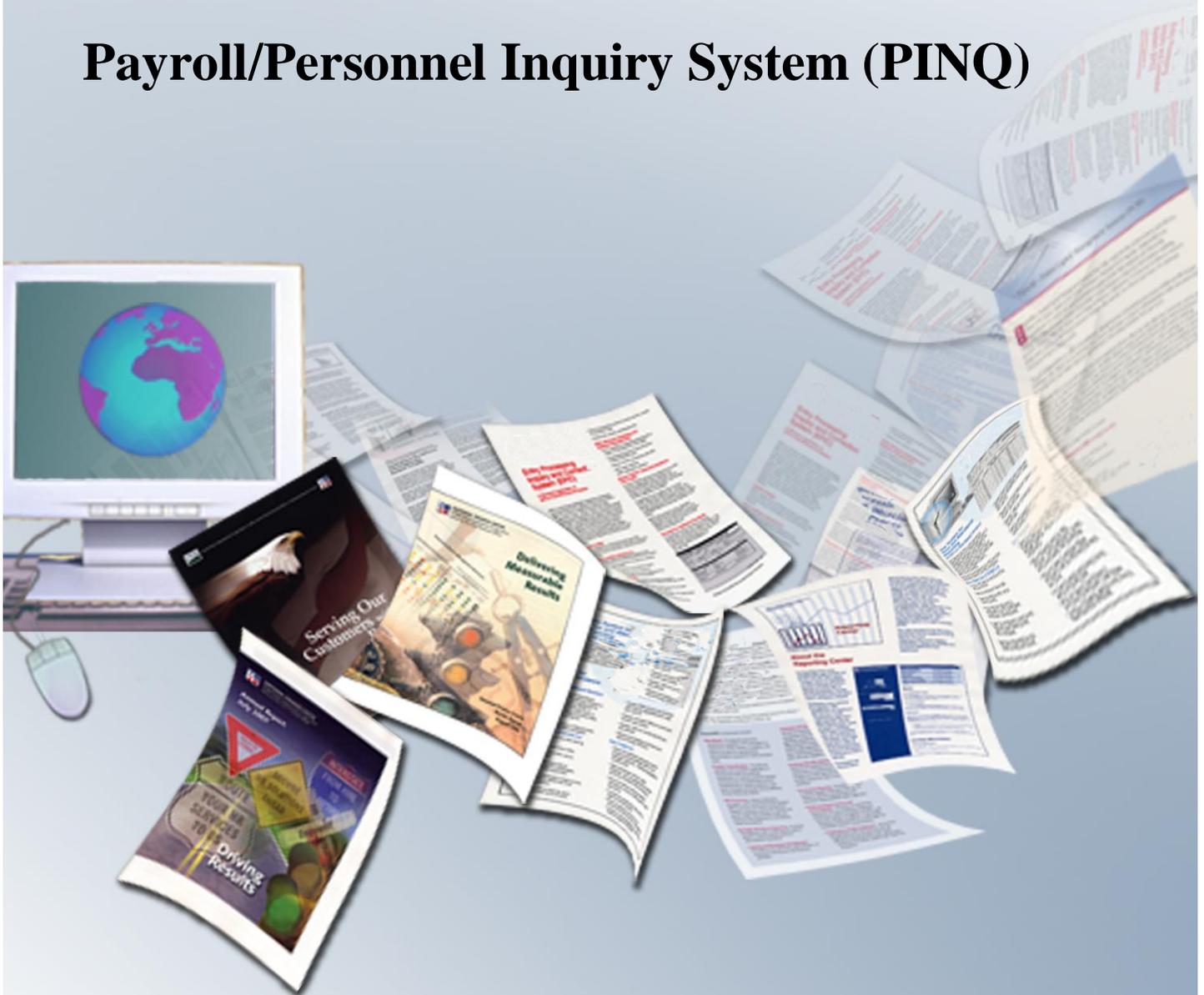




Payroll/Personnel Inquiry System (PINQ)



PUBLICATION CATEGORY
Research and Inquiry

PROCEDURE MANUAL
Payroll/Personnel Inquiry System (PINQ)



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Latest Update Information

The Payroll/Personnel Inquiry System (PINQ) procedure has been updated as follows:

Section	Description of Change
PINQ Procedure manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.



System Overview

The Payroll/Personnel Inquiry System (PINQ) procedure provides instructions for querying employee payroll data in the Payroll/Personnel database. PINQ is an inquiry system of the United States Department of Agriculture (USDA). It provides immediate access to one calendar year of employee data.

PINQ and the Information Research/Inquiry System (IRIS) are used by Agency offices as tools for researching inquiries received from employees and other sources. Some users may require the National Finance Center's (NFC) assistance in resolving inquiries and/or explaining the data displayed in the PINQ/IRIS screens.

The data displayed in PINQ/IRIS is generated from three types of data processed in Payroll/Personnel System (PPS).

- **Payroll Actions.** Payroll actions are processed through NFC's entry systems, or transmitted through Employee Express, and then applied to the Payroll/Personnel database.
- **Personnel Actions.** Personnel data is entered through NFC's entry systems and front-end systems used by the Agency, and are applied to the Payroll/Personnel database.
- **Time and Attendance (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.

Note: Although other entry systems may be used, for the purposes of this procedure, certain PINQ screens may reference the Web-based Entry, Processing, Inquiry, and Correction System (EPIC Web); Front-End System Interface (FESI); or EmpowHR.

After data is processed in the various subsystems, it is retrieved from the different areas of the database and displayed in the applicable PINQ/IRIS screen(s).

This section includes the following topics:

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Current Data

PINQ contains current (the latest information processed in the database) payroll screens. During the processing cycle, certain PINQ screens are updated as transactions are processed, while others are updated when PPS processes.

The current PINQ screens display data for the processing pay period as applicable. After being processed, the current data becomes history and is displayed in the PINQ history screens at the appropriate time. The ensuing pay period's data becomes current and is displayed in the current PINQ screens. See sample screens belows.

Explanation: In Pay Period (PP) 01, the Thrift Savings (TS)-Year to Date (YTD)-Thrift-Earnings was \$6329.60. In PP 02, the TS-YTD-Thrift-Earnings was \$9494.40.

<u>PQ056</u>	<u>SSN</u>	<u>90</u>	<u>01</u>	<u>12</u>	<u>PACS</u>	<u>THRIFT</u>	<u>SAVINGS</u>	<u>xx/xx/xx</u>			
<u>HIT</u>	<u>ENTER-KEY</u>	<u>FOR</u>	<u>MORE</u>	<u>PACS-THRIFT-SAV</u>	<u>RECORDS</u>	<u>HIST</u>	<u>NO</u>	<u>0001</u>	<u>RCD</u>	<u>NO</u>	<u>0001</u>
COVERED-BY-TA				PP	<u>01</u>	YR	<u>12</u>				
TS-PLAN-CODE							<u>02</u>				
TS-COVERAGE-CODE											
TS-DEDUCTS-OASDI-LIMIT							<u>N</u>				
TS-BENEFIT-TYPE							<u>1</u>				
TS-DEDUCT-FACTOR-NON-DEF							<u>.0000</u>				
TS-DEDUCT-FACTOR-DEF							<u>.0700</u>				
TS-DEDUCTION-TYPE							<u>1</u>				
TS-DEDUCTS-AFTER-OASDI							<u>.0000</u>				
TS-ACTION-CODE							<u>4</u>				
TS-DATE-EFFECTIVE				<u>07</u>	<u>14</u>	<u>02</u>					
TS-DEDUCTION-YTD-NON-DEF							<u>.00</u>				
TS-DEDUCTION-YTD-DEF							<u>443.08</u>				
TS-DEDUCTS-T-S-NON-DEF							<u>.00</u>				
TS-DEDUCTS-T-S-DEF							<u>221.54</u>				
TS-DATE-DEDUCTS-BEGAN				<u>07</u>	<u>14</u>	<u>02</u>					
TS-YTD-THRIFT-EARNINGS							<u>6329.60</u>				
TS-CONTRIBUTIONS-YTD							<u>.00</u>				
TS-CONTRIB-THRIFT-SAV							<u>.00</u>				

Figure 1: PQ056, PACS Thrift Savings Screen (Pay Period 01)



PQ056	SSN	90	02	12	PACS	THRIFT	SAVINGS	xx/xx/xx			
Last Name		First Name		Middle Name		HIST	NO	0001	RCD	NO	0001
HIT ENTER-KEY FOR MORE PACS-THRIFT-SAV RECORDS											
COVERED-BY-TA		PP	02	YR	12						
TS-PLAN-CODE											02
TS-COVERAGE-CODE											
TS-DEDUCTS-OASDI-LIMIT											N
TS-BENEFIT-TYPE											1
TS-DEDUCT-FACTOR-NON-DEF											.0000
TS-DEDUCT-FACTOR-DEF											.0700
TS-DEDUCTION-TYPE											1
TS-DEDUCTS-AFTER-OASDI											.0000
TS-ACTION-CODE											4
TS-DATE-EFFECTIVE			07	14	02						
TS-DEDUCTION-YTD-NON-DEF											.00
TS-DEDUCTION-YTD-DEF											664.62
TS-DEDUCTS-T-S-NON-DEF											.00
TS-DEDUCTS-T-S-DEF											221.54
TS-DATE-DEDUCTS-BEGAN			07	14	02						
TS-YTD-THRIFT-EARNINGS											9494.40
TS-CONTRIBUTIONS-YTD											.00
TS-CONTRIB-THRIFT-SAV											.00

Figure 2: PQ056, PACS Thrift Savings Screen (Pay Period 02)

Adjustments

PPS retains 1 year of data to facilitate the automatic adjustment of 1 year of processing. The data reflected in PINQ is updated when a corrected T&A is processed. When these adjustments process, the payment is revalidated (i.e., a debit and credit is initiated which recomputes the original payment(s), computes the correct payment(s), and pays or sets up a bill of collection for 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.

Note: If the adjustment is the result of a personnel action, the data is reflected in IRIS.

When a late payroll document is processed, 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.



Payroll Accounting System (PACS) Screens

Several screens contain PACS in their titles. Below is a listing of the Payroll Accounting System (PACS) screens as they appear on the PQ menu:

- PQ43 PACS Prorated
- PQ44 PACS Transaction
- PQ45 PACS Earning Limitation
- PQ46 PACS Appropriation Chg
- PQ47 PACS Deductions
- PQ48 PACS Lump Sum & Limit
- PQ49 PACS Leave
- PQ50 PACS Bond
- PQ51 PACS Receipt Accounts
- PQ52 PACS Child Sup/Alimony
- PQ53 PACS Health
- PQ54 PACS Life Insurance
- PQ55 PACS Retirement
- PQ56 PACS Thrift Savings
- PQ61 PACS Above Earnings
- PQ62 PACS TSP Collection
- PQ64 PACS State Tax
- PQ71 PACS Union Dues
- PQ75 PACS City Tax
- PQ80 PACS Flexfund
- PQ82 PACS County Tax
- PQ83 PACS Allotment

These screens contain data that has been retrieved from the Payroll Computation System (PAYE) and does not necessarily display accounting data. Monetary values are displayed in most fields. Data is queried by entering a pay period number; therefore, current data as well as history data can be viewed in these screens.



PINQ System Messages

Messages are displayed during PINQ access if an employee is not on the database. This occurs when a separated employee record has dropped from the Payroll/Personnel database. The message *SSNO Not On Data Base* would display in this situation.

Certain messages indicate that the screen being accessed is not applicable to the employee (i.e., PQ052, PACS Child Support/Alimony). The message *PACS-CSA Record Not Present* would be displayed.

In most cases, when scrolling through records within a screen, a message is displayed to indicate the last record has been displayed (i.e., PQ022, Payroll History). The message *Pay-Hist Records Exhausted* would be displayed.



System Access

To access this system, you must (1) have authorized security clearance and (2) use a computer that is connected to the mainframe computer located at NFC. Agencies must request access to this system through their Agency's security officer. This section also provides sign-on/signoff instructions.

This section includes the following topics:

Sign-On.....	7
Signoff	10
Changing Your Password	11

Sign-On

To access this system, you must:

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

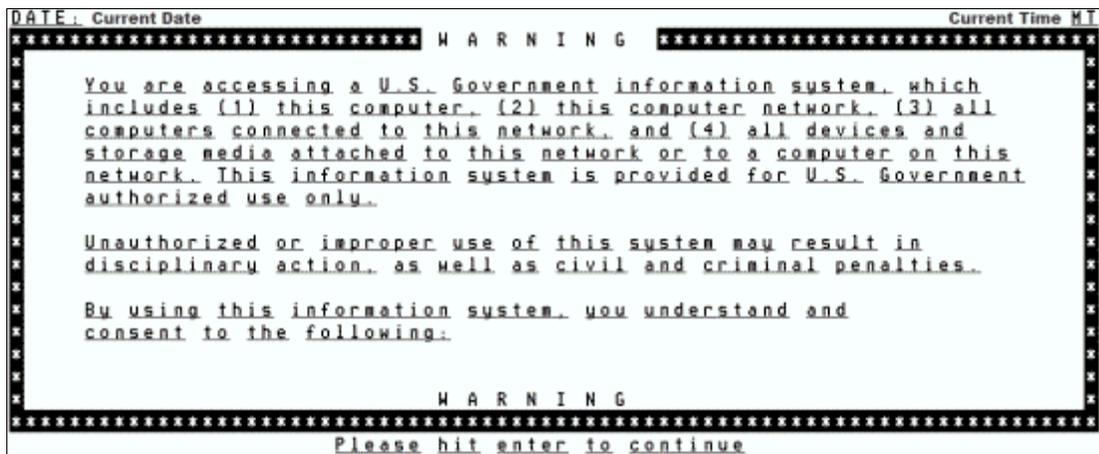


Figure 3: NFC Mainframe Warning Screen



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 4: 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 $DB2      TSDB  PROC($DB2    Multi
- $ORACLE    TSDA                                Multi
- $ORACLEA   TSDA                                Multi
- $SPFA      TSDA $SPFA     TSDA  PROC($SPF     Multi
- $SPFAV2    TSDA $SPFAV2   TSDA  PROC($SPF     Multi
- $SPFB      TSDB $SPFB     TSDB  PROC($SPF     Multi
- $SPFBV2    TSDB $SPFBV2   TSDB  PROC($SPF     Multi
- $SPFC      TSDC $SPFC     TSDC  PROC($SPF     Multi

TSS7030I Password Changed
Command ==>
                                                    SYSB/T30N6447
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
    
```

Figure 5: 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 $DB2      TSDB  PROC($DB2    Multi
- $ORACLE    TSDA                                Multi
- $ORACLEA   TSDA                                Multi
- $SPFA      TSDA $SPFA     TSDA  PROC($SPF     Multi
- $SPFAV2    TSDA $SPFAV2   TSDA  PROC($SPF     Multi
- $SPFB      TSDB $SPFB     TSDB  PROC($SPF     Multi
- $SPFBV2    TSDB $SPFBV2   TSDB  PROC($SPF     Multi
- $SPFC      TSDC $SPFC     TSDC  PROC($SPF     Multi

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

Figure 6: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)



Signoff

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

                                           SYSB/T30N6447
  retrieve  F10=Action
```

Figure 7: 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          SNX32783          T38N6447          PF1=HELP          ==
=====
==          NN  NN          FFFFFFFF          CCCCCCCC          ==
==         NNN  NN          FFFFFFFF          CCCCCCCC          ==
==        NNNN  NN          FF          CCC          ==
==       NN NN NN          FFFFFFFF          CCC          ==
==      NN  NNNN          FFFFFFFF          CCC          ==
==     NN  MNN          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 8: 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 9: 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.



Figure 10: Password Changed Verification Screen



Other Inquiry Systems

PPS offers access to other data through additional inquiry systems. The types of data are history, suspense, and leave. Below is a synopsis of each of these systems.

Information Research/Inquiry System (IRIS). IRIS is an inquiry system that replaces the personnel screens formerly in PINQ and replaces the History Inquiry System (HINQ). It provides immediate access to at least one calendar year of current and has the capability to store up to 10 years of historical personnel data and certain payroll document history.

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.

This section includes the following topics:

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Payroll/Personnel Subsystems

The Payroll/Personnel subsystems are integrated through the shared database, which consists of current and prior salary payment information, position data, personnel actions, name and address information, leave records, etc., all 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 PINQ. Below is an explanation of these systems.

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. PINQ displays T&A data during the pay period after the T&A releases from TIME.

Payroll Accounting System (PACS). PACS is a financial management data collection and reporting system. It has the capability to correct any forced release accounting data. PPS interfaces with PACS when transactions are processed. The accounting data obligated for the transaction is displayed in PINQ during the pay period as appropriate.

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 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 payment may be through payroll deductions. If so, a receipt account is established and deductions are made each pay period. These deductions display in PINQ Screen PQ051, PACS Receipt Accounts.

Personnel Input and Edit System (PINE). PINE edits and audits all payroll and personnel documents. Actions that pass PINE edits with a current or prior effective pay period are sent to the Personnel Processing System (PEPL) to update the Payroll/Personnel database. Actions that are effective in future pay periods and pass the PINE edits are held until the effective pay period. Actions that do not pass the PINE edits (regardless of the effective pay period) are placed in suspense.

Personnel Processing System (PEPL). PEPL performs the update function of 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/payroll transactions that have processed and applied to the database. The data is retrieved during the pay period from PEPL and displayed in PINQ. PEPL also produces a log of all transactions applied to the database as well as utilization statistics and management reports.

Payroll Computation System (PAYE). PAYE is the center of the integrated PPS. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to the United States Department of the Treasury (Treasury). In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through PACS.

PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments from the Adjustment Processing System (ADJP), develops the net amount due, and prepares data for subsequent issuance of a salary check 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 an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date data on earnings, deductions, leave, 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 Form W-2, Wage and Tax Statement (W-2). This is for USDA Agencies only.

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

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



effect an employee's Payroll/Personnel database. PINQ/IRIS displays transactions processed through BEAR.

Web-based Entry, Processing, Inquiry, and Correction System (EPIC Web). EPIC Web is used to enter payroll and personnel transactions, correct transactions that have failed the database edits, execute status and suspense reports, delete and restore transactions, view future and current payroll/personnel transactions to be processed.

Front-End System Interface (FESI). FESI is not a system itself but is an interface process between the front-end entry system used by the Agency and NFC's PPS. Front-end entry systems are used by NFC customer Agencies to batch transmit data to NFC for processing in PPS in lieu of entering it in an NFC maintained entry system.

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.

Reporting

PINQ is an inquiry system used to query individual employee data. To query groups of employee data, use the report generator system: FOCUS Reporting System to request ad hoc reports or the Payroll/Personnel Report Generator System (CULPRPT), or the Reporting Center, or Insight to request predefined reports. For instructions on using FOCUS, CULPRPT, or the Reporting Center, select **HR and Payroll Clients** page from the **MyNFC** drop-down menu on the NFC homepage. At the HR and Payroll Clients page, click the Publications tab in the center ribbon and from there select the Reporting (REPT) category to access the applicable procedure manuals within that category. For information on using Insight, select **HR and Payroll Clients** page from the **MyNFC** drop-down menu on the NFC homepage. At the HR and Payroll Clients page, click the Publications tab in the center ribbon and from there select the Reporting (REPT) category to access the Insight Quick Reference Card (QRC).



PINQ Screens

PINQ screens contain employee payroll data available for query by Social Security number (SSN). Sensitive data access is based on security specifications.

PINQ screens are identified by two alpha characters PQ and a three-digit screen number. Since all PINQ screens are two-digit numbers, a pre-leading zero must be entered to access the screen. Certain screens display record numbers (e.g., Hist No., Rcd No.) at the upper right portion of the screen to identify the record being displayed. There may be multiple records within a screen. If so, the records display in descending order (i.e., the latest record displays first). Multiple records are usually the result of adjustments, personnel actions, etc., being processed.

The same data element within PINQ may be displayed in more than one screen. A listing of PINQ data elements is provided to help locate data in PINQ and to define all data elements displayed in each screen. The listing may not list the data element exactly as it is displayed on the screen because one element could be represented differently in several screens. For example, account number could apply to child support and alimony, electronic funds transfer, etc. These type of elements are listed either with the screen title preceding the element name or with a term relative to the screen title. Definitions of all elements are also provided in the section titled PINQ Data Elements.

Individual employee records may be viewed for all transactions processed simply by entering an SSN, screen number, and in certain screens, a pay period number. The entry of a pay period number is required for all screens except PQ034, Name Employee Inquiry and PQ027, Unpaid. To view data for the previous 24 pay periods, a pay period number must be entered.

An explanation is provided with each screen figure. The outline of the explanation is (1) the types of inquiries researched using the screen; (2) the entry system; and (3) other data relative to the screen. The system generates data in certain fields from data entered by the user or from the type of data/transaction processed.

Following is a depiction of each screen, a synopsis of the data contained in each screen, and applicable instructions.



PQ Menu

To query a screen on the PQ Menu, type the SSN, screen number, and press **Enter**.

PQ000	SSN	00 00	PQ MENU	XX/XX/XX	
ENTER SSNO & PGM-NO - HIT ENTER-KEY! FOR PQ034 ENTER PGM NO. ONLY					
<u>22</u>	PAYROLL HISTORY	<u>45</u>	PACS EARNING LIMITATION	<u>55</u>	PACS RETIREMENT
<u>23</u>	TA HISTORY	<u>46</u>	PACS APPROPRIATION CHG	<u>56</u>	PACS THRIFT SAVINGS
<u>24</u>	TA MISCELLANEOUS	<u>47</u>	PACS DEDUCTIONS	<u>61</u>	PACS ABOVE EARNINGS
<u>25</u>	TA EXTENSIONS	<u>48</u>	PACS LUMP SUM & LIMIT	<u>62</u>	PACS TSP COLLECTION
<u>27</u>	UNPAID	<u>49</u>	PACS LEAVE	<u>64</u>	PACS STATE TAX
<u>32</u>	PAYROLL LISTING	<u>50</u>	PACS BOND	<u>71</u>	PACS UNION DUES
<u>34</u>	NAME EMPLOYEE INQUIRY	<u>51</u>	PACS RECEIPT ACCOUNTS	<u>75</u>	PACS CITY TAX
		<u>52</u>	PACS CHILD SUP/ALIMONY	<u>80</u>	PACS FLEXFUND
<u>43</u>	PACS PRORATED	<u>53</u>	PACS HEALTH	<u>82</u>	PACS COUNTY TAX
<u>44</u>	PACS TRANSACTION	<u>54</u>	PACS LIFE INSURANCE	<u>83</u>	PACS ALLOTMENT

Figure 11: PQ Menu Screen

The sequence of the header information on the individual screens is: screen number, SSN, Agency code, pay period number, and year (if applicable). PINQ displays the employee's current Agency code. If an employee was previously employed with another Agency within the Department, enter the previous Agency code to view that data. The cursor stops in the Agency code field for entry of the Agency code as needed.

- Query another screen for the same employee, press **TAB** to move to the screen number field which is below the screen number displayed. Enter the screen number and press **Enter**.
- Query for another employee, press **TAB** to move to the SSN field. Type the SSN and press **Enter**.

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PQ022, Payroll History

Screen Number 22 is PAY-HIST (Payroll History) on the PQ menu. This screen is used to research regular, corrected, and revalidated T&As, cash awards, adjustments, and other salary related inquires.

PQ022		SSN	90	01	12	PAY-HIST		XX/XX/XX		
Last Name		First Name		Middle Name		HIST NO	0001	PF07=PRI	PF08=NEX	
COVERED-BY-TA	PP	01	YR	13	PAY-PLAN/GR/ST	GS	12	07	SPECIAL-EMPLOYEE-CD	00
TYPE-PAYMENT				01	BASE-CONT-SAL	82570.00			FREQUENCY-PAID-CODE	0
PROC-PP-BEGINS-YEAR				13	CURR-GROSS-PAY	3164.80			EARN-INCOME-CRE	00
MAN-ADJ-FLAG				N	CURR-BASE-PAY	3164.80			EARNING-LIMITATION-CD	Y
SPLIT-TA-CODE				N	CURR-NET-PAY	1920.49			ALLOWANCE-QTRS-RATE	0
DR-CR-CODE				0	DED-TAX-OASDI	.00			SSNO-OLD	000000000
TS-BASE-PAY				3164.80	DED-TAX-FED	322.92			ADJUSTMENT-CODE	0
TS-BASE-PAY-YTD				9494.40	WAGES-OASDI	.00			SPEC-EMPLOY-PGMS-CD	00
SCHED-NO-LAST-PD				3BA011	HITS-WAGES	2922.39			SEPARATION-ACC-TYPE	0
SALARY-RATE-CODE				PA	HITS-DEDUCT	42.37			ALTERNATE-WORK-SCHD	8
RETIRE-COVERAGE-CD				1	GROSS-PAY-YTD	9494.40			PRIMARY-FUND-CODE	00
BOND-TOT-DED				.00	BASE-PAY-YTD	9494.40			SALARY-SHARE-CODE	0
BOND-CARY-REFUND				.00	DED-OASDI-YTD	.00			COOP-SHARE-AMT	.00
DUTY-STATION	22	1690	071		OASDI-WAGE-YTD	.00			ANNUITANT-SHR	.00
CHECK-MAIL-DO-CODE				3	HITS-DED-YTD	128.34			LEO-IND	N
CK-MAIL-DESIGN-AGNT				0000	HITS-WAGES-YTD	8851.26			STAF-DIFF-RT	.00
CK-MAIL-DIST-CODE				3	FED-TAX-NO-EXEMP	M00			SUPVY-DIFF-RT	.00
PREVIOUS-AGENCY-CODE				00	FED-TAX-EX-DED	.00			FLSA-CODE	E
DEPARTMENT-CODE				AG	FED-TAX-EX-BEG PP	16	YR	11	FLSA-CODE	WK1 E WK2 E
ORG-STRUCTURE-CODE					LONGEVITY-PERCENT	.00			SPPS-IND	
90	70	20	0400	20	20	00	00		SCREEN	1 OF 4 HIT ENTER

Figure 12: PQ022, PAY-HIST (CONT) Screen (1 of 4)



Data displayed on these screens was entered through webTA (or other T&A entry systems), Position Management System Operations (PMSO), EPIC Web, FESI, or EmpowHR. The pay period number displays transactions processed in that pay period although the transaction may have been effective in a prior pay period. Below are a few examples on how these screens can be used to query data. Press **Enter** to view data displayed on Screens 2, 3, and 4.

<u>PQ022</u>	<u>SSN</u>	<u>90</u>	<u>01</u>	<u>12</u>	<u>PAY-HIST (CONT)</u>	<u>xx/xx/xx</u>		
<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>HIST</u>	<u>NO</u>	<u>0001</u>	<u>PF07=PRI</u>	<u>PF08=NEX</u>	
FEHB-COVERAGE-CODE	<u>1</u>	IP/MR-NO	<u>90493900</u>	<u>S11000</u>	DATE-SCD-WGI		<u>08 13 10</u>	
FEGLI-COVERAGE-CODE	<u>N5</u>	POSITION-STATUS-BUDGET	<u>Y</u>	DATE-OF-BIRTH			<u>02 22 59</u>	
TYPE-OF-EMPLOYMENT	<u>1</u>	EMPLY-TYPE		SEX-CODE			<u>M</u>	
TYPE-APPNT-CODE	<u>01</u>	TA-CONTACT-PT-STATE	<u>22</u>	PART-TIME-FEHB-COVERAGE			<u>0</u>	
CURR-EMPLOY-STATUS	<u>0</u>	TA-CONTACT-PT-CITY	<u>1690</u>	PROFESSIONAL-CATEGORY				
ENVIRON-DIFF-RATE	<u>.00</u>	TA-CONTACT-PT-UNIT	<u>10</u>	CITIZENSHIP-CODE			<u>1</u>	
WB-SHIFT-RATE-2N	<u>.00</u>	TA-CONTACT-PT-TIMEKPR	<u>31</u>	INTEREST-AMOUNT			<u>.00</u>	
WB-SHIFT-RATE-3R	<u>.00</u>	SUBMITTING-OFFICE-NO	<u>5317</u>	ACCTG-DATA-USE-CODE			<u>0</u>	
WB-SHIFT-RATE-VA	<u>.00</u>	PASS-NO-CREATED	<u>1</u>	EMPLOYEE-CEILING-IND			<u>0</u>	
ALTERNATE-GEO-PCT	<u>.0000</u>	PAY-HIST-PROCESS-BY-PACS	<u>Y</u>	LOCATION-CODE			<u>5</u>	
ACCTG-STATION-CODE	<u>0010</u>	COMM-USE-GOVT-AUTO	<u>.00</u>	SEASON-STATUS-QUO-CD			<u>0</u>	
OCCUP-SERIES-CODE	<u>0344</u>	CASH-AWARD-AG-CHARGED	<u>00</u>	WORKING-TITLE-CODE			<u>0000</u>	
OCCUP-FUNCTION-CODE	<u>00</u>	CASH-AWARD-ACC-STA-CH	<u>0000</u>	DT-CIRCLE-TA-START	<u>01</u>	<u>01</u>	<u>12</u>	
GEO-ADJ-PERCENT	<u>.1416</u>	FLEXFACTOR-PARTICIP-CODE		DT-CIRCLE-TA-END	<u>01</u>	<u>14</u>	<u>12</u>	
SCHEDULED-SAL	<u>72328.00</u>	WORK-SCHEDULE	<u>F</u>	BLOCK-NO-TA			<u>55</u>	
GEO-ADJ-RATE	<u>10242.00</u>	UNIFORM-SERVICE-STAT	<u>0</u>	BATCH-NO-TA			<u>010329</u>	
BARGAINING-UNIT-ST	<u>2311</u>	EMPLOYEE-TRANSFER-IND						
STANDBY-AUO-PERCEN	<u>0000</u>							
TIPS-RECEIVED	<u>.00</u>							

SCREEN 2 OF 4 HIT ENTER

Figure 13: PQ022, PAY-HIST (CONT) Screen (2 of 4)



<u>PQ022</u>	<u>SSN</u>	<u>90</u>	<u>01</u>	<u>12</u>	<u>PAY-HIST (CONT)</u>	<u>xx/xx/xx</u>
<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>HIST NO</u>	<u>0001</u>	<u>PF07=PRI</u>	<u>PR08=NEX</u>
HB-DEDUCTS-HEALTH-BEN	<u>202.25</u>	COPR-STATUS				
HB-CONTRIB-HEALTH-BEN	<u>414.35</u>	PREM-PAY-YTD			<u>.00</u>	
LI-DEDUCTS-LIFE-INS	<u>12.75</u>	PREM-PAY-YTD-PRIOR			<u>.00</u>	
LI-DEDUCTS-OPTION-1	<u>1.40</u>	PREM-PAY-RET-YTD			<u>.00</u>	
LI-DEDUCTS-OPTION-2	<u>21.58</u>	PREM-PAY-RET-YTD-PRI			<u>.00</u>	
LI-DEDUCTS-OPTION-3	<u>4.70</u>	PREM-PAY-PP			<u>.00</u>	
RT-PLAN-CODE-1	<u>1</u>	PREM-PAY-RET-PP			<u>.00</u>	
RT-DED-RETIRE-NON-DEF-1	<u>221.54</u>	COPR-OT-HRS-FY			<u>.00</u>	
RT-DED-RETIRE-DEF-1	<u>.00</u>	COPR-COMM-HRS-FY			<u>.00</u>	
RT-PLAN-CODE-2		COPR-OT-AMT			<u>.00</u>	
RT-DED-RETIRE-NON-DEF-2	<u>.00</u>					
RT-DED-RETIRE-DEF-2	<u>.00</u>					
TS-PLAN-CODE-1	<u>02</u>					
TS-DEDUCTS-T-S-NON-DEF-	<u>.00</u>					
TS-DEDUCTS-T-S-DEF-1	<u>221.54</u>					
TS-PLAN-CODE-2						
TS-DEDUCTS-T-S-NON-DEF-	<u>.00</u>					
TS-DEDUCTS-T-S-DEF-2	<u>.00</u>					

SCREEN 3 OF 4 HIT ENTER

Figure 14: PQ022, PAY-HIST (CONT) Screen (3 of 4)

<u>PQ022</u>	<u>SSN</u>	<u>90</u>	<u>01</u>	<u>12</u>	<u>PAY-HIST (CONT)</u>	<u>xx/xx/xx</u>
<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>HIST NO</u>	<u>0001</u>	<u>PF07=PRI</u>	<u>PR08=NEX</u>
FED-TAXABLE-WAGES	<u>.00</u>	DATE-AGENCY-EOD	<u>00</u>	<u>00</u>	<u>00</u>	
FED-TAXABLE-WAGES-YTD	<u>.00</u>	DATE-DOCUMENT-EFF	<u>00</u>	<u>00</u>	<u>00</u>	
FED-TAX-DEDUCTS-YTD	<u>.00</u>	FOREIGN-DIFF-PCT			<u>0000</u>	
COOP-EMP-OT-RATE-FURN	<u>.00</u>	COLA-PERCENT			<u>0000</u>	
COOP-EMP-HOL-RATE-FURN	<u>.00</u>	FOREIGN-POST-DIFF-PCT			<u>00</u>	
WAGE-GRADE-TS-CAP-RATE	<u>.00</u>	FOREIGN-POST-PAY-DIFF-CD			<u>N</u>	
TOUR-OF-DUTY-HRS	<u>80.00</u>	REG-SCHD-OT-CODE			<u>0</u>	
QUARTERS-DEDUCTION-RATE	<u>.00</u>	ALLOWANCE-COLA-CODE			<u>N</u>	
QUARTERS-DEDUCTION-CODE	<u>0</u>	INTER-DAYS-WKD-PP			<u>00</u>	
DIFFERENTIAL-RATE	<u>.0000</u>	PAY-PER-COVERED-BY-TA-YR			<u>00</u>	
PAY-RATE-DETERMINANT-CODE	<u>0</u>	STANDBY-AUO-HRS-WK1			<u>00</u>	
WAGE-BOARD-AREA-CODE	<u>0000</u>	STANDBY-AUO-HRS-WK2			<u>00</u>	
LOCALITY-TABLE-CODE	<u>4RUS</u>	CASH-AWARD-CODE				
PAY-TABLE-CODE		CHECK-TYPE			<u>0</u>	
COLA-POST-DIFF-CODE	<u>0</u>	ADJ-COVERAGE BEG PP	<u>00</u>	YR	<u>00</u>	
		ADJ-COVERAGE END PP	<u>00</u>	YR	<u>00</u>	
NFC-ASD-PAY-HIST-USE						
1ST						
2ND						

SCREEN 4 OF 4

Figure 15: PQ022, PAY-HIST (CONT) Screen (4 of 4)



Example 1: T&A for PP 01 is processed and paid in PP 02. Query PP 02 to view both PP 01 and PP 02 payments.

Note: Negative amounts (i.e., -221.44) indicate the original amount (credit) for an adjustment. The debit amount or the corrected/adjusted amount displays without a symbol (i.e., 221.44). When an adjustment affecting only an employee's salary or related deductions and contributions is processed through the automated system, the employee's non-salary deductions and contributions (e.g., health benefits, Combined Federal Campaign, extra Federal or State taxes, union dues, savings allotment, discretionary allotment, optional life insurance, quarters, child support/alimony) are not affected or recomputed.

The Type-Payment field indicates regular payment, adjustments, etc. The Covered-By-TA-PP-Yr field indicates the effective pay period number and year of the payment. See the Appendix, *PINQ Data Elements* (on page 49) for definitions of these codes.

PQ023, TA History

Screen Number 23 is TA-HIST (History) on the PQ Menu. This screen displays T&A history data and is used to research T&A inquiries.

This program displays regular and corrected T&A data for the pay period number entered. Data element, Pay-Period-Covered-By-TA, displays the pay period number in which the T&A was processed. Data element, Correction-Code-TA, indicates that a corrected T&A was processed. Record Number 0001 is always the current T&A. Subsequent records are corrected T&As. A split T&A is counted as two separate records. To scroll through each record within the pay period, press **Enter**. When the last record is accessed, the following system message will display, *Pay-Hist Records Exhausted*.

PQ023	SSN	90	01	13	TA-HIST	XX/XX/XX
Last Name		First Name		Middle Name	HIST NO	0001
HIT ENTER-KEY FOR MORE TA-HIST RECORDS						
COVERED-BY-TA	PP	01	YR	13	ACCOUNTING-DATA-USE-CODE	0
SPLIT-TA-CODE				N	ADVANCE-LEAVE-AUTH-CODE	0
TA-PULLED-FROM-DATA-BASE					CORRECTION-CODE-TA	0
BLOCK/BATCH-NO-TA	55	010333			ALTERNATE-WORK-SCHEDULE	8
PAY-PERIOD-NUMBER		01			STANDBY-AUO-HRS-WK-1	00
SEQUENCE-NO-TA		050			STANDBY-AUO-HRS-WK-2	00
JOB-IDENT-TA		012200			STANDBY-AUO-PERCENT	000
ORG-STRUCTURE-CODE-AGCY		90			LEAVE-ERROR-CODE	0
TA-CONTACT-PT-STATE-CODE		22			ANNUAL-LEAVE-ACCRUAL-TA	08
TA-CONTACT-PT-CITY-CODE		1690			ANNUAL-LEAVE-USED-TA	00
TA-CONTACT-PT-UNIT-CODE		40			ANNUAL-LV-PT-CARRYOVER-HRS	00
TA-CONTACT-PT-TIMEKPR-CODE		56			SICK-LEAVE-ACCRUAL-TA	04
PAY-PERIOD-COVERED-BY-TA		01			SICK-LEAVE-USED-TA	19.25
CIRCLE-TA-START	01	13	13		SICK-LV-PT-CARRYOVER-HOURS	00
CIRCLE-TA-END	01	26	13		TA-FILM-ROLL	WEBT
FINAL-TA-CODE		0			TA-FILM-SEQ	A3 0
FWS-FEGLI-SHIFT		0			PAY-PERIOD-NUMBER-YEAR	13
PAY-TIME-HOURS-TOTAL		81.25			PAY-PERIOD-YR-COV-BY-TA	13
TYPE-OF-EMPLOYMENT		1			TA-REJECTED	N
DATE-TA-RECEIVED	01	29	13		NFC-ASD-TA-HIST-USE	

Figure 16: PQ023, TA-HIST Screen



PQ024, TA Miscellaneous

Screen Number 24 is TA-MISC (Miscellaneous) on the PQ menu. This screen displays miscellaneous T&A data and is used to research T&A inquiries. Only the data for the original T&A displays during the processing pay period (i.e., when the T&A releases from TIME). Corrected T&A and adjustment data display after PAYE processes. Press **Enter** for more TA-Misc records. When the last record is accessed, the following system message will display, *TA-Hist Records Exhausted*.

PQ024	SSN	90	01	12	TA-MISC	XX/XX/XX		
Last Name		First Name		Middle Name	HIST NO	0001 RCD NO 0001		
HIT ENTER KEY FOR MORE TA-MISC								
COVERED-BY-TA					PP	01 YR 12	OTHER-TIME-HOURS-TOTAL	.00
FS-ALTERNATOR-CHANGE-CODE						0	OTHER-TRAN-CODE-LN-1	00 00 0
FS-ALTERNATOR-CHANGE-HOURS						00	OTHER-TRAN-DESCRIP-LN-1	
INTER-DAYS-WKD-PAY-PERIOD						00	OTHER-TIME-WEEK-1-HOURS-1	.00
QUARTERS-DEDUCTION-DAYS						00	OTHER-TIME-WEEK-2-HOURS-1	.00
REMOTE-SITE-ALLOWANCE						.00	OTHER-TRAN-CODE-LN-2	00 00 0
COMP-LV-EARNED-HOURS						.50	OTHER-TRAN-DESCRIP-LN-2	
COMP-LV-USED-PP						9.00	OTHER-TIME-WEEK-1-HOURS-2	.00
LWOP-USED-TA						.00	OTHER-TIME-WEEK-2-HOURS-2	.00
AWOL-USED-TA						.00	OTHER-TRAN-CODE-LN-3	00 00 0
SUSPENSION-HOURS-TA						.00	OTHER-TRAN-DESCRIP-LN-3	
AWOP-TOWARD-LV-CREDITS						26.50	OTHER-TIME-WEEK-1-HOURS-3	.00
MILITARY-LV-HRS-PP-EM						.00	OTHER-TIME-WEEK-2-HOURS-3	.00
MILITARY-LV-DAYS-PP-REG						.00	OTHER-TRAN-CODE-LN-4	00 00 0
ADMINISTRATIVE-LV-USE-PP						8.00	OTHER-TRAN-DESCRIP-LN-4	
							OTHER-TIME-WEEK-1-HOURS-4	.00
							OTHER-TIME-WEEK-2-HOURS-4	.00

Figure 17: PQ024, TA-MISC Screen



PQ025, TA Extensions

Screen Number 25 is TA-EXT (Extensions) on the PQ menu. This screen is used to research each transaction code and hours recorded on an original or corrected T&A. A separate screen is displayed for each accounting record. Press **Enter** for more TA-Ext records. When the last record is accessed the following system message will display, *Exts Ended FOR This Hist-Hit Enter For Next Hist & Exts.*

PQ025	SSN	90	01	12	TA-EXT	xx/xx/xx
	Last Name	First Name	Middle Name	HIST NO	0001	RCD NO 0001
HIT ENTER KEY FOR MORE TA-EXT						
COVERED-BY-TA		PP 01	YR 12			
TRANSACTION-PREFIX-TA						00
TRANSACTION-DESCRIPTION						
TRANSACTION-SUFFIX-TA						0
TRANSACTION-PAY-CODE						61
TRANSACTION-HRS-WEEK-1-TA						.00
TRANSACTION-HRS-WEEK-2-TA						2.25
TRANSACTION-MEALS-CODE-TA						00
TRANSACTION-MEALS-NUMBER						00
LINE-NUMBER						03
ACCTG-DIST-FLAG						0
ACCTG-DIST-FISCAL-YR-CODE						1
ACCTG-DIST-APPN-CODE						29
ACCTG-DIST-SUB-LEVEL-CODES						NXC3LANN

Figure 18: PQ025, TA-EXT Screen

PQ027, Unpaid

Screen Number 27 is Unpaid on the PQ menu. This screen is used to research non-receipt of salary inquiries. This screen displays information for employees not paid for the current pay period. Data element Action-Code indicates the type of personnel action last processed (e.g., 1 = accession, 2 = change, 3 = separation.)

PQ027	SSN	UNPAID	xx/xx/xx
UNPAID RECORD NOT PRESENT			0326
U-SSNO			
AGENCY			
ACTION-CODE			
TA-IDENT-FLAG			
DEPARTMENT-CODE			
SEVERANCE-PAY-CODE		0	

Figure 19: PQ027, Unpaid Screen



PQ032, Payroll Listing

Screen Number 32 is Payroll-Listing on the PQ menu. This screen is used to research non-receipt of salary check. This screen displays an employee's current plus 25 pay periods of pay data. This data is displayed on the employee's Form AD-334, Earnings and Leave Statement (E&L Statement). Information displayed includes type of payment (e.g., regular T&A, corrected T&A, adjustment, cash award) and the check-mailing address, if applicable. The financial institution, direct deposit (DD)/electronic fund transfer (EFT) is also displayed on the E&L Statement.

PQ032		SSN	90 14 11	PAYROLL-LISTING		xx/xx/xx
REGULAR T&A						
NAME	Last Name	First Name	Middle Name	AGENCY	90	DO CD 3
ADDRESS				PAY PLAN		GS F/T
				GRADE/STEP		07 01
				DD/EFT		HOURLY RATE 18.59
DESG AGENT	0000	FLSA YES	COMPRESS WK NO	BASE SAL		38790.00
PAY PERIOD		14	* * * * D E D U C T I O N S * * * *			
SAL RATE CODE		PA	RETIREMENT	11.90	RETIRE PERCENT	.0080
HB CODE	10 4 JF 1	0	LIFE INS	6.15	OPT INS	.00
FEGLI CODE		C0	HEALTH INS	127.69	BOND	.00
SCHEDULE NO		1BA141	FED TAX S01	150.37	EXTRA FED	.00
BLOCK/BATCH	55	140341	STATE1 22 S01	37.24	EXTRA STATE1	.00
CUR BOND REFUND		.00	STATE2 00 000	.00	EXTRA STATE2	.00
1ST WEEK HOURS		40.00	CITY CD/TX 0000	.00	IMPRES FUND	.00
2ND WEEK HOURS		40.00	CTY CD/TAX 000	.00	HITS TAX	19.71
TOTAL HOURS		80.00	OASDI TAX	57.10	UNION DUES	.00
			CHAR CONT	.00	MEALS	.00
			COMMISSARY	.00	QUARTERS	.00
GROSS PAY		1,487.20	FIN ORG	20.00	ADVANCE	.00
NET PAY		1,032.04	CHILD/SUP & ALIM	.00	PERS-TAX-EXEMPT-CD	0
			THRIFT SAVINGS	25.00	PRIVATE-TAX-CD	0
			FLEXFUND	.00	OTHER DED	.00

Figure 20: PQ032, PAYROLL-LISTING Screen

The pay period field, in the body of the screen may or may not reflect the pay period being queried. The pay period number may reflect any adjustments or corrected T&A data made for previous pay periods. To obtain the effective pay period of an adjustment, use the PQ022, Payroll History, screen one, Covered-By-TA field. See PQ022 and PQ046, PACS Appropriation Charges, screen for a breakdown of salary, deductions, and benefits. For each PQ032 record, there will be a corresponding PQ022 and PQ046 record.

Note: The Financial Organization (Fin Org) field displays the amount deducted for voluntary allotments and Thrift Savings Plan (TSP) Federal and non-Federal loans.



PQ034, Employee Name Inquiry

Screen Number 34 is Employee Name Inquiry on the PQ menu. This screen is used to query (by employee name) to obtain the SSN and Agency when only a partial name is known. This screen displays employees currently on the rolls and separated employees for 5 years.

```
PQ034                EMPLOYEE NAME INQUIRY                xx/xx/xx  PF02=HQ001
  --
                        EMPLOYEE SELECTION

*****EMPLOYEE NAME*****
LAST                FIRST                MIDDLE
A-----

EMPLOYEE NAME INQUIRY ALLOWS THE USER TO DETERMINE AN EMPLOYEE'S SOCIAL
SECURITY NUMBER AND AGENCY WHEN ONLY A PARTIAL LAST NAME IS KNOWN.
ENTER PARTIAL OR FULL LAST NAME UNDER THE TITLE CAPTION, AT LEAST ONE
CHARACTER HAS TO BE ENTERED.
ENTER FULL OR PARTIAL FIRST NAME UNDER THE TITLE CAPTION ONLY IF THE
COMPLETE LAST NAME WAS PROVIDED.
ENTER FULL OR PARTIAL MIDDLE NAME UNDER THE TITLE CAPTION ONLY IF THE
COMPLETE LAST AND FIRST NAMES WERE PROVIDED.
DEPRESS THE TAB KEY TO ADVANCE TO EACH OF THE TITLE CAPTIONS
AFTER THE DESIRED EMPLOYEE NAME HAS BEEN ENTERED DEPRESS THE ENTER KEY
```

Figure 21: PQ034, EMPLOYEE NAME INQUIRY Screen 1



To query, type the full or partial last name in the Employee Name, Last field of Screen 1. 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 (Screen 2) is displayed.

PQ034		EMPLOYEE NAME INQUIRY			xx/xx/xx	PF02=HQ001
PQ0	PAY PERIOD	*****EMPLOYEE NAME*****	LAST	FIRST	MIDDLE	AGCY
--	--	A	BENJI	G		01
--	--	A	CARLY	D	VIL	01
--	--	A H	BEN	J		01
--	--	A HE	BRANDY	Z		01
--	--	A HE	FANCY	M		01
--	--	A V	DAN DAMAN	G		01
--	--	A 'M	P	I		01
--	--	AAB	CHARLIE	B		01
--	--	AABD	ALEX	J		01
--	--	AABE	ALBA	C		01
--	--	AABER	BUTCH	E		01
--	--	AABER	DEBI	I		01
--	--	AABER	EDWARD	J		01
--	--	AABER	HESTHER	C		01
--	--	AABY	LANE	B		01

ENTER =NEW NAME INQUIRY, IF NAME FILLED IN UNDER EMPLOYEE NAME CAPTION
 OR NEW PQ INQUIRY, IF PQ # AND PAY PERIOD FILLED IN NEXT TO A NAME LISTED
 PF3 = INITIAL PQ034 SCREEN. PF7 =BACKWARDS PF8 =FORWARD CLEAR =TERMINATE

Figure 22: PQ034, EMPLOYEE NAME INQUIRY Screen 2

Press **PF8** to scroll forward or press **PF7** to scroll backward through a roster of names. Press **Enter** at any screen to return to the beginning of the roster (i.e., names beginning with the alphabet A). Press **PF3** to return to the initial entry screen.

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



PQ043, PACS Prorated Amounts

Screen Number 43 is PACS Prorated Amounts on the PQ menu. This screen is the result of the processing of employee's pay. Press **Enter** for more PACS Prorated Amounts by the Pay-Tran-Code used to pay the employee for that pay period. When the last screen is accessed, the following message will display, *PACS-App-Chrg Records Exhausted*.

PQ043				PACS PRORATED AMOUNTS				XX/XX/XX		
SSN	98	01	13	Last Name	First Name	Middle Name	HIST NO.	0001	RCD NO.	0001
PACS-DIFF OR PACS-PRO RECORDS NOT PRESENT HIT ENTER										
* PACS APPROPRIATION CHARGES *										
COVERED-BY-TA PP 01 YR 13				* PACS PRORATED AMOUNTS *						
TRAN-DESCRIPTION				PRO-TC 00						
TRAN-PREFIX-TA				PRO-SUFFIX 0						
PAY-TRAN-CODE 00				PRO-AMOUNT .00						
TRAN-SUFFIX-TA 02				PRO-SUB-OBJECT-CLASS 0000						
LINE-NO 03										

Figure 23: PQ043, PACS PRORATED AMOUNTS Screen

PQ044, PACS EL DET

Screen Number 44 is PACS Transaction on the PQ menu. Press **Enter** for more PACS Transactions by transaction code. When the last screen is accessed, the following message will display, *PACS EL DET Exhausted - Hit Enter for Next Hist*.

PQ044				PACS-EL-DET				XX/XX/XX		
SSN	98	01	13	Last Name	First Name	Middle Name	HIST NO.	0001	RCD NO.	0001
TRANSACTION-PREFIX-TA 00										
PAY-TRANSACTION-CODE 01										
TRANSACTION-SUFFIX-TA 0										
TRANSACTION-DESCRIPTION 00										
TRANSACTION-HRS-CY 152.25										
TRANSACTION-HRS-AE-CY .00										
TRANSACTION-AMT-CY 6023.01										
TRANSACTION-AMT-AE-CY .00										
TRANSACTION-HRS-PY 1623.00										
TRANSACTION-HRS-AE-PY .00										
TRANSACTION-AMT-PY 64205.00										
TRANSACTION-AMT-AE-PY .00										

Figure 24: PQ044, PACS-EL-DET Screen



PQ045, PACS Earn Lim

Screen Number 45 is PACS-Earn-Lim on the PQ menu. This screen is used to show the total pay for the employee. Data displayed on this screen is created after PAYE runs each pay period at NFC.

<u>PQ045</u>	<u>SSN</u>	<u>90</u>	<u>01</u>	<u>12</u>	<u>PACS-EARN-LIM</u>	<u>xx/xx/xx</u>
	<u>Last Name</u>		<u>First Name</u>		<u>Middle Name</u>	<u>HIST NO 0001 RCD NO 0001</u>
COVERED-BY-TA			PP <u>01</u> YR <u>12</u>			
EARN-LIMIT-TYPE-CODE					<u>AP</u>	
EARN-LIMIT-EARNINGS-YTD					<u>6349.38</u>	
EARN-LIMIT-EARNINGS-YTD-PR					<u>63255.41</u>	
EARN-LIMIT-AMT-CAPPED-YTD					<u>.00</u>	
EARN-LIMIT-AMT-CAP-YTD-PR					<u>.00</u>	
EARN-LIMIT-USE						

Figure 25: PQ045, PACS EARN-LIM Screen



PQ046, PACS Appropriation Charges

Screen Number 46 is PACS Appropriation Charges on the PQ menu. This screen is used to research salary-related inquiries. Press **Enter** for more PACS Appropriation Charges by transaction code used to pay the employee for that pay period. When the last screen is accessed, the following message will display, *PACS-App-Chrg Records Exhausted*. Each record in this screen has a corresponding record in the HIST NO field located on PQ022 and PQ025 screens.

PQ046	SSN	90	01	12	PACS APPROPRIATION CHARGES			xx/xx/xx
	Last Name	First Name	Middle Name	HIST NO.	0001	RCD NO.	0001	
PACS-DIFF OR PACS-PRO RECORDS NOT PRESENT HIT ENTER								
* PACS APPROPRIATION CHARGES *								
COVERED-BY-TA PP 01 YR 12								
TRAN-DESCRIPTION								
TRAN-PREFIX-TA	00	ACCTG-DIST-FLAG	0	ACCTG-DIST-FISC-YR-CD	1			
PAY-TRAN-CODE	61	OASDI-CONTR-PRO	.00	ACCTG-DIST-APPN-CD	29			
TRAN-SUFFIX-TA	0	FEGLI-CONTR-PRO	.18	ACCT-STATION-CD	0010			
TRAN-RATE	39.56	FEHB-CONTR-PRO	11.65	LINE-NO	03			
TRAN-HRS-WK-1	.00	RET-CONTR-PRO	6.23	TSP-BAS-CON-NF-PR	.00			
TRAN-AMT-WK-1	.00	HIT-CONTR-PRO	1.21	TSP-MAT-CON-NF-PR	.00			
TRAN-HRS-WK-2	2.25	ANN-SHARE-PRO	.00					
TRAN-AMT-WK-2	89.01	RET-CONTR-NF-PRO	.00	TRANS-HRS-AE-WK-1	.00			
TRAN-MEALS-CODE-TA	00	LI-CONTR-NF-PRO	.00	TRANS-AMT-AE-WK-1	.00			
TRAN-MEALS-NO	0	HB-CONTR-NF-PRO	.00	TRANS-HRS-AE-WK-2	.00			
TRAN-MEALS-AMT	.00	TS-CONTR-NF-PRO	.00	TRANS-AMT-AE-WK-2	.00			
TRAN-FLAG	0	TS-BASIC-CON-PR	.00					
TRAN-DIFF-PER	00	TS-MATCH-CON-PR	.00	* PACS DIFFERENTIAL *				
SUB-OBJECT-CLASS	1101	PROF-RISK-CON-P	.00	DIFF-TRAN-CODE	00			
ACCTG-DIST-SUB-LEV-CD	NXC3LANN				DIFF-TRAN-RATE	.00		
BUS-EVENT-TYPE-CODE				DIFF-TRAN-AMT-WK1	.00			
TREASURY-ACCT-SYMBOL				DIFF-TRAN-AMT-WK2	.00			
TREASURY-SYMBOL	12X4609				DIFF-SUB-OBJECT-CLASS	0000		

Figure 26: PQ046, PACS APPROPRIATION CHARGES Screen

Data elements Pay-Tran-Code includes earnings statement transaction codes for payments that are not recorded on the T&A (e.g., lump sum payment, cash award, Fair Labor Standards Act (FLSA) computation). For example, a FLSA employee who worked overtime under Transaction Code (TC) 21 (overtime over 40) and is entitled to differentials would reflect TC 21 and TC 34 (FLSA). TC 34 would reflect the difference between the FLSA overtime rate and the Title 5, Government Organization and Employees, overtime rate.



PQ047, PACS Deductions

Screen Number 47 is PACS-Deductions on the PQ menu. This screen is used to research travel advance, union membership (Rec-Acct-Type-Code1 or 2 field), charitable contribution, and financial allotment inquiries. Data displayed on this screen was entered at the Agency level through either EPIC Web, FESI, or EmpowHR. Receipt accounts are entered by NFC.

PQ047		SSN	90	01	12	PACS-DEDUCTIONS		xx/xx/xx
		Last Name	First Name		Middle Name	RCD	NO.	0001
						COVERED-BY-TA	PP	01 YR 12
<u>PACS-TRAVEL-ADVANCEMENT1</u>					<u>PACS-CHARITABLE-CONTRIBUTION1</u>			
REC-ACCT-TYPE-CODE1					00	CHAR-CAMP-AREA-TYPE-CODE1		00
REC-ACCT-NO						CHAR-CAMP-AREA-STATE-CD1		
ADV-DEDUCT-AMT1					.00	CHAR-CAMP-AREA-CITY-CD1		0000
						CHAR-CAMP-AREA-AMT-PP1		.00
<u>PACS-TRAVEL-ADVANCEMENT2</u>					<u>PACS-CHARITABLE-CONTRIBUTION2</u>			
REC-ACCT-TYPE-CODE2					00	CHAR-CAMP-AREA-TYPE-CODE2		00
REC-ACCT-NO						CHAR-CAMP-AREA-STATE-CD2		
ADV-DEDUCT-AMT2					.00	CHAR-CAMP-AREA-CITY-CD2		0000
						CHAR-CAMP-AREA-AMT-PP2		.00

Figure 27: PQ047, PACS-DEDUCTIONS Screen



PQ048, PACS Lump Sum & Limitations

Screen Number 48 is PACS Lump Sum & Limitations on the PQ menu. This screen is used to research lump sum payment and appointment limitation inquiries. Data displayed on this screen was entered through either EPIC Web, FESI, or EmpowHR.

PQ048	SSN	90	01	12	PACS LUMP SUM & LIMITATIONS	xx/xx/xx
	Last Name		First Name		Middle Name	HIST NO 0001 RCD NO 0000
PACS-APPT-LIM & PACS-LSP-CTPA REC NOT PRESENT						
<u>LUMP SUM DATA FOR PAYMENT</u>				<u>PACS APPOINTMENT LIMITATION</u>		
COVERED-BY-TA	PP	01	YR	12	COVERED-BY-TA	PP 01 YR 12
DATE-LUMP-SUM-CARRIES	00	00	00		APPOINTMENT-LIMIT-CODE	0
LUMP-SUM-ENDING-HRS			.00		APPNT-LIMIT-DOLR-TOTAL	.00
LUMP-SUM-COLA-CODE			0		APPNT-LIMIT-HOURS-TOTAL	.00
LUMP-SUM-PAY-CODE			0		APPNT-LIMIT-DAYS-TOTAL	000
FED-TAX-LUMP-SUM-PA			0		APPNT-LIMIT-DOLR-BALANCE	.00
AUO-CHANGE-CODE			0		APPNT-LIMIT-HOURS-BALANCE	.00
TYPE-LUMP-SUM-PAYMENT			0		APPNT-LIMIT-DAYS-BALANCE	000
MINUS-SICK-LV-CODE			0		DATE-APPOINTMENT-NTE	00 00 00
WB-1ST-SHIFT-HRS-LSP			.00		DATE-SERVICE-YEAR-START	00 00 00
WB-2ND-SHIFT-HRS-LSP			.00		APPNT-LIMIT-EXCESS-EARNED	.00
WB-3RD-SHIFT-HRS-LSP			.00		PAY-TIME-HOURS-TOTAL	.00
WB-VARIED-SHIFT-HRS-LSP			.00			
DATE-OF-SEPARATION	00	00	00			

Figure 28: PQ048, PACS LUMP SUM & LIMITATIONS Screen



PQ049 PACS Leave

Screen Number 49 is PACS-Leave on the PQ menu. This screen is used to research cumulative leave data.

PQ049	SSN	90	01	12	PACS-LEAVE			xx/xx/xx			
	Last Name	First Name			Middle Name	HIST	NO	0001	RCD	NO	0000
COVERED-BY-TA		PP	01	YR	12						
ANNUAL-LEAVE-CATEGORY				8		CREDIT-LV-CUR-BAL-START-PP					.00
ANNUAL-LV-CARRYOVER-BAL				238.50							
ANNUAL-LEAVE-ACCRUALS-YTD				0008		SICK-LEAVE-CARRYOVER-BAL					66.50
ANNUAL-LEAVE-USED-YTD				2.25		SICK-LEAVE-ACCRUALS-YTD					004
ANNUAL-LEAVE-CURRENT-BAL				244.25		SICK-LEAVE-USED-YTD					1.00
ANNUAL-LV-ACCRUAL-REDUCTN				000		SICK-LEAVE-CURRENT-BAL					69.50
ANNUAL-LV-PT-CARRYOVER-HRS				.00		SICK-LV-ACCRUAL-REDUCTION					000
ANNUAL-LV-ACCRUED-SES				000		SICK-LV-PT-CARRYOVER-HOURS					.00
ANNUAL-LEAVE-ACCRUAL-TA				08		SICK-LEAVE-ACCRUAL-TA					04
ANNUAL-LEAVE-ERROR-CODE				0		SICK-LV-CUR-BAL-START-PP					66.50
ANNUAL-LV-CUR-BAL-START-PP				238.50							
ANNUAL-LEAVE-45-DAY-CODE						COMP-LV-TOTAL-CURRENT-BAL					1.25
ANNUAL-LV-45-DAY-CARRYOVER				.00		COMP-LV-EARNED-YTD					.00
						COMP-LV-USED-YTD					.00
HOME-LV-CUR-BAL-START-PP				.00		COMP-LEAVE-ERROR-CODE					0
SHORE-LV-CUR-BAL-START-PP				.00		COMP-LV-CUR-BAL-START-PP					9.75
BAL-REL-OBSER-START-PP				.00		COMP-LV-PRIOR-YR-BAL					.00
MILITARY-LV-DAYS-YTD-REG				00		COMP-LV-BAL-REL-OBSER					.00
MILITARY-LV-HOURS-YTD-REG				.00		COMP-TRAVEL-BALANCE					.00

Figure 29: PQ049, PACS LEAVE Screen



PQ050, PACS Bond

Screen Number 50 is PACS-Bond on the PQ menu. Bonds are no longer issued through the payroll process, therefore this screen will not display data.

<u>PQ050</u>	<u>SSN</u>	<u>01</u>	<u>00</u>	<u>PACS-BOND</u>	<u>xx/xx/xx</u>
					<u>HIST NO 0001 RCD NO 0000</u>
					<u>0307</u>
COVERED-BY-TA		PP	<u>00</u>	YR	<u>00</u>
SERIES					
BOND-DENOMINATION					<u>.00</u>
BOND-AUTHORIZATION-NUMBER					<u>0</u>
BOND-PURCHASE-PRICE					<u>.00</u>
BOND-DEDUCTION-AMOUNT					<u>.00</u>
BOND-CARRYOVER-AMOUNT					<u>.00</u>
DATE-BOND-ISSUE-YR					<u>00</u>
DATE-BOND-ISSUE-MO					<u>00</u>
BOND-CHANGE-INDICATOR					<u>0</u>
CURRENT-BOND-CARRY-REFUND					<u>.00</u>
BOND-NO-ISSUED-THIS-PP					<u>00</u>
BOND-PREVIOUS-CARRYOVER-AMT					<u>.00</u>

Figure 30: PQ050, PACS-BOND Screen



PQ051, PACS Receipt Accounts

Screen Number 51 is PACS Receipt Accounts on the PQ menu. This screen is used to research payroll deductions for employee indebtedness (e.g., tax levies, bankruptcies, jury fees). Data displayed on this screen was entered by NFC.

PQ051	SSN	01	00	PACS RECEIPT ACCOUNTS	xx/xx/xx
					HIST NO 0001 RCD NO 0000
NO RECEIPTS FOR THIS HIST-HIT ENTER FOR NEXT HIST & RECEIPTS.					0307
COVERED-BY-TA		PP	00	YR	00
REC-ACCT-TYPE-CODE					00
REC-ACCT-ACCT-NO					
DEDUCTS-OTHER					.00
BILL-NUMBER					
FEEDER-SYSTEM-ID					
REC-ACCT-TYPE-DISB					0
REC-ACCT-TAX-DEFERRED-CODE					

Figure 31: PQ051, PACS RECEIPT ACCOUNTS Screen

PQ052, PACS Child Support and Alimony

Screen Number 52 is PACS Child Support & Alimony on the PQ menu. This screen is used to research child support and alimony inquiries. Data displayed on this screen was entered through either EPIC Web, FESI, or EmpowHR.

PQ052	SSN	01	00	PACS CHILD SUPPORT & ALIMONY	xx/xx/xx
					HIST NO. 0001 RCD NO. 0000
PACS-CSA RECORD NOT PRESENT					0307
COVERED-BY-TA		PP	00	YR	00
REC-ACCT-TYPE-CODE					00
REC-ACCT-ACCT-NO					
DEDUCTS-OTHER					.00
CSA-DEDUCT-TYPE-INDICATOR					0
CSA-DEDUCT-AMT-PP					.00
CSA-DEDUCT-PERCENT-PP					.00
CSA-DEDUCT-NTE-AMT-PP					.00
CSA-ARREARS-DEDUCT-IND					0
CSA-ARREARS-DEDUCT-AMT-PP					.00
CSA-ARREARS-DEDUCT-PCT-PP					.00
CSA-ARREARS-DEDUCT-NTE-PP					.00
CSA-COURT-COST-AMT-PP					.00
CSA-MAXIMUM-PERCENT					.00

Figure 32: PQ052, PACS CHILD SUPPORT & ALIMONY Screen



PQ053, PACS Health

Screen Number 53 is PACS Health on the PQ menu. This screen is used to research health benefits inquiries. Data displayed on this screen was entered through either EPIC Web, FESI, or EmpowHR.

Note: To view additional types of insurance (i.e., dental, vision), press **Enter**.

PQ053	SSN	90	01	12	PACS HEALTH			xx/xx/xx	
	Last Name		First Name		Middle Name	HIST NO.	0001	RCD NO.	0001
COVERED-BY-TA			PP	01	YR	12			
HB-PLAN-CODE						10			
HB-OPTION-CODE						5			
HB-COVERAGE-CODE						1			
HB-CHANGE-CODE						N			
HB-ADJUST-FLAG						N			
HB-DEDUCTION-INDICATOR						Y			
HB-BENEFIT-TYPE						1			
HB-ACTION-CODE						000			
HB-ACTION-SOURCE						0			
HB-DATE-EFFECTIVE						07	11	82	
HB-DEDUCTS-HEALTH-BEN						198.	48		
HB-CONTRIB-HEALTH-BEN						414.	35		
HB-TAX-DEFERRED-CODE						Y			
HB-DEDUCTS-YTD-NON-DEF						.	00		
HB-DEDUCTS-YTD-DEF						397.	68		
HB-ENROLLMENT-FUTURE-USE									
HB-CONTROL-NUMBER						023266	453		

Figure 33: PQ053, PACS HEALTH Screen

PQ054, PACS Life Insurance

Screen Number 54 is PACS Life Insurance on the PQ menu. This screen is used to research life insurance inquiries. Data displayed on this screen was entered through either EPIC Web, FESI, or EmpowHR. Press **Enter** to view additional Life Insurance records. When the last record is accessed, the following system message is displayed, *PACS-Life-Ins Is Exhausted for this Pay-Hist.*



PQ054	SSN	90 01 12	PACS LIFE INSURANCE	xx/xx/xx
	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	HIST NO. 0001 RCD NO. 0001
HIT ENTER-KEY FOR MORE PACS-LIFE-INS RECORDS				
COVERED-BY-TA PP 01 YR 12				
LI-PLAN-CODE		01	LI-PLAN-TYPE	0
LI-COVERAGE-CODE		N5	LI-ADJUST-FLAG	N
LI-BASIC-COST-ALTER		N	LI-BENEFIT-TYPE	1
LI-COV-AMT-FURNISH			LI-AGE-BRACKET-CD	5
LI-OPTION-1-FACTOR		0000	LI-COVERAGE-AMT	0085
LI-OPTION-2-FACTOR		0002	LI-ACTION-CODE	0
LI-OPTION-3-FACTOR		0005	LI-DATE-EFF	10 31 04
LI-DED-LIFE-INS		12.75	LI-BASIC-RT-DETERMINANT	1
LI-DED-OPTION-1		1.40	LI-TAX-DEFERRED-CODE	
LI-DED-OPTION-2		21.58		
LI-DED-OPTION-3		4.70		
LI-CONTRIB-LI-INS		6.37		
LI-TAXABLE-COST		.00		

Figure 34: PQ054, PACS LIFE INSURANCE Screen

Note: The LI-Coverage-Amt field for Federal Wage System employees displays the basic life insurance coverage amount based on the shift recorded in the Regularly Scheduled Overtime field of the T&A.



PQ055, PACS Retirement

Screen Number 55 is PACS Retirement on the PQ menu. This screen is used to research two types of retirement plans inquiries. The first screen displays information for the first record. Press **Enter** to see an additional PACS Retire records. After last record is accessed, the system message *PACS-Retire Exhausted for this Pay-Hist* will be displayed. Data displayed on this screen was entered through either EPIC Web, FESI, or EmpowHR.

<u>PQ055</u>	<u>SSN</u>	<u>90</u>	<u>01</u>	<u>12</u>	<u>PACS RETIREMENT</u>	<u>xx/xx/xx</u>
<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>HIST NO</u>	<u>0001</u>	<u>RCD NO</u>	<u>0001</u>
<u>HIT ENTER-KEY FOR MORE PACS-RETIRE RECORDS</u>						
COVERED-BY-TA	PP	<u>01</u>	YR	<u>12</u>		
RT-PLAN-CODE		<u>1</u>			RT-CSRS-OFFSET-PRETAX-AMT	<u>.00</u>
RT-COVERAGE-CODE						
RT-DEDUCTS-OASDI-LIMIT		<u>N</u>				
RT-BENEFIT-TYPE		<u>1</u>				
RT-DEDUCTION-TYPE		<u>1</u>				
RT-DEDUCTS-AFTER-OASDI		<u>.0000</u>				
RT-ACTION-CODE		<u>8</u>				
RT-DATE-EFFECTIVE		<u>01</u>	<u>14</u>	<u>01</u>		
RT-DEDUCT-FACTOR-NON-DEF		<u>.0700</u>				
RT-DEDUCT-FACTOR-DEF		<u>.0000</u>				
RT-DEDUCTION-YTD-NON-DEF		<u>443.08</u>				
RT-DEDUCTION-YTD-DEF		<u>.00</u>				
RT-DEDUCTS-RETIRE-NON-DEF		<u>221.54</u>				
RT-DEDUCTS-RETIRE-DEF		<u>.00</u>				
RT-DATE-DEDUCTS-BEGAN		<u>01</u>	<u>14</u>	<u>01</u>		
RT-YTD-RET-EARNINGS		<u>6329.60</u>				
RT-YTD-RET-CONTRIBUTIONS		<u>443.08</u>				
RT-CONTRIB-RETIREMENT		<u>221.54</u>				

Figure 35: PQ055, PACS RETIREMENT Screen



PQ056, PACS Thrift Savings

Screen Number 56 is PACS Thrift Savings on the PQ menu. This screen is used to research Thrift Savings Plan (TSP) inquiries. Data displayed on this screen was entered through either EPIC Web, FESI, or EmpowHR. This screen allows for two TSP records. Press **Enter** to view additional TSP records. After the last record is accessed, the following system message is displayed, *PACS-Thrift-Sav Exhausted for this Pay-Hist.*

PQ056	SSN	90	01	12	PACS THRIFT SAVINGS	xx/xx/xx
Last Name		First Name		Middle Name	HIST NO	0001 RCD NO 0001
HIT ENTER-KEY FOR MORE PACS-THRIFT-SAV RECORDS						
COVERED-BY-TA		PP	01	YR	12	
TS-PLAN-CODE					02	
TS-COVERAGE-CODE						
TS-DEDUCTS-OASDI-LIMIT					N	
TS-BENEFIT-TYPE					1	
TS-DEDUCT-FACTOR-NON-DEF					.0000	
TS-DEDUCT-FACTOR-DEF					.0700	
TS-DEDUCTION-TYPE					1	
TS-DEDUCTS-AFTER-OASDI					.0000	
TS-ACTION-CODE					4	
TS-DATE-EFFECTIVE		07	14	02		
TS-DEDUCTION-YTD-NON-DEF					.00	
TS-DEDUCTION-YTD-DEF					443.08	
TS-DEDUCTS-T-S-NON-DEF					.00	
TS-DEDUCTS-T-S-DEF					221.54	
TS-DATE-DEDUCTS-BEGAN		07	14	02		
TS-YTD-THRIFT-EARNINGS					6329.60	
TS-CONTRIBUTIONS-YTD					.00	
TS-CONTRIB-THRIFT-SAV					.00	

Figure 36: PQ056, PACS THRIFT SAVINGS Screen



PQ061, PACS Above Earnings

Screen Number 61 is PACS Above Earnings on the PQ menu. This screen is used to research employees who exceed the earnings limitation (equivalent to Executive Schedule Level I). This screen displays the time worked (e.g., transaction code, hours, amount) that was reduced to prevent the employee from exceeding the earnings limitation.

PQ061	SSN	01	00	PACS ABOVE EARNINGS	xx/xx/xx
					HIST NO. 0001 RCD NO. 0000
PACS-ABV-EARN RECORDS NOT PRESENT					0307
COVERED-BY-TA		PP	00	YR	00
TRANSACTION-PREFIX-TA					00
PAY-TRANSACTION-CODE					00
TRANSACTION-SUFFIX-TA					0
TRANSACTION-RATE					.00
TRANSACTION-HRS-WEEK-1					.00
TRANSACTION-AMT-WEEK-1					.00
TRANSACTION-HRS-WEEK-2					.00
TRANSACTION-AMT-WEEK-2					.00
TRANSACTION-MEALS-NUMBER					00
TRANSACTION-MEALS-AMOUNT					.00
TRANSACTION-FLAG					0
TRANSACTION-DIFF-PERCENT					00
ACCTG-DIST-FISCAL-YR-CODE					
ACCTG-DIST-APPN-CODE					
ACCTG-DIST-SUB-LEVEL-CODES					

Figure 37: PQ061, PACS ABOVE EARNINGS Screen

Note: Compensatory time worked is reduced first by the system when the employee exceeds the earnings limitation. Use PQ046 to view the transaction code, hours, and amount actually paid; use PQ024 to view the compensatory time reported as worked.



PQ062, PACS TSP Collection

Screen Number 62 is PACS TSP Collection on the PQ menu. This screen is used to research automated adjustments to TSP accounts. When a TSP collection record is established from a manual adjustment, this screen displays the data processed from the adjustment. The In/Out columns reflect an adjustment to the TSP base pay, deduction amounts, factor and effective pay period and year of the adjustment, etc. Data displayed on this screen was entered by NFC.

PQ062		SSN	01	00	PACS TSP COLLECTION		<u>xx/xx/xx</u>			
							HIST NO.	0001	RCD NO.	0000
PACS-TSP-COLL RECORDS NOT PRESENT									0307	
COVERED-BY-TA			PP	00	YR	00				
REC-ACCT-TYPE-CODE						00				
TS-PLAN-CODE										
TS-BENEFIT-TYPE						0				
TS-DEDUCTS-T-S-NON-DEF						.00				
TS-DEDUCTS-T-S-DEF						.00				
TS-DEDUCT-FLAG										
TS-NO-PAY-PERIODS						000				
TS-BASE-PAY	(IN)					.00	(OUT)		.00	
TS-TOTAL-DEDUCTS	(IN)					.00	(OUT)		.00	
TS-DEDUCTION-TYPE	(IN)					0	(OUT)		0	
TS-FACTOR-NON-DEF	(IN)					.0000	(OUT)		.0000	
TS-FACTOR-DEF	(IN)					.0000	(OUT)		.0000	
TS-PAY-PERIOD-YR	(IN)					00	(OUT)		00	
TS-PAY-PERIOD-NO	(IN)					00	(OUT)		00	
TS-COLL-CONTRIB	(IN)					.00	(OUT)		.00	

Figure 38: PQ062, PACS TSP COLLECTION Screen



PQ064, PACS State Tax

Screen Number 64 is PACS State Tax on the PQ menu. This screen is used to research State tax inquiries. Data displayed on this screen was entered through either EPIC Web, FESI, or EmpowHR.

PQ064	SSN	90	01	12	PACS STATE TAX	xx/xx/xx
	Last Name	First Name	Middle Name	HIST NO.	0001	RCD NO. 0001
COVERED-BY-TA	PP	01	YR	12		
STATE-TAX-WH-STATE-CODE				22		
STATE-TAX-NO-EXEMPTIONS				500		
STATE-TAX-STATUS-DUTY-STA				1		
STATE-TAX-EXTRA-EXEMPTION				00		
STATE-TAX-DOC-PROC-YR				01		
STATE-TAX-DOC-PROC-PP				26		
STATE-TAX-EXTRA-DEDUCTIONS				00		
DEDUCTS-TAX-STATE				101.13		
STATE-TAX-PERS-EXEMPTIONS				0		
STATE-TAX-PRIVATE-CODE				0		
SUFFIX-CODE				0		
STATE-TAXABLE-WAGES				2741.01		
STATE-TAXABLE-WAGES-YTD				00		
STATE-TAX-DEDUCTS-YTD				00		

Figure 39: PQ064, PACS STATE TAX Screen

PQ071, PACS Union Dues

Screen Number 71 is PACS Union Dues on the PQ menu. This screen is used to research union dues information.

PQ071	SSN	00	00	xx/xx/xx
PAY PERIOD NUMBER	INVALID	HIST NO.	0000	RCD NO. 0000
				9999
COVERED-BY-TA	PP	00	YR	00
PACS-UNION-DUES				
UNION-TRANS-CODE				00
UNION-CODE				00
UNION-LOCAL-CODE				0000
DEDUCTS-UNION				00
UNION-X-IND				00000
UNION-DED-INDICATOR				0
UNION-MIN-DED				00
UNION-DUES-CODE				

Figure 40: PQ071, PACS-UNION-DUES Screen



PQ080, PACS Flexfund Benefits

Screen Number 80 is PACS Flexfund Benefits on the PQ menu. This screen is used to research Flexfund Flexible Spending Account screen inquiries and displays data for employees participating in the Flexfund Spending Account screen. Data displayed on this screen was entered through either EPIC Web, FESI, or EmpowHR.

PQ080	SSN	01	00	PACS FLEXFUND BENEFITS	xx/xx/xx
					HIST NO. 0001 RCD NO. 0000
NO PACS FLEXFUND RECORD FOR THIS PAY-HIST					0307
COVERED-BY-TA		PP	00	YR	00
PACS-TYPE-EXTENSION					00
PACS-FLEXFUND-PLAN-CODE					
PACS-FLEXFUND-OPTION-CODE					
PACS-FLEXFUND-TRANS-CODE					
PACS-FLEXFUND-TOTAL-AMT					.00
PACS-DATE-FLEXFUND-EFF		00	00		00
PACS-FLEXFUND-AMOUNT					.00
PACS-FLEXFUND-TAX-DEFER-CODE					
PACS-FLEXFUND-BALANCE					.00
PACS-FLEXFUND-BENEFIT-TYPE					0
PACS-FLEXFUND-NO-PP-DEDUCTED					00

Figure 42: PQ080, PACS FLEXFUND BENEFITS Screen



PQ082, PACS County Tax

Screen Number 82 is PACS County Tax on the PQ Menu. This screen is used to research county tax inquiries. The current pay period, plus 25 previous pay periods of transactions processing, is displayed. Data displayed on this screen was entered through either EPIC Web, FESI, or EmpowHR.

PQ082	SSN	01	00	PACS COUNTY TAX	xx/xx/xx
					HIST NO. 0001
					RCD NO. 0000
					0307
NO	PACS	COUNTY	TAX	FOR THIS	PAY-HIST
					COVERED-BY-TA
					PP 00 YR 00
					PACS-CNTY-TAX-NO-EXEMPTIONS
					PACS-CNTY-TAX-EXTRA-DEDUCTIONS
					.00
					PACS-CNTY-TAX-STATUS
					0
					PACS-CNTY-TAX-STATE-CODE
					00
					PACS-CNTY-TAX-CNTY-CODE
					0000
					PACS-CNTY-TAX-DEDUCTS-TAX
					.00
					PACS-CNTY-TAX-INDICATION
					0
					PACS-CNTY-TAX-PERCENT
					.00
					PACS-CNTY-TAX-YTD
					.00
					PACS-CNTY-TAX-TRANS-CODE
					PACS-TAX-EXTRA-EXEMPTION
					00
					TAXABLE-WAGES
					.00
					TAXABLE-WAGES-YTD
					.00

Figure 43: PQ082, PACS COUNTY TAX Screen

PQ083, PACS Allotments

Screen Number 83 is PACS Financial Allotment on the PQ Menu. This screen is used to research financial allotment inquiries. When the last record is accessed, the following system message is displayed, *PACS Allotment Exhausted - Hit Enter for Next Hist.*

Note: To view additional financial allotments, press **Enter**.

PQ083	SSN	90	01	PACS FINANCIAL ALLOTMENT	xx/xx/xx
Last Name		First Name		Middle Name	HIST NO. 0001
					FINANCIAL ALLOTMENT 0001
					FIN-ORG-ALLOT-T-C
					12
					FIN-ORG-ALLOT-AMT
					50.00
					FIN-ORG-ALLOT-DO
					3
					FIN-ORG-ALLOT-TYPE-ACCT
					5
					FIN-ORG-ALLOT-ACCT-EFT
					X A00000
					FIN-ORG-ALLOT-RTE-NO
					26507770

Figure 44: PQ083, PACS FINANCIAL ALLOTMENT Screen



Appendix

This section presents the PINQ Data Elements.

This section includes the following topics:

PINQ Data Elements49

PINQ Data Elements

1st-Week-Hours. Number of hours worked (and paid leave taken) for the first week of the pay period. (PQ032)

2nd-Week-Hours. Number of hours worked (and paid leave taken) for the second week of the pay period. (PQ032)

Accounting-Data-Use-Code. Code that indicates whether to use T&A accounting or database accounting. (PQ023)

Code	Definition
0	Accounting data on the T&A
1	Accounting data to replace the database
2	Use the database

For lump sum, compensatory time, and cash award use:

Code	Definition
0	Accounting data on document
1	Use the database

Acct-Station CD. Code that identifies the 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. (PQ046)

Acctg-Data-Use-Code. See Accounting-Data-Use-Code. (PQ022/2)

Acctg-Dist-Appn-CD. Appropriation to which the expenses are to be charged. (PQ046)

Acctg-Dist-Appn-Code. See Acctg-Dist-Appn-Cd. (PQ025, PQ061)



Acctg-Dist-Fisc-Yr-CD. First position of the accounting distribution which represents the fiscal year. (PQ046)

Acctg-Dist-Fiscal-Yr-Code. See Acctg-Dist-Fisc-Yr-CD. (PQ025, PQ061)

Acctg-Dist-Flag. Code that indicates an invalid accounting code has been accepted and must be corrected. (PQ025, PQ046)

Code Definition

0	No error
1	Error exists
6	Force accepted
7	Released, Management Accounting Structure Codes System (MASC) not updated

Acctg-Dist-Sub-Lev-CD. Accounting levels to which the expenses are to be charged. (PQ046)

Acctg-Dist-Sub-Level-Codes. See Acctg-Dist-Sub-Lev-Cd. (PQ025, PQ061)

Acctg-Station-Code. Code that identifies the 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. (PQ022/2)

Action-Code. Code that identifies the type of action being processed. The action will be audited based on the type of action it represents. (PQ027)

Code Definition

1	Accession action
2	Official change action
3	Separation action
4	Unofficial action initiated by NFC only
6	Updating (unofficial) action
7	Change action initiated by NFC

ADJ-Coverage Beg PP YR. Identifies the beginning pay period for the adjustment. (PQ022/4)

ADJ-Coverage End PP YR. Identifies the end pay period for the adjustment. (PQ022/4)

Adjustment-Code. Code that indicates the type of adjustment processed. (PQ022/1)



Code	Definition
0	Computed pay/adjustment
1	Pay and update YTD
2	Pay and update YTD (update pay period number)
3	Update YTD
4	Update YTD (update pay period number)
5	No update
6	Update pay period number only

Administrative-Lv-Use-PP. Number of hours of administrative leave used during the pay period as shown under TC 66 on the T&A. (PQ024)

Adv-Deduct-Amt 1. Actual amount of money deducted for the outstanding travel advance. (PQ047)

Adv-Deduct-Amt 2. See Adv-Deduct-Amt 1. (PQ047)

Advance. See Adv-Deduct-Amt. (PQ032)

Advance-Leave-Auth-Code. Code entered when leave is advanced and continues to be entered for as long as there is a credit balance in the leave column. (PQ023/1)

Code	Definition
0	No advance leave
1	Advanced annual leave
2	Advanced sick leave
3	Advanced annual and sick leave

Agcy. Code assigned to identify Agencies within the USDA system. (PQ034/2)

Agency. See Agcy. (PQ027, PQ032)

Allowance-COLA-Code Code that indicates whether the employee is to be paid a cost-of-living allowance (COLA) and/or a non-foreign post differential. TC 45 on the T&A generates Y if COLA post differential is compatible. For employees who are not eligible for COLA, data is entered through either EPIC Web, FESI, or EmpowHR. (PQ022/4)



Code Definition

Y	Yes
N	No

Allowance-Qtrs-Rate. Code that indicates the basis of the quarters allowance amount. (PQ022/1)

Code Definition

1	Per day deduction tax exempt
2	Per day deduction not tax exempt
3	Per pay period deduction tax exempt
4	Per pay period deduction not tax exempt

Alternate-GEO-Pct. Field used to store the standard Office of Personnel Management (OPM) locality percent for employees with special locality rates. (PQ022/2)

Alternate-Work-Schd. Code that indicates if an employee is on an alternate work schedule. An alternate work schedule is one where the daily scheduled tour of duty generally is more than 8 hours per day, thereby providing for more time away from the employee's official duty station (i.e., 4 - 10 hour days per week). (PQ022/1)

Code Definition

0	Not under an alternate work schedule
3	4-10 hour days per week
5	9 workdays per pay period (5/4/9)
7	Variable workday (e.g., flexi-tour, gliding work schedule, variable day)
8	Maxiflex, variable week
9	Reset-returned to regular work schedule

Alternate-Work-Schedule. See Alternate-Work-Schd. (PQ023)

Ann-Share-Pro. Extension prorated amount of annuitant share of salary. (PQ046)

Annual-Leave-45-Day-Code. Code that identifies eligibility for certain overseas employees to carry forward from one leave year to another, a maximum annual leave accumulation of 45 days. (PQ049)



Code Definition

- N Ineligible
- Y Eligible

Annual-Leave-Accrual-TA. Number of hours earned in a pay period (determined by the leave category). (PQ023, PQ049)

Annual-Leave-Accruals-YTD. Employee's annual leave accruals through the current pay period. (PQ049)

Annual-Leave-Category. Annual leave earning status. If the employee is eligible to earn annual leave, the code represents the appropriate earning category. (PQ049)

Code Definition

- 0 Ineligible to earn annual leave
- 4 Earning 4 hours of annual leave per pay period
- 6 Earning 6 hours of annual leave per pay period
- 8 Earning 8 hours of annual leave per pay period

Annual-Leave-Current-Bal. 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. (PQ049)

Annual-Leave-Error-Code. Code that indicates an error exists between the database and the T&A. 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 printed 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. (PQ049)

Code Definition

- 0 No error
- 1 Balance error

Annual-Leave-Used-TA. Number of annual leave hours used in a pay period. (PQ023)

Annual-Leave-Used-YTD. Summary of hours of annual leave used during the current leave year. Each pay period the usage is updated by the number of hours of annual leave recorded on the Time



and Attendance Report (Transaction Code 61). Reset to zero at the beginning of the first pay period of the leave year. (PQ049)

Annual-Lv-45-Day-Carryover. 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 carryover. The hours should not exceed 360 hours unless the annual leave in prior year 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. (PQ049)

Annual-Lv-Accrual-Reductn. Summary of hours of annual leave accruals that have been reduced from the employee's annual leave balance as a result of absence without pay. When the number of hours of nonpay status during the leave year equals the number of base pay hours in a pay period, the annual leave accruals are reduced by the employee's leave category. For leave category 6 employees, the deduction, if it occurs in the last full pay period of the calendar year, is 6 hours instead of 10. However, an employee does not earn leave if in nonpay status and the nonpay status reaches 80 hours or an increment of 80 hours during the last full pay period of the calendar year. Reset to zero at the beginning of the first pay period of the leave year. (PQ049)

Annual-Lv-Accrued-SES. Number of annual leave hours earned YTD for a senior executive employee (SES). (PQ049)

Annual-Lv-Carryover Bal. 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. The balance is changed only once, that is at the beginning of the first pay period of the leave year and is dependent on the employee's leave ceiling and annual leave balance as of the last pay period in the preceding leave year. (PQ049)

Annual-Lv-Cur-Bal-Start-PP. Current annual leave balance at the beginning of the pay period. (PQ049)

Annual-Lv-PT-Carryover-Hrs. Part-time employees with a regularly assigned tour of duty accrue annual leave on the basis of the number of base hours in a pay status. Those hours of service in a pay status which do not equal the number necessary to credit 1 hour of annual leave are carried forward from one pay period to the next. (PQ023, PQ049)

Annuitant Shr. Amount of a reemployed annuitant's salary paid as an annuity by the Civil Service Retirement System. (PQ022/1)

Appnt-Limit-Days-Balance. Number of days an employee has at the end of each pay period to work under the appointment. This field is updated at the end of each pay period as the T&A applies. (PQ048)

Appnt-Limit-Days-Total. Day limitation balance for the appointment. (PQ048)

Appnt-Limit-Dolr-Balance. Monetary amount an employee has at the end of each pay period to work under the appointment. This field is updated at the end of each pay period as the T&A applies. (PQ048)



Appnt-Limit-Dolr-Total. Monetary limitation starting balance for the appointment. (PQ048)

Appnt-Limit-Excess-Earned. Amount earned that exceeds the monetary limitation balance. (PQ048)

Appnt-Limit-Hours-Balance. Number of hours an employee has at the end of each pay period to work under the appointment. This field is updated at the end of each pay period as the T&A applies. (PQ048)

Appnt-Limit-Hours-Total. Hour limitation starting balance for the appointment. (PQ048)

Appointment-Limit-Code. Code that identifies whether or not the employee's appointment is subject to limitations of one kind or another. This code is utilized by the computer in its routine which audits the completeness and accuracy of data with respect to those appointments with limitations. This code is one of the controlling factors for reporting employees on the notification of expiration of appointment limitations. (PQ048)

Code Definition

- 0 No service year or appointment not-to-exceed (NTE) date limitation
- 2 Service year limitation with or without an appointment NTE date limitation

AUO-Change-Code. Code that identifies a Standby administratively uncontrollable overtime (AUO) change. (PQ048)

Code Definition

- 0 Not applicable
- 1 Covered
- 2 Change
- 3 Out

AWOL-Used-TA. Number of hours unapproved absence this pay period. (PQ024)

AWOP-Toward-Lv-Credits. Summary of hours of absence without pay (AWOP) which includes leave without pay (LWOP), absence without leave (AWOL), and suspension that occur during the leave year. Whenever the absence equals the number of base hours in a pay period (80), 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. (PQ024)

Bal-Rel-Obser-Start-PP. Employee's religious observance balance at the start of a pay period process. (PQ049)



Bargaining-Unit-St. Code that indicates whether an employee is eligible for coverage by a bargaining unit, and if covered, the specific bargaining unit. The last four digits of the Office of Labor Management Relations (OLMR) number indicates representation by a bargaining unit. (PQ022/2)

Code Definition

7777 Eligible but not in a bargaining unit

8888 Ineligible for inclusion in a bargaining unit

Base-Cont-Sal. Amount of an employee's salary stated as an annual, monthly, daily, or hourly amount as indicated by the salary rate code. (PQ022/1)

Base-Pay-YTD. Amount of base pay accumulated for the calendar year. (PQ022/1)

Base Sal. See Base-Cont-Sal. (PQ032)

Batch-No-TA. Number assigned to the last T&A. (PQ022/2)

Bill-Number. Unique identifier of a receivable. (PQ051)

Block/Block. Block number assigned to a T&A document. (PQ032)

Block/Block-No-TA. See Block/Block. (PQ023)

Block-No-TA. See Block/Block. (PQ022/2)

Bond. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ032)

Bond-Authorization-Number. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)

Bond-Carryover-Amount. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)

Bond-Cary-Refund. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ022/1)

Bond-Change-Indicator. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)

Bond-Deduction-Amount. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)

Bond-Denomination. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)



Bond-No-Issued-This-PP. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)

Bond-Purchase-Price. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)

Bond-Previous-Carryover-Amt. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)

Bond-Tot-Ded. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ022/1)

Bus-Event-Type-Code. Business Event Type Code (BETC). (PQ046)

Cash-Award-Acc-Sta-Ch. Accounting station charged for the cash award. (PQ022/2)

Cash-Award-Ag-Charged. Agency charged for the cash award. (PQ022/2)

Cash-Award-Code. Code that defines the award. This code is followed by a three-digit authorization number. (PQ022/4)

Code Definition

H Honorary

C Cash

B Both

Char-Camp-Area-Amt-PP 1 or 2. Amount of money deducted from the employee's salary for charitable contribution. (PQ047)

Char-Camp-Area-City-Cd 1 or 2. U.S. General Services Administration (GSA) city code for the city in which the charitable contribution campaign area is located. (PQ047)

Char-Camp-Area-State-Cd 1 or 2. GSA State code for the State in which the charitable contribution campaign area is located. (PQ047)

Char-Camp-Area-Type-Code 1 or 2. Code that indicates the type of action to be taken with regard to the charitable contributions for the campaign area designated by the employee. (PQ047)

Code Definition

81 Revocation of charitable contributions

82 Data change or correction to charitable contributions authorization

83 Charitable contributions authorization



Code	Definition
84	Transfer out
85	Transfer in
87	Allotment revocation

Char-Cont. See Char-Camp-Area-Amt-PP. (PQ032)

Check-Mail-Design-Agnt. Employee check-mailing-address designated agent code designating the person in the employee's Agency to whom the employee's check is mailed. (PQ022/1)

Check-Type. Code to indicate the type of payment for which the check is issued. (PQ022/4)

Code	Definition
0	Salary to employee
1	Cash award to designated agent
2	Voluntary allotment
3	Designated agent
4	Check to bank (individual check)
5	Check to bank (composite check)
6	Alimony or child support

Child/Sup & Alim. Amount of money deducted each pay period from the employee's salary for child support and alimony. (PQ032)

Circle-TA-End. Ending date of the period covered by the T&A. (PQ023)

Circle-TA-Start. Starting date of the period covered by the T&A. (PQ023)

Citizenship-Code. Code that identifies the citizenship status of the employee. (PQ022/2)

Code	Definition
1	U.S. Citizen
8	Other

City Cd/Tx. Geographical location city code and the amount of city income tax withheld. (PQ032)



Ck-Mail-Design-Agent. Code that designates the person in the employee's Agency to whom the employee's check is mailed. (PQ022/1)

Ck-Mail-Dist-Code. Code that indicates how the check is to be delivered to the employee. (PQ022/1)

Code	Definition
0	Not applicable
1	Mail
2	Designated agent
3	Financial organization

Check-Mail-Do-Code. See Ck-Mail-Dist-Code. (PQ022)

COLA-Percent. Percentage figure used to determine the amount of money to be paid as a cost-of-living allowance (COLA). (PQ022/4)

COLA-Post-Diff-Code. Code that indicates the employee's entitlement to a COLA or post differential. (PQ022/4)

Code	Definition
0	None
1	Temporary duty (TDY) post differential
2	Non-foreign post differential
3	Non-foreign COLA and post differential
4	Foreign post differential
5	COLA-local retail/private housing
6	COLA-local retail/Federal housing
7	COLA-commissary/PX/private housing
8	COLA-commissary/PX/Federal housing
9	COLA-commissary/PX/military housing

Comm-Use-Govt-Auto. Computed amount charged for use of a Government-owned vehicle. (PQ022/2)

Commissary. Amount withheld for commissary deductions. (PQ032)



Comp-Leave-Error-Code. Code that indicates there is a compensatory leave error. Each pay period the total compensatory 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 printed 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. (PQ049)

Code	Definition
0	No error
1	Balance error

Comp-Lv-Bal-Rel-Obser. Employee's compensatory leave balance for religious observance. (PQ049)

Comp-Lv-Cur-Bal-Start-PP. Current compensatory leave balance at the beginning of the pay period. (PQ049)

Comp-Lv-Earned-Hours. 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 is earned. (PQ024)

Comp-Lv-Earned-YTD. Hours of compensatory leave earned through the current pay period. (PQ049)

Comp-Lv-Prior-Yr-Bal. Number of compensatory leave hours which were carried over from the prior year. Used to pay prior year's compensatory leave. (PQ049)

Comp-Lv-Total-Current-Bal. Hours of compensatory leave to the credit of the employee as of the current pay period of the current leave year. (PQ049)

Comp-Lv-Used-PP. Number of hours of compensatory leave used during the pay period. (PQ024)

Comp-Lv-Used-YTD. Hours of compensatory leave used through the current pay period. (PQ049)

Comp Travel Balance. Number of hours of travel compensatory leave that the employee currently has available. (PQ049)

Compress Wk. See Alternate-Work-Schd. (PQ032)

Coop-Emp-Hol-Rate-Furn. Hourly holiday rate for a cooperative employee if different from the rate computed from base salary. (PQ022/4)

Coop-Emp-OT-Rate-Furn. Hourly overtime rate for a cooperative employee if different from the rate computed from base salary. (PQ022/4)



Coop-Share-Amt. Portion of a cooperative-type employee's salary which is being paid by the cooperator. (PQ022/1)

COPR-Comm-Hrs-FY. Displays the number of hours of commute overtime worked by the United States Customs and Border Protection (CBP) Customs Officers (Customs inspectors and canine enforcement officers) during the last fiscal year. (PQ022/3)

COPR-OT-Amt. Displays the number of hours of overtime worked by CBPO Customs Officers. (PQ022/3)

COPR-OT-Hrs-FY. Displays the amount of overtime paid to CBPO Customs Officers for the current fiscal year. (PQ022/3)

COPR-Status. Displays the CBP Customs Officer-Customs Inspector (Series 1890) or canine enforcement officer pay reform act (COPR) status. (P022/3)

Code Definition

Y Yes covered (entitled)

Blank Not covered (not entitled)

Correction-Code-TA. Code indicates correction or supplement to T&A submitted for prior or current pay period. (PQ023/1)

Code Definition

0 None

1 Correction

2 Supplement

3 Personnel action adjustment

Covered-By-TA PP Yr. Pay period number and year of the history being queried. (PQ022/1, PQ023, PQ024, PQ025, PQ043, PQ045, PQ046, PQ047, PQ048, PQ049, PQ050, PQ051, PQ052, PQ053, PQ054, PQ055, PQ056, PQ061, PQ062, PQ064, PQ071, PQ075, PQ080, PQ082)

Credit-Lv-Cur-Bal-Start-PP. Credit leave pay period beginning balance. (PQ049)

CSA-Arrears-Deduct-Amt-PP. Amount of arrears deduction to be made each pay period for child support and alimony. (PQ052)

CSA-Arrears-Deduct-Ind. Code that indicates if the child support arrears deduction is to be a dollar or percentage deduction. (PQ052)



Code	Definition
0	Bypass this deduction
1	Recurring arrears dollar deduction
2	Recurring arrears percentage deduction

CSA-Arrears-Deduct-NTE-PP. Limit on the amount that may be deducted per pay period for child support/alimony arrears. (PQ052)

CSA-Arrears-Deduct-Pct-PP. Percent of arrears deduction to be made each pay period for child support and alimony. (PQ052)

CSA-Court-Cost-Amt-PP. Amount to be deducted each pay period for court costs relating to child support and alimony. (PQ052)

CSA-Deduct-Amt-PP. See Child/Sup-&-Alim. (PQ052)

CSA-Deduct-NTE-Amt-PP. Limit on the amount to be deducted each pay period for child support and alimony. This limit applies when a percentage is used for deduction of child support and alimony. (PQ052)

CSA-Deduct-Percent-PP. Percentage of the employee's salary that is to be deducted each pay period for child support and alimony. (PQ052)

CSA-Deduct-Type-Indicator. Code that indicates if the child support arrears deduction is to be a dollar or percentage deduction. (PQ052)

Code	Definition
0	Bypass this deduction
1	Recurring arrears dollar deduction
2	Recurring arrears percentage deduction

CSA-Maximum-Percent. Used to calculate the maximum amount of deduction for child support and alimony per pay period. (PQ052)

Cty Cd/Tax. Geographical location county code and the amount of county income tax withheld. (PQ032)

Cur Bond Refund. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ032)

Curr-Base-Pay. Current base hours times the current hourly rate. (PQ022/1)



Curr-Employ-Status. Current employment status of the employee. (PQ022/2)

Code	Definition
0	Active
1	Military furlough
2	LWOP (excess 30 days)
3	Reduction in Force (RIF)
4	Furlough (seasonal)
5	Suspension
6	Furlough (Intergovernmental Personnel Act)
7	Office of Workers' Compensation Programs (OWCP)-LWOP
8	LWOP pending approval of disability retirement application

Curr-Gross-Pay. Total gross pay that is computed from the hours recorded on the T&A for all hours worked. This amount is the total money earned in a pay period. (PQ022/1)

Curr-Net-Pay. Total net pay computed in the system from the hours reflected on the T&A. This is for base pay and all premium pay and is what the employee will receive. (PQ022/1)

Current-Bond-Carry-Refund. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)

Date-Agency-EOD. Date entered on duty in the Bureau/Agency where the employee is currently employed. (PQ022/4)

Date-Appointment-NTE. Date the employee's appointment will expire. (PQ048)

Date-Bond-Issue-Mo. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)

Date-Bond-Issue-Yr. Bonds are no longer issued through the payroll process; therefore, this data element will not display data. (PQ050)

Date-Document-Eff. Date document is effective. (PQ022/4)

Date-Lump-Sum-Carries. Date through which the lump sum payment is computed. (PQ048)

Date-Of-Birth. Date the employee was born. (PQ022/2)

Date-Of-Separation. Date the employee separated from the rolls. (PQ048)



Date-SCD-WGI. Commencing date of service for completion of the within-grade increase period. (PQ022/2)

Date-Service-Year-Start. Commencing date of the service year. (PQ048)

Date-TA-Received. Date the T&A was received. (PQ023)

DD/EFT. Direct deposit/electronic funds transfer. (PQ032)

Ded-OASDI-YTD. Cumulative amount of Federal Insurance Contribution Act (FICA) taxes deducted from the employee's pay. (PQ022/1)

Ded-Tax-Fed. Amount of Federal income taxes deducted from the employee's pay during the period covered. (PQ022/1)

Ded-Tax-OASDI. Amount of FICA taxes deducted from the employee's pay during the period. (PQ022/1)

Deducts-Other. Amount of money deducted from the employee's pay for other deductions during the period. (PQ051, PQ052)

Deducts-Tax-State. Amount of State or country taxes deducted from the employee's pay during the period. (PQ064)

Deducts-Union. Amount deducted for union dues. This amount may be for one pay period or more than one (adjustments). (PQ071)

Department-Code. Code that identifies the Department of Government. (PQ022/1, PQ027)

Desg-Agent. Code that designates the person in the employee's Agency to whom the employee's check is mailed. (PQ032)

Diff-Sub-Object-Class. Classification code used to record financial transactions. (PQ046)

Diff-Tran-Amt-Wk1. Differential pay for the first week of the pay period. (PQ046)

Diff-Tran-Amt-Wk2. Differential pay for the second week of the pay period. (PQ046)

Diff-Tran-Code. Code that identifies the work item for differential pay. (PQ046)

Diff-Tran-Rate. Rate for differential pay. (PQ046)

Differential-Rate. Differential pay rate. (PQ022/4)

Dr-Cr-Code. Code that indicates if the transaction is a debit or credit. (PQ022/1)



Code	Definition
1	Credit
2	Debit
3	Both a debit and credit

Dt-Circle-TA-End. Ending day of the period covered by the T&A. (PQ022/2)

Dt-Circle-TA-Start. Starting day of the period covered by the T&A. (PQ022/2)

Duty-Station. City code of the employee's permanent duty station. In the event the duty station is located outside one of the 50 States, the continent code is alphabetic. (PQ022/1)

Earn-Income-Cre. Payments made biweekly to eligible employees who have income under the designated amount and have children living with them. Eligibility is determined by answering questions on Form W-5, Earned Income Credit Advance Payment Certificate. (PQ022/1)

Earn-Limit-Amt-Capped-Ytd. Amount of the employee's earnings that have been capped YTD. (PQ045)

Earn-Limit-Amt-Cap-Ytd-PR. Amount of the employee's earnings projected to be capped in the calendar year. (PQ045)

Earn-Limit-Earnings-Ytd. Amount that employee has earned YTD. (PQ045)

Earn-Limit-Earnings-Ytd-PR. Amount that employee is projected to earn in the calendar year. (PQ045)

Earn-Limit-Type-Code. Codes that indicates whether the amount is subject to the Aggregate Cap (Code AG) or the Annual Cap (Code AP). (PQ045)

Earn-Limit-Use. Reserved for future use. (PQ045)

Earning-Limitation-Cd. Code that indicates whether the employee is subject to the earnings limitation based on the maximum rate for grade General Schedule (GS)-15. (PQ022/1)

Code	Definition
Y	Yes, the employee is subject to the earnings limitation
N	No, the employee is not subject to the earnings limitation

Employee Name First. Employee's first name. (PQ034/1)

Employee Name Last. Employee's last name. (PQ034/1)

Employee Name Middle. Employee's middle name or initial. (PQ034/1)



Employee-Ceiling-Ind. Code that indicates employment under a special program which does not count against the Agency ceiling. (PQ022/2)

Code Definition

- | | |
|---|--|
| 1 | Stay in school (Sch A213.3102W) |
| 2 | Summer aid (Sch A 213.3102V) |
| 3 | Worker trainee (CS Register - WT) |
| 4 | Junior Federal fellowship (Sch A213.3102Q-JFF) |

Employee-Transfer-Ind. Code that indicates that an employee is transferring to another Department/Agency. (PQ022/2)

Emply-Type. Indicates which object class is charged for Government Accountability Office (GAO) employee salary expenditures. (PQ022/2)

Environ-Diff-Rate. Hourly rate of Wage Grade (WG)-10 step 2 in the coordinated Federal wage system's area in which the employee works. Used only for Wage Board employees in computing environmental differential reported on the T&A. (PQ022/2)

Extra Fed. Additional amount of money withheld for Federal taxes at the request of the employee. (PQ032)

Extra State1. Additional amount of money withheld for State taxes at the request of the employee. (PQ032)

Extra State2. See Extra-State 1. (PQ032)

Fed Tax. Number of exemptions claimed by the employee for Federal tax purposes. (PQ032)

Code Definition

- | | |
|----|---------------------------------------|
| XT | Employee is exempt from Federal taxes |
|----|---------------------------------------|

Fed-Tax-Ex-Beg PP Yr. Pay period and year in which the extra exemptions for Federal tax take effect. (PQ022/1)

Fed-Tax-Ex-Ded. See Extra Fed. (PQ022/1)

Fed-Tax-Deducts-YTD. Amount of Federal taxes deducted YTD. (PQ022/4)

Fed-Tax-Lump-Sum-PA. Code that indicates if Federal tax is to be deducted from the lump sum payment at a 25-percent rate. (PQ048)



Code	Definition
0	Not applicable
1	Deduct at 25 percent

Fed-Tax-No-Exemp. See Fed-Tax. (PQ022/1)

Fed-Taxable-Wages. Amount of Federal taxable wages. (PQ022/4)

Fed-Taxable-Wages YTD. Amount of Federal taxable wages YTD. (PQ022/4)

Feeder-System-ID. PACS which produces the feeder record. (PQ051)

FEGLI Code. Code that indicates eligibility for participation in the Federal Employees' Group Life Insurance (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 plans as well as the regular plan. (PQ032)

Code	Definition
A	Ineligible
B	Waived all life insurance
C	Basic life only
D	Basic life plus standard option
E	Basic life plus family option
F	Basic life plus standard option and family option
G	Basic life plus additional option with one times pay
H	Basic life plus additional option with one times pay and standard option
I	Basic life plus additional option with one times pay and family option
J	Basic life plus additional option with one times pay and standard and family options
K	Basic life plus additional option with two times pay
L	Basic life plus additional option with two times pay and standard option
M	Basic life plus additional option with two times pay and family option
N	Basic life plus additional option with two times pay and standard and family options
O	Basic life plus additional option with three times pay
P	Basic life plus additional option with three times pay and standard option



Code	Definition
Q	Basic life plus additional option with three times pay and family option
R	Basic life plus additional option with three times pay and standard and family options
S	Basic life plus additional option with four times pay
T	Basic life plus additional option with four times pay and standard option
U	Basic life plus additional option with four times pay and family option
V	Basic life plus additional option with four times pay and standard and family options
W	Basic life plus additional option with five times pay
X	Basic life plus additional option with five times pay and standard option
Y	Basic life plus additional option with five times pay and family option
Z	Basic life plus additional option with five times pay and standard and family options

FEGLI-Cont-Pro. Agency FEGLI contribution (prorated). (PQ046)

FEGLI-Coverage-Code. See FEGLI-Code. (PQ022/2)

FEHB-Coverage-Code. Code that indicates eligibility for participation in the Federal Employees Health Benefits (FEHB) Program and, if eligible, whether or not the employee is participating. (PQ022/2)

Code	Definition
1	Enrolled
2	Ineligible
3	Waived
4	Eligible-pending
5	Canceled

FEHB-Cont-Pro. Agency FEHB contribution (prorated). (PQ046)

Fin Org. Amount deducted each pay period for a financial allotment(s). (PQ032)

Fin-Org-Allot-Acct-EFT. Account number of the financial allotment being credited. Used for EFT. (PQ083)



Fin-Org-Allot-Amt. Amount to be deducted each pay period for financial organization allotment. (PQ083)

Fin-Org-Allot-DO. Code for the disbursing office that issues the allotment check. The code is computer generated by matching on the State name and the ZIP Code table which contains the disbursing office code. (PQ083)

Code	Definition
0	Not applicable
1	Birmingham
2	Chicago
3	Kansas City
4	Washington
5	San Francisco
6	Denver

Fin-Org-Allot-Rte-No. Routing number used by the Federal Reserve Bank to identify financial institutions used for EFT. (PQ083)

Fin-Org-Allot-T-C. Code that indicates the type of allotment action requested. (PQ083)

Code	Definition
01	Cancel allotment
02	Change allotment
11	New allotment
12	Regular deduction
13	Non-pay
14	Insufficient pay
21	Net pay (1189)
30	Net pay EFT
40	Federal TSP loan
50	Federal Deposit Insurance Corporation (FDIC) TSP loan



Fin-Org-Allot-Type-Acct. Code that indicates whether the account is a checking or savings account. (PQ083)

Code Definition

C	Checking
S	Savings

Final-TA-Code. Code that identifies the final T&A for all employees being removed from the USDA payroll. (PQ023)

Code Definition

0	Not final
1	Final

Flexfactor-Particip-Code. Code that represents the employee's participation in the Flexfactor program. (PQ022/2)

Code Definition

Y	Participates in the Flexfactor program
N	Does not participate in the Flexfactor program
C	Canceled participation in the Flexfactor program

Flexfund. Amount deducted for the Flexfund flexible spending account. (PQ032)

FLSA. Code that indicates whether the employee is covered by the minimum pay and overtime provisions of the Fair Labor Standards Act. (PQ032)

FLSA-Code. Code that indicates entitlement to be paid under the provisions of FLSA. Indicates if the employee is exempt or nonexempt from the FLSA. (PQ022/1)

Code Definition

E	Exempt
N	Nonexempt

FLSA-Code Wk1. Code that indicates entitlement to be paid in the first week under the provision of the FLSA. (PQ022/1)



FLSA-Code Wk2. Code that indicates entitlement to be paid in the second week under the provision of the FLSA. (PQ022/1)

Foreign-Diff-Pct. Percentage figure used to determine the amount of money to be paid as foreign difference. (PQ022/4)

Foreign-Post-Diff-Pct. Percentage figure used to determine the amount of money to be paid as foreign post difference. (PQ022/4)

Foreign-Post-Pay-Diff-Cd. Code that indicates whether an employee is to be paid a post differential. Payment is started and stopped by use of a TC on the T&A. Initial recording of the appropriate TC generates Y (Yes). (PQ022/4)

Frequency-Paid-Code. Code that indicates the frequency an employee is paid for payroll deduction computation purposes. (PQ022/1)

FS-Alternator-Change-Code. Code that identifies those employees (1) who are assigned tours of duty which vary between full-time, part-time, and/or intermittent, and (2) whose conditions of employment permit making these changes from codes in the Alternator Change block of the T&A without processing a personnel action. These employees are designated as alternators because their tours of duty alternate during the year. (PQ024)

Code Definition

N	No
Y	Yes (Code Y is generated if the special employee code is 09, Forest Service WAE-regular; 10, Forest Service WAE with differential; 25, Forest Service Job Corps WAE; 26, Forest Service Job Corps WAE with differential)
1	Full-time weekly tour
2	Part-time weekly tour
3	Intermittent-no established tour of duty

FS-Alternator-Change-Hours. Number of hours worked during this pay period by Forest Service alternator employee. (PQ024)

FWS-FEGLI-Shift. Federal Wage System employees, the code that indicates at which shift rate the system computes life insurance. (PQ023)

Code Definition

Blank	Compute the annual FEGLI coverage amount based on the first shift rate
2	Compute the annual FEGLI coverage amount based on the second shift rate
3	Compute the annual FEGLI coverage amount based on the third shift rate



Code Definition

- 4 Compute the annual FEGLI coverage amount based on the varied shift rate.
- 4 GS employees, employee exceeds the earnings limitation for the pay period

Geo-Adj-Percent. Percent used to compute an employee's pay adjustment due to specific geographic location. (PQ022/2)

Geo-Adj-Rate. Dollar amount for geographic adjustment. (PQ022/2)

Grade/Step. Employee's grade as provided under the pay plan and step for within-grade increases for the position. (PQ032)

Gross Pay. Amount of pay before deductions. (PQ032)

Gross-Pay-YTD. Amount of gross pay accumulated for the calendar year. (PQ022/1)

HB-Action-Code. Health benefit code that defines the type of change being accomplished during the current pay period. Most codes for FEHB would apply to other plans. (PQ053)

HB-Action-Source. Health benefit code that indicates the source document which established the action code. (PQ053)

Code Definition

- 0 Not applicable
- 1 Health benefit document
- 2 Personnel action

HB-Adjust-Flag. Health benefit code to determine if retroactive collection should be computed on new enrollments. (PQ053)

Code Definition

- Y Yes
- N No

HB-Begin-Date. Date that the health benefits began. (PQ053)

HB-Benefit-Type. Health benefit code that differentiates between governmentwide and non-governmentwide plans. (PQ053)



Code	Definition
1	Governmentwide
2	Non-governmentwide
3	OPM Dental and Vision Plans

HB-Change-Code. Health benefit code that indicates if a change occurred for the pay period being processed. The code is reset to No after reporting requirements have been met. (PQ053)

Code	Definition
N	No change
Y	Change occurred, reported unpaid

HB-Cont-NF-Pro. Extension non-Federal health benefit contribution amount prorated to base pay. (PQ046)

HB-Contrib-Health-Ben. Amount of health benefit paid by Agency contribution. (PQ022/3, PQ053)

HB-Control-Number. Health benefits number assigned by the carrier for identification. Spaces if SSN is used. (PQ053)

HB-Coverage-Date. The day of the beginning date of coverage for the FEHB plan. (PQ053)

HB-Coverage-Code. Code that records the employee's eligibility for participation, and if eligible, whether or not participating. (PQ053)

HB-Date-Effective. Date health benefits coverage became effective. (PQ053)

HB-Deduction-Indicator. Code that indicates if a deduction was made for the current pay period. (PQ053)

Code	Definition
Y	Yes
N	No

HB-Deducts-Health-Ben. Amount deducted for health benefits. (PQ022/3, PQ053)

HB-Deducts-YTD-Def. Employee's YTD health deductions that are tax deferred. (PQ053)

HB-Deducts-YTD-Non-Def. Employee's YTD health deductions that are taxable. (PQ053)



HB-End-Date. Date the health benefits ended. (PQ053)

HB-Enrollment-Future-Use. Reserved for future use. (PQ053)

HB-Merger-Indicator. Set by BEAR to indicate an FEHB plan is being merged. (PQ053)

Code Definition

Y Yes

N No

HB-Option-Code. Code that indicates a plan-specific option such as self only or family. (PQ053)

HB-Plan-Code. Code that identifies the carrier of the applicable benefit. The code will be assigned by NFC as new plans are implemented. (PQ053)

HB-Proration-Indicator. Indicates health benefits deductions and contributions that will need to be prorated between two FEHB plans in the pay period which contains January 1. (PQ053)

Code Definition

Y Yes

N No

HB-Tax-Deferred-Code. Code that identifies if health deductions are tax deferred. (PQ053)

Code Definition

Y Deferred

N Not deferred

HB-Termination-Indicator. Set by PAYE to indicate an employee's FEHB plan should be terminated. (PQ053)

Code Definition

Y Yes

N No

HB Code. HB-Plan-Code plus the HB-Option-Code identifies the Health Benefit Code. (PQ032)

HB-Use. Reserved for future use. (PQ053)



- Health Ins.** Amount withheld for health insurance premiums. (PQ032)
- Hit-Cont-Pro.** Agency hospital insurance tax contributed (prorated). (PQ046)
- Hits Tax.** Amount deducted for hospital insurance tax. (PQ032)
- Hits-Ded-YTD.** YTD amount of money deducted for hospital insurance tax. (PQ022/1)
- Hits-Deduct.** Amount of money deducted for hospital insurance tax during the pay period. (PQ022/1)
- Hits-Wages.** Wages subject to the hospital insurance tax. (PQ022/1)
- Hits-Wages-YTD.** YTD wages subject to the hospital insurance tax. (PQ022/1)
- Home-Lv-Cur-Bal-Start-PP.** Home leave pay period beginning balance. (PQ049)
- Hourly Rate.** Hourly salary the employee is receiving for the position held and which is fixed by law, regulation, or administrative action. (PQ032)
- Impres Fund.** Amount deducted as a result of payment made from an imprest fund. (PQ032)
- Inter-Days-Wkd-PP.** Number of days worked during the pay period by intermittent employees and employees limited to a specified number of days in a service year. This field may be blank or values 01-14. (PQ022/4)
- Inter-Days-Wkd-Pay-Period.** See Inter-Days-Wkd-PP. (PQ024)
- Interest-Amount.** Interest due an employee for late personnel actions causing an increase in pay. (PQ022/2)
- IP/MR-No.** Agency-assigned number for the employee's position. (PQ022/2)
- Job-Ident-TA.** Identifies a processing job. (PQ023)
- Leave-Error-Code.** Code that indicates the type of leave error on the T&A. (PQ023)

Code	Definition
0	No error
1	Annual leave
2	Sick leave
3	Sick and annual leave
4	Compensatory leave
5	Annual and compensatory leave



Code Definition

- 6 Sick and compensatory leave
- 7 Annual, sick, and compensatory leave

LEO-Ind. Code that indicates the employee is a law enforcement officer (LEO) entitled to special pay. (PQ022/1)

Code Definition

- A Position is classified as an LEO under FLSA 7(a)
- Y Position is classified as an LEO under FLSA 7(K)
- N or Blank Position is not classified as an LEO position

LI-Action-Code. Code that indicates the action being taken. (PQ054)

Code Definition

- 0 No action
- 1 No deduction
- 2 One-half deduction
- 3 Full deduction
- 4 New enrollment
- 5 Waived-regular or option
- 6 Waived-option only
- 7 Ineligible
- 8 Change in coverage

LI-Adjust-Flag. Life insurance code to determine if retroactive collection should be computed on new enrollments. (PQ054)

Code Definition

- Y Yes
- N No



LI-Age-Bracket-Cd. Age bracket for an employee. It is regenerated as of the first pay period which begins on or after January 1 each year. (PQ054)

LI-Basic-Cost-Alter. Code that indicates whether or not an employee's basic life insurance cost is based on an alternate basic cost. (PQ054)

Code Definition

N No alternative basic cost or the employee is not required to pay for the insurance or is responsible for the first alternate cost

Y Alternative basic cost and the employee is responsible for paying the second alternate cost

LI-Basic-RT-Determinant. Code that determines if the basic rate depends on age or coverage code. (PQ054)

Code Definition

0 Not applicable

1 Age bracket

2 Coverage code

3 Age bracket and coverage code

LI-Benefit-Type. Code that differentiates between governmentwide and non-governmentwide benefit plans. (PQ054)

Code Definition

1 Governmentwide

2 Non-governmentwide

LI-Cont-NF-Pro. Extension non-Federal life insurance contribution amount prorated to base pay. (PQ046)

LI-Contrib-LI-Ins. Amount the Agency contributes for life insurance. (PQ054)

LI-Cov-Amt-Furnish. Coverage amount of life insurance furnished by the Agency. (PQ054)

LI-Coverage-Amt. Amount of insurance coverage for those employees enrolled in a life insurance program. (PQ054)

LI-Coverage-Code. Depicts the employee's coverage including any combination of options available. (PQ054)



LI-Date-Eff. Date the applicable life insurance action becomes effective. (PQ054)

LI-Ded-Life-Ins. Amount deducted for basic life insurance. (PQ054)

LI-Ded-Option-1. Amount deducted for optional life insurance biweekly. (PQ054)

LI-Ded-Option-2. See LI-Ded-Option 1. (PQ054)

LI-Ded-Option-3. See LI-Ded-Option 1. (PQ054)

LI-Deducts-Life-Ins. See LI-Ded-Life-Ins. (PQ022/3)

LI-Deducts-Option-1. See LI-Ded-Option 1. (PQ022/3)

LI-Deducts-Option-2. See LI-Ded-Option 1. (PQ022/3)

LI-Deducts-Option-3. See LI-Ded-Option 1. (PQ022/3)

LI-Option-1-Factor. Depicts the characteristic of the selected option. If the option is not selected, the element will have spaces. If the coverage is stated in thousands of dollars, then 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 the base 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 sub-options available, then the first character of the element should be 1, 2, 3, 4, followed by three zeros. (PQ054)

LI-Option-2-Factor. See LI-Option-1-Factor. (PQ054)

LI-Option-3-Factor. See LI-Option-1-Factor. (PQ054)

LI-Plan-Code. Unique code that identifies the carrier of the applicable benefit. The code will be assigned by NFC as new plans are implemented. (PQ054)

LI-Plan-Type. Code that depicts whether or not the plan and/or any of the associated options are group term life insurance where the cost of such insurance is included in the employee's gross income and reported on the Form W-2, Wage and Tax Statement. (PQ054)

Code	Definition
0	Not included in gross pay
1	Basic only
2	Basic and option 1
3	Basic and option 2
4	Basic and option 3



Code	Definition
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

LI-Tax-Deferred-Code. Code used to identify life insurance premium as tax deferred. (PQ054)

Code	Definition
Y	Yes
N	No

LI-Taxable-Cost. Taxable cost of life insurance. (PQ054)

Life Ins. Amount withheld for basic life insurance premiums. (PQ032)

Line-No. Line identification of transaction code entries on a document. (PQ043, PQ046)

Line-Number. See Line-No. (PQ025)

Locality-Table-Code. Pay table code to identify salary tables associates with the geographic adjustment tables. (PQ022/4)

Location-Code. Code that indicates the location of the employee's duty station. (PQ022/2)

Code	Definition
2	Territory
3	Foreign
4	Washington, D.C., metropolitan area
5	Continental U.S. outside Washington, D.C., metropolitan area
6	Alaska
7	Hawaii

Longevity-Percent. Percent computation of longevity (Secret Service). (PQ022/1)

Lump-Sum-COLA-Code. Code that indicates if cost-of-living allowance (COLA) is to be paid in the lump-sum payment. (PQ048)



Code Definition

0	No
1	Yes

Lump-Sum-Ending Hrs. Number of hours applicable to the last day of the lump-sum payment. (PQ048)

Lump-Sum-Pay-Code. Code that indicates if the action is a payment or an update action. (PQ048)

Code Definition

0	Pay and update
1	Update only
2	Update only (except quarter to date (QTD))

LWOP-Used-TA. Number of hours used this pay period of approved absence without pay. (PQ024/1)

Man-Adj-Flag. Code that indicates a manual adjustment has been processed against the applicable pay period. (PQ022/1)

Code Definition

Y	Yes
N	No

Meals. Amount deducted for meals. (PQ032)

Military-Lv-Days-PP-Reg. Number of regular military leave (TC 65) days used this pay period. (PQ024)

Military-Lv-Days-YTD-Reg. Number of days of regular military leave (TC 65) used during the fiscal year. Limited to 30 calendar days (with carryover) in a fiscal year. Reset to zero as of the end of the fiscal year. (PQ049)

Military-Lv-Hours-YTD-Reg. Number of hours of regular military leave (TC 65) used during the fiscal year. Reset to zero as of the end of the fiscal year. (PQ049)

Military-Lv-Hrs-PP-Em. Hours of emergency military leave (TC 68) used during the current pay period. (PQ024)



Minus-Sick-Lv-Code. Code that indicates that advanced sick leave is forgiven when computing lump-sum payment. (PQ048)

Code Definition

0 Not applicable

1 Forgiven

Net Pay. Amount of the employee's salary check. (PQ032)

NFC-ASD-Pay-Hist-Use 1st and 2nd. Element is available until a database change. An element may be created by redefining NFC-ASD-Pay-Hist-Use until the next database change. (PQ022/4)

NFC-ASD-TA-Hist-Use. Element is available until a database change. An element may be created by redefining NFC-ASD-TA-Hist-Use until the next database change. (PQ023)

OASDI-Contr-Pro. Agency FICA contribution (prorated). (PQ046)

OASDI Tax. Amount deducted for Old-Age, Survivors, and Disability Insurance (OASDI) tax. (PQ032)

OASDI-Wage-YTD. Total wages subject to FICA tax paid during the current calendar year. (PQ022/1)

Occup-Function-Code. Categorizes Federal professional, scientific, and engineering personnel. (PQ022/2)

Occup-Series-Code. Identifies the exact occupational group to which the employee's position has been classified. (PQ022/2)

Opt Ins. Amount deducted for optional life insurance. (PQ032)

Org-Structure-Code. Code that identifies the location of the employee's position by each level of the organizational structure. (PQ022/1)

Org-Structure-Code-Agcy. First level of the organizational structure codes which identifies the Agency, by code, as assigned by the USDA, Office of Personnel. (PQ023)

Other Ded. Other deductions. (PQ032)

Other-Time-Hours-Total. Total of other hours recorded this pay period (nonpay, comp time, etc.) (PQ024)

Other-Time-Week-1-Hours-1. Number of other hours recorded this pay period week 1, first entry. (PQ024)



Other-Time-Week-1-Hours-2. Number of other hours recorded this pay period week 1, second entry. (PQ024)

Other-Time-Week-1-Hours-3. Number of other hours recorded this pay period week 1, third entry. (PQ024)

Other-Time-Week-1-Hours-4. Number of other hours recorded this pay period week 1, fourth entry. (PQ024)

Other-Time-Week-2-Hours-1. Number of hours recorded this pay period week 2, first entry. (PQ024)

Other-Time-Week-2-Hours-2. Number of hours recorded this pay period week 2, second entry. (PQ024)

Other-Time-Week-2-Hours-3. Number of hours recorded this pay period week 2, third entry. (PQ024)

Other-Time-Week-2-Hours-4. Number of hours recorded this pay period week 2, fourth entry. (PQ024)

Other-Tran-Code-Ln-1. Transaction code for other hours recorded this pay period, first entry. (PQ024)

Other-Tran-Code-Ln-2. Transaction code for other hours recorded this pay period, second entry. (PQ024)

Other-Tran-Code-Ln-3. Transaction code for other hours recorded this pay period, third entry. (PQ024)

Other-Tran-Code-Ln-4. Transaction code for other hours recorded this pay period, fourth entry. (PQ024)

Other-Tran-Descrip-Ln-1. Code to be used in conjunction with the current transactions code prefix and suffix in order to further describe the type of pay transaction, first entry. (PQ024)

Other-Tran-Descrip-Ln-2. Code to be used in conjunction with the current transactions code prefix and suffix in order to further describe the type of pay transaction, second entry. (PQ024)

Other-Tran-Descrip-Ln-3. Code to be used in conjunction with the current transactions code prefix and suffix in order to further describe the type of pay transaction, third entry. (PQ024)

Other-Tran-Descrip-Ln-4. Code to be used in conjunction with the current transactions code prefix and suffix in order to further describe the type of pay transaction, fourth entry. (PQ024)

PACS-City-Tax-City-Code. Code that indicates the city for which city income taxes are applicable. (PQ075)



PACS-City-Tax-Deducts-Tax. Amount deducted from the employee's pay for city taxes during the period. (PQ075)

PACS-City-Tax-Extra-Deductions. Additional amount of money withheld for city income taxes at the request of the employee. (PQ075)

PACS-City-Tax-Indication. Code that indicates if information has been received and if so, whether or not the employee is a resident or non-resident of the city for city income tax purposes. (PQ075)

Code Definition

- | | |
|---|---------------------|
| 1 | 150 resident |
| 2 | 150 non-resident |
| 3 | No 150 resident |
| 4 | No 150 non-resident |

PACS-City-Tax-No-Exemptions. Number of exemptions claimed by the employee for city income tax purposes. (PQ075)

PACS-City-Tax-Percent. Percent of work performed outside of the duty station for city tax purposes. Used to reduce the amount of city tax calculated. (PQ075)

PACS-City-Tax-Status. Code that indicates if withholding of city income tax is based on duty station or residence. (PQ075)

Code Definition

- | | |
|---|---|
| 1 | Duty station |
| 2 | Residence |
| 3 | Both duty station and residence |
| 4 | Voluntary |
| 5 | Exempt (duty station) voluntary (residence) |

PACS-City-Tax-State-Code. Code of the State in which the city is located that city income taxes are applicable. (PQ075)

PACS-City-Tax-Trans-Code. Code that indicates the status of the tax record. (PQ075)

Code Definition

- | | |
|---|--------|
| A | Active |
|---|--------|



Code Definition

I Inactive

PACS-City-Tax-YTD. Amount of city tax withheld YTD. (PQ075)

PACS-Cnty-Tax-Cnty-Code. Code that indicates the county for which county income taxes are applicable. (PQ082)

PACS-Cnty-Tax-Deducts-Tax. Amount withheld for county tax. (PQ082)

PACS-Cnty-Tax-Extra-Deductions. Additional amount of money withheld for county income taxes at the request of the employee. (PQ082)

PACS-Cnty-Tax-Indication. Code that indicates if a county tax form has been received and if so, whether or not the employee is a resident or non-resident of the county for county income tax purposes. (PQ082)

Code Definition

1 150 residence

2 150 non-resident

3 No 150 resident

4 No 150 non-resident

PACS-Cnty-Tax-No-Exemptions. Number of exemptions claimed by the employee for county income tax purposes. (PQ082)

PACS-Cnty-Tax-Percent. Percent of work performed outside of the duty station for county tax purposes. Used to reduce the amount of county tax calculated. (PQ082)

PACS-Cnty-Tax-State-Code. Code of the State in which the county is located that county income taxes are applicable. (PQ082)

PACS-Cnty-Tax-Status. Code that indicates if withholding of county income tax is based on duty station or residence. (PQ082)

Code Definition

1 Duty station

2 Residence

3 Both duty station and residence



Code Definition

4	Voluntary
5	Exempt (duty station), voluntary (residence)

PACS-Cnty-Tax-Trans-Code. Code that indicates the status of the tax record. (PQ082)

Code Definition

A	Active
I	Inactive

PACS-Cnty-Tax-YTD. Amount of county tax dollars deducted YTD. (PQ082)

PACS-Date-Flexfund-Eff. Date the Flexfund Flexible Spending Account became effective. (PQ080)

PACS-Flexfund-Amount. Amount deducted for the Flexfund Flexible Spending Account. (PQ080)

PACS-Flexfund-Balance. Amount remaining in the Flexfund Flexible Spending Account. (PQ080)

PACS-Flexfund-Benefit-Type. Code that differentiates between governmentwide and non-governmentwide plans. (PQ080)

Code Definition

1	Governmentwide
2	Non-governmentwide

PACS-Flexfund-No-PP-Deducted. Number of pay periods the flexfund amount has been deducted in a tax year. (PQ080)

PACS-Flexfund-Option-Code. Code that identifies options within the Flexfund Flexible Spending Account. This code is assigned by NFC. (PQ080)

PACS-Flexfund-Plan-Code. Code that identifies the Flexfund Flexible Spending Account. This code is assigned by NFC. (PQ080)

PACS-Flexfund-Tax-Defer-Code. Code that determines if the Flexfund Flexible Spending Account is tax deferred. (PQ080)



Code	Definition
Y	Tax deferred
N	Not tax deferred

PACS-Flexfund-Total-Amt. Total amount in the Flexfund Flexible Spending Account. (PQ080)

PACS-Flexfund-Trans-Code. Code that denotes the type of action which is being processed. (PQ080)

Code	Definition
1	New enrollment
2	Change
3	Cancelation

PACS-Tax-Extra-Exemption. Additional exemptions claimed for city or county taxes because of anticipated deductions in excess of those usually claimed. (PQ075, PQ082)

PACS-Type-Extension. Code that indicates the type extension to the basic record. (PQ080)

Part-Time-FEHB-Coverage. Code that indicates if a part-time employee's FEHB contributions are prorated. (PQ022/2)

Code	Definition
0	Not applicable
1	Part-time with partial coverage
2	Part-time with full coverage

Pass-No-Created. Last digit of the schedule number. (PQ022/2)

Pay-Hist-Process-By-PACS. Code that indicates that the pay history record was processed by PACS0000. (PQ022/2)

Code	Definition
N	No
Y	Yes

Pay Period. Established times when employees in a pay group are paid. Pay periods have beginning and ending dates. (PQ032)



Pay-Per-Covered-by-TA-Yr. Year of the pay period covering time recorded on the T&A. (PQ022/4)

Pay-Period-Number. Processing pay period number. (PQ023)

Pay-Period-Number-Year. Processing pay period year. (PQ023)

Pay-Period-Yr-Cov-By-TA. Year of the pay period covering time recorded on the T&A. (PQ023)

Pay Plan. Pay plan applicable to the employee. (PQ032)

Pay-Plan/Gr/St. See Pay Plan. (PQ022/1)

Pay-Rate-Determinant-Code. 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 the Table Management System (TMGT). (PQ022/4)

Code	Definition
0	Not applicable
2	Saved rate, indefinite
3	Retained pay, special rate adjustment
4	Saved rate, other
5	Special 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
E	Retained grade and special rate, different position
F	Retained grade and special rate, same position
J	Retained pay, same position
K	Retained pay, different position
M	Continued interim geographic adjustment (IGA)/LEO pay
R	Retained pay, SES removal



Code	Definition
S	Continued SES basic pay
U	Retained grade and pay, same position
V	Retained grade and pay, different position

Pay-Table Code. Code that defines the rate of pay. (PQ022/4)

Pay-Time-Hours-Total. All hours worked during the pay period. (PQ023, PQ048)

Pay-Tran-Code. Code that identifies the work type, leave, overtime, etc. (PQ043, PQ046)

Pay-Transaction-Code. See Pay-Tran-Code. (PQ044, PQ061)

Pers-Tax-Exempt-Cd. Personal exemption tax code. (PQ032)

Position-Status-Budget. Code that records the fact that for budget purposes, the employee occupies either a permanent or other than permanent position. A permanent position is one occupied or to be occupied by a full-time employee established without time limit or for a limited period of a year or more. A position other than permanent is a budgeted position to be filled only on a seasonal or intermittent basis. (PQ022/2)

Code	Definition
Y	Type of appointment equals 01, 02, 06, 07
N	Type of appointment equals 03, 04, 08, 09

Prem-Pay-PP. Additional pay required for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work for the pay period. (PQ022/3)

Prem-Pay-Ret-PP. CBPO's pay period cap on premium pay for retirement. (PQ022/3)

Prem-Pay-Ret-YTD. CBPO's pay cap on premium pay for retirement YTD. (PQ022/3)

Prem-Pay-Ret-YTD-Pri. CBPO's pay cap on premium pay for retirement YTD for the prior fiscal year. (PQ022/3)

Prem-Pay-YTD. Amount paid to date for premium pay (computed on the base salary plus any locality and/or interim geographic adjustments). (PQ022/3)

Prem-Pay-YTD-Prior. Amount paid for the prior year for premium pay (computed on the base salary plus any locality and/or interim geographic adjustments). (PQ022/3)

Previous-Agency-Code. Code used to identify the previous Agency. (PQ022)



Primary-Fund-Code. Two-digit code relating to specific projects within the appropriation code structure. This code is assigned to the employees as they are hired and is based on the project on which the employee is expected to work at least 50 percent of his/her time. (PQ022/1)

Private-Tax-Cd. Code that indicates the type of State private tax being deducted. (PQ032)

Code Definition

0	None
1	Private
2	Public

Pro-Amount. Amount of the prorated allowance. (PQ043)

Pro-Sub-Object-Class. Sub-object class of the prorated allowance. (PQ043)

Pro-Suffix. Suffix code of the allowance (prorated). (PQ043)

Pro-TC. Transaction code of the allowance (prorated). (PQ043)

Proc-PP-Begins-Year. Effective year for the pay period of the transaction being processed. (PQ022/1)

Prof-Risk-Con-P. Agency's contribution toward professional risk insurance prorated to an employee's appropriation charge extension. (PQ046)

Professional-Category. Code that indicates the type of profession. (PQ022/2)

Code Definition

1	Statutory
2	Professional auditor
3	Other professional
4	Administrative technical clerical
5	Wage plan
6	Experts and consultants

Quarters. 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. (PQ032)



Quarters-Deduction-Code. 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. (PQ022/4)

Code	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

Quarters-Deduction-Rate. Amount deducted either per-day or per-pay period from the salary of an employee who is being furnished quarters. (PQ022/4)

Rec-Acct-Acct-No. Number assigned to the first receipt account. (PQ051, PQ052)

Rec-Acct-No. See Rec-Acct-Acct-No. (PQ047)

Rec-Acct-Tax-Deferred-Code. Code used to determine whether or not the receipt account is tax deferred. (PQ051)

Rec-Acct-Type-Code. Code that indicates the reason for the deduction. (PQ051, PQ052, PQ062)

Code	Definition
00	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
09	Quick Service Wire
12	PAYE 05
13	PAYE 05
15	Major indebtedness



Code	Definition
16	Minor indebtedness
20	Adjustment FICA and retirement
21	Federal Employees Health Benefits Act (FEHBA)
22	FEGLI
23	Quarters
24	Quarters (not taxed)
25	Meals
26	Commissary
27	Child support/alimony
28	LWOP FEHBA
29	Credit net pay
30	Bankruptcy
31	Delinquent Farmers Home Administration (FMHA) loan
33	Education loan
40	Tax levy
41	Travel advance
42	Property loss
43	Subsistence (utilities)
44	Personal phone calls
45	Parking fees
46	Jury fees recovery
47	Moving expense recovery
48	Duplicate savings allotment
49	Travel overpayment
50	Commercial garnishment
81	Revocation of authorization
82	Change of correction to authorization



Code	Definition
83	New authorization
85	Transfer in
87	Allotment revocation
90	Other types (Disbursed)
91	Other types (Not disbursed-NFC Use Only)
93	Uniform Deductions
94	Military Service Deposit Civil Service Retirement System (CSRS)
95	Civilian Retirement Re-Deposit
96	Military Service Deposit Federal Employees Retirement System (FERS)

Rec-Acct-Type-Code1. See Rec-Acct-Type-Code. (PQ047)

Rec-Acct-Type-Code2. See Rec-Acct-Type-Code. (PQ047)

Rec-Acct-Type-Disb. Code that indicates if a payment is sent through DD/EFT or mailed to a specific address. (PQ051)

Code	Definition
1	DD/EFT
2	Specific address

Reg-Schd-OT-Code. Code that identifies regular-scheduled overtime. (PQ022/4)

Remote-Site-Allowance. Allowance paid to employees under certain conditions because of the work location. (PQ024)

Ret-Cont-NF-Pro. Extension of non-Federal retirement contribution amount prorated to base pay. (PQ046)

Ret-Cont-Pro. Agency retirement contribution (prorated). (PQ046)

Retire-Coverage-Cd. Type of retirement coverage held by the employee pursuant to employment. The code contained in this element is the only basis upon which deductions for retirement purposes will or will not be made. (PQ022/1)

Retire Percent. Percentage rate for retirement deductions. (PQ032)



Retirement. Amount deducted for retirement contribution. (PQ032)

Rt-Action-Code. Code that indicates the action being taken. (PQ055)

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

Rt-Benefit-Type. Code that differentiates governmentwide and non-governmentwide benefit plans. (PQ055)

Code	Definition
1	Governmentwide
2	Non-governmentwide

Rt-Contrib-Retirement. Amount the Agency contributed for retirement. (PQ055)

Rt-Coverage-Code. See Retire-Coverage Cd. (PQ055)

RT-CSRS-Offset-Pretax-Amt. Retirement CSRS offset pretax dollar amount. (PQ055)

Rt-Date-Deducts-Began. Date retirement deductions began. (PQ055)

Rt-Date-Effective. Date the applicable action becomes effective. (PQ055)

Rt-Ded-Retire-Def-1. First deferred amount deducted for retirement. (PQ022/3)

Rt-Ded-Retire-Def-2. Second deferred amount deducted for retirement. (PQ022/3)

Rt-Ded-Retire-Non-Def-1. First non-deferred amount deducted for retirement. (PQ022/3)

Rt-Ded-Retire-Non-Def-2. Second non-deferred amount deducted for retirement. (PQ022/3)

Rt-Deduct-Factor-Def. See Rt-Ded-Retire-Def 1. (PQ055)

Rt-Deduct-Factor-Non-Def. See Rt-Ded-Retire-Non-Def 1. (PQ055)

Rt-Deduction-Type. Code that indicates a characteristic of deduction. (PQ055)



Code Definition

- 1 Percent of base pay
- 2 Percent of gross pay
- 3 Fixed amount

Rt-Deduction-YTD-Def. Deferred retirement amount deducted for the calendar year. (PQ055)

Rt-Deduction-YTD-Non-Def. Non-deferred retirement amount deducted for the calendar year. (PQ055)

Rt-Deducts-After-OASDI. Percent or amount deducted once the FICA limit has been reached. (PQ055)

Rt-Deducts-OASDI-Limit. Code that indicates if the amount deducted is limited to the amount of FICA wages. (PQ055)

Code Definition

- Y Yes
- N No

Rt-Deducts-Retire-Def. See Rt-Ded-Retire-Def 1. (PQ055)

Rt-Deducts-Retire-Non-Def. See Rt-Ded-Retire-Non-Def 1. (PQ055)

Rt-Plan-Code. Code that identifies the carrier of the applicable benefit. The code is assigned by NFC as new plans are implemented. (PQ055)

Rt-Plan-Code-1. See Rt-Plan-Code. (PQ022/3)

Rt-Plan-Code-2. See Rt-Plan-Code. (PQ022/3)

Rt-YTD-Ret-Contributions. YTD Agency contributions for an employee in a particular retirement plan. (PQ055)

Rt-YTD-Ret-Earnings. YTD earnings for an employee in a particular retirement plan. (PQ055)

Sal Rate Code. Pay basis for which the employee's salary is stated. (PQ032)

Code Definition

- BW Biweekly
- PA Per annum



Code	Definition
PH	Per hour
PD	Per day
PM	Per month
PW	Piecework
FB	Fee basis
WC	Without compensation

Salary Rate Code. See Sal Rate Code. (PQ022/1)

Salary-Share-Code. Cooperative-Annuitants salary share source code that indicates the outside source that pays a portion or all salary of a cooperative employee or a reemployed annuitant. (PQ022/1)

Code	Definition
0	Not applicable
1	State cooperator
2	Other type of cooperator
3	Annuitant under civil service retirement
4	Annuitant and State cooperator
5	Annuitant and other type of cooperator
9	Military hourly rate-used in offset

Sched-No-Last-PD. Number of the schedule for the pay period that is currently being processed. The schedule number is assigned as follows:

Code	Definition
1-digit	Fiscal year
2-3 digits	Computer Payroll
4-5 digits	Pay period number
6th digit	Schedule number (PQ022/1)

Schedule No. See Sched-No-Last-PD. (PQ032)



Scheduled-Sal. Amount scheduled to be earned before the addition of any allowance, adjustment, or differential. (PQ022/2)

Season-Status-Quo-Cd. Code that indicates whether or not the employee is a seasonal, status quo, seasonal and status quo, or a job-sharing employee. (PQ022/2)

Code	Definition
0	Neither seasonal; status quo, nor job sharing
1	Seasonal
3	Status quo
4	Status quo and seasonal
5	On call
6	Job sharer
7	Seasonal job sharer

Separation-Acc-Type. Code that indicates whether employment is terminated because of a regular separation or because of death or whether an accession was processed. (PQ022/1)

Code	Definition
0	Not separated
1	Regular
2	Deceased
3	Accession this pay period

Sequence-No-TA. Number that indicates more than one action with the same effective date. (PQ023)

Severance-Pay-Code. Code that determines status of severance pay. (PQ027)

Code	Definition
0	Not applicable
1	Severance pay data established
2	Payment has started
3	Payment completed



Sex-Code. Sex of the employee. (PQ022/2)

Code Definition

F Female

M Male

Shore-Lv-Cur-Bal-Start-PP. Pay period beginning balance. (PQ049)

Sick-Leave-Accrual-TA. Number of sick leave hours earned for the pay period. (PQ023, PQ049)

Sick-Leave-Accruals-YTD. Number of sick leave hours earned through the current pay period. (PQ049)

Sick-Leave-Carryover-Bal. Hours of sick leave carried forward from one leave year to the next. The balance is changed only once and that is at the beginning of the first pay period of the leave year. (PQ049)

Sick-Leave-Current-Bal. Hours of sick leave to the credit of the employee as of the current pay period of the current year. (PQ049)

Sick-Leave-Used-TA. Number sick leave hours used in a pay period. (PQ023)

Sick-Leave-Used-YTD. Summary of hours of sick leave used during the current leave year. Each pay period the usage is updated by the number of hours of sick leave recorded on the T&A Report (TC 62). Reset to 0 at the beginning of the first pay period of the leave year. (PQ049)

Sick-Lv-Accrual-Reduction. Summary of the hours of sick leave accruals that have been reduced from the employee's sick leave balance as a result of absence without leave. When the number of hours of nonpay 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. Reset to 0 at the beginning of the first pay period of the leave year. (PQ049)

Sick-Lv-Cur-Bal-Start-PP. Current sick leave balance at the beginning of the pay period. (PQ049)

Sick-Lv-PT-Carryover-Hours. 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 which do not equal the number necessary to credit 1 hour of sick leave are carried forward from one pay period to the next. (PQ023, PQ049)

Special-Employee-Cd. Code that identifies the employee to a special category, thereby enabling the computer, when processing data, to perform certain operations which are applicable to this type of employee or bypass certain operations which are not applicable to this type of employee. (PQ022/1)



Spec-Employ-Pgms-Cd. Code that identifies the employee to a special employment program. (PQ022/1)

Split-TA-Code. Code that indicates if the T&A has been split for the pay period.(PQ022/1, PQ023)

Code	Definition
Y	Yes, T&A is split
N	No, T&A is not split

SPPS-Ind. Indicator used by PAYE to identify death and indebtedness cases. (PQ022/1)

Code	Definition
D	Death
I	Indebtedness
Blank	Not applicable

SSN. Nine-digit unique number assigned by the Social Security Administration. If the employee has no SSN and one cannot be obtained before the personnel action is prepared, a nine-digit ID number is assigned by the Agency.(PQ022, PQ023, PQ024, PQ025, PQ032, PQ043, PQ044, PQ045, PQ046, PQ047, PQ048, PQ049, PQ050, PQ051, PQ052, PQ053, PQ054, PQ055, PQ056, PQ061, PQ062, PQ064, PQ071, PQ075, PQ080, PQ082, PQ083)

SSNO-Old. Employee's previous or temporary Agency assigned SSN. (PQ022/1)

Staf-Diff-Rt. Rate of basic pay for some employees for recruitment purposes. (PQ022/1)

Standby-AUO-Hrs-Wk 1. Scheduled standby hours for week 1 of the pay period. Employees entitled to premium compensation on an annual basis for such hours. (PQ022/4, PQ023)

Standby-AUO-Hrs-Wk 2. Scheduled weekly standby hours. Entry made only when differential period begins, ends, or changes in the second week of the pay period. (PQ022/4, PQ023)

Standby-AUO-Percen. 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. (PQ022/2)

Standby-AUO-Percent. See Standby-AUO-Percen. (PQ023)

State 1. Code for the State for which State income taxes are withheld from the employee's salary; type and number of exemptions claimed by the employee for State tax purposes, first entry. (PQ032)



State 2. Code for the State for which State income taxes are withheld from the employee's salary; type and number of exemptions claimed by the employee for State tax purposes, second entry. (PQ032)

State-Tax-Deducts-YTD. Tax YTD summary of the employee's State tax deductions for a given State. (PQ064)

State-Tax-Doc-Proc-PP. Last pay period a State tax document was processed. (PQ064)

State-Tax-Doc-Proc-YR. Last year that a State tax document was processed. (PQ064)

State-Tax-Extra-Deductions. Additional amount of money withheld for State taxes at the request of the employee. (PQ064)

State-Tax-Extra-Exemption. Additional exemptions claimed for State taxes because of anticipated deductions in excess of that usually claimed. (PQ064)

State-Tax-No-Exemptions. Number of exemptions claimed by the employee for State tax purposes. (PQ064)

State-Tax-Pers-Exemptions. Code that indicates if the employee claims personal exemption. (PQ064)

Code Definition

- 0 None
- 1 Whole

State-Tax-Private-Code. Code that identifies public employees from private employees whose duty station is the Commonwealth of Puerto Rico. (PQ064)

Code Definition

- 1 Private employee who does not contribute to a Government retirement system
- 2 Public employee who contributes to a Government retirement system

State-Tax-Status-Duty-Sta. Indicates if State income tax is deducted for the State in which the employee's duty station is located. (PQ064)

Code Definition

- 0 No
- 1 Yes
- 2 Waived



State-Tax-Wh-State-Code. State code for which State income taxes are withheld from the employee's salary. (PQ064)

State-Taxable-Wages. Amount of State taxable wages. (PQ064)

State-Taxable-Wages-YTD. Amount of State taxable wages YTD. (PQ064)

Step. Employee's step within grade as provided under the pay plan for the position. (PQ032)

Sub-Object-Class. Identifies the budget classification. (PQ046)

Submitting-Office-No. OPM-designated number that identifies the employing or servicing personnel office. (PQ022/2)

Suffix-Code. Suffix code in the control data. (PQ064)

Supvy-Diff-Rt. Differential rate for GS supervisors who supervise higher paid employees under other pay systems. (PQ022/1)

Suspension-Hours-TA. Number of hours the employee was suspended during this pay period. (PQ024)

TA-Contact-Pt-City. City code for the T&A contact point. (PQ022/2)

TA-Contact-Pt-City-Code. See TA-Contact-Pt-City. (PQ023)

TA-Contact-Pt-State. State code for the T&A contact point. (PQ022/2)

TA-Contact-Pt-State-Code. See TA-Contact-Pt-State. (PQ023)

TA-Contact-Pt-Timekpr. Timekeeper code assigned to identify the timekeeper at a contact point location. (PQ022/2)

TA-Contact-Pt-Timekpr-Code. See TA-Contact-Pt-Timekpr. (PQ023)

TA-Contact-Pt-Unit. Unit code for the T&A contact point. (PQ022/2)

TA-Contact-Pt-Unit-Code. See TA-Contact-Pt-Unit. (PQ023)

TA-Film-Roll. Field used to identify the application used to transmit T&A reports to NFC. (PQ023)

TA-Film-Seq. Field used to identify the version number of the corresponding T&A application. (PQ023)

TA-Ident-Flag. Code that indicates in what areas of the database T&A history is located. (PQ027)



TA-Pulled-From-Data-Base. Code that allows for the bypassing of invalid records through the T&A system.(PQ023)

Code	Definition
P	Pulled from the database
Blank	New business

TA-Rejected. Code that indicates if a T&A rejected when entered into the system. (PQ023)

Code	Definition
Y	Yes
N	No

Taxable-Wages. Amount of taxable wages. (PQ075)

Taxable-Wages-YTD. Amount of taxable wages YTD. (PQ075)

Thrift Savings. Amount contributed to the TSP. (PQ032)

Tips-Received. Amount of gratuities received by an employee per pay period. (PQ022/2)

Tour-of-Duty-Hrs. Records duty hours of a part-time employee. The number of hours shown establishes the employee's record for their tour of duty for pay, leave, service, and other requirements. Fractional hours must be entered as decimal equivalents. (PQ022/4)

Code	Definition
1/4 hour	25
1/2 hour	50
3/4 hour	75

Total Hours. Total paid hours for the pay period. (PQ032)

Tran-Amt-Wk-1. Amount of money earned during the first week of the pay period broken down by pay transaction. (PQ046)

Tran-Amt-Wk-2. Amount of money earned during the second week of the pay period broken down by pay transaction. (PQ046)

Tran-Description. Code that further describes the TC. (PQ043, PQ046)

Tran-Diff-Per. Percentage added to the base pay. (PQ046)



Tran-Flag. Further describes certain activities about certain transactions. If COLA (TC 45) or post differential (TC 46), differentiates between the start of the allowance and regular biweekly payments. If cash award, differentiates between suggestion, performance, and special act/service. For other transactions, identifies those that have been force released for accounting data errors. (PQ046)

Code	Definition
1	Begin COLA
2	Begin post differential
3	Type award (suggestion)
4	Type award (performance)
5	Type award (special act/service)
6	Force release accounting data.

Tran-Hrs-Wk-1. Transaction hours for the first week of the pay period. (PQ046)

Tran-Hrs-Wk-2. Transaction hours for the second week of the pay period. (PQ046)

Tran-Meals-Amt. Amount paid during the pay period for meals. (PQ046)

Tran-Meals-Code-TA. Class code controls the amount of deduction for the meal. (PQ046)

Tran-Meals-No. Number of meals for this pay period. (PQ046)

Tran-Prefix-TA. Transaction code prefix for wage grade environmental pay. (PQ043, PQ046)

Tran-Rate. Hourly rate that applies to the particular transaction. (PQ046)

Tran-Suffix-TA. Suffix to the TC. (PQ043, PQ046)

Trans-Amt-AE-WK-1. Above earnings amount for week 1. (PQ046)

Trans-Amt-AE-WK-2. Above earnings amount for week 2. (PQ046)

Trans-Hrs-AE-WK-1. Above earnings hours for week 1. (PQ046)

Trans-Hrs-AE-WK-2. Above earnings hours for week 2. (PQ046)

Transaction-Amt-AE-CY. Cutback amount by applicable TC summarized for the current "above earnings" year. (PQ044)

Transaction-Amt-AE-PY. Cutback amount by applicable TC summarized for the prior "above earnings" year. (PQ044)



Transaction-Amt-CY. Paid amount by applicable TC summarized for the current "above earnings" year. (PQ044)

Transaction-Amt-PY. Paid amount by applicable TC summarized for the prior "above earnings" year. (PQ044)

Transaction-Hrs-CY. Paid hours by applicable TC summarized for the current "above earnings" year. (PQ044)

Transaction-Hrs-AE-CY. Cutback hours by applicable TC summarized for the current "above earnings" year. (PQ044)

Transaction-Hrs-AE-PY. Cutback hours by applicable TC summarized for the prior "above earnings" year. (PQ044)

Transaction-Hrs-PY. Paid hours by applicable TC summarized for the prior "above earnings" year. (PQ044)

Transaction-Amt-Week-1. See Tran-Amt-Wk-1. (PQ061)

Transaction-Amt-Week-2. See Tran-Amt-Wk-2. (PQ061)

Transaction-Description. Code that is used in conjunction with specific TC entered on an employee's T&A. The entry of a descriptor is optional. If used, it allows Agencies to enforce restrictions and limitations for special uses. (PQ025, PQ044)

Transaction-Diff-Percent. See Tran-Diff-Per. (PQ061)

Transaction-Flag. See Tran-Flag. (PQ061)

Transaction-Hrs-Week-1. See Tran-Hrs-Wk-1. (PQ061)

Transaction-Hrs-Week-1-TA. TC hours charged in the first week of the pay period. (PQ025)

Transaction-Hrs-Week-2. See Tran-Hrs-Wk-2. (PQ061)

Transaction-Hrs-Week-2-TA. TC hours charged in the second week of the pay period. (PQ025)

Transaction-Meals-Amount. See Tran-Meals-Amt. (PQ061)

Transaction-Meals-Code-TA. See Tran-Meals-Code-TA. (PQ025)

Transaction-Meals-Number. See Tran-Meals-No. (PQ025, PQ061)

Transaction-Pay-Code. See Pay-Tran-Code. (PQ025)

Transaction-Prefix-TA. See Tran-Prefix-TA. (PQ025, PQ044, PQ061)

Transaction-Rate. See Tran-Rate. (PQ061)



Transaction-Suffix-TA. See Tran-Suffix-TA.(PQ025, PQ044, PQ046, PQ061)

Treasury-Acct-Symbol. See Treasury-Symbol. (PQ046)

Treasury-Symbol. Number assigned by Treasury to identify a payroll office. (PQ046)

TS-Action-Code. Thrift code indicates the action being taken. (PQ056)

Code	Definition
0	No action
1	Non-participation
2	Waived
4	New enrollment
5	Canceled enrollment
8	Change in coverage

TS-Base-Pay. Employee's base pay used to compute thrift savings. (PQ022/1)

TS-Base-Pay (In). Employee's base pay for a thrift savings adjustment debit. (PQ062)

TS-Base-Pay (Out). Employee's base pay for a thrift savings credit adjustment. (PQ062)

TS-Base-Pay-YTD. Base pay the employee has earned YTD for which a percentage of TSP deductions have been made. (PQ022/1)

TS-Basic-Con-PR. Basic TSP contributions that are prorated. (PQ046)

TS-Benefit-Type. Code that differentiates between governmentwide and non-governmentwide benefit plans. (PQ056, PQ062)

Code	Definition
1	Governmentwide
2	Non-governmentwide

TS-Coll-Contrib (In). Agency's contribution for the debit side of a TSP adjustment. (PQ062)

TS-Coll-Contrib (Out). Agency's contribution for the credit side of a TSP adjustment. (PQ062)

TS-Cont-NF-Pro. Non-Federal prorated TSP contributions. (PQ046)

TS-Contrib-Thrift-Sav. Amount the Agency contributed for TSP. (PQ056)



TS-Contributions-YTD. YTD contributions for an employee in a particular TSP. (PQ056)

TS-Coverage-Code. Employee's eligibility for participation and if eligible, records participation. Blank indicates non-Government. (PQ056)

TS-Date-Deducts-Began. Date the employee became eligible to participate in a particular TSP. (PQ056)

TS-Date-Effective. Date the applicable action becomes effective. (PQ056)

TS-Deduct-Factor-Def. Deferred TSP percent or amount to be deducted. (PQ056)

TS-Deduct-Factor-Non-Def. Non-deferred TSP percent or amount deducted. (PQ056)

TS-Deduct-Flag. Indicator used to identify current deduction. (PQ062)

Code Definition

F	First
S	Subsequent
L	Last

TS-Deduction-Type. Indicates a characteristic of deduction. (PQ056)

Code Definition

1	Percent of base pay
2	Percent of gross pay
3	Fixed amount

TS-Deduction-Type (In). Indicates a characteristic of a deduction on the debit side of a TSP adjustment. (PQ062)

TS-Deduction-Type (Out). Indicates a characteristic of a deduction for a credit side of a TSP adjustment. (PQ062)

TS-Deduction-YTD-Def. Amount deducted for the calendar year. (PQ056)

TS-Deduction-YTD-Non-Def. Non-deferred TSP amount deducted for the calendar year. (PQ056)

TS-Deducts-After-OASDI. Percent or amount to be deducted once the FICA limit has been reached. (PQ056)



TS-Deducts-OASDI-Limit. Code that indicates if the amount deducted is limited to the amount of FICA wages. (PQ056)

Code Definition

Y Yes

N No

TS-Deducts-T-S-Def. Deferred amount deducted for TSP biweekly. (PQ056, PQ062)

TS-Deducts-T-S-Def-1. See TS-Deducts-T-S-Def. (PQ022/3)

TS-Deducts-T-S-Def-2. Additional deferred amount deducted for TSP biweekly. (PQ022/3)

TS-Deducts-T-S-Non-Def. Non-deferred amount deducted for TSP biweekly. (PQ022/3, PQ056, PQ062)

TS-Factor-Def (In). TSP deduction factor deferred for the debit side of a TSP adjustment. (PQ062)

TS-Factor-Def (Out). TSP deduction factor deferred for the credit side of a TSP adjustment. (PQ062)

TS-Factor-Non-Def (In). TSP deduction factor non-deferred for the debit side of a TSP adjustment. (PQ062)

TS-Factor-Non-Def (Out). TSP deduction factor non-deferred for the credit side of a TSP adjustment. (PQ062)

TS-Match-Con-PR. Prorated amount of Government matching contribution. (PQ046)

TS-No-Pay-Periods. Total number of pay periods the deduction is to be made. (PQ062)

TS-Pay-Period-No (In). Pay period that the collection begins. (PQ062)

TS-Pay-Period-No (Out). Pay period that the collection ends. (PQ062)

TS-Pay-Period-Yr (In). Year that the collection begins. (PQ062)

TS-Pay-Period-Yr (Out). Year that the collection ends. (PQ062)

TS-Plan-Code. Carrier of the applicable benefit. (PQ056, PQ062)

TS-Plan-Code-1. Carrier of the applicable benefit. (PQ022/3)

TS-Plan-Code-2. Carrier of the applicable benefit. (PQ022/3)



TS-Total-Deducts (In). Total amount of an employee's correct TSP deduction. (PQ062)

TS-Total-Deducts (Out). Total amount of an employee's erroneous TSP deduction. (PQ062)

TS-YTD-Thrift-Earnings. YTD earnings for an employee in a particular TSP. (PQ056)

TSP-Bas-Con-NF-PR. Agency's base contribution to a non-Federal TSP prorated from the employee's base pay. (PQ046)

TSP-Mat-Con-NF-PR. Agency's matching contribution to a non-Federal TSP prorated from the employee's contribution. (PQ046)

Type-Appnt-Code. Code that identifies the type of appointment given to an employee. The code indicates into which service the employee has been placed and the status with respect to the type of appointment held. The data in this field is used to audit conformity of other data relating specifically to the employee's appointment and to produce various output reports and listings requiring identification of employee by the type of appointment held. (PQ022/2)

Code	Definition
1	Competitive career and SES career
2	Competitive career conditional
3	Competitive temporary appointments pending establishment of registers (TAPER), competitive indefinite, term, and SES limited term or emergency
4	Competitive temporary, SES time-limited career, competitive special need
6	Excepted permanent and SES noncareer
7	Excepted conditional
8	Excepted indefinite and excepted limited (more than 1 year)
9	Excepted temporary and SES time-limited non-career

Type-of-Employment. Code that identifies the employee's type of employment (i.e., tour of duty). The code shown in this block is a primary factor for determining the employee's entitlement to the various employment benefits and to premium compensation. (PQ022/2, PQ023)

Code	Definition
1	Full time
2	Part time
3	Intermittent
4	Fee basis or piecework



Code Definition

6 Intermittent substituting for a full-time employee (T&A only)

Type-Lump-Sum-Payment. Code that indicates if the lump-sum payment is an interim or a final payment. (PQ048)

Code Definition

0 Interim

1 Final

Type-Payment. Code that indicates the type of payment. (PQ022/1)

Code Definition

00 Bond carryover refund/adjustment refund

01 Regular T&A

02 Adjustment (debit/credit)

03 NFC 29 (live payment)

04 Lump-sum payment

05 Compensatory payment

06 Cash award

07 NFC 29 (manual payment)

08 FEHB collection (paid employee)

09 FEHB collection (unpaid employee)

11 Severance payment. (PQ022/1)

U-SSNO. SSN used as a calculation key in the unpaid area of the database. (PQ027)

Uniform-Service-Stat. 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. (PQ022/2)

Code Definition

0 None



Code	Definition
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-%-Ind. Percentage deducted for the collection of union dues. (PQ071)

Union-Code. Code that identifies the union for which dues are being deducted from the employee's salary. (PQ071)

Union-Ded-Indicator. Code used to determine the method of deduction for union dues. (PQ071)

Code	Definition
1	Biweekly
2	Percent of base wages

Union Dues. Amount of money deducted from the employee's salary for union dues. (PQ032)

Union-Dues-Code. Code that indicates whether dues were withheld for union or association membership. (PQ071)

Code	Definition
A	Association
U	Union

Union-Local-Code. Code that identifies the local or lodge number of the union designated by the employee for dues deduction. (PQ071)

Union-Min-Ded. Minimum amount deducted per pay period or amount added to the deduction amount used for Locals 0075, 2477, and 2910. (PQ071)



Union-Trans-Code. Code that indicates the type of action regarding withholding of union dues from an employee's salary. For financial allotment TCs, see Fin-Org-Allot-T-C; for T&A TCs see Pay-Tran-Code. (PQ071)

Code	Definition
01	New authorization
02	Change in local or lodge
03	Employee revocation received
04	Organization cancelation
05	Wages inadequate to deduct
06	LWOP, furlough, 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 dues

Wage-Board-Area-Code. Code that indicates the area used for determining the rate of pay for "blue collar" workers. (PQ022/4)

Wage-Grade-TS-Cap-Rate. Wage grade rate to compute TSP for employees with wage area capped rates. (PQ022/4)

Wages-OASDI. Amount of wages paid to the employee that was subject to FICA tax during the period. (PQ022/1)

WB-1st-Shift-Hrs-LSP. Number of hours for lump-sum payment at the first-shift rate. (PQ048)

WB-2nd-Shift-Hrs-LSP. Number of hours for lump-sum payment at the second-shift rate. (PQ048)

WB-3rd-Shift-Hrs-LSP. Number of hours for lump-sum payment at the third-shift rate. (PQ048)



WB-Shift-Rate-2N. Rate used to compute pay for second-shift time reported on the T&A for Federal Wage System employees. (PQ022/2)

WB-Shift-Rate-3R. Rate used to compute pay for third-shift time reported on the T&A for Federal Wage System employees. (PQ022/2)

WB-Shift-Rate-VA. Rate used to compute pay for varied-shift time reported on the T&A for Federal Wage System employees. (PQ022/2)

WB-Varied-Shift-Hrs-LSP. Number of hours for lump-sum payment at the varied-shift rate. (PQ048)

Work-Schedule. Code that indicates time basis on which an employee is scheduled to work. Refer to the Federal Personnel Manual 292-1, Personnel Data Standard. (PQ022/2)

Code	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
J	Intermittent seasonal

Working-Title-Code. Code that defines the administrative or organizational title of a position. (PQ022/2)



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