

## 3 Payroll Interface Processing

### 3.1 Payroll Revision Sheet

Chapter Release No.	Date	Payroll Revision Description
1.0	01/23/2004	Initial version released to OPM EHRI Program Office
1.0-a	04/30/2004	Initial version released for delivery team review
1.1	06/14/2004	Added table D-2 (old Table 2-2), Operational Contact List. Added section 3.3 (old 3.1), Reporting Requirement. Added list of providers to section 3.4 (old 3.2). Added text to section 3.6.2 (old 4.2) to indicate that values must be provided for all mandatory fields. Added section 6.3 to describe edits performed on individual records. Redefined data format types in section 3.7.1 (old A.). Added explanation of mandatory and optional in section 3.7.2 (old A.2). Reformatted Record Specification in section 3.7.2 (old A.2). Added section 3.9 (old Appendix B), containing individual field and relational edit rules.
1.2	06/18/2004	Updated record specification in Section 3.7.2 (old A.2). Added Sections 3.8 (old A.3) and (?) (old A.4) for state and country codes.
1.3	06/23/2004	Added data element for Retirement Voluntary Contribution Amount.
1.4	06/29/2004	Deleted Adjusted Basic Pay Amount data element. Renamed Basic Pay Amount as Basic Pay Pay Period Amount. Renamed Locality Pay Amount as Locality Pay Pay Period Amount. Changed definitions for as Basic Pay Pay Period Amount, Adjusted Basic Pay Pay Period Amount, Locality Pay Pay Period Amount, and Locality Pay Year to Date YTD Amount.
2.0	10/11/2004	<p>Updated Appendix D (old 2.0) to include OPM Connect:Direct point of contact information that was once found in this chapter.</p> <p>Updated Section 5.1 to provide more detail on the file transfer process.</p> <p>Updated Section 3.7.1 (old A.1) to correctly specify the DATE format to not include zero in the day range.</p> <p>Modified Section 3.7 (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.</p> <p>Added Section 3.7.2 (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."</p> <p>Updated Appendix A (old Appendix C) with the new valid values for all the training reference values that were once found in this chapter.</p> <p>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.</p>

Chapter Release No.	Date	Payroll Revision Description
2.1	02/18/2005	<p>Updated Section 3.8 with the new Payroll file format.</p> <p>Changed title of Section 3.9.2 to remove “Critical” from the title.</p> <p>Updated Section 0 to be more specific about what ASCII character set should be used to create the file.</p> <p>Updated Section 3.7.2 to explain and define the Policy and Record Identifying Requirements.</p> <p>Updated Section 3.9 to rename the section headings differentiating between the record identifying fields and the non-record identifying fields.</p>
3.0	8/31/2005	<p>Several changes to the Record Specification in Section 3.8:</p> <ul style="list-style-type: none"> <li>- <i>Updated the following elements:</i>  Renamed Alternate Work Schedule Indicator to Alternate Work Schedule Code (ICD Seq #17) and changed the indicators to coded values; Renamed Pay Period Earnings to Total Earnings in Pay Period (ICD Seq #23) and alter definition; Altered definition of Total Hours Worked (ICD Seq #41), Regular Hours Worked (ICD Seq #42), Intermittent Service Days (ICD Seq #43), and Part-Time Hours per Bi-Weekly Pay Period (ICD Seq #46); Changed name and definitions for Holiday and Sunday “Pay” to “Premium” (ICD Seq #49-52); Combined Regular and Irregular Overtime into one Overtime group (ICD Seq #47,48); Removed “Differential” term from name and definition of Hazardous Duty elements (ICD Seq #63,64); Altered definition of Night Differential (ICD Seq #67,68) to specify only FWS employees; Change Post Cost of Living Allowance Amount to Cost of Living Allowance – Foreign Area (ICD Seq #79); Retention Allowance renamed Retention Incentive (ICD Seq #81); Danger Allowance renamed Danger Pay (ICD Seq #83); Changed Annual Leave YTD Current Balance Hours to Annual Leave Accrued Current Balance Hours (ICD Seq #91); Modified Restored Annual Leave fields to track hours expiring in Year 1 (ICD Seq #99-101) and added new fields for additional years (ICD Seq #102-110); Renamed pay elements (ICD Seq #28,30,32,33); Changed definitions of premium and pay elements (ICD Seq #49-60); Renamed Credit Leave to Credit Hours and added to the definition of these elements (ICD Seq #133-137); Modified existing Military Leave buckets to track 5 U.S.C. 6323 breakouts (ICD Seq #142-144) and added new elements (ICD Seq #145-153); Renamed Bone Marrow, Organ Donor, and Jury Duty from Administrative to Leave (ICD Seq #157,159,160) and renamed Jury Duty to Court (ICD Seq #160); Leave fields renamed to Annual (ICD Seq #169-171); Fixed misspelling of Lump Sum (ICD Seq #178-188); AWOL/LWOP name and definition changes (ICD Seq #197,198, 201-206); Combined FICA and OASDI (ICD Seq #218-221) ; Renamed Check Mailing Address to Correspondence address and changed attribute names accordingly (ICD Seq #6-15)</li> <li>- <i>Added the following elements:</i>  Overtime (ICD Seq #47,48); Other Allowance (ICD Seq #86); Cost of Living Allowance – Non Foreign Area (ICD Seq #80); Three new categories of Restored Annual Leave (ICD Seq #102-110); Special Rate Supplement Amount by Pay Period and YTD (ICD Seq #34,35); Total Earnings YTD Amount (ICD Seq #36); Night Pay</li> </ul>

Chapter Release No.	Date	Payroll Revision Description
		<p>Amount and Hours (ICD Seq #61,62); Post Differential Foreign and Non-Foreign Areas Amounts and Hours (ICD Seq #71-74); Cost of Living Allowance – Non Foreign Area (ICD Seq #80); Relocation and Recruiting Incentives (ICD Seq #82,83); Post Allowance (ICD Seq #85); Military Leave buckets for 5 U.S.C. 6323 breakouts (ICD Seq #145-153); Administrative and Bone Marrow Leave Hours Used YTD (ICD Seq #156,158); Renamed Annual Leave Donation fields and clarified meanings (ICD Seq #161-168); Annual Leave Accrual Rate valid values (ICD Seq #169); Leave Ceiling Hours and Reason Code definition and values changed (ICD Seq #174,175); Part Time Annual and Sick Leave Hours Earned (ICD Seq #176,177); Sick Leave Abeyance and Carryover (ICD Seq #172,173); Lump Sum fields (ICD Seq #185-188); AWOL/LWOP fields (ICD Seq #199,200,207-210); New award elements (ICD Seq #38-40);</p> <p>- Deleted the following elements:</p> <p>Removed Home Address fields (Release 2.1 ICD Seq #6-15) and will only track Check Mailing Address fields going forward; Removed State Tax Filing Status Type Code, Exemption Claimed, and Additional Withholding Amount (Release 2.1 ICD Seq#33-35); Removed Irregular and Regular Overtime fields and replaced with one Overtime group (Release 2.1 ICD Seq #54-57); Removed Staffing Differential amounts and hours (Release 2.1 ICD Seq #78,79); Removed Horse, Foreign Transfer, Living Quarters, Reassignment, Education, Foreign Language, Educators Extracurricular, Dorm Supervisor Extra Duty, and Temporary Quarters Subsistence Allowances (Release 2.1 ICD Seq #81-84, 89,90,93-95), which will be tracked in the new Other Allowance element (ICD Seq #86); Removed Restored Annual Leave Hours Earned (Release 2.1 ICD Seq #110); Removed Voting, Personal, Family Care, Birth, Adoption, and Religious Administrative Leave elements (Release 2.1 ICD Seq #141-143, 145-147) which will be tracked as Administrative Leave (ICD Seq #155) going forward; Leave for Civil Disturbance Used Days to Date (Release 2.1 ICD Seq #158); Removed OASDI breakout (Release 2.1 ICD Seq #197-200) and combined into FICA; Thrift Savings Plan Loan fields removed (Release 2.1 ICD #205-207); Office of Workers Compensation Program fields removed (Release 2.1 ICD #212-215)</p> <p><i>NOTE:</i> As a result of these changes, the ICD Sequence numbers have been recoded. The order of most existing elements has remained the same; new elements have been inserted into the record where they make sense logically.</p> <p>Changed the System Reporting Requirement column to Record Identifying Requirement in the Record Specification table to be consistent with other Record Specifications in the Guide. Values now include “Y” and blank. This is also reflected in Section 3.7.2.2.</p>
3.1	10/20/2005	<p>Clarified formatting of negative numbers in Section 3.7.1.</p> <p>Added new section (3.7.2.3) to describe in more detail the different action types that are allowed on the interface, and how to send the various types. The section includes details about how to handle back payments/adjustments.</p> <p>Changes to the Record Specification in Section 3.8. <i>NOTE:</i> As a result of these following changes the ICD Sequence numbers have been recoded. The order of existing elements has remained the same.</p>

Chapter Release No.	Date	Payroll Revision Description
		<p>Added Pay Period End Date (ICD Seq #25) to the list of key fields required in the transmission. This will allow records to be identified when changes or deletion records are provided. Also added this field to Section 3.9.1 describing edits on key fields.</p> <p>Clarified the intent of the Record Action (ICD Seq #1) to better describe what correction and deletion record actions are used for.</p> <p>Expanded codes/definition of SSN and Birth Date fields (ICD Seq #2, 3).</p> <p>Clarified Total Earnings definition (ICD Seq #23, 36).</p> <p>Provided detail regarding the components of total salary (ICD Seq #26, 27).</p> <p>Deleted Total Hours Worked (Release 3.0 ICD Seq #41) as the components that make up the total hours are available elsewhere in the record.</p> <p>Deleted Standby Duty Hours Worked, AUO Hours Worked, Availability Hours Worked, Supervisory Differential Hours, and Post Differential Hours - Foreign/Non-Foreign Area fields (Release 3.0 ICD Seq #54, 56, 58, 70, 72, 74), as these hours are not broken out.</p> <p>Clarified definition of Night Pay and Night Differential data elements (ICD Seq #57, 58, 63, 64).</p> <p>Deleted Cost of Living Allowance – Foreign Area Amount (Release 3.0 ICD Seq #79) since this is part of Post Allowance (ICD Seq #77).</p> <p>Renamed Other Allowances to Miscellaneous Payments (ICD Seq #78) and updated definition.</p> <p>Deleted Settlement Amount (Release 3.0 ICD Seq #87), as settlements are manual.</p> <p>Renamed Annual Leave Accrued YTD Current Balance Hours to Annual Leave Balance Hours (ICD Seq #82) since the current balance is all that is needed. Also clarified definition. Made the same change for Sick Leave Balance Hours (ICD Seq #86).</p> <p>Modified Annual Leave Accrual Rate (ICD Seq #160) to be a numeric field instead of a code (the datatype is now DECIMAL(9,2) instead of VARCHAR(4)). The field will store the actual number of hours that the employee is accruing leave instead of a code value.</p> <p>Changed datatype of Part-Time Sick Leave Hours Earned (ICD Seq #168) to DECIMAL(9,2) from VARCHAR2(20). Added definition to this field and the corresponding Annual Leave field (ICD Seq #167).</p> <p>Changed “advanced” to “authorized” in Leave YTD Advance Balance Hours (ICD Seq #180).</p> <p>FMLA Indicator field changed to FMLA Hours Used in Pay Period (ICD Seq #187). The old field would not work if some hours were taken as FMLA and others were not. The new field will track the total FMLA hours in the period.</p> <p>Several modifications to LWOP/AWOL fields to make the data elements more clear and accurate. Deleted Absence Without Leave Start and End Dates (Release 3.0 ICD Seq #197, 198) as they could</p>

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		<p>not support non-consecutive leave within the same pay period. Also deleted the corresponding Leave Without Pay Start and End Date fields (Release 3.0 ICD Seq #206, 207) for the same reason. Deleted Leave Without Pay 12 Month Period (Release 3.0 ICD Seq #210) since it was used for OWCP calculations and the remaining OWCP fields were removed in the last revision. The OWCP data will be analyzed for a future release. The Absence Without Pay Excess Days and Months fields (ICD Seq #190, 191) were changed to store Credit Reduction Hours in the Pay Period and YTD as this was the intent of the original fields. Changed the ICD Seq #192 to store AWOP in Pay Period instead of Calendar Year, which was already tracked in ICD Seq #194. Also clarified definitions of the remaining LWOP/AWOL fields.</p> <p>Clarified that Medicare is to be included in the FICA and OASDI fields (ICD Seq #204-207).</p> <p>Clarified definition of TSP Employee Pay Period Contribution Amount (ICD Seq # 210).</p> <p>Added a new field, Retroactive Adjustment Indicator (ICD Seq #254), to the record specification.</p> <p>Added note on treatment of null values in numeric fields to section 3.7.1.</p>
3.2	8/11/2006	<p>Minor wording edits in sections 3.2 and 3.5 to improve clarity.</p> <p>Added details about covered population in section 3.3.</p> <p>Removed listing of providers from section 3.4.</p> <p>Added a new placeholder with a default value of zero (“0”) in the payroll file name, section 3.6.1. Added the description of this new element in the table in that section. This change makes payroll files more consistent with other files and allows providers to submit multiple files for a pay period as needed.</p> <p>Added a suffix to the payroll file name to support versioning of the interface. This version of the Guide is 3.4 therefore the version suffix should be “_3.4”.</p> <p>Removed the ASCII character set file format requirement in section 3.6.2 and replaced it with a description of the Connect:Direct functionality that will manage any necessary character set translation.</p> <p>Added text in 3.6.2 regarding delimiters not being required before the first field in the record.</p> <p>Added trailer record requirement in section 3.6.3.</p> <p>Added requirements for an email notification of file transmissions in section 3.6.4.</p> <p>Described proper treatment of negative values in section 3.7.1.</p> <p>Added “Dup” to valid values for the Record Identifying Requirement described in section 3.7.2.2.</p> <p>Added additional description in section 3.7.2.3 about record actions related to correcting nulls or key fields.</p> <p>Changed column headers in section 3.7.3 from “Codes” to “Notes” as the column contains more than code values.</p> <p>Added “Dup” to the Record ID Requirements for Record Action (ICD Seq #1), Social Security Number (ICD Seq #2), Birth Date (ICD Seq #3), Agency Subelement Code (ICD Seq #5), and Pay Period End Date (ICD Seq #25).</p>

Chapter Release No.	Date	Payroll Revision Description
		<p>Updated the notes for Record Action (ICD Seq #1) and Birth Date (ICD Seq #3).</p> <p>Renamed several pay related fields, and added note with the previous field names:</p> <ul style="list-style-type: none"> <li>- Salary Total Amount is now Total Salary (ICD Seq #26,27)</li> <li>- Locality Pay Amount is now Standard Basic Pay Supplement (ICD Seq #32,33)</li> <li>- Special Rate Supplement is now Special Basic Pay Supplement (ICD Seq #34,35)</li> </ul> <p>Updated definitions and made minor name changes for several pay related fields including Total Earnings – Pay Period (ICD Seq #23), Total Salary – Pay Period (ICD Seq #26), Total Salary – YTD (ICD Seq #27), Basic Pay – Pay Period (ICD Seq #28), Basic Pay – YTD (ICD Seq #29), Adjusted Basic Pay – Pay Period (ICD Seq #30), Adjusted Basic Pay – YTD (ICD Seq #31), Standard Basic Pay Supplement – Pay Period (ICD Seq #32), Standard Basic Pay Supplement – YTD (ICD Seq #33), Special Basic Pay Supplement – Pay Period (ICD Seq #34), Special Basic Pay Supplement – YTD (ICD Seq #35), and Total Earnings – YTD (ICD Seq #36).</p> <p>Added note for Title 38 Pay Amount (ICD Seq #55).</p> <p>Corrected datatype for Absence Without Pay Credit Reduction Hours YTD (ICD Seq #191). This was incorrectly listed as NUMBER(4) in previous versions of the chapter.</p> <p>Added nine new elements to the end of the data record:</p> <ul style="list-style-type: none"> <li>- Pay Period Number (ICD Seq # 255).</li> <li>- Eight new Union Official Time fields (ICD Seq #256-263).</li> </ul> <p>Changed edit on all numeric checks to store “zero” vs. “null” if a value is not numeric.</p>
4.0	06/08/2007	<p>Corrected file naming convention to use an underscore (“_”) instead of a period (“.”) between the Version (V) number and Release (R) number in Section 3.6.1.</p> <p>Added requirement for a ‘negative report’ email in section 3.6.4.</p> <p>Changed the contents of 3.7.2 to describe the new interface requirements table layout which contains new record identifier, priority, and retirement columns.</p> <p>Added details about correction record usage related to RSM in Section 3.7.3.</p> <p>Updated the data requirements in Sections 3.8.1 based on the GHRR ICD Version 4.0 requirements approved on 6/5/2007:</p> <ul style="list-style-type: none"> <li>- Changed priority ratings to 1-4 scale.</li> <li>- Added “Retirement” column and flags.</li> <li>- Updated notes and record identifier flags for several existing fields.</li> <li>- Updated the existing Retention, Relocation, and Recruitment Incentive fields (ICD Seq #73-75) to include on Title 5 employees, and added three new non-Title 5 fields (ICD Seq #278-280).</li> <li>- Added Student Load Repayment fields (ICD Seq #281,282).</li> <li>- Added fields for the Retirement Systems Modernization program.</li> </ul>

### **3.2 Payroll Interface Processing**

The goal for Payroll Interface Processing is to securely acquire pay data for all Federal Civilian employees by leveraging existing data extraction processes to the extent possible. This section contains an overview of the data acquisition strategy and interface processing.

### **3.3 Reporting Requirement**

Providers should only submit data for all employees serviced during the pay period. This includes employees in pay and non-pay status. Covered groups are consistent with agency HR data submissions, which includes all Federal civilian employees of the Executive Branch excluding employees in the following agencies:

- Central Intelligence Agency
- Defense Intelligence Agency
- Federal Reserve System - Board of Governors
- National Geospatial-Intelligence Agency
- National Security Agency
- Office of the Director of National Intelligence
- Office of the Vice President
- Postal Rate Commission
- Tennessee Valley Authority
- U.S. Postal Service
- White House Office

Submissions should also exclude: (1) non-U. S. citizens in foreign countries, (2) nonappropriated fund personnel, (3) commissioned officers in the Department of Commerce, Department of Health and Human Services, Department of Homeland Security, and the Environmental Protection Agency, (4) employees of the Judicial Branch, and (5) as of March 2006, foreign service personnel in the Department of State, except for a separate file of selected data elements reported for actuarial purposes. Legislative Branch coverage is limited to the Government Printing Office, the U.S. Tax Court, and several small commissions.

### **3.4 Data Acquisition Strategy**

As the e-Payroll consolidation continues, the number of providers will change. Depending on the source of pay 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 payroll providers will electronically transmit payroll 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 EHRI and providing a technical point of contact. Please refer to Appendix D for EHRI operational point of contact information.

### 3.5 Data Interface Processing

The interface process loads payroll data files into the EHRI data warehouse staging tables. As data is moved to the staging tables, no edits or audits are performed. The 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.

### 3.6 Payroll File Naming Convention and Format

#### 3.6.1 Naming Convention

The file name will conform to the following naming convention.

PCYYYYMMDD0AAAAN\_V\_R

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

Name Segment	Description
PC	Constant value of "PC" indicating the Payroll Consolidated data file type.
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 a portion of the total 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. <b>NOTE: Files transmitted using the layouts in this update to the Guide should use "_4_0" as the version suffix.</b>



### 3.6.2 File Content

The providers are responsible for creating the payroll 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.
- Each record will contain all of the fields listed in Appendix A, 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 and critical elements.
- No delimiter is required before the first field or after the last field in the record.

### 3.6.3 Trailer Record

The last record of each payroll file shall contain a single record to be used in validation of the data submission. This trailer record shall be in pipe delimited format and containing the following fields:

Trailer Record Sequence #	Name	Datatype	Definition
1	Record Action	VARCHAR(1)	# indicates that this record is the trailer record.
2	File Name	VARCHAR(40)	Name of the file. Use definition from section 3.6.1 of this chapter.
3	Record Count	NUMBER(7)	Total count of records in the file, excluding the trailer record.
4	Sum of Total Earnings - Pay Period	DECIMAL(11,2)	Sum of the “Total Earnings – Pay Period” field in the file.
5	Sum of Regular Hours Worked	DECIMAL(11,2)	Sum of the “Regular Hours Worked” field in the file.
6	Sum of Annual Leave Balance Hours	DECIMAL(11,2)	Sum of the “Annual Leave Balance Hours” field in the file.
7	Sum of Sick Leave Balance Hours	DECIMAL(11,2)	Sum of the “Sick Leave Balance Hours” field in the file.

### 3.6.4 Email Notification of File Transmission

Providers shall notify OPM of data submissions by sending an email to [ehri\\_files@opm.gov](mailto: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.

### 3.7 Payroll File Specifications

#### 3.7.1 Data Element Format Types

This table describes datatypes appearing in the record specification table found in Section 3.8.

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. <b>NOTE: any null (empty) values passed into a number field will be translated by the interface into a "0" (zero).</b>	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. <b>NOTE: any null (empty) values passed into a number field will be translated by the interface into a "0" (zero).</b>	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)

### 3.7.2 Reporting Requirements

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

Column	Description	Valid Values
<b>ICD Seq #</b>	Sequential number to identify fields in this version of the record specification. Number assigned to a data element may change between versions.	
<b>EHRI Ref #</b>	Internal EHRI reference number assigned to data elements. Used to tie elements back to EHRI metadata repository.	
<b>Data Concept</b>	Name of grouping for specific data elements in the record specification.	
<b>Name</b>	Standard data element name.	
<b>Record Identifier</b>	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.
<b>Priority</b>	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.)
<b>CPDF</b>	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.
<b>Retirement</b>	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.
<b>Datatype</b>	Data format and length.	See Section 2.7.1 for details.
<b>Definition</b>	Standard data element definition.	
<b>Notes</b>	Additional details including valid value information.	

### **3.7.3 Explanation of Record Actions**

There are three types of record actions in the specification: Add, Correct, and Delete. The majority of records will be sent as Add type (Record Action = "A"). This will satisfy the normal reporting requirements for each pay period. The record will include any and all pay amounts made in the pay period for each employee on the payroll. This includes the current pay (for most employees) plus any additional "back pay" amounts being paid out in the current pay period. Back pay dollars and hours are added to the current pay period fields, not sent as separate records. The "year to date" fields are sent as they are at the end of the pay period, including any adjusted amounts as necessary (unless the adjustment was for a period earlier than the year to date being tracked.)

For example, if an employee should have been paid \$100.00 each pay period, but was underpaid by \$5.00 for 10 pay periods, the current pay period would include the normal pay amounts (\$100.00) plus the adjustment amount of \$50.00 (\$5.00 x 10 periods) for a total current payment of \$150.00. The next payroll cycle record for this employee will show the corrected pay period amount only (\$100.00). THERE ARE NO RECORDS THAT ARE SENT TO "CORRECT" THE PREVIOUSLY TRANSMITTED DATA; the previous payroll records reflect what was actually paid to the employee during the pay period.

The Correct and Delete record actions are only to be used to fix an error in the data transmission process. For example, if a record was sent in the interface and it was determined at a later point that the payment never occurred, a Delete record would be sent containing only the key fields of the record. A correction record would be sent to fix a field value that was sent in error. Only the corrected field and the key fields need to be sent in this case. To replace a field that was submitted with a null (empty) value, OR to correct one of the key fields in the file (for example, an SSN), a Delete record should be submitted for the original record and a new, complete Add record should be submitted in its place.

The Correct record actions also may be used frequently to retroactively correct data for specific pay periods. This is particularly important for data that will be provided to the Retirement Systems Modernization program, as accurate pay rates, deductions, and certain earnings are critical to be associated with the pay period that they were effective. Fields requiring this special consideration are highlighted in the notes section.

### **3.7.4 Social Security Number Changes**

Social Security Number changes will be processed through human resource data processing. The payroll data will always provide the latest SSN and date of birth on file for an employee, which will be matched against the EHRI database employee table. If there is a match, the payroll data will be loaded. If there is no match, the record will be rejected for manual review. In the case of an SSN change, the HR system will have to process and send the change to EHRI before the corrected SSN can come through the payroll system. If the SSN was correct in the HR system but entered incorrectly in the payroll system, the payroll record will be rejected for manual review and can be resubmitted with the corrected SSN.

**3.8 Record Specification**

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
1	997	Data Record	Record Action	Y / Dup	1		Y	VARCHAR(1)	Indicates action to take with this data record.	A=add, D=delete, C=correct; see description of record actions in the "Explanation of Record Actions" section of this chapter.
2	652	Employee ID	Social Security Number	Y / Dup	1	Y	Y	VARCHAR(35)	Person's social security number.	
3	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.
4	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.
5	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.
6	532	Correspondence Address	Correspondence Address Line 1		1		Y	VARCHAR(35)	The first line of an organization or person address.	
7	533	Correspondence Address	Correspondence Address Line 2		1		Y	VARCHAR(35)	The second line of an organization or person address.	
8	534	Correspondence Address	Correspondence Address Line 3		1			VARCHAR(35)	The third line of an organization or person address.	
9	535	Correspondence Address	Correspondence Address Line 4		1			VARCHAR(35)	The fourth line of an organization or person address.	
10	415	Correspondence Address	Correspondence City		1		Y	VARCHAR(35)	The city of an organization or person address.	
11	414	Correspondence Address	Correspondence Geographic Locator Code		3			VARCHAR(9)	Geographic Locator Code for an address.	GSA Geographic Locator Codes

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
12	668	Correspondence Address	Correspondence State Code		1		Y	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.	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.
13	575	Correspondence Address	Correspondence Region		1			VARCHAR(35)	Region, province, or other first administrative district or division of a country other than the U.S. for the organization or person address.	
14	538	Correspondence Address	Correspondence Postal Code		1		Y	VARCHAR(35)	Postal code for the organization or person address to include foreign addresses.	
15	1004	Correspondence Address	Correspondence Country Code		1		Y	VARCHAR(4)	International Country Codes as defined by the United States Postal Service.	See Appendix A, Postal Country Code.
16	508	Payroll Office	Payroll Office Number		1			VARCHAR(35)	Number assigned to the payroll office. For provider use only.	
17	26	Employee Hours	Alternate Work Schedule Code		2			VARCHAR(4)	Indicates if an employee is currently on an alternative work schedule (AWS).	000=Non Applicable, 001=Flexible, 002=Compressed
18	155	Employee General Payroll Information	Federal Debt Delinquency Indicator		3			VARCHAR(2)	Indicates if an employee has any outstanding Federal debt.	Y=Yes, N=No, NA=Non Applicable
19	949	Employee Tax Information	Federal Tax Filing Status Type Code		2			VARCHAR(4)	Code describing the federal tax filing status.	01=Married, 02=Single, 03=Married but withhold at the higher single rate
20	948	Employee Tax Information	Federal Tax Exemptions Claimed		3			NUMBER(4)	Number of deductions claimed for federal taxes.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
21	946	Employee Tax Information	Federal Tax Additional Withholding Amount		3			DECIMAL(9,2)	Amount the employee has requested be withheld from pay for each pay period for taxes.	
22	980	Employee Tax Information	Tax State Code		2			VARCHAR(2)	State for which taxes are deducted.	
23	499	Pay Period	Total Earnings - Pay Period		1			DECIMAL(9,2)	The pay period total gross earnings for an employee. Includes the sum of all pay data items including any and all awards, incentives, allowances, differentials, etc.	
24	501	Pay Period	Pay Period Start Date		1			DATE	Start date of the pay period.	
25	500	Pay Period	Pay Period End Date	Y / Dup	1		Y	DATE	End date of the pay period.	
26	598	Employee Pay	Total Salary - Pay Period		1			DECIMAL(9,2)	The pay period total of all fixed pay amounts paid on a regular and recurring basis, 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. NOTE: Total Salary is not limited to retirement-creditable basic pay.	Previously named "Salary Total Amount Pay Period"

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
27	992	Employee Pay	Total Salary - YTD		2			DECIMAL(9,2)	The year to date total of all fixed pay amounts paid on a regular and recurring basis, 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. NOTE: Total Salary is not limited to retirement-creditable basic pay.	Previously named "Salary Total YTD Amount"
28	1006	Employee Pay	Basic Pay - Pay Period		1			DECIMAL(9,2)	The pay period basic or base pay based upon an employee's pay plan, grade/level, step/rate, and occupational series, before adding any additional supplement. For GS employees, enter GS base pay amount, law enforcement officer special base pay amount, or retained pay amount; do not include locality pay or special rate supplement.	
29	54	Employee Pay	Basic Pay - YTD		2			DECIMAL(9,2)	The year to date basic or base pay based upon an employee's pay plan, grade/level, step/rate, and occupational series, before adding any additional supplement. For GS employees, enter GS base pay amount, law enforcement officer special base pay amount, or retained pay amount; do not include locality pay or special rate supplement.	



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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
30	8	Employee Pay	Adjusted Basic Pay - Pay Period		1			DECIMAL(9,2)	The pay period 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.	
31	7	Employee Pay	Adjusted Basic Pay - YTD		2			DECIMAL(9,2)	The year to date 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.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
32	393	Employee Pay	Standard Basic Pay Supplement - Pay Period		1			DECIMAL(9,2)	The pay period 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.	Previously named "Locality Pay Amount by Pay Period"
33	993	Employee Pay	Standard Basic Pay Supplement - YTD		2			DECIMAL(9,2)	The year to date 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.	Previously named "Locality Pay Amount YTD"

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
34	1045	Employee Pay	Special Basic Pay Supplement - Pay Period		1			DECIMAL(9,2)	The pay period 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.	Previously named "Special Rate Supplement Amount by Pay Period"
35	1054	Employee Pay	Special Basic Pay Supplement - YTD		2			DECIMAL(9,2)	The year to date 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.	Previously named "Special Rate Supplement Amount YTD"

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
36	1068	Employee Pay	Total Earnings - YTD		2			DECIMAL(9,2)	The year to date total gross earnings for an employee. Includes the sum of all pay data items including any and all awards, incentives, allowances, differentials, etc.	
37	40	Award	Award Amount		2			DECIMAL(9,2)	Gross dollar amount of an award or bonus given as cash.	
38	1064	Award	Award Hours Earned		2			DECIMAL(9,2)	The number of hours earned as a time-off award.	
39	1065	Award	Award Hours Used		2			DECIMAL(9,2)	The number of award hours associated with time-off award used.	
40	1066	Award	Award Hours YTD Balance		2			DECIMAL(9,2)	The number of award hours year to date associated with a time off award.	
41	576	Employee Hours	Regular Hours Worked		1		Y	DECIMAL(9,2)	The total number of regular (nonovertime) hours that were actually worked during the biweekly pay period. Applies to full-time, part-time, and intermittent employees. Exclude paid leave hours and all other hours within the regular tour during which the employee was excused from duty. Exclude hours paid at an overtime rate. For part-time employees, count all nonovertime hours of actual work, including nonovertime hours outside the regular part-time tour of duty.	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
42	314	Employee Hours	Intermittent Service Days		1		Y	NUMBER(4)	Number of days an employee actually worked during a specified pay period.	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
43	341	Employee Pay Check	Last Day in Pay Status Date		1		Y	DATE	Date on which the employee was last in a pay status.	Field should be populated with the pay period end date for employees in pay status at the end of the pay period, or the last date of pay status for employees not in pay status at the end of the pay period.
44	342	Employee Pay Check	Last Equivalent Increase Date		2			DATE	Date on which the employee received their last equivalent increase (e.g. within grade increase or promotion).	
45	496	Employee Hours	Part-time Hours per Biweekly Pay Period		1		Y	DECIMAL(9,2)	Number of hours a part-time employee is scheduled to work during a biweekly pay period. This is used to compare the actual hours that the employee actually worked in the period.	
46	483	Overtime Pay	Overtime Pay Amount		2			DECIMAL(9,2)	Amount of overtime earned in a pay period.	
47	485	Overtime Pay	Overtime Hours Worked		1		Y	DECIMAL(9,2)	Number of regular and irregular overtime hours an employee works in a pay period that are in addition to their regular tour of duty.	
48	483	Sunday Premium Pay	Sunday Premium Pay Amount		2			DECIMAL(9,2)	Amount of Sunday Premium Pay earned in a pay period. Note: Title 5 only; do not include any Title 38 amounts here.	
49	485	Sunday Premium Pay	Sunday Hours Worked		2			DECIMAL(9,2)	Number of Sunday hours an employee works in a pay period that are in addition to their regular tour of duty.	
50	483	Holiday Premium Pay	Holiday Premium Pay Amount		2			DECIMAL(9,2)	Amount of Holiday Premium Pay earned in a pay period. Note: Title 5 only; do not include any Title 38 amounts here.	
51	485	Holiday Premium Pay	Holiday Hours Worked		2			DECIMAL(9,2)	Number of holiday hours an employee works in a pay period that are in addition to their regular tour of duty.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
52	483	Standby Duty Pay	Standby Duty Pay Amount		1		Y	DECIMAL(9,2)	Amount of Standby Duty Pay earned in a pay period.	
53	483	Administratively Uncontrollable Overtime Pay	Administratively Uncontrollable Overtime Pay Amount		1		Y	DECIMAL(9,2)	Amount of Administratively Uncontrollable Overtime Pay earned in a pay period.	
54	483	Availability Pay	Availability Pay Amount		1		Y	DECIMAL(9,2)	Amount of Availability Pay earned in a pay period.	
55	483	Title 38 Pay	Title 38 Pay Amount		2			DECIMAL(9,2)	Difference between salary total amount and adjusted basic pay due to Title 38 hours worked.	Title 38 Market Pay is included in the Standard Basic Pay Supplement (formerly Locality Pay Amount) field and should not be included here.
56	485	Title 38 Pay	Title 38 Hours Worked		2			DECIMAL(9,2)	Number of Title 38 hours an employee works in a pay period that are in addition to their regular tour of duty.	
57	483	Night Pay	Night Pay Amount		2			DECIMAL(9,2)	Amount of night pay received by a GS employee during a pay period. Note this does not track FWS employees' night differential amount; use "Night Differential Amount" for this amount.	
58	485	Night Pay	Night Pay Hours Worked		2			DECIMAL(9,2)	Amount of night pay hours worked by a GS employee during a pay period. Note that this does not track FWS employees' night differential amount; use "Night Differential Hours" for this amount.	
59	103	Hazardous Duty	Hazardous Duty Amount		2			DECIMAL(9,2)	Total amount of hazardous duty pay that an employee receives during the pay period.	
60	984	Hazardous Duty	Hazardous Duty Hours		2			DECIMAL(9,2)	Total amount of hazardous duty hours that an employee works during the pay period.	
61	103	Environmental Differential	Environmental Differential Amount		1		Y	DECIMAL(9,2)	Total amount of Environmental differential that an employee receives during the pay period.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
62	984	Environmental Differential	Environmental Differential Hours		2			DECIMAL(9,2)	Total amount of Environmental differential that an employee receives during the pay period.	
63	103	Night Differential	Night Differential Amount		1		Y	DECIMAL(9,2)	Amount of night differential that a Federal Wage System (FWS) employee receives during the pay period. Specifically, this tracks workers on second and third shifts. Note this does not track GS employees' night pay amounts; use "Night Pay Amount" for this amount.	
64	984	Night Differential	Night Differential Hours		2			DECIMAL(9,2)	Amount of night differential that a Federal Wage System (FWS) employee receives during the pay period. Specifically, this tracks workers on second and third shifts. Note this does not track GS employees' night pay hours; use "Night Pay Hours Worked" for this amount.	
65	103	Supervisory Differential	Supervisory Differential Amount		2			DECIMAL(9,2)	Amount of supervisory differential that an employee receives during the pay period.	
66	103	Post Differential - Foreign Area	Post Differential Amount - Foreign Area		2			DECIMAL(9,2)	Amount of foreign area post differential that an employee receives during the pay period.	
67	103	Post Differential - Non Foreign Area	Post Differential Amount - Non Foreign Area		2			DECIMAL(9,2)	Amount of non-foreign area post differential that an employee receives during the pay period.	
68	23	Remote Worksite Allowance	Remote Worksite Allowance Amount		2			DECIMAL(9,2)	Amount of remote worksite allowance an employee received during a pay period.	
69	23	Physicians Comparability Allowance	Physicians Comparability Allowance Amount		2			DECIMAL(9,2)	Amount of physicians comparability allowance an employee received during a pay period.	
70	23	Uniform Allowance	Uniform Allowance Amount		2			DECIMAL(9,2)	Amount of uniform allowance an employee received during a pay period.	

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71	23	Separate Maintenance Allowance	Separate Maintenance Allowance Amount		2			DECIMAL(9,2)	Amount of separate maintenance allowance an employee received during a pay period.	
72	23	Cost of Living Allowance - Non Foreign Area	Cost of Living Allowance Amount - Non Foreign Area		2			DECIMAL(9,2)	Amount of non-foreign area allowance an employee received during a pay period.	
73	23	Retention Incentive	Retention Incentive Amount - Title 5 USC 5754		1			DECIMAL(9,2)	Amount of retention incentive a Title 5 employee received during a pay period.	
74	23	Relocation Incentive	Relocation Incentive Amount - Title 5 USC 5753		1			DECIMAL(9,2)	Amount of relocation incentive a Title 5 employee received during a pay period.	
75	23	Recruitment Incentive	Recruitment Incentive Amount - Title 5 USC 5753		1			DECIMAL(9,2)	Amount of recruitment incentive a Title 5 employee received during a pay period.	
76	23	Danger Pay	Danger Pay Amount		2			DECIMAL(9,2)	Amount of danger pay an employee received during a pay period.	
77	23	Post Allowance	Post Allowance Amount		2			DECIMAL(9,2)	Amount of allowance an employee received during a pay period.	
78	23	Miscellaneous Payments	Miscellaneous Payment Amount		2			DECIMAL(9,2)	All other allowances, incentives or pay that an employee received during the pay period that are not captured in other fields.	
79	595	Other Payroll Amount	Annuity Offset Withholding Amount		1		Y	DECIMAL(9,2)	The amount of annuity attributable to the amount of hours during the pay period.	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
80	650	Other Payroll Amount	Severance Pay Weeks		2			NUMBER(4)	Number of weeks of severance payments received as a result of involuntary separation.	
81	378	Annual Leave	Annual Leave Hours Used YTD		2			DECIMAL(9,2)	Amount of annual leave used in the current leave year.	
82	380	Annual Leave	Annual Leave Balance Hours		2			DECIMAL(9,2)	The employee's current annual leave balance in hours at the end of the pay period.	



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83	360	Annual Leave	Annual Leave Hours Earned		2			DECIMAL(9,2)	Number of annual leave hours earned during the pay period.	
84	361	Annual Leave	Annual Leave Hours Used		2			DECIMAL(9,2)	Number of annual leave hours used during the pay period.	
85	378	Sick Leave	Sick Leave Hours Used YTD		2			DECIMAL(9,2)	Amount of sick leave used in the current leave year.	
86	380	Sick Leave	Sick Leave Balance Hours		1		Y	DECIMAL(9,2)	The employee's current sick leave balance in hours at the end of the pay period.	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
87	360	Sick Leave	Sick Leave Hours Earned		2			DECIMAL(9,2)	Number of sick leave hours earned during the pay period.	
88	361	Sick Leave	Sick Leave Hours Used		2			DECIMAL(9,2)	Number of sick leave hours used during the pay period.	
89	294	Sick Leave	Frozen Sick Leave Balance Hours		1		Y	DECIMAL(9,2)	Total number of hours of Sick Leave (SL) at time of conversion to Federal Employees Retirement System (FERS).	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
90	378	Restored Annual Leave - Year 1	Restored Annual Leave Hours Used YTD - Year 1		2			DECIMAL(9,2)	Amount of restored annual leave used in the current leave year for hours expiring in Year 1.	
91	380	Restored Annual Leave - Year 1	Restored Annual Leave Current Balance Hours - Year 1		2			DECIMAL(9,2)	Total number of restored annual leave hours for hours expiring in Year 1.	
92	361	Restored Annual Leave - Year 1	Restored Annual Leave Hours Used - Year 1		2			DECIMAL(9,2)	Number of restored annual leave hours used during the pay period for hours expiring in Year 1.	
93	378	Restored Annual Leave - Year 2	Restored Annual Leave Hours Used YTD - Year 2		2			DECIMAL(9,2)	Amount of restored annual leave used in the current leave year for hours expiring in Year 2.	
94	380	Restored Annual Leave - Year 2	Restored Annual Leave Current Balance Hours - Year 2		2			DECIMAL(9,2)	Total number of restored annual leave hours for hours expiring in Year 2.	
95	361	Restored Annual Leave - Year 2	Restored Annual Leave Hours Used - Year 2		2			DECIMAL(9,2)	Number of restored annual leave hours used during the pay period for hours expiring in Year 2.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
96	378	Restored Annual Leave - Year 3	Restored Annual Leave Hours Used YTD - Year 3		2			DECIMAL(9,2)	Amount of restored annual leave used in the current leave year for hours expiring in Year 3.	
97	380	Restored Annual Leave - Year 3	Restored Annual Leave Current Balance Hours - Year 3		2			DECIMAL(9,2)	Total number of restored annual leave hours for hours expiring in Year 3.	
98	361	Restored Annual Leave - Year 3	Restored Annual Leave Hours Used - Year 3		2			DECIMAL(9,2)	Number of restored annual leave hours used during the pay period for hours expiring in Year 3.	
99	378	Restored Annual Leave - Non-Expiring	Restored Annual Leave Hours Used YTD - Non Expiring		2			DECIMAL(9,2)	Amount of restored annual leave used in the current leave year for hours without expiration date.	
100	380	Restored Annual Leave - Non-Expiring	Restored Annual Leave Current Balance Hours - Non Expiring		2			DECIMAL(9,2)	Total number of restored annual leave hours for hours without expiration date.	
101	361	Restored Annual Leave - Non-Expiring	Restored Annual Leave Hours Used - Non Expiring		2			DECIMAL(9,2)	Number of restored annual leave hours used during the pay period for hours without expiration date.	
102	378	Compensatory Time - Standard	Compensatory Time Used YTD		2			DECIMAL(9,2)	Amount of compensatory time in lieu of overtime hours used in the current calendar year.	
103	380	Compensatory Time - Standard	Compensatory Time YTD Current Balance Hours		2			DECIMAL(9,2)	Total amount of compensatory time in lieu of overtime hours earned year to date (YTD) in the current calendar year.	
104	360	Compensatory Time - Standard	Compensatory Time Earned		2			DECIMAL(9,2)	Number of compensatory time in lieu of overtime hours earned during the pay period.	
105	361	Compensatory Time - Standard	Compensatory Time Used		2			DECIMAL(9,2)	Number of compensatory time in lieu of overtime hours used during the pay period.	
106	1067	Compensatory Time - Standard	Compensatory Time Accrued YTD		2			DECIMAL(9,2)	Amount of compensatory time in lieu of overtime hours accrued in the current calendar year.	
107	378	Compensatory Time - Religious Purposes	Compensatory Time for Religious Purposes Used YTD		2			DECIMAL(9,2)	Amount of compensatory time for religious purposes in lieu of overtime hours used in the current calendar year.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
108	380	Compensatory Time - Religious Purposes	Compensatory Time for Religious Purposes YTD Current Balance Hours		2			DECIMAL(9,2)	Total amount of compensatory time for religious purposes in lieu of overtime hours earned year to date (YTD) in the current calendar year.	
109	360	Compensatory Time - Religious Purposes	Compensatory Time for Religious Purposes Earned		2			DECIMAL(9,2)	Number of compensatory time for religious purposes hours earned during the pay period.	
110	361	Compensatory Time - Religious Purposes	Compensatory Time for Religious Purposes Used		2			DECIMAL(9,2)	Number of compensatory time for religious purposes hours used during the pay period.	
111	1067	Compensatory Time - Religious Purposes	Compensatory Time for Religious Purposes Accrued YTD		2			DECIMAL(9,2)	Amount of compensatory time for religious purposes in lieu of overtime hours accrued in the current calendar year.	
112	378	Compensatory Time - Travel Purposes	Compensatory Time for Travel Purposes Used YTD		2			DECIMAL(9,2)	Amount of compensatory time for travel purposes in lieu of overtime hours used in the current calendar year.	
113	380	Compensatory Time - Travel Purposes	Compensatory Time for Travel Purposes YTD Current Balance Hours		2			DECIMAL(9,2)	Total amount of compensatory time for travel purposes in lieu of overtime hours earned year to date (YTD) in the current calendar year.	
114	360	Compensatory Time - Travel Purposes	Compensatory Time for Travel Purposes Earned		2			DECIMAL(9,2)	Number of compensatory time for travel purposes hours earned during the pay period.	
115	361	Compensatory Time - Travel Purposes	Compensatory Time for Travel Purposes Used		2			DECIMAL(9,2)	Number of compensatory time for travel purposes hours used during the pay period.	
116	1067	Compensatory Time - Travel Purposes	Compensatory Time for Travel Purposes Accrued YTD		2			DECIMAL(9,2)	Amount of compensatory time for travel purposes in lieu of overtime hours accrued in the current calendar year.	
117	378	Home Leave	Home Leave Hours Used YTD		2			DECIMAL(9,2)	Amount of home leave used in the current leave year.	
118	380	Home Leave	Home Leave YTD Current Balance Hours		2			DECIMAL(9,2)	Total number of home leave hours accrued year to date (YTD) in the current leave year.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
119	360	Home Leave	Home Leave Hours Accrued		2			DECIMAL(9,2)	Number of home leave hours accrued during the pay period.	
120	361	Home Leave	Home Leave Hours Used		2			DECIMAL(9,2)	Number of home leave hours used during the pay period.	
121	344	Home Leave Status	Home Leave 12 Month Beginning Date		2			DATE	Start date of current 12-month accrual period.	
122	345	Home Leave Status	Home Leave 24 Month Beginning Date		2			DATE	Start date of the basic 24-month continuous period of service.	
123	346	Home Leave Status	Home Leave 24 Month Ending Date		2			DATE	End date of the basic 24 month continuous service.	
124	378	Credit Hours	Credit Hours Used YTD		2			DECIMAL(9,2)	Amount of credit hours used in the current leave year under a flexible work schedule.	
125	380	Credit Hours	Credit Hours YTD Current Balance Hours		2			DECIMAL(9,2)	Total number of credit hours accrued year to date (YTD) in the current leave year under a flexible work schedule.	
126	360	Credit Hours	Credit Hours Earned		2			DECIMAL(9,2)	Number of credit hours earned during the pay period under a flexible work schedule.	
127	361	Credit Hours	Credit Hours Used		2			DECIMAL(9,2)	Number of credit hours used during the pay period under a flexible work schedule.	
128	49	Credit Hours	Balance Credit Hours		2			DECIMAL(9,2)	Remaining balance of any credit hours the employee has earned during the pay period under a flexible work schedule.	
129	378	Shore Leave	Shore Leave Hours Used YTD		2			DECIMAL(9,2)	Amount of shore leave used in the current leave year.	
130	380	Shore Leave	Shore Leave YTD Current Balance Hours		2			DECIMAL(9,2)	Total number of shore leave hours accrued year to date (YTD) in the current leave year.	
131	360	Shore Leave	Shore Leave Hours Earned		2			DECIMAL(9,2)	Number of shore leave hours earned during the pay period.	
132	361	Shore Leave	Shore Leave Hours Used		2			DECIMAL(9,2)	Number of shore leave hours used during the pay period.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
133	378	Military Leave 5 U.S.C. 6323(a)	Military Leave 5 USC 6323a Hours Used YTD		2			DECIMAL(9,2)	Amount of 5 U.S.C. 6323(a) 15-day entitlement military leave used in the current leave year.	
134	380	Military Leave 5 U.S.C. 6323(a)	Military Leave 5 USC 6323a YTD Current Balance Hours		2			DECIMAL(9,2)	Total number of 5 U.S.C. 6323(a) 15-day entitlement military leave hours accrued year to date (YTD) in the current leave year.	
135	361	Military Leave 5 U.S.C. 6323(a)	Military Leave 5 USC 6323a Hours Used		2			DECIMAL(9,2)	Number of 5 U.S.C. 6323(a) 15-day entitlement military leave hours used during the pay period.	
136	378	Military Leave 5 U.S.C. 6323(b)	Military Leave 5 USC 6323b Hours Used YTD		2			DECIMAL(9,2)	Amount of 5 U.S.C. 6323(b) 22-day entitlement military leave used in the current leave year.	
137	380	Military Leave 5 U.S.C. 6323(b)	Military Leave 5 USC 6323b YTD Current Balance Hours		2			DECIMAL(9,2)	Total number of 5 U.S.C. 6323(b) 22-day entitlement military leave hours accrued year to date (YTD) in the current leave year.	
138	361	Military Leave 5 U.S.C. 6323(b)	Military Leave 5 USC 6323b Hours Used		2			DECIMAL(9,2)	Number of 5 U.S.C. 6323(b) 22-day entitlement military leave hours used during the pay period.	
139	378	Military Leave 5 U.S.C. 6323(c)	Military Leave 5 USC 6323c Hours Used YTD		2			DECIMAL(9,2)	Amount of 5 U.S.C. 6323(c) DOD unlimited military leave used in the current leave year.	
140	380	Military Leave 5 U.S.C. 6323(c)	Military Leave 5 USC 6323c YTD Current Balance Hours		2			DECIMAL(9,2)	Total number of 5 U.S.C. 6323(c) DOD unlimited military leave hours accrued year to date (YTD) in the current leave year.	
141	361	Military Leave 5 U.S.C. 6323(c)	Military Leave 5 USC 6323c Hours Used		2			DECIMAL(9,2)	Number of 5 U.S.C. 6323(c) DOD unlimited military leave hours used during the pay period.	
142	378	Military Leave 5 U.S.C. 6323(d)	Military Leave 5 USC 6323d Hours Used YTD		2			DECIMAL(9,2)	Amount of 5 U.S.C. 6323(d) 44-day entitlement military leave used in the current leave year.	
143	380	Military Leave 5 U.S.C. 6323(d)	Military Leave 5 USC 6323d YTD Current Balance Hours		2			DECIMAL(9,2)	Total number of 5 U.S.C. 6323(d) 44-day entitlement military leave hours accrued year to date (YTD) in the current leave year.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
144	361	Military Leave 5 U.S.C. 6323(d)	Military Leave 5 USC 6323d Hours Used		2			DECIMAL(9,2)	Number of 5 U.S.C. 6323(d) 44-day entitlement military leave hours used during the pay period.	
145	358	Employee Leave Information	Leave Fiscal YTD Military Leave Balance Hours		2			DECIMAL(9,2)	Ending balance of military leave as of date of action as specified in 5 USC 6323(a).	
146	361	Administrative Leave	Administrative Leave Hours Used		2			DECIMAL(9,2)	Number of administrative leave hours used during the pay period.	
147	1046	Administrative Leave	Administrative Leave Hours Used YTD		2			DECIMAL(9,2)	Number of administrative leave hours used year to date.	
148	361	Bone Marrow Leave	Bone Marrow Leave Hours Used		2			DECIMAL(9,2)	Number of bone marrow leave hours used during the pay period.	
149	1047	Bone Marrow Leave	Bone Marrow Leave Hours Used YTD		2			DECIMAL(9,2)	Number of bone marrow leave hours used year to date.	
150	361	Organ Donor Leave	Organ Donor Leave Hours Used		2			DECIMAL(9,2)	Number of organ donor leave hours used during the pay period.	
151	361	Court Leave	Court Leave Hours Used		2			DECIMAL(9,2)	Number of court leave hours used during the pay period.	
152	353	Annual Leave Donation	Annual Leave Donation Amount		2			DECIMAL(9,2)	Amount of Annual Leave (AL) donated by employee.	
153	355	Annual Leave Donation	Annual Leave Donation Date		2			DATE	Date on which a sum of Annual Leave (AL) was donated by employee.	
154	354	Donated Annual Leave Recipient	Donated Annual Leave Balance		2			DECIMAL(9,2)	Amount of annual leave donated to the employee.	
155	357	Donated Annual Leave Recipient	Donated Annual Leave Used		2			DECIMAL(9,2)	Amount of donated annual leave used.	
156	356	Donated Annual Leave Recipient	Donated Annual Leave Unused Balance		2			DECIMAL(9,2)	Amount of unused donated annual leave as of the date of separation or transfer.	
157	372	Donated Annual Leave Recipient	Donated Annual Leave Recipient Approval Date		2			DATE	Date the employee was approved to become a leave recipient.	
158	376	Donated Annual Leave Recipient	Annual Leave Set Aside Amount		2			DECIMAL(9,2)	Amount of annual leave accrued and held while employee uses donated annual leave.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
159	1050	Donated Annual Leave Recipient	Sick Leave Set Aside Amount		2			DECIMAL(9,2)	Amount of sick leave accrued and held while employee uses donated annual leave.	
160	28	Employee Leave Information	Annual Leave Accrual Rate		2			DECIMAL(9,2)	Number of hours per pay period at which an employee is normally accruing leave. This typically will be 0, 4, 6, or 8, but may be other amounts in the case of fire fighters and other special exceptions.	
161	347	Employee Leave Information	Annual Leave Abeyance Balance		2			DECIMAL(9,2)	Amount of annual leave maintained in abeyance while the employee is in a specific appointment or status.	
162	349	Employee Leave Information	Annual Leave Carryover Hours		2			DECIMAL(9,2)	Amount of hours worked that can be carried over to the next pay period for employees who work a part-time work schedule and only accrue annual leave based on number of hours worked.	
163	1048	Employee Leave Information	Sick Leave Abeyance Balance		2			DECIMAL(9,2)	Amount of sick leave maintained in abeyance while the employee is in a specific appointment or status.	
164	1049	Employee Leave Information	Sick Leave Carryover Hours		2			DECIMAL(9,2)	Amount of hours worked that can be carried over to the next pay period for employees who work a part-time work schedule and only accrue sick leave based on number of hours worked.	
165	350	Employee Leave Information	Leave Ceiling Hours		2			DECIMAL(9,2)	Ceiling an employee is allowed to maintain. This will be 240, 360, or 720 for most employees unless there is a personal ceiling in effect for the individual. Reason for the personal ceiling is described in EHRI #351.	
166	351	Employee Leave Information	Leave Ceiling Personal Hours Reason		2			VARCHAR(255)	Reason the employee is allowed to carry over a higher amount of leave in a non-standard personal leave ceiling.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
167	1055	Employee Leave Information	Part-Time Annual Leave Hours Earned		2			DECIMAL(9,2)	Number of annual leave hours earned by an employee in the current pay period based on the number of hours in a pay status.	
168	1056	Employee Leave Information	Part-Time Sick Leave Hours Earned		2			DECIMAL(9,2)	Number of sick leave hours earned by an employee in the current pay period based on the number of hours in a pay status.	
169	362	Lump Sum Leave Pay	Lump Sum Leave Hourly Rate Amount		2			DECIMAL(9,2)	Rate of pay used to pay the lump sum leave amount. There may be multiple rates for a lump-sum payment if the employee's pay is subject to pay adjustment during the lump-sum period (e.g., statutory increases, within grades).	
170	363	Lump Sum Leave Pay	Lump Sum Leave Hourly Rate Start Date		2			DATE	Start date for the hourly rate used to determine lump sum leave payment. There may be multiple rates for a lump-sum payment if the employee's pay is subject to pay adjustment during the lump-sum period (e.g., statutory increases, within grades).	
171	364	Lump Sum Leave Pay	Lump Sum Leave Leave Period End Date		2			DATE	End date excluding any restored annual leave used for projecting any refund that the employee could potentially owe.	
172	365	Lump Sum Leave Pay	Lump Sum Leave Period Start Date		2			DATE	Start date for a period of lump sum leave payment.	
173	366	Lump Sum Leave Pay	Lump Sum Leave Paid Hours		2			DECIMAL(9,2)	Number of hours of leave paid in lump sum to employee upon separation.	
174	367	Lump Sum Leave Pay	Lump Sum Leave Payment Refund Amount		2			DECIMAL(9,2)	Amount the employee must pay to the employing agency for every hour of unexpired leave (excluding any restored hours).	



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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
175	368	Lump Sum Leave Pay	Lump Sum Leave Recredited Hours		2			DECIMAL(9,2)	Number of hours of leave recredited to the employee's leave account as a result of a refund of unexpired leave.	
176	1057	Lump Sum Leave Pay	Lump Sum Total Leave Period End Date		2			DATE	The projected end date for a period of lump sum leave payment, including any restored annual leave, used toward projecting the total lump sum payment amount.	
177	1058	Lump Sum Leave Pay	Lump Sum Restored Annual Leave Hours Paid		2			DECIMAL(9,2)	Number of hours of restored annual leave paid in a lump sum payment to an employee upon separation.	
178	1059	Lump Sum Leave Pay	Lump Sum Unexpired Annual Leave Hourly Rate Amount		2			DECIMAL(9,2)	Hourly rate associated with the unexpired portion of leave. There may be multiple rates for a lump sum payment if the employee's pay is subject to pay adjustments during the lump sum period (e.g., statutory increases, within grade increases)	
179	1060	Lump Sum Leave Pay	Lump Sum Unexpired Annual Leave Hours		2			DECIMAL(9,2)	Number of hours of annual leave in an employee's lump sum payment for annual leave that is subject to refund to the employing agency. Such leave will be recredited to employee's annual leave account. This does not include any annual leave restored leave hours.	
180	379	Employee Leave Information	Leave Year to Date YTD Advance Balance Hours		2			DECIMAL(9,2)	Number of hours of leave authorized to the employee in the current leave year.	
181	396	Medical Emergency	Medical Emergency End Date		2			DATE	End date for a period of medical emergency for a leave transfer recipient.	
182	397	Medical Emergency	Medical Emergency Start Date		2			DATE	Start date for a period of medical emergency for a leave transfer recipient.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
183	408	Retirement Eligible Earnings	Military Lost Days		2			NUMBER(4)	Number of days the military has determined are not creditable in a service period.	
184	288	Family and Medical Leave Act FMLA Usage	Family and Medical Leave Act FMLA Beginning Date		2			DATE	Date on which the employee first uses Family and Medical Leave Act (FMLA) leave.	
185	289	Family and Medical Leave Act FMLA Usage	Family and Medical Leave Act FMLA End Date		2			DATE	Date 12 months after the Family and Medical Leave Act (FMLA) start date.	
186	290	Family and Medical Leave Act FMLA Usage	Family and Medical Leave Act FMLA Hours Used		2			DECIMAL(9,2)	Number of Family and Medical Leave Act (FMLA) hours used in the current Family and Medical Leave Act (FMLA) 12 month period.	
187	291	Family and Medical Leave Act FMLA Usage	Family and Medical Leave Act FMLA Hours Used in Pay Period		2			DECIMAL(9,2)	The amount of FMLA in hours used during the current pay period.	
188	1052	Nonpay Status	Absence Without Leave Hours in Pay Period		2			DECIMAL(9,2)	Number of AWOL hours in a pay period.	
189	1053	Nonpay Status	Absence Without Leave Hours in Leave Year		2			DECIMAL(9,2)	Number of AWOL hours accumulated in a leave year.	
190	42	Nonpay Status	Absence Without Pay Credit Reduction Hours in Pay Period		2			DECIMAL(9,2)	Number of credit reduction hours in effect during the pay period as a result of absence without pay.	
191	43	Nonpay Status	Absence Without Pay Credit Reduction Hours YTD		2			DECIMAL(9,2)	Year to date credit reduction hours as a result of absence without pay.	
192	44	Nonpay Status	Absence Without Pay Hours in Pay Period		1		Y	DECIMAL(9,2)	Number of hours of absence without pay (AWOP) during the pay period. This includes the total hours for all LWOP and AWOL, and other nonpay status.	
193	46	Nonpay Status	Absence Without Pay Since Last Equivalent Increase		2			DECIMAL(9,2)	Number of hours of absence without pay (AWOP) since last equivalent increase. This includes the total hours for all LWOP and AWOL, and other nonpay status.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
194	45	Nonpay Status	Absence Without Pay in Leave Year		2			DECIMAL(9,2)	Number of hours of absence without pay (AWOP) during the leave year. This includes the total hours for all LWOP and AWOL, and other nonpay status.	
195	1051	Nonpay Status	Other Nonpay Status in Pay Period		2			DECIMAL(9,2)	Number of other nonpay status hours in a pay period. Includes leave without pay (LWOP) excluding LWOP while in workers' compensation status (LWOP-WC) or while serving in the Uniformed Services (LWOP-US). Also includes suspension, furloughs, military furloughs, etc.	
196	1063	Nonpay Status	Other Nonpay Status in Leave Year		2			DECIMAL(9,2)	Number of other nonpay status hours accumulated in a leave year. Includes leave without pay (LWOP) excluding LWOP while in workers' compensation status (LWOP-WC) or while serving in the Uniformed Services (LWOP-US). Also includes suspension, furloughs, military furloughs, etc.	
197	173	FEGLI Contribution	Federal Employees' Group Life Insurance FEGLI Agency Basic Contribution Amount		2			DECIMAL(9,2)	Amount of the Federal Employees Group Life Insurance (FEGLI) basic premium that an agency pays on behalf of an employee.	
198	130	FEGLI Contribution	Federal Employees' Group Life Insurance FEGLI Employee Basic Amount		2			DECIMAL(9,2)	Amount the employee pays for Basic Federal Employees' Group Life Insurance (FEGLI) coverage.	
199	136	FEGLI Contribution	Federal Employees' Group Life Insurance FEGLI Employee Optional Amount		2			DECIMAL(9,2)	Amount the employee pays for Optional Federal Employees' Group Life Insurance (FEGLI) coverage.	
200	981	FEHB Contribution	Federal Employees Health Benefits FEHB Pre Tax Indicator		2			VARCHAR(2)	Indicates if an employee has their share of health benefit premiums deducted from their taxable income.	Y=Yes, N=No, NA=Non Applicable

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201	230	FEHB Contribution	Federal Employee Health Benefits FEHB Agency Contribution Amount		2			DECIMAL(9,2)	Amount of the Federal Employee's Health Benefits (FEHB) premium that an agency pays on behalf of an employee in a pay period.	
202	233	FEHB Contribution	Federal Employees Health Benefits FEHB Deduction Amount		1		Y	DECIMAL(9,2)	Amount of the deduction from the employee's pay for Federal Employees Health Benefits (FEHB) coverage in a pay period.	
203	231	FEHB Contribution	Federal Employees Health Benefits FEHB Agency Temporary Continuation of Coverage TCC Contribution Amount		2			DECIMAL(9,2)	Amount of the Federal Employees Health Benefits (FEHB) Temporary Continuation of Coverage (TCC) premium that an agency pays on behalf of an employee in a pay period.	
204	651	General Deduction	FICA and OASDI Agency Contribution Amount		2			DECIMAL(9,2)	Amount of the Federal Insurance Contribution (FICA) and Old Age Survivors and Disability Insurance (OASDI) that an agency pays on behalf of an employee in a pay period. Medicare is included in this amount.	
205	1000	General Deduction	FICA and OASDI YTD Agency Contribution Amount		2			DECIMAL(9,2)	Cumulative amount of the Federal Insurance Contribution (FICA) and Old Age Survivors and Disability Insurance (OASDI) that an agency pays on behalf of an employee for the year. Medicare is included in this amount.	
206	994	General Deduction	FICA and OASDI Deduction Amount		2			DECIMAL(9,2)	Amount of the deduction from the employee's pay for Federal Insurance Contribution (FICA) and Old Age Survivors and Disability Insurance (OASDI) in a pay period. Medicare is included in this amount.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
207	1001	General Deduction	FICA and OASDI YTD Deduction Amount		2			DECIMAL(9,2)	Cumulative amount of the deduction from the employee's pay for Federal Insurance Contribution (FICA) and Old Age Survivors and Disability Insurance (OASDI) for the year. Medicare is included in this amount.	
208	686	Thrift Savings Plan Contribution	Thrift Savings Plan TSP Agency Pay Period Contribution Amount		2			DECIMAL(9,2)	Amount the agency contributes to the Thrift Savings Plan (TSP) in the current pay period.	
209	985	Thrift Savings Plan Contribution	Thrift Savings Plan TSP Agency Contribution Year to Date YTD Amount		2			DECIMAL(9,2)	Amount contributed by the agency to Thrift Savings Plan (TSP) in the year to date.	
210	690	Thrift Savings Plan Contribution	Thrift Savings Plan TSP Employee Pay Period Contribution Amount		2			DECIMAL(9,2)	Actual employee election amount deducted for the Thrift Savings Plan (TSP) in a pay period. Convert a percentage election into the actual dollar amount that was deducted.	
211	684	Thrift Savings Plan Contribution	Thrift Savings Plan TSP Employee Contribution Year to Date YTD Amount		2			DECIMAL(9,2)	Amount contributed by employee to Thrift Savings Plan (TSP) in the year to date.	
212	315	Intergovernmental Personnel Act	Intergovernmental Personnel Act IPA Basic Pay Rate Amount		2			DECIMAL(9,2)	Rate of basic pay during Intergovernmental Personnel Act (IPA) assignment.	
213	323	Intergovernmental Personnel Act	Intergovernmental Personnel Act IPA Other Annual Salary Amount		2			DECIMAL(9,2)	Amount of annual salary paid for the state or local government position from which the Intergovernmental Personnel Act employee was assigned to the Federal government.	
214	326	Intergovernmental Personnel Act	Intergovernmental Personnel Act IPA Other Employment End Date		2			DATE	Date on which the employee was last employed with the state or local government from which an employee was assigned to the Federal government under the Intergovernmental Personnel Act (IPA) agreement.	

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215	327	Intergovernmental Personnel Act	Intergovernmental Personnel Act IPA Other Employment Start Date		2			DATE	Date on which the employee was first employed by the state or local government from which assigned for employees assigned to the Federal government under the Intergovernmental Personnel Act (IPA) agreement.	
216	16	CSRS Contribution	CSRS Agency Contribution Amount		2			DECIMAL(9,2)	The amount the agency contributes towards the employee's retirement on a pay period basis.	
217	587	CSRS Contribution	CSRS Contribution Current Pay Period Amount		1		Y	DECIMAL(9,2)	Amount the employee contributes to his/her retirement plan, current pay period.	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
218	16	Basic FERS Contribution	Basic FERS Agency Contribution Amount		2			DECIMAL(9,2)	The amount the agency contributes towards the employee's retirement on a pay period basis.	
219	587	Basic FERS Contribution	Basic FERS Contribution Current Pay Period Amount		1		Y	DECIMAL(9,2)	Amount the employee contributes to his/her retirement plan, current pay period.	
220	587	State Employee Contribution	State Employee Contribution Current Pay Period Amount		2			DECIMAL(9,2)	Amount the employee contributes to his/her retirement plan, current pay period.	
221	587	NAF Contribution	NAF Contribution Current Pay Period Amount		2			DECIMAL(9,2)	Amount the employee contributes to his/her retirement plan, current pay period.	
222	594	Retirement Contribution	Retirement Voluntary Contribution Amount		4			DECIMAL(9,2)	Amount (actual dollar) of the voluntary contribution transaction.	
223	113	Retirement Eligible Earnings	Disability Retirement Pay Stop Date		2			DATE	Date on which the employee's pay stopped or will stop because of disability retirement.	

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224	116	Retirement Eligible Earnings	Total Retirement Creditable Pay - Pay Period		1		Y	DECIMAL(9,2)	Amount of retirement creditable pay (i.e., subject to retirement deductions) paid during the pay period. Required to compute the FERS annuity supplement; not used in the 'high three' retirement calculation.	
225	998	Retirement Eligible Earnings	Total Retirement Creditable Pay - YTD		2			DECIMAL(9,2)	Amount of retirement creditable pay (i.e., subject to retirement deductions) paid year to date. Required to compute the FERS annuity supplement; not used in the 'high three' retirement calculation.	
226	166	Retirement System Refunded	Retirement System Refunded Service End Date		4			DATE	End date of Retirement System service for which an employee received a refund.	
227	167	Retirement System Refunded	Retirement System Refunded Service Start Date		4			DATE	Start date of Retirement System service for which an employee received a refund.	
228	168	Retirement System Refunded	Retirement System Refunded Service Days		4			NUMBER(4)	Number of days of Retirement System service for which an employee received a refund.	
229	608	Service Deposit/Credit Election	Service Deposit/Credit Balance Due Amount		4			DECIMAL(9,2)	Total outstanding due including interest on a given date for service deposit taking into consideration all payments received.	
230	609	Service Deposit/Credit Election	Service Deposit/Credit Effective Date		4			DATE	Date on which the service deposit/credit was computed.	
231	610	Service Deposit/Credit Election	Service Deposit/Credit Election Date		4			DATE	Date on which the employee signed their election of payment or nonpayment of service deposit/credit.	
232	612	Service Deposit/Credit Election	Service Deposit/Credit Election Indicator		4			VARCHAR(2)	Indicates that an employee has elected or declined to pay or complete payment of service deposit/credit.	Y=Yes, N=No, NA=Non Applicable

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
233	613	Service Deposit/Credit Election	Service Deposit/Credit Employee Annuity Eligibility Indicator		4			VARCHAR(2)	Indicates if an employee is eligible for annuity based on minimum basic annuity.	Y=Yes, N=No, NA=Non Applicable
234	614	Service Deposit/Credit Election	Service Deposit/Credit Employee Annuity Increase Indicator		4			VARCHAR(2)	Indicates that a service deposit would increase annuity.	Y=Yes, N=No, NA=Non Applicable
235	637	Service Deposit/Credit Election	Service Deposit/Credit Earnings		4			DECIMAL(9,2)	Estimated or actual earnings documented for each period of service.	
236	615	Service Deposit/Credit Election	Service Deposit/Credit End Date		4			DATE	End date of service for which the service deposit/credit is being computed.	
237	631	Service Deposit/Credit Election	Service Deposit/Credit Start Date		4			DATE	Start date of service for which the service deposit/credit is computed.	
238	616	Service Deposit/Credit Election	Service Deposit/Credit Interest Accrual Date		4			DATE	Date from which the interest accrues on military service deposit for employee. This date is usually the three year anniversary of appointment or October 1, 1985 for individuals hired before 1982.	
239	617	Service Deposit/Credit Election	Service Deposit/Credit Interest Computation Date		4			DATE	Date on which the interest was computed.	
240	618	Service Deposit/Credit Payment	Service Deposit/Credit Interest Due Amount		4			DECIMAL(9,2)	Interest amount due on a service deposit/credit.	
241	619	Service Deposit/Credit Payment	Service Deposit/Credit Interest Period Start Date		4			DATE	Start date for an interest rate associated with an employee's service deposit repayment.	
242	620	Service Deposit/Credit Payment	Service Deposit/Credit Interest Rate		4			DECIMAL(6,2)	Interest rate for a military service deposit for a specific period.	
243	621	Service Deposit/Credit Payment	Service Deposit/Credit Lost Days		4			NUMBER(4)	Number of days employee was absent without leave (AWOL) or otherwise lost during dates of service for which service deposit/credit is being computed.	



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244	622	Service Deposit/Credit Payment	Service Deposit/Credit Payment Amount		4			DECIMAL(9,2)	Amount of employee's payment for a service deposit/credit.	
245	623	Service Deposit/Credit Payment	Service Deposit/Credit Payment Date		4			DATE	Date on which a payment was made for service deposit/credit.	
246	627	Service Deposit/Credit Payment	Service Deposit/Credit Payment Number		4			NUMBER(4)	Number of service deposits/credits the employee elects to make.	
247	628	Service Deposit/Credit Payment	Service Deposit/Credit Payment Type Code		4			VARCHAR(4)	Method by which the employee is paying the service deposit/credit.	01=Biweekly, 02=Monthly
248	629	Service Deposit/Credit Payment	Service Deposit/Credit Principal Amount		4			DECIMAL(9,2)	Total amount of deposit/credit due, computed from earnings multiplied by the appropriate retirement withholding.	
249	632	Service Deposit/Credit Payment	Service Deposit/Credit Total Due Amount		4			DECIMAL(9,2)	Amount of principal and interest due on the service deposit/credit as of the last anniversary of the interest accrual.	
250	633	Service Deposit/Credit Status	Service Deposit/Credit Total Service Days		4			NUMBER(4)	Number of days active service in period less lost days (absent without leave (AWOL), etc.).	
251	634	Service Deposit/Credit Status	Service Deposit/Credit Total Service Months		4			NUMBER(4)	Number of months active service in period less lost days (absent without leave (AWOL), etc.).	
252	635	Service Deposit/Credit Status	Service Deposit/Credit Total Service Years		4			NUMBER(4)	Number of years active service in period less lost days (absent without leave (AWOL), etc.).	
253	636	Service Deposit/Credit Status	Service Deposit/Credit Withholding Percent		4			DECIMAL(6,2)	Retirement withholding percentage appropriate for deposit. May be the same as Civil Service Retirement System (CSRS) or Federal Employees' Retirement System (FERS) withholding percentage.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
254	1069	Data Record	Retroactive Adjustment Indicator		1			VARCHAR(2)	A flag to indicate that the payroll record contains one or more retroactive adjustments. Note that the specific elements containing adjustments are not identified; this field only indicates if a retro adjustment was included. The actual retroactive adjustments are added to the 'normal' pay period amounts.	Y=Yes, N=No
255	1076	Pay Period	Pay Period Number		1			NUMBER(6)	Payroll-provider specific payroll run number.	YYYYPP where PP represents the pay period number from 01 to 26/27. The first pay period of 2006 would be sent as 200601.
256	1074	Union Official Time - Term Negotiation	Term Negotiation Hours - Pay Period		2			DECIMAL(9,2)	Amount of Term Negotiation Hours used in the pay period. Term Negotiation Hours make up a component of Union Official Time, and specifically report on the official time used by union representatives to prepare and negotiate a basic collective bargaining agreement or its successor.	
257	1075	Union Official Time - Term Negotiation	Term Negotiation Hours - YTD		2			DECIMAL(9,2)	Amount of Term Negotiation Hours used year to date Term Negotiation Hours make up a component of Union Official Time, and specifically report on the official time used by union representatives to prepare and negotiate a basic collective bargaining agreement or its successor.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
258	1074	Union Official Time - Mid-Term Negotiation	Mid-Term Negotiation Hours - Pay Period		2			DECIMAL(9,2)	Amount of Mid-Term Negotiation Hours used in the pay period. Mid-Term Negotiation Hours make up a component of Union Official Time, and specifically report on the official time used to bargain over issues raised during the life of a term agreement.	
259	1075	Union Official Time - Mid-Term Negotiation	Mid-Term Negotiation Hours - YTD		2			DECIMAL(9,2)	Amount of Mid-Term Negotiation Hours used year to date. Mid-Term Negotiation Hours make up a component of Union Official Time, and specifically report on the official time used to bargain over issues raised during the life of a term agreement.	
260	1074	Union Official Time - Dispute Resolution	Dispute Resolution Hours - Pay Period		2			DECIMAL(9,2)	Amount of Dispute Resolution Hours used in the pay period. Dispute Resolution Hours make up a component of Union Official Time, and specifically report on the official time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the MSPB, FLRA, and EEOC and, as necessary, to the courts.	
261	1075	Union Official Time - Dispute Resolution	Dispute Resolution Hours - YTD		2			DECIMAL(9,2)	Amount of Dispute Resolution Hours used year to date. Dispute Resolution Hours make up a component of Union Official Time, and specifically report on the official time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the MSPB, FLRA, and EEOC and, as necessary, to the courts.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
262	1074	Union Official Time - General Labor Relations	General Labor Relations Hours - Pay Period		2			DECIMAL(9,2)	Amount of General Labor Relations Hours used in the pay period. General Labor Relations Hours make up a component of Union Official Time, and specifically report on the official time used for: meetings between labor and management officials to discuss the general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.	
263	1075	Union Official Time - General Labor Relations	General Labor Relations Hours - YTD		2			DECIMAL(9,2)	Amount of General Labor Relations Hours used year to date. General Labor Relations Hours make up a component of Union Official Time, and specifically report on the official time used for: meetings between labor and management officials to discuss the general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.	
264		Employee Pay	Retirement Creditable Social Security Pay - Pay Period		1		Y	DECIMAL(9,2)	Retirement eligible earnings in the pay period that are subject to Social Security taxation (OASDI).	
265		Employee Pay	Retirement Creditable Social Security Pay - YTD		2			DECIMAL(9,2)	Retirement eligible earnings year to date that are subject to Social Security taxation (OASDI).	
266		Retirement Eligible Earnings	Retirement Creditable Customs Officer Overtime Earnings - Pay Period		1		Y	DECIMAL(9,2)	Amount of customs officer retirement creditable overtime pay actually paid during the pay period.	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
267		Employee Pay Rate	Retirement Creditable Annualized Rate of Basic Pay		1		Y	DECIMAL(9,2)	<p>Sum of adjusted basic pay and any retirement creditable additional pay paid during the pay period, annualized according to the appropriate annualization factor (2080, 2087, etc.) to derive an annual rate.</p> <p>Adjusted Basic Pay Rate is Basic Pay Rate (Base rate before any additions) plus Basic Pay Supplement (Includes locality pay, special rate supplement, VA title 38 market pay, and other equivalent payments)</p> <p>Retirement – Creditable Additional Pay includes administratively uncontrollable overtime (AUO); availability pay (also know as Law Enforcement Availability Pay (LEAP)) paid to criminal investigators; standby pay; night differential (for prevailing rate employees); environmental differential (for prevailing rate employees); physicians' comparability allowance (PCA)/ physicians' special pay (PSP); straight-time pay for overtime hours in regular tour of duty for firefighter compensated under 5 USC 5545b.</p>	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
268		Employee Pay Rate	Annual Rate of Basic Pay for FEGLI		1		Y	DECIMAL(9,2)	An insured employee's annual rate of basic pay as fixed by law or regulation. Inclusions per 5CFR 870.204.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
269		Employee Pay Rate	Physicians Comparability Allowance (PCA) Annualized Rate of Pay		1		Y	DECIMAL(9,2)	Amount of PCA paid during the pay period, annualized according to the appropriate annualization factor to derive an annual rate. Although the PCA must be reported in Retirement Annualized Rate of Basic Pay, it also must be reported separately in this field and expressed as an annual rate.	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
270		Employee Pay Rate	Annualized Hours Factor		1		Y	DECIMAL(9,2)	Factor used to annualize an hourly pay rate or used as a divisor in converting annual rate to an hourly rate (usually 2087 or 2080.)	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
271		Employee Hours	Paid Non-Overtime Hours for Part-time Employee		1		Y	DECIMAL(9,2)	The number of non-overtime hours in the biweekly pay period for which a part-time employee received compensation. Exclude hours in excess of the 8-hour daily overtime threshold or the applicable weekly or biweekly overtime threshold (i.e., hours paid at overtime rate). May not exceed the hours in the employee's hypothetical full-time regular tour of duty. (See CSRS and FERS Handbook, section 81A2.2-1-C.2.)	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
272		FEGLI Contribution	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. This code is used by payroll to determine FEGLI biweekly premiums.	See FEDERAL EMPLOYEES' GROUP LIFE INSURANCE in The Guide to Personnel Data Standards.

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
273	257	FEHB Contribution	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.
274		Nonpay Status	Leave Without Pay for Workers' Compensation in Pay Period		1		Y	DECIMAL(9,2)	Number of LWOP-WC (Workers' Compensation) hours in a pay period.	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
275		Nonpay Status	Leave Without Pay for Workers' Compensation in Leave Year		2			DECIMAL(9,2)	Number of LWOP-WC (Workers' Compensation) hours accumulated in a leave year.	
276		Nonpay Status	Leave Without Pay for Uniformed Service in Pay Period		2			DECIMAL(9,2)	Number of LWOP-US (Uniformed Service) hours in a pay period.	
277		Nonpay Status	Leave Without Pay for Uniformed Service in Leave Year		2			DECIMAL(9,2)	Number of LWOP-US (Uniformed Service) hours accumulated in a leave year.	
278	23	Retention Incentive	Retention Incentive Amount - Non-Title 5 USC 5754		1			DECIMAL(9,2)	Amount of retention incentive a non-Title 5 employee received during a pay period.	
279	23	Relocation Incentive	Relocation Incentive Amount - Non-Title 5 USC 5753		1			DECIMAL(9,2)	Amount of relocation incentive a non-Title 5 employee received during a pay period.	
280	23	Recruitment Incentive	Recruitment Incentive Amount - Non-Title 5 USC 5753		1			DECIMAL(9,2)	Amount of recruitment incentive a non-Title 5 employee received during a pay period.	
281		Student Loan Repayment	Student Loan Repayment Amount - Pay Period		2			DECIMAL(9,2)	Gross amount (i.e., before taxes are withheld) paid during the current pay period by an agency to a loan holder on behalf of an employee for the repayment of a student loan.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
282		Student Loan Repayment	Student Loan Repayment Amount - YTD		2			DECIMAL(9,2)	Gross amount (i.e., before taxes are withheld) paid year to day by an agency to a loan holder on behalf of an employee for the repayment of a student loan.	
283		Pay Period	Official Pay Date		1		Y	DATE	Official date payment was made to the employee. Used to ensure earnings and deductions are associated with the correct calendar year.	



## 3.9 Edit Rules for Individual Fields

### 3.9.1 Record Identifying Fields

Field Name	Edit Rule	Action taken if edit rule fails
Record Action	Check if code value is valid	Reject record
Social Security Number	None	N/A
Birth Date	Check if valid date	Reject record
Agency/Subelement Code	Check if code value is valid	Reject record
Pay Period End Date	Check if valid date	Reject record

### 3.9.2 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”

## 3.10 Relational Edits

Field Names	Edit Rule	Action taken if edit rule fails
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Pay Period End Date	If record action is “Add”, the employee must not have an existing record with the same pay period end date	Reject record
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Pay Period End Date	If record action is “Correct”, the employee must have an existing record with the supplied pay period end date	Reject record
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Pay Period End Date	If record action is “Delete”, the employee must have an existing record with the supplied pay period end date	Reject record

Additional edit rules will be added on to this section at a future date after more analysis has been completed on the Payroll data elements.