



## Operating Manual

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# **The Guide to Data Standards**

## **Part B: Payroll**

(Through Update 03, March 1<sup>st</sup>, 2012)

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## **OVERVIEW**

### **General**

Payroll data standards revisions occur throughout the year to reflect changes in human resource programs. We issue these revisions as changes in the Unincorporated Changes section of this manual's Appendix. Readers should always check the Unincorporated Changes section of the Appendix for any revisions that have occurred since the last Update.

We issue complete revisions of this manual as Updates. When we issue an Update, we incorporate all the changes effective as of the date of the Update. This date is shown at the bottom of each page. We list all the revisions in the Incorporated Changes section in this manual's Appendix. Thus, any change in the body of the manual from one Update to the next is listed in the Incorporated Changes section.

### **Authority**

The Office of Personnel Management's authority to prescribe Federal civilian training data standards is based on:

- Title 5, Section 2951 of the U.S. Code (5 U.S.C. 2951).
- Title 5, Part 9.2 of the Code of Federal Regulations (5 CFR 9.2).
- Title 5, U.S.C. Section 1103 gives OPM authority to recommend policies to pay, and Section 1104 (a)(1) authorizes the President to “delegate, in whole or in part, authority for personnel management functions to the Director of the Office of personnel Management.”

### **Objectives**

The objectives of the data standards program are to facilitate use of Federal civilian training data and to avoid unnecessary duplication and incompatibility in the collection, processing, and dissemination of such data.

## **OVERVIEW**

### **Responsibilities**

1. Office of Personnel Management responsibilities. The Office of Personnel Management is responsible for managing the Federal civilian personnel data standards program and for overseeing the development, implementation, and maintenance of Federal civilian personnel data standards.
2. Agency responsibilities. The agencies are responsible for assisting the Office of Personnel Management in the development, implementation, and maintenance of Federal civilian personnel data standards and for using the data standards, as appropriate, on official personnel documents and Enterprise Human Resources Integration (EHRI) submissions.

### **Development, Implementation, and Maintenance**

1. Development. Data element standards are developed to satisfy information needs. Such development may be initiated by the Office of Personnel Management or requested by an agency by writing to: Manager, Records Management, Office of the Chief Information Officer (OCIO), Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-6000. A requirements analysis is performed to determine how best to satisfy the information needs, whether the information benefits justify the data collection and processing costs, and whether new or revised data element standards are required.

Draft standards are developed in cooperation with the primary user of the information. The draft standards are then concurrently reviewed by the Office of Personnel Management program offices. Any modifications to the draft standards are coordinated with the primary user to ensure that the modified draft standards satisfy user information needs.

2. Implementation. Implementation of data element standards to satisfy Office of Personnel Management reporting requirements is done in consultation with the agencies to minimize implementation costs.
3. Maintenance. To assure proper maintenance, each data element standard specifies the organization that is responsible for authorizing revisions to the data element and ensuring that the data element is kept current.

## OVERVIEW

The Office of the Chief Information Officer (OCIO) coordinates maintenance activities on behalf of the responsible organizations. To request information about a data element standard or to notify the OCIO of changes needed to keep a code set current (such as AGENCY/SUBELEMENT), contact the OCIO at (202) 606-1162 or email address [larry.wells@opm.gov](mailto:larry.wells@opm.gov).

### Data Element Presentation

- (1) **Name:** The data element name.
- (2) **Definition:** The data element definition.
- (3) **Responsible Organization:** The organization responsible for authorizing revisions to the data element and ensuring that the data element is kept current.
- (4) **Applicability:** Shows whether the data element is mandatory on any Enterprise Human Resources Integration (EHRI) data feed as well as Standard Forms 52 (Request for Personnel Action), 50 (Notification of Personnel Action) or 182 (Authorization, Agreement and Certification of Training). Data elements that have a data standard but are not required in EHRI or any of these standard forms may appear and will be identified as voluntary.

## OVERVIEW

- (5) **Format:** Shows the format of the data element representation. The format types and their meaning are shown below. See [Table 1](#).

**Table 1: Data Element Representation (Format and Meaning)**

Format	Meaning
TEXT_F(n)	Text field with <b>fixed</b> length of n characters. This format can consist of letters only, a combination of letters and numbers, and/or any special character EXCEPT the vertical line (pipe character “ ”). A list of the valid codes along with their name/explanation is found at the end of the data standard.
TEXT_V(n)	Text field with <b>variable</b> length up to n characters. This format can consist of letters only, a combination of letters and numbers, and/or any special character EXCEPT the vertical line (pipe character “ ”). A list of the valid codes along with their name/explanation is found at the end of the data standard.
NUMBER_F(n)	Numeric field with <b>fixed</b> length of n digits with no decimal.
NUMBER_V(n)	Numeric field with <b>variable</b> length up to n digits with no decimal.
DECIMAL(n,m)	Numeric field with variable length up to n digits with up to m digits to the right of the decimal.
DATE	A date consisting of a 4 character year, followed a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes (e.g. 2004-12-31).

- (6) **Notes:** Documents important information regarding the use, reporting and/or implementation of the data element.
- (7) **Code and Name/Explanation:** Shows codes and their name/explanation, where applicable.

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Part B: Payroll

**ABSENCE WITHOUT LEAVE (AWOL)**

**Definition:** AWOL is a non-pay status that covers an absence from duty which has not been approved.

**Responsible Organization:** Office of Personnel Management, Employee Services, and Division for Human Capital Leadership & Merit System Accountability, Center for National Security.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**ABSENCE WITHOUT LEAVE (AWOL) HOURS IN PAY PERIOD**

<b>Definition:</b>	Number of AWOL hours in a pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services, and Division for Human Capital Leadership & Merit System Accountability, Center for National Security.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**ABSENCE WITHOUT PAY CREDIT REDUCTION HOURS IN PAY PERIOD**

<b>Definition:</b>	Number of credit reduction hours in effect during the pay period as a result of absence without pay.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**ABSENCE WITHOUT PAY CREDIT REDUCTION HOURS YTD**

<b>Definition:</b>	Year to date credit reduction hours as a result of absence without pay.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: Payroll

**ABSENCE WITHOUT PAY HOURS IN PAY PERIOD**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**ABSENCE WITHOUT PAY IN LEAVE YEAR**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**ABSENCE WITHOUT PAY SINCE LAST EQUIVALENT INCREASE**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**ADJUSTED BASIC PAY - PAY PERIOD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**ADJUSTED BASIC PAY - YTD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**ADMINISTRATIVE LEAVE HOURS USED**

<b>Definition:</b>	Number of administrative leave hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**ADMINISTRATIVE LEAVE HOURS USED YTD**

<b>Definition:</b>	Number of administrative leave hours used year to date.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PAY AMOUNT**

<b>Definition:</b>	Amount of Administratively Uncontrollable Overtime Pay earned in a pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: Payroll

**AGENCY/SUBELEMENT**

**Definition:** The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed.

**Responsible Organization:** Office of Personnel Management, Planning & Policy Analysis.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds; Personnel Actions Standard Form 50/52).

**Format:** TEXT\_F(4)

**Note:**

The first and second positions of the code indicate the agency. The third and fourth positions indicate the administrative subdivision (i.e., subelement). If no subelements are assigned to an agency, the third and fourth positions are zeros (xx00).

For a listing of codes and explanations see AGENCY/SUBELEMENT in [The Guide to Data Standards, Part A: Human Resources](#).

Part B: Payroll

**ALTERNATE WORK SCHEDULE CODE**

**Definition:** Indicates if an employee is currently on an alternative work schedule (AWS).

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** NUMBER\_F(3)

**Code: Name/Explanation:**

001 Non Applicable.

002 Flexible.

003 Compressed.

Part B: Payroll

**ANNUAL LEAVE ABEYANCE BALANCE**

<b>Definition:</b>	Amount of annual leave maintained in abeyance while the employee is in a specific appointment or status.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**ANNUAL LEAVE ACCRUAL RATE**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**ANNUAL LEAVE BALANCE HOURS**

**Definition:** The employee's current annual leave balance in hours at the end of the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**ANNUAL LEAVE CARRYOVER HOURS**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**ANNUAL LEAVE DONATION AMOUNT**

<b>Definition:</b>	Amount of Annual Leave (AL) donated by employee.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**ANNUAL LEAVE DONATION DATE**

**Definition:** Date on which a sum of Annual Leave (AL) was donated by employee.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DATE



Part B: Payroll

**ANNUAL LEAVE HOURS EARNED**

**Definition:** Number of annual leave hours earned during the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**ANNUAL LEAVE HOURS USED**

<b>Definition:</b>	Number of annual leave hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**ANNUAL LEAVE HOURS USED YTD**

<b>Definition:</b>	Amount of annual leave used in the current leave year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**ANNUAL LEAVE SET ASIDE AMOUNT**

<b>Definition:</b>	Amount of annual leave accrued and held while employee uses donated annual leave.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**AVAILABILITY PAY AMOUNT**

<b>Definition:</b>	Amount of Availability Pay earned in a pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**AWARD AMOUNT**

<b>Definition:</b>	Gross dollar amount of an award or bonus given as cash.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**AWARD HOURS EARNED**

<b>Definition:</b>	The number of hours earned as a time-off award.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**AWARD HOURS USED**

**Definition:** The number of award hours associated with time-off award used.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)



Part B: Payroll

**AWARD HOURS YTD BALANCE**

<b>Definition:</b>	The number of award hours year to date associated with a time off award.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**BALANCE CREDIT HOURS**

<b>Definition:</b>	Remaining balance of any credit hours the employee has earned during the pay period under a flexible work schedule.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**BASIC FERS AGENCY CONTRIBUTION AMOUNT**

<b>Definition:</b>	The amount the agency contributes towards the employee's retirement on a pay period basis.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**BASIC FERS CONTRIBUTION CURRENT PAY PERIOD AMOUNT**

<b>Definition:</b>	Amount the employee contributes to his/her retirement plan, current pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Human Resources Products & Services Division.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**BASIC PAY - PAY PERIOD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**BASIC PAY - YTD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**BONE MARROW LEAVE HOURS USED**

<b>Definition:</b>	Number of bone marrow leave hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**BONE MARROW LEAVE HOURS USED YTD**

<b>Definition:</b>	Number of bone marrow leave hours used year to date.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: **Payroll**

**COMPENSATORY TIME FOR RELIGIOUS PURPOSES YTD CURRENT BALANCE  
HOURS**

<b>Definition:</b>	Total amount of compensatory time for religious purposes in lieu of overtime hours earned year to date (YTD) in the current calendar year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME YTD CURRENT BALANCE HOURS**

**Definition:** Total amount of compensatory time in lieu of overtime hours earned year to date (YTD) in the current calendar year.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME ACCRUED YTD**

<b>Definition:</b>	Amount of compensatory time in lieu of overtime hours accrued in the current calendar year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME EARNED**

<b>Definition:</b>	Number of compensatory time in lieu of overtime hours earned during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME FOR RELIGIOUS PURPOSES ACCRUED YTD**

<b>Definition:</b>	Amount of compensatory time for religious purposes in lieu of overtime hours accrued in the current calendar year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**COMPENSATORY TIME FOR RELIGIOUS PURPOSES EARNED**

**Definition:** Number of compensatory time for religious purposes hours earned during the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME FOR RELIGIOUS PURPOSES USED**

<b>Definition:</b>	Number of compensatory time for religious purposes hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME FOR RELIGIOUS PURPOSES USED YTD**

<b>Definition:</b>	Amount of compensatory time for religious purposes in lieu of overtime hours used in the current calendar year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: **Payroll**

**COMPENSATORY TIME FOR TRAVEL PURPOSES ACCRUED YTD**

<b>Definition:</b>	Amount of compensatory time for travel purposes in lieu of overtime hours accrued in the current calendar year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME FOR TRAVEL PURPOSES EARNED**

<b>Definition:</b>	Number of compensatory time for travel purposes hours earned during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME FOR TRAVEL PURPOSES USED**

**Definition:** Number of compensatory time for travel purposes hours used during the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**COMPENSATORY TIME FOR TRAVEL PURPOSES USED YTD**

<b>Definition:</b>	Amount of compensatory time for travel purposes in lieu of overtime hours used in the current calendar year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME FOR TRAVEL PURPOSES YTD CURRENT BALANCE  
HOURS**

<b>Definition:</b>	Total amount of compensatory time for travel purposes in lieu of overtime hours earned year to date (YTD) in the current calendar year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME USED**

<b>Definition:</b>	Number of compensatory time in lieu of overtime hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**COMPENSATORY TIME USED YTD**

**Definition:** Amount of compensatory time in lieu of overtime hours used in the current calendar year.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**CORRESPONDENCE GEOGRAPHIC LOCATOR CODE**

<b>Definition:</b>	Geographic Locator Code for an address.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	NUMBER_F(9)



Part B: **Payroll**

**CORRESPONDENCE POSTAL CODE**

**Definition:** Postal code for the organization or person address to include foreign addresses.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** NUMBER\_V(35)

Part B: Payroll

**COST OF LIVING ALLOWANCE AMOUNT - NON FOREIGN AREA**

**Definition:** Amount of non-foreign area allowance an employee received during a pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**COURT LEAVE HOURS USED**

<b>Definition:</b>	Number of court leave hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**CREDIT HOURS EARNED**

**Definition:** Number of credit hours earned during the pay period under a flexible work schedule.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**CREDIT HOURS USED**

<b>Definition:</b>	Number of credit hours used during the pay period under a flexible work schedule.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**CREDIT HOURS USED YTD**

<b>Definition:</b>	Amount of credit hours used in the current leave year under a flexible work schedule.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**CREDIT HOURS YTD CURRENT BALANCE HOURS**

<b>Definition:</b>	Total number of credit hours accrued year to date (YTD) in the current leave year under a flexible work schedule.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**DATE OF BIRTH**

**Definition:** An employee's date of birth.

**Responsible Organization:** Office of Personnel Management, Planning & Policy Analysis.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds).

**Format:** DATE

**Note:**

Used in combination with SSN to uniquely identify an employee.



Part B: Payroll

**DISPUTE RESOLUTION HOURS - PAY PERIOD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**DISPUTE RESOLUTION HOURS - YTD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**DONATED ANNUAL LEAVE BALANCE**

<b>Definition:</b>	Amount of annual leave donated to the employee.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**DONATED ANNUAL LEAVE RECIPIENT APPROVAL DATE**

**Definition:** Date the employee was approved to become a leave recipient.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DATE

Part B: Payroll

**DONATED ANNUAL LEAVE UNUSED BALANCE**

<b>Definition:</b>	Amount of unused donated annual leave as of the date of separation or transfer.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**DONATED ANNUAL LEAVE USED**

<b>Definition:</b>	Amount of donated annual leave used.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**EHRI EMPLOYEE ID**

- Definition:** The unique number that EHRI will assign to an employee to identify employee records within the EHRI.
- Responsible Organization:** Office of Personnel Management, Office of Modernization & Human Resources Line of Business, Enterprise Human Resources Integration (EHRI).
- Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds).
- Format:** NUMBER\_F(20)
- Note:**

This field is currently assigned and stored within EHRI and should be left blank by providers.

Part B: Payroll

**ENVIRONMENTAL DIFFERENTIAL AMOUNT**

**Definition:** Total amount of Environmental differential that an employee receives during the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)



Part B: **Payroll**

**ENVIRONMENTAL DIFFERENTIAL HOURS**

**Definition:** Total amount of Environmental differential that an employee receives during the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**FAMILY AND MEDICAL LEAVE ACT FMLA BEGINNING DATE**

<b>Definition:</b>	Date on which the employee first uses Family and Medical Leave Act (FMLA) leave.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DATE

Part B: **Payroll**

**FAMILY AND MEDICAL LEAVE ACT FMLA END DATE**

<b>Definition:</b>	Date 12 months after the Family and Medical Leave Act (FMLA) start date.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DATE

Part B: **Payroll**

**FAMILY AND MEDICAL LEAVE ACT FMLA HOURS USED**

**Definition:** Number of Family and Medical Leave Act (FMLA) hours used in the current Family and Medical Leave Act (FMLA) 12 month period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**FAMILY AND MEDICAL LEAVE ACT FMLA HOURS USED IN PAY PERIOD**

**Definition:** The amount of FMLA in hours used during the current pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**FEDERAL EMPLOYEE HEALTH BENEFITS FEHB AGENCY CONTRIBUTION AMOUNT**

<b>Definition:</b>	Amount of the Federal Employee's Health Benefits (FEHB) premium that an agency pays on behalf of an employee in a pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Planning & Policy Analysis.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI) CODE**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Planning & Policy Analysis.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** TEXT\_F(2)

**Note:**

For a listing of codes and explanations see FEDERAL EMPLOYEES' GROUP LIFE INSURANCE in [The Guide to Data Standards, Part A: Human Resources](#).

Part B: **Payroll**

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI AGENCY BASIC CONTRIBUTION AMOUNT**

<b>Definition:</b>	Amount of the Federal Employees Group Life Insurance (FEGLI) basic premium that an agency pays on behalf of an employee.
<b>Responsible Organization:</b>	Office of Personnel Management, Planning & Policy Analysis.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: Payroll

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI EMPLOYEE BASIC AMOUNT**

<b>Definition:</b>	Amount the employee pays for Basic Federal Employees' Group Life Insurance (FEGLI) coverage.
<b>Responsible Organization:</b>	Office of Personnel Management, Planning & Policy Analysis.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI EMPLOYEE  
OPTIONAL AMOUNT**

<b>Definition:</b>	Amount the employee pays for Optional Federal Employees' Group Life Insurance (FEGLI) coverage.
<b>Responsible Organization:</b>	Office of Personnel Management, Planning & Policy Analysis.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) PLAN CODE**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Planning & Policy Analysis.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** TEXT\_F(3)

**Note:**

For a listing of codes and explanations see HEALTH PLAN in [The Guide to Data Standards, Part A: Human Resources](#).

Part B: Payroll

**FEDERAL EMPLOYEES HEALTH BENEFITS FEHB AGENCY TEMPORARY  
CONTINUATION OF COVERAGE TCC CONTRIBUTION AMOUNT**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Planning & Policy Analysis.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**FEDERAL EMPLOYEES HEALTH BENEFITS FEHB DEDUCTION AMOUNT**

**Definition:** Amount of the deduction from the employee's pay for Federal Employees Health Benefits (FEHB) coverage in a pay period.

**Responsible Organization:** Office of Personnel Management, Planning & Policy Analysis.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**FEDERAL EMPLOYEES HEALTH BENEFITS FEHB PRE TAX INDICATOR**

<b>Definition:</b>	Indicates if an employee has their share of health benefit premiums deducted from their taxable income.
<b>Responsible Organization:</b>	Office of Personnel Management, Planning & Policy Analysis.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	TEXT_V(2)

<b>Code:</b>	<b>Name/Explanation:</b>
Y	Yes.
N	No.
NA	Non Applicable.

Part B: Payroll

**GENERAL LABOR RELATIONS HOURS - PAY PERIOD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**GENERAL LABOR RELATIONS HOURS - YTD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: Payroll

**HAZARDOUS DUTY AMOUNT**

<b>Definition:</b>	Total amount of hazardous duty pay that an employee receives during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**HAZARDOUS DUTY HOURS**

**Definition:** Total amount of hazardous duty hours that an employee works during the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**HOLIDAY HOURS WORKED**

**Definition:** Number of holiday hours an employee works in a pay period that are in addition to their regular tour of duty.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**HOLIDAY PREMIUM PAY AMOUNT**

<b>Definition:</b>	Amount of Holiday Premium Pay earned in a pay period. Note: Title 5 only; do not include any Title 38 amounts here.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**HOME LEAVE 12 MONTH BEGINNING DATE**

<b>Definition:</b>	Start date of current 12-month accrual period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DATE

Part B: **Payroll**

**HOME LEAVE 24 MONTH BEGINNING DATE**

**Definition:** Start date of the basic 24-month continuous period of service.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DATE

Part B: **Payroll**

**HOME LEAVE 24 MONTH ENDING DATE**

<b>Definition:</b>	End date of the basic 24 month continuous service.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DATE

Part B: **Payroll**

**HOME LEAVE HOURS ACCRUED**

<b>Definition:</b>	Number of home leave hours accrued during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: **Payroll**

**HOME LEAVE HOURS USED**

<b>Definition:</b>	Number of home leave hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**HOME LEAVE HOURS USED YTD**

<b>Definition:</b>	Amount of home leave used in the current leave year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**HOME LEAVE YTD CURRENT BALANCE HOURS**

**Definition:** Total number of home leave hours accrued year to date (YTD) in the current leave year.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**INTERGOVERNMENTAL PERSONNEL ACT IPA BASIC PAY RATE AMOUNT**

**Definition:** Rate of basic pay during Intergovernmental Personnel Act (IPA) assignment.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**INTERGOVERNMENTAL PERSONNEL ACT IPA OTHER ANNUAL SALARY AMOUNT**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**INTERGOVERNMENTAL PERSONNEL ACT IPA OTHER EMPLOYMENT END  
DATE**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DATE

Part B: Payroll

**INTERGOVERNMENTAL PERSONNEL ACT IPA OTHER EMPLOYMENT START DATE**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DATE

Part B: Payroll

**LEAVE CEILING HOURS**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)



Part B: **Payroll**

**LEAVE CEILING PERSONAL HOURS REASON**

**Definition:** Reason the employee is allowed to carry over a higher amount of leave in a non-standard personal leave ceiling.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** TEXT\_V(255)

Part B: Payroll

**LEAVE FISCAL YTD MILITARY LEAVE BALANCE HOURS**

<b>Definition:</b>	Ending balance of military leave as of date of action as specified in 5 USC 6323(a).
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**LEAVE WITHOUT PAY FOR UNIFORMED SERVICE IN LEAVE YEAR**

<b>Definition:</b>	Number of LWOP-US (Uniformed Service) hours accumulated in a leave year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**LEAVE WITHOUT PAY FOR UNIFORMED SERVICE IN PAY PERIOD**

<b>Definition:</b>	Number of LWOP-US (Uniformed Service) hours in a pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**LEAVE WITHOUT PAY FOR WORKERS' COMPENSATION IN LEAVE YEAR**

<b>Definition:</b>	Number of LWOP-WC (Workers' Compensation) hours accumulated in a leave year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**LEAVE WITHOUT PAY FOR WORKERS' COMPENSATION IN PAY PERIOD**

**Definition:** Number of LWOP-WC (Workers' Compensation) hours in a pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

**Note:**

Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.

Part B: Payroll

**LEAVE YEAR TO DATE YTD ADVANCE BALANCE HOURS**

**Definition:** Number of hours of leave authorized to the employee in the current leave year.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**LUMP SUM LEAVE HOURLY RATE AMOUNT**

<b>Definition:</b>	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).
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: Payroll

**LUMP SUM LEAVE HOURLY RATE START DATE**

**Definition:** 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).

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DATE

Part B: Payroll

**LUMP SUM LEAVE LEAVE PERIOD END DATE**

<b>Definition:</b>	End date excluding any restored annual leave used for projecting any refund that the employee could potentially owe.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DATE

Part B: **Payroll**

**LUMP SUM LEAVE PAID HOURS**

<b>Definition:</b>	Number of hours of leave paid in lump sum to employee upon separation.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**LUMP SUM LEAVE PAYMENT REFUND AMOUNT**

<b>Definition:</b>	Amount the employee must pay to the employing agency for every hour of unexpired leave (excluding any restored hours).
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**LUMP SUM LEAVE PERIOD START DATE**

<b>Definition:</b>	Start date for a period of lump sum leave payment.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DATE

Part B: Payroll

**LUMP SUM LEAVE RECREDITED HOURS**

**Definition:** Number of hours of leave recredited to the employee's leave account as a result of a refund of unexpired leave.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**LUMP SUM RESTORED ANNUAL LEAVE HOURS PAID**

<b>Definition:</b>	Number of hours of restored annual leave paid in a lump sum payment to an employee upon separation.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**LUMP SUM TOTAL LEAVE PERIOD END DATE**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DATE



Part B: Payroll

**LUMP SUM UNEXPIRED ANNUAL LEAVE HOURLY RATE AMOUNT**

<b>Definition:</b>	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).
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**LUMP SUM UNEXPIRED ANNUAL LEAVE HOURS**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**MID-TERM NEGOTIATION HOURS - PAY PERIOD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**MID-TERM NEGOTIATION HOURS - YTD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**MILITARY LEAVE 5 USC 6323A HOURS USED**

<b>Definition:</b>	Number of 5 U.S.C. 6323(a) 15-day entitlement military leave hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**MILITARY LEAVE 5 USC 6323A HOURS USED YTD**

<b>Definition:</b>	Amount of 5 U.S.C. 6323(a) 15-day entitlement military leave used in the current leave year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**MILITARY LEAVE 5 USC 6323A YTD CURRENT BALANCE HOURS**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**MILITARY LEAVE 5 USC 6323B HOURS USED**

**Definition:** Number of 5 U.S.C. 6323(b) 22-day entitlement military leave hours used during the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)



Part B: Payroll

**MILITARY LEAVE 5 USC 6323B HOURS USED YTD**

**Definition:** Amount of 5 U.S.C. 6323(b) 22-day entitlement military leave used in the current leave year.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**MILITARY LEAVE 5 USC 6323B YTD CURRENT BALANCE HOURS**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**MILITARY LEAVE 5 USC 6323C HOURS USED**

<b>Definition:</b>	Number of 5 U.S.C. 6323(c) DOD unlimited military leave hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**MILITARY LEAVE 5 USC 6323C HOURS USED YTD**

<b>Definition:</b>	Amount of 5 U.S.C. 6323(c) DOD unlimited military leave used in the current leave year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**MILITARY LEAVE 5 USC 6323C YTD CURRENT BALANCE HOURS**

**Definition:** Total number of 5 U.S.C. 6323(c) DOD unlimited military leave hours accrued year to date (YTD) in the current leave year.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**MILITARY LEAVE 5 USC 6323D HOURS USED**

**Definition:** Number of 5 U.S.C. 6323(d) 44-day entitlement military leave hours used during the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**MILITARY LEAVE 5 USC 6323D HOURS USED YTD**

**Definition:** Amount of 5 U.S.C. 6323(d) 44-day entitlement military leave used in the current leave year.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**MILITARY LEAVE 5 USC 6323D YTD CURRENT BALANCE HOURS**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)



Part B: Payroll

**NIGHT DIFFERENTIAL AMOUNT**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**NIGHT DIFFERENTIAL HOURS**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**NIGHT PAY AMOUNT**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**NIGHT PAY HOURS WORKED**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**ORGAN DONOR LEAVE HOURS USED**

**Definition:** Number of organ donor leave hours used during the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

**OTHER NONPAY STATUS IN LEAVE YEAR**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**OTHER NONPAY STATUS IN PAY PERIOD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**OVERTIME HOURS WORKED**

**Definition:** Number of regular and irregular overtime hours an employee works in a pay period that are in addition to their regular tour of duty.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)



Part B: Payroll

**OVERTIME PAY AMOUNT**

<b>Definition:</b>	Amount of overtime earned in a pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**PAID NON-OVERTIME HOURS FOR PART-TIME EMPLOYEE**

**Definition:** 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). The figure in this field may not exceed the hours in the employee's hypothetical full-time regular tour of duty.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

**Note:**

The entry in this field should be the actual hours worked by a part-time employee in a pay period (including hours of paid leave), excluding hours above established overtime thresholds.

Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.

This data is used to compute retirement benefits for part-time employees.

See CSRS and FERS Handbook, section 81A2.2-1-C.2.

Part B: **Payroll**

**PART-TIME ANNUAL LEAVE HOURS EARNED**

**Definition:** Number of annual leave hours earned by an employee in the current pay period based on the number of hours in a pay status.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**PART-TIME HOURS PER BIWEEKLY PAY PERIOD**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**PART-TIME SICK LEAVE HOURS EARNED**

<b>Definition:</b>	Number of sick leave hours earned by an employee in the current pay period based on the number of hours in a pay status.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**PAY PERIOD END DATE**

<b>Definition:</b>	End date of the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DATE

Part B: **Payroll**

**PAY PERIOD NUMBER**

**Definition:** Payroll-provider specific payroll run number.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** NUMBER\_F(6)

**Note:**

YYYYPP where PP represents the pay period number from 01 to 26/27. The first pay period of 2006 would be sent as 200601.

Part B: **Payroll**

**PAY PERIOD START DATE**

**Definition:** Start date of the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DATE



Part B: Payroll

**PHYSICIANS COMPARABILITY ALLOWANCE (PCA) ANNUALIZED RATE OF PAY**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

**Note:**

Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.

Part B: **Payroll**

**PHYSICIANS COMPARABILITY ALLOWANCE AMOUNT**

**Definition:** Amount of physicians comparability allowance an employee received during a pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**POST ALLOWANCE AMOUNT**

<b>Definition:</b>	Amount of allowance an employee received during a pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**POST DIFFERENTIAL AMOUNT - FOREIGN AREA**

<b>Definition:</b>	Amount of foreign area post differential that an employee receives during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**POST DIFFERENTIAL AMOUNT - NON FOREIGN AREA**

<b>Definition:</b>	Amount of non-foreign area post differential that an employee receives during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**RECORD ACTION**

- Definition:** Indicates action to take with a data record.
- Responsible Organization:** Office of Personnel Management, Office of Modernization & Human Resources Line of Business, Enterprise Human Resources Integration (EHRI).
- Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds).
- Format:** TEXT\_F(1)

<b>Code:</b>	<b>Name/Explanation:</b>
A	Add
D	Delete
C	Correct

Part B: **Payroll**

**RECRUITMENT INCENTIVE AMOUNT - NON-TITLE 5 USC 5753**

**Definition:** Dollar amount of a recruitment incentive under an authority other than 5 U.S.C. 5753 that is paid to an employee during a pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**RECRUITMENT INCENTIVE AMOUNT - TITLE 5 USC 5753**

<b>Definition:</b>	Dollar amount of a recruitment incentive under 5 U.S.C. 5753 that is paid to an employee during a pay period. (The recruitment incentive was authorized under legal authority codes VPF or VPO.) This does not include recruitment incentives authorized under authorities other than 5 U.S.C. 5753.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: Payroll

**REGULAR HOURS WORKED**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

**Note:**

Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.

Part B: **Payroll**

**RELOCATION INCENTIVE AMOUNT - NON-TITLE 5 USC 5753**

**Definition:** Dollar amount of a relocation incentive under an authority other than 5 U.S.C. 5753 that is paid to an employee during a pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**RELOCATION INCENTIVE AMOUNT - TITLE 5 USC 5753**

<b>Definition:</b>	Dollar amount of a relocation incentive under 5 U.S.C. 5753 that is paid to an employee during a pay period. (The relocation incentive was authorized under legal authority codes VPF or VPO.) This does not include relocation expenses authorized under the Federal Travel Regulations (41 CFR chapters 300-304) or relocation incentives authorized under authorities other than 5 U.S.C. 5753
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**REMOTE WORKSITE ALLOWANCE AMOUNT**

**Definition:** Amount of remote worksite allowance an employee received during a pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**RESERVIST DIFFERENTIAL AMOUNT**

**Definition:** Amount of reservist differential an employee received during a pay period, as authorized under 5 U.S.C. 5538 or similar authority.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

**Note:** Assign reservist differential amounts to the pay period immediately preceding the date of payment regardless of when the reservist differential was earned.

Part B: **Payroll**

**RESTORED ANNUAL LEAVE CURRENT BALANCE HOURS - NON EXPIRING**

<b>Definition:</b>	Total number of restored annual leave hours for hours without expiration date.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**RESTORED ANNUAL LEAVE CURRENT BALANCE HOURS - YEAR 1**

**Definition:** Total number of restored annual leave hours for hours expiring in Year 1.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**RESTORED ANNUAL LEAVE CURRENT BALANCE HOURS - YEAR 2**

**Definition:** Total number of restored annual leave hours for hours expiring in Year 2.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)



Part B: **Payroll**

**RESTORED ANNUAL LEAVE CURRENT BALANCE HOURS - YEAR 3**

**Definition:** Total number of restored annual leave hours for hours expiring in Year 3.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**RESTORED ANNUAL LEAVE HOURS USED - NON EXPIRING**

**Definition:** Number of restored annual leave hours used during the pay period for hours without expiration date.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**RESTORED ANNUAL LEAVE HOURS USED - YEAR 1**

**Definition:** Number of restored annual leave hours used during the pay period for hours expiring in Year 1.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**RESTORED ANNUAL LEAVE HOURS USED - YEAR 2**

**Definition:** Number of restored annual leave hours used during the pay period for hours expiring in Year 2.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**RESTORED ANNUAL LEAVE HOURS USED - YEAR 3**

**Definition:** Number of restored annual leave hours used during the pay period for hours expiring in Year 3.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**RESTORED ANNUAL LEAVE HOURS USED YTD - NON EXPIRING**

**Definition:** Amount of restored annual leave used in the current leave year for hours without expiration date.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**RESTORED ANNUAL LEAVE HOURS USED YTD - YEAR 1**

**Definition:** Amount of restored annual leave used in the current leave year for hours expiring in Year 1.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**RESTORED ANNUAL LEAVE HOURS USED YTD - YEAR 2**

**Definition:** Amount of restored annual leave used in the current leave year for hours expiring in Year 2.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)



Part B: **Payroll**

**RESTORED ANNUAL LEAVE HOURS USED YTD - YEAR 3**

**Definition:** Amount of restored annual leave used in the current leave year for hours expiring in Year 3.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**RETENTION INCENTIVE AMOUNT - NON-TITLE 5 USC 5754**

**Definition:** Dollar amount of a retention incentive under an authority other than 5 U.S.C. 5754 that is paid to an employee during a pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**RETENTION INCENTIVE AMOUNT (LIKELY TO LEAVE FEDERAL SERVICE) -  
TITLE 5 USC 5754**

<b>Definition:</b>	Dollar amount of a retention incentive under 5 U.S.C. 5754 that is paid to an employee during a pay period when the employee is likely to leave the Federal Government. (The retention incentive was authorized under legal authority codes VPN, VPR, or VPS). This does not include retention incentives authorized under authorities other than 5 U.S.C. 5754.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**RETENTION INCENTIVE AMOUNT (LIKELY TO LEAVE FOR A DIFFERENT FEDERAL POSITION) - TITLE 5 USC 5754**

<b>Definition:</b>	Dollar amount of a retention incentive under 5 CFR 575.315 that is paid to an employee during a pay period when the employee is likely to leave for a different Federal position. (The retention incentive was authorized under legal authority codes VPA or VPB.) This does not include retention incentives authorized under authorities other than 5 U.S.C. 5754.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**ROUTINE TELEWORK HOURS IN PAY PERIOD**

**Definition:** Number of hours worked as part of a previously approved, ongoing, and regular telework schedule. Telework means working any part of regular, paid hours, at an approved alternative worksite, such as an employee's home. When reporting telework hours do NOT include any part of *mobile* work, such as work completed during official travel, commuting, or from a customer site.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Note:

Telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). This definition of telework includes what is generally referred to as remote work, but does NOT include any part of work done while on official travel or mobile work. See the following clarifications.

*Include in reported counts of telework:*

REMOTE: A work arrangement in which the employee resides and works at a location beyond the local commuting area of the employing organization's worksite. The arrangement generally includes full-time telework and may result in a change in duty location to the alternative worksite (e.g., home).

*Do not include in reported counts of telework:*

MOBILE: Work which is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. Examples include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).

Part B: **Payroll**

**ROUTINE TELEWORK INSTANCES IN PAY PERIOD**

**Definition:** Number of instances during the pay period that an employee teleworked, and where those instances were part of a previously approved, ongoing and regular telework schedule. For this purpose, an “instance” means when an employee teleworks a full work day OR any part of a work day within their regular scheduled tour of duty from an alternative location. For this data element, telework has the same meaning as in the definition given for ‘Routine Telework Hours’.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** NUMBER(2)

Note:

Telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). This definition of telework includes what is generally referred to as remote work, but does not include any part of work done while on official travel or mobile work. See the following clarifications.

*Include in reported counts of telework:*

REMOTE: A work arrangement in which the employee resides and works at a location beyond the local commuting area of the employing organization's worksite. The arrangement generally includes full-time telework and may result in a change in duty location to the alternative worksite (e.g., home).

*Do not include in reported counts of telework:*

MOBILE: Work which is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. Examples include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).

Part B: Payroll

**SEVERANCE PAY WEEKS**

**Definition:** Number of weeks of severance payments received as a result of involuntary separation.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** NUMBER\_V(4)

Part B: Payroll

**SHORE LEAVE HOURS EARNED**

<b>Definition:</b>	Number of shore leave hours earned during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: Payroll

**SHORE LEAVE HOURS USED**

<b>Definition:</b>	Number of shore leave hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**SHORE LEAVE HOURS USED YTD**

<b>Definition:</b>	Amount of shore leave used in the current leave year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**SHORE LEAVE YTD CURRENT BALANCE HOURS**

<b>Definition:</b>	Total number of shore leave hours accrued year to date (YTD) in the current leave year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**SICK LEAVE ABEYANCE BALANCE**

<b>Definition:</b>	Amount of sick leave maintained in abeyance while the employee is in a specific appointment or status.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**SICK LEAVE BALANCE HOURS**

**Definition:** The employee's current sick leave balance in hours at the end of the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

**Note:**

Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.

Part B: Payroll

**SICK LEAVE CARRYOVER HOURS**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**SICK LEAVE HOURS EARNED**

<b>Definition:</b>	Number of sick leave hours earned during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**SICK LEAVE HOURS USED**

<b>Definition:</b>	Number of sick leave hours used during the pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: Payroll

**SICK LEAVE HOURS USED YTD**

<b>Definition:</b>	Amount of sick leave used in the current leave year.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**SICK LEAVE SET ASIDE AMOUNT**

**Definition:** Amount of sick leave accrued and held while employee uses donated annual leave.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**SITUATIONAL TELEWORK HOURS IN PAY PERIOD**

**Definition:** Number of hours during the pay period that an employee teleworked, and where those hours were NOT part of a previously approved, ongoing and regular telework schedule. Situational telework examples include telework as a result of inclement weather, doctor appointment, or special work assignments. Telework means working any part of regular, paid hours, at an approved alternative worksite, such as an employee's home. When reporting telework hours do NOT include any part of *mobile* work, such as work completed during official travel, commuting, or from a customer site.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECEMAL(9,2)

Note:

Telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). This definition of telework includes what is generally referred to as remote work, but does not include any part of work done while on official travel or mobile work. See the following clarifications.

*Include in reported counts of telework:*

REMOTE: A work arrangement in which the employee resides and works at a location beyond the local commuting area of the employing organization's worksite. The arrangement generally includes full-time telework and may result in a change in duty location to the alternative worksite (e.g., home).

*Do not include in reported counts of telework:*

MOBILE: Work which is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. Examples include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).

Part B: Payroll

**SITUATIONAL TELEWORK INSTANCES IN PAY PERIOD**

**Definition:** Number of instances during the pay period that an employee teleworked, and where those instances were NOT part of a previously approved, ongoing and regular telework schedule (e.g., telework as a result of inclement weather, doctor appointment, or special work assignments). For this purpose, an “instance” means when an employee teleworks a full work day OR any part of a work day within their regular scheduled tour of duty from an alternative location. For this data element, telework has the same meaning as in the definition given for ‘Situational Telework Hours’.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** NUMBER(2)

Note:

Telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). This definition of telework includes what is generally referred to as remote work, but does not include any part of work done while on official travel or mobile work. See the following clarifications.

*Include in reported counts of telework:*

REMOTE: A work arrangement in which the employee resides and works at a location beyond the local commuting area of the employing organization's worksite. The arrangement generally includes full-time telework and may result in a change in duty location to the alternative worksite (e.g., home).

*Do not include in reported counts of telework:*

MOBILE: Work which is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. Examples include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).

Part B: **Payroll**

**SOCIAL SECURITY NUMBER**

**Definition:** The number assigned to an employee's social security account.

**Responsible Organization:** Social Security Administration.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds; Personnel Actions Standard Form 50/52).

**Format:** NUMBER\_F(9)

Part B: Payroll

**SPECIAL BASIC PAY SUPPLEMENT - PAY PERIOD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**SPECIAL BASIC PAY SUPPLEMENT - YTD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**STANDARD BASIC PAY SUPPLEMENT - PAY PERIOD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)



Part B: Payroll

**STANDARD BASIC PAY SUPPLEMENT - YTD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**STANDBY DUTY PAY AMOUNT**

<b>Definition:</b>	Amount of Standby Duty Pay earned in a pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**STATE EMPLOYEE CONTRIBUTION CURRENT PAY PERIOD AMOUNT**

**Definition:** Amount the employee contributes to his/her retirement plan, current pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**STUDENT LOAN REPAYMENT AMOUNT - PAY PERIOD**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**STUDENT LOAN REPAYMENT AMOUNT - YTD**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**SUNDAY HOURS WORKED**

**Definition:** Number of Sunday hours an employee works in a pay period that are in addition to their regular tour of duty.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: **Payroll**

**SUNDAY PREMIUM PAY AMOUNT**

<b>Definition:</b>	Amount of Sunday Premium Pay earned in a pay period. Note: Title 5 only; do not include any Title 38 amounts here.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**SUPERVISORY DIFFERENTIAL AMOUNT**

**Definition:** Amount of supervisory differential that an employee receives during the pay period.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)



Part B: Payroll

**TERM NEGOTIATION HOURS - PAY PERIOD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: Payroll

**TERM NEGOTIATION HOURS - YTD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**TITLE 38 HOURS WORKED**

<b>Definition:</b>	Number of Title 38 hours an employee works in a pay period that are in addition to their regular tour of duty.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**TITLE 38 PAY AMOUNT**

**Definition:** Difference between salary total amount and adjusted basic pay due to Title 38 hours worked.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

**Note:**

Title 38 Market Pay is included in the Standard Basic Pay Supplement (formerly Locality Pay Amount) field and should not be included here.

Part B: Payroll

**TOTAL EARNINGS - PAY PERIOD**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**TOTAL EARNINGS - YTD**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**TOTAL RETIREMENT CREDITABLE PAY - PAY PERIOD**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**TOTAL RETIREMENT CREDITABLE PAY - YTD**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)



Part B: Payroll

**TOTAL SALARY - PAY PERIOD**

**Definition:** 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.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration Payroll data feed).

**Format:** DECIMAL(9,2)

Part B: Payroll

**TOTAL SALARY - YTD**

<b>Definition:</b>	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.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

Part B: **Payroll**

**UNIFORM ALLOWANCE AMOUNT**

<b>Definition:</b>	Amount of uniform allowance an employee received during a pay period.
<b>Responsible Organization:</b>	Office of Personnel Management, Employee Services.
<b>Applicability:</b>	Mandatory (Enterprise Human Resources Integration Payroll data feed).
<b>Format:</b>	DECIMAL(9,2)

**APPENDIX**

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**INCORPORATED CHANGES**

**List of Incorporated Changes**

<b>Update No</b>	<b>Update Date</b>	<b>Description</b>
03	20120301	<b>ADD NEW DATA ELEMENTS</b>
		<p>Reservist Differential Amount</p> <p>Routine Telework Hours In Pay Period</p> <p>Routine Telework Instances In Pay Period</p> <p>Situational Telework Hours In Pay Period</p> <p>Situational Telework Instances In Pay Period</p> <p>Retention Incentive Amount (Likely to Leave for a different Federal Position) – Title 5 USC 5754</p>
03	20120301	<b>CHANGE DATA ELEMENT NAME and/or DEFINITIONS</b>
		<p><b>Recruitment Incentive Amount – Non-Title 5 USC 5753</b></p> <p>From: Amount of recruitment incentive a non-Title 5 employee received during a pay period</p> <p>To: Dollar amount of a recruitment incentive under an authority other than 5 U.S.C. 5753 that is paid to an employee during a pay period.</p>
		<p><b>Recruitment Incentive Amount – Title 5 USC 5753</b></p> <p>From: Amount of recruitment incentive a Title 5 employee received during a pay period</p> <p>To: Dollar amount of a recruitment incentive under 5 U.S.C. 5753 that is paid to an employee during a pay period. (The recruitment incentive was authorized under legal authority codes VPF or VPO.) This does not include recruitment incentives authorized under authorities other than 5 U.S.C. 5753</p>

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Update No	Update Date	Description
		<p><b>Relocation Incentive Amount – Non-Title 5 USC 5753</b></p> <p>From: Amount of relocation incentive a non-Title 5 employee received during a pay period</p> <p>To: Dollar amount of a relocation incentive under an authority other than 5 U.S.C. 5753 that is paid to an employee during a pay period</p>
		<p><b>Relocation Incentive Amount – Title 5 USC 5753</b></p> <p>From: Amount of relocation incentive a Title 5 employee received during a pay period</p> <p>To: Dollar amount of a relocation incentive under 5 U.S.C. 5753 that is paid to an employee during a pay period. (The relocation incentive was authorized under legal authority codes VPF or VPO.) This does not include relocation expenses authorized under the Federal Travel Regulations (41 CFR chapters 300-304) or relocation incentives authorized under authorities other than 5 U.S.C. 5753</p>
		<p><b>Retention Incentive Amount – Non-Title 5 USC 5754</b></p> <p>From: Amount of retention incentive a non-Title 5 employee received during a pay period</p> <p>To: Dollar amount of a retention incentive under an authority other than 5 U.S.C. 5754 that is paid to an employee during a pay period</p>

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<b>Update No</b>	<b>Update Date</b>	<b>Description</b>
03	20120301	<b>CHANGE DATA ELEMENT NAME and/or DEFINITIONS</b>
		<p>From: <b>Retention Incentive Amount – Title 5 USC 5754</b></p> <p>Amount of retention incentive a Title 5 employee received during a pay period</p> <p>To: <b>Retention Incentive Amount (Likely to Leave Federal Service) – Title 5 USC 5754</b></p> <p>Dollar amount of a retention incentive under 5 U.S.C. 5754 that is paid to an employee during a pay period when the employee is likely to leave the Federal Government. (The retention incentive was authorized under legal authority codes VPN, VPR, or VPS). This does not include retention incentives authorized under authorities other than 5 U.S.C. 5754</p>

**UNINCORPORATED CHANGES**  
(Changes for the next Update to the Guide.)

**List of Unincorporated Changes**

<b>Update No</b>	<b>Date</b>	<b>Description</b>
03	20120301	There are no Unincorporated Changes for Part B: Payroll Data Standards, Update 03