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Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 09–23, Reports Added to the Reporting Center

Date: October 9, 2009

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to announce new reports on the Reporting Center. Illustrations of these reports are provided in the attachment to this bulletin. Current Reporting Center users do not need to request additional access for the reports listed in this bulletin.

Non-Pay Hours Report

Effective October 20, 2009, the Non-Pay Hours report will be added to the Reporting Center under the Workforce Reports menu. This report displays time charged to Transaction Code (TC) 71, Leave Without Pay, and TC 72, Absent Without Leave.

New Option on the SF-2812 Report

Effective October 20, 2009, the SF-2812 menu option on the Financial Reports menu will be renamed SF-2812 Reports. A Report Name field will be added to the report which allows users to select either SF-2812, Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement, or SF-2812A, Report of Withholdings and Contributions for Health Benefits by Enrollment Code. The report defaults to SF-2812, Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement.

Additional Workforce Reports

The following new reports are currently available on the Workforce Reports menu.

- Comp Time-Regular Comp Time Balance
- Comp Time-Regular Earned and Used
- Comp Time-Travel Comp Time Balance

Reporting Center Procedure

The Reporting Center procedure, which is available online at the NFC Web site, has been updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's Home Page (www.nfc.usda.gov) and click the **Publications** link at the top of the page. At the Publications page right-hand Quick Picks menu, click **Procedures by Acronym** or **Procedures by Title/Chapter** then search for REPT on the list provided.

Please refer questions about the Reporting Center to Customer Support at **504-255-5230** or via e-mail at *customer.support@usda.gov*.



JOHN S. WHITE, Acting Director
Government Employees Services Division

Attachment

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Reporting Center

Non-Pay Hours report

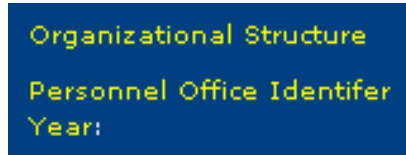


Figure 1. Non-Pay Hours report

Run Date: 10/1/2009



Non-Pay Hours Report(LWOP and AWOL)
Sensitive Personnel Data -- Use is Restricted
 Employing Office Code = 5317-USDA-OCFO-NFC(NEWORLEANS,LA)(AG90) and Report Time Frame = 2009
U. S. DEPARTMENT OF AGRICULTURE (AG)
OFFICE OF THE CHIEF FIN OFC (90)

Org	# Employees	Tot Hours	LWOP (71)			AWOL (72)			Total LWOP and AWOL
			#	Hours	Avg. Hours	#	Hours	Avg. Hours	
OFFICE OF THE CHIEF FIN OFC (AG90)	486	210,720.00	33	1,560.00	47.27	3	493.25	164.42	2,053.25
OFFICE OF THE CHIEF FIN OFC (AG90)	486	210,720.00	33	1,560.00	47.27	3	493.25	164.42	2,053.25
Total	972	421,440.00	66	3,120.00	47.27	6	986.50	164.42	4,106.50

Figure 2. Non-Pay hours report (with criteria)

Comp Time reports

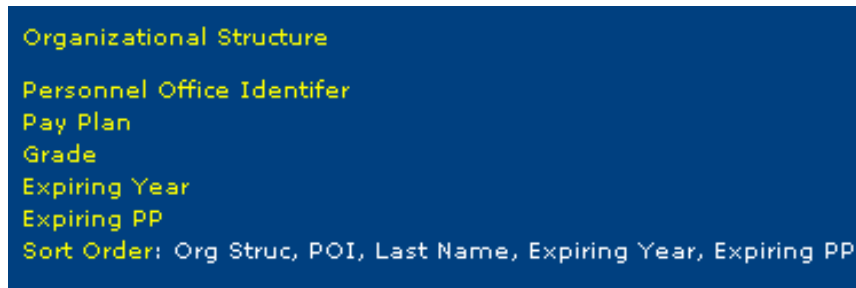


Figure 3. Comp Time-Regular Comp Time Balance report

Run Date: 9/10/2009

Current Regular Comp Time Balance
U. S. DEPARTMENT OF AGRICULTURE (AG)
OFFICE OF THE CHIEF FIN OFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
PUBLICATIONS & COMMUNICATIONS BRANCH (0140)
Sensitive Personnel Data -- Use is Restricted

Agency	Name	Earn Hours	Earn Rate	Earn PP	Earn Year	Reg Comp	Exp PP	Exp Year	Pay Plan-Grade-Step	FLSA	POI	Org Struc
90		0.25	36.90	13	2009	0.25	13	2010	GS-12-05	E	5317	90-70-40-0140-00-00-00-00
90		0.75	36.90	14	2009	0.75	14	2010	GS-12-05	E	5317	90-70-40-0140-00-00-00-00
90		1.25	36.90	15	2009	1.25	15	2010	GS-12-05	E	5317	90-70-40-0140-00-00-00-00
90		0.25	36.90	16	2009	0.25	16	2010	GS-12-05	E	5317	90-70-40-0140-00-00-00-00

Selection Criteria: Employing Office Code = 5317-USDA-OCFO-NFC(NEWORLEANS,LA)(AG90) and Pay Plan = GS and Grade = 12
 Sorted By: Org Struc, POI, Last Name, Expiring Year, Expiring PP
 Data As Of: 09/05/2009

Figure 4. Comp Time-Regular Time Balance report (with criteria)

Organizational Structure
Personnel Office Identifier
Year and Pay Period:
Sort Order: SSNO, PP Cov by TA

Figure 5. Comp Time Regular-Earned and Used report

Run Date: 9/10/2009

Total Regular Comp Time Hours Earned and Used

U. S. DEPARTMENT OF AGRICULTURE (AG)
OFFICE OF THE CHIEF FIN OFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
PUBLICATIONS & COMMUNICATIONS BRANCH (0140)

Sensitive Personnel Data -- Use is Restricted

Name	TC	Type	PP Cov	Year	Comp Earn Hrs	Comp Earn Amt	Exp PP	Exp Year	Comp Used Hrs	Comp Used Amt	FLSA	BUS
	32	Earn	15	2009	4	\$195.20	15	2010	0	\$0.00	E	8888
	64	Used	15	2009	0	\$0.00	15	2010	9.75	\$475.80	E	8888
Total					4				9.75			
	32	Earn	15	2009	18.5	\$779.04	15	2010	0	\$0.00	E	1165
	64	Used	15	2009	0	\$0.00	15	2010	8	\$336.88	E	1165
Total					18.5				8			
	32	Earn	15	2009	2.5	\$92.26	15	2010	0	\$0.00	E	1165
	32	Earn	15	2009	2.25	\$83.03	15	2010	0	\$0.00	E	1165
Total					4.75				0			
	64	Used	15	2009	0	\$0.00	15	2010	9	\$281.87	E	1165
Total					0				9			
	32	Earn	15	2009	0.75	\$27.68	15	2010	0	\$0.00	E	1165
Total					0.75				0			
	32	Earn	15	2009	3	\$110.70	15	2010	0	\$0.00	E	1165
Total					3				0			
	32	Earn	15	2009	1.25	\$46.13	15	2010	0	\$0.00	E	1165
	64	Used	15	2009	0	\$0.00	15	2010	0.25	\$9.18	E	1165
Total					1.25				0.25			
	32	Earn	15	2009	0.25	\$9.23	15	2010	0	\$0.00	E	1165
	64	Used	15	2009	0	\$0.00	15	2010	0.75	\$20.27	E	1165
Total					0.25				0.75			

Selection Criteria: Year and Payperiod = 2009 - 15 and PP Covered = 2009 - 15 and Employing Office Code = 5317-USDA-OCFO-NFC (NEWORLEANS,LA)(AG90)
Sorted By: SSNO, PP Cov by TA
Data As Of: Pay Period 17 - 2009

Figure 6. Comp Time Regular-Earned and Used report (with criteria)

Organizational Structure
Personnel Office Identifier
Pay Plan
Grade
Expiring Year
Expiring PP
Sort Order: Org Struc, POI, Last Name, Expiring Year, Expiring PP

Figure 7. Comp Time-Travel Comp Time Balance report

Run Date: 9/10/2009



Current Travel Comp Time Balance
U. S. DEPARTMENT OF AGRICULTURE (AG)
OFFICE OF THE CHIEF FIN OFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
IMPLEMENTATIONS STAFF (0130)

Sensitive Personnel Data -- Use is Restricted

Agency	Name	Earn Hours	Earn Rate	Earn PP	Earn Year	Trav Comp	Exp PP	Exp Year	Pay Plan-Grade-Step	FLSA	POI	Org Struc
90		6.25	0.00	15	2009	6.25	15	2010	G-S-14-10	E	5317	90-70-40-0130-00-00-00-00
90		6.25	0.00	04	2009	6.25	04	2010	G-S-12-02	E	5317	90-70-40-0130-00-00-00-00
90		6.25	0.00	07	2009	6.25	07	2010	G-S-12-02	E	5317	90-70-40-0130-00-00-00-00

Selection Criteria: Employing Office Code = 5317-USDA-DCFO-NFC(NEWORLEANS,LA)(AG90)
 Sorted By: Org Struc, POI, Last Name, Expiring Year, Expiring PP
 Data As Of: 09/05/2009

Figure 8. Comp Time-Travel Comp Time Balance report (with criteria)

SF-2812 reports

Report Name: SF2812: Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement
 Payroll Office Number:
 Pay Period:

Figure 9. 2812 report

REPORT OF WITHHODINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT			Agency Report No. 1004-OPM AR
Address (Including Department, Bureau, Location and Zip Code) ARCHITECT OF THE CAPITOL		Payroll Office Number 12-00-0000	Report Number 09-15
Telephone Number (Including Area Code) (504) 255-3464		Month Reported on Statement of Transactions AUC	Date Payroll Paid 08/14/08
To: Office of Personnel Management Attention: Funds Control Branch Post Office Box 582 Washington, DC 20544		From 07/28/08	Pay Period To 08/02/08
<input type="checkbox"/> Check Attached		<input type="checkbox"/> Credit to OPM Receipt Account (2448135.8)	Agency Account Charged 3206274.40
I Certify that the items listed herein are correct and the amount is available to be credited to the OPM receipt account.			
Signature of Authorized Administrative or Certifying Officer			Date
Benefit Category	Withholdings	Contributions	Total
LIFE INSURANCE			
Basic Life	472.29		472.29
Standard--Option A	76.39		76.39
Additional--Option B	878.00		878.00
Family--Option C	66.86		66.86
Post-Retirement	.00		.00
Total Life Insurance	1,493.54	236.12	1,729.66
HEALTH BENEFITS	9,693.71	28,516.32	38,210.03
RETIREMENT			
CSRS			
All Categories ¹	1,818.82	1,818.82	3,637.64
Salary Officers-- Reemployed Annuitants		.00	.00
Military and Civilian Service Credit	.00		.00
FERS			
Regular	1,299.12	15,719.48	17,018.60
Military Reserve Technicians	.00		.00
Special ²	.00		.00
Salary Officers-- Reemployed Annuitants		.00	.00
Military Deposit	.00		.00
Total Retirement	3,117.94	17,548.38	20,666.32
Grand Total	13,699.21	36,352.74	50,051.95

Figure 10. SF-2812 report (with criteria)

Report of Withholdings and Contributions for Health Benefits by Enrollment Code									
Department or establishment ARCHITECT OF THE CAPITOL				Payroll Office Number 12-40-0002		Report Number 09-17			
Bureau, division or office				Pay period from 08/16/09		Pay Period to 08/29/09			
Address (including ZIP Code) Office of Personnel Management Attention: Funds Control Branch Post Office Box 382 Washington, DC 20544				Date payroll paid 09/16/09		Agency telephone number (including area code) (304) 255-5464			
Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	
E31	23,228.29	186	312	4,454.88	12				
E32	86,726.19	139	314	2,338.79	17				
E34	5,458.24	28	315	2,296.88	17				
E35	8,425.89	29	321	232.16	1				
E36	281.82	2	322	2,537.59	5				
E37	31,449.01	1	414	86.12	1				
E38	18,479.11	1	415	197.12	1				
E39	36,479.11	1	454	1,724.16	4				
E22	388.86	1	455	1,774.64	12				
TC1	182,488.11	1	471	1,187.22	4				
TC2	489.26	1	472	2,237.88	5				
TC3	6,688.89	37	481	278.56	2				
TC4	26,515.52	48							
TC5	2,719.79	45							
TC6	16,196.26	96							
TC7	26,714.29	181							
TC8	9,468.89	286							
TC9	62,313.44	275							
TC10	197,167.46	383							
TC11	22,875.14	129							
TC12	47,576.54	116							
TC13	6,871.84	48							
TC14	21,619.32	71							
TC15	971.52	6							
TC16	5,298.15	15							
TC17	12,371.11	1							
TC18	812.76	8							
TC19	2,460.71	1							
TC20	2,124.79	9							

* Number of enrollees is required on report for last pay period paid in March and September

Standard Form 2812-A
Office of Personnel Management
FPM Supplement 835-1, 870-1, 890-1
Rev. August 1999

Previous Editions Not Usable

Figure 11. SF-2812A report (with criteria)

Report of Withholdings and Contributions for Health Benefits by Enrollment Code									
Supplemental Report for Temporary Employees									
Department or establishment ARCHITECT OF THE CAPITOL				Payroll Office Number 12-40-0002		Report Number 09-17			
Bureau, division or office				Pay period from 08/16/09		Pay Period to 08/29/09			
Address (including ZIP Code) Office of Personnel Management Attention: Funds Control Branch Post Office Box 382 Washington, DC 20544				Date payroll paid 09/16/09		Agency telephone number (including area code) (304) 255-5464			
Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	
TC0	586.46	1							
TC6	171.86	1							
TC8	225.84	1							
TC9	481.22	1							

* These figures reflect only data relating to temporary employees who have coverage (P.L. 100-656) and are also included in the Consolidated SF 2812A Headcount figures.

* Number of enrollees is required on report for last pay period paid in March and September

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Rev. August 1999

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Figure 12. SF-2812A report (supplemental report for temporary employees) (with criteria)

Report of Withholdings and Contributions for Health Benefits by Enrollment Code
****Supplemental Report for Non-Temporary Employees****

Department or establishment ARCHITECT OF THE CAPITOL		Payroll Office Number 12-80-0002	Report Number 89-17
Bureau, division or office		Pay period from 08/16/99	Pay Period to 08/29/99
Address (including ZIP Code) Office of Personnel Management Attention: Funds Control Branch Post Office Box 302 Washington, DC 20548		Date payroll paid 09/16/99	
Agency telephone number (including area code) (504) 255-5464			

Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled*	Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled*	Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled*
031	23,179.28	188	251	248.72	1			
033	66,236.58	320	311	2,324.95	6			
034	3,438.24	28	312	6,454.88	12			
035	8,457.88	29	314	2,108.29	17			
041	28,182.2	2	315	5,298.88	17			
057	314.88	1	321	232.58	1			
094	184.79	1	322	2,327.08	5			
095	384.79	1	416	86.12	1			
C27	388.88	1	442	192.12	1			
101	197.88	1	456	1,724.96	6			
102	489.28	1	455	5,293.42	11			
101	8,888.88	32	471	1,182.22	6			
102	27,285.81	47	472	2,237.88	5			
104	7,281.88	44						
105	38,186.28	88		278.56	2			
101	262,742	381						
102	4,448.88	288						
104	62,388.88	278						
105	187,247.48	383						
111	22,215.14	329						
112	62,278.54	118						
201	9,871.84	48						
202	2,843.82	11						
221	974.22	6						
222	5,288.12	12						
224	123.71	1						
225	812.28	6						

* These figures reflect only data relating to non-temporary employees who have coverage (P.L. 100-656) and are also included in the Consolidated SF-2812A Worksheet Report.

* Number of enrollments is required on report for full pay period paid in March and September.

Standard Form 2812-A
Office of Personnel Management
FPM Supplement 821-1, 820-1, 850-1
Rev. August 1999

Previous Editions Not Usable

Figure 13. SF-2812A report (supplemental report for non-temporary employees) (with criteria)