retrieved from the different areas of the database and displayed in the applicable IRIS program(s). (For more information, see *Payroll/Personnel Subsystems* (on page 13).)

IRIS displays data for non-United States Department of Agriculture (USDA) Departments serviced by NFC; IRIS displays the data from the time of conversion to present. If a Department elects to load its history data into PPS, the data is displayed in the applicable IRIS history programs.

This section includes the following topics:

System Design	3
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System Design

IRIS is a menu-driven, inquiry-only system. It consists of a main menu with six submenus. Each submenu contains several individual programs pertaining to the subject matter of that particular submenu of IRIS.

IRIS allows the user to transfer to any screen within the system by typing the Program Number at the screen prompt. To return to the main menu or a submenu, the **PF1** key is used.

IRIS also allows multiple Social Security numbers (SSN) to be researched without exiting a screen. To reenter a SSN on the same screen, position the cursor in the SSN field, type the next SSN, and press **Enter**.



Current Data

IRIS contains current programs which include the latest information processed in the database. During the processing cycle, certain IRIS programs are updated as transactions are processed. This includes 1 year of Time and Attendance (T&A) data which is adjustable. Other programs are updated when PPS process.

The current IRIS programs display data for the processing pay period as applicable. After being processed, the data remains current until transactions are processed for the next pay period.

Payroll Data

Payroll actions are processed through NFC's entry systems, or transmitted through Employee Express, and then applied to the payroll/personnel database.

Personnel History Data

IRIS is also used to query 5 years of historical personnel data stored in the PHIS database. The PHIS database is updated after the processing cycle each pay period to include payroll/personnel actions (official action, cash award, Thrift Savings Plan, health benefits, union deduction activity, etc.) processed for the pay period. These payroll/personnel actions are retained in the current fiscal year portion of the PHIS database and are displayed in IRIS with payroll/personnel actions processed during the previous 5 years. PHIS is purged at the end of each fiscal year, and the data for the earliest fiscal year is moved to a separate file. This process is repeated each fiscal year. After the data is removed from PHIS, it is no longer accessible to the user.

An organization's historical data begins to accumulate in IRIS as soon as it is implemented into PPS. Access to history data is based on ownership of the data. IRIS allows inquiry paths depending on the user's identification (ID): (1) an owner path and (2) a previous owner path. The owner has access to employee data for all previous and current employment with organizations serviced by NFC. The previous owner has access to the employee's data only for the period of employment with that Agency. The data from the previous employer is transferred to the new employer when a personnel action is processed that changes employing offices or servicing Agencies. If more than two employers exist, only the current employing Agency has access to all data; all previous owners have access to their data only.

A personnel action processed by a gaining employer that (1) transfers an employee from one Agency to another within a Department or (2) changes an employee's employing office or servicing Agency is duplicated and moved to the former employer's IRIS Personnel History record.

A Record is the data element used to display a counter indicating the occurrence of that record within a particular personnel-history employee record on the database.



New and Separated Employees

A new employee must be established on the database (i.e., the accession action has cleared all edits and processed through the Personnel Input and Edit System (PINE)/Personnel Processing System (PEPL)) before query can be successful. After an employee separates, his/her record is retained in the IRIS Current Data Menu programs until certain transactions, as appropriate, are processed. A separated employee's record is retained in the IRIS program for six pay periods following the processing of the last transaction (e.g., final flag on final T&A, separation action, annual/compensatory leave payments, etc.) and for 5 years in the history programs after separation or until a database change occurs.

T&A Data

T&A data is prepared, certified, and electronically transmitted to NFC from Agency locations. The T&A is then processed and edited through the Time and Attendance Validation System (TIME), and the data is applied to the payroll/personnel database.



System Access

To access IRIS, you must (1) have authorized security clearance and (2) use a personal computer (PC) that is connected to the mainframe computer located at NFC. Agencies must request access to IRIS through their Agency's security office. This section refers you to information on access security and gives specific sign-on/signoff instructions.

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

This section includes the following topics:

Sign-On Instructions	7
Signoff Instructions.....	10
Changing Your Password	10

Sign-On Instructions

To access this system, you must:

1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

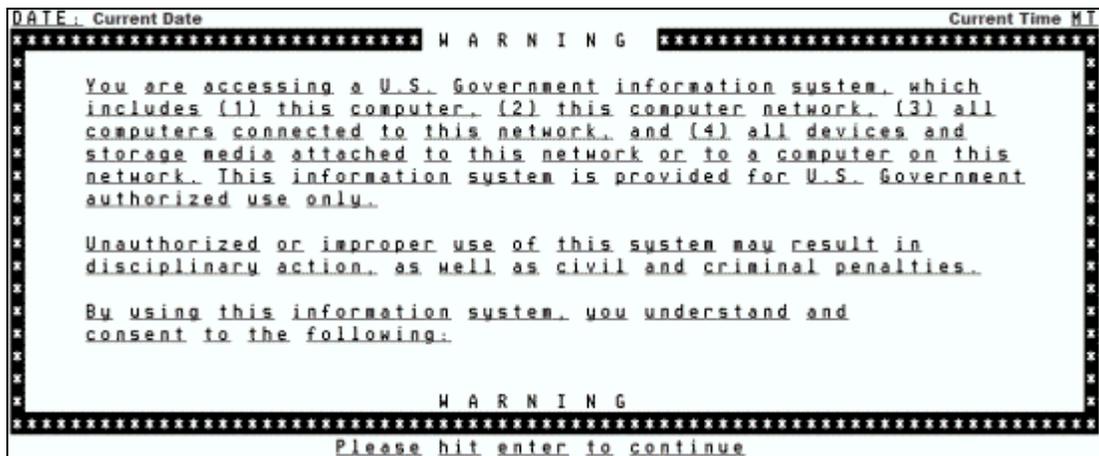


Figure 1: NFC Mainframe Warning Screen



2. Press **Enter** to display the NFC banner screen.

```

=====
== Current Date          SNX32703          T30N3022          PF1=HELP          ==
=====
==          NN      NN          FFFFFFFF          CCCCCCCC          ==
==         NNN     NN          FFFFFFFF          CCCCCCCC          ==
==        NNNN    NN          FF              CCC              ==
==       NN NN NN          FFFFFFFF          CCC              ==
==      NN  NNNN          FFFFFFFF          CCC              ==
==     NN   NNN          FF              CCCCCCCC          ==
==    NN    NN          FF              CCCCCCCC          ==
=====
==          National Finance Center          ==
== Office of the Chief Financial Officer          ==
== United States Department of Agriculture          ==
=====
==          For Authorized Use Only          ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? N          ==
==                                     (Y or N)          ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU          ==
=====

```

Figure 2: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (i.e., NF0999). Press Tab .
Password	Type your password. (Your password is not displayed on the screen.) Press Tab . Note: You may press Enter (instead of Tab) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.
New Password?	Displays system-generated "N." If you are not changing your password, press Tab. If you are changing your password, enter "Y." Then complete the steps for changing your password as described under Changing Your Password.
Enter Application Name	Type the application acronym and press Enter to go directly to that system. OR Leave the field blank and press Enter to go directly to the CL/SUPERSESSION.

4. At the CL/SUPERSESSION Main Menu screen:

- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.
- **Tab** until the cursor is located on the line next to the Session ID.
- Press **Enter**.



OR

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.
- Type **s**.
- Press the **space bar** once.
- Type the Session ID acronym.
- Press **Enter**. See screen below for an example. The applicable system is displayed.

```

----- Actions Options Commands Features Help -----
KLSVSEL1                CL/SUPERSESSION Main Menu                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                Type      Status
-----
- IDMS05     IDMS05                                Multi
- PINQ05     IDMS05                                Multi
- ABCDINQ    IDMS03                                Multi
- ABCD       IDMS03                                Multi
- $DB2       TSDB $DB2      TSDB  PRDC($DB2  Multi
- $ORACLE    TSDA                                Multi
- $ORACLEA   TSDA                                Multi
- $SPFA      TSDA $SPFA    TSDA  PRDC($SPF  Multi
- $SPFAV2    TSDA $SPFAV2  TSDA  PRDC($SPF  Multi
- $SPFB      TSDB $SPFB    TSDB  PRDC($SPF  Multi
- $SPFBV2    TSDB $SPFBV2  TSDB  PRDC($SPF  Multi
- $SPFC      TSOC $SPFC    TSOC  PRDC($SPF  Multi

ISS7030I Password Changed
Command ==>
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
SYSB/T30N6447
    
```

Figure 3: CL/SUPERSESSION Main Menu Screen

```

----- Actions Options Commands Features Help -----
KLSVSEL1                CL/SUPERSESSION Main Menu                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                Type      Status
-----
- IDMS05     IDMS05                                Multi
- PINQ05     IDMS05                                Multi
- ABCDINQ    IDMS03                                Multi
- ABCD       IDMS03                                Multi
- $DB2       TSDB $DB2      TSDB  PRDC($DB2  Multi
- $ORACLE    TSDA                                Multi
- $ORACLEA   TSDA                                Multi
- $SPFA      TSDA $SPFA    TSDA  PRDC($SPF  Multi
- $SPFAV2    TSDA $SPFAV2  TSDA  PRDC($SPF  Multi
- $SPFB      TSDB $SPFB    TSDB  PRDC($SPF  Multi
- $SPFBV2    TSDB $SPFBV2  TSDB  PRDC($SPF  Multi
- $SPFC      TSOC $SPFC    TSOC  PRDC($SPF  Multi

Command ==> s TMGT
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
SYSB/T30N6447
    
```

Figure 4: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)



Signoff Instructions

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.

```
----- Actions Options Commands Features Help -----
KLSVSEL1          CL/SUPERSESSION Main Menu          More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                Type      Status
-----
- IDMS05     IDMS05                                                Multi     Current
- PINQ05     IDMS05                                                Multi     Active
-----
  KLSTERM1      Exit Menu
Type a selection number or position the
cursor on a line and press ENTER.
- 1. Exit and terminate sessions (X)
  2. Exit and do not terminate sessions (N)
  3. Resume (R)
-----
Command ==>
Enter  F1=Help  F12=Cancel
-----
trieve F10=Action          SYSB/T30N6447
```

Figure 5: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3** and the Exit Menu popup is displayed.
2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

OR

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Changing Your Password

If you need to change your password:



1. Type "Y" next to the New Password? prompt on the NFC banner screen.

```
=====
== CURRENT DATE          SNX32703          T30N6447          PF1=HELP ==
=====
==          NN   NN          FFFFFFFF          CCCCCCCC ==
==         NNN  NN          FFFFFFFF          CCCCCCCC ==
==        NNNN NN          FF              CCC ==
==       NN NN NN          FFFFFFFF          CCC ==
==      NN  NNNN          FFFFFFFF          CCC ==
==     NN   NN          FF              CCCCCCCC ==
==    NN    NN          FF              CCCCCCCC ==
=====
==          National Finance Center          ==
==  ===== Office of the Chief Financial Officer ===== ==
==  ===== United States Department of Agriculture ===== ==
=====
==          For Authorized Use Only          ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? Y ==
==                                     (Y or N) ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU ==
==                                     ==
==                                     ==
=====
```

Figure 6: NFC Banner Screen (with New Password? prompt set to Y)

2. Press Enter and the Change Password screen appears.

```
-----
KLGNPWD1          Change Password
-----
Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ==>
Enter F1=Help F3=Exit F12=Cancel
-----
```

Figure 7: Change Password Screen

3. Enter the new password.
4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.

Note: You may change your password at anytime, but no more than once a day. Before your password expires, you will be prompted to enter a new password.

```
-----
ISS7030I Password Changed
-----

Press ENTER to continue
-----
```

Figure 8: Password Changed Verification Screen



Operating Features

This section describes IRIS's design and operating features.

This section includes the following topics:

Payroll/Personnel Subsystems	13
Reports	15
IRIS Messages	16
Help Screens	16
Glossary	19
Adjustments	19
Function Keys	19

Payroll/Personnel Subsystems

IRIS performs functions and interfaces with other inquiry systems as follows:

- **Time Inquiry - Leave Update System (TINQ).** TINQ is a leave inquiry and correction system. Users may view leave data and correct employees' leave records in the database without having to submit a leave audit to NFC for correction or to submit a corrected T&A. Leave data may also be viewed in IRIS Programs IR133, Separated Leave; IR136, Annual/Sick Leave; IR138, Other Leave; IR139, Compensatory Leave and Rates; and IR140, Non-pay Leave.

The payroll/personnel subsystems are integrated through the shared database. All data is linked and keyed so that information can be accessed randomly and processing steps can follow data through alternative pathways. The systems listed below are not inclusive of all the payroll/personnel subsystems but include only those that directly or indirectly reflect the data displayed in IRIS. IRIS performs functions and interfaces with other systems as follows:

- **Administrative Billings and Collections System (ABCO).** ABCO involves the administrative billings and collections function of each Department serviced by NFC. Bills are required as a result of errors made by vendors, field units, employees, etc., which result in erroneous payments or overpayments by NFC. Most administrative billings are on a one-time basis with some accounts being liquidated by partial payments. Those liquidated by partial payments may be through payroll deductions. If so, a receipt account is established and deductions are made each pay period. These deductions display in IRIS Program IR114, Receipt Accounts.
- **Adjustment Processing System (ADJP).** ADJP provides for automatic handling of a variety of payroll adjustments. This system processes adjustments for corrected T&As



and late personnel actions effective up to 1 prior year. When this system processes, the adjustment programs in IRIS reflect the transactions.

- **Bi-Weekly Examination Analysis and Reporting System (BEAR).** BEAR generates a "system sweep". It closes out the prior pay period and sets up the current pay period for payroll/personnel-related information. This system generates any type of notification that will affect an employee's payroll/personnel database. IRIS displays transactions processed through BEAR.
- **Payroll Computation System (PAYE).** PAYE is the heart of the integrated PPS. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through the Payroll Accounting System (PACS).

PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments from ADJP, develops the net amount due, and prepares data for subsequent issuance of a salary payment by Treasury. This system updates the database during the weekend prior to the Thursday payday, to reflect salary payments as well as employee's leave. PAYE also prepares a statement of earnings and leave for all paid employees each pay period, reflecting the current payment, plus year-to-date data on earnings, deductions, leave, bonds, adjustments, retirement, etc.

A significant feature of the PAYE process is the interface with the Travel System. This interface provides the means for effectively collecting outstanding travel advances, and also provides a means for updating transfer of station allowances that must be shown on the Wage and Tax Statement (W-2).

PAYE also processes the deductions for Federal and State taxes, savings allotments, bonds, charitable contributions, union dues, etc. and reports to the appropriate organization. PAYE builds and maintains data for preparation and report of W-2s at the end of the earnings year. IRIS displays the employee transactions processed through PAYE.

- **Personnel Input and Edit System (PINE).** PINE edits and audits all payroll/personnel documents. It builds a suspense file for correcting current and future actions. Documents release from PINE to the PEPL. Once the data is released to PEPL, it is retrieved during the pay period, and the information is displayed in IRIS.
- **Web-based Entry, Processing, Inquiry, and Correction System (EPIC Web).** EPIC Web is used to enter payroll/personnel transactions, correct transactions that have failed the database edits, execute status and suspense reports, delete and restore transactions, and view future and current payroll/personnel transactions to be processed.
- **EmpowHR** EmpowHR is a Human Capital Management System comprised of an integrated suite of commercial and Government applications that support all critical Human Resources (HR) components in a single enterprise system.



- **Front-End System Interface (FESI)**. FESI is used to provide an interface for processing payroll/personnel and position data through batch transmissions between an Agency's front-end entry system and NFC's PPS.
- **Web-based System for Time and Attendance Reporting (STARWeb)**. STARWeb is a Web-based system used to prepare T&A data and create a transmission file to be sent electronically to NFC.
- **webTA**. webTA is a collection of applications that permit T&A information to be entered, verified, electronically certified, and collected for transmission to a centralized PPS. There are five modules within the system that provide the required functions for each of the roles that a person may have within the system.
- **Personnel Processing System (PEPL)**. PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for necessary update or modification of database elements. PEPL retains personnel transactions that have processed and applied to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database as well as utilization statistics and management reports.
- **Position Management System Online (PMSO)**. PMSO database contains position data. Agencies enter position data in PMSO. This data is linked internally with employee data during the processing of PINE. IRIS reflects the data as processed through PINE and released to PEPL.
- **Time and Attendance Validation System (TIME)**. TIME reads, collects, edits, audits, and validates T&A data transmitted to NFC for all employees paid by NFC. Additionally, TIME updates the payroll/personnel database, thereby establishing the hours and type of pay for which the employee is paid. IRIS displays T&A data during the pay period after the T&A releases from TIME.

Reports

IRIS is an inquiry system used to query individual employee data. To query groups of employee data, use the report-generator systems.

- Payroll/Personnel Report Generator System (CULPRPT) is used to request predefined reports.
- Online FOCUS Ad Hoc Reporting System (FOCUSRPT) is used to request ad hoc reports. For FOCUSRPT, select Option 1, PPS on the FOCUSRPT Main Database menu. The following files are used to generate FOCUSRPTs from the payroll/personnel database system and subsystems: (1) Salary/Personnel (SALPERS), (2) Payroll/Personnel (PAYPERS), (3) Time & Attendance (T&A), or Personnel History (PERHIS).
- Insight is an enterprise-wide data warehouse and reporting solution with advanced reporting and business intelligence capabilities. Insight combines multiple data sources in



one reporting application so users can view data in new ways and perform strategic reporting. Insight allows users to make data-driven strategic decisions by providing a full range of reporting options from executive-style dashboards to managerial summary reports to operational reports and rosters.

IRIS Messages

Messages are displayed during IRIS access if an employee is not on the database as a result of a new hire whose accession action is not in the system or is in error. The message, *SSNO Not Found - Please Verify SSNO or Reference IR131*, is displayed in these situations.

Certain messages indicate that the program being accessed is not applicable to the employee (e.g., severance pay program, discretionary allotment program). The message, *Record Not Present*, is displayed.

In most cases, when scrolling through records within a program, a message will indicate the last record displayed (e.g., *ADJP Hist Records Exhausted*, *Current Data Records Exhausted*, *Enter Next SSN or Screen Number*).

Help Screens

Help screens are available for the IRIS Main Menu, each submenu, and each program within IRIS. Additionally, help screens are provided for each data element on each screen.

There are two help screens on the Main Menu. To display a help screen that provides instructions for accessing a submenu or a specific program, press **PF5** on the SSN or screen fields.

```
XX/XX/XX                                     IR0000H
                                             ENTER=RETURN
*****
THIS IS THE MAIN MENU FOR THE IRIS SYSTEM.
TO INQUIRE DATA WITHIN THE IRIS SYSTEM,
ENTER A SSNO (OPTIONAL), AGENCY (OPTIONAL) AND SCREEN NUMBER
OR, TO GO DIRECTLY TO A SCREEN, ENTER THAT SCREEN NUMBER,
AND PRESS ENTER.
```

Figure 9: Main Menu Help Screen



To display a help screen that provides instructions for accessing a submenu press **PF5** on the submenu number.

```
XX/XX/XX                                     IR0000H  
                                             ENTER=RETURN  
*****  
  
THIS IS THE 100 SERIES SUBMENU FOR THE IRIS SYSTEM.  
THE SCREENS IN THIS SUBMENU DISPLAY DATA STORED ON  
THE PAYROLL/PERSONNEL DATABASE AND ARE CURRENT THROUGH  
THE LAST PROCESSED PAY PERIOD.  
  
-- TO GO DIRECTLY TO ANY SCREEN IN IRIS, ENTER A  
  A SSNO (OPTIONAL), AGENCY (OPTIONAL) AND SCREEN  
  NUMBER AND PRESS ENTER.
```

Figure 10: 100 Series Submenu Help Screen

To obtain a help screen for a particular program, position the cursor with the arrow keys on the SSN field and press **PF5**.

```
XX/XX/XX                                     IR0000H  
                                             ENTER=RETURN  
*****  
  
THE DATES & MISC SAL/PERS DATA SCREEN, IRI02, CONSISTS OF DATES AND  
MISCELLANEOUS SALARY AND PERSONNEL DATA FOR THE CURRENT PROCESSING PAY PERIOD.  
TO INQUIRE, ENTER A SSNO AND AGENCY (OPTIONAL) AND PRESS ENTER. TO MAKE  
ANOTHER INQUIRY, ENTER A NEW SSNO AND PRESS ENTER. TO TRANSFER TO ANOTHER  
SCREEN, ENTER SCREEN NUMBER AND PRESS ENTER. TO VIEW SCREEN ELEMENT  
DEFINITIONS, USE THE ARROW KEYS TO POSITION THE CURSOR ON THE DATA PORTION  
OF THE ELEMENT FIELD AND PRESS PF5. DETAILED INFORMATION FOR THAT ELEMENT  
WILL DISPLAY. TO RETURN TO ORIGINAL SCREEN, PRESS ENTER. SCREEN FUNCTIONS  
(PFKEYS) ARE AT THE BOTTOM OF THE SCREEN.
```

Figure 11: Date & Misc. Sal/Pers Data Help Screen

A help screen is displayed that provides a description of the IRIS program screen. Press **Enter** to return to the original screen.



To obtain a help screen for a data element, position the cursor with the arrow keys on the data portion of the element in question and press **PF5**.

```

XX/XX/XX          IRIS ELEMENT INFORMATION SCREEN          IR0000E
                  ENTER=RETURN
*****
FIELD SCREEN NAME  ENTERED PRESENT GRADE DATE          SCREEN  IR102
IDMS DATA NAME    DATE-ENTERED-PRES-GRADE-MO          VERSION  0001
IDMS RECORD        PERSONNEL                          FORMAT   9(02)
FOCUS DATA NAME   ENT_PRE_GD_M  ALIAS  P011050C0512     FORMAT   P02L

-----DATA DEFINITION-----
DATE LAST ENTERED PRESENT GRADE (MONTH)
THE MONTH THE EMPLOYEE LAST ENTERED PRESENT GRADE.

                                0000
  
```

Figure 12: IRIS Element Information Help Screen (Field Screen Name)

A help screen is displayed providing a description of the data element and/or a list of the valid values for that element. This data is reflected as it appears in the Data Dictionary. Press **Enter** to return to the original screen. Descriptions of the data element help screen fields are provided below:

Field	Description/Instruction
Field Screen Name	Displays the data element name as it appears on the screen.
Screen	Displays the screen number that the data element appears on.
IDMS Data Name	Displays the data element name as it is stored in the record on the database.
Version	Displays the database version of the data element.
IDMS Record	Displays the database record for the applicable data element.
Format	Displays the IDMS data format.
FOCUS Data Name	Displays the FOCUS name for the data element.
Alias	Displays the FOCUS alias for the data element.
Format	Displays the FOCUS format.
Data Definition	Displays the definition of the data element. If the description of a data element exceeds the space allowed on the Help screen, you should refer to the Glossary.



Glossary

The Glossary is an online list of data element names and identifies the corresponding Integrated Database Management System (IDMS) element name and the IRIS program on which the element is displayed. To display the Glossary, press **PF6**.

Note: The online glossary is not currently available.

Adjustments

The PPS retains 1 year of data to facilitate the automatic adjustment of 1 year of processing. The data reflected in IRIS is updated when one of the following retroactive adjustments is processed: (1) personnel action; (2) corrected T&As; or (3) NFC-initiated adjustment as a result of retroactive law, regulation, or policy being enacted. When these adjustments process, the payment is revalidated (e.g., a debit and credit are initiated which recomputes the original payment(s), computes the correct payment(s), and pays or collects the difference). These transactions must be effective no more than 1 year prior to the processing pay period for an automatic adjustment to be successful.

When a late payroll document is processed, in most cases, the system will not revalidate payment for the retroactive period; it will only apply the document in the pay period in which it is processed. In those cases, an Agency request through SPPS Web or Form AD-343, Payroll Action Request, must be submitted to NFC for the retroactive period.

Any adjustment over 1 year requires manual intervention. Although manual intervention may be required to process an adjustment, the database is updated to reflect the adjustment processing, as appropriate. For example, an adjustment involving backpay due beyond 1 year requires the Agency to submit a request through SPPS Web or fax an AD-343 for processing the adjustment manually. NFC abstracts pertinent data from the SPPS Web request or AD-343, computes the payment, and processes the necessary documentation in the system so that payment can be updated for tax and tracking purposes.

Function Keys

The program function (**PF**) keys are used to access IRIS options. How these keys are identified depends on the equipment being used. Other function keys include **Enter**, **Clear**, and **Tab**. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.



IRIS Main Menu

IRIS is divided into six sections called submenus. Each submenu contains a different category of data with the applicable programs within that submenu. After you access the main menu, six options are displayed.

```
IIIIIIIIII      ** INFORMATION/RESEARCH INQUIRY SYSTEM **  01/08/13  IR000
  II
  II              SSN 000000000  SCREEN/MENU 000
  II
IIIIIIIIII      >> 100  CURRENT DATA MENU
RRRRRRRRRR      >> 200  TRANSACTION HISTORY MENU
RR      RR
RRRRRRRRRR      >> 300  RESTRICTED DATA MENU
RR      RR
RR      RR      >> 400  PAYROLL DATA MENU
IIIIIIIIII      >> 500  PERSONNEL HISTORY MENU
  II
  II              >> 600  NAME EMPLOYEE INQUIRY
  II
IIIIIIIIII
                ENTER SSNO (OPTIONAL) AND SCREEN NUMBER - PRESS ENTER.
SSSSSSSSSS
SS
SSSSSSSSSS
                SS          PF5 = HELP      PF6 = GLOSSARY      CLEAR = EXIT
SSSSSSSSSS
```

Figure 13: IRIS Main Menu Screen

Below is a brief description of each option.

100 Current Data Menu. Used to view current data which is obtained from the payroll/personnel database. This data consists of salary, personnel records, and the records associated with them.

200 Transaction History Menu. Used to view historical data obtained from the payroll/personnel database. This data consists of ADJP History data and the records associated with it. Data generated from the Current Personnel database is maintained for 1 year, and data generated from the Personnel History database is maintained for 10 years.

Note: The message *Screen numbers corresponds with the IR100 series* is displayed on the Transaction History Menu.

300 Restricted Data Menu. Used to view sensitive data. The data fields in this area have been designated sensitive data. This menu includes data for child support/alimony, union dues, and race/national origin.

Note: Only authorized users have access to these programs.

400 Payroll Data Menu. This option is reserved for future use.



500 Personnel History Menu. Used to view salary and personnel history data obtained from the PHIS database. Data is maintained for 10 years on separated employees.

Note: The message *Screen numbers correspond with the IR100 series except IR547 screen* is displayed on the Personnel History Menu.

600 Name Employee Inquiry. Used to view employee data obtained from the Name Employee database. This screen allows research by employee name, instead of SSN. Data is maintained for 5 years after the employee separates.

To query a program at the IRIS Main Menu, follow one of the methods below:

Type the SSN and screen number and press **Enter**. The selected program is displayed with the employee's data. This method bypasses the submenu.

Use the tab key, position the cursor on the Screen/Menu field, and type the menu number. The screen displays all of the programs available within that submenu. Select the submenu number and press **Enter**. Type the SSN and Agency code (optional) and press **Enter**.

Press **PF5** to display a help screen description and instructions.



Current Data Menu

The Current Data Menu is option 100 on the IRIS Main Menu. This option consists of 2 screens and provides a menu of 46 submenu screens that are used to view current payroll/personnel data as it applies in the database during the pay period and remains until changed.

```

CURRENT DATA MENU                                XX/XX/XX  IR100
                SCREEN 000

101 SALARY DATA                                116 LIFE INSURANCE
102 DATES & MISC SAL/PERS DATA                 117 RETIREMENT DATA
103 SALARY YTD DATA                            118 THRIFT SAVINGS DATA
104 FEDERAL TAX                                119 EMPLOYEE PERSONNEL DATA
105 STATE TAX                                  120 THRIFT SAVINGS LOANS
106 CITY TAX                                  121 THRIFT SAVINGS RETRO PAYMENTS
107 COUNTY TAX                                122 SF-508 DATA ELEMENTS
108 BONDS                                     123 PERSONNEL SUPPLEMENTS
109 ALLOWANCES/COLA/POST DIFF                 124 ADDRESS/CHECK INFORMATION
110 FINANCIAL ALLOTMENT                      125 PERSONNEL ACTIONS SUMMARY
111 CHARITABLE CONTRIBUTION                  126 LAST PAYROLL ACTION
112 DISCRETIONARY ALLOTMENT                  127 DETAIL ASSIGN/TEMPORARY PROMOTION
113 FLEXFUND                                  128 RETAINED GRADE DATA
114 RECEIPT ACCOUNTS                         129 INTERMITTENT
115 HEALTH BENEFITS                          130 EDUCATION AND CERTIFICATE

ENTER SCREEN NUMBER AND PRESS ENTER
PF1 = MAIN MENU  PF5 = HELP  PF8 = PG/DWN  ENTER = TRANSFER  CLEAR = EXIT

```

Figure 14: Current Data Menu Screen (1 of 2)

To display the second screen, press **PF8**. This screen displays a continuation of the options available on the Current Data Menu.

```

CURRENT DATA MENU CONTINUED                      XX/XX/XX  IR1001
                SCREEN 000

131 SSND CHANGE DATA                          147 PERSONNEL DATA
132 SEPARATION INFORMATION                    148 EARNING TRANSACTION
133 SEPARATED LEAVE                           149 CUSTOMS AND BORDER PATROL
134 SEVERANCE PAYMENT
135 SEVERANCE PAY COMPUTATION
136 ANNUAL/SICK LEAVE
137 SEVERANCE LUMP SUM PAYMENT
138 OTHER LEAVE
139 COMPENSATORY LEAVE AND RATES
140 NON PAY LEAVE
141 EARNINGS LIMITATION
142 AWARDS
143 TIME OFF AWARD DATA
144 PROCESSING INDICATORS
145 DEMONSTRATION PROJECT DATA
146 BUILDING LOCATOR INQUIRY
147 PERSONNEL DATA

ENTER SCREEN NUMBER (SSND/AGENCY OPTIONAL) AND PRESS ENTER
PF1 = MAIN MENU  PF5 = HELP  PF7 = PG/UP  ENTER = TRANSFER  CLEAR = EXIT

```

Figure 15: Current Data Menu Continued Screen (2 of 2)



To return to the previous screen, press **PF7**. To return to the IRIS Main Menu, press **PF1**.

This section includes the following topics:

Salary Data (IR101)	25
Dates & Misc Sal/Pers Data (IR102).....	26
Salary YTD Data (IR103).....	28
Federal Tax (IR104).....	29
State Tax (IR105).....	30
City Tax (IR106).....	31
County Tax (IR107)	32
Bonds (IR108).....	33
Allowances/COLA/Post Diff (IR109)	34
Financial Allotment (IR110).....	35
Charitable Contribution (IR111).....	36
Discretionary Allotment (IR112)	37
Flexfund (IR113).....	38
Receipt Accounts (IR114)	39
Health Benefits (IR115).....	40
Life Insurance (IR116)	41
Retirement Data (IR117)	42
Thrift Savings Data (IR118)	43
Employee Personnel Data (IR119).....	44
Thrift Savings Loans (IR120)	45
Thrift Savings Retro Payments (IR121).....	46
SF 50B Data Elements (IR122).....	47
Personnel Supplements (IR123).....	49
Address/Check Information (IR124).....	51
Personnel Actions Summary (IR125).....	52
Last Payroll Actions (IR126)	53
Detail Assign/Temporary Promotion (IR127).....	54
Retained Grade Data (IR128)	56
Intermittent (IR129).....	57
Education and Certificate (IR130).....	58
SSNO Change Data (IR131).....	59
Separation Information (IR132).....	59
Separated Leave (IR133)	60
Severance Payment (IR134).....	62
Severance Pay Computation (IR135)	63
Annual/Sick Leave (IR136).....	66
Severance Lump Sum Payment (IR137)	67



Other Leave (IR138)69
 Compensatory Leave & Rate (IR139)70
 Non Pay Leave (IR140)71
 Earnings Limitation (IR141)72
 Awards (IR142).....72
 Time Off Award Data (IR143)74
 Processing Indicators (IR144)75
 Demonstration Project Data (IR145).....76
 Building Locator Inquiry (IR146)77
 Personnel Data (IR147).....78
 Earning Transaction (IR148)79
 Customs and Border Patrol (IR149)80

Salary Data (IR101)

Salary Data is screen number 101 on the Current Data Menu. It displays the employee's related information, salary record, and personnel records. Elements such as the employee's geographic adjustment, duty station code, retirement coverage code, etc. are listed on this screen. To access information, type the SSN and press **Enter**. To return to the submenu, press **PF1**.

SSN 000000000	AG	* SALARY DATA *	XX/XX/XX	IR101
SCREEN 000	NAME			
DEPARTMENT CODE	POI	ADJUSTED SALARY		.00
ORG STRUCTURE CODE	PF2 = ORG NAME	SCHEDULED SALARY		.00
00 00 0000 00 00 00 00		LOCALITY/SUPPLEMENT AMT		.00
POSITION TITLE		SALARY RATE CODE		
		LOCALITY TABLE CODE		
POSITION TITLE CODE		GEOGRAPHIC ADJ PERCENT		.0000
PAY PLAN/GRADE/STEP	00 00	PAY RATE DETERMINANT CODE		
MR/IP NUMBER		PAY TABLE CODE		
OCC SERIES/FUNCTION CODE	0000 00	LEO INDICATOR		
DUTY STATION CODE	0000 000	FAIR LABOR STANDARDS CODE		
CITY/ST		FGLI COVERAGE CODE		
COUNTY		RETIREMENT COVERAGE CODE		
DOCUMENT DESCRIPTION CODE		PAID STATUS CODE		0
		SEPARATION ACCESSION TYPE		0
DOCUMENT EFFECTIVE DATE	00 00 00	FREQUENCY PAID CODE		0
DOCUMENT BATCH	0000 PP 00 YR 00	EARNINGS LIMITATION CODE		
PERS ACTION EFFECTIVE	00 00 00	NOA 1ST	000	00000
PERS AUTH DATE	00 00 00	NOA 2ND	000	00000
ACCT STATION CD	0000 LOCATION CD 0	PMSA CODE		
PLEASE ENTER SSNO AND PRESS ENTER		CMSA CODE		1400
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY		CLEAR = EXIT

Figure 16: Salary Data Screen



Press **PF2** to display the organizational code description. Press **Enter** to return back to the Salary Data screen.

```

* AGENCY ORGANIZATIONAL STRUCTURE DESCRIPTION *
IRORGOOM
ENTER=RETURN

AGENCY ABBR: 0CF0

AGENCY/BUREAU: 90  DM. OFFICE OF THE CHIEF FINANCIAL OFFICE
2ND-LEV: 70  NATIONAL FINANCE CENTER OFFICE OF THE D
3RD-LEV: 20  GOVT EMPLOYEES SERVICES DIVISION
4TH-LEV: 0400  CLIENT SERVICES DIRECTORATE (CSD)
5TH-LEV: 20  TRAINING AND COMMUNICATIONS BRANCH (
6TH-LEV: 30  SEC 3 - TRAINING
7TH-LEV: 00
8TH-LEV: 00

DATA DISPLAYED ON THIS SCREEN IS OBTAINED FROM TMGT005
THE SCREEN DISPLAYS THE ACTIVE RECORD ONLY

```

Figure 17: Agency Organizational Structure Description Screen

Dates & Misc Sal/Pers Data (IR102)

Dates & Misc Salary/Personnel Data is screen number 102 on the Current Data Menu. It contains two screens and displays general salary data and associated dates for an employee. It also consists of miscellaneous salary and personnel data. To access information, type the SSN and press **Enter**. To return to the submenu, press **PF1**.

```

SSN 000000000 AG * DATES & MISC SAL/PERS DATA * XX/XX/XX IR102
SCREEN 000 NAME

ENTERED PRESENT GRADE 00 00 00 TYPE OF APPOINTMENT CODE 00
SCD WGI 00 00 00 WORK SCHEDULE
LAST RECORD WGI 00 00 00 TOUR OF DUTY HOURS .00
DATE SCD RETIRE 00 00 00 ALTERNATE WORK SCHEDULE 0
LAST ADJ SCD RET 00 00 00 SEASONAL STATUS QUO 0
DATE SCD RIF 00 00 00 SPECIAL EMPLOYEE CODE
LAST ADJ SCD RIF 00 00 00 CURRENT EMPLOYMENT STATUS 00
DATE SCD LEAVE 00 00 00 SPECIAL EMPLOYMENT PROGRAMS CD
LAST ADJ SCD LEAVE 00 00 00 BARGAINING UNIT STATUS 0000
DATE 6C RETIRE 00 00 00 POSITION SUPERVISORY CODE 0
DT RETENTION ALLOW 00 00 00 UNIFORM SERVICE STATUS 0
SERVICE AGREE EXPIRE 00 00 00 EMPLOYEE TYPE
DATE LONGEVITY 00 00 00 PROFESSIONAL CATEGORY
LONGEVITY PERCENT .00 QUARTER DED CODE 0 RATE .00
TDY POST DIFFERENTIAL 0000 POSITION SENSITIVITY CODE
COPR STATUS CHANGE IN TENURE 00 00 00
APPOINTMENT DATE 00 00 00 CONVERSION CAREER TENURE 00 00 00
DATE AGENCY EOD 00 00 00 CAREER PERM TENURE STARTS 00 00 00
DATE ENTERED POI 00 00 00 CAREER PERM LAST RECORDED 00 00 00
PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT

```

Figure 18: Dates & Misc Sal/Pers Data Screen (1 of 2)



To view the data displayed on Screen 2, press **PF8**. To return to the previous screen, press **PF7**.

SSN 00000000 AG		* DATES & MISC SAL/PERS DATA (CONT) *		XX/XX/XX IRI021	
SCREEN 000 NAME					
DATE SES RECERT	00 00 00	AUO/AP CHANGE CODE	0		
ENTERED TOUR DATE	00 00 00	AUO/AP PROJECTED ANNUAL AMT	.00		
SUPV MANAGER PROBATION PERIOD REQ	0	AUO/AP LAST CHANGE DATE	00 00 00		
SUPV MANAGER PROBATION BEGIN	00 00 00	AUO/AP STANDBY PERCENT	.000		
PROBATION PERIOD STARTS	00 00 00	AUO/AP STANDBY HOURS WK(1)	00	(2)	00
PROBATION LAST RECORDED	00 00 00	ANNUITANT SHARE AMOUNT	.00		
NON PAY NTE	00 00 00	ANNUITANT INDICATOR			
PROMOTION NTE	00 00 00	SALARY SHARE CODE	0		
APPOINTMENT NTE	00 00 00	SALARY RATE OVERTIME	HOLIDAY		
APPOINTMENT LIMITATION CODE	0	PRIMARY FUND CODE	00		
EXP APPOINTMENT LIMIT REPORT					
EXP APPOINTMENT LIMIT PP	00	COOP EMPLOYEE CONTROL CODE	0		
YR	00	COOP SHARE AMOUNT	.00		
SERVICE YEAR START DATE	00 00 00	COOP RT OVERTIME	.00	HOLIDAY	.00
APPOINTMENT HOURS	DAYS	DOLLAR	UNIFORM SERVICE RETIRE COLA	.00	
TOTAL	.00	.000	SEVERANCE PAY CODE	0	
BALANCE	.00	.000	EARNINGS LIMITATION EX/SES	.00	
CAPPED AUO AVAILABILITY	.00				
CAPPED STANDBY AUO PERCENT	.000				
WB SHIFT 2ND	.00	3RD	.00	VAR	.00
PLEASE ENTER SSNO AND PRESS ENTER		WAGE BOARD AREA CODE		1400	
PF1	≡ SUB MENU	PF5	≡ HELP	PF7	≡ PG/UP
		ENTER		≡ INQUIRY	CLEAR
				≡ EXIT	

Figure 19: Dates & Misc Sal/Pers Data (Cont) Screen (2 of 2)

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Salary YTD Data (IR103)

Salary YTD Data is screen number 103 on the Current Data Menu. Year-to-date (YTD) calculations are displayed for gross pay, base pay, Thrift Savings Plan (TSP) base pay, Hospital Insurance Tax (HITS) (Medicare), Old-Age, Survivors, and Disability Insurance (OASDI) (Social Security), earnings limitation, overpay carryover, premium pay, and Customs Officer Pay Reform (COPR). It also displays the pay period and schedule of the last time paid. To access information, type the SSN and press **Enter**.

SSN	000000000	AG	* SALARY YTD DATA *		XX/XX/XX	IR103
SCREEN	000	NAME				
GROSS PAY YTD			.00	PP LAST TIME PAID		00
BASE PAY YTD			.00	SCHEDULE NO LAST PAID		
TSP BASE PAY YTD			.00	LAST PAID BEGIN	00	00 00
HITS WAGES YTD			.00	COPR PREMIUM PAY FY YTD		.00
HITS DED YTD			.00	COPR PREMIUM PAY FY YTD PRI		.00
OASDI WAGES YTD			.00	COPR OT RET CURR FY YTD		.00
OASDI DED YTD			.00	COPR OT RET PREV FY YTD		.00
EARNING LIMIT YTD			.00	COPR PREMIUM PAY PAY PERIOD		.00
OVERPAY CARRY YTD			.00	COPR OT RET PAY PERIOD		.00
FED TAXABLE WAGES YTD			.00	COPR OT HOURS LAST 26 PP		.00
FED TAX DEDUCTS YTD			.00	COPR COMM HOURS LAST 26 PP		.00
				COPR OVERTIME AMOUNT		.00
				COPR STATUS		
<u>ACCT DISTRIBUTION FY</u>		<u>APPN CD</u>		<u>FLAG 0</u>		
<u>SUB LEV</u>						
<u>PLEASE ENTER SSNO AND PRESS ENTER</u>					<u>1400</u>	
PF1 = SUB MENU		PF5 = HELP		ENTER = INQUIRY	CLEAR = EXIT	

Figure 20: Salary YTD Data Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Federal Tax (IR104)

Federal Tax is screen number 104 on the Current Data Menu. It displays the employee's Federal tax data. Information displayed includes the number of exemptions, dollar amount of the extra deductions, earned income credit code, dollar amount of Federal income tax withheld year to date, and the processing pay period and year. To access information, type the SSN and press **Enter**.

SSN 00000000	AG	* FEDERAL TAX *	XX/XX/XX	IR104
SCREEN 000	NAME			
NUMBER OF EXEMPTIONS	EXTRA DEDUCTIONS	PROCESSED PP YR		
	.00	00 00		
EARNED INCOME CREDIT				
CODE:	YTD AMOUNT:	.00		
W-4 CONTROLLED BY IRS				
PLEASE ENTER SSNO AND PRESS ENTER		ENTER = INQUIRY		1400
PF1 = SUB MENU		PF5 = HELP		CLEAR = EXIT

Figure 21: Federal Tax Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



State Tax (IR105)

State Tax is screen number 105 on the Current Data Menu. It displays the employee's State tax data. Information displayed includes deduction information, State code, duty station, private tax code, the pay period and year, the number of exemptions, the number of extra exemptions, and the number of personal exemptions processed for up to two State Tax records. To access information, type the SSN and press **Enter**.

SSN 000000000	AG	* STATE TAX *			XX/XX/XX	IR105
SCREEN 000	NAME					
* STATE TAX 1 *						
PROCESSED	PP 00	YR 00	EXEMPTIONS			
WITHHOLDING STATE CODE/NAME			NUMBER	EXTRA	PERSONAL	
				00	0	
STATUS DUTY STATE 0			TAXABLE WAGES YTD		.00	
VETERANS/SPECIAL DEDUCTION 0						
EXTRA DEDUCTIONS .00			TAX DEDUCTIONS YTD		.00	
* STATE TAX 2 *						
PROCESSED	PP 00	YR 00	EXEMPTIONS			
WITHHOLDING STATE CODE/NAME			NUMBER	EXTRA	PERSONAL	
				00	0	
STATUS DUTY STATE 0			TAXABLE WAGES YTD		.00	
VETERANS/SPECIAL DEDUCTION 0						
EXTRA DEDUCTIONS .00			TAX DEDUCTIONS YTD		.00	
PLEASE ENTER SSNO AND PRESS ENTER					1400	
PF1 = SUB MENU		PF5 = HELP		ENTER = INQUIRY		CLEAR = EXIT

Figure 22: State Tax Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



City Tax (IR106)

City Tax is screen number 106 on the Current Data Menu. It displays the employee's total city tax deductions year to date for the taxing year. This information is updated each pay period. Information displayed includes State and city codes, tax status code and description, tax indicator, number of exemptions, percentage rate, extra deduction amount, and total deductions to date for the taxing year. To access information, type the SSN and press **Enter**. The Tax Record field is a counter for multiple records. If any employee does not have city tax deducted from his/her salary, zeros will appear on this screen. Press **Enter** to display additional city tax records.

```
SSN 000000000 AG * CITY TAX * XX/XX/XX IR106
SCREEN 000 NAME

TAX RECORD 0000

STATE CODE/NAME 00
CITY CODE/NAME 0000
TAX STATUS 0
TAX INDICATION 0
NUMBER EXEMPTIONS
TAX PERCENT .00
EXTRA DEDUCTIONS .00
TAX DEDUCTIONS YTD .00
EXTRA EXEMPTION 00
TAXABLE WAGES YTD .00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 23: City Tax Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



County Tax (IR107)

County Tax is screen number 107 on the Current Data Menu. It displays the employee's total county tax deductions year to date for the taxing year. This information is updated each pay period. Information displayed includes State and county codes, tax status code and description, tax indicator, number of exemptions, percentage rate, the dollar amount of any extra deductions, and deductions to date for the taxing year. To access information, type the SSN and press **Enter**. The Tax Record field is a counter for multiple records. If any employee does not have county tax deducted from his/her salary, zeros will appear on this screen. Press **Enter** to display additional county tax records.

```
SSN 00000000 AG * COUNTY TAX * XX/XX/XX IR107
SCREEN 000 NAME

TAX RECORD 0000

STATE CODE/NAME 00
COUNTY CODE/NAME 000
TAX STATUS 0
TAX INDICATION 0
NUMBER EXEMPTIONS
EXTRA EXEMPTIONS 00
TAX PERCENT .00
EXTRA DEDUCTIONS .00
TAX DEDUCTIONS YTD .00
TAXABLE WAGES YTD .00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 24: County Tax Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Bonds (IR108)

Bonds is screen number 108 on the Current Data Menu. Bonds are no longer issued through the payroll process; therefore, this screen will not display data.

SSN 000000000 AG	* BONDS *	XX/XX/XX	IR108
SCREEN 000 NAME			
- BOND OWNER -		AUTHORIZATION NUMBER	0
		<u>SERIES</u>	
		DENOMINATION AMOUNT	.00
		PURCHASE PRICE AMOUNT	.00
		DEDUCTION AMOUNT	.00
		CARRYOVER AMOUNT	.00
		TOTAL DEDUCTION	.00
OWNER SSN	OWNER NUMBER 0	DATE BOND EFFECTIVE	MO 00 YR 00
NUMBER OF OWNERS 00	ISSUE CODE 00	DATE BOND ISSUED	MO 00 YR 00
		LAST DEDUCTION PAY PERIOD	00
		NUMBER PP WITH NO DEDUCTIONS	00
		NUM BONDS ISSUED THIS PP	00
		CHANGE INDICATOR	0
COOWNER NUMBER 0	ISSUE CODE 00		
NUMBER OF COOWNER/BENEFICIARY	00		
PLEASE ENTER SSNO AND PRESS ENTER		1400	
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT

Figure 25: Bonds Screen



Allowances/COLA/Post Diff (IR109)

Allowances/Cost-of-Living Adjustment (COLA)/Post Differential is screen number 109 on the Current Data Menu which displays the employee's allowance data. The COLA/Post Differential code, the Allowance COLA code, the Foreign Post Pay Differential code, the allowance record number, the code for the allowance type (e.g., uniform allowance, horse allowance), whether or not the allowance is taxable, the total allowance to be deducted within a year, the rate to be deducted each pay period, and the balance remaining to be deducted are listed on this screen. To access information, type the SSN and press **Enter**. The Allowance Record field is a counter for multiple records on this screen. Press **Enter** to display additional allowance records.

SSN 00000000	AG	* ALLOWANCES/COLA/POST DIFF *	XX/XX/XX	IR109
SCREEN 000	NAME			
<u>COLA/POST DIFF CODES</u>		<u>ALLOWANCE RECORD 0000</u>		
COLA POST DIFF CODE	0	TYPE		000
ALLOWANCE COLA CODE		TAXABLE		
FOREIGN POST PAY DIFF CODE		CODE		0
		TOTAL		.00
		RATE		.00
		BALANCE		.00
PLEASE ENTER SSNO AND PRESS ENTER				1400
PF1 ≡ SUB MENU	PF5 ≡ HELP	ENTER ≡ INQUIRY	CLEAR ≡ EXIT	

Figure 26: Allowances/COLA/Post Diff Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Financial Allotment (IR110)

Financial Allotment is screen number 110 on the Current Data Menu. It displays data for up to 20 financial allotment records. The transaction code, the dollar amount of the deduction, the disbursing office, the type of bank account, and the bank routing number are listed for each allotment. To access information, type the SSN and press **Enter**. The Allotment field is a counter for as many as 15 different allotments at one time. Position the cursor on the route number and press **PF2** to display the financial institution address. Another screen appears with the physical address of the bank.

```
SSN 00000000 AG * FINANCIAL ALLOTMENT * XX/XX/XX IR110
SCREEN 000 NAME
POSITION CURSOR ON ROUTE NUMBER. PRESS PF2 FOR FINANCIAL INSTITUTION ADDRESS

* ALLOTMENT 0000
TRANSACTION CODE 00
AMOUNT .00
DISBURSING OFFICE 0
TYPE OF BANK ACCT
BANK ACCT NUMBER
BANK ROUTE NUMBER 000000000

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 27: Financial Allotment Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Charitable Contribution (IR111)

Charitable Contribution is screen number 111 on the Current Data Menu. It displays data for up to two charitable contribution records. The type code, city code for the charity, State code for the charity, dollar amount to be deducted per pay period, and the balance remaining to be deducted for the remainder of the calendar year are listed for each contribution. To access information, type the SSN and press **Enter**. To return to the submenu, press **PF1**.

SSN 00000000	AG	* CHARITABLE CONTRIBUTION *	XX/XX/XX	IR111
SCREEN 000	NAME			
* CONTRIBUTION 1 *	TYPE CODE		00	
	CITY CODE		0000	
	STATE CODE			
	AMOUNT PP		.00	
	BALANCE REMAINING		.00	
* CONTRIBUTION 2 *	TYPE CODE		00	
	CITY CODE		0000	
	STATE CODE			
	AMOUNT PP		.00	
	BALANCE REMAINING		.00	
PLEASE ENTER SSNO AND PRESS ENTER			1400	
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 28: Charitable Contribution Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Discretionary Allotment (IR112)

Discretionary Allotment is screen number 112 on the Current Data Menu. It displays the employee's discretionary allotment data. Information displayed includes the total dollar amount to be deducted, total balance, allotment type, dollar amount to be deducted per pay period, and the payee name and address. Also, information about the allotment such as the account number, the identification number to be printed on the bottom of the check, the bank routing number, and the code for the disbursement type are listed on this screen. To access information, type the SSN and press **Enter**. The Allotment field is a counter for multiple allotments. Press **Enter** to display additional allotment records.

```
SSN 00000000 AG * DISCRETIONARY ALLOTMENT * XX/XX/XX IR112
SCREEN 000 NAME
                ALLOTMENT 0000
TOTAL AMOUNT   .00  TOTAL BALANCE   .00  ALLOTMENT TYPE   00
                ALLOTMENT NUMBER 00  ALLOTMENT AMOUNT   .00
PAYEE NAME & ADDRESS
                ALLOTMENT: ACCOUNT NUMBER
                        ID
                        TYPE ACCOUNT
                        ROUTE NUMBER   000000000
                        DISBURSEMENT TYPE 0
PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
```

Figure 29: Discretionary Allotment Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Flexfund (IR113)

Flexfund is screen number 113 on the Current Data Menu. It displays the employee's flexible spending accounts for Federal Employees Health Benefits (FEHB). Displays employee's flexfund data relating to pay for the current processing pay period. Information displayed includes transaction code, plan code, option code, date effective, dollar amount of the deduction, total amount to be deducted, balance, tax deferred codes, applicable pay periods, benefit type, and the payee name. To access information, type the SSN and press **Enter**. The Flexfund Number field is a counter for multiple records. Press **Enter** to display additional flexfund records.

```
SSN 000000000 AG * FLEXFUND * XX/XX/XX IR113
SCREEN 000 NAME

                                FLEXFUND NUMBER 0000

TRANSACTION CODE
PLAN CODE
OPTION CODE
DATE EFFECTIVE          00 00 00
AMOUNT                  .00
TOTAL AMOUNT            .00
BALANCE                 .00
TAX DEFERRED CODE
PP DEDUCTED THIS TAX YR  00
BENEFIT TYPE            0
PAYEE NAME:

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT
```

Figure 30: Flexfund Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Receipt Accounts (IR114)

Receipt Accounts is screen number 114 on the Current Data Menu. It displays the employee's receipt account data for employee indebtedness. These receipt accounts are used for employees whose salaries are being garnished to pay back debts. Information displayed includes receipt account numbers, account information, payee bank information, and the payee name and address. To access information, type the SSN and press **Enter**. The Receipt Number field is a counter for multiple records. Press **Enter** to display additional receipt account records.

```

SSN 000000000 AG * RECEIPT ACCOUNTS * XX/XX/XX IR114
SCREEN 000 NAME

RECEIPT NUMBER 0000

AMOUNT PAID PER PP .00 ACCOUNT NUMBER
BALANCE OWED .00 ACCOUNT ESTABLISHED PP 00 YR 00
PERCENT DEDUCTION PER PP .00 ACCOUNT STATUS 0
VOLUNTARY/INVOLUNTARY PERSONAL EXEMPTION .00
TYPE CODE 00 ADDITIONAL PAYEE INFO

* PAYEE BANK INFORMATION * * PAYEE NAME & ADDRESS *

ACCOUNT NUMBER
ACCOUNT TYPE
ACCOUNT ROUTE NUMBER 000000000
ACCOUNT DISBURSEMENT TYPE 0

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
    
```

Figure 31: Receipt Accounts Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Health Benefits (IR115)

Health Benefits is screen number 115 on the Current Data Menu. It displays Federal and non-Federal health benefits data relating to pay for the current processing pay period. Information displayed includes plan name, enrollment, coverage, and change codes, etc. To access information, type the SSN and press **Enter**. The Record Number field is a counter for multiple records. Press **Enter** to display additional health benefits records.

SSN 000000000	AG	* HEALTH BENEFITS *	XX/XX/XX	IR115
SCREEN 000	NAME			
FEHB COVERAGE CODE 0		DATE FEHB EFFECTIVE	00 00 00	
PART TIME FEHB COVERAGE 0				
TEMPORARY FEHB SCD DATE 00 00 00		TERM REENROLL OPP	00 00 00	
		RECORD NUMBER 0000		
PLAN NAME				
ENROLLMENT CODE 0		CONTROL NUMBER		
COVERAGE CODE		DATE EFFECTIVE	00 00 00	
CHANGE CODE		DEDUCTION AMOUNT	.00	
ADJUST FLAG		CONTRIBUTION AMOUNT	.00	
DEDUCTION IND		TAX DEFERRED CODE		
BENEFIT TYPE 0		DED YTD NON DEFERRED	.00	
ACTION CODE 000		DED YTD DEFERRED	.00	
ACTION SOURCE 0		ENROLLMENT FUTURE USE		
PRORATION IND		COVERAGE DATE	00 00 00	
MERGER IND		BEGIN DATE 00 00 00	END DATE 00 00 00	
TERMINATION IND		HB EVENT CHANGE	00	
HEALTH BENEFIT USE				
PLEASE ENTER SSNO AND PRESS ENTER			1400	
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 32: Health Benefits Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Life Insurance (IR116)

Life Insurance is screen number 116 on the Current Data Menu. It displays Federal and non-Federal life insurance data. The plan code, coverage code, effective date, coverage amount, options, benefit type, age bracket code, basic cost alternative, action code, coverage amount furnished, the basic rate determinant, plan type, adjustment flag, and the plan name and description are listed on this screen. To access information, type the SSN and press **Enter**. The Record Number field is a counter for multiple records. Press **Enter** to display additional life insurance records.

SSN 000000000	AG	* LIFE INSURANCE *		XX/XX/XX	IR116
SCREEN 000	NAME				
<u>FEGLI</u>	<u>COURT ORDER</u>		<u>FEGLI</u>	<u>DESIGNATED</u>	<u>BENEFIT</u>
<u>FEGLI</u>	<u>ASSIGNMENT</u>	<u>IND</u>	<u>FEGLI</u>	<u>POST</u>	<u>ELECT</u>
<u>FEGLI</u>	<u>AGE</u>	<u>CHANGE</u>	<u>DATE</u>	<u>00</u>	<u>00</u>
				<u>00</u>	<u>00</u>
				<u>RECORD</u>	<u>NUMBER</u>
				<u>0000</u>	
<u>PLAN</u>	<u>CODE</u>		<u>BENEFIT</u>	<u>TYPE</u>	<u>0</u>
<u>COVERAGE</u>	<u>CODE</u>		<u>AGE</u>	<u>BRACKET</u>	<u>CODE</u>
<u>DATE</u>	<u>EFFECTIVE</u>	<u>00</u>	<u>00</u>	<u>00</u>	<u>BASIC</u>
<u>BASIC</u>	<u>COVERAGE</u>	<u>AMOUNT</u>	<u>.00</u>	<u>ACTION</u>	<u>CODE</u>
<u>BIWEEK</u>	<u>DEDUCT</u>	<u>NON</u>	<u>TABLE</u>	<u>COVERAGE</u>	<u>AMOUNT</u>
				<u>FURNISHED</u>	
<u>OPTION</u>	<u>A</u>	<u>FACTOR</u>		<u>BASIC</u>	<u>RATE</u>
<u>OPTION</u>	<u>B</u>	<u>FACTOR</u>		<u>PLAN</u>	<u>TYPE</u>
<u>OPTION</u>	<u>C</u>	<u>FACTOR</u>		<u>ADJUST</u>	<u>FLAG</u>
				<u>TAX</u>	<u>DEFERRED</u>
				<u>CODE</u>	
<u>PLAN</u>	<u>NAME</u>				
<u>COVERAGE</u>	<u>DESCRIPTION:</u>				
<u>PAYEE</u>	<u>NAME</u>				
<u>PLEASE</u>	<u>ENTER</u>	<u>SSNO</u>	<u>AND</u>	<u>PRESS</u>	<u>ENTER</u>
<u>PF1</u>	<u>=</u>	<u>SUB</u>	<u>MENU</u>	<u>PF5</u>	<u>=</u>
				<u>ENTER</u>	<u>=</u>
				<u>INQUIRY</u>	
				<u>1400</u>	
				<u>CLEAR</u>	<u>=</u>
				<u>EXIT</u>	

Figure 33: Life Insurance Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Retirement Data (IR117)

Retirement Data is screen number 117 on the Current Data Menu. It displays retirement data for the Civil Service Retirement System (CSRS), the Federal Employees Retirement System (FERS), and other retirement systems. Information displayed includes coverage and plan codes, effective dates, benefit and deduction types, etc. To access information, type the SSN and press **Enter**. The Record Number is a counter for multiple records. Press **Enter** to display additional retirement records.

SSN 000000000	AG	* RETIREMENT DATA *	XX/XX/XX	IR117
SCREEN 000	NAME			
CUMULATIVE RETIREMENT DED	.00	DATE EOD FOREIGN SERVICE	00 00 00	
DEDUCTION PRIOR TO CONV	.00	FROZEN FOREIGN SERV TIME MO	00 YR 00	
TOTAL RETIREMENT DED	.00	FROZEN CSRS SERVICE	0000	
CREDITABLE MILITARY SERV	0000	FROZEN SICK LEAVE BALANCE	.00	
DATE RETIRED FROM MILITARY	00 00 00	CSRS COVERAGE AT APPT		
RETIREMENT COVERAGE CODE		FERS COVERAGE IND		
CBPO RETIREMENT SCD DATE	00 00 00	CSRS PREVIOUS COVERAGE IND		
		FERS PREVIOUS COVERAGE IND		
		RECORD NUMBER	0000	
PARTICIPATION ELIGIBILITY CODE		ACTION CODE	0	
PLAN CODE		DED LIMIT TO OASDI		
EFF DATE OF ACTION	00 00 00	NON DEFERRED DED YTD	.00	
BENEFIT TYPE	0	DEFERRED DEDUCTION YTD	.00	
NON DEFERRED DEDUCTION	.0000	DATE DEDUCTION BEGAN	00 00 00	
DEFERRED DEDUCTION	.0000	EARNINGS YTD	.00	
DEDUCTION TYPE	0	AGY CONTRIBUTIONS YTD	.00	
DED AFTER OASDI LIMIT	.0000			
PLEASE ENTER SSNO AND PRESS ENTER			1400	
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 34: Retirement Data Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Thrift Savings Data (IR118)

Thrift Savings Data is screen number 118 on the Current Data Menu. It displays the employee's TSP data. Information displayed includes eligibility date and code, dollar amount of the employee's uncapped salary for TSP, TSP service computation date, and detailed information about the employee's TSP. This screen is updated with the processing of a 104 document for non-Federal Thrift Savings Plans, 125 document for Federal Thrift Savings Plans, and 126 document for Catch-up Savings Plans. To access information, type the SSN and press **Enter**. The Thrift Savings Record field is a counter for multiple records. Press **Enter** to display additional Thrift Savings data records.

SSN 000000000	AG	* THRIFT SAVINGS DATA *		XX/XX/XX	IR118
SCREEN 000	NAME				
DATE TSP ELIGIBILITY	00 00 00	CHANGE STATUS CODE			
TSP ELIGIBILITY CODE		EFF DATE OF STATUS CHANGE	00 00 00		
UNCAPPED SALARY FOR TSP	.00	PERCENT OF DEDUCTION	000.00		
TSP SCD	00 00 00	DOLLAR AMT OF DEDUCTION	0000		
BUILD TSP DATA RECORD		TSP-TRANSFER-IND			
<u>THRIFT SAVINGS RECORD 0000</u>					
PLAN CODE		NON DEFERRED DED FACTOR	.0000		
COVERAGE CODE		DEFERRED DEDUCTION FACTOR	.0000		
EFF DATE OF ACTION	00 00 00	DED AFTER OASDI LIMIT	.0000		
DED LIMIT TO OASDI		NON DEFERRED DED YTD	.00		
BENEFIT TYPE	0	DEFERRED EMP DEDUCTION YTD	.00		
DEDUCTION TYPE	0	TSP BASE PAY YTD	.00		
ACTION CODE	0	AGY 1 PCT AND/OR MATCH YTD	.00		
DEDUCTIONS BEGAN	00 00 00				
PLEASE ENTER SSNO AND PRESS ENTER				1400	
PF1 = SUB MENU		PF5 = HELP		ENTER = INQUIRY	CLEAR = EXIT

Figure 35: Thrift Savings Data Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Employee Personnel Data (IR119)

Employee Personnel Data is screen number 119 on the Current Data Menu. It displays data from Document Type 444, Enterprise Human Resources Integration (EHRI), and Retirement Systems Modernization (RSM) element. To access information, type the SSN and press **Enter**.

```

SSN 000000000 AG 90 * EMPLOYEE PERSONNEL DATA * XXXXXX IR119
SCREEN 000 NAME

CITIZENSHIP COUNTRY CODE      CREDITABLE MIL SERV  YR 00 MO 00 DA 00
SERVICE OBLIGATION END DATE  MILITARY LOST DAYS   0000
TYPE CD 1  _ 1ST DT 00 00 00  APPT EXCLUDED FROM CSRS IND  _
TYPE CD 2  _ 2ND DT 00 00 00  APPT EXCLUDED FROM FERS IND  _
TYPE CD 3  _ 3RD DT 00 00 00  FERS IND                      _
TYPE CD 4  _ 4TH DT 00 00 00  FERS ELECTION DATE           00 00 00
FICA COVERAGE IND 1  _  IND 2  _  VAR F/T REG TOD P/T EMP         .00
SPECIAL POSITION CD      TELEWORK ELIGIBLE                      _

E-MAIL ADDRESS JANE.DOE@nfc.usda.gov
CORRESPONDENCE REGION
CORRESPONDENCE CNTRY CD

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU    PF5 = HELP    ENTER = INQUIRY    CLEAR = EXIT

```

Figure 36: Employee Personnel Data Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Thrift Savings Loans (IR120)

Thrift Savings Loans is screen number 120 on the Current Data Menu. It displays TSP loan data for up to four loan records. Information displayed includes the type of loan, transaction code, payment amount, disbursing office, type of bank account, account number, and the bank route number for each loan. To access information, type the SSN and press **Enter**. Position the cursor on the Route Number, press **PF2** to display the financial institution address. This is the physical address of the financial institution.

SSN 00000000	AG	* THRIFT SAVINGS LOANS *		XX/XX/XX	IR120
SCREEN 000	NAME				
POSITION CURSOR ON	ROUTE NUMBER	PRESS PF2	FOR FINANCIAL	INSTITUTION	ADDRESS
* LOAN 1 *			* LOAN 3 *		
TYPE OF LOAN			TYPE OF LOAN		
TRANSACTION CODE	00		TRANSACTION CODE	00	
PAYMENT AMOUNT		.00	PAYMENT AMOUNT		.00
DISBURSING OFFICE	0		DISBURSING OFFICE	0	
TYPE OF BANK ACCT			TYPE OF BANK ACCT		
BANK ACCT NUMBER			BANK ACCT NUMBER		
BANK ROUTE NUMBER	000000000		BANK ROUTE NUMBER	000000000	
* LOAN 2 *			* LOAN 4 *		
TYPE OF LOAN			TYPE OF LOAN		
TRANSACTION CODE	00		TRANSACTION CODE	00	
PAYMENT AMOUNT		.00	PAYMENT AMOUNT		.00
DISBURSING OFFICE	0		DISBURSING OFFICE	0	
TYPE OF BANK ACCT			TYPE OF BANK ACCT		
BANK ACCT NUMBER			BANK ACCT NUMBER		
BANK ROUTE NUMBER	000000000		BANK ROUTE NUMBER	000000000	
PLEASE ENTER SSNO AND PRESS ENTER				1400	
PF1 = SUB MENU		PF5 = HELP		ENTER = INQUIRY	CLEAR = EXIT

Figure 37: Thrift Saving Loans Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Thrift Savings Retro Payments (IR121)

Thrift Savings Retro Payments is screen number 121 on the Current Data Menu. It displays Thrift Savings adjustments made to TSP accounts. Information displayed includes the plan code, benefit type, deduction flag, the number of pay periods, the deferred and non-deferred amount per pay period, the balance of the deduction, and the pay period and year that the deduction begins. Debit and credit information is listed for the deduction type, the base pay, the deferred and non-deferred factors, and the deferred and non-deferred deductions. To access information, type the SSN and press **Enter**. The Payment Number field is a counter for multiple records. Press **Enter** to display additional payment records.

SSN 000000000	AG	* THRIFT SAVINGS RETRO PAYMENTS *		XX/XX/XX	IR121
SCREEN 000	NAME				
PAYMENT NUMBER 0000					
PLAN CODE					
BENEFIT TYPE		0			
DEDUCTION FLAG					
NUMBER OF PAY PERIODS		000			
AMOUNT PP NON DEFERRED		.00			
AMOUNT PP DEFERRED		.00			
DEDUCTION BALANCE		.00			
PAYMENT BEGINS	PP 00 YR 00		COLLECTION ENDS	PP 00 YR 00	
		<u>DEBIT</u>	<u>CREDIT</u>		
DEDUCTION TYPE		0		0	
BASE PAY		.00		.00	
FACTOR NON DEFERRED		.0000		.0000	
FACTOR DEFERRED		.0000		.0000	
DEDUCTION NON DEFERRED		.00		.00	
DEDUCTION DEFERRED		.00		.00	
PLEASE ENTER SSNO AND PRESS ENTER				1400	
PFI = SUB MENU PF5 = HELP			ENTER = INQUIRY	CLEAR = EXIT	

Figure 38: Thrift Savings Retro Payments Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



SF 50B Data Elements (IR122)

SF 50B Data Elements is screen number 122 on the Current Data Menu. It displays an employee's personnel data as recorded on the SF 50B. Elements such as the employee's date of birth, bargaining unit status, annual leave category, etc., are listed on this screen. This screen is updated with the processing of a document type 063, Personnel Action Input. To access information, type the SSN and press **Enter**. To display the organizational (ORG) structure code name, press **PF2** in the ORG Structure Code field on Screen 1.

SSN 000000000 AG	* SF-50B DATA ELEMENTS *		XX/XX/XX	IR122
SCREEN 000 NAME				
DATE OF BIRTH 00 00 00		PERS ACTN EFF 00 00 00		
NAT ACT 1ST 3 POS 000		NAT ACT 2ND 3 POS 000		
NAT ACT AUTH 1ST		NAT ACT AUTH 2ND		
APPOINT NTE 00 00 00	PROM NTE 00 00 00	NON PAY NTE 00 00 00		
POSITION TITLE				
WORKING TITLE		MR/IP		
PAY-PLAN	OCC SERIES 0000	GRADE 00	STEP 00	
SALARY RATE CODE	TOTAL SALARY .00	SCHEDULED SALARY	.00	
GEOGRAPHIC ADJ RATE .00	ADJ SALARY .00	OTHER PAY .00		
ORG STRUCTURE CODE 00 00 0000 00 00 00 00		(PF2 = ORG-NAME)		
VETERANS PREF CODE 0	TENURE GROUP 0	AGENCY USE 1		
VETERANS PREF RIF	FEGLI CODE	AGENCY USE 2		
PAY RATE DETER CODE	RETIREMENT PLAN (1) (2)	SCD LEAVE 00 00 00		
WORK SCHEDULE	TOUR OF DUTY HOURS 00.00	ANNUITANT IND		
POSITION OCCUPIED 0	FLSA	BARGAINING UNIT STATUS 0000		
DUTY STATION CD 0000 000 NAME				
REMARKS CODES				
DEPARTMENT CODE	AGENCY CODE	POI 0000	PERS ACTION CODE 0	
AUTHENTICATION DATE 00 00 00				
PLEASE ENTER SSNO AND PRESS ENTER			1400	
PF1 = SUB MENU	PF5 = HELP	PF8 = PG/DWN	ENTER = INQUIRY	CLEAR = EXIT

Figure 39: SF-50B Data Elements Screen (1 of 2)



To view the data displayed on Screen 2, press **PF8**. To return to the previous screen, press **PF7**.

SSN <u>000000000</u>	AG	*	SF-50B DATA ELEMENTS (CONT)	*	<u>XX/XX/XX</u>	IR1221
SCREEN <u>000</u>	NAME					
SEX CD	CITIZENSHIP STATUS	<u>0</u>	TYPE OF APPOINTMENT			<u>00</u>
FEHBA COVERAGE <u>0</u>	VETERANS STATUS		DATE SCD RETIRE		<u>00</u>	<u>00</u>
EDUC LEVEL <u>00</u>	YR DEG/CERT RCVD	<u>00</u>	DATE SCD RIF		<u>00</u>	<u>00</u>
INSTRUCTIONAL PROGRAM		<u>000000</u>	DATE 6C RETIRE		<u>00</u>	<u>00</u>
TSP ELIGIBILITY CODE			DATE SCD TSP		<u>00</u>	<u>00</u>
UNIFORM SERVICE STATUS		<u>0</u>	DATE SCD WGI		<u>00</u>	<u>00</u>
DATE RETIRED MILITARY		<u>00</u>	DATE CAREER TENURE STARTS		<u>00</u>	<u>00</u>
CREDITABLE MILITARY SERVICE		<u>0000</u>	DATE ENTERED PRESENT GRADE		<u>00</u>	<u>00</u>
FROZEN CSRS SERVICE		<u>0000</u>	DATE PROBATION PERIOD STARTS		<u>00</u>	<u>00</u>
CSRS COVERAGE AT APPT			DATE SUPR/MGR PROB PERIOD		<u>00</u>	<u>00</u>
SPEC EMP CD	SPEC EMP PGM CD		GAIN/LOSE DEPT			
SALARY SHARE AMOUNT		<u>.00</u>	ANNUAL LV CATEGORY <u>0</u>	45 DAY CODE		
ANNUITANT SHARE AMT		<u>.00</u>	LEAVE EARN STATUS DURING PP			
COOP EMP CNTRL CD		<u>0</u>	QTRS DEDUCT CODE <u>0</u>	RATE		<u>.00</u>
COOP OVERTIME AMT		<u>.00</u>	COLA/POST DIFF CODE			<u>0</u>
COOP HOLIDAY RATE		<u>.00</u>				
1ST LEGAL AUTH						
PLEASE ENTER SSNO AND PRESS ENTER						<u>1400</u>
PF1 = SUB MENU	PF5 = HELP	PF7 = PG/UP	ENTER = INQUIRY	CLEAR = EXIT		

Figure 40: SF-50B Data Elements (Cont) Screen (2 of 2)

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Personnel Supplements (IR123)

Personnel Supplements is screen number 123 on the Current Data Menu. It consists of two screens and displays an employee's general personnel data such as education level, performance evaluation data, accession data, etc. This screen is updated with the processing of a document type 063, Personnel Action Input. To access information, type the SSN and press **Enter**.

SSN 00000000	AG	* PERSONNEL SUPPLEMENTS *	XX/XX/XX	IR123
SCREEN 000	NAME			
EDUCATION LEVEL	00	SEPARATION ACCESSION TYPE		0
INSTRUCTIONAL PROGRAM	000000	CITIZENSHIP CODE		0
DEGREE CERTIFICATION RECEIVED	YR 00	SEX CODE		
PERF EVALUATION ELIGIBILITY CODE		VETERANS STATUS		
PERF EVALUATION PAY PERIOD	00 YR 00	WGI DUE	CODE 0 PP 00 YR 00	
PERF EVALUATION ANNIVERSARY	00 00 00	WGI NOTIFICATION GIVEN CD	0 PP 00	
PERF EVALUATION GENERATED	PP 00 YR 00	DATE WGI PROJECTED EFFECTIVE	00 00 00	
PERF PENALTY STATUS		PROMOTION PLAN CODE		0
DATE PENALTY BEGAN	00 00 00	SUPERVISORY MGRL PROB EXP NOTIF		
ACCESSION	PP 00 YR 00	LAW BAR MEMBERSHIP CODE		0
ACCESSION METHOD		BAR MEMBERSHIP STATE CODE		
ACCESSION DATE	00 00 00	PROGRAM LANG CODE	1 2 3 4 5	
ACCESSION NOA CODE	000	COMP EQ ABIL CODE	1 2 3 4	
ACCESSION AUTH		RETENTION RIGHTS END	00 00 00	
APPOINTMENT NOA CODE	000	ADJP ELAPS PP COUNTER		000
APPT AUTHORITY		WORKING TITLE CODE		0000
NOA PREVIOUS 5 POSITIONS	0	WORKING TITLE		
PATCO				
PLEASE ENTER SSNO AND PRESS ENTER				1400
PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN				ENTER = INQUIRY CLEAR = EXIT

Figure 41: Personnel Supplements Screen (1 of 2)



To view data displayed on Screen 2, press **PF8**. To return to the previous screen, press **PF7**.

SSN	00000000	AG	* PERSONNEL SUPPLEMENTS (CONT) *		XX/XX/XX	IR1231
SCREEN	000	NAME				
FROM TO CODE			0	RECRUITMENT BONUS	.00	PCT .00
LAST ACTION PP NUMBER			00	RELOCATION BONUS	.00	PCT .00
AGENCY USE				RETENTION ALLOWANCE	.00	PCT .00
GAIN LOSE DEPT				SUPERVISORY DIFF RATE	.00	PCT .00
CONFLICT OF INTEREST SUBMITTED				SUPERVISORY DIFF AMT		
NOA PREV 3 POSITIONS			000	STUDENT LOAN REPAYMENT		
NOA CORRECTION DATE			00 00 00	STAFFING DIFF RATE	.00	PCT .00
PAY PROTECTION FLAG				FOREIGN LANG ALLOW	000000.00	PCT .00
NFC EMPLOYEE STATUS			0	CASH AWARD AMOUNT		.00
NFC ASD DATE2			00 00 00	CASH AWARD EFFECTIVE	PP 00	YR 00
NFC ASD SALARY			.00	MERIT PAY COMPUTED SALARY		.00
AGENCY INFO 1				MERIT PAY INCREASE AMOUNT		.00
AGENCY INFO 2				PMRS/PFP BONUS AMT		.00
AGENCY INFO 3				PMRS/PFP BONUS EFFECTIVE	PP 00	YR 00
AGENCY INFO 4				FUNDING UNIT		
AGENCY INFO 5				AGENCY USE 1	AGENCY USE 2	
PREVIOUS AGENCY CODE				AGENCY USE 3	AGENCY USE 4	000000
				AGENCY USE 5		000000
PLEASE ENTER SSNO AND PRESS ENTER						1400
PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT						

Figure 42: Personnel Supplements (Cont) Screen (2 of 2)

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Address/Check Information (IR124)

Address/Check Information is screen number 124 on the Current Data Menu. It displays an employee's residence and check address. The account type, banking routing number, the electronic funds transfer (EFT) account number, the city code, the State code, disbursing office code, distribution code, designated Agent, and the employee's T&A contact point information are listed on this screen. To access information, type the SSN and press **Enter**. To display the physical address of the financial institution, position the cursor on the data field and press **PF2**.

```

SSN 000000000 AG          * ADDRESS/CHECK INFORMATION *          XX/XX/XX IR124
SCREEN 000 NAME
POSITION CURSOR ON ROUTE NUMBER. PRESS PF2 FOR FINANCIAL INSTITUTION ADDRESS
    * RESIDENCE ADDRESS *
    * CHECK BANK ADDRESS *
    ACCOUNT TYPE
    ROUTE NO          000000000
    ACCOUNT EFT

CITY CD 0000 COUNTY CD 000 STATE/COUNTRY

    * CHECK MAIL ADDRESS *
    DISBURSING OFFICE CD          0
    DISTRIBUTION CD              0
    DESIGNATED AGENT             0000
    TA CONTACT POINT 00 0000 00 00

CITY CD 0000 STATE CD

EFFECTIVE PP 00 YR 00

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT
    
```

Figure 43: Address/Check Information Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Personnel Actions Summary (IR125)

Personnel Actions Summary is screen number 125 on the Current Data Menu. It displays an employee's most current processed personnel actions. Information displayed includes the effective date of the action, description, Agency, personnel office identifier (POI), batch number, the user-identification (ID) of the person who entered the action, and the pay period and year processed. To access information, type the SSN and press **Enter**. This screen lists all personnel actions processed and excludes payroll transactions (such as, State tax, union dues, etc.). To display the nature of action code literal, place the cursor on the nature of action code and press **PF2**.

Note: Do not use **PF7** on this screen to page up. **Enter** must be used to return to the beginning of the list.

Note: This screen displays data in pay period processed order and not effective date order.

Note: The user-ID of the person who originally entered the data in the system is displayed in the user-ID field.

```

SSN 00000000 AG * PERSONNEL ACTIONS SUMMARY * XX/XX/XX IR125
SCREEN 000 NAME 00000
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL
PROCESSED ----- DOCUMENT -----
PP YR EFF-DATE NATURE OF ACTION AGCY POI BATCH USER-ID

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT

```

Figure 44: Personnel Actions Summary Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Last Payroll Actions (IR126)

Last Payroll Actions is screen number 126 on the Current Data Menu. It consists of two screens and displays an employee's last payroll action processed. The most recent occurrence of a particular document is the document displayed. As new documents are processed for an employee, they are replaced on this screen by the most current document. The EPIC Web, EmpowHR, or FESI document type relating to the action, the pay period the action was processed, year the action was processed, employee's POI, the batch number, and the user-ID of the person who entered the action are listed on this screen. To access information, type the SSN and press **Enter**.

SSN 000000000 AG		* LAST PAYROLL ACTIONS *					XX/XX/XX	IR126
SCREEN 000	NAME							
	DOCUMENT NAME	DOC	TYPE	PP	YR	POI	BATCH	USER-ID
	NFC-74, MASTER FILE CHG DOCUMENT	030		00	00	0000	0000	
	AD-349, EMPLOYEE ADDRESS	060		00	00	0000	0000	
	SF50, NOTIFICATION OF PERSONNEL ACTION	063		00	00	0000	0000	
	PERFORMANCE EVALUATION	075		00	00	0000	0000	
	UNION DUES	086		00	00	0000	0000	
	CFC-804, CHARITABLE CONTRIBUTIONS	088		00	00	0000	0000	
	DEDUCTIONS DUE TO INDEBTEDNESS	089		00	00	0000	0000	
	SF-1199A, DD/EFT FOR ALLOTMENT	095		00	00	0000	0000	
	SF-1199A, DD/EFT FOR NET PAY	096		00	00	0000	0000	
	TSP-22, TSP LOAN ALLOTMENT FORM	097		00	00	0000	0000	
	DISCRETIONARY ALLOTMENTS	100		00	00	0000	0000	
	NON-FEDERAL HEALTH BENEFITS FORM	101		00	00	0000	0000	
	NON-FEDERAL LIFE INSURANCE FORM	102		00	00	0000	0000	
	NON-FEDERAL RETIREMENT BENEFITS	103		00	00	0000	0000	
	NON-FEDERAL THRIFT SAVINGS PLAN	104		00	00	0000	0000	
	MULTI ELEMENT UPDATE	120		00	00	0000	0000	
PLEASE ENTER SSNO AND PRESS ENTER							1400	
PF1 = SUB MENU		PF5 = HELP		PF8 = PG/DWN		ENTER = INQUIRY		CLEAR = EXIT

Figure 45: Last Payroll Actions Screen (1 of 2)

To view data displayed on Screen 2, press **PF8**. To return to the previous screen, press **PF7**.



The user-ID of the person who originally entered the data in the system is displayed in the user-ID field. For the SF 2809, Employee Health Benefits Registration Form/2810, Notice of Change in Health Benefits Enrollment Form, the user-ID field displays the method by which the data was entered. See the Appendix for the codes used.

SSN 000000000 AG		* LAST PAYROLL ACTIONS *					XX/XX/XX	IR1261	
SCREEN 000 NAME									
	DOCUMENT NAME	DOC	TYPE	PP	YR	POI	BATCH	USER-ID	
	GAO LOCATOR	121		00	00	0000	0000		
	USDA DEMONSTRATION	122		00	00	0000	0000		
	EDUCATION DOCUMENT	123		00	00	0000	0000		
	PROFESSIONAL CERTIFICATION DOCUMENT	124		00	00	0000	0000		
	TSP-1, TSP ELECTION FORM	125		00	00	0000	0000		
	ALLOWANCES	127		00	00	0000	0000		
	SEVERANCE PAY	128		00	00	0000	0000		
	TSP RETRO PAYMENTS	129		00	00	0000	0000		
	W-4, FEDERAL INCOME TAX FORM	130		00	00	0000	0000		
	W-5, EARNED INCOME CREDIT CERT	131		00	00	0000	0000		
	STATE INCOME TAX FORM	140		00	00	0000	0000		
	CITY/COUNTY INCOME TAX FORM	150		00	00	0000	0000		
	SF-1150, RECORD OF LEAVE DATA TRANSFERRED	160		00	00	0000	0000		
	AD-582, RESTORED ANNUAL LEAVE	165		00	00	0000	0000		
	SF-1192, SAVINGS BOND	170		00	00	0000	0000		
	SF-2809/2810, FED. HEALTH BENEFITS	180		00	00	0000	0000		
	FLEXFUND FLEXIBLE SPENDING ACCOUNT	185		00	00	0000	0000		
	AD-747, CHILD CARE/ALIMONY DED	195		00	00	0000	0000		
PLEASE ENTER SSNO AND PRESS ENTER							1400		
PF1	≡ SUB MENU	PF5	≡ HELP	PF7	≡ PG/UP	ENTER	≡ INQUIRY	CLEAR	≡ EXIT

Figure 46: Last Payroll Actions Screen (2 of 2)

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

Detail Assign/Temporary Promotion (IR127)

Detail Assign/Temporary Promotion is screen number 127 on the Current Data Menu. It displays an employee's current detailed position data and temporary promotion data. The Department code, Agency, POI, master record number, IP number, pay plan, grade, and not-to-exceed date, etc. are listed on this screen for both positions. To access information, type the SSN and press **Enter**.



Note: For temporary promotions, information regarding the position from which the employee is temporarily promoted is displayed. For temporary promotions and details, this SSN would be the obligated SSN in the individual position record.

```
SSN 00000000 AG * DETAIL ASSIGN/TEMPORARY PROMOTION * XX/XX/XX IR127
SCREEN 000 NAME

DEPT CODE AGENCY POI 0000 DEPT CODE AGENCY POI 0000
MR NO IP NO MR NO IP NO
PAY PLAN GRADE 00 GRADE 00
PROMOTION NOT TO EXCEED DATE DATE DETAILED ASSIGNMENT EXPIRES
00 00 00 00 00 00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 47: Detail Assign/Temporary Promotion Screen

This screen is updated with the processing of a document type 063, Personnel Action Input.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Retained Grade Data (IR128)

Retained Grade Data is screen number 128 on the Current Data Menu. It displays information pertaining to retained and current positions. Information displayed includes pay plan, grade, occupation series, and the occupation series function code for both retained and current data. The pay plan, grade, and occupational series code are listed for Wage Marine employees. To access information, type the SSN and press **Enter**.

```

SSN 000000000 AG          * RETAINED GRADE DATA *          XX/XX/XX  IR128
SCREEN 000 NAME

                                RATE EXPIRE NOTIFICATION
                                RETAIN RATE EXPIRE      00 00 00

      * OCCUPIED POSITION *                * FORMER POSITION *
PAY PLAN          GRADE  00              PAY PLAN          GRADE  00
OCCUPATIONAL SERIES  0000              OCCUPATIONAL SERIES  0000
OCC SERIES FUNCTION CODE  00              OCC SERIES FUNCTION CODE  00

                                WAGE MARINE RETAINED DATA
                                RET WM MAR  PAY PLAN    GRADE  00
                                RET WM MAR OCCUPATIONAL SERIES  0000

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP              ENTER = INQUIRY      CLEAR = EXIT

```

Figure 48: Retained Grade Data Screen

Placing an employee in a special pay rate determinant allows the employee to be in a save grade for a specified time period.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Intermittent (IR129)

Intermittent is screen number 129 on the Current Data Menu. It displays intermittent employee counters for days and hours worked for service computation purposes. To access information, type SSN and press **Enter**.

SSN 00000000	AG	* INTERMITTENT *	XX/XX/XX	IR129
SCREEN 000	NAME			
WORKED SINCE LAST WGI	000	DAYS		
ELAPSED SINCE LAST WGI	0000	CALENDAR DAYS		
WORKED SINCE LAST SCD	0000	DAYS (CALENDAR YEAR)		
WORKED SCD	000	DAYS (CALENDAR YEAR)		
ELAPSED SCD	0000	CALENDAR DAYS		
TOWARD CAREER TENURE	000	PAID DAYS		
ELAPSED TOWARD CAREER TEN	0000	CALENDAR DAYS		
DURING PROBATION PERIOD	000	DAYS WORKED		
ELAPSED DURING PROBATION	0000	CALENDAR DAYS		
WORKED WHILE ON ROLLS	00000	DAYS		
WORKED THIS APPOINTMENT	0000	DAYS		
NEED TOWARD CONV CAREER	00	DAYS		
INT ELAPSED CAL DAYS	.00	DAYS		
RETIREMENT RIF INT HRS WORKED	.00	HOURS		
RETIREMENT RIF SAVED SUSP LV	.00	HOURS		
RETIREMENT RIF SAVED INT LV	.00	HOURS		
RETIREMENT RIF SAVED LWOP LV	.00	HOURS		
RETIREMENT RIF WORKED INT HRS	.00	HOURS		
PLEASE ENTER SSNO AND PRESS ENTER				1400
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 49: Intermittent Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Education and Certificate (IR130)

Education and Certificate is screen number 130 on the Current Data Menu. It displays the employee's education level and certification information. Information displayed includes the employee's educational level, instructional program, degree received year, school and State codes, school name, certificate name, certificate number, year, and State. This is the highest level of education completed by the employee. To access information, type the SSN, and press **Enter**.

SSN 000000000	AG	* EDUCATION AND CERTIFICATE *				XX/XX/XX	IR130
SCREEN 000	NAME						
EDUCATION LEVEL	INSTRUCTIONAL PROGRAM	DEGREE RCVD YEAR	SCHOOL CODE	STATE CODE	SCHOOL NAME		
CERTIFICATE NUMBER	CERTIFICATE NAME	CERTIFICATE YEAR	CERTIFICATE STATE				
PLEASE ENTER SSNO AND PRESS ENTER							1400
PF1 = SUB MENU		PF5 = HELP		ENTER = INQUIRY		CLEAR = EXIT	

Figure 50: Education and Certificate Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



SSNO Change Data (IR131)

SSNO Change Data is screen number 131 on the Current Data Menu. It displays changes made to an employee's SSN. Information displayed includes the previous and changed SSN, the organizational structure and Department codes, and the date that the processed pay period begins. To access information, type the SSN and press **Enter**.

A correct SSN is required to query an IRIS program. Therefore, if the user receives an error message indicating that the SSN is not found, and believes it to be the correct number, this screen should be used to check that it was not changed.

SSN <u>00000000</u>	AG	* SSNO CHANGE DATA *	XX/XX/XX	IR131
SCREEN <u>000</u>				
SSNO CHANGED TO		<u>000000000</u>		
SSNO CHANGED FROM		<u>000000000</u>		
ORG STRUCTURE CODE	AGCY			
DEPARTMENT CODE				
PROCESSED PAY PERIOD BEGINS		<u>00</u> <u>00</u> <u>00</u>		
PLEASE ENTER SSNO AND PRESS ENTER			1400	
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 51: SSNO Change Data Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

Separation Information (IR132)

Separation Information is screen number 132 on the Current Data Menu. It displays a separation record as it applies in the database during the pay period. Elements such as the record status code, the days worked since the last within-grade-increase (WGI), the schedule changed date (SCD) WGI, the processed pay period and year, etc., are listed on this screen. To access information, type the SSN and press **Enter**.

This screen also includes information about intermittent employees. Counters such as the number of days worked since the last WGI, the number of days worked this appointment, the number of elapsed calendar days since the WGI, etc., are listed on the intermittent portion of this screen.



Note: Once the Form SF 1150, Record of Leave Data, is generated (i.e., Prepare Leave Record equals Y), all counters reflect a zero balance. The lump sum fields and other fields contain data as appropriate.

```

SSN 000000000 AG * SEPARATION INFORMATION * XX/XX/XX IR132
SCREEN 000 NAME

PREPARE LEAVE RECORD PAY RAISE RATE LUMP SUM .00
FINAL TA RECEIVED SCD WGI 00 00 00
PREPARE RETIRE RECORD 0 SUPV MGR PROBATION BEGIN 00 00 00
RECORD STATUS CODE 0 PROBATION PERIOD START 00 00 00
PROCESSED PP 00 YR 00 PERSONNEL ACTION EFFECTIVE 00 00 00
LUMP SUM ENDING DATE HOURS .00 NATURE OF ACTION 2ND/AUTH 000
LAST DAY PAY STATUS FOR RET 00 00 00

* INTERMITTENT *

INTERIM LUMP SUM CODE ELAPSED CAL DAYS SINCE WGI 0000
DAYS WORKED SINCE LAST WGI 000 ELAPSED CAL DAYS TO CAREER 0000
DAYS WORKED THIS APPOINT 0000 DAYS WORKED ON ROLL 00000
PAID STATUS DAYS TO CAREER 000 ELAPSED CAL DAYS DURING PROB 0000
DAYS WORKED CALENDAR YEAR 000 ELAPSED CAL DAYS SCD 0000
DAYS WORKED DURING PROB 000 DAYS WORKED SINCE LAST SCD 0000

PLEASE ENTER SSNO AND PRESS ENTER 1400
_ PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT

```

Figure 52: Separation Information

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

Separated Leave (IR133)

Separated Leave is screen number 133 on the Current Data Menu. It displays leave information for separated employees. Information is displayed for annual leave, sick leave, leave without pay (LWOP), absent without leave (AWOL), absent without pay (AWOP), date lump sum carried, suspension leave, and military leave. To access information, type the SSN and press **Enter**.



Note: Once the SF 1150 is generated, all counters reflect a zero balance. The lump sum fields and other fields contain data as appropriate.

SSN 000000000	AG	* SEPARATED LEAVE *		XX/XX/XX	IR133
SCREEN 000	NAME				
* ANNUAL LEAVE *		* LEAVE WITHOUT PAY *		* DT LUMP SUM CARRIED *	
LUMP SUM LV PAID	.00	LV RETIREMENT RIF	.00	RESTORED LEAVE	00 00 00
CARRYOVER BAL	.00	SINCE WGI	.00	OVER CEILING LV	00 00 00
ACCRUAL YTD	0000	DURING PROBATION	.00	WITHIN CEILING LV	00 00 00
LEAVE USED YTD	.00	DURING MGRL PROB	.00	DATE LEAVE PAID	00 00 00
ACCRUAL REDUCTION	000				
* SICK LEAVE *		* ABSENT WITHOUT LEAVE *		* SUSPENSION LEAVE *	
EXPIRE FOR RET	00 00 00	LV RETIREMENT RIF	.00	LV RETIREMENT RIF	.00
CARRYOVER BAL	.00	SINCE WGI	.00	SINCE WGI	.00
ACCRUAL YTD	000	DURING PROBATION	.00	DURING PROBATION	.00
LEAVE USED YTD	.00	DURING MGRL PROB	.00	DURING MGRL PROB	.00
ACCRUAL REDUCTION	000				
MINUS SICK LV CODE	0	* ABSENT WITHOUT PAY *		* MILITARY LEAVE *	
PROJECTED USE	00 00 00	EXCESS 30 DAY CNTR	0000	REGULAR HRS YTD	.00
		CONSECUTIVE DAY CNTR	00	REGULAR DAYS YTD	00
				EMERGENCY HRS YTD	.00
PLEASE ENTER SSNO AND PRESS ENTER				1400	
PF1 = SUB MENU		PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 53: Separated Leave Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Severance Payment (IR134)

Severance Payment is screen number 134 on the Current Data Menu. It displays severance pay information. Information displayed includes the total dollar amount of the severance fund, biweekly, and initial severance payment dollar amounts, the dollar amount of the severance fund balance, the date severance pay begins, the accounting distribution appropriation code for the fiscal year, and the sub level code. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * SEVERANCE PAYMENT * XX/XX/XX IR134
SCREEN 000 NAME

TOTAL SEVERANCE FUND .00
BIWEEKLY SEVERANCE AMOUNT .00
INITIAL SEVERANCE PAYMENT AMT .00
SEVERANCE FUND BALANCE .00
DATE SEVERANCE PAY BEGINS 00 00 00
ACCOUNTING DISTRIBUTION FY APPN CD
SUB LEVEL CODE

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 54: Severance Payment Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Severance Pay Computation (IR135)

Severance Pay Computation is screen number 135 on the Current Data Menu. It consists of two screens and displays the formula used to compute an employee's severance payments.

Access Instructions

IRIS screen IR135 may be accessed by either tabbing to the **Screen/Menu** option on the Main Menu and entering **135** or by tabbing to the **Screen** option on the Current Data Menu and entering **135**. The Severance Pay Computation Screen is displayed after selecting either of these options. The SSN may be entered either before or after IR135 is selected.

Note: If the employee has a dual appointment and the Agency displayed is not the one desired, type the Agency desired.

The fields listed below are system-generated fields, but they may be changed to project severance payment amounts. Changes to fields are temporary and not stored in IR135. The system reverts back to the data in the database when IR135 is queried again.

Alternator-P/T Pay Period Worked/Yr. Type the number of pay periods the employee worked as part-time tour of duty hours and the part-time hourly rate. This field must be completed even if the employee was part time for the whole year.

Base-Pay Per Annum. Type the projected annual salary.

Note: The generated salary does not include annual premium pay for standby duty or night differential.

The fields listed below are not system generated, but they may be completed to project the severance amount.

Prior Severance. Type the number of weeks/days if there were prior severance payments; otherwise, leave this field blank. Data is never system generated in this field.

Noncred SVC Dates. Type the dates when non creditable service was performed, if any. If this field is completed, the dates are converted to years and months and displayed in the Less Non creditable SVC portion of the Creditable Service field.



The remaining fields are restricted and cannot be changed (Name, Date of Birth, Age at Separation, Creditable Service and Rate at Date of Separation).

```

SSN 00000000 AG          * SEVERANCE PAY COMPUTATION *          XX/XX/XX  IR135
SCREEN 000 NAME
SEPARATION DATE: 00 00 0000 (MM DD CCYY) PRIOR SEVERANCE: 00 WEEKS 0 DAYS
ALTERNATOR - P/T PAY PERIODS WORKED/YR: 00 HRS WORKED/WK: 00 HRLY RATE: 00
DATE OF BIRTH: 00 00 0000          AGE AT SEPARATION 00 YEARS 00 MONTHS
CREDITABLE SERVICE (SCD LV DATE) 00 00 0000
      LESS NONCREDITABLE SVC 00 YRS 00 MTHS = 00 YEARS 00 MONTHS
RATE AT DATE OF SEPARATION - WEEKLY: _____ BIWEEKLY: _____
BASE-PAY PER ANNUM:
  BASIC SEVERANCE ALLOWANCE          AGE ADJUSTMENT ALLOWANCE
  _____ X _____ = _____          _____ X _____ = _____
  _____ X _____ = _____          _____ X _____ = _____

-----
NONCRED SVC DATES          _____ (BASIC SEVERANCE ALLOWANCE)
FROM          TO          _____ (AGE ADJUSTMENT ALLOWANCE)
-----          _____ (TOTAL SEVERANCE PAY)
-----          _____ (PRIOR SEVERANCE PAY ADJUSTMENT)
-----          _____ (TOTAL SEVERANCE PAY ALLOWABLE)
-----          / _____ = _____ BIWEEKLY PAY
-----          PERIODS @ _____ WITH A BALANCE OF
-----          TO BE PAID IN A FINAL PAYMENT
>>> THIS COMPUTATION IS AN ESTIMATE. PRESS PF2 FOR FURTHER INFORMATION.
PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT

```

Figure 55: Severance Pay Computation Screen

To display Screen 2, press **PF2**. It displays information regarding the severance pay computation for the projected weekly and biweekly severance payment amount based on the information contained in the employee's database record.

This screen is not used as a research tool but is rather a calculation program used to project the severance payment amount an employee would receive if entitled to severance payments.

Generated fields may be changed to project the severance payment amounts and certain fields not generated may be entered. You may change the projected amount by completing and/or changing certain fields.



No actual severance payment will be made based on this projection. An actual severance payment is made based on the processing of the separation action with Remarks Code N22 and the processing of EPIC Web, 128 Severance Pay; *EmpowHR*, Severance Payment Page; or FESI Program DP128, Severance Payment.

```
XX/XX/XX                                IR0000H  
                                           ENTER=RETURN  
*****  
  
THIS COMPUTATION IS AN ESTIMATE.  MILITARY SERVICE AND  
PREVIOUS RECEIPT OF SEVERANCE PAY WILL AFFECT ENTITLEMENT  
AMOUNT.  TEMPORARY EMPLOYEES AND EMPLOYEES ELIGIBLE TO  
RETIRE ON AN IMMEDIATE ANNUITY ARE INELIGIBLE.
```

Figure 56: Help Screen for Severance Pay Computation Screen



Annual/Sick Leave (IR136)

Annual/Sick Leave is screen number 136 on the Current Data Menu. It consists of two screens and is broken into five leave categories. They are annual leave, sick leave, annual leave restored, U.S. Attorney leave, and donor leave. This screen gives the carryover balance of the annual and sick leave from the previous year, accruals of annual and sick for the year, current balance, etc. To access information, type the SSN and press **Enter**.

SSN 000000000 AG		* ANNUAL/SICK LEAVE *		XX/XX/XX	IR136
SCREEN 000 NAME					
		* ANNUAL LEAVE *		* SICK LEAVE *	
CARRYOVER BALANCE	.00	CARRYOVER BALANCE	.00		
ACCRUALS YTD	0	ACCRUALS YTD	0		
LEAVE USED YTD	.00	LEAVE USED YTD	.00		
CURRENT BALANCE	.00	CURRENT BALANCE	.00		
ACCRUAL REDUCTION	0	ACCRUAL REDUCTION	000		
PART-TIME CARRYOVER HOURS	.00	PART-TIME CARRYOVER HOURS	.00		
LEAVE FORFEITED	.00	SICK LEAVE ERROR	0		
ACCRUED SES	0	FROZEN SICK LEAVE BALANCE	.00		
ANNUAL LEAVE ERROR	0				
CARRYOVER PRIOR YEAR	.00	* ANNUAL LEAVE RESTORED *			
ANNUAL LEAVE CATEGORY	0	1ST RESTORED YEAR	00		
LEAVE EARNING STATUS PP		1ST RESTORED HOURS	.00		
45 DAY CARRYOVER CD	HRS .00	2ND RESTORED YEAR	00		
INTERIM LUMP SUM CODE		2ND RESTORED HOURS	.00		
DATE CHANGED JULIAN 00000	CAL 00 00 00	3RD RESTORED YEAR	00		
LEAVE CHANGED ID		3RD RESTORED HOURS	.00		
LEAVE CEILING REASON		LEAVE RESTORED FORFEITED	.00		
PLEASE ENTER SSNO AND PRESS ENTER					
PF1 = SUB MENU		PF5 = HELP		PF8 = PG/DWN	
				ENTER = INQUIRY	
				CLEAR = EXIT	
				1400	

Figure 57: Annual/Sick Leave Screen (1 of 2)



Press **PF8** to advance to Screen 2 to view the U.S. Attorney Leave. To return to the previous screen, press **PF7**.

```
SSN 000000000 AG * ANNUAL/SICK LEAVE * XX/XX/XX IR1361
SCREEN 000 NAME

* US ATTORNEY LEAVE *
FROZEN ANNUAL BALANCE .00
FROZEN SICK BALANCE .00
FROZEN LEAVE RATE .00
DATE LEAVE FROZEN 00 00 00

* DONOR LEAVE *
APPROVED LEAVE DONOR CODE
APPROVED LEAVE RECIPIENT

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT
```

Figure 58: Annual/Sick Leave Screen (2 of 2)

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

Severance Lump Sum Payment (IR137)

Severance Lump Sum Payment is screen number 137 on the Current Data Menu. It displays the projected Severance Lump Sum Payment based on the information contained in the employee's database record. To access information, type the SSN and press **Enter**.



This screen is not used as a research tool but is rather a calculation program used to project the severance lump sum payment amount an employee would receive if entitled to severance payments.

```
SSN 00000000 AG * SEVERANCE LUMP SUM PAYMENT * XX/XX/XX IR137
SCREEN 000 NAME

HOURLY RATE START 00 00 00
PAYMENT LEAVE PERIOD START 00 00 00
PAYMENT LEAVE PERIOD END 00 00 00
PAYMENT REFUND AMOUNT .00
LEAVE RECREDITED HOURS .00
TOTAL LEAVE PER END 00 00 00
RESTORED ANNUAL LV HRS PAID .00
UNEXPIRED ANN LV HRS RATE AMT .00
UNEXPIRED ANN LV HRS .00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 59: Severance Lump Sum Payment Screen

To return to the submenu, press PF1.



Other Leave (IR138)

Other Leave is screen number 138 on the Current Data Menu. It displays data associated with military leave, home leave, and shore leave. It also lists the credit hours balance and the administrative leave hours used by the employee year to date. This screen is updated with the processing of the employee's T&A each pay period. To access information, type the SSN and press **Enter**.

SSN 000000000 AG		* OTHER LEAVE *		XX/XX/XX	IR138
SCREEN 000 NAME					
* MILITARY LEAVE *			* HOME LEAVE *		
REGULAR HOURS YTD	.00	CARRYOVER BALANCE		.00	
REGULAR DAYS YTD	0	CURRENT BALANCE		.00	
EMERGENCY HOURS YTD	.00	LEAVE USED YTD		.00	
EMERGENCY PP HOURS	.00	LEAVE ACCRUALS YTD		0	
LEAVE CARRYOVER	.000				
LEAVE DAYS PRIOR YEAR	00	* SHORE LEAVE *			
PRIOR YEAR CARRYOVER	.00	CARRYOVER BALANCE		.00	
HOURS PRIOR YEAR	.00	CURRENT BALANCE		.00	
LEAVE ACCRUED	.00	LEAVE USED YTD		.00	
LEAVE CURRENT BAL	.00	LEAVE ACCRUALS YTD		0	
LEAVE FORFEITED	.00				
CREDIT HOURS CURRENT BAL				.00	
ADMINISTRATIVE LEAVE USED YTD				.00	
PLEASE ENTER SSNO AND PRESS ENTER					1400
PF1 = SUB MENU		PF5 = HELP		ENTER = INQUIRY	CLEAR = EXIT

Figure 60: Other Leave Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Compensatory Leave & Rate (IR139)

Compensatory Leave & Rate is screen number 139 on the Current Data Menu. It displays data associated with compensatory leave and applicable rates. Information displayed includes error code, earned and used year-to-date balance, total current balance, etc. Compensatory time for religious observance is also listed on this screen. Timekeepers can check this screen to get the balance of an employee's religious compensatory time. To access information, type the SSN and press **Enter**. Press **Enter** to display a continuation of rate records. This occurs when the rate records exceed the space provided.

SSN 00000000	AG	* COMPENSATORY LEAVE & RATE *		XX/XX/XX	IR139
SCREEN 000 NAME					
ERROR CODE	0	PRIOR YR BALANCE		.00	
FORFEITED	.00	PRIOR YR BALANCE 2		.00	
EARNED YTD	.00	LEAVE USED RELIG OBSER YTD		.00	
USED YTD	.00	BALANCE RELIGIOUS OBSER		.00	
REG CURR COMP BAL	.00	CHANGED DATE JULIAN	00000	CAL 00 00 00	
COMP TRAVEL BAL	.00	CHANGED ID			
* RATE RECORDS *					
YR PP	RATE	HOURS	YR PP	RATE	HOURS
PLEASE ENTER SSNO AND PRESS ENTER					1400
PF1 =	SUB MENU	PF5 =	HELP	ENTER =	INQUIRY
				CLEAR =	EXIT

Figure 61: Compensatory Leave & Rate Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Non Pay Leave (IR140)

Non Pay Leave is screen number 140 on the Current Data Menu. It displays data regarding four types of non-pay leave. Leave types are absence without leave (AWOL), leave without pay (LWOP), suspension, and other non pay leave. The non-pay counters are also listed on this screen. To access information, type the SSN and press **Enter**.

SSN 000000000	AG	* NON PAY LEAVE *	XX/XX/XX	IR140
SCREEN 000	NAME			
* NON PAY COUNTERS *			* ABSENCE WITHOUT LEAVE (AWOL) *	
EXCESS 30 DAYS COUNTER	0000		LEAVE RETIREMENT RIF	.00
CONSECUTIVE DAY COUNTER	00		SINCE LAST WGI	.00
TOWARD LEAVE CREDITS	.00		DURING PROBATION	.00
FEHB TERMINATION	000		DURING SUPV PROBATION	.00
FEHB FLAG	0		* LEAVE WITHOUT PAY (LWOP) *	
BEGIN DATE	00 00 00		LEAVE RETIREMENT RIF	.00
FEHB TERM MIL	000		SINCE LAST WGI	.00
FEHB FLAG MIL	0		DURING PROBATION	.00
FEHB MIL BEGIN DATE	00 00 00		DURING SUPV PROBATION	.00
PAY STATUS AFTER AWOP	000		* SUSPENSION *	
FEGLI FLAG	0		LEAVE RETIREMENT RIF	.00
FEGLI TERMINATION	000		SINCE LAST WGI	.00
PAY STATUS AFTER AWOP FEGLI	000		DURING PROBATION	.00
PREVIOUS CAL YEAR SPLIT	.00		DURING SUPV PROBATION	.00
			* OTHER NON PAY *	
			CAL YEAR SPLIT TYPE LEAVE	
			INJURY LEAVE OFEC	.00
			SUSP/AWOP/LWOP CAL YR SPLIT	.00
			LWOP/AWOP EXCESS 1040	.00
PLEASE ENTER SSNO AND PRESS ENTER			1400	
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 62: Non Pay Leave Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Earnings Limitation (IR141)

Earnings Limitation is screen number 141 on the Current Data Menu. It displays basic year-to-date information for the aggregate pay cap, premium pay cap, and protective services pay cap. Data for this report is obtained from the payroll/personnel database and is updated biweekly. To access information, type the SSN and press **Enter**.

SSN 00000000	AG	* EARNINGS LIMITATION *	XX/XX/XX	IR141
SCREEN 000	NAME			
		EARNINGS LIMITATION	0000	
TYPE CODE				
EARNINGS YTD			.00	
EARNINGS YTD PRIOR			.00	
AMOUNT CAPPED YTD			.00	
AMOUNT CAPPED YTD PRIOR			.00	
LIMITATION USE				
PLEASE ENTER SSNO AND PRESS ENTER				1400
PF1 = SUB MENU		PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT

Figure 63: Earnings Limitation Screen

To return to the submenu, press **PF1**.

Awards (IR142)

Awards is screen number 142 on the Current Data Menu. It displays the employee's most recent cash award data. Information below the Awards Number field is displayed as it applies in the database during the processing pay period (through the Monday before the official Thursday payday), after BEAR and before the first pass of PINE. The dollar amount of the award, PMRS/PFP bonus amount, and the effective pay period and year for each are listed on this screen. To access information, type the SSN and press **Enter**.



Note: The first three elements on the screen remain until superseded by another personnel action.

```

SSN 00000000 AG * AWARDS * XX/XX/XX IR142
SCREEN 000 NAME
CURRENT AWARDS CASE NUMBER
CASH AWARD AMT .00 EFF PP 00 YR 00
PMRS/PPF BONUS AMT .00 EFF PP 00 YR 00
AWARDS NUMBER 0000
AWARDS CASE NUMBER AMOUNT OF AWARD .00
EFFECTIVE DATE 00 00 00 PROCESSING PP BEGINS 00 00 00
PERIOD COVERED - FROM DATE: 00 00 00 TANGIBLE BENEFITS
TO DATE: 00 00 00 INTANGIBLE BENEFITS
NUMBER PERSONS RECEIVING AWARD 000 AWARD TYPE CODE 0
AWARD SCOPE AWARD CODE
AWARD NAME
FIRST YEAR SAVINGS .00 AMT PAID BY NON GOVT SOURCE .00
ACCOUNTING DISTRIBUTION
FY APPN CODE SUB LEV
AGENCY CHARGED ACCT STATION CHARGED 0000
AWARD AGENCY USE SF-50B

PLEASE ENTER SSNO AND PRESS ENTER 1400
PFI = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
    
```

Figure 64: Awards Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Time Off Award Data (IR143)

Time Off Award is screen number 143 on the Current Data Menu. It displays time-off award data. Information displayed includes the total time-off hours, year, pay period, number of hours granted, number of hours used, balance, number of hours forfeited, user-ID of the person who made the last change, and the date the change was made. To access information, type the SSN and press **Enter**.

SSN 00000000	AG	* TIME OFF AWARD DATA *				XX/XX/XX	IR143
SCREEN 000	NAME						
TOTAL TIME OFF HOURS							.00
EFFECTIVE YR	HOURS PP	HOURS GRANTED	HOURS USED	HOURS BALANCE	HOURS FORFEITED	CHANGE ID	CHANGE DATE
PLEASE ENTER SSNO AND PRESS ENTER							1400
PF1 = SUB MENU		PF5 = HELP		PF8 = PG/DWN		ENTER = INQUIRY	CLEAR = EXIT

Figure 65: Time Off Award Data Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Processing Indicators (IR144)

Processing Indicators is screen number 144 on the Current Data Menu. It displays various types of system indicators when certain transactions are processed. Elements for a split T&A required a TSP change, cash award given, an employee transfer to another Department/Agency, etc., are indicated for a particular employee on this screen. To access information, type the SSN and press **Enter**.

```
SSN 00000000 AG * PROCESSING INDICATORS * XX/XX/XX IR144
SCREEN 000 NAME
ACCESSION BREAK IN SERVICE IND 0 EMPLOYEE CEILING IND 0
SPLIT TA REQUIRED IND FERS COVERAGE IND
THRIFT SAVINGS PLAN CHANGE IND POSITION STATUS BUDGET
UNION DUES CHANGE IND CPDF COVERAGE CODE
HEALTH BENEFIT CHANGE IND FATAL/NON FATAL ERROR IND 0
PERFORMANCE EVAL CHANGE IND PLACEMENT FOLLOWUP IND
CASH AWARD IND NAME CORRECTION IND
FLEXFACTOR PARTICIPANT CODE FEGLI IND
INACTIVE NO PAY DUE IND TSP TRANSFER IND
EMPLOYEE TRANSFER IND EMP EXP PARTICIPATION IND
MULTI ELEMENT CHANGE IND SPPS IND
NFC DATA BASE MODIFICATION IND REMOTE PRINTING FLAG
MSG OVERRIDE
SALARY USE FIELDS
1ST
2ND

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 66: Processing Indicators Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Demonstration Project Data (IR145)

Demonstration Project Data is screen number 145 on the Current Data Menu. It displays demonstration project data for employees who are part of a USDA demonstration project. To access information, type SSN and press **Enter**.

Note: If the position is part of a demonstration project, the case file number, project indicator, service agreement expiration date, and other data relating to the demonstration project are displayed. For positions that are not part of a demonstration project, these fields are blank.

```
SSN 00000000 AG * DEMONSTRATION PROJECT DATA * XX/XX/XX IR145
SCREEN 000 NAME
CASE FILE NUMBER
PROJECT INDICATOR
PAY PLAN/GRADE/STEP 00 00
MR/IP NUMBER
OCC SERIES CODE 0000
POSITION OFFICIAL TITLE
ADJUSTED SALARY .00
DUTY STATION CODE 0000 000
PERSONNEL OFFICE ID 0000
ORG STRUCTURE CODE 00 00 0000 00 00 00 00
NAT-ACT 1ST 3 POSITIONS 000
NAT-ACT 2ND 3 POSITIONS 000
PERS ACTION EFFECTIVE 00 00 00
PRESENT GRADE DATE 00 00 00
DATE PROBATION PERIOD START 00 00 00
DATE CHANGE IN TENURE 00 00 00
TENURE GROUP 0
SERVICE AGREEMENT EXPIRE DATE 00 00 00
PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 67: Demonstration Project Data Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Building Locator Inquiry (IR146)

Building Locator Inquiry is screen number 146 on the Current Data Menu. It displays data pertaining to a Government Accountability Office (GAO) employee's office location. The employee's organizational structure code, work building code, mail room location, physical room location, work telephone number, and the building name and address are listed on this screen. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * BUILDING LOCATOR INQUIRY * XX/XX/XX IR146
SCREEN 000 NAME

ORG STRUCTURE CODE:      00 00 0000 00 00 00 00
WORK BUILDING CODE:
MAIL ROOM LOCATION:
PHYSICAL ROOM LOCATION:
WORK PHONE NUMBER:
BUILDING NAME & ADDRESS:

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT
```

Figure 68: Building Locator Inquiry Screen

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Personnel Data (IR147)

Personnel Data is screen number 147 on the Current Data Menu which displays miscellaneous personnel data. To access information, type the SSN and press **Enter**.

SSN 00000000 AG	* PERSONNEL DATA *	XX/XX/XX	IR147
SCREEN 000 NAME			
TIME IN CLASS	00 00 00	PRIMARY SKILL	_____
LIMIT CAREER EXT	00 00 00	MLAT YEAR	00
TEMP LIMIT CAREER EXT	00 00 00	MLAT SCORE	_____
DATE DEPARTURE	00 00 00	TYPE 349 CHANGE	-
DATE ARRIVAL OVERSEAS	00 00 00	COMPETITIVE LV CD	_____
DATE OVERSEAS ASSIGNED	00 00 00	SUPERV MANAGER PROB REQUIR	0
DATE POST ARRIVAL	00 00 00	PMSO MR AGENCY USE	_____
DATE FS COMMISSION	00 00 00	PMSO IP AGENCY USE	_____
DATE REEMPLOYMENT	00 00 00		
REEMPLOYMENT IND	-		
PERSONNEL USE FIELDS			
1ST	_____		
2ND	_____		

PLEASE ENTER SSNO AND PRESS ENTER		1400	
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT

Figure 69: Personnel Data Screen

To return to the submenu, press **PF1**.



Earning Transaction (IR148)

Earning Transaction is screen number 148 on the Current Data Menu which displays miscellaneous personnel data. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG          * EARNING TRANSACTION *          XXXXXX IR148
SCREEN 000 NAME

          EARNING TRANSACTION  0000

TRANSACTION PREFIX TA          ---
PAY TRANSACTION CODE          ---
TRANSACTION SUFFIX TA          0
TRANSACTION DESCRIPTION        ---
TRANSACTION HRS CY             _____ .00
TRANSACTION HRS AE CY          _____ .00
TRANSACTION AMT CY             _____ .00
TRANSACTION AMT AE CY          _____ .00
TRANSACTION HRS PY             _____ .00
TRANSACTION HRS AE PY          _____ .00
TRANSACTION AMT PY             _____ .00
TRANSACTION AMT AE PY          _____ .00

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
```

Figure 70: Earning Transaction Screen

To return to the submenu, press **PF1**.



Customs and Border Patrol (IR149)

Customs and Border Patrol is screen number 149 on the Current Data Menu which displays miscellaneous personnel data. This screen is specifically for the Border Patrol Agent Pay Reform Act (BPAPRA) data. Security is established for limited access to the appropriate NFC and Customs and Border Protection Officers (CBPO) personnel. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * CUSTOMS AND BORDER PATROL * XX/XX/XX IR149
SCREEN 000 NAME

BPAPRA PAY CONTINUITY DATE 00 00 00 BPAPRA COMP TIME BALANCE _____ .00
BPAPRA PROJ ANNUAL AMT _____ .00 BPAPRA COMP TIME EARNED YTD _____ .00
BPAPRA OT SUPPLEMENTAL PCT _____ BPAPRA OBLIGATED DEBT BAL _____ .00

* RATE RECORDS *

YR PP RATE HOURS YR PP RATE HOURS YR PP RATE HOURS

PLEASE ENTER SSNO AND PRESS ENTER _____ 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 71: Customs and Border Patrol Screen

To return to the submenu, press **PF1**.



Transaction History Menu

The Transaction History Menu is Option 200 on the IRIS Main Menu. The PPS retains 1 year of data to facilitate the automatic adjustment of 1 year of processing. The data reflected in IRIS is updated when one of the following retroactive adjustments is processed: (1) personnel action, (2) corrected T&As, or (3) NFC-initiated adjustment as a result of a retroactive law, regulation, or policy enacted. When these adjustments process, the payment is revalidated (e.g., a debit and credit is initiated which recomputes the original payment(s), computes the correct payment(s), and pays or collects the difference).

Option 200 consists of 1 screen and provides a menu of 20 screens that are used to view transaction history data. The screen numbers for these programs correspond with the Current Data Menu programs.

Each transaction history contains the following data elements:

- **Trans Hist (Agency Transaction History).** This data element is not currently in the data dictionary. It is used in IRIS as a counter indicating the transaction record within an Agency's transaction history, displayed in historical order. For example, the first Trans Hist displayed, 0001, represents the current or most recent Agency records. The next Trans Hist displayed, 0002, represents prior Agency records in a historical order. Press the **PF11** key to scroll to the next Agency's transaction history, if available, in historical order. To return to the previously viewed Agency transaction history, with 0001 representing the first history, press the **PF12** key. The first record of the previous Agency transaction history record is displayed.
- **Trans Red (Transaction Record).** This data element is not currently in the data dictionary. It is used in IRIS as a counter indicating the transaction record within an Agency's transaction history, displayed in historical order. For example, the first Trans Red displayed, 0001, represents the current or most recent transaction record for that Agency. The next Trans Red displayed, 0002, represents prior transactions in a historical order. To view the transaction record within the Agency transaction history, press **Enter**.

To select an option from the History Menu, follow one of the methods below:



Type the screen number in the Screen field and press **Enter**. A screen with no data is displayed.

```

TRANSACTION HISTORY MENU                XX/XX/XX  IR200
                                     SCREEN  000
201 SALARY DATA TRANSACTION           217 RETIREMENT DATA TRANSACTION
202 DATES & MISC SAL/PERS DATA       218 THRIFT SAVINGS DATA TRANSACTION
205 STATE TAX TRANSACTION             222 SF-50B DATA ELEMENTS TRANSACTION
206 CITY TAX TRANSACTION             223 PERSONNEL SUPPLEMENTS TRANSACTION
207 COUNTY TAX TRANSACTION           224 ADDRESS INFORMATION TRANSACTION
209 ALLOWANCE/COLA/POST DIFF TRAN    225 PERSONNEL TRANSACTION HISTORY
211 CHARITABLE CONTRIBUTION TRAN     227 DETAIL/TEMP PROM TRANSACTION
213 FLEXFUND TRANSACTION             228 RETAINED GRADE TRANSACTION
215 HEALTH BENEFITS TRANSACTION      242 AWARDS TRANSACTION
216 LIFE INSURANCE TRANSACTION       244 PROCESSING INDICATORS TRANSACTION

* * * SCREEN NUMBERS CORRESPOND WITH THE IR100 SERIES * * *

ENTER SCREEN NUMBER - PRESS ENTER      1400
PF1 = MAIN MENU           PF5 = HELP    ENTER = TRANSFER    CLEAR = EXIT

```

Figure 72: Transaction History Menu Screen

Help screen for the Transaction History Menu program is displayed below. To access the help screen, press **PF5** on the SSN, Agency, or Screen field of the Transaction History Menu. This help screen provides information on the 200 series submenu and gives instructions for accessing any screen in IRIS.

```

XX/XX/XX                                IR0000H
                                           ENTER=RETURN
*****
THIS IS THE 200 SERIES SUBMENU FOR THE IRIS SYSTEM.
THE SCREENS IN THIS SUBMENU DISPLAY DATA STORED ON
THE TRANSACTION HISTORY DATABASE AND ARE CURRENT
THROUGH THE LAST PASS OF PINE.

-- TO GO DIRECTLY TO ANY SCREEN IN IRIS, ENTER A
SSNO (OPTIONAL), AGENCY (OPTIONAL) AND SCREEN
NUMBER AND PRESS ENTER.

```

Figure 73: Transaction History Menu Help Screen



OR

Type the SSN, the AG (Agency) code (optional), and the screen number and press **Enter**. The screen selected is displayed with the employee's data. This method bypasses the submenu.

SSN 000000000	AG	* SALARY DATA TRANSACTION *	XX/XX/XX	IR201
SCREEN 00	NAME		TRAN HIST	0000
			TRAN RCD	0000
DEPARTMENT CODE	POI 0000	ADJUSTED SALARY		.00
ORG STRUCTURE CODE	PF2 = ORG LITERAL	SCHEDULED SALARY		.00
	00 00 0000 00 00 00 00	GEOGRAPHIC ADJ RATE		.00
POSITION TITLE		SALARY RATE CODE		
		LOCALITY TABLE CODE		
POSITION TITLE CODE		GEOGRAPHIC ADJ PERCENT		.0000
PAY PLAN/GRADE/STEP	00 00	PAY RATE DETERMINANT CODE		
MR/IP NUMBER		PAY TABLE CODE		
OCC SERIES/FUNCTION CODE	0000 00	LEO INDICATOR		
DUTY STATION CODE	0000 000	FAIR LABOR STANDARDS CODE		
	CITY/ST	Fegli COVERAGE CODE		
	COUNTY	RETIREMENT COVERAGE CODE		
DOCUMENT DESCRIPTION CODE		SEPARATION ACCESSION TYPE		0
		FREQUENCY PAID CODE		0
DOCUMENT EFFECTIVE DATE	00 00 00	EARNINGS LIMITATION CODE		
DOCUMENT BATCH	0000 PP 00 YR 00	NOA 1ST		00000
PERS ACTION EFFECTIVE	00 00 00	NOA 2ND		00000
ACCT STATION CD	0000 LOCATION CD 0	PMSA CODE	CMSA CODE	
PLEASE ENTER SSNO AND PRESS ENTER				1400
	PF11 = NEXT AGCY HIST	PF12 = PREV AGCY HIST		
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 74: Salary Data Transaction Screen

This section includes the following topics:

Salary Data Transaction (IR201).....	84
Dates & Misc Sal/Pers Transaction (IR202).....	85
State Tax Transaction (IR205)	86
City Tax Transaction (IR206)	86
County Tax Transaction (IR207).....	88
Allowances/COLA/Post Diff Trans (IR209)	89
Charitable Contribution Trans (IR211).....	90
Flexfund Transaction (IR213)	91
Health Benefits Transaction (IR215)	92
Life Insurance Transaction (IR216).....	93
Retirement Data Transaction (IR217).....	94
Thrift Savings Data Transaction (IR218).....	95
SF 50B Data Elements Transaction (IR222)	96
Personnel Supplements Transaction (IR223)	97
Residence Address Transaction (IR224)	98
Personnel Transaction History (IR225).....	99
Detail Assign/Temp Prom Transaction (IR227).....	100
Saved Grade Data Transaction (IR228).....	101
Awards Transaction (IR242)	102
Processing Indicators Transaction (IR244).....	103



Salary Data Transaction (IR201)

Salary Data Transaction is screen number 201 on the Transaction History Menu. It displays an employee's position-related information, salary record, and personnel records associated with the employee. Elements such as the employee's Department code, adjusted salary, POI, grade, step, etc. are listed on this screen. To access information, type the SSN and press **Enter**.

SSN 00000000	AG	* SALARY DATA TRANSACTION *	XX/XX/XX	IR201
SCREEN 000	NAME		TRAN HIST	0000
			TRAN RCD	0000
DEPARTMENT CODE	POI 0000	ADJUSTED SALARY		.00
ORG STRUCTURE CODE	PF2 = ORG LITERAL	SCHEDULED SALARY		.00
00 00 0000 00 00 00 00		GEOGRAPHIC ADJ RATE		.00
POSITION TITLE		SALARY RATE CODE		
		LOCALITY TABLE CODE		
POSITION TITLE CODE		GEOGRAPHIC ADJ PERCENT		.0000
PAY PLAN/GRADE/STEP	00 00	PAY RATE DETERMINANT CODE		
MR/IP NUMBER		PAY TABLE CODE		
OCC SERIES/FUNCTION CODE	0000 00	LEO INDICATOR		
DUTY STATION CODE	0000 000	FAIR LABOR STANDARDS CODE		
CITY/ST		FGLI COVERAGE CODE		
COUNTY		RETIREMENT COVERAGE CODE		
DOCUMENT DESCRIPTION CODE		SEPARATION ACCESSION TYPE		0
		FREQUENCY PAID CODE		0
DOCUMENT EFFECTIVE DATE	00 00 00	EARNINGS LIMITATION CODE		
DOCUMENT BATCH	0000 PP 00 YR 00	NOA 1ST	000	00000
PERS ACTION EFFECTIVE	00 00 00	NOA 2ND	000	00000
ACCT STATION CD	0000 LOCATION CD 0	PMSA CODE		
PLEASE ENTER SSNO AND PRESS ENTER		CMSA CODE		1400
PF11 = NEXT AGCY HIST		PF12 = PREV AGCY HIST		
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY		CLEAR = EXIT

Figure 75: Salary Data Transaction Screen

To display the Agency organizational structure description, press **PF2**. To display additional Agency transaction history records, press **PF11**. To display additional records for the same Agency, press **Enter**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Dates & Misc Sal/Pers Transaction (IR202)

Dates and Miscellaneous Salary/Personnel Transaction is screen number 202 on the Transaction History Menu. It displays general salary data and associated dates for an employee. It contains two screens and lists the dates when the employee entered his/her present grade, the SCD WGI date, the SCD date for leave, the service year start date, etc. To access information, type the SSN and press **Enter**.

```

SSN 000000000 AG * DATES & MISC SAL/PERS TRANSACTION * XX/XX/XX IR202
SCREEN 000 NAME TRANS HIST 0000
TRANS RCD 0000

ENTERED PRESENT GRADE 00 00 00 TYPE OF APPOINTMENT CODE 00
SCD WGI 00 00 00 WORK SCHEDULE
DATE SCD RETIRE 00 00 00 TOUR OF DUTY HOURS .00
DATE SCD RIF 00 00 00 ALTERNATE WORK SCHEDULE 0
DATE SCD LEAVE 00 00 00 SEASONAL STATUS QUO 0
SERVICE AGREE EXPIRE 00 00 00 SPECIAL EMPLOYEE CODE
DATE LONGEVITY 00 00 00 CURRENT EMPLOYMENT STATUS 00
LONGEVITY PERCENT .00 SPECIAL EMPLOYMENT PROGRAMS CD
QUARTER DED CODE 0 RATE .00 BARGAINING UNIT STATUS 0000
COPR STATUS POSITION SUPERVISORY CODE 0
PROFESSIONAL CATEGORY EMPLOYEE TYPE
CONVERSION CAREER TEN 00 00 00 POSITION SENSITIVITY CODE
FOREIGN DIFFER PERCENT .0000 ALTERNATE GEOGRAPHIC PERCENT .0000

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF8 = PG/DWN PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
    
```

Figure 76: Dates & Misc Sal/Pers Transaction Screen (1 of 2)

To view the data displayed on Screen 2, press **PF8**. To return to the previous screen, press **PF7**. To display additional Agency transaction history records, press **PF11**. To display additional records for the same Agency, press **Enter**. To return to the previous Agency transaction history record, press **PF12**.

```

SSN 000000000 AG * DATES & MISC SAL/PERS TRANS (CONT) * XX/XX/XX IR2021
SCREEN 000 NAME TRANS HIST 0000
TRANS RCD 0000

SUPV MANAGER PROBATION BEGIN 00 00 00 AUO/AP STANDBY PERCENT 000
PROBATION PERIOD STARTS 00 00 00 AUO/AP STANDBY HOURS WK(1) 00 (2) 00
NON PAY NTE 00 00 00 ANNUITANT SHARE AMOUNT .00
PROMOTION NTE 00 00 00 ANNUITANT INDICATOR
APPOINTMENT NTE 00 00 00 SALARY SHARE CODE 0
APPOINTMENT LIMITATION CODE 0 PRIMARY FUND CODE 00
SERVICE YEAR START DATE 00 00 00 COOP EMPLOYEE CONTROL CODE 0
APPOINTMENT HOURS DAYS DOLLAR COOP SHARE AMOUNT .00
TOTAL .00 000 .00 COOP RT OVERTIME .00 HOLIDAY .00
WAGE BOARD AREA CODE EARNINGS LIMITATION YTD .00
WB SHIFT 2 .00 .00 VAR .00 SEVERANCE PAY CODE 0
ENVIRONMENTAL DIFFERENTIAL RATE .00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF7 = PG/UP PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
    
```

Figure 77: Dates & Misc Sal/Pers Trans (Cont) Screen (2 of 2)



To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

State Tax Transaction (IR205)

State Tax Transaction is screen number 205 on the Transaction History Menu. It displays an employee's State tax history record. Information displayed includes deduction information, State code, status duty State, private tax code, the number of exemptions, the number of extra exemptions, the number of personal exemptions, the dollar amount of extra deductions, and the pay period and year processed. To access information, type the SSN and press **Enter**. The Record field is a counter for multiple records.

```

SSN 000000000 AG * STATE TAX TRANSACTION * XX/XX/XX IR205
SCREEN 000 NAME TRANS HIST 0000
RECORD 0000 TRANS RCD 0000

PROCESSED PP 00 YR 00 EXEMPTIONS
WITHHOLDING STATE CODE/NAME NUMBER EXTRA PERSONAL
STATUS DUTY STATE 0
PRIVATE TAX CODE 0
EXTRA DEDUCTIONS .00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT

```

Figure 78: State Tax Transaction Screen

Press **Enter** to display additional State Tax Transaction records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

City Tax Transaction (IR206)

City Tax Transaction is screen number 206 on the Transaction History Menu. It displays a history record of an employee's total city tax deductions for the taxing year. Information displayed



includes State and city codes/names, tax status and description, tax indicator, number of exemptions, percentage rate, dollar amount of extra deductions, and the dollar amount of total deductions to date for the taxing year. To access information, type the SSN and press **Enter**. If an employee does not have city tax deducted from his/her salary, zeros will appear on this screen. The Tax Record field is a counter for multiple records.

```
SSN 000000000 AG * CITY TAX TRANSACTION * XX/XX/XX IR206
SCREEN 000 NAME TRANS HIST 0000
TRANS RCD 0000

TAX RECORD 0000

STATE CODE/NAME 00
CITY CODE/NAME 0000
TAX STATUS 0
TAX INDICATION 0
NUMBER EXEMPTIONS
EXTRA NUMBER EXEMPTIONS 00
TAX PERCENT .00
EXTRA DEDUCTIONS .00
TAX DEDUCTIONS YTD .00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 79: City Tax Transaction Screen

Press **Enter** to display additional City Tax Transaction records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



County Tax Transaction (IR207)

County Tax Transaction is screen number 207 on the Transaction History Menu. It displays a history record of an employee's total tax deductions for the taxing year. Information displayed includes State and county codes/names, tax status and description, tax indication, number of exemptions, percentage rate, dollar amount of any extra deductions, and the dollar amount of the deductions to date for the taxing year. To access information, type the SSN and press **Enter**. If an employee does not have county tax withheld from his/her salary, zeros will appear in this field. The Tax Record field is a counter for multiple records.

```
SSN 000000000 AG * COUNTY TAX TRANSACTION * XX/XX/XX IR207
SCREEN 000 NAME TRANS HIST 0000
TRANS RCD 0000

TAX RECORD 0000

STATE CODE/NAME 00
COUNTY CODE/NAME 000
TAX STATUS 0
TAX INDICATION 0
NUMBER EXEMPTIONS
EXTRA NUMBER EXEMPTION 00
TAX PERCENT .00
EXTRA DEDUCTIONS .00
TAX DEDUCTIONS YTD .00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 80: County Tax Transaction Screen

Press **Enter** to display additional County Tax Transaction records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Allowances/COLA/Post Diff Trans (IR209)

Allowances/COLA/Post Differential Transactions is screen number 209 on the Transaction History Menu. It displays a history record of an employee's allowance data. Information displayed for the various allowance codes are COLA/post differential, allowance COLA, foreign post pay differential, allowance type (e.g., uniform allowance, professional liability insurance) whether or not the allowance is taxable, total yearly dollar allowance amount, dollar amount rate deducted from the employee's salary each pay period, and the balance remaining. To access information, type the SSN and press **Enter**.

SSN 000000000	AG	* ALLOWANCES/COLA/POST DIFF TRANS *		XX/XX/XX	IR209
SCREEN 000	NAME			TRANS HIST	0000
				TRANS RCD	0000
COLA POST DIFF CODE @	ALLOWANCE COLA CODE			FOREIGN POST PAY DIFF CODE	
	ALLOWANCE RECORD		0000		
	TYPE		000		
	TAXABLE				
	CODE		0		
	TOTAL		.00		
	RATE		.00		
	BALANCE		.00		
PLEASE ENTER SSNO AND PRESS ENTER					1400
	PF11 = NEXT	AGCY HIST		PF12 = PREV	AGCY HIST
PF1 = SUB MENU	PF5 = HELP		ENTER = INQUIRY	CLEAR = EXIT	

Figure 81: Allowances/COLA/Post Diff Trans Screen

The Allowance Record field is a counter for multiple records on this program. Press **Enter** to display additional allowance records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Charitable Contribution Trans (IR211)

Charitable Contribution Trans is screen number 211 on the Transaction History Menu. It displays history data for up to two charitable contributions. This screen displays the record number of the contribution, the type code, the city code, the State code, the dollar amount to be deducted per pay period, and the balance remaining to be deducted for the calendar year. To access information, type the SSN and press **Enter**.

SSN 000000000	AG	* CHARITABLE CONTRIBUTION TRANS *	XX/XX/XX	IR211
SCREEN 000	NAME		TRANS HIST	0000
			TRANS RCD	0000
RECORD 0000				
TYPE CODE 00				
CITY CODE 0000				
STATE CODE				
AMOUNT PP .00				
BALANCE REMAINING .00				
PLEASE ENTER SSNO AND PRESS ENTER				1400
PF11 = NEXT AGCY HIST			PF12 = PREV AGCY HIST	
PF1 = SUB MENU		PF5 = HELP		ENTER = INQUIRY CLEAR = EXIT

Figure 82: Charitable Contribution Trans Screen

Press **Enter** to display additional charitable contribution records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Flexfund Transaction (IR213)

Flexfund Transaction is screen number 213 on the Transaction History Menu. It displays a history of an employee's flexfund data. Information displayed includes the transaction code, plan code, option code, effective date of the transaction, dollar amount and balance, tax deferred code, the applicable pay periods, benefit type, and payee name. The transaction record field is a counter for multiple records. To access information, type the SSN and press **Enter**.

```
SSN 00000000 AG * FLEXFUND TRANSACTION * XX/XX/XX IR213
SCREEN 000 NAME TRANS HIST 0000
TRANS RCD 0000

RECORD 0000

TRANSACTION CODE
PLAN CODE
OPTION CODE
DATE EFFECTIVE 00 00 00
AMOUNT .00
TOTAL AMOUNT .00
BALANCE .00
TAX DEFERRED CODE
PP DEDUCTED THIS TAX YR 00
BENEFIT TYPE 0
PAYEE NAME:

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 83: Flexfund Transaction Screen

Press **Enter** to display additional flexfund records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Health Benefits Transaction (IR215)

Health Benefits Transaction is screen number 215 on the Transaction History Menu. It displays a history of Federal and non-Federal health benefits data. Information displayed includes a plan name, enrollment code, coverage code, benefit type, control number, and the tax deferred code. To access information, type the SSN and press **Enter**. The Record field is a counter for multiple records.

SSN 00000000	AG	* HEALTH BENEFITS TRANSACTION *		XX/XX/XX	IR215
SCREEN 000	NAME			TRANS HIST	0000
				TRANS RCD	0000
		DATE FEHB EFFECTIVE	00 00 00		
			RECORD 0000		
	PLAN NAME				
	ENROLLMENT CODE	0		CONTROL NUMBER	
	COVERAGE CODE			TAX DEFERRED CODE	
	BENEFIT TYPE	0		ENROLLMENT FUTURE USE	
	PRORATION IND			COVERAGE DATE	00 00 00
	MERGER IND			BEGIN DATE	00 00 00
	TERMINATION IND			END DATE	00 00 00
	HEALTH BENEFIT USE			HB EVENT CHANGE	00
PLEASE ENTER SSNO AND PRESS ENTER					1400
		PF11 = NEXT AGCY HIST		PF12 = PREV AGCY HIST	
PF1 = SUB MENU		PF5 = HELP		ENTER = INQUIRY	CLEAR = EXIT

Figure 84: Health Benefits Transaction Screen

Press **Enter** to display additional health benefits records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Life Insurance Transaction (IR216)

Life Insurance Transaction is screen number 216 on the Transaction History Menu. It displays a history of Federal and non-Federal life insurance data. Information displayed includes coverage and plan codes, effective date of the policy, coverage amount, etc. To access information, type the SSN and press **Enter**. The Record field is a counter for multiple records.

SSN 000000000	AG	* LIFE INSURANCE TRANSACTION *		XX/XX/XX	IR216
SCREEN 000	NAME			TRANS HIST	0000
				TRANS RCD	0000
<u>Fegli</u>	<u>Court</u>	<u>Order</u>	<u>Fegli</u>	<u>Designated</u>	<u>Benefit</u>
<u>Fegli</u>	<u>Assignment</u>	<u>Ind</u>	<u>Fegli</u>	<u>Post</u>	<u>Elect</u>
				<u>Base</u>	<u>Ins</u>
					.00
			<u>RECORD</u>	<u>0000</u>	
PLAN CODE			BENEFIT TYPE		0
COVERAGE CODE			AGE BRACKET CODE		
DATE EFFECTIVE	00	00	00	BASIC COST ALTERNATE	
BASIC COVERAGE AMOUNT			.00	COVERAGE AMOUNT FURNISHED	
BIWEEK DEDUCT NON TABLE			.00	BASIC RATE DETERMINANT	0
OPTION A FACTOR				PLAN TYPE	0
OPTION B FACTOR				TAX DEFERRED CODE	
OPTION C FACTOR					
PLAN NAME					
DESCRIPTION					
PAYEE NAME					
PLEASE ENTER SSNO AND PRESS ENTER					1400
			PF11 = NEXT AGCY HIST		
PF1 = SUB MENU		PF5 = HELP	PF12 = PREV AGCY HIST		
			ENTER = INQUIRY		CLEAR = EXIT

Figure 85: Life Insurance Transaction Screen

Press **Enter** to display additional life insurance records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Retirement Data Transaction (IR217)

Retirement Data Transaction is screen number 217 on the Transaction History Menu. It displays a history of retirement data for CSRS, FERS, and other retirement systems. Information displayed includes data such as coverage and plan codes, effective dates, benefit and deduction types, etc. To access information, type the SSN and press **Enter**. The Record field is a counter for multiple records.

SSN 000000000	AG	* RETIREMENT DATA TRANSACTION *	XX/XX/XX	IR217
SCREEN 000	NAME		TRANS HIST	0000
			TRANS RCD	0000
		RECORD	0000	
PARTICIPATION ELIGIBILITY CODE		ACTION CODE		0
PLAN CODE		DATE DEDUCTION BEGAN	00 00 00	
EFF DATE OF ACTION	00 00 00	FROZEN SICK LEAVE BALANCE		.00
BENEFIT TYPE	0	CSRS PREVIOUS COVERAGE	IND	
NON DEFERRED DEDUCTION	.0000	FERS PREVIOUS COVERAGE	IND	
DEFERRED DEDUCTION	.0000			
DEDUCTION TYPE	0			
DED AFTER OASDI LIMIT	.0000			
DED LIMIT TO OASDI				
PLEASE ENTER SSNO AND PRESS ENTER				1400
PF11 = NEXT AGCY HIST		PF12 = PREV AGCY HIST		
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 86: Retirement Data Transaction Screen

Press **Enter** to display additional retirement records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Thrift Savings Data Transaction (IR218)

Thrift Savings Data Transaction is screen number 218 on the Transaction History Menu. It displays an employee's TSP data history. Information displayed includes TSP eligibility date and code, deductions began date, and TSP base pay YTD. To access information, type the SSN and press **Enter**. The Thrift Savings Record field is a counter for multiple records.

```

SSN 000000000 AG * THRIFT SAVINGS DATA TRANSACTION * XX/XX/XX IR218
SCREEN 000 NAME TRANS HIST 0000
                                           TRANS RCD 0000

DATE TSP ELIGIBILITY 00 00 00
TSP ELIGIBILITY CODE

THRIFT SAVINGS RECORD 0000

PLAN CODE NON DEFERRED DED FACTOR .0000
COVERAGE CODE DEFERRED DEDUCTION FACTOR .0000
DED LIMIT TO OASDI DED AFTER OASDI LIMIT .0000
BENEFIT TYPE 0 TSP BASE PAY YTD .00
DEDUCTION TYPE 0
ACTION CODE 0
DEDUCTIONS BEGAN 00 00 00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
    
```

Figure 87: Thrift Savings Data Transaction Screen

Press **Enter** to display additional thrift savings data records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



SF 50B Data Elements Transaction (IR222)

SF 50B Data Elements Transaction is screen number 222 on the Transaction History Menu. It displays a history of an employee's personal data as recorded on the SF 50B and contains two screens. To access information, type the SSN and press **Enter**. To display the organizational structure code name, press **PF2** in the Org Structure Code field on Screen 1.

```

SSN 00000000 AG * SF-50B DATA ELEMENTS TRANSACTION * XX/XX/XX IR222
SCREEN 000 NAME TRANS HIST 0000
TRANS RCD 0000

DATE OF BIRTH 00 00 00 PERS ACTN EFF 00 00 00
NAT ACT 1ST 3 POS 000 NAT ACT 2ND 3 POS 000
NAT ACT AUTH 1ST NAT ACT AUTH 2ND
APPOINT NTE 00 00 00 PROM NTE 00 00 00 NON PAY NTE 00 00 00
POSITION TITLE MR/IP
PAY-PLAN OCC SERIES 0000 GRADE 00 STEP 00
SALARY RATE CODE SCHEDULED SALARY .00
GEOGRAPHIC ADJ RATE .00 ADJ SALARY .00 OTHER PAY .00
ORG STRUCTURE CODE 00 00 0000 00 00 00 00 (PF2 = ORG NAME)
VETERANS PREF CODE 0 TENURE GROUP 0 AGENCY USE 1
VETERANS PREF RIF FEGLI CODE AGENCY USE 2
PAY RATE DETER CODE RETIREMENT PLAN (1) (2) SCD LEAVE 00 00 00
WORK SCHEDULE TOUR OF DUTY HOURS .00 ANNUITANT IND
POSITION OCCUPIED 0 FLSA BARGAINING UNIT STATUS 0000
DUTY STATION CD 0000 000
REMARKS CODES
DEPARTMENT CODE AGENCY CODE POI 0000 PERS ACTION CODE 0

PLEASE ENTER SSNO AND PRESS ENTER 0000
PF11 = NEXT AGCY HIST PF8 = PG/DWN PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT

```

Figure 88: SF-50B Data Elements Transaction Screen (1 of 2)

To view the data displayed on Screen 2, press **PF8**. Press **Enter** to display additional SF 50B records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

```

SSN 00000000 AG * SF-50B DATA ELEMENTS (CONT) * XX/XX/XX IR222 I
SCREEN 000 NAME TRANS HIST 0000
TRANS RCD 0000

SEX CD CITIZENSHIP STATUS 0 TYPE OF APPOINTMENT 00
FEHBA COVERAGE 0 VETERANS STATUS DATE SCD RETIRE 00 00 00
EDUC LEVEL 00 YR DEG/CERT RCVD 00 DATE SCD RIF 00 00 00
INSTRUCTIONAL PROGRAM 0000000 DATE SCD WGI 00 00 00
TSP ELIGIBILITY CODE DATE ENTERED PRESENT GRADE 00 00 00
SPEC EMP CD SPEC EMP PGM CD DATE PROBATION PERIOD STARTS 00 00 00
SALARY SHARE CODE .00 DATE SUPR/MGR PROB PERIOD 00 00 00
ANNUITANT SHARE AMT .00 QTRS DEDUCT CODE 0 RATE .00
COOP EMP CNTRL CD 0 COLA/POST DIFF CODE 0
COOP OVERTIME AMT .00 LT 349/PP/YR/EO 00 00 0000
COOP HOLIDAY RATE .00 LT 063/PP/YR/EO 00 00 0000

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF7 = PG/UP PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT

```

Figure 89: SF-50B Data Elements (Cont) Screen (2 of 2)



To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

Personnel Supplements Transaction (IR223)

Personnel Supplements Transaction is screen number 223 on the Transaction History Menu. It displays a history of an employee's general personnel data such as education level, performance evaluation data, accession data, etc. To access information, type the SSN and press **Enter**.

SSN 00000000	AG	* PERSONNEL SUPPLEMENTS TRANSACTION *		XX/XX/XX	IR223
SCREEN 000	NAME			TRANS HIST	0000
				TRANS RCD	0000
SEPARATION ACCESSION TYPE	0	RECRUITMENT BONUS		.00	PCT .00
CITIZENSHIP CODE	0	RELOCATION BONUS		.00	PCT .00
SEX CODE		RETENTION ALLOWANCE		.00	PCT .00
EDUCATION LEVEL	00	SUPERVISORY DIFF RATE		.00	PCT .00
INSTRUCTIONAL PROGRAM	000000	STAFFING DIFF RATE		.00	PCT .00
DEGREE CERTIFICATION RECEIVED	YR 00	FOREIGN LANG ALLOW		.00	PCT .00
VETERANS STATUS		CASH AWARD AMOUNT			.00
PERF PENALTY STATUS		CASH AWARD EFFECTIVE	PP 00	YR 00	
DATE PENALTY BEGAN	00 00 00	PMRS/PFP BONUS AMOUNT			.00
ADJP ELAPS PP COUNTER	000	PMRS/PFP BONUS EFFECTIVE	PP 00	YR 00	
PROMOTION PLAN CODE	0	STUDENT LOAN REPAYMENT			
ACCESSION	PP 00 YR 00				
WORKING TITLE CODE	0000				
PATCO					
PAY PROTECTION FLAG					
AGENCY USE					
PLEASE ENTER SSNO AND PRESS ENTER				1400	
PF11 = NEXT AGCY HIST				PF12 = PREV AGCY HIST	
PF1 = SUB MENU		PF5 = HELP		ENTER = INQUIRY CLEAR = EXIT	

Figure 90: Personnel Supplements Transaction Screen

Press **Enter** to display additional personnel supplement records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Residence Address Transaction (IR224)

Residence Address Transaction is screen number 224 on the Transaction History Menu. It displays a history of an employee's residence address. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG XX * RESIDENCE ADDRESS TRANSACTION * XX/XX/XX IR224
SCREEN 000 NAME _____ TRANS HIST 0001

* RESIDENCE ADDRESS *

111 ABCO LN

FISHING LA 70000

INQUIRY COMPLETE = ENTER TO CONTINUE 0307
PF11 = NEXT AGCY HIST PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 91: Residence Address Transaction Screen

Press **Enter** to display additional residence address records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Personnel Transaction History (IR225)

Personnel Transaction History is screen number 225 on the Transaction History Menu. It displays a history of personnel actions processed. Information displayed includes the effective date of the personnel action, nature of action, Agency, POI, batch number, the user-ID of the person who entered the action, and the pay period and year processed. This program lists all personnel actions processed and excludes payroll transactions (such as, State tax and union dues). To access information, type the SSN and press **Enter**.

```
SSN 00000000 AG * PERSONNEL TRANSACTION HISTORY * XX/XX/XX IR225
SCREEN 000 NAME
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL
PROCESSED ----- DOCUMENT -----
PP YR EFF-DATE NATURE OF ACTION AGCY POI BATCH USER-ID

PLEASE ENTER SSNO AND PRESS ENTER 0000
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT
```

Figure 92: Personnel Transaction History Screen

To display the nature of action code literal, place the cursor on the nature of action code and press the **PF2** key. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

Note: Do not use the **PF7** key on this program to page up. The **Enter** key must be used to return to the beginning of the list. The user ID displayed, in the user ID field, is that of the person who entered the data into the system.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Detail Assign/Temp Prom Transaction (IR227)

Detail Assign/Temporary Promotion Transaction is screen number 227 on the Transaction History Menu. It displays an employee's current detailed position data and temporary promotion data. The Department code, Agency code, POI, pay plan, grade, and the not-to-exceed dates for both positions are listed on this screen. To access information, type the SSN and press **Enter**.

SSN 00000000 AG	* DETAIL ASSIGN/TEMP PROM TRANSACTION *	XX/XX/XX IR227			
SCREEN 000 NAME		TRANS HIST 0000			
		TRANS RCD 0000			
DEPT CODE	AGENCY	POI 0000	DEPT CODE	AGENCY	POI 0000
MR NO	IP NO		MR NO	IP NO	
PAY PLAN	GRADE 00			GRADE 00	
PROMOTION NOT TO EXCEED DATE			DATE DETAILED ASSIGNMENT EXPIRES		
00 00 00			00 00 00		
PLEASE ENTER SSNO AND PRESS ENTER			0000		
PF11 = NEXT AGCY HIST			PF12 = PREV AGCY HIST		
PF1 = SUB MENU	PF5 = HELP		ENTER = INQUIRY	CLEAR = EXIT	

Figure 93: Detail Assign/Temp Prom Transaction Screen

Press **Enter** to display additional assignment/promotion address records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Saved Grade Data Transaction (IR228)

Saved Grade Data Transaction is screen number 228 on the Transaction History Menu. It displays history information pertaining to retained and current positions. Information displayed includes pay plan, grade, occupation series, and the occupation series function code for both retained and current data. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * SAVED GRADE DATA TRANSACTION * XX/XX/XX IR228
SCREEN 000 NAME TRANS HIST 0000
TRANS RCD 0000

* SAVED GRADE * * FORMER POSITION *
PAY PLAN GRADE 00 PAY PLAN GRADE 00
OCCUPATIONAL SERIES 0000 OCCUPATIONAL SERIES 0000
OCC SERIES FUNCTION CODE 00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 94: Saved Grade Data Transaction Screen

Press **Enter** to display additional retained grade address records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Awards Transaction (IR242)

Awards Transaction is screen number 242 on the Transaction History Menu. It displays cash award history data. The case number of the award, dollar amount of the award, dollar amount of the PMRS/PFP bonus, and the effective pay period and year for both awards are listed on this screen. This is the most recent cash award earned by the employee. To access information, type the SSN and press **Enter**.

SSN 000000000	AG	* AWARDS TRANSACTION *	XX/XX/XX	IR242
SCREEN 000	NAME		TRANS HIST	0000
			TRANS RCD	0000
CURRENT AWARDS CASE NUMBER				
CASH AWARD AMT	.00	EFF PP	00	YR 00
PMRS/PFP BONUS AMT	.00	EFF PP	00	YR 00
PLEASE ENTER SSNO AND PRESS ENTER				
PF11 = NEXT AGCY HIST			1400	
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 95: Awards Transaction Screen

Press **Enter** to display additional award records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Processing Indicators Transaction (IR244)

Processing Indicators Transaction is screen number 244 on the Transaction History Menu. It displays a history of various types of system indicators when certain transactions are processed, such as payroll or personnel actions. To access information, type the SSN and press **Enter**.

```
SSN 00000000 AG * PROCESSING INDICATORS TRANSACTION * XX/XX/XX IR244
SCREEN 000 NAME TRANS HIST 0000
TRANS RCD 0000

SPLIT TA REQUIRED IND
FLEXFACTOR PARTICIPANT CD SPPS IND
EMPLOYEE TRANSFER IND COMPETITIVE LV CODE
USDA DEMO PROJECT IND TYPE 349 CHANGE
EMPLOYEE CEILING IND 0 FEGLI IND -
POSITION STATUS BUDGET PMSO MR AGENCY USE
FERS COVERAGE IND PMSO IP AGENCY USE

SALARY USE
1ST
2ND
3RD

PERSONNEL USE
1ST
2ND

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 96: Processing Indicators Transaction Screen

Press **Enter** to display additional indicator records. To display additional Agency transaction history records, press **PF11**. To return to the previous Agency transaction history record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Restricted Data Menu

The Restricted Data Menu is Option 300 on the IRIS Main Menu. This option provides a menu of 14 screens that are used to view current , historical, and sensitive personnel data.

There are four personnel histories available in this menu. Each of these screens displays the data elements, PERHIS Red and/or Record.

The PERHIS Red is the data element used to display a counter identifying personnel history employee records. A new personnel history employee record is added to the database when an accession is processed or a change is made in the organization structure code (any of the eight levels), POI, or servicing Agency.

A record is the data element used to display a counter indicating the occurrence of that record within a particular personnel history employee record on the database.

To select an option from the Restricted Data Menu, follow one of the methods below:

Type the screen number in the Screen field and press **Enter**. A screen with no data is displayed.

```

                                RESTRICTED DATA MENU                                XX/XX/XX  IR300
                                SCREEN 000

                                * CURRENT DATA MENU *                                * PERSONNEL HISTORY MENU *
001 DISABILITY/RNO/ERI DATA                                002 PERHIS DISABILITY/RNO/ERI DATA
003 WGI INFORMATION                                        005 PERHIS PERFORMANCE EVALUATION DATA
004 PERFORMANCE EVALUATION DATA                          011 PERHIS UNION/ASSOCIATION DUES
006 CHILD SUPPORT & ALIMONY                                014 PERHIS SES PERFORMANCE DATA
008 UNION/ASSOCIATION DUES
012 INVESTIGATION DATA
013 SES PERFORMANCE DATA

                                * PAYROLL DATA MENU *
                                >> CURRENTLY UNAVAILABLE <<
007 PACS CHILD SUPPORT & ALIMONY
010 PACS UNION/ASSOCIATION DUES

                                * TRANSACTION HISTORY MENU *
009 UNION/ASSOCIATION DUES TRANSACTIONS

ENTER SCREEN NUMBER - PRESS ENTER                                1400
PFI = MAIN MENU          PF5 = HELP                                ENTER = TRANSFER          CLEAR = EXIT

```

Figure 97: Restricted Data Menu Screen

Help screens are available to provide definitions for both of these data elements on each screen where applicable.



To access the help screens for the Restricted Data Menu program, press **PF5** on the SSN, Agency, or screen field of the Restricted Data Menu. This help screen provides information on the 300 series submenu and gives instructions for accessing any screen in IRIS.

```

XX/XX/XX
IR0000H  
ENTER=RETURN
*****
THIS IS THE 300 SERIES SUBMENU FOR THE IRIS SYSTEM.
THE SCREENS IN THIS SUBMENU DISPLAY RESTRICTED DATA STORED ON
THE PAYROLL/PERSONNEL DATABASE & THE PERSONNEL HISTORY DATABASE.
ACCESS IS RESTRICTED TO AUTHORIZED PERSONNEL ONLY.
CONTACT AGENCY SECURITY REP FOR AUTHORIZATION.

- TO GO DIRECTLY TO ANY SCREEN IN IRIS, ENTER A SSNO (OPTIONAL),
AGENCY (OPTIONAL) AND SCREEN NUMBER AND PRESS ENTER.

```

Figure 98: Restricted Data Menu Help Screen

OR

Type the SSN, the AG (Agency) code (optional), and the screen number and press **Enter**. The screen selected is displayed with the employee's data. This method bypasses the submenu.

```

SSN 00000000 AG * DISABILITY/RNO/ERI DATA * XX/XX/XX IR301
SCREEN 000 NAME

      PHYSICAL DISABILITY CODE  00

      RNO CODE

      ERI CODE
      - HISPANIC OR LATINO
      - AMERICAN INDIAN OR ALASKA NATIVE
      - ASIAN
      - BLACK OR AFRICAN AMERICAN
      - NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
      - WHITE

PLEASE ENTER SSNO AND PRESS ENTER          0000
PFI = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT

```

Figure 99: Disability_RNO_ERI Data Screen



This section includes the following topics:

Disability/RNO/ERI Data (IR301).....	107
PERHIS Disability/RNO/ERI Data (IR302).....	108
WGI Information (IR303).....	109
Performance Evaluation Data (IR304).....	109
PERHIS Performance Evaluation Data (IR305)	110
Child Support & Alimony (IR306)	112
Union/Association Dues (IR308)	113
Union/Association Dues Transaction (IR309)	114
PERHIS Union/Association Dues (IR311).....	115
Investigation Data (IR312).....	116
SES Performance Data (IR313).....	117
PERHIS SES Performance Data (IR314)	118

Disability/RNO/ERI Data (IR301)

Disability/RNO/ERI Data is screen number 301 on the Restricted Data Menu. This screen displays data regarding disability and Race and National Origin (RNO) information. The codes for the employee's physical disability, RNO, and Ethnicity and Race Indicator (ERI) element are listed on this screen. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG          * DISABILITY/RNO/ERI DATA *      XX/XX/XX  IR301
SCREEN 000 NAME

          PHYSICAL DISABILITY CODE   00

          RNO CODE

          ERI CODE
          - HISPANIC OR LATINO
          - AMERICAN INDIAN OR ALASKA NATIVE
          - ASIAN
          - BLACK OR AFRICAN AMERICAN
          - NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
          - WHITE

PLEASE ENTER SSNO AND PRESS ENTER      0000
PF1 = SUB MENU      PF5 = HELP          ENTER = INQUIRY      CLEAR = EXIT
```

Figure 100: Disability/RNO/ERI Data Screen

To display a new record, press **Enter**. To return to a previous record, press **PF12**.



To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

PERHIS Disability/RNO/ERI Data (IR302)

PERHIS Disability/RNO/ERI Data is screen number 302 on the Restricted Data Menu. This screen displays sensitive history data regarding disability and RNO information. The codes for the employee's physical disability, RNO, and ERI element are listed on this screen. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * PERHIS DISABILITY/RNO/ERI DATA * XX/XX/XX IR302
SCREEN 000 NAME PERHIS RCD. 0000

PHYSICAL DISABILITY CODE 00

RNO CODE

ERI CODE
- HISPANIC OR LATINO
- AMERICAN INDIAN OR ALASKA NATIVE
- ASIAN
- BLACK OR AFRICAN AMERICAN
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- WHITE

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT
```

Figure 101: PERHIS Disability/RNO/ERI Data Screen

To display a new record, press **Enter**. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



WGI Information (IR303)

WGI Information is screen number 303 on the Restricted Data Menu. This screen displays an employee's WGI information. The employee's pay plan, grade, step, work schedule, the counters since the last WGI, etc., are listed on this screen. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * WGI INFORMATION * XX/XX/XX IR303
SCREEN 000 NAME

PAY PLAN GRADE 00 STEP 00 WORK SCHEDULE
WGI SCD DATE 00 00 00 DATE WGI PROJECTED EFF 00 00 00
WGI DUE WGI DENIED
WGI NOTIFICATION GIVEN PAY PERIOD NOTIFICATION GIVEN 00
CRITICAL ELEMENT CODE 0 PERF EVAL ANNIVERSARY DATE 00 00 00

* WGI AND QSI INFORMATION *
INT DAYS WKD LAST WGI 0
INT ELAPSED CAL DAYS WGI 0
LWOP SINCE LAST WGI .00
AWOL SINCE LAST WGI .00
SUSP SINCE LAST WGI .00
DATE LAST RECORDED QSI 00 00 00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PFI = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 102: WGI Information Screen

To display a new record, press **Enter**. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

Performance Evaluation Data (IR304)

Performance Evaluation Data is screen number 304 on the Restricted Data Menu. This screen displays four occurrences of an employee's performance evaluation information. The performance evaluation anniversary date, the pattern/level of the Senior Executive Service (SES) employee, the summary rating score, the pay period the evaluation was processed, the year the evaluation was processed, and an element for Agency use are listed on this screen. To access information, type the SSN and press **Enter**.



SES employees' performance records are not displayed in this screen. (See IR313 for SES performance appraisal data.)

```

SSN 000000000 AG          * PERFORMANCE EVALUATION DATA *      XX/XX/XX  IR304
SCREEN 000 NAME

                                PMRS NONRATING OF RECORD PP 00 YR 00

                                YEAR = 00
PERF EVAL ANNIV START DATE 00 00 00   PERF EVAL ANNIV START DATE 00 00 00
PERF EVAL ANNIV END DATE   00 00 00   PERF EVAL ANNIV END DATE   00 00 00
PATTERN/LEVEL
SUMMARY RATING SCORE                000   SUMMARY RATING SCORE                000
PROCESSED PAY PERIOD                00 YR 00   PROCESSED PAY PERIOD                00 YR 00
AGENCY-USE

                                YEAR = 00
PERF EVAL ANNIV START DATE 00 00 00   PERF EVAL ANNIV START DATE 00 00 00
PERF EVAL ANNIV END DATE   00 00 00   PERF EVAL ANNIV END DATE   00 00 00
PATTERN/LEVEL
SUMMARY RATING SCORE                000   SUMMARY RATING SCORE                000
PROCESSED PAY PERIOD                00 YR 00   PROCESSED PAY PERIOD                00 YR 00
AGENCY-USE

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU          PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT

```

Figure 103: Performance Evaluation Data Screen

To display a new record, press **Enter**. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

PERHIS Performance Evaluation Data (IR305)

PERHIS Performance Evaluation Data is screen number 305 on the Restricted Data Menu. This screen displays sensitive history data regarding an employee's performance evaluation. The performance evaluation record number, the year of the evaluation, the performance evaluation anniversary date, the date the processed pay period begins, and the pattern/level of the SES employee are listed on this screen. To access information, type the SSN and press **Enter**.



SES employees' performance records are not displayed on this screen. (See IR313 for SES performance appraisal data.)

```
SSN 00000000 AG * PERHIS PERFORMANCE EVALUATION DATA * XX/XX/XX IR305
SCREEN 000 NAME PERHIS RCD. 0000

RECORD 0000 YR 00

PERF EVALUATION ANNIVERSARY DATE 00 00 00
DATE PROCESSED PAY PERIOD BEGINS 00 00 00
PATTERN/LEVEL

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT
```

Figure 104: PERHIS Performance Evaluation Data Screen

To display a new record, press **Enter**. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Child Support & Alimony (IR306)

Child Support & Alimony is screen number 306 on the Restricted Data Menu. This screen displays sensitive child support and alimony information. The type of the disbursement, arrears data, court data, and deduction data are listed on this screen. To access information, type the SSN and press **Enter**.

SSN 00000000	AG	* CHILD SUPPORT & ALIMONY *		XX/XX/XX	IR306
SCREEN 000	NAME			RECORD	0000
POSITION CURSOR ON	ROUTE NUMBER	PRESS PF2 FOR	FINANCIAL INSTITUTION ADDRESS		
CASE NUMBER	0000	* RECIPIENT ADDRESS *			
START DATE	00 00 00				
TRANSACTION CODE	0				
COURT CASE NUMBER					
TYPE DISBURSEMENT		0			
		* COURT COST DATA *			
TYPE ACCOUNT		INDICATOR CODE	0		
ROUTING NO	000000000	TOTAL AMOUNT		.00	
BANK ACCT NO		AMOUNT PER PP		.00	
* ARREARS DATA *		* DEDUCTION DATA *			
INDICATOR CODE	0	INDICATOR CODE		0	
TOTAL AMOUNT	.00	AMOUNT PER PP		.00	
AMOUNT PP	.00	AMOUNT NTE PER PP		.00	
AMOUNT NTE PER PP	.00	MAXIMUM PERCENTAGE		.00	
PERCENT PER PP	.00	PERCENT PER PP		.00	
PLEASE ENTER SSNO AND PRESS ENTER					1400
PF1 = SUB MENU	PF5 = HELP	PF12 = PREV	ENTER = INQUIRY	CLEAR = EXIT	

Figure 105: Child Support & Alimony Screen

To display a new record, press **Enter**. Position cursor on the routing number and press **PF2** to display the financial address. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Union/Association Dues (IR308)

Union Association Dues is screen number 308 on the Restricted Data Menu. This screen displays sensitive union/association dues information. The record number, transaction code, dues code, authority date, deduction indicator code, dollar amount to be deducted each pay period, minimum dollar amount to be deducted, percentage that is deducted each pay period, union/local code, and the address of the union/local are listed on this screen. To access information, type the SSN and press **Enter**.

SSN 00000000	AG	* UNION/ASSOCIATION DUES *	XX/XX/XX	IR308
SCREEN 000	NAME			
		RECORD 0000		
	TRANSACTION CODE	00		
	DUES CODE			
	AUTHORITY DATE	00 00 00		
	DEDUCTION IND CODE	0		
	AMOUNT PER PAY PERIOD	.00		
	MINIMUM DEDUCTION AMT	.00		
	PERCENT DEDUCTION	.00000		
	UNION/LOCAL CODE	00 0000		
	ADDRESS:			
PLEASE ENTER SSNO AND PRESS ENTER				1400
PF1 = SUB MENU	PF5 = HELP	PF12 = PREV	ENTER = INQUIRY	CLEAR = EXIT

Figure 106: Union/Association Dues Screen

To display a new record, press **Enter**. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Union/Association Dues Transaction (IR309)

Union Association Dues Transaction is screen number 309 on the Restricted Data Menu. This screen displays sensitive data regarding adjustments made for union/association dues. The record number, transaction code, authority date, deduction indicator code, dollar amount to be deducted each pay period, minimum dollar amount to be deducted, percentage that is deducted, union/local code, and the address of the union/local are listed on this screen. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * UNION/ASSOCIATION DUES TRANSACTION * XX/XX/XX IR309
SCREEN 000 NAME TRANS HIST 0000
TRANS RCD 0000

RECORD 0000

TRANSACTION CODE 00

AUTHORITY DATE 00 00 00
DEDUCTION IND CODE 0
AMOUNT PER PAY PERIOD .00
MINIMUM DEDUCTION AMT .00
PERCENT DEDUCTION .00000
UNION/LOCAL CODE 00 0000
ADDRESS:

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF11 = NEXT AGCY HIST PF12 = PREV AGCY HIST
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT
```

Figure 107: Union/Association Dues Transaction Screen

To display a new record, press **Enter**. To display additional Agency transaction history records, press **PF11**. The first record of the next Agency transaction record is displayed.

To return to the previous Agency transaction history record, press **PF12**. The first record of the previous Agency transaction history record is displayed.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS Union/Association Dues (IR311)

PERHIS Union/Association Dues is screen number 311 on the Restricted Data Menu. This screen displays sensitive history data regarding an employee's union/association dues. The transaction code, authority date, effective date of the action, date the processing pay period begins, union/local code, and the address of the union/local are listed on this screen. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG          * PERHIS UNION/ASSOCIATION DUES *      XX/XX/XX  IR311
SCREEN 000 NAME          PERHIS RCD. 0000

                                TRANSACTION CODE      00
                                AUTHORITY DATE      00 00 00
                                ACTION EFF DATE     00 00 00
                                PROC PP BEGINS     00 00 00
                                UNION/LOCAL CODE    00 0000
                                ADDRESS:

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU   PF5 = HELP   PF12 = PREV   ENTER = INQUIRY   1400
                                           CLEAR = EXIT
```

Figure 108: PERHIS Union/Association Dues Screen

To display a new record, press **Enter**. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Investigation Data (IR312)

Investigation Data is screen number 312 on the Restricted Data Menu. This screen displays sensitive investigation data. The type of investigation; date of the investigation; date the reinvestigation is required; position title; pay plan, series, grade, and step of the employee; and the position sensitivity code are listed on this screen. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG          * INVESTIGATION DATA *          XX/XX/XX  IR312
SCREEN 000 NAME

TYPE OF INVESTIGATION
DATE OF INVESTIGATION          00 00 00
DATE REINVESTIGATION REQUIRED  00 00 00
POSITION TITLE
PAYPLAN/SERIES/GRADE/STEP      0000 00 00
POSTION SENSITIVITY CODE

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          1400
                                                                CLEAR = EXIT
```

Figure 109: Investigation Data Screen

To display a new record, press **Enter**. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



SES Performance Data (IR313)

SES Performance Data is screen number 313 on the Restricted Data Menu. This screen displays five occurrences of sensitive data regarding an SES employee's performance evaluation. Each occurrence listed an SES employee's anniversary date, retain in SES code, type rank award code, performance rating scale, pay level adjustment, dollar amount of the bonus granted, and the year that the action was effective. To access information, type the SSN and press **Enter**.

SSN 000000000	AG	* SES PERFORMANCE DATA *		XX/XX/XX	IR313
SCREEN 000	NAME				
YEAR = 00	YEAR = 00	YEAR = 00			
ANNIV DATE 00 00 00	ANNIV DATE 00 00 00	ANNIV DATE 00 00 00			
RETAIN IN SR EXEC	RETAIN IN SR EXEC	RETAIN IN SR EXEC			
TYPE RANK AWARD	TYPE RANK AWARD	TYPE RANK AWARD			
PERF RATING SCALE	PERF RATING SCALE	PERF RATING SCALE			
PAY LEVEL ADJUSTMENT	PAY LEVEL ADJUSTMENT	PAY LEVEL ADJUSTMENT			
BONUS GRANTED .00	BONUS GRANTED .00	BONUS GRANTED .00			
YEAR = 00	YEAR = 00	DATE SES SCD			
ANNIV DATE 00 00 00	ANNIV DATE 00 00 00	00 00 00			
RETAIN IN SR EXEC	RETAIN IN SR EXEC				
TYPE RANK AWARD	TYPE RANK AWARD				
PERF RATING SCALE	PERF RATING SCALE				
PAY LEVEL ADJUSTMENT	PAY LEVEL ADJUSTMENT				
BONUS GRANTED .00	BONUS GRANTED .00				
PLEASE ENTER SSNO AND PRESS ENTER				1400	
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY		CLEAR = EXIT	

Figure 110: SES Performance Data Screen

To display a new record, press **Enter**. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS SES Performance Data (IR314)

PERHIS SES Performance Data is screen number 314 on the Restricted Data Menu. This screen displays sensitive history data regarding an SES employee's performance evaluation. The performance evaluation anniversary date, date the processed pay period begins, SES performance scale, dollar amount of the SES performance bonus, and the SES appraisal year are listed on this screen. To access information, type the SSN and press **Enter**.

SSN <u>00000000</u>	AG	* PERHIS SES PERFORMANCE DATA *	<u>XX/XX/XX</u>	<u>IR314</u>
SCREEN <u>000</u>	NAME		PERHIS RCD. <u>0000</u>	
		RECORD <u>0000</u>	YR <u>00</u>	
		PERF EVALUATION ANNIVERSARY	<u>00</u> <u>00</u> <u>00</u>	
		PROCESSED PAY PERIOD BEGINS	<u>00</u> <u>00</u> <u>00</u>	
		SES PERFORMANCE SCALE		
		SES PERFORMANCE BONUS	<u>.00</u>	
		SES APPRAISAL YEAR	<u>00</u>	
PLEASE ENTER SSNO AND PRESS ENTER				
PF1 = SUB MENU	PF5 = HELP	PF12 = PREV	ENTER = INQUIRY	<u>1400</u> CLEAR = EXIT

Figure 111: PERHIS SES Performance Data Screen

To display a new record, press **Enter**. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Personnel History Menu

The Personnel History Menu is Option 500 on the IRIS Main Menu. This option provides a menu of 18 screens that are used to view personnel history data. This submenu is used to view salary and personnel history data obtained from the Personnel History Information System database. Five years of history and 1 year of current data is maintained.

Personnel History Menu screens are numbered to correspond with the screens in the Current Data Menu. For example, Screen 101, Salary Data, in the Current Data Menu corresponds with Screen 501, Salary Data, in the Personnel History Menu.

Each screen in the Personnel History Menu displays the data elements, PERHIS Red and Record.

The PERHIS Red is the data element used to display a counter identifying personnel history employee records. A new personnel history employee record is added to the database when an accession is processed or a change is made in the organizational structure code (any of the eight levels), POI, or servicing Agency.

To select an option from the Personnel History Menu, follow one of the methods below:

Type the screen number in the Screen field and press **Enter**. A screen with no data is displayed.

```

                                PERSONNEL HISTORY MENU                                01/14/13  IR500
                                SCREEN 000
001 SALARY DATA                                024 ADDRESS/CHECK INFORMATION
002 DATES & MISC SAL/PERS DATA                025 PERSONNEL ACTIONS SUMMARY
005 HEALTH BENEFITS                            027 DETAIL ASSIGN/TEMPORARY PROMOTION
006 LIFE INSURANCE                            028 RETAINED GRADE DATA
007 RETIREMENT DATA                          030 EDUCATION AND CERTIFICATE
008 THRIFT SAVINGS DATA                      032 SEPARATION INFORMATION
009 RESERVED FOR FUTURE USE                   042 AWARDS
012 SF-50B DATA ELEMENTS                     043 TIME OFF AWARD DATA
013 PERSONNEL SUPPLEMENTS                     047 SERVICE RECORD

* * * SCREEN NUMBERS CORRESPOND WITH THE IR100 SERIES * * *
* * * EXCEPT IR547 SCREEN * * *

ENTER SCREEN NUMBER AND PRESS ENTER
PF1 = MAIN MENU          PF5 = HELP          ENTER = TRANSFER          CLEAR = EXIT
```

Figure 112: Personnel History Menu Screen



There is a help screen available for the Personnel History Menu. To access the help screen, press **PF5** on the SSN, Agency, or Screen field of the Personnel History Menu. This help screen provides information on the 500 series submenu and gives instructions for accessing any screen in IRIS.

```

XX/XX/XX
IR0000H
ENTER=RETURN
*****
THIS IS THE 500 SERIES SUBMENU FOR THE IRIS SYSTEM.
THE SCREENS IN THIS SUBMENU DISPLAY DATA STORED ON
THE PERSONNEL HISTORY DATABASE. HISTORICAL DATA IS
AVAILABLE ON THESE SCREENS FOR APPROXIMATELY 5 YEARS.

-- TO GO DIRECTLY TO ANY SCREEN IN IRIS, ENTER A
SSNO (OPTIONAL), AGENCY (OPTIONAL) AND SCREEN
NUMBER AND PRESS ENTER.

```

Figure 113: Personnel History Menu Help Screen

OR

Type the SSN, the AG (Agency) code (optional), and the screen number and press **Enter**. The screen selected is displayed with the employee's data. This method bypasses the submenu.

```

SSN 00000000 AG * PERHIS SALARY DATA * XX/XX/XX IR501
SCREEN 000 NAME PERHIS RCD. 0000
YR EFF. 0000
RECORD 0000
DEPARTMENT CODE POI 0000 ADJUSTED SALARY .00
ORG STRUCTURE CODE PF2 = ORG NAME GEOGRAPHIC ADJ RATE .00
00 00 0000 00 00 00 00 SALARY RATE CODE .00
POSITION TITLE LOCALITY TABLE CODE
GEOGRAPHIC ADJ PERCENT .0000
POSITION TITLE CODE PAY RATE DETERMINANT CODE
PAY PLAN/GRADE/STEP 00 00 PAY TABLE CODE
MR/IP NUMBER LEO INDICATOR
OCC SERIES/FUNCTION CODE 0000 00 FAIR LABOR STANDARDS CODE
DUTY STATION CODE 0000 000 FEGLI COVERAGE CODE
CITY/ST RETIREMENT COVERAGE CODE
COUNTY FREQUENCY PAID CODE 0
ACCT STATION CD 0000 EARNINGS LIMITATION CODE
PERS ACTION EFFECTIVE 00 00 00 NOA 1ST 000
PERS AUTH DATE 00 00 00 NOA 2ND 000
PMSA CODE CMSA CODE
PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT

```

Figure 114: PERHIS Salary Data Screen

This section includes the following topics:

PERHIS Salary Data (IR501).....	121
---------------------------------	-----



PERHIS Dates & Misc Sal/Pers Data (IR502)	122
PERHIS Health Benefits (IR515)	124
PERHIS Life Insurance (IR516)	125
PERHIS Retirement Data (IR517)	126
PERHIS Thrift Savings Data (IR518)	127
Reserved for Future Use (IR519)	128
PERHIS SF 50B Data Elements (IR522)	128
PERHIS Personnel Supplements (IR523)	130
PERHIS Address/Check Information (IR524)	131
PERHIS Personnel Actions Summary (IR525)	131
PERHIS Detail Assign/Temporary Promotion (IR527)	133
PERHIS Retained Grade Data (IR528)	134
PERHIS Education & Certificate (IR530)	135
PERHIS Separation Information (IR532)	136
PERHIS Awards (IR542)	137
PERHIS Time Off Award Data (IR543)	138
PERHIS Service Record (IR547)	139

PERHIS Salary Data (IR501)

PERHIS Salary Data is screen number 501 on the Personnel History Menu. It displays an employee's salary record history and personnel records associated with it. The employee's adjusted salary, pay plan, grade, step, salary rate code, etc., are listed on this screen. To access information, type the SSN and press **Enter**.

SSN 000000000	AG	* PERHIS SALARY DATA *	XX/XX/XX	IR501
SCREEN 000	NAME		PERHIS RCD.	0000
YR EFF. 0000				
		RECORD 0000		
DEPARTMENT CODE	POI 0000	ADJUSTED SALARY		.00
ORG STRUCTURE CODE	PF2 = ORG NAME	SCHEDULED SALARY		.00
	00 00 0000 00 00 00 00	GEOGRAPHIC ADJ RATE		.00
POSITION TITLE		SALARY RATE CODE		
		LOCALITY TABLE CODE		
POSITION TITLE CODE		GEOGRAPHIC ADJ PERCENT		.0000
PAY PLAN/GRADE/STEP	00 00	PAY RATE DETERMINANT CODE		
MR/IP NUMBER		PAY TABLE CODE		
OCC SERIES/FUNCTION CODE	0000 00	LEO INDICATOR		
DUTY STATION CODE	0000 000	FAIR LABOR STANDARDS CODE		
CITY/ST		FEGLI COVERAGE CODE		
COUNTY		RETIREMENT COVERAGE CODE		
ACCT STATION CD	0000	FREQUENCY PAID CODE		0
PERS ACTION EFFECTIVE	00 00 00	EARNINGS LIMITATION CODE		
PERS AUTH DATE	00 00 00	NOA 1ST	000	
		NOA 2ND	000	
		PMSA CODE		CMSA CODE
PLEASE ENTER SSNO AND PRESS ENTER				
PF1 = SUB MENU	PF5 = HELP	PF12 = PREV	ENTER = INQUIRY	CLEAR = EXIT
			1400	

Figure 115: PERHIS Salary Data Screen



To display a new record, press **Enter**. To return to a previous record, press **PF12**.

To skip directly to a specific year, enter the year in the YR EFF field and press **Enter**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

PERHIS Dates & Misc Sal/Pers Data (IR502)

PERHIS Dates and Miscellaneous Salary/Personnel Data is screen number 502 on the Personnel History Menu. It displays general salary history data and associated dates for an employee. Elements such as the SCD date for retirement, longevity date, appointment hours, appointment days, etc., are listed on this screen. This program contains two screens per record. To access information, type the SSN and press **Enter**.

SSN 000000000 AG	* PERHIS DATES & MISC SAL/PERS DATA *		XX/XX/XX	IR502
SCREEN 000 NAME			PERHIS RCD.	0000
YR EFF. 0000				
		RECORD 0000		
ENTERED PRESENT GRADE	00 00 00		TYPE OF APPOINTMENT CODE	00
SCD WGI	00 00 00		WORK SCHEDULE	
DATE SCD RETIRE	00 00 00		TOUR OF DUTY HOURS	.00
DATE SCD RIF	00 00 00		SEASONAL STATUS QUO	0
DATE SCD LEAVE	00 00 00		SPECIAL EMPLOYEE CODE	
DATE 6C RETIRE	00 00 00		CURRENT EMPLOYMENT STATUS	00
SERVICE AGREE EXPIRE	00 00 00		SPECIAL EMPLOYMENT PROGRAMS CD	
DATE LONGEVITY	00 00 00		BARGAINING UNIT STATUS	0000
LONGEVITY PERCENT	.00		POSITION SUPERVISORY CODE	0
APPOINTMENT DATE	00 00 00		UNIFORM SERVICE STATUS	
DATE AGENCY EOD	00 00 00		EMPLOYEE TYPE	
DATE ENTERED POI	00 00 00		PROFESSIONAL CATEGORY	
CAREER PERM TEN STARTS	00 00 00		QUARTER DED CODE 0	RATE .00
COPR STATUS			POSITION SENSITIVITY CODE	
PLEASE ENTER SSNO AND PRESS ENTER				1400
PF8 = PG/DWN				PF12 = PREV
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 116: PERHIS Dates & Misc Sal/Pers Data Screen (1 of 2)

To display a new record, press **Enter**.



To view the data displayed on Screen 2 for a specific record, press **PF8**. To return to the previous screen, press **PF7**. To return to a previous record, press **PF12**. To skip directly to a specific year, enter the year in the YR EFF field and press **Enter**.

SSN 000000000 AG				*PERHIS DATES & MISC SAL/PERS DATA (CONT)*				IR5021	
SCREEN 000 NAME				RECORD 0000				PERHIS RCD. 0000	
YR EFF. 0000									
SF50 NTE DATE	00	00	00	SSNO-OLD	000000000				
SUPV MGMR PROBATION BEGIN	00	00	00	CORRECTION PAY PERIOD NUMBER	00				
PROBATION PERIOD STARTS	00	00	00	AUO/AP STANDBY PERCENT	000				
NON PAY NTE	00	00	00	ANNUITANT INDICATOR					
PROMOTION NTE	00	00	00	SALARY SHARE CODE	0				
APPOINTMENT NTE	00	00	00	COOP EMPLOYEE CONTROL CODE	0				
APPOINTMENT LIMITATION CODE	0			COOP SHARE AMOUNT	.00				
SERVICE YEAR START DATE	00	00	00	COOP RT OVERTIME 000.00	HOLIDAY	000.00			
APPOINTMENT HOURS	DAYS	DOLLAR		POSITION STATUS BUDGET					
TOTAL	.00	000	.00	LEAVE EARNING STATUS PAY PERIOD					
BALANCE	.00	000	.00	COLA PERCENT	0000				
WAGE BOARD AREA CODE				COMPETITIVE LEVEL CODE					
WB SHIFT 2 000.00	3 000.00	VAR	000.00	ANNUITANT SHARE AMOUNT	.00				
ENVIRONMENTAL DIFFERENTIAL RATE	00.00			PAY RAISE STALE ACTION SALARY	.00				
				PAY RAISE VERIFY SALARY	.00				
SSNO NOT FOUND - PLEASE VERIFY SSNO OR REFERENCE IR131						0000			
PF7 = PG/UP				PF12 = PREV					
PF1 = SUB MENU		PF5 = HELP		ENTER = INQUIRY		CLEAR = EXIT			

Figure 117: PERHIS Dates & Misc Sal/Pers Data (Cont) Screen (2 of 2)

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS Health Benefits (IR515)

PERHIS Health Benefits is screen number 515 on the Personnel History Menu. It displays Federal and non-Federal health benefits history data. Information displayed includes data such as plan name, enrollment, coverage, change codes, etc. The Record Number field is a counter for multiple records. To access information, type the SSN and press **Enter**.

SSN 000000000	AG	* PERHIS HEALTH BENEFITS *	XX/XX/XX	IR515
SCREEN 000	NAME		PERHIS RCD.	0000
RECORD 0000				
ENROLLMENT CODE	0	PART TIME FEHB COVERAGE	0	
COVERAGE CODE		DATE PROCESS PP BEGINS	00 00 00	
BENEFIT TYPE	0	USER ID		
DATE EFFECTIVE	00 00 00	FEHB TAX DEFERRED STATUS	-	
PLEASE ENTER SSNO AND PRESS ENTER				
PF1 = SUB MENU	PF5 = HELP	PF12 = PREV	ENTER = INQUIRY	1400 CLEAR = EXIT

Figure 118: PERHIS Health Benefits Screen

Press **Enter** to display additional health benefits records. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS Life Insurance (IR516)

PERHIS Life Insurance is screen number 516 on the Personnel History Menu. It displays Federal and non-Federal life insurance history data. Information displayed includes coverage and plan codes, effective date, coverage amount, etc. The Record Number field is a counter for multiple records. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * PERHIS LIFE INSURANCE * XX/XX/XX IR516
SCREEN 000 NAME PERHIS RCD. 0000

RECORD 0000
COVERAGE CODE
FEGLI IND -
BASIC COVERAGE AMOUNT 0000
FEGLI AGE CHANGE DATE - - -

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT
```

Figure 119: PERHIS Life Insurance Screen

To return to a previous record, press **PF12**. Press **Enter** to display additional life insurance records.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS Retirement Data (IR517)

PERHIS Retirement Data is screen number 517 on the Personnel History Menu. It displays retirement history data for the CSRS, FERS, and other retirement systems. Information displayed includes coverage and plan codes, effective dates, benefits, and deduction types. The Record field is a counter for multiple records. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * PERHIS RETIREMENT DATA * XX/XX/XX IR517
SCREEN 000 NAME PERHIS RCD. 0000

RETIREMENT RECORD 0000

RETIREMENT COVERAGE CODE
CREDITABLE MILITARY SERV 0000
CSRS COVERAGE AT APPT
FROZEN CSRS SERVICE 0000
FERS COVERAGE IND
DATE RETIRED FROM MILITARY 00 00 00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT
```

Figure 120: PERHIS Retirement Data Screen

Press **Enter** to display additional retirement records. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS Thrift Savings Data (IR518)

PERHIS Thrift Savings Data is screen number 518 on the Personnel History Menu. It displays an employee's Thrift Savings Plan history data. Information displayed includes eligibility date and code, uncapped salary for TSP, TSP service computation date, and detailed information about the Thrift Savings Record. The Thrift Savings Record field is a counter for multiple records. To access information, type the SSN and press **Enter**.

SSN 000000000	AG	* PERHIS THRIFT SAVINGS DATA *		XX/XX/XX	IR518
SCREEN 000	NAME			PERHIS RCD.	0000
THRIFT SAVINGS RECORD 0000					
TSP SCD	00 00 00	TSP STATUS DATE	00 00 00		
EFF DATE OF ACTION	00 00 00	NON DEFERRED DED FACTOR	.0000		
PLAN CODE		DEFERRED DEDUCTION FACTOR	.0000		
STATUS CODE		DATE PROCESSED PP BEGINS	00 00 00		
COVERAGE CODE		ACTION CODE	0		
BENEFIT TYPE	0	PERCENT OF DEDUCTION	00		
		DOLLAR AMT OF DEDUCTION	000		
PLEASE ENTER SSNO AND PRESS ENTER					1400
PF1 = SUB MENU		PF5 = HELP	PF12 = PREV	ENTER = INQUIRY	CLEAR = EXIT

Figure 121: PERHIS Thrift Savings Data Screen

Press **Enter** to display additional thrift savings data records. To return to a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Reserved for Future Use (IR519)

This screen has been reserved for future use.

```

SSN 00000000 AG * RESERVED FOR FUTURE USE * XX/XX/XX IR519
SCREEN 000 NAME PERHIS RCD. 0000

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT

```

Figure 122: Reserved for Future Use Screen

PERHIS SF 50B Data Elements (IR522)

PERHIS SF 50B Data Elements is screen number 522 on the Personnel History Menu. It contains two screens and displays an employee's personnel history data as recorded on the SF 50B.

```

SSN 00000000 AG * PERHIS SF-50B DATA ELEMENTS * XX/XX/XX IR522
SCREEN 000 NAME PERHIS RCD. 0000
YR EFF. 0000 RECORD 0000
DATE OF BIRTH 00 00 00 PERS ACTN EFF 00 00 00
NAT ACT 1ST 3 POS 000 NAT ACT 2ND 3 POS 000
NAT ACT AUTH 1ST NAT ACT AUTH 2ND
APPOINT NTE 00 00 00 PROM NTE 00 00 00 NON PAY NTE 00 00 00
POSITION TITLE
WORKING TITLE MR/IP
PAY-PLAN OCC SERIES 0000 GRADE 00 STEP 00
SALARY RATE CODE TOTAL SALARY .00 SCHEDULED SALARY .00
GEOGRAPHIC ADJ RATE .00 ADJ SALARY .00 OTHER PAY .00
ORG STRUCTURE CODE 00 00 0000 00 00 00 00 (PF2 = ORG-NAME)
VETERANS PREF CODE 0 TENURE GROUP 0 AGENCY USE 1
VETERANS PREF RIF FEGLI CODE AGENCY USE 2
PAY RATE DETER CODE RETIREMENT COVERAGE CODE SCD LEAVE 00 00 00
WORK SCHEDULE TOUR OF DUTY HOURS 000.00 ANNUITANT IND
POSITION OCCUPIED 0 FLSA BARGAINING UNIT STATUS 0000
DUTY STA CD 0000 000 NAME
REMARKS CODES AUTHENTICATION DATE 00 00 00
DEPARTMENT CODE AGENCY CODE POI 0000 PERS ACTION CODE 0
PLEASE ENTER SSNO AND PRESS ENTER 1400
PF8 = PG/DWN PF12 = PREV
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT

```

Figure 123: PERHIS SF-50B Data Elements Screen (1 of 2)



Press **Enter** to display additional SF 50B records. To display the organizational structure code name, position the cursor on the Org Structure Code data element on Screen 1 and press **PF2**.

To view data displayed on Screen 2 of a record, press **PF8**. To return to the previous screen, press **PF7**. To display a new record, press **Enter**. To display a previous record, press **PF12**.

SSN 000000000 AG		PERHIS SF-50B DATA ELEMENTS (CONT)		IR522 I
SCREEN 000 NAME				PERHIS RCD. 0000
YR EFF. 0000		RECORD 0000		
SEX CD	CITIZENSHIP STATUS	0	TYPE OF APPOINTMENT	00
FEHBA COVERAGE 0	VETERANS STATUS		DATE SCD RETIRE	00 00 00
EDUC LEVEL 00	YR DEG/CERT RCVD 00		DATE SCD RIF	00 00 00
INSTRUCTIONAL PROGRAM	000000		DATE 6C RETIRE	00 00 00
TSP ELIGIBILITY CODE			DATE SCD TSP	00 00 00
UNIFORM SERVICE STATUS			DATE SCD WGI	00 00 00
DATE RETIRED MILITARY	00 00 00		DATE CAREER TENURE STARTS	00 00 00
CREDITABLE MILITARY SERVICE	0000		DATE ENTERED PRESENT GRADE	00 00 00
FROZEN CSRS SERVICE	0000		DATE PROBATION PERIOD STARTS	00 00 00
CSRS COVERAGE AT APPT			DATE SUPR/MGR PROB PERIOD	00 00 00
SPEC EMP CD	SPEC EMP PGM CD		GAIN/LOSE DEPT	
SALARY SHARE AMOUNT	.00		ANNUAL LV CATEGORY 0	45 DAY CODE
ANNUITANT SHARE AMT	.00		LEAVE EARN STATUS DURING PP	
COOP EMP CNTRL CD	0		QTRS DEDUCT CODE 0	RATE .00
COOP OVERTIME AMT	.00		COLA/POST DIFF CODE	0
COOP HOLIDAY RATE	.00			
1ST LEGAL AUTH			2ND LEGAL AUTH	
SSNO NOI FOUND - PLEASE VERIFY SSNO OR REFERENCE IR131 0000				
PF7 = PG/UP PF12 = PREV				
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT				

Figure 124: PERHIS SF-50B Data Elements (Cont) Screen (2 of 2)

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS Personnel Supplements (IR523)

PERHIS Personnel Supplements is screen number 523 on the Personnel History Menu. It contains two screens and displays an employee's general personnel history data such as education level, performance evaluation data, accession data, etc. To access information, type the SSN and press **Enter**.

```

SSN 000000000 AG * PERHIS PERSONNEL SUPPLEMENTS * XX/XX/XX IR523
SCREEN 000 NAME PERHIS RCD. 0000
YR EFF. 0000

RECORD 0000

EDUCATION LEVEL 00 CITIZENSHIP CODE 0
INSTRUCTIONAL PROGRAM 000000 SEX CODE
DEGREE CERTIFICATION RECEIVED YR 00 VETERANS STATUS
ACCESSION PP 00 YR 00 PROMOTION PLAN CODE 0
ACCESSION DATE 00 00 00 RETENTION RIGHTS END 00 00 00
ACCESSION NOA CODE 000 WORKING TITLE CODE 0000
APPOINTMENT NOA CODE 000 WORKING TITLE
PATCO CODE

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF8 = PG/DWN PF12 = PREV
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT

```

Figure 125: PERHIS Personnel Supplements Screen (1 of 2)

To display a new record, press **Enter**. To skip directly to a specific year, enter the year in the YR EFF field and press **Enter**. To view data displayed on Screen 2 of a record, press **PF8**. To return to the previous screen, press **PF7**. To display a previous record, press **PF12**.

```

SSN 000000000 AG * PERHIS PERSONNEL SUPPLEMENTS * IR5231
SCREEN 000 NAME PERHIS RCD. 0000
YR EFF. 0000

RECORD 0000

PROCESSING PAY PERIOD NUMBER 00 RECRUITMENT BONUS .00 PCT .00
PROCESSING PAY PERIOD BEGINS 00 00 00 RELOCATION BONUS .00 PCT .00
CORRECTION PAY PERIOD NUMBER 00 RETENTION ALLOWANCE .00 PCT .00
CORR PROC PAY PERIOD BEGINS 00 00 00 SUPERVISORY DIFF RATE .00 PCT .00
AGENCY USE STAFFING DIFF RATE .00 PCT .00
GAIN LOSE DEPT FOREIGN LANG ALLOW .00 PCT .00
AGENCY INFO 1 STUDENT LOAN REPAYMENT
AGENCY INFO 2 SICK LEAVE EXPIRE FOR RETIRE 00 00 00
AGENCY INFO 3 HEADQUARTERS-FIELD-CODE
AGENCY INFO 4 CLEAR ERROR CODE 1
AGENCY INFO 5 CLEAR ERROR CODE 2
PREVIOUS AGENCY CODE CLEAR ERROR CODE 3
NFC ASD PHIS USE CLEAR ERROR CODE 4
CLEAR ERROR CODE 5

SSNO NOT FOUND - PLEASE VERIFY SSNO OR REFERENCE IR131 0000
PF7 = PG/UP PF12 = PREV
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT

```

Figure 126: PERHIS Personnel Supplements Screen (2 of 2)



To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

PERHIS Address/Check Information (IR524)

PERHIS Address/Check Information is screen number 524 on the Personnel History Menu. It displays an employee's residence and check address history. Information displayed includes employee's residence address, check bank address, account type, bank routing number, EFT account number, and the check mailing address. To access information, type the SSN and press **Enter**.

```

SSN 00000000 AG * PERHIS ADDRESS/CHECK INFORMATION * XX/XX/XX IR524
SCREEN 000 NAME PERHIS RCD. 0000
POSITION CURSOR ON ROUTE NUMBER. PRESS PF2 FOR FINANCIAL INSTITUTION ADDRESS
ADDRESS RECORD 0000
* RESIDENCE ADDRESS * * CHECK BANK ADDRESS *
ACCOUNT TYPE
ROUTE NO 000000000
ACCOUNT EFT
CITY CD 0000 COUNTY CD 000 STATE/COUNTRY
* CHECK MAIL ADDRESS *
DISBURSING OFFICE CD 0
DESIGNATED AGENT 0000
CITY CD 0000 STATE CD
DATE EFFECTIVE 00 00 00
PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT
    
```

Figure 127: PERHIS Address/Check Information Screen

To display a new record, press **Enter**. Press **PF2** to display the financial institution address. To display a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

PERHIS Personnel Actions Summary (IR525)

PERHIS Personnel Actions Summary is screen number 525 on the Personnel History Menu. It displays a history of processed personnel actions. Information displayed includes effective date, nature of action, Agency, POI, user ID, and the pay period and year processed. This screen lists all personnel actions processed and excludes payroll transactions (such as, State tax, union dues, etc.). To access information, type the SSN and press **Enter**.



PERHIS Detail Assign/Temporary Promotion (IR527)

PERHIS Detail Assign/Temporary Promotion is screen number 527 on the Personnel History Menu. The Department code, Agency code, POI, Master record number, IP number, pay plan, grade, and not-to-exceed date are listed for two positions. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * PERHIS DETAIL ASSIGN/TEMPORARY PROMOTION * XX/XX/XX IR527
SCREEN 000 NAME PERHIS RCD. 0000

RECORD 0000

DEPT CODE AGENCY POI 0000 DEPT CODE AGENCY POI 0000
MR NO IP NO MR NO IP NO
PAY PLAN GRADE 00 GRADE 00
PROMOTION NOT TO EXCEED DATE DATE DETAILED ASSIGNMENT EXPIRES
00 00 00 00 00 00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT
```

Figure 129: PERHIS Detail Assign/Temporary Promotion Screen

To display a new record, press **Enter**. To display a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.

Note: For temporary promotions, information regarding the position from which the employee is temporarily promoted is displayed. For temporary promotion and details, this SSN would be the obligated SSN in the individual position record.



PERHIS Retained Grade Data (IR528)

PERHIS Retained Grade Data is screen number 528 on the Personnel History Menu. It displays history information pertaining to an employee's occupied and former positions. Information displayed includes pay plan, grade, occupational series, and the occupational series function code for both retained and current data. To access information, type the SSN and press **Enter**.

SSN 00000000	AG	* PERHIS RETAINED GRADE DATA *		XX/XX/XX	IR528
SCREEN 000	NAME			PERHIS 0000	
RECORD 0000					
RETAIN RATE EXPIRE 00 00 00					
* OCCUPIED POSITION *			* FORMER POSITION *		
PAY PLAN	GRADE 00		PAY PLAN	GRADE 00	
OCCUPATIONAL SERIES	0000		OCCUPATIONAL SERIES	0000	
OCC SERIES FUNCTION CODE	00		OCC SERIES FUNCTION CODE	00	
PLEASE ENTER SSNO AND PRESS ENTER					
PF1 = SUB MENU	PF5 = HELP	PF12 = PREV	ENTER = INQUIRY	1400	CLEAR = EXIT

Figure 130: PERHIS Retained Grade Data Screen

To display a new record, press **Enter**. To display a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS Education & Certificate (IR530)

PERHIS Education & Certificate is screen number 530 on the Personnel History Menu. It displays a history of an employee's education level and certification information. Information displayed includes employee's education level, instructional program studied, year the employee received the degree, school and State codes, school name, certificate number, certificate name, year certificate was received, and the State in which the certificate was received. To access information, type the SSN and press **Enter**.

```
SSN 00000000 AG * PERHIS EDUCATION & CERTIFICATE * XX/XX/XX IR530
SCREEN 000 NAME PERHIS RCD. 0000
YR EFF. 0000
RECORD 0000

EDUCATION INSTRUCTIONAL DEGREE SCHOOL STATE SCHOOL NAME
LEVEL PROGRAM RCVD YEAR CODE CODE

00 000000 00

CERTIFICATE CERTIFICATE CERTIFICATE CERTIFICATE
NUMBER NAME YEAR STATE

00 00

BAR MEMBERSHIP STATE CODE 0

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT
```

Figure 131: PERHIS Education & Certificate Screen

To display a new record, press **Enter**. To display a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS Separation Information (IR532)

PERHIS Separation Information is screen number 532 on the Personnel History Menu. It displays a history of separation records. The separation record status code, the 2nd nature of action code, effective date of the personnel action, pay period the separation action was processed, year the separation was processed, last date that the employee was in pay status for retirement, SCD WGI, date the supervisory/managerial probationary period began, and the date the probationary period started are listed on this screen. To access information, type the SSN and press **Enter**.

```
SSN 000000000 AG * PERHIS SEPARATION INFORMATION * XX/XX/XX IR532
SCREEN 000 NAME PERHIS RCD. 0000

SEPARATION RECORD 0000

SEPARATION RECORD STATUS 0 LAST DAY PAY STAT FOR RET 00 00 00
NATURE OF ACTION 2ND/AUTH 000 SCD WGI 00 00 00
PERSONNEL ACTION EFFECTIVE 00 00 00 SUPV MGR PROBATION BEGIN 00 00 00
PROCESSED PP 00 YR 00 PROBATION PERIOD START 00 00 00

PLEASE ENTER SSNO AND PRESS ENTER 1400
_ PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT
```

Figure 132: PERHIS Separation Information Screen

To display a new record, press **Enter**. To display a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS Awards (IR542)

PERHIS Awards is screen number 542 on the Personnel History Menu. It displays cash award history data. The effective date of the award, case number, period covered by the award, accounting distribution, tangible and intangible benefits codes, award type code, nature of action, accounting station charged, and the award code description are listed on this screen. To access information, type the SSN and press **Enter**.

SSN <u>00000000</u>	AG	* PERHIS AWARDS *	XX/XX/XX	IR542
SCREEN <u>000</u>	NAME		PERHIS RCD.	<u>0000</u>
		AWARDS NUMBER	<u>0000</u>	
		CASH AWARD AMT	<u>.00</u>	
		PMRS/PFP BONUS AMT		
EFFECTIVE DATE	<u>00 00 00</u>	TANGIBLE BENEFITS		
AWARDS CASE NUMBER		INTANGIBLE BENEFITS		
PERIOD COVERED - FROM DATE:	<u>00 00 00</u>	AWARD TYPE CODE	<u>0</u>	
	TO DATE:	AWARD CODE		
	<u>00 00 00</u>	NOA 1ST	<u>000</u>	
NUMBER PERSONS RECEIVING AWARD	<u>000</u>			
FIRST YEAR SAVINGS	<u>.00</u>			
ACCOUNTING DISTRIBUTION				
FY APPN CODE	SUB LEV			
AGENCY CHARGED		ACCT STATION CHARGED	<u>0000</u>	
AWARD CODE DESCRIPTION				
PLEASE ENTER SSNO AND PRESS ENTER				<u>1400</u>
PF1 = SUB MENU	PF5 = HELP	PF12 = PREV	ENTER = INQUIRY	CLEAR = EXIT

Figure 133: PERHIS Awards Screen

To display a new record, press **Enter**. To display a previous record, press **PF12**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



PERHIS Service Record (IR547)

Service Record is screen number 547 on the Personnel History Menu. It displays all personnel actions and certain payroll documents (e.g., performance appraisals, TSP, health benefits) processed for an employee for the last 6 years. The employee's organizational structure, master record number, IP number, official title, scheduled salary, and adjusted salary are also listed on this screen. To access information, type the SSN and press **Enter**.

SSN 000000000 AG		* PERHIS SERVICE RECORD *		XX/XX/XX IR547	
SCREEN 000 NAME					
NATURE OF ACTION	ORGANIZATION STRUCTURE	EFFECTIVE DATE			
POSITION OFFICIAL TITLE	MR/IP #	PLAN/OCC/GR/ST			
PF SEL	SCHEDULED SALARY	ADJUSTED SALARY			
	00 00 0000 00 00 00 00	00 00 00	00 00 00	00 00 00	00 00 00
	.00	.00		0000 00 00	
	00 00 0000 00 00 00 00	00 00 00	00 00 00	00 00 00	00 00 00
	.00	.00		0000 00 00	
	00 00 0000 00 00 00 00	00 00 00	00 00 00	00 00 00	00 00 00
	.00	.00		0000 00 00	
	00 00 0000 00 00 00 00	00 00 00	00 00 00	00 00 00	00 00 00
	.00	.00		0000 00 00	
	00 00 0000 00 00 00 00	00 00 00	00 00 00	00 00 00	00 00 00
	.00	.00		0000 00 00	
PLEASE ENTER SSNO AND PRESS ENTER				1400	
PF9 = IR501		PF10 = IR502		PF11 = IR523	
PF1 = SUB MENU	PF5 = HELP	PF8 = PG/DOWN	ENTER = INQUIRY	CLEAR = EXIT	

Figure 135: PERHIS Service Record Screen

To display a new record, press **Enter**. To display additional entries which may be on the next screen, press **PF8**.

To view screen element definitions, use the arrow keys to position the cursor on the data portion of the element field and press **PF5**. Detailed information for that element will display. To return to the original screen, press **Enter**. To return to the submenu, press **PF1**.



Employee Name Inquiry

The Employee Name Inquiry Menu is Option 600 on the IRIS Main Menu. This option is used to query by employee name to obtain the SSN and Agency when only a partial last name is known. This screen displays employees currently on the rolls and separated employees for 5 years.

To select this program at the main menu, tab to the Screen/Menu field and type 600. The Employee Name Inquiry screen is displayed.

```
SCREEN 000                EMPLOYEE NAME INQUIRY MENU                XX/XX/XX  IR600
                        EMPLOYEE SELECTION
***** EMPLOYEE NAME *****
LAST                FIRST                MIDDLE
█
ENTER PARTIAL OR FULL LAST NAME.
AT LEAST ONE CHARACTER MUST BE ENTERED.
ENTER FULL OR PARTIAL FIRST NAME.
ONLY IF COMPLETE LAST NAME WAS PROVIDED.
ENTER FULL OR PARTIAL MIDDLE NAME.
ONLY IF COMPLETE LAST & FIRST NAMES WERE PROVIDED.
PF1 = MAIN MENU    PF5 = HELP    ENTER = INQUIRY    CLEAR = EXIT
```

Figure 136: Employee Name Inquiry Menu Screen



To query, type the full or partial last name in the Employee Name, Last field. Type the full or partial first name in the Employee Name, First field. Type the middle initial or name in the Employee Name, Middle field. Press **Enter**. A roster is displayed.

* EMPLOYEE NAME INQUIRY *				XX/XX/XX	IR601
IR #	PAY PERIOD	***** LAST	***** EMPLOYEE NAME FIRST	***** MIDDLE	AGCY
		<u>DOE</u>	<u>JOHN</u>		
<u>000</u>	<u>00</u>	<u>DODSON WOLFE</u>	<u>ALESHA</u>	<u>L</u>	<u>11</u>
<u>000</u>	<u>00</u>	<u>DODSWORTH</u>	<u>DAWN</u>	<u>I</u>	<u>1F</u>
<u>000</u>	<u>00</u>	<u>DODSWORTH</u>	<u>RANDY</u>	<u>M</u>	<u>FP</u>
<u>000</u>	<u>00</u>	<u>DODT ELLIS</u>	<u>CATHY</u>	<u>L</u>	<u>11</u>
<u>000</u>	<u>00</u>	<u>DODWELL</u>	<u>ALEXANDER</u>		<u>NS</u>
<u>000</u>	<u>00</u>	<u>DODYK</u>	<u>MARY</u>	<u>D</u>	<u>CE</u>
<u>000</u>	<u>00</u>	<u>DOE</u>	<u>ALFREIDA</u>	<u>S</u>	<u>83</u>
<u>000</u>	<u>00</u>	<u>DOE</u>	<u>BRENDA</u>	<u>A</u>	<u>AM</u>
<u>000</u>	<u>00</u>	<u>DOE</u>	<u>CARA</u>		<u>NS</u>
<u>000</u>	<u>00</u>	<u>DOE</u>	<u>DONALD</u>	<u>E</u>	<u>93</u>
<u>000</u>	<u>00</u>	<u>DOE</u>	<u>FRANCIS</u>	<u>P</u>	<u>IN</u>
<u>000</u>	<u>00</u>	<u>DOE</u>	<u>GRACE</u>	<u>SC</u>	<u>56</u>
<u>000</u>	<u>00</u>	<u>DOE</u>	<u>HEDISON</u>	<u>B</u>	<u>68</u>
<u>000</u>	<u>00</u>	<u>DOE</u>	<u>JAMES</u>	<u>R</u>	<u>63</u>
<u>000</u>	<u>00</u>	<u>DOE</u>	<u>LELAND</u>	<u>A</u>	<u>IN</u>
<u>EMPLOYEE INQUIRY COMPLETE</u>					
_ PFI = SUB MENU PFS = HELP PF7 = UP PF8 = DOWN ENTER = INQUIRY CLEAR = EXIT					

Figure 137: Employee Name Inquiry Screen

To scroll forward through the roster of names, press **PF8**; to scroll backward, press **PF7**. To return to the beginning of the roster (i.e., names beginning with the Alphabet A), press **Enter** at any screen.

To review any IRIS screen, **Tab** to the employees full name on the roster. Type in the IRIS screen number on the IR # field and press **Enter**.

Note: If an employee is a new hire and the accession has not released from PEPL, the name will not display.



Appendix

This section presents the IRIS Data Elements.

This section includes the following topics:

IRIS Data Elements.....143

IRIS Data Elements

1st Legal Auth (IR122/2, IR522/2). Records the authority and related identifying citations under which the Agency acted in effecting the action. In many instances this authority data is used to generate output reports prescribed by the Office of Personnel Management (OPM) and the Department. This element is usually system generated from the five-digit nature of action code (NOAC). If it cannot be generated by the NOAC, it will be furnished by the Agency.

1st Restored Hours (IR136/1). Total hours of annual leave restored because of administrative error, public exigency, or sickness.

1st Restored Year (IR136/1). Last two digits of the year in which the annual leave was restored. The year is used to project the temporary period during which the restored leave must be scheduled and used or otherwise lost.

2nd Legal Auth (IR522/2). OPM or other legal authority.

2nd Restored Hours (IR136/1). Total hours of annual leave restored because of administrative error, public exigency or sickness.

2nd Restored Year (IR136/1). Last two digits of the year in which the annual leave was restored. The year is used to project the temporary period during which the restored leave must be scheduled and used or otherwise lost.

3rd Restored Hours (IR136/1). Total hours of annual leave restored because of administrative error, public exigency, or sickness.

3rd Restored Year (IR136/1). Last two digits of the year in which the annual leave was restored. The year is used to project the temporary period during which the restored leave must be scheduled and used or otherwise lost.

45 Day Carryover Code (IR136/1). Annual leave 45-day code. Certain employees stationed overseas or at foreign posts of duty are entitled to carry forward from one leave year to another with a maximum annual leave accumulation of 45 days. This element indicates whether or not the employee is entitled to this particular provision.



Code Data Definition

y Yes, employee is entitled to carry forward 45 days of annual leave

n No, employee is not entitled to carry forward 45 days of annual leave

45 Day Carryover Hours (IR136/1). Annual leave hours accumulated by an employee who is being transferred back to the United States from a foreign post when the number of hours exceed the prior year's carryover. The hours should not exceed 360 hours unless his/her annual leave prior year's carryover exceeds 360 hours. When the balance exists, it is used in Pay Period 01 to determine the employee leave ceiling and is then zeroed out.

A

Accession Auth (IR123/1). Authority under which the employee was hired.

Accession Break in Service Ind. (IR144). Code that indicates if the employee has a break in service.

Code Data Definition

0 Not applicable

1 Separation/accession actions with no break in service

2 Separation/accession actions with a break in service

Accession Date Day (IR123/1, IR523/1). Day the employee was hired.

Accession Date Month (IR123/1, IR523/1). Month the employee was hired.

Accession Date Year (IR123/1, IR523/1). Year the employee was hired.

Accession Method (IR123/1). The manner in which the employee became an accession to the rolls.

Code Data Definition

Definition

0 Accession AD-350

Accession, AD-350 Notification of Personnel Action

1 Conversion

2 Accession AD-347

Accession, AD-347 Notification of Personnel Action

Accession NOA Code (First three-digit code, IR123/1, IR523/1). First three-digit alphanumeric code assigned by OPM to identify the legal authority for the accession.



Accession NOA Code (Position NOA, IR123/1, IR523/1). Position nature of action code under which the employee was hired.

Accession NOA Code (Second three-digit code, IR123/1, IR523/1). Second three-digit alphanumeric code assigned by OPM to identify the legal authority for the accession.

Accession PP (IR123/1, IR223, IR523/1). Pay period the employee was an accession to the rolls. If the employee was with the Department before 1963 and was converted to the payroll system in 1963 or 1964, this field will contain zeros.

Accession YR (IR123/1, IR223, IR523/1). Last two digits of the year the employee became an accession to the rolls of the Department.

Account Disbursement Type (IR114). Code that identifies if the check is being sent DD/EFT or mailed to a specific address.

Code	Data Definition	Definition
1	DD/EFT	Direct Deposit/Electronic Funds Transfer
2	Specific address	

Account EFT (IR124, IR524). Employee's personal bank account number to which the employee's check is to be credited.

Account Established PP (IR114). Pay period a receipt account was established on the database.

Account Established YR (IR114). Year receipt account was established.

Account Number (IR112, IR114). Account number for the discretionary allotment payment.

Account Number (IR114). Number assigned to the first receipt account.

Account Route Number (IR114). Routing number used by the Federal Reserve Bank to identify the financial institution election for fund transfer.

Account Status (IR114). Receipt account indicator used for purchasing service credit for post-1956 military service.

Code	Data Definition
0	Initial setup
1	Other

Account Type (IR114, IR124, IR524). Code that indicates whether the account is a checking (C) or savings (S) account.



Accounting Distribution Approp Code (IR142, IR542). Appropriation to which the expenses are to be charged.

Accounting Distribution FY (IR134, IR142, IR542). First position of the accounting distribution that represents the fiscal year.

Accounting Distribution Sub Lev (IR142, IR542). Accounting levels to which the expenses are to be charged.

Accrual Reduction (IR133, IR136/1). Annual leave accrual reduction (YTD).

Accrual YTD (IR136/1, IR133). Summary of annual leave hours accrued during the current leave year. For full-time employees, the accruals are updated by the individual's leave category each pay period. For those full-time employees in leave category 6, the accruals are updated by 10 hours as of the last full pay period of the calendar year. For part-time employees with an assigned tour of duty, annual leave is accrued on the basis of the number of base hours in pay status each pay period.

Accruals Reduction (IR136/1). Summary of sick leave hours accruals that have been reduced from the employee's sick leave balance as a result of absence without leave (AWOL). When the number of hours of non-pay status during the leave year equals the number of base-pay hours in a pay period, the sick leave accruals are reduced by 4 hours. This amount is reset to zero at the beginning of the first pay period of the leave year.

Accruals YTD (IR136/1). Summary of sick leave hours during the current leave year. For full-time employees, the accruals are updated by 4 hours each pay period. For part-time employees with an assigned tour of duty, 1 hour of sick leave is accrued for each 20 base hours in pay status each pay period. This amount is reset to zero at the beginning of the first pay period of the leave year.

Accrued SES (IR136/1). Hours of annual leave accrued by an SES employee in a leave year.

Acct Appn Cd (IR103). Accounting levels to which the expenses are to be charged.

Acct Distribution fiscal year (FY) (IR103). First position of the accounting distribution that represents the fiscal year.

Acct Station Cd (IR101, IR201, IR501). Accounting office to which the employee's salary and related expenses are to be reported for the maintenance of accounting and budgetary records and reports.

Acct Station Charged (IR142, IR542). Accounting station charged for cash award.

Action Code (IR115). Code that indicates the type of change being accomplished during the current pay period.

Action Code (IR116). Code that indicates the life insurance action being taken.



Code	Data Definition	Definition
0	No action	
1	No deduction	
2	One-half deduction	
3	Full deduction	
4	New enrollment	
5	Regular or opt (waived)	Regular or option (waived)
6	Option only (waived)	
7	Ineligible	
8	Change in coverage	

Action Code (IR117, IR217). Code that indicates the retirement action being taken.

Code	Data Definition
0	No action
4	New enrollment
5	Cancelled enrollment
8	Change in coverage

Action Code (IR118, IR218, IR518). Thrift code that indicates the action being taken.

Code	Data Definition	Definition
0	No action	
1	Non-participating	
2	Waived	
4	New enrollment	
5	Cancelled enrollment	
6	TSP catch up enrollment cancelled by system due to cancellation of regular TSP	Thrift Savings Plan catch up enrollment cancelled by system due to cancellation of regular Thrift Savings Plan



Code	Data Definition	Definition
8	Change in coverage	

Action Eff Date Day (IR311). Day personnel action is effective.

Action Eff Date Month (IR311). Month personnel action is effective.

Action Eff Date Year (IR311). Year personnel action is effective.

Action Source (IR115). Health Benefit code that indicates the source document which established the action code.

Code	Data Definition	Definition
0	N/A	Not applicable
1	Health benefit document	
2	Personnel action	

Additional Payee Info (IR114). Used to identify the receipt account ID.

Adj Salary (IR122/1, 522/1). Amount of employee's salary stated as annual, monthly, daily, or hourly as indicated by the salary rate code. This includes cooperative and/or annuitant share of salary.

ADJP Elaps PP Counter (IR123/1, IR223). Number of pay periods that have elapsed since the first period the employee was paid. It is used to generate automatic pay adjustments for the Department of the Census Decennial employees. It is reset when the employee enters penalty status or the pay adjustment is processed.

Adjust Flag (IR115). Health benefit code that indicates if retroactive collection should be computed on new enrollments.

Code	Data Definition
y	Yes
n	No

Adjust Flag (IR116). Life insurance code that indicates if retroactive collection should be computed on new enrollments.



Code	Data Definition
y	Yes
n	No

Adjusted Salary (IR101, IR145, IR201, IR501, IR547). Base contract salary; amount of employee's salary stated as annual, monthly, daily, or hourly as indicated by the salary rate code. This includes the cooperative and/or annuitive share of salary.

Administrative Leave Used YTD (IR138). Summary of official leave hours used during the current leave year. Official leave is classified as authorized absence from duty without loss of pay or charge to annual, sick, or compensatory leave balances. Types of leave in this category are jury, examination, funeral, witness, voting, holiday, transfer of official station, court, administrative, hazardous weather dismissal, and home leave. This amount is reset to zero at the beginning of the first pay period of the leave year.

Agcy (IR122/1, IR125, IR127, IR222/1, IR225, IR522/1, IR525). First level of the organizational structure. Code that identifies the Agency, by code, as assigned to the United States Department of Agriculture (USDA) by NFC.

Age Adjustment Allowance (IR135). Work field that is part of the age adjustment-allowance computation.

Age At Separation Months (IR135). Work field that computes the number of months toward the next year of age an employee will be when that employee becomes separated. This is used in computing severance pay.

Age At Separation Years (IR135). Work field that computes the number of years from the birth date of employee to the time that employee separates. This is used in computing severance pay.

Age Bracket Code (IR116, IR216). Life insurance code that indicates age bracket for an employee. The employee's age bracket is updated each year on the employee's birthday. The valid values are 1-7.

Agency (IR127, IR227, IR527). Number that indicates a particular Agency, Bureau, or operating unit for the detailed assignment.

Agency Charged (IR142, IR542). Agency to which the cash award is charged.

Agency Info (IR123/2, IR523/2). Field that is available for the Agency's use.

Agency Use (IR123/2, IR223, IR304, IR523/2). Field established by the Agency for use as it seems appropriate.

Agency Use 1 (IR122/1, IR122/2, IR222/1, IR222/2, IR522/1, IR522/2). Field established by the Agency for use as it seems appropriate.



Agency Use 2 (IR122/1, IR122/2, IR222/1, IR222/2, IR522/1, IR522/2). Field established by the Agency for use as it seems appropriate.

Agy 1 Pct. And/Or Match YTD (IR118). Year-to-date Agency contributions for an employee in a particular retirement plan. This amount is reset to zero at the beginning of the new tax year.

Agy Contribution YTD (IR117). Year-to-date Agency contribution for an employee in a particular retirement plan. This amount is reset to zero at the beginning of the new tax year.

Allotment Amount (IR112). Amount of money deducted each month from the employee's pay for a discretionary allotment.

Allotment Number (IR112). Number assigned for each discretionary allotment authorized.

Allotment Type (IR112). Code that indicates whether the deduction is monthly or biweekly.

Code	Data Definition
60	Biweekly
61	Monthly

Allowance COLA Code (IR109, IR209). Code that indicates whether the employee is to be paid a COLA and/or a non-foreign post differential. TC45 on the T&A generates "yes" if COLA post differential is compatible. Data is entered into Personnel Action Processing System (PACT) for employees who are not eligible for COLA.

Code	Data Definition
y	Yes
n	No

Alternate Work Schedule (IR102/1, IR202/1). Code that indicates if an employee is on a compressed work schedule. A compressed work schedule is one where the daily schedule tour of duty, generally, is more than 8 hours per day thereby providing for more time away from the employee's official station.

Code	Data Definition
0	Not under a compressed work schedule
3	Four 10-hour days per week
5	Nine workdays, eight 9-hour days and one 8-hour day
7	Variable workday hours within a 40-hour workweek



Code	Data Definition
8	Variable workweek hours within an 80-hour pay period
9	Reset, returned to regular work schedule

Amount Deducted for Charity per PP (IR111, IR211). Amount of money deducted each pay period from the employee's salary for charitable contribution.

Amount for Flexfund (IR113, IR213). Amount to be deducted for flexfund account (Flexible Spending Account) for each pay period.

Amount not to exceed (NTE) per PP (Deduction Data - amount payments cannot exceed, IR306). Amount that alimony and/or child support payments cannot exceed in a pay period.

Amount NTE per PP (Arrears Data - limit on amount, IR306). Limit on the amount that may be deducted per pay period for arrears in child support and alimony.

Amount per PP (Arrears Data - IR306). Amount of arrears deduction to be made each pay period for child support and alimony.

Amount of Award (IR142). Amount of money that is paid to an employee for a cash award. This amount is used to update the YTD money earned by an employee for W-2 purposes.

Amount (IR110). Amount to be deducted each pay period for a financial organization allotment.

Amount of Distribution (IR519). Computed amount of a portion of the total deduction from employee earnings that is to be distributed to one of the investment funds.

Amount Paid per PP (IR114). Amount of money deducted each pay period from the employee's salary for indebtedness for a receipt account.

Amount per PP (Deduction Data - deduction for alimony and/or child support, IR306). Amount of money deducted each pay period from the employee's salary for an alimony and/or child support case.

Amount per PP (Court Cost Data - deduction for court costs, IR306). Amount of money deducted each pay period from the employee's salary for court costs of an alimony and/or child support case.

Amount PP Deferred (IR121). Amount of money to be deducted each pay period designated as deferred.

Amount PP Non Deferred (IR121). Amount of money to be deducted each pay period designated as nondeferred.

Amount per Pay Period (IR308, IR309). Amount of money deducted from the employee's salary for union dues.



Amt-1, Distributed to Investment Funds (IR119). Computed amount of a portion of the total deduction from employee earnings that is to be distributed to one of the investment funds.

Amt-2, Distributed to Investment Funds (IR119). Computed amount of a portion of the total deduction from employee earnings that is to be distributed to one of the investment funds.

Amt-3, Distributed to Investment Funds (IR119). Computed amount of a portion of the total deduction from employee earnings that is to be distributed to one of the investment funds.

Anniv Date Day (IR313). Day the employee's performance evaluation is due.

Anniv Date Month (IR313). Month the employee's performance evaluation is due.

Anniv Date Year (IR313). Year the employee's performance evaluation is due.

Annual Leave Error (IR136/1). Each pay period the annual leave balance is verified with the balance on the T&A report. As differences occur, the employee's record is annotated to indicate an error exists. When the difference first occurs, a message is displayed indicating a new error. Once the difference exists for two or more pay periods, subsequent messages indicate that it is now a prior pay period error.

Code	Data Definition
0	No error
1	Balance error
2	Crossfoot error
3	Balance and crossfoot error

Annual LV 45 Day Code (IR122/2, IR522/2). Indicates if certain employees stationed overseas or at foreign posts of duty are entitled to carry forward from one leave year to another a maximum annual leave accumulation of 45 days.

Code	Data Definition
y	Yes, employee is entitled to carry forward 45 days of annual leave
n	No, employee is not entitled to carry forward 45 day of annual leave

Annual LV Category (IR122/2, IR136/2, IR522/2). Indicates the annual leave earning status. If the employee is eligible to earn annual leave, the code represents the appropriate earning category.

Code	Data Definition
0	Ineligible to earn annual leave



Code	Data Definition
4	Earns 4-hours of annual leave
6	Earns 6-hours of annual leave
8	Earns 8-hours of annual leave

Annuitant Indicator (IR102/2, IR122/1, IR202/2, IR222/1, IR501/2, IR522/1). Status of an annuitant appointed to a position in the Federal civilian service. This code indicates whether an employee is receiving retired or retained pay from previous civilian or military service.

Code	Data Definition	Definition
A	Reempl ann - FERS	Reemployed annuitant under Federal Employees Retirement System
B	Former ann - FERS	Former annuitant under Federal Employees Retirement System
C	Ret off/reempl ann - FERS	Retired uniformed officer reemployed annuitant under Federal Employees Retirement System
D	Ret off/former ann - FERS	Retired uniformed officer and former annuitant under Federal Employees Retirement System
E	Ret enl/reempl ann - FERS	Retired uniformed service enlisted member and reemployed Federal Employees Retirement System
F	Ret enl/former ann - FERS	Retired uniformed service enlisted member and former Federal Employee Retirement System annuitant who Federal Employees Retirement System annuity is discontinued after appointment
G	FERS - no reduction	Reemployed Federal Employees Retirement System annuitant not subject to salary reduction
H	Ret off/FERS - no reduction	Retired officer and reemployed Federal Employee Retirement System annuitant whose salary is not subject to salary reduction
J	Ret enl/FERS - no reduction	Retired enlisted member and reemployed Federal Employees Retirement System annuitant whose salary is not subject to reduction
1	Annuity under CSRS	Reemployed Civil Service Retirement System annuitant
2	Retired commissioned or warrant	Retired uniformed service officer
3	Retired enlisted	Retired uniformed service enlisted member



Code	Data Definition	Definition
4	Ann under CSRS & ret comm or warrant	Retired uniformed service officer and reemployed Civil Service Retirement System annuitant
5	Annuity under CSRS & ret. enlisted	Retired uniformed service enlisted member and reemployed Civil Service Retirement System annuitant
6	CSRS - no reduction	Reemployed Civil Service Retirement System annuitant not subject to salary reduction
7	Ret off/CSRS - no reduction	Retired uniformed service officer and reemployed Civil Service Retirement System annuitant not subject to salary reduction
8	Ret enl/CSRS - no reduction	Retired uniformed service enlisted member and reemployed Civil Service Retirement System
9	Not applicable	

Annuitant Share Amount (IR102/2, IR122/2, IR202/2, IR222/2, IR502/2, IR522/2). Amount of annual annuity for reemployed annuitant.

Appn Cd (IR103, IR134). Appropriation to which the expenses are to be charged.

Appointment Date Day (IR102/1, IR502/1). Day conversion is effective.

Appointment Date Month (IR102/1, IR502/1). Month conversion is effective.

Appointment Date Year (IR102/1, IR502/1). Year conversion is effective.

Appointment Days Balance (IR102/2, IR202/2, IR502/2). Balance of hours for this appointment.

Appointment Days Total (IR102/2, IR502/2). Appointment days limitation starting balance.

Appointment Dollar Balance (IR102/2, IR202/2, IR502/2). Dollar balance for this appointment.

Appointment Dollar Total (IR102/2, IR502/2). Dollar limitation amount for this appointment.

Appointment Hours Balance (IR102/2, IR202/2, IR 502/2). Balance of hours for this appointment.

Appointment Hours Total (IR102/2, IR502/2). Appointment hours limitation starting balance.

Appointment Limitation Code (IR102/2, IR202/2, IR502/2). Code which provides a means of identifying whether or not the employee's appointment is subject to any limitations. This code is utilized by the computer in routines that audit the completeness and accuracy of data with respect to those appointments with limitations. This code is one of the controlling factors for reporting to employees the notification of expiration of appointment limitations.



Code	Data Definition	Definition
0	No service year or appointment NTE date limitation or NTE date limitation only	No service year or appointment not to exceed date limitation or not to exceed limitation only
2	Service year limitation with or without an appointment NTE date limitation	Service year limitation with or without an appointment not to exceed date limitation

Appointment Nature of Action (NOA) Code (IR123/1, IR523/1). Nature of action code under which the employee was converted.

Appointment NTE Day (IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1). Day limited employee appointment will expire.

Appointment NTE Month (IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1). Month limited employee appointment will expire.

Appointment NTE Year (IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1). Year limited employee appointment will expire.

Approved Leave Donor Code (IR136/2). Code that indicates if an employee is cleared to donate leave.

Approved Leave Recipient (IR136/2). Code that indicates if an employee is an approved leave recipient.

Code	Data Definition
y	Yes
n	No

Appointment NOA Code (IR123/1). Second three-digit alphanumeric code assigned by OPM to identify the legal authority for the appointment.

Appt. Authority (IR123/1). Authority under which the employee was converted.

Appt. Excluded From CSRS Ind (IR119). Code that indicates whether or not an employee's appointment is covered under the CSRS plan as covered by law and regulation. This is used in retirement coverage determinations.

Appt. Excluded From FERS Ind (IR119). Code that indicates whether or not an employee's appointment is covered under the FERS plan as covered by law and regulation. This is used in retirement coverage determinations.

Appointment NOA Code (IR123/1). First three-digit alphanumeric code assigned by OPM to identify the legal authority for the appointment.



AUO/AP Change Code (IR102/2). Standby AUO change code.

Code	Data Definition
0	Not applicable
1	Covered
2	Change
3	Out

AUO/AP Last Change Date Day (IR102/2). Day the last change was made to the administratively uncontrolled overtime code.

AUO/AP Last Change Date Month (IR102/2). Month the last change was made to the administratively uncontrolled overtime code.

AUO/AP Last Change Date Year (IR102/2). Year the last change was made to the administratively uncontrolled overtime code.

AUO/AP Projected Annual Amount (IR102/2). Projected annual amount for employee paid administratively uncontrolled overtime.

AUO/AP Standby Hours Week 1 (IR102/2, IR202/2). Scheduled standby hours for week 1 of the pay period for employees entitled to premium compensation on an annual basis for such hours.

AUO/AP Standby Hours Week 2 (IR102/2, IR202/2). Scheduled weekly standby hours. This entry is made only when the differential period begins, ends, or changes in the second week of the pay period.

AUO/AP Standby Percent (IR102/2, IR202/2, IR502/2). Differential percent for employees entitled to premium compensation on an annual basis for standby or overtime duty. This field is made up of a two-position percentage and a one-position fraction.

Authentication Date Day (IR122/1, IR522/1). Day the personnel action is authenticated.

Authentication Date Month (IR122/1, IR522/1). Month the personnel action is authenticated.

Authentication Date Year (IR122/1, IR522/1). Year the personnel action is authenticated.

Authority Date Day (IR308, IR309, IR311). Day the employee authorized the deduction of union dues.

Authority Date Year (IR308, IR309, IR311). Year the employee authorized the deduction of union dues.



Authority Month Date (IR308, IR309, IR311). Month the employee authorized the deduction of union dues.

Authorization Number (IR108). Number assigned for each bond deduction authorized by the employee.

Award Agency Use (IR142). Data field to be used by each Agency.

Award Code (IR142, IR542). Code that indicates the award. The first position will be the code, and it will be followed by a three-digit number.

Code	Data Definition
h	Honorary
c	Cash
b	Both

Award Name (IR142). Full name to whom the award is given.

Award Scope (IR142). Code that identifies whether award is Government, non-Government, or Agency/Bureau sponsored.

Award Type Code (IR142, IR542). Code that indicates the type of cash award processed.

Code	Data Definition
0	Honorary or non-monetary
1	Suggestion/invention awards
2	Performance awards
3	Foreign language/time-off
4	Spot awards
6	Bonus awards
7	Invention awards
9	Other

Awards Case Number (IR142, IR542). Number assigned to the cash award.

AWOL Since Last WGI (IR303). Summary of unapproved AWOP hours occurring since the employee's last WGI. For those employees in steps 1, 2, and 3; the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6; the first 160 hours are forgiven. For steps 7,



8, and 9; the first 240 hours are forgiven. The excess is first converted to workdays using a ratio of 7/5. The calendar days are used to extend the employee's waiting period for the next WGI. This is reset to zero when the WGI is granted.

B

Balance for Allowance (IR109, IR209). If an allowance total is indicated, element that is initialized with the allowance total. It will be reduced by the allowance rate; therefore, it will contain the remaining balance of the allowance.

Balance for Flexfund (IR113, IR213). Remaining balance to be deducted for flexfund account (Flexible Spending Account) for the tax year.

Balance of Severance Pay (IR135). Work field that computes the balance of the severance pay that will not be paid as full payment.

Balance Owed (IR114). Balance of money owed by an employee for the receipt account.

Balance Religious Obser (IR139). Employee's compensatory leave balance for religious leave.

Balance Remaining (IR111, IR211). Balance remaining in the charitable contribution campaign area account after a deduction has been made. The amount is determined by multiplying the pay period deduction by the number of pay periods in the calendar year. This amount is reduced each pay period until it reaches zero at the end of the calendar year.

Bank Acct No (IR306). Bank account number of the individual receiving alimony and/or child support payments.

Bank Acct Number (IR110, IR120). Employee's personal bank account number to which the financial allotment is to be credited. Used for electronic funds transfer.

Bank Route Number (IR110, IR120). Routing number used by the Federal Reserve Bank to identify the financial institution. Used for electronics fund transfer.

Bar Membership State Code (IR123/1). Code that indicates the State in which an individual is a member of the bar.

Bar Membership State Code (IR530). Code that indicates if an individual has a law degree and is a member of the bar.

Code	Data Definition	Definition
0	N/A	Not applicable
1	Has a law degree	
2	Has a law degree and is a member of the bar	



Bargaining Unit Status (IR102/1, IR122/1, IR202/1, IR222/1, IR502/1, IR522/1). A Bargaining Unit Status (BUS) code is a four-digit code that identifies the bargaining unit status for each position. This field indicates whether an employee is eligible for coverage by a bargaining unit and if covered, the specific bargaining unit.

Code	Data Definition
Last 4 digits of the Office of Labor Management Relations (OLMR)	Represented by a bargaining unit
7777	Eligible, but not in a bargaining unit
8888	Ineligible for inclusion in a bargaining unit

Batch (IR125, IR225). Batch number assigned to the last document applied to the database.

Begins Date Day (IR140). Day AWOP begins.

Begins Date Month (IR140). Month AWOP begins.

Begins Date Year (IR140). Year AWOP begins.

Benefit Type (IR113, IR115, IR116, IR117, IR118, IR121, IR213, IR215, IR216, IR217, IR218, IR515, IR518). Code that indicates the difference between Government-wide and non-Government-wide benefit pay.

Code	Data Definition
1	Government-wide
2	Non-Government-wide

Biweekly Deduct Non Table (IR116, IR216). Biweekly deduction amount for life insurance plans not table driven.

Biweekly Pay Periods (IR135). Work field that computes the number of biweekly pay periods the severance pay will be paid in.

Biweekly Rate at Date of Separation (IR135). Work field that computes the biweekly pay rate, in dollars, on the date the employee separates.

Biweekly Severance Amount (IR134, IR135). Gross biweekly amount of severance pay.

Bonus Granted (IR313). SES bonus amount granted.

Build TSP Data Record (IR118). Code that indicates if an employee data record is to be passed to the TSP file.



Code	Data Definition
y	Yes
blank, n	No

Building Name and Address (IR146). Literal to describe the building name and address for applicable GAO employees.

C

Cal Day (IR136/1). Work field to display the Julian date day as a traditional month-day-year calendar date.

Cal Month (IR136/1). Work field to display the Julian date month as a traditional month-day-year calendar date.

Cal Year (IR136/1). Work field to display the Julian date year as a traditional month-day-year calendar date.

Cal Year Split Type Leave (IR140). Code that indicates the type of leave moved by PAYE to Susp-AWOL-Cal-Yr-Split. Only one type of non-pay leave will be expected for the single pay period spanning calendar year values.

Code	Data Definition	Definition
A	AWOL	Absence without leave
L	LWOP	Leave without pay
S	SUSP-LV	Suspense-leave

Career Perm Tenure Starts Day (IR502/1). Day from which service is to be counted toward career or permanent tenure.

Career Perm Tenure Starts Month (IR502/1). Month from which service is to be counted toward career or permanent tenure.

Career Perm Tenure Starts Year (IR502/1). Year from which service is to be counted toward career or permanent tenure.

Carryover Bal (Annual Leave, IR133, IR136/1). Hours of annual leave carried forward from one leave year to the next. This balance is also the leave ceiling for those employees who are entitled to carry forward more than the current limitation of 240 hours and 720 hours for SES employees. The balance is changed only once. This is at the beginning of the first pay period of the leave year, and it is dependent on the employee's leave ceiling and his/her annual leave balance as of the last pay period in the preceding leave year.



Carryover Balance (Home Leave, IR138). Hours of home leave carried forward from the previous year.

Carryover Balance (Shore Leave, IR138). Hours of shore leave carried forward from the previous year.

Carryover Bal (Sick Leave, IR133, IR136/1). Hours of sick leave carried forward from one leave year to the next. This balance is changed only once a year at the beginning of the first pay period of the leave year.

Carryover Prior Year (IR136/1). Number of hours of annual leave carried over from the prior leave year.

Case File Number (IR145). Unique number identifying each recruitment activity within experimental or comparison sites.

Case Number (IR306). Child support and alimony case number. A four-digit sequential number assigned to the case by the employee's Agency.

Cash Award Amount (IR123/2, IR142, IR223, IR242, IR542). Amount of money paid to a merit pay employee for a cash award.

Cash Award Effective PP (IR123/2, IR142, IR223, IR242). Pay period in which the merit pay cash award was paid.

Cash Award Effective YR (IR123/2, IR142, IR223, IR242). Year that the merit pay cash award was paid.

Cash Award Ind (IR144). Indicates whether a cash award should be processed this pay period for payment.

Certificate Name (IR130, IR530). Name of professional certificate received.

Certificate Number (IR130, IR530). Two-digit code that represents type of professional certificate received.

Certificate State (IR130, IR530). State in which the certification took place.

Certificate Year (IR130, IR530). Year employee became certified.

Change Code (IR115). Health benefit code that indicates if a change occurred for the pay period being processed. The code is reset to "n" after reporting requirements have been met.

Code	Data Definition
n	No change
y	Change occurred



Code Data Definition

r Change occurred, reported unpaid

Change Date (IR143). Julian date the time-off award record was last updated.

Change ID (IR143). User ID of the person who last updated a time-off award record.

Change in Tenure Day (IR102/1). Day provisional employee was converted to career tenure.

Change in Tenure Month (IR102/1). Month provisional employee was converted to career tenure.

Change in Tenure Year (IR102/1). Year provisional employee was converted to career tenure.

Change Status Code (IR118). A system-generated code that indicates an employee's status with respect to participation in the Thrift Savings Plan.

Code Data Definition

Definition

E Eligible. Employee is eligible to participate in TSP but has not submitted Form TSP-1 to begin employee TSP contributions. FERS employee coded E is eligible for the Agency 1-percent basic Government contributions.

Eligible. Employee is eligible to participate in the Thrift Saving Plan but has not submitted Form Thrift Saving Plan-1 to begin employee Thrift Saving Plan contributions. A Federal Employees Retirement System employee coded E is eligible for the Agency 1-percent basic Government contributions.

W Waiting. Employee is waiting to receive the Agency 1-percent basic Government contribution. FERS employee who is contributing to TSP but is not yet eligible to receive the Agency 1-percent basic Government contribution, as well as, the Agency matching funds.

Waiting. Employee is waiting to receive the Agency 1-percent basic Government contribution. A Federal Employees Retirement System employee who is contributing to the Thrift Saving Plan but is not yet eligible to receive the Agency 1-percent basic Government contribution, as well as, the Agency matching funds.

S Stopped employee contributions. FERS employee who terminates (stops) his/her own contributions to TSP before becoming eligible to receive the Agency 1-percent basic Government contribution, as well as, the Agency matching funds.

Stopped employee contributions. A Federal Employees Retirement System employee who terminates (stops) his/her own contributions to the Thrift Saving Plan before becoming eligible to receive the Agency 1-percent basic Government contribution, as well as, the Agency matching funds.

Y Yes (contributing). An eligible employee has elected to participate in TSP. FERS employee coded Y is eligible for Agency matching 1-percent basic Government contribution, as well as, the Agency matching funds.

Yes (contributing). An eligible employee has elected to participate in the Thrift Saving Plan. A Federal Employees Retirement System employee coded Y is eligible for Agency matching 1-percent basic Government contribution, as well as, the Agency matching funds.



Code	Data Definition	Definition
T	Terminated employee TSP contributions. An employee who terminates his/her contributions or who is required to terminate his/her contributions because he/she made a financial hardship in-service withdrawal. FERS employee coded T is eligible for the Agency 1-percent basic Government contribution.	Terminated employee Thrift Saving Plan contributions. An employee who terminates his/her contributions or who is required to terminate his/her contributions because he/she made a financial hardship in-service withdrawal. A Federal Employees Retirement System employee coded T is eligible for the Agency 1-percent basic Government contribution.
I	Ineligible. An employee with a retirement coverage code of 2, 4 (except for reemployed annuitants who have an annuity code of 1, 4, or 5), 5, J, or X. FERS employee coded I is eligible to participate in TSP, but has not submitted Form TSP-1 to begin employee contributions, and is not eligible to receive the Agency 1-percent basic Government contribution until the first or second TSP open season.	Ineligible. An employee with a retirement coverage code of 2, 4 (except for reemployed annuitants who have an annuity code of 1, 4, or 5), 5, J, or X. A Federal Employees Retirement System employee coded I is eligible to participate in the Thrift Saving Plan, but has not submitted Form Thrift Saving Plan-1 to begin employee contributions, and is not eligible to receive the Agency 1-percent basic Government contribution until the first or second Thrift Saving Plan open season.

Changed Date Cal (IR139). A breakout of the Julian date in the month-day-year format.

Changed Date Julian (IR139). Julian date the compensatory leave record was last updated.

Changed ID (IR139). ID of the person who last updated a compensatory leave record.

Check Mail Address (IR124, IR524). Employee's check mailing address.

City Cd (Check Mail Address, IR124, IR524). City name of employee's check mailing address.

State Cd (Check Mail Address, IR124, IR524). State name of employee's check mailing address.

Citizenship Country Code (IR119). The 3-position code that indicated the employee's citizenship. This code can be found at www.gsa.gov under Geographic Location.

Citizenship Status (IR122/2, IR123/1, IR222/2, IR223, IR522/2, IR523/1). Code that identifies the citizenship status of the employee.

Code	Data Definition	Definition
1	U.S. citizen (includes naturalized citizens and U.S. nationals from America, Samoa, and Swains Islands)	United States citizen (includes naturalized citizens and United States nationals from America, Samoa, and Swains Islands)
8	Other	

CMSA Code (IR101, IR201, IR501). Consolidated metropolitan statistical code.



Code (Allowance Record, IR109, IR209). Code that indicates whether the allowance will be on a per day or per pay period basis. This code is used in conjunction with the allowance rate.

Code	Data Definition
1	Per day
3	Per pay period

COLA Percent (IR502/2). Percentage figure used to determine the amount of money to be paid as a COLA.

COLA Post Diff Code (IR109, IR122/2, IR209, IR222/2, IR522/2). Code that indicates the employee's entitlement to a COLA or post differential.

Code	Data Definition	Definition
0	None	
1	TDY allowance	Temporary duty allowance
2	Non-foreign post-diff	Non-foreign post differential
3	COLA - local retail with opst diff	Cost-of-living allowance - local retail with post differential
4	Foreign post-diff	Foreign post differential
5	COLA - local retail	Cost-of-living allowance - local retail/private housing
6	COLA - commissary/PX with post diff	Cost-of-living allowance - commissary/post exchange with post differential
7	COLA - commissary/PX	Cost-of-living allowance - commissary/post exchange
8	COLA - commissary/PX/Fed hsng	Cost-of-living allowance - commissary/post exchange/Federal housing
9	COLA - commissary/PX/military housing	Cost-of-living allowance - commissary/post exchange/military housing

Collection Ends PP (IR121). Pay period the collection will end.

Collection Ends YR (IR121). Year the collection will end.

Comp EQ Abil Code (IR123/1). Code that indicates computer equipment experience for an individual.



Code	Data Definition
I	IBM
U	Univac
H	Honeywell
F	Fosdic
B	Burroughs
O	Other
blank	N/A

Note: If an invalid code, other than one specified above, is entered in this field, the action is rejected and the message “*invalid code. reenter*” is displayed.

Comp Travel Bal (IR139). Number of hours of compensatory travel time that the employee has available to use.

Competitive Level Code (IR244, IR502/2). Code that identifies positions so alike as to be interchangeable during a reduction in force (RIF).

Conflict of Interest Submitted (IR123/2). Code that indicates whether an employee occupying a position subject to conflict of interest or financial disclosure reporting requirements has submitted the required statements.

Code	Data Definition
y	Yes
n	No

Consecutive Day Cntr (IR133, IR140). Summary of consecutive days of AWOP occurring since the employee received a career-conditional appointment. Whenever an employee is or will be in a non-pay status in excess of 30 days, a personnel action is processed and this counter is activated. An employee must serve 3 years in a career-conditional status without a break in service in order to be eligible for conversion to career tenure. The first 30 days of consecutive non-pay status is forgiven.

Contribution Amount (IR115). Amount contributed biweekly by Agency for health benefits.

Control Number (IR115, IR215). Health benefit number assigned by carrier for identification.

Conversion Career Tenure Day (IR102/1, IR202/1). Projected day an employee will become eligible for conversion to career tenure.



Conversion Career Tenure Month (IR102/1, IR202/1). Projected month an employee will become eligible for conversion to career tenure.

Conversion Career Tenure Year (IR102/1, IR202/1). Projected year an employee will become eligible for conversion to career tenure.

Coop Employee Control Code (IR102/2, IR122/2, IR202/2, IR222/2, IR502/2, IR522/2). Code that indicates whether employee is a cooperative type employee and if so, who is responsible for maintaining control over him/her as provided in the cooperative agreement.

Code	Data Definition
0	Not applicable
1	Federal control
2	Cooperative control
3	Joint control

Coop Holiday Rate (IR122/2, IR222/2, IR522/2). Hourly holiday rate for a cooperative employee if different from the rate computed from base salary. All nines indicate that the cooperator pays all holiday work.

Coop Overtime Amt (IR122/2, IR222/2, IR522/2). Hourly overtime rate for a cooperative employee if different from the rate computed from base salary. All nines indicate that the cooperator pays all overtime work.

Coop Rt Holiday (IR102/2, IR202/2, IR502/2). Hourly holiday rate for cooperative employee if different from the rate computed from base salary. All nines indicate that the cooperator pays all holiday work.

Coop Rt Overtime (IR102/2, IR202/2, IR502/2). Hourly overtime rate for cooperative employee if different from the rate computed from base salary. All nines indicate that the cooperator pays all overtime work.

Coop Share Amount (IR102/2, IR202/2, IR502/2). Amount of cooperative employee's salary paid by the cooperator must be on basis indicated by the salary rate code. This is used in computing the employee's pay. The employee's base salary is reduced by this amount.

COPR Comm Hours Last 26 PP (IR103). Number of hours of commute overtime worked by Customs Officers (Customs inspectors and canine enforcement officers) for the following prefix and transaction codes (TC) during the last 26 pay periods. This is 30/21 overtime paid at triple rate. Customs officers are entitled to COPR to have their FEGLI coverage and deductions computed based on their base salary plus the amount paid under Prefix 30 and TC 21 not to exceed \$12,500 for the last 26 pay periods.



COPR OT Hours Last 26 PP (IR103). Number of hours of overtime worked by Customs Officers for the following prefixes and TCs during the last 26 pay periods. These are Prefix 20, TC 21 and Prefix 22, TC 21. Customs officers entitled to COPR have their FEGLI coverage and deductions computed based on their base salary plus the amount paid under Prefix 20, TC 21 and Prefix 22, TC 21 not to exceed \$12,500 for the last 26 pay periods.

COPR OT Ret Curr FY YTD (IR103). Amount of overtime paid to Customs Officers for the following Prefixes and TCs for the current fiscal year: Prefix 20, TC 21; Prefix 22, TC 21; and Prefix 30, TC 21. This field continues to increase even though there is a COPR overtime limitation of \$12,500, on deductions for TSP, retirement, and FEGLI for COPR overtime. Employees are entitled to COPR overtime up to a \$25,000 limitation taking into consideration premium pay.

COPR OT Ret Pay Period (IR103). Amount of overtime paid to Customs Officers for the following prefixes and TCs for the current pay period. They are Prefix 20, TC 21; Prefix 22, TC 21; and Prefix 30, TC 21.

COPR Overtime Amount (IR103). COPR Overtime Amount.

COPR Premium Pay FY YTD (IR103). Amount of premium pay for Customs Officers for the following prefixes and TCs for the current fiscal year.

Code	Data Definition
prefix 5	TCs 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 10	TCs 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 15	TCs 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 20	TCs 11, 21, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 22	TC 21
prefix 30	TC 21
prefix 50	TCs 04, 35, 36, 37, 38, 50, 60, 61, 62, 63, 65, 66, 67, 68, 69

Note: This field continues to increase even though there is a COPR premium pay limitation of \$25,000.

COPR Premium Pay FY YTD PRI (IR103). Amount of premium paid to Customs Officers for the following prefixes and TCs for the previous fiscal year.

Code	Data Definition
prefix 5	TCs 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 10	TCs 11, 31, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69



Code	Data Definition
prefix 15	TCs 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 20	TCs 11, 21, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 22	TC 21
prefix 30	TC 21
prefix 50	TCs 04, 35, 36, 37, 38, 50, 60, 61, 62, 63, 65, 66, 67, 68, 69

Note: This field is increased when corrected T&As for the previous fiscal year are processed even though there is a premium pay limitation of \$25,000.

COPR Premium Pay Pay Period (IR103). Amount of premium paid to Customs Officers for the following prefixes and TCs for the current pay period.

Code	Data Definition
prefix 5	TCs 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 10	TCs 11, 31, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 15	TCs 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 20	TCs 11, 21, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
prefix 22	TC 21
prefix 30	TC 21
prefix 50	TCs 04, 35, 36, 37, 38, 50, 60, 61, 62, 63, 65, 66, 67, 68, 69

CORR Proc Pay Period Begins Day (IR523/2). Day corrected to PHIS.

CORR Proc Pay Period Begins Month (IR523/2). Month corrected to PHIS.

CORR Proc Pay Period Begins Year (IR523/2). Year corrected to PHIS.

COPR Status (IR102, IR103, IR202/1, IR502/1, IR522/1). The United States Customs Service employee's (Customs Officer-Customs Inspector (Series 1890) or Canine Enforcement Officer (series 1801)) entitlement to be covered and paid by the provisions of the COPR Act.

Code	Data Definition
y	Yes covered (entitled)



Code Data Definition

blank Not covered (not entitled)

Correction Pay Period Number (IR502/2, IR523). Corrected pay period to PHIS.

Correspondence Region (IR119). The correspondence region that is populated if the Correspondence Cntry Cd field is populated.

Correspondence Cntry Cd (IR119). Code that identifies an employee's country. This code can be found at www.gsa.gov under Geographic Location Codes.

County (IR101, IR201). Duty station location county. Identifies the county name of the employee's permanent duty station. In the event that the duty station is located outside one of the 50 States, this element will not be entered. This is system generated.

County Cd (IR124, IR524). Code of the county in which the employee lives.

County Code (IR107, IR207). Code that indicates the county for which county income taxes are applicable.

County Name (IR107, IR207). Message indicating the county name of the county tax record currently being displayed.

Court Case Number (IR306). Court case number of an alimony and/or child support case that involves payroll deductions.

Coverage Amount Furnished (IR116, IR216). Coverage amount of life insurance program.

Coverage Code (IR115, IR215, IR515). Health benefit code that records the employee's eligibility for participation and, if eligible, whether or not he is participating. If it is blank, the valid value is non-Government.

Coverage Code (Record, IR116, IR216, IR516). Employee's coverage including any combination of options available.

Coverage Code (Thrift Savings Record, IR118, IR218, IR518). Thrift savings code that indicates the employee's eligibility for participation, and if eligible, whether or not he/she is participating. If the valid value is blank, the value is Government.

Description (Record, IR216). Literal that describes the type of life insurance coverage chosen by the employee.

CPDF Coverage Code (IR144) Code that indicates if an employee is on the Central Personnel Data File. This file includes all active employees other than aliens located in a foreign country or a territory.

Credit Hours Current Bal (IR138). Compressed work schedule.



Creditable Mil Serv Yr (IR119). Number of years of military service.

Creditable Mil Serv Mo (IR119). Number of months of military service.

Creditable Mil Serv Da (IR119). Number of days of military service.

Creditable Military Serv (IR117, IR517). At time of appointment, total years and months of military service that are creditable for annual leave accrual purposes and creditable for retirement for CSRS.

Creditable Military Service (IR122/2, IR522/2). At time of appointment, total years and months of military service that are creditable for annual leave accrual purposes and creditable for retirement for CSRS.

Critical Element Code (IR303). Code from the AD-434 that indicates, what is used to control the granting of merit pay or WGIs.

Code	Data Definition	Definition
0	Accession actions	
1	Eligible for merit pay/WGI	Eligible for merit pay/within-grade increase
2	Composite rating less than 3.0	
3	Critical element less than 3.0	
4	Composite rating and critical element less than 3.0	

CSRS Coverage at Appt (IR117, IR122/2, IR517, IR522/2). Indication whether the employee has, at the time of the most recent appointment to Federal service, been previously covered by CSRS.

Cumulative Retirement Ded (IR117). An employee's cumulative retirement deductions while in NFC's payroll system.

Current Awards Case Number (IR242). Number assigned to the cash award.

Current Balance (Annual Leave, IR136/1). Hours of annual leave to the credit of the employee as of the current pay period of the current leave year. The current balance will be adjusted as of the beginning of the first pay period of the leave year if the balance is in excess of the number of hours to which the employee is entitled to carryover from one leave year to the next.

Current Balance (Sick Leave, IR136/1). Hours of sick leave to the credit of the employee as of the current pay period of the current leave year.

Current Balance (Home Leave, IR138). Hours of home leave to the credit of the employee as of the current pay period of the current year.



Current Balance (Shore Leave, IR138). Hours of shore leave to the credit of the employee as of the current pay period of the current year.

Current Employment Status (IR102/1, IR202/1, IR502/1). Code that indicates the current employment status of the employee.

Code	Data Definition	Definition
00	Active	
01	Military furlough-Agency paid FEHB	Military furlough Agency paid Federal Employees Health Benefits (FEHB)
02	LWOP (excess of 30 days)	Leave without pay (excess of 30 days)
03	Furlough (RIF)	Furlough (reduction in force)
04	Furlough (seasonal)	
05	Suspension	
06	Furlough, IPA	Furlough, Intergovernmental Personnel Act
07	OWCP-LWOP	Office of Workers Compensation Programs-leave without pay
08	Pending approval of disability retirement	
09	Military furlough (Employee pays percentage)	

D

Date 6C Retire Day (IR102/1, IR122/2, IR502/1, IR522/2). Day an employee enters 7 1/2% retirement plan.

Date 6C Retire Month (IR102/1, IR122/2, IR502/1, IR522/2). Month an employee enters 7 1/2% retirement plan.

Date 6C Retire Year (IR102/1, IR122/2, IR502/1, IR522/2). Year an employee enters 7 1/2% retirement plan.

Date Agency EOD Day (IR102/1, IR502/1). Day entered on duty (EOD) in the Bureau/Agency where the employee is currently employed.

Date Agency EOD Month (IR102/1, IR502/1). Month entered on duty in the Bureau/Agency where the employee is currently employed.

Date Agency EOD Year (IR102/1, IR502/1). Year entered on duty in the Bureau/Agency where the employee is currently employed.



Date Career Tenure Starts Day (IR122/2, IR522/2). Day from which service is to be counted toward career or permanent tenure.

Date Career Tenure Starts Month (IR122/2, IR522/2). Month from which service is to be counted toward career or permanent tenure.

Date Career Tenure Starts Year (IR122/2, IR522/2). Year from which service is to be counted toward career or permanent tenure.

Date Change in Tenure Day (IR145). Day provisional employee was converted to career tenure.

Date Change in Tenure Month (IR145). Month provisional employee was converted to career tenure.

Date Change in Tenure Year (IR145). Year provisional employee was converted to career tenure.

Start Date Day (Child Support/Alimony (CSA), IR306). Day deductions for alimony and/or child support starts.

Start Date Month (CSA, IR306). Month deductions for alimony and/or child support starts.

Start Date Year (CSA, IR306). Year deductions for alimony and/or child support starts.

Date Deduction Began Day (IR117, IR217). Day an employee became eligible to participate in a particular retirement plan.

Date Deduction Began Month (IR117, IR217). Month an employee became eligible to participate in a particular retirement plan.

Date Deduction Began Year (IR117, IR217). Year an employee became eligible to participate in a particular retirement plan.

Date Detailed Assignment Expires Day (IR127, IR227, IR527). Day the detailed assignment expires.

Date Detailed Assignment Expires Month (IR127, IR227, IR527). Month the detailed assignment expires.

Date Detailed Assignment Expires Year (IR127, IR227, IR527). Year the detailed assignment expires.

Date Effective Day (IR113, IR213). Day that the flexfund spending account is effective.

Date Effective Month (IR113, IR213). Month that the flexfund spending account is effective.

Date Effective Year (IR113, IR213). Year that the flexfund spending account is effective.



Date Effective Day (IR115, IR515). Day that the applicable health benefit action becomes effective.

Date Effective Month (IR115, IR515). Month that the applicable health benefit action becomes effective.

Date Effective Year (IR115, IR515). Year that the applicable health benefit action becomes effective.

Date Effective Day (IR116, IR216). Day that the applicable life insurance action becomes effective.

Date Effective Month (IR116, IR216). Month that the applicable life insurance action becomes effective.

Date Effective Year (IR116, IR216). Year that the applicable life insurance action becomes effective.

Date Effective Day (IR524). Day the personnel action is effective.

Date Effective Month (IR524). Month the personnel action is effective.

Date Effective Year (IR524). Year the personnel action is effective.

Date Entered POI Day (IR102/1, IR502/1). Day the employee was brought on board or moved to a new personnel office.

Date Entered POI Month (IR102/1, IR502/1). Month the employee was brought on board or moved to a new personnel office.

Date Entered POI Year (IR102/1, IR502/1). Year the employee was brought on board or moved to a new personnel office.

Date Entered Present Grade Day (IR122/2, IR222/2, IR522/2). Day the employee last entered present grade.

Date Entered Present Grade Month (IR122/2, IR222/2, IR522/2). Month the employee last entered present grade.

Date Entered Present Grade Year (IR122/2, IR222/2, IR522/2). Year the employee last entered present grade.

Date EOD Foreign Service Day (IR117). Day entered on duty into foreign service retirement system.

Date EOD Foreign Service Month (IR117). Month entered on duty into foreign service retirement system.



Date EOD Foreign Service Year (IR117). Year entered on duty into foreign service retirement system.

Date Leave Frozen Day (IR136/2). Day annual and sick leave were frozen due to an assistant U.S. Attorney being converted to a presidentially appointed U.S. Attorney.

Date Leave Frozen Month (IR136/2). Month annual and sick leave were frozen due to an assistant U.S. Attorney being converted to a presidentially appointed U.S. Attorney.

Date Leave Frozen Year (IR136/2). Year annual and sick leave were frozen due to an assistant U.S. Attorney being converted to a presidentially appointed U.S. Attorney.

Date Leave Paid Day (IR133). Day lump sum leave paid.

Date Leave Paid Month (IR133). Month lump sum leave paid.

Date Leave Paid Year (IR133). Year lump sum leave paid.

Date Longevity Day (IR102/1, IR202/1, IR502/1). Day used to compute longevity present for Secret Service.

Date Longevity Month (IR102/1, IR202/1, IR502/1). Month used to compute longevity present for Secret Service.

Date Longevity Year (IR102/1, IR202/1, IR502/1). Year used to compute longevity present for Secret Service.

Date of Birth Day (IR122/1, IR135, IR222/1, IR522/1). Day the employee was born.

Date of Birth Month (IR122/1, IR135, IR222/1, IR522/1). Month the employee was born.

Date of Birth Year (IR122/1, IR135, IR222/1, IR522/1). Year the employee was born.

Date of Investigation Day (IR312). Day investigation was completed for current security clearance.

Date of Investigation Month (IR312). Month investigation was completed for current security clearance.

Date of Investigation Year (IR312). Year investigation was completed for current security clearance.

Date Penalty Began Day (IR123/1, IR223). Day the penalty began.

Date Penalty Began Month (IR123/1, IR223). Month the penalty began.

Date Penalty Began Year (IR123/1, IR223). Year the penalty began.



Date Probation Period Starts Day (IR122/2, IR145, IR222/2, IR522/2). Start day of 1-year probation period.

Date Probation Period Starts Month (IR122/2, IR145, IR222/2, IR522/2). Start month of 1-year probation period.

Date Probation Period Starts Year (IR122/2, IR145, IR222/2, IR522/2). Start year of 1-year probation period.

Date Processed PP Begins Day (IR515, IR518). Beginning day of pay period being processed.

Date Processed PP Begins Month (IR515, IR518). Beginning month of pay period being processed.

Date Processed PP Begins Year (IR515, IR518). Beginning year of pay period being processed.

Date Processed Pay Period Begins Day (IR305). Beginning day of pay period being processed.

Date Processed Pay Period Begins Month (IR305). Beginning month of pay period being processed.

Date Processed Pay Period Begins Year (IR305). Beginning year of pay period being processed.

Date Reinvestigation Required Day (IR312). Day investigation needs to be initiated to assure security clearance is updated.

Date Reinvestigation Required Month (IR312). Month investigation needs to be initiated to assure security clearance is updated.

Date Reinvestigation Required Year (IR312). Year investigation needs to be initiated to assure secure clearance is updated.

Date Retired Military Day (IR122/2, IR522/2). Day employee retired from military service.

Date Retired Military Month (IR122/2, IR522/2). Month employee retired from military service.

Date Retired Military Year (IR122/2, IR522/2). Year employee retired from military service.

Date Retired From Military Day (IR117, IR517). Day employee retired from military service.

Date Retired From Military Month (IR117, IR517). Month employee retired from military service.

Date Retired From Military Year (IR117, IR517). Year employee retired from military service.

Date SCD Leave Day (IR102/1, IR202/1, IR502/1). Day of service computation for leave.

Date SCD Leave Month (IR102/1, IR202/1, IR502/1). Month of service computation for leave.

Date SCD Leave Year (IR102/1, IR202/1, IR502/1). Year of service computation for leave.



Date SCD Retire Day (IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2). Day of service computation for retirement.

Date SCD Retire Month (IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2). Month of service computation for retirement.

Date SCD Retire Year (IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2). Year of service computation for retirement.

Date SCD RIF Day (IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2). Day of service computation for RIF.

Date SCD RIF Month (IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2). Month of service computation for RIF.

Date SCD RIF Year (IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2). Year of service computation for RIF.

Date SCD TSP Day (IR122/2, IR522/2). Day that shows total creditable service counting toward 1-percent vesting for FERS employees.

Date SCD TSP Month (IR122/2, IR522/2). Month that shows total creditable service counting toward 1-percent vesting for FERS employees.

Date SCD TSP Year (IR122/2, IR522/2). Year that shows total creditable service counting toward 1-percent vesting for FERS employees.

Date SCD WGI Day (IR122/2, IR222/2, IR522/2). Commencing day of service for completion of WGI period.

Date SCD WGI Month (IR122/2, IR222/2, IR522/2). Commencing month of service for completion of WGI period.

Date SCD WGI Year (IR122/2, IR222/2, IR522/2). Commencing year of service for completion of WGI period.

Date SES Recert Day (IR102/2). Day an SES employee was recertified for duty.

Date SES Recert Month (IR102/2). Month an SES employee was recertified for duty.

Date SES Recert Year (IR102/2). Year an SES employee was recertified for duty.

Date Severance Pay Begins Day (IR134). Effective day that severance pay begins.

Date Severance Pay Begins Month (IR134). Effective month that severance pay begins.

Date Severance Pay Begins Year (IR134). Effective year that severance pay begins.



Date Supv/Mgr Prob Period Day (IR122/2, IR222/2, IR522/2). Day an employee is placed in a managerial or supervisory position.

Date Supv/Mgr Prob Period Month (IR122/2, IR222/2, IR522/2). Month an employee is placed in a managerial or supervisory position.

Date Supv/Mgr Prob Period Year (IR122/2, IR222/2, IR522/2). Year an employee is placed in a managerial or supervisory position.

Date TSP Eligibility Day (IR118, IR218). Day of the SCD TSP date.

Date TSP Eligibility Month (IR118, IR218). Month of the SCD TSP date.

Date TSP Eligibility Year (IR118, IR218). Year of the SCD TSP date.

Date WGI Projected Effective Day (IR123/1, IR303). Day WGI is projected.

Date WGI Projected Effective Month (IR123/1, IR303). Month WGI is projected.

Date WGI Projected Effective Year (IR123/1, IR303). Year WGI is projected.

Days Worked Calendar Year (IR132). Summary of days worked by the employee while serving an intermittent type of employment during the current calendar year. The days worked are converted to calendar days by using a ratio of 7 to 5. The calendar days computed are subtracted from the intermittent elapsed calendar days and the result is used to adjust the service computation dates for leave, retirement, and RIF. The dates are adjusted at the end of the leave year or whenever the tour of duty changes to full time or part time. This is reset to zero when the adjustment is accomplished.

Days Worked During Prob (IR132). Number of days that the employee worked while serving an intermittent appointment that is subject to a 1-year probationary or trial period. This is reset when the probationary or trial period is removed.

Days Worked on Roll (IR132). Number of days recorded in the employee master file that the employee has worked as an intermittent while employed by USDA.

Days Worked Since Last WGI (IR132). Number of workdays that an intermittent employee has recorded on the T&A for each pay period. This is updated only when a WGI SCD is present.

Days Worked This Appoint (IR132). Number of intermittent days worked by the employee during a particular appointment. Whenever the type of employment, type of appointment, end of the leave year, salary, or tour of duty changes, the data in this element is forwarded to the retirement system to control the length of service for the employee. This is reset when a change occurs. This element is maintained for all intermittent employees, but only those covered by retirement are effected.

Ded After QASDI Limit (IR117, IR118, IR217, IR218). Code that indicates in percent or amount what is to be deducted once the Federal Insurance Contribution Act (FICA) limit has been reached.



Ded Limit to OASDI (IR117, IR118, IR217, IR218). Code that indicates if the amount to be deducted is limited to the amount of FICA wages.

Code	Data Definition
y	Yes
n	No

Ded YTD Deferred (IR115). Employee's year-to-date health deductions. This amount is reset to zero at the beginning of the new tax year.

Ded YTD Non Deferred (IR115). Employee's year-to-date health benefits deductions that are not tax deferred.

Deduction Amount (IR115). Amount of money deducted from the employee's pay biweekly for health benefits.

Deduction Balance (IR121). Balance an employee owes due to a thrift savings adjustment.

Deduction Deferred (IR121). Total amount of an employee's thrift savings deductions for a thrift savings adjustment designated deferred.

Deduction Ind (IR115). Health benefit code that indicates if a deduction was made for the current pay period.

Code	Data Definition
y	Yes
n	No

Deduction Non Deferred (Debit, IR121). Total amount of an employee's thrift savings deduction for the debit side of a thrift savings adjustment designated non-deferred.

Deduction Non Deferred (Credit, IR121). Total amount of an employee's thrift savings deduction for the credit side of a thrift savings adjustment designated non-deferred.

Deduction Prior To Conv (IR117). Employee's cumulative retirement deductions prior to being on NFC's payroll system.

Deduction Type (IR117, IR118, IR121, IR217, IR218). Code that indicates a characteristic of the deduction.

Code	Data Definition
1	Percent of base pay



Code	Data Definition
2	Percent of gross pay
3	Fixed amount

Deductions Began Day (IR118, IR218). Day an employee became eligible to participate in a particular TSP.

Deductions Began Month (IR118, IR218). Month an employee became eligible to participate in a particular TSP.

Deductions Began Year (IR118, IR218). Year an employee became eligible to participate in a particular TSP.

Deferred Deduction (IR117, IR217). Percent or amount to be deducted.

Deferred Deduction Factor (IR118, IR218, IR518). Deferred thrift savings percent or amount to be deducted each pay period. This amount is tax deferred.

Deferred Deduction YTD (IR117). Deferred retirement amount deducted for the calendar year. This amount is reset to zero at the beginning of the new tax year.

Deferred Employee Deduction YTD (IR118). Deferred thrift savings amount deducted for the calendar year. This amount is reset to zero at the beginning of the calendar year.

Deg/Cert Rcvd (IR122/2, IR123/1, IR130, IR222/2, IR223, IR522/2, IR523/1, IR530). Year a degree was received.

Department Code (IR101, IR122/1, IR127, IR131, IR201, IR222/1, IR227, IR501, IR522/1, IR527). Code that identifies the Departments of the Government.

Designated Agency (IR124, IR524). Code that indicates the person in the employee's Agency to whom the employee's check is mailed.

Disbursement Type (IR112). Code that indicates if the check is being sent direct deposit/electronic fund transfer or is being mailed to a specific address.

Code	Data Definition	Definition
1	DD/EFT	Direct deposit/electronic funds transfer
2	Specific address	

Disbursing Office (IR110, IR120, IR124, IR524). Code that indicates the disbursing office that issues the allotment check. The code is system generated by matching the abbreviated State and the ZIP code table that contains the disbursing office code.



Code	Data Definition
0	Not Applicable
1	Birmingham
2	Chicago
3	Kansas City
4	Washington
5	San Francisco
6	Philadelphia

Distribution Cd (IR124). Code that indicates how the check is to be delivered.

Code	Data Definition
0	Not applicable
1	Mail
2	Designated agent
3	Financial organization

Doc Type 030 (IR126/1). NFC-74, Master File Change Document.

Doc Type 030 PP (IR126/1). Last pay period that a master file update document was processed for an employee.

Doc Type 030 Yr (IR126/1). Last year that a master file was processed for an employee.

Doc Type 030 POI (IR126/1). Last employing office number assigned to a master file update document processed for an employee.

Doc Type 030 Batch (IR126/1). Master File Change Document. Last batch number assigned to a master file update document processed for an employee.

Doc Type 030 User-ID (IR126/1). User ID of last person who updated the document.

Doc Type 060 (IR126/1). AD-349, Employee Address.

Doc Type 060 PP (IR126/1). Last pay period an AD-349 was processed for the employee.

Doc Type 060 Yr (IR126/1). Last year an AD-349 was processed for the employee.



Doc Type 060 POI (IR126/1). Last employing office number assigned to an AD-349 submitted for an employee.

Doc Type 060 Batch (IR126/1). Employee Address. Last batch number assigned to an AD-349 submitted for an employee.

Doc Type 060 User-ID (IR126/1). User ID of person that last updated the document.

Doc Type 063 (IR126/1). SF 50, Notification of Personnel Action.

Doc Type 063 PP (IR126/1). Last pay period an AD-350A, Change Action Notice, was processed for an employee.

Doc Type 063 Yr (IR125/1). Last year an AD-350A was processed for an employee.

Doc Type 063 POI (IR126/1). Last employing office number assigned to an AD-350, Personnel Block and Description, submitted for an employee.

Doc Type 063 Batch (IR126/1). Notification of Personnel Action. Last batch number assigned to an AD-350A submitted for an employee.

Doc Type 063 User-ID (IR126/1). User ID of person that last updated the document.

Doc Type 075 (IR125/1). Performance evaluation.

Doc Type 075 PP (IR126/1). Last pay period that a document was processed for an employee.

Doc Type 075 Yr (IR126/1). Last year that a document was processed for an employee.

Doc Type 075 POI (IR126/1). Last employing office number that processed a document for the employee.

Doc Type 075 Batch (IR125/1). Last batch number assigned to the document for an employee.

Doc Type 075 User-ID (IR126/1). User ID of person that last updated the document.

Doc Type 086 (IR126/1). Union dues.

Doc Type 086 PP (IR126/1). Last pay period number that a union dues document was processed for an employee.

Doc Type 086 Yr (IR126/1). Last year that a union dues document was processed for an employee.

Doc Type 086 POI (IR126/1). Last employing office number assigned to a union dues document for an employee.

Doc Type 086 Batch (IR126/1). Last batch assigned to a union dues document for an employee.

Doc Type 086 User-ID (IR126/1). User ID of last person who updated the document.



Doc Type 088 (IR126/1). CFC-804, Charitable Contributions.

Doc Type 088 PP (IR126/1). Last pay period that a receipt account or withholding for charitable contribution document was processed for an employee.

Doc Type 088 Yr (IR126/1). Last year that a receipt account or withholding for charitable contribution document was processed for an employee.

Doc Type 088 POI (IR126/1). Last employing office number assigned to a receipt account or withholding for charitable contribution document processed for an employee.

Doc Type 088 Batch (IR126/1). Last batch number assigned to a receipt account or withholding for charitable contribution document processed for an employee.

Doc Type 088 User-ID (IR126/1). User ID of last person who updated the document.

Doc Type 089 (IR126/1). Deduction due to indebtedness.

Doc Type 089 PP (IR126/1). Element used by the Agency to retain the pay period number that a new document processed until the valid last-action-rec data is assigned in the next database change.

Doc Type 089 Yr (IR126/1). Element used by the Agency to retain the year that a new document was processed until the valid last-action-rec data is assigned in the next database change.

Doc Type 089 POI (IR126/1). Element used by the Agency to retain the employing office number that processed a new document until the valid last-action-rec data element assigned in the next database change.

Doc Type 089 Batch (IR126/1). Deduction Due to an Employee. Generic element used to retain the batch number assigned to a new document until the valid last-action-rec data element is assigned in the next database change.

Doc Type 089 User-ID (IR126/1). Element used by the Agency to retain the user ID of the person who processed a new document until the last-action-rec data element is assigned in the next database change.

Doc Type 095 (IR126/1). SF 1199A, Direct Deposit (DD) Sign-Up Form/electronic funds transfer (EFT) for allotment.

Doc Type 095 PP (IR126/1). Last pay period that a financial allotment document was processed for an employee.

Doc Type 095 Yr (IR126/1). Last year that a financial allotment document was processed for an employee.

Doc Type 095 POI (IR126/1). Last employing office number assigned to a financial allotment document processed for an employee.



Doc Type 095 Batch (IR126/1). DD/EFT for allotment. Last batch number assigned to a financial allotment document processed for an employee.

Doc Type 095 User-ID (IR126/1). User ID of last person who updated the document.

Doc Type 096 (IR126/1). SF 1199A, DD/EFT for net pay.

Doc Type 096 PP (IR126/1). Element used by the Agency to retain the pay period number that a new document was processed until the valid last-action-rec data is assigned in the next database change.

Doc Type 096 Yr (IR126/1). Element used by the Agency to retain the year that a new document was processed until the valid last-action-rec data is assigned in the next database change.

Doc Type 096 POI (IR126/1). Element used by the Agency to retain the employing office number that processed a new document until the valid last-action-rec data element in the next database change.

Doc Type 096 Batch (IR126/1). Element used by the Agency to retain the batch number assigned to a new document until the valid last-action-rec data element is assigned in the next database change.

Doc Type 096 User-ID (IR126/1). Element used by the Agency to retain the user ID of the person who processed a new document until the last-action-rec data element is assigned in the next database change.

Doc Type 097 (IR126/1). TSP-22, TSP Loan Allotment Form.

Doc Type 097 PP (IR126/1). Generic element used to retain the pay period number that a new document was processed until the valid last-action-rec data is assigned in the last database change.

Doc Type 097 Yr (IR126/1). Generic element used to retain the year that a new document was processed until the valid last-action-rec data is assigned in the last database change.

Doc Type 097 POI (IR126/1). Generic element used to retain the employing office number that processed a new document until the valid last-action-rec data element in the last database change.

Doc Type 097 Batch (IR126/1). Generic element used to retain the batch number assigned to a new document until the valid last-action-rec data element is assigned in the next database change.

Doc Type 097 User-ID (IR126/1). Generic element used to retain the user ID of the person who processed a new document until the last-action-rec data element is assigned in the last database change.

Doc Type 100 (IR126/1). Discretionary allotments.

Doc Type 100 PP (IR126/1). Last pay period that a discretionary allotment document was processed for an employee.



Doc Type 100 Yr (IR126/1). Last year that a discretionary allotment document was processed for an employee.

Doc Type 100 POI (IR126/1). Last employing office number assigned to a discretionary allotment document processed for an employee.

Doc Type 100 Batch (IR126/1). Last batch number assigned to a discretionary allotment document.

Doc Type 100 User-ID (IR126/1). User ID of last person who updated the document.

Doc Type 101 (IR126/1). Non-Federal Health Benefits form.

Doc Type 101 PP (IR126/1). Last pay period that a non-Federal health benefits document was processed for an employee.

Doc Type 101 Yr (IR126/1). Last year that a non-Federal health benefits document was processed for an employee.

Doc Type 101 POI (IR126/1). Last employing office number assigned to a non-Federal health benefits document processed for an employee.

Doc Type 101 Batch (IR126/1). Last batch number assigned to a non-Federal health benefits document processed for an employee.

Doc Type 101 User-ID (IR126/1). User ID of last person who updated the document.

Doc Type 102 (IR126/1). Non-Federal Life Insurance form.

Doc Type 102 PP (IR126/1). Last pay period that a non-Federal life insurance document was processed for an employee.

Doc Type 102 Yr (IR126/1). Last year that a non-Federal life insurance document was processed.

Doc Type 102 POI (IR126/1). Last employing office number assigned to a non-Federal life insurance document processed for an employee.

Doc Type 102 Batch (IR126/1). Last batch number assigned to a non-Federal life insurance document processed for an employee.

Doc Type 102 User-ID (IR126/1). User ID of last person who updated the document.

Doc Type 103 (IR126/1). Non-Federal Retirement Benefits form.

Doc Type 103 PP (IR126/1). Last pay period that a non-Federal retirement document was processed for an employee.



Doc Type 103 Yr (IR126/1). Last year that a non-Federal retirement document was processed for an employee.

Doc Type 103 POI (IR126/1). Last employing office number assigned to a non-Federal retirement document processed for an employee.

Doc Type 103 Batch (IR126/1). Last batch number assigned to a non-Federal retirement document was processed for an employee.

Doc Type 103 User-ID (IR126/1). User ID of last person who updated the document.

Doc Type 104 (IR126/1). Non-Federal TSP form.

Doc Type 104 PP (IR126/1). Last pay period that a non-Federal thrift savings document was processed for an employee.

Doc Type 104 Yr (IR126/1). Last year that a non-Federal thrift savings document was processed for an employee.

Doc Type 104 POI (IR126/1). Last employing office number assigned to a non-Federal thrift savings document that was processed for an employee.

Doc Type 104 Batch (IR126/1). Last batch number assigned to a non-Federal thrift savings document was processed for an employee.

Doc Type 104 User-ID (IR126/1). User ID of last person who updated the document.

Doc Type 120 (IR126/1). Multi-element update.

Doc Type 120 PP (IR126/1). Last pay period that a multi-element update document was processed for an employee.

Doc Type 120 Yr (IR126/1). Last year that a multi-element update document was processed for an employee.

Doc Type 120 POI (IR126/1). Last employing office number assigned to a multi-element update document processed for an employee.

Doc Type 120 Batch (IR126/1). Last batch number assigned to a multi-element update document processed for an employee.

Doc Type 120 User-ID (IR126/1). User ID of last person who updated the document.

Doc Type 121 (IR126/2). GAO locator.

Doc Type 121 PP (IR126/2). Last pay period that a GAO locator document was processed for an employee.



Doc Type 121 Yr (IR126/2). Last year that a GAO locator document was processed for an employee.

Doc Type 121 POI (IR126/2). Last employing office number assigned to a GAO locator document processed for an employee.

Doc Type 121 Batch (IR126/2). Last batch number assigned to a GAO locator document.

Doc Type 121 User-ID (IR126/2). User ID of last person who updated the document.

Doc Type 122 (IR126/2). USDA demonstration.

Doc Type 122 PP (IR126/2). Last pay period that a USDA demonstration project document was processed for an employee.

Doc Type 122 Yr (IR126/2). Last year that a USDA demonstration project document was processed.

Doc Type 122 POI (IR126/2). Last employing office number assigned to a USDA demonstration project document for an employee.

Doc Type 122 Batch (IR126/2). Last batch number assigned to a USDA demonstration project document processed for an employee.

Doc Type 122 User-ID (IR126/2). User ID of person who last updated the document.

Doc Type 123 (IR126/2). Education document.

Doc Type 123 PP (IR126/2). Pay period in which the last education document was processed.

Doc Type 123 Yr (IR126/2). Year that the last education document was processed.

Doc Type 123 POI (IR126/2). Employing office number that processed the last education document.

Doc Type 123 Batch (IR126/2). Profession certification document. Batch number assigned to the last education document.

Doc Type 123 User-ID (IR126/2). User ID of person that processed the last education document.

Doc Type 124 (IR126/2). Professional certification document.

Doc Type 124 PP (IR126/2). Pay period that the last certificate document was processed.

Doc Type 124 Yr (IR126/2). Year that the last certificate document was processed.

Doc Type 124 POI (IR126/2). Employing office number that processed the last certificate document.



Doc Type 124 Batch (IR126/2). The batch number assigned to the last certificate document.

Doc Type 124 User-ID (IR126/2). User ID of person that processed the last certificate.

Doc Type 125 (IR126/2). TSP-1, TSP Election form.

Doc Type 125 PP (IR126/2). Last pay period that a non-Federal thrift savings document was processed for an employee.

Doc Type 125 Yr (IR126/2). Last year that a non-Federal thrift savings document was processed for an employee.

Doc Type 125 POI (IR126/2). Last employing office number assigned to a non-Federal thrift savings document was processed for an employee.

Doc Type 125 Batch (IR126/2). Last batch number assigned to a non-Federal thrift savings document was processed for an employee.

Doc Type 125 User-ID (IR126/2). User ID of person who last updated the document.

Doc Type 127 PP (IR126/2). Last pay period that an allowance document was processed for an employee.

Doc Type 127 Yr (IR126/2). Last year that an allowance document was processed for an employee.

Doc Type 127 POI (IR126/2). Last employing office number assigned to an allowance document for an employee.

Doc Type 127 Batch (IR126/2). Allowances. Last batch number assigned to an allowance document processed for an employee.

Doc Type 127 User-ID (IR126/2). User ID of person who last updated the document.

Doc Type 128 (IR126/2). Severance pay.

Doc Type 128 PP (IR126/2). Last pay period that a severance pay document was processed for an employee.

Doc Type 128 Yr (IR126/2). Last year that a severance pay document was processed for an employee.

Doc Type 128 POI (IR126/2). Last employing office number assigned to a severance pay document processed for an employee.

Doc Type 128 Batch (IR126/2). Last batch number assigned to a severance pay document processed for an employee.

Doc Type 128 User-ID (IR126/2). User ID of last person who updated the document.



Doc Type 129 (IR126/2). TSP retro payments.

Doc Type 129 PP (IR126/2). Last pay period that a TSP collection document was processed for an employee.

Doc Type 129 Yr (IR126/2). Last year that a TSP collection document was processed for an employee.

Doc Type 129 POI (IR126/2). Last employing office number assigned to a TSP collection document processed for an employee.

Doc Type 129 Batch (IR126/2). Last batch number assigned to a TSP collection document processed for an employee.

Doc Type 129 User-ID (IR126/2). User ID of last person who updated the document.

Doc Type 130 (IR126/2). W-4, Federal Income Tax Form.

Doc Type 130 PP (IR126/2). Last pay period number that a Federal tax document was processed for an employee.

Doc Type 130 Yr (IR126/2). Last year that a Federal tax document was processed for an employee.

Doc Type 130 POI (IR126/2). Last employing office number assigned to a Federal tax document processed for an employee.

Doc Type 130 Batch (IR126/2). Last batch assigned to a Federal tax document.

Doc Type 130 User-ID (IR126/2). User ID of last person who updated the document.

Doc Type 131 (IR126/2). W-5, Earned Income Credit Certificate.

Doc Type 131 PP (IR126/2). Pay period that the last earned income credit (EIC) document was processed.

Doc Type 131 Yr (IR126/2). Year that the last EIC document was processed.

Doc Type 131 POI (IR126/2). Last employing office number assigned to a Federal tax document for an employee.

Doc Type 131 Batch (IR126/2). Batch number assigned to the last EIC document.

Doc Type 131 User-ID (IR126/2). User ID of last person who updated the document.

Doc Type 140 (IR126/2). State income tax form.

Doc Type 140 PP (IR126/2). Last pay period number that a State tax document was processed for an employee.



Doc Type 140 Yr (IR126/2). Last year that a State tax document was processed for an employee.

Doc Type 140 POI (IR126/2). Last employing office number assigned to a State tax document processed for an employee.

Doc Type 140 Batch (IR126/2). Last batch number assigned to a State tax processed for an employee.

Doc Type 140 User-ID (IR126/2). User ID of last person who updated the document.

Doc Type 150 (IR126/2). City/county income tax form.

Doc Type 150 PP (IR126/2). Last pay period number that a city or county tax document was processed for an employee.

Doc Type 150 Yr (IR126/2). Last year that a city or county tax document was processed for an employee.

Doc Type 150 POI (IR126/2). Last employing office number assigned to city or county tax document processed for an employee.

Doc Type 150 Batch (IR126/2). Last batch number assigned to a city or county tax document processed for an employee.

Doc Type 150 User-ID (IR126/2). User ID of last person who updated the document.

Doc Type 160 (IR126/2). SF 1150, Record of Leave Data Transferred.

Doc Type 160 PP (IR126/2). Last pay period that a leave data transfer document was processed for an employee.

Doc Type 160 Yr (IR126/2). Last year that a leave data transfer document was processed for an employee.

Doc Type 160 POI (IR126/2). Last employing office number assigned to a leave data transfer document processed for an employee.

Doc Type 160 Batch (IR126/2). Last batch assigned to a leave data transfer document processed for an employee.

Doc Type 160 User-ID (IR126/2). User ID of last person who updated the document.

Doc Type 165 (IR126/2). AD-582, Restored Annual Leave.

Doc Type 165 PP (IR126/2). Last pay period number that a restored annual leave document was processed for an employee.

Doc Type 165 Yr (IR126/2). Last year that a restored annual leave document was processed for an employee.



Doc Type 165 POI (IR126/2). Last employing office number assigned to a restored annual leave document processed for an employee.

Doc Type 165 Batch (IR126/2). Last batch number assigned to a restored annual leave document processed for an employee.

Doc Type 165 User-ID (IR126/2). User ID of last person who updated the document.

Doc Type 180 (IR126/2). SF 2809/2810, Federal Health Benefits.

Doc Type 180 PP (IR126/2). Last pay period number that a health benefits document was processed for an employee.

Doc Type 180 Yr (IR126/2). DP180, last year that a health benefits document was processed for an employee.

Doc Type 180 POI (IR126/2). Last employing office number assigned to a health benefits document processed for an employee.

Doc Type 180 Batch (IR126/2). Last batch assigned to a health benefits document processed for an employee.

Doc Type 180 User-ID (IR126/2). Code that indicates the method used to update the SF 2809/2810 document.

Code	Data Definition
EEXPRS	Employee Express
EEXTEL	Telephone
EEXWEB	Employee Personal Page
EEXKIO	Kiosk

Doc Type 185 (IR126/2). Flexfund Flexible Spending Account.

Doc Type 185 PP (IR126/2). Pay period that the last flexfund document was processed.

Doc Type 185 Yr (IR126/2). Last year that a flexfund document was processed for an employee.

Doc Type 185 POI (IR126/2). Last employing office number assigned to a flexfund document processed for an employee.

Doc Type 185 Batch (IR126/2). Batch number assigned to the last flexfund document.

Doc Type 185 User-ID (IR126/2). User ID of last person who updated the document.



Doc Type 195 (IR126/2). AD-747, Child Care/Alimony Deduction.

Doc Type 195 PP (IR126/2). Last pay period number that a child support or alimony deduction document was processed for an employee.

Doc Type 195 Yr (IR126/2). Last year that a child support or alimony document was processed for an employee.

Doc Type 195 POI (IR126/2). Last employing office number assigned to a child support or alimony deduction document processed for an employee.

Doc Type 195 Batch (IR126/2). Last batch number assigned to a child support or alimony deduction document processed for an employee.

Doc Type 195 User-ID (IR126/2). User ID of last person who updated the document.

Document Batch (IR101, IR201). Batch number assigned to the last document applied to the database.

Document Batch PP (IR101, IR201). Actual pay period that the last document applied to the database.

Document Batch YR (IR101, IR201). Actual pay period year that the last document applied to the database.

Document Description Code (IR101, IR201). Identifies the last type of document that was processed. If the last action processed is a permanent action, the element will reflect the nature of action code and Centralized Servicing Center (CSC) authority codes specified on the personnel action. If the last action processed is other than a personnel action, the element will reflect a code that will identify the type of document that was processed.

Document Effective Date Day (IR101, IR201). Effective day of the document that was last processed.

Document Effective Date Month (IR101, IR201). Effective month of the document that was last processed.

Document Effective Date Year (IR101, IR201). Effective year of the document that was last processed.

Dollar Amt of Deduction (IR118, IR518). Indicates specific amount elected by employee to be distributed among the TSP investment funds.

DT Retention Allow Day (IR102/1). Expiration day of the time period covered by the retention payment.

DT Retention Allow Month (IR102/1). Expiration month of the time period covered by the retention payment.



DT Retention Allow Year (IR102/1). Expiration year of the time period covered by the retention payment.

During Mgrl Prob (AWOL, IR133). AWOL hours during probation for employee in a supervisory/managerial position.

During Mgrl Prob (LWOP, IR133). Hours of approved AWOP during probation for employee in a supervisory/managerial position.

During Mgrl Prob (Suspension, IR133). Suspension during probation for employee in a supervisory/managerial position.

During Probation (AWOL, IR133, IR140). AWOL during probation. Summary of unapproved AWOP occurring during the employee's probationary period. The first 22 days, or 176 hours, of AWOP during the probationary period are forgiven. The excess is first converted to workdays that are subsequently converted to calendar days using a ratio of 7 to 5. The calendar days are used to extend the employee's probationary period. This is reset to zero at the end of the probationary period.

During Probation (LWOP, IR133, IR140). LWOP during probation. Summary of approved LWOP occurring during the employee's probationary period. The first 22 days, or 176 hours, of LWOP during the probationary period are forgiven. The excess is first converted to workdays that are subsequently converted to calendar days using a ratio of 7 to 5. The calendar days are used to extend the employee's probationary period. This is reset to zero at the end of the probationary period.

During Probation (Suspension, IR133, IR140). Suspension during probation. Summary of hours of suspension resulting from disciplinary action occurring during the employee's probationary period. The first 22 days, or 176 hours, of AWOP during the probationary period are forgiven. The excess is first converted to workdays that are subsequently converted to calendar days using a ratio of 7 to 5. The calendar days are used to extend the employee's probationary period. This is reset to zero at the end of the probationary period.

During Probation Period (IR129). Number of days that the employee worked while serving an intermittent type of employment for an appointment that is subject to a 1-year probationary or trial period. This element along with the intermittent elapsed calendar days; the probationary or trial period commencing date; and the LWOP, AWOL, and suspension during probation are used to determine when an employee has completed the 1-year waiting period. This is reset to zero when the probationary or trial period date is removed.

During Supv Probation (AWOL, IR140). AWOL hours for employee while serving in a supervisory management probation period.

During Supv Probation (LWOP, IR140). Hours of approved AWOP during probation for employee while serving in a supervisory management position.



During Supv Probation (Suspension, IR140). Counter used if the employee is in suspension while serving in a supervisory management position.

Duty Station Code City (IR101, IR122/1, IR145, IR201, IR122/1, IR501, IR522/1). City code of the employee's permanent duty station.

Duty Station Code County (IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1). County or country code of the employee's permanent duty station. If the duty station is located outside of the 50 States, this field is used as a country code, and 3 zeros will be entered in this element.

Duty Station Code State (IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1). State or continent code of the employee's permanent duty station. If the duty station is located outside 1 of the 50 States, the continent code is alphabetic.

Duty Station Name City (IR122/1, IR522/1). City name of the employee's permanent duty station.

Duty Station Name County (IR122/1, IR522/1). County name of the employee's permanent duty station.

Duty Station Name State (IR122/1, IR522/1). State name of the employee's permanent duty station.

E

Earned YTD (IR139). Summary of hours of compensatory leave during that current leave year. Every effort should be made to schedule and use compensatory leave before the end of the leave year after which it was earned. Employees who fail to take compensatory time within that time, lose their right both to compensatory time and to overtime unless the failure is due to an exigency of service beyond the employee's control. This amount is reset to zero at the beginning of the first pay period of the leave year.

Earnings Limitation Code (IR101, IR201, IR501). Code that indicates whether the employee is subject to earnings limitations based on the maximum rate for grade GS-15.

Code	Data Definition
y	Yes, employee is subject to earnings limitation
n	No, employee is not subject to earnings limitation

Earnings Limitation EX/SES (IR102/2). Control for maximum earnings limitation for executive appointment and SES employees.

Earnings Limitation YTD (IR103, IR202/2). FICA tax deductions year to date.

Earnings YTD (IR117). Year-to-date earnings for an employee in a particular retirement plan. This amount is reset to zero at the beginning of the tax year.



Educ Level (IR122/2, IR123/1, IR130, IR222/2, IR223, IR522/2, IR523/1, IR530). Code that indicates the academic level of education attained by the employee.

Code	Data Definition
01	No formal education or some elementary school - did not complete
02	Elementary school completed - no high school
03	Some high school - did not graduate
04	High school graduation or certificate of equivalency
05	Terminal occupational program - did not complete
06	Terminal occupational program - certificate of completion, diploma, or equivalent
07	Some college - less than 1 year
08	One year of college
09	Two years college
10	Associate degree
11	Three years college
12	Four years college
13	Bachelor's degree
14	Post bachelor's degree
15	First professional
16	Post-first professional
17	Master's degree
18	Post master's degree
19	Sixth-year degree
20	Post sixth-year degree
21	Doctorate degree
22	Post doctorate

Eff Date Day (IR125, IR225, IR525). Day of the document that was last processed.



Eff Date Month (IR125, IR225, IR525). Month of the document that was last processed.

Eff Date Year (IR125, IR225, IR525). Year of the document that was last processed.

Eff Date of Action Day (IR117, IR118, IR142, IR217, IR518, IR542, IR543, IR547). Day the applicable action becomes effective.

Eff Date of Action Month (IR117, IR118, IR142, IR217, IR518, IR542, IR543, IR547). Month the applicable action becomes effective.

Eff Date of Action Year (IR117, IR118, IR142, IR217, IR518, IR542, IR543, IR547). Year the applicable action becomes effective.

Eff Date of Status Change Day (IR118). Day that Form TSP-1 takes effect to begin employee contributions or day that a FERS employee became eligible to receive the Agency 1-percent basic Government contribution.

Eff Date of Status Change Month (IR118). Month that Form TSP-1 takes effect to begin employee contributions or month that a FERS employee became eligible to receive the Agency 1-percent basic Government contribution.

Eff Date of Status Change Year (IR118). Year that Form TSP-1 takes effect to begin employee contributions or year that a FERS employee became eligible to receive the Agency 1-percent basic Government contribution.

Effective PP (IR124). Last pay period an AD-349 was processed for the employee.

Effective PP (IR143). Pay period that the time-off award hours are granted.

Effective YR (IR124). Last year an AD-349 was processed for the employee.

Effective YR (IR143). Year that the time-off award hours are granted.

Code (Earned Income Credit, IR104). Code that reflects the Federal income tax filing status of an employee who is eligible for earned income credit.

Database codes:

Code	Data Definition	Definition
blank	Not eligible for EPIC	Not eligible for earned income credit
1	Single or married without spouse filing	
2	Married with spouse filing	



Input document codes:

Code	Data Definition
y	Married with spouse filing
n	Single or married without spouse filing

YTD Amount (Earned Income Credit, IR104). Amount of earned income credit paid to the employee during the current calendar year. This amount is reset to zero at the beginning of the new tax year.

Elapsed Cal Days During Probation (IR132). Calendar days that have elapsed while being subjected to a 1-year probationary or trial period. This is reset at the same time as the intermittent days worked during the probationary period.

Elapsed Cal Days SCD (IR132). Summary of elapsed calendar days during the calendar year. This counter is updated by 14, each pay period for intermittent employees. The elapsed days are used in conjunction with the intermittent days worked this calendar year to adjust the service computation dates for leave, retirement, and RIF. This is reset to zero when the adjustment is accomplished.

Elapsed Cal Days Since WGI (IR132). Calendar days that have elapsed while serving in an intermittent type of employment and in a waiting period for a WGI. This is reset when the WGI is granted.

Elapsed Cal Days to Career (IR132). Element used in conjunction with the intermittent paid status days to conversion to career tenure; however, this element records the elapsed calendar days.

Elapsed During Prob (IR129). Calendar days that have elapsed while being subjected to a 1-year probationary or trial period. The data contained in this element is reset at the same time as the intermittent days worked during the probationary period.

Elapsed SCD (IR129). Summary of elapsed calendar days during the calendar year. The counter is updated by 14, each pay period while the employee is serving an intermittent appointment. The elapsed days are used in conjunction with the intermittent days worked this calendar year to adjust the service computation dates for leave, retirement, and RIF. This is reset to zero when the adjustment is accomplished.

Elapsed Since Last WGI (IR129). Calendar days that have elapsed while serving in an intermittent appointment and in a waiting period for a WGI. This is reset to zero when the WGI is granted.

Elapsed Toward Career Ten (IR129). Element used in conjunction with Int Paid Status Days to Conv to Career Tenure, except that it records the elapsed calendar days.

Emergency Hrs YTD (IR133, IR138). Summary of hours of emergency military leave used during the calendar year.



Emergency PP Hours (IR138). Hours of military leave used during the current pay period.

Emp Exp Participation Ind (IR144). Various processing indicators relating to pay for the current processing pay period.

Employee Ceiling Ind (IR144, IR244). Code that indicates employment under a special program which does not count against the Agency ceiling.

Code	Data Definition
5	Cooperative education program
6	Other

Employee Name (IR601). Data stored on the employee name database. Data can be entered on this screen. A whole or partial last name, a whole or partial first name, and a middle initial may be entered. This allows the user to determine an employee's SSN and Agency when only a partial last name is known.

Employee Transfer Ind (IR144, IR244). Code that indicates that an employee is transferring to another Department/Agency.

Employee Type (IR102/1, IR202/1, IR502/1). Code that indicates that object class is charged for GAO employee salary expenditures.

Enrollment Code (Health Benefit Code Carrier, IR115, IR215, IR515). Health benefit code that indicates the carrier of the applicable benefit. The code will be assigned by NFC as new plans are implemented.

Enrollment Code (Health Benefit Code Option, IR115, IR215, IR515). Health benefit code that indicates two specific options.

Code	Data Definition
1	Self only or low
2	Family or high

Enrollment Future Use (IR115). Code used for future enrollment.

Entered Present Grade Date Day (IR102/1, IR202/1, IR502/1). Day the employee last entered his/her present grade.

Entered Present Grade Date Month (IR102/1, IR202/1, IR502/1). Month the employee last entered his/her present grade.

Entered Present Grade Date Year (IR102/1, IR202/1, IR502/1). Year the employee last entered his/her present grade.



Entered Tour Date Day (IR102/2). Day the employee entered this tour of employment.

Entered Tour Date Month (IR102/2). Month the employee entered this tour of employment.

Entered Tour Date Year (IR102/2). Year the employee entered this tour of employment.

Environmental Differential Rate (IR102/2, IR202/2, IR502/2). Amount of travel allowance the employee is entitled. The amount entered will be included in the employee's database record as a recurring payment for each day worked as shown on the T&A. It also records the hourly rate of WG-10 Step 2 in the coordinated Federal Wage Systems (FWS) area in which the employee works. Used only for FWS employees in computing environmental differential reported on the T&A.

ERI Code (IR301). Code that identifies the Ethnicity and Race Indicator element. Valid values are Hispanic or Latino; American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or other Pacific Islander; or White.

Error Code (IR139). Each pay period the total compensatory leave balance is verified with the balance on the T&A. As differences occur, the employee's record is annotated to indicate an error exists. When the difference first occurs, a message is displayed indicating a new error. Once the difference exists for two or more pay periods, subsequent messages indicate that it is now a prior pay period error.

Code	Data Definition
0	No error
1	Balance error
2	Crossfoot error
3	Balance and crossfoot error

Excess 30 Day Cntr (IR140). Summary of consecutive calendar days of AWOP in excess of 30 days occurring since the employee received a career conditional appointment. In projecting an employee's completion of the required 3 years of continuous service, the days in this counter are used to extend the employee's waiting period. This is reset to zero when the employee is converted to career tenure.

Exp Appointment Limit PP (IR102/2). Pay period the notification is given of the employee's expiration of appointment limitation.

Exp Appointment Limit Report (IR102/2). Code that monitors the production of the notification that the employee is approaching expiration of an appointment limitation.



Code	Data Definition
y	Yes, notification was prepared
n	No, notification was not prepared

Exp Appointment Limit YR (IR102/2). Year the notification is given of the employee's expiration of appointment limitation.

Expire For Ret Day (IR133). Day that the unused sick leave, to the credit of an employee with an uncommon tour of duty, would have expired had he elected to use this leave.

Expire For Ret Month (IR133). Month that the unused sick leave, to the credit of an employee with an uncommon tour of duty, would have expired had he elected to use this leave.

Expire For Ret Year (IR133). Year that the unused sick leave, to the credit of an employee with an uncommon tour of duty, would have expired had he elected to use this leave.

Extra (IR105, IR205). Additional exemptions claimed for State taxes because of anticipated deductions in excess of that usually claimed.

Extra Deductions (IR104). Additional amount of money withheld for Federal taxes at the request of the employee.

Extra Deductions (IR105, IR205). Additional amount of money withheld for State taxes at the request of the employee.

Extra Deductions (IR106, IR206). Additional amount of money withheld for city income taxes at the request of the employee.

Extra Deductions (IR107, IR207). Additional amount of money withheld for county income taxes at the request of the employee.

F

Factor Deferred (Credit Side, IR121). Thrift savings deduction factor deferred for the credit side of a thrift savings adjustment.

Factor Deferred (Debit Side, IR121). Thrift savings deduction factor deferred for the debit side of a thrift savings adjustment.

Factor Non Deferred (Credit Side, IR121). Thrift savings deduction factor deferred for the credit side of a thrift savings adjustment.

Factor Non Deferred (Debit Side, IR121). Thrift savings deduction factor deferred for the debit side of a thrift savings adjustment.



Fair Labor Standards Code (IR101, IR201, IR501). Code that indicates whether an employee is covered by the minimum pay and overtime provisions of the Fair Labor Standards Act (FLSA).

Code	Data Definition	Definition
E	Exempt FLSA	Exempt Fair Labor Standards Act
N	Nonexempt FLSA	Nonexempt Fair Labor Standards Act

Fatal/Non Fatal Error Ind (IR144). Code that indicates that a personnel action is applied with non-fatal errors, or an action that is processed to clear the previous error.

Code	Data Definition
0	No error
1	Fatal
2	Non-fatal

Federal Taxable Wages YTD (IR103). Fed Taxable Wages year to date.

Fed Tax Deducts YTD (IR103). Fed Tax Deducts year to date.

FEGLI Age Change Date (IR116, IR516). Date that identifies when an employee's FEGLI age bracket changes.

FEGLI Assignment Indicator (IR116). Code that displays whether or not FEGLI coverage is based upon a job assignment.

FEGLI Court Order (IR116). Code that displays whether or not FEGLI coverage is based upon a court order.

FEGLI Coverage Code (IR101, IR122/1, IR201, IR222/1, IR501, IR522/1). Code that records the fact that an employee is eligible or ineligible for participation in FEGLI program. If eligible, the code further indicates whether the employee waived coverage, is participating in the regular coverage plan only, or has elected to be covered under the optional insurance plan as well as the regular plan.

Code	Data Definition	Definition
A	Ineligible	
A0	Ineligible excluded by law or reg	Ineligible excluded by law or regulation
A1	FEGLI cov ended-12 months nonpay	Federal Employees' Group Life Insurance coverage 12 months of nonpay



Code	Data Definition	Definition
B	Waived	Waived all life insurance
B0	Waived	Waived all life insurance
C	Basic	Basic life only
C0	Basic only	Basic life only
D	Basic - standard	Basic life - standard option
D0	Basic - standard	Basic life - standard option
E	Basic - family	Basic life - family option
E1	Basic - 1x family	Basic life with one time pay plus family option
E2	Basic - 2x family	Basic life with two times pay plus family option
E3	Basic - 3x family	Basic life with three times pay plus family option
E4	Basic - 4x family	Basic life with four times pay plus family option
E5	Basic - 5x family	Basic life with five times pay plus family option
F	Basic - standard - family	Basic life - standard option plus family option
F1	Basic - standard - 1x family	Basic life - standard option with one time pay plus family option
F2	Basic - standard - 2x family	Basic life - standard option with two times pay plus family option
F3	Basic - standard - 3x family	Basic life - standard option with three times pay plus family option
F4	Basic - standard - 4x family	Basic life - standard option with four times pay plus family option
F5	Basic - standard - 5x family	Basic life - standard option with five times pay plus family option
G	Basic - 1x additional	Basic life with one time pay plus additional option
G0	Basic - 1x additional	Basic life with one time pay plus additional option
H	Basic - standard - 1x additional	Basic life - standard option with one time pay plus additional option
H0	Basic - standard - 1x additional	Basic life - standard option with one time pay plus additional option



Code	Data Definition	Definition
I	Basic - 1x additional - family	Basic life with one time pay plus additional option plus family option
I1	Basic - 1x additional - 1x family	Basic life with one time pay plus additional option with one time pay plus family option
I2	Basic - 1x additional - 2x family	Basic life with one time pay plus additional option with two times pay plus family option
I3	Basic - 1x additional - 3x family	Basic life with one time pay plus additional option with three times pay plus family option
I4	Basic - 1x additional - 4x family	Basic life with one time pay plus additional option with four times pay plus family option
I5	Basic - 1X additional - 5x family	Basic life with one time pay plus additional option with five times pay plus family option
J	Basic - standard - 1x additional - family	Basic life - standard option with one time pay plus additional-family option
J1	Basic - standard - 1x additional - 1x family	Basic life - standard option with one time pay plus additional option with one time pay plus family option
J2	Basic - standard - 1x additional - 2x family	Basic life - standard option with one time pay plus additional option with two times pay plus family option
J3	Basic - standard - 1x additional - 3x family	Basic life - standard option with one time pay plus additional option with three times pay plus family option
J4	Basic - standard - 1x additional - 4x family	Basic life - standard option with one time pay plus additional option with four times pay plus family option
J5	Basic - standard - 1x additional - 5x family	Basic life - standard option with one time pay plus additional option with five times pay plus family option
K	Basic - 2x additional	Basic life with two times pay plus additional option
K0	Basic - 2x additional	Basic life with two times pay plus additional option
L	Basic - standard - 2x additional	Basic life - standard option with two times pay plus additional option
L0	Basic - standard - 2x additional	Basic life - standard option with two times pay plus additional option
M	Basic - 2x additional - family	Basic life with two times pay plus additional option plus - family option
M1	Basic - 2x additional - 1x family	Basic life with two times pay plus additional option with one time pay plus family option



Code	Data Definition	Definition
M2	Basic - 2x additional - 2x family	Basic life with two times pay plus additional option with two times pay plus family option
M3	Basic - 2x additional - 3x family	Basic life with two times pay plus additional option with three times pay plus family option
M4	Basic - 2x additional - 4x family	Basic life with two times pay plus additional option with four times pay plus family option
M5	Basic - 2x additional - 5x family	Basic life with two times pay plus additional option with five times pay family option
N	Basic - standard - 2x additional - family	Basic life - standard option with two times pay plus additional option plus family option
N1	Basic - standard - 2x additional - 1x family	Basic life - standard option with two times pay plus additional option with one time pay plus family option
N2	Basic - standard - 2x additional - 2x family	Basic life - standard option with two times pay plus additional option with two times pay plus family option
N3	Basic - standard - 2x additional - 3x family	Basic life - standard option with two times pay plus additional option with three times pay plus family option
N4	Basic - standard - 2x additional - 4x family	Basic life - standard option with two times pay plus additional option with four times pay plus family option
N5	Basic - standard - 2x additional - 5x family	Basic life - standard option with two times play plus additional option with five times pay plus family option
90	Basic - 3x additional	Basic life with three times pay plus additional option
P	Basic - standard - 3x additional	Basic life - standard option with three times pay plus additional option
P0	Basic - standard - 3x additional	Basic life - standard option with three times pay plus additional option
Q	Basic - 3x additional - family	Basic life with three times pay plus additional plus-family option
Q1	Basic - 3x additional - 1x family	Basic life with three times pay plus additional option with one time pay plus family option
Q2	Basic - 3x additional - 2x family	Basic life with three times pay plus additional option with two times pay plus family option
Q3	Basic - 3x additional - 3x family	Basic life with three times pay plus additional option with three times pay plus family option
Q4	Basic - 3x additional - 4x family	Basic life with three times pay plus additional option with four times pay plus family option



Code	Data Definition	Definition
Q5	Basic - 3x additional - 5x family	Basic life with three times pay plus additional option with five times pay plus family option
R	Basic - standard - 3x additional - family	Basic life - standard option with three times pay plus additional option plus family option
R1	Basic - standard - 3x additional - 1x family	Basic life - standard option with three times pay plus additional option with one time pay plus family option
R2	Basic - standard - 3x additional - 2x family	Basic life - standard option with three times pay plus additional option with two times pay plus family option
R3	Basic - standard - 3x additional - 3x family	Basic life - standard option with three times pay plus additional option with three times pay plus family option
R4	Basic - standard - 3x additional - 4x family	Basic life - standard option with three times pay plus additional option with four times pay plus family option
R5	Basic - standard - 3x additional - 5x family	Basic life - standard option with three times pay plus additional option with five times pay plus family option
S	Basic - 4x additional	Basic life with four times pay plus additional option
S0	Basic - 4x additional	Basic life with four times pay plus additional option
T	Basic - standard - 4x additional	Basic life - standard option with four times pay plus additional option
T0	Basic - standard - 4x additional	Basic life - standard option with four times pay plus additional option
U	Basic - 4x additional - family	Basic life with four times pay plus additional option plus family option
U1	Basic - 4x additional - 1x family	Basic life with four times pay plus additional option with one time pay plus family option
U2	Basic - 4x additional - 2x family	Basic life with four times pay plus additional option with two times pay plus family option
U3	Basic - 4x additional - 3x family	Basic life with four times pay plus additional option with three times pay plus family option
U4	Basic - 4x additional - 4x family	Basic life with four times pay plus additional option with four times pay plus family option
U5	Basic - 4x additional - 5x family	Basic life option with four times pay plus additional option with five times pay plus family option
V	Basic - standard - 4x additional - family	Basic life - standard option with four-times pay plus additional option plus family option



Code	Data Definition	Definition
V1	Basic - standard - 4x additional - 1x family	Basic life - standard option with four times pay plus additional option with one time pay plus family option
V2	Basic - standard - 4x additional - 2x family	Basic life - standard option with four times pay plus additional option with two times pay plus family option
V3	Basic - standard - 4x additional - 3x family	Basic life - standard option with four times pay plus additional option with three times pay plus family option
V4	Basic - standard - 4x additional - 4x family	Basic life - standard option with four times pay plus additional option with four times pay plus family option
V5	Basic - standard - 4x additional - 5x family	Basic life - standard option with four times pay plus additional option with five times pay plus family option
W	Basic - 5x additional	Basic life with five times pay plus additional option
W0	Basic - 5x additional	Basic life with five times pay plus additional option
X	Basic - standard - 5x additional	Basic life - standard option with five times pay plus additional option
X0	Basic - standard - 5x additional	Basic life - standard option with five times pay plus additional option
Y	Basic - 5x additional - family	Basic life with five times pay plus additional option plus family option
Y1	Basic - 5x additional - 1x family	Basic life with five times pay plus additional option with one time pay plus family option
Y2	Basic - 5x additional - 2x family	Basic life with five times pay plus additional option with two times pay plus family option
Y3	Basic - 5x additional - 3x family	Basic life with five times pay plus additional option with three times pay plus family option
Y4	Basic - 5x additional - 4x family	Basic life with five times pay plus additional option with four times pay plus family option
Y5	Basic - 5x additional - 5x family	Basic life with five times pay plus additional option with five times pay plus family option
Z	Basic - standard - 5x additional - family	Basic life - standard option with five times pay plus additional option plus-family option
Z1	Basic - standard - 5x additional - 1x family	Basic life - standard option with five times pay plus additional option with one time pay plus family option
Z2	Basic - standard - 5x additional - 2x family	Basic life - standard option with five times pay plus additional option with two times pay plus family option



Code	Data Definition	Definition
Z3	Basic - standard - 5x additional - 3x family	Basic life - standard option with five times pay plus additional option with three times pay plus family option
Z4	Basic - standard - 5x additional - 4x family	Basic life - standard option with five times pay plus additional option with four times pay plus family option
Z5	Basic - standard - 5x additional - 5x family	Basic life - standard option with five times pay plus additional option with five times pay plus family option

FEGLI Court Order (IR116). Code that displays whether or not FEGLI coverage is based upon a court order.

FEGLI Designated Benefits (IR116). Code that displays whether or not FEGLI benefits have been designated.

FEGLI Ind (IR144, IR244). Code that displays whether or not an employee is eligible or ineligible for participation in FEGLI and whether or not coverage has been waived.

FEGLI Post Elect Base Ins (IR116). Code that displays FEGLI post-election insurance information.

FEHB Coverage Code (IR115, IR122/2, IR222/2, IR522/2). Code that indicates if an employee is either eligible or ineligible for participation in FEHB and if eligible, whether or not he/she is participating.

Code	Data Definition
1	Enrolled
2	Ineligible
3	Waived
4	Eligible pending
5	Cancelled
6	Court-ordered enrolled
7	Court-ordered eligible pending family coverage
8	Court-ordered self-only pending to family coverage

FEHB Flag (IR140). Code to control updating the number of days of AWOP toward termination of health benefits and the number of days in pay status following a period of AWOP.



Code	Data Definition	Definition
0	Not applicable	
1	Update AWOP counter (AWOP-FEHB Termination)	Update absence without pay counter (absence without pay-Federal Employees Health Benefits Termination)
2	Update pay status counter	

FEHB Tax Deferred Status (IR515). Code that identifies whether or not an employee's FEHB premiums are tax deferred.

FEHB Termination (IR140). Number of days of AWOP toward termination of health benefits. When the counter reaches 365, the employee's health benefits coverage is terminated. Generally, AWOP must be consecutive for 365 days except when the employee returns to duty and subsequently goes on AWOP within 4 months. In this case, the number of days in the current pay period is combined with the AWOP days from the prior period.

FERS Coverage Ind (IR117, IR144, IR244, IR517). Code that indicates FERS coverage.

Code	Data Definition
a	Automatic
b	(Blank) not covered
e	Elected

FERS Election Date (IR119). Date that an employee, not automatically covered by FERS, chooses to elect FERS coverage. This field only applies to employees not automatically covered by FERS.

FERS Ind (IR119). Field that identifies an employees election or non-election of FERS coverage. This field only applies to employees not automatically covered by FERS.

FICA Coverage Ind2 (IR119). Code that indicates if the employee is returning to duty after a detail to an international organization under 5 U.S.C. 3343 or being reemployed after transfer to an international organization under 5 U.S.C. 3581 or being restored to duty under the provisions of Chapter 43, Employment and Reemployment Rights of Members of the Uniformed Services of Title 34 U.S. Code.

Final TA Received (IR132). Code that indicates if the final T&A for a separated employee has been received.

Code	Data Definition	Definition
y	Yes, final T&A received	Yes, final Time and Attendance received



Code	Data Definition	Definition
n	No, final T&A not received	No, final Time and Attendance not received

First Year Savings (IR142, IR542). Estimated amount of the first year savings realized because of the award. This only applies to awards with tangible benefits.

Flag (IR103). Code that indicates an invalid accounting code has been accepted and must be corrected.

Code	Data Definition	Definition
blank	No error	
1	Error	
6	Force accepted	
7	Release MASC not updated	Force release, Management Accounting Structure Codes System has not been updated

Flexfactor Participant Code (IR144, IR244). Code that allows any health benefits (FEHB or non-Federal) to be deferred from Federal, FICA, and State taxes with the exception of New Jersey and Pennsylvania.

Code	Data Definition
y	Tax deferred
n	Non-tax deferred
c	Cancellation

FLSA (IR122/1, IR222/1, IR522/1). Code that indicates whether employee is covered by the minimum pay and overtime provisions of the FLSA.

Code	Data Definition	Definition
e	Exempt FLSA	Exempt Fair Labor Standards Act
n	Nonexempt FLSA	Nonexempt Fair Labor Standards Act

Foreign Lang Allowance (IR123/2, IR223, IR523/2). Allowance paid annually to law enforcement officers who are proficient in and use foreign languages in their duties.

Foreign Lang Pct (IR123/2, IR223, IR523/2). Percentage of basic pay to be used for calculation of the foreign language allowance annual amount.



Foreign Post Pay Diff Code (IR109, IR209). Code that indicates whether an employee is to be paid a post differential. Payment is started and stopped by use of the appropriate TC code on the T&A.

Forfeited (IR139). Hours of compensatory leave forfeited by the employee at the end of the leave year in which the leave should have been paid for by the Agency. The compensatory leave forfeited is computed as of the beginning of the first pay period of the leave year.

Frequency Paid Code (IR101, IR201, IR501). Indicates frequency employee is paid for payroll deduction computation purposes.

Code	Data Definition
0	Two weeks
1	Four weeks
2	Semi-monthly
3	Monthly
4	Serving without compensation

From To Code (IR123/2). Code that indicates whether the personnel action is one that is assigning the employee to a position, as with accessions and most change actions, or whether it is taking an employee out of a position, as with separation and non-pay status actions.

Code	Data Definition
1	From
2	To

Frozen CSRS Service (IR117, IR122/2, IR517, IR522/2). Total years and months the employee has accrued under the old CSRS at the time the employee changes to the CSRS supplemental system.

Frozen Foreign Service Time Months (IR117). Number of months in the foreign service pension system.

Frozen Foreign Service Time Yr (IR117). Number of years in the foreign service pension system.

Frozen Leave Rate (IR136/2). Base contract salary of the Assistant U.S. Attorney at the time the leave was frozen, before he/she is converted to a presidentially appointed U.S. Attorney.

Frozen Sick Balance (IR136/2). Amount of sick leave hours frozen when an Assistant U.S. Attorney is converted to a presidentially appointed U.S. Attorney.



Frozen Sick Leave Balance (IR117, IR136/1, IR217). Sick leave balance when employee elects to be covered by FERS.

Function Code (IR101, IR201, IR501). Code categorizing Federal profession, scientific, and engineering personnel. Codes that can be used: 11 through 14, 21 through 24, 31, 41, 51, 81, 91 through 94, and 99.

Funding Unit (IR123/2). Five-digit number of which the first two indicates the Agency. The second two are unique to the funding unit (a grouping of employees for the purpose of funding performance awards), and the fifth is the last digit of the fiscal year from which the performance awards will be funded.

G

Gain/Lose Dept (IR122/2, IR123/2, IR522/2, IR523/2). Code that identifies the Federal Department that an employee is transferring from or identifies the prior status of an employee who is transferring from an entity other than another Federal Department.

Code	Data Definition
1A	Military
2A	University employee
3A	Student
4A	Self-employed
5A	Retirement
6A	Foreign country or corporation
7A	Private industry
8A	Unemployment
9A	State or local government
1B	Unknown

GAO Locator Batch (IR126/2). Last batch number assigned to a GAO locator document.

Geographic Adj Percent (IR101, IR201, IR501). Percentage used to compute an employee's pay adjustment due to specific geographic location.

Geographic Adj Rate (IR122/1, IR201, IR222/1, IR501, IR522/1). Amount of money for geographic adjustment.



Grade (IR101, IR122/1, IR128, IR145, IR201, IR228, IR303, IR312, IR501, IR522/1, IR528, IR547). Employee's grade as provided under the pay plan for his/her position. Values are valid grade levels within each master record plan.

Grade (IR127, IR227, IR527). Employee's grade for the detailed assignment.

Grade (Occupied Position, IR128, IR528). Grade the employee has been assigned due to a reclassification.

Gross Pay YTD (IR103). Amount of gross pay accumulated for the calendar year. This amount is reset to zero at the beginning of the new tax year.

H

Headquarters-Field Code (IR523/2). Code that indicates whether an established master record describes headquarters or field positions.

Code	Data Definition
1	Headquarters
2	Field
blank	Not needed

Health Benefit Change Ind (IR144). Code that indicates a health benefits change.

Code	Data Definition
n	No change
y	Change

HITS Ded YTD (IR103). Amount of money deducted for hospital insurance. This amount is reset to zero at the beginning of the new year.

HITS Wages YTD (IR103). Wages subject to the hospital insurance tax. This amount is reset to zero at the beginning of the new tax year.

Hours (IR139). Hours of compensatory leave remaining to the credit of the employee that correspond to a specific rate of pay in effect at the time the leave was earned.

Hours Balance (IR143). Remaining number of granted time-off hours available for use by the employee as of the last pay period the prior leave year.

Hours Forfeited (IR143). Number of award hours forfeited by the employee in a prior leave year, a year after the pay period and year that the award hours were generated.



Hours Granted (IR143, IR543). Number of award hours granted to an employee.

Hours Used (IR143). Number of time-off award hours used by the employee.

I

ID (IR112). Information that will be printed on the bottom of the check.

Inactive No Pay Due Ind (IR144). Code that indicates the status of an employee when no T&A will be processed.

Code	Data Definition
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y	Yes
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n	No
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Indicator Code (Court Costs, IR306). Description of the indicator code of court costs for the alimony and/or child support record currently being displayed.

Indicator Code (Alimony and/or Child Support, IR306). Description of the indicator code of deduction data for the alimony and/or child support record currently being displayed.

Indicator Code (Child Support Arrears, IR306). Code that indicates if the child support arrears deduction is to be a dollar or a percentage deduction.

Code	Data Definition
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0	Bypass this deduction
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1	Recurring arrears dollar deduction
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2	Recurring arrears percentage deduction
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Initial Severance Payment Amt (IR134). First severance payment amount received.

Injury Leave OFEC (IR140). Summary of hours of injury leave used during the current leave year. Injury leave is limited to 45 work days for each work-related injury. This amount is reset to zero at the beginning of the first pay period of the leave year.

Instructional Program (IR122/2, IR123/1, IR130, IR222/2, IR223, IR522/2, IR523/1, IR530). Indicates the field of study of an employee who has received a bachelor's or higher degree.

Int Days Wkd Last WGI (IR303). Number of workdays that an intermittent employee has recorded on the T&A for each pay period. This counter is updated only if a WGI SCD is present.



Int Elapsed Cal Days WGI (IR303). Calendar days that have elapsed while serving in an intermittent type of employment and in a waiting period for a WGI. This is reset when the WGI is granted.

Intangible Benefits (IR142, IR542). Code that indicates if the benefits to be derived from the award are of an intangible nature.

Code	Data Definition
1	Benefits are intangible
blank	No

Interim Lump Sum Code (IR132, IR136/1). Code that indicates whether or not an employee receives an interim lump sum payment before the separation is processed.

Code	Data Definition
y	Yes
blank	No

IP Number (IR101, IR122/1, IR127, IR145, IR201, IR222/1, IR227, IR501, IR522/1, IR527, IR547). Personnel position number. Identifies the position occupied by the employee.

L

Last Action PP Number (IR123/2). Pay period number that the most current personnel action was processed.

Last ADJ SCD Leave Day (IR102/1). Day the employee's service computation date for leave was last adjusted.

Last ADJ SCD Leave Month (IR102/1). Month the employee's service computation date for leave was last adjusted.

Last ADJ SCD Leave Year (IR102/1). Year the employee's service computation date for leave was last adjusted.

Last ADJ SCD Ret Day (IR102/1). Day an employee's service computation date for retirement was last adjusted.

Last ADJ SCD Ret Month (IR102/1). Month an employee's service computation date for retirement was last adjusted.

Last ADJ SCD Ret Year (IR102/1). Year an employee's service computation date for retirement was last adjusted.



Last ADJ SCD RIF Day (IR102/1). Day an employee's service computation date for a RIF was last adjusted.

Last ADJ SCD RIF Month (IR102/1). Month an employee's service computation date for a RIF was last adjusted.

Last ADJ SCD RIF Year (IR102/1). Year an employee's service computation date for a RIF was last adjusted.

Last Day Pay Status for Ret Day (IR132, IR532). Final day in pay status for deceased or retiring employee.

Last Day Pay Status for Ret Month (IR132, IR532). Final month in pay status for deceased or retiring employee.

Last Day Pay Status for Ret Year (IR132, IR532). Final year in pay status for deceased or retiring employee.

Last Paid Begin Day (IR103). Beginning day of the pay period that the employee was last paid.

Last Paid Begin Month (IR103). Beginning month of the pay period that the employee was last paid.

Last Paid Begin Year (IR103). Beginning year of the pay period that the employee was last paid.

Last Record WGI Day (IR102/1). Day the WGI SCD was last recorded.

Last Record WGI Month (IR102/1). Month the WGI SCD was last recorded.

Last Record WGI Year (IR102/1). Year the WGI SCD was last recorded.

Law Bar Membership Code (IR123/1). Code that indicates if an individual has a law degree and is a member of the bar.

Code	Data Definition	Definition
0	N/A	Not applicable
1	Has a law degree	
2	Has a law degree and is a member of the bar	

If this code equals 2, then the State of the bar must be present. If this condition fails, the message "State of Bar Req'd" is displayed. If the code equals 1 or 2, the organizational structure code of the Agency must equal 56, and the occupational series code must equal 0905, 1224, or 1222. If this condition fails, the message "Agcy must Equal 56 and Series must Equal 0905, 1224, or 1222" is displayed.



Leave Accruals YTD (Home Leave, IR138). Summary of home leave accrued during the current leave year. This amount is reset to zero at the beginning of the first pay period of the leave year.

Leave Accruals YTD (Shore Leave, IR138). Summary of shore leave accrued during the current leave year. This amount is reset to zero at the beginning of the first pay period of the leave year.

Leave Carryover (IR138). Number of hours of military leave carried over from the prior fiscal year to the current fiscal year.

Leave Date Changed Julian (IR136/1). Julian date the annual/sick leave record was updated.

Leave Changed ID (IR136/1). User ID that updated the annual/sick record.

Leave Days Prior Year (IR138). Number of days of military leave carried over into the prior fiscal year.

Leave Earn Status During PP (IR122/2, IR136/1, IR522/2). Code that indicates whether or not an employee is entitled to leave accruals for the first (or last) pay period of leave eligibility. First pay period means that pay period in which the employee first becomes eligible to earn leave. This data is needed for certain tours of duty because of the complexity of the leave regulations for determining whether or not the employee is entitled to earn leave when certain conditions are present during the first or last pay period. The code entered determines only entitlement to earn.

Code	Data Definition
y	Yes, employee is entitled to earn leave
n	No, employee is not entitled to earn leave

Leave Earnings Status Pay Period (IR502/2). Code that indicates whether or not an employee is entitled to leave accruals for the first (or last) pay period of leave eligibility. First pay period means that pay period in which the employee first becomes eligible to earn leave. This data is needed for certain tours of duty because of the complexity of the leave regulations for determining whether or not the employee is entitled to earn leave when certain conditions are present during the first or last pay period. The code entered determines only entitlement to earn leave during the first pay period. It does not indicate whether or not the employee is eligible to earn leave.

Code	Data Definition
y	Yes, employee is entitled to earn leave
n	No, employee is not entitled to earn leave

Leave Forfeited (Annual Leave, IR136/1). Hours of annual leave forfeited by the employee at the end of the leave year whenever his current annual leave balance is in excess of the number of hours to which he is entitled to carry forward from one leave year to the next. The annual leave forfeited is computed as of the beginning of the first full pay period of the leave year.



Leave Restored Forfeited (Annual Leave Restored, IR136/1). Number of restored annual leave hours forfeited because of not being used within the prescribed time.

Leave Retirement RIF (AWOP, IR140). Summary of unapproved AWOP hours occurring during the current calendar year. The first 6 months, or 1040 hours of AWOP each calendar year, is forgiven. The excess is first converted to workdays that are subsequently converted to calendar days using a ratio of 7 to 5. The calendar days are used to adjust the service computation dates for leave, retirement, and RIF. This amount is reset to zero as of the end of the calendar year.

Leave Retirement RIF (Suspension, IR140). Summary of suspension hours resulting from disciplinary action occurring during the current calendar year. The first 6 months, or 1040 hours of AWOP each calendar year, is forgiven. The excess is first converted to workdays that are subsequently converted to calendar days using a ratio of 7 to 5. The calendar days are used to adjust the service computation dates for leave, retirement, and RIF. This amount is reset to zero as of the end of the calendar year.

Leave Used Relig Obser YTD (IR139). Compensatory time granted for religious observance. Such time may be advanced to the employee or may be charged to current compensatory leave balance. If advanced, the time shall be repaid by the end of the leave year in which it was granted.

Leave Used YTD (Annual/Sick, IR133, IR136/1, IR138). Summary of hours of leave used during the current leave year. Each pay period the usage is updated by the number of hours recorded in the T&A. This is reset to zero at the beginning of the first pay period of the leave year.

LEO Indicator (IR101, IR201, IR501). Code that determines whether an employee is a law enforcement officer (LEO).

Locality Table Code (IR101, IR201, IR501). Code that identifies salary tables associated with Interim Geographic Adjustment, LEO pay, and locality-based comparability payments. These codes are found in TMGT, Table 016, Geographical Location Code with Names. This is system generated on the employee's salary database record based on the employee's duty station.

Location Cd (IR101, IR201). Code that indicates location of employee's duty station.

Code	Data Definition
2	Territory
3	Foreign
4	Washington, D.C., metropolitan area
5	U.S. outside Washington, D.C., metropolitan area
6	Alaska
7	Hawaii



Longevity Percent (IR102/1, IR202/1, IR502/1). Percent computation of the longevity of secret service employees.

LT 063 EO (IR222/2). Last employing office number assigned to an AD-350 submitted for an employee.

LT 063 PP (IR222/2). Last pay period an AD-350A was processed for an employee.

LT 063 YR (IR222/2). Last year an AD-350A was processed for an employee.

LT 349 EO (IR222/2). Last employing office number assigned to an AD-349 submitted for an employee.

LT 349 PP (IR222/2). Last pay period an AD-349 was processed for an employee.

LT 349 YR (IR222/2). Last year an AD-349 was processed for an employee.

Lump Sum Ending Date Hours (IR132). Number of hours applicable to the last day of the lump sum payment.

Lump Sum LV Paid (IR133). Total hours of annual leave for which the employee is paid a lump sum amount at the time of separation.

LV Retirement RIF. AWOL (leave, retirement, and RIF, IR133). Summary of hours of unapproved AWOP occurring during the current calendar year. The first 6 months, or 1040 hours, of AWOP each calendar year is forgiven. The excess is first converted to workdays that are subsequently converted to calendar days using a ratio of 7 to 5. The calendar days are used to adjust the service computation dates for leave, retirement, and RIF. This is reset to zero at the end of the calendar year.

LV Retirement RIF. LWOP (leave, retirement and RIF, IR133). Summary of hours of approved AWOP occurring during the current calendar year. The first 6 months, or 1040 hours, of AWOP each calendar year is forgiven. The excess is first converted to workdays that are subsequently converted to calendar days using a ratio of 7 to 5. The calendar days are used to adjust the service computation dates for leave, retirement, and RIF. This is reset to zero at the end of the calendar year.

LV Retirement RIF. Suspension (leave, retirement, and RIF, IR133). Summary of hours of suspension resulting from disciplinary action occurring during the current calendar year. The first 6 months, or 1040 hours, of AWOP each calendar year is forgiven. The excess is first converted to workdays that are subsequently converted to calendar days using a ratio of 7 to 5. The calendar days are used to adjust the service computation dates for leave, retirement, and RIF. This is reset to zero at the end of the calendar year.

LWOP Since Last WGI (IR303). Summary of hours of approved AWOP occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven. The excess is first converted to workdays using a ratio of



7 to 5. The calendar days are used to extend the employee's waiting period for the next WGI. This is reset to zero when the WGI is granted.

LWOP/AWOP Excess 1040 (IR140). LWOP/AWOP in excess of 1040 hours.

M

Mail Room Location (IR146). GAO locator mailroom identifier.

Maximum Percentage (IR306). Maximum percentage to be deducted from the employee's salary for alimony and/or child support payments per pay period.

Merit Pay Computed Salary (IR123/2). Field no longer in use.

Merit Pay Increase Amount (IR123/2). Field no longer in use.

Military Lost Days (IR119). Number of days of military leave that are lost.

Minimum Deduction Amt (IR308, IR309). Minimum to be deducted per pay period or amount to be added to deduction amount used for Locals 0075, 2477, and 2910.

Minus Sick Lv Cd (IR133). Code that indicates that advanced sick leave is forgiven when computing lump sum payment.

Code	Data Definition
0	Not applicable
1	Forgiven

MR (IR101, IR122/1, IR127, IR145, IR201, IR222/1, IR501, IR522/1, IR527, IR547). Master record number; identifies a unique master position, linked to Agency, SSN, and grade. The values are Agency-assigned standard job number and/or unique number or alphas.

MR No (IR127, IR227, IR527). Number that identifies a unique master position for the detailed assignment.

Multi Element Change Ind (IR144). Code that indicates that a multi-element document was processed.

N

Name Correction Ind (IR144). Code that indicates if the record contains a name correction.

Code	Data Definition
y	Yes, a name correction



Code Data Definition

n No name correction

Nat Act 1st 3 Pos (IR522/1). Code identifying first type of personnel action being taken on an employee when two personnel actions are processed.

Nat Act 2nd 3 Pos (IR122/1, IR132, IR222/1, IR522/1). Element furnished when there are two nature of actions on one personnel action. If only one nature of action is involved, it will appear in the first block. If two actions are being taken, record the first action in first block and the second in the second block. In the majority of cases both nature of action codes will be used when a correction or cancellation to a personnel action is processed.

Nat Act Auth 1st (First 3-Digits, IR122/1, IR145, IR222/1, IR522/1). First three-digit alphanumeric code assigned by the office of personnel to identify the legal authority for the first nature of action code.

Nat Act Auth 1st (Second 3 Digits, IR122/1, IR145, IR222/1, IR522/1). Second three-digit alphanumeric code assigned by the office of personnel to identify the legal authority for the first nature of action code.

Nat Act Auth 2nd (First 3-Digit, IR122/1, IR132, IR146, IR222/1, IR522/1, IR532). First three-digit alphanumeric code assigned by the office of personnel to identify the legal authority for the second nature of action code.

Nat Act Auth 2nd (Second 3-Digits, IR122/1, IR132, IR145, IR222/1, IR532). Second three-digit alphanumeric code assigned by the office of personnel to identify the legal authority for the second nature of action code.

Nature of Action (IR125, IR225). Code that identifies the last type of document that was processed. If the last action processed is a personnel action, the element will reflect the nature of action code and CSC authority codes specified on the personnel action. If the last action that processed is other than a personnel action, then the element will reflect a code that identifies the type of payroll document that was processed.

Nature of Action (IR525, IR543). Code that identifies the second type of personnel action being taken for an employee when two personnel actions are processed.

Nature of Action 2nd Auth (IR532). Second three-digit alphanumeric code assigned by OPM to identify the legal authority for the second nature of action code.

Need Toward Conv Career (IR129). Workdays needed to complete waiting period. This field will contain data if the type of appointment code is a 2 or a 7 and the projected career or permanent tenure date will be reached in the next pay period. It will contain the number of days between the ending date of the next pay period and the projected career or permanent tenure date.



NFC ASD Date2 Day (IR123/2). Multiuse day for use by Application System Drive (ASD) until a database change is made.

NFC ASD Date2 Month (IR123/2). Multiuse month for use by ASD until a database change is made.

NFC ASD Date2 Year (IR123/2). Multiuse year for use by ASD until a database change is made.

NFC ASD Salary (IR123/2, IR523/2). Multiuse salary field for use by ASD until a database change is made.

NFC Data Base Modification Ind (IR144). Code that indicates a change has been made to an employee's master since the running of the BEAR system.

Code	Data Definition
n	No change
y	Change

NFC Employee Status (IR123/2). Code that indicates employee status as related to payroll processing.

Code	Data Definition	Definition
0	N/A	Not applicable
1	Yes	

NOA 1st (IR101, IR122/1, IR222/1, IR201, IR501, IR542). Nature of action first code for OPM. The purpose of this element is to record, by code and description, the type of personnel action being taken on the employee pursuant to his/her employment with the Federal Department and the legal authority for the first nature of action code. Nature of action description and other data, such as personnel action authorities, the basis for the action, and the type of appointment, are determined from the code entered in this block. In addition, numerous audits for conformity and validity of the data on the action are based on the code shown for this element.

NOA 2nd (IR101, IR122/1, IR145, IR201, IR501). Nature of action second code for OPM. This element will be furnished when there are two nature of actions on one personnel action. If only one nature of action is involved, it will appear in the first block. If two actions are being taken, record the first action in the first block and the second action in the second block. In the majority of cases both nature of action codes will be used when a correction or cancelation to a personnel action is processed.

NOA Correction Date Day (IR123/2). Day the corrective nature of action becomes effective.

NOA Correction Date Month (IR123/2). Month the corrective nature of action becomes effective.



NOA Correction Date Year (IR123/2). Year the corrective nature of action becomes effective.

NOA Previous 3 Positions (IR123/2). OPM nature of action code of a previous action when this item is to be corrected.

NOA Previous 5 Positions (IR123/1). USDA nature of action code of a previous action to be corrected or restored.

Non Deferred Ded YTD (Record Number, IR117). Non-deferred retirement amount deducted for the calendar year.

Non Deferred Ded YTD (Thrift Saving Record, IR118). Non-deferred thrift saving amount deducted for the calendar year. This amount is reset to zero at the beginning of the new tax year.

Non Deferred Ded Factor (IR118, IR218, IR518). Non-deferred thrift savings percent or amount to be deducted.

Non Deferred Deduction (IR117, IR217). Non-deferred retirement percent or amount to be deducted.

Non Pay NTE Day (IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1). Day the employee's non-pay status expires.

Non Pay NTE Month (IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1). Month the employee's non-pay status expires.

Non Pay NTE Year (IR102/2, IR122/1, IR202/2, IR222/1, IR502/1, IR522/1). Year the employee's non-pay status expires.

Noncred SVC Date From Day (IR135). Work field that can be used to enter the beginning day of any non-creditable service. For this screen, data can be entered into this field.

Noncred SVC Date From Month (IR135). Work field that can be used to enter the beginning month of any non-creditable service. For this screen, data can be entered into this field.

Noncred SVC Date From Year (IR135). Work field that can be used to enter the beginning year of any non-creditable service. For this screen, data can be entered into this field.

Noncred SVC Date To Day (IR135). Work field that can be used to enter the ending day of any non-creditable service. For this screen, data can be entered into this field.

Noncred SVC Date To Month (IR135). Work field that can be used to enter the ending month of any non-creditable service. For this screen, data can be entered into this field.

Noncred SVC Date To Year (IR135). Work field that can be used to enter the ending year of any non-creditable service. For this screen, data can be entered into this field.

Number (IR105, IR205). Number of exemptions claimed by the employee for State tax purposes.



Number Exemptions (IR106, IR206). Number of exemptions claimed by the employee for city income tax purposes.

Number Exemptions (IR107, IR207). Number of exemptions claimed by the employee for county income tax purposes.

Number of Exemptions (IR104). Number of exemptions claimed by the employee for Federal tax purposes. A value of "XT" in this field indicates the employee is exempt from Federal taxes.

Number of Pay Periods (IR121). Total number of pay periods the deduction is to be made.

Number Persons Receiving Award (IR142, IR542). Number of persons involved in the cash award.

O

OASDI Ded YTD (IR103). FICA tax deductions year to date.

OASDI Wages YTD (IR103). Total wages subject to FICA tax paid during current calendar year. This amount is reset to zero at the beginning of the new tax year.

OCC Series (IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1, IR547). Occupation series code. Identifies the exact occupational group to which the employee's position has been classified.

OCC Series Function Code (Former Position, IR128, IR228, IR528). Code that indicates Federal professional, scientific, and engineering personnel. Valid values are 11 through 14, 21 through 24, 31, 41, 51, 81, 91 through 94, and 99.

OCC Series Function Code (Occupied Position, IR128, IR228, IR528). Functional code of the occupational series the employee has been assigned to due to a reclassification of duties.

Occupation Series (Former Position, IR128, IR228, IR528). Exact occupational group to which the employee's position has been classified.

Occupation Series (Occupied Position, IR128, IR228, IR528). Occupational series the employee has been assigned to due to a reclassification of duties.

Option A Factor (IR116, IR216). Amount of life insurance coverage. If the option is not selected, the element will have spaces. If the coverage is stated in thousands of dollars, the element should depict the amount selected in thousands. If the coverage is the percent of basic coverage, the element should display the percent. If coverage is in multiples of basic contract salary, the element should depict the number of multitudes with leading zeros. If coverage is a fixed amount, the element should depict zeros. Where a fixed amount option has suboptions available, then the first character of the element should be 1, 2, 3, or 4 followed by three zeros.

Option B Factor (IR116, IR216). Amount of life insurance coverage. If the option is not selected, the element will have spaces. If the coverage is stated in thousands of dollars, the element should



depict the amount selected, in thousands. If the coverage is a percent of basic coverage, the element should display the percent. If coverage is in multiples of basic contract salary, the element should depict the number of multiples with leading zeros. If coverage is a fixed amount, the element should depict zeros. Where a fixed amount option has suboptions available, then the first character of the element should be 1, 2, 3, or 4 followed by three zeros.

Option C Factor (IR116, IR216). Amount of life insurance coverage. If the option is not selected, the element will have spaces. If the coverage is stated in thousands of dollars, the element should depict the amount selected in thousands. If the coverage is a percent of basic coverage, the element should depict the percent. If coverage is in multiples of basic contract salary, the element should display the number of multiples with leading zeros. If coverage is a fixed amount, the element should depict zeros. Where a fixed amount option has suboptions available, then the first element should be 1, 2, 3, or 4 followed by three zeros.

Option Code (IR113, IR213). Code that identifies the options within a flexfund flexible spending account. This code is assigned by NFC.

Org. Structure Code (IR101, IR122/1, IR131, IR145, IR146, IR201, IR222/1, IR501, IR522/1, IR547). The organizational structure code identifies the Agency, by code, as assigned to USDA by the Agency's personnel office.

Other Pay (IR122/1, IR222/1, IR522/1). Counter that calculates total salary to include adjusted salary, administratively uncontrollable overtime (AUO), availability pay, retention allowance, supervisory differential, and staffing differential.

Over Ceiling Lv Day (IR133). Day through which lump-sum payment for leave above the annual leave ceiling carries.

Over Ceiling Lv Month (IR133). Month through which lump-sum payment for leave above the annual leave ceiling carries.

Over Ceiling Lv Year (IR133). Year through which lump-sum payment for leave above the annual leave ceiling carries.

Overpay Carry YTD (IR103). Amount of earnings carried over from one calendar year to the next. This is done because Federal Employees Comparability Act (FEPCA) requires that earnings that are not payable to an employee because he/she has exceeded the annual earnings limitation for a calendar year must be carried to the next year for payment to the employee.

P

P/T Hours Worked/Wk (IR135). Work field that is used to show the number of part-time hours per week worked by a part-time, full-time, or alternator employee. Data can be entered into this field.

P/T Pay Periods Worked/Yr (IR135). Work field that is used to show the number of part-time, full-time, or alternator employee. Data can be entered into this field.



Paid Status Code (IR101). Code that indicates whether or not the employee was paid for the current pay period.

Code	Data Definition	Definition
0	Not paid	
1	Paid, T&A	Paid, Time and Attendance
2	Without compensation	
3	Paid, other than T&A	Paid, other than Time and Attendance

Paid Status Days to Career (IR132). Controls the waiting period for conversion to career or permanent tenure. The number of days is reset upon completion of the 3-year waiting period at which time the conversion date toward career or permanent is removed.

Part Time Carryover Hours (IR136/1). Part-time employees with a regularly assigned tour of duty accrue sick leave on the basis of 1 hour for every 20 base hours in a pay status. Those hours of service in a pay status that do not equal the number necessary to credit 1 hour of annual leave are carried forward from one pay period to the next.

Part Time FEHB Coverage (IR115, IR515). Public Law 95-437, dated October 10, 1978, requires that part-time employees serving in part-time positions on the first day of the first pay period beginning on or after April 1979, are entitled to the full contribution.

Code	Data Definition
0	Not applicable
1	Part-time with partial coverage
2	Part-time with full coverage

Participation Eligibility Code (IR117, IR217). Retirement code that indicates the employee's eligibility for participation and, if eligible, whether or not he/she is participating.

Code	Data Definition
Blank	Government

PATCO (IR123/1, IR223, IR523/1). Code that indicates one of the seven major categories based on occupational series.



Code	Data Definition
P	Professional
A	Administrative
T	Technical
C	Clerical
O	Other
B	Blue collar
M	Mixed collar

Pattern/Level (IR304). Performance ratings are composed of two distinct elements. They are the rating pattern and the actual rating level which the employee has demonstrated/earned during the preceding rating period.

The performance rating pattern codes are:

Pattern A	1, 3
Pattern B	1, 3, 5
Pattern C	1, 3, 4
Pattern D	1, 2, 3
Pattern E	1, 3, 4, 5
Pattern F	1, 2, 3, 5
Pattern G	1, 2, 3, 4
Pattern H	1, 2, 3, 4, 5

The performance level value codes are:

Level 0	Not applicable
Level 1	Unsatisfactory
Level 2	Satisfactory
Level 3	Outstanding
Level 4	Presumptive satisfactory



Pay Level Adjustment (IR313). Pay level adjustment of SES employees.

Pay Period Notification Given (IR303). Pay period that is stored in the database whenever a WGI notice is given.

Pay Plan (IR101, IR122/1, IR127, IR128, IR145, IR201, IR222/1, IR227, IR303, IR312, IR501, IR522/1, IR527, IR547). Pay plan applicable to the employee.

Code	Data Definition	Definition
AA	Administrative Appeals Judge	
AC	Admin Pay Band (GAO)	Administrative Pay Band (Government Accountability Office)
AD	Administratively Determined	
AE	Determine by the Secretary	
AI	Supervisory Inspection career path	
AL	Admin. Law Judge (P.L. 101-509)	Administrative Law Judge (Public Law 101-509)
AO	Management Support career path	
AP	Administrative, Professional, and Scientific career path	
AS	Scientific and Technical Support career path	
CA	Contract Appeals (P.L. 101-509)	Contract Appeals (Public Law 101-509)
CG	Corporate Graded	
CM	Corporate Management (FDIC)	Corporate management (Federal Deposit Insurance Corporation)
CN	CFPB pay banding	Consumer Financial Protection Bureau pay banding
CO	Non-Federal FSA - County Office	Non-Federal Farm Service Agency - County Office
CP	Capitol Police Civilian Pay	
CS	Pay Band Communication Analyst (CS)	
CT	Commodity Futures Trading Commission	Positions previously defined under pay plan code AD, ES, GM, and GS-Commodity Futures Trading Commission
CX	Corporate Expert	



Code	Data Definition	Definition
DB	Davis Bacon Act	
DN	DNSFB pay banding	Excepted Service Employees-Defense Nuclear Safety Facilities Board pay banding
E	Executive (FDIC)	Executive (Federal Deposit Insurance Corporation)
ED	Expert-Appointed under 5 USC 3109	Expert-Appointed under 5 United States Code 3109
EE	Expert-Authorities similar USC 3109	Expert-Authorities similar 5 United States Code 3109
EF	Consultant-Appointed USC 3109	Consultant-Appointed 5 United States Code 3109
EG	Consultant-Auth similar to USC 3109	Consultant-Authorities similar to United States Code 3109
EH	Advisory Comm mbr-appnt USC 3109	Advisory Committee member appointment United States Code 3109
EI	Adv Comt mbr similar to 5 USC 3109	Advisory Committee Member similar to 5 United States Code 3109
EM	Executive Management (FDIC)	Executive Management (Federal Deposit Insurance Corporation)
ES	Senior Executive Service	
EX	Executive Pay Act	
FA	Foreign Service, Mission Directors, Classes 2, 3, & 4	
FC	Agcy for Intl Devmt	Agency for International Development
FE	Foreign Executive Service	Senior Foreign Service
FN	Foreign National	
FO	Foreign Officers	Foreign Service Officer
FP	Foreign Personnel	Foreign Service Personnel
FS	Foreign Schedule	Foreign Service Schedule
GE	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
GG	Grades similar to GS	Grades similar to General Schedule
GH	GG Employee under merit pay	
GI	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)



Code	Data Definition	Definition
GL	Law Enforcement Officer	
GM	Merit Pay System	
GP	Physician/Dentist recving mkt pay under 38 USC 7431 (C)	Physician/Dentist receiving market pay under 38 United States Code 7431 (C)
GR	GM Physician/Dentists receiving market pay under 38 USC 7431 (C)	GM Physician/Dentists receiving market pay under 38 United States Code 7431 (C)
GS	Class. Act 1949, as amended	Classification Act of 1949, as amended
GT	Gift and Trust	
GW	Schedule A213.3102 GS rate	Employment under Schedule A213.3102 (W) paid at GS rate
HA	Approved by the Secretary	
HG	Local wage scale	
HL	Local wage scale	
HS	Local wage scale	
IC	Consultant	
IE	Institution Exec Schedule	Institution Executive Schedule
IG	Inspectors General in an Establishment	
IJ	Immigration Judges	
IL	Institution Senior Level Position	
IR	Internal Revenue Service Broadband Classification and pay system	
IS	Institution Schedule	
KA	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KB	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KE	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KG	BEP Non-Craft Nonsupervisory	Bureau of Engraving and Printing Non-Craft Nonsupervisory
KI	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)



Code	Data Definition	Definition
KJ	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KL	BEP Non-Craft Leader	Bureau of Engraving and Printing Non-Craft Leader
KM	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KN	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KO	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KP	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KS	BEP Non-Craft Supervisory	Bureau of Engraving and Printing Non-Craft Supervisory
KT	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KU	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KV	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KW	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KX	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
KY	Kiess Act (GPO only)	Kiess Act (Government Printing Office only)
LE	Secret Service Uniformed Division	United States Secret Service Uniformed Division
LG	Liquidation Graders	
LL	Leadership Level	
LP	Capitol Police Law Enforcement Pay	
MG	HUD Omhar Regular Employee	United States Department of Housing and Urban Development Omhar Regular Employee
MK	Mgmt & Supv pay band (GAO)	Management and Supervisory pay band (Government Accountability Office)
MS	HUD Omhar Senior Executive	United States Department of Housing and Urban Development Omhar Senior Executive
MX	HUD Omhar Executive	United States Department of Housing and Urban Development Omhar Executive
NB	Ofc of the Comptroller of the Curr	Office of the Comptroller of the Currency
NE	Non-Federal	



Code	Data Definition	Definition
NX	Executive Level/Managerial-NS PL 103-82 Subtitle G Sec 195(B)	Executive Level/Managerial-NS Pubic Law 103-82 Subtitle G Section 195(B)
NY	All other positions - NS PL 103-82 Subtitle G Sec 195(B)	All other positions - NS Pubic Law 103-82 Subtitle G Section 195(B)
OC	Ofc of the Comptroller of the Curr	Office of the Comptroller of the Currency
OE	Executives of the OFHEO (for use by OFHEO only - HU FH)	Executives of the Office of Federal Housing Enterprise Oversight (for use by Office of Federal Housing Enterprise Oversight only - HU FH)
OF	Office of Federal Housing Enterprise Office	
OR	Emp of Office Financial Research	Employee of the Office Financial Research
PA	GAO PFP Attorney/Law Clerk	Government Accountability Office PEP Attorney/Law Clerk
PD	Treasury Demonstration Project	
PE	GAO PFP Evaluator	Government Accountability Office PEP Evaluator
PG	Printing & Lithographic	Printing and Lithographic
PI	Printing & Lithographic	Printing and Lithographic
PJ	Printing & Lithographic	Printing and Lithographic
PL	Printing & Lithographic	Printing and Lithographic
PQ	Printing & Lithographic	Printing and Lithographic
PR	Printing & Lithographic	Printing and Lithographic
PS	Printing & Lithographic	Printing and Lithographic
PU	Printing & Lithographic	Printing and Lithographic
PY	Prog & Tech pay band (GAO)	Programmer and Technical pay band (Government Accountability Office)
PZ	Printing & Lithographic	Printing and Lithographic
RA	USDA Research Associate	United States Department of Agriculture Research Associate
RE	Managerial Positions (SLDP) (IRS only)	Managerial positions (Survey Development Program) (Internal Revenue Service only)



Code	Data Definition	Definition
RF	Emp Appted and Compensated as Spcl Cons under 42 USC 209(F)	Employee appointed and compensated as Special Consultants under 42 United States Code 209(F)
RG	Scientists Appted as Fellows and Compensated under 42 USC 209(G)	Scientists appointed as fellows and compensated under 42 United States Code 209(G)
RP	Senior Biomedical Research Service	
RS	Senior Biomedical Research Service	
RW	U.S. Senate Restaurants Workers	United States Senate Restaurants workers
SA	Approved by the Board of Regents	
SB	Determined by the Secretary	
SL	Senior Level Positions	
SP	Special Police	Special pay for Local Police
SQ	St Pay Sys Physician/Dentist Recving Mkt Pay under 38 USC 7431(C)	State Pay System Physician/Dentist Receiving Market Pay under 38 United States Code 7431(C)
SR	Statutory rates	
SS	Office of Federal Housing Enterprise Office	
ST	Scientific and Professional	Scientific and Technical, 5 United States Code 3104–formerly Public Law–313
SV	TSA Employees (Non Executive)	Transportation Security Administration employees (Non Executive)
SW	TSA Executive Employees	Transportation Security Administration Executive Employees
SY	Senior Designated	
SZ	Senior Executive	
TF	P.L. 101-73-FIRREA	Public Law 101-73-Financial Institutions Reform, Recovery, and Enforcement Act, Grades 01–05
TG	Office of Thrift Supervision Salary Schedule	
TM	P.L. 101-73-FIRREA	Public Law 101-73-Financial Institutions Reform, Recovery, and Enforcement Act, Grades 13–15
TR	Police Forces US Mint Bur ENG & Pri	Police Forces United States Mint Bureau of Engraving and Printing



Code	Data Definition	Definition
TS	P.L. 101-73-FIRREA	Public Law 101-73-Financial Institutions Reform, Recovery, and Enforcement Act, Grades 01-12
TW	BEP Police Officers in Washington, D.C.	Bureau of Engraving and Printing Police Officers in Washington, District of Columbia
UB	Union Benefits	
UT	Union Trades	
VE	FCA PP	Reserved for Farm Credit Administration pay plan
VG	FCA PP	Farm Credit Administration equivalent to pay plan GG, but at a higher rate scale
VH	FCA PP	Farm Credit Administration equivalent to pay plan GH, but at a higher rate scale
WB	Wage Board Other	All other Wage Board Positions
WD	Wage Board Prod Fac	Wage Board - Production Facilitating
WE	BEP Craft	Bureau of Engraving and Printing Craft
WG	Wage Board	Nonsupervisory Pay-Schedules - Federal Wage System
WI	Wage Bd Printing & Lithograph (DC on)	Wage Board - Printing and Lithographic (Washington, District of Columbia metropolitan area only)
WL	Wage Board Leader	Federal Wage System, Wage Board Leader Pay Schedules
WM	Wage Board Maritime	Federal Wage Systems, Wage Board Maritime Pay Schedules
WN	Wage Board Prod Fac (ARS only)	Federal Wage Systems, Wage Board Production Facilitating-Supervisory (Agricultural Research Service only)
WP	Wage Board Printing and Lithograph	Wage Board Printing and Lithographic Pay Schedules
WS	Wage Board Supervisory	Wage Board Supervisory Pay Schedules
WT	Wage Apprentice and Shop Trainee	
WU	Aircr, Electron Equip and Optcl Instrmt Ovrhl and Repair in PR Non	Aircraft, Electronic Equipment and Optical Instrument Overhaul and Repair in PR Non
WW	Schedule A231.3102 Wage Rate	



Code	Data Definition	Definition
XD	Nonsupv'ry Prod Facilitating Jobs	Printing Schedule, Nonsupervisory Production Facilitating Jobs
XL	Leader Jobs	Printing Schedule, Leader Jobs
XN	Superv'ry Production Facilit'ng Jobs	Printing Schedule, Supervisory Production Facilitating Jobs
XP	NonSupervisory-Jobs	Printing Schedule, Nonsupervisory Jobs
XS	Supervisory Jobs	Printing Schedule, Supervisory Jobs
YV	Summer Aid	Summer Aid - Schedule A213.3102 (V)
YW	Student Aid	Summer Aid - Schedule A213.3102 (W)
ZA	Administrative (Commerce only)	Administrative Career Path (Commerce only)
ZP	Scientific and Engineering Professional (Commerce only)	Scientific and Engineering Professional - National Zoological Park Police, Smithsonian Institution (Commerce only)
ZS	Administrative Support (Commerce only)	Administrative Support Career Path, National Institute of Standards and Technology Personnel Management Demonstration Project (Commerce only)
ZT	Scientific and Engineering Technician (Commerce only)	Scientific and Engineering Technician Career Path, National Institute of Standards and Technology Personnel Management Demonstration Project (Commerce only)
ZZ	Use only with Pay Basis without Compensation	

Pay Plan (IR128, IR228, IR528). Pay plan the employee has been assigned to due to a reclassification of duties.

Pay Protection Flag (IR123/2, IR223). Code that is used in conjunction with the GAO pay for performance system for all grades 12 through 14.

Code	Data Definition
y	Yes
n	No

Pay Raise Rate Lump Sum (IR132). Pay raise rate for a separated employee where lump sum carries through pay raise date.



Pay Raise Stale Action Salary (IR502/2). Amount used to verify salary increase on a late personnel action.

Pay Raise Verify Salary (IR502/2). Amount used to verify salary rate increases for administratively determined pay rates.

Pay Rate Determinate Code (IR101, IR122/1, IR201, IR222/1, IR501, IR522/1). Code that records whether the employee is receiving a rate of pay other than the regular rate for the position. If the employee is receiving pay other than the regular rate, this code identifies the legal and/or regulatory basis. Therefore, the pay rate determinant code will be validated using TMGT.

Code	Data Definition	Definition
0	Not applicable	
2	Saved Rate	Saved Rate, Indefinite
3	Saved Rate Special Adj	Retained Pay, Special Rate Adjustment
4	Saved Rate Other	
5	Special Rate Sup Qual Rate	Special Rate and Superior Qualifications Rate
6	Special Rate	
7	Superior Qualifications Rate	
A	Retained Grade-Different Position	
B	Retained Grade-Same Position	
C	Critical Position Pay	
D	Inspectors General in a Designated Federal Entity	
E	Retained Gr & Spec Rate diff. pos.	Retained Grade and Special Rate, different position
F	Ret Gr & Spec. Rate same position	Retained Grade and Special Rate, same position
J	Retained Pay, same position	
K	Retained Pay, different position	
M	Continued IGA/LEO Pay	Continued Interim Geographic Adjustment/Law Enforcement Officer Pay
P	Ret Pay SES Removal	Retained Pay Senior Executive Service Removal



Code	Data Definition	Definition
R	Ret Pay SES Removal	Retained Pay, Senior Executive Service Removal
S	Continued SES Basic Pay	Continued Senior Executive Service Basic Pay
T	Below the Minimum Rate	
U	Retained Grade & Pay, same position	Retained Grade and Pay, same position
V	Ret Grade & Pay, different position	Retained Grade and Pay, different position

Pay Status After AWOP (IR140). Number of days in pay status following a period of AWOP.

Pay Table Code (IR101, IR201, IR501). Pay table special rate as defined in Federal Personnel Manual (FPM) Supplement 990-2.

Payee & Name Address (IR114). The name and address of the payee.

Payee Name (IR113, IR213). Information obtained from TMGT 080.

Payee Name (IR116, IR216). Name of payee for disbursement of monies for non-Federal retirement, health benefits, life insurance, and thrift savings accounts.

Payee Name & Address (IR112). Discretionary allotment payment name and address. This displays to whom the check is written.

Payment Amount (IR120). Amount to be deducted each pay period for financial organization allotment.

Payment Begins PP (IR121). Pay period the collection will begin.

Payment Begins YR (IR121). Year the collection will begin.

Percent Deduction (IR308, IR309). Percentage of the employee's base wages to be deducted from the employee's salary for union dues.

Percent Deduction Per PP (IR114). Percentage of applicable earnings to be deducted each pay period for the receipt account.

Percent of Deduction (IR118, IR518). Percentage rate of deduction elected by employee.

Percent Per PP (Arrears, IR306). Percent of arrears deduction to be made each pay period for child support and alimony.

Percent Per PP (Each Pay Period, IR306). Percent to be deducted each pay period from an employee's salary for alimony and/or child support payments.



Perf. Evaluation Anniversary Day (IR123/1, IR303, IR304, IR305, IR314). Day the employee's performance evaluation is due.

Perf. Evaluation Anniversary Month (IR123/1, IR303, IR304, IR305, IR314). Month the employee's performance evaluation is due.

Perf. Evaluation Anniversary Year (IR123/1, IR303, IR304, IR305, IR314). Year the employee's performance evaluation is due.

Perf. Evaluation Eligibility Code (IR123/1). Control field that is used to determine if an employee is on the applicable anniversary date. Employees that are not eligible are: aliens (Citizenship Code 02), Farmers Home Administration (FHA) County Committeemen (Agency 7, Special Employee Code 04), hearing examiners (Occupational Series Code 0935), fee basis and Without Compensations (WOC) (Salary Rate Code FB or WO), and employees that are cooperative or jointly controlled.

Code	Data Definition
y	Yes, employee is eligible to receive performance evaluation
n	No, employee is not eligible

Perf. Evaluation Generated PP (IR123/1). Pay period that the performance evaluation was generated.

Perf. Evaluation Generated YR (IR123/1). Year that the performance evaluation was generated.

Perf. Evaluation Pay Period (IR123/1). Pay period that either the WGI or performance evaluation is prepared.

Perf. Evaluation YR (IR123/1). Year that either the WGI or performance evaluation is prepared.

Perf. Penalty Status (IR123/1, IR223). Code that indicates whether an employee has been placed in warning status.

Code	Data Definition
y	Yes
n	No

Performance Eval Change Ind (IR144). Code that indicates a performance evaluation change.

Code	Data Definition
n	No change



Code	Data Definition
Y	Changed

Performance Evaluation Rating (IR305). Code that records in the master file the performance evaluation rating received for current rating period.

Code	Data Definition
U	Unacceptable
M	Marginal
F	Fully successful
S	Superior
O	Outstanding

Period Covered From Date Day (IR142, IR542). Beginning day of the period for which a cash award was made.

Period Covered From Date Month (IR142, IR542). Beginning month of the period that a cash award was made.

Period Covered From Date Year (IR142, IR542). Beginning year of the period that a cash award was made.

Period Covered To Date Day (IR142, IR542). Ending day of the period that a cash award was made.

Period Covered To Date Month (IR142, IR542). Ending month of the period that a cash award was made.

Period Covered To Date Year (IR142, IR542). Ending year of the period that a cash award was made.

Pers. Action Code (IR122/1, IR222/1, IR522/1). Code that indicates the type of action being processed. The data will be audited on the basis of the type of action it represents; therefore, a code must always be present in this field.

Code	Data Definition
1	Accession action
2	Official change action



Separation action/unofficial action used by NFC only for the type of action it represents; therefore, a code must always be present in this field.

Code	Data Definition	Definition
1	Accession action	
2	Official change action	
3	Separation action	
4	Unofficial action used by NFC only	Unofficial action used by National Finance Center only
6	Updating action	
7	Changed action used by NFC only	Changed action used by National Finance Center only

Pers. Action Effective Day (IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1). Effective day the personnel action is effective.

Pers. Action Effective Month (IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1). Effective month personnel action is effective.

Pers. Action Effective Year (IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1). Effective year the personnel action is effective.

Pers. Auth. Date Day (IR101, IR501). Day the personnel action is authenticated.

Pers. Auth. Date Month (IR101, IR501). Month the personnel action is authenticated.

Pers. Auth. Date Year (IR101, IR501). Year the personnel action is authenticated.

Personal (IR105, IR205). State tax personal exemptions.

Code	Data Definition
0	None
1	Whole

Personal Exemption (IR114). Maximum net pay amount allowed to be paid to an employee with a tax levy.

Personnel Action Effective Day (IR132, IR532). Day personnel action is effective.

Personnel Action Effective Month (IR132, IR532). Month personnel action is effective.

Personnel Action Effective Year (IR132, IR532). Year personnel action is effective.



Personnel Office ID (IR145). Identifies by location and code, the office responsible for processing the employee's personnel and related documents and for administering personnel and other matters relating to his/her employment.

Salary Use Fields 1st, 2nd (IR144). Element made available to users until a database change. An element may be created by redefining NFC-ASD-PERS-Use until the next database change.

Personnel Use (IR244). Used for temporary storage of elements pending next database change.

Physical Disability Code (IR301, IR302). Code that identifies the disability. This is used for statistical reporting and for placement of employees in positions that require special physical qualifications.

Code	Data Definition	Definition
01	Do not wish to identify	
05	No disability	
06	Disability not listed	
13	Speech impairment	Speech impairment includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy
15	Hearing impairment/hard of hearing	
18	Total deafness/both ears	
21	Blind	Blind (inability to read ordinary size print; not correctable by glasses; or no usable vision, beyond light perception)
22	Visual impairments	Visual impairments (e.g., tunnel or monocular vision or blind in one eye)
26	Missing extremities/1 hand or 1 foot	Missing extremities (one hand or one foot)
30	Missing extremities/more than 1 hand or foot	Missing extremities/more than one hand or foot
40	Mobility impairment	Mobility impairment (e.g., cerebral palsy, multiple sclerosis, muscular dystrophy, congenital hip defects)
41	Spinal abnormalities	
44	Non-paralytic orthopedic impairments	



Code	Data Definition	Definition
51	HIV positive/AIDS	Human Immunodeficiency Virus positive/Acquired Immunodeficiency Syndrome
52	Morbid obesity	
61	Partial paralysis/1 hand-arm-foot-leg or part of	Partial paralysis of one hand, arm, foot, leg, or any part thereof
69	Partial paralysis/multiple body parts	Partial paralysis/multiple body parts (Because of a brain, nerve, or muscle impairment, including palsy and cerebral, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts.)
70	Complete paralysis of one hand	
79	Complete paralysis/more than 1 hand	Complete paralysis/more than one hand. (Because of a brain, nerve, or muscle impairment, including palsy and cerebral, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts.)
80	Cardiovascular/heart disease	Cardiovascular/heart disease with or without restriction or limitation on activity; a history of heart problems w/complete recovery
82	Epilepsy	
83	Blood disease	Blood disease (sickle cell anemia, hemophilia)
84	Diabetes	
86	Pulmonary or respiratory conditions	Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.)
87	Kidney dysfunction	Kidney dysfunction (e.g.required dialysis)
88	Cancer	Cancer (present or past history)
90	Severed intellectual disability	
91	Psychiatric disability	
92	Dwarfism	
93	Disfigurement of face, hands, or feet	



Code	Data Definition	Definition
94	Learning disability	Learning disability (spoken or written) (e.g., dyslexia, Attention Deficit Disorder (ADD)/Attention Deficit Hyperactivity Disorder (ADHD))
95	Gastrointestinal disorders	Gastrointestinal disorders (e.g., crohn's disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.)
96	History of alcoholism	

Physical Room Location (IR146). GAO locator physical location code.

Placement Follow-up Ind. (IR144). Code that indicates that the notification for placement followup has been prepared.

Code	Data Definition
y	Yes, notification has been prepared
n	No, notification has not been prepared

Plan Code (IR113, IR213). Code that indicates the flexfund flexible spending account. This account is being assigned by the NFC.

Plan Code (IR116, IR117, IR118, IR121, IR216, IR217, IR218, IR518). Code that indicates the carrier of the applicable benefit. The code will be assigned by the NFC as new health benefits plans are implemented.

Plan Name (IR115, IR215). Indicates the plan name of the health benefit record currently being displayed.

Plan Name (IR116, IR216). Indicates the plan name of the life insurance record currently being displayed.

Plan Type (IR116, IR216). Code that indicates whether or not the plan and/or any of the associated options are group term life insurance, where the cost of such insurance is includable in the employee's gross income and reported on the W-2.

Code	Data Definition
0	Not included in gross pay
1	Basic only
2	Basic and option 1
3	Basic and option 2



Code	Data Definition
4	Basic and option 3
5	Basic and options 1 and 2
6	Basic and options 1 and 3
7	Basic and options 2 and 3
8	Basic and options 1, 2, and 3

PMRS/PFP Bonus Effective YR (IR123/2, IR223). Year the bonus was paid.

PMRS/PFP Bonus Amt (IR123/2, IR142, IR223, IR242, IR542). Amount of money paid to a merit pay employee for a bonus.

PMRS/PFP Bonus Effective PP (IR123/2, IR142, IR223, IR242). Pay period in which the bonus was paid.

PMSA Code (IR101, IR201, IR501). Primary metropolitan statistical area code.

PMSO IP Agency Use (IR244). Code that identifies the individual position.

PMSO MR Agency Use (IR244). Code that identifies the master record.

POI (IR101, IR122/1, IR125, IR127, IR201, IR222/1, IR225, IR501, IR522/1, IR525, IR527). Personnel Office Identifier (POI); identifies by location and code the office responsible for processing the employee's personnel and related documents and for administering personnel and other matters relating to his/her employment.

POI (Detail Assignment, IR127, IR227, IR527). OPM designated number that identifies the servicing personnel office for the detailed assignment.

Position Occupied (IR122/1, IR222/1, IR522/1). Code that indicates whether the employee's position is in the competitive service or the excepted service.

Code	Data Definition	Definition
1	Competitive service	
2	Excepted service	
3	SES, general position	Senior Executive Service, general position
4	SES, career reserved position	Senior Executive Service, career reserved position



Position Official Title (IR145, IR547). Describes the official or classification title of the employee's position.

Position Sensitivity Code (IR102/1, IR202/1, IR312, IR502). Sensitive protection code (non-critical, critical). This code indicates whether or not the position occupied by the employee has been designated as sensitive, and if so, whether it has been further designated as non-critical or critical.

Code	Data Definition
0	Not Designated
1	Nonsensitive (NS) National Security Risk
2	Noncritical-Sensitive (NCS) National Security Risk
3	Critical-Sensitive (CS) National Security Risk
4	Special-Sensitive (SS) National Security Risk
5	Moderate Risk (MR) Public Trust Position
6	High-Risk (HR) Public Trust Position

Position Status Budget (IR144, IR244, IR502/2). Records the fact that for budget purposes, the employee occupies either a permanent or other-than-a-permanent position. A permanent position is one that is occupied or is to be occupied by full-time employee established without time limit or for a limited period of a year or more or that has been occupied for a year or more. A position, other-than-a-permanent position, is a budgeted position to be filled only on a seasonal or intermittent basis.

Position Supervisory Code (IR102/1, IR202/1, IR502/1). Nature of managerial, supervisory, or nonsupervisory responsibility assigned to an employee's position. Values are **2, 4, 5, 6, 7, or 8**.

Position Title (IR101, IR122/1, IR201, IR222/1, IR312, IR501, IR522/1). Describes the official or classification title of the employee's position.

Position Title Code (IR101, IR201, IR501). Code that identifies the prefix, the standard classification title, and the suffix for the position title for a specific occupation series.

PP (IR139). Pay period during which the compensatory leave was earned.

PP Deducted This Tax YR (IR113, IR213). Number of pay periods the flexfund amount has been deducted in a tax year.

PP Last Time Paid (IR103). Number of the pay period the last time the employee was paid. This is the pay period for which payment is being made.



Prepare Leave Record (IR132). Record of leave data transferred. Code that indicates to print AD 336, Record of Leave Data.

Code	Data Definition
y	Yes, print AD-336
n	No, do not print AD-336
c	Complete, AD-336 has been printed

Prepare Retire Record (IR132). Code that indicates to print SF 2806, Individual Retirement Record.

Code	Data Definition
0	Do not print SF-2806
1	Print SF-2806
2	SF-2806 has not been printed

Present Grade Date Day (IR145). Day the employee last entered present grade.

Present Grade Date Month (IR145). Month the employee last entered present grade.

Present Grade Date Year (IR145). Year the employee last entered present grade.

Previous Agency Code (IR123/2, IR523/2). Code that indicates the employee's previous Agency.

Previous Cal Year Split (IR140). Number of AWOP hours that are reported on the last T&A of the pay year, as factored by the PAYE system to be applicable to the next succeeding calendar year. This amount is reset to zero after the end of the new calendar year.

Primary Fund Code (IR102/2, IR202/2). Two-digit code relating to specific projects with the appropriation code structure. This code is based on the project on which the employee is expected to work at least 50 percent of his/her time.

Prior Severance Days (IR135). Work field that is used to show the number of days an employee received prior severance pay. For this field, data can be entered into this field.

Prior Severance Pay Adjustment (IR135). Work field that computed prior severance pay adjustment, if applicable.

Prior Severance Weeks (IR135). Work field that is used to show the number of weeks an employee received prior severance pay. Data can be entered into this field.



Prior Yr Balance (IR139). Number of compensatory leave hours that were carried over from prior year. This is used to pay the prior year's compensatory leave.

Prior Yr Balance 2 (IR139). An employee's second year compensatory leave balance if eligible for 2 prior years.

Private Tax Code (State Tax Code, IR205). State tax private code.

Private Tax Code (1-Digit Numeric Private Tax Code, IR205). Message decoding the one-digit numeric private tax code.

Code	Data Definition
0	None
1	Private
2	Public

Probation Last Recorded Day (IR102/2). Day the commencing date toward probationary period was last recorded.

Probation Last Recorded Month (IR102/2). Month the commencing date toward probationary period was last recorded.

Probation Last Recorded Year (IR102/2). Year the commencing date toward probationary period was last recorded.

Probation Period Start Day (IR132, IR202/2, IR502/2, IR532). Day of the start of the first year probationary period.

Probation Period Start Month (IR132, IR202/2, IR502/2, IR532). Month of the start of the first year probationary period.

Probation Period Start Year (IR132, IR202/2, IR502/2, IR532). Year of the start of the first year probationary period.

Processed Pay Period Begins Day (IR131, IR311, IR314). Beginning day of pay period being processed.

Processed Pay Period Begins Month (IR131, IR311, IR314). Beginning month of pay period being processed.

Processed Pay Period Begins Year (IR131, IR311, IR314). Beginning year of pay period being processed.

Processed PP (IR104). Last pay period a Federal tax document was processed.



Processed PP (IR105, IR205). Last pay period a State tax document was processed.

Processed PP (IR132, IR532). Pay period that the separation action was processed.

Processed PP (IR543). Number of the pay period that is currently being processed.

Processed YR (IR104, IR532). Last year a Federal tax document was processed.

Processed YR (IR105, IR205). Last year a State tax document was processed.

Processed YR (IR125, IR225, IR304, IR525). Actual year the last document applied to the database.

Processed YR (IR132). Last two digits of the calendar year that the separation action was processed.

Processed YR (IR543). Beginning year of pay period being processed.

Processing Pay Period Number (IR523/2). Number of the pay period that is currently being processed.

Processing PP Begins Date Day (IR142, IR523/2). Beginning day of pay period being processed.

Processing PP Begins Date Month (IR142, IR523/2). Beginning month of pay period being processed.

Processing PP Begins Date Year (IR142, IR523/2). Beginning year of pay period being processed.

Professional Category (IR102/1, IR202/1, IR502/1). Code that identifies the employee's professional category.

Code	Data Definition	Definition
1	Statutory	
2	Professional auditor	
3	Other professional	
4	Admin., tech., clerical	Administrative, technician, clerical
5	Wage plan	
6	Experts and consultants	

Program Lang Code (IR123/1). Code that identifies those computer programming languages in which an individual has expertise as evidenced in the SF 171, Application for Federal Employment.



Code	Data Definition	Definition
1	ALGOL	Algorithmic language
2	FORTTRAN	Formula Translating System
3	SLEUTH	
4	ALC	American Language and Culture
5	COBOL	
6	RPG	Report Program Generator
7	BASIC	
8	OTHER	
9	RESERVED	
0	N/A	

If an invalid code, other than one specified above, is entered in this field, the action is rejected and the message "*invalid code. reenter*" is displayed.

Project Indicator (IR145). Code that identifies a USDA demonstration project as experimental or comparison.

Code	Data Definition
E	Experimental
C	Comparison

Projected Use Day (IR133). Day that unused sick leave, to the credit of an employee with an uncommon tour, would have expired had leave been used.

Projected Use Month (IR133). Month that unused sick leave, to the credit of an employee with an uncommon tour, would have expired had leave been used.

Projected Use Year (IR133). Year that unused sick leave, to the credit of an employee with an uncommon tour, would have expired had leave been used.

Promotion NTE Day (IR102/2, IR122/1, IR127, IR202/2, IR222/1, IR227, IR502/2, IR522/1, IR527). Day the temporary promotion is not to exceed.

Promotion NTE Month (IR102/2, IR122/1, IR127, IR202/2, IR222/1, IR227, IR502/2, IR522/1, IR527). Month the temporary promotion is not to exceed.



Promotion NTE Year (IR102/2, IR122/1, IR127, IR202/2, IR222/1, IR227, IR502/2, IR522/1, IR527). Year the temporary promotion is not to exceed.

Probation Period Starts Day (IR102/2). Day that starts the 1-year probationary period.

Probation Period Starts Month (IR102/2). Month that starts the 1-year probationary period.

Probation Period Starts Year (IR102/2). Year that starts the 1-year probationary period.

Promotion Plan Code (IR123/1, IR223, IR523/1). Code that indicates how a position is being filled when the action placing the employee in the position is a promotion action. This data is needed for statistical reporting and for position and employee evaluation purposes.

Code	Data Definition	Definition
0	Not Processed under a Promotion Plan	
1	Competitive Action	
2	Career Promotion-Competition held earlier	
3	Career Promotion-Career Ladder	
4	Career Promotion-Position Reclassified	
6	Noncompetitive Action	
7	Noncompetitive Action-Foreign Service Act (FAS and APHIS)	Noncompetitive Action-Foreign Service Act (Foreign Agricultural Service and Animal and Plant Health Inspection Service)

P/T Hours Worked/Wk (IR135). Work field that is used to show the number of part-time hours per week worked by a part-time, full-time, or alternator employee. Data can be entered into this field.

P/T Hrly Rate (IR135). Work field that is used to show the hourly rate at which a part-time, full-time, or alternator employee worked. Data can be entered into this field.

P/T Pay Periods Worked/Yr (IR135). Work field that is used to show the number of part-time pay periods per year worked by a part-time, full-time, or alternator employee. Data can be entered into this field.

Purchase Price Amount (IR102/1, IR122/2, IR202/2, IR222/2, IR502/1, IR522/2). Code that indicates whether the deduction from an employee's salary where quarters, utilities, etc., being furnished will be on a per day or a per pay period basis.

Q



Quarter Ded Code (IR102/1, IR122/2, IR202/2, IR222/2, IR502/1, IR522/2). Code that indicates whether the deduction from an employee's salary where quarters, utilities, etc., being furnished will be on a per day or a per pay period basis.

Code	Data Definition
1	Per day deduction - tax exempt (Forest Service only)
2	Per day deduction - not tax exempt (Forest Service only)
3	Per pay period deduction - tax exempt
4	Per pay period deduction - not tax exempt

R

Rate (Quarter Ded, IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2). Amount of money to be deducted, either per day or per pay period, from the salary of an employee who is being furnished quarters, utilities, etc. For Forest Service, the amount entered represents the per day deduction, and for all other Agencies, the amount is the per pay period deduction.

Rate (Allowance Record, IR109, IR209). Rate at which the allowance is being paid. It reflects a per day or per pay period rate depending on the allowance code.

Rate (Rate Record, IR139). Hourly rate of pay in effect at the time the compensatory leave is earned.

Rate at Date of Separation, Weekly/Biweekly (IR135). Work field that computes the weekly and biweekly pay rate, in dollars, on the date an employee separates.

Rate Expire Notification (IR128). Saved rate due to expire notification indicator. This element contains an indicator that the Agency has been notified that the employee saved rate of pay is approaching termination.

Code	Data Definition
y	Yes, Agency has been notified
n	No, Agency has not been notified

Recipient Address (IR306). Name and mailing address of the person receiving the alimony and/or child support payments.

Record (IR213). Counter indicating which occurrence of the ADJP flexfund transaction record is currently being displayed.

Record (IR527). Message indicating that the record currently being displayed is either a detail position or a temporary position.



Record Number (IR116, IR516). Counter indicating that occurrence of the life insurance record is currently being displayed.

Record Number (IR115, IR215, IR515). Counter indicating that occurrence of the health benefit record is currently being displayed.

Record Status Code (IR132). Codes indicate the separation record status code.

Code	Data Definition	Definition
0	Not separated	
1	Separation commenced	
2	Separation in process	
3	Separation complete and is over 90 days old	
4	Separation complete and is over 120 days old	
5	Separation complete and is over 180 days old	
6	Separation complete and separation-prep-leave-rcd (336-code) = C	Separation complete and separation preparation-leave-record (336-code) = C
7	When separation-rcd-status-code is 6, make code a 7 to drop to the next pay period	When separation-record-status-code is 6, make code a 7 to drop to the next pay period

Recruitment Bonus (IR123/2, IR223, IR523/2). Lump-sum dollar amount paid to a newly appointed employee as an incentive for the employee to work for that Agency.

Recruitment Pct (IR123/2, IR223, IR523/2). Percentage of base pay used to compute the recruitment bonus rate paid to a newly appointed employee.

Reg Curr Comp Bal (IR139). Number of hours of regular compensatory time that the employee has available to use.

Regular Days YTD (IR133, IR138). Days of regular military leave used during the fiscal year. Limited to 30 calendar days in a fiscal year. This is reset to zero at the end of the fiscal year.

Regular Hours YTD (IR133, IR138). Summary of hours of regular military leave used during the fiscal year. This is reset to zero at the beginning of the first pay period of the fiscal year.

Relocation Bonus (IR123/2, IR223, IR523/2). Lump-sum dollar amount paid to a current employee to compensate them for relocation.



Relocation Pct (IR123/2, IR223, IR523/2). Percentage of base pay used to compute the relocation bonus rate paid to a current employee to compensate them for relocation.

Remarks Code (IR122/1, IR222/1, IR522/1). Items of information that relate to the action being taken and that are required for documentation purposes. Since the remarks descriptions are not manually entered, a table of codes and descriptions is maintained in the system. Appearance of a remarks code on the input document alerts the system to the remark which must appear on the output document. Codes have been assigned by NFC to those remarks prescribed by OPM, the Federal Department connected to the employee, and several Agencies.

Residence Address (IR124, IR224, IR524). Employee's home address.

Restored Leave Day (IR133). Day through which lump-sum payment for restored leave carries.

Restored Leave Month (IR133). Month through which lump-sum payment for restored leave carries.

Restored Leave Year (IR133). Year through which lump-sum payment for restored leave carries.

Retain in Sr Exec (IR313). Code that indicates whether employee will be retained in the SES.

Code	Data Definition
y	Yes
n	No

Retain Rate Expire Day (IR128, IR528). Day on which the employee's entitlement to a retained rate will terminate.

Retain Rate Expire Month (IR128, IR528). Month on which the employee's entitlement to a retained rate will terminate.

Retain Rate Expire Year (IR128, IR528). Year on which the employee's entitlement to a retained rate will terminate.

Retention Allowance (IR123/2, IR223, IR523/2). Continuous dollar amount paid to a current employee as an incentive for them to continue working for the same Agency.

Retention Pct (IR123/2, IR223, IR523/2). Percentage of base pay used to compute the retention allowance paid to an employee to give them an incentive to stay on with the Agency.

Retention Rights End Day (IR123/1, IR523/1). Day job retention rights will terminate.

Retention Rights End Month (IR123/1, IR523/1). Month job retention rights will terminate.

Retention Rights End Year (IR123/1, IR523/1). Year job retention rights will terminate.



Retirement Coverage Code (IR101, IR117, IR201, IR501, IR517, IR522). Type of retirement/Social Security coverage held by the employee pursuant to his/her employment. The data contained in this element is the only basis upon which deductions for retirement purposes will or will not be made.

Code	Data Definition	Definition
1	Civil Service	Civil Service Retirement System (CSRS)
2	FICA	Federal Insurance Contribution Act
3	Foreign Service	
4	None	
5	Other	
6	CSRS, special (Civil Service, 7 1/2% deductions under P.L. 93-350)	Civil Service Retirement System, Special (Civil Service, 7.5 percent deductions under Public Law 93-350)
7	CSRS (Congressional)	Civil Service Retirement System (Congressional)
8	CVA Judges Retirement Plan (1%), covered by FICA and CVA Retirement Plan	Court of Veterans Appeals Judges Retirement Plan (1 percent), covered by Federal Insurance Contribution Act and Court of Veterans Appeals Retirement Plan
9	CVA Judges Retirement Plan (4.5%), covered by FICA and CVA Retirement Plan	Court of Veterans Appeals Judges Retirement Plan (4.5 percent), covered by Federal Insurance Contribution Act and Court of Veterans Appeals Retirement Plan
C	Covered by FICA and by CSRS	Covered by Federal Insurance Contribution Act and by Civil Service Retirement System
D	CSRS Offset (Congressional) (FICA)	Civil Service Retirement System Offset (Congressional) (Federal Insurance Contribution Act)
E	Covered by FICA and by CSRS (for Law Enforcement and Firefighter Personnel)	Covered by Federal Insurance Contribution Act and by Civil Service Retirement System (for Law Enforcement and Firefighter Personnel)
G	Covered by FICA and by FS Retirement System	Covered by Federal Insurance Contribution Act and by Foreign Service Retirement System
I	FERS (Congressional) (FICA)	Federal Employees Retirement System (Congressional) (Federal Insurance Contribution Act)
J	Covered by FICA and by another Federal Retirement System	Covered by Federal Insurance Contribution Act and another Federal Retirement System



Code	Data Definition	Definition
K	FERS and FICA	Federal Employees Retirement System and Federal Insurance Contribution Act
L	FERS and FICA, Air Traffic Controllers	Federal Employees Retirement System and Federal Insurance Contribution Act, Air Traffic Controllers
M	FERS and FICA (Special) Law Enforcement Officers and Fire Fighters	Federal Employees Retirement System and Federal Insurance Contribution Act, (Special) Law Enforcement Officers and Fire Fighters
N	FERS and FICA, Reserve Tech	Federal Employees Retirement System and Federal Insurance Contribution Act, Reserve Technicians
P	FSPS and FICA	Foreign Service Pension Systems and Federal Insurance Contribution Act
R	Covered by FICA and by CSRS	Covered by Federal Insurance Contribution Act and by Civil Service Retirement System
T	Covered by FICA and by CSRS for Law Enforcement and Firefighter Personnel	Covered by Federal Insurance Contribution Act and by Civil Service Retirement System for Law Enforcement and Firefighter Personnel
W	Covered by FICA and the FS Retirement System	Covered by Federal Insurance Contribution Act and the Foreign Service Retirement System
X	Covered by FICA and by another Federal Retirement System	Covered by Federal Insurance Contribution Act and by another Federal retirement system
Y	DC Retirement (Offset)	District of Columbia Retirement (Offset)
Z	DC Retirement Plan	District of Columbia Retirement Plan

Retirement Plan 1 (IR122/1, IR222/1). Code that indicates the carrier of the applicable benefit. The code will be assigned by NFC as new plans are implemented.

Retirement Plan 2 (IR122/1, IR222/1). Code that indicates the carrier of the applicable benefit. The code will be assigned by NFC as new plans are implemented.

Retirement RIF Worked Int Hrs (IR129). Intermittent hours worked since last WGI.

RNO Code (Literal, IR301, IR302). Literal to decode the Race and National Origin (RNO) code of the record currently being displayed.

RNO Code (Minority Group, IR301, IR302). Code that identifies the minority group into which the employee has been categorized.

Code Data Definition



Code	Data Definition
A	American Indian or Alaskan Native
B	Asian or Pacific Islander
C	Black, not of Hispanic Origin
D	Hispanic
E	White, not of Hispanic Origin
F	Asian Indian
G	Chinese
H	Filipino
J	Guamanian
K	Hawaiian
L	Japanese
M	Korean
N	Samoaan
P	Vietnamese
Q	All other Asian or Pacific Islanders
Y	Not Hispanic in Puerto Rico

Route Number (IR112, IR124, IR306, IR524). Number used by Federal Reserve Bank to identify financial instructions used for electronic funds transfer.

S

Salary Rate Code (IR101, IR122/1, IR201, IR222/1, IR501, IR522/2). Pay basis for that employee's salary as stated.

Code	Data Definition
BW	Biweekly
FB	Fee basis
PA	Per annum



Code	Data Definition
PH	Per hour
PD	Per day
PM	Per month
PW	Piecework
WC	Without compensation

Salary Rate Holiday (IR102/2). Indication whether the hourly holiday rate for a cooperative employee was furnished on the personnel action.

Code	Data Definition
y	Yes
n	No

Salary Rate Overtime (IR102/2). Indication whether the hourly overtime rate for a cooperative employee was furnished on the personnel action.

Code	Data Definition
y	Yes
n	No

Salary Share Amount (IR122/2, IR222/2, IR522/2). Amount of a cooperative employee's salary paid by cooperator. This must be on the basis indicated by the salary rate code. This is used in computing the employee's pay. The employee's base salary is reduced by this amount.

Salary Share Code (IR102/2, IR202/2, IR520/2). Cooperative-Annuitants salary share source code that indicates the outside source that pays a portion or all salary of a cooperative employee or a re-employed annuitant.

Code	Data Definition
0	Not applicable
1	State cooperator
2	Other type of cooperator
3	Annuitant under civil service retirement



Code	Data Definition
4	Annuitant and State cooperator
5	Annuitant and other type of cooperator
9	Military hourly rate used in offset

Salary Use (IR244). Element that is being used to store information until the next database change.

SCD Leave Day (IR122/1, IR135, IR222/1, IR522/1). Day of service computation for leave.

SCD Leave Month (IR122/1, IR135, IR222/1, IR522/1). Month of service computation for leave.

SCD Leave Year (IR122/1, IR135, IR222/1, IR522/1). Year of service computation for leave.

SCD WGI Day (IR102/1, IR132, IR202/1, IR502/1, IR532). Commencing day of service for completion of WGI period.

SCD WGI Month (IR102/1, IR132, IR202/1, IR502/1, IR532). Commencing month of service for completion of WGI period.

SCD WGI Year (IR102/1, IR132, IR202/1, IR502/1, IR532). Commencing year of service for completion of WGI period.

Schedule No Last Paid (IR103). Number of the schedule for the pay period that is currently being processed.

Schedule Numbers	Data Definition
1st digit	FY
2-3 digits	Computer payroll
4-5 digits	Pay period number
6th digit	Schedule number

Scheduled Salary (IR101, IR122/1, IR201, IR222/1, IR501, IR522/1, IR547). Amount scheduled to be earned by an employee before the addition of any allowance, adjustment, or differential.

School Code (IR130, IR530). Code that indicates the school the employee attended.

School Name (IR130, IR530). Name of the school the employee attended.

Seasonal Status Quo (IR102/1, IR202/1, IR502/1). Code that indicates whether or not the employee is a seasonal, status quo, or seasonal and status quo employee, and if the employee is in his/her first, second, or subsequent season.



Separation Accession Type (IR101, IR123/1, IR201, IR223). Code that indicates whether employment is terminated because of a regular separation or because of death.

Code	Data Definition
0	Not separated
1	Regular
2	Deceased
3	Accession this pay period

Separation Date Day (IR135). Work field to hold the day an employee was separated or will be separated. Data can be entered into this field.

Separation Date Month (IR135). Work field to hold the month an employee was separated or will be separated. Data can be entered into this field.

Separation Date Year (IR135). Work field to hold the year an employee was separated or will be separated. Data can be entered into this field.

Separation Record Status (IR532). Separation Record Status.

Code	Data Definition	Definition
0	Not separated	
1	Separation commenced	
2	Separation in process	
3	Separation complete and is over 90 days old	
4	Separation complete and is over 120 days old	
5	Separation complete and is over 180 days old	
6	Separation complete and separation-prep-leave-rcd (336-code) = C	Separation complete and separation preparation-leave-record (336-code) is C
7	When separation rcd status code is 6, make the code a 7 to drop to the next pay period	When separation-record-status-code is 6, make code a 7 to drop to the next pay period

Series (IR312). Code that identifies the exact occupational group to which the employee's position has been classified.



Service Agree Expire Day (IR102/1, IR202/1, IR502/1). Service agreement expiration day for the USDA demonstration project.

Service Agree Expire Month (IR102/1, IR202/1, IR502/1). Service agreement expiration month for the USDA demonstration project.

Service Agree Expire Year (IR102/1, IR202/1, IR502/1). Service agreement expiration year for the USDA demonstration project.

Service Agreement Expire Day (IR145). Multi-use day used by ASD to prevent database change.

Service Agreement Expire Month (IR145). Multi-use month used by ASD to prevent database change.

Service Agreement Expire Year (IR145). Multi-use year used by ASD to prevent database change.

Service Obligation End Date (IR119). Date that the military service ended.

Service Year Start Date Day (IR102/2, IR202/2, IR502/2). Commencing day of service year.

Service Year Start Date Month (IR102/2, IR202/2, IR502/2). Commencing month of service year.

Service Year Start Date Year (IR102/2, IR202/2, IR502/2). Commencing year of service year.

SES Appraisal Year (IR314). Last two digits of the year of the appraisal date for SES employees.

SES Performance Bonus (IR314). SES bonus amount granted.

SES Performance Scale (IR314). SES numerical performance rating.

Severance Fund Balance (IR134). Amount of money remaining to be paid employee as severance pay.

Severance Pay Code (IR102/2, IR202/2). Code that determines status of severance pay.

Code	Data Definition	Definition
0	N/A	Not applicable
1	Severance pay data established	
2	Payment has started	
3	Payment-completed	

Sex Code (CD, IR122/2, IR123/1, IR222/2, IR223, IR522/2, IR523/1). Code that indicates the sex of the employee.



Code	Data Definition
m	Male
f	Female

SF50 NTE Date Day (IR502/2). NTE day to be shown on the personnel action.

SF50 NTE Date Month (IR502/2). NTE month to be shown on the personnel action.

SF50 NTE Date Year (IR502/2). NTE year to be shown on the personnel action.

Sick Leave Error (IR136/1). Verification of the sick leave balance with the balance on the T&A. As differences occur, the employee's record is annotated to indicate an error exists. When the difference first occurs, a message is displayed indicating a new error. Once the difference exists for two or more pay periods, subsequent messages indicate that it is now a prior pay period error.

Code	Data Definition
0	No error
1	Balance error
2	Crossfoot error
3	Balance and crossfoot error

Sick Leave Expire For Retire Day (IR523/2). Day that unused sick leave, to the credit of an employee with an uncommon tour of duty, would have expired had he/she elected to use the leave.

Sick Leave Expire For Retire Month (IR523/2). Month that unused sick leave, to the credit of an employee with an uncommon tour of duty, would have expired had he/she elected to use the leave.

Sick Leave Expire For Retire Year (IR523/2). Year that unused sick leave, to the credit of an employee with an uncommon tour of duty, would have expired had he/she elected to use the leave.

Since WGI (AWOL, IR133, IR140). AWOL since last WGI. Summary of hours of unapproved AWOP occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven. The excess is first converted to workdays using a ratio of 7 to 5. The calendar days are used to extend the employee's waiting period for the next WGI. This is reset to zero when the WGI is granted.

Since WGI (LWOP, IR133, IR140). LWOP since last WGI. Summary of hours of approved AWOP occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven. The excess is first converted to



workdays using a ratio of 7 to 5. The calendar days are used to extend the employee's waiting period for the next WGI. This is reset to zero when the WGI is granted.

Since WGI (Suspension, IR133, IR140). Suspension since last WGI. Summary of hours of suspension resulting from disciplinary action occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven.

Special Employee Code (IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2). Code that identifies the employee to a special category of employees. This code enables certain operations to be performed which would not otherwise be applicable to this type of employee.

Code	Data Definition	Definition
00	Not applicable	
01	Sch stnby, nonexempt covered FLSA	Scheduled standby, nonexempt from Fair Labor Standards Act
02	Admin uncntrl OT non exmpt FLSA	Administratively uncontrollable overtime, nonexempt from Fair Labor Standards Act
03	Sch stnby, AUO, exempt-nonexempt FLSA	Scheduled standby, administratively uncontrollable overtime, exempt/nonexempt Fair Labor Standards Act
04	FMHA county committeeman	Farmers Home Administration county committeeman
05	Presidential appointee	
06	CSRS offset-reemployed annuitant	Civil Service Retirement System Offset-reemployed annuitant
07	Experts and consultants	
08	AUO other than law enrfrmnt pers	Administratively uncontrollable overtime other than law enforcement personnel
09	Mixed tour (FEHB not prorated)	Mixed tour (Federal Employees Health Benefits not prorated)
10	Other Emps, Spec Appr/PMB, exc by 6%	Other employees, special approved/Personnel Management Board, exceed by 6 percent
11	BLS/TSA PT Employees w/varied work sched (FEHB/FEGLI)	Bureau of Labor Statistics/Transportation Security Administration part-time employees with varied work schedules (Federal Employees Health Benefits/Federal Employees' Group Life Insurance)



Code	Data Definition	Definition
12	Supervisory/managerial employees, exceed band by 6%	Supervisory/managerial employees, exceed band by 6 percent.
13	FSIS Veterinary Medical Officer true OT	Food Safety and Inspection Service Veterinary Medical Officer true overtime
14	Schedule C employee	
15	NOAA field parties	National Oceanic and Atmospheric Administration field parties
16	ZP div chs, supv diff 6% NTE range 5	ZP (scientific and engineering pay plan) division chiefs, supervisory differential 6 percent not to exceed range 5
17	Sup/mgr, otr emps SPC APR/PMB 3% Dif	Supervisory/managerial, other employees, special approved/Personnel Management Board 3 percent differential
18	Sup/mgr otr emps SPC APR/PMB 6% Dif	Supervisor/managerial, other employees, special approved/Personnel Management Board 6 percent differential
19	ZP sup/mgr otr than div chs 3% Dif	ZP (scientific and engineering pay plan) supervisor/managerial, other than division chiefs, 3 percent differential
20	ZA div chs, exceed max rate by 6%	ZA (administrative pay plan) division chiefs, exceed maximum rate by 6 percent
21	1990 census decennial reemp annuities	1990 census decennial reemployed annuitants
22	AFDC recipient	Aid to Families with Dependent Children recipient
23	Forest Service Job Corps	
24	Panamanian National	
26	Availability Pay	
27	OCG geopay rate2	Office of the Comptroller General geopay rate 2
28	ASCS committeeman	Agricultural Stabilization and Conservation Service committeeman
29	Emp on US Saudi Comm on Econ Coop	Employed on United States Saudi Commission on Economic Cooperation
30	Overseas not NFC payrolled	Overseas not National Finance Center payrolled
31	AMS milk marketing employee	Agricultural Marketing Service milk marketing employee



Code	Data Definition	Definition
32	Law enforcement-ineligible for AUO	Law enforcement-ineligible for administratively uncontrollable overtime
33	Non wg emp empt earn limitations	Non-wage employee exempt earn limitations
34	Bureau of the Census Field Representatives	
35	Manually paid employee	
36	Man. pd. emp. paid semimonthly	Manually paid employee paid semi-monthly
37	Employee paid 8% haz dty pay (land based work above 3900 meters)	Employee paid 8 percent hazard duty pay (land based work above 3900 meters)
38	FP contract employee	Foreign Policy contract employee
39	OTA Board Staff Member	Office of Technology Assessment Board Staff Member
40	Overseas NFC payrolled	Overseas National Finance Center payrolled
41	FDIC LI max coverage \$300,000	Federal Deposit Insurance Corporation life insurance maximum coverage \$300,000
42	Annual salary cap of \$245,000 - FDIC use only	Annual salary cap of \$245,000 - Federal Deposit Insurance Corporation use only
44	Other NFP-Title II and Title IV dollars - Ag11 only	Other National Fire Plan Title II and Title IV dollars - Agency 11 only
45	FS YCC enrollee	Forest Service Youth Conservation Corps enrollee
46	Older American	
47	Hires into mel position tracked in the NFMAS database Ag11 only	Hires into most efficient level positions tracked in the National Fire Management Analysis System database-Agency 11 only
48	Hires into the 500 developmental positions - Ag11 only	Hires into the 500 developmental positions - Agency 11 only
49	Alaska local hire program	
50	Availability pay & supv/mgr emps, exceed band by 6%	Availability pay and supervisory/managerial employees, exceed band by 6 percent
52	Semi-monthly coop	
53	Pd under 2/3 rule	Paid under two-thirds rule



Code	Data Definition	Definition
54	W/o comp emp pd for holidays & ot	Without compensation employee paid for holidays and overtime
55	Surface Mining Cont/Rec Act of 1977	Surface Mining Control/Reclamation Act of 1977
56	Federal summer intern	
57	Federal junior fellowship	
58	Work release program	
59	Veterans readjustment	Veterans readjustment
60	Entry level auditors - rapid promotion plan	
61	FCA employee-no differential paid	Farm Credit Administration employee no differential paid
62	Non-resident alien (F-1, J-1, M-1 visas)	
63	FWS special salary rate	Flexible work schedule special salary rate
64	Trainee for higher position	
65	GAO employee inelig for locality pay	Government Accountability Office employee ineligible for locality pay
70	Summer aid	
71	(F1) Preparedness fire plan position, temporary	
72	(F2) Preparedness fire plan position, permanent career seasonal	
73	(F3) Preparedness fire plan position, permanent full time	
74	(F4) Fuels fire plan position, temporary	
75	(F5) Fuels fire plan position, permanent career seasonal	
76	(F6) Fuels fire plan position, permanent full time	
80	FMHA economic emergency loan employees	Farmers Home Administration economic emergency loan employees
81	Mixed tour employee	



Code	Data Definition	Definition
82	Employee appointment less than 90 days	Employee appointment less than 90 days
83	OCC non-Federal service used for leave SCD	Office of the Comptroller of the Currency non-Federal service used for leave service computation date
84	TSA exceeds premium pay cap	Transportation Security Administration exceeds premium pay cap
85	Exceed max pay band. Salary or cap Agency and pay plan specific	
89	Council member	
90	Disaster area cadre employee	
91	Disaster temporary employee	
99	Library of Congress-Register of Copyrights	

Special Employee Programs CD (IR102/1, IR202/1, IR502/1) or Spec Emp Pgm CD (IR122/2, IR222/2, IR522/2). Code that identifies the employee to a special employment program.

Code	Data Definition	Definition
00	Not applicable	
01	Part-time BLS field Econ. Asst	Part-time Bureau of Labor Statistics field Economic Assistant
02	Chemical engineering	
03	Electrical engineering	
04	General engineering	
05	General chemistry	
06	Electronics	
07	Mechanical engineering	
08	Organic chemistry	
09	Physics	
10	Civil engineering	



Code	Data Definition	Definition
11	Metallurgical engineering	
12	IPA ceiling exempt	Intergovernmental Personnel Act (IPA) ceiling exempt
13	Agricultural engineering	
14	Food technology	
15	Mining engineering	
16	Industrial engineering	
17	Geological engineering	
18	Aeronautical engineering	
19	Marine technology	
20	Ceramic engineering	
21	Petroleum engineering	
22	Nuclear engineering	
23	Engineering physics	
24	Horticulture	
25	Biology	
26	Biomedical engineering	
39	Apprentice Trainee Program	
40	Mixed tour	
41	Sch A 213.3102 (LL)	Schedule A 213.3102 (LL)
42	Sch A. 5 CFR 213.3102 (T)	Schedule A. 5 Code of Federal Regulations 213.3102 (T) (United States Department of Agricultural only)
43	Sch A. 5 CFR 213.3102 (U)	Schedule A. 5 Code of Federal Regulations 213.3102 (u) (United States Department of Agricultural only)
44	700 hr. trial 5 CFR 316.402 (A) & 362	700-hour trial, 5 Code of Federal Regulations 316.402 (a) and 362 (United States Department of Agricultural only)



Code	Data Definition	Definition
45	Temp. 5 CFR 316.402 (b) (5)	Temporary, 5 Code of Federal Regulations 316.402 (b) (5) (United States Department of Agricultural only)
46	Sch B. 5 CFR 213.3202 (k)	Schedule B. 5 Code of Federal Regulations 213.3202 (k) (United States Department of Agricultural only)
47	Summer intern program-college	
48	National Scholars Program	
54	Student temporary employment program (STEP)	
55	Summer aid	
56	Federal Summer Intern	
57	Federal Junior Fellowship	
58	Work Release Program	
59	Veteran's Readjustment	
60	Appoint-vet under 5 USC 3112	Appointment-veteran under 5 U.S.C. 3112
61	Viet nam era veteran	Vietnam-era veteran
62	Employee Cooperative Education Program	
63	Worker trainee pgm employee	Worker trainee program employee
64	Trainee	
65	Rehab/Rehire	Workers Compensation Rehabilitation/Rehire Program
66	Reemployed annuitant	
67	Spec Handicap Appt	Special Handicap Appointment under Schedule A 213.3102 (T) or (U) or Schedule B 213.3202(K)
68	700-hour Handicap Appointment	
69	Presidential Mgmt Int Prgm (PMIP)	Presidential Management Intern Program
70	Worker trainee in development	
71	Air traf contrl-second career train	Air traffic controller-second career training



Code	Data Definition	Definition
73	Cooperative Ed. Program-high school	Cooperative Education Program-high school
74	Cooperative Ed. Prog.-Assoc. degree	Cooperative Education Program-associates degree
75	Students	
76	Upward Mobility asgn to same series	Upward Mobility, assigned to same series
77	Upward Mobility asgn to diff series	Upward Mobility, assigned to different series
78	Summer employment program	
80	SES Candidate Development Program	Senior Executive Service Candidate Development Program
81	SES sabbatical	Senior Executive Service sabbatical
82	Developmental SES Mobility Assmt	Developmental Senior Executive Service Mobility Assignment
88	IPA-out less than 50% reimb	Intra-Governmental Payment-out less than 50 percent reimbursable
90	Lng Term Trng over 120 days compet	Long Term Training Over 120 days competitive in-house
91	Secretaries and Department Heads	
93	Lng Term Trng Compet Agy or Dept	Long Term Training, competitive in Agency or Department
94	Junior Technician Program	
95	Com Science Fellowship Program	Computer Science Fellowship Program
96	Federal Exec Institute (FEI)	Federal Executive Institute
97	President Exec Exch Prgm	President's Executive Exchange Program
98	IPA-in	Intra-Governmental Payment in
99	IPA-out 50% or more reimbursable	Intra-Governmental Payment out 50 percent or more reimbursable
9A	Special Government Employee	
9B	Displaced employee	
9C	Vocational Office	



Code	Data Definition	Definition
9D	Worker trainee oppty pgm	Worker trainee opportunity program
9E	Worker trainee opportunity	
9F	Group III-summer-faculty	
9G	Scientific Tech., Professional Aids	Scientific Technician, Professional Aids
9H	Administrative Fellowship Program (NOAA)	Administrative Fellowship Program (National Oceanic and Atmospheric Administration)
9I	EEO Recognition	Equal Employment Opportunity Recognition
9J	Group II summer nonclerical 1-4	
9K	Group III-summer-other	
9L	Group IV-trades and labor	
9M	Summer exam employment	
9N	Student trainee	
9P	Public Service Career (entry)	
9Q	Public Service Career (upgrade)	
9R	Graduate students	
9S	Meteorological intern	
9T	Science Intern	
9U	Science Technician	
9V	20/20 Work Study	
9W	Graduate scientist	
AD	AD 720 hrs A/L ceiling	Assistant Director 720-hours annual leave ceiling
AF	USAID FS 5-year appts (FS-85 Auth Via Title 22)	United States Agency for International Development foreign service 5-year appointments
AM	USAID foreign service retire (Plans D and F)	United States Agency for International Development foreign service retire
AT	Assistant United States Trustee	



Code	Data Definition	Definition
BC	FP contract employee	Foreign Policy contract employee
C1	Cooperative associates degree-Program Schedule A	
C2	Cooperative high school program-Schedule A	
C3	Cooperative baccalaureate-Schedule B	
C4	Cooperative graduate masters-Schedule B	
C5	Cooperative associates degree-Schedule B	
C6	Cooperative Ph.D.-Schedule B	Cooperative Doctor of Philosophy-Schedule B
C7	Cooperative graduate other-Schedule B	
C8	Cooperative high school-Schedule B	
C9	Cooperative votech-Schedule B	
D1	Upward mobility program	
D2	Detail non-reimbursable	
D3	Detail reimbursable	
D4	Detail to international organization	
E1	FEMA 2-year core	Federal Emergency Management Agency 2-year core
E2	FEMA 2-year Katrina core	Federal Emergency Management Agency 2-year Katrina core
E3	FEMA 4-year core	Federal Emergency Management Agency 4-year core
E4	FEMA PFT budget allocated	Federal Emergency Management Agency Permanent full-time budget allocated
E5	FEMA disaster area employee	Federal Emergency Management Agency disaster area employee
F1	Prepared fire plan position, temporary	
F2	Preparedness fire plan position, permanent career seasonal	
F3	Preparedness fire plan position, permanent full time	



Code	Data Definition	Definition
F4	Fuels-fire plan position, temporary	
F5	Fuels-fire plan position, career seasonal	
F6	Fuels-fire plan position, permanent full time	
G1	Attorney	
G2	Law clerk	
G3	Expert/consultant	
G4	Accounting Fellow	
G5	Outstanding Scholar	
G6	Consultant, under 31 USC 731 (E) (1)	
G7	Comptroller General	
G8	Student intern	
HT	Housing technician	
IJ	Immigration judge	
IP	Intern program	
MC	Marshals Service Coordinator	
NC	No COLA	No cost-of-living allowance
N0	NOAA - Dr. Nancy Foster Scholarship Program	National Oceanic and Atmospheric Administration - Nancy Foster Scholarship Program
N1	NOAA - Atmospheric Cooperative Science Center	National Oceanic and Atmospheric Administration - Atmosphere Cooperative Science Center
N2	NOAA - Environmental Cooperative Science Center	National Oceanic and Atmospheric Administration - Environmental Cooperative Science Center
N3	NOAA - Marine Cooperative Science Center	National Oceanic and Atmospheric Administration - Marine Cooperative Science Center
N4	NOAA - Remote Sensing Cooperative Science Center	National Oceanic and Atmospheric Administration - Remote Sensing Cooperative Science Center
N5	NOAA - Technical Cooperative Science Center	National Oceanic and Atmospheric Administration - Technical Cooperative Science Center



Code	Data Definition	Definition
N6	NOAA - Environmental Entrepreneurship Program	National Oceanic and Atmospheric Administration - Environmental Entrepreneurship Program
N7	NOAA - graduate sciences program	National Oceanic and Atmospheric Administration - graduate sciences program
N8	NOAA - undergraduate scholarship program	National Oceanic and Atmospheric Administration - undergraduate scholarship program
N9	NOAA - Ernest F. Hollings Scholarship Program	National Oceanic and Atmospheric Administration - Ernest F. Hollings Scholarship Program
NR	NAFI retirement coverage	Non-Appropriated Fund Instrumentality retirement coverage
OA	DEA agents hired under Sche A (C) (1)	Drug Enforcement Administration agents hired under Schedule A (C) (1)
OB	DEA agents (1811) hired under Sch B	Drug Enforcement Administration agents (1811) hired under Schedule B
OC	USA/USM Serving Temp'ly Court Appt	United States Attorney/United States Marshals Serving Temporary Court Appointment
OG	Empl hired und Sch A (G) 40%/GS 03/01	Employee hired under Schedule A (G) 40 percent/GS 03/01
OH	Atys hired Ag's "Honor Recruit" Prg	Attorneys hired under Agency's "Honor Recruit" Program
OU	Atys hired as Spec Asst to the Ag	Attorneys hired as Special Assistants to the Agency
PD	Worker trainee opportunity prgm	Worker trainee opportunity program
PN	GS 16, 17, 18, formly rept und Sch C	GS (general schedule pay plan) 16, 17, and 18 formerly report under Schedule C
PP	Part-time professional	
PZ	Pres Appt. by/with Senate Consent	Presidential Appointment by/with Senate Consent
Q1	Student - Sec. 213.3105(Q)	Student - Section 231.3102(Q)
S1	Fac. mem. col./univ (213.3102(O))	Faculty member college/university (213.3102(O))
S2	High school teacher (212.3102(A))	
S4	Summer others incl Sci Compet wnr	Summer others including Science Competition winners
S7	Group III-summer-graduate student	



Code	Data Definition	Definition
S8	Mentally retrd (Sep0) (212.3102(T))	Mentally retarded (Special Employment Program) (212.3102(T))
S9	Severally hndcpd (Sep0) (212.3102(U))	Severally handicapped (Special Employment Program) (212.3102(U))
SB	Jr Prof. Staff Trg Pgm.	Junior Professional Staff Training Program
SC	Post Doctoral Research Program	
SH	Summer Hires	
SL	Summer Law Clerk	
T2	Trained under initial procur control	Trained under initial procurement control
TP	US Secret Service Uniformed Division Technician Pay	United States Secret Service Uniformed Division Technician Pay
UT	United States Trustee	
V2	Volunteer-trade school	
V4	Volunteer-2-year college	
V5	Volunteer-college	
V6	Volunteer-graduate school	
V7	Volunteer-other	
V8	AmeriCorps Member	
ZZ	Unique tax processing	

Special Position Cd (IR119). Code that describes a position an employee holds which has special retirement calculation rules.

Split TA Required Ind (IR144, IR244). Code that indicates whether the nature of action code requires a split T&A or not.

Code	Data Definition	Definition
y	Yes, split T&A is required	Yes, split Time and Attendance is required
n	No, a split T&A is not required	No, a split Time and Attendance is not required

SPPS Ind (IR144, IR244). Special Processing Payroll System Indicator.



SSNO Changed From (IR131). Previous Social Security number (SSN) when a change is made.

SSNO Changed To (IR131). Nine-digit number assigned by the Social Security Administration which is used to identify each employee's record in the database. This number identifies employees on numerous computer output reports and listings. If the employee has no SSN and one cannot be obtained before a personnel action is prepared, a nine-digit ID number is assigned by the Agency as follows: The first digit will be "8" if a SSN will not be obtained, or "9" if one will be obtained. The next four digits will be the Agency POI, and the remaining four digits will be sequential numbers assigned by the Agency.

SSNO Old (IR502/2). Previous SSN when a change is made.

St (IR101, IR201). Identifies the State or country name of the employee's permanent duty station. This is system generated.

Staffing Diff Rate (IR123/2, IR223, IR523/2). Annual total dollar amount paid over and above basic salary to make it easier to hire and to retain employees in selected grades and/or occupational groups.

Staffing Pct (IR123/2, IR223, IR523/2). Percentage of basic pay to be used for calculation of the staffing differential annual amount.

State Code (IR106, IR206). Code that indicates the State of the city where the city income taxes are applicable.

State Code (IR107, IR207). Code that indicates the State of the county where the county income taxes are applicable.

State Code (IR111, IR211). Code that indicates the GSA State code for the State in which the charitable contribution campaign area is located.

State CD (IR124, IR524). Code that indicates State of employee's check mailing address.

State Code (IR130, IR530). State abbreviation of the school the employee attended.

State Code/Name (IR106, IR206). Message indicating the State of the city tax record currently being displayed.

State Name (IR107, IR207). Message indicating the residence State of the county tax record currently being displayed.

State/Country (IR124, IR524). Code that indicates the State or country in which the employee lives.

Status Code (IR518). Code that indicates the employee's elected status with respect to participation in TSP.

Code	Data Definition	Definition
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Code	Data Definition	Definition
y	Yes, employee elected to have deductions for TSP	Yes, employee elected to have deductions for Thrift Savings Plan
n	No, employee elected not to have deductions for TSP	No, employee elected not to have deductions for Thrift Savings Plan
i	New hire, employee ineligible for TSP participation	New hire, employee ineligible for Thrift Savings Plan participation

Status Duty State (IR105, IR205). Code that indicates if State income tax is to be deducted for the State in which the employee's duty station is located.

Code	Data Definition
0	No
1	yes
2	Waived
3	Dual

Status Duty State (Message, IR105, IR205). Message which describes the one-digit numeric status duty State.

Step (IR101, IR122/1, IR145, IR201, IR222/1, IR303, IR312, IR501, IR522/1, IR547). Employee's within-grade step as provided under the pay plan for his/her position.

Student Loan Repayment (IR123/2, IR223, IR523/2). Lump-sum dollar amount to be paid to an employee for repayment of a student loan.

Sub Level Code (IR134). Accounting levels to which the expenses are to be charged.

Summary Rating Score (IR304). Total rating score assigned by an approving official which translates into a final performance rating.

Supervisory Diff Rate (IR123/2, IR223, IR523/2). Annual total dollar amount paid to a supervisor who supervises employees in other pay plans who receive a higher rate of total pay than does the supervisor.

Supervisory Mgrl Prob Exp Notif (IR123/1). Code that indicates that tickler notice has been sent to Agency advising of impending completion of supervisory managerial probationary period.

Code	Data Definition	Definition
y	Yes, notice sent	



Code	Data Definition	Definition
n	No or n/a	No or not applicable

Supervisory Pct (IR123/2, IR223, IR523/2). Percentage of basic pay to be used for calculation of the supervisory differential annual amount.

Supv Manager Probation Begin Day (IR102/2, IR132, IR202/2, IR502/2, IR532). Day an employee is placed in a managerial or supervisory position.

Supv Manager Probation Begin Month (IR102/2, IR132, IR202/2, IR502/2, IR532). Month an employee is placed in a managerial or supervisory position.

Supv Manager Probation Begin Year (IR102/2, IR132, IR202/2, IR502/2, IR532). Year an employee is placed in a managerial or supervisory position.

Supv Manager Probation Period Req (IR102/2). Indicates the status of the probationary period of the supervisor/manager.

Code	Data Definition
0	Not required
1	Required
2	Served
3	Waived

SUSP Since Last WGI (IR303). Summary of hours of suspension resulting from disciplinary action occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven.

SUSP/AWOL/LWOP Cal YR Split (IR140). Number of AWOP hours that are reported on the last T&A of the pay year, as factored by the PAYE system to be applicable to the next succeeding calendar year. This amount is reset to zero at the end of the new calendar year.

T

TA Contact Point (IR124). First two-digit code indicates the State, the second four-digit code indicates the city, the third two-digit code indicates the unit and the last two-digit code indicates the timekeeper for the T&A contact point.

Tangible Benefits (IR142, IR542). Code that indicates if benefits of the award can be expressed in a monetary amount.



Code	Data Definition
1	Benefits are tangible
Blank	No

Tax Deductions YTD (IR106, IR206). YTD amount of city tax withheld for an employee. This amount is reset to zero at the beginning of the new tax year.

Tax Deductions YTD (IR107, IR207). YTD amount of county tax withheld for an employee. This amount is reset to zero at the beginning of the new tax year.

Tax Deferred Code (IR113, IR213). Code that indicates if the flexfund flexible spending account is tax deferred.

Code	Data Definition
y	Tax deferred
n	Not tax deferred

Tax Deferred Code (IR115, IR215). Code that indicates if the health deductions are tax deferred.

Code	Data Definition
y	Tax deferred
n	Not tax deferred

Tax Indication (IR106, IR206). Code that indicates if a city income tax certification has been received, and if so, whether or not the employee is a resident or nonresident of the city for city income tax purposes.

Code	Data Definition
1	150 resident
2	150 nonresident
3	No 150 resident
4	No 150 nonresident

Tax Indication (IR107, IR207). Code that indicates if a county income tax certification has been received, and if so, whether or not the employee is a resident or nonresident of the county for county income tax purposes.



Code	Data Definition
1	150 resident
2	150 nonresident
3	No 150 resident
4	No 150 nonresident

Tax Percent (IR106, IR206). Percent of work performed outside of the duty station for city tax purposes. Used to reduce the amount of city tax calculated.

Tax Percent (IR107, IR207). Percent of work performed outside of the duty station for county tax purposes. Used to reduce the amount of county tax calculated.

Tax Status (Code, IR106, IR206). Code that indicates if withholding of city income tax is based on duty station of residence.

Code	Data Definition
1	Duty station
2	Residence
3	Both, duty station and residence
4	Voluntary
5	Exempt-duty station, voluntary residence

Tax Status (Currently Displayed, IR107, IR207). Message decoding the tax status of the county tax record currently being displayed.

Tax Status (Duty Station of Residence, IR107, IR207). Code that indicates if withholding of county income tax is based on duty station of residence.

Code	Data Definition
1	Duty station
2	Residence
3	Both, duty station and residence
4	Voluntary
5	Exempt-duty station, voluntary residence



Tax Status (Message decoding, IR106, IR206). Message decoding the tax status of the city tax record currently being displayed.

Taxable (IR109, IR209). Code that indicates if this allowance is taxable or exempt.

Code	Data Definition
y	Taxable
n	Tax exempt

TDY Post Differential (IR102/1). Percentage rate at which post differential is computed for an employee who is temporarily detailed to a foreign post of duty.

Telework Eligible (IR119). Code that indicates if an employee is eligible to participate in telework.

Code	Data Definition
y	Eligible
n	No eligible

Temporary FEHB SCD Date Day (IR115). Day counting toward FEHB eligibility for temporary employees.

Temporary FEHB SCD Date Month (IR115). Month counting toward FEHB eligibility for temporary employees.

Temporary FEHB SCD Date Year (IR115). Year counting toward FEHB eligibility for temporary employees.

Tenure Group (IR122/1, IR145, IR222/1, IR522/1). Code that identifies the tenure group that the employee occupies for RIF purposes.

Code	Data Definition
0	Not in any retention group
1	Group 1
2	Group 2
3	Group 3

Thrift Savings Plan Change Ind (IR144). Code that indicates a TSP data change.



Code Data Definition

n No change

y Change

Total (IR109, IR209). Indicates the total maximum allowance, if any. If present, the allowance balance will be adjusted when an allowance is paid.

Total Amount (IR112). Total amount of allotments to be deducted each month.

Total Amount (IR113, IR213). Total yearly amount to be deducted for the flexfund flexible spending account.

Total Amount (Court Cost Data, IR306). Total amount of the court cost for an alimony and/or child support case to be deducted.

Total Balance (IR112). Total deducted from pay through this cycle.

Total Retirement Ded (IR117). Total of the cumulative-retirement-deductions of salary and cumulative-retirement-deductions-conversion of salary.

Total Salary (IR122/1, IR522/1). Counter which calculates other pay to include AUO, availability pay, retention allowance, supervisory differential, and staffing differential. The total salary does not include regional or specific Agency pay differentials.

Total Severance Fund (IR134). Total amount of money due as severance pay.

Total Severance Pay (IR135). Work field that computes total severance pay by adding together the basic severance and the age adjustment allowance. This field will change if the user enters data into basic severance allowance and age adjustment allowance fields.

Total Severance Pay Allowable (IR135). Work field that computes the total severance pay allowable. It is computing by subtracting any prior severance pay from the total severance pay. This field will change if the user enters any prior severance pay into the computation.

Total Time Off Hours (IR143). Cumulative number of award hours granted to an employee without charge to leave or loss of pay.

Tour of Duty Hours (IR102/1, IR122/1, IR202/1, IR222/1, IR502/1, IR522/1). Records duty hours of a part-time employee. The number of hours shown establishes in the employee's record his/her tour of duty for pay, leave, service, and other requirements. Fractional hours must be entered as decimal equivalents.

Code Data Definition

1/4 hour 25



Code	Data Definition
1/2 hour	50
3/4 hour	75

Toward Career Tenure (IR129). Initial paid-status days converted to career tenure status. This element is set to control the waiting period for the career of permanent tenure conversion. The waiting period for conversion is 3 years of creditable service. The AWOP affecting the tenure and the elapsed calendar days are used with this data to determine the waiting period. The data contained in this element is reset upon the completion of the 3-year waiting period at which time the conversion date toward career or permanent is removed.

Toward Leave Credits (IR140). Summary of hours of AWOP that occur during the leave year. Whenever the absence equals the number of base hours in a pay period, the employee's accruals for annual and sick leave are reduced, and this counter is reduced by the number of base hours. Any hours remaining at the end of the leave year that are less than the number of base hours are dropped.

Transaction Code (IR110, IR120). Code that indicates the type of allotment action requested.

Code	Data Definition	Definition
01	Cancel allotment	
02	Change allotment	
04	Separated/final allotment	
11	New allotment	
12	Regular deduction	
13	Non-pay	
14	Insufficient pay	
21	Net pay (1189)	
30	Net pay EFT	Net pay electronic funds transfer
40	Federal TSP loans	Federal Thrift Savings Plan loans
50	FDIC TSP loans	Federal Deposit Insurance Corporation Thrift Savings Plan loans

Transaction Code (IR113, IR213). Code that indicates the type of action that is being processed.



Code	Data Definition
01	New enrollment
02	Change
03	Cancellation

Transaction Code (IR306). Literal to decode the TC of the alimony and/or child support record currently being displayed.

Transaction Code (IR308, IR309, IR311). Code that indicates the type of action regarding withholding of union dues from an employee's salary.

Code	Data Definition	Definition
01	New authorization	
02	Change in local or lodge	
03	Employee revocation received	
04	Organization cancellation	
05	Wages inadequate to deduct	
06	LWOP, furloughed, or suspension	Leave without pay, furloughed, or suspension
07	Employee revocation effective	
08	National recognition withdrawn	
09	Employee separated	
10	Employee not paid this pay period	
11	Employee separated, final salary due	
12	Dues deducted in error	
13	Adjustment to dues deducted	
14	Change in due	
90	Deactivate	
91	Activate	
92	Cancel due to promotion, etc. outside of business	



Code	Data Definition	Definition
93	Separation, retirement	
94	LWOP for subsequent pay period	Leave without pay for subsequent pay period

TSP Base Pay YTD (IR103). Year-to-date base pay used to compute thrift savings.

TSP Base Pay YTD (IR118, IR1218). Year-to-date earnings for an employee in a particular TSP. The amount is reset to zero at the beginning of the new tax year.

TSP Eligibility Code (IR118, IR122/2, IR218, IR222/2, IR522/2). Thrift Savings Plan Eligibility Code.

Code	Data Definition	Definition
1 (1 & 2 are the same definition)	Eligible to participate in TSP during the first open season	Eligible for the 1-percent basic Government contributions during the first Thrift Savings Plan open season (Federal Employees Retirement System employees only). This code applies to the Federal Employees Retirement System employees only. These employees are eligible to participate immediately in the employee contributions; however, the Agency 1-percent Government contributions and the Agency matching funds will not be applied until the first Thrift Saving Plan open season. (This applies to new hires; transfers or rehires not yet eligible for the 1-percent basic Government contributions.)
2	Eligible to participate in TSP during the second open season	Definition is the same as code 1.
3	Eligible to participate in TSP immediately	Eligible to participate immediately in the employee contributions (Federal Employees Retirement System, Civil Service Retirement System, Civil Service Retirement System-Offset). Federal Employees Retirement System employees are also eligible immediately for the 1-percent basic Government contributions. This applies to: All Civil Service Retirement System and Civil Service Retirement System-Offset transfers (except if they terminated their Thrift Savings Plan contributions); Civil Service Retirement System and Civil Service Retirement System-Offset rehires; Federal Employees Retirement System employees who transfer from another Federal Agency/payroll system without a break in service who were making the Thrift Savings Plan contributions and receiving the 1-percent basic Government contributions and the Agency matching funds; Federal Employees Retirement System employees rehired after a break in service of less than 31 days, who were making the Thrift Savings Plan contributions, receiving the 1-percent basic Government contributions and the Agency matching funds



Code	Data Definition	Definition
		<p>immediately prior to their separation;</p> <p>Federal Employees Retirement System employees who transfer from another Federal Agency/payroll system without a break in service who are not making the employee contributions but are receiving the 1-percent basic Government contributions (except if they terminated their Thrift Savings Plan contributions); and</p> <p>Federal Employees Retirement System employees who are rehired after a break in service of 31 days or more, who were previously eligible to receive the 1-percent basic Government contributions and/or Agency matching funds, the 1-percent basic Government contributions and Agency matching funds (if making employee contributions) will begin immediately.</p> <hr/> <p>Note: Federal Employees Retirement System, Civil Service Retirement System, and Civil Service Retirement System-Offset employees with a break in service of less than 31 days are considered transfers and the Thrift Savings Plan contributions must be based on their last Form Thrift Savings Plan 1, Thrift Savings Plan Election Form.</p> <hr/>
4	<p>Immediate participation in 1-percent basic Government contribution; eligible to contribute to TSP during the first open season (FERS only)</p>	<p>Immediate eligibility for the 1-percent basic Government contributions; previously terminated Thrift Savings Plan contributions. Employees are eligible to contribute to the Thrift Savings Plan during the first Thrift Savings Plan open season. This applies to:</p> <p>Federal Employees Retirement System employees who had terminated their Thrift Savings Plan contributions during the last Thrift Savings Plan open season before transferring to a new Federal Agency/payroll system, are eligible immediately for the Agency 1-percent basic Government contributions, and are eligible to contribute to the Thrift Savings Plan during the first Thrift Savings Plan open season; and</p> <p>Civil Service Retirement System or Civil Service Retirement System-Offset employees who had terminated their Thrift Savings Plan contributions during the last Thrift Savings Plan open season before transferring to a new Federal Agency/payroll system and are eligible to contribute to the Thrift Savings Plan during the first Thrift Savings Plan open season.</p>
5	<p>Immediate participation in 1-percent basic Government contribution; eligible to contribute to TSP during the second open season (FERS only)</p>	<p>Immediate eligibility for the 1-percent basic Government contributions; previously terminated Thrift Savings Plan contributions. Employees are eligible to contribute to the Thrift Savings Plan during the second Thrift Savings Plan open season. This applies to:</p> <p>Federal Employees Retirement System employees who had terminated their Thrift Savings Plan contributions during the last Thrift Savings Plan open season before transferring to a new Federal Agency/payroll system, are eligible immediately for the Agency 1-percent basic Government contributions, and are eligible to contribute to the Thrift Savings Plan during the first</p>



Code	Data Definition	Definition
		Thrift Savings Plan open season; and Civil Service Retirement System or Civil Service Retirement System-Offset employees who had terminated their Thrift Savings Plan contributions after the last Thrift Savings Plan open season before transferring to a new Federal Agency/payroll system and are eligible to contribute to the Thrift Savings Plan during the second Thrift Savings Plan open season.
6	Not eligible	Ineligible to participate in the Thrift Savings Plan. This applies to employees with retirement coverage codes of 2 (Federal Insurance Contribution Act); 4 (none, except for reemployed annuitants who have an annuity code of 1, 4, or 5); 5 (other retirement system); J (Federal Insurance Contribution Act and other Federal Retirement-Partial Rate); or X (Federal Insurance Contribution Act and Other Retirement-Full Rate).
9	Participating or has participated	Federal Employees Retirement System employees receiving the 1-percent basic Government contributions; Civil Service Retirement System and Civil Service Retirement System-Offset employees who are participating or have participated in the Thrift Savings Plan. Thrift Savings Plan Eligibility Code 9 is system generated. The Thrift Savings Plan Eligibility Code established through Personnel Action Processing System, Entry, Processing, Inquiry, and Correction System, or Front-End System Interface will be replaced with the Thrift Savings Plan Eligibility Code 9 when a Federal Employees Retirement System employee begins receiving the 1-percent basic Government contributions or when a Thrift Savings Plan-1 is initially processed for a Civil Service Retirement System/Civil Service Retirement System-Offset employee. Once established, the Thrift Savings Plan Eligibility Code 9 will be permanently retained in the employee's Thrift Savings Plan record (even if the employee terminates his/her Thrift Savings Plan contributions). An employee's eligibility to again participate in the Thrift Savings Plan (following termination of the employee's Thrift Savings Plan contributions) is determined by the Thrift Savings Plan status code and the Thrift Savings Plan status date.

TSP SCD Day (IR118, IR518). Day that shows the total creditable service counting toward 1-percent vesting for FERS employees.

TSP SCD Month (IR118, IR518). Month that shows the total creditable service counting toward 1-percent vesting for FERS employees.

TSP SCD Year (IR118, IR518). Year that shows the total creditable service counting toward 1-percent vesting for FERS employees.

TSP Status Date Day (IR518). Day of effective date of the employee's change in TSP eligibility status.



TSP Status Date Month (IR518). Month of effective date of the employee's change in TSP eligibility status.

TSP Status Date Year (IR518). Year of effective date of the employee's change in TSP eligibility status.

TSP Transfer Ind (IR144). Identification of a Federal employee as being eligible to participate in TSP in the position into which the employee is transferring.

Type (IR109, IR209). Code that identifies the type allowance. The codes are the same as the TC and suffix.

Type 349 Change (IR244). Historical data that is maintained for at least 1 year.

Type Account (IR112, IR306). Code that indicates whether the account is a checking or a savings account.

Type Cd 1 (IR119). Code that indicates the reason for the employee's service obligation.

Code	Data Definition
01	Training received
02	Student loan repayment
03	Paid move
04	Relocation incentive
05	Recruitment incentive
06	Retention incentive

Type Cd 2 (IR119). Code that indicates the reason for the employee's service obligation.

Code	Data Definition
01	Training received
02	Student loan repayment
03	Paid move
04	Relocation incentive
05	Recruitment incentive
06	Retention incentive



Type Cd 3 (IR119). Code that indicates the reason for the employee's service obligation.

Code	Data Definition
01	Training received
02	Student loan repayment
03	Paid move
04	Relocation incentive
05	Recruitment incentive
06	Retention incentive

Type Cd 4 (IR119). Code that indicates the reason for the employee's service obligation.

Code	Data Definition
01	Training receive
02	Student loan repayment
03	Paid move
04	Relocation incentive
05	Recruitment incentive
06	Retention incentive

Type Code (IR111, IR211). Code that indicates the type of action to be taken with regard to charitable contributions for the campaign area designated by the employee.

Code	Data Definition
81	Revocation of charitable contributions
82	Data change or correction to charitable contributions authorization
83	Charitable contributions authorization
84	Transfer out
85	Transfer in
87	Allotment revocation



Type Code (IR114). Code that identifies the receipt account to indicate the reason for the deduction.

Code	Data Definition	Definition
00	Misc deduction	Miscellaneous deduction
01	Salary overpayment	
02	Duplicate salary payment	
03	Salary advance collection	
04	Lump-sum overpayment	
05	Lump-sum recovery	
06	Overdrawn leave	
07	Paid leave to LWOP	Paid leave to leave without pay
09	Quick-service wire	
12	PAYE 05	Payroll Computation System 05
13	PAYE 05	Payroll Computation System 05
15	Major indebtedness	
16	Minor indebtedness	
20	Adjustment FICA and retirement	Adjustment Federal Insurance Contribution Act and retirement
21	FEHBA	Federal Employees Health Benefits Act
22	FEGLI	Federal Employees' Group Life Insurance
23	Quarters	
24	Quarters (not taxed)	
25	Meals	
26	Commissary	
27	Child support/alimony	
28	LWOP FEHBA	Leave without pay Federal Employees Health Benefits Act
29	Credit net pay	



Code	Data Definition	Definition
30	Bankruptcy	
31	Delinquent FMHA loan	Delinquent Farmers Home Administration loan
33	Education loan	
40	Tax levy	
41	Travel advance	
42	Property loss	
43	Subsistence (utilities, etc.)	
44	Personal phone calls (utilities, etc.)	
45	Parking fees	
46	Jury fees recovery	
47	Moving expense recovery	
48	Duplicate savings allotment	
49	Travel overpayment	
50	Commercial garnishment	
51	Treasury Offset Program	
81	Revocation of authorization	
82	Change of correction to authorization	
83	New authorization	
85	Transfer in	
87	Allotment revocation	
90	Other type (Disbursed)	
91	Other type (not disbursed-NFC use only)	Other type (not disbursed-National Finance Center use only)
93	Uniform deductions	
94	Military service deposit (CSRS)	Military service deposit (Civil Service Retirement System)



Code	Data Definition	Definition
95	Civilian retirement re-deposit	
96	Military service deposit (FERS)	Military service deposit (Federal Employees Retirement System)

Type Disbursement (Literal). Literal to decode the type of disbursement code for the alimony and/or child support record currently being displayed.

Type Disbursement (IR306). Code that identifies if the check is being sent DD/EFT or mailed to a specific address.

Code	Data Definition	Definition
1	DD/EFT	Direct Deposit/electronic funds transfer
2	Specific address	

Type of Appointment Code (IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2). Appointment given to an employee. The code will indicate into which service the employee has been placed and his/her status with respect to the type of appointment he/she holds. This data is used to audit conformity of other data relating specifically to the employee's appointment and to produce various output records and listings requiring identification of employee by the type of appointment he/she holds.

Code	Data Definition	Definition
1	Competitive career	Competitive career, Senior Executive Service career
2	Competitive career conditional	
3	Competitive TAPER	Competitive term, temporary appointment pending establishment of a register, indefinite, Senior Executive Service-military term, or emergency
4	Competitive temporary	Competitive temporary, Senior Executive Service time-limited career, special need
6	Excepted permanent	Excepted permanent, Senior Executive Service noncareer
7	Excepted conditional	
8	Excepted indefinite	Excepted indefinite, excepted limited (more than 1 year)
9	Excepted temporary	Excepted temporary, Senior Executive Service time-limited noncareer



Type of Bank Account (IR110, IR120). Code that indicates whether the account is a checking or savings account.

Type of Investigation (IR312). Type of investigation completed for security.

Code	Data Definition
01	Replacement investigation
02	National Agency check
03	National Agency check and inquiries
04	Minimum background investigation
05	Limited background investigation
06	Background investigation
07	Special background investigation
08	Reimbursable suitability
09	Periodic investigation
10	Upgrade investigation
11	Upgrade investigation

Type Rank Award (Code) (IR313). Code that indicates whether SES rank award is for distinguished or meritorious service.

Code	Data Definition
d	Distinguished
m	Meritorious

Type Rank Award (Literal) (IR313). Literal to decode the type of rank award code of the record currently being displayed.

U

Uncapped Salary for TSP (IR118). Uncapped salary for Federal Wage System (FWS) employees working in capped wage area. This salary is used to compute TSP deductions and contributions.

Uniform Service Retire COLA (IR102/2). Annual cost-of-living increase given to uniform service retirees.



Uniform Service Status (IR102/1, (IR122/2, IR502/1, IR522/2). Code that indicates the employee's current military status, if any. This is also used to record the service component for employees who are retired military personnel.

Code	Data Definition
0	None
1	Ready reserve
2	Standby reserve
3	National guard
4	Retired military, regular
5	Retired military, non-regular
6	Retired military, regular and reserve National Guard
7	Retired military, non-regular and reserve National Guard
8	Retired military and D.C. National Guard
9	D.C. National Guard

Union Code (IR308, IR309, IR311). Code that identifies the union for which dues are being deducted from the employee's salary.

Union Dues Change Ind (IR144). Code that indicates a union dues change.

Code	Data Definition
n	No change
y	Change

Union/Local Code (IR308, IR309, IR311). Code that identifies the local or lodge number of the union designated by the employee for dues deduction.

Union/Local Code Address (IR308, IR309, IR311). The first, second, and third line of the local or lodge number of the union address. The fourth line lists the city, State, and ZIP Code. This is determined by the Union/Local Code.

USDA Demo Project Ind (IR244). Code that identifies a USDA demonstration position as experimental or comparison.

Code	Data Definition
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Code	Data Definition
e	Experimental
c	Comparison

User-ID (IR125, IR225, IR515, IR525). User ID of the individual that entered the last document that applied to the database.

Used YTD (IR139). Summary of hours of compensatory leave used during the current leave year. Each pay period the usage is updated by the number of hours of compensatory leave recorded on the T&A. This amount is reset to zero at the beginning of the first pay period of the leave year.

V

Var F/T REG TOD P/T Emp (IR119). Number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part time schedule if he/she were part time.

Veteran's Pref Code (IR122/1, IR222/1, IR522/1). Code that indicates the preference used for appointment purposes and is also used in determining retention rights for RIF actions and procedural rights in appeal cases and in other areas where veteran preference is pertinent.

Code	Data Definition	Definition
1	None	
2	5 point	
3	10-point disability	
4	10-point compensable	
5	10-point other	
6	10-point 30% compensable	10-point 30-percent compensable
7	Dishonorable discharge	

Veteran's Pref RIF (IR122/1, IR222/1, IR522/1). Code that indicates retention rights for RIF purposes.

Code	Data Definition	Definition
1	30% or more disabled	30-percent or more disabled
2	Veteran	



Code	Data Definition	Definition
3	Nonveteran	
4	Veteran for hiring purposes, but has no retention rights	
5	Nonveteran, but has veteran retention rights	

Veteran's Status (IR122/2, IR123/1, IR222/2, IR223, IR522/2, IR523/1). Code that indicates whether the employee is a veteran.

Code	Data Definition	Definition
n	Not a veteran of the Vietnam era (prior to 9/30/91)	Not a veteran of the Vietnam (prior to September 30, 1991)
v	Vietnam-era veteran	
b	Pre-Vietnam era veteran	
p	Post-Vietnam era veteran	
x	Not a veteran (after 9/30/91)	Not a veteran (after September 30, 1991)

Voluntary/Involuntary (IR114). Code that identifies if the receipt accounts (RA) is voluntary or not.

Code	Data Definition
y	Voluntary
n	Involuntary

W

W 4 Controlled by IRS (IR104). Code that indicates employees that can have their Federal tax exemptions changed by IRS only.

Code	Data Definition
y	Yes
n	No

Wage Board Area Code (IR102/2, IR202/2, IR502/2). Code that indicates the area used for determining the rate of pay for "blue collar" workers.



WB Shift 2nd (IR102/2, IR202/2, IR502/2). Rate used to compute pay for second shift time reported on T&A for FWS employees.

WB Shift 3rd (IR102/2, IR202/2, IR502/2). Rate used to compute pay for third shift time reported on T&A for FWS employees.

WB Shift Var (IR102/2, IR202/2, IR502/2). Rate used to compute pay for varied shift time reported on T&A for FWS employees.

WGI Denied (IR303). Code that serves two purposes: (1) to control the return of the WGI form for an employee that was due a WGI and (2) records in the database that a WGI, that was due, was withheld from the employee, and the information was returned to the Agency that the WGI was withheld.

Code	Data Definition	Definition
0	Not applicable	
1	WGI withheld	Within-grade increase withheld
2	Notice given that WGI was withheld	Notice given that within-grade increase was withheld

WGI Due (IR123/1, IR303). Code that indicates if a WGI is due.

Code	Data Definition
0	No
1	Due
2	Given
3	Intermittent projected due
4	Give to intermittent when due

WGI Due PP (IR123/1). Pay period when the WGI due code was coded due.

WGI Due YR (IR123/1). Year in which the WGI due code was coded due.

WGI Notification Given Cd (IR123/1, IR303). Code that indicates if WGI notification has been prepared.

Code	Data Definition
1	Yes, 16 week



Code	Data Definition
2	Yes, 4 week

WGI Notification Given PP (IR123/1). Pay period notification of WGI was given.

WGI SCD Date Day (IR303). Commencing day of service for completion of WGI period.

WGI SCD Date Month (IR303). Commencing month of service for completion of WGI period.

WGI SCD Date Year (IR303). Commencing year of service for completion of WGI period.

WH State Name (IR105, IR205). Message decoding the two-digit numeric State code into the alpha State name.

Withholding State Code (IR105, IR205). Code that indicates the State for which State income taxes are withheld from the employee's salary.

Within Ceiling LV Day (IR133). Day through which lump-sum payment for leave within ceiling carries.

Within Ceiling Lv Month (IR133). Month through which lump-sum payment for leave within ceiling carries.

Within Ceiling Lv Year (IR133). Year through which lump-sum payment for leave within ceiling carries.

Work Building Code (IR146). GAO locator building identification code.

Work Phone Number (IR146). GAO locator work telephone number.

Work Schedule (IR102/1, IR122/1, IR222/1, IR202/1, IR303, IR502/1, IR522/1). Code that indicates the time basis an employee is scheduled to work.

Code	Data Definition
f	Full time
g	Full-time seasonal
h	Full-time on call
p	Part time
q	Part-time seasonal
r	Part-time on call
i	Intermittent



Code	Data Definition
j	Intermittent seasonal

Worked SCD (IR129). Intermittent days worked in the calendar year. Summary of days worked by the employee while serving an intermittent type of employment during the current calendar year. The days worked are converted to calendar days by using a ratio of 7 to 5. The calendar days computed are subtracted from the intermittent elapsed calendar days, and the result is used to adjust the service computation dates for leave, retirement, and RIF. The dates are adjusted at the end of the leave year, whenever the tour of duty changes to full time or part time. This amount is reset to zero when the adjustment is accomplished.

Worked Since Last WGI (IR129). Number of workdays that an intermittent employee has recorded on the T&A for each pay period. This counter is updated only if a WGI SCD is present.

Worked This Appointment (IR129). Number of intermittent days that the employee works affecting a particular appointment. Whenever the type of employment, type of appointment, end of the leave year, salary, or tour of duty changes, the data in this element is forwarded to the retirement system to control the length of service for the employee. This is reset to zero whenever these changes occur. This element is maintained for all intermittent employees, but it only effects those covered by retirement.

Worked While on Rolls (IR129). Records, in the employee master file, indicating the number of days that the employee has worked as an intermittent while.

Working Title (IR122/1, IR123/1, IR522/1, IR523/1). Organizational working title of the employee's position as distinguished from the official or classification title.

Working Title Code (IR123/1, IR223, IR523/1). Code that indicates the administrative or organizational title of a position.

Y

YR (IR105). Last year a State tax document was processed.

YR (IR139). Last two digits of the leave year during which the compensatory leave is earned.

YR (IR313). Last two digits of the year the appraisal date for SES employees.



Index

A

Address/Check Information (IR124) • 51
Adjustments • 19
Allowances/COLA/Post Diff (IR109) • 34
Allowances/COLA/Post Diff Trans (IR209) • 89
Annual/Sick Leave (IR136) • 66
Appendix • 143
Awards (IR142) • 72
Awards Transaction (IR242) • 102

B

Bonds (IR108) • 33
Building Locator Inquiry (IR146) • 77

C

Changing Your Password • 10
Charitable Contribution (IR111) • 36
Charitable Contribution Trans (IR211) • 90
Child Support & Alimony (IR306) • 112
City Tax (IR106) • 31
City Tax Transaction (IR206) • 86
Compensatory Leave & Rate (IR139) • 70
County Tax (IR107) • 32

County Tax Transaction (IR207) • 88
Current Data Menu • 23
Customs and Border Patrol (IR149) • 80

D

Dates & Misc Sal/Pers Data (IR102) • 26
Dates & Misc Sal/Pers Transaction (IR202) • 85
Demonstration Project Data (IR145) • 76
Detail Assign/Temp Prom Transaction (IR227) • 100
Detail Assign/Temporary Promotion (IR127) • 54
Disability/RNO/ERI Data (IR301) • 107
Discretionary Allotment (IR112) • 37

E

Earning Transaction (IR148) • 79
Earnings Limitation (IR141) • 72
Education and Certificate (IR130) • 58
Employee Name Inquiry • 141
Employee Personnel Data (IR119) • 44

F

Federal Tax (IR104) • 29
Financial Allotment (IR110) • 35
Flexfund (IR113) • 38
Flexfund Transaction (IR213) • 91
Function Keys • 19



G

Glossary • 19

H

Health Benefits (IR115) • 40

Health Benefits Transaction (IR215) • 92

Help Screens • 16

I

Intermittent (IR129) • 57

Investigation Data (IR312) • 116

IRIS Data Elements • 143

IRIS Main Menu • 21

IRIS Messages • 16

L

Last Payroll Actions (IR126) • 53

Latest Update Information • 1

Life Insurance (IR116) • 41

Life Insurance Transaction (IR216) • 93

N

Non Pay Leave (IR140) • 71

O

Operating Features • 13

Other Leave (IR138) • 69

P

Payroll/Personnel Subsystems • 13

Performance Evaluation Data (IR304) • 109

PERHIS Address/Check Information (IR524) • 131

PERHIS Awards (IR542) • 137

PERHIS Dates & Misc Sal/Pers Data (IR502) • 122

PERHIS Detail Assign/Temporary Promotion (IR527) • 133

PERHIS Disability/RNO/ERI Data (IR302) • 108

PERHIS Education & Certificate (IR530) • 135

PERHIS Health Benefits (IR515) • 124

PERHIS Life Insurance (IR516) • 125

PERHIS Performance Evaluation Data (IR305) • 110

PERHIS Personnel Actions Summary (IR525) • 131

PERHIS Personnel Supplements (IR523) • 130

PERHIS Retained Grade Data (IR528) • 134

PERHIS Retirement Data (IR517) • 126

PERHIS Salary Data (IR501) • 121

PERHIS Separation Information (IR532) • 136

PERHIS Service Record (IR547) • 139

PERHIS SES Performance Data (IR314) • 118

PERHIS SF 50B Data Elements (IR522) • 128



PERHIS Thrift Savings Data (IR518) • 127
PERHIS Time Off Award Data (IR543) • 138
PERHIS Union/Association Dues (IR311) • 115
Personnel Actions Summary (IR125) • 52
Personnel Data (IR147) • 78
Personnel History Menu • 119
Personnel Supplements (IR123) • 49
Personnel Supplements Transaction (IR223) • 97
Personnel Transaction History (IR225) • 99
Processing Indicators (IR144) • 75
Processing Indicators Transaction (IR244) • 103

R

Receipt Accounts (IR114) • 39
Reports • 15
Reserved for Future Use (IR519) • 128
Residence Address Transaction (IR224) • 98
Restricted Data Menu • 105
Retained Grade Data (IR128) • 56
Retirement Data (IR117) • 42
Retirement Data Transaction (IR217) • 94

S

Salary Data (IR101) • 25
Salary Data Transaction (IR201) • 84
Salary YTD Data (IR103) • 28
Saved Grade Data Transaction (IR228) • 101

Separated Leave (IR133) • 60
Separation Information (IR132) • 59
SES Performance Data (IR313) • 117
Severance Lump Sum Payment (IR137) • 67
Severance Pay Computation (IR135) • 63
Severance Payment (IR134) • 62
SF 50B Data Elements (IR122) • 47
SF 50B Data Elements Transaction (IR222) • 96
Signoff Instructions • 10
Sign-On Instructions • 7
SSNO Change Data (IR131) • 59
State Tax (IR105) • 30
State Tax Transaction (IR205) • 86
System Access • 7
System Design • 3
System Overview • 3

T

Thrift Savings Data (IR118) • 43
Thrift Savings Data Transaction (IR218) • 95
Thrift Savings Loans (IR120) • 45
Thrift Savings Retro Payments (IR121) • 46
Time Off Award Data (IR143) • 74
Transaction History Menu • 81

U

Union/Association Dues (IR308) • 113



Union/Association Dues Transaction (IR309) • 114

W

WGI Information (IR303) • 109