

## 3 HR Data Feed

### 3.1 Revision Sheet

Chapter Release No.	Date	HR Revision Description
1.0	06/30/2004	Initial version released to OPM EHRI Program Office
1.1	06/30/2004	Deleted “High School Diploma or GED Date” and “Institution Name” from status record. Changed certain mandatory fields to optional, renamed fields to be consistent across the status and dynamics files, and added code values for “Military Character of Service Code”.
2.0	10/11/2004	<p>Updated Appendix D (old 2.0) to include OPM Connect:Direct point of contact information that was once included in this chapter.</p> <p>Updated to provide more detail on the file transfer process.</p> <p>Updated to correctly specify the DATE format to not include zero in the day range.</p> <p>Modified to reflect the latest Record Specification. Please refer to Appendix C (old Appendix E) for the specification release notes detailing the difference in the file format for this release.</p> <p>Added to explain the new Reporting Criteria column in the file format specification table. This column replaces the previous “Mandatory/Optional” column and includes the third criteria of “Critical.”</p> <p>Updated Appendix A (old Appendix C) with the new valid values for all the human resources reference values that once appeared in this chapter.</p> <p>Added Appendix C (old Appendix E) to detail all the changes to the file format specification. This revision sheet and Appendix C should be updated in tandem.</p>
2.1	02/18/2005	<p>Updated with the new HR Status file format.</p> <p>Updated with the new HR Dynamics file format.</p> <p>Changed title of Section O to remove “Critical” from the title.</p> <p>Updated to be more specific about what ASCII character set should be used to create the file.</p> <p>Updated to explain and define the Policy Reporting Requirements and the Record Identifying Requirements.</p> <p>Updated to rename the section headings differentiating between the record identifying fields and the non-record identifying fields.</p>
2.2	07/27/2005	<p>Updated with the new HR Status file format.</p> <p>Updated with the new HR Dynamics file format.</p>
2.3	09/08/2005	<p>Made minor wording change in definition of Position Title element (ICD Seq #49) in the Status file.</p> <p>Removed Name Family (ICD Seq #5) and Name Given (ICD Seq #6) from the required record identifier list in the Status file.</p>

# GUIDE TO HUMAN RESOURCES REPORTING

## Chapter 3: HR Data Feed

Chapter Release No.	Date	HR Revision Description
2.4	10/20/2005	<p>Corrected references to “Appendix C” in the Codes column of the 2.8 Record Specifications. Appendix A has the correct code values.</p> <p>Shortened “Record ID Requirement” column header on the dynamics record table to shorten the row header.</p> <p>Renamed Special Salary Rate to Special Rate Supplement (Status ICD Seq #41).</p> <p>Removed “annualized amount” from definitions for both Prior Basic Pay (Dynamics ICD Seq #68) and Basic Pay (Dynamics ICD Seq #87). This makes the fields consistent with the Status ICD Basic Pay field, which is not annualized.</p> <p>Added Prior Special Rate Supplement and Special Rate Supplement fields (Dynamics ICD Seq #111, 112) to track these breakouts consistent with the status ICD.</p> <p>Added Ethnicity fields to both records (Status ICD Seq #167 and Dynamics ICD Seq #113). This field becomes effective January 1, 2006.</p> <p>Added note to section 2.7.1 regarding the handling of null numeric data.</p> <p>Applied better paragraph formatting to several tables.</p>
2.5	08/11/2006	<p>Minor updates to sections 2.3 and 2.5 to improve clarity.</p> <p>Changed dynamics file naming convention, replacing the hardcoded “1” value with a “0” to conform with the status file naming convention. The “1” was a legacy convention from CPDF that no longer applies to EHRI.</p> <p>Added a suffix to the file names for status and dynamics files to support versioning of the interface. This version of the Guide is 3.4 therefore the version suffix should be “_3.4”.</p> <p>Removed the ASCII character set file format requirement in section 2.6.3 and replaced it with a description of the Connect:Direct functionality that will manage any necessary character set translation.</p> <p>Added text in 2.6.3 regarding delimiters not being required before the first field in the record.</p> <p>Added requirements for an email notification of file transmissions in section 2.6.4.</p> <p>Described the proper treatment of negative values in section 2.7.1.</p> <p>Added “Dup” to valid values for the Record Identifying Requirement described in section 2.7.2.2.</p> <p>Changed column headers in section 2.8.1 from “Codes” to “Notes” as the column contains more than code values.</p> <p>Changes to Status file in section 2.8.1:</p> <ul style="list-style-type: none"> <li>- Added “Dup” to the Record ID Requirements to all CPDF fields on the status interface.</li> <li>- Added notes to Birth Date (ICD Seq #2), Appointment Type Code (ICD Seq #34), Retention Allowance Amount (ICD Seq #47), Creditable Military Service Months/Days (ICD Seq #67,68), Frozen Service Months/Days (ICD Seq #113,114)</li> <li>- Updated note on US Citizenship Indicator (ICD Seq # 12) and removed “NA” from valid values.</li> </ul>

# GUIDE TO HUMAN RESOURCES REPORTING

## Chapter 3: HR Data Feed

Chapter Release No.	Date	HR Revision Description
		<ul style="list-style-type: none"> <li>- Updated names and definitions of the pay related elements including Special Basic Pay Supplement (ICD Seq #41), Total Salary Rate (ICD Seq #42), Basic Pay Rate (ICD Seq #43), Adjusted Basic Pay Rate (ICD Seq #44), and Standard Basic Pay Supplement (ICD Seq #45).</li> <li>- Minor definition and notes update to Ethnicity and Race Identification Code field (ICD Seq # 167).</li> </ul> <p>Changes to Dynamics file in section 2.8.2:</p> <ul style="list-style-type: none"> <li>- Added “Dup” indicators to six fields</li> <li>- Added notes to Birth Date (ICD Seq #2), Creditable Military Service Months/Days (ICD Seq #41, 42), Frozen Service Months/Days (ICD Seq #44, 45), Retention Allowance Amount (ICD Seq #91).</li> <li>- Removed “Y” from Record ID Requirement for Legal Authority Code 1 (ICD Seq #7).</li> <li>- Updated note on Retirement Previous Coverage Indicator (ICD Seq # 46) and removed “NA” from valid values.</li> <li>- Updated names and definitions of the pay related elements including Prior Total Salary Rate (ICD Seq #67), Prior Basic Pay Rate (ICD Seq #68), Prior Adjusted Basic Pay Rate (ICD Seq #69), and Prior Standard Basic Pay Supplement (ICD Seq #70), Prior Special Basic Pay Supplement (ICD Seq #111).</li> <li>- Corrected EHRI Ref # from 965 to 298 for Grade, Level, Class, Rank, or Pay Band Code (ICD Seq #83).</li> <li>- Updated names and definitions of the pay related elements including Total Salary Rate (ICD Seq #86), Basic Pay Rate (ICD Seq #87), Adjusted Basic Pay Rate (ICD Seq #88), and Standard Basic Pay Supplement (ICD Seq #89), Special Basic Pay Supplement (ICD Seq #112).</li> </ul> <p>Individual edits in section 2.9.2 that check for numeric values now store zero vs. null.</p> <p>Removed reference to specific version number of the CPDF Guide to Edits in section 2.10.</p>
3.0	06/08/2007	<p>Corrected file naming convention to use an underscore (“_”) instead of a period (“.”) between the Version (V) number and Release (R) number on both Status (section 2.6.1) and Dynamics (section 2.6.2) files.</p> <p>Added requirement for a ‘negative report’ email in section 2.6.4.</p> <p>Changed the contents of 2.7.2 to describe the new interface requirements table layout which contains new record identifier, priority, and retirement columns.</p> <p>Updated the data requirements in Sections 2.8.1 (Status) and 2.8.2 (Dynamics) based on the GHRR ICD Version 4.0 requirements approved on 6/5/2007:</p> <ul style="list-style-type: none"> <li>- Changed the table layout.</li> <li>- Changed priority ratings to 1-4 scale.</li> </ul>

# GUIDE TO HUMAN RESOURCES REPORTING

## Chapter 3: HR Data Feed

Chapter Release No.	Date	HR Revision Description
		<ul style="list-style-type: none"><li>- Added "Retirement" column and flags on dynamics file.</li><li>- Updated notes and record identifier flags for several existing fields.</li><li>- Added FEHB Election Effective Date (ICD Seq #168) and Appointment Not to Exceed Date (ICD Seq #169) to Status.</li><li>- Added fields to Dynamics (ICD Seq #114-128) for the Retirement Systems Modernization program.</li><li>- <b>NOTE:</b> Modified Dynamics ICD Seq #96 to now capture "Regular and Recurring Tour of Duty" vs. "Part Time Hours". This was a change made after the release of the final ICD spreadsheet on June 7,2007.</li></ul>
4.1	03/01/2012	<p>Document layout changed from previous versions to accommodate the addition of sections from the Guide to CPDF Reporting Requirements.</p> <p>Added Telework Eligibility Indicator (ICD Seq #170) to the HR-Status data feed.</p> <p>Changed "definition" to "description" in record specification.</p> <p>Modified name and descriptions of several fields to match the Guide to Data Standards.</p> <p>Removed retirement and CPDF columns in record specification tables.</p>

## 3.2 Overview of HR Data Feeds

The goal for the EHRI HR Data Feeds is to securely acquire HR data for all Federal civilian employees. To accomplish this, data providers will submit two types of data to EHRI:

- **Status** - A record of each employee's personnel data as of the ending date of a calendar month. Status data submissions consist of all active employees (whether in a pay or non-pay status) on the agency rolls as of the end of the period.
- **Dynamics** - The personnel actions that have been processed for the employees during a bi-weekly reporting period.

Data submissions from agencies to EHRI represent their official workforce statistics. Agencies may process the data through their own systems or arrange for their data to be processed by another Federal agency. Regardless of the processing arrangement, each agency is responsible for collecting the data, editing it for validity, accuracy, and completeness, and furnishing the data to EHRI. Any agency that submits data to EHRI for itself or services one or more other agencies is known as a submitting point. Each submitting point is responsible for the timely reporting of its data and data for the agencies it services, and should ensure that all data for the agencies for which it submits are present and complete. When a submitting point makes major system changes, it is responsible for ensuring that data accuracy and completeness are maintained. The Office of Personnel Management should be notified when any major system changes are planned. Then, the Office of Personnel Management and the agency will decide whether the agency should submit test data or can continue to submit production data.

The Office of Personnel Management uses an electronic mailing list to notify agencies of EHRI reporting requirements. To join the EHRI mailing list follow the instructions at <http://listserv.opm.gov/archives/cpdf.html>

## 3.3 Employee Coverage

The EHRI HR Data Feeds cover all Federal civilian employees of the Executive Branch, except those in the:

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

EHRI also does not include: (1) non-U. S. citizens in foreign countries, (2) non-appropriated fund personnel, (3) commissioned officers in the Department of Commerce, Department of Health and Human Services, Department of Homeland Security, and the Environmental Protection Agency, (4) employees of the Judicial Branch, and (5) as of March 2006, foreign service personnel in the Department of State, except for a separate file of selected data elements reported for actuarial purposes. Legislative Branch coverage is limited to the Government Printing Office, the U.S. Tax Court, and several small commissions.

As the electronic Human Resource Information Systems consolidation continues, the number of providers will change. Depending on the source of HR related data, one provider may submit data for many agencies.

### **3.4 General File Content Rules**

The providers are responsible for creating the Status and Dynamics HR files. Each file must comply with the following rules:

- Each line of the file must contain one record.
- Status and Dynamics records must not be combined within the same file.
- Each record will contain all of the fields listed in the Status and Dynamics Record Specifications, ordered by data element number, with each field separated by the vertical bar character ('|').
- Even if there is no value supplied for a field, the delimiter must still appear in the file.
- Values must be supplied for all mandatory elements.
- No delimiter is required before the first field or after the last field in the record.

### **3.5 Email Notification of File Transmission**

Providers shall notify OPM of data submissions by sending an email to [ehri\\_files@opm.gov](mailto:ehri_files@opm.gov). The email notification is required for a file to be processed, and must contain the name of the file and the record count of the file being transmitted. The email should indicate if the transmission is a resubmission, which is also denoted by the file name. The email should also include a “signature” consisting of the submitter’s name, agency, and telephone number. A “negative” report email should be transmitted to the above email address in the event there are no records to be reported for the period.

### **3.6 Status Data Submission Requirements**

#### **3.6.1 General Requirements**

Status data submissions consist of a record of each employee's personnel data as of the ending date of a calendar month. All active employees (whether in a pay or non-pay status) on the agency rolls as of the end of the month are submitted in the file. Data for employees on detail should reflect their position of record (i.e., the position to which they are permanently assigned).

When an employee has more than one appointment in the same agency, providers must submit more than one record using the same social security number.

### 3.6.2 File Naming Convention

Each status data file name will conform to the following naming convention:

SYYYMMDD0AAAAN\_V\_R

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

Name Segment	Description
S	Constant value of “S” indicating a Status file.
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
0	0 is a numeric zero, unless your submission contains only part of an agency’s records. If that is the case, OPM will tell you what number to use.
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.
V_R	Version (V) and Release (R) numbers for the file specification. This will allow the data warehouse load program to identify the correct file layout during transmission and load of the file.  <b>NOTE: Please refer to the Version and Release number in file Dynamics Data File Specification section of this document.</b>

### 3.6.3 Transmission Frequency

Status files are transmitted on a monthly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period. If the data is not delivered by the expected date of transmission, the provider point of contact will be notified. Providers are responsible for scheduling data transmissions to EHRI.

### 3.6.4 Quality Control

The Office of Personnel Management will accept a status submission if it meets the following criteria:

The number of records submitted is reasonable in comparison with the previous month's submission. Overall, OPM will consider a variance within plus or minus 5 percent as reasonable; and

Errors on fields are within tolerances. EHRI edits submissions for compliance with data standards and internal consistency. The edits are shown in the edit guide available on the OPM website at <http://www.opm.gov/feddata/guidance.asp>. Data that fail the edits are errors. Error rates are computed for each agency and for major subelements within selected agencies. Tolerances are error rates of 3% or less for agencies or subelements with 1000 or more employees; and 5% or less for agencies or subelements with less than 1000 employees.

While data quality is important for all priority 1, 2, and 3 data elements, the following elements are the most critical to OPM's reporting of government-wide statistics and therefore their accuracy is especially important.

- Agency/Subelement
- Basic Pay
- Current Appointment Authority
- Date of Birth
- Disability
- Duty Station
- Ethnicity and Race Identification
- Grade, Level, Class, Rank, or Pay Band
- Health Plan
- Standard Basic Pay Supplement
- Occupation
- Pay Basis
- Pay Plan
- Pay Status
- Position Occupied
- Race or National Origin
- Service Computation Date (Leave)



- Sex
- Special Pay Table Identifier
- Supervisory Status
- Tenure
- Veterans Preference
- Veterans Status (Active Military Service)
- Work Schedule

If OPM cannot accept a status submission, the agency representative responsible for EHRI submissions will be notified. The agency will be expected to make necessary corrections and forward a resubmission when possible, but no later than 5 working days after notification of the rejection.

#### 3.6.5 Record Corrections

Agencies should test their files and correct errors before submission to EHRI. Agencies should not submit specific corrections for individual status data errors. Errors should be corrected at the agency and correct data provided in the next regular submission.

#### 3.6.6 Data Element Coverage

The definitions and code sets for the majority of the data elements contained in the status file specification are available in the Guide to Data Standards, which is available online at <http://www.opm.gov.feddata/guidance.asp>. Additional instructions are provided for the following data elements:

- **Creditable Military Service (Years, Months, Days)** must be reported on all employees (other than reemployed annuitants) on whom an accession or conversion personnel action with an effective date of October 1, 1986 (old CPDF redesign date) or later has been processed. Use zero when the reporting requirement applies but the employee has no creditable military service. Leave null when the reporting requirement does **NOT** apply.
- **Current Appointment Authority:**
  - Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees.

- Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ."
- On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.
- **Duty Station** is reported for all employees.
- **Education Level** must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees.
- **Ethnicity and Race Identification** is applicable to accessions occurring on or after January 1, 2006, and is required for accessions occurring on or after July 1, 2006. For accessions occurring prior to July 1, 2006, the Race or National Origin data standard may continue to be used. Ethnicity and Race Identification consists of one ethnicity category (Hispanic or Latino) and five race categories. All applicable categories may be selected, and at least one category must be selected. The code consists of six positions, one for each of the six categories:
  - **Hispanic or Latino** is reported in the first code position, where a numeric code of 1 indicates Hispanic or Latino and a numeric code of 0 indicates not Hispanic or Latino.
  - **American Indian or Alaska Native** is reported in the second code position, where a numeric code of 1 indicates American Indian or Alaska Native and a numeric code of 0 indicates not American Indian or Alaska Native.
  - **Asian** is reported in the third code position, where a numeric code of 1 indicates Asian and a numeric code of 0 indicates not Asian.
  - **Black or African American** is reported in the fourth code position, where a numeric code of 1 indicates Black or African American and a numeric code of 0 indicates not Black or African American.
  - **Native Hawaiian or Other Pacific Islander** is reported in the fifth code position, where a numeric code of 1 indicates Native Hawaiian or Other Pacific Islander and a numeric code of 0 indicates not Native Hawaiian or Other Pacific Islander.
  - **White** is reported in the sixth code position, where a numeric code of 1 indicates White and a numeric code of 0 indicates not White.

- **Federal Employees' Retirement System (FERS) Coverage** must be reported **ONLY** for those employees who are covered by the retirement plan codes K, L, M, or N. For all other employees, FERS coverage should be left blank.
- **Frozen Service (Years, Months)** must be reported if: (1) the employee's retirement plan code is K, L, M, or N; or (2) the employee's retirement plan code is C or E **AND** the employee has had an accession or conversion action effective July 1, 1987, or later. If the employee falls within either of these categories and has no frozen service, enter zeros in the frozen service field. If the employee does not fall into either category, leave the frozen service field blank.
- **Health Plan** must be reported for all employees on submissions for the months of March and September. It need not, but may be, included on other submissions. If submitted, the data will be processed through the normal EHRI edits.
- **Instructional Program and Year Degree or Certificate Attained** must be reported for all employees whose reported education level is:
  - Bachelor's degree or higher; OR
  - Associate's degree if the employee was hired on or after October 1, 1993; OR
  - Completed terminal occupational program if the employee was hired on or after October 1, 1993.
- **Standard Basic Pay Supplement** is the adjusted basic pay minus basic pay. It is always represented as an annual dollar amount. If the employee's duty station or pay system is excluded from standard basic pay supplement, report standard basic pay supplement as blank. If the difference between adjusted basic pay and basic pay is zero, report standard basic pay supplement as zero.
- **Pay Status/Uniformed Service Employment and Reemployment Rights Act (USERRA) Status** must be reported for all employees. Employees on an intermittent work schedule are always reported in pay status.
- **Race or National Origin** is only applicable to an employee whose accession occurs prior to July 1, 2006. See the Ethnicity and Race Identification data standard for an employee whose accession occurs on or after January 1, 2006.
- **Rating of Record:**
  - **Rating of Record (Level).** Report the summary level for the employee's last rating of record unless the employee:

- Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X."
- Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).
- **Rating of Record (Pattern).** Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code "Z".
- **Rating of Record (Period).** Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
- **Retained Pay Plan, Retained Grade, and Retained Step** must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
- **Supervisory Differential** must be reported for all employees receiving the allowance or differential. For all other employees, leave these data elements blank.
- **Special Pay Table Identifier** must be reported for all GS and GM special rate employees. For all other employees, leave this data element blank.

### 3.7 Dynamics Data Submission Requirements

#### 3.7.1 General Requirements

Dynamics data submissions consist of records of personnel actions that have been processed for the employees during a bi-weekly reporting period. All personnel actions should be submitted, except for action codes 900-999, which are reserved for internal use by agencies.

When two actions are documented on the same SF-50 (Notification of Personnel Action), except where the first nature of action is 001 (cancellation) or 002 (correction), each action must appear as a separate record in the agency's EHRI Dynamic submission.

### 3.7.2 File Naming Convention

Each dynamics data file name will conform to the following naming convention:

DYYYYMMDD0AAAAN\_V\_R

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

Name Segment	Description
D	Constant value of “D” indicating a Dynamics file.
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
0	0 is a numeric zero, unless your submission contains only part of an agency’s records. If that is the case, OPM will tell you what number to use.
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.
V_R	Version (V) and Release (R) numbers for the file specification. This will allow the data warehouse load program to identify the correct file layout during transmission and load of the file.  <b>NOTE: Please refer to the Version and Release number in file Dynamics Record Specification section of this document.</b>

### 3.7.3 Transmission Frequency

Dynamics files should be transmitted on a bi-weekly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period. If the data is not delivered by the expected date of transmission, the provider point of contact will be notified. Providers are responsible for scheduling data transmissions to EHRI.

### 3.7.4 Quality Control

The Office of Personnel Management may reject a dynamics data submission if, in its judgment, the file reflects significant errors. Examples of such errors are the total absence of certain categories of actions (such as accessions or separations) or the total absence of a required data element. If a file is rejected, the Office of Personnel Management will notify the agency's

dynamics submission point of contact. Agencies must correct and resubmit rejected files within 5 calendar days following receipt of the Office of Personnel Management notice.

If EHRI rejects an action, the agency should first determine if the action is of a type that should be submitted to EHRI. For example, nature of action codes 900-999 are reserved for agencies' internal use and are not to be submitted to EHRI; EHRI will reject them. If a rejected action is of a type that agencies should not submit to EHRI, the agency should take measures to assure their exclusion from future EHRI submissions. If the agency determines that the action is of a type that should be submitted to EHRI, the agency should make the correction and include the corrected action in their next scheduled dynamics file submission. Note that agencies may be aware of errors on their dynamics records, but choose to report the actions so that their dynamics file submission is not delayed by the data correction effort. The Office of Personnel Management considers this an acceptable practice when the alternative is not to submit the actions at all.

#### 3.7.5 Data Element Coverage

The Dynamics Record Specification section of this document contain the required data elements and record format for dynamics submissions. When an employee had more than one appointment in the agency, use the same social security number for all dynamics actions submitted. Data elements not required on a transaction may be left blank, however, the delimiter (“|”) is still required.

The definitions and code sets for the majority of the data elements contained in the dynamics file specification are available in the Guide to Data Standards, which is available online at <http://www.opm.gov.feddata/guidance.asp>. Additional instructions are provided for the following data elements:

- Award Amount:
  - Award Dollars must be reported in whole dollars. If an award amount is under-reported, do not submit a second action with the increment. Submit a correction with the total corrected award amount.
  - Award Hours must report award hours only if nature of action is time-off award.
  - Award Percent must report award percent only if nature of action is administratively uncontrollable overtime (AUO).
- **Creditable Military Service (Years, Months, Days)** must be reported on all employees (other than reemployed annuitants) on whom an accession or conversion personnel action with an effective date of October 1, 1986 (old CPDF redesign date) or later has been processed. Use zero when the reporting requirement applies but the employee has no creditable military service. Leave null when the reporting requirement does **NOT** apply.

- **Current Appointment Authority:**
  - Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees.
  - Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ."
  - On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.
- **Duty Station** is reported for all employees.
- **Education Level** must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees.
- **Ethnicity and Race Identification** is applicable to accessions occurring on or after January 1, 2006, and is required for accessions occurring on or after July 1, 2006. For accessions occurring prior to July 1, 2006, the Race or National Origin data standard may continue to be used. Ethnicity and Race Identification consists of one ethnicity category (Hispanic or Latino) and five race categories. All applicable categories may be selected, and at least one category must be selected. The code consists of six positions, one for each of the six categories:
  - **Hispanic or Latino** is reported in the first code position, where a numeric code of 1 indicates Hispanic or Latino and a numeric code of 0 indicates not Hispanic or Latino.
  - **American Indian or Alaska Native** is reported in the second code position, where a numeric code of 1 indicates American Indian or Alaska Native and a numeric code of 0 indicates not American Indian or Alaska Native.
  - **Asian** is reported in the third code position, where a numeric code of 1 indicates Asian and a numeric code of 0 indicates not Asian.
  - **Black or African American** is reported in the fourth code position, where a numeric code of 1 indicates Black or African American and a numeric code of 0 indicates not Black or African American.

- **Native Hawaiian or Other Pacific Islander** is reported in the fifth code position, where a numeric code of 1 indicates Native Hawaiian or Other Pacific Islander and a numeric code of 0 indicates not Native Hawaiian or Other Pacific Islander.
- **White** is reported in the sixth code position, where a numeric code of 1 indicates White and a numeric code of 0 indicates not White.
- **Frozen Service (Years, Months)** must be reported if: (1) the employee's retirement plan code is K, L, M, or N; or (2) the employee's retirement plan code is C or E **AND** the employee has had an accession or conversion action effective July 1, 1987, or later. If the employee falls within either of these categories and has no frozen service, enter zeros in the frozen service field. If the employee does not fall into either category, leave the frozen service field blank.
- **Instructional Program and Year Degree or Certificate Attained** must be reported for all employees whose reported education level is:
  - **Bachelor's degree or higher; OR**
  - **Associate's degree if the employee was hired on or after October 1, 1993; OR**
  - **Completed terminal occupational program if the employee was hired on or after October 1, 1993.**
- **Nature of Action:**
  - **NOA(1) must be reported on all records.**
  - **NOA(2) should be blank, unless NOA(1) is 001 (cancellation) or 002 (correction).**
- **Race or National Origin** is only applicable to an employee whose accession occurs prior to July 1, 2006. See the Ethnicity and Race Identification data standard for an employee whose accession occurs on or after January 1, 2006.
- **Rating of Record:**
  - **Rating of Record (Level).** Report the summary level for the employee's last rating of record unless the employee:
    - Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X."
    - Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).



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- **Rating of Record (Pattern).** Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code “Z”.
- **Rating of Record (Period).** Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
- **Retained Pay Plan, Retained Grade, and Retained Step** must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
- **Supervisory Differential** must be reported for all employees receiving the allowance or differential. For all other employees, leave these data elements blank.

#### 3.7.5.1 Dynamics Data Element Requirements by Nature of Action

This table consists of a decision logic table prescribing the data element requirements for specific types of personnel actions.

Required Data Elements	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-819, 825-827, 840-849 878-879 885-887,889	817	818- 819	815-816, 825-827, 840-849, 878-879 885-887,889	001	002
Agency/Subelement	X	X	X	X	X	X	X	X	X
Award Dollars					X	X	X		X
Award Hours							X <sup>17</sup>		X
Award Percent						X	X <sup>16</sup>		X
Basic Pay	X		X	X		X	X		X
Creditable Military Service Years	X <sup>1</sup>		X	X <sup>2</sup>					X
Creditable Military Service Months	X <sup>1</sup>		X	X <sup>2</sup>					X

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Required Data Elements	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-819, 825-827, 840-849 878-879 885-887,889	817	818-819	815-816, 825-827, 840-849, 878--879 885-887,889	001	002
Current Appointment Authority (1)	X	X	X	X		X	X		X
Current Appointment Authority (2)	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>		X <sup>3</sup>	X <sup>3</sup>		X <sup>3</sup>
Date of Birth	X	X	X	X	X	X	X	X	X
Duty Station	X	X	X	X		X	X		X
Education Level	X <sup>4</sup>	X <sup>4</sup>	X <sup>4</sup>	X <sup>4</sup>		X <sup>4</sup>	X <sup>4</sup>		X <sup>4</sup>
Effective Date of Personnel Action	X	X	X	X	X	X	X	X	X
Effective Date of Personnel Action Being Corrected									X <sup>5</sup>
Ethnicity and Race Identification	X <sup>15</sup>	X	X	X		X	X		X
Frozen Service Years	X <sup>6</sup>		X <sup>6</sup>	X <sup>2</sup>					X
Frozen Service Months	X <sup>6</sup>		X <sub>6</sub>	X <sup>2</sup>					X
Grade, Level, Class, Rank, or Pay Band	X		X	X		X	X		X
Disability	X	X	X	X		X	X		X
Instructional Program	X <sup>7</sup>	X <sup>7</sup>	X <sup>7</sup>	X <sup>7</sup>		X <sup>7</sup>	X <sup>7</sup>		X <sup>7</sup>
Legal Authority (1)	X	X <sup>8</sup>	X	X		X	X <sup>8</sup>	X	X
Legal Authority (2)	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>		X <sup>3</sup>	X <sup>3</sup>		X
Standard Basic Pay Supplement	X <sup>9</sup>		X <sup>9</sup>	X <sup>9</sup>		X <sup>9</sup>	X <sup>9</sup>		X <sup>9</sup>
Name Family	X	X	X	X		X	X		X
Name Given	X	X	X	X		X	X		X
Name Middle	X	X	X	X		X	X		X
Name Suffix	X	X	X	X		X	X		X

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Required Data Elements	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-819, 825-827, 840-849 878-879 885-887,889	817	818-819	815-816, 825-827, 840-849, 878--879 885-887,889	001	002
Nature of Action (1)	X	X	X	X	X	X	X	X	X
Nature of Action (2)								X	X
Nature of Action Being Corrected									X <sup>10</sup>
Occupation	X		X	X	X	X	X		X
Organizational Component	X	X	X	X		X	X		X
Pay Basis	X		X	X		X	X		X
Pay Plan	X		X	X		X	X		X
Pay Rate Determinant	X		X	X		X	X		X
Personnel Office Identifier	X	X	X	X		X	X		X
Position Occupied	X	X	X	X		X	X		X
Position Title	X		X	X	X	X	X		X
Retirement Previous Coverage Indicator	X <sup>1</sup>		X	X <sup>2</sup>					X
Prior Basic Pay		X	X	X		X			X
Prior Duty Station		X	X	X		X			X
Prior Grade, Level, Class, Rank, or Pay Band		X	X	X		X			X
Prior Standard Basic Pay Supplement		X <sup>9</sup>	X <sup>9</sup>	X <sup>9</sup>		X <sup>9</sup>			X <sup>9</sup>
Prior Occupation		X	X	X		X			X
Prior Pay Basis		X	X	X		X			X
Prior Pay Plan		X	X	X		X			X
Prior Pay Rate Determinant		X	X	X		X			X
Prior Step or Rate		X	X	X		X			X
Prior Work Schedule		X	X	X		X			X
Race or National Origin	X <sup>15</sup>	X	X	X		X	X		X
Rating of Record (Level)	X	X	X	X		X	X		X
Rating of Record (Pattern)	X <sup>11</sup>	X <sup>11</sup>	X <sup>11</sup>	X <sup>11</sup>		X <sup>11</sup>	X <sup>11</sup>		X <sup>11</sup>
Rating of Record Start Date	X <sup>12</sup>	X <sup>12</sup>	X <sup>12</sup>	X <sup>12</sup>		X <sup>12</sup>	X <sup>12</sup>		X <sup>12</sup>
Rating of Record End Date	X <sup>12</sup>	X <sup>12</sup>	X <sup>12</sup>	X <sup>12</sup>		X <sup>12</sup>	X <sup>12</sup>		X <sup>12</sup>
Retirement Plan	X	X	X	X		X	X		X

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Required Data Elements	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-819, 825-827, 840-849 878-879 885-887,889	817	818- 819	815-816, 825-827, 840-849, 878--879 885-887,889	001	002
Service Computation Date (Leave)	X	X	X	X		X	X		X
Service Computation Date (Reduction in Force)	X	X	X	X		X	X		X
Service Computation Date (Retirement)	X	X	X	X		X	X		X
Sex	X	X	X	X		X	X		X
Social Security Number	X	X	X	X	X	X	X	X	X
Social Security Number Being Corrected									X <sup>14</sup>
Step or Rate	X		X	X		X	X		X
Supervisory Differential	X <sup>13</sup>		X <sup>13</sup>	X <sup>13</sup>		X <sup>13</sup>	X <sup>13</sup>		X <sup>13</sup>
Supervisory Status	X	X	X	X		X	X		X
Tenure	X	X	X	X		X	X		X
Veterans Preference	X	X	X	X		X	X		X
Veterans Status	X	X	X	X		X	X		X
Work Schedule	X		X	X		X	X		X
Year Degree or Certificate Attained	X <sup>7</sup>	X <sup>7</sup>	X <sup>7</sup>	X <sup>7</sup>		X <sup>7</sup>	X <sup>7</sup>		X <sup>7</sup>

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#### Notes:

- <sup>1</sup> May be blank if nature of action is 2xx.
- 2 Required if nature of action is 803 and retirement plan is K, L, M, or N.
- 3 May be blank if there is only one authority.
- 4 May be blank if tenure is 0 or 3 and pay plan is other than ES.
- 5 Required if effective date of personnel action on the original action is being corrected.
- 6 Should be blank if retirement plan is other than C, E, K, L, M, or N.
- 7 Required if education level is:
  - (a) 13 or higher, OR
  - (b) 06 or 10 and the employee was hired on or after 10/1/1993.
- 8 Should be blank if nature of action is 350, 355, 817, 840-849, 886, 887, or 889.
- 9 Required if employee is eligible for the supplement.
- 9 Required if employee is eligible for the supplement.
- 10 Required if nature of action on the original action is being corrected 2 Required if nature of action is 803 and retirement plan is K, L, M, or N.
- 11 May be blank if rating of record (level) is other than 1-5.
- 12 May be blank if rating of record (level) is other than 1-5, but must be blank if rating of record (level) is X.
- 13 Required if employee receives the allowance or differential.
- 14 Required if social security number on original action is being corrected.
- 15 Ethnicity and Race Identification is applicable to accessions occurring on or after January 1, 2006, and is required for accessions occurring on or after July 1, 2006. For accessions occurring prior to July 1, 2006, Race or National Origin may continue to be used.
- 16 If nature of action is 827 (retention incentive), the Award Percent data element should be reported, rather than the Award Dollars or Award Hours data element.
- 17 If nature of action is 846 (individual time off award) or 847 (group time off award), the Award Hours data element should be reported, rather than Award Dollars or Award Percent data element.

### 3.7.5.2 Cancellation Actions

Place 001 in the NOA(1) field. Place the NOA that is in the record being cancelled in the NOA(2) field. Also, include the agency, social security number, date of birth, and the effective date that are in the record being cancelled. For example, you originally submitted a record with 702 in the NOA(1) field. You now want to cancel the action. You should submit a record with 001 in the NOA(1) field and 702 in the NOA(2) field, along with the agency, social security number, birth date, and effective date that are in the record being cancelled.

### 3.7.5.3 Correction Actions

- **Correction of Data** (except Nature of Action, Social Security Number, and Effective Date of Personnel Action)

Place 002 in the NOA(1) field. Place the originally submitted NOA in the NOA(2) field. Place the corrected data in the applicable field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to the NOA in the NOA(2) field. Leave the "nature of action being corrected" field blank.

For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the service computation date (SCD) from 199810 to 199812. You should submit a record with 002 in the NOA(1) field, 702 in the NOA(2) field, and 199812 in the SCD field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to NOA 702. Leave the "nature of action being corrected" field blank.

- **Correction of Nature of Action**

Place 002 in the NOA(1) field. Place the correct NOA in the NOA(2) field. Place the incorrect NOA in the "nature of action being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to the NOA in the NOA(2) field.

For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the NOA to 703. You should submit a record with 002 in the NOA(1) field, 703 in the NOA(2) field, and 702 in the "nature of action being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to NOA 703.

- **Correction of Social Security Number**

Place 002 in the NOA(1) field. Place the originally submitted NOA in the NOA(2) field. Place the correct SSN in the SSN field. Place the incorrect SSN in the "social security number being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to the NOA in the NOA(2) field.

For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the SSN from 333333333 to 777777777. You should submit a record with 002 in the NOA(1) field, 702 in the NOA(2) field, the correct SSN of 777777777 in the SSN field, and the incorrect SSN of 333333333 in the "social security number being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to NOA 702.

- **Correction of Effective Date of Personnel Action**

Place 002 in the NOA(1) field. Place the originally submitted NOA in the NOA(2) field. Place the correct effective date in the "effective date of personnel action" field. Place the incorrect effective date in the "effective date of personnel action being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to the NOA in the NOA(2) field.

For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the effective date from 19991101 to 19991201. You should submit a record with 002 in the NOA(1) field, 702 in the NOA(2) field, the correct effective date of 19991201 in the "effective date of personnel action" field, and the incorrect effective date of 19991101 in the "effective date of personnel action being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to NOA 702.

### 3.8 Quality Control

Agencies are responsible for assuring that the data contained in the EHRI presents an accurate and complete statistical profile of their workforce. For this purpose, agencies must do quality control tests of the data they provide to EHRI from their internal personnel data systems. To help agencies, the edit guide (available online at <http://www.opm.gov/feddata/guidance.asp>) describes the edits used to check the validity of individual data elements and the proper relationship of values among associated data elements. Agencies should incorporate the EHRI edits into their internal personnel data systems at a location in the system that will maximize the effectiveness of their quality control efforts. These edits constitute the minimum level of quality control.

Agencies are encouraged to supplement them based on the specifics of their internal programs and operations.

Submissions not meeting acceptance standards are returned to the agency for correction and resubmission. Agencies regularly receive summary reports of error patterns and detailed reports of specific edit failures for follow-up correction processing in later submissions.

Additionally, the Office of Personnel Management gives agencies a quality control report for each submission that shows the number and type of errors in their submissions, the number of records received and processed, and other quality control information. Agencies should correct the incorrect data and verify that the number of records recorded represents the complete submission.

The major thrust of the Office of Personnel Management's quality control and assurance efforts is to assure that agencies have quality control operations in place to detect and correct incorrect and incomplete data before they submit the data to EHRI. The data submitted to the Office of Personnel Management represents an official representation of each Federal agency's workforce statistics. Each agency is responsible for the quality of its data in the EHRI and for the statistical profile of the agency that EHRI presents to the Office of Management and Budget, the Congress, the White House, and other users of EHRI.

Besides editing the agencies' EHRI data submissions, the Office of Personnel Management performs other quality control checks. Among the most significant of these checks are EHRI/Official Personnel Folder accuracy surveys.

EHRI/Official Personnel Folder accuracy surveys consist of the comparison of a sample of EHRI records to documents of record in Official Personnel Folders and other official files that contain EHRI source documents. The Office of Personnel Management's objective is to assess how accurately and completely EHRI data reflects data on source documents.

### **3.9 Quality Control Reports**

OPM makes information resulting from processing EHRI submissions available to data providers in the form of quality control reports and error files for each Status and Dynamics submission. The EHRI data quality control reports and error files are available on the EHRI portal. These reports are particularly useful to submitters in monitoring their submission process. Deviations from previous norms should be carefully analyzed because they typically indicate that issues have arisen in the system that gathers and sends EHRI data from the agency to OPM. Quality Control Summary Reports are automatically emailed to Provider POCs at the end of each processing cycle. Error Records and Formatted Error Records Reports can be accessed / downloaded securely on the EHRI Portal. Provider POCs are given access credentials once access forms are submitted to EHRI.

Three types of quality reports are generated:

#### **Quality Control Summary Report**

- Provides information of the submission at a summary level (records processed, records rejected, error counts, edit codes and descriptions, etc.).

#### **Error Records Reports**

- Contains actual error records of the submission (PII data) in a text file.
- Pipe delimited format with error codes appended to each error record.



**Formatted Error Records Report**

- Contains actual error records of the submission (PII data) in a PDF file.
- Generated at the POI level sorted by the Agency Subelement Codes, SSN and name.

**3.10 Edit Rules**

**3.10.1 Record Identifying Fields**

Data Type	Edit Rule	Action taken if edit rule fails
VARCHAR(n) Codes Only	Check if code values is valid	Reject record
NUMBER(n)	Check if value is numeric	Reject record
DECIMAL(n, m)	Check if value is numeric	Reject record
DATE	Check if valid date	Reject record

**3.10.2 Non-Record Identifying Fields**

Data Type	Edit Rule	Action taken if edit rule fails
VARCHAR(n) – Codes Only	Check if code value is valid	Report error; If code is null, store “No Data Reported”; If code is invalid, store “Invalid Data”
NUMBER(n)	Check if value is numeric	Report error; If value is null or not a number, store zero
DECIMAL(n, m)	Check if value is numeric	Report error; If value is null or not a number, store zero
DATE	Check if valid date	Report error; If date is null, store “No Data Reported”; If date is invalid, store “Invalid Data”

**3.10.3 Relational Edits**

In addition to the edit below, EHRI will apply the edit rules specified in the most current edit guide available on the OPM website.

Field Names	Edit Rule	Action taken if edit rule fails
EHRI Employee ID, Social Security Number, Birth Date	The employee data matches an existing employee	Create a new employee record.

**3.11 Overall Record Specification**

**3.11.1 Overview**

The HR file elements are described in tabular format, with the following column headers: ICD Seq #, EHRI Ref#, Data Element Name, Data Element Description, Data Concept, Datatype, Record Identifier, Priority, and Notes. The table below describes columns appearing in the record specification sections.

Column	Description	Valid Values
<b>ICD Seq #</b>	Sequential number to identify fields in this version of the record specification. Number assigned to a data element may change between versions.	
<b>EHRI Ref #</b>	Internal EHRI reference number assigned to data elements. Used to tie elements back to EHRI metadata repository.	
<b>Data Element Name</b>	Name of the data element.	
<b>Data Element Description</b>	Description of the data element.	
<b>Data Concept</b>	Name of grouping for specific data elements in the record specification.	
<b>Data Type</b>	The data element data format and length.	

Column	Description	Valid Values
<b>Record Identifier</b>	Indicates how EHRI will handle incoming records during the data load process.	<p>Y Field must be present on the record or it will be rejected.</p> <p>Dup Field will be used to determine if this record is a duplicate.</p> <p>&lt;blank&gt; Will not reject or be used in duplicate check.</p>
<b>Priority</b>	<p>Indicates the criticality of fields being submitted to EHRI. All data elements are requested (with the exception of priority “4” fields) if they are available and applicable to the employee record.</p> <p>Note the priority scheme changed in version 4.0 of the GHRR to provide more clarity on what EHRI is expecting from providers.</p>	<p>1 Mandatory for Compliance</p> <p>2 High Priority</p> <p>3 Low Priority</p> <p>4 Priority TBD (Not required for submission at this time.)</p>
<b>Notes</b>	Additional details or guidance about the data element.	

### 3.11.2 Data Element Format Types

This table describes data types appearing in the record specification table found in the record specification sections.

Format	Meaning	Examples
VARCHAR(n)	A series of up to n alphanumeric and special characters, not including the vertical bar character ( ).	<p>123-45-6789</p> <p>125 Main St., S.W.</p> <p>Y</p> <p>OM00</p>
NUMBER(n)	<p>A series of n numeric characters.</p> <p>Negative values can be sent in this field, and are submitted using a negative symbol (“-“) immediately preceding the number being sent, with no leading or trailing spaces. For example, a negative days total is sent as -10.</p>	<p>0</p> <p>180</p> <p>-10</p>

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Format	Meaning	Examples
	<p><b>NOTE: any null (empty) values passed into a number field will be translated by the interface into a “0” (zero).</b></p>	
DECIMAL(n, m)	<p>A series of n numeric characters with up to m characters to the right of the decimal point. The decimal point should appear in the element value if required. A decimal point is neither required nor implied, i.e., 400 represents 400, not 4.00.</p> <p>Negative values can be sent in this field, and are submitted using a negative symbol (“-“) immediately preceding the number being sent, with no leading or trailing spaces. For example, a negative one hundred dollar amount is sent as -100 or -100.00.</p> <p><b>NOTE: any null (empty) values passed into a number field will be translated by the interface into a “0” (zero).</b></p>	<p>For a format of Decimal(9,2):</p> <p>0</p> <p>1500</p> <p>1234567.89</p> <p>1234.0</p> <p>0.75</p> <p>-100</p> <p>-5.00</p>
DATE	<p>A date consisting of a 4 character year, a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes.</p>	<p>1960-01-01 (= January 1, 1960)</p> <p>2004-12-31 (= December 31, 2004)</p>

### 3.12 Status Record Specification

This version of the status record specification is 4\_1.

ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
1	652	Social Security Number	The number assigned to an employee's social security account.	Employee ID	NUMBER(9)	Y / Dup	1	
2	74	Date of Birth	An employee's date of birth.	Employee ID	DATE	Y / Dup	1	Used in combination with SSN to uniquely identify an employee.
3	999	EHRI Employee ID	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	Employee ID	NUMBER(20)		4	This field is currently assigned and stored within EHRI and should be left blank by providers.
4	17	Agency/Subelement	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed.	Employee ID	VARCHAR(4)	Y / Dup	1	For valid values, reference Agency/Subelement in the Guide to Data Standards.
5	430	Name Family	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.	Employee Name	VARCHAR(35)		1	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
6	431	Name Given	Given/chosen/often first name by which a person is known or designated on all official transactions.	Employee Name	VARCHAR(35)		1	
7	432	Name Middle	Middle name, or initial, by which a person is known or designated on all official transactions.	Employee Name	VARCHAR(35)		1	
8	433	Name Suffix	Suffix to a full name of a person on all official transactions.	Employee Name	VARCHAR(4)		1	
9	9	Agency Employee ID	The system ID provided by an agency system that uniquely identifies an individual employee's records.	Employee ID	VARCHAR(35)		3	
10	765	Veterans Status	Indicates that an employee is a veteran as defined by 38 U.S.C. 101 (I.e. a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable).	Employee Veteran Standing	VARCHAR(1)	Dup	1	For valid values, reference Veterans Status in the Guide to Data Standards.
11	29	Annuitant Indicator	The status of an annuitant appointed to a position in the Federal civilian service.	Employee	VARCHAR(1)	Dup	1	For valid values, reference Annuitant Indicator in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
12	84	US Citizenship	The indicator of whether an employee is a citizen.	Employee	VARCHAR(1)	Dup	1	Y=Yes, N=No.
13	82	Citizenship Country Code	Employee's country of citizenship.	Employee	VARCHAR(2)		3	For valid values, reference Citizenship Country Code in the Guide to Data Standards.
14	776	Sex	An employee's sex.	Employee	VARCHAR(1)	Dup	1	For valid values, reference Sex in the Guide to Data Standards.
15	556	Race or National Origin	An employee's race or national origin.	Employee	VARCHAR(1)	Dup	1	For valid values, reference Race or National Origin in the Guide to Data Standards. This data element is only populated for employees whose accession occurred prior to July 1, 2006. For employees whose accession occurs on or after January 1, 2006, ethnicity and race identification code should be populated.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
16	110	Disability	Physical or mental impairment which substantially limits one or more major life activities, the record of such impairment, or the perception of such impairment by others.	Employee	NUMBER(2)	Dup	1	For valid values, reference Disability in the Guide to Data Standards. Note that Disability Codes are applicable to and required for accessions occurring on or after September 26, 2010. Beginning September 26, 2010, new hires will complete the new SF 256. Agencies may, but are not required to, resurvey their current employees with the new SF 256. For accessions occurring prior to September 26, 2010, the Handicap data code may continue to be used.
17	602	Selective Service Registration Indicator	Indicates whether an employee has registered for the selective service or not.	Employee	VARCHAR(2)		3	Y=Yes, N=No, NA=Non Applicable



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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
18	114	Duty Station	The location of an employee's official worksite.	Work Address	VARCHAR(9)	Dup	1	For valid values, reference Duty Station in the Guide to Data Standards.  Duty Station is reported for all employees. In processing, we replace the last three positions of the duty station code with zeros for all foreign countries, U.S. possessions, and U.S. administered areas.
19	759	Veterans Preference	An employee's category of entitlement to preference at time of appointment in the Federal service based on active military service that terminated honorably.	Employee Veteran Standing	NUMBER(1)	Dup	1	For valid values, reference Veterans Preference in the Guide to Data Standards.
20	641	Service Obligation Type Code 1	Reason for employee's service obligation.	Service Obligation Period	NUMBER(2)		2	For valid values, reference Service Obligation Type Code in the Guide to Data Standards.
21	639	Service Obligation End Date 1	End date on which employee's service obligation expires.	Service Obligation Period	DATE		2	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
22	641	Service Obligation Type Code 2	Reason for employee's service obligation.	Service Obligation Period	NUMBER(2)		2	For valid values, reference Service Obligation Type Code in the Guide to Data Standards.
23	639	Service Obligation End Date 2	End date on which employee's service obligation expires.	Service Obligation Period	DATE		2	
24	641	Service Obligation Type Code 3	Reason for employee's service obligation.	Service Obligation Period	NUMBER(2)		2	For valid values, reference Service Obligation Type Code in the Guide to Data Standards.
25	639	Service Obligation End Date 3	End date on which employee's service obligation expires.	Service Obligation Period	DATE		2	
26	641	Service Obligation Type Code 4	Reason for employee's service obligation.	Service Obligation Period	NUMBER(2)		2	For valid values, reference Service Obligation Type Code in the Guide to Data Standards.
27	639	Service Obligation End Date 4	End date on which employee's service obligation expires.	Service Obligation Period	DATE		2	
28	311	Instructional Program	An employee's major field of study.	Education Achievement	NUMBER(6)	Dup	1	For valid values, reference Instructional Program in the GDS.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
29	117	Education Level	The extent of an employee's educational attainment from an accredited institution.	Education Achievement	NUMBER(2)	Dup	1	For valid values, reference Education Level in the Guide to Data Standards.  Education Level must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees
30	101	Year Degree or Certificate Attained	The calendar year during which the employee received the degree or certificate shown for EDUCATION LEVEL.	Education Achievement	NUMBER(4)	Dup	1	Instructional Program and Year Degree or Certificate Attained must be reported for all employees whose reported education level is: Bachelor's degree or higher; OR Associate's degree if the employee was hired on or after October 1, 1993; OR Completed terminal occupational program if the employee was hired on or after October 1, 1993.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
31	298	Grade, Level, Class, Rank, or Pay Band	An indicator of hierarchical relationships among positions covered by the same pay plan or system.	Employee Position Assignment	VARCHAR(2)	Dup	1	For valid values, reference Grade, Level, Class, Rank, or Pay Band in the Guide to Data Standards.
32	670	Step or Rate Type	An indicator of a specific salary within a grade, level, class, rate, or pay band.	Employee Position Assignment	VARCHAR(2)	Dup	1	For valid values, reference Step or Rate Type in the Guide to Data Standards.
33	480	Organizational Component	The lowest administrative subdivision of an agency to which an employee is assigned.	Employee Position Assignment	VARCHAR(18)	Dup	1	See Organizational Component in the Guide to Data Standards.
34	745	Appointment Type Code	Type of appointment under which an employee is serving.	Employee Position Assignment	VARCHAR(4)		4	This field should be empty starting with Version 3.4 of the Guide to Human Resources Reporting. Values passed in this field will be ignored. EHRI will derive the Appointment Type Code.
35	295	Functional Classification	An employee's primary work function as a scientist or engineer.	Employee Position Assignment	NUMBER(2)	Dup	1	For valid values, reference Functional Classification in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
36	465	Occupation	An employee's occupational series.	Employee Position Assignment	VARCHAR(4)	Dup	1	For valid values, reference Occupation in the Guide to Data Standards.
37	676	Supervisory Status	The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position.	Employee Position Assignment	NUMBER(1)	Dup	1	For valid values, reference Supervisory Status in the Guide to Data Standards.
38	516	Personnel Office Identifier	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.	Employee Position Assignment	NUMBER(4)	Dup	1	For valid values, reference Personnel Office Identifier in the Guide to Data Standards.
39	767	Work Schedule	The time basis on which an employee is scheduled to work.	Employee Position Assignment	VARCHAR(1)	Dup	1	For valid values, reference Work Schedule in the Guide to Data Standards.
40	1030	Part Time Hours Per Bi-weekly Pay Period	The number of hours a part-time employee is scheduled to work during a biweekly pay period.	Employee Position Assignment	DECIMAL(9,2)		1	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
41	663	Special Basic Pay Supplement	Amount of 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. Express amount using same pay basis as used for basic pay rate.	Employee Pay Rate	DECIMAL(9,2)		1	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
42	961	Total Salary Rate	Sum of all fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), 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. Express amount using same pay basis as used for basic pay rate. NOTE: Total Salary Rate is not limited to retirement-creditable basic pay.	Employee Pay Rate	DECIMAL(9,2)		1	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
43	52	Basic Pay	The employee's rate of basic pay. Exclude supplements, adjustments, allowances, differentials, incentives, or other similar additional payments.	Employee Pay Rate	DECIMAL(9,2)	Dup	1	Previously named "Basic Pay Amount." Basic pay must be reported at a rate consistent with pay basis. Amounts should be right justified with leading zeros. Report the nearest whole dollar amount when the pay basis is annual, school year, monthly, or biweekly. Report all zeros when the pay basis is without compensation. For all other pay bases, report the amount in dollars and cents with no decimal. For employees on grade retention, show the basic pay and pay basis in terms of the system under which the employee is being paid, i.e., the retained pay plan.



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44	6	Adjusted Basic Pay	The 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.	Employee Pay Rate	DECIMAL(9,2)		1	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
45	392	Standard Basic Pay Supplement	Amount of 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 non-overtime 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. Express amount using same pay basis as used for basic pay rate.	Employee Pay Rate	DECIMAL(9,2)	Dup	1	
46	678	Supervisor Differential	The annual total dollar amount paid, over and above BASIC PAY, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.	Employee Pay Rate	DECIMAL(9,2)	Dup	1	Supervisory Differential must be reported for all employees receiving the allowance or differential. For all other employees, leave these data elements blank.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
47	1007	Retention Allowance Amount	Annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.	Employee Pay Rate	DECIMAL(9,2)	Dup	4	Effective May 1, 2006 this element is no longer in effect. Analysis of this data will take place against the payroll data.
48	506	Pay Status/USERRA Status	An employee's pay status in the Federal civilian workforce. Also, an employee's status under the Uniformed Services Employment and Reemployment Rights Act (USERRA).	Employee Pay Standing	VARCHAR(1)	Dup	1	For valid values, reference Pay Status/USERRA Status in the Guide to Data Standards.  Pay Status must be reported for all employees. Employees on an intermittent work schedule are always reported in pay status.
49	526	Position Title Description	Official classification title description of the position of the employee.	Employee Position Assignment	VARCHAR(60)		1	
50	521	Position Occupied	An employee's position in the Competitive Service, Excepted Service, or the Senior Executive Service.	Employee Position Assignment	NUMBER(1)	Dup	1	For valid values, reference Position Occupied in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
51	497	Pay Basis	The principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee.	Employee Pay Standing	VARCHAR(2)	Dup	1	For valid values, reference Pay Basis in the Guide to Data Standards.
52	502	Pay Plan	A particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.	Employee Pay Standing	VARCHAR(2)	Dup	1	For valid values, reference Pay Plan in the Guide to Data Standards.
53	504	Pay Rate Determinant	A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.	Employee Pay Standing	VARCHAR(1)	Dup	1	For valid values, reference Pay Rate Determinant in the Guide to Data Standards.
54	653	Special Pay Table Identifier	Code that identifies a special pay table.	Employee Pay Standing	VARCHAR(4)	Dup	1	See Special Pay Table Identifier in the Guide to Data Standards.  Special Pay Table Identifier must be reported for all GS and GM special rate employees. For all other employees, leave this data element blank.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
55	4	Active Uniformed Service Indicator	Indicates whether the employee has performed active military service in the armed forces or other uniformed services of the United States.	Employee	VARCHAR(2)		3	Y=Yes, N=No, NA=Non Applicable
56	286	FLSA Category	The status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended.	Employee Position Assignment	VARCHAR(1)	Dup	1	For valid values, reference FLSA Category in the Guide to Data Standards.
57	50	Bargaining Unit	An employee's bargaining unit.	Employee Position Assignment	VARCHAR(4)	Dup	1	For valid values, reference Bargaining Unit in the Guide to Data Standards.
58	38	Appropriation Code	Appropriation code associated with a position.	Employee Position Assignment	VARCHAR(35)		3	Valid values are agency specific.
59	85	Computer Position	The indicator of whether an employee has access to and can modify or alter information residing in a database or program.	Employee Position Assignment	VARCHAR(1) in GDS (2) in GHRR		3	Y=Yes, N=No, NA=Non Applicable.
60	403	Military Character of Service Code	Military classification of service.	Military Service	VARCHAR(4)		3	01=Honorable, 02=General (under honorable conditions), 03=Under other than honorable conditions, 04=Entry level separation

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
61	411	Military Service Serial Number	Serial number assigned by the military to identify a service member.	Military Service	VARCHAR(35)		3	
62	413	Military Service Start Date	Start date of service in a non-war campaign or expedition for periods after 4/28/52.	Military Service	DATE		3	
63	412	Military Service End Date	End date of service in a non-war campaign or expedition for periods after 4/28/52.	Military Service	DATE		3	
64	401	Military Branch Type Code	Code for the military service branch in which a person has been employed.	Military Service	VARCHAR(4)		3	01=Army, 02=Navy, 03=Marine Corps, 04=Air Force, 05=Coast Guard
65	407	Military Discharge Type Code	Type of employee's discharge from military service.	Military Service	VARCHAR(4)		3	01=Separation, 02=Voluntary Separation, 03=Involuntary Separation, 04=Discharge, 05=Retirement, 06=Disability Separation, 07=Disability Retirement

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
66	1017	Creditable Military Service Years	Number of year(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	Employee Retirement Standing	NUMBER(4)	Dup	1	Creditable military service must be reported on all employees (other than reemployed annuitants) on whom an accession or conversion personnel action with an effective date of October 1, 1986, or later has been processed. Use zeros when the reporting requirement applies but the employee has no creditable military service. Use blanks when the reporting requirement does NOT apply.
67	95	Creditable Military Service Months	Number of month(s) of military service in addition to the Creditable Military Service Years that are creditable for Annual Leave (AL) accrual purposes.	Employee Retirement Standing	NUMBER(4)	Dup	1	Valid values include 00 through 11; increment Creditable Military Service Years field as needed.
68	1018	Creditable Military Service Days	Number of days of military service in addition to the Creditable Military Service Years and Months that are creditable for Annual Leave (AL) accrual purposes.	Employee Retirement Standing	NUMBER(4)		3	Valid values include 00 through 30; increment Creditable Military Service Months field as needed.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
69	559	Rating of Record (Level)	The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 for the definition of rating of record and 5 CFR 430.303 for the definition of annual summary rating and to 5 CFR 430.208 and 5 CFR 430.304 for definitions of summary levels.	Performance Appraisal	VARCHAR(1)	Dup	1	For valid values, reference Rating of Record (Level) in the Guide to Data Standards.  Report the summary level for the employee's last rating of record unless the employee: (1) Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X." (2) Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).



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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
70	561	Rating of Record (Pattern)	The specific summary levels which can be assigned to a rating of record under an appraisal program. The patterns of summary levels which shall be used are those defined in 5 CFR 430.208(d) and Z for employees not covered by an appraisal program.	Performance Appraisal	VARCHAR(1)	Dup	1	For valid values, reference Rating of Record (Pattern) in the Guide to Data Standards.  Rating of Record (Pattern). Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code "Z".
71	565	Rating of Record Period Start Date	Start date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	Performance Appraisal	DATE		2	Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
72	563	Rating of Record Period End Date	Ending date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	Performance Appraisal	DATE	Dup	1	Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
73	682	Tenure	For purposes of reduction in force, the retention group in which an employee is placed based on the employee's type of appointment.	Employee Tenure	NUMBER(1)	Dup	1	For valid values, reference TENURE in the Guide to Data Standards.
74	79	Career Tenure Authority Code	The appointment authority for the period of service that allowed the employee to gain career tenure.	Employee Tenure	VARCHAR(3)		2	
75	184	Federal Employees' Group Life Insurance	Code for an employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) Program.	FEGLI Election	VARCHAR(2)	Dup	1	For valid values, reference Federal Employees' Group Life Insurance in the Guide to Data Standards.
76	212	Federal Employees' Group Life Insurance FEGLI Life Change Code	Code for the event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.	FEGLI Election Life Change Event	VARCHAR(3)		3	For valid values, reference Federal Employees' Group Life Insurance FEGLI Life Change Code in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
77	165	Federal Employees' Group Life Insurance FEGLI Life Event Date	Date on which the employee had a life event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.	FEGLI Election Life Change Event	DATE		3	
78	162	Federal Employees' Group Life Insurance FEGLI Election Effective Date	Date on which the Federal Employees' Group Life Insurance (FEGLI) coverage is effective.	FEGLI Election	DATE		3	
79	257	Health Plan	The health benefits plan (carrier and enrollment category) in which an employee is currently enrolled.	FEHB Election	VARCHAR(10)	Dup	1	For valid values, reference Health Plan in The Guide to Personnel Data Standards.  Health Plan must be reported for all employees on submissions for the months of March and September. It need not, but may be, included on other submissions. If submitted, the data will be processed through the normal edits.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
80	252	Federal Employees Health Benefits (FEHB) Event Code	Code for the event permitting the Federal Employees Health Benefits (FEHB) change for the employee.	FEHB Election Life Change Event	VARCHAR(4)		3	See Federal Employees Health Benefits (FEHB) Event Code in the Guide to Data Standards. Health Plan must be reported for all employees on submissions for the months of March and September. It need not, but may be, included on other submissions. If submitted, the data will be processed through the normal edits.
81	688	Thrift Savings Plan TSP Eligibility Date	Date on which the FERS employee is eligible for matching contributions and the additional 1% from the agency in the Thrift Savings Plan (TSP).	Thrift Savings Plan Election	DATE		3	
82	685	Thrift Savings Plan TSP Effective Date	Date that the changes to Thrift Savings Plan (TSP) enrollment become effective.	Thrift Savings Plan Election	DATE		3	
83	687	Thrift Savings Plan TSP Election Contribution Percent	Percentage of pay that the employee elects to have deducted per pay period for the Thrift Savings Plan (TSP).	Thrift Savings Plan Election	DECIMAL(6,2)		3	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
84	1021	Thrift Savings Plan TSP Election Contribution Amount	Dollar amount per pay period that the employee elects to have deducted for the Thrift Savings Plan (TSP).	Thrift Savings Plan Election	DECIMAL(9,2)		3	
85	265	FERS Coverage	The indicator of how an employee came to be covered under the Federal Employees' Retirement System (FERS).	FERS Election	VARCHAR(1)	Dup	1	For valid values, reference FERS Coverage in the Guide to Data Standards.  Federal Employees' Retirement System (FERS) coverage must be reported ONLY for those employees who are covered by the retirement plan codes K, L, M, or N. For all other employees, FERS coverage should be left blank.
86	270	Federal Employees Retirement System FERS Election Date	Date on which an employee who is not automatically covered by FERS chooses to elect FERS coverage. This data element only applies to employees who are not automatically covered by FERS but is eligible to elect FERS under certain circumstances. This data element is related to the FERS Election Indicator data element.	FERS Election	DATE		3	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
87	276	Federal Employees Retirement System FERS Election Indicator	Indicates employee's election or non-election of Federal Employees' Retirement System (FERS) coverage. This data element only applies to employees who are not automatically covered by FERS but is eligible to elect FERS coverage under certain circumstances.	FERS Election	VARCHAR(2)		3	Y=Yes, N=No, NA=Non Applicable
88	581	Retained Grade	The grade an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.103(b).	Retained Position	VARCHAR(2)	Dup	1	Must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
89	582	Retained Pay Plan	The pay plan an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision described in 5 CFR 536.103(b).	Retained Position	VARCHAR(2)	Dup	1	Must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
90	583	Retained Step	The pay rate step an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.301(b).	Retained Position	VARCHAR(2)	Dup	1	Must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
91	63	Benefits Continuation Federal Employees Group Life Insurance FEGLI Indicator	Indicates if an employee elects or declines continued maintenance of life insurance coverage during non-Federal or Intergovernmental Personnel Act (IPA) service.	Benefits Continuation FEGLI Election	VARCHAR(2)		4	For valid values, reference Benefits Continuation Federal Employees Group Life Insurance FEGLI Indicator in the Guide to Data Standards.
92	60	Benefits Continuation Employees Group Life Insurance FEGLI Election Date	Date on which the employee elected or declined continuing benefits during non-Federal service.	Benefits Continuation FEGLI Election	DATE		4	
93	61	Benefits Continuation Employees Group Life Insurance FEGLI Election Notification Date	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	Benefits Continuation FEGLI Election	DATE		4	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
94	64	Benefits Continuation Federal Employee Health Benefits FEHB Indicator	Indicates if an employee elects or declines continued maintenance of benefits during non-Federal service.	Benefits Continuation FEHB Election	VARCHAR(2)		4	For valid values, reference Benefits Continuation Federal Employee Health Benefits FEHB Indicator in the Guide to Data Standards.
95	60	Benefits Continuation Federal Employee Health Benefits FEHB Election Date	Date on which the employee elected or declined continuing benefits during non-Federal service.	Benefits Continuation FEHB Election	DATE		4	
96	61	Benefits Continuation Federal Employee Health Benefits FEHB Election Notification Date	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	Benefits Continuation FEHB Election	DATE		4	
97	65	Benefits Continuation Retirement Indicator	Indicates if an employee elects or declines continued maintenance of retirement coverage during non-Federal service.	Benefits Continuation Retirement Election	VARCHAR(2)		4	For valid values, reference Benefits Continuation Retirement Indicator in the Guide to Data Standards.
98	60	Benefits Continuation Retirement Election Date	Date on which the employee elected or declined continuing benefits during non-Federal service.	Benefits Continuation Retirement Election	DATE		4	



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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
99	61	Benefits Continuation Retirement Election Notification Date	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	Benefits Continuation Retirement Election	DATE		4	
100	67	Benefits Continuation Termination Insufficient Pay Election Date	Date on which the employee elected to continue or terminate Federal Employees Health Benefits (FEHB) during a period of non- or insufficient pay.	FEHB Benefits Continuation Insufficient Pay	DATE		4	
101	70	Benefits Continuation Termination Insufficient Pay Notification Date	Date on which the employee was notified of his/her right to continue or terminate benefits during a period of non- or insufficient pay.	FEHB Benefits Continuation Insufficient Pay	DATE		4	
102	72	Benefits Continuation Termination Insufficient Pay Payment Type Code	Indicates how an employee will pay for the continued benefits during the time of insufficient or non-pay.	FEHB Benefits Continuation Insufficient Pay	NUMBER(2)		4	For valid values, reference Benefits Continuation Termination Insufficient Pay Payment Type Code in the Guide to Data Standards.
103	604	Service Computation Date (Retirement)	An employee's service computation date for retirement purposes.	Retirement Service Computation Date	DATE		1	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
104	604	Service Computation Date (Reduction in Force)	An employee's service computation date for reduction-in-force purposes.	RIF Service Computation Date	DATE		1	
105	604	SES Service Computation Date	Senior Executive Service (SES) Service computation date (SCD) of an employee.	SES Service Computation Date	DATE		3	
106	604	Special Retirement Service Computation Date	Special Retirement Service computation date (SCD) of an employee.	Special Retirement Service Computation Date	DATE		3	
107	604	Service Computation Date (Leave)	An employee's service computation date for leave accrual purposes.	Leave Service Computation Date	DATE	Dup	1	
108	604	Thrift Savings Plan Service Computation Date	Thrift Savings Plan (TSP) Service computation date (SCD) of an employee.	Thrift Savings Plan Service Computation Date	DATE		2	
109	319	Intergovernmental Personnel Act IPA Entitlements Benefits Notification Text	Text of notification of the employee's entitlements/benefits to which the employee has consented for an Intergovernmental Personnel Act assignment (IPA).	Intergovernmental Personnel Act	VARCHAR(255)		3	
110	592	Retirement Plan	The civilian retirement system(s) to which deductions from an employee's pay are credited.	Employee Retirement Standing	VARCHAR(1)	Dup	1	For valid values, reference Retirement Plan in The Guide to Personnel Data Standards.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
111	112	Disability Retirement Notification Date	Date on which the Office of Personnel Management (OPM) notified the agency of disability retirement approval/denial.	Employee Retirement Standing	DATE		3	
112	1019	Frozen Service Years	The total years of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Employee Retirement Standing	NUMBER(4)	Dup	1	Frozen Service must be reported if: (1) the employee's retirement plan code is K, L, M, or N; or (2) the employee's retirement plan code is C or E AND the employee has had an accession or conversion action effective July 1, 1987, or later. If the employee falls within either of these categories and has no frozen service, enter zeros in the frozen service field. If the employee does not fall into either category, leave the frozen service field blank.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
113	293	Frozen Service Months	The total months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Employee Retirement Standing	NUMBER(4)	Dup	1	Valid values include 00 through 11; increment Frozen Service Years field as needed.
114	1020	Frozen Service Days	The total days of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Employee Retirement Standing	NUMBER(4)		3	Valid values include 00 through 30; increment Frozen Service Months field as needed.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
115	956	Current Appointment Authority (1)	The law, executive order, rule, regulation, or other basis that authorizes an employee's most recent conversion or accession action.	Employee Position Assignment	VARCHAR(3)	Dup	1	<p>For valid values, reference Current Appointment Authority (1) in the Guide to Personnel Data Standards.</p> <p>Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees.</p>

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
116	957	Current Appointment Authority (2)	The law, executive order, rule, regulation, or other basis that, in addition to CURRENT APPOINTMENT AUTHORITY (1), authorizes an employee's most recent conversion or accession action.	Employee Position Assignment	VARCHAR(3)	Dup	1	For valid values, reference Current Appointment Authority (2) in the Guide to Personnel Data Standards. Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ."
117	532	Work Address Line 1	The first line of an employee's work address.	Work Address	VARCHAR(35)		3	
118	533	Work Address Line 2	The second line of an employee's work address.	Work Address	VARCHAR(35)		3	
119	534	Work Address Line 3	The third line of an employee's work address.	Work Address	VARCHAR(35)		3	
120	535	Work Address Line 4	The fourth line of an employee's work address.	Work Address	VARCHAR(35)		3	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
121	415	Work City	The city of an employee's work address.	Work Address	VARCHAR(35)		3	
122	414	Work Geographic Locator Code	Geographic Locator Code for an employee's work address.	Work Address	VARCHAR(9)		3	GSA Geographic Locator Codes
123	668	Work State Code	State Codes for the States, the District of Columbia, Outlying Areas of the United States, the Freely Associated States, Trust Territory and Military States as defined by the United States Postal Service for an employee's work address.	Work Address	VARCHAR(2)		3	For addresses in the United States, the District of Columbia, Outlying Areas of the United States, the Freely Associated States, Trust Territory and Military States, specify only the State Code and leave the Country Code blank. For international addresses, you must use the Country Code and designate the Region, province, or other first administrative district or division of that country in the Region Text. Leave the State Code blank.
124	538	Work Postal Code	Postal code for the employee's work address to include foreign addresses.	Work Address	VARCHAR(35)		3	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
125	575	Work Region	Region, province, or other first administrative district or division of a country other than the U.S. for the employee's work address.	Work Address	VARCHAR(35)		3	
126	1004	Work Country Code	International Country Codes as defined by the United States Postal Service for an employee's work address.	Work Address	VARCHAR(2)		3	For valid values, reference Citizenship Country Code in the Guide to Data Standards.
127	127	Employee Work Email	Employee's work email address assigned by the employee's agency	Employee Work Email	VARCHAR(60)		1	
128	679	Work Phone Number	Employee's work phone number.	Work Phone	VARCHAR(35)		3	
129	679	Home Phone Number	Employee's home phone number.	Home Phone	VARCHAR(35)		3	
130	679	Cell Phone Number	Employee's cell phone number.	Cell Phone	VARCHAR(35)		3	
131	430	Emergency Contact Family Name 1	Non-chosen/inherited/married name of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	
132	431	Emergency Contact Given Name 1	Given/chosen/often first name of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	
133	432	Emergency Contact Middle Name 1	Middle name or initial of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	



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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
134	433	Emergency Contact Name Suffix 1	The suffix to a full name of an employee's emergency contact.	Emergency Contact	VARCHAR(4)		3	
135	800	Emergency Contact Information Update Date 1	Date the employee's emergency contact information was updated by the employee.	Emergency Contact	DATE		3	
136	679	Emergency Contact Phone Number 1	Phone number of an employee's emergency contact.	Emergency Contact Phone Number	VARCHAR(35)		3	
137	430	Emergency Contact Family Name 2	Non-chosen/inherited/married name of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	
138	431	Emergency Contact Given Name 2	Given/chosen/often first name of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	
139	432	Emergency Contact Middle Name 2	Middle name or initial of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	
140	433	Emergency Contact Name Suffix 2	The suffix to a full name of an employee's emergency contact.	Emergency Contact	VARCHAR(4)		3	
141	800	Emergency Contact Information Update Date 2	Date the employee's emergency contact information was updated by the employee.	Emergency Contact	DATE		3	
142	679	Emergency Contact Phone Number 2	Phone number of an employee's emergency contact.	Emergency Contact Phone Number	VARCHAR(35)		3	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
143	335	Language Identification 1	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
144	337	Language Proficiency Type Code 1	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening,  03=Reading,  04=Writing
145	338	Language Proficiency Level Code 1	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
146	335	Language Identification 2	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
147	337	Language Proficiency Type Code 2	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening,  03=Reading,  04=Writing

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
148	338	Language Proficiency Level Code 2	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
149	335	Language Identification 3	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
150	337	Language Proficiency Type Code 3	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening,  03=Reading,  04=Writing
151	338	Language Proficiency Level Code 3	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
152	335	Language Identification 4	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
153	337	Language Proficiency Type Code 4	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening,  03=Reading,  04=Writing
154	338	Language Proficiency Level Code 4	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
155	335	Language Identification 5	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
156	337	Language Proficiency Type Code 5	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening,  03=Reading,  04=Writing
157	338	Language Proficiency Level Code 5	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
158	335	Language Identification 6	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
159	337	Language Proficiency Type Code 6	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening,  03=Reading,  04=Writing
160	338	Language Proficiency Level Code 6	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
161	335	Language Identification 7	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
162	337	Language Proficiency Type Code 7	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening,  03=Reading,  04=Writing

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
163	338	Language Proficiency Level Code 7	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
164	335	Language Identification 8	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
165	337	Language Proficiency Type Code 8	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening,  03=Reading,  04=Writing
166	338	Language Proficiency Level Code 8	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
167	1071	Ethnicity and Race Identification	An employee's ethnicity and race identification.	Employee	NUMBER(6)		1	For valid values, reference Ethnicity and Race Identification in the Guide to Data Standards. Only populated for employees starting on or after January 1, 2006 or existing employees who have been resurveyed.
168		Federal Employees Health Benefits FEHB Election Effective Date	Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective.	FEHB Election	DATE		3	
169	37	Appointment Not to Exceed NTE Date	End date of the employee's temporary not-to-exceed appointment.	Employee Position Assignment	DATE		2	
170	1076	Eligibility to Participate in Telework Indicator	Indicates the agency's determination of whether or not an employee is eligible to participate in telework.	Telework	VARCHAR(1)		1	For valid values, reference Eligibility to Participate in Telework Indicator in the Guide to Data Standards

### 3.13 Dynamics Record Specification

This version of the dynamics record specification is 4\_0.

ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
1	652	Social Security Number	The number assigned to an employee's social security account.	Employee ID	NUMBER(9)	Y / Dup	1	
2	74	Date of Birth	An employee's date of birth.	Employee ID	DATE	Y / Dup	1	Used in combination with SSN to uniquely identify an employee.
3	999	EHRI Employee ID	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	Employee ID	NUMBER(20)		4	This field is currently assigned and stored within EHRI and should be left blank by providers.
4	17	Agency/Subelement	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed.	Employee ID	VARCHAR(4)	Y / Dup	1	For valid values, reference Agency/Subelement in the Guide to Data Standards.
5	513	Effective Date of Personnel Action	The effective date of a personnel action.	Personnel Action	DATE	Y / Dup	1	



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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
6	436	Nature of Action (1)	The specific personnel action used to create or change a civilian personnel record	Personnel Action	NUMBER(3)	Y / Dup	1	For valid values, reference Nature of Action (1) in the Guide to Data Standards.
7	381	Legal Authority (1)	The law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee.	Personnel Action	VARCHAR(3)	Dup	1	For valid values, reference Legal Authority (1) in the Guide to Data Standards.
8	381	Legal Authority (2)	The law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee.	Personnel Action	VARCHAR(3)	Dup	1	For valid values, reference Legal Authority (2) in the Guide to Data Standards.
9	436	Nature of Action (2)	The specific personnel action used to create or change a civilian personnel record.	Personnel Action	NUMBER(3)	Dup	1	For valid values, reference Nature of Action (2) in the Guide to Data Standards.
10	1016	Nature of Action Being Corrected	The nature of action, previously submitted to the Enterprise Human Resources Integration, that is being corrected.	Personnel Action	VARCHAR(3)		1	See Nature of Action Being Corrected in the Guide to Personnel Data Standards.
11	1009	Effective Date of Personnel Action Being Corrected	The effective date of personnel action, previously submitted to the Central Personnel Data File, that is being corrected	Personnel Action	DATE		1	See Effective Date of Personnel Action Being Corrected in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
12	956	Current Appointment Authority (1)	The law, executive order, rule, regulation, or other basis that authorizes an employee's most recent conversion or accession action.	Personnel Action	VARCHAR(3)		1	<p>For valid values, reference Current Appointment Authority (1) in the Guide to Data Standards.</p> <p>Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees.</p> <p>On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfers.</p>
<b>Update 4.1</b>		March 1 <sup>st</sup> , 2012						

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
13	957	Current Appointment Authority (2)	The law, executive order, rule, regulation, or other basis that, in addition to Current Appointment Authority (1), authorizes an employee's most recent conversion or accession action.	Personnel Action	VARCHAR(3)		1	<p>For valid values, reference Current Appointment Authority (2) in the Guide to Data Standards.</p> <p>Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ."</p> <p>On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.</p>
14	37	Appointment Not to Exceed NTE Date	End date of the employee's temporary not-to-exceed appointment.	Personnel Action	DATE		2	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
15	516	Personnel Office Identifier	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.	Personnel Action	NUMBER(4)		1	For valid values, reference Personnel Office Identifier in the Guide to Data Standards.
16	480	Organizational Component	The lowest administrative subdivision of an agency to which an employee is assigned.	Personnel Action	VARCHAR(18)		1	For valid values, reference Organizational Component in the Guide to Data Standards.
17	776	Sex	An employee's sex.	Personnel Action	VARCHAR(1)		1	For valid values, reference Sex in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
18	556	Race or National Origin Code	An employee's race or national origin.	Personnel Action	VARCHAR(1)		1	For valid values, reference Race or National Origin Code in the Guide to Data Standards. This data element is only populated for employees whose accession occurred prior to July 1, 2006. For employees whose accession occurs on or after January 1, 2006, ethnicity and race identification code should be populated.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
19	110	Disability	Physical or mental impairment which substantially limits one or more major life activities, the record of such impairment, or the perception of such impairment by others.	Personnel Action	NUMBER(2)		1	For valid values, reference Disability in the Guide to Data Standards. Note that Disability Codes are applicable to and required for accessions occurring on or after September 26, 2010. Beginning September 26, 2010, new hires will complete the new SF 256. Agencies may, but are not required to, resurvey their current employees with the new SF 256. For accessions occurring prior to September 26, 2010, the Handicap data code may continue to be used.
20	1015	Social Security Number Being Corrected	The social security number, previously submitted to the Enterprise Human Resources Integration (EHRI), that is being corrected	Personnel Action	NUMBER(9)		1	See Social Security Number Being Corrected in the Guide to Data Standards.
21	759	Veterans Preference	An employee's category of entitlement to preference at time of appointment in the Federal service based on active military service that terminated honorably.	Personnel Action	NUMBER(1)		1	For valid values, reference Veterans Preference in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
22	682	Tenure	For purposes of reduction in force, the retention group in which an employee is placed based on the employee's type of appointment.	Personnel Action	NUMBER(1)		1	For valid values, reference Tenure in the Guide to Data Standards.
23	1022	Agency Use Code Field	Agency specific code data.	Personnel Action	VARCHAR(10)		2	
24	1023	Agency Use Text Field	Agency specific text description related to Agency Used Code Field.	Personnel Action	VARCHAR(35)		2	
25	1024	Veterans Preference for RIF Indicator	Indicates whether employee has preference for reduction in force purposes.	Personnel Action	VARCHAR(2)		1	For valid values, reference Veterans Preference for RIF Indicator in the Guide to Data Standards.
26	184	Federal Employees' Group Life Insurance	An employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) Program.	Personnel Action	VARCHAR(2)		1	For valid values, reference Federal Employees' Group Life Insurance in The Guide to Data Standards.
27	29	Annuitant Indicator	The status of an annuitant appointed to a position in the Federal civilian service.	Personnel Action	VARCHAR(1)		1	For valid values, reference Annuitant Indicator in the Guide to Personnel Data Standards.
28	592	Retirement Plan	The civilian retirement system(s) to which deductions from an employee's pay are credited.	Personnel Action	VARCHAR(1)		1	For valid values, reference Retirement Plan in The Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
29	604	Service Computation Date (Leave)	An employee's service computation date for leave accrual purposes.	Personnel Action	DATE		1	
30	604	Service Computation Date (Retirement)	An employee's service computation date for retirement purposes.	Personnel Action	DATE		1	
31	604	Service Computation Date (RIF)	An employee's service computation date for reduction-in-force purposes.	Personnel Action	DATE		1	
32	604	SES Service Computation Date	Senior Executive Service (SES) Service computation date (SCD) of an employee.	Personnel Action	DATE		3	
33	604	Special Retirement Service Computation Date	Special Retirement Service computation date (SCD) of an employee.	Personnel Action	DATE		3	
34	604	Thrift Savings Plan Service Computation Date	Thrift Savings Plan (TSP) Service computation date (SCD) of an employee.	Personnel Action	DATE		2	
35	521	Position Occupied	An employee's position in the Competitive Service, Excepted Service, or the Senior Executive Service.	Personnel Action	NUMBER(1)		1	For valid values, reference Position Occupied in the Guide to Data Standards.



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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
36	286	FLSA Category	The status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended.	Personnel Action	VARCHAR(1)		1	For valid values, reference FLSA Category in the Guide to Data Standards.
37	38	Appropriation Code	Appropriation code associated with a position.	Personnel Action	VARCHAR(35)		2	Valid values are agency specific.
38	50	Bargaining Unit	An employee's bargaining unit.	Personnel Action	VARCHAR(4)		1	For valid values, reference Bargaining Unit in the Guide to Data Standards.
39	676	Supervisory Status	The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position.	Personnel Action	NUMBER(1)		1	For valid values, reference Supervisory Status in the Guide to Data Standards.
40	1017	Creditable Military Service Years	Number of year(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	Personnel Action	NUMBER(4)		1	
41	95	Creditable Military Service Months	Number of month(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	Personnel Action	NUMBER(4)		1	Valid values include 00 through 11; increment Creditable Military Service Years field as needed.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
42	1018	Creditable Military Service Days	Number of days of military service in addition to the Creditable Military Service Years and Months that are creditable for Annual Leave (AL) accrual purposes.	Personnel Action	NUMBER(4)		3	Valid values include 00 through 30; increment Creditable Military Service Months field as needed.
43	1019	Frozen Service Years	The total years of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Personnel Action	NUMBER(4)		1	
44	293	Frozen Service Months	The total months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Personnel Action	NUMBER(4)		1	Valid values include 00 through 11; increment Frozen Service Years field as needed.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
45	1020	Frozen Service Days	The total days of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Personnel Action	NUMBER(4)		3	Valid values include 00 through 30; increment Frozen Service Years field as needed.
46	591	Retirement Previous Coverage Indicator	Indicates if an employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees' Retirement System.	Personnel Action	VARCHAR(1)		1	For valid values, reference RETIREMENT PREVIOUS COVERAGE INDICATOR in the Guide to Data Standards.
47	765	Veterans Status	The indicator of whether an employee is a veteran as defined by 38 U.S.C. 101 (i.e., a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable).	Personnel Action	VARCHAR(1)		1	For valid values, reference Veterans Status in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
48	117	Education Level	The extent of an employee's educational attainment from an accredited institution.	Personnel Action	NUMBER(2)		1	For valid values, reference Education Level in the Guide to Data Standards.  Education Level must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees
49	311	Instructional Program	An employee's major field of study.	Personnel Action	NUMBER(6)		1	For valid values, reference Instructional Program in the GDS.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
50	101	Year Degree or Certificate Attained	The calendar year during which the employee received the degree or certificate submitted with Education Level Code.	Personnel Action	NUMBER(4)		1	Instructional Program and Year Degree or Certificate Attained must be reported for all employees whose reported education level is: Bachelor's degree or higher; OR Associate's degree if the employee was hired on or after October 1, 1993; OR Completed terminal occupational program if the employee was hired on or after October 1, 1993.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
51	559	Rating of Record (Level)	The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 for the definition of rating of record and 5 CFR 430.303 for the definition of annual summary rating and to 5 CFR 430.208 and 5 CFR 430.304 for definitions of summary levels.	Personnel Action Performance Appraisal	VARCHAR(1)		1	For valid values, reference Rating of Record (Level) in the Guide to Data Standards.  Report the summary level for the employee's last rating of record unless the employee: (1) Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X." (2) Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
52	561	Rating of Record (Pattern)	The specific summary levels which can be assigned to a rating of record under an appraisal program. The patterns of summary levels which shall be used are those defined in 5 CFR 430.208(d) and Z for employees not covered by an appraisal program.	Personnel Action Performance Appraisal	VARCHAR(1)		1	For valid values, reference Rating of Record (Pattern) in the Guide to Data Standards.  Rating of Record (Pattern). Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code "Z".
53	565	Rating of Record Period Start Date	Start date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	Personnel Action Performance Appraisal	DATE		2	Rating of Record (Period). Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
54	563	Rating of Record Period End Date	Ending date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	Personnel Action Performance Appraisal	DATE		1	Rating of Record (Period). Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
55	1011	Prior Family Name	Employee's Prior Family Name value.	Personnel Action Modification Action	VARCHAR(35)		1	
56	1012	Prior Given Name	Employee's Prior Given Name value.	Personnel Action Modification Action	VARCHAR(35)		1	
57	1013	Prior Middle Name	Employee's Prior Middle Name value.	Personnel Action Modification Action	VARCHAR(35)		1	
58	1014	Prior Name Suffix	Employee's Prior Name Suffix value.	Personnel Action Modification Action	VARCHAR(4)		1	



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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
59	1027	Prior Position Title	Title of the employee's prior position as it is reflected on his/her position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the title of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	Personnel Action Modification Action	VARCHAR(60)		1	
60	1029	Prior Position Number	Alpha-numeric code associated with the employee's prior position title as shown on the employee's prior position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	Personnel Action Modification Action	VARCHAR(35)		1	
61	1026	Prior Position Organization	The lowest subdivision of an organization to which an employee is assigned as indicated on his/her prior position description.	Personnel Action Modification Action	VARCHAR(500)		1	See Prior Position Organization in the Guide to Data Standards.
62	971	Prior Pay Plan	An employee's prior pay plan.	Personnel Action Modification Action	VARCHAR(2)		1	For valid values, reference Prior Pay Plan in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
63	969	Prior Occupation	An employee's prior occupation	Personnel Action Modification Action	VARCHAR(4)		1	For valid values, reference Prior Occupation in the Guide to Data Standards.
64	965	Prior Grade, Level, Class, Rank, or Pay Band Code	An employee's prior grade, level, class, rank, or pay band.	Personnel Action Modification Action	VARCHAR(2)		1	For valid values, reference Prior Grade, Level, Class, Rank, or Pay Band Code in the Guide to Data Standards.
65	973	Prior Step or Rate	Code indicating an employee's prior step or rate.	Personnel Action Modification Action	VARCHAR(2)		1	For valid values, reference Prior Step or Rate in the Guide to Data Standards.
66	970	Prior Pay Basis	An employee's prior PAY BASIS	Personnel Action Modification Action	VARCHAR(2)		1	For valid values, reference Prior Pay Basis in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
67	1010	Prior Total Salary Rate	Sum of all prior fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes prior adjusted basic pay (sum of prior basic pay + any applicable prior basic pay supplement) and any prior 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 prior standby duty premium pay, prior administratively uncontrollable overtime pay, prior law enforcement availability pay, and prior regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same prior pay basis as used for prior basic pay rate. NOTE: Prior Total Salary Rate is not limited to retirement-creditable basic pay.	Personnel Action Modification Action	DECIMAL(9,2)		1	
68	963	Prior Basic Pay	An employee's prior basic pay.	Personnel Action Modification Action	DECIMAL(9,2)		1	
69	962	Prior Adjusted Basic Pay Rate	An employee's prior adjusted basic pay rate.	Personnel Action Modification Action	DECIMAL(9,2)		1	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
70	967	Prior Standard Basic Pay Supplement	Amount of prior standard basic pay supplement that is designed to be the sole or primary prior 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 prior 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 prior locality pay, prior title 38 market pay, or similar prior supplements. Excludes prior GS special rate supplement and similar prior secondary supplements. Express amount using same prior pay basis as used for prior basic pay rate.	Personnel Action Modification Action	DECIMAL(9,2)		1	
71	974	Prior Work Schedule	An employee's prior work schedule	Personnel Action Modification Action	VARCHAR(1)		1	For valid values, reference Prior Work Schedule in the Guide to Data Standards.
72	972	Prior Pay Rate Determinant	An employee's prior pay rate determinant.	Personnel Action Modification Action	VARCHAR(1)		1	For valid values, reference Prior Pay Rate Determinant in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
73	964	Prior Duty Station	An employee's prior duty station.	Personnel Action Modification Action	VARCHAR(9)		1	For valid values, reference Prior Duty Station in the Guide to Data Standards.
74	430	Name Family	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.	Personnel Action Modification Action	VARCHAR(35)		1	
75	431	Name Given	Given/chosen/often first name by which a person is known or designated on all official transactions.	Personnel Action Modification Action	VARCHAR(35)		1	
76	432	Name Middle	Middle name, or initial, by which a person is known or designated on all official transactions.	Personnel Action Modification Action	VARCHAR(35)		1	
77	433	Name Suffix	Suffix to a full name of a person on all official transactions.	Personnel Action Modification Action	VARCHAR(4)		1	
78	526	Position Title	Title of the employee's new position as it is reflected on his/her position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the title of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	Personnel Action Modification Action	VARCHAR(60)		1	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
79	1028	Position Number	Alpha-numeric code associated with the employee's new position title as shown on the employee's position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	Personnel Action Modification Action	VARCHAR(35)		1	
80	1025	Position Organization	The lowest subdivision of an organization to which an employee is assigned as indicated on his/her position description.	Personnel Action Modification Action	VARCHAR(500)		1	
81	502	Pay Plan	A particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.	Personnel Action Modification Action	VARCHAR(2)		1	For valid values, reference Pay Plan in the Guide to Data Standards.
82	465	Occupation	An employee's occupational series.	Personnel Action Modification Action	VARCHAR(4)		1	For valid values, reference Occupation in The Guide to Data Standards.
83	298	Grade, Level, Class, Rank, or Pay Band Code	An indicator of hierarchical relationships among positions covered by the same pay plan or system.	Personnel Action Modification Action	VARCHAR(2)		1	For valid values, reference Grade, Level, Class, Rank, or Pay Band Code in the GDS.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
84	670	Step or Rate	The indicator of a specific salary within a grade, level, class, rate, or pay band.	Personnel Action Modification Action	VARCHAR(2)		1	For valid values, reference Step or Rate in the Guide to Data Standards.
85	497	Pay Basis	The principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee.	Personnel Action Modification Action	VARCHAR(2)		1	For valid values, reference Pay Basis in the Guide to Data Standards.
86	961	Total Salary Rate	Sum of all fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), 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. Express amount using same pay basis as used for basic pay rate. NOTE: Total Salary Rate is not limited to retirement-creditable basic pay.	Personnel Action Modification Action	DECIMAL(9,2)		1	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
87	52	Basic Pay	The employee's rate of basic pay. Exclude supplements, adjustments, allowances, differentials, incentives, or other similar additional payments	Personnel Action Modification Action	DECIMAL(9,2)		1	Basic pay must be reported at a rate consistent with pay basis. Amounts should be right justified with leading zeros. Report the nearest whole dollar amount when the pay basis is annual, school year, monthly, or biweekly. Report all zeros when the pay basis is without compensation. For all other pay bases, report the amount in dollars and cents with no decimal. For employees on grade retention, show the basic pay and pay basis in terms of the system under which the employee is being paid, i.e., the retained pay plan.



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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
88	6	Adjusted Basic Pay	The 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.	Personnel Action Modification Action	DECIMAL(9,2)		1	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
89	392	Standard Basic Pay Supplement	Amount of 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 non-overtime 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. Express amount using same pay basis as used for basic pay rate.	Personnel Action Modification Action	DECIMAL(9,2)		1	
90	678	Supervisor Differential	The annual total dollar amount paid, over and above BASIC PAY, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.	Personnel Action Modification Action	DECIMAL(9,2)		1	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
91	1007	Retention Allowance Amount	Annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.	Personnel Action Modification Action	DECIMAL(9,2)		4	Effective May 1, 2006 this element is no longer in effect. Analysis of this data will take place against the payroll data.
92	40	Award Dollars	The gross dollar amount of an award.	Personnel Action Award	DECIMAL(9,2)		1	Award Dollars must be reported in whole dollars. If an award is under-reported, do not submit a second action with the increment. Submit a correction with the total corrected award amount.
93	691	Award Hours	The number of hours given as a time-off award. Only include if the personnel action is an award action for time off.	Personnel Action Award	DECIMAL(9,2)		1	
94	976	Award Percent	Percent of salary received as an award. Only include if the personnel action is an award action based on a percentage of the employee's salary.	Personnel Action Award	DECIMAL(6,2)		1	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
95	767	Work Schedule	The time basis on which an employee is scheduled to work.	Personnel Action Modification Action	VARCHAR(1)		1	For valid values, reference Work Schedule in the Guide to Data Standards.
96		Regular and Recurring Tour of Duty	Total hours the employee is scheduled to work during the bi-weekly pay period as part of the regular and recurring tour of duty. Should be populated for all non-intermittent employees. Part time employees will have less than 80 hours, most full time employees will have 80 hours, and some employees may have over 80 hours in this field.	Personnel Action Modification Action	DECIMAL(9,2)		1	
97	504	Pay Rate Determinant	A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.	Personnel Action Modification Action	VARCHAR(1)		1	For valid values, reference Pay Rate Determinant in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
98	114	Duty Station	The location of an employee's official worksite.	Personnel Action Modification Action	VARCHAR(9)		1	For valid values, reference Duty Station in the Guide to Data Standards.  Duty Station is reported for all employees. In processing, we replace the last three positions of the duty station code with zeros for all foreign countries, U.S. possessions, and U.S. administered areas.
99	1031	Agency Data 1	Agency specific data field 1.	Personnel Action Agency Data	VARCHAR(60)		2	
100	1032	Agency Data 2	Agency specific data field 2.	Personnel Action Agency Data	VARCHAR(60)		2	
101	1033	Agency Data 3	Agency specific data field 3.	Personnel Action Agency Data	VARCHAR(60)		2	
102	1034	Agency Data 4	Agency specific data field 4.	Personnel Action Agency Data	VARCHAR(60)		2	
103	1035	Agency Data 5	Agency specific data field 5.	Personnel Action Agency Data	VARCHAR(60)		2	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
104	510	Personnel Action Approval Date	Date on which the action documented was approved.	Personnel Action Authorizer	DATE		1	
105	430	Personnel Action Authorizer Family Name	The family name of the authorized official approving the personnel action.	Personnel Action Authorizer	VARCHAR(35)		2	
106	431	Personnel Action Authorizer Given Name	The given name of the authorized official approving the personnel action.	Personnel Action Authorizer	VARCHAR(35)		2	
107	432	Personnel Action Authorizer Middle Name	The middle name of the authorized official approving the personnel action.	Personnel Action Authorizer	VARCHAR(35)		2	
108	433	Personnel Action Authorizer Name Suffix	The name of the authorized official approving the personnel action.	Personnel Action Authorizer	VARCHAR(4)		2	
109	512	Personnel Action Authorizer Title	Title of the individual authorizing the personnel action.	Personnel Action Authorizer	VARCHAR(60)		1	
110	1008	Remarks Text	Remarks associated with this personnel action in free text format.	Personnel Action Remark	VARCHAR(2000)		1	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
111	1070	Prior Special Basic Pay Supplement	Amount of prior special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a prior secondary supplement. The prior special basic pay supplement applies in lieu of any applicable prior standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for non-overtime hours of work that is creditable as prior basic pay for retirement purposes, excluding any type of prior premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes prior GS special rate supplement or equivalent prior supplement. Express amount using same prior pay basis as used for prior basic pay rate.	Personnel Action Modification Action	DECIMAL(9,2)		1	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
112	663	Special Basic Pay Supplement	Amount of 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 non-overtime 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. Express amount using same pay basis as used for basic pay rate.	Personnel Action Modification Action	DECIMAL(9,2)		1	
113	1071	Ethnicity and Race Identification	An employee's ethnicity and race identification.	Employee	NUMBER(6)		1	For valid values, reference Ethnicity and Race Identification in the Guide to Data Standards. Only populated for employees starting on or after January 1, 2006 or existing employees who have been resurveyed.



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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
114	82	Citizenship Country Code	Employee's country of citizenship.	Employee	VARCHAR(2)		1	For valid values, reference Citizenship Country Code in the Guide to Data Standards.
115		Special Population Code	Code that describes a position an employee holds which has special retirement calculation rules.	Personnel Action	VARCHAR(3)		1	For valid values, reference Special Population Code in the Guide to Data Standards.
116		Appointment Excluded from CSRS indicator	Indicates if an employee's appointment is not covered under the CSRS plan as described by law, executive order, or regulation. This field will be used in retirement coverage determination.	Personnel Action	VARCHAR(2)		1	Y=Yes, N=No
117		Appointment Excluded from FERS indicator	Indicates if an employee's appointment is not covered under the FERS plan as described by law, executive order, or regulation. This field will be used in retirement coverage determination.	Personnel Action	VARCHAR(2)		1	Y=Yes, N=No

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
118		FICA Coverage Indicator 1	Indicates if an employee is (1) an inmate working in a US penal institution, (2) a student employee as defined in 5 USC 5351(2), or (3) an individual serving on a temporary basis in case of fire, storm, earthquake, flood, or other similar emergency. This field will be used in retirement coverage determination.	Personnel Action	VARCHAR(2)		1	Y=Yes, N=No
119		FICA Coverage Indicator 2	Indicates if the employee is returning to duty after a detail to an international organization under 5 USC 3343 or being reemployed after transfer to an international organization under 5 USC 3581 is being restored to duty under the provisions of chapter 43 of title 38, US code, after performing service as a member of a uniformed service is being reemployed after employment by a tribal organization to which section 105(e)(2) of the Indian Self Determination Act applies. This field will be used in retirement coverage determination.	Personnel Action	VARCHAR(2)		1	Y=Yes, N=No

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
120		Personnel Action Effective Sequence	A number indicating the order in which a personnel action was processed on a given date.	Personnel Action	NUMBER(4)		1	The first action of the day should be coded as "1", the second action as "2", and so on. Every record should have a value in this field; if there is only one action per day for an employee, this field should have a "1". Systems with a timestamp to represent the processing sequence must translate this to a sequence number for EHRI.
121		Hypothetical Full-time Regular Tour of Duty for Part-time Employees	Number of hours in a pay period that the employee would be scheduled to work if the employee's work schedule were full-time instead of part-time – usually 80 hours	Personnel Action Modification Action	DECIMAL(9,2)		1	
122		FEGLI Assignment Indicator	5 CFR 870.101: Assign and assignment refer to an individual's irrevocable transfer to another individual, corporation, or trustee all ownership of FEGLI coverage (except Option C). Option C may not be assigned.	Personnel Action Modification Action	VARCHAR(1)		1	For valid values, reference FEGLI Assignment Indicator in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
123		FEGLI Post-Election Basic Insurance Amount	<p>5 CFR 870.203: The post-election basic insurance amount of an individual who elects a Living Benefit is the amount of insurance left after the full or partial election. This amount is the individual's post-election BIA. This is NOT the amount of the living benefit (See below). The post-election BIA cannot change after the effective date of a Living Benefit election.</p> <p>Living Benefit – 5 CFR 870.1102: An employee may elect to receive either: (i) A full Living Benefit, which is all of his/her Basic insurance, or (ii) A partial Living Benefit, which is a portion of his/her Basic insurance, in a multiple of \$1,000. (2) An annuitant or compensationner may only elect to receive a full Living Benefit.</p>	Personnel Action Modification Action	DECIMAL(9,2)		1	

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ICD Seq #	EHRI Ref #	Name	Definition	Data Concept	Data Type	Record Identifier	Priority	Notes
124		Court Orders for FEGLI Purposes Indicator	Indicates whether an employee has a court order for FEGLI purposes per 5 CFR 870.801 on file. Court order means any court decree of divorce, annulment, or legal separation, or the terms of any court order or court-approved property settlement agreement relating to any court decree of divorce, annulment, or legal separation, the terms of which require FEGLI benefits to be paid to a specific person or persons.	Personnel Action Modification Action	VARCHAR(1)		1	For valid values, reference Court Orders for FEGLI Purposes Indicator in the Guide to Data Standards.
125		Designation of FEGLI Beneficiaries Indicator	FEGLI Handbook: Notice, signed by insured and witnessed by two persons, indicating the person(s) to receive life insurance benefits. The form used for life insurance designations is the Designation of Beneficiary form (SF 2823).	Personnel Action Modification Action	VARCHAR(1)		1	For valid values, reference Designation of FEGLI Beneficiaries Indicator in the Guide to Data Standards.
126	257	Health Plan	The health benefits plan (carrier and enrollment category) in which an employee is currently enrolled.	Personnel Action	VARCHAR(3)		1	For valid values, reference Health Plan in The Guide to Personnel Data Standards.
127	252	Federal Employees Health Benefits (FEHB) Event Code	Code for the event permitting the Federal Employees Health Benefits (FEHB) change for the employee	Personnel Action	VARCHAR(4)		1	For valid values, reference Federal Employees Health Benefits (FEHB) Event Code

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128		Federal Employees Health Benefits (FEHB) Effective Date	Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective	Personnel Action	DATE		1	