

Instruction Sheet to Payroll Providers For Reporting Federal Workforce Data During a Pandemic Influenza

Instructions for: Federal Employees Status Report – Payroll (**Attachment A**)

Completed by: Payroll Providers – Data required on all customer agencies.

Base-Line Reporting Periods: 14-day biweekly pay period for the previous year

Reporting Periods: Most recent 14-day biweekly pay period

Report due: Payroll providers to provide data to OPM after the end of each pay period.

Definitions:

Top Row:

- **Total # Federal Employees** means the total number of Federal civilian employees employed by the agency on the last day of each reporting period.
- **Total # Hours Paid Leave** means the total number of hours of paid leave used during each reporting period. Paid leave includes annual leave, sick leave, excused absence (i.e., administrative leave), earned compensatory time off, earned compensatory time off for travel, and earned credit hours. Paid leave excludes military leave, home leave, shore leave, military funeral leave, court leave, and bone-marrow/organ donor leave.
- **Total # Hours Unpaid Leave** means the total number of hours of unpaid leave used during each reporting period. Unpaid leave includes leave without pay, leave without pay under the Family and Leave Act, and furlough. Unpaid leave excludes absence without leave (AWOL), suspension, military leave without pay (LWOP-US), and workers' compensation (OWCP) leave without pay.

Left Column:

- **Outside U.S.** means locations outside the 50 States, outside the District of Columbia, and outside any U.S. territory or possession.
- **U.S. Territories/Possessions** means American Samoa, Navassa Island, Northern Mariana Islands, Jarvis Island, Baker Island, Guam, Howland Island, Johnston Atoll, Kingman Reef, Midway Islands, Palmyra Atoll, Puerto Rico, U.S. Virgin Islands, and Wake Atoll.
- **States** means the 50 United States and the District of Columbia.
- **U.S. Totals** means computed totals for the 50 States and the District of Columbia.
- **Grand Totals** means computed totals for **Outside U.S. + U.S. Territories/Possessions + U.S. Totals**.
- **% of Total Federal Employees** means computed percentages for each column based on the **Total # Federal Employees**. OPM will calculate.
- **Wash, DC Metropolitan Area** means the District of Columbia; the counties of Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Harford, Howard, Montgomery, Prince George's, Queen Anne's, St. Mary's, and Washington in Maryland; the city of Baltimore in Maryland; the counties of Adams and York in Pennsylvania; the counties of Arlington, Clarke, Culpeper, Fairfax, Fauquier, Frederick, King George, Loudoun, Prince William, Spotsylvania, Stafford, and Warren in Virginia; the cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, Manassas Park, and Winchester in Virginia; and the counties of Berkeley, Hampshire, Jefferson, and Morgan in West Virginia.