NFC Procedures

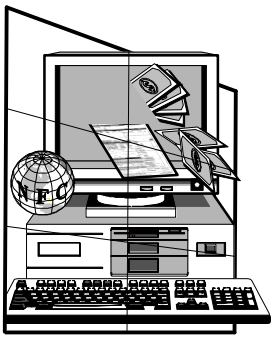
National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

July 2011

Reporting Center

TITLE I
Payroll/Personnel Manual

CHAPTER 29
Reporting Center



Reporting Center

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

IMPORTANT INFORMATION !

NFC provides a hardcopy of this procedure version only upon customer request.

For information about this publication, please contact the Publications And Communications Branch (PCB). Instructions for contacting PCB and other support sources are provided in the **About This Procedure** section of this publication.

Published and printed by the Payroll/Personnel Publications
And Communications Branch National Finance Center, U.S.
Department of Agriculture New Orleans, Louisiana

Latest Update Information

Listed below is a summary of the changes to the Reporting Center procedure:

Description of Change	Page
Handicap changed to Disability.	114, 118, 122, 126, 130, 134, 138, 142, 149, 154
Pacific Islander changed to Native Hawaiian or Other Pacific Islander. Hispanic changed to Hispanic or Latino Black changed to Black or African American Native American changed to American Indian or Alaska Native	114, 118, 122, 126, 131, 134, 138, 142, 154, 183, 217, 224, 228, 230, 239, 250, 256, 269, 273, 279, 298, 300, 307, 311, 326

Changes are identified by “▶◀”.

Table Of Contents

Overview 1
About the Reporting Center 1
Related Systems 1
Responsibilities 3
Access and Security 3

Getting Started in the Reporting Center 5
Learning About the Reporting Center 5
Starting the Reporting Center 5
Reporting Center Command Buttons 11
Exiting the Reporting Center 12
Select a Report Menu 12

Using the Reporting Center 17
Creating Reports 17
Creating a Report as a Chart or Graph 18
Viewing Reports Online 20
Saving Reports in My Reports Folder 21
Retrieving Reports from Your My Reports Folder 22
Creating a Spreadsheet 24
Saving Reports to a Folder 25

Field Instructions for Using the Reporting Center 26
Reporting Center Main Menu Field Instructions 26
Change Your Password Pop-up Field Instructions 26
Select a Report Menu Description 27
My Reports Pop-up Field Instructions 27
My Reports Listing Menu Field Instructions 27

Running Administrative Reports 28
OTRS/IPAC 29
Cost Metrics Reports 31
Energy Data Download 32
Energy Detail 37
Energy Summary 43
GESD Request Tracking Report 48
Leave Error 50
Outstanding Travel Advances (3731) 51
T&A Error Analysis 53
T&A Missing Personnel Actions 54
T&As Not Received By NFC 55
Telephone Download 56

Telephone Over The Max Limit 59
Utilities (UTVN) Download 61

Running Financial Reports 63
FSDW Abnormal Balance By Fund Report 64
FSDW Abnormal Balance By Treas Sym 66
FSDW Adjustments Report 68
FSDW BR and SF133 Comparison 70
FSDW Consolidated Financial Statements 73
FSDW Consolidating Financial Statements 76
FSDW Crosswalk Trial Balance 79
FSDW Eliminations Report 81
FSDW FMS2108 83
FSDW Financial Statement Consistency Report 85
FSDW GL Account Trial Balance 88
FSDW Preliminary Financial Statements 90
FSDW SF133 92
FSDW Trial Balance 94
FSDW Trial Balance By Treasury Symbol 96
ITRS Facts I File 98
Payroll Listing For W–2 Research 99
SF -2812 101
SF–224 SCAP5D Attachments 104
Statement Of Earnings and Leave 106
W-2 Wage and Tax Statement 109

Running Personnel Action Reports 111
All Actions 112
All Actions Minority Profile 116
Hires 120
Hires Minority Profile 124
Promotions 128
Promotions Minority Profile 132
Separations 136
Separations Minority Profile 140

Running Workforce Reports 144
1102/1105 Series Listing 147
Age Profile 152
Canc. Payments Req. Agcy Action (DOTS) 156
Civilian Employment (SF113–A) Report 158
Civilian Employment (SF113–G) Report 160
Comp Time-Current Balance 162
Comp Time-Regular Comp Time Data Report 164
Comp Time-Regular Earned and Used Report 166

Comp Time-Travel Comp Time Balance Report 168
Dental Plan Payment Report 170
Dental/Vision Plan Report 172
Dues Withheld 173
Earnings Limitation 177
EPP Usage Statistics 180
Education Level Profile 181
Employee Search (By Name) 184
Employee Search (By SSNO) 211
Employment Changes 212
Employment By Disability Code 215
Flex Fund 219
Gender Profile 222
Grade Distribution 226
Grade Range 228
Grades Across Minority and Gender 233
Leave Balances 236
Leave Liability 241
Leave Trends 246
Length of Service Profile 248
Life Insurance Listing 252
Long Term Care 258
MD-715-EEO Workforce Data 260
Minority Profile 262
Non-Pay Hours Report 265
Occupational Categories Profile 266
Occupational Series Listing 270
Official Time for Union Business 275
Organization Profile 277
Overdue Performance Appraisals 281
Overtime Costs 286
PACS 4511 Carriers Transmittal and Summary 289
PACS 4512 Carriers Transmittal and Summary 291
PACS 4513 Health Benefits 293
PACS 4514 Carriers Transmittal Detail 294
PATCO Profile by Occupational Series 296
Pay Plan and Grade Distribution 299
Position Organization Listing (POL) 302
Retirement Eligibility 305
Retirement Profile (Inc. Early Out) 309
Roster Of Employees 313
Salary Listing 319
Salary Summary 324
Table 74 Official Titles And Title Codes 328

Table 76 Working Titles And Title Codes 330
Union Activity Exception Report 331
Union Roster and Activity Report 333
Use-Or-Lose Leave Report 335
Work Years and Personnel Costs 337
Workforce Analysis 338

Running Secuirty Reports 343
Active Directory Inactivity Report 344
Mainframe Inactivity Report 347
EmpowHR Application Access Report 349
EmpowHR Inactive User Report 350
EmpowHR New/Mod App Role Request Report 351
EmpowHR Privilege User Report 352

Running PCIP Reports 353
Pre-Existing Condition Insurance Plan Report 354

About This Procedure

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

How The Procedure Is Organized

The major sections of this procedure are described below:

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

Field Instructions For Reporting Center contains instructions for completing the fields on reports.

Running Administrative Reports provides explanations and instructions of all reports on the Administrative Reports menu.

Running Financial Reports provides explanations and instructions of all reports on the Financial Reports menu.

Running Personnel Reports provides explanations and instructions of all reports on the Personnel Reports menu.

Running Workforce Reports provides explanations and instructions of all reports on the Workforce Reports menu.

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

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

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	**Note:** If you only have access to one agency, organizational information will be completed for you.
Figure references link figures with the text. These references are printed in bold sans serif font.	On the Select A Report Menu (**Figure 9**), select the applicable report.
References to headings in the procedure are printed in the same font as figure references. **Note:** When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	Complete the fields as indicated under **My Reports Pop-up Field Instructions**.
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Click **[Done]**.
Field names are printed in the margin.	**User Id** Type your Reporting Center Id.

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact the Payroll/Personnel Call Center at **504–255–4630.**

For access to the Reporting Center, contact your agency NFC security officer.

Overview

This section presents the following topics:

About the Reporting Center
Related Systems
Responsibilities
Access and Security

About the Reporting Center

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

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

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

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

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

Related Systems

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

Central Accounting System (CAS). CAS is an accounting system that produces financial management reports required of Treasury, the Office of Management and Budget (OMB), the General Services Administration (GSA), and other agencies.

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

EmpowHR. *EmpowHR* is a human capital management system comprised of an integrated suite of commercial and Government applications that support all critical human resources components in a single enterprise system.

Federal Agency Centralized Trial Balance System II (FACTS II). The FACTS II database contains budgetary information used for Budget Execution and Budgetary Resources and Year-End Closing Statements.

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

- Budget and Funds Control;
- Cost Allocation;
- Project Cost Accounting;
- Spending; and
- Accounts Receivable

Intragovernmental Payment And Collection System (IPAC). IPAC is used to obligate funds for transactions between government agencies.

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

Miscellaneous Payments System (MISC). MISC is used to process a variety of payments and transactions. MISC supports a variety of payments and adjustments through the use of Forms AD−757, Miscellaneous Payments System, and Form AD−742, Transfer And Adjustment Voucher. These forms permit authorized agencies to record disbursement and adjustment transactions within and between agencies directly to accounting records maintained at NFC.

Online Payment And Collection System Intragovernmental Transactions (OPAC). OPAC is used to obligate funds for transactions between government agencies.

Payroll Processing System (PAYE). PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from the Adjustment Processing System, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, bonds, adjustments, retirement, etc. Reports that are updated biweekly are updated on the Monday following the weekend that PAYE is run.

Planning And Tracking System (PATS). PATS is a Mainframe system used to track/monitor all system-related projects initiated by the payroll/personnel community.

Purchase Order System (PRCH). PRCH provides a complete purchase order system used for the purchase of goods and services from commercial or governmental suppliers. PRCH

processes obligations, accruals, and vendor payments for all transactions submitted via Form AD−838, Purchase Order. PRCH produces disbursement, accounting, and reporting records and internal journal vouchers. Different codes enable PRCH to pay and account for transactions based on a predetermined method of payment (e.g., scheduled payments, advance payments, or partial payments).

Travel System (TRVL). TRVL is used to process travel authorizations, travel advances, and travel vouchers for temporary duty and relocation. Documents may be entered into TRVL in three ways: (1) by submitting hardcopy forms, (2) through Travel Online Data Entry, and (3) through the PC Travel System.

Responsibilities

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

The Agency:

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

The National Finance Center:

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

User:

- Never leaves Reporting Center session unattended.
- Does not use the Auto Complete for Ids and passwords.
- Does not give password to anyone.
- Changes password if there is any suspicion that it has been compromised.
- Clears history after each session, when using a shared PC.
- Exits the NFC Home page before going on to other sites.

Access and Security

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user IDs), passwords, and obtaining access to a specific system, see the Security Access procedure (Title VI, Chapter 1, Section 1).

For more information, see:

Requesting Access to the Reporting Center

Hardware Requirements

Requesting Access to the Reporting Center

To access the Reporting Center, you must:

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

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

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

- User name
- User social security number (ssn)
- User ID
- User email address
- Agency name
- User access level requested. The requester must state whether or not the user requires access to sensitive data (data contained in the IRIS 300 level screens) and/or detail data.
- Security Officer or User Acceptance Tester. If the user is either a security officer or a user acceptance tester, this must be stated on the request.
- Telephone number
- Application name (The Reporting Center, including the reports and organizations needed. If the user requires access to Administrative Reports, these reports must be listed individually due to the nature of the data.)

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

Hardware Requirements

You will need the following equipment to run the Reporting Center:

- Access to the Internet with a Microsoft Internet Explorer Browser of 5.5 SP2 (or higher) or a Netscape Navigator Browser of 6.2 (or higher) with JavaScript enabled.
- Access to the Reporting Center.
- A PC with Internet capabilites.
- Printer capable of printing Web pages.

Getting Started in the Reporting Center

This section presents the following topics:

Learning about the Reporting Center
Starting the Reporting Center
Reporting Center Command Buttons
Exiting the Reporting Center
Select a Report Menu

Learning about the Reporting Center

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

For more information, see Online Help.

Online Help

The online help feature is available as a reference tool when you are requesting data in the Reporting Center. To use online help, select ***Help*** at any window.

Starting the Reporting Center

To start the Reporting Center:

1. Log on to the Internet.
2. Connect to the NFC Home Page at *www.nfc.usda.gov*.
3. On the Application Launchpad on the NFC Home Page, select the Reporting Center icon. A Warning Message appears (**Figure 1**).

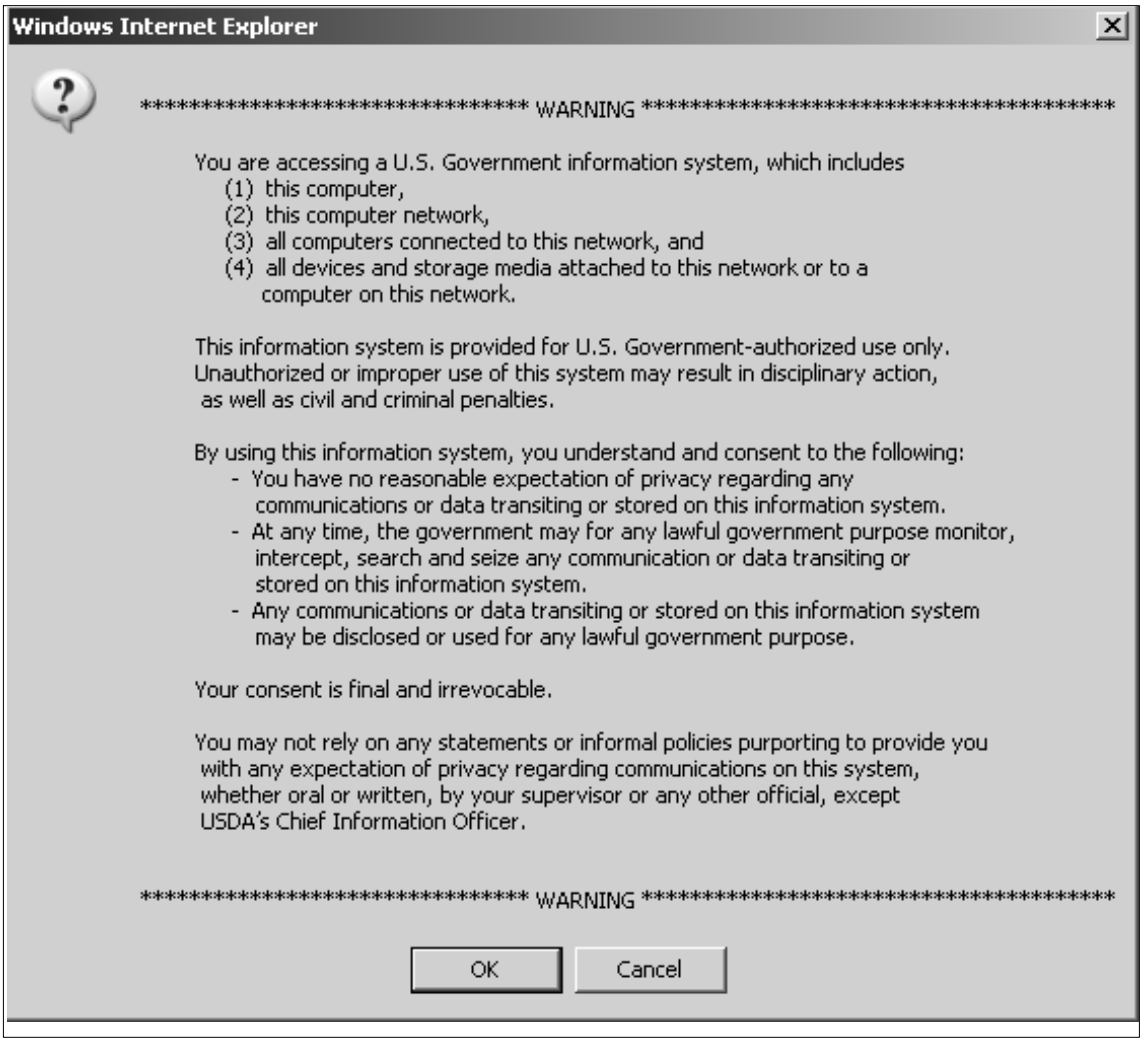


Figure 1. Warning Message

4. After reading, agreeing to, and accepting the Warning Message (**Figure 1**), click **OK**. The Reporting Center Main Menu (**Figure 2**) is displayed.

Figure 2. Reporting Center main menu

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

6. On the Reporting Center Main Menu, complete the fields as indicated under **Reporting Center Main Menu Field Instructions**.

7. After completing the User Id and Password fields, click **Login** to Login to the Reporting Center. If you do not have a user id and password, you must have your agency NFC Security Officer submit a Security Access Request requesting access to the Reporting Center. For more information on obtaining a user id and password, see **Requesting Access To The Reporting Center**.

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

   Change Your Password

   Using the eAuthentication Login (for United States Department of Agriculture (USDA) Employees Only)

   Use the Description Pop-ups

   Use the How Do I Pop-ups

Change Your Password

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

To change your password:

1. On the Reporting Center Main Menu (**Figure 2**), check the Change Password box.
2. Click **Login**. The Change Your Password pop-up (**Figure 3**) appears.

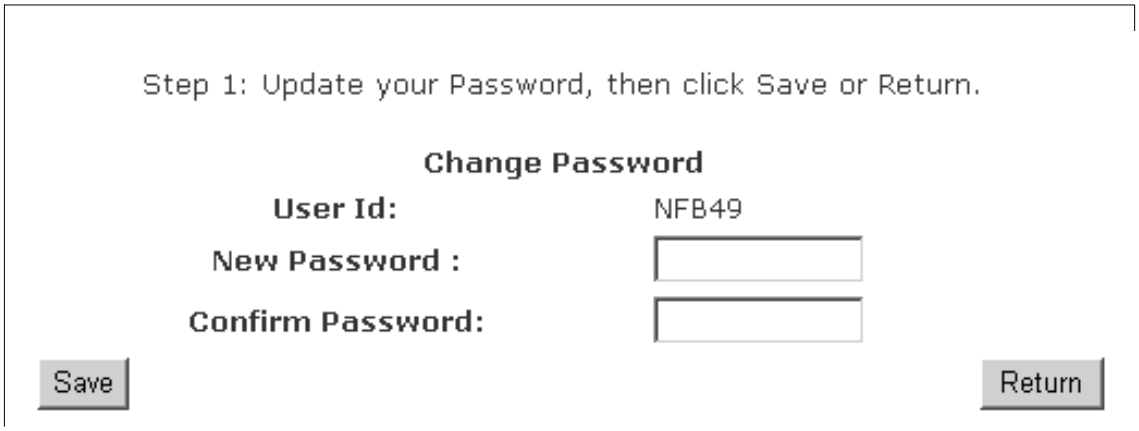


Figure 3. Change Your Password pop-up

3. Complete the fields on the Change Your Password pop-up (**Figure 3**) as indicated under **Change Your Password Pop-up Field Instructions**.
4. Click **Submit** to save the change. A Confirmation pop-up (**Figure 4**) appears.

Figure 4. Confirmation pop-up

5. Click **OK** to exit the Confirmation pop-up (**Figure 4**). The Select a Report menu (**Figure 9**) is displayed.

Using the eAuthentication Login (for United States Department of Agriculture (USDA) Employees Only)

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

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

1. Connect to the NFC Home Page at *www.nfc.usda.gov*.
2. On the Application Launchpad on the NFC Home Page, select the Reporting Center icon. A Warning Message appears (**Figure 1**).
3. After reading, agreeing to, and accepting the Warning Message (**Figure 1**), click **OK**. The eAuth Login (**Figure 5**) is displayed.

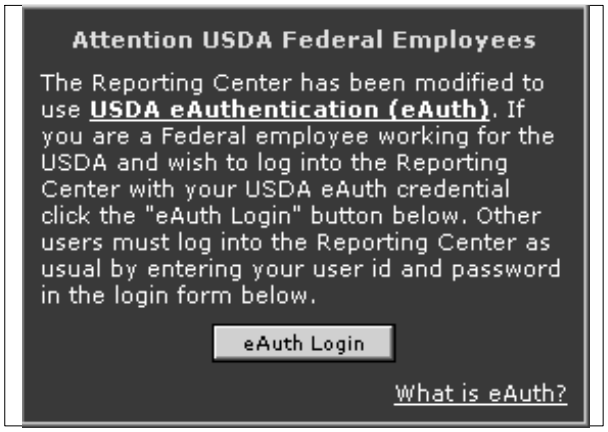


Figure 5. eAuth Login

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

Use the Description Pop-ups

The Report Descriptions box provides pop-ups that contain descriptions of reports in the Reporting Center.

To use the Description pop-ups:

1. On the Reporting Center Main Menu (**Figure 2**), click the down arrow to select the report type to be described.
2. Select a report type from the Report Descriptions box.
3. Click **View**. A Description pop-up (**Figure 6**) appears.

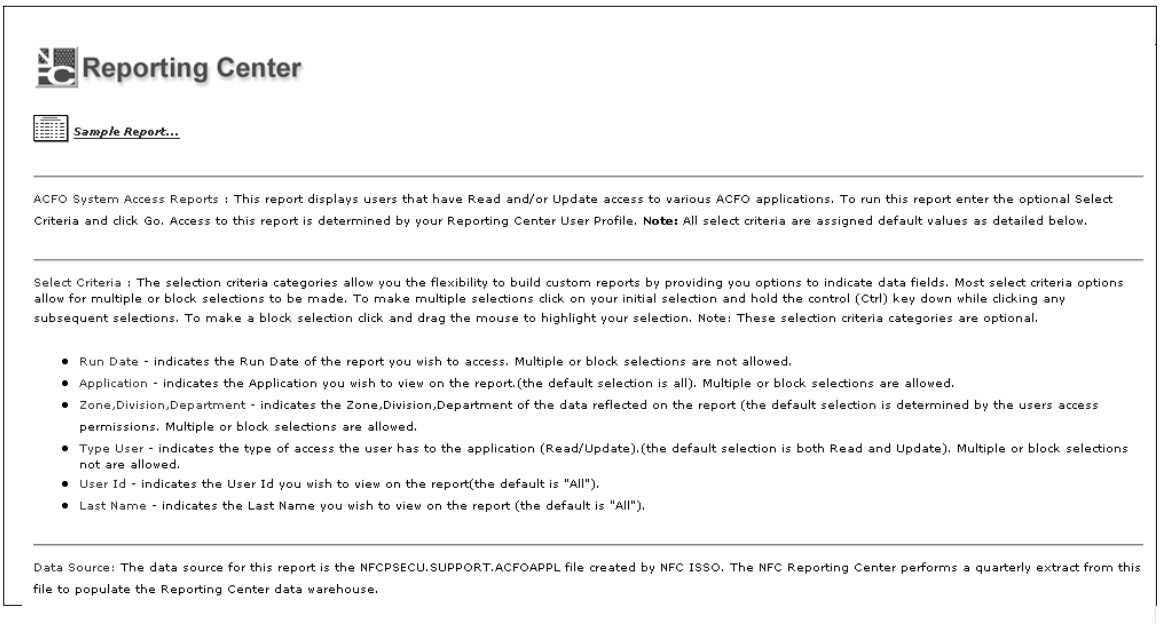


Figure 6. Description pop-up

4. Click **X** to close the description and return to the Reporting Center main menu (**Figure 2**).

Use the How Do I Pop-ups

How Do I pop-ups (**Figure 8**) are available on the Reporting Center Main Menu (**Figure 2**). These pop-ups allow users to follow steps in performing various functions on the Reporting Center.

To use the How Do I pop-ups:

1. On the Reporting Center Main Menu (**Figure 2**), select the applicable question from teh How Do I box (**Figure 7**)..

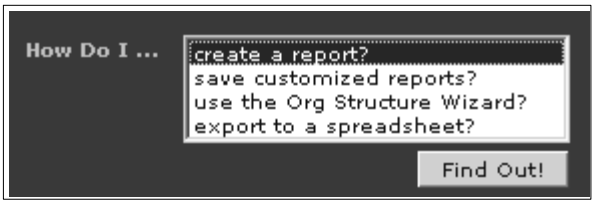


Figure 7. How Do I box

2. Click **Find Out**. A How Do I pop-up (**Figure 8**) appears with the information requested.

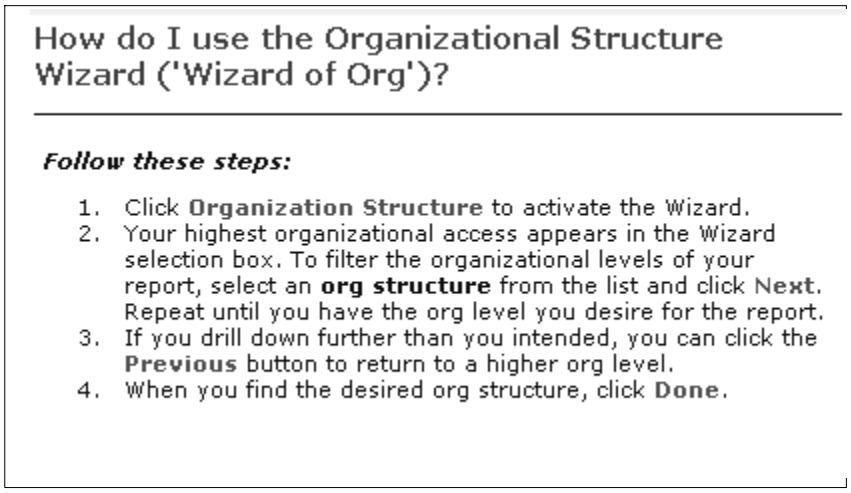


Figure 8. How Do I pop-up

3. Click the back button (left arrow) to return to the Reporting Center Main Menu (**Figure 2**).

Reporting Center Command Buttons

The following command buttons are used throughout the Reporting Center.

Reporting Center Command Buttons

Button	Description
Cancel	Used to cancel an action and return to the report.
Close	Used to close a window.
Done	Used to confirm that a selection has been made and to return to the report.
Exclude	Used to exclude certain selections from a selection list.
Go	Used when making a selection on the Run the Report menu.
Include	Used to include certain selections from a selection list.
Next	Used to advance to the next level of an organizational structure to further customize a report.
Open	Used to open a file.
Open Folder	Used to open a folder.
OK	Used to accept an action.

Reporting Center Command Buttons

Button	Description
Previous	Used to return to the previous level when defining the organizational structure.
Reset	Used to refresh the field and return to the report.
Save	Used to save data.
Search	Used to search for an employee's last name or ssn.
Select	Used to select an item from a list.
X	Used to close the open window.
Yes	Used to accept an action.

Exiting the Reporting Center

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

To exit the Reporting Center:

1. At any Reporting Center window, click **Logoff** to return to the NFC Home page.

Select a Report Menu

After you connect to the Reporting Center, the Select A Report Menu (**Figure 9**) is displayed.

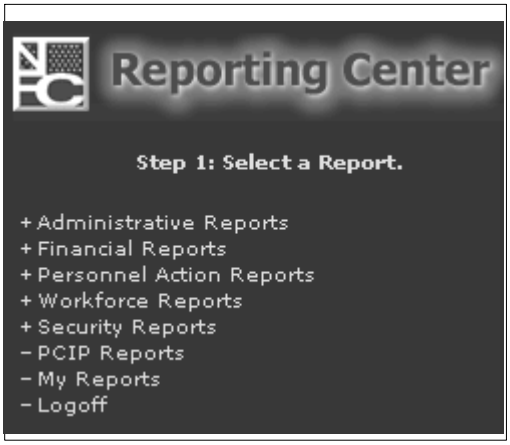


Figure 9. Select a Report Menu

The Select a Report Menu (**Figure 9**) displays the following options:

- **Administrative Reports**. This section provides administrative type reports. The following reports are available on the Administrative Reports menu.
  - Energy Data Download
  - Energy Detail
  - Energy Summary
  - GESD Request Tracking
  - Leave Error
  - Telephone Download
  - Telephone Over The Max Limit
  - Outstanding Travel Advances (3731)
  - OTRS/IPAC (OPAC Tracking and Reconciliation System)
- **Financial Reports**. This section provides reports containing financial data. The following reports are available on the Financial Reports menu.
  - SF−224 Abstract Of Trans (SCAP5D)
  - FSDW (Financial Statement Data Warehouse) Abnormal Balance By Treasury Symbol
  - FSDW Abnormal Balance By Fund
  - FSDW Adjustments Report
  - FSDW Consolidated Financial Statements
  - FSDW Crosswalk Trial Balance
  - FSDW Eliminations Report
  - FSDW Financial Statement Consistency Report
  - FSDW GL Account Trial Balance
  - FSDW Preliminary Financial Statements
  - FSDW Trial Balance By Treasury Symbol
  - FACTS II SF 133
  - FACTS II FMS 2108
  - SF 2812
- **Personnel Action Reports**. This section provides provides reports containing data based upon employee personnel actions. The following reports are available on the Personnel Action Reports menu.
  - Hires
  - Hires Minority Profile
  - Promotions

  - Promotions Minority Profile
  - Separations
  - Separations Minority Profile
- **Workforce Reports**. This section provides reports containing data based upon workforce diversity. The following reports are available on the Workforce Reports menu.
  - 1102/1105 Series Listing
  - Age Profile
  - Canceled Payments Requiring Agency Action (DOTS)
  - Civilian Employment (SF−113A) Report
  - Civilian Employment (SF−113G) Report
  - Comp Time-Current Balance
  - Comp Time-Regular Comp Time Balance
  - Comp Time-Regular Earned and Used
  - Comp Time-Travel Comp Time Balance
  - Dental Plan Payment Report
  - Dental/Vision Plan Report
  - Dues Withheld
  - Earnings Limitation
  - EPP Usage Statistics
  - Education Level Profile
  - Employee Search (By Name)
  - Employee Search (By SSNO)
  - Employment Changes
  - Employment By Disability Code
  - EPP Usage Statics
  - Flex Fund
  - Gender Profile
  - Grade Distribution
  - Grade Range
  - Grades Across Minority and Gender
  - Leave Balances
  - Leave Liability

- Leave Trends
- Length of Service Profile
- Life Insurance Listing
- Long Term Care
- MD-715-EEO Workforce Data
- Minority Profile
- Non-Pay Hours Report
- Occupational Categories Profile
- Occupational Series Listing
- Official Time for Union Business
- Organization Profile
- Overdue Performance Appraisals
- PACS 4511 Carrier Tran. and Sum
- PACS 4512 Carrier Tran. and Sum
- PACS 4513 Carrier Tran. and Sum
- PACS 4514 Carrier Tran. and Sum
- Pay Plan And Grade Distribution
- Position Organization Listing (POL)
- Reduction In Force (RIF) Report
- Retirement Eligibility
- Retirement Profile (Inc. Early Out)
- Roster Of Employees
- Salary Summary
- Table 74-Official Titles and Title Codes
- Table 76-Working Titles and Title Codes
- Union Activity Exception Report
- Union Roster and Activity Report
- Use-Or-Lose Leave Report
- Workforce Analysis

- **Security Reports**. This section provides reports listing security and inactivity data for NFC Mainframe and *EmpowHR* users. The following reports are available on the Security Reports menu.
  - Active Directory Inactivity Report

  - Mainframe Inactivity Report
  - *EmpowHR* Application Access Report
  - *EmpowHR* Inactive User Report
  - *EmpowHR* New/Mod App Role Report
  - *EmpowHR* Privilege User Report
- **PCIP Reports**. This section provides a report containing enrollee information for the Pre-Existing Condition Insurance Plan program.
- **My Reports**. This section provides reports created for and by the user. These are reports that a user runs often and saves to the My Reports folder to run periodically without having to reenter the criteria.
- **Logoff**. Used to log off of the Reporting Center.

Using the Reporting Center

This section presents the following topics:

Creating Reports
Creating a Report as a Chart or Graph
Viewing Reports Online
Saving Reports to Your My Reports Folder
Retrieving a Report from Your My Reports Folder
Creating a Spreadsheet
Saving Reports to a Folder

Creating Reports

The Reporting Center allows you to create various reports.

To create a report:

1. On the Select A Report Menu (**Figure 9**), select the applicable report to be created. The selected report is displayed.

2. Complete the fields on the applicable report.

   OR

   Select the applicable criteria for the report.

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

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

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

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

4. After all fields are completed, select the applicable action to be taken on the Run the Report menu (**Figure 10**). Depending on the report selected, there are four Run the Report menus (**Figure 10**).

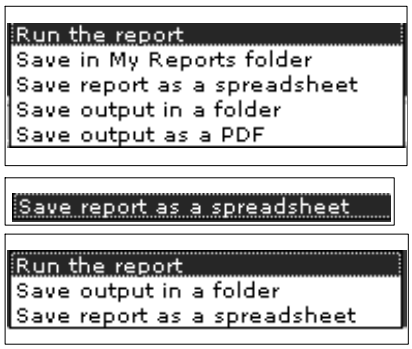


Figure 10. Run the Report menus

The following actions may be taken from the Run the Report menus (**Figure 10**).

- ***Run the Report***. The report is displayed.
- ***Saveiln My Reports Folder***. The report is saved in the My Reports option.
- ***Save Report as a Spreadsheet***. The report is displayed as a spreadsheet.
- ***Save Report in a Folder***. The report is saved to a folder.
- ***Save Output in a Folder***. The report is saved to a folder.
- ***Save Output as a PDF***. This report is saved as a PDF.

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

Creating a Report as a Chart or Graph

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

To create a chart or a graph:

1. On the Select A Report Menu (**Figure 9**), select the applicable report. The selected report is displayed. The following reports have the Report As Chart Or Graph field:

   Personnel Actions Report menu

   - All Actions
   - Hires
   - Promotions
   - Separations

   Workforce Reports menu

   - Age Profile
   - Education Level Profile

- Gender Profile
- Grade Distribution
- Length Of Service Profile
- Minority Profile
- Organization Profile
- Retirement Eligibility
- Retirement Profile (Inc. Early Out)
- Salary Summary

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

   OR

   To create a graph, select ***Graph*** in the Report As Chart Or Graph field.
5. Select the applicable action to be taken on the Run the Report menu (**Figure 10**).
6. After selecting the applicable action, click **Go**. The report(s) (**Figure 11**) and (**Figure 12**) is displayed.

Personnel Actions
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Calendar Year = 2010
By Org

Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
ORG LEVEL 5 (AG907040014000)	67	100	67	100	0	0	0	0
Total	67	100	67	100	0	0	0	0

Total Publications & Communications Branch Actions: 67

Figure 11. Report Displayed as a Chart

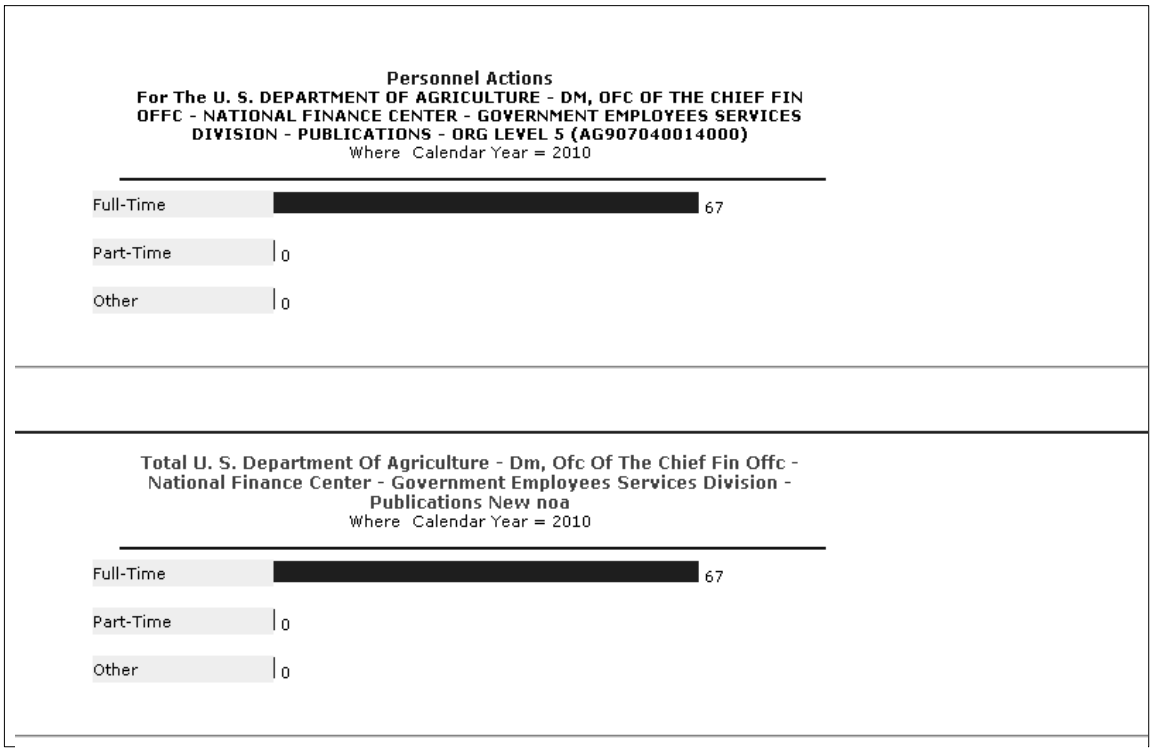


Figure 12. Report Displayed as a Graph

Viewing Reports Online

You can run certain reports to be viewed online. Only reports that have the ***Run the Report*** option on the Run the Report menu (**Figure 10**) can be viewed online. These reports may also be printed using this option.

To view a report online:

1. On the Select a Report Menu (**Figure 9**), select the applicable report. The selected report is displayed.

   Note: All reports **except** Energy Data Download, Telephone Download, Employee Search (by Name), FSDW Facts I File, and Employee Search (by SSNO) have the ***Run the Report*** option on the Run The Report menu (**Figure 10**).

2. Complete the fields on the applicable report.

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

4. Select ***Run The Report*** on the Run the Report menu (**Figure 10**).

5. Click **Go**. The report (**Figure 13**) is displayed for viewing.

New Hires
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION
Calendar Year = 2010
By Org

Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
ORG LEVEL 4 (AG9070400000)	8	12.1	8	100	0	0	0	0
PERSONNEL APPLICATIONS SYSTEMS BRANCH	2	3	2	100	0	0	0	0
PAYROLL APPLICATIONS SYSTEMS BRANCH	1	1.5	1	100	0	0	0	0
ADMINISTRATIVE APPLICATIONS SYSTEMS BRANCH	1	1.5	1	100	0	0	0	0
HUMAN RESOURCES APPLICATIONS BRANCH	2	3	2	100	0	0	0	0
PERSONNEL PROCESSING BRANCH	9	13.6	9	100	0	0	0	0
PAYROLL PROCESSING BRANCH	8	12.1	8	100	0	0	0	0
GOVERNMENT DEBT & INSURANCE SERVICES BRANCH	12	18.2	11	91.7	1	8.3	0	0
SYSTEMS REQUIREMENTS BRANCH	2	3	2	100	0	0	0	0
CLIENT MANAGEMENT BRANCH	1	1.5	1	100	0	0	0	0
CONSUMER INSURANCE PROGRAM BRANCH	20	30.3	20	100	0	0	0	0
Total	66	100	65	98.5	1	1.5	0	0

Total Government Employees Services Division New Hires: 66

Figure 13. Report Displayed for Viewing

Saving Reports in My Reports Folder

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

To save a report to My Reports:

1. On the Select A Report Menu (**Figure 9**), select the applicable report. The selected report is displayed.

   Note: All reports **except** Employee Search (By Name), FSDW Facts I File, and Employee Search (By SSNO) have the ***Save In My Reports Folder*** option on the Run the Report menu (**Figure 10**).

2. Complete the fields on the applicable report.

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

4. Select ***Save In My Reports Folder*** on the Run the Report menu (**Figure 10**).

5. Click **Go**. The My Reports pop-up (**Figure 14**) appears.

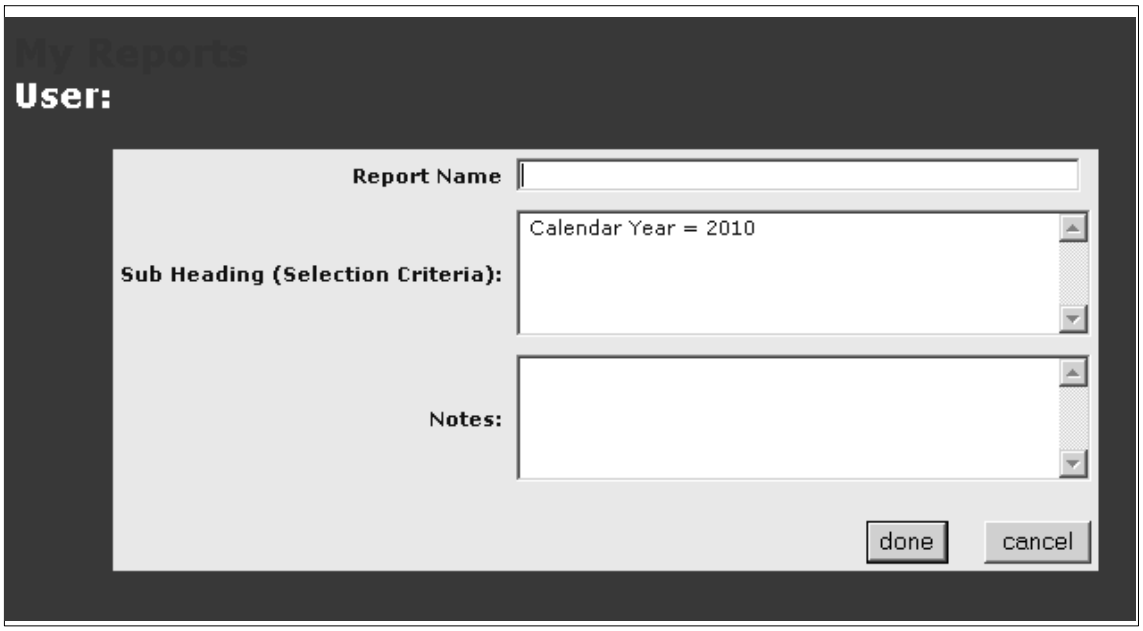


Figure 14. My Reports pop-up

6. Complete the fields as indicated under **My Reports Pop-up Field Instructions**.

7. Click **Done**. A Confirmation pop-up appears (**Figure 15**).

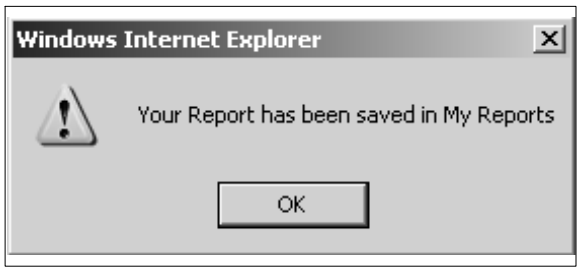


Figure 15. Confirmation pop-up

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

Retrieving Reports from Your My Reports Folder

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

To retrieve a report from your My Reports folder:

1. On the Select A Report Menu (**Figure 9**), select ***My Reports***. The My Reports Listing menu (**Figure 16**) is displayed with a list of reports that you saved to your My Reports folder.

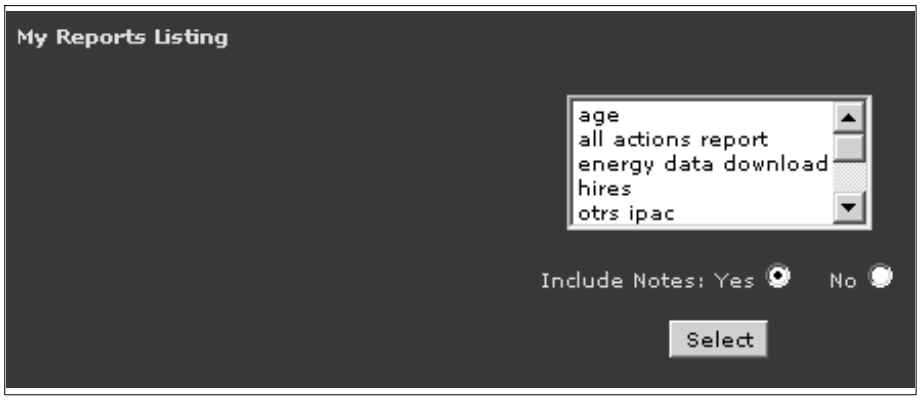


Figure 16. My Reports Listing menu

2. On the My Reports Listing menu (**Figure 16**), complete the fields as indicated under **My Reports Listing Menu Field Instructions**.

3. Click **Select**. A pop-up (**Figure 17**) appears listing the report selected.

Figure 17. Pop-up with Selected Report

4. After clicking **Select**, select the applicable action on the Run the Report menu (for My Reports) (**Figure 18**).

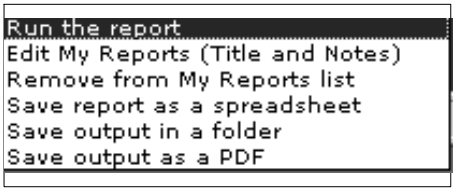


Figure 18. Run the Report menu (for My Reports)

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

- ***Run the Report***. The report is displayed.
- ***Edit My Reports (Title And Notes)***. You can modify the Report Name and/or Notes field(s) on the My Reports pop-up (**Figure 14**). You cannot modify the fields on the report. The only way to modify the fields on a report is to select the applicable report, complete the fields, and rerun the report.
- ***Remove From My Reports List***. You can remove the report from your My Reports folder.
- ***Save Report As A Spreadsheet***. The report is displayed as a spreadsheet.
- ***Save Output In A Folder***. The report is saved to a folder.
- ***Save Output In A Folder***. The reprot is saved as a pdf.

5. Click **Go**.

Creating a Spreadsheet

The Reporting Center allows you to create a spreadsheet for certain reports. Only reports that have the ***Save Report as a Spreadsheet*** option on the Run the Report menu (**Figure 10**) can be created as spreadsheets.

To create a spreadsheet:

1. On the Select A Report Menu (**Figure 9**), select the applicable report. The selected report is displayed.

   Note: All reports, **except** SF 2812, Employee Search (By Name), and Employee Search (By SSNO) have the ***Save Report As A Spreadsheet*** option.

2. Complete the fields on the applicable report.

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

4. Select ***Save Report As A Spreadsheet*** on the Run the Report menu (**Figure 10**).

5. Click **Go**.

6. Follow the onscreen prompts unique to your browser/setup to save your report as a spreadsheet. After you follow the prompts, your report will be displayed as a spreadsheet.

all actions report

Calendar Year = 2010

Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
ORG LEVEL 4 (AG9070400000)	8	12.1	8	100	0	0	0	0
PERSONNEL APPLICATIONS SYSTEMS BRANCH	2	3	2	100	0	0	0	0
PAYROLL APPLICATIONS SYSTEMS BRANCH	1	1.5	1	100	0	0	0	0
ADMINISTRATIVE APPLICATIONS SYSTEMS BRANCH	1	1.5	1	100	0	0	0	0
HUMAN RESOURCES APPLICATIONS BRANCH	2	3	2	100	0	0	0	0
PERSONNEL PROCESSING BRANCH	9	13.6	9	100	0	0	0	0
PAYROLL PROCESSING BRANCH	8	12.1	8	100	0	0	0	0
GOVERNMENT DEBT & INSURANCE SERVICES BRANCH	12	18.2	11	91.7	1	8.3	0	0
SYSTEMS REQUIREMENTS BRANCH	2	3	2	100	0	0	0	0
CLIENT MANAGEMENT BRANCH	1	1.5	1	100	0	0	0	0
CONSUMER INSURANCE PROGRAM BRANCH	20	30.3	20	100	0	0	0	0
Total	66	100	65	98.5	1	1.5	0	0

Total New Hires: 66

Figure 19. Report Displayed as a Spreadsheet

Saving Reports to a Folder

The Reporting Center allows you to save some of your reports to a folder so that more than one person can utilize the report(s). Only reports that have the ***Save Report In A Folder*** option or the ***Save Output To A Folder*** option on the Run the Report menu (**Figure 10**) can be saved to a folder.

To save reports to a folder:

1. On the Select A Report Menu (**Figure 9**), select the applicable report. The selected report is displayed.

   Note: All reports **except** Energy Data Download, Telephone Data Download, Employee Search (By Name), and Employee Search (By SSNO) have the ***Save Report In A Folder*** option or the ***Save Output To A Folder*** option.

2. Complete the fields on the applicable report.

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

4. Select ***Save Report in a Folder*** or ***Save Output to a Folder*** on the Run the Report menu (**Figure 10**).

5. Click **Go**.

6. Follow the onscreen prompts unique to your browser/setup to save your report to a folder. After you follow the prompts, your report will be saved in a folder.

Field Instructions For Using The Reporting Center

This section presents the following topics:

Reporting Center Main Menu Field Instructions
Change Your Password Pop-up Field Instructions
Select a Report Menu Description
My Reports Pop-up Field Instructions
My Reports Listing Menu

Reporting Center Main Menu Field Instructions

The Reporting Center Main Menu (**Figure 2**) is displayed when you click **OK** on the Warning Message (**Figure 1**). The Reporting Center Main Menu (**Figure 2**) offers ***How Do I*** for instructions for functions on the Reporting Center, ***Report Descriptions*** which offers a drop down containing descriptions of available reports, a ***Message Board*** which contains a list of the most recently updated reports, and a ***News*** section which gives information regarding current updates to the Reporting Center. The text on these options changes as information is updated on the Reporting Center. For more information on the Reporting Center Main Menu, see **Starting the Reporting Center**.

Reporting Center Main Menu

User ID	Type your Reporting Center user ID.
Password	Type your password. If you are accessing the FSDW Financial reports, your Reporting Center password must be the same as your NFC Mainframe password.
Change Password	Check this box if you wish to change your password. The default for this field is blank. If you check this box, the Change Your Password pop-up (**Figure 3**) appears after you click **[Login]**. For instructions on changing your password, see **Changing Your Password**.
How Do I	Click the down arrow to receive instructions for performing various functions in the Reporting Center. Valid values are **`Create A Report`**, **`Save Customized Reports`**, **`Use The Org Structure Wizard`**, and **`Export To A Spreadsheet`**.
Report Descriptions	Click the down arrow receive descriptions of reports available. All reports currently available on the Reporting Center are listing on Reports Descriptions.

Change Your Password Pop-up Field Instructions

The Change Your Password pop-up (**Figure 3**) appears when you check the Change Password box and click **Login** on the Reporting Center Main Menu (**Figure 2**).

Change Your Password pop-up

Enter New Password	Type your new password.
Confirm New Password	Retype your new password.

Select A Report Menu Description

The Select A Report Menu (**Figure 9**) is displayed after you login to the Reporting Center. The Select A Report Menu (**Figure 9**) allows you to choose the type of report that you wish to display. For instructions on using the Select A Report Menu (**Figure 9**), see **Select A Report Menu**.

My Reports Pop-up Field Instructions

The My Reports pop-up (**Figure 14**) appears when you click **[Go]** after selecting ***Save In My Reports Folder*** on the Run The Report menu (**Figure 10**).

My Reports pop-up

Report Name	Type the name that you want to give the report. This should be something easy for you to remember. Information in this field may be changed.
Sub Heading (Selection Criteria)	This field is system generated based upon criteria entered on the report.
Notes	Type any notes related to the report. This field is available for you to record any information that will help you when running the report. Information in this field may be changed.

My Reports Listing Menu Field Instructions

The My Reports Listing menu (**Figure 16**) is displayed when you select ***My Reports*** on the Select A Report Menu (**Figure 9**).

My Reports Listing menu

List Box	This field is system generated based on the names that you gave the reports saved to your My Reports folder. A list of reports saved is displayed in this field. Select the applicable report to be retrieved.
Include Notes	Select the applicable radio button to designed whether or not to include notes when running the report. These are notes from the Notes field on the My Reports pop-up (**Figure 14**). Valid values are **`Yes`** and **`No`**. The default for this field is **`Yes`**.

Running Administrative Reports

The Administrative Reports menu (**Figure 20**) contains the following reports:

- OTRS/IPAC
- Cost Metrics Reports
- Energy Data Download
- Energy Detail
- Energy Summary
- GESD Request Tracking Report
- Leave Error
- Outstanding Travel Advances (3731)
- T&A Error Analysis
- T&A Missing Personnel Actions
- T&As Not Received by NFC
- Telephone Download
- Telephone Over the Max Limit Report
- Utilities (UTVN) Download

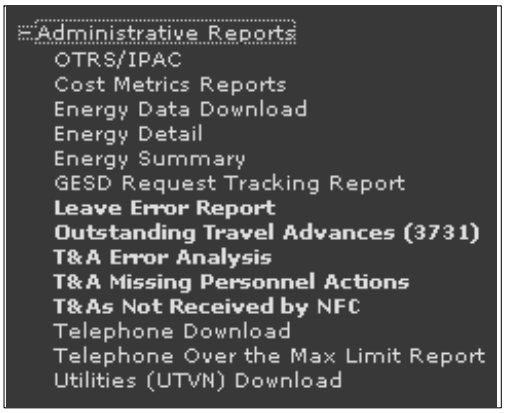


Figure 20. Administrative Reports menu

OTRS/IPAC

The OTRS/IPAC report (**Figure 21**) is displayed when you select ***OTRS/IPAC*** on the Administrative Reports menu (**Figure 20**). This report contains accounting data used to track bills. There are two reports available on this option. They are the ***Aged Report Of Unprocessed OPAC/IPAC Bills*** and the ***Completely Processed OPAC/IPAC Bills***. Data for this report is obtained from the OTRS/IPAC Tracking and Reconciliation System database and is updated nightly.

Figure 22. OTRS/IPAC report

After running the OTRS/IPAC report (**Figure 22**), the OTRS/IPAC report (with criteria) (**Figure 23**) is displayed.

USDA OCFO National Finance Center
Aged Report of Unprocessed OPAC Bills
Bills Dated = 04/14/2010 And Alc = 00003801
Sorted by Bill Date

Bills Dated	Document Reference Number	Initiating ALC	Receiving ALC	D.O.	Bill Date	Bill Amount	Amount Processed	Amount Unprocessed	Days In Section	Responsible Processing Section
04 - 2010		00003801	12401100		04/14/2010	750,511.10	0.00	750,511.10	202	
Total 1								**750,511.10**		
Report Total										
Total 1								**750,511.10**		

Figure 23. OTRS/IPAC report (with criteria)

OTRS/IPAC report

OTRS/IPAC Report	Click this field to select the applicable type of report to be run. Valid values are **`Aged Report of Unprocessed OPAC/IPAC Bills`** and **`Completely Processed OPAC/IPAC Bills`**. The default for this field is **`Aged Report of Unprocessed OPAC/IPAC Bills`**. You can also select from various spreadsheets. If you select one of the spreadsheets, the report is run based upon the spreadsheet selected. You do not need to complete the remaining fields if one of the spreadsheets is selected. The remaining fields are no longer displayed if you select one of the spreadsheets. After making your selection, click **Done** or **Reset**, as applicable.
ALC	Click this field to select the applicable ALC (Agency Location Code). The default for this field is **`All`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Bills Dated	Click this field to select the date(s) for the bill(s) on the report. The default for this field is **`All`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Document Reference Number	Click this field to select the applicable document reference number(s) for the report. The default for this field is **`All`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Register Date	Click this field to select the applicable pay register date. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sort By	Click this field to select the applicable sort options. Valid values are **`ALC`**, **`Bill Date`**, and **`Document Reference Number`**. The default for this field is **`Bill Date`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Cost Metrics Reports

The Cost Metric Reports (**Figure 24**) is displayed when you select ***Cost Metrics Reports*** on the Administrative Reports menu (**Figure 20**). This report contains information collected by NFC's Financial Management Office and is updated monthly.

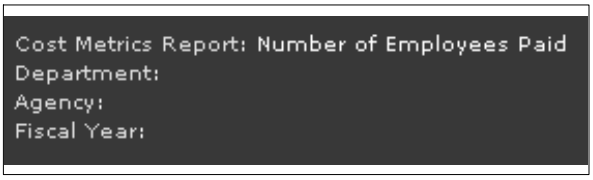


Figure 24. Cost Metrics report

After completing the fields, the Cost Metrics report (with criteria) (**Figure**) is displayed.

USDA OCFO National Finance Center
Average Number of Employees Paid (Biweekly)
Fiscal Year = 2004 and Department = U. S. DEPARTMENT OF AGRICULTURE (AG) and Agency = DM, OFC OF THE CHIEF FIN OFFC (90)

FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04	FY 04
PP22	PP23	PP24	PP25	PP26	PP01	PP02	PP03	PP04	PP05	PP06	PP07	PP08	PP09	PP10	PP11	PP12	PP13	PP14	PP15	PP16	PP17	
1,666	1,650	1,663	1,665	1,671	1,647	1,649	1,623	1,621	1,618	1,614	1,615	1,634	1,607	1,609	1,611	1,597	1,594	1,590	1,593	1,613	1,590	
1,666	1,650	1,663	1,665	1,671	1,647	1,649	1,623	1,621	1,618	1,614	1,615	1,634	1,607	1,609	1,611	1,597	1,594	1,590	1,593	1,613	1,590	

Figure 25. Cost Metrics report (with criteria)

Cost Metrics report

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

Energy Data Download

The Energy Data Download report is displayed when you select ***Energy Data Download*** on the Administrative Reports menu (**Figure 20**). This report contains energy data on all feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.

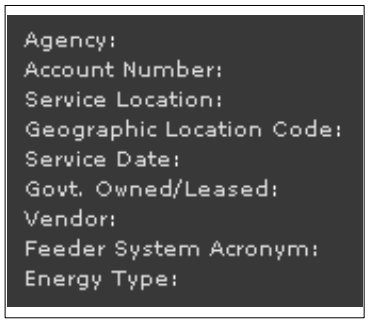


Figure 26. Energy Data Download report

After running the Energy Data Download report (**Figure 26**), the Energy Data Download report (with criteria) (**Figure 27**) is displayed.

Account Number	Acct Suffix	Agency Code	Acct Station	Service Location Name	Service Location Address	Service Location City	Service Location State	Service Location Zip	Extend
	0	30	10	USDA NFC	13800 OLD GENTILLY ROAD	NEW ORLEANS	LA	70129	

Figure 27. Energy Data Download report (with criteria)

Energy Data Download report

Agency	Click this field to select the applicable agency for the report. Both the 2-digit agency and the literal code are displayed in this field. If a single agency other than **`30-Food and Nutrition Service`**, **`37-Food and Safety Inspection Service`**, or **`CE-FSA County Office Committee`** is selected, additional fields are generated. If multiple agencies are selected, additional fields are not generated. The default for this field is **`All`**. Multiple or block selections are available in this field. As each agency is selected, different fields are displayed. These fields are specific to the selected agency. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Cost Resp. Center	This field is generated when you select **`02-Agr. Marketing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Cost Resp. Division	This field is generated when you select **`02-Agr. Marketing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Cost Resp. Center field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Location	This field is generated when you select **`03-Agr. Research Service`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Location 2	This field is generated when you select **`03-Agr. Research Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Appn/Allottee	This field is generated when you select **`07-Rural Housing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Class/Sp. Purpose	This field is generated when you select **`07-Rural Housing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Appn/Allottee field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Region	This field is generated when you select **`08-Risk Management Agency`**, **`11-Forest Service`**, or **`16-Natural Resources Cons Serv`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sub-Office	This field is generated when you select **`08-Risk Management Agency`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Unit	This field is generated when you select **`11-Forest Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Region field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sub Unit	This field is generated when you select **`11-Forest Service`** in the Agency field. Click this field to select the applicable accounting code (Option 3). Valid values available in this field are determined by the selection made in the Unit field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sp. Purpose	This field is generated when you select **`16-Natural Resources Cons Serv`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Region field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

FY/Fund	This field is generated when you select **`20-Natl Agrl Statistics Service`** or **`23-Off. of the Inspector General`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Division	This field is generated when you select **`20-Natl Agrl Statistics Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the FY/Fund field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
State Office	This field is generated when you select **`20-Natl Agrl Statistics Service`** in the Agency field. Click this field to select the applicable accounting code (Option 3). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Organization	This field is generated when you select **`23-Off. of the Inspector General`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pgm/Rgn/Div	This field is generated when you select **`34-Animal/Plant Health Insp. Serv.`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Org/Sub-Unit	This field is generated when you select **`34-Animal/Plant Health Insp. Serv.`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Pgm/Rgn/Div field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mgmt. Code	This field is generated when you select **`36-GIPSA`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Budget Act.	This field is generated when you select **`36-GIPSA`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
FY/Appn	This field is generated when you select **`90-Off of the Chief Financial Offcr`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Org	This field is generated when you select **`90-Off of the Chief Financial Offcr`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Office/Divsion	This field is generated when you select **`DA-DM, Departmental Adm`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Index Code	This field is generated when you select **`FA-Farm Service Agency`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Account Number	Click this field to select the applicable account number. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Service Location	Click this field to select the applicable service location name. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Geographic Location Code	Click this field to select the applicable geographic location code. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Service Date	Click this field to select the applicable service date (range of dates). Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field; however, if conflicting dates are selected, the report will not be generated. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Govt. Owned/Leased	Click this field to indicate whether the building is owned by the Government or leased. Valid values are **`G`** (owned) and **`L`** (leased). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Vendor	Click this field to select the applicable vendor (utility company). Values values available earful determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Feeder System Acronym	Click this field to select the applicable 4-position Feeder System acronym for applicable NFC application. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Energy Type	Click this field to select the applicable energy type. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Energy Detail

The Energy Detail report (**Figure 28**) is displayed when you select ***Energy Detail*** on the Administrative Reports menu (**Figure 20**). This report contains energy data concerning feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.

Figure 28. Energy Detail report

After running the Energy Detail report (**Figure 28**), the Energy Detail report (with criteria) (**Figure 29**) is displayed.

USDA ENERGY DETAIL REPORT

Agency = 90 -- DM, OFC OF THE CHIEF FIN OFFC and Service Location = USDA NFC and Vendor Name = ENTERGY LOUISIANA and Account Number = 79716031 and Feeder System Acronym = UTVN and Govt. Owned/Leased Code = L and Service Date = 08/04/2010 and Energy Type = Electricity and Sorted by = Org

FY/Appn = 109 Org = N

Account (or Document) Number:

Agency: 90 **Acct Station:** 0010 **T&A Contact:** 22169007 **GLC:**

Service Location Data

Name: USDA NFC **Building:** L

Address: 13800 OLD GENTILLY ROAD

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

Payment Data

Vendor Name: ENTERGY LOUISIANA

Vendor Address: P O BOX 8108

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

Payment/Service Date: 08/04/2010 **Feeder System:** UTVN

Accounting: 109NLA1CU2W

Type of Energy	Reporting Units	Consumption	Amount
Electricity	KWH	25,400	$2,636
Fuel Oil	Gal.	0	$0
Natural Gas	CCF	0	$0
LPG/Propane	Gal.	0	$0
Coal	S. Ton	0	$0
Water	Gal.	0	$0
Unidentified Utilities	O/C 2310		$0
Misc. Energy Supplies	O/C 2610		$0
	Total Costs		$2,636

Figure 29. Energy Detail report (with criteria)

Energy Detail report

Agency	Click this field to select the applicable agency for the report. Both the 2-digit agency and the literal code are displayed in this field. If a single agency other than **`30-Food and Nutrition Service`**, **`37-Food and Safety Inspection Service`**, or **`CE-FSA County Office Committee`** is selected, additional fields are generated. If multiple agencies are selected, additional fields are not generated. The default for this field is **`All`**. Multiple or block selections are available in this field. As each agency is selected, different fields are displayed. These fields are specific to the selected agency. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Cost Resp. Center	This field is generated when you select **`02-Agr. Marketing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Cost Resp. Division	This field is generated when you select **`02-Agr. Marketing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Cost Resp. Center field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Location	This field is generated when you select **`03-Agr. Research Service`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Location 2	This field is generated when you select **`03-Agr. Research Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Appn/Allottee	This field is generated when you select **`07-Rural Housing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Class/Sp. Purpose	This field is generated when you select **`07-Rural Housing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Appn/Allottee field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Region	This field is generated when you select **`08-Risk Management Agency`**, **`11-Forest Service`**, or **`16-Natural Resources Cons Serv`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Sub-Office	This field is generated when you select **`08-Risk Management Agency`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Unit	This field is generated when you select **`11-Forest Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Region field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sub Unit	This field is generated when you select **`11-Forest Service`** in the Agency field. Click this field to select the applicable accounting code (Option 3). Valid values available in this field are determined by the selection made in the Unit field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sp. Purpose	This field is generated when you select **`16-Natural Resources Cons Serv`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Region field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
FY/Fund	This field is generated when you select **`20-Natl Agrl Statistics Service`** or **`23-Off. of the Inspector General`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Division	This field is generated when you select **`20-Natl Agrl Statistics Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the FY/Fund field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
State Office	This field is generated when you select **`20-Natl Agrl Statistics Service`** in the Agency field. Click this field to select the applicable accounting code (Option 3). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Organization	This field is generated when you select **`23-Off. of the Inspector General`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pgm/Rgn/Div	This field is generated when you select **`34-Animal/Plant Health Insp. Serv.`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Org/Sub-Unit	This field is generated when you select **`34-Animal/Plant Health Insp. Serv.`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Pgm/Rgn/Div field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mgmt. Code	This field is generated when you select **`36-GIPSA`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Budget Act.	This field is generated when you select **`36-GIPSA`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
FY/Appn	This field is generated when you select **`90-Off of the Chief Financial Offcr`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Org	This field is generated when you select **`90-Off of the Chief Financial Offcr`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Office/Divsion	This field is generated when you select **`DA-DM, Departmental Adm`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Index Code	This field is generated when you select **`FA-Farm Service Agency`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Account Number	Click this field to select the applicable account number. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Service Location Name	Click this field to select the applicable service location name. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Geographic Location Code	Click this field to select the applicable geographic location code. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Service Date	Click this field to select the applicable service date (range of dates). Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field; however, if conflicting dates are selected, the report will not be generated. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Govt. Owned/Leased	Click this field to indicate whether the building is owned by the Government or leased. Valid values are **`G`** (owned) and **`L`** (leased). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Vendor	Click this field to select the applicable vendor (utility company). Values values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Feeder System Acronym	Click this field to select the applicable 4-position Feeder System acronym for applicable NFC application. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Energy Type	Click this field to select the applicable energy type. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sort By	Click this field to select the applicable sort option for the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Energy Summary

The Energy Summary report (**Figure 30**) is displayed when you select ***Energy Summary*** on the Administrative Reports menu (**Figure 20**). This report contains energy data on all feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.

Agency:
Account Number:
Service Location Name:
Geographic Location Code:
Service Date:
Govt. Owned/Leased:
Vendor:
Feeder System Acronym:
Summarize By:

Figure 30. Energy Summary report

After running the Energy Summary report (**Figure 30**), the Energy Summer report (with criteria) (**Figure 31**) is displayed.

USDA Energy Summary

Agency = 90 -- DM, OFC OF THE CHIEF FIN OFFC and Service Location = USDA NFC and Vendor Name = ENTERGY LOUISIANA and Account Number = and Feeder System Acronym = UTVN and Govt. Owned/Leased Code = L and Service Date = 08/04/2010 and Summarized by = Org

FY/Appn = 109 Org = N

Type of Energy	Reporting Units	Consumption	Amount
Electricity	MWH	25	$2,636
Fuel Oil	Thou. Gal.	0	$0
Natural Gas	Thou. Cu. Ft.	0	$0
LPG/Propane	Thou. Gal	0	$0
Coal	S. Ton	0	$0
Water	Thou. Gal	0	$0
Unidentified Utilities	O/C 2310		$0
Misc Energy Supplies	O/C 2610		$0
	Total Costs		$2,636

Figure 31. Energy Summary report (with criteria)

Energy Summary report

Agency	Click this field to select the applicable agency for the report. Both the 2-digit agency and the literal code are displayed in this field. If a single agency other than **`30-Food and Nutrition Service`**, **`37-Food and Safety Inspection Service`**, or **`CE-FSA County Office Committee`** is selected, additional fields are generated. If multiple agencies are selected, additional fields are not generated. The default for this field is **`All`**. Multiple or block selections are available in this field. As each agency is selected, different fields are displayed. These fields are specific to the selected agency. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Cost Resp. Center	This field is generated when you select **`02-Agr. Marketing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Cost Resp. Division	This field is generated when you select **`02-Agr. Marketing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Cost Resp. Center field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Location	This field is generated when you select **`03-Agr. Research Service`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Location 2	This field is generated when you select **`03-Agr. Research Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Appn/Allottee	This field is generated when you select **`07-Rural Housing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Class/Sp. Purpose	This field is generated when you select **`07-Rural Housing Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Appn/Allottee field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Region	This field is generated when you select **`08-Risk Management Agency`**, **`11-Forest Service`**, or **`16-Natural Resources Cons Serv`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Sub-Office	This field is generated when you select **`08-Risk Management Agency`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Unit	This field is generated when you select **`11-Forest Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Region field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sub Unit	This field is generated when you select **`11-Forest Service`** in the Agency field. Click this field to select the applicable accounting code (Option 3). Valid values available in this field are determined by the selection made in the Unit field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sp. Purpose	This field is generated when you select **`16-Natural Resources Cons Serv`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Region field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
FY/Fund	This field is generated when you select **`20-Natl Agrl Statistics Service`** or **`23-Off. of the Inspector General`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Division	This field is generated when you select **`20-Natl Agrl Statistics Service`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the FY/Fund field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
State Office	This field is generated when you select **`20-Natl Agrl Statistics Service`** in the Agency field. Click this field to select the applicable accounting code (Option 3). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Organization	This field is generated when you select **`23-Off. of the Inspector General`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pgm/Rgn/Div	This field is generated when you select **`34-Animal/Plant Health Insp. Serv.`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Org/Sub-Unit	This field is generated when you select **`34-Animal/Plant Health Insp. Serv.`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Valid values available in this field are determined by the selection made in the Pgm/Rgn/Div field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mgmt. Code	This field is generated when you select **`36-GIPSA`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Budget Act.	This field is generated when you select **`36-GIPSA`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
FY/Appn	This field is generated when you select **`90-Off of the Chief Financial Offcr`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Org	This field is generated when you select **`90-Off of the Chief Financial Offcr`** in the Agency field. Click this field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Office/Divsion	This field is generated when you select **`DA-DM, Departmental Adm`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Index Code	This field is generated when you select **`FA-Farm Service Agency`** in the Agency field. Click this field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Account Number	Click this field to select the applicable account number. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Service Location Name	Click this field to select the applicable service location name. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Geographic Location Code	Click this field to select the applicable geographic location code. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Service Date	Click this field to select the applicable service date (range of dates). Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field; however, if conflicting dates are selected, the report will not be generated. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Govt. Owned/Leased	Click this field to indicate whether the building is owned by the Government or leased. Valid values are **`G`** (owned) and **`L`** (leased). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Vendor	Click this field to select the applicable vendor (utility company). Values values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Feeder System Acronym	Click this field to select the applicable 4-position Feeder System acronym for applicable NFC application. Valid values available are determined by selections made in previous fields. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Summarize By	Click this field to select the sort options. Multiple or block selections are not available for this field. If multiple agencies were selected int the Agency field, you can sort by agency. If a single agency was selected int the Agency field, you can sort of accounting class.

GESD Request Tracking Report

The GESD Requesting Tracking report (**Figure 32**) is displayed when you select ***GESD Request Tracking Report*** on the Administrative Reports menu (**Figure 20**). This report contains

Department:
Agency:
GESD Tracking Number:
Reimbursable Agreement Number:
Date of Request:
Subject:
Control Number:
Estimated Pay Period Implentation:
Status: Open
Sort By: GESD Tracking Number

Figure 32. GESD Request Tracking report

After running the GESD Request Tracking report (**Figure 32**), the GESD Request Tracking report (with criteria) (**Figure 33**) is displayed.

USDA - National Finance Center
GESD Request Tracking Report
as of 11/02/2010
Department = ARC (AP) -- Appalachian Regional Commission and Project status = Open
Sorted by Agency and GESD Tracking Number

Agency	GESD Tracking Number	Reimb. Agreement Number	Date of Request	Subject	Control Number	Estimated Pay Period Implementation	Status
ARC			05/04/2009	Update ARC non-Federal Health Benefit Rates		CY09 13	Open

1 records were selected

Figure 33. GESD Request Tracking report (with criteria)

GESD Request Tracking report

Department	Click this field to select the applicable department. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the applicable agency. The default for this field is **`All`**. Multiple or block selections are available in this field.
GESD Tracking Number	Click this field to select the applicable 5-digit tracking number. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Reimburseable Agreement Number	Click this field to select the applicable reimbursable agreement number. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Date of Request	Click this field to select the applicable applicable date of the request. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Subject	Click this field to select the applicable subject matter area in relation to the request. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Control Number	Click this field to select the applicable control number. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Estimated Pay Period Implementation	Click this field to select the applicable pay period of implementation or the applicable code (i.e., the request is on hold, etc.) After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Status	Click this field to select the applicable status of the request. Valid values are **`Closed`**, **`Deleted`**, and **`Open`**. This field defaults to **`Open`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sort By	Click this field to select the applicable sort option. This field defaults to **`GESD Tracking Number`**. Valid values are **`Agency`**, **`GESD Tracking Number`**, **`Reimbursable Agreement Number`**, **`Date of Request`**, **`Control Number`**, **`Estimated Pay Period Implementation`**, and **`Status`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Leave Error

The Leave Error report (**Figure 34**) is displayed when you select ***Leave Error*** on the Administrative Reports menu (**Figure 20**). This report contains leave error data used by timekeepers when working with time and attendance and leave audits. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

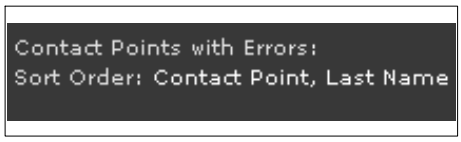
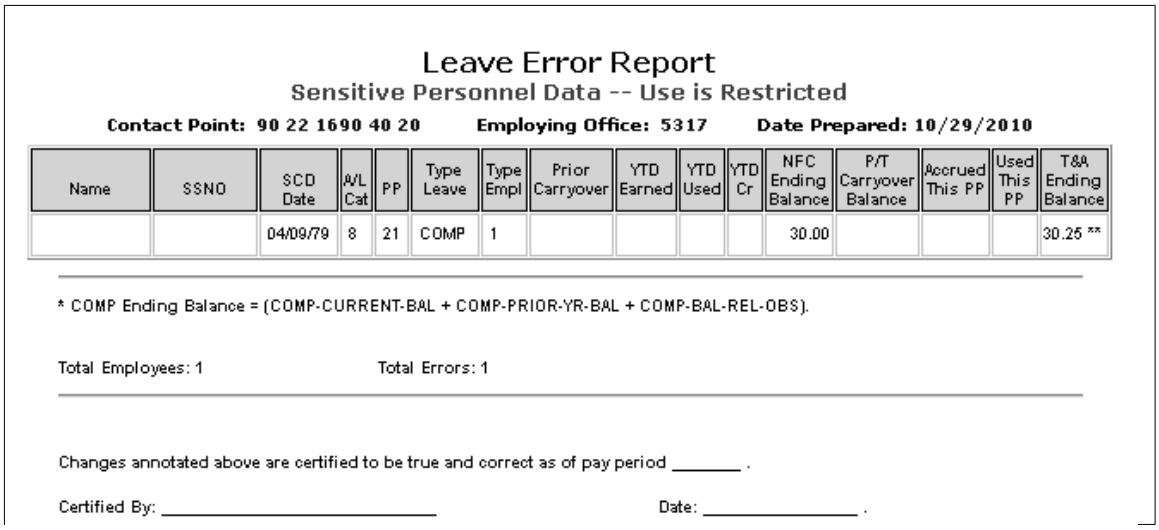


Figure 34. Leave Error report

After running the Leave Error report (**Figure 34**), the Leave Error report (with criteria) (**Figure 35**) is displayed.



Leave Error Report

Sensitive Personnel Data -- Use is Restricted

Contact Point: 90 22 1690 40 20 **Employing Office: 5317** **Date Prepared: 10/29/2010**

Name	SSNO	SCD Date	A/L Cat	PP	Type Leave	Type Empl	Prior Carryover	YTD Earned	YTD Used	YTD Cr	NFC Ending Balance	P/T Carryover Balance	Accrued This PP	Used This PP	T&A Ending Balance
		04/09/79	8	21	COMP	1					30.00				30.25 **

* COMP Ending Balance = (COMP-CURRENT-BAL + COMP-PRIOR-YR-BAL + COMP-BAL-REL-OBS).

Total Employees: 1 Total Errors: 1

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

Certified By: _____ Date: _____ .

Figure 35. Leave Error report (with criteria)

Leave Error report

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

Outstanding Travel Advances (3731)

The Outstanding Travel Advances (3731) report (**Figure 36**) is displayed when you select ***Outstanding Travel Advances (3731)*** on the Administrative Reports menu (**Figure 20**). This report contains information on employees with outstanding travel advances. This information is summarized by either agency or originating office. Data for this report is obtained from the Travel System.

Originating Office:
Last Travel Date
Employee Status
Advance Date
Repayment Date
Advance Notice Date
Sort Order: Org

Figure 36. Outstanding Travel Advances (3731) report

After running the Outstanding Travel Advances (3731) report (**Figure 36**), the Outstanding Travel Advances (3731) report (**Figure 37**) (with criteria) is displayed.

United States Department of Agriculture
National Finance Center
List of Travel Advance Accounts With Outstanding Balances
U. S. Department Of Agriculture - Dm, Ofc Of The Chief Fin Offc

(SENSITIVE PERSONNEL DATA - USE IS RESTRICTED)

Agency: DM, OFC OF THE CHIEF FIN OFFC
Originating Office:

											Amount	Advance
			Empl	Last Travel		Last Advance		Last Repayment		Amount	To Be	Status
Orig Office	Soc Sec No	Employee Name	Stat	Agency	Date	Amount	Date	Amount	Date	O/S	Repaid	Date
AG90906005			PAYROLL	AG90	02/19/04	$200.00	02/12/04	$100.00	03/01/04	$100.00	$0.00	
Total						$200.00		$100.00		$100.00	$0.00	

Figure 37. Outstanding Travel Advances (3731) report (with criteria)

Outstanding Travel Advances (3731) report

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon jour security access. After making your selection, click **Done**, **Cancel**, or **Next**, as applicable. If you click **Next**, additional organizational information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine levels of organizational information available on this field when you click **Next**. Multiple or block selections are not allowed when you click **Next**. If you wish to return to the previous (higher organizational level), click **Previous**. Your security access determines how many levels you are able to access. After making your final selection, click **Done**.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Originating Office	Click this field to select the applicable originating office. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

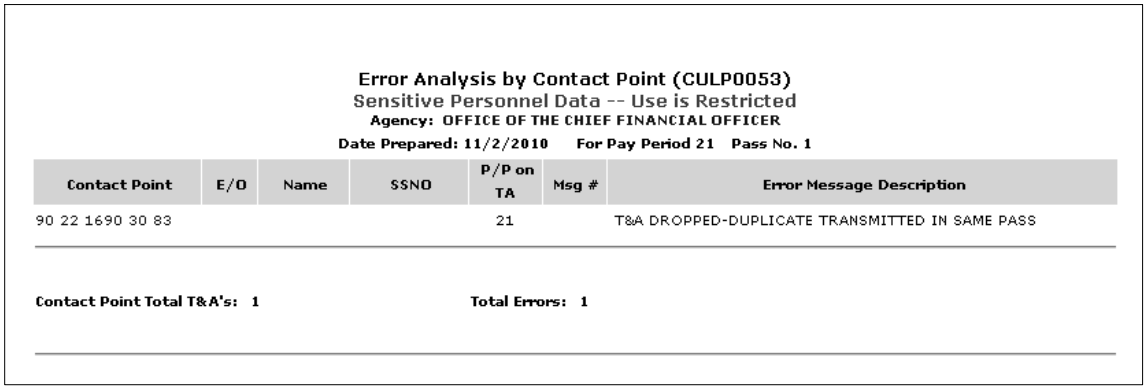
Last Travel Date	Click this field to select the employee's last travel date. This is the date on the travel voucher. You can either select a date or select **`Blank`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Employee Status	Click this field to select the employee's status. Valid values are **`0=Payroll, PR, NH`**, **`1=Separated`**, and **`2=Not Payroll, NP, NP, SA, NG`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Advance Date	Click this field to select the date of the applicable advance. You can either select a date or select **`Blank`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Repayment Date	Click this field to select a repayment date. You can either select a date or select **`Blank`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Advance Notice Date	Click this field to select the advance notice date. You can either select a date or select **`Blank`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Org`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

T&A Error Analysis

The T&A Error Analysis report (**Figure 38**) is displayed when you select ***T&A Error Analysis*** from the Administrative Reports menu (**Figure 20**). This report provides a list of employees with T&A errors corrected during the pay period. This report is updated after TIME has executed.

Figure 38. T&A Error Analysis report

After running the T&A Error Analysis report (**Figure 38**), the T&A Error Analysis report (with criteria) (**Figure 39**).



Error Analysis by Contact Point (CULP0053)
Sensitive Personnel Data -- Use is Restricted
Agency: OFFICE OF THE CHIEF FINANCIAL OFFICER
Date Prepared: 11/2/2010 For Pay Period 21 Pass No. 1

Contact Point	E/O	Name	SSNO	P/P on TA	Msg #	Error Message Description
90 22 1690 30 83				21		T&A DROPPED-DUPLICATE TRANSMITTED IN SAME PASS

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

Figure 39. T&A Error Analysis report (with criteria)

T&A Error Analysis report

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

T&A Missing Personnel Actions

T&A Missing Personnel Actions report (**Figure 40**) is displayed when you select ***T&A Missing Personnel Actions*** from the Administrative Reports menu (**Figure 20**). This report provides a list of T&As with missing personnel actions that require an action to be taken by the employee's personnel office. This must be done before the T&A can be processed. This report is updated after TIME has been executed.

Figure 40. T&A Missing Personnel Actions report

After running the T&A Missing Personnel Actions report (**Figure 40**), the T&A Missing Personnel Actions report (with criteria) (**Figure 41**) is displayed.

Error Analysis for T&A Processing (CULP0099)
Missing Personnel Actions
Sensitive Personnel Data -- Use is Restricted
Agency: OFFICE OF THE CHIEF FINANCIAL OFFICER
Date Prepared: 11/2/2010 For Pay Period 01 Pass No. 1

Contact Point	E/O	Name	SSNO	Org	P/P on TA	Msg #	Error Message Description
90 22 1690 10 34				90 70 40 0010 00	01	348	T&A CODED FINAL - NO SEPARATION ACTION
90 22 1690 10 34				90 70 30 0050 10	01	193	T&A RECEIVED FOR SEPARATED EMPLOYEE
90 22 1690 10 34				90 70 10 0050 00	01	193	T&A RECEIVED FOR SEPARATED EMPLOYEE

Contact Point Total T&A's: 3 Total Errors: 3

Figure 41. T&A Missing Personnel Actions report (with criteria)

T&A Missing Personnel Actions report

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

T&As Not Received By NFC

The T&As Not Received By NFC report (**Figure 42**) is displayed when you select ***T&As Not Received By NFC Report*** from the Administrative Reports menu (**Figure 20**). This report provides a list of T&As not received by NFC for the current pay period being processed. Agencies should run this report Tuesday, Wednesday, Thursday, and Friday mornings after all T&As have been transmitted to NFC. This report is updated after TIME has been executed.

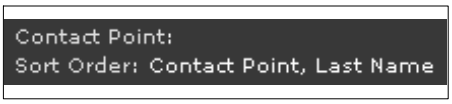
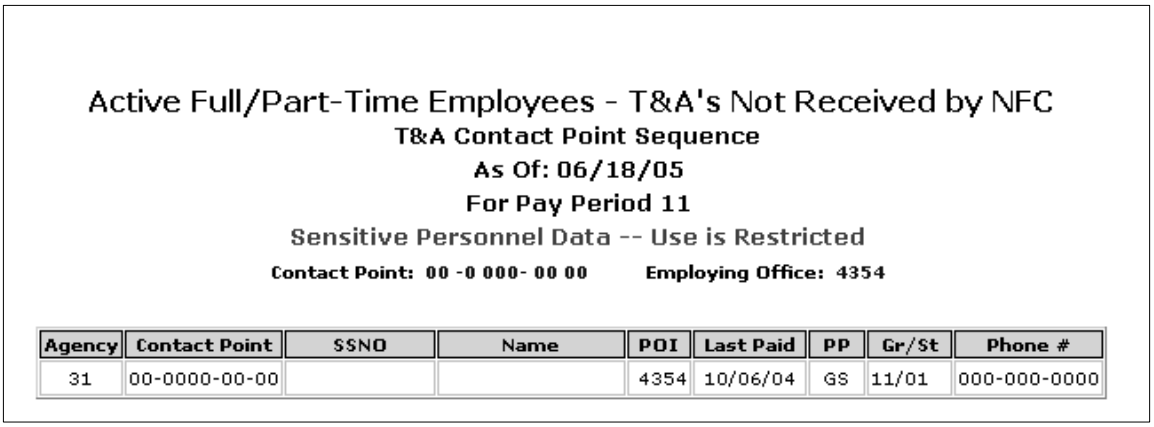


Figure 42. T&As Not Received By NFC report

After running the T&As Not Received By NFC report (**Figure 42**), the T&As Not Received By NFC report (with criteria) (**Figure 43**) is displayed.



Agency	Contact Point	SSNO	Name	POI	Last Paid	PP	Gr/St	Phone #
31	00-0000-00-00			4354	10/06/04	GS	11/01	000-000-0000

Figure 43. T&As Not Received By NFC (with criteria)

T&As Not Received by NFC report

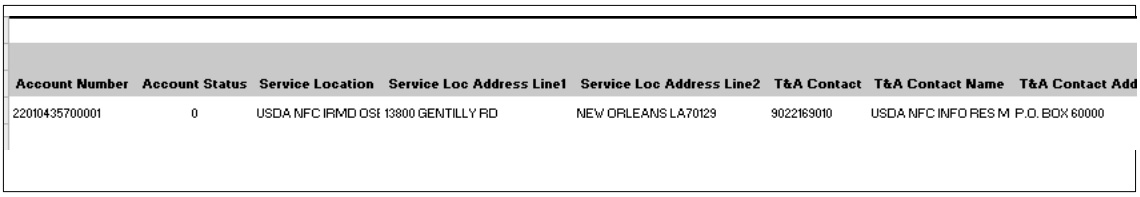
Contact Point	Click this field to select the applicable contact point. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to indicate the sort order options to be displayed Ont. the report. You can select four levels of sort options. Click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

Telephone Download

The Telephone Download report (**Figure 44**) is displayed when you select ***Telephone Download*** from the Administrative Reports menu (**Figure 20**). This report provides a download of all telephone data currently in the NFC database. Data for this report is obtained from TELE and is updated weekly.

Figure 44. Telephone Download report

After running the Telephone Download report (**Figure 44**), the Telephone Download report (with criteria) (**Figure 45**) is displayed.



Account Number	Account Status	Service Location	Service Loc Address Line1	Service Loc Address Line2	T&A Contact	T&A Contact Name	T&A Contact Add
22010435700001	0	USDA NFC IRMD OSI	13800 GENTILLY RD	NEW ORLEANS LA70129	9022169010	USDA NFC INFO RES M	P.O. BOX 60000

Figure 45. Telephone Download report (with criteria)

Telephone Download report

Agency	Click this field to select the applicable agency to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Account Number	Click this field to select the applicable account number to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

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

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

Telephone Over The Max Limit

The Telephone Over the Max Limit report (**Figure 46**) is displayed when you select ***Telephone Over The Max Limit*** on the Administrative Reports menu (**Figure 20**). This report contains data regarding telephone accounts that have exceeded their service or toll limits.

Agency:
Account Number:
T&A Contact Point:
Vendor Name:
Type Service:
Date Processed:
Sort By: Date Processed

Figure 46. Telephone Over the Max Limit report

After running the Telephone Over The Max Limit report (**Figure 46**), the Telephone Over The Max Limit report (with criteria) (**Figure**) is displayed.

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

Sorted by Date Processed

Date Processed	Account Number	T&A Contact	Vendor Name	Service Location	Service Limit	Service Charge	Toll Limit	Toll Charge	Type Service
10/29/2003		9022169004		USDA NFC 13800 GENTILLY RD NEW ORLEANS LA70129	300.00	406.84	0.00	0.00	Miscellaneous
01/05/2004		9022169030		USDA/NFC/COD 13,800 OLD GENTILLY ROAD NEW ORLEANS LA70129	50.00	123.96	0.00	6.00	Wireless
01/29/2004		9022169010		USDA NFC TOAB 13800 GENTILLY RD. NEW ORLEANS LA70129	300.00	390.42	0.00	0.00	Telephones

Figure 47. Telephone Over the Max Limit report (with criteria)

Telephone Over the Max Limit report

Agency	Click this field to select the applicable agency to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Account Number	Click this field to select the applicable account number to be displayed on the report. Valid values available for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
T&A Contact Point	Click this field to select the applicable T&A contact point to be displayed on the report. Valid values available for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Vendor Name	Click this field to select the applicable vendor name to be displayed on the report. Valid values available for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Type Service	Click this field to select the applicable service type to be displayed on the report. Valid values available for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Date Processed	Click this field to select the applicable processing date. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sort By	Click this field to select the applicable sort option to be displayed on the report. This field defaults to **`Date Processed`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Utilities (UTVN) Download

The Utilities (UTVN) Download report (**Figure 48**) is displayed when you select ***Utilities (UTVN) Download*** on the Administrative Reports menu (**Figure 20**). This report contains all UTVN data currently loaded in the Reporting Center. Data for this report is obtained from UTVN and is updated nightly.

Agency:
Account Number:
T&A Contact Point:
T&A Contact Name:
T&A Contact (City):
T&A Contact (State):
Service Location:
Service Location (City):
Service Location (State):
Vendor Number:
Vendor Name:
Vendor (City):
Vendor (State):

Figure 48. Utilities (UTVN) Download report

After running the Utilities (UTVN) Download report (**Figure 48**), the Utilities (UTVN) report (with criteria) (**Figure**) is displayed.

Account Number	Accounting Station	Organization Structure Code	Service Loc Name	Service Loc Address	Service Loc City St Zip	T&A Contact	T&A Contact Name	T&A Contact
		AG90	USDA NFC	13800 OLD GENTILLY ROA	NEW ORLEANS LA70129	9022169007	USDA-NFC FACIL & LOC	P.O. BOX 60,000

Figure 49. Utilities (UTVN) Download report (with criteria)

Utilities (UTVN) Download report

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

T&A Contact (State)	Click this field to select the applicable state to be displayed on the report. Valid values for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Vendor Number	Click this field to select the applicable vendor number to be displayed on the report. Valid values for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Vendor Name	Click this field to select the applicable vendor name (utility company) to be displayed on the report. Valid values for this field are determined by the selection made in the Agency field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Vendor (City)	Click this field to select the applicable city for the vendor to be displayed on the report. Valid values for this field are determined by the selection made in the Vendor Name field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Vendor (State)	Click this field to select the applicable sate for the vendor to be displayed on the report. Valid values for this field are determined by the selection made in the Vendor Name field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Running Financial Reports

This Financial Reports menu (**Figure 50**) contains the following reports:

- FSDW Abnormal Balance By Fund
- FSDW Abnormal Balance By Treas Sym
- FSDW Adjustments Report
- FSDW BR And SF113 Comparison
- FSDW Consolidated Financial Statements
- FSDW Consolidating Financial Statements
- FSDW Crosswalk Trial Balance
- FSDW Eliminations Report
- FSDW Facts I File
- FSDW FMS2108
- FSDW Financial Statement Consistency Report
- FSDW GL (General Ledger) Account Trial Balance
- FSDW Preliminary Financial Statements
- FSDW SF133
- FSDW Trial Balance
- FSDW Trial Balance By Treasury Symbol
- Payroll Listing For W–2 Research
- SF-2812
- SF–224 Abstract Of Trans (SCAP5D)
- Statement Of Earnings And Leave
- W2 Wage And Tax Statement

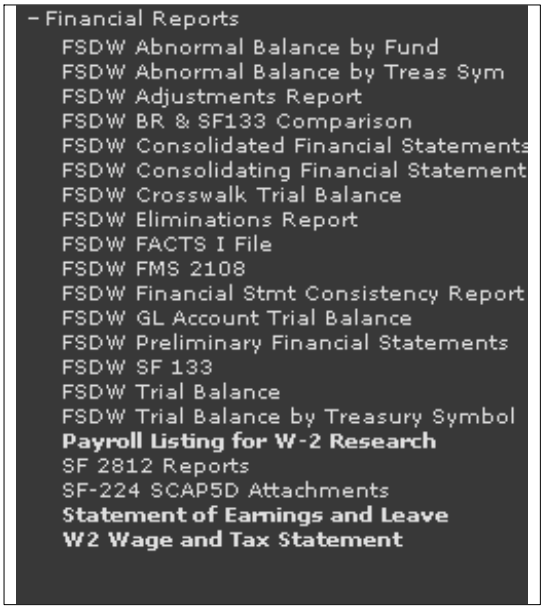


Figure 50. Financial Reports menu

FSDW Abnormal Balance By Fund Report

The FSDW Abnormal Balance By Fund report (**Figure 51**) is displayed when you select ***FSDW Abnormal Balance By Fund*** on the Financial Reports (**Figure 50**) menu. This report contains data from FFIS.

Figure 51. FSDW Abnormal Balance By Fund report

After running the FSDW Abnormal Balance By Fund report (**Figure 51**), the FSDW Abnormal Balance By Fund report (with criteria) (**Figure 52**) is displayed.

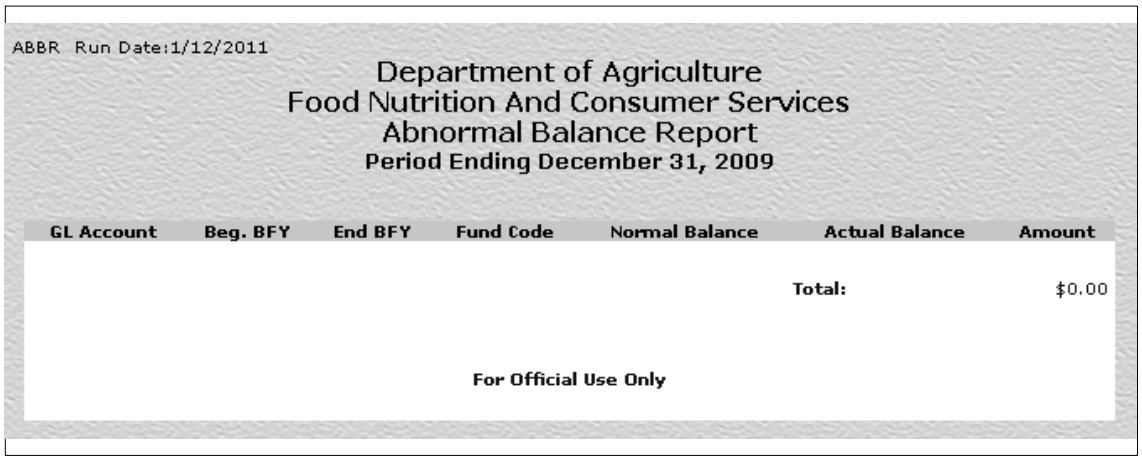


Figure 52. FSDW Abnormal Balance by Fund report (with criteria)

FSDW Abnormal Balance by Fund report

Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The 4-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable;e POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.

FSDW Abnormal Balance By Treas Sym

The FSDW Abnormal Balance By Treas Sym report (**Figure 53**) is displayed when you select ***FSDW Abnormal Balance By Treas Sym*** on the Financial Reports (**Figure 50**) menu. This report contains data from FFIS.

Figure 53. FSDW Abnormal Balance By Treas Sym report

After running the FSDW Abnormal Balance By Treas Sym report (**Figure 53**), the FSDW Abnormal Balance By Treas Sym report (with criteria) (**Figure 54**) is displayed.

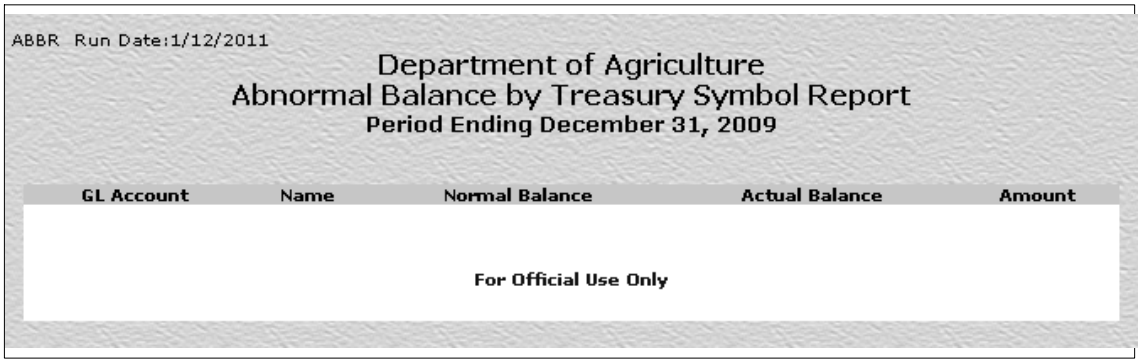


Figure 54. FSDW Abnormal Balance By Treas Sym report (with criteria)

FSDW Abnormal Balance by Treas Sym report

Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The 4-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable;e POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.

FSDW Adjustments Report

The FSDW Adjustments Report (**Figure 55**) is displayed when you select ***FSDW Adjustments*** on the Financial Reports (**Figure 50**) menu. This report contains data from FFIS.

Report Year:
Report Period:
Mission Area:
Agency:
Reporting Source:
Entry Type:
Control Number:
GL Account:
Fund:
Treasury Symbol:

Figure 55. FSDW Adjustments report

After running the FSDW Adjustments report (**Figure 55**), the FSDW Adjustments report (with criteria) (**Figure 56**) is displayed.

ADJR Run Date:1/12/2011

Department of Agriculture
Adjustments Report
Period Ending October 31, 2009

USDA Line Number	Type of Adjustment	Control Number	User Id	Increase	Decrease
			USDA Line Number Total:		
			Department Total:	0.00	0.00

For Official Use Only

Figure 56. FSDW Adjustments report (with criteria)

FSDW Adjustments report

Report Year	Click this field to indicate the year to be displayed on the report. The 2-position year is displayed in this field. The 4-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.

POD	Click this field to select the applicable;e POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Line	Click this field to indicate the report line to be displayed on the report.
Adjustment Type	Click this field to indicate the adjustment entry type(s) to be displayed on the field, if applicable.
Control Number	Click this field to indicate the control number to be displayed on the report, if applicable.
User ID	Click this field to indicate the user ID to be displayed on the report, if applicable.

FSDW BR and SF133 Comparison

The FSDW BR And SF133 Comparison report (**Figure 57**) is displayed when you select ***FSDW BR And SF133 Comparison*** on the Financial Reports (**Figure 50**) menu. This report contains financial data from the FFIS Consolidated Financial Statements Data Warehouse.

Figure 57. FSDW BR and SF133 Comparison report

After running the FSDW BR and SF133 Comparison report (**Figure 57**), the FSDW BR and SF133 Comparison report (with criteria) (**Figure 58**) is displayed.

Run Date: 1/24/2011

United States Department of Agriculture
Report on Differences between Statement of Budgetary Resources and SF 133
For the Period Ending March 31, 2010

Agency:
Treasury Symbol: All

Line Number	Statement of Budegtary Resources	SF133	Difference
1. Unobligated Balance			
2. Recoveries of prior year unpaid obligations			
3. Budget Authority:			
3a. Appropriation			
3b. Borrowing Authority			
3c. Contract Authority			
3d. Spending authority from offsetting collections (gross):			
3d1. Earned			
3d1a. Collected			
3d1b. Change in receivables from Federal sources			
3d2. Change in unfilled customer orders (+ or -)			
3d2a. Advance received			
3d2b. Without advance from Federal sources			
3d3. Anticipated for rest of year, without advance			
3d4. Previously unavailable			
3d5. Expenditure transfers from trust funds			
4. Nonexpenditure transfers, net			
5. Temporarily not available pursuant to Public Law (-)			
6. Permanently not available (-)			
7. Total budgetary resources			
8. Obligations incurred:			
8a. Direct			
8b. Reimbursable			
9. Unobligated Balance:			
9a. Apportioned			
9b. Exempt from apportionment			
10. Unobligated balance not available			
11. Total Status of Budgetary Resources			
12. Obligated balance, Net			
12a. Unpaid obligations, brought forward, October 1 (+)			
12b. Uncollected customer payments from Federal sources, brought forward, October 1 (-)			
13. Obligations incurred (+)			
14. Gross outlays (-)			
15. Obligated balance transfers, net:			
15a. Actual transfers, unpaid obligations (+ or -)			
15b. Actual transfers, uncollected customer payments from Federal sources (+ or -)			
16. Recoveries of prior-year unpaid obligations, actual (-)			
17. Change in uncollected customer payments from Federal sources			
18. Obligated balance, net, end of period:			
18a. Unpaid obligations (+)			
18b. Uncollected customer payments from Federal sources (-)			
19. Net Outlays:			
19a. Gross outlays (+)			
19b. Offsetting collections (-)			

Figure 58. FSDW BR And SF133 Comparison report (with criteria)

FSDW BR & SF133 Comparison report

Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The 4-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.
Summary or Detail report	Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are **`Summary`** (one report) and **`Detail`** (separate reports). This field defaults to **`Summary`**. After making your selection, click **Done** or **Cancel**, as applicable.

FSDW Consolidated Financial Statements

The FSDW Consolidated Financial Statements report (**Figure 59**) is displayed when you select ***FSDW Consolidated Financial Statements*** on the Financial Reports (**Figure 50**) menu. This report contains data from FFIS.

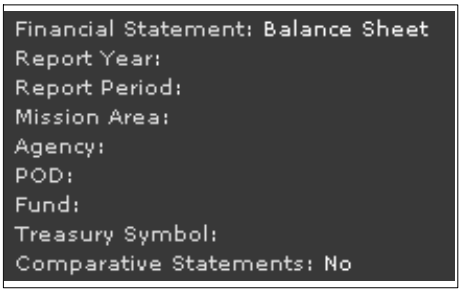


Figure 59. FSDW Consolidated Financial Statements report

After running the FSDW Consolidated Financial Statements report (**Figure 59**), the FSDW Consolidated Financial Statements report (with criteria) (**Figure 60**) is displayed.

DCFS Run Date:11/8/2010

Consolidated Balance Sheet
As of September 30, 2002
(in millions)

	Amount
Assets:	
Intragovernmental:	
1. Fund Balance with Treasury	
2. Investments	
3. Accounts Receivable, Net	
4. Loans Receivable	
5. Other	
6. Total Intragovernmental	0
7. Cash and Other Monetary Assets	
8. Investments	
9. Accounts Receivable, Net	
10. Taxes Receivable, Net	
11. Direct Loan and Loan Guarantees, Net	
12. Inventory and Related Property, Net	
13. General Property, Plant, and Equipment, Net	
14. Other	
15. Total Assets	0
Stewardship PP&E	
Liabilities:	
Intragovernmental:	
16. Accounts Payable	
17. Debt	
18. Other	
19. Total Intragovernmental	0
20. Accounts Payable	
21. Loan Guarantee Liability	
22. Debt Held by the Public	
23. Federal Employee and Veterans Benefits	
24. Environmental and Disposal Liabilities	
25. Benefits Due and Payable	
26. Other	
27. Total Liabilities	0
28. Commitments and Contingencies	
Net Position:	
29a. Unexpended Appropriations - Earmarked Funds	
29b. Unexpended Appropriations - Other Funds	
30a. Cumulative Results of Operations - Earmarked Funds	
30b. Cumulative Results of Operations - Other Funds	
31. Total Net Position	0
32. Total Liabilities and Net Position	0

For Official Use Only

Figure 60. FSDW Consoldiated Financial Statements report (with criteria)

FSDW Consolidated Financial Statements report

Financial Statement	Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **`Balance Sheet`**, **`Statement of Budgetary Resources`**, **`Statement of Net Cost`**, **`Statement of Changes in Net Position`**, and **`Reconciliation of Budgetary Resources Obligated to Net Cost of Operations`**. This field defaults to **`Balance Sheet`**. After making your selection, click **Done** or **Reset**, as applicable.
Report Year	Click this field to indicate the year to be displayed on the report. The 2-position year is displayed in this field. The 4-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable;e POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.
Comparative Statements	Click this field to indicate whether or not you want a report comparing to two report years and two fiscal years. Valid values are **`No`** and **`Yes`**. This field defaults to **`No`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

FSDW Consolidating Financial Statements

The FSDW Consolidating Financial Statements Comparison report (**Figure 61**) is displayed when you select ***FSDW Consolidating Financial Statements*** on the Financial Reports (**Figure 50**) menu. This report contains consolidating balance sheet which reflects financial data from the FFIS Consolidated Financial Statements Data Warehouse. Data for this report is obtained from the FFIS Consolidated Financial Statements Data Warehouse.

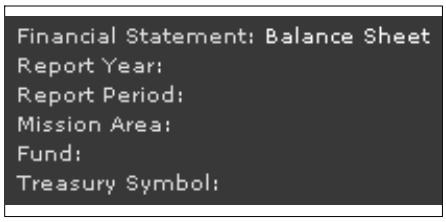


Figure 61. FSDW Consolidating Financial Statements report

After running the FSDW Consolidating Financial Statements report (**Figure 61**), the FSDW Consolidating Financial Statements report (with criteria) (**Figure 62**) is displayed.

DCFS Run Date:11/8/2010

Consolidating Balance Sheet
For the Years Ended October 31, 2009

	Total Amount
Assets:	
Intragovernmental:	
1. Fund Balance with Treasury	0.00
2. Investments	0.00
3. Accounts Receivable, Net	0.00
4. Loans Receivable	0.00
5. Other	0.00
6. Total Intragovernmental	0.00
7. Cash and Other Monetary Assets	0.00
8. Investments	0.00
9. Accounts Receivable, Net	0.00
10. Taxes Receivable, Net	0.00
11. Direct Loan and Loan Guarantees, Net	0.00
12. Inventory and Related Property, Net	0.00
13. General Property, Plant, and Equipment, Net	0.00
14. Other	0.00
15. Total Assets	0.00
Stewardship PP&E	
Liabilities:	
Intragovernmental:	
16. Accounts Payable	0.00
17. Debt	0.00
18. Other	0.00
19. Total Intragovernmental	0.00
20. Accounts Payable	0.00
21. Loan Guarantee Liability	0.00
22. Debt Held by the Public	0.00
23. Federal Employee and Veterans Benefits	0.00
24. Environmental and Disposal Liabilities	0.00
25. Benefits Due and Payable	0.00
26. Other	0.00
27. Total Liabilities	0.00
28. Commitments and Contingencies	
Net Position:	
29a. Unexpended Appropriations - Earmarked Funds	0.00
29b. Unexpended Appropriations - Other Funds	0.00
30a. Cumulative Results of Operations - Earmarked Funds	0.00
30b. Cumulative Results of Operations - Earmarked Funds	0.00
31. Total Net Position	0.00
32. Total Liabilities and Net Position	0.00

Sorry, no records in the database matched your selection criteria.

Figure 62. FSDW Consolidating Financial Statements report (with criteria)

FSDW Consolidating Financial Statements report

Financial Statement	Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **`Balance Sheet`**, **`Statement of Budgetary Resources`**, **`Statement of Net Cost`**, **`Statement of Changes in Net Position`**, and **`Reconciliation of Budgetary Resources Obligated to Net Cost of Operations`**. This field defaults to **`Balance Sheet`**. After making your selection, click **Done** or **Reset**, as applicable.
Report Year	Click this field to indicate the year to be displayed on the report. The 2-position year is displayed in this field. The 4-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

FSDW Crosswalk Trial Balance

The FSDW Crosswalk Trial Balance report (**Figure 63**) is displayed when you select ***FSDW Crosswalk Trial Balance*** on the Financial Reports (**Figure 50**) menu. This report contains data from FFIS.

Financial Statement: Balance Sheet
Report Year:
Report Period:
Mission Area:
Agency:
POD:
Report Line:
GL Account:
Fund:
Treasury Symbol:
Summary or Detail Report: Detail

Figure 63. FSDW Crosswalk Trial Balance report

After running the FSDW Crosswalk Trial Balance report (**Figure 63**), the FSDW Crosswalk Trial Balance report (with criteria) (**Figure 64**) is displayed.

DTBR Run Date:1/12/2011

Department of Agriculture
Balance Sheet
Crosswalk Trial Balance
Period Ending October 31, 2009
GL Account = 1010 FUND BALANCE WITH TREASURY

USDA Line Number	GL Account Title	Account Number	Accounting Period	Fund Category	Vendor Type	Amount
				Fund Total:		
				USDA Line Number Total:		
				Department Total:		$0.00

For Official Use Only

Figure 64. FSDW Crosswalk Trial Balance report (wtih criteria)

FSDW Crosswalk Trial Balance report

Financial Statement	Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **`Balance Sheet`**, **`Statement of Budgetary Resources`**, **`Statement of Net Cost`**, and **`Statement of Changes in Net Position`**. This field defaults to **`Balance Sheet`**. After making your selection, click **Done** or **Reset**, as applicable.
Report Year	Click this field to indicate the year to be displayed on the report. The 2-position year is displayed in this field. The 4-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable;e POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Line	Click this field to indicate the report line to be displayed on the report.
GL Account	Click this field to indicate the general account ledger code to be displayed on the report. Both the code and the literal are displayed in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.
Summary or Detail Report	Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are **`Summary`** (one report) and **`Detail`** (separate reports). This field defaults to **`Summary`**. After making your selection, click **Done** or **Cancel**, as applicable.

FSDW Eliminations Report

The FSDW Eliminations report (**Figure 65**) is displayed when you select ***FSDW Eliminations Report*** on the Financial Reports (**Figure 50**) menu. This report contains data from FFIS.

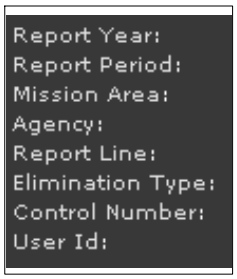


Figure 65. FSDW Eliminations report

After running the FSDW Eliminations report (**Figure 65**), the FSDW Eliminations report (with criteria) (**Figure 66**) is displayed.

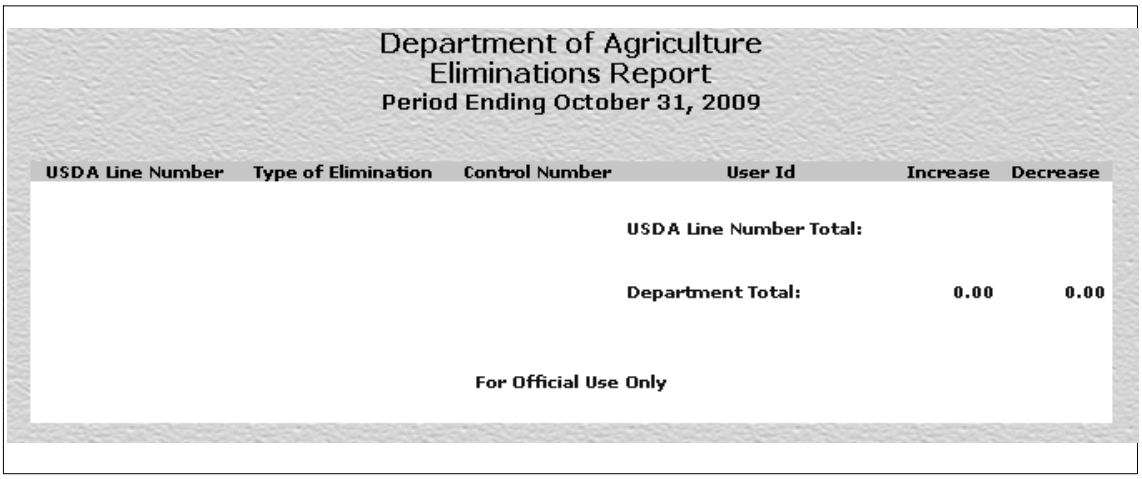


Figure 66. FSDW Eliminations report (with criteria)

FSDW Eliminations report

Report Year	Click this field to indicate the year to be displayed on the report. The 2-position year is displayed in this field. The 4-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
Report Line	Click this field to indicate the report line to be displayed on the report.

Elimination Type	Click this field to indicate the elimination entry type(s) to be displayed on the report, if applicable.
Control Number	Click this field to indicate the control number to be displayed on the report, if applicable.
User ID	Click this field to indicate the user ID to be displayed on the report, if applicable.

FSDW FMS2108

The FSDW FMS2108 report (**Figure 67**) is displayed when you select ***FSDW FMS2108*** on the Financial Reports (**Figure 50**) menu. This report contains financial data from FFIS and is updated monthly.

Report: FMS 2108
Fiscal Year:
Fiscal Month:
Agency
Treasury Symbol:
Summary or Detail Report: Summary

Figure 67. FSDW FMS2108 report

After running the FMS2108 report (**Figure 67**), the FSDW FMS2108 report (with criteria) (**Figure 68**) is displayed.

United States Department of Agriculture
Federal Agencies Centralized Trial Balance System II
FMS 2108 Year-End Closing Statement
For the Period Ending September 30, 2003

Agency: Risk Management Agency (08)
Treasury Symbol: 1232707

Description	Total
2. Preclosing Unexpended Balance	0.00
3. Increases and Rescissions	0.00
4. Unobligated and Obligated Balance Withdrawn/Canceled	0.00
5. Postclosing Unexpended Balance	16,895,079.20
6. Other Authorizations	0.00
7. Reimbursements Earned and Refunds	0.00
8. Unfilled Customer Orders	0.00
9. Undelivered Orders and Contracts	13,930,906.00
10. Accounts Payable and Other Liabilities	2,932,082.77
11. Unobligated Balance	32,090.43

Figure 68. FSDW FMS2108 report (with criteria)

FSDW FMS2108 report

Report	Click this field to indicate which version of the FMS 2108 to to be displayed on the report. Valid values are **`FMS 2108`**, **`FMS 2108 Definite Borrowing Authority`**, and **`FMS 2108 Indefinite Borrowing Authority`**. This field defaults to .**`FMS 2108`**. After making your selection, click **Done** or **Reset**, as applicable.
Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The 4-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.

Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.
Summary or Detail Report	Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are **`Summary`** (one report) and **`Detail`** (separate reports). This field defaults to **`Summary`**. After making your selection, click **Done** or **Cancel**, as applicable.

FSDW Financial Statement Consistency Report

The FSDW Financial Statement Consistency report (**Figure 69**) is displayed when you select ***FSDW Financial Stmt Consistency*** on the Financial Reports (**Figure 50**) menu. This report contains data from FFIS.

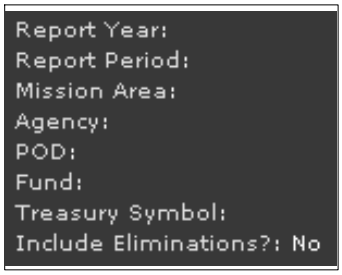


Figure 69. FSDW Financial Stmt Consistency report

After running the FSDW Financial Statement Consistency report (**Figure 69**), the FSDW Financial Statement Consistency report (with criteria) (**Figure 70**) is displayed.

FSCR Run Date:1/12/2011

Department of Agriculture
Financial Statement Consistency Report
Period Ending October 31, 2009

		Balance Sheet		Net Cost		Stmt. of Changes in Net Position		Reconciliation of Net Cost of Operations to Budget		Budgetary Resources		Difference
Net Position	@	D.DD Line 31			@	D.DD Line 27 Col 4					@	D.DD
Unexp Approp	!	D.DD Line 29A + 29B			!	D.DD Line 26 Col 4					!	D.DD
Cumm Results	=	D.DD Line 3DA + 3DB			=	D.DD Line 17 Col 4					=	D.DD
Assets	#	D.DD Line 15										
											#	D.DD
Liabilities and Net Position	#	D.DD Line 32										
Net Cost			^	D.DD Line 5c	^	D.DD Line 15 Col 4	^	D.DD Line 3D			^	D.DD NC<>NP
											^	D.DD NC<>SOF
Ending Net Position Cumm Results (Col I)					%	6,613,668,004.09 Line 17 Col 4						
											%	6,613,668,004.09
Beginning net Position Cumm Results (Col I)					%	D.DD Line 3 Col 4						
Ending Net Position Unexp Appro (Col II)					%%	38,301,315,229.93 Line 26 Col 4						
											%%	38,301,315,229.93
Beginning net Position Unexp Appro (Col II)					%%	D.DD Line 2D Col 4						
Appropriations Used					!!	D.DD Line 5 Col 4						
					!!	D.DD Line 24 Col 4					!!	D.DD
Imputed Financing Source					$	D.DD Line 12 Col 4	$	D.DD Line 8			$	D.DD
Obligations Incurred							*	D.DD Line 1	*	D.DD Line 8a + 8b Col I + Col II	*	D.DD
Less: Offsetting Collections, Recoveries, or Prior...*							~	D.DD Line 2	~	D.DD Line 2+3D1a+3D1b+3D2a+3D2b+3D3+3D4+3D5 Col I + Col II	~	D.DD
Status of Budgetary Resources									&	D.DD Line 7 Col I + Col II	&	D.DD
									&	D.DD Line 11 Col I + Col II		
Obligated Balance, Net									?	52,902,143,761.67 Line 18C (Prior Yr) Col I + Col II	?	52,902,143,761.67
									?	D.DD Line 12C Col I + Col II		
Unobligated Balance									?	38,252,681,894.71 Line 9c+1D (Prior Yr) Col I + Col II	?	38,252,681,894.71
									?	D.DD Line 1 Col I + Col II		
Change in Receivables from Federal Source and Unfilled Customer Orders									@@	D.DD Line 18B (Current Year) Col I + Col II		
									@@	-2,348,162,516.28 Line 18B (Prior Year) Col I + Col II		
									@@	D.DD Line 3D1b + 3D2b (Current Year) Col I + Col II	@@	2,348,162,516.28
Budgetary Resource Outlay Check *									[]	D.DD Line 8a + 8b Col I + Col II		
									[]	D.DD Line 2+3D1a+3D1b+3D2a+3D2b+3D4+3D5 Col I + Col II		
									[]	D.DD Line 12C + 15C Col I + Col II		
									[]	D.DD Line 18C Col I + Col II		
									[]	D.DD Line 19A + 19B Col I + Col II	[]	D.DD
Less: Offsetting Receipts							<>	D.DD Line 4	<>	D.DD Line 19C Col I + Col II	<>	D.DD
Unpaid, Obligated Balance Check									##	D.DD Line 12C+13+14+15C+16+17 Col I + Col II		
									##	D.DD Line 18C Col I + Col II	##	D.DD
Donations and Forfeitures of Property					**	D.DD Line 10 Col 4	**	D.DD Line 6			**	D.DD
Transfers In/Out Without Reimbursement					{}	D.DD Line 11 Col 4	{}	D.DD Line 7			{}	D.DD
Other					++	D.DD Line 13 Col 4	++	D.DD Line 9			++	D.DD
								FOR OFFICIAL USE ONLY				

* Line 2 of the Reconciliation of Net Cost of Operations to Budget must agree with lines 3 and 4 of the SBR at yearend. For quarterly statements, these lines and the outlay check will not agree due to anticipated account balances.

Figure 70. FSDW Financial Stmt Consistency report (with criteria)

FSDW Financial Stmt Consistency report

Report Year	Click this field to indicate the year to be displayed on the report. The 2-position year is displayed in this field. The 4-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable;e POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.
Include Eliminations?	Click this field to indicate whether or not to include eliminations on the report. Valid values are **`Yes`** and **`No`**. This field defaults to **`No`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

FSDW GL Account Trial Balance

The FSDW GL Account Trial Balance report (**Figure 71**) is displayed when you select ***FSDW GL Account Trial Balance*** on the Financial Reports (**Figure 50**) menu. This report contains data from the FFIS database.

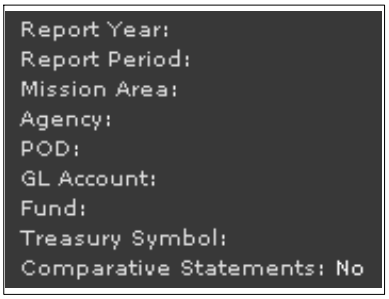


Figure 71. FSDW GL Account Trial Balance report

After running the FSDW GL Account Trial Balance report (**Figure 71**), the FSDW GL Account Trial Balance report (with criteria) (**Figure 72**) is displayed.

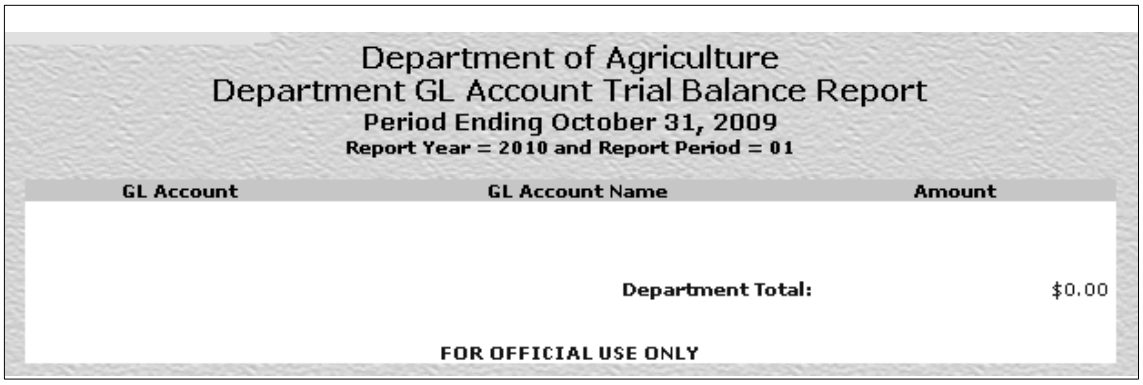


Figure 72. FSDW GL Account Trial Balance report (with criteria)

FSDW GL Account Trial Balance report

Report Year	Click this field to indicate the year to be displayed on the report. The 2-position year is displayed in this field. The 4-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable;e POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

GL Account	Click this field to indicate the general account ledger code to be displayed on the report. Both the code and the literal are displayed in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.
Comparative Statements	Click this field to indicate whether or not you want a report comparing to two report years and two fiscal years. Valid values are **`No`** and **`Yes`**. This field defaults to **`No`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

FSDW Preliminary Financial Statements

The FSDW Preliminary Financial Statements report (**Figure 73**) is displayed when you select ***FSDW Preliminary Financial Statements*** on the Financial Reports (**Figure 50**) menu. This report contains data from the FFIS database.

Financial Statement: Balance Sheet
Report Year:
Report Period:
Mission Area:
Agency:
POD:
Fund:
Treasury Symbol:

Figure 73. FSDW Preliminary Financial Statements report

After running the FSDW Preliminary Financial Statements report (**Figure 73**), the FSDW Preliminary Financial Statements report (with criteria) (**Figure 74**) is displayed.

PFDS Run Date:11/8/2010

Departmental Preliminary Balance Sheet
For the Years Ended October 31, 2009

	FFIS/FMMI Data	Non-FFIS/FMMI Data	Source System Subtotal	Adjustments	Subtotal	Intra-Agency Eliminations	Agency Subtotal	Mis Elin
Assets:								
Intragovernmental:								
1. Fund Balance with Treasury	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2. Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3. Accounts Receivable, Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4. Loans Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5. Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6. Total Intragovernmental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7. Cash and Other Monetary Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8. Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9. Accounts Receivable, Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10. Taxes Receivable, Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11. Direct Loan and Loan Guarantees, Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12. Inventory and Related Property, Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13. General Property, Plant, and Equipment, Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
14. Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15. Total Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stewardship PP&E								
Liabilities								
Intragovernmental:								
16. Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
17. Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
18. Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
19. Total Intragovernmental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20. Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
21. Loan Guarantee Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
22. Debt Held by the Public	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
23. Federal Employee and Veterans Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
24. Environmental and Disposal Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
25. Benefits Due and Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
26. Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
27. Total Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
28. Commitments and Contingencies								
Net Position:								
29a. Unexpended Appropriations - Earmarked Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
29b. Unexpended Appropriations - Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30a. Cumulative Results of Operations - Earmarked Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30b. Cumulative Results of Operations - Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31. Total Net Position	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
32. Total Liabilities and Net Position	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

For Official Use Only

Sorry, no records in the database matched your selection criteria.

Figure 74. FSDW Preliminary Financial Statements report (with criteria)

FSDW Preliminary Financial Statements report

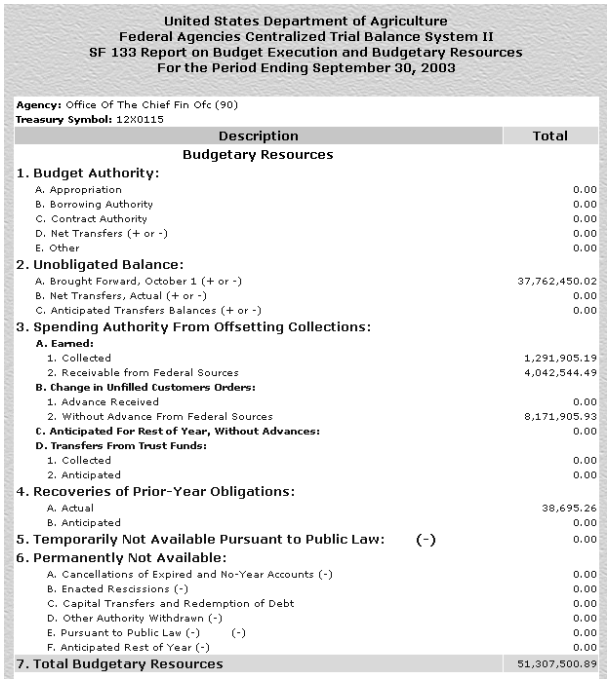
Financial Statement	Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **`Balance Sheet`**, **`Statement of Budgetary Resources`**, **`Statement of Net Cost`**, **`Statement of Changes in Net Position`**, and **`Reconciliation of Budgetary Resources Obligated to Net Cost of Operations`**. This field defaults to **`Balance Sheet`**. After making your selection, click **Done** or **Reset**, as applicable.
Report Year	Click this field to indicate the year to be displayed on the report. The 2-position year is displayed in this field. The 4-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable;e POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.

FSDW SF133

The FSDW SF133 report (**Figure 75**)is displayed when you select ***FSDW SF133*** on the Financial Reports (**Figure 50**) menu. This report contains financial data from FFIS and is updated monthly.

Figure 75. FSDW SF133 report

After running the FSDW SF133 report (**Figure 75**), the FSDW SF133 report (with criteria) (**Figure 76**) is displayed.



United States Department of Agriculture
Federal Agencies Centralized Trial Balance System II
SF 133 Report on Budget Execution and Budgetary Resources
For the Period Ending September 30, 2003

Agency: Office Of The Chief Fin Ofc (90)
Treasury Symbol: 12X0115

Description	Total
Budgetary Resources	
1. Budget Authority:	
A. Appropriation	0.00
B. Borrowing Authority	0.00
C. Contract Authority	0.00
D. Net Transfers (+ or -)	0.00
E. Other	0.00
2. Unobligated Balance:	
A. Brought Forward, October 1 (+ or -)	37,762,450.02
B. Net Transfers, Actual (+ or -)	0.00
C. Anticipated Transfers Balances (+ or -)	0.00
3. Spending Authority From Offsetting Collections:	
A. Earned:	
1. Collected	1,291,905.19
2. Receivable from Federal Sources	4,042,544.49
B. Change in Unfilled Customers Orders:	
1. Advance Received	0.00
2. Without Advance From Federal Sources	8,171,905.93
C. Anticipated For Rest of Year, Without Advances:	0.00
D. Transfers From Trust Funds:	
1. Collected	0.00
2. Anticipated	0.00
4. Recoveries of Prior-Year Obligations:	
A. Actual	38,695.26
B. Anticipated	0.00
5. Temporarily Not Available Pursuant to Public Law: (-)	0.00
6. Permanently Not Available:	
A. Cancellations of Expired and No-Year Accounts (-)	0.00
B. Enacted Rescissions (-)	0.00
C. Capital Transfers and Redemption of Debt	0.00
D. Other Authority Withdrawn (-)	0.00
E. Pursuant to Public Law (-) (-)	0.00
F. Anticipated Rest of Year (-)	0.00
7. Total Budgetary Resources	51,307,500.89

Figure 76. FSDW SF133 report (with criteria)

FSDW SF133 report

Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The 4-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.

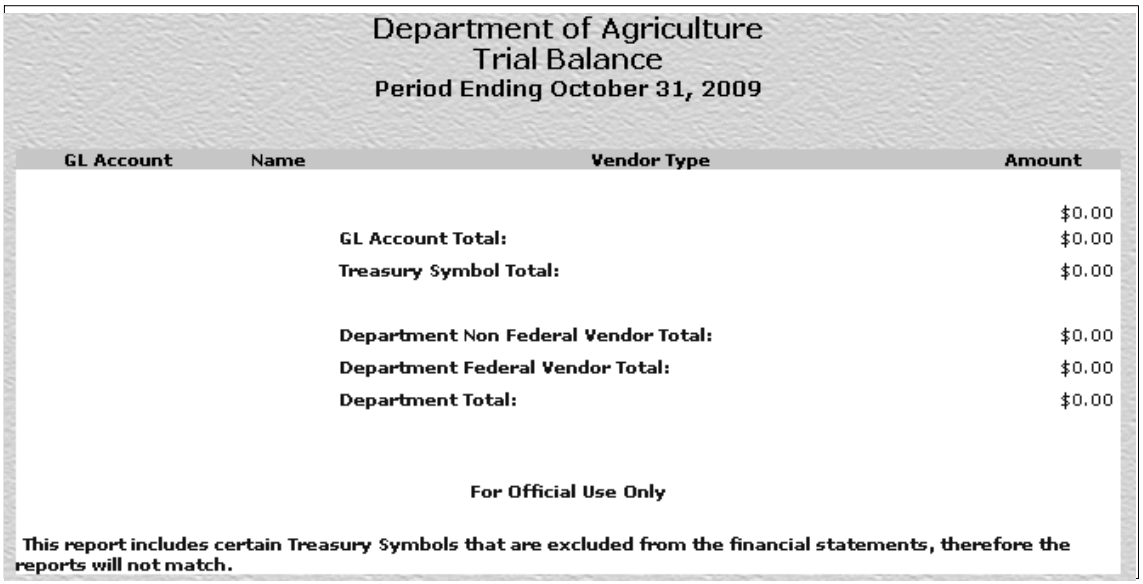
Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.
Summary or Detail Report	Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are **`Summary`** (one report) and **`Detail`** (separate reports). This field defaults to **`Summary`**. After making your selection, click **Done** or **Cancel**, as applicable.

FSDW Trial Balance

The FSDW Trial Balance report (**Figure 77**) is displayed when you select ***FSDW Trial Balance*** on the Financial Reports (**Figure 50**) menu. This report contains data from the FFIS database.

Figure 77. FSDW Trial Balance report

After running the FSDW Trial Balance report (**Figure 77**), the FSDW Trial Balance (with criteria) (**Figure 78**) is displayed.



Department of Agriculture
Trial Balance
Period Ending October 31, 2009

GL Account	Name	Vendor Type	Amount
			$0.00
		GL Account Total:	$0.00
		Treasury Symbol Total:	$0.00
		Department Non Federal Vendor Total:	$0.00
		Department Federal Vendor Total:	$0.00
		Department Total:	$0.00

For Official Use Only

This report includes certain Treasury Symbols that are excluded from the financial statements, therefore the reports will not match.

Figure 78. FSDW Trial Balance report (with criteria)

FSDW Trial Balance report

Report Year	Click this field to indicate the year to be displayed on the report. The 2-position year is displayed in this field. The 4-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

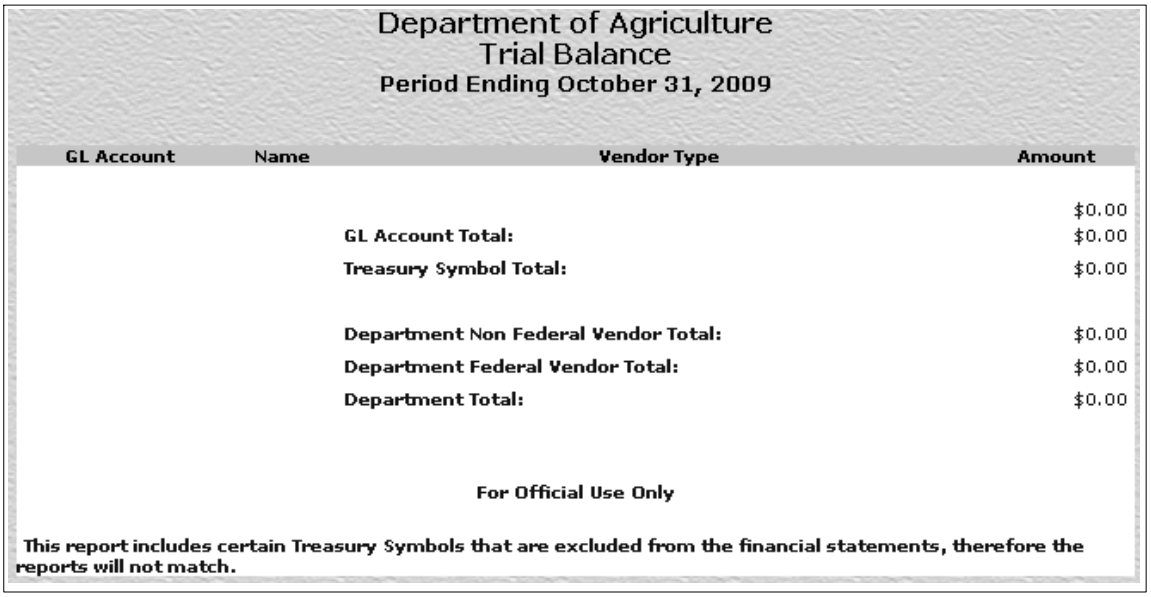
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable;e POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
GL Account	Click this field to indicate the general account ledger code to be displayed on the report. Both the code and the literal are displayed in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.

FSDW Trial Balance By Treasury Symbol

The FSDW Trial Balance By Treasury Symbol report (**Figure 79**) is displayed when you select ***FSDW Trial Balance By Treasury Symbol*** on the Financial Reports (**Figure 50**) menu. This report contains financial data from FFIS.

Figure 79. FSDW Trial Balance By Treasury Symbol report

After running the FSDW Trial Balance by Treasury Symbol report (**Figure 79**), the FSDW Trial Balance by Treasury Symbol report (with criteria) (**Figure 80**) is displayed.



Department of Agriculture
Trial Balance
Period Ending October 31, 2009

GL Account	Name	Vendor Type	Amount
			$0.00
		GL Account Total:	$0.00
		Treasury Symbol Total:	$0.00
		Department Non Federal Vendor Total:	$0.00
		Department Federal Vendor Total:	$0.00
		Department Total:	$0.00

For Official Use Only

This report includes certain Treasury Symbols that are excluded from the financial statements, therefore the reports will not match.

Figure 80. FSDW Trial Balance by Treasury Symbol report (with criteria)

FSDW Trial Balance by Treasury Symbol report

Report Year	Click this field to indicate the year to be displayed on the report. The 2-position year is displayed in this field. The 4-position year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Mission Area	Click this field to indicate the mission area to be displayed on the report. If this field is completed, the Agency field must be blank. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. If this field is completed, the Mission Area field must be blank.
POD	Click this field to select the applicable;e POD to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
GL Account	Click this field to indicate the general account ledger code to be displayed on the report. Both the code and the literal are displayed in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fund Category	Click this field to indicate the fund to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Treasury Symbol	Click this field to indicate he treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Beginning Fiscal Year	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.
Summary or Detail Report	Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are **`Summary`** (one report) and **`Detail`** (separate reports). This field defaults to **`Summary`**. After making your selection, click **Done** or **Cancel**, as applicable.

ITRS Facts I File

The FSDW Facts I File report (**Figure 81**) is displayed when you select ***FSDW Facts I File*** on the Financial Reports (**Figure 50**) menu. This report downloads FSDW Facts I data into an Excel spreadsheet. Data for this report is obtained from the Intradepartmental Transactions Reconciliation (ITRS) FSDW Load All table.

Figure 81. Facts I report

After running the ITRS Facts I File report (**Figure 81**), the ITRS Facts I File report (with criteria) (**Figure**) is displayed.

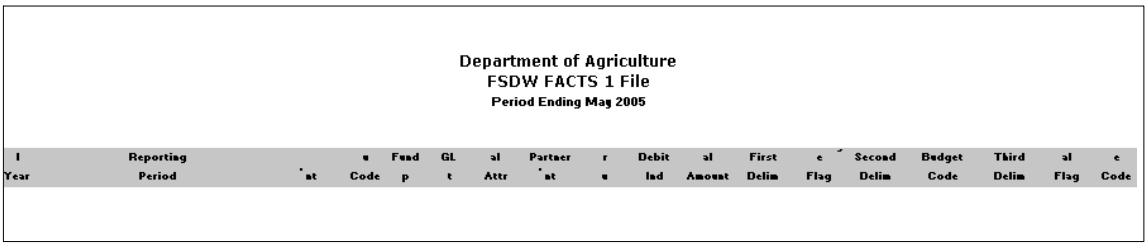


Figure 82. ITRS Facts I File report

ITRS Facts I File report

Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The 4-position fiscal year is displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Reporting Period	Click this field to indicate the report period to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Bureau Name	Click this field to indicate the bureau to be displayed on the report.
Fund Group	Click this field to indicate the fund group to be displayed on the report.

Payroll Listing For W–2 Research

The Payroll Listing For W–2 Research (**Figure 83**) is displayed when you select ***Payroll Listing For W–2 Research*** on the Workforce Reports menu (**Figure NO TAG**). This report displays

Figure 83. Payroll Listing For W–2 Research report

After the Employee Social Security Number field is completed on the Payroll Listing For W–2 Research report (**Figure 83**), the Payroll Pay Period field is displayed and must be completed.

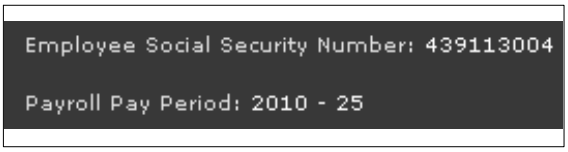
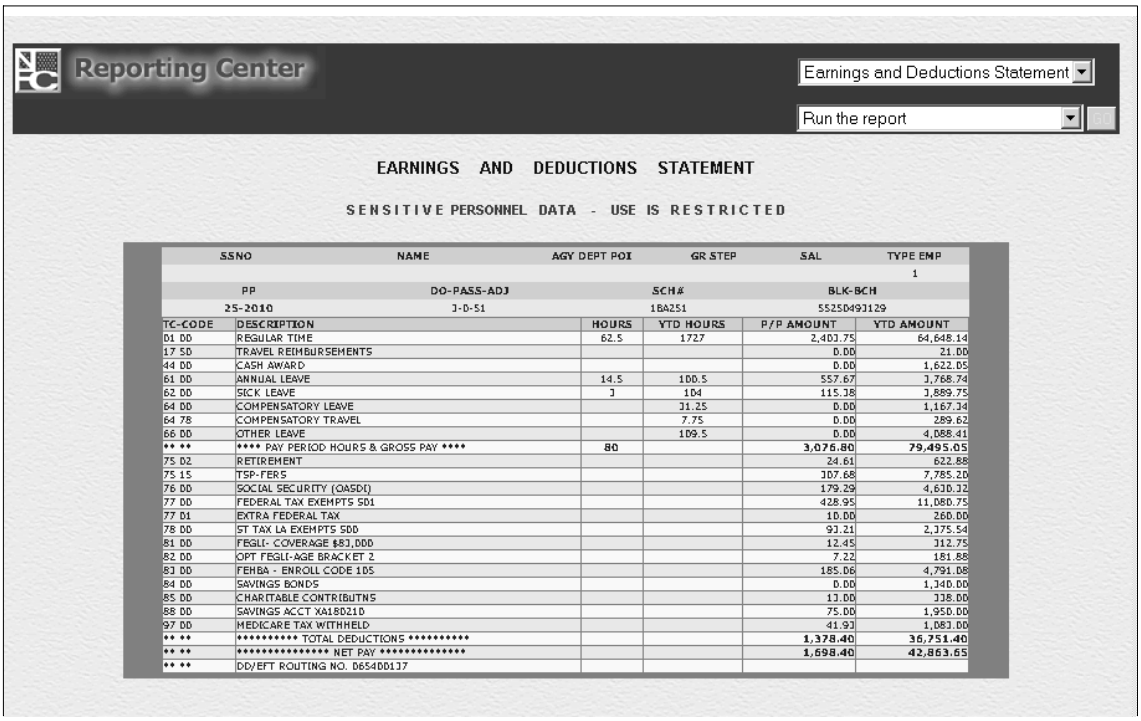


Figure 84. Payroll Listing For W–2 Research report (after completing the Employee Social Security Number field)

After completing the fields, the Payroll Listing For W–2 Research (with criteria) (**Figure 85**) is displayed.



EARNINGS AND DEDUCTIONS STATEMENT

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

SSNO	NAME	AGY DEPT POI	GR STEP	SAL	TYPE EMP
					1
PP	DO-PASS-ADJ		SCH#	BLK-BCH	
25-2010	J-D-51		18A251	552504931129	

TC-CODE	DESCRIPTION	HOURS	YTD HOURS	P/P AMOUNT	YTD AMOUNT
01 DD	REGULAR TIME	62.5	1727	2,403.75	64,648.14
17 SD	TRAVEL REIMBURSEMENTS			0.DD	21.DD
44 DD	CASH AWARD			0.DD	1,622.DS
61 DD	ANNUAL LEAVE	14.5	100.5	557.67	3,768.74
62 DD	SICK LEAVE	3	104	115.38	3,889.75
64 DD	COMPENSATORY LEAVE		31.25	0.DD	1,167.34
64 78	COMPENSATORY TRAVEL		7.75	0.DD	289.62
66 DD	OTHER LEAVE		109.5	0.DD	4,088.41
** **	**** PAY PERIOD HOURS & GROSS PAY ****	80		3,076.80	79,495.05
75 D2	RETIREMENT			24.61	622.88
75 15	TSP-FERS			307.68	7,785.20
76 DD	SOCIAL SECURITY (OASDI)			179.29	4,630.32
77 DD	FEDERAL TAX EXEMPTS 5D1			428.95	11,080.75
77 D1	EXTRA FEDERAL TAX			10.DD	260.DD
78 DD	ST TAX LA EXEMPTS 5DD			93.21	2,375.54
81 DD	FEGLI- COVERAGE $83,000			12.45	312.75
82 DD	OPT FEGLI-AGE BRACKET 2			7.22	181.88
83 DD	FEHBA - ENROLL CODE 1DS			185.06	4,791.08
84 DD	SAVINGS BONDS			0.DD	1,340.DD
85 DD	CHARITABLE CONTRIBUTNS			13.DD	338.DD
88 DD	SAVINGS ACCT XA18D21D			75.DD	1,950.DD
97 DD	MEDICARE TAX WITHHELD			41.93	1,083.DD
** **	********** TOTAL DEDUCTIONS **********			1,378.40	36,751.40
** **	********** NET PAY **********			1,698.40	42,863.65
** **	DD/EFT ROUTING NO. 065400137				

Figure 85. Payroll Listing For W-2 Research report (with criteria)

Payroll Listing for W-2 Research report

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

SF-2812

The SF 2812 report (**Figure 86**) is displayed when you select ***SF 2812*** on the Financial Reports (**Figure 50**) menu. This report displays the biweekly withholding and contribution amounts for health benefits, life insurance, and retirement. This data is displayed by payroll office. This report contains data from the Payroll/Personnel database and is updated biweekly.

```
Report Name: SF2812: Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement
Payroll Office Number:
Pay Period:
```

Figure 86. SF–2812 report

If **`SF2812: Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement`**, is selected on the the Report Name field, the SF–2812 report (with criteria) (**Figure 87**) is displayed after running the report. If **`SF2812A: Report of Withholdings and Contributions for Health Benefits by Enrollment Code`** is selected, the SF-2812A report (with criteria) (**Figure NO TAG**); the SF-2812A report (supplemental report for temporary employees) (with criteria); and the SF-2812A report (supplemental report for non-temporary employees) are displayed after running the report.

REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT			Iteragency Report No.
Address (Including Department, Bureau, Location and Zip Code)	Payroll Office Number	Report Number	
	Month Reported on Statement of Transactions	Date Payroll Paid	
Telephone Number (including Area Code)	Pay Period		
	From	To	
To: ***Office of Personnel Management*** ***Attention: Funds Control Branch*** ***Post Office Box 582*** ***Washington, DC 20044***	☐ Check Attached	☐ Credit to OPM Receipt Account (24x8135.8)	Agency Account Charged
	I Certify that the items listed herein are correct and the amount is available to be credited to the OPM receipt account.		
	Signature of Authorized Administrative or Certifying Officer		Date

Benefit Category	Withholdings	Contributions	Total
LIFE INSURANCE			
Basic Life			
Standard--Option A			
Additional--Option B			
Family--Option C			
Post-Retirement			
Total Life Insurance			
HEALTH BENEFITS			
RETIREMENT			
CSRS			
All Categories[1]			
Salary Offset--Reemployed Annultants			
Military and Civilian Service Credit			
FERS			
Regular			
Military Reserve Technicians			
Special[2]			
Salary Offset--Reemployed Annultants			
Military Deposit			
Total Retirement			
Grand Total			

Office of Personnel Management
FPM Supplements 831-1

Previous Editions Not Usable

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

Standard Form 2812
Rev. January 1987

Figure 87. SF–2812 report (with critieria)

SF-2812 report

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

SF–224 SCAP5D Attachments

The SF–224 Abstract of Trans (SCAP5D) report (**Figure 88**) is displayed when you select ***SF–224 SCAP5D Attachments*** on the Financial Reports (**Figure 50**) menu. This report contains a list of the receipts and disbursements sorted by agency, accounting station, and treasury symbol. This report is used by the agency to control funds. This report is reconciled against the SF–224, Statement of Transactions, and the GL. This report is due at the agency the fifth workday subsequent to the end of the reporting month. Data for this report is obtained from NFC's Central Accounting System and is updated monthly.

Attachment: Attachment I
Agency:
Accounting Month:
Accounting Station:
Appropriation Fund/Receipt Symbol:
Schedule Number:
Date Paid:

Figure 88. SF–224 SCAP5D Attachments report

After running the SF–224 Abstract Of Trans (SCAP5D) report (**Figure 88**), the SF–224 SCAP5D Attachments (with criteria) (**Figure 89**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
SF-224 Abstract Of Transactions
Scap5D Attachment I
Accounting Month: JAN 31, 2002
RUN DATE 08/14/2002

Agency Name	Agency / Accounting station	Appropriation Fund or Receipts Symbol	Schedule Number	Date Paid	Receipts	Net Disbursement
			1SP181	1/10/02	$0.00	$222.40 CR
			2B2601	1/24/02	$0.00	$211.52 CR
			2BN251	1/10/02	$0.00	$502,227.06
			2BN252	1/10/02	$0.00	$942.67
			2BN261	1/24/02	$0.00	$538,257.90
			2BN262	1/24/02	$0.00	$2,774.39
			2J9251	1/10/02	$0.00	$1,951.27 CR
			2J9258	1/04/02	$0.00	$819.62
			2V2603	1/24/02	$0.00	$1,656.24
			2V2604	1/24/02	$0.00	$779.56
	APPROPRIATION TOTAL				$0.00	$1,045,072.25
			2BN251	1/10/02	$0.00	$1,512.27
			2BN261	1/24/02	$0.00	$1,512.27
	APPROPRIATION TOTAL				$0.00	$3,024.54
DISBURSEMENT TOTAL					$0.00	$1,048,096.79

Figure 89. SF–224 SCAP5D Attachments report (with criteria)

SF-224 SCAP5D Attachments report

Attachment	Click this field to indicate which SCAP5D information to be included on the report. Valid values are **`Attachment 1`**, **`Attachment 5`**, and **`Attachment 6`**. This field defaults to **`Attachment 1`** **`Attachment 1`** lists the recipients and disbursements by agency, accounting station, and treasury symbol. This is transmitted monthly. **`Attachment 5`** lists invalid treasury symbols and amounts of payments that have been temporarily posted to NFC's suspense account. **`Attachment 6`** summarizes invalid treasury symbols and amounts from **`Attachment 5`**. After making your selection, click **Done,** or **Reset**, as applicable.
Agency	Click this field to select the agency code of the agency to be displayed on the report. Both the 2-digit agency code and the literal are displayed in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Accounting Month	Click this field to indicate the month to be displayed on the report. This field is listed in month order with the available years for each month listed followed by the following month. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Accounting Station	Click this field to indicate the 4-digit accounting station code to be displayed on the report. This field defaults to **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Appropriation Fund/Receipt Symbol	Click this field to indicate the appropriation fund/receipt symbol to be displayed on the report. This field defaults to **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Schedule Number	Click this field to indicate the schedule number to be displayed on the report. This field defaults to **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Date Paid	Click this field to indicate the pay date to be included on the report. This field defaults to **`All`**. Multiple or block selections are available in this field. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Statement of Earnings and Leave

The Statement Of Earnings and Leave report (**Figure 90**) is displayed when you select ***Statement Of Earning And Leave*** on the Financial Reports (**Figure 50**) menu. This report displays an employee's Statement of Earnings and Leave. This data is displayed by the employee's Personnel office. This report contains data from the Payroll/Personnel database and is updated biweekly.

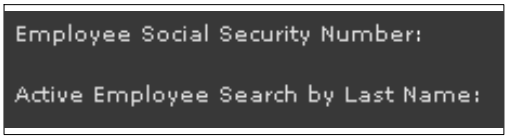


Figure 90. Statement Of Earnings and Leave

After entering data in the Employee Social Security Number field, the Statement of Earnings and Leave report (**Figure 91**) is displayed as follows. ,

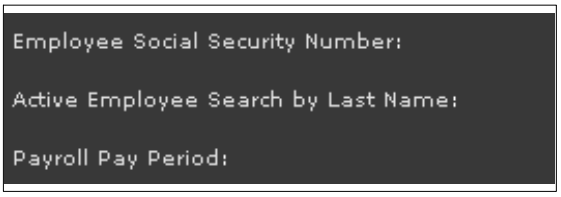


Figure 91. Statement of Earnings and Leave (after entering Employee Social Security Number)

After completing the remaining fields, the Statement of Earnings and Leave report (with criteria) (**Figure 92**) is displayed.

(RC Print)

OFFICE OF THE CHIEF FINANCIAL OFFICER - 1350

FORM AD-334
USDA
(REV. 10/97)

SOCIAL SECURITY NO.	PAY PERIOD DATE MO DA YR MO DA YR	P/P	T&A CONTACT POINT	ACCT. STAT.	ORGANIZATIONAL STRUCTURE	PERSNL OFFICE	PAY PLAN	GR.	STEP
	10/10/2010 10/23/2010	21	90-22-1690-40-18	0010	90-70-40-0140	5317	GS	12	05

SALARY	RATE	TYPE EMPL.	SCD. FOR LEAVE	RET. DEDUCTIONS THIS APPOINTMENT
.	PA	F/T	1/23/1997	6,268.44

STATEMENT OF EARNINGS AND LEAVE

EARNINGS AND DEDUCTIONS

ITEM CODE	ITEM DESCRIPTION	HOURS P/P	HOURS YR. TO DATE	AMOUNT P/P	AMOUNT YR TO DATE
01	REGULAR TIME	54.25	1453.00	2027.33	54266.25
17 50	TRAVEL REIMBURSEMENTS				21.00
61	ANNUAL LEAVE	10.25	81.50	383.04	3042.08
62	SICK LEAVE	6.50	97.00	242.90	3624.89
64	COMPENSATORY LEAVE		31.25		1167.34
64 78	COMPENSATORY TRAVEL		7.75		289.62
66	OTHER LEAVE	9.00	89.50	336.33	3329.02
** **	**** PAY PERIOD HOURS & GROSS PAY ****	80.00		2989.60	65740.20
75 02	RETIREMENT			23.92	525.82
75 15	TSP-FERS			298.96	6571.92
76	SOCIAL SECURITY (OASDI)			173.88	3823.41
77	FEDERAL TAX EXEMPTS S01			409.33	8998.68
	EXTRA FEDERAL TAX			10.00	220.00
78	ST TAX LA EXEMPTS S00			89.24	1961.95
81	FEGLI- COVERAGE $80,000			12.00	263.85
82	OPT FEGLI-AGE BRACKET 2			6.98	153.48
83	FEHBA - ENROLL CODE 105			185.06	4050.84
84	SAVINGS BONDS				1340.00
	BOND CARRYOVER REFUND				120.00
85	CHARITABLE CONTRIBUTNS			13.00	286.00
88	SAVINGS ACCT XA180210			75.00	1650.00
97	MEDICARE TAX WITHHELD			40.67	894.28
** **	********** TOTAL DEDUCTIONS **********			1338.04	30740.23
** **	********** NET PAY **********			1651.56	35119.97
** **	DD/EFT ROUTING NO. 065400137				

BOND ACCOUNT

AUTH NO	DENOM-INATION	DEDUC-TION	BALANCE AVAIL.	NO. ISSUED	ISSUE DATE

NAME AND ADDRESS

YEAR TO DATE LEAVE STATUS

TYPE	ACCRUED	USED	BALANCE	PROJECTED USE OR LOSE	PT. HRS UNAPP	MAX. C/O
ANN	126.00	76.00	226.75	20.75		240 00
SICK	84.00	97.00	135.00			LEAVE CATEG
COMP						6

REMARKS

Official Pay Date 11/4/2010

Figure 92. Statement Of Earnings and Leave (with criteria)

Statement of Earnings and Leave report

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

W2 Wage And Tax Statement

The W2 Wage And Statement report (**Figure 93**) is displayed when you select ***W2 Wage And Tax Statement*** on the Financial Reports (**Figure 50**) menu. This report displays an employee's IRS Form W–2, Wage And Tax Statement. This data is displayed by the employee's Personnel office. This report contains data from the Payroll/Personnel database and is updated biweekly.

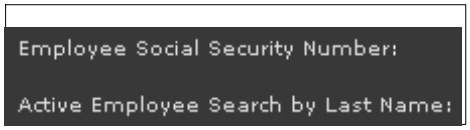


Figure 93. W2 Wage And Tax Statement

After running the W2 Wage And Tax Statement report (**Figure 93**), the employee's IRS Form W2 Wage And Tax Statement (with criteria) (**Figure 94**) is displayed.

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

EMPLOYEE'S NAME, ADDRESS, AND ZIP CODE

EMPLOYER'S ID 72-0664834

EMPLOYEE'S SSN

1 Wages, tips, other compensation $ 4,600.50
2 Federal income tax withheld $ 559.65
3 Social security wages $ 4,600.50
4 Social security tax withheld $ 285.24
5 Medicare wages and tips $ 4,600.50
6 Medicare tax withheld $ 66.72
7 Allocated tips $
8 Advance EIC payment $
10 Dependent care benefits $
12
13 Statutory Employee ☐ Retirement Plan ☑ Third Party Sick Pay ☐
14
15 Statutory employee's State ID# LA 1369123001
16 State wages, tips, etc. $ 4,600.50
17 State income tax $ 103.14
18 Local wages, tips, etc. $
19 Local income tax $
20 Locality name/Locality ID#

Department of the Treasury-Internal Revenue Service
FORM W-2 Wage and Tax Statement 2009
Copy B - To be filed with employee's Federal tax return
OMB No 1545-0008
RC Print 1/12/2011
Agency 90

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

EMPLOYEE'S NAME, ADDRESS, AND ZIP CODE
LALA, JASON BRIAN
1017 OLAIRE DRIVE
SLIDELL , LA 70461-0000

EMPLOYER'S ID 72-0664834

EMPLOYEE'S SSN 434-06-4730

1 Wages, tips, other compensation $ 4,600.50
2 Federal income tax withheld $ 559.65
3 Social security wages $ 4,600.50
4 Social security tax withheld $ 285.24
5 Medicare wages and tips $ 4,600.50
6 Medicare tax withheld $ 66.72
7 Allocated tips $
8 Advance EIC payment $
10 Dependent care benefits $
12
13 Statutory Employee ☐ Retirement Plan ☑ Third Party Sick Pay ☐
14
15 Statutory employee's State ID# LA 1369123001
16 State wages, tips, etc. $ 4,600.50
17 State income tax $ 103.14
18 Local wages, tips, etc. $
19 Local income tax $
20 Locality name/Locality ID#

Department of the Treasury-Internal Revenue Service
FORM W-2 Wage and Tax Statement 2009
Copy C - For employee's records (See insert for important information)
OMB No 1545-0008
RC Print 1/12/2011
Agency 90

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

EMPLOYEE'S NAME, ADDRESS, AND ZIP CODE
LALA, JASON BRIAN
1017 OLAIRE DRIVE
SLIDELL , LA 70461-0000

EMPLOYER'S ID 72-0664834

EMPLOYEE'S SSN 434-06-4730

1 Wages, tips, other compensation $ 4,600.50
2 Federal income tax withheld $ 559.65
3 Social security wages $ 4,600.50
4 Social security tax withheld $ 285.24
5 Medicare wages and tips $ 4,600.50
6 Medicare tax withheld $ 66.72
7 Allocated tips $
8 Advance EIC payment $
10 Dependent care benefits $
12
13 Statutory Employee ☐ Retirement Plan ☑ Third Party Sick Pay ☐
14
15 Statutory employee's State ID# LA 1369123001
16 State wages, tips, etc. $ 4,600.50
17 State income tax $ 103.14
18 Local wages, tips, etc. $
19 Local income tax $
20 Locality name/Locality ID#

Department of the Treasury-Internal Revenue Service
FORM W-2 Wage and Tax Statement 2009
Copy 2 - To be filed with employee's state or local tax return
OMB No 1545-0008
RC Print 1/12/2011
Agency 90

Figure 94. W2 Wage and Tax Statement (with criteria)

W2 Wage and Tax Statement report

Employee Social Security Number	Click this field to type the employee's ssn. After typing the ssn, click **Done**.
Active Employee Search by Last Name	Click this field to type the employee's last name. After typing the last name, click **Done**. After clicking **Done**, the Year field is displayed.
Year	Click this field to select the applicable year for the IRS Form W-2 to be displayed. This field is generated after clicking **Done** on the Active Employee Search by Last Name field.

Running Personnel Action Reports

The Personnel Action Reports menu (**Figure 95**) contains the following reports:

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

Figure 95. Personnel Action Reports menu

All Actions

The All Actions report (**Figure 96**) is displayed when you select ***All Actions*** on the Personnel Actions Reports menu (**Figure 95**). This report contains a count of nature of action codes (NOACs) for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Nature of Actions
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Veterans Preference
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 96. All Actions report

After running the All Actions report (**Figure 96**), the All Actions report (with criteria) (**Figure 97**) is displayed.

Personnel Actions

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH

Calendar Year = 2009 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS

By Org

Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
ORG LEVEL 5 (AG907040014000)	38	100	38	100	0	0	0	0
Total	38	100	38	100	0	0	0	0

Total Publications & Communications Branch Actions: 38

Data as of 10/23/2009

Figure 97. All Actions report (with criteria)

All Actions report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Nature of Actions	Click this field to select the three-position NOAC to be displayed on the report. NOACs are listed numerically. Both the numeric code and the literal are displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to select the state to be included on the report. States are listed alphabetically. The default for this field is **`All`**. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable state(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various ▶disability◀ types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**`Asian,`** ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. This field defaults to **`Chart`**. After making your selection, click **Done** or **Cancel**, as applicable.

All Actions Minority Profile

The All Actions Minority Profile report (**Figure 98**) is displayed when you select ***All Actions Minority Profile*** on the Personnel Actions Reports menu (**Figure 95**). This report contains a count of NOACs for an organization on the basis of race, sex, and national origin. Data for this report is obtained from the Personnel History database and is updated biweekly.

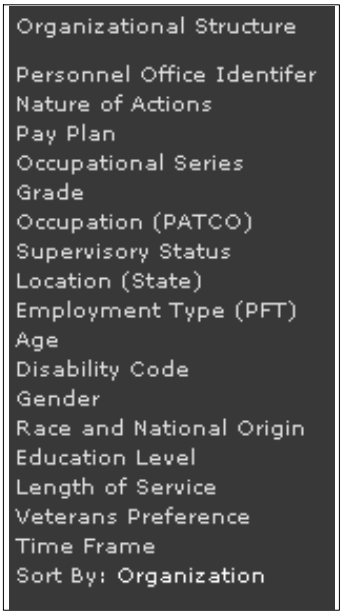
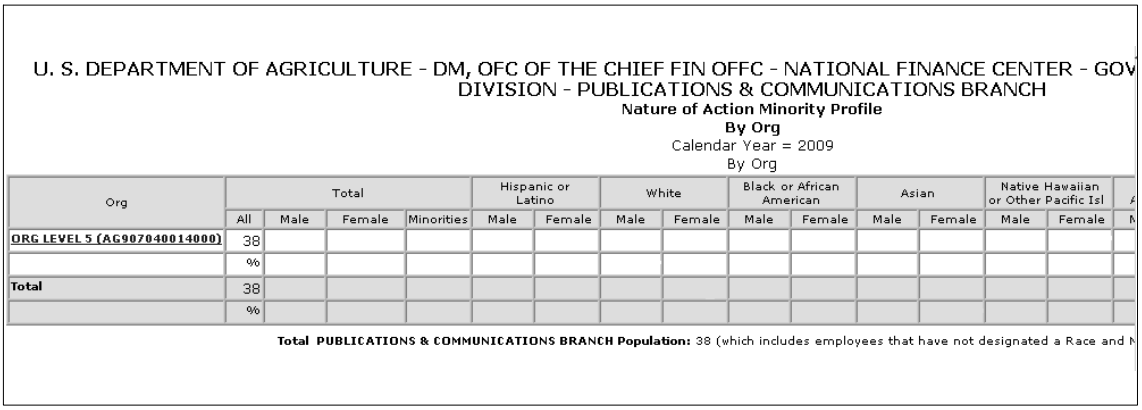


Figure 98. All Actions Minority Profile report

After running the All Actions Minority Profile report (**Figure 98**), the All Actions Minority Profile report (with criteria) (**Figure 99**) is displayed.



U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOV
DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Nature of Action Minority Profile
By Org
Calendar Year = 2009
By Org

Org	Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		A
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	N
ORG LEVEL 5 (AG907040014000)	38														
	%														
Total	38														
	%														

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 38 (which includes employees that have not designated a Race and N

Figure 99. All Actions Minority Profile report (with criteria)

All Actions Minority Profile report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Nature of Actions	Click this field to select the three-position NOAC to be displayed on the report. NOACs are listed numerically. Both the numeric code and the literal are displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to select the state to be included on the report. States are listed alphabetically. The default for this field is **`All`**. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable state(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various ▶disability◀ types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**`Asian,`** ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.

Hires

The Hires report (**Figure 100**) is displayed when you select ***Hires*** on the Personnel Actions Reports menu (**Figure 95**). This report contains a count of new hires in an organization. These are employees with a **`100 Series (1xx)`**, **`953`**, or **`955`** nature of action code (NOAC). Data from this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Nature of Actions (For New Hires)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Veterans Preference
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 100. Hires report

After running the Hires report (**Figure 100**), the Hires report (with criteria) (**Figure 101**) is displayed.

New Hires
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION
Calendar Year = 2009
By Org

Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
ORG LEVEL 4 (AG9070400000)	1	7.7	1	100	0	0	0	0
PAYROLL APPLICATIONS SYSTEMS BRANCH	1	7.7	1	100	0	0	0	0
GOVERNMENT DEBT & INSURANCE SERVICES BRANCH	6	46.2	6	100	0	0	0	0
PAYROLL RECONCILIATION BRANCH	2	15.4	2	100	0	0	0	0
PAYROLL/PERSONNEL SYSTEMS POLICY STAFF	2	15.4	2	100	0	0	0	0
CLIENT SERVICES OFFICE	1	7.7	1	100	0	0	0	0
Total	13	100	13	100	0	0	0	0

Total Government Employees Services Division New Hires: 13

Figure 101. Hires report (with critieria)

Hires report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Nature of Actions (for New Hires)	Click this field to indicate the NOAC to be displayed on the report. The 3-digit NOAC and the literal are both displayed on this field. the NOAC for this field is an NOAC with a **`100 Series`**, **`953`**, or **`955`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to select the state to be included on the report. States are listed alphabetically. The default for this field is **`All.`** Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable state(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various ▶disability◀ types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**`Asian,`** ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. This field defaults to **`Chart`**. After making your selection, click **Done** or **Cancel**, as applicable.

Hires Minority Profile

The Hires Minority Profile report (**Figure 102**) is displayed when you select ***Hires Minority Profile*** on the Personnel Actions Reports menu (**Figure 95**). This report contains a count of new hires in an organization distributed across sex and RNO (NOAs **`100 Series (1xx)`**, **`953`**, or **`955`**). This data is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Nature of Actions (For New Hires)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Veterans Preference
Time Frame
Sort By: Organization

Figure 102. Hires Minority Profile report

After running the Hires Minority Profile report (**Figure 102**), the Hires Minority Profile report (with criteria) (**Figure 103**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - G

New Hires Minority Profile
By Org
Calendar Year = 2009
By Org

Org	Total Hires				Hispanic or Latino		White		Black or African American		Asian	
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female
ORG LEVEL 4 (AG9070400000)	1											
	%											
PAYROLL APPLICATIONS SYSTEMS BRANCH	1											
	%											
GOVERNMENT DEBT & INSURANCE SERVICES BRANCH	6											
	%											
PAYROLL RECONCILIATION BRANCH	2											
	%											
PAYROLL/PERSONNEL SYSTEMS POLICY STAFF	2											
	%											
CLIENT SERVICES OFFICE	1											
	%											
Total	13											
	%											

Total GOVERNMENT EMPLOYEES SERVICES DIVISION Population: 13 (which includes employees that have not designated

Figure 103. Hires Minority Profile report (with criteria)

Hires Minority Profile report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Nature of Actions (for New Hires)	Click this field to indicate the NOAC to be displayed on the report. The 3-digit NOAC and the literal are both displayed on this field. the NOAC for this field is an NOAC with a **`100 Series`**, **`953`**, or **`955`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to select the state to be included on the report. States are listed alphabetically. The default for this field is **`All.`** Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable state(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various ▶disability◀ types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **`Asian,`** ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.

Promotions

The Promotions report (**Figure 104**) is displayed when you select ***Promotions*** on the Personnel Actions Reports menu (**Figure 95**). This report contains a count of promotions (NOACs **702** or **703**) in an organization. This data is obtained from the Personnel History database and is updated biweekly.

Figure 104. Promotions report

After running the Promotions report (**Figure 104**), the Promotions report (with criteria) (**Figure 105**) is displayed.

Promotions
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION
Calendar Year = 2009
By Org

Org	Total	% of Total Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
ORG LEVEL 4 (AG9070400000)	8	14.3	8	100	0	0	0	0
PERSONNEL APPLICATIONS SYSTEMS BRANCH	1	1.8	1	100	0	0	0	0
PAYROLL APPLICATIONS SYSTEMS BRANCH	2	3.6	2	100	0	0	0	0
HUMAN RESOURCES APPLICATIONS BRANCH	2	3.6	2	100	0	0	0	0
TAX & BENEFITS PROCESSING BRANCH	3	5.4	3	100	0	0	0	0
PERSONNEL PROCESSING BRANCH	8	14.3	8	100	0	0	0	0
PAYROLL PROCESSING BRANCH	12	21.4	12	100	0	0	0	0
GOVERNMENT DEBT & INSURANCE SERVICES BRANCH	11	19.6	11	100	0	0	0	0
PAYROLL RECONCILIATION BRANCH	3	5.4	3	100	0	0	0	0
CERTIFICATION & DISBURSEMENT BRANCH	1	1.8	1	100	0	0	0	0
IMPLEMENTATIONS STAFF	3	5.4	3	100	0	0	0	0
CLIENT MANAGEMENT BRANCH	2	3.6	2	100	0	0	0	0
Total	56	100	56	100	0	0	0	0

Total GOVERNMENT EMPLOYEES SERVICES DIVISION Promotions: 56

Figure 105. Promotions report (with criteria)

Promotions report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Nature of Actions (for Promotions)	Click this field to indicate the applicable promotion NOAC to be displayed on the report. The 3-digit NOAC and the literal are both displayed on this field. Valid values are **`702 (Permanent)`** and **`703 (Temporary)`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to select the state to be included on the report. States are listed alphabetically. The default for this field is **`All`**. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable state(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various ▶disability◀ types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. This field defaults to **Chart**. After making your selection, click **Done** or **Cancel**, as applicable.

Promotions Minority Profile

The Promotions Minority Profile report (**Figure 106**)is displayed when you select ***Promotions Minority Profile*** on the Personnel Actions Reports menu (**Figure 95**). This report contains a count of promotions (NOACs **702** or **703**) in an organization based on sex and RNO. Data for this report is obtained from the Personnel History database and is updated biweekly.

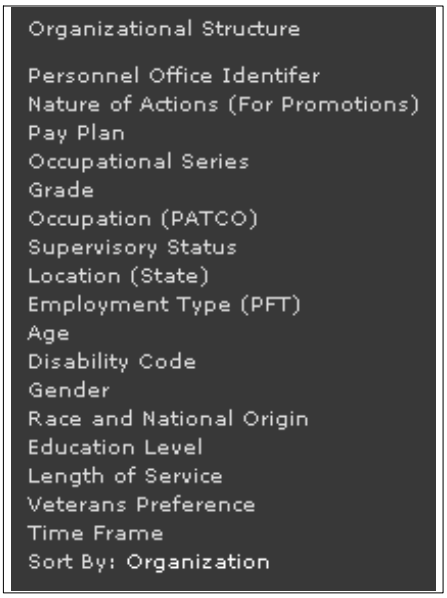


Figure 106. Promotions Minority Profile report

After running the Promotions Minority Profile report (**Figure 106**), the Promotions Minority Profile report (with criteria) (**Figure 106**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTE
SERVICES DIVISION - CLIENT MANAGEMENT BRANCH
Promotions Minority Profile
By Org
Calendar Year = 2009
By Org

Org	Total Promotions				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am. Alaskar
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
SECTION 2															
	%														
Total	2														
	%														

Total CLIENT MANAGEMENT BRANCH Population:

Figure 107. Promoitons Minoirty Profile report (with criteria)

Promotions Minority Profile report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Nature of Actions (for Promotions)	Click this field to indicate the applicable promotion NOAC to be displayed on the report. The 3-digit NOAC and the literal are both displayed on this field. Valid values are **`702 (Permanent)`** and **`703 (Temporary)`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Location (State)	Click this field to select the state to be included on the report. States are listed alphabetically. The default for this field is **All.** Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable state(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various ▶disability◀ types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.

Separations

The Separations report (**Figure 108**) is displayed when you select ***Separations*** on the Personnel Actions Reports menu (**Figure 95**). This report displays a count of separations (NOACs **`300 Series (3xx)`** or **`969`**) for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Nature of Actions (For Separations)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Veterans Preference
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 108. Separtions report

After running the Separations report (**Figure 108**), the Separations report (with criteria) (**Figure 109**) is displayed.

Separations
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Calendar Year = 2009
By Org

Org	Total	% of Total Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
ORG LEVEL 5 (AG907040014000)	1	100	1	100	0	0	0	0
Total	1	100	1	100	0	0	0	0

Total PUBLICATIONS & COMMUNICATIONS BRANCH Separations: 1

Figure 109. Separations report (with criteria)

Separations report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Nature of Actions (for Separations)	Click this field to indicate the separation NOAC to be displayed on the report. The 3-digit NOAC and the literal are both displayed on the report. Valid values are **`300 Series`** and **`969`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to select the state to be included on the report. States are listed alphabetically. The default for this field is **`All`**. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable state(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various ▶disability◀ types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**`Asian,`** ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. This field defaults to **`Chart`**. After making your selection, click **Done** or **Cancel**, as applicable.

Separations Minority Profile

The Separations Minority Profile report (**Figure 110**)is displayed when you select ***Separations Minority Profile*** on the Personnel Actions Reports menu (**Figure 95**). This report displays a count of separations for an organization based on sex and RNO (NOAs **`300 Series (3xx)`** or **`969`**). Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Nature of Actions (For Separations)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Veterans Preference
Time Frame
Sort By: Organization

Figure 110. Separations Minority Profile report

After running the Separations Minority Profile report (**Figure 110**), the Separations Minority Profile report (with criteria) (**Figure 111**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GO
DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Separations Minority Profile
By Org
Calendar Year = 2009
By Org

Org	Total Separations				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl	
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ORG LEVEL 5 (AG907040014000)	1													
	%													
Total	1													
	%													

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population:

Figure 111. Separations Minority Profile report (with criteria)

Separations Minority Profile report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Nature of Actions (for Separations)	Click this field to indicate the separation NOAC to be displayed on the report. The 3-digit NOAC and the literal are both displayed on the report. Valid values are **`300 Series`** and **`969`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to select the state to be included on the report. States are listed alphabetically. The default for this field is **`All`**. Multiple or block selections are available in this field. You can use the scroll bar to search for the applicable state(s). After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various ▶disability◀ types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**`Asian,`** ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. This field defaults to **`Chart`**. After making your selection, click **Done** or **Cancel**, as applicable.

Running Workforce Reports

The Workforce Reports menu (**Figure 112**) and contains the following reports:

- 1102/1105 Series Listing
- Age Profile
- Canceled Payments Req Agcy (DOTS)
- Civilian Employment (SF-113A) Report
- Civilian Employment (SF–113G) Report
- Comp Time-Current Balance
- Comp Time-Regular Comp Time Balance
- Comp Time-Regular Earned and Used
- Comp Time-Travel Comp Time Balance
- Dental Plan Payment Report
- Dental/Vision Plan Report
- Dues Withheld
- Earnings Limitation
- EPP Usage Statistics
- Education Level Profile
- Employee Search (by Name)
- Employee Search (by SSNO)
- Employment Changes
- Employment By Disability Code
- Flex Fund
- Gender Profile
- Grade Distribution
- Grade Range
- Grades Across Minority And Gender
- Leave Balances
- Leave Liability
- Leave Trends
- Length of Service Profile
- Life Insurance Listing
- Long Term Care
- MD-715-EEO Workforce Data
- Minority Profile
- Non-Pay Hours Report
- Occupational Categories Profile
- Occupational Series Listing
- Official Time For Union Business

Organization Profile
Overdue Performance Appraisals
PACS 4511 Carrier Tran. And Sum.
PACS 4512 Carrier Tran. And Sum.
PACS 4513 Health Benefits
PACS 4514 Carrier Tran. Detail
Pay Plan And Grade Distribution
Position Organization Listing (POL)
Reduction In Force (RIF) Report
Retirement Eligibility
Retirement Profile (Inc. Early Out)
Roster Of Employees
Salary Summary
Table 74 – Official Titles And Title Codes
Table 76 – Working Titles And Title Codes
Union Activity Exception Report
Union Roster And Activity Report
Use-Or-Lose Leave Report
Workforce Analysis

- Workforce Reports
  - **1102/1105 Series Listing**
  - Age Profile
  - **Canc. Payments Req. Agcy Action(DOTS**
  - Civilian Employment (SF-113A) report
  - Civilian Employment (SF-113G) report
  - **Comp Time - Current Balance**
  - **Comp Time - Regular Comp Time Data**
  - **Comp Time - Regular Earned and Used**
  - **Comp Time - Travel Comp Time Data**
  - **Dental Plan Payment Report**
  - **Dental/Vision Plan Report**
  - **Dues Withheld**
  - EPP Usage Statistics
  - **Earnings Limitation Report**
  - Education Level Profile
  - **Employee Search (By Name)**
  - **Employee Search (By SSNO)**
  - Employment Changes
  - Employment by Disability Code
  - **Flex Fund**
  - Gender Profile
  - Grade Distribution
  - Grade Range
  - Grades Across Minority and Gender
  - **Leave Balances**
  - **Leave Liability**
  - **Leave Trends**
  - Length of Service Profile
  - **Life Insurance Listing**
  - **Long Term Care**
  - MD-715 - EEOC Workforce Data
  - Minority Profile
  - **Non-Pay Hours Report**
  - Occupational Categories Profile
  - **Occupational Series Listing**
  - **Official Time for Union Business**
  - Organization Profile
  - **Overdue Performance Appraisals**
  - PACS4511 Carrier Tran. and Sum.
  - **PACS4512 Carrier Tran. and Sum.**
  - PACS4513 Health Benefits
  - **PACS4514 Carrier Tran. Detail**
  - PATCO Profile By Occupational Series
  - Pay Plan and Grade Distribution
  - **Position Organization Listing (POL)**
  - Retirement Eligibility
  - Retirement Profile (Inc. Early Out)
  - **Roster of Employees**
  - Salary Summary
  - Table 74-Official Titles and Title Codes
  - Table 76-Working Titles and Title Codes
  - **Union Activity Exception Report**
  - **Union Roster and Activity Report**
  - **Use-Or-Lose Leave Report**
  - Work Years and Personnel Costs Report
  - **Workforce Analysis**

Figure 112. Workforce Reports menu

1102/1105 Series Listing

The 1102/1105 Series Listing report (**Figure 113**) is displayed when you select ***1102/1105 Series Listing*** on the Workforce Reports menu (**Figure 112**). This report contains data concerning Occupational Series 1102 and 1105. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Report Type
Organizational Structure

Personnel Office Identifer
Pay Plan
Occ Ser: 1102 and 1105
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
SCD Date (Leave)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name

Figure 113. 1102/1105 Series Listing report

After running the 1102/1105 Series Listing report (**Figure 113**), the 1102/1105 Series report (with criteria) (**Figure 114**) is displayed.

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

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

(AG9070)

Name	Pay Plan	Series	Grade	Agency	Age	Years of Service	Education Level	Duty City	Duty State	Supervisory Code
	GS	1102	12	90 - DM, OFC OF THE CHIEF FIN OFFC	47	22	(4) UNDEFINED	NEW ORLEANS	LA	(5) Management (CSRA
	GS	1102	12	90 - DM, OFC OF THE CHIEF FIN OFFC	48	20	(13) BACHELORS	NEW ORLEANS	LA	(8) Non-Supervisory
	GS	1102	12	90 - DM, OFC OF THE CHIEF FIN OFFC	51	28	(12) 4 YRS OF COLLEGE	NEW ORLEANS	LA	(5) Management (CSRA
	GS	1102	12	90 - DM, OFC OF THE CHIEF FIN OFFC	51	32	(10) ASSOCIATE	NEW ORLEANS	LA	(5) Management (CSRA
	GS	1102	13	90 - DM, OFC OF THE CHIEF FIN OFFC	48	26	(13) BACHELORS	NEW ORLEANS	LA	(2) Supervisor/Manage

5 record(s) were selected

Figure 114. 1102/1105 Series report (with criteria)

1102/1105 Series Listing report

Report Type	Click this field to indicate which type of report to be displayed on the report. Valid values are **`Detail Listing (Includes Name and SSNO)`**, **`Detail Listing (Without Name and SSNO)`**, and **`Salary and Benefits Summary`**. After completing your selection, click **Done** or **Reset** as applicable.
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occ Ser	This field is system generated with occupational series **`1102`** and **`1105`**. You cannot enter data in this field.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)	Click this field to select the duty city of the organization. The options available for this field are determined by the selection(s) made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)	Click this field to select the duty county of the organization. The options available for this field are determined by the selection(s) made in the Location (Duty City) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various ▶disability◀ types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Tenure Group	Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Uniform Service Status	Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-Nonregular`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Veteran Status	Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**, and **`Not a Veteran (After 9/30/91)`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. The default for this field is **`Not Separated or Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Last Name`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Age Profile

The Age Profile report (**Figure 115**) is displayed when you select ***Age Profile*** on the Workforce Reports menu (**Figure 112**). This report contains a count by age range of employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade:
Occupation (PATCO)
Location (State)
Employment Type (PFT)
Veterans Preference
Disability Code
Gender
Race and National Origin
Education Level
Supervisory Status
Length of Service
Include Percentages?
Time Frame:
Sort By: Organization
Report as Chart or Graph

Figure 115. Age Profile report

After running the Age Profile report (**Figure 115**), the Age Profile report (with criteria) (**Figure 116**) is displayed.

Age Profile
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Year = 2010
By Organization

Organization	Total	% of Population	Avg. Age	under 31	31 - 40	41 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 - 69	over 69
ORG LEVEL 5 (AG907040014000) (AG907040014000)	15	100	47	0	4	0	4	4	3	0	0	0
Total	15	100	47	0	4	0	4	4	3	0	0	0

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15

Figure 116. Age Profile report (with criteria)

Age Profile report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various ▶disability◀ types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **`Asian`**, ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Include Percentages?	Click this field to indicate whether or not to include percentage columns for each date column on the report. The default for this field is **`All`**. Valid values are **No** and **Yes**. Multiple or block selections are not available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. After making your selection, click **Done** or **Cancel**, as applicable.

Canc. Payments Req. Agcy Action (DOTS)

The Canceled Payments Requiring Agency Action (DOTS) report (**Figure**) is displayed when you select ***Canceled Payments Requiring Agency Action (DOTS)*** on the Workforce Reports menu (**Figure 112**). This report contains information on canceled payments that have been returned to NFC and require agency action. Data for this report is obtain from DOTS and is updated daily.

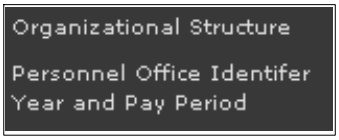


Figure 117. Canceled Payments Requiring Agency Action (DOTS) report

After running the Canceled Payments Requiring Agency Action (DOTS) report (**Figure 117**), the Canceled Payments Requiring Agency Action (DOTS) report (with criteria) (**Figure 118**) is displayed.

Run Date: 11/4/2010

Canceled Payments Requiring Agency Action
Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
Agency = 90
For 2006 PP 19

Agency	POI	SSN	NAME	Pay Period	Net Amount	Accounting Code
90	5317			17	$32.31	069NWE1W010
90	5317			17	$73.00	069NWE1W010

Total records for Agency 90 = 2

Figure 118. Canceled Payments Requiring Agency Action (DOTS) report (with criteria)

Canc. Payments Req. Agcy Action (DOTS) report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

Civilian Employment (SF113–A) Report

The Civilian Employment (SF113–A) report (**Figure 119**) is displayed when you select ***Civilian Employment (SF113–A)*** on the Workforce Reports menu (**Figure 112**).This report is divided into four sections. Section I, Current Status, displays the total paid employment by category and geographic area. Section II, Payroll, displays wage and lump sum data. Section III, Turnover, displays data regarding accessions and separations. Section IV, Data Excluding Special Employment Categories, displays data concerning paid employees who are subject to employment ceilings. Data for this report is obtained from the EMPR database and is updated biweekly.

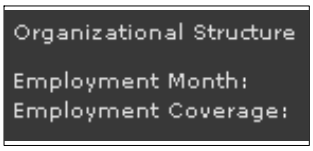


Figure 119. Civilian Employment (SF113–A) report

After running the Civilian Employment (SF113–A) report (**Figure 119**), the Civilian Employment (SF113–A) report (with criteria) (**Figure 120**) is displayed.

EMPR127-1 MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF-113-A Format)
RUN DATE 10/13/2010 **DEPARTMENT:** DEPARTMENT OF AGRICULTURE
AGENCY: OFFICE OF THE CHIEF FINANCIAL OFFICER
EMPLOYMENT COVERAGE: 2ND LEVEL - ORG STRUCTURE **DEPT** AG **SA** DA **AG** 90 00
EMPLOYMENT AS OF SEPTEMBER 2010 **PAYROLL FROM** 08/29/2010 **TO** 09/25/2010 **TURNOVER FROM** 08/29/2010 **TO** 09/25/2010

LINE	EMPLOYMENT, PAYROLL, TURNOVER, AND CELING DATA	TOTAL ALL AREAS	U. S. TERRITORIES	FOREIGN COUNTRIES	WASH., D.C. METRO. AREA	OUTSIDE WASH., METRO. AREA
		(A)	(B)	(C)	(D)	(E)
	SECTION I - CURRENT STATUS					
1	GRAND TOTAL EMPLOYMENT	5			5	
2	TOTAL IN PERMANENT POSITIONS	5			5	
3	FULL-TIME	5			5	
4	FULL-TIME IN PERMANENT POSITIONS	5			5	
5	FULL-TIME WITH PERMANENT APPOINTMENTS	4			4	
6	PART-TIME					
7	PART-TIME WITH PERMANENT APPOINTMENTS					
8	INTERMITTENT					
9	COMPETITIVE SERVICE	3			3	
10	WITH PERMANENT APPOINTMENTS	3			3	
11	EXCEPTED SERVICE AND SES	2			2	
12	WITH PERMANENT APPOINTMENTS	1			1	
13	WAGE SYSTEMS					
14	U. S. CITIZENS	5			5	
15	NONCITIZENS					
16	TOTAL INTERMITTENTS NOT WORKING					
	SECTION II - PAYROLL					
17	WAGES AND SALARIES EARNED - TOTAL(1000/BASE)	$38			$38	
18	LUMP SUM PAYMENTS(1000/BASE)					
	SECTION III - TURNOVER					
19	TOTAL ACCESSIONS					
20	TRANSFERS					
21	TOTAL NEW HIRES					
22	ACCESSIONS TO THE COMPETITIVE SERVICE					
23	NEW HIRES TO THE COMPETITIVE SERVICE					
24	U. S. CITIZENS					
25	TOTAL SEPARATIONS					
26	TRANSFERS					
27	QUITS					
28	U. S. CITIZENS					
	SECTION IV - DATA EXCLUDING SPECIAL EMPLOYMENT CATEGORIES					
29	TOTAL EMPLOYMENT	5			5	
30	FULL-TIME WITH PERM APPTS	4			4	
31	TOTAL PAYROLL(1000/BASE)	$38			$38	

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

Figure 120. Civilian Employment (SF113–A) report (with criteria)

Civilian Employment (SF113-A) report

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

Civilian Employment (SF113–G) Report

The Civilian Employment (SF113–G) report (**Figure 121**) is displayed when you select ***Civilian Employment (SF113–G)*** on the Workforce Reports menu (**Figure 112**). This report displays the number of employees subject to the ceiling. Data for this report is obtained from the EMPR database and is updated biweekly.

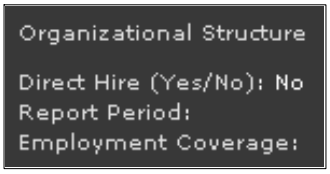


Figure 121. Civilian Employment (SF113–G) report

After running the Civilian Employment (SF113–G) report (**Figure 121**), the Civilian Employment (SF113–G) report (with criteria) (**Figure 122**) is displayed.

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

RUN DATE: 10/13/2010 **DEPARTMENT OR AGENCY:** DEPARTMENT OF AGRICULTURE
REPORT PERIOD: AUGUST 29 - SEPTEMBER 25,2010
AGENCY IN DEPARTMENT: OFFICE OF THE CHIEF FINANCIAL OFFICER
EMPLOYMENT COVERAGE: 2ND LEVEL - ORG STRUCTURE **SA** DA 90 00

W O R K - Y E A R S

EMPLOYMENT/HOURS CATEGORY	EMPLOYMENT AND HOURS (1)	EQUIVALENT FOR CURRENT PERIOD (2)	CURRENT PERIOD (2 PAY PERIODS) (3)	CUMULATIVE TO END OF CURRENT PERIOD (26 PAY PERIODS) (4)
1A. EMPLOYMENT EXCLUDING SPECIAL EMPL CATEGORIES	5	5	.35	3.57
B. STRAIGHT TIME HOURS	720	5	.35	3.57
C. OVERTIME HOURS				
2A. FULL-TIME - PERMANENT APPT.	4	4	.31	2.54
B. STRAIGHT TIME HOURS	640	4	.31	2.54
C. OVERTIME HOURS				
3A. OTHER EMPLOYMENT	1	1	.04	1.03
B. STRAIGHT TIME HOURS	80	1	.04	1.03
C. OVERTIME HOURS				
4A. PART-TIME - PERMANENT APPT.				
B. STRAIGHT TIME HOURS				
C. OVERTIME HOURS				
5A. PART-TIME - TEMPORARY & INDEFINITE APPT.				
B. STRAIGHT TIME HOURS				
C. OVERTIME HOURS				
6A. FULL-TIME - TEMPORARY & INDEFINITE APPT.	1	1	.04	1.03
B. STRAIGHT TIME HOURS	80	1	.04	1.03
C. OVERTIME HOURS				
7A. INTERMITTENT				
B. STRAIGHT TIME HOURS				
C. OVERTIME HOURS				
8A. SPECIAL EMPLOYMENT CATEGORIES				
B. STRAIGHT TIME HOURS				
C. OVERTIME HOURS				
9A. GRAND TOTAL EMPLOYMENT	5	5	.35	3.57
B. STRAIGHT TIME HOURS	720	5	.35	3.57
C. OVERTIME HOURS				

TOTAL WORK-YEARS ALLOTTED BY OMB FOR FISCAL YEAR

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

Figure 122. Civilian Employment (SF113–G) report (with criteria)

Civilian Employment (SF113-G) report

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

Comp Time-Current Balance

The Comp Time-Current Balance report (**Figure 123**) is displayed when you select ***Comp Time-Current Balance*** on the Workforce Reports menu (**Figure 112**). This report displays the current regular compensatory time balances for employee(s) within an organization. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

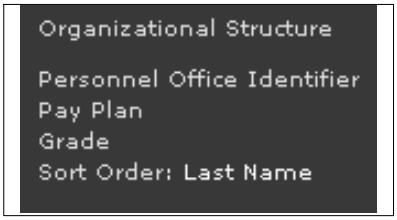


Figure 123. Comp Time-Current Balance report

After running the Comp Time-Current Balance report (**Figure 123**), the Comp Time-Current Balance report (with criteria) (**Figure 124**) is displayed.

Run Date: 11/4/2010

Current Regular Comp Time Balance

Sensitive Personnel Data -- Use is Restricted

Separation Accession Type = Not Separated or Accession this Pay Period

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
PUBLICATIONS & COMMUNICATIONS BRANCH (0140)

Agency	Name	Comp Balance	Pay Plan	Grade /Step	FLSA	POI	Org
90		1	GS	12/10	E	5317	90-70-40-0140-00-00-00-00
90		1.25	GS	11/2	E	5317	90-70-40-0140-00-00-00-00
90		1.5	GS	11/7	E	5317	90-70-40-0140-00-00-00-00
90		1	GS	11/9	E	5317	90-70-40-0140-00-00-00-00

Figure 124. Comp Time-Current Balance report (with criteria)

Comp Time-Current Balance report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Last Name`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Comp Time-Regular Comp Time Data Report

The Comp Time-Regular Comp Time Balance report (**Figure 125**) is displayed when you select ***Comp Time-Regular Comp Time Balance*** on the Workforce Reports menu (**Figure 112**). This report displays the compensatory time balances, the pay period and year in which the leave was earned, and the pay period and year that the leave will expire. Data for this report is obtained from BEAR and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Grade
Expiring Year
Expiring PP
Sort Order: Org Struc, POI, Last Name, Expiring Year, Expiring PP

Figure 125. Comp Time-Regular Comp Time Balance report

After running the Comp Time-Regular Comp Time Balance report (**Figure 125**), the Comp Time-Regular Comp Time Balance report (with criteria) (**Figure 126**) is displayed.

Regular Comp Time Data

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
WEB APPLICATIONS SYSTEMS BRANCH (0030)
SECTION NO. 1 (10)

Sensitive Personnel Data -- Use is Restricted

Agency	Name	Earn Hours	Earn Rate	Earn PP	Earn Year	Reg Comp	Exp PP	Exp Year	Pay Plan-Grade-Step	FLSA	POI	Org Struc
90		1.75	38.60	19	2008	1.75	19	2009	GS-12-08	E	5317	90-70-40-0030-10-00-00-00
90		0.5	38.60	23	2008	0.5	23	2009	GS-12-08	E	5317	90-70-40-0030-10-00-00-00
90		1	39.96	07	2009	1	07	2010	GS-12-08	E	5317	90-70-40-0030-10-00-00-00
90		7.75	50.08	07	2009	7.75	07	2010	GS-13-10	E	5317	90-70-40-0030-10-00-00-00
90		3	46.23	02	2009	3	02	2010	GS-13-07	E	5317	90-70-40-0030-10-00-00-00
90		1.5	39.63	10	2007	1.5	10	2008	GS-13-10	E	5317	90-70-40-0030-10-00-00-00
90		2.75	39.63	12	2007	2.75	12	2008	GS-13-10	E	5317	90-70-40-0030-10-00-00-00
90		3.25	39.63	13	2007	3.25	13	2008	GS-13-10	E	5317	90-70-40-0030-10-00-00-00
90		2	46.98	17	2007	2	17	2008	GS-13-10	E	5317	90-70-40-0030-10-00-00-00
90		2.25	46.98	18	2007	2.25	18	2008	GS-13-10	E	5317	90-70-40-0030-10-00-00-00
90		0.25	48.38	25	2008	0.25	25	2009	GS-13-10	E	5317	90-70-40-0030-10-00-00-00

Figure 126. Comp Time-Regular Comp Time Balance report (with criteria)

Comp Time-Regular Comp Time Data report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Expiring Year	Click this field to select the year that the leave will expire. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Expiring PP	Click this field to select the pay period that the compensatory leave will expire. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Org, Struc, POI, Last Name, Expiring Year, Expiring PP`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Comp Time-Regular Earned and Used Report

The Comp Time-Regular Earned and Used report (**Figure 127**) is displayed when you select ***Comp Time-Regular Earned and Used*** on the Workforce Reports menu (**Figure 112**). This report displays a listing when compensatory time is earned and used and the year and pay period in which the leave will expire. Data for this report is obtained from BEAR and is updated biweekly.

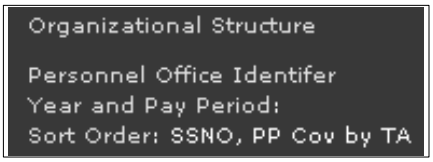


Figure 127. Comp Time-Regular Earned and Used report

After running the Comp Time Regular-Earned and Used report (**Figure 127**), the Comp Time-Regular Earned and Used report (with criteria) (**Figure 128**) is displayed.

Run Date: 11/4/2010

Total Regular Comp Time Earned and Used

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
WEB APPLICATIONS SYSTEMS BRANCH (0030)
SECTION NO. 1 (10)

Sensitive Personnel Data -- Use is Restricted

Name	TC	Type	PP Cov	Year	Comp Earn Hrs	Comp Earn Amt	Exp PP	Exp Year	Comp Used Hrs	Comp Used Amt	FLSA	BUS
	32	Earn	02	2009	3	$138.70	02	2010	0	$0.00	E	8888
	64	Used	05	2009	0	$0.00	05	2010	3.25	$150.25	E	8888
Total					3				3.25			
	64	Used	03	2009	0	$0.00	03	2010	10.5	$458.43	E	1165
Total					0				10.5			

Figure 128. Comp Time-Regular Earned and Used report (with criteria)

Comp Time-Regular Earned and Used report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`SSNO, PP Cov by TA`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Comp Time-Travel Comp Time Balance Report

The Comp Time-Travel Comp Time Balance report (**Figure 129**) is displayed when you select ***Comp Time-Travel Comp Time Balance*** on the Workforce Reports menu (**Figure 112**). This report displays a list of travel compensatory time balance, the year and pay period in which they were earned, and year and pay period in which they will expire. Data for this report is obtained from BEAR and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Grade
Expiring Year
Expiring PP
Sort Order: Org Struc, POI, Last Name, Expiring Year, Expiring PP

Figure 129. Comp Time-Travel Comp Time Balance report

After running the Comp Time-Travel Comp Time Balance report (**Figure 129**), the Comp Time-Travel Comp Time Balance report (with criteria) (**Figure 130**) is displayed.

Run Date: 11/4/2010

Travel Comp Time Data
U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
Sensitive Personnel Data -- Use is Restricted

Agency	Name	Earn Hours	Earn Rate	Earn PP	Earn Year	Trav Comp	Exp PP	Exp Year	Pay Plan-Grade-Step	FLSA	POI	Org Struc
90		4.25	0.00	18	2008	4.25	18	2009	GS-14-10	E	5317	90-70-40-0030-00-00-00-00
90		9.5	0.00	17	2008	9.5	17	2009	GS-14-06	E	5317	90-70-40-0030-00-00-00-00
90		2	0.00	17	2008	2	17	2009	GS-12-07	E	5317	90-70-40-0030-10-00-00-00
90		0.25	0.00	18	2008	0.25	18	2009	GS-13-07	E	5317	90-70-40-0030-10-00-00-00
90		2.5	0.00	01	2009	2.5	01	2010	GS-13-03	E	5317	90-70-40-0030-15-00-00-00
90		10.5	0.00	21	2008	10.5	21	2009	GS-13-10	E	5317	90-70-40-0030-15-00-00-00

Figure 130. Comp Time–Travel Comp Time Balance report (with criteria)

Comp Time-Travel Comp Time Data report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Expiring Year	Click this field to select the year that the leave will expire. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Expiring PP	Click this field to select the pay period that the travel compensatory leave will expire. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Org Struc, POI, Last Name, Expiring Year, Expiring PP`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Dental Plan Payment Report

The Dental Plan Payment report (**Figure 131**) is displayed when you select ***Dental Plan Payment Report*** on the Workforce Reports menu (**Figure 112**). This report lists payments to a dental plan carrier for a pay period.

Note: This report contains detailed data.

Organizational Structure

Location (Duty State)
Year and Pay Period
Sort Order: Duty Station (State) , SSNO

Figure 131. Dental Plan Payment report

After running the Dental Plan Payment report (**Figure 131**), the Dental Plan Payment report (with criteria) (**Figure 132**) is displayed.

Dental Plan Payment
Sensitive Personnel Data -- Use is Restricted
COMMODITY FUTURES TRADING COMMISSION
Commodity Futures Trading Comm

11/2/2004

Carrier Code: **01/CFTC Dental Plans**
Duty Station State: **11**

SSNO	Name	Deferred Deductions	Non-Deferred Contributions
Subtotal:			
Total			

Figure 132. Dental Plan Payment Report (with criteria)

Dental Plan Payment report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Duty Station (State(, SSNO`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Dental/Vision Plan Report

The Dental/Vision Plan report (**Figure 133**) is displayed when you select ***Dental/Vision Plan Report*** on the Workforce Reports menu (**Figure 112**). This report contains counts and detailed information regarding dental and vision plan enrollees. Data for this report is obtained from the T&A database and is updated biweekly.

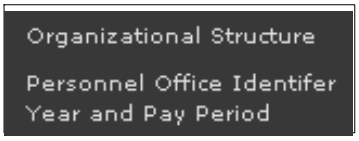


Figure 133. Dental/Vision Plan report

After running the Dental/Vision Plan report (**Figure 133**), the Dental/Vision Plan report (with criteria) (**Figure 134**) is displayed.

FEDVIP Payment Report
For Pay Period(s) 2010 - 12
Sensitive Personnel Data -- Use is Restricted
(AG90)

Org	Plan Code JF Dental	Premium W/H	Plan Code JG Vision	Premium W/H	Plan Code JH Dental and Vision	Premium W/H	Total Participants/Premium W/H
AG90	530	$13,768.84	340	$3,094.10	0	$0.00	587/$16,862.94
Total:	530	$13,768.84	340	$3,094.10	0	$3,094.10	* 587 / $19,957.04

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

Selection Crieria : Year and Payperiod = 2010 - 12

Figure 134. Dental/Vision Plan report (with criteria)

Dental/Vision Plan report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

Dues Withheld

The Dues Withheld report (**Figure 135**) is displayed when you select ***Dues Withheld*** on the Workforce Reports menu (**Figure 112**). This report displays a list of employees who pay union dues and how much is being paid each pay period. Data for this report is obtained from NFC's T&A database and is updated biweekly.

Note: This report contains detailed data.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Location (Duty State)
Location (Duty City) - Please select a State first
Location (Duty county) - Please select a State first
Union/Association
Local/Lodge - Please select a Union/Association first.
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
SCD Date (Leave)
Sort Order:
Year and Pay Period

Figure 135. Dues Withheld report

After running the Dues Withheld report (**Figure 135**), the Dues Withheld report (with criteria) (**Figure**) is displayed.

Report of Organ. or Assoc. Dues Withheld
Sensitive Personnel Data -- Use is Restricted
Year and Payperiod = 2010 - 12 and PP Covered = 2010 - 12 and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center
Government Employees Services Division
Client Management Branch

(AG9070400150)

Org/Assoc	Lodge/Local	SSNO	NAME	Agency	Pay Plan	Total Deduction Amount	National Deduction Amount	Local Deduction Amount	Reason for No Deduction	Status of Authorization
52	2341			90	GS	$18.00	$18.00	$0.00		
52	2341			90	GS	$18.00	$18.00	$0.00		
Total						$36.00	$36.00	$0.00		

Figure 136. Dues Withheld report (with criteria)

Dues Withheld report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)-Please select a state first	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)-Please select a state first	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Union/Association	Click this field to indicate the union/association to be displayed on the report. This is a 2-position field. Valid values are through **`99`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Local/Lodge-Please select a Union/Association first	Click this field to indicate the local/lodge to be displayed on the report. Valid values are determined by the selection(s) made in the Union/Association field. Both the 4-position code and the literal are displayed in this field. You must make a selection(s) in the Union/Association field before you can select this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. The default for this field is **`Not Separated or Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.

Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

Earnings Limitation

The Earnings Limitation report (**Figure 137**) is displayed when you select ***Earnings Limitation*** on the Workforce Reports menu (**Figure 112**). This report displays basic year-to-date information for the aggregate pay cap, premium pay cap, and protective services pay cap. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

```
Organizational Structure

Personnel Office Identifer
Type Code: All
Capped Employees Only: No - Include All Employees
Sort Order: SSNO, Type Code
```

Figure 137. Earnings Limitation report

After running the Earnings Limitations report (**Figure 137**), the Earnings Limitation report (with criteria) (**Figure 138**) is displayed.

Run Date: 11/4/2010

Earnings Limitation

Sensitive Personnel Data -- Use is Restricted

Separation Accession Type = Not Separated or Accession this Pay Period

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
PUBLICATIONS & COMMUNICATIONS BRANCH (0140)
ORG LEVEL 5 (AG907040014000) (00)

Name	SSNO	Type Code	Earnings YTD (2009)	Earnings YTD Prior (2008)	Amount Capped YTD (2009)	Amount Capped YTD Prior (2008)	Limitation Use
		AG - Aggregate Pay Cap	$70,640.15	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$69,540.15	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$107,909.00	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$104,409.00	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$94,251.28	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$91,686.28	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$104,700.96	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$101,691.32	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$52,472.90	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$51,072.90	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$73,213.09	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$71,513.09	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$68,276.93	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$67,082.38	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$76,792.61	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$75,163.08	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$68,806.40	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$68,806.40	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$57,576.93	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$56,626.93	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$80,937.60	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$80,937.60	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$73,945.20	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$72,995.20	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$69,972.40	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$69,022.40	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$78,042.65	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$76,609.72	$0.00	$0.00	$0.00	
		AG - Aggregate Pay Cap	$59,320.30	$0.00	$0.00	$0.00	
		AP - Annual Premium Pay	$57,420.30	$0.00	$0.00	$0.00	

Figure 138. Earnings Limitation report (with criteria)

Earnings Limitation report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Type Code	Click this field to indicate the earnings limitation type code. Valid values are **`All`**, **`Aggregate Pay Cap (AG)`**, **`Annual Premium Pay (AP)`**, and **`Protective Service Pay Cap (PS)`**. This field defaults to **`All`**. After making your selection(s), click **Include**, **Cancel**, or **Reset**, as applicable.
Capped Employees Only	Click this field to indicate whether or not to include only capped employees on this report. Valid values are **`No-Include All Employees`**, **`Yes-Capped in Current Year Only`**, **`Yes-Capped in Prior Year Only`**, **`Yes-Capped in Either Current or Prior Year`**, and **`Yes-Capped in Both Current and Prior Year`**. This field defaults to **`No-Include All Employees`**. Multiple or block selections are not allowed. After making your selection, click **Include**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`SSNO, Type Code`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

EPP Usage Statistics

The EPP Usage Statics report (**Figure 139**) is displayed when you select ***EPP Usage Statistics*** on the Workforce Reports menu (**Figure 112**). This report displays EPP usage within an organization. This report is used in computing statistics in relation to agency EPP participation and whether or not agency employees are electing paperless Statements Of Earnings And Leave. Data for this report is obtained from EPP and its corresponding databases.

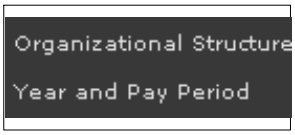


Figure 139. EPP Usage Statistics report

After running the EPP Usage Statistics report (**Figure 139**), the EPP Usage Statistics report (with criteria) (**Figure 140**) is displayed.

Employee Personal Page Statistics

As of the End of Pay Period: 13, 2010

	Employees	EPP Employees	Percent Epp Employees	Paperless Status	Paperless Employees	Percent Paperless Employees	ESS
Report Totals (AG90)	1,211	1,207	99.7 %	Paperless	1,051	86.8 %	Yes
Dm, Ofc Of The Chief Fin Offc (90)	1,211	1,207	99.7 %	Paperless	1,051	86.8 %	Yes

Figure 140. EPP Usage Statistics report (with criteria)

EPP Usage Statistics report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

Education Level Profile

The Education Level Profile report (**Figure 141**) is displayed when you select ***Education Level Profile*** on the Workforce Reports menu (**Figure 112**). This report displays a count, by educational level, of the employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

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

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Gender
Race and National Origin
Length of Service
Include Percentages?
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 141. Education Level Profile report

After running the Education Level Profile report (**Figure 141**), the Education Level Profile report (with criteria) (**Figure 142**) is displayed.

Education Level Profile
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICE COMMUNICATIONS BRANCH
Year = 2010
By Organization

Organization	Total	% of Population	Elem. School (I)	Elem. School	High School (I)	High School/ GED	Termnl Occup (I)	Termnl Occup	College < 1	College 1	College 2	Assoc. Degree	College 3	College 4	Bachelors Degree	Post-Bachlors	Frst Prof	Post-Frst-Prof	Master Degre
ORG LEVEL 5 (AG907040014000)	15	100	0	0	0	6	0	1	1	0	1	1	0	0	4	0	1	0	
Total	15	100	0	0	0	6	0	1	1	0	1	1	0	0	4	0	1	0	

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15

Figure 142. Education Level Profile report (with criteria)

Education Level report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Idenfier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Include Percentages?	Click this field to indicate whether or not to include percentage columns for each date column on the report. The default for this field is **All.** Valid values are **No** and **Yes**. Multiple or block selections are not available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. After making your selection, click **Done** or **Cancel**, as applicable.

Employee Search (By Name)

The Employee Search (By Name) report (**Figure 143**) is displayed when you select ***Search By Employee Search (By Name)*** on the Workforce Reports menu (**Figure 112**). This report displays a list of employees matching your search criteria. Each employee on the list is displayed with ssn, full name, organizational structure, POI, pay plan, occupational series, grade, and step. Data for this report is obtained from the most recent information on the Payroll/Personnel database.

Note: This report contains detailed data.

Figure 143. Employee Search (By Name) report

After running the Employee Search (By Name) report (**Figure 143**), the Employee Search (By Name) report (with criteria) (**Figure 144**) is displayed. You can select a name from the list to display various reports. Once you select a name from the list displayed, the default report is the Salary Data report (**Figure 170**). You can select various reports from the drop down menu (**Figure 145**). Following the drop-down menu (**Figure 145**), are the reports available from the list.

SSNO	Name	Org	POI	PP-Ser-Gr/St
		AG9070	5317	GS-0525-5/10
		HSTA61	5701	SV-1801-9/0
		AG9070	5317	GS-0343-12/6
		HSCU13	2885	GS-1895-12/4
		HU8311	4400	GS-1101-15/10
		AG3450	4822	GS-0701-12/4
		TR9340	2818	GS-0501-13/5
		HSCU13	2885	GS-1895-12/1

Figure 144. Employee Search (By Name) report (with criteria)

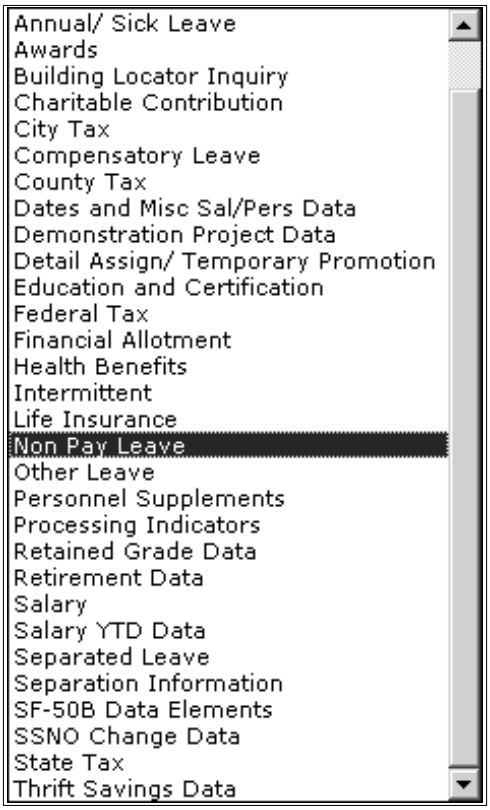


Figure 145. Search By Employee's Last Name report options

Address/Check Information

SSNO

* Residence Address *	* Check Bank Address *
	Account Type: C
	Route Number:
	Account EFT:
City: 2180	
County: 103	
State/Country: 22	

* Check Mail Address *	* Disbursing *
	Disbursing office CD: 3
	Distribution CD: 3
	Designated Agent: 0000
City Cd: 0000 **State Cd:** 00	**TA Contact Point:** 2216904066
Effective: PP 6 **YR** 2004	

Figure 146. Address/Check Information

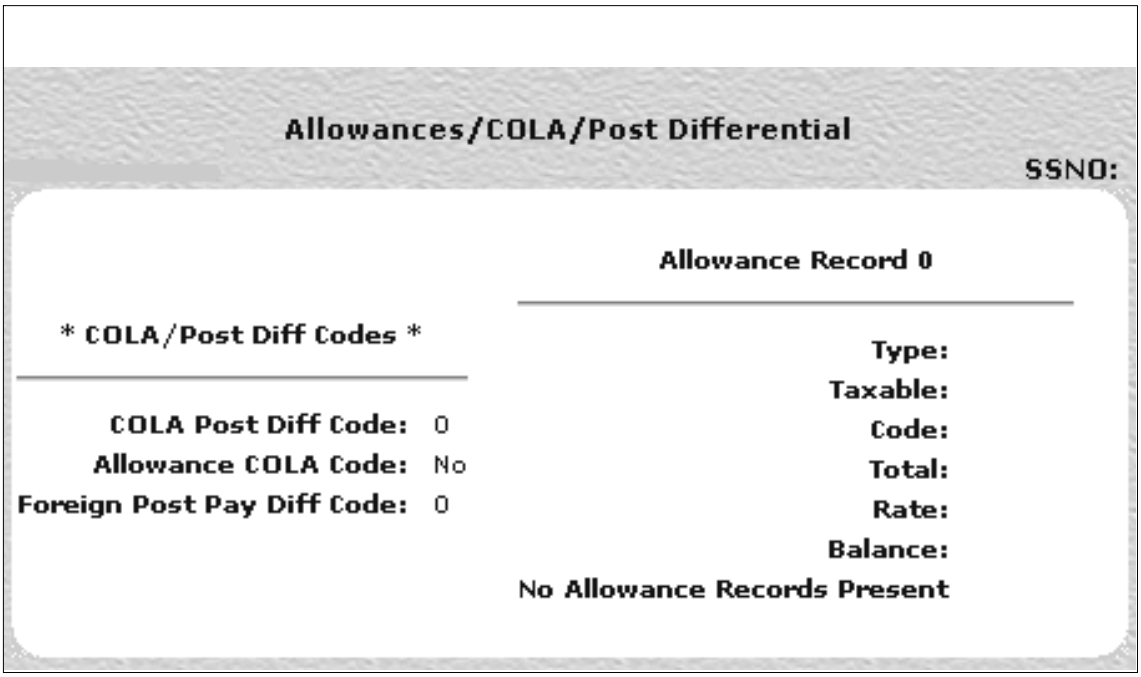


Figure 147. Allowances/COLA/Post Differential

Annual / Sick Leave

SSNO:

*** Annual Leave ***

Carryover Balance:	154.75
Accruals YTD:	160.00
Leave Used YTD:	138.00
Current Balance:	176.75
Accrual Reduction:	0.00
Part-time Carryover Hours:	0.00
Leave Forfeited:	0
Accrued SES:	0
Annual Leave Error:	0
Carryover Prior Year:	240.00
Annual Leave Category:	6
Leave Earning Status PP:	Yes
45 Day Carryover Code:	0
45 Day Carryover Hours:	0.00
Interim Lump Sum Code:	
Date Changed - Julian:	7285
Cal:	10/12/2007
Leave Changed ID:	

*** Sick Leave ***

Carryover Balance:	142.75
Accruals YTD:	104.00
Leave Used YTD:	98.75
Current Balance:	148.00
Accrual Reduction:	0.00
Part-time Carryover Hours:	0.00
Sick Leave Error:	0
Frozen Sick Leave Balance:	0.00

*** Annual Leave Restored ***

1st Restored Year:	2007
1st Restored Hours:	13.50
2nd Restored Year:	0000
2nd Restored Hours:	0.00
3rd Restored Year:	0000
3rd Restored Hours:	0.00
Leave Restored Forfeited:	0.00

*** Donor Leave ***

Approved Leave Donor Code:	
Approved Leave Recipient:	No

*** US Attorney Leave ***

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

Figure 148. Annual/Sick Leave

Awards

SSNO:

Current Award Case Number

Cash Award Amt: $1,400.00 **Eff PP:** 24 **YR:** 2009
PMRS/PFP Bonus Amt: $0.00 **Eff PP:** 0 **YR:** 2000

Award Number 1

Awards Case Number:		**Amount of Award:**	0.00
Effective Date:		**Processing PP Begins:**	00/00/0000
Period Covered - From:	00/00/0000	**Tangible Benefits:**	
To:	00/00/0000	**Intangible Benefits:**	
Number of Persons Receiving Award:	0	**Award Type Code:**	0
Award Scope:		**Award Code:**	
Award Name:			
First Year Savings:	0.00	**Amount Paid By Non Govt Source:**	

Accounting Distribution

FY **Appn** **Sub Lev**

Agency Charged **Acct Station Charged** 0

Award Agency Use **SF-50B**

Figure 149. Awards

Building Locator Inquiry

Org Structure Code:	AG9070400140000000000
Work Building Code:	
Mail Room Location:	
Physical Room Location:	
Work Phone Number:	0000000
Building name and Address:	

Figure 150. Building Locator Inquiry

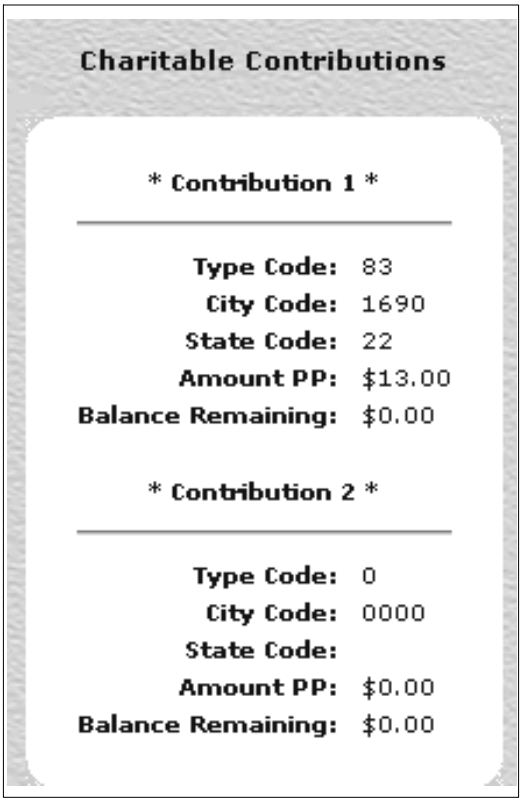


Figure 151. Charitable Contributions

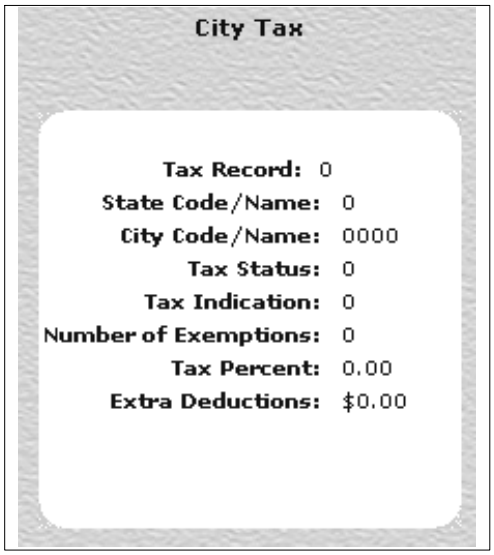


Figure 152. City Tax

Compensatory Leave

SSNO:

Error Code:	0	Prior Year Balance:	0.00
Forfeited:	0.00	Prior Year Balance 2:	0.00
Earned Year to Date:	0.00	Leave Used Religious Observance Year to Date:	0.50
Used Year to Date:	0.00	Balance Religious Observance:	0.00
Total Current Balance:	0.00	Changed Date (Julian):	9016
		Changed Date (Calendar):	01/16/2009
		Changed ID:	

Figure 153. Compensatory Leave

County Tax

Tax Percent:	0
Year to Date Tax Deductions:	0

Figure 154. County Tax

Dates and Misc Salary/Personnel Data

SSNO:

Entered Present Grade:	11/28/2004		
SCD WGI:	11/21/2010	Type of Appointment Code:	1
Last Recorded WGI:	11/21/2010	Work Schedule:	F
Date SCD Retire:	03/16/1997	Tour of Duty Hours:	80
Last Adj SCD Retire:	03/16/1997	Alternate Work Schedule:	S
Date SCD RIF:	01/23/1997	Seasonal Status Quo:	D
Last Adj SCD RIF:	01/16/2000	Special Employee Code:	00
Last Adj SCD Leave:	04/04/2004	Current Employment Status:	D
Date SCD Leave:	01/23/1997	Special Employment Programs:	00
Date 6C Retire:	00/00/0000	Bargaining Unit Status:	2311
Date Retention Allow:	00/00/0000	Position Supervisory Code:	8
Service Agree Expire:	00/00/0000	Uniform Service Status:	D
Date Longevity:	00/00/0000	Employee Type:	
Longevity Percent:	0	Professional Category:	
TDY Post Differential:		Quarter Deduction Code:	0 Rate: 0.00
COPR Status:		Position Sensitivity:	1C
Appointment Date:	03/16/1997	Change in Tenure:	00/00/0000
Date Agency EOD:	03/16/1997	Conversion Career Tenure:	03/16/2000
Date Entered POI:	03/16/1997	Career Perm Tenure Starts:	00/00/0000
Date SES Recert:	00/00/0000	Career Perm Last Recorded:	04/04/2004
Entered Tour Date:	01/03/2010	AUO/AP Change:	0
Supv Mgr Probation Period Req:	0	AUO/AP Projected Annual Amt:	0
Supv Mgr Probation Begin:	00/00/0000	AUO/AP Last Change:	00000000
Probation Period Starts:	00/00/0000	AUO/AP Standby %:	0
Probation Last Recorded:	03/16/1997	AUO/AP Standby Hours:	WK(1) 0 (2) 0
Non Pay NTE:	00/00/0000	Annuitant Share Amount:	0.00
Promotion NTE:	00/00/0000	Annuitant Indicator:	9
Appointment NTE:	00/00/0000	Salary Share Code:	0
Appointment Limit Code:	0	Salary Rate Overtime:	No Holiday: No
Exp Appointment Limit Report:	0	Primary Fund Code:	0
Exp Appointment Limit PP:	0	COOP Employee Control Code:	0
Service Year Start Date:	00/00/0000	COOP Share Amount:	0.00
Appointment	Hours Days Dollars	COOP Rate Overtime:	0.00 Holiday: 0.00
Total:	0.00 0.00 0.00	Uniform Service Retire COLA:	0.00
Balance	0.00 0.00 0.00	Severance Pay Code:	0
Wage Board Area Code:	0000	Earnings Limitation EX/SES:	0.00
WB Shift:	(2) 0.00 (3) 0.00 Var 0.00		
Environmental Differential:	0.00		

Figure 155. Dates And Misc Salary/Personnel Data

Demonstration Project Data

SSNO:

Case File Number:	
Project Indicator:	
Pay Plan/ Grade/ Step:	GS 12 5
MR/IP Number:	.
Occ Series Code:	0343
Position Official Title:	PROG ANAL
Adjusted Salary:	$76,627.00
Duty Station Code:	22 1690 071
Personnel Office ID:	5317
Org Structure Code:	AG9070400140000000000
Nat-Act 1st 3 Pos:	0
Nat-Act 2nd 3 Pos:	903 9BS
Pers Action Effective:	09/27/2009
Present Grade Date:	11/28/2004
Date Probation Period Start:	00/00/0000
Date Change in Tenure:	00/00/0000
Tenure Group:	1
Service Agreement Expire Date:	00000000

Figure 156. Demonstration Project Data

Detail Assign/ Temporary Promotion

SSNO:

No Detail/Temporary Record Present

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

Figure 157. Detail Assign/Temporary Promotion

Education and Certificate

SSNO:

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

Certificate Number	Certificate Name	Certificate Year	Certificate State

Figure 158. Education And Certificate

Federal Tax

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

Figure 159. Federal Tax

Financial Allotment

*** Allotment 1 ***

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

*** Allotment 2 ***

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

Figure 160. Financial Allotment

Health Benefits

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

Federal Record Number 1

Plan Name:

Enrollment Code:	10 5
Coverage Code:	1
Change Code:	0
Adjust Flag:	N
Deduction Ind:	1
Benefit Type:	1
Action Code:	
Action Source:	1
Control Number:	
Date Effective:	01/03/1999
Deduction Amount:	$164.58
Contribution Amount:	$352.56
Tax Deferred Code:	
Ded YTD Non Deferred:	$0.00
Ded YTD Deferred:	$164.58
Enrollment Future Use:	

Figure 161. Health Benefits

Intermittent

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

Figure 162. Intermittent

Life Insurance

SSNO:

Federal Record Number 1

Plan Code:	01	**Benefit Type:**	1
Coverage Code:	N1	**Age Bracket Code:**	2
Date Effective:	06/24/2007	**Basic Cost Alternate:**	N
Basic Coverage Amount:	$79,000.00	**Action Code:**	0
Biweek Deduct Non Table:	$0.00	**Coverage Amount Furnished:**	0
Option A Factor:	0000	**Basic Rate Determinant:**	1
Option B Factor:	0002	**Plan Type:**	
Option C Factor:	0001	**Adjust Flag:**	N

Plan Name: Federal Employees Group Life Insurance

Coverage Description: Basic Life Plus Additional Option With 2 Times Pay And Standard Option And Family Option

Payee Name:

Figure 163. Life Insurance

Non Pay Leave

SSNO:

*** Non Pay Counters ***

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

*** Other Non Pay ***

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

*** Absence Without Leave (AWOL) ***

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

*** Leave Without Pay ***

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

*** Suspension ***

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

Figure 164. Non Pay Leave

Other Leave

SSNO:

*** Military Leave ***

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

Credit Hours Current Bal:	0.00
Administrative Leave Used YTD:	110.00

*** Home Leave ***

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

*** Shore Leave ***

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

Figure 165. Other Leave

Personnel Supplements

SSNO:

Education Level:	13
Instructional Program:	521801
Degree Certification Received:	1994
Perf Evaluation Eligibility Code:	Yes
Perf Evaluation Period:	**PP** 22 **YR** 2009
Perf Evaluation Aniversary:	09/30/2009
Perf Evaluation Generated:	**PP** 15 **YR** 2009
Perf Penalty Status:	
Date Penalty Began:	00/00/0000
Accession:	**PP** 6 **YR** 1997
Accession Method:	0
Accession Date:	03/16/1997
Accession NOA Code:	101 AYM ABK
Accession Auth:	DIRECT HIRE AUTH
Appointment NOA Code:	101 AYM ABK
Appt Authority:	DIRECT HIRE AUTH
NOA Previous 5 Positions:	0
PATCO:	A
From To Code:	2
Last Action PP Number:	0
Agency Use:	NACI
Gain Lose Dept:	1B
Conflict of Interest Submitted:	
NOA Prev 3 Positions:	0
NOA Correction Date:	00/00/0000
Pay Protection Flag:	
NFC Employee Status:	0
NFC ASD Date2:	00/00/0000
NFC ASD Salary:	$0.00
Agency Info 1:	
Agency Info 2:	
Agency Info 3:	
Agency Info 4:	
Agency Info 5:	
Previous Agency Code:	

Separation Accession Type:	0
Citizenship Code:	1
Sex Code:	F
Veterans Status:	X
WGI Due Code:	0 **PP** 24 **YR** 2008
WGI Notification Given Code:	0 **PP** 0
Date WGI Projected Effective:	00/00/0000
Promotion Plan Code:	0
Supervisory Mgrl Prob Exp Notif:	No
Law Bar Membership Code:	0
Bar Membership State Code:	
Program Lang Code:	**1** **2** **3** **4** **5**
Comp Eq Abil Code:	**1** **2** **3** **4**
Retention Rights End:	00000000
ADJP Elaps PP Counter:	0
Working Title Code:	0000
Working Title:	0000
Recruitment Bonus:	0.00 **Pct:** 0.00
Relocation Bonus:	0.00 **Pct:** 0.00
Retention Allowance:	0.00 **Pct:** 0.00
Supervisory Diff Rate:	0.00 **Pct:** 0.00
Staffing Diff Rate:	0.00 **Pct:** 0.00
Foreign Language Allowance:	0.00 **Pct:** 0.00
Cash Award Amount:	$1,400.00
Cash Award Effective:	**PP** 24 **YR** 2009
Merit pay Computed Salary:	$0.00
Merit Pay Increase Amount:	$0.00
PMRS/PFP Bonus Amt:	$0.00
PMRS/PFP Bonus Effective:	**PP** 0 **YR** 2000
Funding Unit:	00000
Agency Use 1:	
Agency Use 2:	
Agency Use 3:	
Agency Use 4:	
Agency Use 5:	

Figure 166. Personnel Supplements

Processing Indicators

SSNO:

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

Msg Overide:
Salary Use:

Figure 167. Processing Indicators

Retained Grade Data

SSNO:

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

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

*** Wage Marine Retained Data ***

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

No Retained Grade Data Available

Figure 168. Retained Grade Data

Retirement Data

SSNO:

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

*** Federal Record Number 1 ***

Participation Eligibility Code:		**Action Code:**	8
Plan Code:	K	**Ded Limit to OASDI:**	N
Eff Date of Action:	01/14/2001	**Non Deferred Ded YTD:**	$23.50
Benefit Type:	1	**Deferred Deduction YTD:**	$0.00
Non Deferred Deduction:	0.0080	**Date Deduction Began:**	01/14/2001
Deferred Deduction:	0.0000	**Earnings YTD:**	$2,937.60
Deduction Type:	1	**AGY Contributions YTD:**	$329.01
Deduction After OASDI Limit:	0.0000		

Figure 169. Retirement Data

Salary Data

SSNO:

Department:	U. S. DEPARTMENT OF AGRICULTURE (AG)
Agency:	DM, OFC OF THE CHIEF FIN OFFC (90)
Org Lev 2:	NATIONAL FINANCE CENTER (70)
Org Lev 3:	GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
Org Lev 4:	PUBLICATIONS & COMMUNICATIONS BRANCH (0140)
Org Lev 5:	ORG LEVEL 5 (AG907040014000) (00)
Org Lev 6:	ORG LEVEL 6 (AG90704001400000) (00)
Org Lev 7:	ORG LEVEL 7 (AG9070400140000000) (00)
Org Lev 8:	ORG LEVEL 8 (AG907040014000000000) (00)
POI:	USDA - OCFO - NFC (NEW ORLEANS, LA) (5317)
Position Title:	PROG ANAL (0003)
Pay Plan - Grade/Step:	GS 12/5
MR / IP Number:	S87214 00008467
Occ Series / Funct Code:	0343 0
Duty State:	LA (22)
Duty City:	NEW ORLEANS (1690)
Duty County:	ORLEANS (071)
Acct Station:	0010
Acct Station Location:	5
Paid Status:	(1) Paid - T&A
Seperation Accession Type:	(0) Not Separated
Frequency Paid:	(0) Two Weeks

Adjusted Salary:	$76,627.00
Scheduled Salary:	$67,299.00
Geographic Adj Rate:	$9,328.00
Salary Rate:	PA
Locality Table Code:	4RUS
Geographic Adj %:	0.1386
Pay Rate Det Code:	(0) NOT APPLICABLE
Pay Table Code:	
Leo Indicator:	
FLSA Indicator:	Exempt
FEGLI Coverage:	(N1) BASIC LIFE PLUS ADDITIONAL OPTION WITH 2 TIMES PAY AND STANDARD OPTION AND FAMILY OPTION
Retirement Coverage:	(K) FERS AND FICA
Earnings Limitation:	0
PMSA Code:	
CMSA Code:	
Document Description:	
Document Effective:	00/00/0000
Document Batch:	0
Pers Action Effective:	09/27/2009
Pers Auth Date:	01/04/2009
NOA 1ST:	0 0
NOA 2ND:	903 9BS 20812 (903) CHG IN NON-CPDF DATA ELEMENT

Figure 170. Salary Data

Salary YTD Data

SSNO:

Gross Pay YTD:	$2,937.60	**PP Last Time Paid:**	26
Base Pay YTD:	$2,937.60	**Schedule Number Last Paid:**	0BA261
TSP Base Pay YTD:	$2,937.60	**Last Paid Begin:**	12/20/2009
HITS Wages YTD:	2773.02	**COPR Premium Pay FY YTD:**	0
HITS Deductions YTD:	40.21	**COPR Premium Pay FY YTD PRI:**	. 0
OASDI Wages YTD:	$2,773.02	**COPR OT Ret Curr FY YTD:**	. 0
OASDI Deductions YTD:	$171.93	**COPR OT Ret Prev FY YTD:**	. 0
Earning Limit YTD:	0	**COPR Premium Pay Pay Period:**	. 0
Overpay Carry YTD:	$0.00	**COPR OT Ret Pay Period:**	.0
Fed Tax Wages YTD:	$2,773.02	**COPR OT Hours Last 26 PP:**	.0
Fed Tax Deductions YTD:	$171.93	**COPR Comm Hours Last 26 PP:**	.0
		COPR Overtime Amount:	$0.00
		COPR Status:	

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

Figure 171. Salary YTD Data

Separated Leave

SSNO:

*** Annual Leave ***

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

*** Leave Without Pay ***

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

*** Date Lump Sum Carried ***

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

*** Sick Leave ***

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

*** Absent Without Leave ***

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

*** Suspension Leave ***

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

*** Absent Without Pay ***

Excess 30 Day Counter:	0
Consecutive Day Counter:	0

*** Military Leave ***

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

Figure 172. Separated Leave

Separation Information

SSNO:

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

*** Intermittent ***

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

Figure 173. Separation Information

Reporting Center

SF-50B Data Elements

SF-50B Data Elements

SSNO:

Date of Birth:		**Pers Action Eff:**	09/27/2009
Nat Act 1st 3 Pos:	0	**Nat Act 2nd 3 Pos:**	903
Nat Act Auth 1st:		**Nat Act Auth 2nd:**	9BS
Appoint NTE:	00/00/0000	**Promotion NTE:**	00/00/0000
Position Title:	PROG ANAL	**Non Pay NTE:**	00/00/0000
Working Title:	0000	**MR/IP:**	
Pay Plan-Occ Ser-Grade/Step:	GS 0343 12 5	**Agency Use:**	
Salary Rate Code:	PA	**Annuitant Indicator:**	9
Total Salary:	$76,634.64	**SCD Leave:**	01/23/1997
Scheduled Salary:	$67,299.00	**Bargaining Unit Status:**	2311
Geographic Adj Rate:	$9,328.00	**Pers Action Code:**	2
Adj Salary:	$76,627.00	**Type of Appointment:**	1
Other Pay:	$0.00	**Date SCD Retire:**	03/16/1997
Org Structure Code:	AG 90 70 40 0140 00 00 00 00	**Date SCD RIF:**	01/23/1997
Org Name:	U. S. DEPARTMENT OF AGRICULTURE (AG)	**Date 6C Retire:**	00/00/0000
	DM, OFC OF THE CHIEF FIN OFFC (90)	**Date SCD TSP:**	01/23/1997
	NATIONAL FINANCE CENTER (70)	**Date SCD WGI:**	11/23/2008
	GOVERNMENT EMPLOYEES SERVICES DIVISION (40)	**Date Career Tenure Starts:**	00/00/0000
	PUBLICATIONS & COMMUNICATIONS BRANCH (0140)	**Date Entered Present Grade:**	11/28/2004
	ORG LEVEL 5 (AG907040014000) (00)	**Date Probation Period Starts:**	00/00/0000
	ORG LEVEL 6 (AG90704001400000) (00)	**Date Supr/Mgr Prob Period:**	00/00/0000
	ORG LEVEL 7 (AG90704001400000000) (00)	**Gain/Lose Dept:**	1B
	ORG LEVEL 8 (AG9070400140000000000) (00)	**Annual Leave Cat.:**	6
POI:	5317	**45 Day Code:**	0
Veterans Pref Code:	1	**Leave Earn Status During PP:**	Yes
Veterans Pref RIF:	3	**Qtrs Ded Code:**	0
Tenure Group:	1	**Qtrs Ded Rate:**	0.00
Pay Rate Deter Code:	0	**COLA/Post Diff Code:**	0
FEGLI Code:	N1	**TSP Eligibility Code:**	9
Retirement Plan:	K	**Uniform Service Status:**	0
Work Schedule:	F	**Date Retired Military:**	00/00/0000
Tour of Duty Hours:	80.00	**Creditable Military Service:**	0
Position Occupied:	1	**Frozen CSRS Service:**	1
FLSA:	E	**CSRS Coverage at Appt:**	
Duty Station Code:	22 1690 071	**Spec Emp Cd:**	00
Duty Station:	LA NEW ORLEANS ORLEANS	**Spec Emp Pgm Cd:**	00
Remarks Codes:	1BC,000,000,000,000,000,000,000,000,000	**Salary Share Amt:**	0.00
Authentication Date	01/04/2009	**Annuitant Share Amt:**	0.00
Sex CD:		**Coop Emp Cntrl Cd:**	0
Citizenship Status:		**Coop Overtime Amt:**	0.00
FEHB Coverage:	1	**Agency Use:**	NACI
Veterans Status:			
Education Level:	13		
YR/Deg/Cert Rcvd:	1994		
Instructional Program:	521801		
Coop Holiday Rate:	0		
1st Legal Authority:	OPM MEMO DTD 1/14/08		

Figure 174. SF–50B Data Elements

SSNO Change Data

SSNO Changed To:	000000000
SSNO Changed From:	000000000
Org Structure Code Agency:	
Department Code:	
Processed Pay Period Begins:	00/00/0000

Figure 175. SSNO Change Data

State Tax

Processed Pay Period:	6
Processed Year:	1997
Withholding State Code/Name:	22 LOUISIANA
Number of Exemptions:	S00
Extra Exemptions:	0
Personal Exemptions:	0
Status Duty State:	1 Yes
Private Tax Code:	0 None
Extra Deductions:	$0.00

Figure 176. State Tax

Thrift Savings Data

SSNO:

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

*** Federal Thrift Savings Record 1 ***

Plan Code:	01	**Non Deferred Ded Factor:**	0.0000
Coverage Code:		**Deferred Ded Factor:**	0.1000
Eff Date of Action:	07/04/1999	**Ded After OASDI Limit:**	0.0000
Ded Limit to OASDI:	N	**Non Deferred Ded YTD:**	$0.00
Benefit Type:	1	**Deferred Deduction YTD:**	$293.76
Deduction Type:	1	**TSP Base Pay YTD:**	$2,937.60
Action Code:	4	**AGCY 1 Pct and/or Match YTD:**	$146.89
Deductions Began:	07/04/1999		

Figure 177. Thrift Savings Data

Employee Search (by Name) report

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

Employee Search (By SSNO)

The Employee Search (By SSNO) report (**Figure 178**) is displayed when you select ***Search By Employee's SSNO*** on the Workforce Reports menu (**Figure 112**). This report displays the employee matching your search criteria. Each employee is displayed with ssn, full name, organizational structure, POI, pay plan, occupational series, grade, and step. Data for this report is obtained from the most recent information on the Payroll/Personnel database.

Note: This report contains detailed data.

Figure 178. Employee Search (by SSNO) report

After running the Employee Search (By SSNO) report (**Figure 178**), the Employee Search (By SSNO) report (for the applicable employee) (**Figure 179**) is displayed. You can select the displayed employee to display various reports. These are the same reports available when running the Employee Search (By Name) report (**Figure 143**). See **Employee Search (by Name)** to view these reports.

Figure 179. Employee Search (by SSNO) report (for the applicable employee)

Employee Search (by SSNO) report

Enter Social Security Number	Type the ssn of the employee(s) to be displayed on the report. After typing the ssn, click **Search**.

Employment Changes

The Employment Changes report (**Figure 180**) is displayed when you select ***Employment Changes*** on the Workforce Reports menu (**Figure 112**). This report displays employment data based on RNO and gender for two points in time (i.e., FY2003 and FY2004) by year. This report also provides comparison of employment levels between the time periods. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Education Level
Length of Service
Time Frame 1: Calendar Year 2010
Time Frame 2: Calendar Year 2009
Sort By: Organization

Figure 180. Employment Changes report

After running the Employment Changes report (**Figure 180**), the Employment Changes report (with criteria) (**Figure 181**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Employment Change
Year = Calendar Year 2010

Organization			TOTAL WORKFORCE			RACE/ETHNICITY													
						Hispanic or Latino		Non-Hispanic or Latino											
								White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races	
			All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total	2009	#																	
		%																	
	2010	#																	
		%																	
	Difference	#																	
	Ratio Change	%																	
	Net Change	%																	

Figure 181. Employment Changes report (with criteria)

Employment Changes report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame 1	Click this field to indicate the first year to be displayed on the report. You can select the 4-digit numeric year. You can also select the applicable radio button to designate between ***Calendar Year*** and ***Fiscal Year***. This field defaults to the current calendar year. Multiple or block selections are not allowed. After making your selection, click **Done** or **Cancel**, as applicable.
Time Frame 2	Click this field to indicate the second year to be displayed on the report. You can also select the applicable radio button to designate between ***Calendar Year*** and ***Fiscal Year***. This field defaults to the previous calendar year. Multiple or block selections are not allowed. After making your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.

Employment By Disability Code

The Employment By Disability Code report (**Figure 182**) is displayed when you select ***Employment By Disability Code*** on the Workforce Reports menu (**Figure 112**). This report displays a list of employees by disability code within an organization. Data for this report is obtained from the Personnel History database and is updated biweekly. The grade indicator on the Personnel History database is used to determine an employee's grade.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Gender
Race and National Origin
Supervisory Status
Education Level
Length of Service
Time Frame
Sort By: Disability Code

Figure 182. Employment By Disability Code report

After running the Employment By Disability Code report (**Figure 182**), the Employment By Disability Code report (with criteria) (**Figure 183**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC -
NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION -
PUBLICATIONS & COMMUNICATIONS BRANCH
Employment Distribution By Disability Code
Year = 2010
By Disability Code

Disability Code	Number of Employees
(01) DOES NOT WISH TO IDENTIFY DISABILITY STATUS	
(05) NO DISABILITY	
(15) HARD OF HEARING	
Total	15

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15 (which includes employees that have not designated a Race and National Origin)

Figure 183. Employment By Disability Code report (with criteria)

Employment by Disability Code report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Disability Code`**. After making your selection, click **Done** or **Reset**, as applicable.

Flex Fund

The Flex Fund report (**Figure 184**) is displayed when you select ***Flex Fund*** on the Workforce Reports menu (**Figure 112**). This report contains data on employees' contributions in Flexible Spending Accounts (FSA). Data for this report is obtained from NFC's T&A database and is updated biweekly.

Note: This report contains detailed data.

Organizational Structure

Personnel Office Identifer
Fed Flex Plan : OPM Fed Flex Dependent Care Acct (FD) and OPM Fed Flex Health Care Acct (FH)
Pay Plan
Occupational Series
Grade
Location (Duty State)
Location (Duty City) - Please select a State first
Location (Duty county) - Please select a State first
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Year and Pay Period

Figure 184. Flex Fund report

After running the Flex Fund report (**Figure 184**), the Flex Fund report (with criteria) (**Figure 185**) is displayed. You can select an employee from the list and obtain more detailed information on that employee. For more information on the data available on each employee on the list, see **Employee Search (by Name)**.

OPM FedFlex Payment Report By Agency Sum
Sensitive Personnel Data -- Use is Restricted
(AG9070400140)

Org	Plan Code FD	Premium W/H	Plan Code FH	Premium W/H	Total Participants/Premium W/H
AG907040014000	0	$0.00	2	$119.22	2/$119.22
Total:	0	$0.00	2	$119.22	* 2 / $119.22

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

Selection Crieria : Year and Payperiod = 2010 - 12 and Fed Flex Plan = OPM Fed Flex Dependent Care Acct (FD) and OPM Fed Flex Health Care Acct (FH) and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

Figure 185. Flex Fund report (with criteria)

Flexfund report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Fed Flex Plan	Click this field to indicate the Flexible Spending Account that employee is contributing to. Valid values are **`OPM Fed Flex Dependent Care Acct (FD)`** and **`OPM Fed Flex Health Care Acct (FH)`**. This field defaults to both valid values. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)-Please select a state first	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)-Please select a state first	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

Gender Profile

The Gender Profile report (**Figure 186**) is displayed when you select ***Gender Profile*** on the Workforce Reports menu (**Figure 112**). This report counts organization employees by gender. Data for this report is obtained from the Personnel History database and is updated biweekly. The Sex Code on the Personnel History database is used to identify the employee's gender.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Race and National Origin
Education Level
Length of Service
Include Relative Civilian Labor Force (RCLF) statistics?
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 186. Gender Profile report

After running the Gender Profile report (**Figure 187**), the Gender Profile report (with criteria) (**Figure 187**) is displayed.

Gender Profile
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Year = 2010
By Organization

Organization	Total	% of Population	Female	(%)	Male	(%)
ORG LEVEL 5 (AG907040014000)	15	100				
Total	15	100				

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15

Figure 187. Gender Profile report (with criteria)

Gender Profile report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Include Relative Civilian Labor Force (RCLF) Statistic?	Click this field to indicate whether or not to include RCLF statistics. This field default to **No**. After completing your selection, click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. After making your selection, click **Done** or **Cancel**, as applicable.

Grade Distribution

The Grade Distribution report (**Figure 188**) is displayed when you select ***Grade Distribution*** on the Workforce Reports menu (**Figure 112**). This report displays a count by grade of employees in an organization. Data for this report is obtained from the Personnel History database and is updated weekly. The Grade indicator on the Personnel History database is used to identify the employee's grade.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Include Percentages?
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 188. Grade Distribution report

After running the Grade Distribution report (**Figure 188**), the Grade Distribution report (with criteria) (**Figure 189**) is displayed.

GRADE DISTRIBUTION
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
YEAR = 2010
By Organization

Organization	Grade	Total
ORG LEVEL 5 (AG907040014000)	11	7
	12	5
	13	2
	14	1
Total		15

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15

Figure 189. Grade Distribution report (with criteria)

Grade Distribution report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **Done** or **Reset**, as applicable.

Grade Range

The Grade Range report (**Figure 190**) is displayed when you select ***Grade Range*** on the Workforce Reports menu (**Figure 112**). This report displays a count of employees by grade across RNO and gender. Data for this report is obtained from the Personnel History database and is updated biweekly.

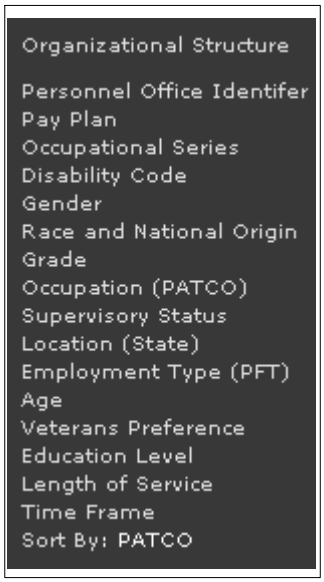
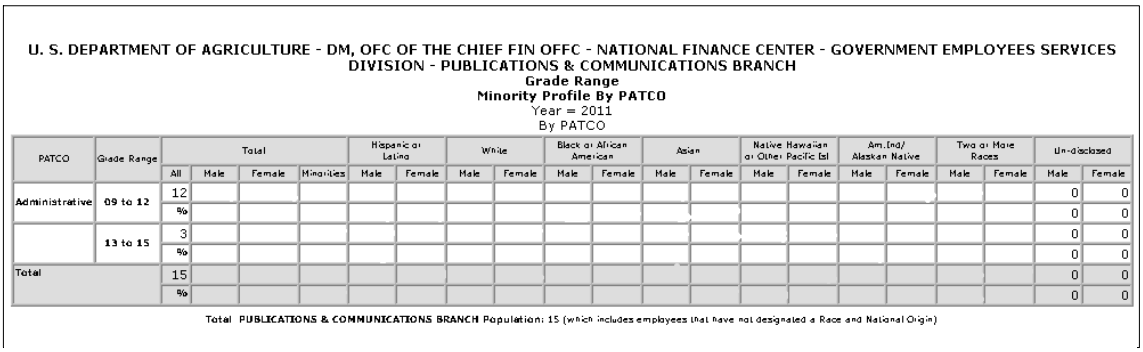


Figure 190. Grade Range report

After the Grade Range report (**Figure 190**) is run, the Grade Range report (with criteria) (**Figure 191**) is displayed.



U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Grade Range
Minority Profile By PATCO
Year = 2011
By PATCO

PATCO	Grade Range	Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am.Ind/ Alaskan Native		Two or More Races		Un-disclosed	
		All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Administrative	09 to 12	12																		0	0
		%																		0	0
	13 to 15	3																		0	0
		%																		0	0
Total		15																		0	0
		%																		0	0

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15 (which includes employees that have not designated a Race and National Origin)

Figure 191. Grade Range report (with criteria)

Grade Range report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **`Asian,`** ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`PATCO`**. After making your selection, click **Done** or **Reset**, as applicable.

Grades Across Minority And Gender

The Grades Across Minority and Gender report (**Figure 192**) is displayed when you select ***Grades Across Minority And Gender*** on the Workforce Reports menu (**Figure 112**). This report displays a count of employment by grade across RNO and gender. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Disability Code
Occupation (PATCO)
Veterans Preference
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Education Level
Length of Service
Time Frame
Sort By: Grade

Figure 192. Grades Across Minority and Gender report

After running the Grades Across Minority and Gender report (**Figure 192**), the Grades Across Minority and Gender report (with criteria) (**Figure 193**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Minority Profile By Grade
Year = 2010
By Grade

Grade		Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am.Ind/ Alaskan Native		Two or More Races		Un-disclosed	
		All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
11																				0	0
	%																			0	0
12																				0	0
	%																			0	0
13																				0	0
	%																			0	0
14																				0	0
	%																			0	0
Total																				0	0
	%																			0	0

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15 (which includes employees that have not designated a Race and National Origin)

Figure 193. Grades Across Minority and Gender report (wtih criteria)

Grades Across Minority and Gender report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Grade`**. After making your selection, click **Done** or **Reset**, as applicable.

Leave Balances

The Leave Balances report (**Figure 194**) is displayed when you select ***Leave Balances*** on the Workforce Reports menu (**Figure 112**). This report displays a list of employees within an organization and the leave balance for each employee. The length of the list depends on what organizational level that you go down to. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Note: This report contains detailed data.

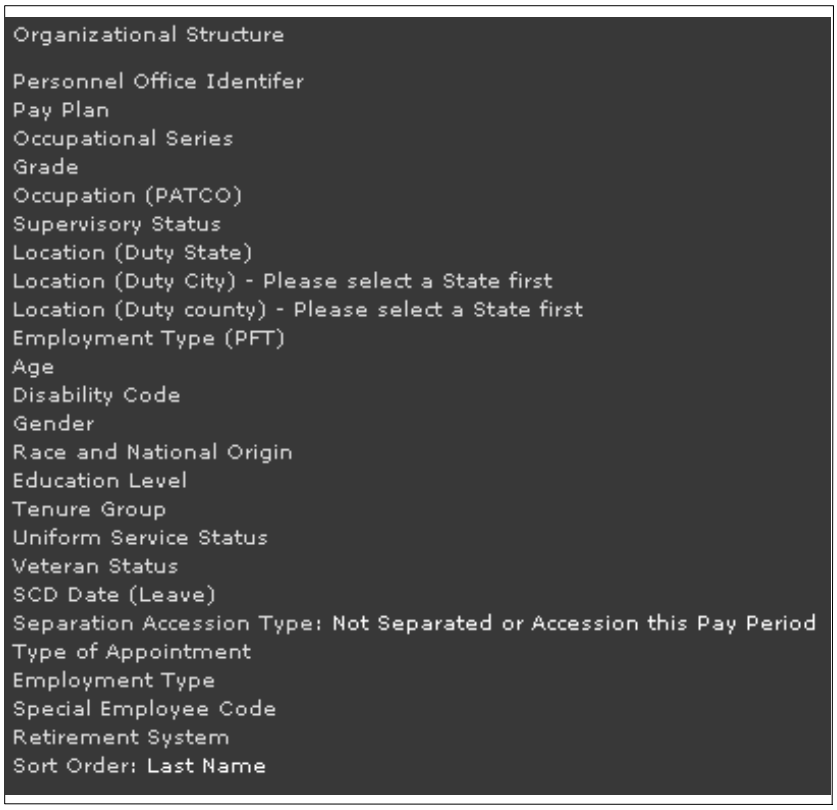


Figure 194. Leave Balances report

After the Leave Balances report (**Figure 194**) is run, the Leave Balances report (with criteria) (**Figure 195**) is displayed. Only twenty employee records are displayed at one time. If more than twenty records meet the selection criteria, you will be able click the applicable page number to find the applicable record. Each employee record contains the employee's name, ssn, current annual leave balance, current sick leave balance, current compensatory leave balance, any leave without pay information pertaining that employee, the employee's annual leave category, any suspension leave information, the employee's SCD date for leave, the employee's base salary, military leave information, and FLSA information. You can select an employee within the list to obtain more information on the employee. For more information on the data available on each employee on the list, see **Employee Search (by Name)**.

Leave Balances
Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center
Government Employees Services Division
Publications & Communications Branch

(AG9070400140)

Name	SSNO	AL Cat	AL Curr Balance	Restored AL (Hrs/Year)	SL Curr Balance	CL Earn YTD	CL Tot Curr	CL Tot Prior	Relig Observ	LWOP Ret Rif	Su LV Ret	SCD Leave	Base Salary	Mil Lv Co	Mil Lv Day YTD	Mil Lv Hr YTD	Credit Hrs	FLSA
		8	304	66.25/2009	3.5	0	1	0	0			08/05/1973	$87,893.00				0	E
		8	227.75		159.75	0	0	0	0	703.5		05/16/1979	$78,880.00				0	E
		6	176.75	13.5/2007	148	0	0	0	0			01/23/1997	$76,627.00				0	E
		8	182.5		244.5	0	0	0	0			11/05/1989	$83,387.00				0	E

Figure 195. Leave Balances report (with criteria)

Leave Balances report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)-Please select a state first	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)-Please select a state first	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian, Native Hawaiian or Other Pacific Islander**, **Black or African American**, **Hispanic or Latino**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Tenure Group	Click this field to indicate which tenure group to be displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Uniform Service Status	Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Veterans Status	Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **Equals**, **Not Equal To**, **Less Than or Equal To**, **Less Than**, **Greater Than or Equal To**, and **Greater Than**. The second down arrow is used to indicate the month. Valid values are **01** through **12**. The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. The default for this field is **Not Separated or Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Last Name`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Leave Liability

The Leave Liability report (**Figure 196**) is displayed when you select ***Leave Liability*** on the Workforce Reports menu (**Figure 112**). This report contains leave data for the employees within an organization. Both the number of hours and the dollar values of those hours are listed on the report. A list of the employees is displayed when the report is run. You can select an employee to display data about that individual employee. Data for this report is taken from NFC's Payroll/Personnel database and is updated biweekly.

Note: This report contains detailed data.

Organizational Structure

Personnel Office Identifer
Pay Plan:
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City) - Please select a State first
Location (Duty county) - Please select a State first
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
SCD Date (Leave)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Hourly Rate Computation Component: Adjusted Salary (Base Contract Salary)
Annualized Hours: 2087
Retirement System
Sort Order: Pay Plan, Grade, Step

Figure 196. Leave Liability report

After running the Leave Liability report (**Figure 196**), the Leave Liability report (with criteria) (**Figure 197**) is displayed.

Annual Leave Liability
Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC
NATIONAL FINANCE CENTER
GOVERNMENT EMPLOYEES SERVICES DIVISION
PUBLICATIONS & COMMUNICATIONS BRANCH
(AG9070400140)
Data as of 09/28/2009

SSNO		AL Balance	Liability
		304	$12,802.81
		182.5	$7,291.87
		227.75	$8,608.01
		176.75	$6,489.61

Figure 197. Leave Liability report (with criteria)

Leave Liability report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)-Please select a state first	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)-Please select a state first	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Tenure Group	Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Uniform Service Status	Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-Nonregular`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Veterans Status	Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**, and **`Not a Veteran (After 9/30/91)`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. The default for this field is **`Not Separated or Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Hourly Rate Computation Component	Click this field to indicate the whether or not to select the adjusted salary (base contract salary) or the scheduled salary when computing the hourly pay rate when computing leave liability. Valid values are **`Adjusted Salary (Base Contract Salary)`** and **`Scheduled Salary`**. The default for this field is **`Adjusted Salary (Base Contract Salary)`**. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Annualized Hours	Click this field to indicate the number of hours to be included on the report. Valid values are **`2080`** and **`2087`**. The default for this field is **`2087`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Pay Plan, Grade, Step`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Leave Trends

The Leave Trends report (**Figure 198**) is displayed when you select ***Leave Trends*** on the Workforce Reports menu (**Figure 112**). This report tracks time charged to Transaction Code (TC) 61, Annual Leave, TC62, Sick Leave, TC64, Compensatory Time, TC66, Other Leave, TC67, Injury Leave, TC71, Leave Without Pay, and TC72, Absent Without Leave. Data for this report was obtained from the T&A database and is updated biweekly.

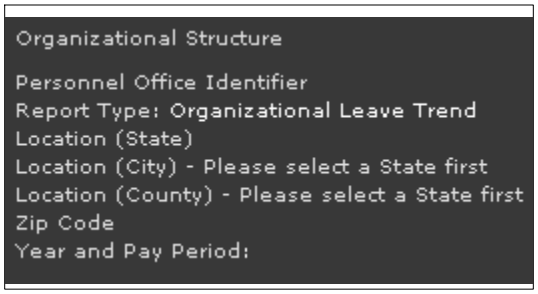
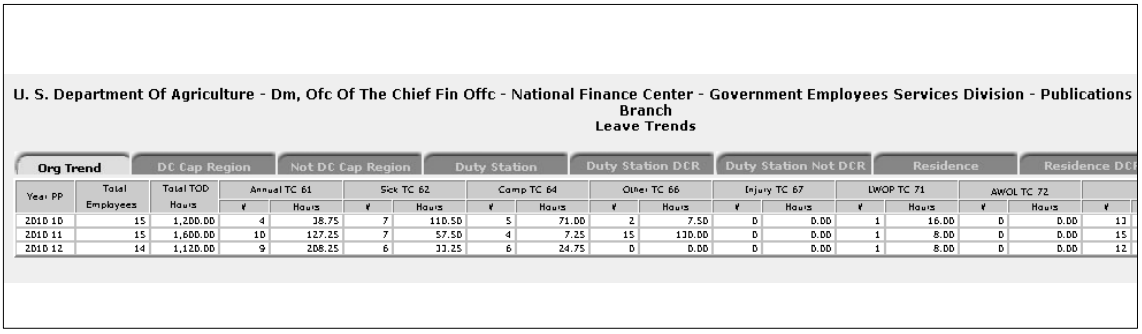


Figure 198. Leave Trends report

After running the Leave Trends report (**Figure 198**), the Leave Trends report (with criteria) (**Figure 199**) is displayed.



U. S. Department Of Agriculture - Dm, Ofc Of The Chief Fin Offc - National Finance Center - Government Employees Services Division - Publications Branch
Leave Trends

Org Trend | DC Cap Region | Not DC Cap Region | Duty Station | Duty Station DCR | Duty Station Not DCR | Residence | Residence DC

Year PP	Total Employees	Total TOD Hours	Annual TC 61		Sick TC 62		Comp TC 64		Other TC 66		Injury TC 67		LWOP TC 71		AWOL TC 72		
			#	Hours	#	Hours	#	Hours	#	Hours	#	Hours	#	Hours	#	Hours	#
2010 10	15	1,200.00	4	38.75	7	110.50	5	71.00	2	7.50	0	0.00	1	16.00	0	0.00	13
2010 11	15	1,600.00	10	127.25	7	57.50	4	7.25	15	130.00	0	0.00	1	8.00	0	0.00	15
2010 12	14	1,120.00	9	208.25	6	33.25	6	24.75	0	0.00	0	0.00	1	8.00	0	0.00	12

Figure 199. Leave Trends report (with criteira)

Leave Trends report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Report Type	Click this field to indicate which type of report to be displayed on the report. This field defaults to **`Organizational Leave Trends`**. After completing your selection, click **Done** or **Reset** as applicable.

Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (City)-Please select a state first	Click this field to select the city of the organization. Valid values for this field are determined by the selection(s) made in the Location (State) field. You cannot select this field until a selection(s) has been made in the Location (State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (County)-Please select a state first	Click this field to select the county of the organization. Valid values for this field are determined by the selection(s) made in the Location (State) field. You cannot select this field until a selection(s) has been made in the Location (State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Zip Code	Click this field to indicate the zip code to be displayed on the report. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

Length Of Service Profile

The Length of Service Profile report (**Figure 200**) is displayed when you select ***Length Of Service*** on the Workforce Reports menu (**Figure 112**). This report displays a count of organization employees across length of service categories. Data for this report was obtained from the Personnel History database and is updated biweekly. Employees with no service computation date (SCD) are not included in this count.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Gender
Race and National Origin
Education Level
Include Percentages?
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 200. Length of Service Profile report

After running the Length Of Service Profile report (**Figure 200**), the Length Of Service Profile report (with criteria) (**Figure 201**) is displayed.

Length of Service
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Year = 2010
By Organization

Organization	Total	% of Population	under 6	6 thru 10	11 thru 15	16 thru 20	21 thru 25	26 thru 30	31 thru 35	36 thru 40	over 40	* Other
ORG LEVEL 5 (AG907040014000)	15	100	1	0	4	1	3	2	3	1	0	0
Total	15	100	1	0	4	1	3	2	3	1	0	0

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15

Note: * Employees that did not have a Retirement Date upon which to perform the length of service calculation were placed in the 'Other' years of service category.

Figure 201. Length of Servie Profile report (with criteira)

Length of Service report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Veterans Prereference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Include Percentages?	Click this field to indicate whether or not to include percentage columns for each date column on the report. The default for this field is **All.** Valid values are **No** and **Yes**. Multiple or block selections are not available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. After making your selection, click **Done** or **Cancel**, as applicable.

Life Insurance Listing

The Life Insurance Listing report (**Figure 202**) is displayed when you select ***Life Insurance Listing*** on the Workforce Reports menu (**Figure 112**). This report contains detail data concerning the employees in an organization and their life insurance elections. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Note: This report contains detailed data.

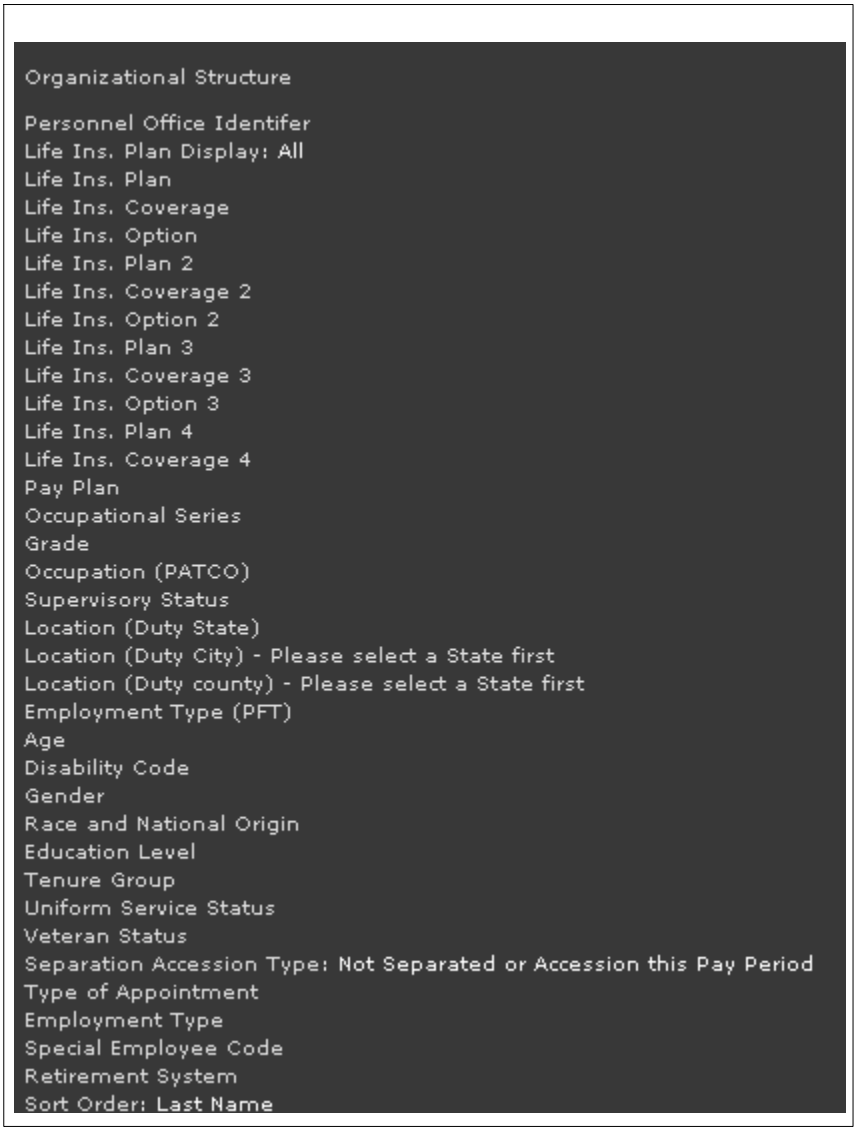


Figure 202. Life Insurance Listing report

After running the List Insurance Listing report (**Figure 202**), the Life Insurance Listing report (with criteria) (**Figure 203**) is displayed.

Life Insurance Listing
Sensitive Personnel Data -- Use is Restricted
Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Grade = 12 and Separation Accession Type = Not Separated or Accession this Pay Period and Education Level = Associate or Bachelors
By Last Name

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center
Government Employees Services Division
Publications & Communications Branch

(AG9070400140)

Name Org	SSNO	Plans				
_____		Plan Code:	01	Plan Code:	Plan Code:	Plan Code:
AG9070400140000000000		Cov Code:	N1	Cov Code:	Cov Code:	Cov Code:
		Basic Cov Amt:	$80,000	Basic Cov Amt:	$0	
		Option A:	0000	Option A:		
		Option B:	0002	Option B:		
		Option C:	0001	Option C:		
_____		Plan Code:	01	Plan Code:	Plan Code:	Plan Code:
AG9070400140000000000		Cov Code:	J5	Cov Code:	Cov Code:	Cov Code:
		Basic Cov Amt:	$90,000	Basic Cov Amt:	$0	
		Option A:	0000	Option A:		
		Option B:	0001	Option B:		
		Option C:	0005	Option C:		

Figure 203. Life Insurance Listing report (with criteria)

Life Insurance Listing report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Life Ins. Plan Display	Click this field to indicate the numeric type of plan to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Life Ins. Plan	Click this field to indicate the primary type of life insurance that the employee is enrolled in and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Life Ins. Coverage	Click this field to indicate the first life insurance coverage code that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Life Ins. Option	Click this field to indicate the first life insurance option that the employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Life Ins. Plan 2	Click this field to indicate the second type of life insurance that the employee is enrolled in and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Life Ins. Coverage 2	Click this field to indicate the second life insurance coverage code that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Life Ins. Option 2	Click this field to indicate the second life insurance option that the employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Life Ins. Plan 3	Click this field to indicate the third life insurance coverage code that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Life Ins. Coverage 3	Click this field to indicate the third type of life insurance that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Life Ins. Option 3	Click this field to indicate the third life insurance option that the employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Life Ins. Plan 4	Click this field to indicate the fourth type of life insurance that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Life Ins. Coverage 4	Click this field to indicate the fourth life insurance coverage code that employee has elected and will be displayed on the report. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)-Please select a state first	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)-Please select a state first	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**Asian,** ▶**Native Hawaiian or Other**◀ **Pacific Islander**, **Black** ▶**or African American**◀, **Hispanic** ▶**or Latino**◀, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Tenure Group	Click this field to indicate which tenure group to be displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Uniform Service Status	Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Veterans Status	Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. The default for this field is **Not Separated or Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type	Click this field to indicate the employee's employment type. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee basis of piecework**, and **First 40 hours**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Last Name`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Long Term Care

The Long Term Care report (**Figure**) is displayed when you select ***Long Term Care*** on the Workforce Reports menu (**Figure 112**). This report displays . Data for this report is obtained from NFC's T&A database and is updated biweekly.

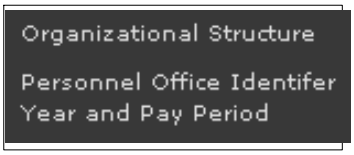


Figure 204. Long Term Care report

After running the Long Term Care report (**Figure 204**), the Long Term Care report (**Figure 205**) (with criteria) is displayed.

Long Term Care Report
For Pay Period(s) 2010 - 21
Sensitive Personnel Data -- Use is Restricted
(AG9070)

Org	Plan Code LD (Dependents)	Premium W/H	Plan Code LE (Employee and/or Spouse)	Premium W/H	Total Participants/Premium W/H
(AG907000) - ORG LEVEL 3 (AG907000)	0	$0.00	1	$72.79	1/$72.79
(AG907002) - CYBER SECURITY STAFF	0	$0.00	1	$18.49	1/$18.49
(AG907004) - INFORMATION SYSTEMS POLICY AND CONTROL STAFF	0	$0.00	2	$133.76	2/$133.76
(AG907006) - EQUAL EMPLOYMENT OPPORTUNITY AND WORKFORCE SERVICES STAFF	0	$0.00	1	$47.61	1/$47.61
(AG907007) - ADMINISTRATIVE MANAGEMENT STAFF	0	$0.00	2	$97.77	2/$97.77
(AG907010) - INFORMATION TECHNOLOGY SERVICES DIVISION	0	$0.00	9	$512.23	9/$512.23
(AG907040) - GOVERNMENT EMPLOYEES SERVICES DIVISION	0	$0.00	5	$316.79	5/$316.79
Total:	0	$0.00	21	$1,199.44	* 21 / $1,199.44

* The grand total of participants may not equal the individual count of employees with LD plans plus the employees with LE plans. The inequality will be present when employees participate in both plans. As a result, they will be counted in the grand total of participants only once.

Selection Crieria : Year and Payperiod = 2010 - 21 and PP Covered = 2010 - 21

Figure 205. Long Term Care report (with criteria)

Long Term Care report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

MD-715-EEO Workforce Data

The MD-715-EEO Workforce Data report (**Figure 206**) is displayed when you select ***MD-715-EEO Workforce Data*** on the Workforce Reports menu (**Figure 112**). This report displays triggers to be explored by the agency. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Organizational Structure

Personnel Office Identifier
Workforce Data Table: Table A1:Total Workforce - Distribution by Race/Ethnicity and Sex
Group the Indefinite Employees with the Temporary Employees (Tables A1,A8,B1,and B8): No
Include a Non-Disclosed Column: No
Select Major Occupations (Tables A6,A7,B6,and B7)
Include National CLF Data (Tables A1, B1 and A8)
Time Frame: FY 2010

Figure 206. MD-715-EEO Workforce Data report

After running the MD-715-EEO Workforce Data report (**Figure 206**), the MD-715-EEO Workforce Data report (with criteria) (**Figure 207**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Table A1: Total Workforce - Distribution by Race/Ethnicity and Sex
Year = FY 2011

A1 | A2 | A3-1 | A3-2 | A4-1 P | A4-1 T | A4-2 P | A4-2 T | A5-1 P | A5-1 T | A5-2 P | A5-2 T | A-Tabs 6-14 | B-Tabs 1-5 | B-Tabs 6-14

EMPLOYMENT TENURE		TOTAL WORKFORCE			RACE/ETHNICITY															
					Hispanic or Latino		Non-Hispanic or Latino													
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races	
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL																		
Prior FY	#																	
	%																	
Current FY	#																	
	%																	
CLF (2000)	%																	
Difference	#																	
Ratio Change	%																	
Net Change	%																	
PERMANENT																		
Prior FY	#																	
	%																	
Current FY	#																	
	%																	
Difference	#																	
Ratio Change	%																	
Net Change	%																	
TEMPORARY																		
Prior FY	#																	
	%																	
Current FY	#																	
	%																	
Difference	#																	
Ratio Change	%																	
Net Change	%																	
NON-APPROPRIATED																		
Prior FY	#																	
	%																	
Current FY	#																	
	%																	
Difference	#																	
Ratio Change	%																	
Net Change	%																	

Figure 207. MD-715-EEO Workforce Data report (with criteria)

MD-715-EEO Workforce Data report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Workforce Data Table	Click this field to indicate the table to be displayed on the report. This field defaults to **`Table A:1 Total Workforce - Distribution by Race/Ethnicity and Sex`**. For information on the tables available for this report, click ***More*** at the top of the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Group the Indefinite Employees with the Temporary Employees (Tables A1, A8, B1, and B8)	Click his field to indicate whether or not to group the indefinite employees with the temporary employees displayed on the report. Valid values are **`Yes`** and **`No`**. This field defaults to **`No`**. After making your selection, click **Include**, **Cancel**, or **Reset**, as applicable.
Include a Non-Disclosed Column	Click his field to indicate whether or not to include a nondisclosed column on the report. Valid values are **`Yes`** and **`No`**. This field defaults to **`No`**. After making your selection, click **Include**, **Cancel**, or **Reset**, as applicable.
Select Major Occupations (Tables A6, A7, B6 and B7)	Click this field indicate the occupation series to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Include National CLF Data (Table A1, B1, and A8)	Click this field to indicate whether or not include RCLF statistics on the report. Valid values are **`Yes`** and **`No`**. After making your selection, click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`** for the radio buttons. The default for this field is **`FY 2010`** for the search criteria. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Minority Profile

The Minority Profile report (**Figure 208**) is displayed when you select ***Minority Profile*** on the Workforce Reports menu (**Figure 112**). This report displays a count across RNO of employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Education Level
Length of Service
Sort by gender in side of RNO classification?: Yes
Time Frame: 2010
Sort By: Organization

Figure 208. Minority Profile report

After running the Minority Profile report (**Figure 208**), the Minority Profile report (with criteria) (**Figure 209**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - G
DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Minority Profile By Organization
Year = 2010
By Organization

Organization	Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl	
	All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ORG LEVEL 5 (AG907040014000)														
	%													
Total														
	%													

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15 (which includes employees that have not designated a Race ar

Figure 209. Minority Profile report (with criteria)

Minority Profile report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Sort by Gender Inside of RNO Classification	Click this field to indicate whether or not to sort by gender inside of RNO classification. Valid values are **`Yes`** and **`No`**. This field defaults to **`Yes`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`** for the radio buttons. The default for this field is **`2010`** for the search criteria. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.

Non-Pay Hours Report

The Non-Pay Hours report (**Figure 210**) is displayed when you select ***Non-Pay Hours Report*** on the Workforce Reports menu (**Figure 112**). This report tracks the time charged to Transaction Code (TC) 71, LWOP, and TC 72, AWOL. Data for this report is obtained from the time and attendance database and is updated biweekly.

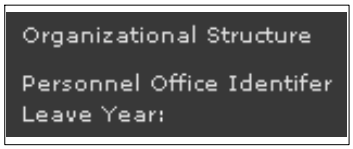


Figure 210. Non-Pay Hours report

After running the Non-Pay Hours report (**Figure 210**), the Non-Pay Hours report (with criteria) (**Figure 211**) is displayed.

Non-Pay Hours Report(LWOP and AWOL)

Sensitive Personnel Data -- Use is Restricted

Report Time Frame = 2009

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
PUBLICATIONS & COMMUNICATIONS BRANCH (0140)

Org	# Employees	Tot Hours (TOD)	LWOP (71)			AWOL (72)			Total Hours
			#	Hours	Avg. Hours	#	Hours	Avg. Hours	
ORG LEVEL 5 (AG907040014000)	14	5,280.00	1	120.00	120.00	0	0.00	0.00	120.00
ORG LEVEL 5 (AG907040014000)	14	5,280.00	1	120.00	120.00	0	0.00	0.00	120.00
Total	28	10,560.00	2	240.00	120.00	0	0.00	0.00	240.00

Figure 211. Non-Pay Hours report (with criteria)

Non-Pay Hours report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Leave Year	Click this field to indicate the year to be displayed on the report. The 4-digit year is displayed in this field. After making your selection, click **Include**, **Cancel**, or **Reset**, as applicable.

Occupational Categories Profile

The Occupational Categories Profile report (**Figure 212**) is displayed when you select ***Occupational Categories Profile*** on the Workforce Reports menu (**Figure 112**). This report displays the number of employees in an organization grouped by Equal Employment Opportunity Commission (EEOC) categories. Data for this report is obtained from the Personnel History database.

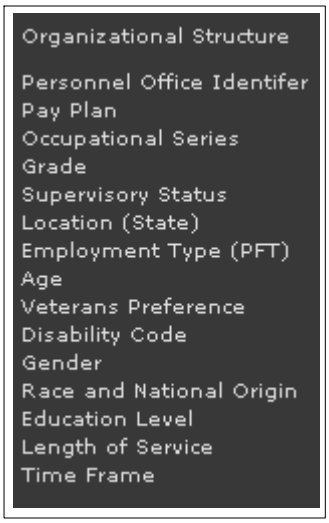


Figure 212. Occupational Categories Profile report

After running the Occupational Categories Profile report (**Figure 210**), the Occupational Categories Profile report (with criteria) (**Figure 213**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH

Occupational Categories - Distribution by Race/Ethnicity and Sex

Year = 2010 and Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Grade = 12

Occupational Categories		TOTAL WORKFORCE			RACE/ETHNICITY															
					Hispanic or Latino		Non-Hispanic or Latino													
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More	
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1. Officials and Managers																		
- Executive/Senior Level (Grades 15 and Above)	#																	
	%	0.																
- Mid-Level (Grades 13-14)	#																	
	%	0.																
- First Level (Grades 12 and Below)	#																	
	%	0.																
- Other Officials and Managers	#																	
	%	0.																
Officials and Managers Total	#																	
	%	0.																
2. Professionals	#																	
	%																	
3. Technicians	#																	
	%																	
4. Sales Workers	#																	
	%																	
5. Administrative Support Workers	#																	
	%																	
6. Craft Workers	#																	
	%																	
7. Operatives	#																	
	%																	
8. Laborers and Helpers	#																	
	%																	
9. Service Workers	#																	
	%																	
TOTAL	#																	
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

NOTE: Percentages computed down columns and NOT across rows

Sorry, no records in the database matched your selection criteria.

Figure 213. Occupational Categories Profile report (with criteria)

Occupational Categories Profile report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **`Asian,`** ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All.`** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Occupational Series Listing

The Occupational Series Listing report (**Figure 214**) is displayed when you select ***Occupational Series Listing*** on the Workforce Reports menu (**Figure 112**). This report contains information on employees in certain occupational listings. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Report Type
Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
SCD Date (Leave)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name

Figure 214. Occupational Series Listing report

After running the Occupational Series Listing report (**Figure 214**), the Occupational Series Listing report (with criteria) (**Figure 215**) is displayed.

Occupational Series Listing
Sensitive Personnel Data -- Use is Restricted
Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Separation Accession Type = Not Separated or Accession this Pay Period
By Last Name

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center
Government Employees Services Division
Publications & Communications Branch

(AG9070400140)

Name	Pay Plan	Series	Grade	Agency	Age	Years of Service	Education Level	Duty City	Duty State	Supervisory Code
	GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	49	12	(13) BACHELORS	NEW ORLEANS	LA	(8)Non-Supervisory
	GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	34	12	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
	GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	51	31	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
	GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	38	13	(13) BACHELORS	NEW ORLEANS	LA	(8)Non-Supervisory
	GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	57	40	(4) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
	GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	46	19	(13) BACHELORS	NEW ORLEANS	LA	(8)Non-Supervisory
	GS	0343	12	90 - DM, OFC OF THE CHIEF FIN OFFC	54	32	(9) UNDEFINED	NEW ORLEANS	LA	(8)Non-Supervisory
	GS	0343	14	90 - DM, OFC OF THE CHIEF FIN OFFC	46	22	(15) FIRST PROF	NEW ORLEANS	LA	(2)Supervisor/Manager
	GS	0343	11	90 - DM, OFC OF THE CHIEF FIN OFFC	58	36	(10) ASSOCIATE	NEW ORLEANS	LA	(8)Non-Supervisory

Figure 215. Occupational Series Listing report (with criteria)

Occupational Series Listing report

Report Type	Click this field select what type of report you wish to display. Valid values are **`Detail Listing (Includes Name and SSNO)`** and **`Detail Listing (Without Name and SSNO)`**. After making your selection, click **Done** or **Reset**, as applicable.
Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian, Native Hawaiian or Other Pacific Islander**, **Black or African American**, **Hispanic or Latino**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Tenure Group	Click this field to indicate which tenure group to be displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Uniform Service Status	Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Veterans Status	Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **Equals**, **Not Equal To**, **Less Than or Equal To**, **Less Than**, **Greater Than or Equal To**, and **Greater Than**. The second down arrow is used to indicate the month. Valid values are **01** through **12**. The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. The default for this field is **Not Separated or Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Last Name`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Official Time for Union Business

The Official Time for Union Business report (**Figure 216**) is displayed when you select ***Official Time For Union Business*** on the Workforce Reports menu (**Figure 112**). This report displays information regarding canceled payments that have been returned to NFC and require agency action. Data for this report is obtained from DOTS and is updated daily.

Organizational Structure

Personnel Office Identifer
Pay Plan:
Grade:
Year and Pay Period:
Summary Only: No
Sort Order: Org Code Last Name

Figure 216. Official Time for Union Business report

After running the Official Time For Union Business report (**Figure 216**), the Official Time For Union Business report (with criteria) (**Figure 217**) is displayed.

Official Time for Union Business
Accumulated for Pay Period(s) 2010 - 12
Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center
(AG9070)

Name	Org	Pay Plan	Grade	Transaction Codes 35	36	37	38	Accumulated Hours
	90-70-07-0020-20100000	GS	05	8.00	0.00	0.00	0.00	8.00
	90-70-10-0020-40100000	GS	06	0.00	0.00	2.50	0.00	2.50
	90-70-40-0070-15100000	GS	07	0.00	0.00	32.00	0.00	32.00
	90-70-40-0080-20100000	GS	07	0.00	0.00	7.50	0.00	7.50
	90-70-40-0080-25100000	GS	06	0.00	0.00	53.00	0.00	53.00
	90-70-40-0080-25100000	GS	07	0.00	0.00	8.00	0.00	8.00
	90-70-40-0090-15100000	GS	07	0.00	0.00	4.00	0.00	4.00
	90-70-40-0150-10000000	GS	11	0.00	0.00	8.00	0.00	8.00

Total Hours By Transaction Code	35	8.00
	36	0.00
	37	115.00
	38	0.00
Grand Total of Hours Reported		123.00

Figure 217. Official Time for Union Business report (with criteria)

Official Time for Union Business report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Summary Only	Click this field to indicate whether or not you want a summary only report. This field defaults to **`No`**. Valid values are **`Yes`** and **`No`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Org Code, Last Name`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Organization Profile

The Organization Profile report (**Figure 218**) is displayed when you select ***Organization Profile*** on the Workforce Reports menu (**Figure 112**). This report displays a count of all employees in an organization across employment type. Data for this report is obtained from the Personnel History database and is is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 218. Organization Profile report

After running the Organization Profile report (**Figure 218**), the Organization Profile report (with criteria) (**Figure 219**) are displayed.

Organizational Profile
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Year = 2010
By Organization

Organization	Total	% of Pop.	Full-Time	(%)	Part-Time	(%)	Other	(%)
ORG LEVEL 5 (AG907040014000)	15	100	15	100	0	0	0	0
Total	15	100	15	100	0	0	0	0

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15

Figure 219. Organization Profile report (with criteria)

Organization Profile report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. After making your selection, click **Done** or **Cancel**, as applicable.

Overdue Performance Appraisals

The Overdue Performance Appraisals report (**Figure 220**) is displayed when you select ***Overdue Performance Appraisals*** on the Workforce Reports menu (**Figure 112**). This report contains a list of employees (within a certain occupational series) with overdue performance appraisals. This report excludes employees in pay plans ES and GM and tenure group 0. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City) - Please select a State first
Location (Duty county) - Please select a State first
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Birth Month
Education Level
Tenure Group
Uniform Service Status
Veteran Status
SCD Date (Leave)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name

Figure 220. Overdue Performance Appraisals report

After running the Overdue Performance Appraisals report (**Figure 220**), the Overdue Performance Appraisals report (with criteria) (**Figure 221**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center
Government Employees Services Division
Publications & Communications Branch

(AG9070400140)

SSN	Name	Pay Plan	Occ Series	Grade/Step	Performance Rating	Perf Eval Anniversary Date
		GS	0343	12/10	H5	09/30/2009
		GS	1084	13/8	H4	09/30/2009
		GS	0343	11/2	H4	09/30/2009
		GS	0343	11/2	H4	09/30/2009
		GS	0343	12/6	H4	09/30/2009
		GS	0343	11/7	H4	09/30/2009
		GS	0343	12/5	H4	09/30/2009
		GS	1084	11/8	H4	09/30/2009
		GS	1084	11/8	H4	09/30/2009
		GS	0343	12/8	H5	09/30/2009
		GS	1082	11/9	H5	09/30/2009
		GS	0343	11/8	H4	09/30/2009
		GS	1084	11/10	H4	09/30/2009
		GS	0343	13/9	H5	09/30/2009
		GS	0343	11/10	H4	09/30/2009

Figure 221. Overdue Performance Appraisals report (with criteria)

Overdue Performance Appraisals report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)-Please select a state first	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)-Please select a state first	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Birth Month	Click this field to select the applicable birth month(s) to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Tenure Group	Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Uniform Service Status	Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-Nonregular`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Veterans Status	Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**, and **`Not a Veteran (After 9/30/91)`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. The default for this field is **`Not Separated or Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Last Name`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Overtime Costs

The Overtime Costs report (**Figure 222**) is displayed when you select ***Overtime costs*** on the Workforce Reports menu (**Figure 112**). This report contains a list of employees (within a certain organization) along with the number of hours of overtime worked for a pay period and year selected. The dollar amount is also displayed on this report. Data for this report is obtained from NFC's T&A database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Location (Duty State)
Location (Duty City)
Location (Duty County)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
SCD Date (Leave)
Year and Pay Period
Sort Order:

Figure 222. Overtime Costs report

After running the Overtime Costs report (**Figure 222**), the Overtime Costs report (with criteria) (**Figure 223**) is displayed.

Overtime Costs

Sensitive Personnel Data -- Use is Restricted

Year and Payperiod = 2010 - 26 and PP Covered = 2010 - 26 and Separation Accession Type = NotSeparatedorAccessionthisPayPeriod

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center
Government Employees Services Division
Systems Requirements Branch

(AG9070400120)

Grade	Name	MR No	Hours	Amount
14			6.50	$341.32
13			14.00	$713.58
13			12.50	$522.75
	Total		33.00	$1,577.65

Figure 223. Overtime Costs (with criteria)

Overtime Costs report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. The default for this field is **`Not Separated or Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

PACS 4511 Carriers Transmittal and Summary

The PACS 4511 Carrier Tran. and Sum. report (**Figure 224**) is displayed when you select ***PACS 4511 Carrier Tran. and Sum*** on the Workforce Reports menu (**Figure 112**). This report contains the number of enrollees for Health Benefit Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

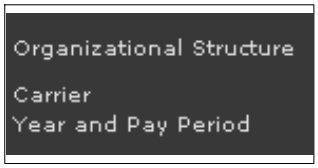


Figure 224. PACS 4511 Carriers Transmittal and Summary report

After running the PACS 4511 Carrier Tran. And Sum. report (**Figure 224**), the PACS 4511 Carrier Tran. And Sum. report (with criteria) (**Figure 225**), is displayed.

1

Smithsonian Institution
Carriers Transmittal and Summary Report
For Pay Period 05/2007 Start Date 03/04/07 End Date 03/17/07
Sensitive Personnel Data -- Use is Restricted

Carrier Code/Name: 24/HARVARD PILGRIM HEALTH PLAN **Report Number :** 07-05

Carrier Address: SMITHSONIAN INSTITUTION
P O BOX 3600-62
BOSTON , MA 02241-0062

Description	Self	Family	Total
ENROLLEES FROM LAST REPORT	0	3	3
ADD			
NEW ENROLLEES	0	0	0
CHANGE IN CODE	0	0	0
TRANSFER IN	0	0	0
OTHER	0	0	0
DEDUCT			
CANCELLATIONS	0	1	1
CHANGE IN CODE	0	0	0
TERMINATIONS	0	0	0
TRANSFER OUT (OTHER AGENCY)	0	0	0
TRANSFER OUT (RETIRE-DEATH)	0	0	0
TOTAL ENROLLEES	0	1	1

Figure 225. PACS 4511 Carriers Transmittal and Summary report

PACS 4511 Carriers Transmittal and Summary report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Carrier	Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

PACS 4512 Carriers Transmittal and Summary

The PACS Carrier Tran. and Sum. report (**Figure 226**) is displayed when you select ***PACS 4512 Carrier Tran. And Sum.*** on the Workforce Reports menu (**Figure 112**). This report contains information on the number of enrollees for Health Benefits Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

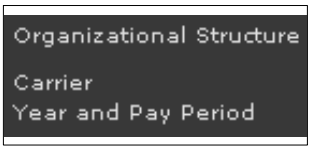


Figure 226. PACS 4512 Trans. and Sum. report

After running the PACS 4512 Trans. And Sum. report (**Figure 226**), the PACS 4512 Trans. And Sum. report (with criteria) (**Figure 227**) is displayed.

4512 RUN

Smithsonian Institution
Carriers Transmittal Report
For Pay Period 05/2007 Start Date 03/04/07 End Date 03/17/07
Sensitive Personnel Data -- Use is Restricted

CARRIER CODE/NAME: 24/HARVARD PILGRIM HEALTH PLAN

CARRIER ADDRESS: SMITHSONIAN INSTITUTION
P O BOX 3600-62
BOSTON , MA 02241-0062

ACTION	DESCRIPTION	NAME	SSNO	EFFECTIVE DATE	ENROLLMENT CODE
ADD	NEW ENROLLEES	ROSEN, REBECCA J	139-80-9510	03/04/07	601
	TOTAL FOR DESCRIPTION:	1			

Figure 227. PACS 4512 Trans. and Sum. report (with criteria)

PACS 4512 Carriers Transmittal and Summary report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Carrier	Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

PACS 4513 Health Benefits

The PACS 4513 Health Benefits report (**Figure 228**) is displayed when you select ***PACS 4513 Health Benefits*** on the Workforce Reports menu (**Figure 112**). This report contains information about contributions and deductions for Health Benefits Pay Plans 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

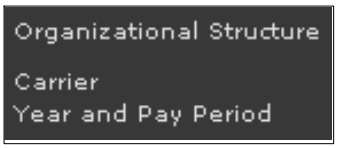
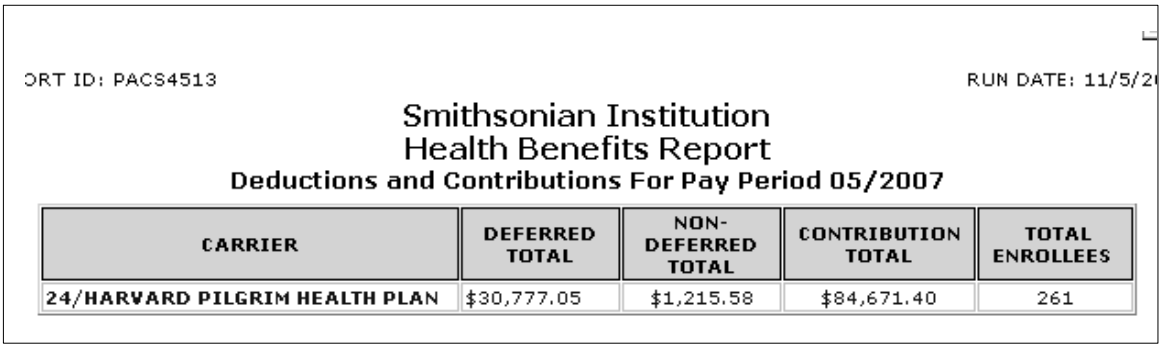


Figure 228. PACS 4513 Health Benefits report

After running the PACS 4513 Health Benefits report (**Figure 228**), the PACS 4513 Health Benefits report (with criteria) (**Figure 229**) is displayed.



ORT ID: PACS4513 RUN DATE: 11/5/2

Smithsonian Institution
Health Benefits Report
Deductions and Contributions For Pay Period 05/2007

CARRIER	DEFERRED TOTAL	NON-DEFERRED TOTAL	CONTRIBUTION TOTAL	TOTAL ENROLLEES
24/HARVARD PILGRIM HEALTH PLAN	$30,777.05	$1,215.58	$84,671.40	261

Figure 229. PACS 4513 Health Benefits report (with criteria)

PACS 4513 Health Benefits report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Carrier	Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

PACS 4514 Carriers Transmittal Detail

The PACS 4514 Carrier Tran. Detail report (**Figure 230**) is displayed when you select ***PACS 4514 Carrier Tran. Dental*** on the Workforce Reports menu (**Figure 112**). This report contains information on enrollees (additions and deductions) for Health Benefits Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

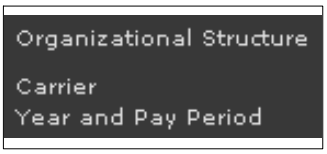
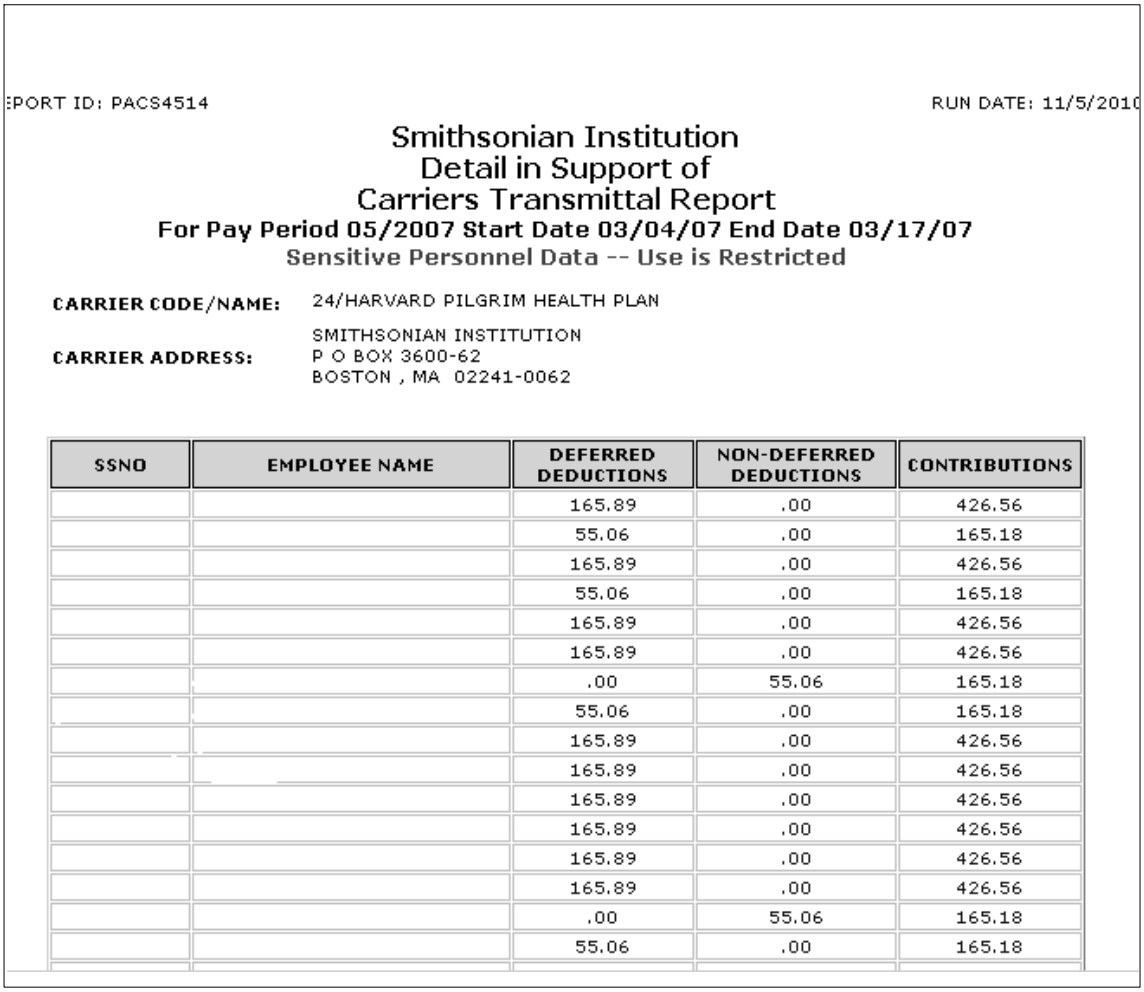


Figure 230. PACS 4514 Carrier Tran. Detail report

After running the PACS 4514 Carrier Tran. Detail report (**Figure 230**), the PACS 4514 Carrier Tran. Detail report (with criteria) (**Figure 231**) is displayed.



:PORT ID: PACS4514 RUN DATE: 11/5/2010

Smithsonian Institution
Detail in Support of
Carriers Transmittal Report
For Pay Period 05/2007 Start Date 03/04/07 End Date 03/17/07
Sensitive Personnel Data -- Use is Restricted

CARRIER CODE/NAME: 24/HARVARD PILGRIM HEALTH PLAN

CARRIER ADDRESS: SMITHSONIAN INSTITUTION
P O BOX 3600-62
BOSTON , MA 02241-0062

SSNO	EMPLOYEE NAME	DEFERRED DEDUCTIONS	NON-DEFERRED DEDUCTIONS	CONTRIBUTIONS
		165.89	.00	426.56
		55.06	.00	165.18
		165.89	.00	426.56
		55.06	.00	165.18
		165.89	.00	426.56
		165.89	.00	426.56
		.00	55.06	165.18
		55.06	.00	165.18
		165.89	.00	426.56
		165.89	.00	426.56
		165.89	.00	426.56
		165.89	.00	426.56
		165.89	.00	426.56
		165.89	.00	426.56
		.00	55.06	165.18
		55.06	.00	165.18

Figure 231. PACS 4514 Carrier Tran. Detail report (with criteria)

PACS 4514 Carriers Transmittal Detail report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Carrier	Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

PATCO Profile by Occupational Series

The PATCO Profile by Occupational Series report id displayed when select ***PATCO Profile by Occupational Series*** on the Workforce Reports menu (**Figure 112**). This report displays PATCO information by organization.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame

Figure 232. PATCO Profile by Occupational Series report

After running the PATCO Profile by Occupational Series report (**Figure 232**), the PATCO Profile by Occupational Series report (with criteria) (**Figure 233**) is displayed.

PATCO Profile
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Year = 2010
By Occupational Series

Occupational Series	Total	% of Population	Prof	Admin	Tech	Cler	Other	Supv BC	LDR BC	NonSupv BC
0343 - MANAGEMENT & PROGRAM ANALYSIS	9	60	0	9	0	0	0	0	0	0
1082 - WRITING AND EDITING	1	6.7	0	1	0	0	0	0	0	0
1084 - VISUAL INFORMATION	4	26.7	0	4	0	0	0	0	0	0
2210 - INFORMATION TECHNOLOGY SPECIALIST	1	6.7	0	1	0	0	0	0	0	0
Total	15	100	0	15	0	0	0	0	0	0

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15

Figure 233. PATCO Profile by Occupational Series report (with criteria)

PATCO Profile by Occupational Series report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.

Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**`Asian,`** ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Pay Plan and Grade Distribution

The Pay Plan and Grade Distribution report (**Figure 234**) is displayed when you select ***Pay Plan And Grade Distribution*** on the Workforce Reports menu (**Figure 112**). This report displays a count of employees in an organization across RNO and gender by grade with the option of selecting an additional sort category. Data for this report is obtained from the Personnel History database and is updated biweekly.

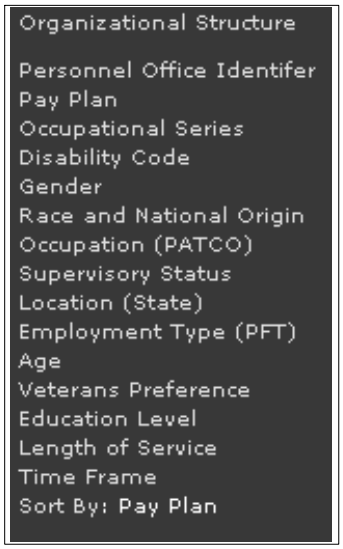


Figure 234. Pay Plan and Grade Distribution report

After running the Pay Plan and Grade Distribution report (**Figure 234**), the Pay Plan and Grade Distribution report (with criteria) (**Figure 235**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Grade Distribution
Minority Profile By Pay Plan
Year = 2010
By Pay Plan

Pay Plan	Grade	Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Isl		Am.Ind/ Alaskan Native		Two or More Races		Un-disclosed	
		All	Male	Female	Minorities	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS	11	7																			
		%	100	100																	
GS	12	5	1	4																	
		%	80	80																	
GS	13	2	0	2																	
		%	100	100																	
GS	14	1	0	1																	
		%	100	100																	
Total		15	1	14																	
		%	6.7	93.3																	

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15 (which includes employees that have not designated a Race and National Origin)

Figure 235. Pay Plan and Grade Distribution report (with critieria)

Pay Plan and Grade Distribution report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **`Asian,`** ▶**`Native Hawaiian or Other`**◀ **`Pacific Islander`**, **`Black`** ▶**`or African American`**◀, **`Hispanic`** ▶**`or Latino`**◀, **`American Indian or Alaska Native`**, **`White`**, and **`Other`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **`None`**, **`5-Point`**, **`10-Point Disability`**, **`10-Point Compensable`**, **`10-Point Other`**, and **`10-Point 30% Compensable`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.
Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Pay Plan`**. After making your selection, click **Done** or **Reset**, as applicable.

Position Organization Listing (POL)

The Position Organization Listing (POL) report (**Figure 236**) is displayed when you select ***Position Organization Listing (POL)*** on the Workforce Reports menu (**Figure 112**).This report displays a status of all positions within an organization. Data for this report is obtained from NFC's Payroll/Personnel and Position Management databases and is updated biweekly.

Organizational Structure

Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Financial Disclosure Required
Vacant/Filled/Action: Include Vacant Positions
Location (State)
Supervisory Status
Suppress additional Name column for printing: Yes
Sort Order: Org, Pay Plan, Grade, Step, Master Record Number, SSNO

Figure 236. Position Organization Listing (POL) report

After running the Position Organization Listing (POL) report (**Figure 236**), the Position Organization Listing (POL) report (with criteria) (**Figure 237**) is displayed.

Position Organizational Listing Summary as of Pay Period 22 - 2010

Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE (AG)
DM, OFC OF THE CHIEF FIN OFFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
PUBLICATIONS & COMMUNICATIONS BRANCH (0140)

Org		Total Positions	Filled Positions	Vacant Positions
AG907040014000	ORG LEVEL 5 (AG907040014000)	19	15	4
Total		19	15	4

Figure 237. Position Organization Listing (POL) report

Position Organization Listing (POL) report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Financial Disclosure Required	Click this field to indicate whether or not a financial disclosure is required, and if required, what type of document is required for the report. Valid values are **`(0) Not Required`**, **`(3) SF-78 Required`**, **`(4) SF-450 Required`**, **`(5) MSPB-849 Required (MSPB and OSC)`**, **`(6) GPO-U.S. 069233 (LOC)`**, and **`(7) SI-1085 (SM only)`**. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Vacant/Filled/Action	Click this field to indicate on the report whether this position is a vacant position or a filled position. The default for this field is **`Include Vacant Positions`**. Valid values are **`Include Vacant Positions (default)`**, **`Action Required only`**, **`Filled Positions only`**, and **`Vacant Positions only`**. After making your selection, click **Include**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Suppress Additional Name Column	Click this field to indicate whether or not to suppress the Additional Name column on the report. This is used for printing purposes. The default for this field is **`Yes`**. Valid values are **`Yes`** and **`No`**. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Suppress SSNO	Click this field to indicate whether or not to suppress the social security number on the report. This is used for printing purposes. The default for this field is **`Yes`**. Valid values are **`Yes`** and **`No`**. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Org, Pay Plan, Grade, Step, Master Record Number, SSNO`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Retirement Eligibility

The Retirement Eligibility report (**Figure 238**) is displayed when you select ***Retirement Eligibility*** on the Workforce Reports menu (**Figure 112**). This report displays a count across all employees eligible to retire within the next ten years. This report allows an optional sort across age also. These counts are grouped by the year of eligibility. Data for this report is obtained from the Personnel History database and is updated biweekly.

The following criteria are used when determining an employee's retirement eligibility:

- An employee that is 55, 56, 57, 58, or 59 years old with at least 30 years of service.
- An employee that is 60 or 61 years old with at least 20 years of service.
- An employee that is 62 years old with at least 5 years of service.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Include Percentages?
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 238. Retirement Eligibility report

After running the Retirement Eligibility report (**Figure 238**), the Retirement Eligibility report (with criteria) (**Figure 239**) is displayed.

Retirement Eligibility
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Year = 2010
By Organization

Organization	Total	% of Population	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
ORG LEVEL 5 (AG907040014000)	10	100	2	2	1	0	1	1	1	0	0	1	1
Total	10	100	2	2	1	0	1	1	1	0	0	1	1

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15

Figure 239. Retirement Eligibility report (with criteria)

Retirement Eligibility report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupatioanl Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupatuion (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Include Percentages?	Click this field to indicate whether or not to include percentage columns for each date column on the report. The default for this field is **All.** Valid values are **No** and **Yes**. Multiple or block selections are not available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. After making your selection, click **Done** or **Cancel**, as applicable.

Retirement Profile (Inc. Early Out)

The Retirement Profile (Inc. Early Out) report (**Figure 240**) is displayed when you select ***Retirement Profile (Inc. Early Out)*** on the Workforce Reports menu (**Figure 112**). This report displays a count of all employees in an organization that are eligible to retire under regular or early-out options. Counts for employees eligible for "early outs" are displayed in total and across both early out criteria options. Data for this report is obtained from the Personnel History database and is updated biweekly.

The following CSRS criteria are used when determining an employee's "early out" eligibility:

- An employee with more than 25 years of service.
- An employee that is at least 50 years old with at least 20 years of service.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 240. Retirement Profile (Inc. Early Out) report

After running the Retirement Profile (Inc. Early Out) report (**Figure 240**), the Retirement Profile (Inc. Early Out) report (with criteria) (**Figure 241**) is displayed.

Retirement Profile (Inc. Early Out)
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Year = 2010
By Organization

Organization	Tot Org	Eligible (Reg)	%	Tot Eligible (Reg + Early Out)	%	Tot Eligible (Early Out)	%	Age (50+) and Yrs of Serv (20+) (Early Out)	%	Yrs of Serv (25+) (Age<50) (Early Out)	%
ORG LEVEL 5 (AG907040014000)	15	2	13	11	73	9	60	7	47	2	13
Total	15	2	13	11	73	9	60	7	47	2	13

Figure 241. Retirement Profile (Inc. Early Out) report (with criteria)

Retirement Profile (Inc. Early Out) report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Veterans Prefernce	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are**Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. After making your selection, click **Done** or **Cancel**, as applicable.

Roster Of Employees

The Roster of Employees report (**Figure 242**) is displayed when you select ***Roster Of Employees*** on the Workforce Reports menu (**Figure 112**). This report displays a list of employees in an organization. You can select an employee on the list to obtain information about that employee. There are several categories of information for each employee. The following fields are displayed on this report:

- Name
- SSN
- Pay Plan
- Occupational Series
- Grade/Step
- Base Salary
- Pay Basis
- Individual Position Number
- Federal Service Computation Date
- Tour Of Duty
- Veterans Preference Code (NOTE: Codes **X** and **N** are abbreviated)
- Official Title
- Date Of Birth

Note: This report contains detailed data.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City) - Please select a State first
Location (Duty county) - Please select a State first
Employment Type (PFT)
Paperless SEL
EPP Participants
Age
Disability Code
Gender
Race and National Origin
Birth Month
Education Level
Tenure Group
Annuitant Indicator
Uniform Service Status
Veteran Status
SCD Date (Leave)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name

Figure 242. Roster Of Employees report

After running the Roster Of Employees report (**Figure 242**), the Roster Of Employee report (with criteria) (**Figure 243**) is displayed.

Roster of Employees
Sensitive Personnel Data -- Use is Restricted
Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Grade = 12 and Separation Accession Type = Not Separated or Accession
By Last Name

U. S. DEPARTMENT OF AGRICULTURE
DM, OFC OF THE CHIEF FIN OFFC
National Finance Center
Government Employees Services Division
Publications & Communications Branch

(AG9070400140)

Name	Pay Plan - Series - Grade/Step	Base Salary	Type Appt/Emply	Status	Tenure	SCD for Retirement	Ent Pres Grade	SCD for WG
SSNO	Official Title	Org 2-5		POI		Duty Station		MR No.
	GS-0343-12/10	$87,893	(1)Perm/(1) Full-Time	(0) Active	(1) Group 1	08/05/1973	12/26/1993	00/00/0000
	Prog Anal	70-40-0140-00		(5317) USDA - OCFO - NFC (NEW ORLEANS, LA)		(1690) New Orleans - (22) LA		S87214
	GS-0343-12/6	$78,880	(1)Perm/(1) Full-Time	(0) Active	(1) Group 1	05/16/1979	10/29/2006	10/26/2008
	Prog Anal	70-40-0140-00		(5317) USDA - OCFO - NFC (NEW ORLEANS, LA)		(1690) New Orleans - (22) LA		S95016
	GS-0343-12/5	$76,627	(1)Perm/(1) Full-Time	(0) Active	(1) Group 1	03/16/1997	11/28/2004	11/23/2008
	Prog Anal	70-40-0140-00		(5317) USDA - OCFO - NFC (NEW ORLEANS, LA)		(1690) New Orleans - (22) LA		S87214
	GS-0343-12/8	$83,387	(1)Perm/(1) Full-Time	(0) Active	(1) Group 1	12/02/1990	08/30/1998	08/19/2007
	Prog Anal	70-40-0140-00		(5317) USDA - OCFO - NFC (NEW ORLEANS, LA)		(1690) New Orleans - (22) LA		S87214

Figure 243. Roster of Employees report (with critieria)

Roster of Employees report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifer	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)-Please select a state first	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Location (Duty County)-Please select a state first	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Paperless SEL	Click this field to indicate whether or not employees who elect to have a paperless Statement of Earnings and Leave are included on the report. Valid values are **`Paperless SEL - Y`** and **`Paperless SEL - Y`**. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
EPP Participants	Click this field to indicate whether to include Employee Personal Page participants on the report. The valid value is **`EPP Participants - Yes`**. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and Natioanl Origin	Click this field to indicate the RNO to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Birth Month	Click this field to select the applicable birth month(s) to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Tenure Group	Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Annuitant Indicator	Click this field to indicate the applicable annuitant indicator(s) to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Uniform Service Status	Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-Nonregular`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Veterans Status	Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**, and **`Not a Veteran (After 9/30/91)`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **`Equals`**, **`Not Equal To`**, **`Less Than or Equal To`**, **`Less Than`**, **`Greater Than or Equal To`**, and **`Greater Than`**. The second down arrow is used to indicate the month. Valid values are **`01`** through **`12`**. The third down arrow is used to indicate the day. Valid values are **`01`** through **`31`**. The fourth down arrow is used to indicate the year. Valid values are **`1945`** through **`2005`**. Multiple or block selections are not available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. The default for this field is **`Not Separated or Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Last Name`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Salary Listing

The Salary Listing report (**Figure 244**) is displayed when you select ***Salary Listing*** on the Workforce Reports menu (**Figure 112**). This report displays a list of employees within an organization along with their pay, occupational series, grade/step, and base salary. Data for this report is obtain from the PPS database and is updated biweekly.

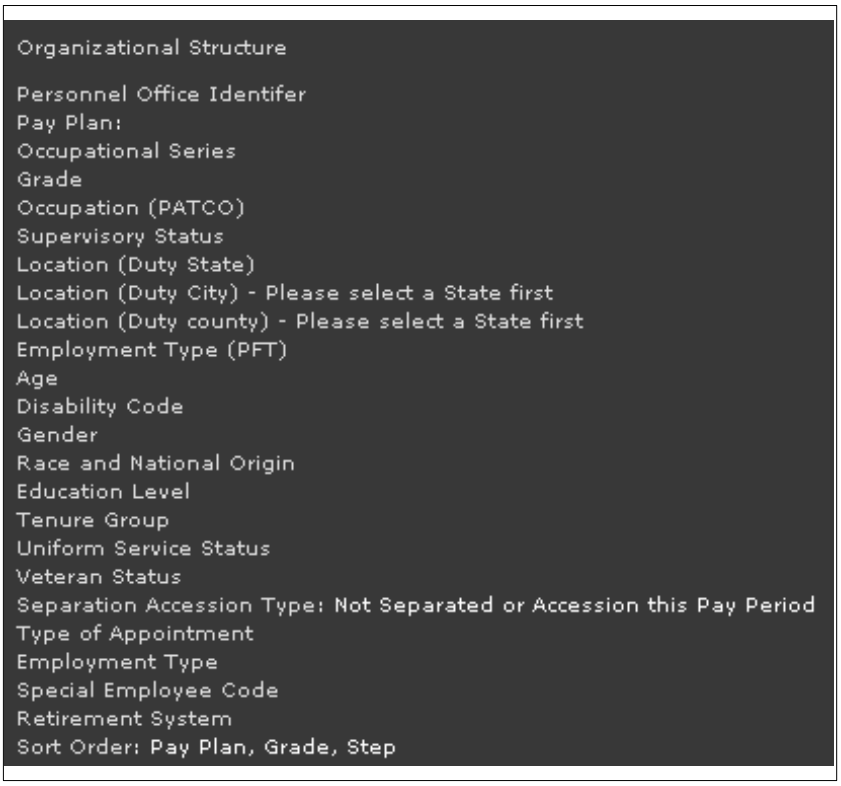


Figure 244. Salary Listing report

After running the Salary Listing report (**Figure 244**), the Salary Listing report (with criteria) (**Figure 245**) is displayed.

Salary Listing Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE - Dm, Ofc Of The Chief Fin Offc
National Finance Center
Government Employees Services Division

(AG9070400140)
Data as of 09/28/2009

Title	Pay Plan - Series - Grade/Step	Salary
SUPVY PROG ANAL	GS-0343-13/9	$101,844
SUPVY VIS INF SPECLST	GS-1084-13/8	$99,164
PROG ANAL	GS-0343-12/10	$87,893
PROG ANAL	GS-0343-12/8	$83,387
PROG ANAL	GS-0343-12/6	$78,880
PROG ANAL	GS-0343-12/5	$76,627
VIS INF SPECLST	GS-1084-11/10	$73,329
PROG ANAL	GS-0343-11/10	$73,329
EDIT	GS-1082-11/9	$71,449
PROG ANAL	GS-0343-11/8	$69,570
VIS INF SPECLST	GS-1084-11/8	$69,570
VIS INF SPECLST	GS-1084-11/8	$69,570
PROG ANAL	GS-0343-11/7	$67,690
PROG ANAL	GS-0343-11/2	$58,291
PROG ANAL	GS-0343-11/2	$58,291

15 records were selected

Figure 245. Salary Listing report (with criteria)

Salary Listing report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)-Please select a state first	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)-Please select a state first	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Tenure Group	Click this field to indicate which tenure group to be displayed on the report. Valid values are **`Not In Any Retention Group`**, **`Group 1`**, **`Group 2`**, and **`Group 3`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Uniform Service Status	Click this field to indicate the uniform service status to be displayed on the report. Valid values are **`None`**, **`Ready Reserve`**, **`Standby Reserve`**, **`National Guard`**, **`Retired Military-Regular`**, and **`Retired Military-Nonregular`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Veterans Status	Click this field to indicate the veteran status to be displayed on the report. Valid values are **`Not a Veteran of the Vietnam Era (Prior to 9/30/91`**, **`Vietnam Era Veteran`**, **`Pre-Vietnam Era Veteran`**, **`Post-Vietnam Era Veteran`**, and **`Not a Veteran (After 9/30/91)`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **`Not Separated`**, **`Regular`**, **`Deceased`**, and **`Accession this Pay Period`**. The default for this field is **`Not Separated or Accession this Pay Period`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Pay Plan, Grade, Step`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Salary Summary

The Salary Summary report (**Figure 246**) is displayed when you select ***Salary Summary*** on the Workforce Reports menu (**Figure 112**). This report displays the total and average salary for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Veterans Preference
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 246. Salary Summary report

After running the Salary Summary report (**Figure 246**), the Salary Summary report (with criteria) (**Figure 247**) is displayed.

Salary Summary
U. S. DEPARTMENT OF AGRICULTURE - DM, OFC OF THE CHIEF FIN OFFC - NATIONAL FINANCE CENTER - GOVERNMENT EMPLOYEES SERVICES DIVISION - PUBLICATIONS & COMMUNICATIONS BRANCH
Year = 2011
By Organization

Organization	Total Salary	Avg. Salary	Employee Count
ORG LEVEL 5 (AG907040014000)	$1,217,376.00	$81,158.00	15
Total	$1,217,376.00	$81,158.00	15

Total PUBLICATIONS & COMMUNICATIONS BRANCH Population: 15

Figure 247. Salary Summary report (with criteria)

Salary Summary report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (State)	Click this field to indicate the state(s) to be displayed on the report. The states are listing alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.
Veterans Preference	Click this field to indicate whether or not an employee is eligible for veterans preference. This preference is used in RIF situations, appeals cases, and in other situations where veterans preferences are pertinent. Valid values are **None**, **5-Point**, **10-Point Disability**, **10-Point Compensable**, **10-Point Other**, and **10-Point 30% Compensable**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian, ▶Native Hawaiian or Other◀ Pacific Islander**, **Black ▶or African American◀**, **Hispanic ▶or Latino◀**, **American Indian or Alaska Native**, **White**, and **Other**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Length of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All.** Multiple or block selections are available in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected int the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After completing your selection, click **Done** or **Cancel**, as applicable.

Sort By	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **Done** or **Reset**, as applicable.
Report as Chart or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. After making your selection, click **Done** or **Cancel**, as applicable.

Table 74 Official Titles and Title Codes

The Table 74 Official Titles And Title Codes report (**Figure 248**) is displayed when you select ***Table 74 Official Titles And Title Codes*** on the Workforce Reports menu (**Figure 112**). The Table 74 Official Titles And Title Codes report (**Figure 248**) displays official position titles which are formally assigned titles as assigned per OPM. Data for this report is obtained from TMGT, Table 074, and is updated nightly.

Occupational Series

Sort Order: Occupational Series Code, Official Titile Code

Figure 248. Table 74 Official Titles And Title Codes report

After running the Table 74 Official Titles And Title Codes report (**Figure 248**), the Table 74 Official Titles And Title Codes report (with criteria) (**Figure 249**) is displayed.

Official Titles and Title Codes Currently Effective at NFC (Table 74)

Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS

By Occupational Series Code , Official Titile Code

Occ Ser	Position Official Title	Official Title Code
0343	MGMT ANALS OFFCR	0001
0343	MGMT ANAL	0002
0343	PROG ANAL	0003
0343	MGMT & PROG ANAL	0004
0343	PROG ANALS OFFCR	0005
0343	MGMT & PROG ANALYS OFFCR	0006
0343	REGNL ANAL	0007
0343	PROG OFFCR	0008
0343	PROJ DVLPMT OFFCR	0009
0343	NEP (PROG/PROJ DVLPMT)	0010
0343	COMPR SPECLST (LAN COORD)	0022
0343	COMPR SPECLST (END USER SUPPORT)	0023
0343	BUS PROCESS ANAL	0024
0343	DIRECTOR	0025
0343	PROG ANAL (CLAIMS REMOVAL)	0026
0343	PROG ANAL (DAMAGE CLAIMS)	0027
0343	PROG ANAL (FINANCL)	0028
0343	JO (PROG/PROJ DVLPMT)	0029

Figure 249. Table 74 Official Titles And Title Codes report (with criteria)

Table 74 Official Titles and Title Codes report

Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to indicate the sort order option to be displayed on the report. You can select three levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection(s), click **Done**, **Cancel**, or **Reset**, as applicable.

Table 76 Working Titles and Title Codes

The Table 76 Working Titles And Title Codes report (**Figure 250**) is displayed when you select ***Table 76 Working Titles And Title Codes*** on the Workforce Reports menu (**Figure 112**). The Table 74 Working Titles And Title Codes report (**Figure 248**) displays the working titles which are informal titles established by the agency in order to better identify positions and functions. Data for this report is obtained from TMGT, Table 076.

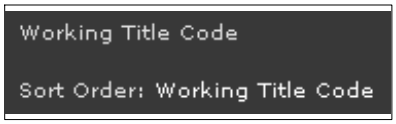


Figure 250. Table 76 Working Titles And Title Codes

After running the Table 76 Working Titles and Title Codes report (**Figure 250**), the Table 76 Working Titles And Title Codes report (with criteria) (**Figure 249**) is displayed.

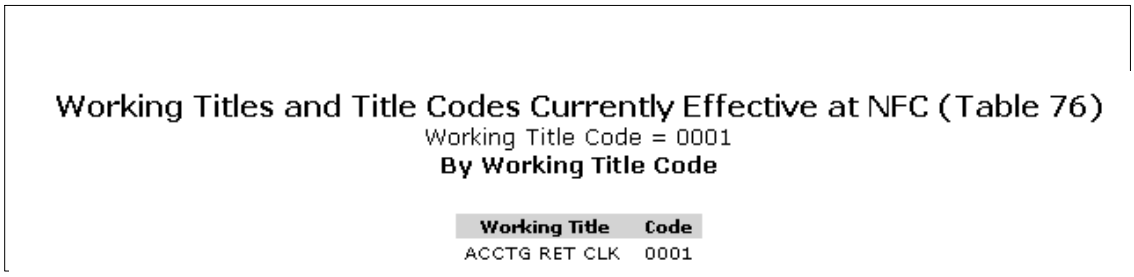


Figure 251. Table 76 Working Titles and Title Codes report (with criteria)

Table 76 Working Titles and Title Codes report

Working Title Code	Click this field to indicate which code(s) to be included on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to indicate the sort order option to be displayed on the report. You can select two levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort,a nd the second part is whether or not you want to sort in ascending or descending order. After making your selection(s), click **Done**, or **Reset**, as applicable.

Union Activity Exception Report

The Union Activity Exception report (**Figure 252**) is displayed when you select ***Union Activity Exception Report*** on the Workforce Reports menu (**Figure 112**). The Union Activity Exception report (**Figure 252**) provides information on employees whose union/association dues are not withheld or changed during a pay period. Data for this report is obtained from the T&A database and is updated biweekly.

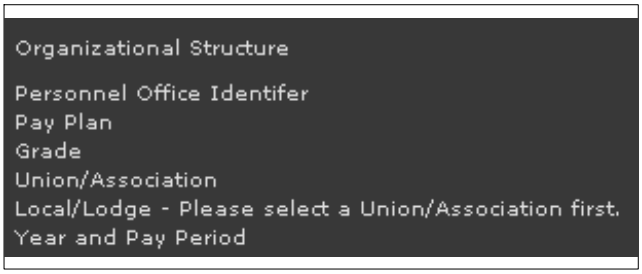
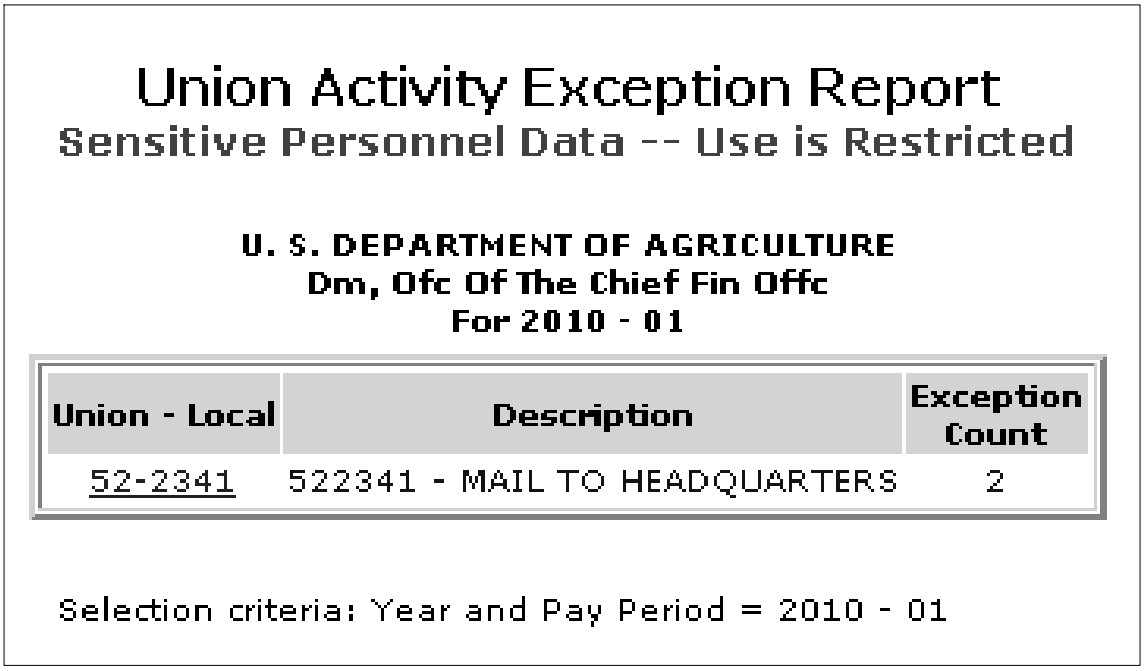


Figure 252. Union Activity Exception report

After running the Union Activity Exception report (**Figure 252**), the Union Activity Exception report (with criteria) (**Figure 253**) is displayed



Union Activity Exception Report

Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
For 2010 - 01

Union - Local	Description	Exception Count
52-2341	522341 - MAIL TO HEADQUARTERS	2

Selection criteria: Year and Pay Period = 2010 - 01

Figure 253. Union Activity Exception report (with criteria)

Union Activity Exception report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Union/Association	Click this field to indicate the union/association to be displayed on the report. This is a 2-position field. Valid values are through **`99`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Local/Lodge-Please select a Union/Association first	Click this field to indicate the local/lodge to be displayed on the report. Valid values are determined by the selection(s) made in the Union/Association field. Both the 4-position code and the literal are displayed in this field. You must make a selection(s) in the Union/Association field before you can select this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

Union Roster And Activity Report

The Union Roster And Activity report (**Figure 254**) is displayed when you select ***Union Roster And Activity Report*** on the Workforce Reports menu (**Figure 112**). The Union Roster And Activity report (**Figure 254**) displays information in a union/association. Data for this report is obtained from the T&A database and is updated biweekly.

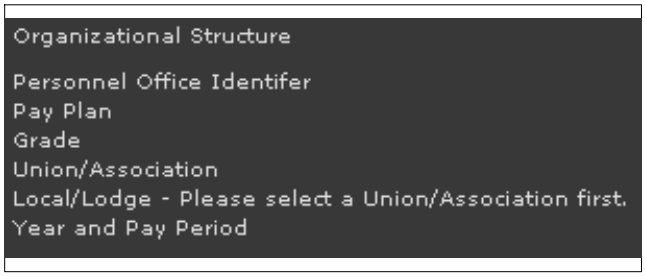
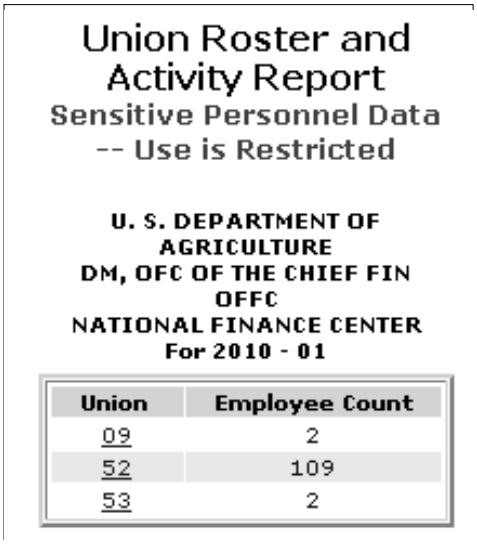


Figure 254. Union Roster And Activity report

After running the Union Roster And Activity report (**Figure 254**), the Union Roster And Activity report (with criteria) (**Figure 255**) is displayed.



Union	Employee Count
09	2
52	109
53	2

Figure 255. Union Roster And Activity report (with criteria)

Union Roster and Activity report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Union/Association	Click this field to indicate the union/association to be displayed on the report. This is a 2-position field. Valid values are through **`99`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Local/Lodge-Please select a Union/Association first	Click this field to indicate the local/lodge to be displayed on the report. Valid values are determined by the selection(s) made in the Union/Association field. Both the 4-position code and the literal are displayed in this field. You must make a selection(s) in the Union/Association field before you can select this field. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Year and Pay Period	Click this field to indicate the year and pay period to be displayed on the report. The 2-digit pay period number and the 4-digit year are both displayed in this field. After completing your selection(s), click **Done** or **Cancel**, as applicable.

Use-Or-Lose Leave Report

The Use-Or-Lose Leave report (**Figure 256**) is displayed when you select ***Use-Or-Lose Report*** on the Workforce Reports menu (**Figure 112**). The Use-Or-Lose report (**Figure 256**) displays a list of employees (by organization) who are in a use-or-lose situation regarding annual leave. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Grade
Type of Employment
Display Options: Only Employees with Projected Annual Leave Use-or-Lose Balances
Sort Order: Name

Figure 256. Use-Or-Lose report

After running the Use-Or-Lose report (**Figure 256**), the Use-Or-Lose report (with criteria) (**Figure 257**) is displayed.

Annual Leave Use-or-Lose Report
As Of PP 22 2010
Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center
Government Employees Services Division
Publications & Communications Branch

(AG90704001 40)

Name	SSNO	Org	Type Emply	Leave Cat	Curr Annual Leave Balance	*** Leave Accrual Through Year-End	*** Projected Year-End Balance	Use-Or-Lose	Leave Used YTD	Comp Leave Bal	Relig Comp B
		AG-90-70-40-0140-00-00-00-00	(1) Full-Time	8	240.5	32	272.5	32.5	166.75	0	
		AG-90-70-40-0140-00-00-00-00	(1) Full-Time	8	244.25	32	276.25	36.25	127.5	2	
		AG-90-70-40-0140-00-00-00-00	(1) Full-Time	8	243	32	275	35	173	2	
		AG-90-70-40-0140-00-00-00-00	(1) Full-Time	8	345.5	32	377.5	137.5	70.5	0	
		AG-90-70-40-0140-00-00-00-00	(1) Full-Time	8	233.5	32	265.5	25.5	167.5	0.75	0.2
		AG-90-70-40-0140-00-00-00-00	(1) Full-Time	8	230.75	32	262.75	22.75	127.75	0	
		AG-90-70-40-0140-00-00-00-00	(1) Full-Time	8	233.5	32	265.5	25.5	124.25	3	
		AG-90-70-40-0140-00-00-00-00	(1) Full-Time	8	306	32	338	98	110	0	
		AG-90-70-40-0140-00-00-00-00	(1) Full-Time	8	243.75	32	275.75	35.75	149	0	-
		AG-90-70-40-0140-00-00-00-00	(1) Full-Time	6	231.25	28	259.25	19.25	77.5	0	

* Only Employees with Projected Annual Leave Use-or-Lose Balances and
* By Name
** The accrual figure is based upon the employee being full-time and working 80 hrs each pay period. Check the type of employment.
*** Does not include leave category changes that will occur this year.

Figure 257. Use-Or-Lose report (with criteria)

Use-or-Lose Leave report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Type of Employment	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Display Options	Click this field to indicate the applicable display option(s) to be displayed on the report. The default for this field is **`Only Employees with Projected Annual Leave Use-Or-Lose Balances`**. After making your selection(s), click **Include**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Name`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Work Years and Personnel Costs

The Work Years and Personnel Costs report (**Figure 258**) select ***Work Years and Personel Costs*** on the Workforce Reports menu (**Figure 112**). This report displays information found on OPM Form 1351-A, B, and C. This information is used in budget forecasting.

```
Report Selection: Basic and Premium Work Years and Pay (A)


Organizational Structure:
      U. S. DEPARTMENT OF AGRICULTURE
      DM, OFC OF THE CHIEF FIN OFFC
Reporting Period
```

Figure 258. Work Years and Personnel Costs report

After runnin he Work Years and Personnel Costs report (**Figure 258**), the Work Years and Personnel Costs report (with criteria) (**Figure 259**) is displayed.

Work Years and Personnel Costs Report
Basic And Premium Work Years And Pay
Fiscal Year 2010

1. Agency DM, OFC OF THE CHIEF FIN OFFC	**2. Agency Code** 90
3. Pay System Category GENERAL SCHEDULE	**4. Pay System Code** 610

Code	Item	OMB Object Class	Work Years Two decimal places	Personnel Compensation (Thousands)
100	**TOTAL - BASIC WORK YEARS AND PAYROLL**	11.1/11.3	1,185.37	86,391
101	FULL-TIME PERMANENT APPOINTMENTS	11.1	1,174.60	85,932
102	FULL-TIME TEMPORARY APPOINTMENTS	11.3	5.81	204
103	PART-TIME AND INTERMITTENT APPOINTMENTS (FTE)	11.3	4.96	255
200	**TOTAL-PREMIUM WORK YEARS AND PAY**	11.5	32.38	4,658
201	OVERTIME PAY(REPORT SEPARATELY FOR THE 5 CATEGORIES LISTED BELOW.)	11.5	XXX	XXX
	-AVAILABILITY PAY FOR CRIMINAL INVESTIGATORS	11.5	.00	00
	-OVERTIME PAY FOR FIREFIGHTERS	11.5	.00	00
	-ANNUAL PREMIUM PAY FOR REGULARLY SCHEDULED STANDBY DUTY	11.5	.00	00
	-ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PAY	11.5	1.68	150
	-OTHER OVERTIME PAY	11.5	29.95	2,499
202	HOLIDAY PAY	11.5	.75	56
203	SUNDAY PAY	11.5	XXX	100

Figure 259. Work Years and Personnel Costs report (with criteria)

Work Years and Personnel Costs report

Report Selection	Click this field to indicate the type of report to be displayed. Valid vales are **`Basic and Premium Work Years and Pay (A)`**, **`Cost of Employee Benefits (B)`**, and **`Leave Earned and Used (C)`**. After making your selection(s), click **Include**, **Cancel**, or **Reset**, as applicable.

Workforce Analysis

The Workforce Analysis report (**Figure 260**) is displayed when you select ***Workforce Analysis*** on the Workforce Reports menu (**Figure 112**). This report displays a list of all employees in an organization. The lists are arranged in columns by employee name, date of birth, ssn, grade and step, pay plan, series, salary, pay basis, position designation number, SCD date, tour or duty, whether the employee is a permanent or temporary employee, veteran's preference, pay rate determinant code, and compensatory and exceptional service. Totals for an organization are displayed after the last page of the report. This report displays a listing of employees within an organization. Data for this report is obtained from NFC's Payroll/Personnel database and is updated biweekly.

Note: This report contains detailed data.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City) - Please select a State first
Location (Duty county) - Please select a State first
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
SCD Date (Leave)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Pay Plan, Grade, Step

Figure 260. Workforce Analysis report

After completing the Workforce Analysis report (**Figure 260**), the Workforce Analysis report (with criteria) (**Figure 261**) is displayed.

Organizational Structure and Workforce Analysis
Separation Accession Type = Not Separated or Accession this Pay Period
By Pay Plan, Grade, Step

U. S. DEPARTMENT OF AGRICULTURE
Dm, Ofc Of The Chief Fin Offc
National Finance Center
Government Employees Services Division
Publications & Communications Branch

(AG9070400140)

	SSNO	Date of Birth	Pay Plan - Series - Grade/Step	Base Salary	Pay Basis	Position Des. Number	Federal Service Comp Date	Tour	Perm or Temp	Vet	Pay Rate Det	Co
		04/10/1964	GS-0343-13/9	$101,844	PA	S86028-00002846	06/05/1988	F	P	None	(0) NOT APPLICABLE	(1)
		01/25/1957	GS-1084-13/8	$99,164	PA	I94019-90416808	10/23/1975	F	P	None	(0) NOT APPLICABLE	(1)
		09/24/1955	GS-0343-12/10	$87,893	PA	S87214-00005821	08/05/1973	F	P	None	(0) NOT APPLICABLE	(1)
		01/07/1964	GS-0343-12/8	$83,387	PA	S87214-00005805	12/02/1990	F	P	None	(0) NOT APPLICABLE	(1)
		10/22/1959	GS-0343-12/6	$78,880	PA	S95016-00007854	05/16/1979	F	P	None	(0) NOT APPLICABLE	(1)
		06/14/1972	GS-0343-12/5	$76,627	PA	S87214-00008467	03/16/1997	F	P	None	(0) NOT APPLICABLE	(1)
		09/12/1952	GS-0343-11/10	$73,329	PA	S05032-00040021	02/23/1974	F	P	None	(0) NOT APPLICABLE	(1)
		03/25/1955	GS-1084-11/10	$73,329	PA	S92002-00008940	09/27/1987	F	P	None	(0) NOT APPLICABLE	(1)
		07/24/1975	GS-1082-11/9	$71,449	PA	I89141-00008941	08/16/1998	F	P	None	(0) NOT APPLICABLE	(1)
		11/16/1952	GS-0343-11/8	$69,570	PA	S00049-00082633	06/01/1978	F	P	None	(0) NOT APPLICABLE	(1)

Figure 261. Workforce Analysis report (with criteria)

Workforce Analysis report

Organizational Structure	Click this field to select the organizational information to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **Done**, **Cancel**, or **Next** as appropriate. If you click **Next**, additional organization information is displayed. You can continue to make selections and click **Next** to further customize your selection. There are nine organizational levels available when clicking **Next**. Multiple or block selections are not allowed when you click **Next**. To return to the previous organization level, click **Previous**. Your security access determines how many levels of organization information that you can access. After completing your selection(s), click **Done** or **Cancel**, as applicable.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. POIs are listed numerically on this field. The 4-digit POI and the name of the personnel office are both displayed on the report. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.
Pay Plan	Click this field to select the applicable pay plan(s) to be displayed on the report. For Department of Commerce employees, you can click ***Pay Plan Groupings Include*** to the right of the selection box to display a list of pay plans included in the groupings. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Occupational Series	Click this field to select the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed on the report. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Grade	Click this field to select the 2-digit grade(s) to be displayed on the report. The grades are displayed in descending order. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Occupation (PATCO)	Click this field to display the applicable job code(s) to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue Collar`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Supervisory Status	Click this field to select the applicable supervisory status to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty State)	Click this field to select the duty state of the organization. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty City)-Please select a state first	Click this field to select the duty city of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Location (Duty County)-Please select a state first	Click this field to select the duty county of the organization. Valid values for this field are determined by the selection(s) made in the Location (Duty State) field. You cannot select this field until a selection(s) has been made in the Location (Duty State) field. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Employment Type (PFT)	Click this field to indicate the applicable full-time or part-time status of the employee. You can select ***Employment Types Include*** to display definitions of the various employment types. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit code and the literal. You can select ***Targeted Disabilities Include*** to display various disability types. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **`Male`** and **`Female`**. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection, click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Race and National Origin	Click this field to indicate the RNO to be displayed on the report. The default for this field is **`All.`** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Tenure Group	Click this field to indicate which tenure group to be displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Uniform Service Status	Click this field to indicate the uniform service status to be displayed on the report. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Nonregular**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Veterans Status	Click this field to indicate the veteran status to be displayed on the report. Valid values are **Not a Veteran of the Vietnam Era (Prior to 9/30/91**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not a Veteran (After 9/30/91)**. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for the service computation date (SCD) for leave for the employee(s) to be displayed on the report. The first down arrow sets the parameters of the report. Valid values for the first down arrow are **Equals**, **Not Equal To**, **Less Than or Equal To**, **Less Than**, **Greater Than or Equal To**, and **Greater Than**. The second down arrow is used to indicate the month. Valid values are **01** through **12**. The third down arrow is used to indicate the day. Valid values are **01** through **31**. The fourth down arrow is used to indicate the year. Valid values are **1945** through **2005**. Multiple or block selections are not available in this field. After making your selection(s), click **Done, Cancel**, or **Reset**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession this Pay Period**. The default for this field is **Not Separated or Accession this Pay Period**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Type of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All.** Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.

Employment Type	Click this field to indicate the employee's employment type. Valid values are **`Full-time`**, **`Part-time`**, **`Intermittent`**, **`Fee basis of piecework`**, and **`First 40 hours`**. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **`All`**. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are available in this field. After making your selection(s), click **Include**, **Exclude**, **Cancel**, or **Reset**, as applicable.
Sort Order	Click this field to select the applicable sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **`Pay Plan, Grade, Step`**. After making your selection, click **Done**, **Cancel**, or **Reset**, as applicable.

Running Security Reports

The Security Reports menu (**Figure 262**) contains the following reports:

Active Directory Inactivity Report

Mainframe Inactivity Report

***EmpowHR* Application Access Report**

***EmpowHR* Inactive User Report**

***EmpowHR* New/Mod App Role Report**

***EmpowHR* Privilege User Report**

Figure 262. Security Reports menu

Active Directory Inactivity Report

The Active Directory Inactivity report (**Figure 263**) is displayed when you select ***Active Directory Inactivity Report*** on the Security Reports menu (**Figure 262**). This report contains lists of users by name and user ID who have not logged onto NFC's Active Directory. This report can be run for inactivity periods of 30, 60, or 120 days. Access to this report is restricted to NFC Security Coordinators, Agency Security Coordinators, NFC's Information Security Office, and Security Administrators. Data for this report is obtained from ISSO.

Figure 263. Active Directory Inactivity report

After running the applicable Active Directory Inactivity report (**Figure 263**), the applicable Active Directory Inactivity report (with criteria) is displayed. Depending upon which option is selected on the Report field, the applicable report is displayed.

If **`30 Day Report`** is selected, the following report (**Figure 264**) is displayed. This report displays user(s) within an organization who have not logged on to the NFC's Active Directory within the last 30 days.

Information System Security Office
Active Directory 30 Day Inactive User Report
Sorted by Department on 03/01/10

USERID	NAME	DEPARTMENT	LAST USED DATE
		9070ORGN R03	01/29/10
		9070ORGN R1010	01/13/10
		9070ORGN R1020	01/30/10
		9070ORGN R1020	01/12/10
		9070ORGN R1020	01/12/10
		9070ORGN R1020	01/01/10
		9070ORGN R1020	01/01/10
		9070ORGN R1020	01/12/10
		9070ORGN R1020	01/14/10
		9070ORGN R1060	01/28/10
		9070ORGN R1070	01/05/10
		9070ORGN R4001	01/14/10
		9070ORGN R4014	01/29/10
		9070ORGN R4050	01/07/10
		9070ORGN R4080	01/20/10
		9070ORGN R4080	01/11/10
		9070ORGN R4090	01/25/10
		9070ORGN R50	01/11/10
		9070ORGN R50	01/28/10

Figure 264. Active Directory Inactivity report (with criteria) (30 Day Report)

If **`60 Day Report`** is selected, the following report (**Figure 265**) is displayed. This report identifies user(s) within an organization who have not logged into NFC's Active Directory. These users are administrative suspended.

Information System Security Office
Active Directory 60 Day Inactive and Administratively Suspended User Report
Sorted by Department on 03/01/10

USERID	NAME	DEPARTMENT	LAST USED DATE
		9070ORGN R04	12/18/09
		9070ORGN R10	12/09/09
		9070ORGN R1010	11/05/09
		9070ORGN R1020	12/08/09
		9070ORGN R1020	12/30/09
		9070ORGN R1020	12/12/09
		9070ORGN R1020	11/16/09
		9070ORGN R1050	12/08/09
		9070ORGN R4001	12/29/09
		9070ORGN R4011	12/14/09
		9070ORGN R4090	12/14/09
		9070ORGN R50	12/22/09
		9070ORGN R50	12/03/09
		9070ORGN R50	12/04/09
		9070ORGN R50	12/28/09
		9070ORGN R5001	11/05/09
		9070ORGN R5001	11/25/09

Figure 265. Active Directory Inactivity report (with criteria)

If **`120 Day Report`** is selected, the following report (**Figure 266**) is displayed. This report displays users by user ID and name who did not access NFC's Active Directory in 120 days. These users are deleted.

Information System Security Office
Active Directory 120 Day Inactive Deleted User Report
Sorted by Department on 03/01/10

USERID	NAME	DEPARTMENT	LAST USED DATE
		9070ORGN R1020	08/15/09
		9070ORGN R1020	07/24/09
		9070ORGN R1020	07/28/09
		9070ORGN R1070	08/10/09
		9070ORGN R1070	09/30/09
		9070ORGN R1070	10/27/09
		9070ORGN R1070	07/20/09
		9070ORGN R50	10/07/09
		9070ORGN R50	10/05/10
		9070ORGN R5001	01/28/08

Figure 266. Active Directory Inactivity report (with criteria)

Active Directory Inactivity

Report	Click this field to select the applicable report to be run. Valid values are **`30 Day Report`**, **`60 Day Report`**, and **`120 Day Report`**. This field defaults to **`30 Day Report`**. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Report Date	Click this field to select the applicable date. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Zone, Division, Department	Click this field to indicate the applicable organizational structure for which to run the report. If a selection is made in this field, leave the User ID field blank. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
User ID	Click this field to type the user ID of an individual. If a user ID is typed in this field, the report is run for only that user ID. If the user ID entered has not been inactive for 30, 60, or 120 days, no results are displayed on the report. If a user ID is typed, leave the Zone, Division, Department field blank. After completing your selection, click **Done**.

Mainframe Inactivity Report

The Mainframe Inactivity report (**Figure 267**) is displayed when you select ***Mainframe Inactivity Report*** on the Security Reports menu (**Figure 262**). This report contains data concerning mainframe usage. Data for this report is obtained from NFC's Information Security Systems Operations (ISSO) Office and is updated monthly.

Figure 267. Mainframe Inactivity Report

After running the applicable Mainframe Inactivity report (**Figure 267**), the applicable Mainframe Inactivity report (with criteria) is displayed. Depending upon which option is selected on the Report field, the applicable report is displayed.

If **`30 Day Report`** is selected, the following report (**Figure 268**) is displayed. This report displays user(s) within an organization who have not logged on to the NFC Mainframe within the last 30 days.

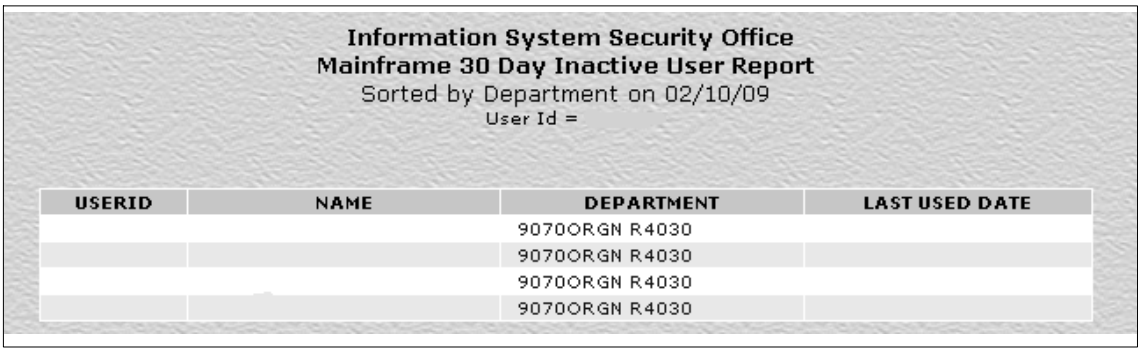


Figure 268. Mainframe Inactivity report (with criteria–30 Day report)

If **`60 Day Report`** is selected, the following report (**Figure 269**) is displayed. This report identifies user(s) within an organization whose user IDs have been suspended due to 60 days of inactivity on the NFC Mainframe.

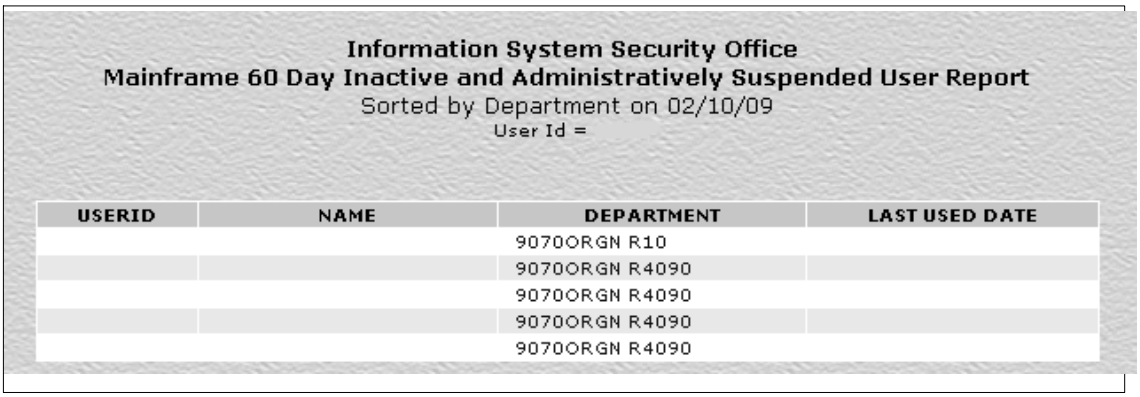


Figure 269. Mainframe Inactivity report (with criteria–60 day report)

If **`120 Day Report`** is selected, the following report (**Figure270**) is displayed. This report displays user(s) who have not logged on to the NFC Mainframe in the last 120 days. These user ID(s) have been revoked due to the inactivity.

Information System Security Office
Mainframe 120 Day Inactive Deleted User Report
Sorted by Department on 02/10/09
User Id =

USERID	NAME	DEPARTMENT	LAST USED DATE
		9070ORGN R4015	
		9070ORGN R4070	
		9070ORGN R4080	10/24/06
		9070ORGN R4080	10/23/06
		9070ORGN R4080	
		9070ORGN R4080	10/24/06
		9070ORGN R4090	

Figure 270. Mainframe Inactivity report (with criteria–120 Day report)

Mainframe Inactivity

Report	Click this field to select the applicable report to be run. Valid values are **`30 Day Report`**, **`60 Day Report`**, and **`120 Day Report`**. This field defaults to **`30 Day Report`**. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Report Date	Click this field to select the applicable date. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Zone, Division, Department	Click this field to indicate the applicable organizational structure for which to run the report. If a selection is made in this field, leave the User ID field blank. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
User ID	Click this field to type the user ID of an individual. If a user ID is typed in this field, the report is run for only that user ID. If the user ID entered has not been inactive for 30, 60, or 120 days, no results are displayed on the report. If a user ID is typed, leave the Zone, Division, Department field blank. After completing your selection, click **Done**.

EmpowHR Application Access Report

The *EmpowHR* Application Access report (**Figure 271**) is displayed when you select ***EmpowHR Application Access Report*** on the Security Reports menu (**Figure 262**). This report contains lists of EmpowHR users by role within *EmpowHR*. Data for this report is obtained from *EmpowHR*.

Figure 271. *EmpowHR* Application Access report

After running the *EmpowHR* Application Access report (**Figure 271**), the *EmpowHR* Application Access report (with criteria) (**Figure 272**) is displayed.

Figure 272. *EmpowHR* Application Access report (with criteria)

EmpowHR Application Access

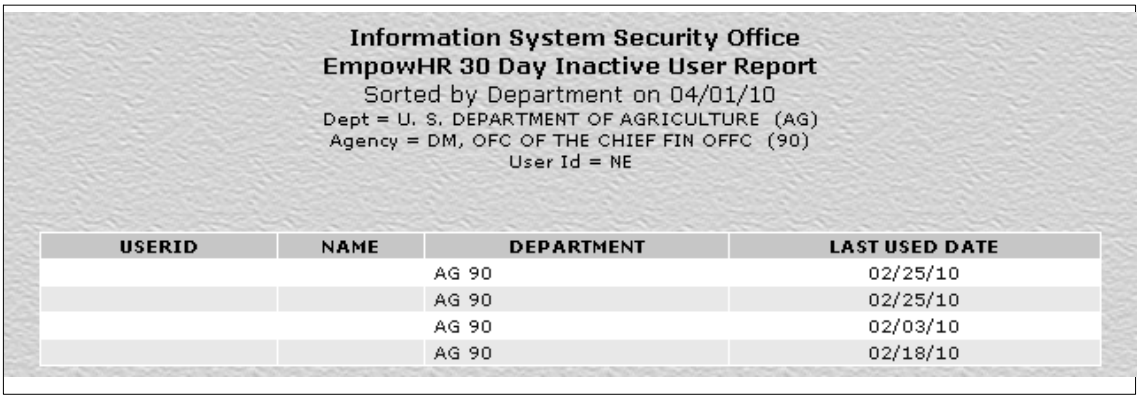
Report Date	Click this field to select the applicable date. This is a required field. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Department	Click this field to select the applicable department to be displayed on the report After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Agency	Click this field to select the applicable agency to be displayed on the report The available choices in this field are determined by the selection in the Department field. If no selection is made in the Department field, all available agencies are listed. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Role Name	Click this field to select the applicable *EmpowHR* role. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Permission List	Click this field to select the Permission List to be included on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
User ID	Click this field to type the user ID of the EmpowHR user to be included on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.

EmpowHR Inactive User Report

The *EmpowHR* Inactive User report (**Figure 273**) is displayed when you select ***EmpowHR Inactive User Report*** on the Security Reports menu (**Figure 262**). This report contains lists of inactive EmpowHR users. Data for this report is obtained from ISSO.

Figure 273. *EmpowHR* Inactive User report

After running the *EmpowHR* Inactive User report (**Figure 273**), the *EmpowHR* Inactive User report (with criteria) (**Figure 274**) is displayed.



USERID	NAME	DEPARTMENT	LAST USED DATE
		AG 90	02/25/10
		AG 90	02/25/10
		AG 90	02/03/10
		AG 90	02/18/10

Figure 274. *EmpowHR* Inactive User report (with criteria)

EmpowHR Inactive User

Report Date	Click this field to select the applicable date. This is a required field. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Report	Click this field to select the applicable report to be run. Valid values are **`30 Day Report`** and **`60 Day Report`**. This field defaults to **`30 Day Report`**. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Department	Click this field to select the applicable department to be displayed on the report After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Agency	Click this field to select the applicable agency to be displayed on the report The available choices in this field are determined by the selection in the Department field. If no selection is made in the Department field, all available agencies are listed. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
User ID	Click this field to type the user ID of the EmpowHR user to be included on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.

EmpowHR New/Mod App Role Request Report

The *EmpowHR* New/Mod App Role Request report (**Figure 275**) is displayed when you select ***EmpowHR New/Mod App Role Request Report*** on the Security Reports menu (**Figure 262**). This report contains lists of new or modified roles in *EmpowHR*. Data for this report is obtained from *EmpowHR*.

Figure 275. *EmpowHR* New/Mod App Role Request report

After running the *EmpowHR* New/Mod App Role Request report (**Figure 275**), the *EmpowHR* New/Mod App Role Request report (with criteria) (**Figure 276**) is displayed.

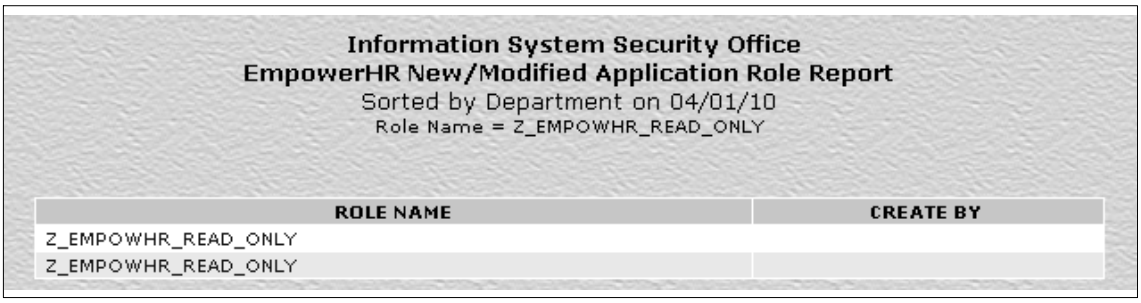


Figure 276. *EmpowHR* New/Mod App Role Request report (with criteria)

EmpowHR New/Mod App Role Request

Report Date	Click this field to select the applicable date. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Role Name	Click this field to select the role to be displayed on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.

EmpowHR Privilege User Report

The *EmpowHR* Privilege User report (**Figure 277**) is displayed when you select ***EmpowHR Privilege User Report*** on the Security Reports menu (**Figure 278**). This report contains lists of privilege users in *EmpowHR*. Data for this report is obtained from *EmpowHR*.

Figure 277. *EmpowHR* Privelege User report

After running the *EmpowHR* Privilege User report (**Figure 277**), the *EmpowHR* Privilege User report (with criteria) (**Figure 278**) is displayed.

Figure 278. *EmpowHR* Privelege User report (with criteria)

EmpowHR Privelege User

Report Date	Click this field to select the applicable date. This is a required field. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Department	Click this field to select the applicable department to be displayed on the report After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Agency	Click this field to select the applicable agency to be displayed on the report The available choices in this field are determined by the selection in the Department field. If no selection is made in the Department field, all available agencies are listed. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Role Name	Click this field to select the applicable *EmpowHR* role. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
Permission List	Click this field to select the Permission List to be included on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.
User ID	Click this field to type the user ID of the EmpowHR user to be included on the report. After completing your selection, click **Done**, **Reset**, or **Cancel** as applicable.

Running PCIP Reports

PCIP Reports (**Figure 279**) is an option on the Select a Report menu (**Figure 9**). The following report is displayed when you select ***PCIP Reports*** on the Select a Report menu (**Figure 9**).

Pre-Existing Condition Insurance Plan Report

Figure 279. PCIP Reports menu

Pre-Existing Condition Insurance Plan Report

The Pre-Existing Condition Insurance Plan report (**Figure 280**) is displayed when you select ***PCIP Reports*** on the Select a Report menu (**Figure 9**). This report contains counts, by state, of enrollees in the PCIP program. Gender, premium costs, age, pending requests, denied requests, billing information, and IPAC information are also included on this report.

Summary
As of 1/24/2011

Overview | State Summary | Enrolled | Pending | Denied | Disenrolled | Bill and Collect | IPAC

Summary By Month | Status Codes By Day | Status Codes By Month

Reporting Period		Enrollee Accounts				Approved Applicants (07 or 10)	Enrolled*					Disenrolled Applicants	Denied		Applicants in a Pending Status **	Cancelled Accounts ***	Billed	Collected
		Tot	Female	Male	Avg.Age		Tot	Female	Male	Avg.Age	Avg.Prem		Applicants	Applications				
2010	August																	
	September																	
	October																	
	November																	
	December																	
	Total																	
Total																		

Run Date: 1/24/2011

* Enrolled includes - An applicant in an approved status (07 or 10) and whose first full month's premium has been received
** Pending includes - Incomplete (01), Pending SSA (02), Pending Save (03), Pending OPM Denial (04), Pending OPM Approval (06), In Appeal (09), Wait List (12), Awaiting Determination (14), Pending Denial (15) and Pending Approval (16)
*** Cancelled includes - Application Cancelled-Nonpayment (13) and Application Cancelled-Incomplete (17)

Overview | State Summary | Enrolled | Pending | Denied | Disenrolled | Billed and Collected | IPAC

Figure 280. Pre-Existing Condition Insurance Plan report (with criteria)

Heading Index

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

Numbers

1102/1105 Series Listing, 147

A

About the Reporting Center, 1

Access and Security, 3

Account Number
- Energy Data Download, 35
- Energy Detail, 41
- Energy Summary, 46
- Telephone Download, 56
- Telephone over the Max Limit, 59
- Utilities (UTVN) Download, 61

Account Status, 57

Accounting Mont, 105

Accounting Station, 105

Active Directory Inactivity Report, 344

Active Employee Search by Last Name
- Statement of Earnings and Leave, 108
- W2 Wage and Tax Statement, 110

Adjustment Type 69

Advance Date, 52

Advance Notice Date, 52

Age
- 1102/1105 Series Listing, 149
- All Actions, 114
- All Actions Minority Profile, 118
- Education Level, 183
- Employment by Disability Code, 217
- Employment Changes, 214
- Gender Profile, 224
- Grade Distribution, 228
- Grade Range, 231
- Grades Across Minority and Gender, 235
- Hires, 122
- Hires Minority Profile, 126
- Leave Balances, 238
- Leave Liability, 243
- Length of Service Profile, 250
- Life Insurance Listing, 255
- Minority Profile, 264
- Occupational Categories Profile, 268
- Occupational Series Listing, 272
- Organization Profile, 279
- Overdue Performance Appraisals, 284
- PATCO Profile by Occupational Series, 297
- Pay Plan and Grade Distribution, 301
- Promotions, 130
- Promotions Minority Profile, 134
- Salary Listing, 322
- Salary Summary, 326
- Separations, 138
- Separations Minority Profile, 142
- Workforce Analysis, 340

Age Profile, 152

Agency
- Cost Metrics, 31
- Empowhr Application Access, 349
- Empowhr Inactive User, 350
- Empowhr Privilege User, 352
- Energy Data Download, 32
- Energy Detail, 39
- Energy Summary, 44
- FSDW Abnormal Balance by Fund, 64
- FSDW Abnormal Balance by Treas Sym, 66
- FSDW Adjustments, 68
- FSDW BR & SF133 Comparison, 72
- FSDW Consolidated Financial Statements, 75
- FSDW Crosswalk Trial Balance, 80
- FSDW Eliminiations, 81
- FSDW Financial Stmt Consistency, 87,
- FSDW FMS2108, 83
- FSDW Preliminary Financial Statements, 91
- FSDW SF133, 92
- FSDW Trial Balance, 95
- FSDW Trial Balance by Treasury Symbol, 97
- GESD RequestTracking Report, 48
- GL Account Trial Balance, 88
- SF224 SCAP5D Attachments, 105
- Telephone Download, 56
- Telephone over the Max Limit, 59
- Utilities (UTVN) Download, 61

ALC, 29

All Actions, 112

All Actions Minority Profile, 116

Annualized Hours, 245

Appn/Allottee
- Energy Data Download, 33
- Energy Detail, 39
- Energy Summary, 44

Appropriation Fund/Receipt Symbol, 105

Attachment, 105

B

Beginning Fiscal Year
- FSDW Abnormal Balance by Fund, 65
- FSDW Abnormal Balance by Treas Sym, 66
- FSDW BR & SF133 Comparison, 72
- FSDW Consolidated Financial Statements , 75
- FSDW Crosswalk Trial Balance, 80
- FSDW Financial Stmt Consistency, 87,
- FSDW FMS2108, 84
- FSDW Preliminary Financial Statements, 91
- FSDW SF133, 93
- FSDW Trial Balance, 94
- FSDW Trial Balance by Treasury Symbol, 97
- GL Account Trial Balance, 89

Billing Cycle, 58

Bills Dated, 30

Birth Month
- Overdue Performance Appraisals, 284
- Roster of Employees, 316

Budget Act.
- Energy Data Download, 34
- Energy Detail, 41
- Energy Summary, 46

Bureau Name, 98

C

Canc. Payments Req. Agcy Action (DOTS), 156

Capped Employees Only, 179

Carrier
- PACS 4511 Carriers Transmittal and Summary, 290
- PACS 4512 Carriers Transmittal and Summary, 292
- PACS 4513 Health Benefits, 293
- PACS 4514 Carriers Transmittal Detail, 295

Change Password, 26

Change Your Password, 8

Change Your Password Pop–up Field Instructions, 26

Civilian Employment (SF113–A) Report, 158

Civilian Employment (SF113–G) Report, 160

Class/Sp. Purpose
- Energy Data Download, 33
- Energy Detail, 39
- Energy Summary, 44

Comp Time Current Balance, 162

Comp Time–Regular Comp Time Data Report, 164

Comp Time–Regular Earned and Used Report, 166

Comp Time Travel Comp Time Balance, 168

Comparative Statements,
- FSDW Financial Stmt Consistency, 75
- FSDW Consolidated Financial Statements , 75

Confirm New Password, 27

Contact Point with Errors
- Leave Error, 50
- T&A Error Analysis, 53
- T&A Missing Personnel Actions, 54
- T&As Note Received by NFC, 55

Control Number
- FSDW Adjustments, 68
- FSDW Eliminiations, 82
- GESD Request Tracking, 49

Cost Metrics Reports
- Cost Metrics Reports, 31
- Cost Metrics Report, 31

Cost Resp. Center
- Energy Data Download, 32
- Energy Detail, 39
- Energy Summary, 44

Cost Resp. Division
- Energy Data Download, 32
- Energy Detail, 39
- Energy Summary, 44

Creating a Report as a Chart or Graph, 18

Creating a Spreadsheet, 24

Creating Reports, 17

D

Date of Request, 48

Date Paid, 105

Date Processed, 60

Dental Plan Payment Report, 170

Dental/Vision Plan Report, 172

Department
- Cost Metrics, 31
- Empowhr Application Access, 349
- Empowhr Inactive User, 350
- Empowhr Privilege User, 352
- GESD Request Tracking, 48

Direct Hire (Yes/No), 161

Disability Code
- 1102/1105 Series Listing, 149
- Age Profile, 154
- All Actions, 114
- All Actions Minority Profile, 118
- Education Level, 183
- Employment by Disability Code, 217
- Employment Changes, 214
- Gender Profile, 224
- Grade Distribution, 228
- Grade Range, 230
- Grades Across Minority and Gender, 234
- Hires, 122
- Hires Minority Profile, 126
- Leave Balances, 238
- Leave Liability, 243
- Length of Service Profile, 250
- Life Insurance Listing, 255
- Minority Profile, 264
- Occupational Categories Profile, 268
- Occupational Series Listing, 272
- Organization Profile, 279
- Overdue Performance Appraisals, 284
- PATCO Profile by Occupational Series, 298
- Pay Plan and Grade Distribution, 300
- Promotions, 130
- Promotions Minority Profile, 134
- Salary Listing, 322
- Salary Summary, 326
- Separations, 138
- Separations Minority Profile, 142
- Workforce Analysis, 340

Display Options, 336

Division
- Energy Data Download, 34
- Energy Detail, 40
- Energy Summary, 45

Document Reference Number, 30

Dues Withheld, 173

E

Earnings Limitation, 177

Education Level
- 1102/1105 Series Listing, 150
- Age Profile, 154
- All Actions, 114
- All Actions Minority Profile, 118
- Employment by Disability Code, 217
- Employment Changes, 214
- Gender Profile, 224
- Grade Distribution, 228
- Grade Range, 231
- Grades Across Minority and Gender, 235
- Hires, 122
- Hires Minority Profile, 126
- Leave Balances, 239
- Leave Liability, 244
- Length of Service Profile, 250
- Life Insurance Listing, 256
- Minority Profile, 264
- Occupational Categories Profile, 269
- Occupational Series Listing, 273
- Organization Profile, 279
- Overdue Performance Appraisals, 284
- PATCO Profile by Occupational Series, 298
- Pay Plan and Grade Distribution, 301
- Promotions, 131
- Promotions Minority Profile, 134
- Salary Listing, 322
- Salary Summary, 326
- Separations, 138
- Separations Minority Profile, 142
- Workforce Analysis, 341

Education Level Profile, 181

Elimination Type, 82

Employee Search (By Name), 184

Employee Search (By SSNO), 211

Employee Social Security Number
- Payroll Listing for W2 Research, 100
- Statement of Earnings and Leave, 108
- W2 Wage and Tax Statement, 110

Employee Status, 52

Employment By Disability Code, 215

Employment Changes, 212

Employment Coverage
- Civilian Employment (SF113–A), 159
- Civilian Employment (SF113–G), 161

Employment Month, 159

Employment Type
- 1102/1105 Series Listing, 151
- Dues Withheld, 175
- Flexfund, 221
- Leave Balances, 240

Leave Liability, 245
Life Insurance Listing, 256
Occupational Series Listing, 274
Overdue Performance Appraisals, 285
Overtime Costs, 288
Salary Listing, 323
Workforce Analysis, 342

Employment Type (PFT)
1102/1105 Series Listing, 149
Age Profile, 153
All Actions, 114
All Actions Minority Profile, 118
Education Level, 182
Employment by Disability Code, 216
Employment Changes, 213
Gender Profile, 223
Grade Distribution, 227
Grade Range, 231
Grades Across Minority and Gender, 235
Hires, 122
Hires Minority Profile, 126
Leave Balances, 238
Leave Liability, 243
Length of Service Profile, 249
Life Insurance Listing, 255
Minority Profile, 263
Occupational Categories Profile, 268
Occupational Series Listing, 272
Organization Profile, 278
Overdue Performance Appraisals, 283
PATCO Profile by Occupational Series, 297
Pay Plan and Grade Distribution, 301
Promotions, 130
Promotions Minority Profile, 134
Salary Listing, 321
Salary Summary, 325
Separations, 138
Separations Minority Profile, 142
Workforce Analysis, 340

EmpowHR Application Access Report, 349

EmpowHR Inactive User Report, 350

EmpowHR New/Mod App Role Request Report, 351

EmpowHR Privilege User Report, 352

Energy Data Download, 32

Energy Detail, 37

Energy Summary, 43

Energy Type
Energy Data Download, 36
Energy Detail, 42

Enter Last Name, 210

Enter New Password, 27

Enter Social Security Number, 211

EPP Usage Statistics, 180

Estimated Pay Period Implementation, 49

Exiting the Reporting Center, 12

Expiring PP
Comp Time–Regular Comp Time Data, 165
Comp Time–Travel Comp Time, 169

Expiring Year
Comp Time–Regular Comp Time Data, 165
Comp Time–Travel Comp Time, 169

F

Fed Flex Plan, 220

Feeder System Acronym
Energy Data Download, 36
Energy Detail, 42
Energy Summary, 47

Field Instructions For Using The Reporting Center, 26

Financial Disclosure Required, 303

Financial Statement
FSDW Consolidated Financial Statements, 75
FSDW Consolidating Financial Statements, 78
FSDW Crosswalk Trial Balance, 80
FSDW Preliminary Financial Statements, 91

Fiscal Month
FSDW Abnormal Balance by Fund, 64
FSDW Abnormal Balance by Treas Sym, 66
FSDW BR & SF133 Comparison, 72
FSDW FMS2108, 83
FSDW SF133, 92

Fiscal Year
Cost Metrics, 31
FSDW Abnormal Balance by Fund, 64
FSDW Abnormal Balance by Treas Sym, 66
FSDW BR & SF133 Comparison, 72
FSDW FMS2108, 83
FSDW SF133, 92
ITRS Facts I File, 98

Flex Fund, 219

FSDS Abnormal Balance By Fund Report, 64

FSDW Abnormal Balance By Treas Sym, 66

FSDW Adjustments Report, 68

FSDW BR And SF113 Comparison, 70

FSDW Consolidated Financial Statements, 73

FSDW Consolidating Financial Statements, 76

FSDW Crosswalk Trial Balance, 79

FSDW Eliminations Report, 81

FSDW Financial Statement Consistency Report, 85

FSDW FMS2108, 83

FSDW GL Account Trial Balance, 88

FSDW Preliminary Financial Statements, 90

FSDW SF133, 92

FSDW Trial Balance, 94

FSDW Trial Balance By Treasury Symbol, 96

Fund
- FSDW Abnormal Balance by Fund, 65
- FSDW Abnormal Balance by Treas Sym, 66
- FSDW Consolidated Financial Statements , 75
- FSDW Consolidating Financial Statements, 78
- FSDW Crosswalk Trial Balance, 80
- FSDW Financial Stmt Consistency, 87,
- FSDW Preliminary Financial Statements, 91
- FSDW Trial Balance, 95
- FSDW Trial Balance by Treasury Symbol, 97
- GL Account Trial Balance, 89

Fund Category, 97

Fund Group, 98

FY/Appn
- Energy Data Download, 34
- Energy Detail, 41
- Energy Summary, 46

FY/Fund
- Energy Data Download, 34
- Energy Detail, 40
- Energy Summary, 45

G

Gender
- 1102/1105 Series Listing, 149
- Age Profile, 154
- All Actions, 114
- All Actions Minority Profile, 118
- Education Level, 183
- Employment by Disability Code, 217
- Grade Distribution, 228
- Grade Range, 230
- Hires, 122
- Hires Minority Profile, 126
- Leave Balances, 238
- Leave Liability, 243
- Length of Service Profile, 250
- Life Insurance Listing, 255
- Occupational Categories Profile, 268
- Occupational Series Listing, 272
- Organization Profile, 279
- Overdue Performance Appraisals, 284
- PATCO Profile by Occupational Series, 298
- Pay Plan and Grade Distribution, 300
- Promotions, 130
- Promotions Minority Profile, 134
- Salary Listing, 322
- Salary Summary, 326
- Separations, 138
- Separations Minority Profile, 142
- Workforce Analysis, 340

Gender Profile, 222

Geographic Location Code
- Energy Data Download, 35
- Energy Detail, 41
- Energy Summary, 46

GESD Request Tracking Report, 48

GESD Tracking Number, 48

Getting Started in the Reporting Center, 5

GL Account
- FSDW Crosswalk Trial Balance, 80
- FSDW Financial Stmt Consistency, 89
- FSDW Trial Balance, 95
- FSDW Trial Balance by Treasury Symbol, 97

Govt. Owned/Leased
- Energy Data Download, 35
- Energy Detail, 42
- Energy Summary,47

Grade
- 1102/1105 Series Listing, 148
- Age Profile, 153
- All Actions, 113
- All Actions Minority Profile, 117
- Comp Time-Current Balance, 163
- Comp Time–Regular Comp Time Data, 165
- Comp Time–Travel Comp Time, 169
- Dues Withheld, 174
- Education Level, 182
- Employment by Disability Code, 216
- Employment Changes, 213
- Flexfund, 220
- Gender Profile, 223
- Grade Range, 230
- Grades Across Minority and Gender, 234
- Hires, 121
- Hires Minority Profile, 125
- Leave Balances, 237
- Leave Liability, 242
- Length of Service Profile, 249
- Life Insurance Listing, 254

Minority Profile, 263
Occupational Categories Profile, 268
Occupational Series Listing, 272
Official Time for Union Business, 276
Organization Profile, 278
Overdue Performance Appraisals, 283
Overtime Costs, 287
PATCO Profile by Occupational Series, 297
Position Organization Listing (POL), 303
Promotions, 130
Promotions Minority Profile, 133
Salary Listing, 321
Salary Summary, 325
Separations, 137
Separations Minority Profile, 141
Union Activity Exception, 332
Union Roster and Activity, 334
Use–Or–Lose, 336
Workforce Analysis, 339

Grade Distribution, 226

Grade Range, 229

Grades Across Minority And Gender, 233

Group the Indefinite Employees with the Temporary Employees (Tables A1, A8, B1, and B8), 261

H

Hardware Requirements, 4

Hires, 120

Hires Minority Profile, 124

Hourly Rate Computation Component, 245

How Do I, 26

I

Include a Non-Disclosed Column, 261

Include Eliminations?, 87

Include National CLF Data (Table A1, B1, and A8), 261

Include Notes, 27

Include Percentages?
Age Profile, 154
Education Level, 183
Length of Service Profile, 250

Include Relative Civilian Labor Force (RCLF) Statistic?, 224

Index Code
Energy Data Download, 35
Energy Detail, 41
Energy Summary, 46

ITRS Facts I File, 98

L

Last Travel Date, 52

Learning about the Reporting Center, 5

Leave Balances, 236

Leave Error, 50

Leave Liability, 241

Leave Trends, 246

Leave Year, 265

Length of Service
Age Profile, 154
All Actions, 114
All Actions Minority Profile, 118
Education Level, 183
Employment by Disability Code, 217
Employment Changes, 214
Gender Profile, 224
Grade Distribution, 228
Grade Range, 231
Grades Across Minority and Gender, 235
Hires, 122
Hires Minority Profile, 126
Minority Profile, 264
Occupational Categories Profile, 269
Organization Profile, 279
PATCO Profile by Occupational Series, 298
Pay Plan and Grade Distribution, 301
Promotions, 131
Promotions Minority Profile, 134
Salary Summary, 326
Separations, 138
Separations Minority Profile, 142

Length Of Service Profile, 248

Life Ins. Coverage, Life Insurance Listing, 254

Life Ins. Coverage 2, Life Insurance Listing, 254

Life Ins. Coverage 3, Life Insurance Listing, 254

Life Ins. Coverage 4, Life Insurance Listing, 254

Life Ins. Option, Life Insurance Listing, 254

Life Ins. Option 2, Life Insurance Listing, 254

Life Ins. Option 3, Life Insurance Listing, 254

Life Ins. Plan, Life Insurance Listing, 253

Life Ins. Plan 2, Life Insurance Listing, 254

Life Ins. Plan 3, Life Insurance Listing, 254

Life Ins. Plan 4, Life Insurance Listing, 254

Life Ins. Plan Display, Life Insurance Listing, 253

Life Insurance Listing, 252

List Box, 27

Local/Lodge–Please select a Union/Association first
- Dues Withheld, 175
- Union Activity Exception, 332
- Union Roster and Activity, 334

Location
- Energy Data Download, 33
- Energy Detail,39
- Energy Summary, 44

Location (City)–Please select a state first, 247

Location (County)–Please select a state first, 247

Location (Duty City)
- 1102/1105 Series Listing, 149
- Occupational Series Listing, 272
- Overtime Costs, 287

Location (Duty City)–Please select a state first
- Flexfund, 220
- Leave Balances, 238
- Leave Liability, 243
- Life Insurance Listing, 255
- Overdue Performance Appraisals, 283
- Salary Listing, 321
- Workforce Analysis, 340

Location (Duty County)
- 1102/1105 Series Listing, 149
- Occupational Series Listing, 272
- Overtime Costs, 287

Location (Duty County)–Please select a state first
- Flexfund, 220
- Leave Balances, 238
- Leave Liability, 243
- Life Insurance Listing, 255
- Overdue Performance Appraisals, 283
- Salary Listing, 321
- Workforce Analysis, 340

Location (Duty State)
- 1102/1105 Series Listing, 149
- Dental Plan Payment, 171
- Dues Withheld, 174
- Flexfund, 220
- Leave Balances, 238
- Leave Liability, 243
- Life Insurance Listing, 255
- Occupational Series Listing, 272
- Overdue Performance Appraisals, 283
- Overtime Costs, 287
- Salary Listing, 321
- Workforce Analysis, 340

Location (State)
- Age Profile, 153
- All Actions, 113
- All Actions Minority Profile, 117
- Education Level, 182
- Employment by Disability Code, 216
- Employment Changes, 213
- Gender Profile, 223
- Grade Distribution, 227
- Grade Range, 231
- Grades Across Minority and Gender, 235
- Hires, 121
- Hires Minority Profile, 125
- Leave Trends, 247
- Length of Service Profile, 249
- Minority Profile, 263
- Occupational Categories Profile, 268
- Organization Profile, 278
- PATCO Profile by Occupational Series, 297
- Pay Plan and Grade Distribution, 301
- Position Organization Listing (POL), 303
- Promotions, 130
- Promotions Minority Profile, 134
- Salary Summary, 325
- Separations, 137
- Separations Minority Profile, 141

Location 2
- Energy Data Download, 33
- Energy Detail, 39
- Energy Summary, 44

Long Term Care, 258

M

Mainframe Inactivity Report, 347

MD–715–EEO Workforce Data, 260,

Mgmt. Code
- Energy Data Download, 34
- Energy Detail, 41
- Energy Summary, 46

Minority Profile, 262

Mission Area
- FSDW Abnormal Balance by Fund, 64
- FSDW Abnormal Balance by Treas Sym, 66
- FSDW Adjustments, 68
- FSDW Consolidated Financial Statements , 75
- FSDW Consolidating Financial Statements, 78
- FSDW Crosswalk Trial Balance, 80
- FSDW Eliminiations, 81
- FSDW Financial Stmt Consistency, 87
- GL Account Trial Balance, 88

FSDW Preliminary Financial Statements, 91
FSDW Trial Balance, 94
FSDW Trial Balance by Treasury Symbol, 97

My Reports Listing Menu Field Instructions, 27

My Reports Pop–up Field Instructions, 27

N

Nature of Actions
All Actions, 113
All Actions Minority Profile, 117

Nature of Actions (for New Hires)
Hires, 121
Hires Minority Profile, 125

Nature of Actions (for Promotions)
Promotions, 129
Promotions Minority Profile, 133

Nature of Actions (for Separations)
Separations, 137
Separations Minority Profile, 141

Non-Pay Hours Report, 265

Notes, 27

O

Occ Ser, 148

Occupation (PATCO)
1102/1105 Series Listing, 149
Age Profile, 153
All Actions, 113
All Actions Minority Profile, 117
Education Level, 182
Employment by Disability Code, 216
Employment Changes, 213
Gender Profile, 223
Grade Distribution, 227
Grade Range, 231
Grades Across Minority and Gender, 234
Hires, 121
Hires Minority Profile, 125
Leave Balances, 238
Leave Liability, 243
Length of Service Profile, 249
Life Insurance Listing, 255
Minority Profile, 263
Occupational Series Listing, 272
Organization Profile, 278
Overdue Performance Appraisals, 283
Pay Plan and Grade Distribution, 300
Promotions, 130
Promotions Minority Profile, 133
Salary Listing, 321
Salary Summary, 325
Separations, 137
Separations Minority Profile, 141
Workforce Analysis, 340

Occupational Categories Profile, 266

Occupational Series
Age Profile, 153
All Actions, 113
All Actions Minority Profile, 117
Dues Withheld, 174
Education Level, 182
Employment Changes, 213
Employment by Disability Code, 216
Flexfund, 220
Gender Profile, 223
Grade Distribution, 227
Grade Range, 230
Grades Across Minority and Gender, 234
Hires, 121
Hires Minority Profile, 125
Leave Balances, 237
Leave Liability, 242
Length of Service Profile, 249
Life Insurance Listing, 254
Minority Profile, 263
Occupational Categories Profile, 268
Occupational Series Listing, 271
Organization Profile, 278
Overdue Performance Appraisals, 283
Overtime Costs, 287
PATCO Profile by Occupational Series, 297
Pay Plan and Grade Distribution, 300
Position Organization Listing (POL), 303
Promotions, 130
Promotions Minority Profile, 133
Salary Listing, 321
Salary Summary, 325
Separations, 137
Separations Minority Profile, 141
Table 74 Official Titles and Title Codes, 329
Workforce Analysis, 339

Occupational Series Listing, 270

Office/Divsion
Energy Data Download, 35
Energy Detail, 41
Energy Summary, 46

Official Time For Union Business, 275

Online Help, 5

Org
Energy Data Download, 35
Energy Detail, 41

Energy Summary, 46

Org/Sub Unit
Energy Data Download, 34
Energy Detail, 41
Energy Summary, 46

Organization
Energy Data Download, 34
Energy Detail, 40
Energy Summary, 45

Organization Profile, 277

Organizational Structure
1102/1105 Series Listing, 148
Age Profile, 155
All Actions, 113
All Actions Minority Profile, 117
Canc. Payments Req. Agcy Action (DOTS), 157
Civilian Employment (SF113–A), 159
Civilian Employment (SF113–G), 161
Comp Time–Current Balance, 162
Comp Time–Regular Comp Time Data, 165
Comp Time–Regular Earned and Used, 167
Comp Time–Travel Comp Time, 169
Dental Plan Payment, 171
Dental/Vision Plan, 172
Dues Withheld, 174
Earnings Limitation, 179
Education Level, 182
Employment by Disability Code, 216
Employment Changes, 213
EPP Usage Statistics, 180
Flexfund, 220
Gender Profile, 223
Grade Distribution, 227
Grade Range, 230
Grades Across Minority and Gender, 234
Hires, 121
Hires Minority Profile, 125
Leave Balances, 237
Leave Liability, 242
Leave Trends, 246
Length of Service Profile, 249
Life Insurance Listing, 253
Long Term Care, 259
MD–715–EEO Workforce Data, 261
Minority Profile, 263
Non–Pay Hours, 265
Occupational Categories Profile, 267
Occupational Series Listing, 271
Official Time for Union Business, 276
Organization Profile, 278
Outstanding Travel Advances (3731), 51
Overdue Performance Appraisals, 282
Overtime Costs, 287
PACS 4511 Carriers Transmittal and Summary, 290
PACS 4512 Carriers Transmittal and Summary, 292
PACS 4513 Health Benefits, 293
PACS 4514 Carriers Transmittal Detail, 295
PATCO Profile by Occupational Series, 297
Pay Plan and Grade Distribution, 300
Position Organization Listing (POL), 303
Promotions, 129
Promotions Minority Profile, 133
Salary Listing, 320
Salary Summary, 325
Separations, 137
Separations Minority Profile, 141
Union Activity Exception, 332
Union Roster and Activity, 334
Use–Or–Lose, 336
Workforce Analysis, 339

Originating Office, 51

OTRS/IPAC, 29

OTRS/IPAC Report, 29

Outstanding Travel Advances (3731), 51

Overdue Performance Appraisals, 281

Overtime Costs, 286

Overview, 1

P

PACS 4511 Carriers Transmittal and Summary, 289

PACS 4512 Carriers Transmittal and Summary, 291

PACS 4513 Health Benefits, 293

PACS 4514 Carriers Transmittal Detail, 294

Password, 26

PATCO Profile by Occupational Series, 296

Pay Period, 103

Pay Plan
1102/1105 Series Listing, 148
Age Profile, 153
All Actions, 113
All Actions Minority Profile, 117
Comp Time–Current Balance, 163
Comp Time–Regular Comp Time Data, 165
Comp Time–Travel Comp Time, 169
Dues Withheld, 174
Education Level, 223
Employment by Disability Code, 216
Employment Changes, 213
Flexfund, 220
Gender Profile, 223
Grade Distribution, 227

Grade Range, 230
Grades Across Minority and Gender, 234
Hires, 121
Hires Minority Profile, 125
Leave Balances, 237
Leave Liability, 242
Length of Service Profile, 249
Life Insurance Listing, 254
Minority Profile, 263
Occupational Categories Profile, 267
Occupational Series Listing, 271
Official Time for Union Business, 276
Organization Profile, 278
Overdue Performance Appraisals, 283
Overtime Costs, 287
PATCO Profile by Occupational Series, 297
Pay Plan and Grade Distribution, 300
Position Organization Listing (POL), 303
Promotions, 130
Promotions Minority Profile, 133
Salary Listing, 321
Salary Summary, 325
Separations, 137
Separations Minority Profile, 141
Union Activity Exception, 332
Union Roster and Activity, 334
Use–Or–Lose, 336
Workforce Analysis, 299

Pay Plan and Grade Distribution, 299

Pay Register Date, 30

Payroll Listing For W–2 Research, 99

Payroll Pay Period
Payroll Listing for W2 Research, 100
Statement of Earnings and Leave, 108

Permission List
Empowhr Application Access, 349
Empowhr Privilege User, 352

Personnel Office Identifier
1102/1105 Series Listing, 148
Age Profile, 153
All Actions, 113
All Actions Minority Profile, 117
Canc. Payments Req. Agcy Action (DOTS), 157
Comp Time–Current Balance, 162
Comp Time–Regular Comp Time Data, 165
Comp Time–Regular Earned and Used, 167
Comp Time–Travel Comp Time, 169
Dental/Vision Plan, 172
Dues Withheld, 174
Earnings Limitation, 179
Education Level, 182
Employment by Disability Code, 216
Employment Changes, 213
Flexfund, 220
Gender Profile, 223
Grade Distribution, 227
Grade Range, 230
Grades Across Minority and Gender, 234
Hires, 121
Hires Minority Profile, 125
Leave Balances, 237
Leave Liability, 242
Leave Trends, 246
Length of Service Profile, 249
Life Insurance Listing, 253
Long Term Care, 259
MD–715–EEO Workforce Data, 261
Minority Profile, 263
Non–Pay Hours, 265
Occupational Categories Profile, 267
Occupational Series Listing, 271
Official Time for Union Business, 276
Organization Profile, 278
Overdue Performance Appraisals, 282
Overtime Costs, 287
PATCO Profile by Occupational Series, 297
Pay Plan and Grade Distribution, 300
Position Organization Listing (POL), 303
Promotions, 129
Promotions Minority Profile, 133
Salary Listing, 320
Salary Summary, 325
Separations, 137
Separations Minority Profile, 141
Union Activity Exception, 332
Union Roster and Activity, 334
Use–Or–Lose, 336
Workforce Analysis, 339

Pgm/Rgn/Div
Energy Data Download, 34
Energy Detail, 40
Energy Summary, 45

POD
FSDW Abnormal Balance by Fund, 64
FSDW Abnormal Balance by Treas Sym, 66
FSDW Adjustments, 69
FSDW Consolidated Financial Statements , 75
FSDW Crosswalk Trial Balance, 80
FSDW Financial Stmt Consistency, 87
FSDW Preliminary Financial Statements, 91
FSDW Trial Balance, 95
FSDW Trial Balance by Treasury Symbol, 97
GL Account Trial Balance, 88

Position Organization Listing (POL), 302

Pre–Existing Condition Insurance Plan Report, 354

Promotions, 128

Promotions Minority Profile, 132

R

Race and National Origin
- 1102/1105 Series Listing, 149
- Age Profile, 154
- All Actions, 114
- All Actions Minority Profile, 118
- Education Level, 183
- Employment by Disability Code, 217
- Gender Profile, 224
- Grade Distribution, 228
- Grade Range, 230
- Hires, 122
- Hires Minority Profile, 126
- Leave Balances, 239
- Leave Liability, 243
- Length of Service Profile, 250
- Life Insurance Listing, 256
- Occupational Categories Profile, 269
- Occupational Series Listing, 273
- Organization Profile, 279
- Overdue Performance Appraisals, 284
- PATCO Profile by Occupational Series, 298
- Pay Plan and Grade Distribution, 300
- Promotions, 129
- Promotions Minority Profile, 134
- Salary Listing, 322
- Salary Summary, 326
- Separations, 138
- Separations Minority Profile, 142
- Workforce Analysis, 340

Region
- Energy Data Download, 33
- Energy Detail, 39
- Energy Summary, 44

Reimburseable Agreement Number, 48

Related Systems, 1

Repayment Date, 52

Report
- Active Directory Inactivity, 346
- Empowhr Inactive User, 350
- FSDW FMS2108, 83
- Mainframe Inactivity, 348

Report as Chart or Graph
- Age Profile, 155
- All Actions, 115
- Education Level, 184
- Gender Profile, 225
- Hires, 123
- Length of Service Profile, 251
- Organization Profile, 280
- Promotions, 131
- Salary Summary, 327
- Separations, 139
- Separations Minority Profile, 143

Report Date
- Active Directory Inactivity, 346
- Empowhr Application Access, 349
- Empowhr Inactive User, 350
- Empowhr New/Mod App Role Request, 351
- Empowhr Privilege User, 352
- Mainframe Inactivity, 348

Report Descriptions, 26

Report Line
- FSDW Adjustments, 69
- FSDW Crosswalk Trial Balance, 80
- FSDW Eliminiations, 81

Report Name
- My Reports Pop-up Field Instructions, 27
- SF2812, 103

Report Office Number, 103

Report Period
- Civilian Employment (SF113–G), 161
- FSDW Adjustments, 68
- FSDW Consolidated Financial Statements , 75
- FSDW Consolidating Financial Statements, 78
- FSDW Crosswalk Trial Balance, 80
- FSDW Eliminiations, 81
- FSDW Financial Stmt Consistency, 87
- FSDW Preliminary Financial Statements, 91
- FSDW Trial Balance, 94
- FSDW Trial Balance by Treasury Symbol, 96
- GL Account Trial Balance, 88

Report Selection, 337

Report Type
- 1102/1105 Series Listing, 148
- Leave Trends, 279
- Occupational Series Listing, 271

Report Year
- FSDW Adjustments, 68
- FSDW Consolidated Financial Statements , 75
- FSDW Consolidating Financial Statements, 78
- FSDW Crosswalk Trial Balance, 80
- FSDW Eliminiations, 81
- FSDW Financial Stmt Consistency, 87
- FSDW GL Account Trial Balance, 88
- FSDW Preliminary Financial Statements, 91
- FSDW Trial Balance, 94
- FSDW Trial Balance by Treasury Symbol, 96

Reporting Center Command Buttons, 11

Reporting Center Main Menu Field Instructions, 26

Reporting Period, 98

Requesting Access to the Reporting Center, 4

Responsibilities, 3

Retirement Eligibility, 305

Retirement Profile (Inc. Early Out), 309

Retirement System
- 1102/1105 Series Listing, 151
- Dues Withheld, 175
- Flexfund, 221
- Leave Balances, 240
- Leave Liability, 245
- Life Insurance Listing, 257
- Occupational Series Listing, 274
- Overdue Performance Appraisals, 285
- Overtime Costs, 288
- Salary Listing, 323
- Workforce Analysis, 342

Retrieving Reports from Your My Reports Folder, 22

Role Name
- Empowhr Application Access, 349
- Empowhr New/Mod App Role Request, 351
- Empowhr Privilege User, 352

Roster Of Employees, 313

Running Administrative Reports, 28

Running Financial Reports, 63

Running Personnel Action Reports, 111

Running Security Reports, 343

Running PCIP Reports, , 353

Running Workforce Reports, 144

S

Salary Listing, 319

Salary Summary, 324

Saving Reports in My Reports Folder, 21

Saving Reports to a Folder, 25

SCD Date (Leave)
- 1102/1105 Series Listing, 150
- Dues Withheld, 175
- Leave Balances, 239
- Leave Liability, 244
- Occupational Series Listing, 273
- Overdue Performance Appraisals, 285
- Overtime Costs, 288
- Workforce Analysis, 341

Schedule Number, 105

Select a Report Menu, 12

Select A Report Menu Description, 27

Select Major Occupations (Tables A6, A7, B6 and B7), 261

Separation Accession Type
- 1102/1105 Series Listing, 150
- Dues Withheld, 175
- Leave Balances, 239
- Leave Liability, 244
- Life Insurance Listing, 256
- Occupational Series Listing, 273
- Overdue Performance Appraisals, 285
- Overtime Costs, 288
- Salary Listing, 322
- Workforce Analysis, 341

Separations, 136

Separations Minority Profile, 140

Service Date
- Energy Data Download, 35
- Energy Detail, 42
- Energy Summary, 47

Service Location
- Energy Data Download, 35
- Telephone Download, 57

Service Location (City), 57

Service Location (State), 58

Service Location Name
- Energy Detail, 41
- Energy Summary, 46

SF 2812, 101

SF–224 SCAP5D Attachments, 104

Sort By
- Age Profile, 155
- All Actions, 115
- All Actions Minority Profile, 119
- Education Level, 184
- Employment by Disability Code, 218
- Employment Changes, 214
- Energy Detail, 42
- Gender Profile, 225
- GESD Request Tracking, 49
- Grade Distribution, 228
- Grade Range, 232
- Grades Across Minority and Gender, 235
- Hires, 123
- Hires Minority Profile, 127
- Length of Service Profile, 251
- Minority Profile, 264
- Organization Profile, 280
- OTRS/IPAC, 30
- Pay Plan and Grade Distribution, 301
- Promotions, 131

Promotions Minority Profile, 135
Salary Summary, 327
Separations, 139
Separations Minority Profile, 143
Telephone over the Max Limit, 60

Sort by Gender Inside of RNO Classification, 264

Sort Order
1102/1105 Series Listing, 151
Comp Time–Current Balance, 163
Comp Time–Regular Comp Time Data, 165
Comp Time–Regular Earned and Used, 167
Comp Time–Travel Comp Time, 169
Dental Plan Payment, 171
Dues Withheld, 176
Earnings Limitation, 179
Leave Balances, 240
Leave Error, 50
Leave Liability, 245
Life Insurance Listing, 257
Occupational Series Listing, 274
Official Time for Union Business, 276
Outstanding Travel Advances (3731), 52
Overdue Performance Appraisals, 285
Overtime Costs, 288
Position Organization Listing (POL), 304
Salary Listing, 323
T&A Error Analysis, 53
T&A Missing Personnel Actions, 54
T&As Not Received by NFC, 55
Table 74 Official Titles and Title Codes, 329
Table 76 Working Title and Title Codes, 330
Use–Or–Lose, 336
Workforce Analysis, 342

Sp. Purpose
Energy Data Download, 33
Energy Detail, 40
Energy Summary, 44

Special Employee Code
1102/1105 Series Listing, 151
Dues Withheld, 175
Flexfund, 221
Leave Balances, 240
Leave Liability, 245
Life Insurance Listing, 256
Occupational Series Listing, 274
Overdue Performance Appraisals, 285
Overtime Costs, 288
Salary Listing, 323
Workforce Analysis, 342

Starting the Reporting Center, 5

State Office
Energy Data Download, 34
Energy Detail, 40
Energy Summary, 45

Statement Of Earnings and Leave, 106

Status, 49

Sub Heading (Selection Criteria), 27

Sub Unit
Energy Data Download, 33
Energy Detail, 40
Energy Summary, 45

Sub Office
Energy Data Download, 33
Energy Detail, 40
Energy Summary, 45

Subject, 49

Summarize By, 47

Summary Only, 276

Summary or Detail Report
FSDW BR & SF133 Comparison, 72
FSDW Crosswalk Trial Balance, 80
FSDW FMS2108, 84
FSDW SF133, 93
FSDW Trial Balance by Treasury Symbol, 97

Supervisory Status
1102/1105 Series Listing, 149
Age Profile, 154
All Actions, 113
All Actions Minority Profile, 117
Education Level, 182
Employment by Disability Code, 217
Employment Changes, 213
Gender Profile, 223
Grade Distribution, 227
Grade Range, 231
Grades Across Minority and Gender, 235
Hires, 121
Hires Minority Profile, 125
Leave Balances, 238
Leave Liability, 243
Length of Service Profile, 249
Life Insurance Listing, 255
Minority Profile, 263
Occupational Categories Profile, 268
Occupational Series Listing, 272
Organization Profile, 278
Overdue Performance Appraisals, 283
PATCO Profile by Occupational Series, 297
Pay Plan and Grade Distribution, 301
Position Organization Listing (POL), 304
Promotions, 130
Promotions Minority Profile, 133
Salary Listing, 321
Salary Summary, 325

Separations, 137
Separations Minority Profile, 141
Workforce Analysis, 340

Suppress Additional Name Column, 304

Suppress SSNO, 304

T

T&A Contact (City)
Telephone Download, 57
Utilities (UTVN) Download, 61

T&A Contact (State)
Telephone Download, 57
Utilities (UTVN) Download, 62

T&A Contact Name
Telephone Download, 57
Utilities (UTVN) Download, 61

T&A Contact Point
Telephone Download, 57
Telephone over the Max Limit, 59
Utilities (UTVN) Download, 61

T&A Error Analysis, 53

T&A Missing Personnel Actions, 54

T&As Not Received By NFC, 55

Table 74 Official Titles and Title Codes, 328

Table 76 Working Titles and Title Codes, 330

Telephone Download, 56

Telephone Over The Max Limit, 59

Tenure Group
1102/1105 Series Listing, 150
Leave Balances, 239
Leave Liability, 244
Life Insurance Listing, 256
Occupational Series Listing, 273
Overdue Performance Appraisals, 284
Salary Listing, 322
Workforce Analysis, 341

Time Frame
Age Profile, 154
All Actions, 114
All Actions Minority Profile, 119
Education Level, 183
Employment by Disability Code, 218
Gender Profile, 224
Grade Distribution, 228
Grade Range, 232
Grades Across Minority and Gender, 235
Hires, 122
Hires Minority Profile, 127
Length of Service Profile, 250
MD–715–EEO Workforce Data, 261
Minority Profile, 264
Occupational Categories Profile, 269
Organization Profile, 279
PATCO Profile by Occupational Series, 298
Pay Plan and Grade Distribution, 301
Promotions, 131
Promotions Minority Profile, 135
Salary Summary, 326
Separations, 138
Separations Minority Profile, 142

Time Frame 1, 214

Time Frame 2, 214

Treasury Symbol
FSDW Abnormal Balance by Fund, 65
FSDW Abnormal Balance by Treas Sym, 67
FSDW BR & SF133 Comparison, 72
FSDW Consolidated Financial Statements , 75
FSDW Consolidating Financial Statements, 78
FSDW Crosswalk Trial Balance, 80
FSDW Financial Stmt Consistency, 87,
FSDW FMS2108, 84
FSDW Preliminary Financial Statements, 91
FSDW SF133, 93
FSDW Trial Balance, 94
FSDW Trial Balance by Treasury Symbol, 97
GL Account Trial Balance, 89

Type Code, 179

Type of Appointment
1102/1105 Series Listing, 150
Dues Withheld, 175
Flexfund, 221
Leave Balances, 240
Leave Liability, 244
Life Insurance Listing, 256
Occupational Series Listing, 274
Overdue Performance Appraisals, 285
Overtime Costs, 288
Salary Listing, 323
Workforce Analysis, 341

Type of Employment, 336

Type Service
Telephone Download, 58
Telephone over the Max Limit, 60

U

Uniform Service Status
1102/1105 Series Listing, 150
Leave Balances, 239

Leave Liability, 244
Life Insurance Listing, 256
Occupational Series Listing, 273
Overdue Performance Appraisals, 284
Salary Listing, 322
Workforce Analysis, 341

Union Activity Exception Report, 331

Union Roster And Activity Report, 333

Union/Association
Dues Withheld, 174
Union Activity Exception, 332
Union Roster and Activity, 334

Unit
Energy Data Download, 33
Energy Detail, 40
Energy Summary, 45

Use the Description pop–ups, 9

Use the How Do I Pop–ups, 10

Use–Or–Lose Leave Report, 335

User ID
Reporting Center Main Menu, 26
Active Directory Inactivity, 346
Empowhr Application Access, 349
Empowhr Inactive User, 350
Empowhr Privilege User, 352
FSDW Adjustments, 68
FSDW Eliminiations, 82
Mainframe Inactivity, 348

Using the eAuthentication Login (for United States Department of Agriculture (USDA) Employees Only), 8

Using the Reporting Center, 17

Utilities (UTVN) Download, 61

V

Vacant/Filled/Action, 303

Vendor
Energy Data Download, 32
Energy Detail, 42
Energy Summary,47

Vendor (City)
Telephone Download, 58
Utilities (UTVN) Download, 62

Vendor (State)
Telephone Download, 58
Utilities (UTVN) Download, 62

Vendor Name
Telephone Download, 58
Telephone over the Max Limit, 60
Utilities (UTVN) Download, 62

Vendor Number
Telephone Download, 58
Utilities (UTVN) Download, 62

Veteran Status, 150

Veterans Preference
Age Profile, 154
All Actions, 114
All Actions Minority Profile, 118
Education Level, 183
Employment by Disability Code, 217
Employment Changes, 214
Gender Profile, 224
Grade Range, 231
Grade Distribution, 228
Grades Across Minority and Gender, 234
Hires, 122
Hires Minority Profile, 126
Length of Service Profile, 250
Minority Profile, 264
Occupational Categories Profile, 268
Organization Profile, 279
PATCO Profile by Occupational Series, 298
Pay Plan and Grade Distribution, 301
Promotions, 131
Promotions Minority Profile, 134
Salary Summary, 326
Separations, 138
Separations Minority Profile, 142

Veterans Status
Leave Balances, 239
Leave Liability, 244
Life Insurance Listing, 256
Occupational Series Listing, 273
Overdue Performance Appraisals, 284
Salary Listing, 322
Workforce Analysis, 341

Viewing Reports Online, 20

W

W2 Wage And Tax Statement, 109

Work Years and Personnel Costs, 337

Workforce Analysis, 338

Workforce Data Table, 261

Working Title Code, 330

Y

Year, 110

Year and Pay Period
Canc. Payments Req. Agcy Action (DOTS), 157
Comp Time–Regular Earned and Used, 167
Dental Plan Payment, 171
Dental/Vision Plan, 172
Dues Withheld, 176
EPP Usage Statistics, 180
Flexfund, 221
Leave Trends, 247
Long Term Care, 259
Official Time for Union Business, 276
Overtime Costs, 288
PACS 4511 Carriers Transmittal and Summary, 290
PACS 4512 Carriers Transmittal and Summary, 292
PACS 4513 Health Benefits, 293
PACS 4514 Carriers Transmittal Detail, 295
Union Activity Exception, 332
Union Roster and Activity, 334

Z

Zip Code, 247

Zone, Division, Department
Active Directory Inactivity, 346
Mainframe Inactivity, 348