

# PAYROLL/PERSONNEL DOCUMENT REPORTS ELECTION FORM

A. IDENTIFICATION																				
1. EFFECTIVE DATE (Month, Day, Year)			2. LAST DATE (Month, Day, Year)			3. AGENCY CODE			4. PERSONNEL OFFICE IDENTIFIER (POI)											
5. DEPARTMENT								6. SERVICING AGENCY												
7. CONTACT PERSON								8. TELEPHONE (Area code and number)												
9. ROUTING INFORMATION (Name)								10. REMOTE ID												
B. SELECTION OPTION (S)																				
11. ENTER REPORT INDICATOR. (Enter X in the appropriate block to indicate the status of the applicable report.)																				
YES	NO	PAY PERIOD	PACT/PRES REPORTS			YES	NO	PAY PERIOD	ERROR SUSPENSE REPORTS			YES	NO	PAY PERIOD	FRONT END SYSTEMS INTERFACE REPORTS					
			E0001	Documents by Social Security Number						U0001	Personnel Error Messages						U6701	SINQ-67 Personnel Error Messages		
			E0002	Documents by Form Number						U0002	Documents in Suspense (Total)						U6702	SINQ-67 Documents in Suspense (Total)		
			E0003	Documents by Status Code						U0003	All Documents Processed (Current Pay Period)						U6703	SINQ-67 All Documents Processed (Current Pay Period)		
			E0004	Documents by Effective Pay Period						U0004	Error Counts by Document (Agency/Bureau-Personnel Office Identifier)						U6704	SINQ-67 Error Counts by Document (Agency/Bureau-Personnel Office Identifier)		
			E0005	Documents by User ID						U0005	Error Counts by Document (Department-Agency/Bureau)						U6705	SINQ-67 Error Counts by Document (Department-Agency/Bureau)		
										U0006	Personnel Error Messages (User-ID)						U6706	SINQ-67 Personnel Error Messages (User-ID)		
C. APPROVAL																				
12. AUTHORIZED SIGNATURE AND TITLE											13. DATE									

## Payroll/Personnel Document Reports Election Form Completion Instructions

► Payroll/Personnel Document Reports Election Form provides users with control in obtaining PACT, PRES, and Front End Systems Interface reports and/or error suspense reports electronically. Users may choose at anytime to use TM022 to request these reports. ◀

### A. Identification

1. **Effective Date.** Enter in MMDDYY order the effective date for the record.
2. **Last Date.** Enter in MMDDYY order the last day the record is effective. If the last effective date is indefinite, key in **12 31 99**.
3. **Agency Code.** Enter the 2-position agency or bureau code assigned by NFC.
4. **Personnel Office Identifier (POI).** Enter the 4-position personnel office identifier code.
5. **Department.** Enter the 2-position department code assigned by OPM.
6. **Servicing Agency.** Enter the 2-position servicing agency or bureau code.
7. **Contact Person.** Enter the name of the person completing the report.
8. **Telephone.** Enter the area code and telephone number of the contact person.
9. **Routing Information (Name).** Enter the 15-position name or location which designates where the report will be delivered.

10. **Remote ID.** Enter the identification number of the printer designated to print the report.

### B. Selection Option(s)

11. **Enter Report Indicator.** Enter X in the appropriate block to indicate the status of the applicable report.  
 Yes = Generate nightly.  
 No = Do not generate.  
 Pay Period = Generate at the end of the pay period only.  
**Note:** A maximum of four PACT/PRES reports may be requested; however, only two reports can be designated for daily production. A maximum of five error suspense reports may be requested.
  - Reports U0003 and U6703 can only be produced on a pay period basis. Reports U0001 and U0006 cannot be produced at the same time; neither can Reports U6701 and U6706 be produced at the same time. ◀

### C. Approval

12. **Authorized Signature and Title.** Enter the signature and title of the authorizing official.
13. **Date.** Enter in MMDDYY order the date the form is prepared.

**Mail to:** (Use of Window Envelope is Optional)

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