2 HR Interface Processing

2.1 HR Revision Sheet

Chapter Release No.	Date	HR Revision Description
1.0	06/30/2004	Initial version released to OPM EHRI Program Office
1.1	06/30/2004	Deleted "High School Diploma or GED Date" and "Institution Name" from status record. Changed certain mandatory fields to optional, renamed fields to be consistent across the status and dynamics files, and added code values for "Military Character of Service Code".
2.0	10/11/2004	Updated Appendix D (old 2.0) to include OPM Connect:Direct point of contact information that was once included in this chapter.
		Updated Section 5.1 to provide more detail on the file transfer process.
		Updated Section 2.7.1 (old A.1) to correctly specify the DATE format to not include zero in the day range.
		Modified 2.7 (old Appendix A) to reflect the latest Record Specification. Please refer to Appendix C (old Appendix E) for the specification release notes detailing the difference in the file format for this release.
		Added Section 2.7.2 (old A.2) to explain the new Reporting Criteria column in the file format specification table. This column replaces the previous "Mandatory/Optional" column and includes the third criteria of "Critical."
		Updated Appendix A (old Appendix C) with the new valid values for all the human resources reference values that once appeared in this chapter.
		Added Appendix C (old Appendix E) to detail all the changes to the file format specification. This revision sheet and Appendix C should be updated in tandem.
2.1	02/18/2005	Updated Section 2.8.1 with the new HR Status file format.
		Updated Section 2.8.2 with the new HR Dynamics file format.
		Changed title of Section 2.9.2 to remove "Critical" from the title.
		Updated Section 0 to be more specific about what ASCII character set should be used to create the file.
		Updated Section 2.7.2 to explain and define the Policy Reporting Requirements and the Record Identifying Requirements.
		Updated Section 2.9 to rename the section headings differentiating between the record identifying fields and the non-record identifying fields.
2.2	07/27/2005	Updated Section 2.8.1 with the new HR Status file format.
		Updated Section 2.8.2 with the new HR Dynamics file format.
2.3	09/08/2005	Made minor wording change in definition of Position Title element (ICD Seq #49) in the Status file.
		Removed Name Family (ICD Seq #5) and Name Given (ICD Seq #6) from the required record identifier list in the Status file.

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2.4	10/20/2005	Corrected references to "Appendix C" in the Codes column of the 2.8 Record Specifications. Appendix A has the correct code values.
		Shortened "Record ID Requirement" column header on the dynamics record table to shorten the row header.
		Renamed Special Salary Rate to Special Rate Supplement (Status ICD Seq #41).
		Removed "annualized amount" from definitions for both Prior Basic Pay (Dynamics ICD Seq #68) and Basic Pay (Dynamics ICD Seq #87). This makes the fields consistent with the Status ICD Basic Pay field, which is not annualized.
		Added Prior Special Rate Supplement and Special Rate Supplement fields (Dynamics ICD Seq #111, 112) to track these breakouts consistent with the status ICD.
		Added Ethnicity fields to both records (Status ICD Seq #167 and Dynamics ICD Seq #113). This field becomes effective January 1, 2006.
		Added note to section 2.7.1 regarding the handling of null numeric data.
		Applied better paragraph formatting to several tables.
2.5	08/11/2006	Minor updates to sections 2.3 and 2.5 to improve clarity.
		Changed dynamics file naming convention, replacing the hardcoded "1" value with a "0" to conform with the status file naming convention. The "1" was a legacy convention from CPDF that no longer applies to EHRI.
		Added a suffix to the file names for status and dynamics files to support versioning of the interface. This version of the Guide is 3.4 therefore the version suffix should be "_3.4".
		Removed the ASCII character set file format requirement in section 2.6.3 and replaced it with a description of the Connect:Direct functionality that will manage any necessary character set translation.
		Added text in 2.6.3 regarding delimiters not being required before the first field in the record.
		Added requirements for an email notification of file transmissions in section 2.6.4.
		Described the proper treatment of negative values in section 2.7.1.
		Added "Dup" to valid values for the Record Identifying Requirement described in section 2.7.2.2.
		Changed column headers in section 2.8.1 from "Codes" to "Notes" as the column contains more than code values.
		Changes to Status file in section 2.8.1:
		- Added "Dup" to the Record ID Requirements to all CPDF fields on the status interface.
		- Added notes to Birth Date (ICD Seq #2), Appointment Type Code (ICD Seq #34), Retention Allowance Amount (ICD Seq #47), Creditable Military Service Months/Days (ICD Seq #67,68), Frozen Service Months/Days (ICD Seq #113,114)
		- Updated note on US Citizenship Indicator (ICD Seq # 12) and removed "NA" from valid values.
		- Updated names and definitions of the pay related elements including Special Basic Pay Supplement (ICD Seq #41), Total Salary Rate (ICD Seq #42), Basic Pay Rate (ICD Seq #43), Adjusted Basic Pay Rate

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		(ICD Seq #44), and Standard Basic Pay Supplement (ICD Seq #45).
		- Minor definition and notes update to Ethnicity and Race Identification Code field (ICD Seq # 167).
		Changes to Dynamics file in section 2.8.2:
		- Added "Dup" indicators to six fields
		- Added notes to Birth Date (ICD Seq #2), Creditable Military Service Months/Days (ICD Seq #41, 42), Frozen Service Months/Days (ICD Seq #44, 45), Retention Allowance Amount (ICD Seq #91).
		- Removed "Y" from Record ID Requirement for Legal Authority Code 1 (ICD Seq #7).
		- Updated note on Retirement Previous Coverage Indicator (ICD Seq # 46) and removed "NA" from valid values.
		- Updated names and definitions of the pay related elements including Prior Total Salary Rate (ICD Seq #67), Prior Basic Pay Rate (ICD Seq #68), Prior Adjusted Basic Pay Rate (ICD Seq #69), and Prior Standard Basic Pay Supplement (ICD Seq #70), Prior Special Basic Pay Supplement (ICD Seq #111).
		- Corrected EHRI Ref # from 965 to 298 for Grade, Level, Class, Rank, or Pay Band Code (ICD Seq #83).
		- Updated names and definitions of the pay related elements including Total Salary Rate (ICD Seq #86), Basic Pay Rate (ICD Seq #87), Adjusted Basic Pay Rate (ICD Seq #88), and Standard Basic Pay Supplement (ICD Seq #89), Special Basic Pay Supplement (ICD Seq #112).
		Individual edits in section 2.9.2 that check for numeric values now store zero vs. null.
		Removed reference to specific version number of the CPDF Guide to Edits in section 2.10.
3.0	06/08/2007	Corrected file naming convention to use an underscore ("_") instead of a period (".") between the Version (V) number and Release (R) number on both Status (section 2.6.1) and Dynamics (section 2.6.2) files.
		Added requirement for a 'negative report' email in section 2.6.4.
		Changed the contents of 2.7.2 to describe the new interface requirements table layout which contains new record identifier, priority, and retirement columns.
		Updated the data requirements in Sections 2.8.1 (Status) and 2.8.2 (Dynamics) based on the GHRR ICD Version 4.0 requirements approved on 6/5/2007:
		- Changed the table layout.
		- Changed priority ratings to 1-4 scale.
		- Added "Retirement" column and flags on dynamics file.
		- Updated notes and record identifier flags for several existing fields.
		- Added FEHB Election Effective Date (ICD Seq #168) and Appointment Not to Exceed Date (ICD Seq #169) to Status.
		- Added fields to Dynamics (ICD Seq #114-128) for the Retirement Systems Modernization program.
		- **NOTE:** Modified Dynamics ICD Seq #96 to now capture "Regular and Recurring Tour of Duty" vs. "Part Time Hours". This was a change made after the release of the final ICD spreadsheet on June 7,2007.

2.2　HR Interface Processing

The goal for HR Interface Processing is to securely acquire HR data for all Federal civilian employees by leveraging existing data extraction processes to the extent possible. This section contains a high-level overview of the data acquisition strategy and interface processing.

2.3　Reporting Requirement

Providers will submit two types of data to EHRI:

Status - A record of each employee's personnel data as of the ending date of a calendar month. Status data submissions consist of all active employees (whether in a pay or non-pay status) on the agency rolls as of the end of the period. Data for employees on detail should reflect their position of record (i.e., the position to which they are permanently assigned).

Dynamics - The personnel actions that have been processed for the employees during a bi-weekly reporting period.

For further information on the reporting of HR data, see Sections B and C of The Guide to Central Personnel Data File Reporting Requirements, with the following exceptions:

- Use the record formats, including data format types and codes, in Section 0 of this document.
- See Chapter 6 of this document for the transmission frequency of the Status and Dynamics files.
- All personnel actions should be submitted, except for actions codes (900-999) reserved for agencies' internal use.

2.4　Data Acquisition Strategy

As the electronic Human Resource Information Systems (e-HRIS) consolidation continues, the number of providers will change. Depending on the source of HR related data, one provider may submit data for many agencies. The data submission method varies by provider; however, all providers will be required to submit their data to EHRI via Connect:Direct or Connect:Direct Secure + Option.

The HR providers will electronically transmit data to the EHRI production server using Connect:Direct or Connect:Direct Secure + Option. The data files must be formatted as specified in this chapter and transmitted according to the specifications listed in Chapter 6. Providers will be responsible for scheduling data transmissions to OPM and providing a technical point of contact. Please refer to Appendix D for EHRI operational point of contact information.

2.5   Data Interface Processing

The interface process loads HR data files into the EHRI data warehouse staging tables. As data is moved to the staging tables, no edits or audits are performed. The Extract, Transform and Load (ETL) process that moves the data from the staging tables to the EHRI data warehouse performs required edits and audits and applies business rules as needed. The load process captures relevant metadata for reporting and debugging purposes.

2.6   HR File Naming Convention and Format

2.6.1   Status File

The file name will conform to the following naming convention:

SYYYYMMDD0AAAAN_V_R

Each portion of the file name is explained in the following table.

Name Segment	Description
S	Constant value of "S" indicating a Status file.
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
0	0 is a numeric zero, unless your submission contains only part of an agency's records. If that is the case, OPM will tell you what number to use.
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.
V_R	Version (V) and Release (R) numbers for this Guide. This will allow the data warehouse load program to identify the correct file layout during transmission and loading of the file. **NOTE: Files transmitted using the layouts in this update to the Guide should use "_4_0" as the version suffix.**

2.6.2   Dynamics File

The file name will conform to the following naming convention:

   DYYYYMMDD0AAAAN_V_R

Each portion of the file name is explained in the following table.

Name Segment	Description
D	Constant value of "D" indicating a Dynamics file.
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
0	0 is a numeric zero, unless your submission contains only part of an agency's records. If that is the case, OPM will tell you what number to use.
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.
V_R	Version (V) and Release (R) numbers for this Guide. This will allow the data warehouse load program to identify the correct file layout during transmission and load of the file. **NOTE: Files transmitted using the layouts in this update to the Guide should use "_4_0" as the file suffix.**

2.6.3 File Content

The providers are responsible for creating the Status and Dynamics HR files. Each file must comply with the following rules:

- Files transferred to EHRI can be made in the format appropriate to the provider's operating environment. For example, providers who are operating in a mainframe environment can submit EBCDIC files to EHRI and allow Connect:Direct to make the necessary codepage translation. Connect:Direct will automatically translate the file into a format that can be interpreted by EHRI.

- Each line of the file must contain one record.

- Status and Dynamics records must not be combined within the same file.

- Each record will contain all of the fields listed in Section 2.8.1 and 2.8.2, ordered by data element number, with each field separated by the vertical bar character ('|').

- Even if there is no value supplied for a field, the delimiter must still appear in the file.

- Values must be supplied for all mandatory elements.

- No delimiter is required before the first field or after the last field in the record.

2.6.4 Email Notification of File Transmission

Providers shall notify OPM of data submissions by sending an email to **ehri_files@opm.gov**. The email notification is required for a file to be processed, and must contain the name of the file and the record count of the file being transmitted. The email should indicate if the transmission is a resubmission, which is also denoted by the file name. The email should also include a "signature" consisting of the submitter's name, agency, and telephone number.

A "negative" report email should be transmitted to the above email address in the event there are no records to be reported for the period.

2.7   HR File Specifications

2.7.1   Data Element Format Types

This table describes datatypes appearing in the record specification table found in Section 2.8.

Format	Meaning	Examples
VARCHAR(n)	A series of up to n alphanumeric and special characters, not including the vertical bar character ('|').	123-45-6789 125 Main St., S.W. Y OM00
NUMBER(n)	A series of n numeric characters. Negative values can be sent in this field, and are submitted using a negative symbol ("-") immediately preceding the number being sent, with no leading or trailing spaces. For example, a negative days total is sent as -10. **NOTE: any null (empty) values passed into a number field will be translated by the interface into a "0" (zero).**	0 180 -10
DECIMAL(n, m)	A series of n numeric characters with up to m characters to the right of the decimal point. The decimal point should appear in the element value if required. A decimal point is neither required nor implied, i.e., 400 represents 400, not 4.00. Negative values can be sent in this field, and are submitted using a negative symbol ("-") immediately preceding the number being sent, with no leading or trailing spaces. For example, a negative one hundred dollar amount is sent as -100 or -100.00. **NOTE: any null (empty) values passed into a number field will be translated by the interface into a "0" (zero).**	For a format of Decimal(9,2): 0 1500 1234567.89 1234.0 0.75 -100 -5.00
DATE	A date consisting of a 4 character year, a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes.	1960-01-01 (= January 1, 1960) 2004-12-31 (= December 31, 2004)

2.7.2 Reporting Requirements

This table describes columns appearing in the record specification table found in Section 2.8.

Column	Description	Valid Values	
ICD Seq #	Sequential number to identify fields in this version of the record specification. Number assigned to a data element may change between versions.		
EHRI Ref #	Internal EHRI reference number assigned to data elements. Used to tie elements back to EHRI metadata repository.		
Data Concept	Name of grouping for specific data elements in the record specification.		
Name	Standard data element name.		
Record Identifier	Indicates how EHRI will handle incoming records during the data load process.	Y	Field must be present on the record or it will be rejected.
		Dup	Field will be used to determine if this record is a duplicate.
		<blank>	Will not reject or be used in duplicate check.
Priority	Indicates the criticality of fields being submitted to EHRI. All data elements are requested (with the exception of priority "4" fields) if they are available and applicable to the employee record. Note the priority scheme changed in version 4.0 of the GHRR to provide more clarity on what EHRI is expecting from providers.	1	Mandatory for Compliance
		2	High Priority
		3	Low Priority
		4	Priority TBD (Not required for submission at this time.)
CPDF	Indicates that the field is part of Office of Personnel Management's CPDF data collection requirements.	Y	Field collected in CPDF.
		<blank>	Not a field collected in CPDF.
Retirement	Indicates that the field will be transmitted to the Retirement Systems Modernization (RSM) program.	Y	Field transmitted to RSM.
		<blank>	Not a field transmitted to RSM.
Datatype	Data format and length.	See Section 2.7.1 for details.	
Definition	Standard data element definition.		
Notes	Additional details including valid value information.		

2.8   Record Specifications

2.8.1   Status Record

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
1	652	Employee ID	Social Security Number	Y / Dup	1	Y		VARCHAR(35)	Person's social security number.	
2	74	Employee ID	Birth Date	Y / Dup	1	Y		DATE	Date on which the person is born.	Used in combination with SSN to uniquely identify an employee.
3	999	Employee ID	EHRI Employee ID		4			NUMBER(20)	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	This field is currently assigned and stored within EHRI and should be left blank by providers.
4	17	Employee ID	Agency Subelement Code	Y / Dup	1	Y		VARCHAR(4)	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed.	See The Guide to Personnel Data Standards.
5	430	Employee Name	Name Family		1	Y		VARCHAR(35)	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.	
6	431	Employee Name	Name Given		1	Y		VARCHAR(35)	Given/chosen/often first name by which a person is known or designated on all official transactions.	
7	432	Employee Name	Name Middle		1	Y		VARCHAR(35)	Middle name, or initial, by which a person is known or designated on all official transactions.	
8	433	Employee Name	Name Suffix		1	Y		VARCHAR(4)	Suffix to a full name of a person on all official transactions.	
9	9	Employee ID	Agency Employee ID		3			VARCHAR(35)	The system ID provided by an agency system that uniquely identifies an individual employee's records.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
10	765	Employee Veteran Standing	Veterans Status Code	Dup	1	Y		VARCHAR(4)	Indicates that an employee is a veteran as defined by 38 U.S.C. 101 (I.e. a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable).	See Appendix A, Veterans Status Code.
11	29	Employee	Annuitant Code	Dup	1	Y		VARCHAR(4)	Indicates the status of an annuitant appointed to a position in the Federal civilian service.	See The Guide to Personnel Data Standards.
12	84	Employee	US Citizenship Indicator	Dup	1	Y		VARCHAR(2)	Indicates if an employee is a citizen of the United States, by birth or naturalization. Includes U.S. Nationals. A U.S. National, though not a citizen of the United States, owes permanent allegiance to the United States.	Y=Yes, N=No; NOTE: Valid values differ from CPDF values.
13	82	Employee	Citizenship Country Code		3			VARCHAR(4)	International Country Codes as defined by the FIPS 10-4 standards indicating the employee's country of citizenship.	See Appendix A, Citizenship Country Code.
14	776	Employee	Gender Code	Dup	1	Y		VARCHAR(4)	An employee's sex.	M=Male, F=Female
15	556	Employee	Race and National Origin Code	Dup	1	Y		VARCHAR(4)	Code for employee's race and national origin.	See Appendix A, Race and National Origin Code.
16	110	Employee	Disability Code	Dup	1	Y		VARCHAR(4)	Physical or mental impairment which substantially limits one or more major life activities, the record of such impairment, or the perception of such impairment by others.	See The Guide to Personnel Data Standards.
17	602	Employee	Selective Service Registration Indicator		3			VARCHAR(2)	Indicates whether an employee has registered for the selective service or not.	Y=Yes, N=No, NA=Non Applicable

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
18	114	Work Address	Duty Station Code	Dup	1	Y		VARCHAR(35)	Code that identifies the state, county, or country and city of the employee's permanent duty station.	DUTY STATION codes and names can be found in the Duty Station File that is electronically issued by the Center for Human Resources Requirements and Strategies, Office of Personnel Management, which is available at Internet address http://www.opm.gov/feddata/guidance.asp. Note that the General Services Administration is responsible for the maintenance of the code set and issuance of city codes. However, to ensure completeness of the DUTY STATION code set, requests for codes for personnel use should be directed to the Center at (202) 606-1162 or email address smgoldst@opm.gov.
19	759	Employee Veteran Standing	Veterans Preference Code	Dup	1	Y		VARCHAR(4)	Category of entitlement to preference at the time of appointment in the Federal service based on active military service that terminated honorably.	See Appendix A, Veterans Preference Code.
20	641	Service Obligation Period	Service Obligation Type Code 1		2			VARCHAR(4)	Reason for employee's service obligation.	01=Training received, 02=Student loan repayment, 03=Paid move, 04=Relocation incentive, 05=Recruitment incentive, 06=Retention incentive
21	639	Service Obligation Period	Service Obligation End Date 1		2			DATE	End date on which employee's service obligation expires.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
22	641	Service Obligation Period	Service Obligation Type Code 2		2			VARCHAR(4)	Reason for employee's service obligation.	01=Training received, 02=Student loan repayment, 03=Paid move, 04=Relocation incentive, 05=Recruitment incentive, 06=Retention incentive
23	639	Service Obligation Period	Service Obligation End Date 2		2			DATE	End date on which employee's service obligation expires.	
24	641	Service Obligation Period	Service Obligation Type Code 3		2			VARCHAR(4)	Reason for employee's service obligation.	01=Training received, 02=Student loan repayment, 03=Paid move, 04=Relocation incentive, 05=Recruitment incentive, 06=Retention incentive
25	639	Service Obligation Period	Service Obligation End Date 3		2			DATE	End date on which employee's service obligation expires.	
26	641	Service Obligation Period	Service Obligation Type Code 4		2			VARCHAR(4)	Reason for employee's service obligation.	01=Training received, 02=Student loan repayment, 03=Paid move, 04=Relocation incentive, 05=Recruitment incentive, 06=Retention incentive
27	639	Service Obligation Period	Service Obligation End Date 4		2			DATE	End date on which employee's service obligation expires.	
28	311	Education Achievement	Instructional Program Code	Dup	1	Y		VARCHAR(6)	Code for the employee's major field of study.	See The Guide to Personnel Data Standards.
29	117	Education Achievement	Education Level Code	Dup	1	Y		VARCHAR(4)	Code for the extent of an employee's educational attainment from an accredited institution.	See Appendix A, Education Level Code.
30	101	Education Achievement	Degree Year	Dup	1	Y		NUMBER(4)	Year the employee received the educational degree.	
31	298	Employee Position Assignment	Grade, Level, Class, Rank, or Pay Band Code	Dup	1	Y		VARCHAR(4)	Indicates hierarchical relationships among positions covered by the same pay plan or system.	See The Guide to Personnel Data Standards.
32	670	Employee Position Assignment	Step or Rate Type Code	Dup	1	Y		VARCHAR(4)	The code representing a specific salary within a grade, level, class, rate, or pay band.	See The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
33	480	Employee Position Assignment	Organizational Component Code	Dup	1	Y		VARCHAR(18)	Lowest administrative subdivision of an agency to which an employee is assigned.	See The Guide to Personnel Data Standards.
34	745	Employee Position Assignment	Appointment Type Code		4			VARCHAR(4)	Type of appointment under which an employee is serving.	This field should be empty starting with Version 3.4 of the Guide to Human Resources Reporting. Values passed in this field will be ignored. EHRI will derive the Appointment Type Code.
35	295	Employee Position Assignment	Functional Classification Code	Dup	1	Y		VARCHAR(4)	Primary employee work function as a scientist or engineer.	See The Guide to Personnel Data Standards.
36	465	Employee Position Assignment	Occupational Series Type Code	Dup	1	Y		VARCHAR(4)	Identifies the occupational series of the position(s) to which the employee is/was assigned.	See OCCUPATION in The Guide to Personnel Data Standards.
37	676	Employee Position Assignment	Supervisory Type Code	Dup	1	Y		VARCHAR(4)	Nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position.	See Appendix A, Supervisory Type Code.
38	516	Employee Position Assignment	Personnel Office Identifier Code	Dup	1	Y		VARCHAR(4)	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for serviced employees.	See The Guide to Personnel Data Standards.
39	767	Employee Position Assignment	Work Schedule Code	Dup	1	Y		VARCHAR(4)	Code for the time basis on which an employee is scheduled to work.	See Appendix A, Work Schedule Code.
40	1030	Employee Position Assignment	Part Time Hours		1			DECIMAL(9,2)	Part time hours employee is expected to work per bi-weekly pay period. Applicable only when work schedule is part time.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
41	663	Employee Pay Rate	Special Basic Pay Supplement		1			DECIMAL(9,2)	Amount of special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a secondary supplement. The special basic pay supplement applies in lieu of any applicable standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS special rate supplement or equivalent supplement. Express amount using same pay basis as used for basic pay rate.	Previously named "Special Rate Supplement"

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
42	961	Employee Pay Rate	Total Salary Rate		1			DECIMAL(9,2)	Sum of all fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes adjusted basic pay (sum of basic pay + any applicable basic pay supplement) and any fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes standby duty premium pay, administratively uncontrollable overtime pay, law enforcement availability pay, and regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same pay basis as used for basic pay rate. NOTE: Total Salary Rate is not limited to retirement-creditable basic pay.	Previously named "Total Pay Rate"
43	52	Employee Pay Rate	Basic Pay Rate	Dup	1	Y		DECIMAL(9,2)	Basic or base pay rate based upon an employee's pay plan, grade/level, step/rate, and occupational series, before adding any additional supplement. For GS employees, enter a GS base rate, a law enforcement officer special base rate, or a retained rate; do not include locality pay or special rate supplement. Express rate consistent with the applicable pay basis (e.g., annual rate for GS employees, hourly rate for Federal Wage System employees).	Previously named "Basic Pay Amount"

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
44	6	Employee Pay Rate	Adjusted Basic Pay Rate		1	Y		DECIMAL(9,2)	The sum of an employee's rate of basic pay and any basic pay supplement (standard OR special), after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	Previously named "Adjusted Basic Pay Amount"
45	392	Employee Pay Rate	Standard Basic Pay Supplement	Dup	1	Y		DECIMAL(9,2)	Amount of standard basic pay supplement that is designed to be the sole or primary basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS locality pay, title 38 market pay, or similar supplements. Excludes GS special rate supplement and similar secondary supplements. Express amount using same pay basis as used for basic pay rate.	Previously named "Locality Pay Amount"

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
46	678	Employee Pay Rate	Supervisor Differential Amount	Dup	1	Y		DECIMAL(9,2)	Annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.	
47	1007	Employee Pay Rate	Retention Allowance Amount	Dup	1	Y		DECIMAL(9,2)	Annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.	Effective May 1, 2006 this element is no longer in effect. Analysis of this data will take place against the payroll data.
48	506	Employee Pay Standing	Pay Status Type	Dup	1	Y		VARCHAR(4)	Indicates the employees pay status in the Federal civilian workforce.	N=Nonpay Status. Employee has been placed in nonpay status through the use of a nature of action in the 400 series (except NATURE OF ACTION 471 or 480), P=Pay Status. Employee is in pay status in the Federal civilian workforce.
49	526	Employee Position Assignment	Position Title		1	Y		VARCHAR(60)	Official classification title description of the position of the employee.	
50	521	Employee Position Assignment	Position Occupied Code	Dup	1	Y		VARCHAR(4)	Code of the position in the Competitive Service, Excepted Service or the Senior Executive Service.	See Appendix A, Position Occupied Code.
51	497	Employee Pay Standing	Pay Basis Type Code	Dup	1	Y		VARCHAR(4)	Principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee.	See Appendix A, Pay Basis Type Code.
52	502	Employee Pay Standing	Pay Plan Code	Dup	1	Y		VARCHAR(4)	Particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.	See The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
53	504	Employee Pay Standing	Pay Rate Determinant Type Code	Dup	1	Y		VARCHAR(4)	Pay rate determinant code which designates special factors that help determine an employee's rate of basic pay or adjusted basic pay; e.g., indicates if employee is receiving a rate of pay other than the regular rate.	See The Guide to Personnel Data Standards.
54	653	Employee Pay Standing	Special Pay Table Type Code	Dup	1	Y		VARCHAR(35)	Identifies a special pay table.	Domain values are determined by the Office of Compensation Administration within the Office of Personnel Management (OPM).
55	4	Employee	Active Uniformed Service Indicator		3			VARCHAR(2)	Indicates whether the employee has performed active military service in the armed forces or other uniformed services of the United States.	Y=Yes, N=No, NA=Non Applicable
56	286	Employee Position Assignment	FLSA Category Code	Dup	1	Y		VARCHAR(4)	Code representing whether the employee's position is in the exempt or nonexempt category for Fair Labor Standards Act.	E=Exempt, N=Nonexempt
57	50	Employee Position Assignment	Bargaining Unit Code	Dup	1	Y		VARCHAR(4)	Code which indicates whether the employee is eligible for coverage by a bargaining unit and, if covered, the specific bargaining unit.	See The Guide to Personnel Data Standards.
58	38	Employee Position Assignment	Appropriation Code		3			VARCHAR(35)	Appropriation code associated with a position.	Valid values are agency specific.
59	85	Employee Position Assignment	Computer Position Indicator		3			VARCHAR(2)	Indicates if a position is designated as a computer position for computer security purposes.	Y=Yes, N=No, NA=Non Applicable
60	403	Military Service	Military Character of Service Code		3			VARCHAR(4)	Military classification of service.	01=Honorable, 02=General (under honorable conditions), 03=Under other than honorable conditions, 04=Entry level separation
61	411	Military Service	Military Service Serial Number		3			VARCHAR(35)	Serial number assigned by the military to identify a service member.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
62	413	Military Service	Military Service Start Date		3			DATE	Start date of service in a non-war campaign or expedition for periods after 4/28/52.	
63	412	Military Service	Military Service End Date		3			DATE	End date of service in a non-war campaign or expedition for periods after 4/28/52.	
64	401	Military Service	Military Branch Type Code		3			VARCHAR(4)	Code for the military service branch in which a person has been employed.	01=Army, 02=Navy, 03=Marine Corps, 04=Air Force, 05=Coast Guard
65	407	Military Service	Military Discharge Type Code		3			VARCHAR(4)	Type of employee's discharge from military service.	01=Separation, 02=Voluntary Separation, 03=Involuntary Separation, 04=Discharge, 05=Retirement, 06=Disability Separation, 07=Disability Retirement
66	1017	Employee Retirement Standing	Creditable Military Service Years	Dup	1	Y		NUMBER(4)	Number of year(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	
67	95	Employee Retirement Standing	Creditable Military Service Months	Dup	1	Y		NUMBER(4)	Number of month(s) of military service in addition to the Creditable Military Service Years that are creditable for Annual Leave (AL) accrual purposes.	Valid values include 00 through 11; increment Creditable Military Service Years field as needed.
68	1018	Employee Retirement Standing	Creditable Military Service Days		3			NUMBER(4)	Number of days of military service in addition to the Creditable Military Service Years and Months that are creditable for Annual Leave (AL) accrual purposes.	Valid values include 00 through 30; increment Creditable Military Service Months field as needed.
69	559	Performance Appraisal	Rating of Record Level Code	Dup	1	Y		VARCHAR(4)	Summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 and 5 CFR 430.303 for the definition of rating of record.	See Appendix A, Rating of Record Level Code.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
70	561	Performance Appraisal	Rating of Record Pattern Code	Dup	1	Y		VARCHAR(4)	Specific summary levels which can be assigned to a rating of record under an appraisal program. The patterns of summary levels which shall be used are defined in 5 CFR 430.208(d), and in 5 CFR 430.304(g)).	See Appendix A, Rating of Record Pattern Code.
71	565	Performance Appraisal	Rating Record Period Start Date		2			DATE	Start date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	
72	563	Performance Appraisal	Rating Record Period End Date	Dup	1	Y		DATE	Ending date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	
73	682	Employee Tenure	Tenure Code	Dup	1	Y		VARCHAR(4)	Code indicating, for purposes of reduction in force, the retention group in which the employee is placed based on the employee's type of appointment.	See Appendix A, Tenure Code.
74	79	Employee Tenure	Career Tenure Authority Code		2			VARCHAR(3)	Code for the appointment authority for the period of service that allowed the employee to gain career tenure.	Valid Legal Authority Code. See The Guide to Personnel Data Standards.
75	184	FEGLI Election	Federal Employees' Group Life Insurance FEGLI Code	Dup	1	Y		VARCHAR(4)	Code indicating an employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) program.	See FEDERAL EMPLOYEES' GROUP LIFE INSURANCE in The Guide to Personnel Data Standards.
76	212	FEGLI Election Life Change Event	Federal Employees' Group Life Insurance FEGLI Life Change Code		3			VARCHAR(4)	Code for the event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.	See Appendix A, FEGLI Life Change Code.
77	165	FEGLI Election Life Change Event	Federal Employees' Group Life Insurance FEGLI Life Event Date		3			DATE	Date on which the employee had a life event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
78	162	FEGLI Election	Federal Employees' Group Life Insurance FEGLI Election Effective Date		3			DATE	Date on which the Federal Employees' Group Life Insurance (FEGLI) coverage is effective.	
79	257	FEHB Election	Federal Employees Health Benefits FEHB Plan Code	Dup	1	Y		VARCHAR(10)	Enrollment code of the Federal Employees Health Benefit (FEHB) in which the employee is currently enrolled. The first two digits of the code indicate the health plan name. The last digit indicates the plan type, either individual or family plan.	See HEALTH PLAN in The Guide to Personnel Data Standards.
80	252	FEHB Election Life Change Event	FEHB Event Code		3			VARCHAR(4)	Code for the event permitting the Federal Employees Health Benefits (FEHB) change for the employee.	See the Federal Employees Health Benefits Handbook
81	688	Thrift Savings Plan Election	Thrift Savings Plan TSP Eligibility Date		3			DATE	Date on which the FERS employee is eligible for matching contributions and the additional 1% from the agency in the Thrift Savings Plan (TSP).	
82	685	Thrift Savings Plan Election	Thrift Savings Plan TSP Effective Date		3			DATE	Date that the changes to Thrift Savings Plan (TSP) enrollment become effective.	
83	687	Thrift Savings Plan Election	Thrift Savings Plan TSP Election Contribution Percent		3			DECIMAL(6,2)	Percentage of pay that the employee elects to have deducted per pay period for the Thrift Savings Plan (TSP).	
84	1021	Thrift Savings Plan Election	Thrift Savings Plan TSP Election Contribution Amount		3			DECIMAL(9,2)	Dollar amount per pay period that the employee elects to have deducted for the Thrift Savings Plan (TSP).	
85	265	FERS Election	Federal Employees Retirement System FERS Coverage Code	Dup	1	Y		VARCHAR(4)	Code indicating how an employee came to be covered under the Federal Employees Retirement System (FERS).	A=Automatically covered by FERS, E=Elected coverage under FERS

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
86	270	FERS Election	Federal Employees Retirement System FERS Election Date		3			DATE	Date on which an employee who is not automatically covered by FERS chooses to elect FERS coverage. This data element only applies to employees who are not automatically covered by FERS but is eligible to elect FERS under certain circumstances. This data element is related to the FERS Election Indicator data element.	
87	276	FERS Election	Federal Employees Retirement System FERS Election Indicator		3			VARCHAR(2)	Indicates employee's election or non-election of Federal Employees' Retirement System (FERS) coverage. This data element only applies to employees who are not automatically covered by FERS but is eligible to elect FERS coverage under certain circumstances.	Y=Yes, N=No, NA=Non Applicable
88	581	Retained Position	Retained Grade, Level, Class, Rank, or Pay Band Code	Dup	1	Y		VARCHAR(4)	Grade an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force (RIF), a reclassification, or a management decision.	See The Guide to Personnel Data Standards.
89	582	Retained Position	Retained Pay Plan Code	Dup	1	Y		VARCHAR(4)	Pay plan an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force (RIF), a reclassification, or a management decision.	See The Guide to Personnel Data Standards.
90	583	Retained Position	Retained Step or Rate Type Code	Dup	1	Y		VARCHAR(4)	Step or rate of a specific salary within a grade, level, class, rate, or pay band.	See The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
91	63	Benefits Continuation FEGLI Election	Benefits Continuation Federal Employees Group Life Insurance FEGLI Indicator		4			VARCHAR(2)	Indicates if an employee elects or declines continued maintenance of life insurance coverage during non-Federal or Intergovernmental Personnel Act (IPA) service.	Y=Yes, N=No, NA=Non Applicable
92	60	Benefits Continuation FEGLI Election	Benefits Continuation Employees Group Life Insurance FEGLI Election Date		4			DATE	Date on which the employee elected or declined continuing benefits during non-Federal service.	
93	61	Benefits Continuation FEGLI Election	Benefits Continuation Employees Group Life Insurance FEGLI Election Notification Date		4			DATE	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	
94	64	Benefits Continuation FEHB Election	Benefits Continuation Federal Employee Health Benefits FEHB Indicator		4			VARCHAR(2)	Indicates if an employee elects or declines continued maintenance of benefits during non-Federal service.	Y=Yes, N=No, NA=Non Applicable
95	60	Benefits Continuation FEHB Election	Benefits Continuation Federal Employee Health Benefits FEHB Election Date		4			DATE	Date on which the employee elected or declined continuing benefits during non-Federal service.	
96	61	Benefits Continuation FEHB Election	Benefits Continuation Federal Employee Health Benefits FEHB Election Notification Date		4			DATE	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	
97	65	Benefits Continuation Retirement Election	Benefits Continuation Retirement Indicator		4			VARCHAR(2)	Indicates if an employee elects or declines continued maintenance of retirement coverage during non-Federal service.	Y=Yes, N=No, NA=Non Applicable
98	60	Benefits Continuation Retirement Election	Benefits Continuation Retirement Election Date		4			DATE	Date on which the employee elected or declined continuing benefits during non-Federal service.	
99	61	Benefits Continuation Retirement Election	Benefits Continuation Retirement Election Notification Date		4			DATE	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
100	67	FEHB Benefits Continuation Insufficient Pay	Benefits Continuation Termination Insufficient Pay Election Date		4			DATE	Date on which the employee elected to continue or terminate Federal Employees Health Benefits (FEHB) during a period of non- or insufficient pay.	
101	70	FEHB Benefits Continuation Insufficient Pay	Benefits Continuation Termination Insufficient Pay Notification Date		4			DATE	Date on which the employee was notified of his/her right to continue or terminate benefits during a period of non- or insufficient pay.	
102	72	FEHB Benefits Continuation Insufficient Pay	Benefits Continuation Termination Insufficient Pay Payment Type Code		4			VARCHAR(4)	Indicates how an employee will pay for the continued benefits during the time of insufficient or non-pay.	01=Upon return (incur debt), 02=Monthly payments, 03=Bi-weekly payments
103	604	Retirement Service Computation Date	Retirement Service Computation Date		1	Y		DATE	Retirement Service computation date (SCD) of an employee.	
104	604	RIF Service Computation Date	RIF Service Computation Date		1	Y		DATE	Reduction in Force (RIF) Service computation date (SCD) of an employee.	
105	604	SES Service Computation Date	SES Service Computation Date		3			DATE	Senior Executive Service (SES) Service computation date (SCD) of an employee.	
106	604	Special Retirement Service Computation Date	Special Retirement Service Computation Date		3			DATE	Special Retirement Service computation date (SCD) of an employee.	
107	604	Leave Service Computation Date	Leave Service Computation Date	Dup	1	Y		DATE	Leave Service computation date (SCD) of an employee.	
108	604	Thrift Savings Plan Service Computation Date	Thrift Savings Plan Service Computation Date		2			DATE	Thrift Savings Plan (TSP) Service computation date (SCD) of an employee.	
109	319	Intergovernmental Personnel Act	Intergovernmental Personnel Act IPA Entitlements Benefits Notification Text		3			VARCHAR(255)	Text of notification of the employee's entitlements/benefits to which the employee has consented for an Intergovernmental Personnel Act assignment (IPA).	
110	592	Employee Retirement Standing	Retirement System Type Code	Dup	1	Y		VARCHAR(4)	Code indicating the civilian retirement system(s) to which deductions from an employee's pay are credited.	See RETIREMENT PLAN in The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
111	112	Employee Retirement Standing	Disability Retirement Notification Date		3			DATE	Date on which the Office of Personnel Management (OPM) notified the agency of disability retirement approval/denial.	
112	1019	Employee Retirement Standing	Frozen Service Years	Dup	1	Y		NUMBER(4)	Number of years of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a Federal Employees Retirement System (FERS) employee (Retirement Plan K, L, M and N) or, in the case of a CSRS Offset employee.	
113	293	Employee Retirement Standing	Frozen Service Months	Dup	1	Y		NUMBER(4)	Number of months of civilian and military service in addition to the Frozen Service Year Count that is creditable in a Civil Service Retirement System (CSRS) component of a Federal Employees Retirement System (FERS) employee (Retirement Plan K, L, M and N) or, in the case of a CSRS Offset employee.	Valid values include 00 through 11; increment Frozen Service Years field as needed.
114	1020	Employee Retirement Standing	Frozen Service Days		3			NUMBER(4)	Number of days of civilian and military service in addition to the Frozen Service Year Count and Month Count that is creditable in a Civil Service Retirement System (CSRS) component of a Federal Employees Retirement System (FERS) employee (Retirement Plan K, L, M and N) or, in the case of a CSRS Offset employee.	Valid values include 00 through 30; increment Frozen Service Months field as needed.
115	956	Employee Position Assignment	Current Appointment Authority Code 1	Dup	1	Y		VARCHAR(3)	Legal authority code that authorizes the current appointment.	See The Guide to Personnel Data Standards.
116	957	Employee Position Assignment	Current Appointment Authority Code 2	Dup	1	Y		VARCHAR(3)	Legal authority code that authorizes the current appointment.	See The Guide to Personnel Data Standards.
117	532	Work Address	Work Address Line 1		3			VARCHAR(35)	The first line of an employee's work address.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
118	533	Work Address	Work Address Line 2		3			VARCHAR(35)	The second line of an employee's work address.	
119	534	Work Address	Work Address Line 3		3			VARCHAR(35)	The third line of an employee's work address.	
120	535	Work Address	Work Address Line 4		3			VARCHAR(35)	The fourth line of an employee's work address.	
121	415	Work Address	Work City		3			VARCHAR(35)	The city of an employee's work address.	
122	414	Work Address	Work Geographic Locator Code		3			VARCHAR(9)	Geographic Locator Code for an employee's work address.	GSA Geographic Locator Codes
123	668	Work Address	Work State Code		3			VARCHAR(2)	State Codes for the States, the District of Columbia, Outlying Areas of the United States, the Freely Associated States, Trust Territory and Military States as defined by the United States Postal Service for an employee's work address.	See Appendix A, State Code. For addresses in the United States, the District of Columbia, Outlying Areas of the United States, the Freely Associated States, Trust Territory and Military States, specify only the State Code and leave the Country Code blank. For international addresses, you must use the Country Code and designate the Region, province, or other first administrative district or division of that country in the Region Text. Leave the State Code blank.
124	538	Work Address	Work Postal Code		3			VARCHAR(35)	Postal code for the employee's work address to include foreign addresses.	
125	575	Work Address	Work Region		3			VARCHAR(35)	Region, province, or other first administrative district or division of a country other than the U.S. for the employee's work address.	
126	1004	Work Address	Work Country Code		3			VARCHAR(4)	International Country Codes as defined by the United States Postal Service for an employee's work address.	See Appendix A, Postal Country Code.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
127	127	Employee Work Email	Employee Work Email		3			VARCHAR(60)	Employee's work email address.	
128	679	Work Phone	Work Phone Number		3			VARCHAR(35)	Employee's work phone number.	
129	679	Home Phone	Home Phone Number		3			VARCHAR(35)	Employee's home phone number.	
130	679	Cell Phone	Cell Phone Number		3			VARCHAR(35)	Employee's cell phone number.	
131	430	Emergency Contact	Emergency Contact Family Name 1		3			VARCHAR(35)	Non-chosen/inherited/married name of employee's emergency contact.	
132	431	Emergency Contact	Emergency Contact Given Name 1		3			VARCHAR(35)	Given/chosen/often first name of employee's emergency contact.	
133	432	Emergency Contact	Emergency Contact Middle Name 1		3			VARCHAR(35)	Middle name or initial of employee's emergency contact.	
134	433	Emergency Contact	Emergency Contact Name Suffix 1		3			VARCHAR(4)	The suffix to a full name of an employee's emergency contact.	
135	800	Emergency Contact	Emergency Contact Information Update Date 1		3			DATE	Date the employee's emergency contact information was updated by the employee.	
136	679	Emergency Contact Phone Number	Emergency Contact Phone Number 1		3			VARCHAR(35)	Phone number of an employee's emergency contact.	
137	430	Emergency Contact	Emergency Contact Family Name 2		3			VARCHAR(35)	Non-chosen/inherited/married name of employee's emergency contact.	
138	431	Emergency Contact	Emergency Contact Given Name 2		3			VARCHAR(35)	Given/chosen/often first name of employee's emergency contact.	
139	432	Emergency Contact	Emergency Contact Middle Name 2		3			VARCHAR(35)	Middle name or initial of employee's emergency contact.	
140	433	Emergency Contact	Emergency Contact Name Suffix 2		3			VARCHAR(4)	The suffix to a full name of an employee's emergency contact.	
141	800	Emergency Contact	Emergency Contact Information Update Date 2		3			DATE	Date the employee's emergency contact information was updated by the employee.	
142	679	Emergency Contact Phone Number	Emergency Contact Phone Number 2		3			VARCHAR(35)	Phone number of an employee's emergency contact.	
143	335	Language Proficiency	Language Code 1		3			VARCHAR(4)	Code representing the language in which the individual has some speaking, listening, reading or writing proficiency.	See LANGUAGE IDENTIFICATION in The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
144	337	Language Proficiency	Language Proficiency Type Code 1		3			VARCHAR(4)	Code describing the type of proficiency for a given determination of employee language proficiency.	01=Speaking,02=Listening,03=Reading,04=Writing
145	338	Language Proficiency	Language Proficiency Level Code 1		3			VARCHAR(4)	Code representing the assessed proficiency level of the employee in understanding a given language.	See Appendix A, Language Proficiency Level Code.
146	335	Language Proficiency	Language Code 2		3			VARCHAR(4)	Code representing the language in which the individual has some speaking, listening, reading or writing proficiency.	See LANGUAGE IDENTIFICATION in The Guide to Personnel Data Standards.
147	337	Language Proficiency	Language Proficiency Type Code 2		3			VARCHAR(4)	Code describing the type of proficiency for a given determination of employee language proficiency.	01=Speaking,02=Listening,03=Reading,04=Writing
148	338	Language Proficiency	Language Proficiency Level Code 2		3			VARCHAR(4)	Code representing the assessed proficiency level of the employee in understanding a given language.	See Appendix A, Language Proficiency Level Code.
149	335	Language Proficiency	Language Code 3		3			VARCHAR(4)	Code representing the language in which the individual has some speaking, listening, reading or writing proficiency.	See LANGUAGE IDENTIFICATION in The Guide to Personnel Data Standards.
150	337	Language Proficiency	Language Proficiency Type Code 3		3			VARCHAR(4)	Code describing the type of proficiency for a given determination of employee language proficiency.	01=Speaking,02=Listening,03=Reading,04=Writing
151	338	Language Proficiency	Language Proficiency Level Code 3		3			VARCHAR(4)	Code representing the assessed proficiency level of the employee in understanding a given language.	See Appendix A, Language Proficiency Level Code.
152	335	Language Proficiency	Language Code 4		3			VARCHAR(4)	Code representing the language in which the individual has some speaking, listening, reading or writing proficiency.	See LANGUAGE IDENTIFICATION in The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
153	337	Language Proficiency	Language Proficiency Type Code 4		3			VARCHAR(4)	Code describing the type of proficiency for a given determination of employee language proficiency.	01=Speaking,02=Listening,03=Reading,04=Writing
154	338	Language Proficiency	Language Proficiency Level Code 4		3			VARCHAR(4)	Code representing the assessed proficiency level of the employee in understanding a given language.	See Appendix A, Language Proficiency Level Code.
155	335	Language Proficiency	Language Code 5		3			VARCHAR(4)	Code representing the language in which the individual has some speaking, listening, reading or writing proficiency.	See LANGUAGE IDENTIFICATION in The Guide to Personnel Data Standards.
156	337	Language Proficiency	Language Proficiency Type Code 5		3			VARCHAR(4)	Code describing the type of proficiency for a given determination of employee language proficiency.	01=Speaking,02=Listening,03=Reading,04=Writing
157	338	Language Proficiency	Language Proficiency Level Code 5		3			VARCHAR(4)	Code representing the assessed proficiency level of the employee in understanding a given language.	See Appendix A, Language Proficiency Level Code.
158	335	Language Proficiency	Language Code 6		3			VARCHAR(4)	Code representing the language in which the individual has some speaking, listening, reading or writing proficiency.	See LANGUAGE IDENTIFICATION in The Guide to Personnel Data Standards.
159	337	Language Proficiency	Language Proficiency Type Code 6		3			VARCHAR(4)	Code describing the type of proficiency for a given determination of employee language proficiency.	01=Speaking,02=Listening,03=Reading,04=Writing
160	338	Language Proficiency	Language Proficiency Level Code 6		3			VARCHAR(4)	Code representing the assessed proficiency level of the employee in understanding a given language.	See Appendix A, Language Proficiency Level Code.
161	335	Language Proficiency	Language Code 7		3			VARCHAR(4)	Code representing the language in which the individual has some speaking, listening, reading or writing proficiency.	See LANGUAGE IDENTIFICATION in The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
162	337	Language Proficiency	Language Proficiency Type Code 7		3			VARCHAR(4)	Code describing the type of proficiency for a given determination of employee language proficiency.	01=Speaking,02=Listening,03=Reading,04=Writing
163	338	Language Proficiency	Language Proficiency Level Code 7		3			VARCHAR(4)	Code representing the assessed proficiency level of the employee in understanding a given language.	See Appendix A, Language Proficiency Level Code.
164	335	Language Proficiency	Language Code 8		3			VARCHAR(4)	Code representing the language in which the individual has some speaking, listening, reading or writing proficiency.	See LANGUAGE IDENTIFICATION in The Guide to Personnel Data Standards.
165	337	Language Proficiency	Language Proficiency Type Code 8		3			VARCHAR(4)	Code describing the type of proficiency for a given determination of employee language proficiency.	01=Speaking,02=Listening,03=Reading,04=Writing
166	338	Language Proficiency	Language Proficiency Level Code 8		3			VARCHAR(4)	Code representing the assessed proficiency level of the employee in understanding a given language.	See Appendix A, Language Proficiency Level Code.
167	1071	Employee	Ethnicity and Race Identification Code		1	Y		VARCHAR(6)	Bitmapped code field consisting of one ethnicity indicator and five race indicators. Each position of the code is an indicator of "0" (false) or "1" (true).	See Appendix A, Ethnicity and Race Indicator Code. Only populated for employees starting on or after January 1, 2006 or existing employees who have been resurveyed.
168		FEHB Election	Federal Employees Health Benefits FEHB Election Effective Date		3			DATE	Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective.	
169	37	Employee Position Assignment	Appointment Not to Exceed NTE Date		2			DATE	End date of the employee's temporary not-to-exceed appointment.	

2.8.2   Dynamics Record

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
1	652	Employee ID	Social Security Number	Y / Dup	1	Y	Y	VARCHAR(35)	Person's social security number.	
2	74	Employee ID	Birth Date	Y / Dup	1	Y	Y	DATE	Date on which the person is born.	Used in combination with SSN to uniquely identify an employee.
3	999	Employee ID	EHRI Employee ID		4		Y	NUMBER(20)	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	This field is currently assigned and stored within EHRI and should be left blank by providers.
4	17	Employee ID	Agency Subelement Code	Y / Dup	1	Y	Y	VARCHAR(4)	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed.	See The Guide to Personnel Data Standards.
5	513	Personnel Action	Personnel Action Effective Date	Y / Dup	1	Y	Y	DATE	Date on which personnel action is effective.	
6	436	Personnel Action	Nature of Action Code 1	Y / Dup	1	Y	Y	VARCHAR(4)	Code that defines a type of personnel action (values: NOA codes 0 through 899, exclude NOA codes 900 and higher (agency-specific codes).	See The Guide to Personnel Data Standards.
7	381	Personnel Action	Legal Authority Code 1	Dup	1	Y	Y	VARCHAR(3)	Legal authority code for a nature of action, the law, executive order, rule, regulation, etc. that authorizes the appointing officer to make the personnel action.	See The Guide to Personnel Data Standards.
8	381	Personnel Action	Legal Authority Code 2	Dup	1	Y	Y	VARCHAR(3)	Legal authority code for a nature of action, the law, executive order, rule, regulation, etc. that, in addition to "Primary NOA Legal Authority Code 1", authorizes the appointing officer to make the personnel action.	See The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
9	436	Personnel Action	Nature of Action Code 2	Dup	1	Y	Y	VARCHAR(4)	Code that defines a type of personnel action (values: NOA codes 0 through 899, exclude NOA codes 900 and higher (agency-specific codes).	See The Guide to Personnel Data Standards.
10	1016	Personnel Action	Nature of Action Being Corrected		1	Y	Y	VARCHAR(4)	The nature of action code previously submitted to the EHRI that is being corrected.	See The Guide to Personnel Data Standards.
11	1009	Personnel Action	Effective Date of Personnel Action Being Corrected		1	Y	Y	DATE	Date on which the corrected personnel action is effective.	
12	956	Personnel Action	Current Appointment Authority Code 1		1	Y		VARCHAR(3)	The law, executive order, rule, regulation, or other basis that authorizes an employee's most recent conversion or accession action.	See The Guide to Personnel Data Standards.
13	957	Personnel Action	Current Appointment Authority Code 2		1	Y		VARCHAR(3)	The law, executive order, rule, regulation, or other basis that, in addition to Current Appointment Authority (1), authorizes an employee's most recent conversion or accession action.	See The Guide to Personnel Data Standards.
14	37	Personnel Action	Appointment Not to Exceed NTE Date		2			DATE	End date of the employee's temporary not-to-exceed appointment.	
15	516	Personnel Action	Personnel Office Identifier Code		1	Y	Y	VARCHAR(4)	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for serviced employees.	See The Guide to Personnel Data Standards.
16	480	Personnel Action	Organizational Component Code		1	Y	Y	VARCHAR(18)	Lowest administrative subdivision of an agency to which an employee is assigned in their new position.	See The Guide to Personnel Data Standards.
17	776	Personnel Action	Gender Code		1	Y	Y	VARCHAR(4)	An employee's sex.	M=Male, F=Female

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
18	556	Personnel Action	Race and National Origin Code		1	Y		VARCHAR(4)	Code for employee's race and national origin.	See Appendix A, Race and National Origin Code.
19	110	Personnel Action	Disability Code		1	Y		VARCHAR(4)	Physical or mental impairment which substantially limits one or more major life activities, the record of such impairment, or the perception of such impairment by others.	See The Guide to Personnel Data Standards.
20	1015	Personnel Action	Social Security Number Being Corrected		1	Y	Y	VARCHAR(35)	The social security number associated with the nature of action previously submitted to EHRI that is being corrected.	
21	759	Personnel Action	Veterans Preference Code		1	Y	Y	VARCHAR(4)	Category of entitlement to preference at the time of appointment in the Federal service based on active military service that terminated honorably.	See Appendix A, Veterans Preference Code.
22	682	Personnel Action	Tenure Code		1	Y	Y	VARCHAR(4)	Code indicating, for purposes of reduction in force, the retention group in which the employee is placed based on the employee's type of appointment.	See Appendix A, Tenure Code.
23	1022	Personnel Action	Agency Use Code Field		2			VARCHAR(10)	Agency specific code data.	
24	1023	Personnel Action	Agency Use Text Field		2			VARCHAR(35)	Agency specific text description related to Agency Used Code Field.	
25	1024	Personnel Action	Veterans Preference for RIF Indicator		1		Y	VARCHAR(2)	Indicates whether employee has preference for reduction in force purposes.	Y=Yes, N=No, NA=Non Applicable
26	184	Personnel Action	Federal Employees' Group Life Insurance FEGLI Code		1		Y	VARCHAR(4)	Code indicating an employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) program.	See FEDERAL EMPLOYEES' GROUP LIFE INSURANCE in The Guide to Personnel Data Standards.
27	29	Personnel Action	Annuitant Code		1	Y	Y	VARCHAR(4)	Indicates the status of an annuitant appointed to a position in the Federal civilian service.	See The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
28	592	Personnel Action	Retirement System Type Code		1	Y	Y	VARCHAR(4)	Code indicating the civilian retirement system(s) to which deductions from an employee's pay are credited.	See RETIREMENT PLAN in The Guide to Personnel Data Standards.
29	604	Personnel Action	Leave Service Computation Date		1	Y		DATE	Leave service computation date (SCD) of an employee.	
30	604	Personnel Action	Retirement Service Computation Date		1	Y		DATE	Retirement service computation date (SCD) of an employee.	
31	604	Personnel Action	RIF Service Computation Date		1	Y		DATE	Reduction in Force (RIF) service computation date (SCD) of an employee.	
32	604	Personnel Action	SES Service Computation Date		3			DATE	Senior Executive Service (SES) Service computation date (SCD) of an employee.	
33	604	Personnel Action	Special Retirement Service Computation Date		3			DATE	Special Retirement Service computation date (SCD) of an employee.	
34	604	Personnel Action	Thrift Savings Plan Service Computation Date		2			DATE	Thrift Savings Plan (TSP) Service computation date (SCD) of an employee.	
35	521	Personnel Action	Position Occupied Code		1	Y	Y	VARCHAR(4)	Code of the position in the Competitive Service, Excepted Service or the Senior Executive Service.	See Appendix A, Position Occupied Code.
36	286	Personnel Action	FLSA Category Code		1		Y	VARCHAR(4)	Code representing whether the employee's position is in the exempt or nonexempt category for Fair Labor Standards Act.	E=Exempt, N=Nonexempt
37	38	Personnel Action	Appropriation Code		2			VARCHAR(35)	Appropriation code associated with a position.	Valid values are agency specific.
38	50	Personnel Action	Bargaining Unit Code		1	Y		VARCHAR(4)	Code which indicates whether the employee is eligible for coverage by a bargaining unit and, if covered, the specific bargaining unit.	See The Guide to Personnel Data Standards.
39	676	Personnel Action	Supervisory Type Code		1	Y		VARCHAR(4)	Nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position.	See Appendix A, Supervisory Type Code.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
40	1017	Personnel Action	Creditable Military Service Years		1	Y		NUMBER(4)	Number of year(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	
41	95	Personnel Action	Creditable Military Service Months		1	Y		NUMBER(4)	Number of month(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	Valid values include 00 through 11; increment Creditable Military Service Years field as needed.
42	1018	Personnel Action	Creditable Military Service Days		3			NUMBER(4)	Number of days of military service in addition to the Creditable Military Service Years and Months that are creditable for Annual Leave (AL) accrual purposes.	Valid values include 00 through 30; increment Creditable Military Service Months field as needed.
43	1019	Personnel Action	Frozen Service Years		1	Y		NUMBER(4)	Number of years of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a Federal Employees Retirement System (FERS) employee (Retirement Plan K, L, M and N) or, in the case of a CSRS Offset employee.	
44	293	Personnel Action	Frozen Service Months		1	Y		NUMBER(4)	Total number of months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a Federal Employees Retirement System (FERS) employee (Retirement Plan K, L, M and N) or in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Valid values include 00 through 11; increment Frozen Service Years field as needed.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
45	1020	Personnel Action	Frozen Service Days		3			NUMBER(4)	Number of days of civilian and military service in addition to the Frozen Service Year Count and Month Count that is creditable in a Civil Service Retirement System (CSRS) component of a Federal Employees Retirement System (FERS) employee (Retirement Plan K, L, M and N) or, in the case of a CSRS Offset employee.	Valid values include 00 through 30; increment Frozen Service Years field as needed.
46	591	Personnel Action	Retirement Previous Coverage Indicator		1	Y	Y	VARCHAR(2)	Indicates if an employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees' Retirement System.	Y=Yes, N=No; NOTE: Valid values differ from CPDF requirements.
47	765	Personnel Action	Veterans Status Code		1	Y		VARCHAR(4)	Indicates that an employee is a veteran as defined by 38 U.S.C. 101 (I.e. a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable).	See Appendix A, Veterans Status Code.
48	117	Personnel Action	Education Level Code		1	Y		VARCHAR(4)	Code for the extent of an employee's educational attainment from an accredited institution.	See Appendix A, Education Level Code.
49	311	Personnel Action	Instructional Program Code		1	Y		VARCHAR(6)	Code for the employee's major field of study.	See The Guide to Personnel Data Standards.
50	101	Personnel Action	Degree Year		1	Y		NUMBER(4)	Year the employee received the educational degree.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
51	559	Personnel Action Performance Appraisal	Rating of Record Level Code		1	Y		VARCHAR(4)	Summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 and 5 CFR 430.303 for the definition of rating of record.	See Appendix A, Rating of Record Level Code.
52	561	Personnel Action Performance Appraisal	Rating of Record Pattern Code		1	Y		VARCHAR(4)	Specific summary levels which can be assigned to a rating of record under an appraisal program. The patterns of summary levels which shall be used are defined in 5 CFR 430.208(d), and in 5 CFR 430.304(g)).	See Appendix A, Rating of Record Pattern Code.
53	565	Personnel Action Performance Appraisal	Rating of Record Period Start Date		2			DATE	Start date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	
54	563	Personnel Action Performance Appraisal	Rating of Record Period End Date		1	Y		DATE	Ending date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	
55	1011	Personnel Action Modification Action	Prior Family Name		1			VARCHAR(35)	Employee's Prior Family Name value.	
56	1012	Personnel Action Modification Action	Prior Given Name		1			VARCHAR(35)	Employee's Prior Given Name value.	
57	1013	Personnel Action Modification Action	Prior Middle Name		1			VARCHAR(35)	Employee's Prior Middle Name value.	
58	1014	Personnel Action Modification Action	Prior Name Suffix		1			VARCHAR(4)	Employee's Prior Name Suffix value.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
59	1027	Personnel Action Modification Action	Prior Position Title		1			VARCHAR(60)	Title of the employee's prior position as it is reflected on his/her position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the title of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	
60	1029	Personnel Action Modification Action	Prior Position Number		1			VARCHAR(35)	Alpha-numeric code associated with the employee's prior position title as shown on the employee's prior position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	
61	1026	Personnel Action Modification Action	Prior Position Organization		1			VARCHAR(500)	The lowest subdivision of an organization to which an employee is assigned as indicated on his/her prior position description.	
62	971	Personnel Action Modification Action	Prior Pay Plan Code		1	Y		VARCHAR(4)	Particular table or array of pay rates prescribed by law or other authoritative source that establishes the prior basic pay rates for certain employees.	See The Guide to Personnel Data Standards.
63	969	Personnel Action Modification Action	Prior Occupational Series Type Code		1	Y		VARCHAR(4)	Identifies the occupational series of the prior position to which the employee is/was assigned.	See OCCUPATION in The Guide to Personnel Data Standards.
64	965	Personnel Action Modification Action	Prior Grade, Level, Class, Rank, or Pay Band Code		1	Y		VARCHAR(4)	Code indicating hierarchical relationships among positions covered by the same pay plan or system as it applies to the employee's prior position.	See The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
65	973	Personnel Action Modification Action	Prior Step or Rate Type Code		1	Y		VARCHAR(4)	The code representing a specific salary within a grade, level, class, rate, or pay band as it applies to the employee's prior position.	See The Guide to Personnel Data Standards.
66	970	Personnel Action Modification Action	Prior Pay Basis Type Code		1	Y		VARCHAR(4)	Principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee in their prior position.	See Appendix A, Pay Basis Type Code.
67	1010	Personnel Action Modification Action	Prior Total Salary Rate		1			DECIMAL(9,2)	Sum of all prior fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes prior adjusted basic pay (sum of prior basic pay + any applicable prior basic pay supplement) and any prior fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes prior standby duty premium pay, prior administratively uncontrollable overtime pay, prior law enforcement availability pay, and prior regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same prior pay basis as used for prior basic pay rate. NOTE: Prior Total Salary Rate is not limited to retirement-creditable basic pay.	Previously named "Prior Total Pay Rate"

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
68	963	Personnel Action Modification Action	Prior Basic Pay Rate		1	Y		DECIMAL(9,2)	Prior basic or prior base pay rate based upon an employee's prior pay plan, prior grade/level, prior step/rate, and prior occupational series, before adding any prior additional supplement. For GS employees, enter a GS base rate, a law enforcement officer special base rate, or a retained rate; do not include prior locality pay or prior special rate supplement. Express rate consistent with the applicable prior pay basis (e.g., annual rate for GS employees, hourly rate for Federal Wage System employees).	Previously named "Prior Basic Pay"
69	962	Personnel Action Modification Action	Prior Adjusted Basic Pay Rate		1			DECIMAL(9,2)	The sum of an employee's prior rate of basic pay and any prior basic pay supplement (standard OR special), after applying any applicable pay cap. A prior basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	Previously named "Prior Adjusted Basic Pay Amount"

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
70	967	Personnel Action Modification Action	Prior Standard Basic Pay Supplement		1	Y		DECIMAL(9,2)	Amount of prior standard basic pay supplement that is designed to be the sole or primary prior basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as prior basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS prior locality pay, prior title 38 market pay, or similar prior supplements. Excludes prior GS special rate supplement and similar prior secondary supplements. Express amount using same prior pay basis as used for prior basic pay rate.	Previously named "Prior Locality Pay Amount"
71	974	Personnel Action Modification Action	Prior Work Schedule Code		1	Y		VARCHAR(4)	Code for the time basis on which an employee is scheduled to work for the employee's prior position	See Appendix A, Work Schedule Code.
72	972	Personnel Action Modification Action	Prior Pay Rate Determinant Type Code		1	Y		VARCHAR(4)	Pay rate determinant code for the employee's prior position which designates special factors that help determine an employee's rate of basic pay or adjusted basic pay; e.g., indicates if employee is receiving a rate of pay other than the regular rate.	See The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
73	964	Personnel Action Modification Action	Prior Duty Station Code		1	Y		VARCHAR(35)	Code that identifies the state, county, or country and city of the employee's permanent duty station.	DUTY STATION codes and names can be found in the Duty Station File that is electronically issued by the Center for Human Resources Requirements and Strategies, Office of Personnel Management, which is available at Internet address http://www.opm.gov/feddata/guidance.asp. Note that the General Services Administration is responsible for the maintenance of the code set and issuance of city codes. However, to ensure completeness of the DUTY STATION code set, requests for codes for personnel use should be directed to the Center at (202) 606-1162 or email address smgoldst@opm.gov.
74	430	Personnel Action Modification Action	Family Name		1	Y	Y	VARCHAR(35)	Employee Family Name value.	
75	431	Personnel Action Modification Action	Given Name		1	Y	Y	VARCHAR(35)	Employee Given Name value.	
76	432	Personnel Action Modification Action	Middle Name		1	Y	Y	VARCHAR(35)	Employee Middle Name value.	
77	433	Personnel Action Modification Action	Name Suffix		1	Y	Y	VARCHAR(4)	Employee Name Suffix value.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
78	526	Personnel Action Modification Action	Position Title		1	Y	Y	VARCHAR(60)	Title of the employee's new position as it is reflected on his/her position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the title of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	
79	1028	Personnel Action Modification Action	Position Number		1		Y	VARCHAR(35)	Alpha-numeric code associated with the employee's new position title as shown on the employee's position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	
80	1025	Personnel Action Modification Action	Position Organization		1			VARCHAR(500)	The lowest subdivision of an organization to which an employee is assigned as indicated on his/her position description.	
81	502	Personnel Action Modification Action	Pay Plan Code		1	Y	Y	VARCHAR(4)	Particular table or array of pay rates prescribed by law or other authoritative source that establishes the new basic pay rates for certain employees.	See The Guide to Personnel Data Standards.
82	465	Personnel Action Modification Action	Occupational Series Type Code		1	Y	Y	VARCHAR(4)	Identifies the occupational series of the new position(s) to which the employee is/was assigned.	See OCCUPATION in The Guide to Personnel Data Standards.
83	298	Personnel Action Modification Action	Grade, Level, Class, Rank, or Pay Band Code		1	Y	Y	VARCHAR(4)	Code indicating hierarchical relationships among positions covered by the same pay plan or system as it applies to the employee's new position.	See The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
84	670	Personnel Action Modification Action	Step or Rate Type Code		1	Y	Y	VARCHAR(4)	The code representing a specific salary within a grade, level, class, rate, or pay band as it applies to the employee's new position.	See The Guide to Personnel Data Standards.
85	497	Personnel Action Modification Action	Pay Basis Type Code		1	Y	Y	VARCHAR(4)	Principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee in their new position.	See Appendix A, Pay Basis Type Code.
86	961	Personnel Action Modification Action	Total Salary Rate		1			DECIMAL(9,2)	Sum of all fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes adjusted basic pay (sum of basic pay + any applicable basic pay supplement) and any fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes standby duty premium pay, administratively uncontrollable overtime pay, law enforcement availability pay, and regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same pay basis as used for basic pay rate. NOTE: Total Salary Rate is not limited to retirement-creditable basic pay.	Previously named "Total Pay Rate"

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
87	52	Personnel Action Modification Action	Basic Pay Rate		1	Y		DECIMAL(9,2)	Basic or base pay rate based upon an employee's pay plan, grade/level, step/rate, and occupational series, before adding any additional supplement. For GS employees, enter a GS base rate, a law enforcement officer special base rate, or a retained rate; do not include locality pay or special rate supplement. Express rate consistent with the applicable pay basis (e.g., annual rate for GS employees, hourly rate for Federal Wage System employees).	Previously named "Basic Pay Amount"
88	6	Personnel Action Modification Action	Adjusted Basic Pay Rate		1	Y	Y	DECIMAL(9,2)	The sum of an employee's rate of basic pay and any basic pay supplement (standard OR special), after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	Previously named "Adjusted Basic Pay Amount"

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
89	392	Personnel Action Modification Action	Standard Basic Pay Supplement		1	Y		DECIMAL(9,2)	Amount of standard basic pay supplement that is designed to be the sole or primary basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS locality pay, title 38 market pay, or similar supplements. Excludes GS special rate supplement and similar secondary supplements. Express amount using same pay basis as used for basic pay rate.	Previously named "Locality Pay Amount"
90	678	Personnel Action Modification Action	Supervisor Differential Amount		1	Y		DECIMAL(9,2)	Annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.	
91	1007	Personnel Action Modification Action	Retention Allowance Amount		1	Y		DECIMAL(9,2)	Annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.	Effective May 1, 2006 this element is no longer in effect. Analysis of this data will take place against the payroll data.
92	40	Personnel Action Award	Award Dollars		1	Y		DECIMAL(9,2)	The gross dollar amount of an award.	
93	691	Personnel Action Award	Award Hours		1	Y		DECIMAL(9,2)	The number of hours given as a time-off award. Only include if the personnel action is an award action for time off.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
94	976	Personnel Action Award	Award Percent		1	Y		DECIMAL(6,2)	Percent of salary received as an award. Only include if the personnel action is an award action based on a percentage of the employee's salary.	
95	767	Personnel Action Modification Action	Work Schedule Code		1	Y	Y	VARCHAR(4)	Code for the time basis on which an employee is scheduled to work.	See Appendix A, Work Schedule Code.
96		Personnel Action Modification Action	Regular and Recurring Tour of Duty		1		Y	DECIMAL(9,2)	Total hours the employee is scheduled to work during the bi-weekly pay period as part of the regular and recurring tour of duty. Should be populated for all non-intermittent employees. Part time employees will have less than 80 hours, most full time employees will have 80 hours, and some employees may have over 80 hours in this field.	
97	504	Personnel Action Modification Action	Pay Rate Determinant Type Code		1	Y	Y	VARCHAR(4)	Pay rate determinant code which designates special factors that help determine an employee's rate of basic pay or adjusted basic pay; e.g., indicates if employee is receiving a rate of pay other than the regular rate.	See The Guide to Personnel Data Standards.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
98	114	Personnel Action Modification Action	Duty Station Code		1	Y	Y	VARCHAR(35)	Code that identifies the state, county, or country and city of the employee's permanent duty station.	DUTY STATION codes and names can be found in the Duty Station File that is electronically issued by the Center for Human Resources Requirements and Strategies, Office of Personnel Management, which is available at Internet address http://www.opm.gov/feddata/gui dance.asp. Note that the General Services Administration is responsible for the maintenance of the code set and issuance of city codes. However, to ensure completeness of the DUTY STATION code set, requests for codes for personnel use should be directed to the Center at (202) 606-1162 or email address smgoldst@opm.gov.
99	1031	Personnel Action Agency Data	Agency Data 1		2			VARCHAR(60)	Agency specific data field 1.	
100	1032	Personnel Action Agency Data	Agency Data 2		2			VARCHAR(60)	Agency specific data field 2.	
101	1033	Personnel Action Agency Data	Agency Data 3		2			VARCHAR(60)	Agency specific data field 3.	
102	1034	Personnel Action Agency Data	Agency Data 4		2			VARCHAR(60)	Agency specific data field 4.	
103	1035	Personnel Action Agency Data	Agency Data 5		2			VARCHAR(60)	Agency specific data field 5.	
104	510	Personnel Action Authorizer	Personnel Action Approval Date		1			DATE	Date on which the action documented was approved.	
105	430	Personnel Action Authorizer	Personnel Action Authorizer Family Name		2			VARCHAR(35)	The family name of the authorized official approving the personnel action.	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
106	431	Personnel Action Authorizer	Personnel Action Authorizer Given Name		2			VARCHAR(35)	The given name of the authorized official approving the personnel action.	
107	432	Personnel Action Authorizer	Personnel Action Authorizer Middle Name		2			VARCHAR(35)	The middle name of the authorized official approving the personnel action.	
108	433	Personnel Action Authorizer	Personnel Action Authorizer Name Suffix		2			VARCHAR(4)	The name of the authorized official approving the personnel action.	
109	512	Personnel Action Authorizer	Personnel Action Authorizer Title		1			VARCHAR(60)	Title of the individual authorizing the personnel action.	
110	1008	Personnel Action Remark	Remarks Text		1			VARCHAR(2000)	Remarks associated with this personnel action in free text format.	
111	1070	Personnel Action Modification Action	Prior Special Basic Pay Supplement		1			DECIMAL(9,2)	Amount of prior special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a prior secondary supplement. The prior special basic pay supplement applies in lieu of any applicable prior standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as prior basic pay for retirement purposes, excluding any type of prior premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes prior GS special rate supplement or equivalent prior supplement. Express amount using same prior pay basis as used for prior basic pay rate.	Previously named "Prior Special Rate Supplement"

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
112	663	Personnel Action Modification Action	Special Basic Pay Supplement		1			DECIMAL(9,2)	Amount of special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a secondary supplement. The special basic pay supplement applies in lieu of any applicable standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS special rate supplement or equivalent supplement. Express amount using same pay basis as used for basic pay rate.	Previously named "Special Rate Supplement"
113	1071	Employee	Ethnicity and Race Identification Code		1	Y		VARCHAR(6)	Bitmapped code field consisting of one ethnicity indicator and five race indicators. Each position of the code is an indicator of "0" (false) or "1" (true).	See Appendix A, Ethnicity and Race Indicator Code.
114	82	Employee	Citizenship Country Code		1		Y	VARCHAR(4)	International Country Codes as defined by the FIPS 10-4 standards indicating the employee's country of citizenship.	See Appendix A, Citizenship Country Code.
115		Personnel Action	Special Population Code		1		Y	VARCHAR(6)	Code that describes a position an employee holds which has special retirement calculation rules.	See Appendix A, Special Population Code.

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
116		Personnel Action	Appointment Excluded from CSRS indicator		1		Y	VARCHAR(2)	Indicates if an employee's appointment is not covered under the CSRS plan as described by law and regulation. This field will be used for retirement coverage determination. This field will be used in retirement coverage determination.	Y=Yes, N=No Full list of exclusions is captured in the Pension Business Rules Eligibility and Participation Chapter.
117		Personnel Action	Appointment Excluded from FERS indicator		1		Y	VARCHAR(2)	Indicates if an employee's appointment is not covered under the FERS plan as described by law and regulation. This field will be used for retirement coverage determination. This field will be used in retirement coverage determination.	Y=Yes, N=No Full list of exclusions is captured in the Pension Business Rules Eligibility and Participation Chapter.
118		Personnel Action	FICA Coverage Indicator 1		1		Y	VARCHAR(2)	Indicates if an employee is (1) an inmate working in a US penal institution, (2) a student employee as defined in 5 USC 5351(2), or (3) an individual serving on a temporary basis in case of fire, storm, earthquake, flood, or other similar emergency. This field will be used in retirement coverage determination.	Y=Yes, N=No

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
119		Personnel Action	FICA Coverage Indicator 2		1		Y	VARCHAR(2)	Indicates if the employee is returning to duty after a detail to an international organization under 5 USC 3343 or being reemployed after transfer to an international organization under 5 USC 3581 is being restored to duty under the provisions of chapter 43 of title 38, US code, after performing service as a member of a uniformed service is being reemployed after employment by a tribal organization to which section 105(e)(2) of the Indian Self Determination Act applies. This field will be used in retirement coverage determination.	Y=Yes, N=No
120		Personnel Action	Personnel Action Effective Sequence		1		Y	NUMBER(4)	A number indicating the order in which a personnel action was processed on a given date.	The first action of the day should be coded as "1", the second action as "2", and so on. Every record should have a value in this field; if there is only one action per day for an employee, this field should have a "1". Systems with a timestamp to represent the processing sequence must translate this to a sequence number for EHRI.
121		Personnel Action Modification Action	Hypothetical Full-time Regular Tour of Duty for Part-time Employees		1		Y	DECIMAL(9,2)	Number of hours in the hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full-time-usually 80 hours. (This is used in computing retirement benefit for part-time employee. See CSRS and FERS Handbook, section 81A2.2-1-C.1.)	

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
122		Personnel Action Modification Action	FEGLI Assignment Indicator		1		Y	VARCHAR(2)	Indicates whether an employee has completed or has an RI 76-10 Assignment Form on file.	Y=Yes, N=No
123		Personnel Action Modification Action	FEGLI Post-Election Basic Insurance Amount		1		Y	DECIMAL(9,2)	Indicates the FEGLI Post-Election Basic Insurance Amount when an employee has elected partial living benefits. This amount will not change in the future.	Populated when Living Benefits Partial NOA code (806) is provided.
124		Personnel Action Modification Action	Court Orders for FEGLI Purposes Indicator		1		Y	VARCHAR(2)	Indicates whether an employee has a court order for FEGLI purposes per 5 CFR 870.801 on file.	Y=Yes, N=No
125		Personnel Action Modification Action	Designation of FEGLI Beneficiaries Indicator		1		Y	VARCHAR(2)	Indicates whether an employee has a Designation of Beneficiary Form SF2823 on file.	Y=Yes, N=No
126	257	Personnel Action	Federal Employees Health Benefits (FEHB) Plan Code		1		Y	VARCHAR(10)	Enrollment code of the Federal Employees Health Benefit (FEHB) in which the employee is currently enrolled. The first two digits of the code indicate the health plan name. The last digit indicates the plan type, either individual or family plan.	See HEALTH PLAN in The Guide to Personnel Data Standards.
127	252	Personnel Action	Federal Employees Health Benefits (FEHB) Event Code		1		Y	VARCHAR(4)	Code for the event permitting the Federal Employees Health Benefits (FEHB) change for the employee.	See the Federal Employees Health Benefits Handbook
128		Personnel Action	Federal Employees Health Benefits (FEHB) Effective Date		1		Y	DATE	Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective.	Effective date is explicitly required since it may differ from the effective date of the personnel action described in this record.

2.9   Edit Rules for Individual Fields

2.9.1   Record Identifying Fields

Data Type	Edit Rule	Action taken if edit rule fails
VARCHAR(n) – Codes Only	Check if code value is valid	Reject record
NUMBER(n)	Check if value is numeric	Reject record
DECIMAL(n, m)	Check if value is numeric	Reject record
DATE	Check if valid date	Reject record

2.9.2   Non-Record Identifying Fields

Data Type	Edit Rule	Action taken if edit rule fails
VARCHAR(n) – Codes Only	Check if code value is valid	Report error; If code is null, store "No Data Reported"; If code is invalid, store "Invalid Data"
NUMBER(n)	Check if value is numeric	Report error; If value is null or not a number, store zero
DECIMAL(n, m)	Check if value is numeric	Report error; If value is null or not a number, store zero
DATE	Check if valid date	Report error; If date is null, store "No Data Reported"; If date is invalid, store "Invalid Data"

2.10   Relational Edits

Field Names	Edit Rule	Action taken if edit rule fails
EHRI Employee ID, Social Security Number, Birth Date	The employee data matches an existing employee	Create a new employee record

In addition, EHRI will also apply the edit rules specified in the most current CPDF Guide to Edits.