

Appendix B – Compensation Management Requirements (Core)

Changes to “Core” Compensation Management Requirements from Version 2.0

Requirement	Changes Made	Reason
COMP361 Subscribe to applicable OPM policy listservs through the OPM website.	Added	Policy Update

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
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The Shared Service Center has the primary role in providing and operating the facility or system to address the functionality, transaction, or process described by these requirements in accordance with the priority specified.
 Nothing in these requirements implies or authorizes the performance of inherently governmental functions by non-governmental entities.

Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage
5 USC, Chapter 61, Subchapters I and II; 5 CFR Part 610 and,OPM Handbook on Alternative Work Schedules (being replaced), GAO Requirement 03-352G (Jan 2003)	COMP1	Capture all types of established tours of duty and work schedules as prescribed.	Policy	Mandatory	Shared Service Center	5.4.1 Schedule Employees
GAO Requirement 03-352G (Jan 2003)	COMP2	Capture T&A data in days, hours, fractions of hours, or other units of measure (e.g., piecework) as required.	Policy	Mandatory* (* indicates that the requirement may be governmentwide or may apply only to the provider solution that supports a specific agency need)	Shared Service Center	5.4.2 Attest Attendance Data
JFMIP-SR-99-5	COMP3	Collect T&A data by day, clock hours, exception data, and by agency-defined increments (e.g., minute)	Policy	Mandatory*	Shared Service Center	5.4.2 Attest Attendance Data
5 USC 5504-5505, Chapter 61, Subchapters I and II; and 5 CFR Part 610.	COMP4	Collect T&A data on daily, weekly, biweekly, semi-monthly, and/or monthly basis to be reported on a pay period basis.	Policy	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
5 USC 5504-5505, Chapter 61 Subchapters I and II; and 5 CFR Part 610; Chapter 55, Subchapters I, IV, and V; Chapter 61 Subchapters I and II ; and 5 CFR Parts 550 and 610, GAO 03-352G	COMP5	Collect actual hours or days worked, leave taken and other pay-related data (e.g., piecework, fee basis units/dollars, and differentials and premium pay data for each employee).	Policy	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data

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JFMIP-SR-99-5	COMP6	Collect data on employees who work temporarily in positions other than that to which they are permanently assigned.	Policy	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
GAO 03-352G	COMP7	Allow attestation and verification of data.	Policy	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
GAO 03-352G	COMP8	Accept electronic signatures or other appropriately documented approvals from authorized approving officials.	Policy	Mandatory	Shared Service Center	5.4.4 Certify Employee Attendance Data
JFMIP-SR-99-5	COMP9	Edit T&A data at the earliest time.	Policy	Mandatory*	Shared Service Center	5.4.4 Certify Employee Attendance Data
JFMIP-SR-99-5	COMP10	Correct current-pay period and adjust prior-pay period T&A data.	Policy	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
5 USC, Chapter 63 and other cites outside of title 5 (e.g., Title 5, 10, 12, 14, 20, 38, and 42); and 5 CFR, Part 630, 5 USC 5550a, and 5550b; and 5 CFR 532.504 550.114, 551.531, and Part 550, Subparts J and N.	COMP11	Accrue each type of leave based on the rate to which an employee is entitled, including partial accruals and carryovers. Special accrual rules for employees using donated leave, etc., must be accommodated.	Policy	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 USC, Chapter 63 and other cites outside of title 5 (e.g., Title 5, 10, 12, 14, 20, 38, and 42); and 5 CFR, Part 630	COMP12	Accrue leave for special category employees, (e.g., part-time employees, firefighters, etc.).	Policy	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
USC 5543, 6123(a) (1), 5550a, and 5550b; and 5 CFR 532.504 550.114, 551.531, and Part 550, Subparts J and N, 5 USC 6126, 5 USC 45 and 5 CFR 451.104	COMP13	Establish other paid time off (e.g., time-off awards, compensatory time, credit hours).	Policy	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off

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5 USC, Chapter 63 and other cites outside of title 5 (e.g., Title 5, 10, 12, 14, 20, 38, and 42); and 5 CFR, Part 630	COMP14	Process leave for each reported leave type at the end of each effective pay period. Process advances, accruals, usage and restored leave before usages are applied to the appropriate balance.	Policy	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 USC, Chapter 63 and other cites outside of title 5 (e.g., Title 5, 10, 12, 14, 20, 38, and 42); and 5 CFR, Part 630	COMP15	Offset advanced annual and sick leave balances against subsequent pay period accruals of corresponding leave.	Policy	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 USC 5543, 6123(a) (1), 5550a, and 5550b; and 5 CFR 532.504 550.114, 551.531, and Part 550, Subparts J and N	COMP16	Determine all types of compensatory time to be paid or forfeited based on predetermined regulatory and agency time constraints.	Policy	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 USC 6126	COMP17	Determine credit hours to be paid or forfeited in accordance with law and internal agency policy.	Policy	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 USC 45 and 5 CFR 451.104	COMP18	Determine time-off-award forfeiture based on agency policy.	Policy	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
GAO 03-352G	COMP19	Maintain detailed audit trail and internal control data to ensure that all reported leave hours and other paid time off have been processed accurately and that the hours submitted are correct.	Policy	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 USC, Chapter 63 and other cites outside of title 5 (e.g., Title 5, 10, 12, 14, 20, 38, and 42); and 5 CFR, Part 630	COMP20	Provide for fiscal-year-end, leave-year-end, calendar-year-end, contract-year-end, pay-year-end and other leave year-end processing and forfeitures (leave ceilings) in accordance with established governmentwide and agency-specific guidelines.	Policy	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 USC 81	COMP21	Provide capability to accumulate nonpay hours for different purposes such as furloughs, Office of Workers Compensation Program (OWCP), sabbatical, and military duty.	Policy	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off

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5 USC, Chapter 63 and other cites outside of title 5 (e.g., Title 5, 10, 12, 14, 20, 38, and 42); and 5 CFR, Part 630	COMP22	Modify leave accruals, limits and/or balances for employees who change either leave systems or work schedules (i.e., full-time to part-time, etc.).	Policy	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
JFMIP-SR-99-5	COMP23	Automatically convert leave taken in excess of available balance based upon an established leave priority policy.	Policy	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
JFMIP-SR-99-5	COMP24	Provide reports of leave conversions for appropriate management review and action.	Policy	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Comptroller General Decisions	COMP25	Recompute leave balances due to prior-period hour adjustments or retroactive entitlement changes for each period subsequent to the effective period of the change.	Policy	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 USC, Chapter 53, 97 and 99; 5 CFR Part 531 Part 31, 9701, 9901; and any other authorities outside Title 5	COMP26	Calculate prior-period base pay, including locality pay	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC, Chapter 53, 97 and 99; 5 CFR Part 531 Part 31, 9701, 9901; and any other authorities outside Title 5.	COMP27	Calculate current-period base pay, including locality pay.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC. Chapter 55, Subchapter V ; 5 USC Chapters 97 and 99, 5 CFR part 550, 9701 and any other authorities outside of title 5; and 5 CFR	COMP28	Calculate prior-period premium pays.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll

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5 USC, Chapter 55, Subchapter V; 5 USC Chapters 97 and 99, 5 CFR part 550, 9701 and any other authorities outside of title 5; and 5 CFR.	COMP29	Calculate current-period premium pays.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5755 and 5 CFR part 575, Subpart D.	COMP30	Calculate prior-period supervisory differentials.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5755 and 5 CFR Part 575, Subpart D.	COMP31	Calculate current-period supervisory differentials.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5901-5903, 5911 and 5941; Also 5 CFR Part 591, Subparts A and B.	COMP32	Calculate prior-period nonforeign miscellaneous allowances.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5901-5903, 5911 and 5941; Also 5 CFR Part 591, Subparts A and B.	COMP33	Calculate current-period nonforeign miscellaneous allowances.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5921-5928, Department of State Standardized Regulation (DSSR)	COMP34	Calculate prior-period foreign allowances and differentials.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5921-5928, DSSR	COMP35	Calculate current-period foreign allowances and differentials.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC, Chapter 57, Subchapter IV and 5 USC 5379; and 5 CFR Part 575, Subpart D; and other discretionary authorities outside of title 5.	COMP36	Calculate prior-period incentives (e.g., recruitment, retention and relocation bonuses, student loan repayments).	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC, Chapter 57, Subchapter IV, 5 USC 5379; and 5 CFR Part 575, Subpart D; and other discretionary authorities outside of title 5.	COMP37	Calculate current-period incentives (e.g., recruitment, retention and relocation bonuses, student loan repayments).	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll

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5 USC 4501-4513; and 5 CFR part 451.	COMP38	Calculate awards.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5524a; and 5 CFR part 550, Subpart B, DSSR	COMP39	Calculate pay advances.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5551-5553, 6306; and 5 CFR part 550, Subpart L, Negotiated agreements (for FAA only)	COMP40	Calculate lump-sum leave (e.g., annual, FAA sick).	Policy	Mandatory*	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 6121(4) and 6126.	COMP41	Calculate credit hour payouts.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5543, 6123(a) (1), 5550a, and 5550b; and 5 CFR 532.504 550.114, and 551.531, and Part 550, Subparts J and N.	COMP42	Calculate compensatory time payout.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5595; 5 CFR Part 550, Subpart G	COMP43	Calculate severance pay.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC Chapter 55, Subchapter VIII	COMP44	Calculate settlements.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 3521, 5 CFR Part 576	COMP45	Calculate buy-out incentives.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
title 20, USC 901-907	COMP46	Calculate stipends (extracurricular pay and royalties).	Policy	Mandatory*	Shared Service Center	5.5.2 Process On-cycle Payroll
5 CFR 550.401 - 408	COMP47	Calculate evacuation pay.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5547(a); and 5 CFR 550.105	COMP48	Apply biweekly premium pay limitations.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5547(b); and 5 CFR 550.106-107	COMP49	Apply annual premium pay limitations.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5307; and 5 CFR Part 530, Subpart B.	COMP50	Apply aggregate pay limitations.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll

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5 USC 5547; 5373, 5307, 5303(f), and 5404(g); and 5 CFR part 530, Subpart B, 531.604, and 550.105-107.	COMP51	Apply internal controls(limitations on pay).	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
JFMIP-SR-99-5	COMP52	Compute earnings amounts or rates for partial pay periods when entitlement dates do not coincide with pay period beginning and ending dates.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
JFMIP-SR-99-5	COMP53	Process earnings adjustments on a begin-date/end-date basis.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5531, 5533-5537 and CFR Part 550, Subparts E.	COMP54	Process and compute pay and deductions for multiple positions under different appointment authorities, and different pay, leave, and benefit entitlements.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 CFR Part 837	COMP55	Adjust taxable gross pay by deducting untaxed items (e.g., Thrift Savings Plan deductions) and civil service retirement annuity offsets.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 55, Subchapter II	COMP56	Calculate mandatory deductions (e.g., retirement, Federal, State, local, and FICA taxes).	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5527, 5 CFR 550 Subpart C, 5 USC 8716, 5 CFR Part 870, 5 USC 8913, 5 CFR Part 8980, 5 CFR Chapter VI	COMP57	Calculate voluntary deductions (e.g., additional state and local taxes for multiple taxing authorities, life insurance, health, insurance, thrift savings deductions, allotments, bonds, and pre-tax deductions for transportation benefits).	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 55, subchapter II	COMP58	Calculate involuntary deductions (e.g., IRS levies, garnishments, and administrative debt collections).	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC Chapter 55, subchapter II	COMP59	Apply withholding limitations.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
42 USC 659-662; 5 USC 5520a; and 5CFR part 581-582	COMP60	Process deductions that apply in various pay periods and/or have specified limitations (e.g., garnishment amount).	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 CFR 550.313	COMP61	Apply order of precedence for deductions.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 552; 5 CFR 550 Subpart C	COMP62	Deduct some items in every pay period and others in selected pay periods only (e.g., discretionary allotments).	Policy	Useful	Shared Service Center	5.5.2 Process On-cycle Payroll

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5 CFR 550-1206, Subpart L	COMP63	Offset the dollar amount of all indebtedness against available pay upon separation.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 55, 5 CFR 550	COMP64	Calculate net pay.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 8716; 5 CFR Part 870; 5USC 8913; 5 CFR Part 8980; 5 CFR Chapter VI	COMP65	Calculate employer contribution and fees.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Treasury Financial Manual, Volume 1	COMP66	Derive summary totals of earnings, deductions, contributions, and paid hours for control purposes and to facilitate reconciliation.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Treasury Financial Manual, Volume 1	COMP67	Certify payroll vouchers.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
5 USC 5551-5553; 6306; and 5 CFR part 550, Subpart L., Negotiated agreements (for FAA only)	COMP68	Provide lump sum payment for leave (e.g., annual, FAA sick) for eligible employees, including any supplemental payment (e.g., statutory increases).	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Treasury Financial Manual, Green Book	COMP69	Generate payments files including electronic funds transfer and other methods of payments, including off-cycle and third party payments.	Policy	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Treasury Financial Manual, Green Book	COMP70	Generate payment file of unpaid compensation to beneficiaries.	Policy	Mandatory	Shared Service Center	5.5.5 Process Disbursements
OMB, Office of Federal Financial Management, Core Financial System Requirements; OFFM-NO-0105; February 2005 (Exposure Draft)	COMP71	Provide electronic output on distributed work units from the labor distribution process for use in other systems.	Policy	Mandatory	Shared Service Center	5.5.4 Distribute Labor Costs
OMB, Office of Federal Financial Management, Core Financial System Requirements; OFFM-NO-0105; February 2005 (Exposure Draft)	COMP72	Provide electronic output on employer contributions and benefits for use in other systems.	Policy	Mandatory	Shared Service Center	5.5.4 Distribute Labor Costs

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OMB, Office of Federal Financial Management, Core Financial System Requirements; OFFM-NO-0105; February 2005 (Exposure Draft)	COMP73	Produce all reports and vouchers necessary to recognize payroll expenses, establish related receivables.	Policy	Mandatory	Shared Service Center	5.5.4 Distribute Labor Costs
Joint Financial Improvement Program Humans Resources and Payroll System Requirement (JFMIP-SR-99-5)	COMP74	Accumulate work units in predefined data elements.	Policy	Mandatory	Shared Service Center	5.5.4 Distribute Labor Costs
JFMIP-SR-99-5	COMP75	Provide the capability to generate ad hoc human resources and payroll reports that are prescribed by the functional users.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
JFMIP-SR-99-5	COMP76	Produce employee earnings statements detailing the composition of gross pay, deductions, net pay, leave data and cumulative retirement data for the pay period and year to date.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
JFMIP-SR-99-5	COMP77	Produce managerial reports to facilitate monitoring of leave authorization, and personnel actions by human resources/payroll staff members and by operational supervisors or managers.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Treasury Financial Manual, Volume I	COMP78	Produce data required by Treasury.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
IRS Publication 15 (Circular E)	COMP79	Produce data required by IRS, including W-2s.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
IRS Publication 15 (Circular E)	COMP80	Produce data required by the Social Security Administration.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
20 CFR Part 10	COMP81	Produce data required by the Department of Labor.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting

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5 USC 5379(h) (1); 5948(j); 5 CFR 575.515; court order; and any other ad hoc congressional reports or administration initiative that may be requested.	COMP82	Produce data required by OPM.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
29 CFR Part 1614	COMP83	Produce data required by the Equal Employment Opportunity Commission.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
5 CFR Chapter VI; Thrift Savings Plan Bulletins	COMP84	Produce data required by the Federal Retirement Thrift Investment Board.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Treasury Financial Manual, Volume I	COMP85	Produce data required by Federal Reserve Banks.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Pub. L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996	COMP86	Produce data required by the Department of Health and Human Services.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Treasury Financial Manual, Volume I	COMP87	Produce data required by State taxing authorities.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Treasury Financial Manual, Volume I	COMP88	Produce data required by local taxing authorities.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Treasury Financial Manual, Volume I	COMP89	Produce data required by other taxing authorities.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
5 USC 5514, 5 CFR Subpart K	COMP90	Notify employee of indebtedness (e.g., health benefits).	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
5 USC Chapter 81, 20 CFR Part 10	COMP91	Provide the capability to track and report pay associated with job-related injury time (continuation of pay [COP]).	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
5 CFR Part 890, Subpart E	COMP92	Notify agencies of employee indebtedness (e.g., health benefits to agencies).	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting

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OMB, Office of Federal Financial Management, Core Financial System Requirements; OFFM	COMP93	Accommodate information requirements for accounting transactions for accruals of pay, leave, and benefits during the year.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
OMB, Office of Federal Financial Management, Core Financial System Requirements; OFFM	COMP94	Generate reports of pay and benefit transactions required by the agency core financial system.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
OMB, Office of Federal Financial Management, Core Financial System Requirements; OFFM; SF-1150 data	COMP95	Provide for transfer of data when an employee is transferred to a new agency/department or is re-employed after a separation from Federal service.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
GAO/AIMD 00-2.1.3.1	COMP96	Reconcile payroll and disbursing data to ensure accuracy.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
GAO/AIMD 00-2.1.3.1	COMP97	Notify agency human resources and payroll office staff of incorrect or missing data.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
5 CFR Part 890, Subpart A	COMP98	Compile employee data related to health insurance enrollment for validation purposes.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
5 CFR Part 890, Subpart A	COMP99	Store audit trail data in the standard human resources/payroll data files.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
5 CFR Part 890, Subpart A	COMP100	Generate detail registers or subsidiary ledgers which support all vouchers, accounting entries, and disbursements authorized by the payroll office.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
5 CFR 550, Subpart K	COMP101	Provide a report of employee debt.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
GAO/AIMD 00-2.1.3.1	COMP102	Reconcile data to provide assurance that all employees on the payroll are bona fide and that all earnings, entitlements, and benefits are being computed as authorized and recognized in the human resources system.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting

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5 CFR Part 890, Subpart A	COMP103	Make health insurance enrollment data available to carriers so that payroll and carrier records can be verified.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
National Archives and Record Retention Administration General Records Schedule 2 (NARA) Privacy Act, FOIA	COMP104	Maintain and/or dispose of personnel and payroll records in accordance with governmentwide and agency -specific guidelines.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
NARA	COMP105	Provide for reporting, reconciling, and retaining records to accommodate a number of requirements.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
	COMP106	Provide for formatting data as required to satisfy regulatory, managerial, and accounting information requirements.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
	COMP107	Generate reports at specific time intervals or upon request, including reports that span fiscal years, calendar years, or other time periods.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
GAO/AIMD-00-21.3.1	COMP108	Provide for managerial reports including control reports used by human resources/payroll office staff members, as well as reports used by others such as supervisors.	Policy	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
GAO 03-352G	COMP109	Accumulate work units in predefined data elements.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 USC, Chapter 63 and other cites outside of title 5 (e.g., Title 5, 10, 12, 14, 20, 38, and 42); and 5 CFR, Part 630.	COMP110	Apply current period leave accruals and leave charges to each employee's available leave balances, leave transfers, donations to leave banks or individuals and adjustments to leave balances for restored leave, settlements, and similar after-the-fact situations.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off

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5USC 81	COMP111	Store leave wage data and leave balance data for all employees.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 USC, Chapter 63 and other cites outside of title 5 (e.g., Title 5, 10, 12, 14, 20, 38, and 42); and 5 CFR, Part 630.	COMP112	Report number of sick leave hours creditable to a retiree's annuity.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
JFMIP-SR-99-5	COMP113	Store all types of leave history including beginning balances, leave accruals, leave usage, ending balance, and carryovers by type, for each pay period and applicable year to date.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP114	Update employee's leave balance with accruals on a biweekly basis based on the established leave accrual rate.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP115	Make leave information available to supervisors and managers.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP116	Enforce the rules for leave accrual balance transfers for terminating employee's (transferring out) and for employees transferring in from another agency (e.g., comp time).	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP117	Permit allowed military leave credit to be carried over to the next fiscal year.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP118	Track continuation of pay (COP).	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP119	Process all requirements of the leave sharing program including leave transfers, leave accruals, leave restorations, and periodic reporting.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP120	Retain unused donated leave balances in accordance with FPM Bull. 690-33 for yearly update of leave fields.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP121	Provide for the identification of approved leave recipients under the leave-transfer program.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off

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Best Business Practice	COMP122	Accept donated leave from Federal employees in other departments and agencies.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
5 CFR 630-913	COMP123	Support leave transfer program reporting.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP124	Determine compensatory time to be forfeited based on maximum earning ceiling.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP125	Provide for leave and other absence forfeitures processing using maximum carryover amounts.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP126	Automatically adjust leave accrual rates for employees who either: (1) change leave systems, (2) change biweekly tours of duty, (3) become eligible for additional leave accruals, or (4) change from full-time to part-time and vice versa.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP127	Process both current and prior period leave transactions on an effective pay period basis.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP128	Support the processing of advanced leave.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP129	Prevent automatic advances of sick leave.	Technology	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP130	Offset insufficient leave balances.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP131	Credit leave for use during the pay period in which it is earned.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP132	Do not automatically credit sick leave at the beginning of the leave year.	Technology	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP133	Process variable leave accruals for part-time employees (move up with accruals).	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off

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Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage
Best Business Practice	COMP134	Provide for reduction in leave accrual when a full-time employee's absence in a nonpay status within a leave year equals the base pay hours for a pay period (80 hours in most cases).	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP135	Provide for accrued compensatory time to be paid off as overtime at the rate earned for separating employees.	Technology	Mandatory*	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP136	Allow manual adjustment of leave data.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP137	Reduce annual leave balances to zero after lump-sum payments are made and SF-1150 is produced.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP138	Monitor the length of time employees are on LWOP to determine when health benefit payments are payable.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP139	Update leave data with retroactive adjustments.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP140	Generate SF-1150, Record of Leave Data.	Technology	Mandatory	Shared Service Center	5.4.3 Manage Leave Usage and Paid Time Off
Best Business Practice	COMP141	Make external schedule information (e.g., training schedules) available to job scheduling.	Technology	Useful	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP142	Make employee skills and / or competency data available to scheduling.	Technology	Useful	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP143	Support a 24-hour day schedule.	Technology	Mandatory	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP144	Integrate pay calendars into time and attendance system.	Technology	Useful	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP145	Support variable scheduling using edits based on business rules and employee data (e.g., minors cannot be scheduled at certain times).	Technology	Mandatory*	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP146	Support overtime authorization through workflow.	Technology	Mandatory	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP147	Manage pay calendars.	Technology	Useful	Shared Service Center	5.4.1 Schedule Employees

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Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage
Best Business Practice	COMP148	Allow employees to maintain schedules (tours of duty).	Technology	Critical	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP149	Allow time data entry and approval to be driven by job scheduling.	Technology	Mandatory	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP150	Maintain accounts for employees with multiple simultaneous appointments.	Technology	Mandatory	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP151	Store work schedule history.	Technology	Mandatory	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP152	Integrate organization data with scheduling function (e.g., department, cost center, work center, rate pool, etc.).	Technology	Mandatory	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP153	Make organization hierarchy available to scheduling function.	Technology	Mandatory	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP154	Utilize automated workflow to support schedule changes.	Technology	Critical	Shared Service Center	5.4.1 Schedule Employees
Best Business Practice	COMP155	Collect employee hours by categories.	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP156	Support employees who clock in early or clock out late but are paid for scheduled hours.	Technology	Mandatory*	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP157	Trigger workflow for approval of overtime where excess hours accumulate to overtime hours.	Technology	Mandatory*	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP158	Support multiple shift start times.	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP159	Provide for processing a variety of-work schedule types (e.g., when actually employed [WAE]).	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP160	Display both employee name and employee ID on time entry screens (contingent on non-SSN ID).	Technology	Critical	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP161	Retain electronic T&A entry to allow corrections to be performed without rekeying the entire T&A; unapproved T&As should not be purged from the system after cut-off .	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP162	Allow the employee to view their T&A data (work history, annual leave, etc.).	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP163	Capture all leave in specified increments.	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP164	Capture unpaid hours in specified increments.	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data

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Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage
Best Business Practice	COMP165	Require employees to attest to time data entered if required by policy. After attesting, if the employee amends the time card, they must re-attest.	Technology	Mandatory*	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP166	Provide for automatic year-end leave forfeiture processing using maximum carry-over amounts maintained in reference tables.	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP167	Provide projected annual leave accruals for leave year and “use or lose” each pay period.	Technology	Critical	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP168	Support exception time reporting.	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Section 2.6.1.1: Work Schedules	COMP169	Ensure credit hours are earned and used as authorized by the local credit hour plan.	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP170	Ensure premium hours (e.g., overtime) are entered in authorized increments.	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP171	Provide edits against the work schedule (e.g., no regular work hours over 80 in a pay period).	Technology	Mandatory	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP172	Update leave balance each time leave is accrued or used in the T&A system.	Technology	Critical	Shared Service Center	5.4.2 Attest Attendance Data
Best Business Practice	COMP173	Notify a supervisor that there is a prior-period corrected timecard that needs approval.	Technology	Critical	Shared Service Center	5.4.4 Certify Employee Attendance Data
Best Business Practice	COMP174	Allow supervisors to approve time using a secure, automated web-based time approval solution.	Technology	Mandatory	Shared Service Center	5.4.4 Certify Employee Attendance Data
Best Business Practice	COMP175	Allow supervisors to approve time by group, by employee, or by residual time.	Technology	Mandatory	Shared Service Center	5.4.4 Certify Employee Attendance Data
Best Business Practice	COMP176	Provide sufficient data, in addition to time data, to support supervisor approval.	Technology	Mandatory	Shared Service Center	5.4.4 Certify Employee Attendance Data
Best Business Practice	COMP177	Establish automated workflow to facilitate the time approval process.	Technology	Mandatory	Shared Service Center	5.4.4 Certify Employee Attendance Data
Best Business Practice	COMP178	Document approval for overtime, comp time, credit hours, sick and annual leave.	Technology	Mandatory	Shared Service Center	5.4.4 Certify Employee Attendance Data

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Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage
Best Business Practice	COMP179	Accept electronic documented timecard approvals from authorized approving officials.	Technology	Mandatory	Shared Service Center	5.4.4 Certify Employee Attendance Data
Best Business Practice	COMP180	Validate that all electronic timecards have been approved by an approving official.	Technology	Mandatory	Shared Service Center	5.4.4 Certify Employee Attendance Data
Best Business Practice	COMP181	Provide an online reference to T&A regulations, policies and procedures to support research on timekeeping questions and issues.	Service	Useful	Shared Service Center	5.4.4 Certify Employee Attendance Data
Best Business Practice	COMP182	Support electronic signature for timecard approval.	Technology	Mandatory	Shared Service Center	5.4.4 Certify Employee Attendance Data
Best Business Practice	COMP183	Provide names of individuals involved in review and approval of time on electronic T&A media.	Technology	Mandatory	Shared Service Center	5.4.4 Certify Employee Attendance Data
Best Business Practice	COMP184	Update employee-furnished payroll information (e.g., direct deposit, voluntary deductions, tax withholding).	Technology	Mandatory	Shared Service Center	5.5.1 Manage Employee Furnished Payroll Data
Best Business Practice	COMP185	Allow input and changes to the employee's mailing address record or electronic fund transfer data record for net salary and saving allotment disbursements.	Technology	Mandatory	Shared Service Center	5.5.1 Manage Employee Furnished Payroll Data
Best Business Practice	COMP186	Identify/update employee tax data required by specific states.	Technology	Mandatory	Shared Service Center	5.5.1 Manage Employee Furnished Payroll Data
Best Business Practice	COMP187	Identify/update employee's locality withholding tax information for each locality in which employee resides or works.	Technology	Mandatory	Shared Service Center	5.5.1 Manage Employee Furnished Payroll Data
Best Business Practice	COMP188	Update Federal distribution destinations.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP189	Update settings needed for tax calculations.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP190	Update wage bracket settings.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll

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Best Business Practice	COMP191	Update local tax information.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP192	Update information about the geographic area associated with the locality code.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP193	Update rules to calculate local withholding taxes and tax rates.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP194	Update settings on the locality's tax reporting requirements.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP195	Update tax reciprocity for local taxes.	Technology	Useful	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP196	Update and maintain Federal salary table.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP197	Update State tax reciprocity.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP198	Update accounting codes.	Technology Service	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP199	Update processing schedules to appropriate pay processing groups.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP200	Update setup parameters for quarterly and yearly tax reporting.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP201	Update tax form definition settings.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP202	Update payroll error messages that can occur during batch payroll processes.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP203	Trigger final salary payment based on personnel action and/or T&A action.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP204	Update accumulators.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP205	Store basic pay, locality pay, adjusted pay and all position-related premium pay and differentials.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP206	Store compensation plan variables (e.g., pay plan, grade or level, skill/knowledge data, organizational data [facility level], geographic location data). Associate this information to a position and use it to determine compensation amounts for employee.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP207	Maintain base pay and locality pay separately to allow for accurate pay processing.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll

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Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage
Best Business Practice	COMP208	Provide workflow to support approval of individual pay, utilizing a defined routing and approval path including amount thresholds for higher approvals.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP209	Maintain record of accrued nonpay status since last step increase or promotion.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP210	Automatically change the due date of within-grade increase (WGI).	Technology	Critical	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP211	Automatically process WGI and changes in tenure group actions based on an employee's eligibility to receive an increase and on appropriate authorization.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP212	Update pay plans.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP213	Update pay plan definitions.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP214	Update pay plan pay frequency.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP215	Update pay plan process controls.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP216	Update/maintain appropriate FLSA status.	Service	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP217	Update pay tables.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP218	Update interest rates that will be used in military service deposit processing.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP219	Update employee additional pay.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP220	Update calculation information.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP221	Update off -cycle net payment schedules.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP222	Update off -cycle net check summary information.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP223	Update off-cycle net payment information.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP224	Store and report relocation, retention and recruitment bonuses (one-time payments).	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll

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Best Business Practice	COMP225	Allow use of a continuing service agreement (CSA).	Technology	Useful	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP226	Allow a user to enter and track cost of living allowances (COLA) for nonforeign areas based on the percentage provided by OPM.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP227	Allow for physicians comparability allowance to be entered for an employee (begin date, amount, category - field or area of expertise, CSA - number of years the individual agrees to serve).	Technology	Mandatory*	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP228	Specify a reimbursable agreement number.	Technology	Useful	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP229	Update employee Individual Retirement Record (IRR) historical fiscal balances.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP230	Accommodate all implemented provisions of the Federal Employee's Pay Comparability Act (FEPCA) of 1990.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP231	Update off-cycle deductions.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP232	Update Retirement Insurance Transfer System (RITS) interface parameters.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP233	Update TSP interface control information.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP234	Update employee voluntary deductions and information (e.g., allotments, bonds, Combined Federal Campaign (CFC), union dues).	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP235	Update military deposit data including period of military service, amount due, unpaid balance, date, amount of payments received and interest updates.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP236	Calculate processing fee amount or percentage.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP237	Update payroll records for employees not refiling Form W-4 or Form W-5 to tax default settings.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP238	Update payment method information for transmitting for all types of payments.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP239	Update TSP voucher information to be used by the TSP interface process.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll

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Best Business Practice	COMP240	Support mass pay changes (tax table changes, health benefits rate changes, etc.) for current and retroactive processing (add requirement for individual and move to Prepare).	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP241	Support individual pay changes (tax table changes, health benefits rate changes, etc.) for current and retroactive.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP242	Update request for mass retroactive pay adjustments.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP243	Update request for individual retroactive pay adjustments.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP244	Update withholding percentage.	Service	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP245	Identify employees with net pay less than \$0.00 to trigger applicable intervention.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP246	Allow reasonableness tests on gross pay.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP247	Run the RITS process.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP248	Process employee voluntary deductions.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP249	Allow for a sufficient number of series I and series EE bonds.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP250	Refund bond balances when the employee separates.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP251	Determine when a bond may be issued given its denomination and the amount of the pay deduction.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP252	Edit involuntary collections as a percentage of disposable income.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP253	Support adjustments and regular calculations that cross fiscal and/or calendar years, providing proper information to the core financial system.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP254	Pay certain employees over the pay limit for a period of time.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP255	Run pay calculation process.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-

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Best Business Practice	COMP256	Run pay reversal and adjustment process.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP257	Run the Individual Retirement Record (IRR) process.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP258	Provide disbursement voucher data for verification and certification of the payroll process.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP259	Automatically refund to the employee any unpaid bond balance when a bond allotment is cancelled.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP260	An incident number or injury date must be recorded with Continuation of Pay (COP).	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP261	If annual leave payout for a separating employee extends into a new year and employee's pay has increased, pay monies owed to the employee.	Service	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP262	Offset the dollar amount of other receivables owed the agency against final net pay or, if applicable, lump-sum annual leave payments on separation from the agency.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP263	Update employee balance adjustments (e.g., FICA balances for transfer-ins).	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP264	Process supplemental, recertified, reissued, and death case schedule payments and generate the appropriate accounting entries in a format acceptable for uploading to the responsible office's accounting system.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP265	Record gross pay, deductions and net pay, generating information to update other processes and other systems as appropriate, including the standard general ledger maintained in the core financial system.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP266	Agency systems must provide for the reconciliation of human resources and payroll data within the systems, for comparison and reconciliation with that of disbursing, accounting, and other administrative systems/subsystems/modules to ensure accuracy, completeness, and data integrity.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll

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Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage
Best Business Practice	COMP267	Agency systems must maintain, store, and permit ready retrieval of employment and payroll data. The timeframes for varying pieces of this requirement differ depending on the subject matter, and the system must be sufficiently flexible to retain and purge data consistent with the varying recordkeeping requirements.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP268	Reconcile Payroll Distribution, Voucher and Schedule of Payments (SF-1166), and Control Master Record (CMR) data.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP269	Adjust individual employee records after final pay period calculation and prior to issuance of W-2s (e.g., State tax switch, erroneously recorded Permanent Change of Station [PCS] moves).	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP270	Update employee year-to-date balances.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP271	Allow automatic reconciliation of payroll reports.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP272	Allow reconciling and correction processing for each taxing authority processing in reconcile.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP273	Certify payroll schedules with the disbursing authority.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP274	Accept, process and report on transactions with other internal and external systems.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP275	Provide visibility to multiple awards occurrences for an employee.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP276	Accept imported performance ratings and award amounts to generate award actions.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP277	Accept notification of an employee's death to prevent normal payment processing of unpaid compensation.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll-
Best Business Practice	COMP278	Record incident number or injury date for employees injured on the job and receiving continuation of pay.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP279	Provide capability to accept data on fringe benefits.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP280	Provide default for employee's tax withholding status if data is missing.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll

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Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage
Best Business Practice	COMP281	Accept withholding amounts for employees who transfer from other Federal agencies to ensure limits are not exceeded. Move to Prepare.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP282	Track wage and tax limitations by employee SSN to ensure limits are not exceeded.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP283	Provide a method for entering taxable travel payments data into the system.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP284	Run the TSP interface process.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP285	Generate electronic fund transfers of amounts withheld to appropriate organizations.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP286	Run the Treasury schedule and Federal Reserve Bank (FRB) bond interface processes.	Technology	Mandatory*	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP287	Receive Treasury interface control information.	Technology	Mandatory*	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP288	Run process to generate mass pay adjustment and report to other legislative authorities.	Technology Service	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP289	Run process to undo a previously processed retro pay request.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP290	Include adjustments from the retro process in on-cycle pay period pay calculation.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP291	Process a retroactive pay raise.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP292	Provide the capability to change any pay-related data element on a one-time basis with the appropriate controls.	Technology	Mandatory	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP293	Identify leave types that could cause employee indebtedness (such as health/life premiums for employees on LWOP) and generate automatic receivables transaction for accounting system.	Service	Critical	Shared Service Center	5.5.2 Process On-cycle Payroll
Best Business Practice	COMP294	Transmit the TSP interface file.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP295	Provide wage and tax data to SSA/IRS.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements

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Best Business Practice	COMP296	Provide quarterly tax data to IRS.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP297	Provide periodic wage and tax data to State and local authorities.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP298	Provide appropriate payment data to agency accounting systems.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP299	Electronically transmit payment records to U.S. Treasury or other authorized disbursing officers.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP300	Electronically transmit data to Federal Reserve Bank or other authorized bond-issuing agent for issuance of U.S. Savings Bonds.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP301	Interface to benefits third-party administrators.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP302	Return unclaimed pay to agency to be repaid to Treasury.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP303	Provide electronic payroll history and separation information for use in unemployment compensation.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP304	Reconcile with each health benefit carrier at least quarterly.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP305	Provide electronic payroll history for use in employment verification.	Technology	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP306	Reconcile detailed labor cost data to the total charge to an agency's appropriation for gross pay and government additives.	Technology	Mandatory*	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP307	Provide capability to manage the printing of checks or advices (move to Disburse).	Service	Mandatory	Shared Service Center	5.5.5 Process Disbursements
Best Business Practice	COMP308	Accumulate cost data.	Technology	Critical	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP309	Accumulate work units by cost structure and responsibility center to provide to other systems performing cost-accounting functions.	Technology	Critical	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP310	Support the collection of labor distribution hours by the data elements to interface with financial system(s).	Technology	Mandatory	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP311	Summarize and convert labor cost records into accounting entries in a format acceptable to target accounting system(s).	Technology	Mandatory	Shared Service Center	5.5.4 Distribute Labor Costs

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Primary Reference	Unique ID	Requirement Description	Type	Priority	Who	Process Linkage
Best Business Practice	COMP312	Allocate actual payroll costs and payments between fiscal years, done on a day-by-day basis, not a percentage of the pay-period basis, so that costs are allocated accurately (e.g. four days in FY-05 and six days in FY-06). Should have the cap recast all of the cost data elements by fiscal year segments for a pay period that spans fiscal years.	Technology	Mandatory	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP313	Allow revisions to accounting codes by employee for a specified time period (used for details to other organizations when an SF 50 is not prepared).	Technology	Mandatory	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP314	Make labor cost data available online.	Technology	Critical	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP315	Make labor cost data downloadable.	Technology	Critical	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP316	Archive labor cost allocation data for a specified time period.	Technology	Critical	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP317	Report work years and personnel cost for a specified time period.	Technology	Mandatory	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP318	Distribute the government share of taxes and other costs to the appropriate accounting codes.	Technology	Mandatory	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP319	Charge one-time actions (e.g., awards) to accounting codes on the personnel action for the award.	Technology	Mandatory*	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP320	Allow distribution of costs for nonemployees.	Policy	Mandatory*	Shared Service Center	5.5.4 Distribute Labor Costs
Best Business Practice	COMP321	Allow for decentralized printing and distribution of selected payroll reports recurring.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP322	Allow reporting to external entities (e.g., quarterly, annual, and ad hoc).	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP323	Provide a predefined set of standard payroll reports along with predefined run frequencies or dates .	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
5 CFR Part 890, Subpart A	COMP324	Make information available for budget execution, (e.g., total pay and awards paid out).	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting

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OMB, Office of Federal Financial Management, Core Financial System Requirements; OFFM-NO-0105; February 2005 (Exposure Draft)	COMP325	Generate SF 113A report.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP326	Generate SF 113G report recurring.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP327	Provide pay and benefit transaction data, as necessary, to agency financial systems.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP328	Allow for messages to appear on the employee earnings and leave statements.	Service	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP329	Reflect current period monetary value for each employee's record leave balance.	Service	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP330	Provide employee leave and earnings statement.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP331	Generate reports on various methods of payments (e.g., direct deposit/electronic funds transfer).	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
IRS Publication 15 (Circular E)	COMP332	Provide an interface for end-user ad hoc reporting for needs not met by Enterprise Human Resources Integration (EHRI).	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP333	Generate notification when an employee for whom health benefit deductions have not been taken returns to pay status and repayment of benefits become payable.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP334	Report payroll deductions.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP335	Produce W2C.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting

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Best Business Practice	COMP336	Produce Form 1099.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP337	Provide automatic reconciliation of W-2s by mid-January.	Service	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP338	Provide capability to reprint W-2s by employee or specific groups for the last five years.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP339	Derive summary totals of earnings, deductions, contributions and paid hours for control purposes and to facilitate reporting.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP340	Generate detail registers of subsidiary ledgers that support all vouchers, accounting entries and disbursements authorized by the payroll office.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP341	Destruction of records created within the Federal Government must be in accordance with the National Archives and Records Administration (NARA), per 36 C.F.R 1228. Basic payroll records are currently authorized for disposal by General Records Schedule 2, Payrolling and Pay Administration Records, and General Records Schedule 20, Electronic Records. (Copies may be obtained from your agency's records officer or from NARA.)	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP342	Provide standard employee payroll reports.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP343	Identify employees with closed military service accounts.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP344	Run the register of separations and transfers (ROST) process to select and print ROST to accompany IRRs for separating employees.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP345	Update State unemployment information.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP346	Update State disability information.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting

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Best Business Practice	COMP347	Identify employees claiming exemption from withholding needing to refile Form W-4.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP348	Identify employees receiving advance EIC payments needing to refile Form W-5.	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
Best Business Practice	COMP349	Provide advice of payments to recipients (e.g., individual charities, unions, professional organizations, health organizations).	Technology	Mandatory	Shared Service Center	5.5.7 Perform Periodic Reporting
OMB, Office of Federal Financial Management, Core Financial System Requirements; OFFM	COMP350	Accept and disseminate data and interfaces using current technology.	Technology	Mandatory	Shared Service Center	Cross-process
Best Business Practice	COMP351	Provide for all necessary interfaces to internal and external entities.	Technology	Mandatory	Shared Service Center	Cross-process
Best Business Practice	COMP352	Accept, process and report on transactions with other internal and external systems.	Technology	Mandatory	Shared Service Center	Cross-process
Best Business Practice	COMP353	Subject all transactions from interfacing systems to the standard human resources-payroll system edits, validations, and error-correction procedures.	Technology	Mandatory	Shared Service Center	Cross-process
Best Business Practice	COMP354	Provide system flexibility in accepting data input from multiple media that recognizes the unique data input requirements of interface systems.	Technology	Mandatory	Shared Service Center	Cross-process
Best Business Practice	COMP355	Record and track such transactions and related information to provide the basis for control purposes.	Technology	Mandatory	Shared Service Center	Cross-process
Best Business Practice	COMP356	Allow customized data input, processing rules and edit criteria.	Technology	Mandatory	Shared Service Center	Cross-process
Best Business Practice	COMP357	Allow flexibility in defining internal operational procedures and in supporting agency requirements.	Technology	Mandatory	Shared Service Center	Cross-process
Best Business Practice	COMP358	Identify and process transactions from other systems that enter and update the standard human resources-payroll system.	Technology	Mandatory	Shared Service Center	Cross-process
Best Business Practice	COMP359	Provide employees and managers self-service capabilities providing information pertinent to their needs (e.g., provide employees access to their personal employment and earnings data; provide managers access to their organizational and subordinate workforce nonpersonal data).	Technology	Mandatory	Shared Service Center	Cross-process

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Best Business Practice	COMP360	Allow user to specify and personalize the screens to view data.	Technology	Useful	Shared Service Center	Cross-process
Best Business Practice	COMP361	Subscribe to applicable OPM policy listservs through the OPM website.	Policy	Mandatory	Shared Service Center/ Agency	All Activities