



PAYROLL OFFICE LETTER

U. S. Office of Personnel Management

Number: P-98-02

Date: February 20, 1998

Subject: MARCH 1998 HEADCOUNT

This letter is the call for your March 1998 semiannual Headcount Report. The Headcount Report is reported semiannually (in March and September) by all payroll offices that withhold monies from salaries for participants in the Civil Service Retirement System, Federal Employees Retirement System, Federal Employees Health Benefits Program, and/or the Federal Employees Group Life Insurance Programs. The Headcount Report is a "snapshot" of enrollment in these programs as of a given point in time. The information you report to us plays a pivotal role in our system of internal accounting control, the negotiation of Health and Life Insurance premium rates, and in the determination of the employer contributions for Federal Employees Retirement System (FERS) employees.

The Headcount is submitted on the OPM Form 1523 (Supplemental Semiannual Headcount Report); reporting of enrollment by individual health benefits plan is accomplished via the SF 2812-A. This reporting will be for the **LAST** pay period **PAID DURING THE FIRST 15 DAYS** of March 1998. If you pay twice during the first 15 days of March, the Headcount will cover the second pay period paid in that period. For monthly pay cycles, the reporting period will be for February 1, 1998 through February 28, 1998.

In the interest of time, we ask that you **FAX** your Forms 1523 and 2812-A to us. If you still report via the hard copy SF 2812, please fax your SF 2812 in addition to the OPM Form 1523 with your SF 2812A. Please fax from **CLEAR** originals **THAT DO NOT CONTAIN SMALL PRINT** to ensure that we receive legible copies.

Our FAX numbers are:

☎ 202-606-0701

☎ 202-606-0195

We would like to receive your report on the applicable payroll paid date. If this cannot be accomplished, we must receive it no later than **March 31, 1998**. Please, under no circumstances, delay submitting your normal RITS or hard-copy SF 2812 because your Headcount Report is not ready to be submitted.

It is very important, for the reasons cited above, that the information you report on your Headcount is **ACCURATE** and **TIMELY**. Payroll Office Letter 95-4 contains detailed Headcount reporting requirements. It is available electronically through OPM "ONLINE" or a copy can be obtained by calling the Financial Policy Staff.

We would also like you to place emphasis on your reporting of **AGGREGATE BASE SALARY** (ABS) data. We require ABS for each CSRS and FERS category included on your OPM Form 1523. The ABS is the total gross salary, subject to retirement withholding, for the reported pay period, for each category of CSRS and FERS retirement. For example, on Line C.2.a, the amount reported will be the total salary (subject to retirement withholding) paid this pay period to individuals with CPDF retirement code K. Your ABS reporting provides us with an important accounting control over RITS/hard-copy SF 2812 reporting. We compute withholdings and contributions amounts for each Retirement category on your OPM Form 1523 based on the ABS, and compare that to the corresponding amounts you reported to us via RITS or on your hard-copy SF 2812. We will contact you for an explanation, if this analysis reveals a significant variance.

In the preparation of your Headcount reports please include the following changes which were incorporated after the issuance of Payroll Office Letter 95-4:

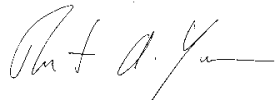
The SF2812-A with your Headcount should contain totals for the dollars and enrollees reported on it. The total dollars and enrollments on the SF2812-A must agree with the dollar and enrollment totals reported on line B3 of your OPM Form 1523; and the total dollars must agree with the total dollars reported on RITS (or the hard copy SF 2812).

The name of the preparer, in addition to the signature of the authorized official, is required.

In the Retirement section, the amounts reported on Line C3 (Total Retirement) in the "Deductions Made" and "No Deductions Made" columns should not include the number of enrollees for Salary Offset, Military Deposits, and for Civilian Service Credit reported on lines C1i, C1j, C1k, C2i and C2k.

In addition please refer to the reporting changes announced in Payroll Office Letter P-97-17 dated December 16, 1997.

If you have any questions concerning the preparation of your Headcount report, please call us at (202) 606-0666, or send an email, finance@opm.gov.



Robert A. Yuran, Chief
Financial Management Division
Retirement and Insurance Service

Attachments (2)

Note - Please call us or send us an email to request the Attachments:
SF 2812-A Report of Withholdings and Contributions for Health
Benefits
By Enrollment Code
OPM Form 1523 Supplemental Semiannual Headcount Report