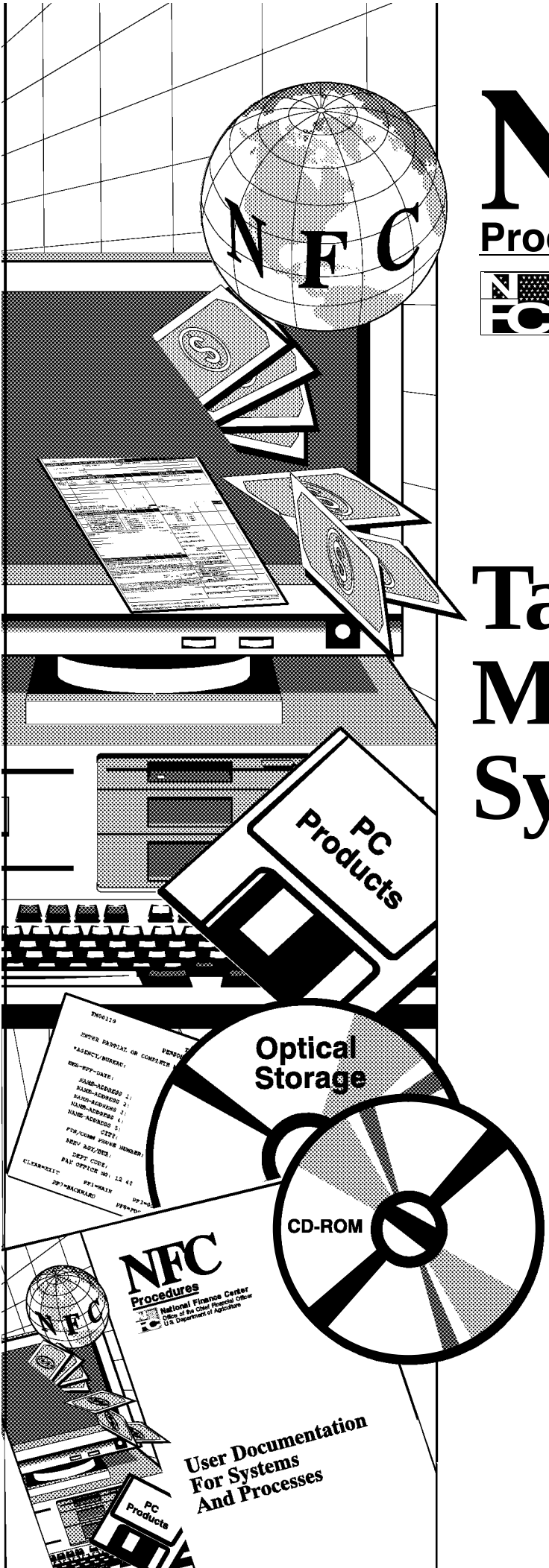

NFC Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

Updated June 2008

Table Management System (TMGT)

TITLE I
Payroll/Personnel Manual

CHAPTER 2
Table Management System (TMGT)

Latest Update Information

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About This Procedure

This procedure provides instructions for accessing and operating the Table Management System (TMGT). The following information will help you use the procedure more effectively and obtain further assistance if needed.

How The Procedure Is Organized

This procedure is divided into parts which are tabbed for easy access and described below.

Introduction provides an overview of TMGT and related background information. This section provides security access information, instructions for accessing the system, operating features, and the TMGT System Menu. It also provides instructions for performing the basic functions of TMGT.

Tables provides a description of each table and is organized in groups of 20 to facilitate navigation through the procedure. It also provides the field instructions for updating and requesting a report for each table.

Reference Tables contains illustrations of forms, system-generated reports, appendixes, and exhibits which will be helpful while using TMGT.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins.

Pages are numbered consecutively within each part at the bottom of each page.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example	
Messages displayed by the system.		After the data passes system edits, the message Record Successfully Added is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	Note	Agencies can query and update Table 001 data, view documentation data, generate reports and produce mailing labels.
Figure, exhibit, and appendix references link figures with the text. These references are printed in bold sans serif font.		See **Figure 2.1**.
References to headings in the procedure are printed in the same font as figure references. **Note:** When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.		For instructions on using the TMGT menu, see **Table Management System Menu**.
Emphasized text within a paragraph is printed in **bold**.		The record is **not** identified as deleted in TMGT.
Data that you must type exactly as shown is printed in bold courier font.		Type **TMGT**.
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.		Press **[Enter]** to display the applicable record.
Field names are printed in the margin. Field specifications are printed in *italics*. **Note:** Field entries are identified as *required*[1], *conditional*[2], *optional*[3], *optional default*[4], or *no entry*[5].	**City**	*Required, alpha, 20 positions max.* Type the city name.

[1]***Required***	*You must enter data in the field. (Note: All mandatory fields on TMGT screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)*
[2]***Conditional***	*You may be required to enter data, based on criteria indicated in the field instructions.*
[3]***Optional***	*You may elect to enter data in the field. If the field is left blank, no data is system generated.*
[4]***Optional default***	*You may elect to enter data. If the field is left blank, the system generates a default entry.*
[5]***No entry***	*You do not enter data in the field. The field instruction states the reason for no entry.*

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel Systems (CAPPS) representative.

For questions about the system (including help with unusual conditions), contact Personnel Processing Branch at **504-426-4630**.

For updates, send e–mail to NFC.TMGT@nfc.usda.gov

To get TMGT table access, agencies **must** request access to these tables through their agency's NFC security officer.

PART 1.

INTRODUCTION

This part is divided into the following sections:

TMGT Overview
Getting Started In TMGT
TMGT Basic Functions

TMGT Overview

This section provides related background information on TMGT, describes what the system it is used for, and provides security access information.

About TMGT

TMGT is a menu-driven database management system of the U.S. Department of Agriculture. TMGT provides direct access to table records containing selected data elements (e.g., agency or bureau codes, addresses, etc.) from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs.

TMGT maintains an active file which includes all active and deleted records. Certain tables maintain a history file, which includes at least one inactive record. Records are identified as active, history, or deleted within each table, and list the user ID and the date changed.

Key data elements are identified on the screens with an asterisk (*) and are used to access table records. The number of data elements in a record and the table record format are based on the requirements for the specified table.

Selected data elements in some tables are validated against other tables within TMGT. Therefore, before processing an update or delete, the user must verify that the data elements are contained in the applicable tables. If the data elements are not in the tables, they must be added. (See **Appendix A** for a list of tables that are validated against other tables.)

Instructions are given to refresh the screen when entering new data or to display another record. However, if the user chooses, data may be typed over the data displayed on the screen (without refreshing the screen). To process data entered, press **[Enter]**.

TMGT consists of four functions that may be used to obtain table data. Following is a brief description of each function.

Inquiry. Used to view active, history, or deleted records.

Update. Used to add, modify, delete, or reactivate a record. Each of these options is described below.

- **Add.** Used to establish a new record.
- **Modify.** Used to correct or change an existing record.
- **Delete.** Used to change the status of a record from active to deleted.
- **Reactivate.** Used to reestablish (activate) a deleted record.

Instructions for adding a record to TMGT are different for each table. Therefore, to add a record, use the instructions under the applicable table. In addition, help screens are available to assist the user in completing fields on all screens. Instructions for modifying, deleting, and

reactivating a record in TMGT are the same for all tables. To modify, delete, or reactivate a record, follow the instructions under Table 001, Personnel Office Identifier Name And Address, substituting the applicable table number and key fields where appropriate.

Agencies have the update capability for designated tables, to inquire, to run a report, and to document the capabilities for all tables. This procedure identifies tables that only authorized NFC personnel can update. Tables that are not specifically identified as being updated by authorized NFC personnel can be updated by the agencies that have update authority for those tables. Agencies desiring update authority may submit a written request as directed in the specific tables.

Report. Used to retrieve payroll/personnel data elements for processing personnel actions and to request adhoc reports.

The Report function is also used to produce mailing labels for specified tables.

Documentation. Used to retrieve pertinent individual table screen information. This screen lists the table number, name, record count, purpose, and description of the table's data elements.

Security Access

This section provides security access information.

Security Access

Requests for TMGT Access. Agencies **must** request access to these tables through their agency's NFC security officer. The request for access should provide the following information:

- User Name
- User ID
- User Access Request Level
  - Online add, change, delete of TMGT data for agencies
  - Online add, change, delete of TMGT data for NFC
  - Online inquiry for TMGT data
  - Online report request of TMGT data
- Telephone Number
- Application Name (TMGT)

Getting Started In TMGT

This section provides instructions for accessing and exiting TMGT, describes the system's design and how to use its operating features, and provides instructions for selecting specific tables by table number and function.

Logging On

To access TMGT:

1. Connect to your telecommunication network to display the NFC banner screen (**Figure 1:1**) on your terminal.

```
==============================================================================
==  xx/xx/xx          SNX32702             T30N6885               PF1=HELP    ==
==============================================================================
==                     NN    NN         FFFFFFFF        CCCCCCCC               ==
==                    NNN   NN         FFFFFFFF        CCCCCCCC                ==
==                   NNNN  NN         FF              CC                      ==
==                  NN NN NN         FFFFFFFF        CC                       ==
==                 NN  NNNN         FFFFFFFF        CC                        ==
==                NN   NNN         FF              CCCCCCCC                   ==
==               NN    NN         FF              CCCCCCCC                   ==
==   ==================================================================      ==
==    ==========             National Finance Center            ==========   ==
==     ==========      Office of the Chief Financial Officer     ==========   ==
==      ==========    United States Department of Agriculture   ==========    ==
==       ==============================================================       ==
==                          For Authorized Use Only                           ==
==                                                                            ==
==  ENTER USER ID =           PASSWORD =           NEW PASSWORD? = N          ==
==                                                                (Y or N)    ==
==       ENTER APPLICATION NAME =           OR PRESS ENTER FOR MENU           ==
==============================================================================
```

Figure 1:1. NFC banner screen

2. Respond to the prompts as follows:

Enter User ID *Required, alphanumeric, 8 positions max.*
Type your assigned user ID (e.g., **NF999**). Press **[Tab]**.

Password *Required, alphanumeric, 6 – 8 positions*
Type your password. Your password is not displayed on the screen. Press **[Tab]**.

New Password *Alphanumeric, 6 – 8 positions*
If your current password expires, type a **Y** in the new password. Press **[Tab]**. You may change your password any time but not more than once a day.

Enter Application Name *Required, alphanumeric, 9 positions max.*
Type **TMGT** and press **[Enter]**. The TMGT main menu screen is displayed, except when NFC needs to communicate special system function messages.

If there is a special system function message, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press **[Enter]**. The CL/SUPERSESSION Main Menue (**Figure 1:2**) is displayed.

```
____  Actions  Options  Commands  Features  Help
KLSVSEL1                CL/SUPERSESSION Main Menu              More: -+

Select sessions with the ENTER key or use a "/"
          to display an action code.
   Session ID  Description                        Type     Status
   ----------  -------------------------------  -------- ------------
_  TINQ06      IDMS06                           Multi
_  TINQ07      IDMS07                           Multi
_  TINQ08      IDMS08                           Multi
_  TMGT        IDMS03                           Multi    Current
_  TRAI        IDMS03                           Multi
_  TRAITEST    IDMS60                           Multi
_  TRAN        IDMS03                           Multi
_  TRAP        IDMS03                           Multi
_  TRAPTEST    IDMS60                           Multi
_  TRVL        IDMS03                           Multi
_  TRVLT       On-line Travel Training Database Multi
_  TSCN        IDMS10                           Multi    Unavailable


Command ===>                                                SYSB/T30N3311
Enter  F1=Help  F3=Exit  F5=Refresh  F7=Bkwd  F8=Fwd  F9=Retrieve  F10=Action
```

Figure 1:2. Sample of CL/SUPERSESSION Main Menu

3. Press **PF8** until the TMGT session ID appears. Tab until the cursor is located on the line next to TMGT.

4. Press **[Enter]** next to the TMGT option to display the TMGT menu. For instructions on using the TMGT menu, see **Table Management System Menu**.

Exiting TMGT

To exit TMGT:

1. Press **[ESC]** at any screen. The CL/SUPERSESSION Main Menu (**Figure 1:3**) is displayed.

```
____  Actions  Options  Commands  Features  Help
KLSVSEL1                CL/SUPERSESSION Main Menu              More: -+

Select sessions with the ENTER key or use a "/"
         to display an action code.
   Session ID  Description                        Type     Status
   ----------  ------------------------------  -------- ------------
_  TINQ06      IDMS06                          Multi
_  TINQ07      IDMS07                          Multi
                                                 ulti
   KLSTERM1        Exit Menu                     ulti    Current
                                                 ulti
   Type a selection number or position the       ulti
   cursor on a line and press ENTER.             ulti
                                                 ulti
   _ 1. Exit and terminate sessions (X)          ulti
     2. Exit and do not terminate sessions (N)   ulti
     3. Resume (R)                               ulti
                                                 ulti    Unavailable

   Command ===>
   Enter  F1=Help  F12=Cancel                                SYSB/T30N3311
                                                 wd  F9=Retrieve  F10=Action
```

Figure 1:3. Exiting CL/SUPERSESSION Main Menu

2. Press **[PF3]**. The Exit Menu appears. At the Exit Menu, perform one of the following:

- Type **1** or position the cursor on line 1 and press **[Enter]** to Exit and Terminate Sessions (X).

OR

- Press **2** or position the cursor on line 2 and press **[Enter]** to Exit without terminating the session. The NFC WARNING banner is displayed. Press **[Enter]** to return to the NFC Sign on Menu.

OR

- Press **3** to return to the CL/Suppersession Main Menu.

Operating Features

TMGT provides a menu of tables that are displayed by table number. The tables are used to view and update records, generate reports or request documentation data. At the TMGT menu, the function code and table number are completed to access the applicable table. This section describes the system's design and operating features.

Program Function Keys

The program function keys are used to execute functions and display specific screens in the system. They are usually identified by PA (program attention), PF (program function), SF (special function), or SP (special program), depending on the equipment being used. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide or consult your agency ADP staff. Other function keys are **[Enter]**, **[Clear]**, and **[Tab]**.

rogram function keys used in TMGT are as follows:

Function Keys

Key	Description
PF1	Used to return to the TMGT menu screen.
PF2	Used to display the Documentation screen within a table.
PF3	Used to display the Report screen within a table.
PF4	Used to display the Inquiry screen within a table while in the update, documentation or report function. ***Also*** Used to display the Update screen within a table while in the inquiry function.
PF5	Used to display a Help screen while in the update function.
PF6	Used to refresh the screen, which clears all data entered on the screen.
PF7	Used to display the previous record within a table while in the inquiry function. ***Also*** Used to display the previous data element screen and return to the profile screen of the same table record while in the inquiry function.
PF8	Used to display the next record within a table while in the inquiry function. ***Also*** Used to display the next screen within the same table while in the update function.
PF9	Used to move between the history file and the active file within certain tables. ***Also*** Used to return to the screen within the same Table while in the inquiry function.
PF10	Used to display the second page in screens within the same Table while in the inquiry function.
PF11	Used to display an Inquiry Span, a list of 10 or more available records within a table in the inquiry function.
PF12	Used to position the cursor in the page field while in the inquiry function.
Enter	Used to process data.

Function Keys

Key	Description
Clear	Used to exit the system.
Tab	Used to move the cursor from one field to the next field.

System Edits

All tables in TMGT are subject to front-end system edits. If an error occurs or key data is omitted, an edit message is displayed. All errors must be corrected before the TMGT database is updated. See **Appendix B** for a list of TMGT Edit Messages.

Help Screens

Help screens are available for completing fields when using the Update function. A list of valid codes and/or a narrative description for each field is presented.

Table Management System Menu

After you have accessed TMGT, the Table Management System menu, Page 000001 (**Figure 1:4**) is displayed.

```
TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE            xx/xx/xx
                    OFFICE OF THE CHIEF FINANCIAL OFFICER         PAGE: 000001
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

            NUMBER    DESCRIPTION
            ------    ---------------------------------------------------
            001       PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS
            002       ACCOUNTING STATION NAME AND ADDRESS
            003       T & A CONTACT POINT NAME AND ADDRESS
            004       DESIGNATED AGENT
            005       AGENCY ORGANIZATIONAL STRUCTURE
            006       CFC PAYEE ADDRESS
            007       CITY TAX, CITY NAME AND ADDRESS
            008       COUNTY TAX, COUNTY NAME AND ADDRESS
            009       STATE TAX NAME AND ADDRESS
            010       UNION AND ASSOCIATION CODE ADDRESS

             ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                             FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:4. Table Management System menu, page 000001

The menu provides a list of tables in TMGT by table number. It also displays the four functions you can use for each table.

To access a table listed on the Table Management System menu, enter the function code and the table number at the Enter Function And Table Number prompt. Press **[Enter]** to display the applicable record. Following is a description of each function.

Inquiry. Used to view active, history, or deleted records.

Update. Used to add, modify, delete, or reactivate a record. Each of these options is described below:

- **Add.** Used to establish a new record.
- **Modify.** Used to *correct* or *change* an existing record. Changes made to the beginning effective date of a record that maintains a history record creates a history record automatically. If the beginning effective date is not changed, the action is shown as a correction to the record.
- **Delete.** Used to change the status of a record from active to deleted. If a record is identified as deleted, it cannot be used.
- **Reactivate.** Used to *reestablish* a deleted record.

Report. Used to generate ad hoc reports. Reports can be produced for a range of values to include active, history, or all records, and can be viewed before they are printed. The report function can also be used to produce mailing labels for certain tables.

In addition, TMGT is defined to the FOCUS Reporting System. For instructions on accessing FOCUS, see Title VI, Systems Access Manual, Chapter 5, Report Generator Systems, Section 4, FOCUS Reporting System.

Documentation. Used to retrieve pertinent individual table screen layout data. The documentation screen lists the table number, name, record count, purpose, and description of the table's data element.

Note: To locate additional table numbers and descriptions on the TMGT menu (**Figure 1:5** through **Figure 1:14**) press **[PF7]** to move backward or **[PF8]** to move forward.

```
TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE            xx/xx/xx
                    OFFICE OF THE CHIEF FINANCIAL OFFICER         PAGE: 000002
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

            NUMBER    DESCRIPTION
            ------    ---------------------------------------------------
            011       HEALTH BENEFIT CARRIER NAME AND ADDRESS
            012       HEALTH BENEFIT RATES
            013       STATE NAME AND ZIP RANGE
            014       DEPARTMENT CODES
            015       STATE CODE AND ZIP RANGE
            016       GEOGRAPHICAL LOCATION CODES WITH NAMES
            017       PAYE PROCESSING SCHEDULE
            018       OCCUPATIONAL SERIES ALPHA DESCRIPTION
            019       FUNCTIONAL CLASSIFICATION DESCRIPTION
            020       UCFE STATE MAILING ADDRESS

             ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                            FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:5. Table Management System menu, page 000002

```
 TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE          xx/xx/xx
                     OFFICE OF THE CHIEF FINANCIAL OFFICER        PAGE: 000003
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

           NUMBER    DESCRIPTION
           ------    ---------------------------------------------------
           021       UCFE DEPARTMENT ADDRESS AND CERTIFICATION INFO
           022       PAYROLL/PERSONNEL DOCUMENT REPORT
           023       AGENCY/BUREAU
           024       UCFE CREDIT WEEKS
           025       AD-350 (PERSONNEL BLOCK AND DESCRIPTION)
           026       STANDARD METROPOLITAN STATISTICAL AREAS
           027       COLA/POST DIFFERENTIAL CODES
           028       TABLE IS OBSOLETE - SEE TABLE 128
           029       PAY TABLE RATES
           030       PAYROLL CONSTANTS

            ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                           FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:6. Table Management System menu, page 000003

```
TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE          xx/xx/xx
                    OFFICE OF THE CHIEF FINANCIAL OFFICER        PAGE: 000004
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

           NUMBER    DESCRIPTION
           ------    ---------------------------------------------------
           031       SPECIAL PAY CONVERTERS
           032       TRANSACTION CODES
           033       WAGE BOARD PAY CONVERTERS
           034       TIME EDIT ERROR MESSAGES & CODES
           035       TIME T & A FIELD COORDINATES
           036       SCHOOL IDENTIFICATION
           037       DISBURSING OFFICE NAME AND ADDRESS
           038       DOCUMENT 30 UPDATE RESTRICT TABLE
           039       FEHB ACTION
           040       FEGLI AGE BRACKET

            ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                           FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:7. Table Management System menu, page 000004

```
TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE            xx/xx/xx
                    OFFICE OF THE CHIEF FINANCIAL OFFICER         PAGE: 000005
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

           NUMBER    DESCRIPTION
           ------    ---------------------------------------------------
           041       FOREST SERVICE MEAL CLASS
           042       EARNING STATEMENT INDICATORS
           043       AWARD TYPE CODE
           044       NON-PAID CODES AND DESCRIPTIONS
           045       PERFORMANCE EVALUATION ANNIVERSARY DATE
           046       APO/FPO ZIP CODE LOCATIONS
           047       PINE EDIT ERROR MESSAGES AND CODES
           048       PINE DOCUMENTS ELEMENT NAMES
           049       NFC ALLTAX CONVERSION
           050       STANDBY/AUO PERCENTAGES

            ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                           FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:8. Table Management System menu, page 000005

```
TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE            xx/xx/xx
                    OFFICE OF THE CHIEF FINANCIAL OFFICER         PAGE: 000006
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

           NUMBER    DESCRIPTION
           ------    ---------------------------------------------------
           051       DOCUMENT TYPE DESCRIPTIONS
           052       REMARKS CODE AND DESCRIPTION
           053       NATURE OF ACTION ALPHA DESCRIPTIONS
           054       EEO NUMERICAL OBJECTIVES
           055       MINIMUM AND MAXIMUM SALARIES
           056       MANUAL TRANSACTION CODES
           057       UCFE QUARTERS/PAY PERIOD
           058       WAGE AREA
           059       UCFE PAY PERIOD
           060       GPO BILLING ADDRESS CODES

            ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                           FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:9. Table Management System menu, page 000006

```
TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE           xx/xx/xx
                    OFFICE OF THE CHIEF FINANCIAL OFFICER         PAGE: 000007
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

           NUMBER    DESCRIPTION
           ------    ---------------------------------------------------
           061       NATURE OF ACTION CONVERSION
           062       3 DIGIT NATURE OF ACTION
           063       DEPARTMENT/AGENCY/BUREAU CONTACT
           064       SUBOBJECT CLASS CONVERSION
           065       DEFAULT APPROPRIATION CONVERSION
           066       NON-DEDUCTION REASON CODES AND DESCRIPTIONS
           067       TAX ENTITIES REPORT FREQUENCIES
           068       NFC PAY PERIOD CUTOFF FOR TAX REPORTS
           069       FOREST SERVICE FISCAL YEAR ALPHA CODE
           070       FOREST SERVICE MEAL RATE

            ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                           FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:10. Table Management System menu, page 000007

```
TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE           xx/xx/xx
                    OFFICE OF THE CHIEF FINANCIAL OFFICER         PAGE: 000008
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

           NUMBER    DESCRIPTION
           ------    ---------------------------------------------------
           071       STATE EMPLOYMENT ADDRESSES
           072       REMOTE PROCESSING
           073       OCCUPATIONAL PRIVILEGE TAX
           074       OFFICIAL POSITION TITLE
           075       OFFICIAL TITLE PREFIX AND SUFFIX
           076       WORKING POSITION TITLE
           077       OTHER PAY
           078       PACS PROCESSING CONTROL
           079       PMRS FUNDING UNIT CODE
           080       PACS PAYEE ADDRESS

            ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                           FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:11. Table Management System menu, page 000008

```
TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE            xx/xx/xx
                    OFFICE OF THE CHIEF FINANCIAL OFFICER         PAGE: 000009
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

            NUMBER    DESCRIPTION
            ------    ---------------------------------------------------
            081       LIFE INSURANCE DESCRIPTION
            082       LIFE INSURANCE RATES
            083       RETIREMENT DESCRIPTION
            084       SALARY DIFFERENTIAL
            085       NON-FEDERAL HEALTH BENEFIT RATES
            086       PAYROLL/PERSONNEL DOCUMENT RPT (FOR NFC USE ONLY)
            087       TRAVEL PER DIEM RATES
            088       TRAVEL COMMUTED RATES
            089       ORIGINATING OFFICE
            090       AGENCY/BUREAU BARGAIN UNIT

             ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                            FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:12. Table Management System menu, page 000009

```
TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE            xx/xx/xx
                    OFFICE OF THE CHIEF FINANCIAL OFFICER         PAGE: 000010
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

            NUMBER    DESCRIPTION
            ------    ---------------------------------------------------
            091       OPM NOA LEGAL AUTHORITIES
            092       (RESERVED)
            093       FOREIGN TRAVEL PER DIEM RATES
            094       INTEREST RATES AND EFFECTIVE PAY PERIODS
            095       FOREIGN COUNTRY SORT CODE AND CURRENCY
            096       DEPARTMENT BUILDING CODES
            097       TRAVEL SYSTEM REGIONS
            098       SALARY RANGES
            099       BEP ACTING PAY
            100       PACT DATA ELEMENT DESCRIPTION

             ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                            FOR AUTHORIZED USE ONLY

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:13. Table Management System menu, page 000010

```
TM000I0            UNITED STATES DEPARTMENT OF AGRICULTURE            xx/xx/xx
                    OFFICE OF THE CHIEF FINANCIAL OFFICER         PAGE: 000011
                          NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

            NUMBER    DESCRIPTION
            ------    ---------------------------------------------------
            101      PACT SCREEN ELEMENTS
            102      PAY/PERS DOWNLOAD TABLE
            103      TMGT DOWNLOAD TABLE
            104      NATIONAL UNION RATES TABLE
            105      EARNINGS STATEMENT MESSAGES
            106      FINANCIAL ORGANIZATION EFT ROUTING NUMBER FILE
            107      HEALTH BENEFIT GEOGRAPHICAL LOCATIONS
            108      TSP OPEN SEASON/ELECTION PERIOD DATES
            109      PACT SCREEN ELEMENTS-109
            128      PAY PERIODS AND CORRESPONDING DATES BY YEAR


             ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                            FOR AUTHORIZED USE ONLY
                            NO MORE RECORDS SELECTED

CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 1:14. Table Management System menu, page 000011

TMGT Basic Functions

TMGT allows users to view and update records, request reports, and view documentation data. For more information on the basic instructions for performing each of these functions, see:

Viewing A Record
Updating A Record
Requesting A Report
Viewing Documentation Data

Viewing A Record

The inquiry option is used to view active, history, or deleted records.

To view a record:

1. At the Table Management System menu (**Figure 1:4**), type **`I`** followed by the desired table number (e.g., **`I001`**) at the Enter Function And Table Number prompt.
2. Press **[Enter]**. The applicable inquiry screen is displayed. For an example of a TMGT inquiry screen, see **Figure 1:15**.

```
TM001I0             TABLE MANAGEMENT INQUIRY TABLE 001             xx/xx/xx
                 PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS     PAGE: 000000

 ENTER PARTIAL OR COMPLETE KEY:                           USER-ID:
                                                          DATE-CHANGED
   *AGENCY/BUREAU:            *PERSONNEL OFFICE IDENTIFIER:

 BEG-EFF-DATE:                      LAST-EFF-DATE:

      NAME-ADDRESS 1:
      NAME-ADDRESS 2:
      NAME-ADDRESS 3:
      NAME-ADDRESS 4:
      NAME-ADDRESS 5:
      CITY:                         STATE:       ZIP CODE:
      PHONE-NUMBER:
      SERV AGY/BUR:
      DEPT-CODE:     DEPARTMENT:
      PAY OFFICE NO: 12 40                EPIC-INDICATOR:


  CLEAR=EXIT  PF1=MAIN  PF2=001 DOCM  PF3=001 RPTS  PF4=001 UPDT  PF6=REFRESH
PF7=BACKWARD  PF8=FORWARD  PF9=ACT/HIS PF11=INQ SPAN  PF12=PAGE  ENTER=PROCESS
```

Figure 1:15. Table 001, Personnel Office Identifier Name And Address inquiry screen

To view the first record of the table:

1. Press **[Enter]**. The message *Key Entered Was Not Found - Next Record Shown* is displayed. The first record appears displaying the user ID and the last date the table

was changed in the upper right corner. The record is identified as active, history, or deleted to the right of the screen when the applicable data is displayed.

To view a specific record in the table:

1. Complete the key fields as indicated. Field instructions for key fields are located in Part 2 under the update instructions for the applicable table.
2. Press **[Enter]**. If the applicable record is found, the message *Successful Inquiry* is displayed. If the record is not found, the message *Key Entered Was Not Found - Next Record Shown* is displayed.

Certain tables maintain a history file, which includes at least one inactive record.

To view a history record (where available):

1. Press **[PF9]** at the applicable record. The history record is displayed, if available, with the message *Successful Inquiry*. The record is identified as history to the right of the ++++screen. If no history record exists, the message *No History Record Available* is displayed.
2. Press **[PF9]** again to return to the active record.

In tables with 10 or more records, you may perform an inquiry span to query a list of available records for a specific table.

To perform an inquiry span (where available):

1. Press **[PF11]**. The inquiry span screen for that specific table (**Figure 1:16**) is displayed showing a list of available records. The cursor is positioned at the *Please Enter The Number Of The Line For The Record Desired* prompt.

```
TM001I1                TABLE MANAGEMENT INQUIRY TABLE 001          xx/xx/xx
                 PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS   PAGE: 000001

PRESS ENTER FOR ALL OR ENTER PARTIAL OR COMPLETE KEY
******************************************************************************
*AGENCY/BUREAU: AA     *PERSONNEL OFFICE IDENTIFIER: 2693
******************************************************************************
NO  AG  POI   NAME-ADDRESS 1               CITY                STATE ZIP CODE
------------------------------------------------------------------------------
01  AA  2693  TREASURY, FMS-JANET RECOB    KANSAS CITY           MO  641170000
02  AA  2709  FMS PERS OPERS BRANCH        WASHINGTON            DC  202270000
03  AA  2710  FINANCIAL MANAGEMENT SERVIC  PHILADELPHIA          PA  191018676
04  AA  2717  DEPT OF TREAS,FINANCIAL MGM  CHICAGO               IL  606808670
05  AA  2718  FINANCIAL MANAGEMENT SERVIC  BIRMINGHAM            AL  352090000
06  AA  2780  FINANCIAL MANAGEMENT SERVIC  SAN FRANCISCO         CA  941190000
07  AA  3391  FINANCIAL MANAGEMENT SERVIC  AUSTIN                TX  787692907
08  AA  4007  FINANCIAL MANAGEMENT SERVIC  WASHINGTON            DC  200012229
09  AA  4009  FMS PRINCE GEORGE'S CENTER   HYATTSVILLE           MD  207820000
10  AB  2696  BUREAU OF THE PUBLIC DEBT,   PARKERSBURG           WV  261061328

PLEASE ENTER THE NUMBER OF THE LINE FOR THE RECORD DESIRED: 00

                        SUCCESSFUL INQUIRY
CLEAR=EXIT  PF1=MAIN  PF6=REFRESH  PF7=BACKWARD  PF8=FORWARD  ENTER=PROCESS
```

Figure 1:16. Table 001, Personnel Office Identifier Name And Address inquiry span screen, page 000001

2. Press **[PF7]** or **[PF8]** to scroll backward or forward through the inquiry span screens.

3. Type the line number when you locate the appropriate record.

4. Press **[Enter]**. The inquiry screen for the selected record is displayed.

Note: Records cannot be updated (added, modified, deleted, or reactivated) in the inquiry function.

5. After viewing a record, select one of the functions described below.
   - To view another record, press **[PF6]** to refresh the screen and repeat the above process.
   - To perform another function, press **[PF2]**, **[PF3]**, or **[PF4]** as applicable.
   - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Updating A Record

The update function is used to add, modify, delete, or reactivate a record.

To update a record:

1. At the Table Management System menu (**Figure 1:4**), type `U` followed by the desired table number (e.g., `U001`) at the Enter Function And Table Number prompt.

2. Press **[Enter]**. The selected update screen is displayed. For an example of a TMGT update screen, see **Figure 2:1**.

Note: For assistance in completing any fields in the update function, move the cursor to the field in question and press **[PF5]** to display a help screen (**Figure 1:17**). Help screens can only be accessed while in the update function.

```
TM001H0              TABLE MANAGEMENT HELP TABLE 001              xx/xx/xx
                 PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS      PAGE: 000001

DESCRIPTION: TABLE 001 CONTAINS THE NAME AND ADDRESS OF EMPLOYING OFFICES.

DATA ELEMENTS:
 ACTION - BLOCK 1
      THIS BLOCK IDENTIFIES WHETHER YOU WANT TO (A)DD, (U)PDATE, (D)ELETE,
      OR (R)EACTIVATE A RECORD(S) AND/OR TABLE(S).
 USER-ID - BLOCK 2
      THIS BLOCK HAS BEEN FILLED IN WITH THE EMPLOYEE USER-ID WHEN LAST
      CHANGED.
 DATE-CHANGED - BLOCK 3
      THIS BLOCK HAS BEEN FILLED IN WITH THE DATE WHEN LAST CHANGED.
 AGENCY/BUREAU - BLOCK 4
      ENTER YOUR 2 POSITION AGENCY/BUREAU CODE.
 PERSONNEL OFFICE IDENTIFIER - BLOCK 5
      ENTER THE 4 DIGIT CODE ASSIGNED BY THE OFFICE OF PERSONNEL MANAGEMENT
      (OPM) TO ALL OFFICES THAT SUBMIT DOCUMENTS AND/OR INFORMATION. IT IS
      CALLED THE PERSONNEL OFFICE IDENTIFIER NUMBER.

    PF8=FORWARD                                          ENTER=RETURN
```

Figure 1:17. Table 001, Personnel Office Identifier Name And Address help screen

For further instructions, see:

Adding A Record

Modifying A Record

Deleting A Record

Reactivating A Record

Adding A Record

The add option is used to establish a new record.

To add a record:

1. At the selected update screen, complete all applicable fields using the field instructions in Part 2 under the updating a table section for the applicable table.
2. Press **[Enter]**. After the data passes system edits, the message *Record Successfully Added* is displayed.
3. After adding a record, select one of the functions described below.
   - To add another record, press **[PF6]** to refresh the screen and repeat the above process.
   - To perform another function, press **[PF2]**, **[PF3]**, or **[PF4]** as applicable.
   - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Modifying A Record

The modify option is used to correct or change an existing record.

To modify a record:

1. At the selected update screen, complete the key fields using the field instructions in Part 2 under the updating a table section for the applicable table.
2. Press **[Enter]**. The selected record is displayed.
3. Type the new data over the existing data using the field instructions in Part 2 under the updating a table section for the applicable table.
4. After all modifications are made, press **[Enter]**. The message *Record Successfully Updated* is displayed.
5. After modifying a record, select one of the functions described below.
   - To modify another record, press **[PF6]** to refresh the screen and repeat the above process.
   - To perform another function, press **[PF2]**, **[PF3]**, or **[PF4]** as applicable.
   - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Deleting A Record

The delete option is used to change the status of a record from active to deleted.

To delete a record:

1. At the selected update screen, complete the key fields using the field instructions in Part 2 under the updating a table section for the applicable table. The selected record is displayed with the message *Please Press Enter To Verify Delete*.
2. Press **[Enter]** if this is the correct record. The message *Record Successfully Deleted* is displayed.

   Note: If the incorrect record appears, press **[PF6]** to refresh the screen and start again.

   The record is automatically removed from the active file and is now identified as deleted in the TMGT database and cannot be used.
3. After deleting a record, select one of the functions described below.
   - To delete another record, press **[PF6]** to refresh the screen and repeat the above process.
   - To perform another function, press **[PF2]**, **[PF3]**, or **[PF4]** as applicable.
   - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Reactivating A Record

The reactivate option is used to reestablish a deleted record.

To reactivate a record:

1. At the selected update screen, complete the key fields using the field instructions in Part 2 under the updating a table section for the applicable table. The selected record is displayed.
2. Press **[Enter]**. The message *Record Successfully Reactivated In Data Base* is displayed. The record becomes reestablished in the TMGT database.

   Note: Only records that are identified as deleted in the TMGT database can be reactivated. Once the record is purged from TMGT, it cannot be reactivated.
3. After reactivating a record, select one of the functions described below.
   - To reactivate another record, press **[PF6]** to refresh the screen and repeat the above process.
   - To perform another function, press **[PF2]**, **[PF3]**, or **[PF4]** as applicable.
   - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Requesting A Report

The report option is used to generate ad hoc reports. It is also used to produce mailing labels for specified tables.

To request a report:

1. At the Table Management System menu (**Figure 1:4**), type **R** followed by the desired table number (e.g., **R001**) at the Enter Function And Table Number prompt.
2. Press **[Enter]**. The selected reports screen is displayed.
3. Complete the fields using the field instructions under requesting a report for the applicable table.
4. Press **[Enter]**. After the data passes system edits, the message *Report Submitted – Log Onto JESMASTER To View* and the jobname are displayed.

   Note If **Y** (yes) is chosen to view the report before printing, refer to the Interactive System Productivity Facility (ISPF) procedure, Title VI, Chapter 2, Section 2, for detailed instructions.

5. After requesting a report, select one of the functions described below.
   - To request another report, press **[PF6]** to refresh the screen and repeat the above process.
   - To perform another function, press **[PF2]** or **[PF4]** as applicable.
   - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

Viewing Documentation Data

The documentation function is used to retrieve pertinent individual table screen layout data. This screen lists the table number, name, purpose, and description of the table's data elements.

To view documentation data:

1. At the Table Management System menu (**Figure 1:4**), type **D** followed by the desired table number (e.g., **D001**) at the Enter Function And Table Number prompt.
2. Press **[Enter]**. The selected documentation screen (**Figure 1:18**) is displayed.
3. Press **[PF8]** to scroll forward through the documentation screens

   OR

   Press **[PF7]** to scroll backward and return to page 000001 of the documentation screens.

```
TM001D0            TABLE MANAGEMENT DOCUMENTATION TABLE 001        xx/xx/xx
                 PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS      PAGE: 000001


*****************************************************************************
                       TABLE MANAGEMENT ENTRY FORM
*****************************************************************************
TABLE NO: 001  TABLE NAME  PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS
PURPOSE : VALIDATES PERSONNEL OFFICE IDENTIFIER CODES ON PERSONNEL DOCUMENTS
          (PINE).
          RETRIEVES PERSONNEL OFFICE IDENTIFIER NAME FOR VARIOUS REPORTS(PREP).
          RETRIEVES DEPT CODES FOR AGENCY/BUREAU AND PERSONNEL OFFICE
          IDENTIFIER CODE(SINQ).
          PROVIDES LABELS FOR ACTIVE TABLE ENTRIES OR FOR AN AGENCY/BUREAU
          (BEAR).
*****************************************************************************
DESCRIPTION OF TABLE: THIS TABLE PROVIDES THE NAME AND ADDRESS OF EACH
                      PERSONNEL OFFICE IDENTIFIER BY AGENCY/BUREAU, SEQUENCED
                      BY 2 POSITION AGENCY/BUREAU CODE AND 4 POSITION PERSONNEL
                      OFFICE IDENTIFIER CODE.

   CLEAR=EXIT          PF1=MAIN          PF3=001 RPTS          PF4=001 INQY
                       PF8=FORWARD
```

Figure 1:18. Table 001, Personnel Office Identifier Name And Address documentation screen, page 000001

4. After viewing documentation data, select one of the functions described below.
   - To perform another function, press **[PF3]** or **[PF4]** as applicable.
   - To navigate in the system, press the applicable program function key displayed at the bottom of the screen.

PART 2.

TABLE 001- 020 FIELD INSTRUCTIONS

This section presents the following topics:

Table 001, Personnel Office Identifier Name And Address
Table 002, Accounting Station Name And Address
Table 003, T&A Contact Point Name And Address
Table 004, Designated Agent
Table 005, Agency Organizational Structure
Table 006, CFC Payee Address
Table 007, City Tax, City Name And Address
Table 008, County Tax, County Name And Address
Table 009, State Tax Name And Address
Table 010, Union And Association Code Address
Table 011, Health Benefit Carrier Name And Address
Table 012, Health Benefit Rates
Table 013, State Name And ZIP Range
Table 014, Department Codes
Table 015, State Code And ZIP Range
Table 016, Geographical Location Codes With Names
Table 017, PAYE Processing Schedule
Table 018, Occupational Series Alpha Description
Table 019, Functional Classification Description
Table 020, UCFE State Mailing Address

Table 001, Personnel Office Identifier Name And Address

Personnel Office Identifier, POI, Name And Address is Table 001 on the Table Management System menu. This table contains names and addresses of personnel offices used to validate personnel office references on reports and personnel actions.

Note: Agencies can query and update Table 001 data, view documentation data, generate reports, and produce mailing labels.

Updating Table 001

The Table 001 update screen (**Figure 2:1**) allows authorized users to add, modify, delete, or reactivate a record.

```
 TM001U0              TABLE MANAGEMENT UPDATE TABLE 001            xx/xx/xx
                 PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS      PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
  *AGENCY/BUREAU:            *PERSONNEL OFFICE IDENTIFIER:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

     NAME-ADDRESS 1:
     NAME-ADDRESS 2:
     NAME-ADDRESS 3:
     NAME-ADDRESS 4:
     NAME-ADDRESS 5:
     CITY:                        STATE:       ZIP CODE:
     PHONE-NUMBER:
     SERV AGY/BUR:
     DEPT-CODE:     DEPARTMENT:
     PAY OFFICE NO: 12 40                EPIC-INDICATOR:


                    ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=001 DOCM   PF3=001 RPTS   PF4=001 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 2:1. Table 001, Personnel Office Identifier Name And Address update screen

Agencies having update authority should enter the Personnel Office Identifier Name and Address information in TMGT following the procedures below.

Agencies desiring update authority to Table 001 may contact their agency's NFC secuirty officer.

OR

For agencies not having update authority, e–mail the TMGT update request to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address , phone number and the pre–filled screen print attachment.

At the Table 001 update screen (**Figure 2:1**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Personnel Office Identifier
Required, numeric, 4 positions
Type the POI code.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Name-Address 1
Required, alphanumeric, 35 positions max.
Type the first line of the mailing address for the personnel office.

Name-Address 2
Optional, alphanumeric, 35 positions max.
Type the second line of the mailing address for the personnel office.

Name-Address 3
Optional, alphanumeric, 35 positions max.
Type the third line of the mailing address for the personnel office. (For Direct Premium Remittance System (DPRS) purposes only.)

Name-Address 4
Optional, alphanumeric, 35 positions max.
Type the fourth line of the mailing address for the personnel office. (For DPRS purposes only.)

Name-Address 5
Optional, alphanumeric, 35 positions max.
Type the fifth line of the mailing address for the personnel office. (For DPRS purposes only.)

City
Required, alpha, 20 positions max.
Type the city name.

State
Required, alpha, 2 positions
Type the state abbreviation.

ZIP Code
Required, numeric, 9 positions max.
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

Phone Number *Required, numeric, 10 positions max.*
Type the telephone number beginning with the area code.

Serv Agy/Bur *Required, alphanumeric, 2 positions*
Type the code for the servicing agency or bureau.

Dept Code
This field is system generated based upon the entry in the Agency/Bureau field.

Department *No entry*
This field is system generated from the Dept Code.

Pay Office No *Required, numeric, 4 positions*
Type the last 4 digits of the payroll office number.

EPIC-Indicator *Conditional, alpha, 1 position*
Type **E** to indicate that the personnel office is a user of the Entry, Processing, Inquiry, and Correction System (EPIC). Otherwise, leave blank.

Note For each POI added to Table 001, an additional record must be added for DPRS purposes using the same POI. Complete the fields for the DPRS record as described above; however, in the Agency/Bureau field type Agency Code **00** and in the Pay Office No field type **7777**.

Requesting A Report For Table 001

The Table 001 reports screen (**Figure 2:2**) allows users to generate ad hoc reports and to produce mailing labels.

```
TM001R0              TABLE MANAGEMENT REPORTS TABLE 001              xx/xx/xx
                PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS

 ENTER DATA FOR REPORT REQUESTED:

 FROM  DEPT-CODE:     *AGENCY/BUREAU:     *PERSONNEL OFFICE IDENTIFIER:

 TO    DEPT-CODE:     *AGENCY/BUREAU:     *PERSONNEL OFFICE IDENTIFIER:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL
           PRINT LABELS     # OF SETS

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=001 DOCM      PF4=001 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:2. Table 001, Personnel Office Identifier Name And Address reports screen

At the Table 001 reports screen (**Figure 2:2**), complete the From and To fields as follows:

From/To ∇

Dept Code
Optional, alphanumeric, 2 positions
Type the department code assigned by OPM. Department Codes can be found in Table 14.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Personnel Office Identifier
Required, numeric, 4 positions
Type the personnel office identifier (POI) code.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.
Print Label/# of Sets	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field.The # of Sets must be 2 numeric postions greater than 0.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing. Press **Enter**to submit the report.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 002, Accounting Station Name And Address

Accounting Station Name And Address is Table 002 on the Table Management System menu. This table contains the names and addresses for accounting stations.

Note: Agencies can query Table 002 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

Updating Table 002

The Table 002 update screen (**Figure 2:3**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM002U0              TABLE MANAGEMENT UPDATE TABLE 002          xx/xx/xx
                     ACCOUNTING STATION NAME AND ADDRESS         PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
  *AGENCY/BUREAU:                *ACCOUNTING-STATION:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

     NAME-ADDRESS 1:
     NAME-ADDRESS 2:
     NAME-ADDRESS 3:
     NAME-ADDRESS 4:
     NAME-ADDRESS 5:
     CITY:                        STATE:       ZIP CODE:

     DEPT-CODE:       DEPARTMENT:



                    ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=002 DOCM   PF3=002 RPTS    PF4=002 INQY
     PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 2:3. Table 002, Accounting Station Name And Address update screen

Agencies requiring an update to Table 002 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 002 update screen (**Figure 2:3**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Agency/Bureau	*Required, alphanumeric, 2 positions* Type the agency or bureau code.
Accounting-Station	*Required, numeric, 4 positions* Type the accounting station code.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Name-Address 1	*Required, alphanumeric, 35 positions max.* Type the first line of the mailing address for the accounting station.
Name-Address 2	*Optional, alphanumeric, 35 positions max.* Type the second line of the mailing address for the accounting station.
Name-Address 3	*Optional, alphanumeric, 35 positions max.* Type the third line of the mailing address for the accounting station.
Name-Address 4	*Optional, alphanumeric, 35 positions max.* Type the fourth line of the mailing address for the accounting station.
Name-Address 5	*Optional, alphanumeric, 35 positions max.* Type the fifth line of the mailing address for the accounting station.
City	*Required, alpha, 20 positions max.* Type the city name.
State	*Required, alpha, 2 positions* Type the state abbreviation.
ZIP Code	*Required, numeric, 9 positions max.* Type the 5-digit ZIP Code and the optional ZIP+4 Code.
Dept Code	*No entry* This field is system generated based upon the entry in the Agency/Bureau field.
Department	*No entry* This field is system generated based upon the entry in the Dept Code field.

Requesting A Report For Table 002

The Table 002 reports screen (**Figure 2:4**) allows users to generate ad hoc reports and to produce mailing labels.

```
TM002R0              TABLE MANAGEMENT REPORTS TABLE 002              xx/xx/xx
                     ACCOUNTING STATION NAME AND ADDRESS

  ENTER DATA FOR REPORT REQUESTED:

   FROM   DEPT-CODE:     *AGENCY/BUREAU:     *ACCOUNTING STATION:

   TO     DEPT-CODE:     *AGENCY/BUREAU:     *ACCOUNTING STATION:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL
           PRINT LABELS     # OF SETS

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=002 DOCM      PF4=002 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:4. Table 002, Accounting Station Name And Address reports screen

At the Table 002 reports screen (**Figure 2:4**), complete the From and To fields as follows:

From/To ∇

Dept Code
Optional, alphanumeric, 2 positions
Type the department code established by OPM.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Accounting-Station
Required, numeric, 4 positions
Type the accounting station code.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.

`Print All`	Used to retrieve all active, deleted, and history records within a table.
`Print Label/# of Sets`	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field.The # of Sets must be 2 numeric postions greater than 0.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 003, T&A Contact Point Name And Address

T&A Contact Point Name And Address is Table 003 on the Table Management System menu. This table contains names and addresses for each T&A contact point used on reports and time and attendance documents.

Note: Agencies can query and update Table 003 data, view documentation data, generate reports, and produce mailing labels.

Updating Table 003

The Table 003 update screen (**Figure 2:5**) allows authorized users to add, modify, delete, or reactivate a record.

```
TM003U0              TABLE MANAGEMENT UPDATE TABLE 003          xx/xx/xx
                    T & A CONTACT POINT NAME AND ADDRESS        PAGE: 000001

*ACTION:     (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE     USER-ID:
                                                            DATE-CHANGED
*AGENCY/BUREAU:         *STATE:         *CITY:           *UNIT:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

NAME-ADDRESS 1:
NAME-ADDRESS 2:
CITY:                        STATE:     ZIP CODE:
FTS-IND:    FTS PHONE:
COM PHONE:

DEPARTMENT:

REMARKS1:
REMARKS2:


                        ENTER DATA AND PRESS ENTER TO PROCESS
  CLEAR=EXIT    PF1=MAIN    PF2=003 DOCM    PF3=003 RPTS    PF4=003 INQY
                PF5=HELP    PF6=REFRESH     ENTER=PROCESS
```

Figure 2:5. Table 003, T&A Contact Point Name And Address update screen

Agencies having update authority should enter T&A contact point changes in TMGT following the procedures below.

Agencies desiring update authority to Table 003 may contact their agency's NFC secuirty officer.

OR

For agencies not having update authority, e–mail the TMGT update request to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail

request includes the following: your Department/Agency name, your name, e–mail address , phone number and the pre–filled screen print attachment.

At the Table 003 update screen (**Figure 2:5**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

State
Required, numeric, 2 positions
Type the state code.

City
Required, numeric, 4 positions
Type the city code.

Note
State and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Unit
Required, numeric, 2 positions
Type the unit code.

Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Caution
To avoid untimely processing of T&A's, agencies should make the last effective date several pay periods after the applicable date.

Name-Address 1
Required, alphanumeric, 35 positions max.
Type the first line of the mailing address for the T&A contact point.

Name-Address 2
Required, alphanumeric, 35 positions max.
Type the second line of the mailing address for the T&A contact point.

City
Required, alpha, 20 positions max.
Type the city name.

State
Required, alpha, 2 positions
Type the state abbreviation.

ZIP Code
Required, numeric, 9 positions max.
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

FTS-Ind
Conditional, numeric, 1 position
If the telephone number is FTS, type **8**; otherwise, leave blank.

FTS Phone *Conditional, numeric, 10 positions*
If the FTS-Ind equals 8, type the FTS telephone number; otherwise, leave blank.

Com Phone *Conditional, numeric, 10 positions*
If the FTS-Ind field is blank, type the commercial telephone number beginning with the area code for the contact point.

Department *No entry*
This field is system generated based upon the entry in the Agency/Bureau field.

Remarks1 *Optional, alphanumeric, 35 positions max.*
Type any remarks relating to the T&A contact point.

Remarks2 *Optional, alphanumeric, 35 positions max.*
Type any remarks relating to the T&A contact point.

Note When modifying a T&A contact point, use the Remarks1 and Remarks2 fields to document the previous T&A contact point. This will alert NFC to what the previous record was and alleviate processing problems with T&A's.

Requesting A Report For Table 003

The Table 003 reports screen (**Figure 2:6**) allows users to generate ad hoc reports and to produce mailing labels.

```
TM003R0                TABLE MANAGEMENT REPORTS TABLE 003              xx/xx/xx
                     T & A CONTACT POINT NAME AND ADDRESS

  ENTER DATA FOR REPORT REQUESTED:

  FROM  DEPT-CODE:     *AGENCY/BUREAU:     *STATE:     *CITY:       *UNIT:

  TO    DEPT-CODE:     *AGENCY/BUREAU:     *STATE:     *CITY:       *UNIT:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL
           PRINT LABELS     # OF SETS

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=003 DOCM      PF4=003 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:6. Table 003, T&A Contact Point Name And Address reports screen

At the Table 003 reports screen (**Figure 2:6**), complete the From and To fields as follows:

From/To ∇

Dept Code *Optional, alphanumeric, 2 positions*
Type the department code assigned by OPM.

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

State *Required, numeric, 2 positions*
Type the state code.

City *Required, numeric, 4 positions*
Type the city code.

Note
State and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Unit *Required, numeric, 2 positions*
Type the unit code.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active,deleted and history records within a table.
Print Label/# of Sets	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field. The # of Sets must be 2 numeric postions greater than 0.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 004, Designated Agent

Designated Agent is Table 004 on the Table Management System menu. This table contains the names and addresses of agents who are designated to receive an employee's pay check and savings bonds as assigned by the Department of the Treasury.

Note: Agencies can query Table 004 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 004

The Table 004 update screen (**Figure 2:7**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM004U0              TABLE MANAGEMENT UPDATE TABLE 004          xx/xx/xx
                             DESIGNATED AGENT                    PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

 *DESIGNATED-AGENT:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

     NAME-ADDRESS 1:
     NAME-ADDRESS 2:

     CITY          :
     STATE         :
     ZIP CODE      :

     DEPT-CODE     :      DEPARTMENT:
     AGENCY/BUREAU :


                     ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=004 DOCM   PF3=004 RPTS    PF4=004 INQY
   PF5=HELP                  PF6=REFRESH                    ENTER=PROCESS
```

Figure 2:7. Table 004, Designated Agent update screen

To request, replace, and/or discontinue the name and address of an agent designated to receive or deliver an employee's pay check, submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 004 update screen (**Figure 2:7**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Designated-Agent	*Required, numeric, 4 positions* Type the designated agent code assigned by the Department of the Treasury.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Name-Address 1	*Required, alphanumeric, 25 positions max.* Type the first line of the mailing address for the designated agent.
Name-Address 2	*Optional, alphanumeric, 25 positions max.* Type the second line of the mailing address for the designated agent.
City	*Required, alpha, 20 positions max.* Type the city name.
State	*Required, alpha, 2 positions* Type the state or country abbreviation.
ZIP Code	*Required, numeric, 9 positions max.* Type the 5-digit ZIP Code and the optional ZIP+4 Code.
Dept-Code	*No entry* This field is system generated based upon the entry in the Agency/Bureau field.
Department	*No entry* This field is system generated based upon the entry in the Dept-Code field.
Agency/Bureau	*Required, alphanumeric, 2 positions* Type the agency or bureau code.

Requesting A Report For Table 004

The Table 004 reports screen (**Figure 2:8**) allows users to generate ad hoc reports.

```
TM004R0              TABLE MANAGEMENT REPORTS TABLE 004              xx/xx/xx
                                DESIGNATED AGENT

  ENTER DATA FOR REPORT REQUESTED:

     FROM   DEPT-CODE:        AGENCY/BUREAU:        *DESIGNATED-AGENT:

     TO     DEPT-CODE:        AGENCY/BUREAU:        *DESIGNATED-AGENT:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
 CLEAR=EXIT      PF1=MAIN      PF2=004 DOCM      PF4=004 INQY      PF6=REFRESH
                               ENTER=PROCESS
```

Figure 2:8. Table 004, Designated Agent reports screen

At the Table 004 reports screen (**Figure 2:8**), complete the From and To fields as follows:

From/To ∇

Dept Code
Optional, alphanumeric, 2 positions
Type the department code assigned by OPM.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Designated-Agent
Required, numeric, 4 positions
Type the designated agent code assigned by the Department of the Treasury.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 005, Agency Organizational Structure

Agency Organizational Structure is Table 005 on the Table Management System Menu. This table contains organizational structures and agency/bureau codes with the corresponding description of all active organzational structure levels and agency/bureau codes for reports (PREP, BEAR, PACS).

This table also contains an Employee Express Indicator that identifies those Departments/ Agencies participating in the Employee Express Program.

Employee Express is an Office of Personnel Management (OPM) program that provides current employees in participating agencies with the ability to update information in their payroll records by processing related actions through a touch-screen kiosk, a touch-tone telephone, or a personal computer (Internet access).

Note: Agencies can query and update Table 005 data, view documentation data, and generate reports.

Updating Table 005

The Table 005 update screen (**Figure 2:9**) allows authorized users to add, modify, delete, or reactivate a record.

```
TM005U0                TABLE MANAGEMENT UPDATE TABLE 005        xx/xx/xx
                        AGENCY ORGANIZATIONAL STRUCTURE         PAGE: 000001
                                                              USER-ID:
*ACTION:     (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE          DATE-CHANGED:
       *AGENCY/BUREAU:
             *2ND-LEV: 00
             *3RD-LEV: 00
             *4TH-LEV: 0000
             *5TH-LEV: 00
             *6TH-LEV: 00
             *7TH-LEV: 00
             *8TH-LEV: 00
          *DATA-2-IND:
BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY
DEPARTMENT:                                        AGENCY ABBR:
SHORT-NAME-1:                                 EMPLOYEE-EXPRESS-IND:
NAME-1:

NAME-2:


                       ENTER DATA AND PRESS ENTER TO PROCESS
  CLEAR=EXIT    PF1=MAIN    PF2=005 DOCM    PF3=005 RPTS    PF4=005 INQY
  PF5=HELP                  PF6=REFRESH                    ENTER=PROCESS
```

Figure 2:9. Table 005, Agency Organizational Structure update screen

Agencies having update authority should enter Agency Organizational Structure information in TMGT following the procedures below.

Agencies desiring update authority to Table 005 may contact their agency's NFC secuirty officer.

OR

For agencies not having update authority, e–mail the TMGT update request to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled Form AD–952, Organizational Structure Codes Table Number 5 (**Exhibit 1**), to the e–mail.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address , phone number and the pre–filled Form, AD–952, Organizational Structure Codes Table Number

At the Table 005 update screen (**Figure 2:9**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

2nd-Lev
Required, numeric, 2 positions
Type the second level of the organizational structure.

3rd-Lev
Required, numeric, 2 positions
Type the third level of the organizational structure.

4th-Lev
Required, numeric, 4 positions
Type the fourth level of the organizational structure.

5th-Lev
Required, numeric, 2 positions
Type the fifth level of the organizational structure.

6th-Lev
Required, numeric, 2 positions
Type the sixth level of the organizational structure.

7th-Lev
Required, numeric, 2 positions
Type the seventh level of the organizational structure.

8th-Lev
Required, numeric, 2 positions
Type the eighth level of the organizational structure.

Data-2-Ind
Conditional, numeric, 1 position
If this is the first record, leave this field blank. If this is a continuance of the first record, type **2**.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Caution
Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Caution
If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.

Department
No entry
This field is system generated based upon the entry in the Agency/Bureau field.

Agency Abbr
No entry
This field is system generated based upon the entry in the Agency/Bureau field.

Short-Name-1
Required, alphanumeric, 30 positions max.
Type the name to be printed on personnel actions for organizational levels 1 through 4.

Note
This data appears in Block 14 and/or 22 (Name and Location of Position's Organization (From and To)) of Form SF–50–B, Notification of Personnel Action.

Employee-Express-Ind
Optional, alpha, 1 position
Type **`Y`** (yes) or **`N`** (no) to indicate whether or not the agency participates in the Employee Express Program.

Name-1
Required, alphanumeric, 75 positions max.
Type the long name used on personnel reports and actions.

Name-2
Optional, alphanumeric, 75 positions max.
Type the continued name used for the organizational structure.

Requesting A Report For Table 005

The Table 005 reports screen (**Figure 2:10**) allows users to generate ad hoc reports.

```
TM005R0              TABLE MANAGEMENT REPORTS TABLE 005              xx/xx/xx
                      AGENCY ORGANIZATIONAL STRUCTURE

  ENTER DATA FOR REPORT REQUESTED:

      FROM  DEPT-CODE:       * AGY/BUR:       * 2ND-LEV:     * 3RD-LEV:
                             * 4TH-LEV:       * 5TH-LEV:     * 6TH-LEV:
                             * 7TH-LEV:       * 8TH-LEV:

        TO  DEPT-CODE:       * AGY/BUR:       * 2ND-LEV:     * 3RD-LEV:
                             * 4TH-LEV:       * 5TH-LEV:     * 6TH-LEV:
                               7TH-LEV:       * 8TH-LEV:
        SELECT TYPE OF REPORT:    ;SELECT OPTIONAL ACTIVE RECORDS
           PRINT ACTIVE              CLOSED      OR    DELETED
           PRINT HISTORY
           PRINT ALL

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=005 DOCM      PF4=005 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:10. Table 005, Agency Organizational Structure reports screen

At the Table 005 reports screen (**Figure 2:10**), complete the From and To fields as follows:

From/To ∇

Dept Code *Optional, alphanumeric, 2 positions*
Type the department code assigned by OPM.

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

2nd-Lev *Required, numeric, 2 positions*
Type the second level of the organizational structure.

3rd-Lev *Required, numeric, 2 positions*
Type the third level of the organizational structure.

4th-Lev *Required, numeric, 4 positions*
Type the fourth level of the organizational structure.

5th-Lev *Required, numeric, 2 positions*
Type the fifth level of the organizational structure.

6th-Lev *Required, numeric, 2 positions*
Type the sixth level of the organizational structure.

7th-Lev *Required, numeric, 2 positions*
Type the seventh level of the organizational structure.

8th-Lev *Required, numeric, 2 positions*
Type the eighth level of the organizational structure.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 006, CFC Payee Address

Combined Federal Campaign (CFC) Payee Address is Table 006 on the Table Management System menu. This table contains names and addresses of charitable contribution areas for the United Fund Collection Effort.

Note: Agencies can query Table 006 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

Updating Table 006

The Table 006 update screen (**Figure 2:11**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM006U0              TABLE MANAGEMENT UPDATE TABLE 006          xx/xx/xx
                           CFC PAYEE ADDRESS                    PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

 *STATE-COUNTRY-CODE:          *CITY-CODE:

  BEG-EFF-DATE: MM DD YY              LAST-EFF-DATE: MM DD YY

      NAME-ADDRESS 1:
      NAME-ADDRESS 2:
      NAME-ADDRESS 3:
      CITY          :                        USER-CNTL:
      STATE         :                        ZIP CODE:
      EFT-INDICATOR :     TYPE-ACCOUNT:      ACCOUNT-NO:
      ROUTING-NUMBER:                        TAXPAYER-ID-NO:



                      ENTER DATA AND PRESS ENTER TO PROCESS
  CLEAR=EXIT    PF1=MAIN    PF2=006 DOCM   PF3=006 RPTS    PF4=006 INQY
  PF5=HELP                  PF6=REFRESH                    ENTER=PROCESS
```

Figure 2:11. Table 006, CFC Payee Address update screen

Agencies requiring an update to Table 006 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 006 update screen (**Figure 2:11**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

State-Country-Code
Required, numeric, 2 positions
Type the state or country code.

City Code
Required, numeric, 4 positions
Type the city code.

Note
State, country, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Name-Address 1
Required, alphanumeric, 35 positions max.
Type the first line of the mailing address for the CFC Payee.

Name-Address 2
Optional, alphanumeric, 35 positions max.
Type the second line of the mailing address for the CFC Payee.

Name-Address 3
Optional, alphanumeric, 35 positions max.
Type the third line of the mailing address for the CFC Payee.

City
Required, alpha, 20 positions max.
Type the city name.

User-Cntl
Required, numeric, 12 positions max.
Type the identification number assigned to the state and city to which the contributions are being sent.

State
No entry
This field is system generated based upon the entry in the State-Country-Code field.

ZIP Code
Required, numeric, 9 positions max.
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

EFT-Indicator
Conditional, numeric, 1 position
If the monies for the state taxes will be submitted electronically to a financial institution, type **1**. Otherwise, leave this field blank.

Note
If **1** is entered, you must complete the Type-Account, Account-No, and Routing-Number fields.

Type-Account *Conditional, alpha, 1 position*
If **1** was entered in the EFT-Indicator field, type **C** (checking) or **S** (savings) to indicate the type of account where the monies will be deposited.

Account-No *Conditional, numeric, 17 positions max.*
If **1** was entered in the EFT-Indicator field, type the account number the monies will be deposited.

Routing-Number *Conditional, numeric, 9 positions*
If **1** was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.

Taxpayer-ID-No *Optional, alphanumeric, 11 positions max.*
Type the payee's TIN (taxpayer identification number).

Note: This is the EIN (employer identification number) assigned to a business by the Internal Revenue Service (IRS).

Requesting A Report For Table 006

The Table 006 reports screen (**Figure 2:12**) allows users to generate ad hoc reports and to produce mailing labels.

```
TM006R0              TABLE MANAGEMENT REPORTS TABLE 006              xx/xx/xx
                             CFC PAYEE ADDRESS

 ENTER DATA FOR REPORT REQUESTED:

       FROM      *STATE/COUNTRY-CODE:        *CITY-CODE:

       TO        *STATE/COUNTRY-CODE:        *CITY-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL
           PRINT LABELS     # OF SETS

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                      REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=006 DOCM      PF4=006 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:12. Table 006, CFC Payee Address reports screen

At the Table 006 reports screen (**Figure 2:12**), complete the From and To fields as follows:

From/To ∇

State/Country-Code *Required, numeric, 2 positions*
Type the state or country code.

City-Code

Required, numeric, 4 positions

Type the city code.

Note

State, country, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.
Print Label/# of Sets	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field.The # of Sets must be 2 numeric postions greater than 0.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 007, City Tax, City Name And Address

City Tax, City Name And Address is Table 007 on the Table Management System menu. This table contains the names and addresses of city taxing authorities.

Note: Agencies can query Table 007 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

Updating Table 007

The Table 007 update screen (**Figure 2:13**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM007U0              TABLE MANAGEMENT UPDATE TABLE 007          xx/xx/xx
                       CITY TAX, CITY NAME AND ADDRESS          PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*STATE-CODE:           *CITY-CODE:

BEG-EFF-DATE: MM DD YY               LAST-EFF-DATE: MM DD YY

NAME-ADDRESS 1:                                       CITY-CNTRL:
NAME-ADDRESS 2:
NAME-ADDRESS 3:
CITY          :                        STATE:        ZIP CODE:
CITY-TAX-STATUS       :
CITY-TAX-PAY-FREQUENCY:
WITHHOLDING-AGREEMENT :
INFO-RETURN-WAGE-IND  :
EFT-INDICATOR         :    TYPE-ACCOUNT:     ACCOUNT-NO:
ROUTING-NUMBER        :                  TAXPAYER-ID-NO:


                     ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=007 DOCM   PF3=007 RPTS    PF4=007 INQY
   PF5=HELP                  PF6=REFRESH                    ENTER=PROCESS
```

Figure 2:13. Table 007, City, Tax, City Name And Address update screen

Agencies requiring an update to Table 007 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 007 update screen (**Figure 2:13**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

State-Code
Required, numeric, 2 positions
Type the state code.

City-Code
Required, numeric, 4 positions
Type the city code.

Note
State and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Name-Address 1
Required, alphanumeric, 35 positions max.
Type the first line of the mailing address for the taxing authority.

City-Cntrl
Required, numeric, 12 positions max.
Type the taxpayer identification number for the municipality.

Name-Address 2
Optional, alphanumeric, 35 positions max.
Type the second line of the mailing address for the taxing authority.

Name-Address 3
Optional, alphanumeric, 35 positions max.
Type the third line of the mailing address for the taxing authority.

City
Required, alpha, 20 positions max.
Type the city name.

State
No entry
This field is system generated based upon the entry in the State-Code field.

ZIP Code
Required, numeric, 9 positions max.
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

City-Tax-Status
Required, numeric, 1 position
Type the code that indicates the basis for withholding city income taxes. Valid values are:

1	duty station
2	residence
3	both duty station and residence
4	voluntary

City-Tax-Pay-Frequency

Required, numeric, 1 position

Type the code that indicates the frequency at which taxes are paid to the taxing authority. Valid values are:

1	pay period
2	monthly
3	quarterly

Withholding-Agreement

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not an agreement exists between the city and the Department of the Treasury to withhold city taxes.

Info-Return-Wage-Ind

Required, numeric, 1 position

Type the code that indicates where the employee's wage information is to be forwarded. Valid values are:

1	duty station
2	residence
3	both duty station and residence

EFT-Indicator

Conditional, numeric, 1 position

If the monies for the state taxes will be submitted electronically to a financial institution, type **1**. Otherwise, leave this field blank.

Note

If **1** is entered, you must complete the Type-Account, Account-No, and Routing-Number fields.

Type-Account

Conditional, alpha, 1 position

If **1** was entered in the EFT-Indicator field, type **C** (checking) or **S** (savings) to indicate the type of account where the monies will be deposited.

Account–No

Conditional, numeric, 17 positions max.

If **1** was entered in the EFT-Indicator field, type the account number the monies will be deposited .

Routing- Number

Conditional, numeric, 9 positions

If **1** was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.

Taxpayer-ID-No

Optional, alphanumeric, 11 positions max.

Type the payee's TIN.

Note

This is the EIN assigned to a business by the Internal Revenue Service (IRS).

Requesting A Report For Table 007

The Table 007 reports screen (**Figure 2:14**) allows users to generate ad hoc reports and to produce mailing labels.

```
TM007R0              TABLE MANAGEMENT REPORTS TABLE 007              xx/xx/xx
                      CITY TAX, CITY NAME AND ADDRESS

 ENTER DATA FOR REPORT REQUESTED:

       FROM      *STATE-CODE:        *CITY-CODE:

       TO        *STATE-CODE:        *CITY-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL
           PRINT LABELS     # OF SETS

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                      REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=007 DOCM      PF4=007 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:14. Table 007, City, Tax, City Name And Address reports screen

At the Table 007 reports screen (**Figure 2:14**), complete the From and To fields as follows:

From/To ∇

State-Code *Required, numeric, 2 positions*
Type the state code.

City-Code *Required, numeric, 4 positions*
Type the city code.

Note

State and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.
Print Label/# of Sets	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field. The # of Sets must be 2 numeric postions greater than 0.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 008, County Tax, County Name And Address

County Tax, County Name And Address is Table 008 on the Table Management System menu. This table contains the names and addresses of county taxing authorities.

Note: Agencies can query Table 008 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

Updating Table 008

The Table 008 update screen (**Figure 2:15**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM008U0              TABLE MANAGEMENT UPDATE TABLE 008          xx/xx/xx
                    COUNTY TAX, COUNTY NAME AND ADDRESS          PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*STATE-CODE:                        *COUNTY-CODE:

BEG-EFF-DATE: MM DD YY              LAST-EFF-DATE: MM DD YY

      NAME-ADDRESS 1:
      NAME-ADDRESS 2:
      NAME-ADDRESS 3:
      CITY          :                        USER-CNTL:
      STATE         :      ZIP CODE:
      COUNTY-TAX-STATUS       :
      COUNTY-TAX-PAY-FREQUENCY:
      EFT-INDICATOR :     TYPE-ACCOUNT:      ACCOUNT-NO:
      ROUTING-NUMBER:                        TAXPAYER-ID-NO:


                    ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=008 DOCM   PF3=008 RPTS    PF4=008 INQY
   PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 2:15. Table 008, County Tax, County Name And Address update screen

Agencies requiring an update to Table 008 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 008 update screen (**Figure 2:15**), complete the fields as follows:

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

State-Code
Required, numeric, 2 positions
Type the state code.

County-Code
Required, numeric, 3 positions
Type the county code.

Note
State and county codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Name-Address 1
Required, alphanumeric, 35 positions max.
Type the first line of the mailing address for the taxing authority.

Name-Address 2
Optional, alphanumeric, 35 positions max.
Type the second line of the mailing address for the taxing authority.

Name-Address 3
Optional, alphanumeric, 35 positions max.
Type the third line of the mailing address for the taxing authority.

City
Required, alpha, 20 positions max.
Type the city name.

User-Cntl
Required, numeric, 12 positions max.
Type the identification number assigned to the county for taxing authority purposes.

State
No entry
This field is system generated based upon the entry in the State-Code field.

ZIP-Code
Required, numeric, 9 positions max.
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

County-Tax-Status
Required, numeric, 1 position
Type the code that indicates the basis for withholding county income taxes. Valid values are:

1	duty station
2	residence
3	both duty station and residence
4	voluntary

County-Tax-Pay-Frequency

Required, numeric, 1 position

Type the code that indicates the frequency at which taxes are paid to the taxing authority. Valid values are:

1	pay period
2	monthly
3	quarterly

EFT-Indicator

Conditional, numeric, 1 position

If the monies for the state taxes will be submitted electronically to a financial institution, type 1. Otherwise, leave this field blank.

Note

If 1 is entered, you must complete the Type-Account, Account-No, and Routing-Number fields.

Type-Account

Conditional, alpha, 1 position

If 1 was entered in the EFT-Indicator field, type C (checking) or S (savings) to indicate the type of account where the monies will be deposited.

Account-No

Conditional, numeric, 17 positions max.

If 1 was entered in the EFT-Indicator field, type the account number the monies will be deposited.

Routing-Number

Conditional, numeric, 9 positions

If 1 was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.

Taxpayer-ID-No

Optional, alphanumeric, 11 positions max.

Type the payee's TIN.

Note

This is the EIN assigned to a business by the Internal Revenue Service (IRS).

Requesting A Report For Table 008

The Table 008 reports screen (**Figure 2:16**) allows users to generate ad hoc reports and to produce mailing labels.

```
TM008R0                TABLE MANAGEMENT REPORTS TABLE 008              xx/xx/xx
                       COUNTY TAX, COUNTY NAME AND ADDRESS

 ENTER DATA FOR REPORT REQUESTED:

       FROM      *STATE-CODE:        *COUNTY-CODE:

       TO        *STATE-CODE:        *COUNTY-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL
           PRINT LABELS     # OF SETS

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                         ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=008 DOCM      PF4=008 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:16. Table 008, County Tax, County Name And Address reports screen

At the Table 008 reports screen (**Figure 2:16**), complete the From and To fields as follows:

From/To ∇

State-Code *Required, numeric, 2 positions*
Type the state code.

County-Code *Required, numeric, 3 positions*
Type the county code.

Note

State and county codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.
Print Label/# of Sets	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field.The # of Sets must be 2 numeric postions greater than 0.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 009, State Tax Name And Address

State Tax Name And Address is Table 009 on the Table Management System menu. This table contains the names and addresses of state taxing authorities.

Note: Agencies can query Table 009 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

Updating Table 009

The Table 009 update screen (**Figure 2:17**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM009U0              TABLE MANAGEMENT UPDATE TABLE 009          xx/xx/xx
                         STATE TAX NAME AND ADDRESS              PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

 *STATE-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

   NAME-ADDRESS 1:
   NAME-ADDRESS 2:
   NAME-ADDRESS 3:
   CITY          :                          USER-CNTL:
   STATE         :                      EFT-INDICATOR:
   ZIP CODE      :                       TYPE-ACCOUNT:
   EXEMPT-TYPE-CODE     :                 ACCOUNT-NO:
   WITHHOLDING-AGREEMENT:               ROUTING-NUMBER:
   TAX-TYPE-CODE :                      TAXPAYER-ID-NO:


                     ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=009 DOCM   PF3=009 RPTS    PF4=009 INQY
   PF5=HELP                  PF6=REFRESH                    ENTER=PROCESS
```

Figure 2:17. Table 009, State Tax Name And Address update screen

Agencies requiring an update to Table 009 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 009 update screen (**Figure 2:17**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

State-Code
Required, numeric, 2 positions
Type the state code.

Note: State codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Name-Address–1
Required, alphanumeric, 35 positions max.
Type the first line of the mailing address for the taxing authority.

Name-Address–2
Optional, alphanumeric, 35 positions max.
Type the second line of the mailing address for the taxing authority.

Name-Address–3
Optional, alphanumeric, 35 positions max.
Type the third line of the mailing address for the taxing authority.

City
Required, alpha, 20 positions max.
Type the city name.

User-Cntl
Required, numeric, 15 positions max.
Type the identification number assigned to the state for taxing authority purposes.

State
No entry
This field is system generated based upon the entry in the State-Code field.

EFT-Indicator
Conditional, numeric, 1 position
Type **1** if the monies for the state taxes will be submitted electronically to a financial institution; otherwise, leave this field blank.

Note: If **1** is entered, you must complete the Type-Account, Account-No, and Routing-Number fields.

ZIP Code
Required, numeric, 9 positions max.
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

Type-Account
Conditional, alpha, 1 position
If **1** was entered in the EFT-Indicator field, type **C** (checking) or **S** (savings) to indicate the type of account where the monies will be deposited.

Exempt-Type-Code
Optional, numeric, 2 positions
Type the code assigned by the state for taxing authority purposes.

Account-No *Conditional, numeric, 17 positions max.*
If **1** was entered in the EFT-Indicator field, type the account number the monies will be deposited.

Withholding-Agreement *Optional, alpha, 1 position*
Type **Y** (yes) or **N** (no) to indicate whether or not an agreement exists with the state and the Department of the Treasury to withhold state taxes.

Routing-Number *Conditional, numeric, 9 positions*
If **1** was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.

Tax-Type-Code *Optional, numeric, 5 positions max.*
Type **011** and the 2-digit code that identifies the type of tax to be withheld.

Taxpayer-ID-No *Optional, alphanumeric, 11 positions max.*
Type the payee's TIN.

Note: This is the EIN assigned to a business by the Internal Revenue Service (IRS).

Requesting A Report For Table 009

The Table 009 reports screen (**Figure 2:18**) allows users to generate ad hoc reports and to produce mailing labels.

```
TM009R0                TABLE MANAGEMENT REPORTS TABLE 009              xx/xx/xx
                           STATE TAX NAME AND ADDRESS

 ENTER DATA FOR REPORT REQUESTED:

       FROM      *STATE-CODE:

       TO        *STATE-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL
           PRINT LABELS     # OF SETS

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=009 DOCM      PF4=009 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:18. Table 009, State Tax Name And Address reports screen

At the Table 009 reports screen (**Figure 2:18**), complete the From and To fields as follows:

From/To ∇

State–Code *Required, numeric, 2 positions*
Type the state code.

Note

State codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.
Print Label/# of Sets	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field.The # of Sets must be 2 numeric postions greater than 0.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 010, Union And Association Code Address

Union And Association Code Address is Table 010 on the Table Management System menu. This table contains the names and addresses of union and association organizations for which union dues are withheld. Also included are withholding amounts and percentages for calculating union dues to eliminate any over/under payments to locals/chapters.

Table 010 generates biweekly withholding in NFC's entry systems for those unions/associations whose rates have been entered in Table 010. Unions/associations whose rates have not been entered in Table 010 must enter the union dues amounts or percentages when entering the union dues data for processing.

Note Agencies can query Table 010 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 010

The Table 010 update screen (**Figure 2:19**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM010U0              TABLE MANAGEMENT UPDATE TABLE 010          xx/xx/xx
                      UNION AND ASSOCIATION CODE ADDRESS         PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
 *UNION/LOCAL OR EMP-ORG-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY
    NAME-ADDRESS 1:
    NAME-ADDRESS 2:
    NAME-ADDRESS 3:
    CITY          :                              USER-CNTL:
    STATE         :           ZIP CODE:
    REVOCATION-EFF-CODE  :              UNION-DED-INDICATOR:
    UNION-DUES-AMT       :
    UNION-MINIMUM-DED-AMT:              UNION-DUES-PERCENT:
    UNION/ASSOCIATION(U OR A):
    EFT-INDICATOR        :     TYPE-ACCOUNT:     ACCOUNT-NO:
    ROUTING-NUMBER:                              TAXPAYER-ID-NO:
CONTACT PERSON :                                     TELEPHONE : 000 000 0000

                     ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=010 DOCM   PF3=010 RPTS    PF4=010 INQY
   PF5=HELP                  PF6=REFRESH                    ENTER=PROCESS
```

Figure 2:19. Table 010, Union And Association Code Address update screen

Requests for union and association code address updates, as well as union dues amounts and percentages updates, should be submitted in writing to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA

14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 010 update screen (**Figure 2:19**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Union/Local Or Emp-Org-Code
Required, numeric, 6 positions
Type the union, association, or employee organization identification code.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Name-Address 1
Required, alphanumeric, 35 positions max.
Type the first line of the mailing address for the union/local or association.

Name-Address 2
Optional, alphanumeric, 35 positions max.
Type the second line of the mailing address for the union/local or association.

Name-Address 3
Optional, alphanumeric, 35 positions max.
Type the third line of the mailing address for the union/local or association.

City
Required, alpha, 20 positions max.
Type the city name.

User-Cntl
Required, numeric, 12 positions max.
Type the number that identifies whether the union is the headquarters office or a local office.

State
Required, alpha, 2 positions
Type the state abbreviation.

ZIP Code
Required, numeric, 9 positions max.
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

Revocation-Eff-Code
Required, numeric, 1 position
Type the revocation code. Valid values are:

0	Effective At End Of Pay Period Processed
1	Effective 1st Full Pay Period After March 1

2	Effective 1st Full Pay Period After March 1 Or September 1, Whichever Occurs First
3	Effective 1st Full Pay Period After September 1
4	Effective 1st Full Pay Period After January 11
5	Effective 1st Pay Period After May 1
6	Effective January 1, April 1, July 1, Or October 1

Union-Ded-Indicator

Required, numeric, 1 position

Type the code that identifies the type of deduction. Valid values are:

1	Biweekly
2	Percent Of Basic Wages
3	Special Handling Because The Percent-ge Of Basic Wages Must Be Equal To Or Greater Than The Union-Minimum-Ded-Amt
4	Local Dues Deduction Amount
5	Local Percent Deduction

Union-Dues-Amt

Conditional, numeric, 4 positions max.

If the Union-Ded-Indicator field equals *1* or *4*, type the union dues amount in dollars and cents. Do not enter a decimal.

Union-Minimum-Ded-Amt

Optional, numeric, 4 positions

If the Union-Ded-Indicator field equals *3*, type the minimum deduction dollar amount for union dues.

Union-Dues-Percent

Conditional, numeric, 4 positions max.

If the Union-Ded-Indicator field equals *2* or *5*, type the percentage to be deducted for union dues.

Union/ Association (U Or A)

Required, alpha, 1 position

Type **U** (union) or **A** (association) to indicate the type of organization.

EFT-Indicator

Conditional, alpha, 1 position

If the monies for the union or association are to be submitted electronically to a financial institution, type **1**. Otherwise, leave this field blank.

Note

If **1** is entered you must complete the Type-Account, Account-No, and Routing-Number fields.

Type-Account

Conditional, alpha, 1 position

If **1** was entered in the EFT-Indicator field, type **C** (checking) or **S** (savings) to indicate the type of account where the monies will be deposited.

Account–No

Conditional, alphanumeric, 14 positions max.

If **1** was entered in the EFT-Indicator field, type the account number the monies are to be deposited.

Routing-Number

Conditional, numeric, 9 positions

If **1** was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.

Taxpayer-ID-No *Optional, alphanumeric, 11 positions max.*
Type the applicable TIN.

Note: This is the EIN as assigned by the Internal Revenue Service (IRS) to businesses.

Contact Person *Required, alphanumeric, 35 positions max.*
Type the name of the authorizing individual.

Telephone *Required, numeric, 10 positions*
Type the telephone number of the contact person including the area code.

Requesting A Report For Table 010

The Table 010 reports screen (**Figure 2:20**) allows users to generate ad hoc reports.

```
TM010R0               TABLE MANAGEMENT REPORTS TABLE 010              xx/xx/xx
                      UNION AND ASSOCIATION CODE ADDRESS

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * UNION/LOCAL OR EMP-ORG-CODE:

         TO       * UNION/LOCAL OR EMP-ORG-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                         ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=010 DOCM      PF4=010 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:20. Table 010, Union And Association Code Address reports screen

At the Table 010 reports screen (**Figure 2:20**), complete the From and To fields as follows:

From/To ∇

Union/Local Or Emp-Org-Code *Required, numeric, 6 positions*
Type the union, association, or employee organization identification code.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 011, Health Benefit Carrier Name And Address

Health Benefit Carrier Name And Address is Table 011 on the Table Management System menu. This table contains names and addresses of health benefit insurance carriers.

Note: Agencies can query Table 011 data, view documentation data, generate reports, and produce mailing labels. Update authority is limited to authorized NFC personnel only.

Updating Table 011

The Table 011 update screen (**Figure 2:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM011U0              TABLE MANAGEMENT UPDATE TABLE 011         xx/xx/xx
                   HEALTH BENEFIT CARRIER NAME AND ADDRESS       PAGE: 000001

*ACTION:     (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE      USER-ID:
                                                            DATE-CHANGED:
  *HB-CARRIER-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

     NAME-ADDRESS 1:
     NAME-ADDRESS 2:
     NAME-ADDRESS 3:
     CITY          :
     STATE         :
     ZIP CODE      :





                      ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=011 DOCM   PF3=011 RPTS   PF4=011 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 2:21. Table 011, Health Benefit Carrier Name And Address update screen

Agencies requiring an update to Table 011 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 011 update screen (**Figure 2:21**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
HB-Carrier- Code	*Required, alphanumeric, 2 positions* Type the health benefit carrier code.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Name-Address 1	*Required, alphanumeric, 35 positions max.* Type the first line of the carrier's mailing address.
Name-Address 2	*Optional, alphanumeric, 35 positions max.* Type the second line of the carrier's mailing address.
Name-Address 3	*Optional, alphanumeric, 35 positions max.* Type the third line of the carrier's mailing address.
City	*Required, alpha, 20 positions max.* Type the city name.
State	*Required, alpha, 2 positions* Type the state abbreviation.
ZIP Code	*Required, numeric, 9 positions max.* Type the 5-digit ZIP Code and the optional ZIP+4 Code.

Requesting A Report For Table 011

The Table 011 reports screen (**Figure 2:22**) allows users to generate ad hoc reports and to produce mailing labels.

```
TM011R0              TABLE MANAGEMENT REPORTS TABLE 011              xx/xx/xx
                   HEALTH BENEFIT CARRIER NAME AND ADDRESS

 ENTER DATA FOR REPORT REQUESTED:

       FROM      *HB-CARRIER-CODE:

       TO        *HB-CARRIER-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL
           PRINT LABELS     # OF SETS

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=011 DOCM      PF4=011 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:22. Table 011, Health Benefit Carrier Name And Address reports screen

At the Table 011 reports screen (**Figure 2:22**), complete the From and To fields as follows:

From/To ∇

HB-Carrier-Code *Required, alphanumeric, 2 positions*
Type the health benefit carrier code.

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.
Print Label/# of Sets	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 012, Health Benefit Rates

Health Benefit Rates is Table 012 on the Table Management System menu. This table contains the health benefit insurance rates used in computing the employee's net pay.

Note: Agencies can query Table 012 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 012

The Table 012 update screen (**Figure 2:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
_ TM012U0              TABLE MANAGEMENT UPDATE TABLE 012          09/29/06
                             HEALTH BENEFIT RATES                PAGE: 000001

 *ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
 *HB-CARRIER-CODE:
 *HB-OPTION-CODE :

 BEG-EFF-DATE:                     LAST-EFF-DATE:

 HB-CURRENT-YR:
 HB-DEDUCTION-AMT :  00000   (999.99)  HB-CONTRIBUTION-AMT   :  00000   (999.99)
 HB-MONTH-PREMIUM : 000000  (9999.99)  HB-MONTH-PLUS-PERCENT : 000000  (9999.99)
 FDIC-RATES
 FDIC-REG-DED-AMT :  00000   (999.99)  FDIC-REG-CONTRI-AMT   :  00000   (999.99)
 FDIC-REG-MO-PREM : 000000  (9999.99)  FDIC-REG-MO-PLUS-PCT  : 000000  (9999.99)
 FDIC-SPE-DED-AMT :  00000   (999.99)  FDIC-SPE-CONTRI-AMT   :  00000   (999.99)
 FDIC-SPE-MO-PREM : 000000  (9999.99)  FDIC-SPE-MO-PLUS-PCT  : 000000  (9999.99)


                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=012 DOCM   PF3=012 RPTS   PF4=012 INQY
      PF5=HELP       PF6=REFRESH        PF10=PAGE2        ENTER=PROCESS
```

Figure 2:23. Table 012, Health Benefit Rates update screen

Agencies requiring an update to Table 012 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 012 update screen (**Figure 2:23**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

HB-Carrier-Code
Required, alphanumeric, 2 positions
Type the health benefit insurance carrier code.

HB-Option-Code
Required, numeric, 1 position
Type the code that identifies the option of the health insurance plan. Valid values are:

1	self high
2	family high
4	self low
5	family low

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

HB-Current-Year
Optional, numeric, 2 positions
Type the last 2 digits of the current year.

HB-Deduction-Amt
Optional, numeric, 5 positions max.
Type the amount to be deducted from the employee's salary for health benefit insurance in dollars and cents. Do not enter a decimal.

HB-Contribution-Amt
Optional, numeric, 5 positions max.
Type the amount of the Government's contribution for health benefit insurance in dollars and cents. Do not enter a decimal.

HB-Month-Premium
Optional, numeric, 6 positions max.
Type the amount to be deducted for the monthly health benefit insurance premium in dollars and cents. Do not enter a decimal.

HB-Month Plus-Percent
Conditional, numeric, 6 positions max.
If the plan requires an additional amount, type the percentage to be withheld in whole numbers and two decimal places. Do not enter a decimal.

FDIC–Rates

FDIC Reg-Deduction-Amt
Required, numeric, 5 positions max.
Type the deduction amount for the regular health benefits insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

FDIC Reg-Contribution-Amt
Required, numeric, 5 positions max.
Type the contribution amount for the regular health benefit insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

FDIC Reg-Month-Premium
Required, numeric, 6 positions max.
Type the amount of the monthly premium for the regular health benefit insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

FDIC Reg-Month-Plus-Percent
Required, numeric, 6 positions max.
Type the additional amount of the monthly percentage for the regular health benefit insurance in whole numbers and two decimal places. Do not enter a decimal. (For FDIC use only.)

FDIC Spe-Deduction–Amt
Required, numeric, 5 positions max.
Type the special amount to be deducted for the health benefit insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

FDIC Spe-Contribution-Amt
Required, numeric, 5 positions max.
Type the amount of the special contribution for the health benefit insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

FDIC Spe-Month-Premium
Required, numeric, 6 positions max.
Type the special monthly premium amount for the health benefit insurance in dollars and cents. Do not enter a decimal. (For FDIC use only.)

FDIC Spe-Month-Plus-Percent
Required, numeric, 6 positions max.
Type the special monthly percentage amount to be withheld for the health benefit insurance in whole numbers and two decimal places. Do not enter a decimal. (For FDIC use only.)

Requesting A Report For Table 012

The Table 012 reports screen (**Figure 2:24**) allows users to generate ad hoc reports.

```
TM012R0              TABLE MANAGEMENT REPORTS TABLE 012            09/29/06
                           HEALTH BENEFIT RATES

  ENTER DATA FOR REPORT REQUESTED:

        FROM     * HB-CARRIER-CODE: _       * HB-OPTION-CODE:

        TO       * HB-CARRIER-CODE:         * HB-OPTION-CODE:

       SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=012 DOCM      PF4=012 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:24. Table 012, Health Benefit Rates reports screen

At the Table 012 reports screen (**Figure 2:24**), complete the From and To fields as follows:

From/To ∇

HB-Carrier-Code *Required, alphanumeric, 2 positions*
Type the health benefit insurance carrier code.

HB-Option-Code *Required, numeric, 1 position*
Type the code that identifies the option of the health insurance plan. Valid values are:

1	self high
2	family high
4	self low
5	family low

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 013, State Name And ZIP Range

State Name And ZIP Range is Table 013 on the Table Management System menu. This table contains ZIP Code ranges for each state by state name or territory.

Note: Agencies can query Table 013 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 013

The Table 013 update screen (**Figure 2:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM013U0              TABLE MANAGEMENT UPDATE TABLE 013          xx/xx/xx
                          STATE NAME AND ZIP RANGE              PAGE: 000001

*ACTION:     (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE      USER-ID:
                                                            DATE-CHANGED:


  *STATE-ABBRV:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

              FULL-STATE-NAME :
              STATE-CD-NUM    :
              ZIP-LOW         :
              ZIP-HIGH        :
              ZIP-OTHER       :
              CHECK-MAIL-DO-CD:



                    ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=013 DOCM   PF3=013 RPTS   PF4=013 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 2:25. Table 013, State Name And ZIP Range update screen

Agencies requiring an update to Table 013 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 013 update screen (**Figure 2:25**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

State-Abbrv
Required, alpha, 2 positions
Type the state abbreviation.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Full-State-Name
Required, alpha, 20 positions max.
Type the state in which the ZIP Code is located.

State-Cd-Num
Required, alphanumeric, 2 positions
Type the state code.

Note
State codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

ZIP-Low
Required, numeric, 3 positions
Type the first 3 positions of the low end range of ZIP Codes for the state designated by the U.S. Postal Service.

ZIP-High
Required, numeric, 3 positions
Type the first 3 positions of the high end range of ZIP Codes for the state designated by the U.S. Postal Service.

ZIP-Other
Required, numeric, 3 positions
Type the first 3 positions of the ZIP Code that is not within the low or high range for the state designated by the U.S. Postal Service.

Check-Mail-DO-Cd
Required, numeric, 1 position
Type the number that identifies the disbursing office that will issue the check for the state and ZIP Code range. Valid values are:

1	Alabama
2	Chicago
3	Kansas City
4	Washington, DC
5	San Francisco
6	Philadelphia

Requesting A Report For Table 013

The Table 013 reports screen (**Figure 2:26**) allows users to generate ad hoc reports.

```
TM013R0                TABLE MANAGEMENT REPORTS TABLE 013              xx/xx/xx
                            STATE NAME AND ZIP RANGE

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * STATE-ABBRV:

         TO       * STATE-ABBRV:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=013 DOCM      PF4=013 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:26. State Name And ZIP Range reports screen

At the Table 013 reports screen (**Figure 2:26**), complete the From and To fields as follows:

From/To ∇

State-Abbrv
Required, alpha, 2 positions
Type the state abbreviation.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 014, Department Codes

Department Codes is Table 014 on the Table Management System menu. This table contains only the department codes established by OPM.

Note Agencies can query Table 014 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 014

The Table 014 update screen (**Figure 2:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM014U0              TABLE MANAGEMENT UPDATE TABLE 014          xx/xx/xx
                             DEPARTMENT CODES                    PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER=ID:
                                                         DATE-CHANGED:
*TABLE-CONSTANT:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY
DEPT-CODES:
     01-15

     16-30

     31-45

     46-60

     61-75

     76-90

                     ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=014 DOCM   PF3=014 RPTS    PF4=014 INQY
   PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 2:27. Table 014, Department Codes update screen

Agencies requiring an update to Table 014 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

Note: At the Table 014 update screen (**Figure 2:27**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Table-Constant *Required, alpha, 1 position*
Type **A** (first page).
Type **B** (second page).
Type **C** (third page).

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Caution: Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Caution: If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.

Dept-Codes
A maximum of 15 codes may be entered in each field.

01-15 *Required, alpha, 2 positions*
Type the department code established by OPM.

16-30 *Optional, alpha, 2 positions*
Type the department code established by OPM.

31-45 *Optional, alpha, 2 positions*
Type the department code established by OPM.

46-60 *Optional, alpha, 2 positions*
Type the department code established by OPM.

61-75 *Optional, alpha, 2 positions*
Type the department code established by OPM.

76-90 *Optional, alpha, 2 positions*
Type the department code established by OPM.

Requesting A Report For Table 014

The Table 014 reports screen (**Figure 2:28**) allows users to generate ad hoc reports.

```
TM014R0                TABLE MANAGEMENT REPORTS TABLE 014              xx/xx/xx
                                DEPARTMENT CODES

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * TABLE-CONSTANT:

         TO       * TABLE-CONSTANT:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=014 DOCM      PF4=014 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:28. Table 014, Department Codes reports screen

At the Table 014 reports screen (**Figure 2:28**), complete the fields as follows:

From/To ∇

Table-Constant
Required, alpha, 1 position
Type the table constant.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 015, State Code And ZIP Range

State Code And ZIP Range is Table 015 on the Table Management System menu. This table contains state and country names and codes with the corresponding ZIP Codes.

Note: Agencies can query Table 015 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 015

The Table 015 update screen (**Figure 2:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM015U0              TABLE MANAGEMENT UPDATE TABLE 015          xx/xx/xx
                          STATE CODE AND ZIP RANGE               PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:


  *STATE-COUNTRY-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

              FULL-STATE-NAME :
              STATE-ABBRV     :
              ZIP-LOW         :
              ZIP-HIGH        :
              ZIP-OTHER       :
              CHECK-MAIL-DO-CD:



                    ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=015 DOCM   PF3=015 RPTS    PF4=015 INQY
   PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 2:29. Table 015, State Code And ZIP Range update screen

Agencies requiring an update to Table 015 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 015 update screen (**Figure 2:29**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

State-Country-Code
Required, alphanumeric, 2 positions
Type the state or country code.

Note: State and country codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Caution: Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Caution: If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.

Full-State-Name
Required, alpha, 20 positions max.
Type the full state name in which the ZIP Code is located.

State-Abbrv
Required, alpha, 2 positions
Type the state or country abbreviation.

ZIP-Low
Required, numeric, 3 positions
Type the first 3 positions of the low end range of ZIP Codes for the state designated by the U.S. Postal Service.

ZIP-High
Required, numeric, 3 positions
Type the first 3 positions of high end range of ZIP Codes for the state designated by the U.S. Postal Service.

ZIP-Other
Required, numeric, 3 positions
Type the first 3 positions of the ZIP Code that is not within the low or high range for the state designated by the U.S. Postal Service.

Check-Mail-DO-Cd
Required, numeric, 1 position
Type the number that identifies the disbursing office that will issue the check for the state and ZIP Code range. Valid values are:

1	Alabama
2	Chicago

3	Kansas City
4	Washington, DC
5	San Francisco
6	Philadelphia

Requesting A Report For Table 015

The Table 015 reports screen (**Figure 2:30**) allows users to generate ad hoc reports.

```
TM015R0              TABLE MANAGEMENT REPORTS TABLE 015              xx/xx/xx
                          STATE CODE AND ZIP RANGE

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * STATE-COUNTRY-CD:

         TO       * STATE-COUNTRY-CD:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=015 DOCM      PF4=015 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:30. Table 015, State Code And ZIP Range reports screen

At the Table 015 reports screen (**Figure 2:30**), complete the From and To fields as follows:

From/To ∇

State-Country-Code

Required, alphanumeric, 2 positions

Type the state or country code.

Note

State and country codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 016, Geographical Location Codes With Names

Geographical Location Codes With Names is Table 016 on the Table Management System menu. This table contains state, country, city, and county codes with the corresponding names.

Note

Agencies can query Table 016 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only after approval from the Payroll/Personnel Systems Policy staff.

Updating Table 016

The Table 016 update screen (**Figure 2:31**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
TM016U0              TABLE MANAGEMENT UPDATE TABLE 016          xx/xx/xx
                   GEOGRAPHICAL LOCATION CODES WITH NAMES       PAGE: 000001

*ACTION:       (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE   USER-ID:
                                                         DATE-CHANGED:
*STATE-COUNTRY-CODE:      *CITY-CODE:         *COUNTY-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

STATE-NAME        :                       STATE-ABBRV:
CITY-NAME         :                       COUNTY-NAME:
IGA-ADJ-RATE      :         (.99999)      IGA-TABLE-CODE     :
LEO-ADJ-RATE      :         (.99999)      LEO-TABLE-CODE     :
LOCALITY-RATE     :         (.99999)      LOCALITY-TABLE-CODE:
FDIC-LOCALITY-RATE:         (.99999)      FDIC-TABLE-CODE    :
OCC-LOCALITY-RATE :         (.99999)      OCC-TABLE-CODE     :
FCA-LOCALITY-RATE :         (.99999)      PMSA-CODE          :
FHFB-LOCALITY-RATE:         (.99999)      CMSA-CODE          :
TR-LOCALITY-RATE  :         (.99999)      TR-TABLE-CODE      :
HUD-LOCALITY-RATE :         (.99999)      LE-LOCALITY-RATE   :       (.99999)

                      ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=016 DOCM   PF3=016 RPTS    PF4=016 INQY
   PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 2:31. Table 016, Geographical Location Codes With Names update screen

Agencies requiring an update to Table 016 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 016 update screen (**Figure 2:31**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

State-Country-Code
Required, alphanumeric, 2 positions
Type the state or country code.

City-Code
Required, numeric, 4 positions
Type the city code.

County-Code
Conditional, numeric, 3 positions
Type the county code.

Note
(1) State, country, city, and county codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service. **(2)** This field is not required for foreign countries.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Caution
Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Caution
If the **Last-Eff** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.

State-Name
Required, alpha, 20 positions max.
Type the full state or country name for the state or country code entered.

State-Abbrv
Required, alpha, 2 positions
Type the state abbreviation.

City-Name
Required, alpha, 20 positions max.
Type the full city name for the city code entered.

County-Name
Conditional, alpha, 20 positions max.
Type the full county name for the county code entered.

Note
This field is not required for foreign countries.

IGA-Adj-Rate
Optional, numeric, 5 positions max.
Type the percentage of differential pay adjustment for interim geographical locations in five decimal places. Do not enter a decimal.

IGA-Table-Code *Optional, alphanumeric, 4 positions max.*
Type the code that identifies the salary table associated with the IGA adjustment rate.

LEO-Adj-Rate *Optional, numeric, 5 positions max.*
Type the percentage of differential pay adjustment for Law Enforcement Officers (LEO) in five decimal places. Do not enter a decimal.

LEO-Table-Code *Optional, alphanumeric, 4 positions max.*
Type the code that identifies the salary table associated with the LEO adjustment rate.

Locality-Rate *Optional, numeric, 5 positions max.*
Type the percentage of differential pay adjustment for the locality rate in five decimal places. Do not enter a decimal.

Locality-Table-Code *Optional, alphanumeric, 4 positions max.*
Type the code that identifies the salary table associated with the locality rate.

FDIC-Locality-Rate *Optional, numeric, 5 positions max.*
Type the percentage of differential pay adjustment for the Federal Deposit Insurance Corporation's (FDIC) locality rate in five decimal places. Do not enter a decimal. (For FDIC use only.)

FDIC-Table-Code *Required, alphanumeric, 5 positions max.*
Type the code that identifies the salary table associated with the FDIC locality rate. (For FDIC use only.)

OCC-Locality-Rate *Required, numeric, 5 positions max.*
Type the percentage of differential pay adjustment for the Office of the Comptroller of the Currency's (OCC) locality rate in five decimal places. Do not enter a decimal. (For OCC use only.)

OCC-Locality-Rate 2 *Required, alphanumeric, 4 positions max.*
Type the code that identifies the salary table associated with the OCC locality rate. (For OCC use only.)

FCA-Locality-Rate *Required, numeric, 5 positions max.*
Type the percentage of differential pay adjustment for the Farm Credit Administration's (FCA) locality rate in five decimal places. Do not enter a decimal. (For FCA use only.)

OCC-Table-Code *Required,alphanumeric, 4 positions max.*
Type the code that identifies the salary table associated with the OCC locality rate. (For OC use only.)

FHFB-Locality-Rate *Required, numeric, 5 positions max.*
Type the percentage of differential pay adjustment for the Federal Housing and Finance Board's (FHFB) locality rate in five decimal places. Do not enter a decimal. (For FHFB use only.)

CMSA-Code *No entry*
This field is system generated. It is the consolidated metropolitan statistical area code used to identify geographical locations for pay adjustments.

PMSA-Code *No entry*
This field is system generated. It is the primary metropolitan statistical area code used to identify geographical locations for pay adjustments.

TR-Locality-Rate *Optional, numeric, 5 positions max.*
Type the percentage of differential pay adjustment for the locality rate associated with Pay Plan TR in five decimal places. Do not enter a decimal.

TR-Table-Code *Optional, alphanumeric, 4 positions max.*
Type the code that identifies the salary table associated with the Pay Plan TR adjustment rate for the applicable agency.

HUD-Locality-Rate *Optional, numeric, 5 positions max.*
Type the percentage of differential pay adjustment for the Department of Housing and Urban Development, Office of Multifamily Housing Assistance Restructuring's (HUD-OMHAR) locality rate in five decimal places. Do not enter a decimal. (For HUD use only.)

LE-Locality-Rate *Optional, numeric, 5 positions max.*
Type the percentage of differential pay adjustment for the locality rate associated with Pay Plan LE in five decimal places. Do not enter a decimal.

Requesting A Report For Table 016

The Table 016 reports screen (**Figure 2:32**) allows users to generate ad hoc reports.

```
TM016R0              TABLE MANAGEMENT REPORTS TABLE 016              xx/xx/xx
                   GEOGRAPHICAL LOCATION CODES WITH NAMES

ENTER DATA FOR REPORT REQUESTED:

      FROM   * STATE-COUNTRY-CD:     * CITY-CODE:       * COUNTY-CODE:

        TO   * STATE-COUNTRY-CD:     * CITY-CODE:       * COUNTY-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=016 DOCM      PF4=016 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:32. Table 016, Geographical Location Codes With Names reports screen

At the Table 016 reports screen (**Figure 2:32**), complete the From and To fields as follows:

From/To ∇

State-Country-Code
Required, alphanumeric, 2 positions
Type the state or country code.

City-Code
Required, numeric, 4 positions
Type the city code.

County-Code
Conditional, numeric, 3 positions
Type the county code.

Note

(1) State, country, city, and county codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service. **(2)** This field is not required for foreign countries.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 017, PAYE Processing Schedule

PAYE Processing Schedule is Table 017 on the Table Management System menu. This table contains processing controls by schedule and regional finance centers. It identifies the pay period schedules and dates payroll payments are issued. The schedules are run for the pay period that will produce payroll payments for delivery by payday.

Note

(1) Agencies can query Table 017 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. **(2)** No key data is required to access Table 017 data. To display the record, at the Table 017 inquiry screen, press **[Enter]**. The record is displayed with the message *Successful Inquiry*.

Updating Table 017

The Table 017 update screen (**Figure 2:33**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM017U0              TABLE MANAGEMENT UPDATE TABLE 017            xx/xx/xx
                           PAYE PROCESSING SCHEDULE               PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE     USER-ID:
                                                        DATE-CHANGED:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

                 PP-BEGIN-YR:              SCHED-NUMBER    (CV-05):
                   PP-NUMBER:              SCHED-NUMBER-2  (CV-06):
              LAST-SCHED-IND:              SCHED-NUMBER-3  (CV-07):
             DATE-OF-DEPOSIT:                                TAX-YEAR:
     DATE-FINAN-ALLOT-ISSUED:            TAX-YEAR-1ST-PP-IND (Y OR N):
                 ax Year 06:              PAY-QTR-1ST-PP-IND (Y OR N):
NEW-CAL-YEAR-PRORATE-PERCENT:             PAY-QTR-LAST-PP-IND (Y OR N):
                                       1ST-PAY-SCHED-COMPLETE (Y OR N):
      DISB-OFFICE-MAIL-SCHED:                   NEW-FY-PRORATE-PERCENT:
      SSNO-INSPECTOR-GENERAL:                 RA-ACNT-CTL-PAY05-DEDUCT:
          PRIME-SCHED-NUMBER:                RA-TYPE-CODE-PAY05-DEDUCT:
FED-TAX-SCH-NBR:            RITS-SCHD-NBR:            TSP-TAX-SCHD-NBR:

                     ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=017 DOCM   PF3=017 RPTS   PF4=017 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 2:33. Table 017, PAYE Processing Schedule update screen

At the Table 017 update screen (**Figure 2:33**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

PP-Begin-Yr
Required, numeric, 2 positions
Type the last 2 digits of the current year in which the pay period begins for the processing schedule.

Sched-Number (CV-05)
Required, alphanumeric, 6 positions
Type the schedule number used to process payroll for USDA. Position 1 equals fiscal year; position 2 equals Payment Type B; position 3 equals Data Base Code A (Agriculture); positions 4 and 5 equal processing pay period number; and position 6 equals 1 (1st schedule) or 2 (2nd schedule).

PP-Number
Required, numeric, 2 positions
Type the processing pay period number.

Sched-Number-2 (CV-06)
Required, alphanumeric, 6 positions
Type the schedule number used to process payroll for all non-USDA agencies, except the Department of the Treasury. Position 1 equals fiscal year; position 2 equals Payment Type B; position 3 equals Data Base Code N (non-Agriculture); positions 4 and 5 equal processing pay period number; and position 6 equals 1 (1st schedule) or 2 (2nd schedule).

Last-Sched-Ind
Conditional, alpha, 1 position
If multiple schedules are being processed, type **Y** (yes) or **N** (no) to indicate whether or not the last schedule is being processed.

Sched-Number-3 (CV-07)
Required, alphanumeric, 6 positions
Type the schedule number used to process payroll for the Department of the Treasury. Position 1 equals fiscal year; position 2 equals Payment Type B; position 3 equals Data Base Code T (Treasury); positions 4 and 5 equal processing pay period number; and position 6 equals 1 (1st schedule) or 2 (2nd schedule).

Date-Of-Deposit
Required, numeric, 6 positions
Type the scheduled pay-date the employees' monies are deposited into a financial institution in MM DD YY order.

Sched-Number-4 (CV-08)
Required, alphanumeric, 6 positions
Type the schedule number used to process payroll for the Department of Homeland Security. Position 1 equals fiscal year; position 2 equals Payment Type B; position 3 equals Data Base Code H (Homeland Security); positions 4 and 5 equal processing pay period number; and position 6 equals 1 (1st schedule) or 2 (2nd schedule).

Tax-Year
Required, numeric, 2 positions
Type the last 2 digits of the year in which taxes are deducted.

Date-Finan-Allot-Issued
Required, numeric, 6 positions
Type the scheduled pay-date the employees' monies are deposited into a financial institution account in MM DD YY order.

Tax-Year-1st-PP-Ind (Y or N)

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not the current pay period is the first pay period of the tax year.

Note

This change occurs in Pay Period 25 or 26.

Pay-Qtr-1st-PP-Ind (Y or N)

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not the pay period is the first pay period of the quarter.

New-Cal-Year-Prorate-Percent

Required, numeric, 2 positions

Type the percentage in whole numbers used to prorate updates of totals in a pay period that splits a calendar year.

Pay–Qtr–Last–PP–Ind (Y or N)

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not the pay period is the last pay period of the quarter.

1st-Pay-Sched-Complete (Y or N)

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not the first processing of PAYE05 has been complete.

Note

(1) The first schedule is always **N** for the active record and **Y** for the history record. **(2)** Adjustments to the schedule are made as needed.

Disb-Office-Mail-Sched

Required, numeric, 7 positions

Type the applicable schedule number for the regional finance center. Valid values are **3333566** (first schedule) and **3333333** (second schedule). Refer to **Table 037** for a list of regional finance centers names and addresses.

New-FY-Prorate-Percent

Required, numeric, 2 positions

Type the new fiscal year prorate percentage in whole numbers.

SSNO-Inspector-General

No entry

This field is system generated from the Employee Name database.

RA-Acnt-Ctl-PAY05-Deduct

No entry

0000 is system generated. This code is used to control deductions for indebtedness.

Prime-Sched-Number

No entry

1 is system generated. It is the scheduled run for a pay period that will produce payroll for delivery to employees by payday.

RA-Type-Code-PAY05-Deduct

No entry

This field is system generated. This code is used to identify the type of debt (Code 03, collection for salary advances) that occurs when there is insufficient pay to make deductions that are not forgiven.

Fed-Tax-Sch-Number

Required, alphanumeric, 6 positions

Type the schedule number used to match the On-line Payment and Collection System (OPAC) document reference number assigned by the Department of the Treasury for Federal tax transmissions. Position 1 equals X; positions 2 through 6 equal the sequential number.

RITS-Schd-Number

Required, numeric, 6 positions

Type the schedule number used to match the OPAC document reference number assigned by the Department of the Treasury for Retirement and Insurance Transmission System (RITS) transmissions. Positions 1 and 2 equal 01; positions 3 and 4 equal the calendar year for the pay period on which the funds are being issued; positions 5 and 6 equal the sequential number.

TSP-Tax-Schd-Nbr

No entry

This field is left blank.

Requesting A Report For Table 017

The Table 017 reports screen (**Figure 2:34**) allows users to generate ad hoc reports.

```
TM017R0              TABLE MANAGEMENT REPORTS TABLE 017              xx/xx/xx
                          PAYE PROCESSING SCHEDULE

 NO DATA REQUIRED TO RETRIEVE REPORT:
 ENTER "X" TO SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL





  VIEW REPORT BEFORE PRINTING? N  (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=017 DOCM      PF4=017 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:34. Table 017, PAYE Processing Schedule reports screen

At the Table 017 reports screen (**Figure 2:34**), complete the fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 018, Occupational Series Alpha Description

Occupational Series Alpha Description is Table 018 on the Table Management System menu. This table contains occupational series codes and alpha descriptions.

Note: Agencies can query Table 018 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 018

The Table 018 update screen (**Figure 2:35**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM018U0              TABLE MANAGEMENT UPDATE TABLE 018            xx/xx/xx
                    OCCUPATIONAL SERIES ALPHA DESCRIPTION           PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

  *OCC-SERIES-CODE:                *OCC-GRADE-RANGE-IND:

BEG-EFF-DATE: MM DD YY             LAST-EFF-DATE: MM DD YY

     PAY-PLAN-IND              :
     OCC-SPEC-PAY-CODE (Y OR N):
     FUNCTION-CLASS-IND(Y OR N):
     OCC-GRADE-SPAN            :
     PATCO-CODE                :
     OCC-SERIES-ALPHA          :




                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=018 DOCM   PF3=018 RPTS   PF4=018 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 2:35. Table 018, Occupational Series Alpha Description update screen

Agencies requiring an update to Table 018 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 018 update screen (**Figure 2:35**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Occ-Series-Code
Required, numeric, 4 positions
Type the code that identifies the exact occupational group to which the employee's position is classified.

Occ-Grade-Range-Ind
Required, numeric, 1 position
Type the code that identifies the occupational group by the grade level. Valid values are:

0	first grade level
1	second grade level

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Pay-Plan-Ind
Required, numeric, 1 position
Type the code that indicates whether the employee is in a wage grade pay plan or another type of pay plan. Valid values are:

1	wage grade pay plan
2	other pay plan

Occ-Spec-Pay-Code
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not there is a special pay code based on the occupational series code and duty station.

Function-Class-Ind
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the occupational series code requires a functional classification.

Occ-Grade-Span
Required, alphanumeric, 4 positions
Type the beginning and ending grades that are included in the occupational group.

PATCO-Code
Required, numeric, 3 positions
Type the code that identifies one of the seven major categories based on the occupational series. Valid values are:

001	professional
002	administrative

003	technical
004	clerical
005	other
006	blue collar
007	mixed collar

Occ-Series-Alpha

Required, alphanumeric, 38 positions max.

Type the description for the occupational series code.

Requesting A Report For Table 018

The Table 018 reports screen (**Figure 2:36**) allows users to generate ad hoc reports.

```
TM018R0              TABLE MANAGEMENT REPORTS TABLE 018              xx/xx/xx
                   OCCUPATIONAL SERIES ALPHA DESCRIPTION

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * OCC-SERIES-CODE:         * OCC-GRADE-RANGE-IND:

         TO       * OCC-SERIES-CODE:         * OCC-GRADE-RANGE-IND:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=018 DOCM      PF4=018 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:36. Table 018, Occupational Series Alpha Description reports screen

At the Table 018 reports screen (**Figure 2:36**), complete the From and To fields as follows:

From/To ∇

Occ-Series-Code

Required, numeric, 4 positions

Type the code that identifies the exact occupational group to which the employee's position is classified.

Occ-Grade-Range-Ind

Required, numeric, 1 position

Type the code that identifies the occupational group by the grade level. Valid values are:

0	first grade level
1	second grade level

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 019, Functional Classification Description

Functional Classification Description is Table 019 on the Table Management System menu. This table contains the alpha descriptions for the occupational function codes.

Note: Agencies can query Table 019 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 019

The Table 019 update screen (**Figure 2:37**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM019U0              TABLE MANAGEMENT UPDATE TABLE 019          xx/xx/xx
                    FUNCTIONAL CLASSIFICATION DESCRIPTION        PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*OCC-FUNCTION-CODE:

BEG-EFF-DATE:   MM DD YY          LAST-EFF-DATE: MM DD YY

FUNCTION-CL-ALPHA:









                     ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=019 DOCM   PF3=019 RPTS    PF4=019 INQY
   PF5=HELP                  PF6=REFRESH                    ENTER=PROCESS
```

Figure 2:37. Table 019, Functional Classification Description update screen

Agencies requiring an update to Table 019 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 019 update screen (**Figure 2:37**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Occ-Function-Code	*Required, numeric, 2 positions* Type the occupational function code.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Function-Cl-Alpha	*Required, alpha, 35 positions max.* Type the description for the occupational function class code.

Requesting A Report For Table 019

The Table 019 reports screen (**Figure 2:38**) allows users to generate ad hoc reports.

```
TM019R0              TABLE MANAGEMENT REPORTS TABLE 019              xx/xx/xx
                    FUNCTIONAL CLASSIFICATION DESCRIPTION

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * OCC-FUNCTION-CODE:

         TO       * OCC-FUNCTION-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                          REMOTE


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=019 DOCM      PF4=019 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:38. Table 019, Functional Classification Description reports screen

At the Table 019 reports screen (**Figure 2:38**), complete the From and To fields as follows:

From/To ∇

Occ-Function-Code

Required, numeric, 2 positions

Type the occupational function code.

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 020, UCFE State Mailing Address

UCFE State Mailing Address is Table 020 on the Table Management System menu. This table contains the mailing addresses of state unemployment compensation offices.

Note: Agencies can query Table 020 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 020

The Table 020 update screen (**Figure 2:39**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM020U0              TABLE MANAGEMENT UPDATE TABLE 020            xx/xx/xx
                        UCFE STATE MAILING ADDRESS                 PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*STATE-CODE:     *LOCAL-OFF-IDENT:

*LOCALITY-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

NAME-ADDRESS 1:
NAME-ADDRESS 2:
NAME-ADDRESS 3:
NAME-ADDRESS 4:
          CITY:
         STATE:
      ZIP CODE:


                     ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=020 DOCM   PF3=020 RPTS   PF4=020 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 2:39. Table 020, UCFE State Mailing Address update screen

Agencies requiring an update to Table 020 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 020 update screen (**Figure 2:39**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

State-Code *Required, alphanumeric, 2 positions*
Type the state abbreviation.

Local-Off-Ident *Required, numeric, 10 positions max.*
Type the code that identifies the local unemployment compensation office.

Locality Code *Required, alpha, 1 position*
Type the code that identifies if the unemployment compensation form is for one state or multiple states. Valid values are:

C	both interstate and local
I	interstate
L	local

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Name-Address 1 *Required, alphanumeric, 40 positions max.*
Type the first line of the UCFE mailing address.

Name-Address 2 *Optional, alphanumeric, 40 positions max.*
Type the second line of the UCFE mailing address.

Name-Address 3 *Optional, alphanumeric, 40 positions max.*
Type the third line of the UCFE mailing address.

Name-Address 4 *Optional, alphanumeric, 40 positions max.*
Type the fourth line of the UCFE mailing address.

City *Required, alpha, 29 positions max.*
Type the city name.

State *Required, alpha, 2 positions*
Type the state abbreviation.

ZIP Code *Required, numeric, 9 positions max.*
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

Requesting A Report For Table 020

The Table 020 reports screen (**Figure 2:40**) allows users to generate ad hoc reports.

```
TM020R0              TABLE MANAGEMENT REPORTS TABLE 020              xx/xx/xx
                         UCFE STATE MAILING ADDRESS

  ENTER DATA FOR REPORT REQUESTED:

  FROM  * STATE-CODE:      * LOCAL-OFF-IDENT:              * LOCALITY-CODE:

  TO    * STATE-CODE:      * LOCAL-OFF-IDENT:              * LOCALITY-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=020 DOCM      PF4=020 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 2:40. Table 020, UCFE State Mailing Address reports screen

At the Table 020 reports screen (**Figure 2:40**), complete the From and To fields as follows:

From/To ∇

State-Code *Required,alphanumeric, 2 positions*
Type the state abbreviation.

Local-Off-Ident *Required, numeric, 10 positions max.*
Type the code that identifies the local unemployment compensation office.

Locality Code *Required, alpha, 1 position*
Type the code that identifies if the unemployment compensation form is for one state or multiple states. Valid values are:

C	both interstate and local
I	interstate
L	local

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

PART 3.

TABLES 021–040 FIELD INSTRUCTIONS

This part is divided into the following sections:

Table 021, UCFE Department Address And Certification Info
Table 022, Payroll/Personnel Document Report
Table 023, Agency/Bureau
Table 024, UCFE Credit Weeks
Table 025, AD–350 (Personnel Block And Description)
Table 026, Standard Metropolitan Statistical Areas
Table 027, COLA/Post Differential Codes
Table 028, (Reserved)
Table 029, Pay Table Rates
Table 030, Payroll Constants
Table 031, Special Pay Converters
Table 032, Transaction Codes
Table 033, Wage Board Pay Converters
Table 034, TIME Edit Error Messages And Codes
Table 035, TIME T&A Field Coordinates
Table 036, School Identification
Table 037, Disbursing Office Name And Address
Table 038, Document 30 Update Restrict
Table 039, FEHB Action
Table 040, FEGLI Age Bracket

Table 021, UCFE Department Address And Certification Info

UCFE Department Address And Certification Info is Table 021 on the Table Management System menu. This table contains the mailing addresses of personnel offices for each Department and the names of the personnel in each Department responsible for certifying claims for unemployment compensation.

Note: Agencies can query Table 021 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 021

The Table 021 update screen (**Figure 3:1**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM021U0              TABLE MANAGEMENT UPDATE TABLE 021            xx/xx/xx
                  UCFE DEPARTMENT ADDRESS AND CERTIFICATION INFO    PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*DEPT-CODE:            *AGENCY/BUREAU:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

FECA-CODE     :
NAME-ADDRESS 1:
NAME-ADDRESS 2:
NAME-ADDRESS 3:
NAME-ADDRESS 4:
CITY:                       STATE:     ZIP CODE:
CERT-OFFICIAL-NAME   :
CERT-OFFICIAL-TITLE1 :
CERT-OFFICIAL-TITLE2 :
FTS/COMM PHONE NUMBER:


                            ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=021 DOCM   PF3=021 RPTS   PF4=021 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:1. Table 021, UCFE Department Address And Certification Info update screen

Agencies requiring an update to Table 021 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 021 update screen (**Figure 3:1**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Dept-Code
Required, alpha, 2 positions
Type the department code established by OPM.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

FECA-Code
Required, numeric, 3 positions
Type the FECA code assigned to each department by OPM for unemployment compensation purposes.

Name-Address 1
Required, alphanumeric, 30 positions max.
Type the first line of the mailing address for the personnel office in each department that is responsible for handling unemployment compensation claims.

Name-Address 2
Optional, alphanumeric, 30 positions max.
Type the second line of the mailing address for the personnel office in each department that is responsible for handling unemployment compensation claims.

Name-Address 3
Optional, alphanumeric, 30 positions max.
Type the third line of the mailing address for the personnel office in each department that is responsible for handling unemployment compensation claims.

Name-Address 4
Optional, alphanumeric, 30 positions max.
Type the fourth line of the mailing address for the personnel office in each department that is responsible for handling unemployment compensation claims.

City
Required, alpha, 19 positions max.
Type the city name.

State
Required, alpha, 2 positions
Type the state abbreviation.

ZIP Code
Required, numeric, 9 positions max.
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

Cert-Official-Name
Optional, alphanumeric, 25 positions max.
Type the name of the employee in the department who is responsible for certifying unemployment compensation claims.

Cert-Official-Title1
Optional, alphanumeric, 25 positions max.
Type the first line title of the employee in the department who is responsible for certifying unemployment compensation claims.

Cert-Official-Title2
Optional, alphanumeric, 25 positions max.
Type the second line title of the employee in the department who is responsible for certifying unemployment compensation claims.

FTS/Comm Phone Number
Optional, numeric, 10 positions max.
Type the telephone number beginning with the area code or FTS access code.

Requesting A Report For Table 021

The Table 021 reports screen (**Figure 3:2**) allows users to generate ad hoc reports.

```
TM021R0              TABLE MANAGEMENT REPORTS TABLE 021              xx/xx/xx
                UCFE DEPARTMENT ADDRESS AND CERTIFICATION INFO

  ENTER DATA FOR REPORT REQUESTED:

     FROM    *DEPT-CODE:          *AGENCY/BUREAU:

     TO      *DEPT-CODE:          *AGENCY/BUREAU:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=021 DOCM      PF4=021 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:2. Table 021, UCFE Department Address And Certification Info reports screen

At the Table 021 reports screen (**Figure 3:2**), complete the From and To fields as follows:

From/To ∇

Dept-Code
Required, alpha, 2 positions
Type the department code established by OPM.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 022, Payroll/Personnel Document Report

Payroll/Personnel Document Report is Table 022 on the Table Management System menu. This table contains abstracted data from Form AD-962, Payroll/Personnel Document Reports Election Form (**Exhibit 4**), used to automatically print at agency locations Payroll/Personnel System reports that pertain to entered, suspended, and processed transactions.

Table 022 alerts CULPRPT to execute the reports after every Personnel Edit Subsystem (PINE) pass is processed and route the reports to the designated remote printer.

Form AD-962 provides all Payroll/Personnel System users with control in obtaining recurring automatic generation and remote printing of Table 022 reports in lieu of generating the reports through CULPRPT.

Note: Agencies can query and update Table 022 data, view documentation data, and generate reports.

Updating Table 022

The Table 022 update screen (**Figure 3:3**) allows authorized users to add, modify, delete, or reactivate a record.

```
 TM022U0              TABLE MANAGEMENT UPDATE TABLE 022           xx/xx/xx
                      PAYROLL/PERSONNEL DOCUMENT REPORT           PAGE: 000001
*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE
                                                          USER-ID:
                                                         DATE-CHANGED:
*AGENCY/BUREAU:     *PERSONNEL OFFICE IDENTIFIER:        *SEQUENCE NO:
BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY
          DEPT-CODE:      DEPARTMENT:
       SERV AGY/BUR:       CV-NUMBER:       OUTPUT CLASS: A    NO. COPIES: 1
ROUTING INFORMATION:                     REMOTE-ID:
ENTER REPORT-IND:  Y=YES  N=NO  P=PAY PERIOD
PACT/PRES REPORTS:                        U0004 ERROR COUNTS BY DOC(AGCY-POI)
   E0001 DOCS BY SSN                      U0005 ERROR COUNTS BY DOC(DEPT-AGCY)
   E0002 DOCS BY FORM NO.                 U0006 PERSONNEL ERROR MSGS(USER-ID)
   E0003 DOCS BY STATUS CODE              U6701 SINQ 67 PERSONNEL ERROR MSGS
   E0004 DOCS BY EFFECTIVE PP             U6702 SINQ 67 DOCS IN SUSPENSE(TOTAL)
   E0005 DOCS BY USER-ID                  U6703 SINQ 67 DOCS PROCESSED(CURR PP)
   U0001 PERSONNEL ERROR MESSAGES         U6704 SINQ 67 ERR DOC COUNT(AGCY-POI)
   U0002 DOCUMENTS IN SUSPENSE(TOTAL)     U6705 SINQ 67 ERR DOC COUNT(DEPT-AGCY)
   U0003 ALL DOCS PROCESSED(CURR PP)      U6706 SINQ 67 PERSNL ERR MSGS(USER-ID)

                     ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=022 DOCM   PF3=022 RPTS   PF4=022 INQY
       PF5=HELP             PF6=REFRESH          PF10=PAGE2          ENTER=PROCESS
```

Figure 3:3. Table 022, Payroll/Personnel Document Report update screen, page 000001

```
 TM022U1              TABLE MANAGEMENT UPDATE TABLE 022          xx/xx/xx
                      PAYROLL/PERSONNEL DOCUMENT REPORT          PAGE: 000002
*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE
                                                          USER-ID:
                                                         DATE-CHANGED:
*AGENCY/BUREAU:     *PERSONNEL OFFICE IDENTIFIER:        *SEQUENCE NO:
BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY
          DEPT-CODE:      DEPARTMENT:
       SERV AGY/BUR:       CV-NUMBER:       OUTPUT CLASS: A    NO. COPIES: 1
ROUTING INFORMATION:                     REMOTE-ID:
ENTER REPORT-IND:  Y=YES  N=NO  P=PAY PERIOD
PACT/PRES REPORTS:

   U6707 FESI/PMSO LISTING OF ALL APPLIED PMSO RECORDS
   U6708 FESI/PMSO LISTING OF ALL SUSPENSE PMSO RECORDS
   P0145 DOCUMENTS ON THE FUTURE FILE




                     ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=022 DOCM   PF3=022 RPTS   PF4=022 INQY
       PF5=HELP             PF6=REFRESH          PF10=PAGE1          ENTER=PROCESS
```

Figure 3:4. Table 022, Payroll/Personnel Document Report update screen, page 000002

Agencies having update authority should enter Agency Organizational Structure information in TMGT following the procedures below.

Agencies desiring update authority to Table 022 may contact their agency's NFC secuirty officer.

OR

For agencies not having update authority, e–mail the TMGT update request to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled Form AD–962, Payroll/Personnel Document Reports Election Form (**Exhibit 4**), to the e–mail.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address , phone number and the pre–filled Form AD–962, Payroll/Personnel Document Reports Election Form attachment.

At the Table 022 update screen (**Figure 3:3**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Personnel Office Identifier
Required, numeric, 4 positions
Type the personnel office identifier code.

Sequence No
Required, numeric, 2 positions
Type the sequence number used in conjunction with the agency and POI to identify the locations for delivering the output of generated reports.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Dept-Code
No entry
This field is system generated.

Department
No entry
This field is system generated.

Serv-Agy/Bur
No entry
This field is system generated.

CV-Number
No entry
The system generates the central version database number where the data pertaining to the agency is located.

`CV05`	USDA agencies services by USDA
`CV06`	non–USDA agencies
`CV07`	Treasury agencies
`CV08`	Homeland Security agencies

Output Class
Optional default, alphanumeric, 1 position
A is system generated. Select from the following values to change the appropriate output class. This is the message class to be included in the job control language (JCL). Valid values are:

`A`	send the report directly to the printer
`X`	view the report
`0`	send the report directly to the user

No. Copies
Optional default, numeric, 1 position
1 is system generated. Type the desired number of copies if greater than one. Valid values are 1–9.

Routing Information
Required, alphanumeric, 15 positions max.
Type the name or location which designates where the report is to be delivered.

Remote-ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the report.

Enter Report–Ind: Y=Yes N=No P=Pay Period

Required, alpha, 1 position

Type the appropriate code next to each report to indicate the frequency with which the report should be generated. Occurs 20 times. Press **[PF10]** to navigate between pages 1 and 2. Valid values are:

Y	generate nightly
N	do not generate
P	generate at the end of the pay period only

Note

(1) Agencies may request a maximum of four reports in the E series; however, only two can be produced on a daily basis. **(2)** A maximum of five error suspense reports may be requested; however, Reports U0003 and U6703 can only be produced on a pay period basis. Reports U0001 and U0006 cannot be produced at the same time; neither can Reports U6701 and U6706 be produced at the same time. **(3)** Users may at any time request a change to the reports generation schedule. For example, you may change a report from being generated at the end of the pay period to being generated nightly.

Note

To continue updating Table 022, Minimum And Maximum Salaries, Press **[PF10]**. Page 000002 is displayed.

Requesting A Report For Table 022

The Table 022 reports screen (**Figure 3:5**) allows users to generate ad hoc reports.

```
TM022R0                TABLE MANAGEMENT REPORTS TABLE 022              xx/xx/xx
                       PAYROLL/PERSONNEL DOCUMENT REPORT

ENTER DATA FOR REPORT REQUESTED:

FROM  *AGENCY/BUREAU:     *PERSONNEL OFFICE IDENTIFIER:       *SEQUENCE NO:

TO    *AGENCY/BUREAU:     *PERSONNEL OFFICE IDENTIFIER:       *SEQUENCE NO:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                         ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=022 DOCM      PF4=022 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:5. Table 022, Payroll/Personnel Document Report reports screen

At the Table 022 reports screen (**Figure 3:5**), complete the From and To fields as follows:

From/To ∇

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Personnel Office Identifier
Required, numeric, 4 positions
Type the personnel office identifier code.

Sequence No
Required, numeric, 2 positions
Type the sequence number used in conjunction with the agency and POI to identify the locations for delivering the output of generated reports.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 023, Agency/Bureau

Agency/Bureau is Table 023 on the Table Management System menu. This table contains agency/bureau codes and corresponding names.

Note

Agencies can query Table 023 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 023

The Table 023 update screen (**Figure 3:6**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM023U0              TABLE MANAGEMENT UPDATE TABLE 023          xx/xx/xx
                             AGENCY/BUREAU                       PAGE: 000001

*ACTION:    (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE      USER-ID:
                                                           DATE-CHANGED:


     *AGENCY/BUREAU:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

         SERVICING-AGENCY/BUREAU:
         AGENCY/BUREAU-NAME     :

         AGENCY/BUREAU-ABBR     :
         CV-NUMBER              :
         PRINT EARNING STATMENTS:



                   ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=023 DOCM   PF3=023 RPTS    PF4=023 INQY
   PF5=HELP                  PF6=REFRESH                    ENTER=PROCESS
```

Figure 3:6. Table 023, Agency/Bureau update screen

Agencies requiring an update to Table 023 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 023 update screen (**Figure 3:6**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Caution
Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Caution
If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.

Servicing-Agency/Bureau
Required, alphanumeric, 2 positions
Type the code for the servicing agency or bureau.

Agency/Bureau-Name
Required, alphanumeric, 64 positions max.
Type the full name for the agency or bureau.

Agency/Bureau-Abbr
Required, alphanumeric, 6 positions max.
Type the abbreviation for the agency or bureau.

CV-Number
Required, numeric, 2 positions
Type the central version database number where the information pertaining to the agency is located. Valid values are:

05	USDA and agencies serviced by USDA
06	non-USDA agencies, except Treasury agencies
07	Treasury agencies
08	Homeland Security agencies

Print Earning Statements
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the agency wants the earnings statements printed for the entire agency.

Requesting A Report For Table 023

The Table 023 reports screen (**Figure 3:7**) allows users to generate ad hoc reports.

```
TM023R0              TABLE MANAGEMENT REPORTS TABLE 023              xx/xx/xx
                                AGENCY/BUREAU

  ENTER DATA FOR REPORT REQUESTED:

     FROM    *AGENCY/BUREAU:

     TO      *AGENCY/BUREAU:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=023 DOCM      PF4=023 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:7. Table 023, Agency/Bureau reports screen

At the Table 023 reports screen (**Figure 3:7**), complete the From and To fields as follows:

From/To ∇

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 024, UCFE Credit Weeks

UCFE Credit Weeks is Table 024 on the Table Management System menu. This table contains the minimum amount an employee must earn to receive credit for weekly unemployment compensation benefits.

Note: Agencies can query Table 024 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 024

The Table 024 update screen (**Figure 3:8**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM024U0              TABLE MANAGEMENT UPDATE TABLE 024            xx/xx/xx
                             UCFE CREDIT WEEKS                     PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*STATE-CODE:           *CALENDAR-YEAR:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

MIN-EARNED-PER-WEEK:









                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=024 DOCM   PF3=024 RPTS   PF4=024 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:8. Table 024, UCFE Credit Weeks update screen

Agencies requiring an update to Table 024 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 024 update screen (**Figure 3:8**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
State-Code	*Required, alphanumeric, 2 positions* Type the state or country code.
☞ **Note**	State codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
Calendar-Year	*Required, numeric, 2 positions* Type the last 2 positions of the calendar year.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Min-Earned-Per-Week	*Required, numeric, 5 positions max.* Type the minimum weekly amount an employee must earn to qualify for unemployment compensation benefits in dollars and cents. Do not enter a decimal.

Requesting A Report For Table 024

The Table 024 reports screen (**Figure 3:9**) allows users to generate ad hoc reports.

```
TM024R0              TABLE MANAGEMENT REPORTS TABLE 024              xx/xx/xx
                              UCFE CREDIT WEEKS

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * STATE-CODE:        * CALENDAR-YEAR:

         TO       * STATE-CODE:        * CALENDAR-YEAR:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
 CLEAR=EXIT      PF1=MAIN      PF2=024 DOCM      PF4=024 INQY      PF6=REFRESH
                               ENTER=PROCESS
```

Figure 3:9. Table 024, UCFE Credit Weeks reports screen

At the Table 024 reports screen (**Figure 3:9**), complete the From and To fields as follows:

From/To ∇

State-Code
Required, alphanumeric, 2 positions
Type the state or country code.

Note

State codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Calendar-Year
Required, numeric, 2 positions
Type the last 2 positions of the calendar year.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 025, AD–350 (Personnel Block And Description)

AD-350 (Personnel Block And Description) is Table 025 on the Table Management System menu. This table contains block numbers, access codes, and descriptions for processing personnel actions.

Note: Agencies can query Table 025 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 025

The Table 025 update screen (**Figure 3:10**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM025U0              TABLE MANAGEMENT UPDATE TABLE 025          xx/xx/xx
                   AD-350 (PERSONNEL BLOCK AND DESCRIPTION)       PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*AD-350-BLK-NUMBER:         *AD-350-BLK-DATA-VALUE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

AD-350-BLK-DATA-VALUE-ALPHA:









                      ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=025 DOCM   PF3=025 RPTS   PF4=025 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:10. Table 025, AD–350 (Personnel Block And Description) update screen

Agencies requiring an update to Table 025 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 025 update screen (**Figure 3:10**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
AD-350-Blk-Number	*Required, numeric, 3 positions* Type the number assigned to the personnel action data element.
AD-350-Blk- Data Value	*Required, alphanumeric, 6 positions max.* Type the valid data value for the block number entered.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
⚠ Caution	Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`
⚠ Caution	If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.
AD-350-Blk-Data-Value-Alpha	*Required, alphanumeric, 65 positions max.* Type the alpha description that corresponds to the data value entered.

Requesting A Report For Table 025

The Table 025 reports screen (**Figure 3:11**) allows users to generate ad hoc reports.

```
TM025R0              TABLE MANAGEMENT REPORTS TABLE 025              xx/xx/xx
                   AD-350 (PERSONNEL BLOCK AND DESCRIPTION)

  ENTER DATA FOR REPORT REQUESTED:

        FROM    * AD-350-BLK-NUMBER:      * AD-350-BLK-DATA-VALUE:

        TO      * AD-350-BLK-NUMBER:      * AD-350-BLK-DATA-VALUE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=025 DOCM      PF4=025 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:11. Table 025, AD–350 (Personnel Block And Description) reports screen

At the Table 025 reports screen (**Figure 3:11**), complete the From and To fields as follows:

From/To ∇

AD-350-Blk-Number
Required, numeric, 3 positions
Type the number assigned to the personnel action data element.

AD-350-Blk- Data Value
Required, alphanumeric, 6 positions max.
Type the valid data value for the block number entered above.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 026, Standard Metropolitan Statistical Areas

Standard Metropolitan Statistical Areas is Table 026 on the Table Management System menu. This table contains geographical boundaries that are used for statistical reporting.

Note: Agencies can query Table 026 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 026

The Table 026 update screen (**Figure 3:12**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM026U0              TABLE MANAGEMENT UPDATE TABLE 026            xx/xx/xx
                    STANDARD METROPOLITAN STATISTICAL AREAS        PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*STATE-COUNTRY-CODE:
       *COUNTY-CODE:
         *CITY-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

    SMSA-CODE:
    SMSA-NAME:





                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=026 DOCM   PF3=026 RPTS   PF4=026 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:12. Table 026, Standard Metropolitan Statistical Areas update screen

Agencies requiring an update to Table 026 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 026 update screen (**Figure 3:12**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
State-Country-Code	*Required, alphanumeric, 2 positions* Type the state or country code for the Standard Metropolitan Statistical Area (SMSA).
County-Code	*Required, numeric, 3 positions* Type the county code for SMSA.
City-Code	*Required, numeric, 4 positions* Type the city code for SMSA.
☞ Note	State, county, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
SMSA-Code	*Required, alphanumeric, 4 positions* Type the SMSA code assigned by the Bureau of Census.
SMSA-Name	*Alphanumeric, 35 positions max.* Type the full name of SMSA.

Requesting A Report For Table 026

The Table 026 reports screen (**Figure 3:13**) allows users to generate ad hoc reports.

```
TM026R0              TABLE MANAGEMENT REPORTS TABLE 026              xx/xx/xx
                   STANDARD METROPOLITAN STATISTICAL AREAS

 ENTER DATA FOR REPORT REQUESTED:

       FROM    *STATE-CODE:       *COUNTY-CODE:        *CITY-CODE:

       TO      *STATE-CODE:       *COUNTY-CODE:        *CITY-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=026 DOCM      PF4=026 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:13. Table 026, Standard Metropolitan Statistical Areas reports screen

At the Table 026 reports screen (**Figure 3:13**), complete the From and To fields as follows:

From/To ∇

State-Country-Code
Required, alphanumeric, 2 positions
Type the state or country code for SMSA.

County-Code
Required, numeric, 3 positions
Type the county code for SMSA.

City-Code
Required, numeric, 4 positions
Type the city code for SMSA.

Note
State, county, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 027, COLA/Post Differential Codes

COLA/Post Differential Codes is Table 027 on the Table Management System menu. This table contains the Cost of Living Allowance (COLA) and Post Differential Codes and percentages by city and state/country codes.

Note: Agencies can query Table 027 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 027

The Table 027 update screen (**Figure 3:14**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM027U0              TABLE MANAGEMENT UPDATE TABLE 027            xx/xx/xx
                        COLA/POST DIFFERENTIAL CODES               PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
  *STATE-COUNTRY-CODE:
          *CITY-CODE:
 *COLA-POST-DIFF-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 COLA-PERCENT:        (.9999)









                            ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=027 DOCM   PF3=027 RPTS   PF4=027 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:14. Table 027, COLA/Post Differential Codes update screen

Agencies requiring an update to Table 027 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 027 update screen (**Figure 3:14**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

State-Country-Code
Required, alphanumeric, 2 positions
Type the state or country code.

City-Code
Required, numeric, 4 positions
Type the city code. This field may equal **0000**.

☞ **Note**
State, country, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

COLA-Post-Diff-Code
Required, numeric, 1 positions
Type the COLA/post differential code for the state/country and city code entered above. Valid values are:

0	none
2	non-foreign post differential
3	COLA - local retail with post differential
4	foreign post differential
5	COLA - local retail
6	COLA - commissary/PX/with post differential
7	COLA - commissary/PX
8	COLA - commissary/PX/private housing

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

COLA-Percent
Required, numeric, 4 positions
Type the COLA or post differential percentage (e.g., to enter 10 percent, type **1000**). Do not enter a decimal.

Requesting A Report For Table 027

The Table 027 reports screen (**Figure 3:15**) allows users to generate ad hoc reports.

```
TM027R0                TABLE MANAGEMENT REPORTS TABLE 027              xx/xx/xx
                          COLA/POST DIFFERENTIAL CODES

 ENTER DATA FOR REPORT REQUESTED:

   FROM  *STATE-COUNTRY-CODE:     *CITY-CODE:       *COLA-POST-DIFF-CODE:

   TO    *STATE-COUNTRY-CODE:     *CITY-CODE:       *COLA-POST-DIFF-CODE:

         SELECT TYPE OF REPORT:

            PRINT ACTIVE
            PRINT HISTORY
            PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=027 DOCM      PF4=027 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:15. Table 027, COLA/Post Differential Codes reports screen

At the Table 027 reports screen (**Figure 3:15**), complete the From and To fields as follows:

From/To ∇

State-Country-Code

Required, alphanumeric, 2 positions

Type the state or country code.

City-Code

Required, numeric, 4 positions

Type the city code. This field may equal **0000**.

Note

State, country, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

COLA-Post-Diff-Code

Required, numeric, 1 positions

Type the COLA/post differential code for the state/country and city code entered above. Valid values are:

0	none
2	non-foreign post differential
3	COLA - local retail with post differential
4	foreign post differential
5	COLA - local retail
6	COLA - commissary/PX/with post differential
7	COLA - commissary/PX
8	COLA - commissary/PX/private housing

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 029, Pay Table Rates

Pay Table Rates is Table 029 on the Table Management System menu. This table contains salary rates for each pay plan, grade, and step. It is used to compute pay for all employees, including those in occupational special pay areas.

Note

Agencies can query Table 029 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 029

The Table 029 update screen (**Figure 3:16**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM029U0              TABLE MANAGEMENT UPDATE TABLE 029       xx/xx/xx
                              PAY TABLE RATES                PAGE: 000001

*ACTION:    (A)DD (M)ODIFY (D)ELETE  (R)EACTIVATE       USER-ID:
                                                        DATE-CHANGED:
*OPM-PAY-TABLE-NUMBER:         *PAY-PLAN:       *GRADE: 00

BEG-EFF-DATE: MM DD YY       LAST-EFF-DATE: MM DD YY

  TABLE ANNUAL AND HOURLY RATE BY STEPS

STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY
 01                 02                 03                 04
 05                 06                 07                 08
 09                 10                 11                 12
 13                 14                 15                 16
 17                 18                 19                 20



                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT     PF1=MAIN     PF2=029 DOCM     PF3=029 RPTS     PF4=029 INQ
PF5=HELP                    PF6=REFRESH                       ENTER=PROCESS
```

Figure 3:16. Table 029, Pay Table Rates update screen

Agencies requiring an update to Table 029 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

Reminder

All occupational special pay area codes **must** be established in Tables 031 and 033 before the rates can be established in Table 029.

At the Table 029 update screen (**Figure 3:16**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
OPM-Pay-Table-Number	*Required, numeric, 4 positions* Type the occupational special pay area code. If there is no pay area code, type `0000`. For a list of codes, see **Tables 031** and **033**.
Pay-Plan	*Required, alphanumeric, 2 positions* Type the pay plan.
Grade	*Optional default, numeric, 2 positions* *00* is system generated. If applicable, type the grade for the pay plan.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.
Annual	*Optional, numeric, 8 positions* Type the annual salary amount for the grade and step in dollars and cents. Do not enter a decimal.
Hrly	*Optional, numeric, 4 positions* Type the hourly rate for the grade and step in dollars and cents. Do not enter a decimal.

Requesting A Report For Table 029

The Table 029 reports screen (**Figure 3:17**) allows users to generate ad hoc reports.

```
TM029R0              TABLE MANAGEMENT REPORTS TABLE 029              xx/xx/xx
                              PAY TABLE RATES

 ENTER DATA FOR REPORT REQUESTED:

       FROM   *OPM-PAY-TABLE-NUMBER:         *PAY PLAN:         *GRADE:

       TO     *OPM-PAY-TABLE-NUMBER:         *PAY PLAN:         *GRADE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=029 DOCM      PF4=029 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:17. Table 029, Pay Table Rates reports screen

At the Table 029 reports screen (**Figure 3:17**), complete the From and To fields as follows:

From/To ∇

OPM-Pay-Table-Number

Required, numeric, 4 positions

Type the occupational special pay area code. If there is no pay area code, type **0000**. For a list of codes, see **Tables 031** and **033**.

Pay-Plan

Required, alphanumeric, 2 positions

Type the pay plan. For a list of pay plans, refer to **Table 025**, block 039.

Grade

Optional default, numeric, 2 positions

00 is system generated. If applicable, type the grade for the pay plan.

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 030, Payroll Constants

Payroll Constants is Table 030 on the Table Management System menu. This table contains the payroll data elements used to compute an employee's pay.

Note

(1) Agencies can query Table 030 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. The record is displayed with the message *Successful Inquiry*. **(2)** The data maintained in Table 030 is contained on two screens. To display screen 2, press [PF10]. To return to screen 1, press [PF10] again.
Updating Table 030

The Table 030 update screen (**Figure 3:18**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

Reminder

When a record is updated in Table 030, the corresponding record **must** also be updated in Table 081, Life Insurance Description table.

Updating Table 030

```
 TM030U0              TABLE MANAGEMENT UPDATE TABLE 030            09/29/06
                               PAYROLL CONSTANTS                   PAGE: 000001

*ACTION: _  (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                        DATE-CHANGED:
BEG-EFF-DATE: MM DD YY           LAST-EFF-DATE: MM DD YY
 MAX-ANNUAL-PAY: 00000000     MAX-BIWK-PAY: 000000  MAX-OT-HOUR-RATE: 0000
   MIN-WAGE-AMT: 000       APT-LTM-DOL-BAL: 000000   APT-LTM-DAY-TOT: 000
APT-LTM-HRS-TOT: 000000    EMPL-FEGLI-RATE: 000       RET-COV-CODE-7: 0
     RET-RATE-7: 000       RET-COV-CODE-75: 0            RET-RATE-75: 000
  OASDI-PERCENT: 000000  OASDI-MAX-ANL-AMT: 00000000   OASDI-MAX-DED: 000000
AG-CONT-PCT-RET: 0000    AG-CONT-PCT-OASDI: 0000   AG-CONT-PCT-FEGLI: 0000
FEGLI-MAX-COVER: 000       FEGLI-MIN-COVER: 00       APT-LIM-DOL-MIN: 000000
APT-LIM-DAY-MIN: 000       APT-LIM-HRS-MIN: 000000     EX-MAX-SALARY: 00000000
    HIT-PERCENT: 000000    HIT-MAX-ANN-AMT: 00000000  HIT-MAX-DEDUCT: 000000
MAX-DEFERAL-AMT: 0000000  RATE-COMMUTE-FMV: 0000   ANN-HRS-PAYE-COMP: 0000
MAX-BIWK-PAY-2080: 000000    MX-02-PAY-CAP: 000000   MAX-BIWK-PAY-LE: 000000
MAX-BIWK-PAY-LE-EX: 000000   FDIC-ESCAP: 00000000   LE-MAX-OT-HR-RATE: 0000
LTD-LS-ANNUAL-MAX: 00000000   LTD-LH-ANNUAL-MAX: 00000000
CP-PAY-PLAN-CAP: 000000    LP-PAY-PLAN-CAP: 000000   IJ-PAY-PLAN-CAP: 000000

                      ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=030 DOCM    PF3=030 RPTS   PF4=030 INQY
PF5=HELP        PF6=REFRESH        PF10=SCREEN 2        ENTER=PROCESS
```

Figure 3:18. Table 030, Payroll Constants update screen 1

```
TM030U1              TABLE MANAGEMENT UPDATE TABLE 030          09/29/06
                            PAYROLL CONSTANTS                   PAGE: 000002

*ACTION: _  (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
BEG-EFF-DATE: MM DD YY           LAST-EFF-DATE: MM DD YY

 CATCH-UP-YEAR       :                  CATCH-UP-CONTRIBUTIONS :  00000
 PP-RE-RP-MAX-SAL    :  00000000        OCC-MAX-SALARY         :  00000000
 MAX-401K-SALARY     :  00000000        OCC-MAX-BIWEEKLY-PAY   :  000000
 MAX-401K-DED-CONTRI :  00000000        MAX-403B-DED-CONTRI    :  00000000
 MAX-PLAN16-BASE-PAY :  000000          FDIC-SPECIAL-ESCAP     :  0000000









                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=030 DOCM    PF3=030 RPTS   PF4=030 INQY
PF5=HELP        PF6=REFRESH        PF10=SCREEN 1        ENTER=PROCESS
```

Figure 3:19. Table 030, Payroll Constants update screen 2

At the Table 030 update screen (**Figure 3:18**) and (**Figure 3:19**) complete the fields as follows:

Key Fields ∇

Action

Required, alpha, 1 position

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Beg-Eff-Date

Required, numeric, 6 positions

Type the effective date for the record in MM DD YY order.

Caution

Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.

Last-Eff-Date

Required, numeric, 6 positions

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Caution

If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.

Max-Annual-Pay

Required, numeric, 8 positions max.

Type the maximum annual salary amount allowed by law in dollars and cents. Do not enter a decimal.

Max-Biwk-Pay

Required, numeric, 6 positions max.

Type the maximum biweekly salary amount allowed by law in dollars and cents. Do not enter a decimal.

Max-OT-Hour-Rate
Required, numeric, 4 positions
Type the maximum hourly overtime rate allowed by law in dollars and cents. Do not enter a decimal.

Min-Wage-Amt
Required, numeric, 3 positions
Type the minimum hourly rate allowed by law in dollars and cents. Do not enter a decimal.

Apt-Ltm-Dol-Bal
Required, numeric, 6 positions max.
Type the maximum dollar amount allotted in a limited appointment in dollars and cents. Do not enter a decimal.

Apt-Ltm-Day-Tot
Required, numeric, 3 positions max.
Type the maximum amount of days allotted in a limited appointment.

Apt-Ltm-Hrs-Tot
Required, numeric, 6 positions max.
Type the maximum amount of hours allotted in a limited appointment.

Empl-FEGLI-Rate
Required, numeric, 3 positions
Type the applicable life insurance rate per thousand dollars of coverage (e.g., if the rate per $1,000 of coverage is $0.16, type **160**). Do not type a decimal.

Ret–Cov–Code–7
Required, numeric, 1 position
Type the code that indicates the type of retirement coverage held by the employee. It is the only basis upon which deductions for retirement purposes will or will not be made.

Note
This code does not apply to law enforcement officers and employees engaged in fire fighting activities.

Ret-Rate-7
Required, numeric, 3 positions
Type the percentage rate in effect for those employees covered by retirement in whole numbers and one decimal place. Do not enter a decimal.

Note
This rate does not apply to law enforcement officers and employees engaged in fire fighting activities.

Ret-Cov-Code-75
Required, numeric, 1 position
Type the coverage code in effect for law enforcement officers and employees engaged in fire fighting activities covered by retirement.

Ret-Rate-75
Required, numeric, 3 positions
Type the percentage rate in effect for law enforcement officers and employees engaged in fire fighting activities covered by retirement in whole numbers and one decimal place. Do not enter a decimal.

OASDI-Percent
Required, numeric, 6 positions max.
Type the social security (OASDI) percentage rate to be deducted from gross wages for the current tax year in whole numbers and two decimal places. Do not enter a decimal.

OASDI-Max-Anl-Amt
Required, numeric, 8 positions max.
Type the maximum annual earnings amount subject to social security (OASDI) for the current tax year in dollars and cents. Do not enter a decimal.

OASDI-Max-Ded *Required, numeric, 6 positions max.*
Type the maximum annual earnings amount of social security (OASDI) that can be deducted from gross wages for the current tax year in dollars and cents. Do not enter a decimal.

Ag-Cont-Pct-Ret *Required, numeric, 4 positions*
Type the percentage rate, in whole numbers and three decimal places, at which the agency will contribute towards the retirement fund. Do not enter a decimal.

Ag-Cont-Pct-OASDI *Required, numeric, 4 positions*
Type the percentage rate, in whole numbers and three decimal places, at which the agency will contribute towards the social security (OASDI) fund. Do not enter a decimal.

Ag-Cont-Pct-FEGLI *Required, numeric, 4 positions*
Type the percentage rate, in whole numbers and three decimal places, the agency contributes for FEGLI. Do not enter a decimal.

FEGLI-Max-Cover *Required, numeric, 3 positions*
Type the maximum amount of life insurance coverage in thousands of dollars (e.g., for $132,000, type `132`).

FEGLI-Min-Cover *Required, numeric, 2 positions*
Type the minimum amount of life insurance coverage in thousands of dollars (e.g., for $10,000 type `10`).

Apt-Lim-Dol-Min *Required, numeric, 6 positions*
Type the minimum amount, in dollars and cents, for which the Approaching Expiration of Appointment Limitation tickler is sent when an employee is reaching the appointment limitation. Do not enter a decimal.

Apt-Lim-Day-Min *Required, numeric, 3 positions*
Type the minimum number of days for which the Approaching Expiration of Appointment Limitation tickler is sent when an employee is reaching the appointment limitation.

Apt-Lim-Hrs-Min *Required, numeric, 6 positions*
Type the minimum number of hours, in whole numbers and two decimal places, for which the Approaching Expiration of Appointment Limitation tickler is sent when an employee is reaching the appointment limitation. Do not enter a decimal.

EX-Max-Salary *Required, numeric, 8 positions max.*
Type the maximum salary amount an executive service employee may earn for the current year in dollars and cents. Do not enter a decimal.

HIT-Percent *Required, numeric, 6 positions*
Type the percentage rate deducted from gross wages for Medicare (HIT) in whole numbers and four decimal places. Do not enter a decimal.

HIT-Max-Ann-Amt *Required, numeric, 8 positions*
Type the maximum annual salary amount subject to Medicare (HIT) for the current tax year in dollars and cents. Do not enter a decimal.

HIT-Max-Deduct *Required, numeric, 6 positions max.*
Type the maximum annual amount that can be deducted from gross wages for Medicare (HIT) for the current tax year in dollars and cents. Do not enter a decimal.

Max-Deferral-Amt *Required, numeric, 7 positions max.*
Type the maximum amount of retirement or thrift savings deductions that can be tax deferred for the current tax year in dollars and cents. Do not enter a decimal.

Rate-Commute-FMV *Required, numeric, 4 positions*
Type the rate in dollars and cents charged for use of a government-owned motor vehicle. Do not enter a decimal.

Ann-Hrs-PAYE-Comp *Required, numeric, 4 positions*
Type the total number of whole hours for the year to be used for computing salary payments.

Max-BiWk-Pay-2080 *Required, numeric, 6 positions max.*
Type the maximum biweekly salary amount allowed in dollars and cents. Do not enter a decimal.

Max-02-Pay-Cap *Required, numeric, 6 positions max.*
Type the maximum biweekly salary amount in dollars and cents for Pay Plans MG, MS, and MX employees. Do not enter a decimal. (For HUD use only.)

Max-BiWk-Pay-LE *Required, numeric, 6 positions max.*
Type the maximum biweekly salary amount in Pay Plan LE in dollars and cents. Do not enter a decimal.

Max-BiWk-Pay-LE–Ex *Required, numeric, 6 positions max.*
Type the maximum biweekly salary amount for Executive Service level in Pay Plan LE in dollars and cents. Do not enter a decimal.

FDIC-Escap *Required, numeric, 8 positions max.*
Type the maximum salary amount in dollars and cents for FDIC Executive Service level. Do not enter a decimal. (For FDIC use only.)

LE-Max-OT-HR-Rate *Required, numeric, 4 positions max.*
Type the maximum overtime hourly rate in dollars and cents in Pay Plan LE. Do not enter a decimal.

LTD-S-ANNUAL-MAX *Required, numeric, 8 positions max.*
Type the maximum annual salary deduction in dollars and cents for the Long Term Disability standard option. Do not enter a decimal. (For FDIC use only.)

LTD-LH-ANNUAL-MAX *Required, numeric, 8 positions max.*
Type the maximum annual salary deduction in dollars and cents for the Long Term Disability high option. Do not enter a decimal. (For FDIC use only.)

CP-Pay-Plan-Cap *Required, numeric, 6 positions max.*
Type the maximum biweekly salary amount in dollars and cents for Pay Plan CP. Do not enter a decimal. (For U.S. Capitol Police use only.)

LP-Pay-Plan-Cap *Required, numeric, 6 positions max.*
Type the maximum biweekly salary amount in dollars and cents for Pay Plan LP. Do not enter a decimal. (For U.S. Capitol Police use only.)

IJ-Pay-Plan-Cap *Required, numeric, 6 positions max.*
Type the maximum biweekly salary amount in dollars and cents for Pay Plan IJ. Do not enter a decimal. (For U.S. Capitol Police use only.)

Catch-Up-Year *Optional, numeric, 4 positions max.*
Type the applicable tax year of the non-Federal 401K and Federal TSP employee catch–up contribution (e.g., 2003).

Catch-Up-Contribution *Optional, numeric, 5 positions max.*
Type the amount of the allowable catch-up contribution for the corresponding tax year. **Note**: Whole dollar amounts only.

PP-RE-RP-Max-Sal *Optional, numeric, 8 positions max.*
Type the maximum salary amount in dollars and cents for the IRS Senior Federal Service positions. Do not enter a decimal.

OCC-Max Salary *Optional, numeric, 8 positions max.*
Type the maximum salary amount in dollars and cents for the OCC Short Term Disability Program. Do not enter a decimal.

MAX-401K-DED-SALARY *Optional, numeric , 8 position max.*
Type the maximum salary used to compute 401K monies. Do not enter a decimal.

OCC-MAX-BIWEEKLY-PAY *Optional, numberic, 8 positions max.*
Type the maximum biweekly salary amount in dollars and cents for the OCC Short Term Disability Program. Do not enter a decimal.

MAX-401K-DED-CONTRI *Optional, numberic, 8 positions max.*
Type the combined 401K deductions and agency contributions can only allowed up to the MAX-401K-DED-CONTRI amount. Do not enter a decimal.

MAX-403B-DED-CONTRI *Optional, numberic, 8 positions max.*
Type the combined 403B deductions and agency contributions can only allowed up to the MAX-403B-DED-CONTRI amount. Do not enter a decimal.

MAX-PLAB16-BASE-PAY *Optional, numberic, 8 positions max.*
Type the combined PLAN16 base pay deductions in dollars and cents.2 Do not enter a decimal.

Requesting A Report For Table 030

The Table 030 reports screen (**Figure 3:20**) allows users to generate ad hoc reports.

```
TM030R0              TABLE MANAGEMENT REPORTS TABLE 030              xx/xx/xx
                              PAYROLL CONSTANTS


NO DATA REQUIRED TO RETRIEVE REPORT.
ENTER "X" TO SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL





  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=030 DOCM      PF4=030 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:20. Table 030, Payroll Constants reports screen

At the Table 030 reports screen (**Figure 3:20**), complete the fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 031, Special Pay Converters

Special Pay Converters is Table 031 on the Table Management System menu. This table contains occupational special pay area codes used to compute special pay rates for all employees in special pay areas, except Federal Wage System (FWS) employees.

Note

Agencies can query Table 031 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 031

The Table 031 update screen (**Figure 3:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
TM031U0              TABLE MANAGEMENT UPDATE TABLE 031       xx/xx/xx
                           SPECIAL PAY CONVERTERS            PAGE: 000001

*ACTION:    (A)ADD (M)ODIFY  (D)ELETE (R)EACTIVATE      USER-ID:
                                                        DATE-CHANGED:

        *OCC-SERIES-CODE:              *DUTY-STATION-STATE-CODE:
 *DUTY-STATION-CNTY-CODE:               *DUTY-STATION-CITY-CODE:
   *OCC-SPECIAL-PAY-AREA:


BEG-EFF-DATE: MM DD YY       LAST-EFF-DATE: MM DD YY









                      ENTER DATA AND PRESS ENTER TO PROCESS
 CLEAR=EXIT   PF1=MAIN   PF2=031 DOCM   PF3=031 RPTS   PF4=031 INQY
PF5=HELP                 PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:21. Table 031, Special Pay Converters update screen

Agencies requiring an update to Table 031 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

Reminder

All occupational special pay area codes **must** be established in Table 031 before the pay rates can be established in Table 029.

At the Table 031 update screen (**Figure 3:21**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Occ–Series–Code	*Required, numeric, 4 positions* Type the occupational series code.
Duty–Station–State–Code	*Required, numeric, 2 positions* Type the duty station state code for the occupational series code special pay area.
Duty–Station–Cnty–Code	*Required, numeric, 3 positions* Type the duty station county code for the occupational series code special pay area.
Duty–Station–City–Code	*Required, numeric, 4 positions* Type the duty station city code for the occupational series code special pay area.
Note	State, county, and city codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.
Occ–Special–Pay–Area	*Required, numeric, 4 positions* Type the OPM-assigned code that identifies the special pay area.
Beg–Eff–Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last–Eff–Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Requesting A Report For Table 031

The Table 031 reports screen (**Figure 3:22**) allows users to generate ad hoc reports.

```
TM031R0               TABLE MANAGEMENT REPORTS TABLE 031              xx/xx/xx
                            SPECIAL PAY CONVERTERS

ENTER DATA FOR REPORT REQUESTED:

  FROM         *OCCUP-SERIES-CODE:              *DUTY-STATION-STATE-CODE:
          *DUTY-STATION-CNTY-CODE:               *DUTY-STATION-CITY-CODE:
            *OPM-PAY-TABLE-NUMBER:

  TO           *OCCUP-SERIES-CODE:              *DUTY-STATION-STATE-CODE:
          *DUTY-STATION-CNTY-CODE:               *DUTY-STATION-CITY-CODE:
            *OPM-PAY-TABLE-NUMBER:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT  PF1=MAIN     PF2=031 DOCM   PF4=031 INQ   PF6=REFRESH
                            ENTER=PROCESS
```

Figure 3:22. Table 031, Special Pay Converters reports screen

At the Table 031 reports screen (**Figure 3:22**), complete the From and To fields as follows:

From/To ∇

Occup-Series-Code
Required, numeric, 4 positions
Type the occupational series code.

Duty-Station-State-Code
Required, numeric, 2 positions
Type the duty station state code for the occupational series code special pay area.

Duty-Station-Cnty–Code
Required, numeric, 3 positions
Type the duty station county code for the occupational series code special pay area.

Duty-Station-City-Code
Required, numeric, 4 positions
Type the duty station city code for the occupational series code special pay area.

OPM-Pay-Table-Number
Required, numeric, 4 positions
Type the OPM-assigned pay table number used to identify the special pay area.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 032, Transaction Codes

Transaction Codes is Table 032 on the Table Management System menu. This table contains the names and descriptions of transaction codes used for recording time on the Time and Attendance (T&A) Reports and/or descriptions printed on Form AD–334, Statement of Earnings and Leave.

Note: Agencies can query Table 032 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 032

The Table 032 update screen (**Figure 3:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM032U0              TABLE MANAGEMENT UPDATE TABLE 032            xx/xx/xx
                             TRANSACTION CODES                     PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
     *TRAN-CODE:                        *TRAN-SUFF:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY
            TRAN-ALPHA:
          TRAN-PERCENT: 0000  (9.999)
        TRAN-INDICATOR:
    AGENCY/BUREAU-CODE:
    EARNING-STATE-DESC:
            OTHER-FLAG:
           AD-319-FLAG:
           AD-320-FLAG:
           AD-321-FLAG:
      GS15-STEP10-FLAG:
           INTERM-FLAG:
        WAGE-PLAN-FLAG:

                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=032 DOCM   PF3=032 RPTS   PF4=032 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:23. Table 032, Transaction Codes update screen

Agencies requiring an update to Table 032 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 032 update screen (**Figure 3:23**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Tran-Code
Required, numeric, 2 positions
Type the specified transaction code to be used for processing certain types of pay and/or printing descriptions on the earnings and leave statement. For a list of transaction codes, see Transaction Codes, Appendix A of the Time and Attendance Instructions, Title I, Chapter 7, Section 1.

Tran-Suff
Required, numeric, 2 positions
Type the prefix or suffix code that is used in conjunction with the specified pay transaction code for recording time on the T&A and printing a description on the earnings and leave statement. For a list of prefix and suffix codes, see Transaction Codes, Appendix A of the Time and Attendance Instructions, Title I, Chapter 7, Section 1.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MMDDYY order.

Caution
Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Caution
If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.

Tran-Alpha
Required, alphanumeric, 35 positions max.
Type the alpha description for the transaction code and prefix or suffix code for the T&A and/or earning and leave statement .

Tran-Percent
Optional, numeric, 4 positions max.
Type the percentage added to the employee's base pay for certain T&A transaction codes in whole numbers and two decimal places. Do not enter decimal point.

Tran-Indicator
Required, numeric, 1 position
Type the code that indicates if the transaction code is for a specific document. Valid values are:

1	T&A
2	T&A and NFC29
3	NFC29 only
4	not valid on input documents

Agency-Bureau-Code
Optional, alphanumeric, 2 positions
Type the agency or bureau code if applicable for agency-unique transaction codes. A maximum of 10 codes may be entered.

Earning-State-Desc
Optional, alphanumeric, 23 positions max.
Type the description to be printed on the earnings and leave statement.

Other-Flag
Required, alpha, 1 position
Type **V** (valid) or **N** (not valid) to indicate whether or not the pay transaction code and the prefix or suffix code are valid for ADJP transactions.

AD-319-Flag
Required, alpha, 1 position
Type **V** (valid) or **N** (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for Forest Service T&A reporting.

AD-320-Flag
Required, alpha, 1 position
Type **V** (valid) or **N** (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for Natural Soil Conservation Service T&A reporting.

AD-321-Flag
Required, alpha, 1 position
Type **V** (valid) or **N** (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for other agencies' T&A reporting.

GS15-Step10-Flag
Required, alpha, 1 position
Type **V** (valid) or **N** (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for a GS–15, Step 10 employee or above.

Interm-Flag
Required, alpha, 1 position
Type **V** (valid) or **N** (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for an intermittent employee.

Wage-Plan-Flag
Required, alpha, 1 position
Type **V** (valid) or **N** (not valid) to indicate whether or not the specified pay transaction code and the prefix or suffix code are valid for the Federal Wage System pay plan.

Requesting A Report For Table 032

The Table 032 reports screen (**Figure 3:24**) allows users to generate ad hoc reports.

```
TM032R0              TABLE MANAGEMENT REPORTS TABLE 032              xx/xx/xx
                              TRANSACTION CODES

 ENTER DATA FOR REPORT REQUESTED:

       FROM    * TRAN-CODE:           * TRAN-SUFF:

       TO      * TRAN-CODE:           * TRAN-SUFF:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=032 DOCM      PF4=032 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:24. Table 032, Transaction Codes reports screen

At the Table 032 reports screen (**Figure 3:24**), complete the From and To fields as follows:

From/To ∇

Tran-Code
Required, numeric, 2 positions
Type the specified transaction code to be used for processing certain types of pay and/or printing descriptions on the earnings and leave statement. For a list of transaction codes, see Transaction Codes, Appendix A of the Time and Attendance Instructions, Title I, Chapter 7, Section 1.

Tran-Suff
Required, numeric, 2 positions
Type the prefix or suffix code that is used in conjunction with the specified pay transaction code for recording time on the T&A and printing a description on the earnings and leave statement. For a list of prefix and suffix codes, see Transaction Codes, Appendix A of the Time and Attendance Instructions, Title I, Chapter 7, Section 1.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 033, Wage Board Pay Converters

Wage Grade Pay Converter is Table 033 on the Table Management System menu. This table contains occupational special pay area codes used to compute special pay rates for Federal Wage System (FWS) employees.

Note

Agencies can query Table 033 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 033

The Table 033 update screen (**Figure 3:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
TM033U0              TABLE MANAGEMENT UPDATE TABLE 033       xx/xx/xx
                          WAGE BOARD PAY CONVERTERS          PAGE: 000001

*ACTION:    (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE        USER-ID:
                                                        DATE-CHANGED:

*DUTY-STATION-STATE-CODE:            *DUTY-STATION-CNTY-CODE:
 *DUTY-STATION-CITY-CODE:         *OCCUPATIONAL-SERIES-CODE
EG-EFF-DATE: MM DD YY       LAST-EFF-DATE: MM DD YY

          OCC-SPECIAL-PAY-AREA:
     OCC-SPECIAL-PAY-AREA-NAME:









                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=033 DOCM    PF3=033 RPTS    PF4=033 INQ
F5=HELP                   PF6=REFRESH                     ENTER=PROCESS
```

Figure 3:25. Table 033, Wage Grade Pay Converters update screen

Agencies requiring an update to Table 033 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

Reminder

All occupational special pay area codes for FWS areas **mus**t be established in Table 031 and Table 033 before the pay rates can be established in Table 029.

At the Table 033 update screen (**Figure 3:25**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Duty-Station-State-Code	*Required, numeric, 2 positions* Type the duty station state code for the FWS area.
Duty-Station-Cnty-Code	*Required, numeric, 3 positions* Type the duty station county code for the FWS area.
Note	If the Duty-Station-County-Code is located outside one of the 50 states, type **000**.
Agency	*Required, alsphnumeric, 2 positions* . Type the agency code.
Ocupational-Series-Code	*Required, numeric, 3 positions* Type the code that identifies the exact occupational group to which the employee's position is classified.
Duty-Station-City-Code	*Required, numeric, 4 positions* Type the duty station city code for the FWS area.
Note	If the Duty-Station-City-Code is not limited to a specific city, type **0000**.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Occ-Special-Pay-Area	*Optional, numeric, 4 positions* Type the OPM-assigned code that identifies the special pay area.
Occ-Special-Pay-Area-Name	*Required, alphanumeric, 40 positions max.* Type the name for the occupational special pay area.

Requesting A Report For Table 033

The Table 033 reports screen (**Figure 3:26**) allows users to generate ad hoc reports.

```
TM033R0                TABLE MANAGEMENT REPORTS TABLE 033              xx/xx/xx
                           WAGE BOARD PAY CONVERTERS

ENTER DATA FOR REPORT REQUESTED:

FROM  *DUTY-STATION-STATE-CODE:           *DUTY-STATION-CNTY-CODE:
      *DUTY-STATION-CITY-CODE:
    *OCCUPATIONAL-SERIES-CODE:

TO    *DUTY-STATION-STATE-CODE:           *DUTY-STATION-CNTY-CODE:
      *DUTY-STATION-CITY-CODE:            *AGENCY:
    *OCCUPATIONAL-SERIES-CODE:

        PRINT ACTIVE
        PRINT HISTORY
        PRINT ALL

VIEW REPORT BEFORE PRINTING? N   (DEFAULT IS N)

ROUTING INFORMATION: NAME                        REMOTE ID

                      ENTER DATA AND PRESS "ENTER" TO PROCESS
       CLEAR=EXIT  PF1=MAIN     PF2=033 DOCM   PF4=033 INQ   PF6=REFRESH
                            ENTER=PROCESS
```

Figure 3:26. Table 033, Wage Grade Pay Converters reports screen

At the Table 033 reports screen (**Figure 3:26**), complete the From and To fields as follows:

From/To ∇

Agency
Required, alsphnumeric, 2 positions
. Type the agency code.

Duty-Station-State-Code
Required, numeric, 2 positions
Type the duty station state code for the FWS area.

Duty-Station-Cnty-Code
Required, numeric, 3 positions
Type the duty station county code for the FWS area.

Note If the Duty-Station-County-Code is located outside one of the 50 states, type **000**.

Duty-Station-City-Code
Required, numeric, 4 positions
Type the duty station city code for the FWS area.

Note If the Duty-Station-City-Code is not limited to a specific city, type **0000**.

Ocupational-Series–Code
Required, numeric, 3 positions
Type the code that identifies the exact occupational group to which the employee's position is classified.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 034, TIME Edit Error Messages And Codes

TIME Edit Error Messages And Codes is Table 034 on the Table Management System menu. This table contains the error codes and descriptions for Time and Attendance Report (T&A) edits used in the Time and Attendance Validation System (TIME).

Note: Agencies can query Table 034 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 034

The Table 034 update screen (**Figure 3:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM034U0              TABLE MANAGEMENT UPDATE TABLE 034            xx/xx/xx
                      TIME EDIT ERROR MESSAGES AND CODES           PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

 *ERROR-MESSAGE-NO:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

        ERROR-MESSAGE-DESC:
     FORCE-ACCEPT-MSG-CODE:









                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=034 DOCM   PF3=034 RPTS   PF4=034 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:27. Table 034, TIME Edit Error Messages And Codes update screen

Agencies requiring an update to Table 034 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 034 update screen (**Figure 3:27**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Error-Message-No	*Required, numeric, 3 positions* Type the code that identifies the error message description to be printed on the TIME error suspense report.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
⚠ Caution	Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.
Error-Message-Desc	*Required, alphanumeric, 50 positions max.* Type the alpha description for the error message code.
Force-Accept-Msg-Code	*Required, alpha, 1 position* Type **Y** (yes) or **N** (no) to indicate whether or not the T&A can be released for processing with the error condition.

Requesting A Report For Table 034

The Table 034 reports screen (**Figure 3:28**) allows users to generate ad hoc reports.

```
TM034R0              TABLE MANAGEMENT REPORTS TABLE 034              xx/xx/xx
                     TIME EDIT ERROR MESSAGES AND CODES

 ENTER DATA FOR REPORT REQUESTED:

       FROM    * ERROR-MESSAGE-NO:

       TO      * ERROR-MESSAGE-NO:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                      REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=034 DOCM      PF4=034 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:28. Table 034, TIME Edit Error Messages And Codes reports screen

At the Table 034 reports screen (**Figure 3:28**), complete the From and To fields as follows:

From/To ∇

Error-Message-No

Required, numeric, 3 positions

Type the code that identifies the error message description to be printed on the TIME error suspense report.

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 035, TIME T&A Field Coordinates

TIME T&A Field Coordinates is Table 035 on the Table Management System menu. This table contains the field coordinates used in the Time and Attendance Validation System (TIME) for processing and/or correcting T&A's.

Note: Agencies can query Table 035 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 035

The Table 035 update screen (**Figure 3:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM035U0              TABLE MANAGEMENT UPDATE TABLE 035            xx/xx/xx
                         TIME T & A FIELD COORDINATES              PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

  *DOCUMENT-TYPE:                 *TIME-TA-FIEL-COORDINATE:

BEG-EFF-DATE: MM DD YY             LAST-EFF-DATE: MM DD YY

     TA-ELEMENT-NAME:
      ELEMENT-LENGTH:









                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=035 DOCM   PF3=035 RPTS   PF4=035 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:29. Table 035, TIME T&A Field Coordinates update screen

Agencies requiring an update to Table 035 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 035 update screen (**Figure 3:29**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Document-Type	*Required, numeric, 3 positions* Type the code that identifies the type of document being processed. Valid values are **000**, **316**, **319**, **320**, and **321**.
TIME-TA-Field-Coordinate	*Required, numeric, 4 positions* Type the field location of the element on the T&A.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Ef-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
TA-Element-Name	*Required, alphanumeric, 20 positions max.* Type the full name of the field element on the T&A.
Element-Length	*Required, numeric, 1 position* Type the number of positions for the field.

Requesting A Report For Table 035

The Table 035 reports screen (**Figure 3:30**) allows users to generate ad hoc reports.

```
TM035R0              TABLE MANAGEMENT REPORTS TABLE 035              xx/xx/xx
                         TIME T & A FIELD COORDINATES

 ENTER DATA FOR REPORT REQUESTED:

       FROM    * DOCUMENT-TYPE:         * TIME-TA-FIELD-COORDINATE:

       TO      * DOCUMENT-TYPE:         * TIME-TA-FIELD-COORDINATE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                      REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=035 DOCM      PF4=035 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:30. Table 035, TIME T&A Field Coordinates reports screen

At the Table 035 reports screen (**Figure 3:30**), complete the From and To fields as follows:

From/To ∇

Document-Type *Required, numeric, 3 positions*
Type the code that identifies the type of document being processed. Valid values are **000**, **316**, **319**, **320**, and **321**.

TIME-TA-Field-Coordinate *Required, numeric, 4 positions*
Type the field location of the element on the T&A.

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 036, School Identification

School Identification is Table 036 on the Table Management System menu. This table contains school names (colleges and universities) and states in school code order.

Note: Agencies can query Table 036 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 036

The Table 036 update screen (**Figure 3:31**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM036U0              TABLE MANAGEMENT UPDATE TABLE 036            xx/xx/xx
                           SCHOOL IDENTIFICATION                   PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*SCHOOL-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

         SCHOOL-NAME:

 SCHOOL-STATE-COUNTRY:





                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=036 DOCM   PF3=036 RPTS   PF4=036 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:31. Table 036, School Identification update screen

Agencies requiring an update to Table 036 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 036 update screen (**Figure 3:31**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

School Code *Required, alphanumeric, 5 positions*
Type the state or country code in the first 2-positions and the school number that identifies the school in the last 3-positions.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

School-Name *Required, alphanumeric, 32 positions max.*
Type the name of the school that is identified by the school code.

School-State-Country *Required, numeric, 2 positions*
Type state or country code where the school is located.

Requesting A Report For Table 036

The Table 036 reports screen (**Figure 3:32**) allows users to generate request ad hoc reports.

```
TM036R0               TABLE MANAGEMENT REPORTS TABLE 036              xx/xx/xx
                            SCHOOL IDENTIFICATION

ENTER DATA FOR REPORT REQUESTED:

  FROM   *SCHOOL-CODE:

  TO     *SCHOOL-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT  PF1=MAIN     PF2=036 DOCM   PF4=036 INQ   PF6=REFRESH
                            ENTER=PROCESS
```

Figure 3:32. Table 036, School Identification reports screen

At the Table 036 reports screen (**Figure 3:32**), complete the From and To fields as follows:

From/To ∇

School Code
Required, alphanumeric, 5 positions
Type the state or country code in the first 2-positions and the school number that identifies the school in the last 3-positions.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 037, Disbursing Office Name And Address

Disbursing Office Name And Address is Table 037 on the Table Management System menu. This table contains the names and addresses of the disbursing offices authorized to issue payroll checks and savings bonds.

Note: Agencies can query Table 037 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 037

The Table 037 update screen (**Figure 3:33**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM037U0              TABLE MANAGEMENT UPDATE TABLE 037            xx/xx/xx
                      DISBURSING OFFICE NAME AND ADDRESS           PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

 *CHECK-MAIL-DISBURSING-OFFICE-CD:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

    NAME-ADDRESS 1:
    NAME-ADDRESS 2:
    NAME-ADDRESS 3:
    NAME-ADDRESS 4:
    NAME-ADDRESS 5:
    NAME-ADDRESS 6:
    NAME-ADDRESS 7:
    PHONE-NUMBER:


                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=037 DOCM   PF3=037 RPTS   PF4=037 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:33. Table 037, Disbursing Office Name And Address update screen

Agencies requiring an update to Table 037 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 037 update screen (**Figure 3:33**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Check-Mail-Disbursing Office-Cd
Required, numeric, 1 position
Type the number that identifies the disbursing office authorized to issue payroll checks and savings bonds. Valid values are:

2	Chicago
3	Kansas City
4	Washington, DC
5	San Francisco
6	Philadelphia

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Name-Address 1
Required, alphanumeric, 35 positions max.
Type the first line of the mailing address for the disbursing office.

Name-Address 2
Optional, alphanumeric, 35 positions max.
Type the second line of the mailing address for the disbursing office.

Name-Address 3
Optional, alphanumeric, 35 positions max.
Type the third line of the mailing address for the disbursing office.

Name-Address 4
Optional, alphanumeric, 35 positions max.
Type the fourth line of the mailing address for the disbursing office.

Name-Address 5
Optional, alphanumeric, 35 positions max.
Type the fifth line of the mailing address for the disbursing office.

Name-Address 6
Optional, alphanumeric, 35 positions max.
Type the sixth line of the mailing address for the disbursing office.

Name-Address 7
Optional, alphanumeric, 35 positions max.
Type the seventh line of the mailing address for the disbursing office.

Phone Number
Optional, numeric, 10 positions max.
Type the telephone number beginning with the area code or FTS access code.

Requesting A Report For Table 037

The Table 037 reports screen (**Figure 3:34**) allows users to generate ad hoc reports.

```
TM037R0              TABLE MANAGEMENT REPORTS TABLE 037            xx/xx/xx
                     DISBURSING OFFICE NAME AND ADDRESS

 ENTER DATA FOR REPORT REQUESTED:

       FROM    * CHECK-MAIL-DISBURSING-OFFICE-CD:

       TO      * CHECK-MAIL-DISBURSING-OFFICE-CD:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                      REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=037 DOCM      PF4=037 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:34. Table 037, Disbursing Office Name And Address reports screen

At the Table 037 reports screen (**Figure 3:34**), complete the From and To fields as follows:

From/To ∇

Check-Mail-Disbursing Office-Cd

Required, numeric, 1 position

Type the number that identifies the disbursing office authorized to issue payroll checks and savings bonds. Valid values are:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 038, Document 30 Update Restrict

Document 30 Update Restrict is Table 038 on the Table Management System menu. This table contains the data elements that can be updated through the Master File Change Document.

Note

Agencies can query Table 038 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 038

The Table 038 update screen (**Figure 3:35**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
  TM038U0              TABLE MANAGEMENT UPDATE TABLE 038            xx/xx/xx
                         DOCUMENT 30 UPDATE RESTRICT               PAGE: 000001

*ACTION:    (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE      USER-ID:
                                                           DATE-CHANGED:

 *FIELD-NUMBER:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

     ELEMENT-CODE:
LENGTH-OF-ELEMENT:
   ELEMENT-NATURE:
     ELEMENT-NAME:





                           ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=038 DOCM   PF3=038 RPTS   PF4=038 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:35. Table 038, Document 30 Update Restrict update screen

Agencies requiring an update to Table 038 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 038 update screen (**Figure 3:35**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Field-Number *Required, numeric, 6 positions*
Type the field number for the data element.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Element-Code *Required, numeric, 3 positions*
Type the code assigned to the data element.

Length-of-Element *Required, numeric, 3 positions*
Type the length (number of positions for the data element value) of the data element.

Element-Nature *Required, alpha, 1 position*
Type the code that identifies the characteristics of the data element. Valid values are:

A	alpha
N	numeric
X	alphanumeric

Element-Name *Optional, alphanumeric, 30 positions max.*
Type the alpha description of the data element.

Requesting A Report For Table 038

The Table 038 reports screen (**Figure 3:36**) allows users to generate ad hoc reports.

```
TM038R0              TABLE MANAGEMENT REPORTS TABLE 038              xx/xx/xx
                        DOCUMENT 30 UPDATE RESTRICT

 ENTER DATA FOR REPORT REQUESTED:

       FROM    * FIELD-NUMBER:

       TO      * FIELD-NUMBER:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=038 DOCM      PF4=038 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:36. Table 038, Document 30 Update Restrict reports screen

At the Table 038 reports screen (**Figure 3:36**), complete the From and To fields as follows:

From/To ∇

Field-Number
Required, numeric, 6 positions
Type the field number for the data element.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 039, FEHB Action

FEHB Action is Table 039 on the Table Management System menu. This table contains health benefit actions and gives the type of deduction (none, prorate, or full) and the type of action (add, loss, or correction) for Federal employee health benefits.

Note **(1)** Agencies can query Table 039 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. **(2)** No key data is required to access Table 039 data. To display the record, at the Table 039 inquiry screen, press **[Enter]**. The record is displayed with the message *Successful Inquiry*.

Updating To Table 039

The Table 039 update screen (**Figure 3:37**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM039U0              TABLE MANAGEMENT UPDATE TABLE 039            xx/xx/xx
                                FEHB ACTION                        PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:


BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

FEHB-ACT-SET = ACTION-CODE(3) TYPE-DEDUCTION(1) TYPE-ACTION(1)

  01-05    000          000          000          000          000
  06-10    000          000          000          000          000
  11-15    000          000          000          000          000
  16-20    000          000          000          000          000
  21-25    000          000          000          000          000




                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=039 DOCM   PF3=039 RPTS   PF4=039 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 3:37. Table 039, FEHB Action update screen

Note The add function can only be used when an FEHB Action Set needs to be added to Table 039.

At the Table 039 update screen (**Figure 3:37**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Action Code *Required, numeric, 3 positions*

Type the code that indicates the type of FEHB change being accomplished during the pay period. Valid values are:

001	name change
002	FEHB master update - agency & employing office
003	social security number deletion
004	social security number substitution
010	add - new coverage - from SF-2809
011	add - change in carrier
020	add - change in option - from SF-2809
030	add - transfer in - from SF–2809
040	add - reinstatement - return from military furlough
041	add - change in option - no SF–2809
042	add - change in carrier - no SF–2809
043	add - gain in coverage - no SF–2809
044	add - reinstatement - from SF–2809
045	add - reinstatement
050	loss - cancellation - from SF-2809
060	loss - change in option - from SF-2809
070	loss - separated
071	loss - R.I.F. furlough
072	loss - retired - FEHB terminated
073	loss - death - FEHB terminated
074	loss - changed to position ineligible
075	loss - 365 days LWOP
076	loss - termination
080	loss - change in carrier - from SF–2809
090	loss - transfer out of Agriculture
091	transfer FEHB to OPM
092	loss - death - transfer FEHB to OPM
093	transfer FEHB to OWCP
100	EEO military furlough

Type-Deduction *Required, numeric, 1 position*

Type the code that indicates whether the health benefits deduction should be a full or prorated amount or no deduction at all. Valid values are:

1	none
2	prorate
3	full

Type-Action *Required, numeric, 1 position*

Type the code that indicates whether the health benefits activity is an addition or loss in coverage or a correction to the health benefit date. Valid values are:

1	add
2	loss
3	correction

Requesting A Report For Table 039

The Table 039 reports screen (**Figure 3:38**) allows users to generate ad hoc reports.

```
TM039R0              TABLE MANAGEMENT REPORTS TABLE 039              xx/xx/xx
                               FEHB ACTION


NO DATA REQUIRED TO RETRIEVE REPORT.
ENTER "X" TO SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL




  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=039 DOCM      PF4=039 INQY      PF6=REFRESH
                               ENTER=PROCESS
```

Figure 3:38. Table 039, FEHB Action reports screen

At the Table 039 reports screen (**Figure 3:38**), complete the fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 040, FEGLI Age Bracket

FEGLI Age Bracket is Table 040 on the Table Management System menu. This table contains data on Federal Employee Government Life Insurance (FEGLI) age brackets and amounts to be deducted from an employee's pay for selected options.

Note **(1)** Agencies can query Table 040 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. **(2)** No key data is required to access Table 040 data. To display the record, at the Table 040 inquiry screen, press **[Enter]**. The record is displayed with the message *Successful Inquiry*.

Updating Table 040

The Table 040 update screen (**Figure 3:39**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM040U0              TABLE MANAGEMENT UPDATE TABLE 040            xx/xx/xx
                            FEGLI AGE BRACKET                      PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 FEGLI OPTIONAL AGE BRACKET OCCURS 8 TIMES
 AGE-BRACKET         OPTIONAL         ADDITIONAL           FAMILY
    CODES            EMP-CODES         OPTIONAL           OPTIONAL
                      (99.99)           (99.99)            (99.99)
      0                0000              0000               0000
      0                0000              0000               0000
      0                0000              0000               0000
      0                0000              0000               0000
      0                0000              0000               0000
      0                0000              0000               0000
      0                0000              0000               0000
      0                0000              0000               0000

                            ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=040 DOCM   PF3=040 RPTS   PF4=040 INQY
     PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 3:39. Table 040, FEGLI Age Bracket update screen

Note The add option can only be used when an age bracket code needs to be added to Table 040.

At the Table 040 update screen (**Figure 3:39**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date

Required, numeric, 6 positions

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Age-Bracket-Codes

Required, numeric, 1 position

Type the code that indicates the age bracket for FEGLI. Valid values are:

0	not applicable
1	under 35
2	35-39
3	40-44
4	45-49
5	50-54
6	55-59
7	60 and over

Optional-Emp-Codes

Required, numeric, 4 positions

Type the amount to be deducted each pay period for optional FEGLI coverage in dollars and cents. Do not enter a decimal.

Additional-Optional

Optional, numeric, 4 positions

Type the amount to be deducted each pay period for the additional optional FEGLI coverage in dollars and cents. Do not enter a decimal.

Family-Optional

Optional, numeric, 4 positions

Type the amount to be deducted each pay period for the family optional FEGLI coverage in dollars and cents. Do not enter a decimal.

Requesting A Report For Table 040

The Table 040 reports screen (**Figure 3:40**) allows users to generate ad hoc reports.

```
TM040R0              TABLE MANAGEMENT REPORTS TABLE 040            xx/xx/xx
                           FEGLI AGE BRACKET

NO DATA REQUIRED TO RETRIEVE REPORT.
ENTER "X" TO SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL




  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                      REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=040 DOCM      PF4=040 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 3:40. Table 040, FEGLI Age Bracket reports screen

At the Table 040 reports screen (**Figure 3:40**), complete the fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

PART 4.

TABLES 041–060 FIELD INSTRUCTIONS

This part is divided into the following sections:

Table 041, Forest Service Meal Class
Table 042, Earnings Statement Indicators
Table 043, Award Type Code
Table 044, Non-Paid Codes And Descriptions
Table 045, Performance Evaluation Anniversary Date
Table 046, APO/FPO ZIP Code Locations
Table 047, PINE Edit Error Messages And Codes
Table 048, PINE Documents Element Names
Table 049, NFC ALLTAX Conversion
Table 050, Standby/AUO Percentages
Table 051, Document Type Descriptions
Table 052, Remarks Code And Descriptions
Table 053, Nature Of Action Alpha Descriptions
Table 054, EEO Numerical Objectives
Table 055, Minimum And Maximum Salaries
Table 056, Manual Transaction Codes
Table 057, UCFE Quarters/Pay Period
Table 058, Wage Area
Table 059, UCFE Pay Period
Table 060, GOP Billing Address Codes

Table 041, Forest Service Meal Class

Forest Service Meal Class is Table 041 on the Table Management System menu. This table contains the meal classes and rate amounts used by Forest Service.

Note

Agencies can query Table 041 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 041

The Table 041 update screen (**Figure 4:1**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM041U0              TABLE MANAGEMENT UPDATE TABLE 041         xx/xx/xx
                           FOREST SERVICE MEAL CLASS            PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
 *TABLE-CONSTANT:

 BEG-EFF-DATE: MM DD YY           LAST-EFF-DATE: MM DD YY
CLASS DED           CLASS DED            CLASS DED           CLASS DED
     0000  (99.99)       0000  (99.99)        0000  (99.99)       0000  (99.99)
     0000  (99.99)       0000  (99.99)        0000  (99.99)       0000  (99.99)
     0000  (99.99)       0000  (99.99)        0000  (99.99)       0000  (99.99)
     0000  (99.99)       0000  (99.99)        0000  (99.99)       0000  (99.99)
     0000  (99.99)       0000  (99.99)        0000  (99.99)       0000  (99.99)
     0000  (99.99)       0000  (99.99)        0000  (99.99)       0000  (99.99)
     0000  (99.99)       0000  (99.99)        0000  (99.99)       0000  (99.99)
     0000  (99.99)       0000  (99.99)        0000  (99.99)       0000  (99.99)
     0000  (99.99)       0000  (99.99)        0000  (99.99)       0000  (99.99)
     0000  (99.99)

                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=041 DOCM   PF3=041 RPTS   PF4=041 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:1. Table 041, Forest Service Meal Class update screen

Agencies requiring an update to Table 041 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and pre–filled screen print attachment.

At the Table 041 update screen (**Figure 4:1**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Table-Constant	*Required, numeric, 1 position* Type **A** (first page). Type **B** (second page). Type **C** (third page).
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Class	*Required, numeric, 2 positions* Type the code that indicates the type of meal furnished the employee. Each page holds a maximum of 41 codes.
Ded	*Required, numeric, 4 positions* Type the cost for the type of meal furnished the employee in dollars and cents. Do not enter a decimal. Each page holds a maximum of 41 dollar amounts.

Requesting A Report For Table 041

The Table 041 reports screen (**Figure 4:2**) allows users to generate ad hoc reports.

```
TM041R0              TABLE MANAGEMENT REPORTS TABLE 041          xx/xx/xx
                           FOREST SERVICE MEAL CLASS

ENTER DATA FOR REPORT REQUESTED:

      FROM    *TABLE-CONSTANT:

        TO    *TABLE-CONSTANT:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING? N    (DEFAULT IS N)

  ROUTING INFORMATION: NAME                      REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT    PF1=MAIN     PF2=041 DOCM    PF4=041 INQY    PF6=REFRESH
                             ENTER=PROCESS
```

Figure 4:2. Table 041, Forest Service Meal Class reports screen

At the Table 041 reports screen (**Figure 4:2**), complete the From and To fields as follows:

From/To ∇

Table-Constant *Required, numeric, 1 position*

Type **A** (first page).

Type **B** (second page).

Type **C** (third page).

Select Type of Report *Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*

Type the number of the printer designated to print the table.

Table 042, Earnings Statement Indicators

Earnings Statement Indicators is Table 042 on the Table Management System menu. This table identifies the pay period in which there is a change in the rates for social security (OASDI), medicare (HIT), Federal Employees Group Life Insurance (FEGLI), Federal Employees Health Benefits (FEHB), and Federal, state, city, and county taxes.

Note: Agencies can query Table 042 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 042

The Table 042 update screen (**Figure 4:3**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM042U0              TABLE MANAGEMENT UPDATE TABLE 042         xx/xx/xx
                        EARNINGS STATEMENT INDICATORS           PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*PAY-PERIOD-NUMBER:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 OASDI/HIT-RATE-CHG-IND:                    FEHB-RATE-CHG-IND:
     FEGLI-RATE-CHG-IND:              FED-TAX-FORMULA-CHANGES:
 OPT-FEGLI-RATE-CHG-IND:
STATE-CODE(2) CITY-CODE(4) COUNTY-CODE(3) OCCURS 26 TIMES
01-04
05-08
09-12
13-16
17-20
21-24
25-26

                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=042 DOCM   PF3=042 RPTS   PF4=042 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:3. Table 042, Earnings Statement Indicators update screen

Agencies requiring an update to Table 042 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 042 update screen (**Figure 4:3**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Pay-Period-Number
Required, numeric, 2 positions
Type the pay period in which the rate change occurs. Valid values are **01** through **27**.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

OASDI/HIT-Rate-Chg-Ind
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the social security (OASDI) and/or medicare (HIT) rate have changed for the pay period.

FEHB-Rate-Chg-Ind
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the FEHB rate has changed for the pay period.

FEGLI-Rate-Chg-Ind
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the FEGLI rate has changed for the pay period.

Fed-Tax–Formula-Changes
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the Federal tax formula has changed for the pay period.

Opt-FEGL-Rate-Chg–Ind
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the optional FEGLI rate has changed for the pay period.

State-Code
Required, numeric, 2 positions
Type the state code. A maximum of 26 codes may be entered.

Note: When the state tax formula changes, the city and county codes will equal zeros.

City-Code
Required, numeric, 4 positions
Type the city code. A maximum of 26 codes may be entered.

Note: When the city tax formula is changed, the county code will equal zeros.

County-Code *Required, numeric, 3 positions*
Type the county code. A maximum of 26 codes may be entered.

Note

(1) When the county tax formula is changed, the city code will equal zeros.
(2) State, city, and county codes are located in the Worldwide geographical location codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Requesting A Report For Table 042

The Table 042 reports screen (**Figure 4:4**) allows users to generate ad hoc reports.

```
TM042R0               TABLE MANAGEMENT REPORTS TABLE 042          xx/xx/xx
                        EARNINGS STATEMENT INDICATORS

ENTER DATA FOR REPORT REQUESTED:

  FROM   *PAY-PERIOD-NUMBER:

  TO     *PAY-PERIOD-NUMBER:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                      REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=042 DOCM   PF4=042 INQY   PF6=REFRESH
                          ENTER=PROCESS
```

Figure 4:4. Table 042, Earnings Statement Indicators reports screen

At the Table 042 reports screen (**Figure 4:4**), complete the From and To fields as follows:

From/To ∇

Pay-Period-Number *Required, numeric, 2 positions*
Type the pay period. Valid values are **01** through **27**.

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 043, Award Type Code

Award Type Code is Table 043 on the Table Management System menu. This table contains the award codes used for processing incentive awards.

Note: Agencies can query Table 043 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 043

The Table 043 update screen (**Figure 4:5**) allows authorized NFC personnel to add, modify, delete, or reactivate a record only after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM043U0              TABLE MANAGEMENT UPDATE TABLE 043         xx/xx/xx
                             AWARD TYPE CODE                    PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*AWARD-CODE:          *DEPT-CODE:        *AGENCY/BUREAU:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

  AWARD-ALPHA:

  DEPARTMENT:




                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=043 DOCM   PF3=043 RPTS   PF4=043 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:5. Table 043, Award Type Code update screen

Agencies requiring an update to Table 043 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 043 update screen (**Figure 4:5**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Award-Code	*Required, alphanumeric, 4 positions* Type **C** (cash) or **H** (honorary) followed by the 3-digit number that identifies the type of award.
Dept-Code	*Required, alpha, 2 positions* Type the department code established by OPM.
Agency/Bureau	*Required, alphanumeric, 2 positions* Type the agency or bureau code.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Award-Alpha	*Required, alphanumeric, 75 positions max.* Type the alpha description for the award code.
Department	*No entry* This field is system generated.

Requesting A Report For Table 043

The Table 043 reports screen (**Figure 4:6**) allows users to generate ad hoc reports.

```
TM043R0                TABLE MANAGEMENT REPORTS TABLE 043          xx/xx/xx
                                AWARD TYPE CODE

ENTER DATA FOR REPORT REQUESTED:

  FROM    *AWARD-CODE:       *DEPT-CODE:         *AGENCY/BUREAU:

  TO      *AWARD-CODE:       *DEPT-CODE:         *AGENCY/BUREAU:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=043 DOCM   PF4=043 INQY   PF6=REFRESH
                           ENTER=PROCESS
```

Figure 4:6. Table 043, Award Type Code reports screen

At the Table 043 reports screen (**Figure 4:6**), complete the From and To fields as follows:

From/To ∇

Award-Code
Required, alphanumeric, 4 positions
Type **C** (cash) or **H** (honorary) followed by the 3-digit number that identifies the type of award.

Dept-Code
Required, alpha, 2 positions
Type the department code established by OPM.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 044, Non-Paid Codes And Descriptions

Non-Paid Codes And Descriptions is Table 044 on the Table Management System menu. This table contains the codes and descriptions of why employees were not paid in the Payroll/Personnel System.

Note: Agencies can query Table 044 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 044

The Table 044 update screen (**Figure 4:7**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM044U0              TABLE MANAGEMENT UPDATE TABLE 044         xx/xx/xx
                       NON-PAID CODES AND DESCRIPTIONS          PAGE: 000001

*ACTION:    (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE      USER-ID:
                                                           DATEC-HANGED:

*REASON-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 REASON-ALPHA:









                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=044 DOCM   PF3=044 RPTS   PF4=044 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:7. Table 044, Non-Paid Codes And Descriptions update screen

Agencies requiring an update to Table 044 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Reason-Code *Required, numeric, 2 positions*
Type the code that identifies the reason for nonpayment.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Reason-Alpha *Required, alphanumeric, 50 positions max.*
Type the reason for non-payment.

Requesting A Report For Table 044

The Table 044 reports screen (**Figure 4:8**) allows users to generate ad hoc reports.

```
TM044R0              TABLE MANAGEMENT REPORTS TABLE 044          xx/xx/xx
                      NON-PAID CODES AND DESCRIPTIONS

ENTER DATA FOR REPORT REQUESTED:

  FROM   *REASON-CODE:

  TO     *REASON-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN    PF2=044 DOCM    PF4=044 INQY    PF6=REFRESH
                           ENTER=PROCESS
```

Figure 4:8. Table 044, Non-Paid Codes And Descriptions reports screen

At the Table 044 reports screen (**Figure 4:8**), complete the From and To fields as follows:

From/To ∇

Reason-Code *Required, numeric, 2 positions*
Type the code that identifies the reason for nonpayment.

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 045, Performance Evaluation Anniversary Date

Performance Evaluation Anniversary Date is Table 045 on the Table Management System menu. This table contains anniversary dates used for issuing Form AD-435, Performance Appraisal, and updating the database with the applicable issue dates.

Note: Agencies can query Table 045 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 045

The Table 045 update screen (**Figure 4:9**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM045U0              TABLE MANAGEMENT UPDATE TABLE 045          xx/xx/xx
                    PERFORMANCE EVALUATION ANNIVERSARY DATE      PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

 *AGENCY/BUREAU:                    *ORG-LEV2:
 *ORG-LEV3:                         *LOCATION-CODE:

BEG-EFF-DATE: MM DD YY              LAST-EFF-DATE: MM DD YY

DATE-PER-EVAL-ANNIV-MO:
DATE-PER-EVAL-ANNIV-DA:


   DEPT-CODE:          DEPARTMENT:




                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=045 DOCM   PF3=045 RPTS   PF4=045 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:9. Table 045, Performance Evaluation Anniversary Date update screen

Agencies requiring an update to Table 045 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 045 update screen (**Figure 4:9**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Org-Lev2
Required, alphanumeric, 2 positions
Type the second level of the organizational structure code.

Org-Lev3
Required, alphanumeric, 2 positions
Type the third level of the organizational structure code.

Location-Code
Required, numeric, 1 position
Type the code that identifies the type of employees. Valid values are:

0	Non-Merit Pay (GS)
4	Merit Pay (GM, GH, VH)

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Date-Per-Eval–Anniv-Mo
Required, numeric, 2 positions
Type the month the Form AD-435 is to be generated.

OR

- To generate the Form AD-435 eight pay periods before the anniversary date, type **88**.

OR

- To generate the Form AD-435 five pay periods before the anniversary date, type **99**.

Date-Per-Eval–Anniv-Da
Required, numeric, 2 positions
Type the date the Form AD-435 is to be generated.

OR

- To generate the Form AD-435, 8 pay periods before the anniversary date, type **88**.

OR

- To generate the Form AD-435, 5 pay periods before the anniversary date, type **99**.

Dept-Code *No entry*
This field is system generated based upon the entry in the Agency/Bureau field.

Department *No entry*
This field is system generated.

Requesting A Report For Table 045

The Table 045 reports screen (**Figure 4:10**) allows users to generate ad hoc reports.

```
TM045R0                TABLE MANAGEMENT REPORTS TABLE 045          xx/xx/xx
                   PERFORMANCE EVALUATION ANNIVERSARY DATE

ENTER DATA FOR REPORT REQUESTED:

  FROM   *AGENCY/BUREAU:     *ORG-LEV2:     *ORG-LEV3     *LOCATION-CODE:

  TO     *AGENCY/BUREAU:     *ORG-LEV2:     *ORG-LEV3     *LOCATION-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=045 DOCM   PF4=045 INQY   PF6=REFRESH
                           ENTER=PROCESS
```

Figure 4:10. Table 045, Performance Evaluation Anniversary Date reports screen

At the Table 045 reports screen (**Figure 4:10**), complete the From and To fields as follows:

From/To ∇

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

Org-Lev2 *Required, alphanumeric, 2 positions*
Type the second level of the organizational structure code.

Org-Lev3 *Required, alphanumeric, 2 positions*
Type the third level of the organizational structure code.

Location-Code *Required, numeric, 1 position*
Type the code that identifies the type of employees. Valid values are:

0	Non-Merit Pay (GS)
4	Merit Pay (GM, GH, VH)

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 046, APO/FPO ZIP Code Locations

APO/FPO ZIP Code Locations is Table 046 on the Table Management System menu. This table contains the cities and location names for the American Post Office (APO) and Foreign Post Office (FPO) ZIP Codes.

Note

Agencies can query Table 046 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 046

The Table 046 update screen (**Figure 4:11**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM046U0              TABLE MANAGEMENT UPDATE TABLE 046         xx/xx/xx
                          APO/FPO ZIP CODE LOCATIONS            PAGE: 00001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
   *ZIP-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

         TYPE-ZIP:
             CITY:
    LOCATION-NAME:
      BLOCKED-ZIP:





                            ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=046 DOCM   PF3=046 RPTS   PF4=046 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:11. Table 046, APO/FPO ZIP Code Locations update screen

Agencies requiring an update to Table 046 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 046 update screen (**Figure 4:11**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

ZIP-Code *Required, numeric, 5 positions*
Type the 5-digit ZIP Code.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Type-ZIP *Required, alpha, 3 positions*
Type the code that identifies the area being serviced. Valid values are **APO** (American Post Office) or **FPO** (Foreign Post Office).

City *Required, alpha, 2 positions*
Type the applicable city code. Valid values are:

AA	America
AE	Europe
AP	Pacific

Location-Name *Required, alphanumeric, 50 positions max.*
Type the name of the APO or FPO ZIP Code location.

Blocked-ZIP *Optional, alpha, 1 position*
Type **Y** (yes) or **N** (no) to indicate whether the ZIP Code is blocked (off-limits).

Requesting A Report For Table 046

The Table 046 reports screen (**Figure 4:12**) allows users to generate ad hoc reports.

```
TM046R0              TABLE MANAGEMENT REPORTS TABLE 046          xx/xx/xx
                          APO/FPO ZIP CODE LOCATIONS

ENTER DATA FOR REPORT REQUESTED:

  FROM   *ZIP-CODE:

  TO     *ZIP-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=046 DOCM   PF4=046 INQY   PF6=REFRESH
                          ENTER=PROCESS
```

Figure 4:12. Table 046, APO/FPO ZIP Code Locations reports screen

At the Table 046 reports screen (**Figure 4:12**), complete the From and To fields as follows:

From/To ∇

ZIP-Code
Required, numeric, 5 positions
Type the 5-digit ZIP Code.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 047, PINE Edit Error Messages And Codes

PINE Edit Error Messages And Codes is Table 047 on the Table Management System menu. This table contains the alpha descriptions for the Personnel Edit Subsystem (PINE) edit messages contained in Addendum 1 to the Suspense Inquiry and Correction System (SINQ).

Note: Agencies can query Table 047 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 047

The Table 047 update screen (**Figure 4:13**) allows authorized NFC personnel to add, modify, delete, or reactivate a record after approval from the Payroll/Personnel systems Policy Staff.

```
 TM047U0              TABLE MANAGEMENT UPDATE TABLE 047        xx/xx/xx
                      PINE EDIT ERROR MESSAGES AND CODES        PAGE:

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
   *DOCUMENT-TYPE:          *ERROR-MESSAGE-NO:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 ERROR-MESSAGE-DESCRIPTION:

ELEMENT CODES: THESE FIELDS PRESENT ONLY FOR DOCUMENTS 060, 065, 110

   000       000      000        000       000
   000       000      000        000       000

   TYPE-OF-ERROR-CODE-ACC: 0           TYPE-OF-ERROR-CODE-CHG: 0
            DOC-RECORD-NO: 0000            NUMBER-OF-ELEMENTS: 00


                           ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=047 DOCM   PF3=047 RPTS   PF4=047 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:13. Table 047, PINE Edit Error Messages and Codes update screen

Agencies requiring an update to Table 047 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 047 update screen (**Figure 4:13**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Document-Type
Required, numeric, 3 positions
Type the code that indicates the type of document being processed.

☞ **Note**
For document types, see Document Type Table, Appendix A of the Suspense Inquiry And Correction System (SINQ) procedure, Title I, Chapter 10, Section 1.

Error-Message-No
Required, numeric, 3 positions
Type the code that identifies the error message description to be printed on the error suspense report.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Error-Message Description
Required, alphanumeric, 50 positions max.
Type the alpha description for the error message.

Element-Codes
Optional, numeric, 3 positions
Type the code used in the personnel edit process that identifies the data element on the action. A maximum of 10 codes may be entered.

Type-Of-Error-Code-Acc
Optional, numeric, 1 position
Type the code that identifies the type of error on an accession action. Valid values are:

0	Fatal
1	Non Fatal
2	Provisional, Fatal

Type-Of-Error-Code-Chg
Optional, numeric, 1 position
Type the code that identifies the type of error on a change document. Valid values are:

0	Fatal
1	Non Fatal
2	Provisional, Fatal

Doc-Record-No
Required, numeric, 4 positions
Type the code that identifies the record number applicable to the edit error message on the document.

Number-Of-Elements

Required, numeric, 2 positions

Type the number of data elements applicable to the edit error message.

Requesting A Report For Table 047

The Table 047 reports screen (**Figure 4:14**) allows users to generate ad hoc reports.

```
TM047R0               TABLE MANAGEMENT REPORTS TABLE 047          xx/xx/xx
                      PINE EDIT ERROR MESSAGES AND CODES

ENTER DATA FOR REPORT REQUESTED:

  FROM   *DOCUMENT-CODE:       *ERROR-MESSAGE-NO: 000

  TO     *DOCUMENT-CODE:       *ERROR-MESSAGE-NO:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=047 DOCM    PF4=047 INQY    PF6=REFRESH
                           ENTER=PROCESS
```

Figure 4:14. Table 047, PINE Edit Error Messages and Codes reports screen

At the Table 047 reports screen (**Figure 4:14**), complete the From and To fields as follows:

From/To ∇

Document-Code

Required, numeric, 3 positions

Type the code that indicates the type of document being processed.

Note

For document types, see Document Type Table, Appendix A of the Suspense Inquiry And Correction System (SINQ) procedure, Title I, Chapter 10, Section 1.

Error-Message-No

Required, numeric, 3 positions

Type the code that identifies the error message description to be printed on the error suspense report.

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 048, PINE Documents Element Names

PINE Documents Element Names is Table 048 on the Table Management System menu. This table contains the alpha descriptions for the document element(s) used in the edit process for the Personnel Edit Subsystem (PINE).

Note

Agencies can query Table 048 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 048

The Table 048 update screen (**Figure 4:15**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM048U0              TABLE MANAGEMENT UPDATE TABLE 048        xx/xx/xx
                         PINE DOCUMENTS ELEMENT NAMES          PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*DOCUMENT-TYPE:           *ELEMENT-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

  DOCUMENT-ELEMENT-NAME:









                           ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=048 DOCM   PF3=048 RPTS   PF4=048 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:15. Table 048, PINE Documents Element Names update screen

Agencies requiring an update to Table 048 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 048 update screen (**Figure 4:15**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Document-Type	*Required, numeric, 3 positions* Type the code that indicates the type of document being processed.
☞ **Note**	For the applicable document type, see Personnel Edit (PINE) Listing, Addendum 1 of the SINQ Procedure, Title I, Chapter 10, Section 1.
Element-Code	*Required, numeric, 3 positions* Type the code used in the edit process that identifies the data element on the document.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Document-Element-Name	*Required, alphanumeric, 30 positions max.* Type the description for the applicable data element.

Requesting A Report For Table 048

The Table 048 reports screen (**Figure 4:16**) allows users to generate ad hoc reports.

```
TM048R0               TABLE MANAGEMENT REPORTS TABLE 048          xx/xx/xx
                         PINE DOCUMENTS ELEMENT NAMES

ENTER DATA FOR REPORT REQUESTED:

  FROM   *DOCUMENT-TYPE:         *ELEMENT-CODE:

  TO     *DOCUMENT-TYPE:         *ELEMENT-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN    PF2=048 DOCM    PF4=048 INQY   PF6=REFRESH
                           ENTER=PROCESS
```

Figure 4:16. Table 048, PINE Documents Element Names reports screen

At the Table 048 reports screen (**Figure 4:16**), complete the From and To fields as follows:

From/To ∇

Document-Type
Required, numeric, 3 positions
Type the code that indicates the type of document being processed.

Note
For the applicable document type, see Personnel Edit (PINE) Listing, Addendum 1 of the SINQ Procedure, Title I, Chapter 10, Section 1.

Element-Code
Required, numeric, 3 positions
Type the code used in the edit process that identifies the data element on the document.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 049, NFC ALLTAX Conversion

NFC ALLTAX Conversion is Table 049 on the Table Management System menu. This table contains taxing authorities' identifications (GSA location codes - state, state and city, or state and county, and the applicable ALLTAX code). It converts taxing authority identification codes (GSA location codes) to the applicable ALLTAX code.

ALLTAX calculates taxes on the federal, state, city, and county levels. The code identifies the specific tax computation routine. No code is needed for federal tax computation.

Note: Agencies can query Table 049 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 049

The Table 049 update screen (**Figure 4:17**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM049U0              TABLE MANAGEMENT UPDATE TABLE 049            xx/xx/xx
                            NFC ALLTAX CONVERSION                  PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*CLIENT-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

TYPE-TAX   :
ALLTAX-CODE:









                     ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=049 DOCM   PF3=049 RPTS   PF4=049 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:17. Table 049, NFC ALLTAX Conversion update screen

Agencies requiring an update to Table 049 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 049 update screen (**Figure 4:17**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Client-Code
Required, numeric, 7 positions
Type the client code. The client code is composed of a resident/non-resident indicator and a GSA location code.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Type-Tax
Required, numeric, 1 position
Type the code that indicates the source of the taxing authority. Valid values are:

Blank	Federal
1	state
2	city
3	county

ALLTAX-Code
Required, numeric, 3 positions
Type the ALLTAX code.

Requesting A Report For Table 049

The Table 049 reports screen (**Figure 4:18**) allows users to generate ad hoc reports.

```
TM049R0              TABLE MANAGEMENT REPORTS TABLE 049              xx/xx/xx
                            NFC ALLTAX CONVERSION

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * CLIENT-CODE:

         TO       * CLIENT-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=049 DOCM      PF4=049 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 4:18. Table 049, NFC ALLTAX Conversion reports screen

At the Table 049 reports screen (**Figure 4:18**), complete the From and To fields as follows:

From/To ∇

Client-Code
Required, numeric, 7 positions
Type the client code. The client code is composed of a resident/non-resident indicator and a GSA location code.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 050, Standby/AUO Percentages

Standby/AUO Percentages is Table 050 on the Table Management System menu. This table contains the percentages used for entries in the Standby/AUO percent element on the Time and Attendance Report (T&A).

Note **(1)** Agencies can query Table 050 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. **(2)** No key data is required to access Table 050 data. When the Table 050 inquiry screen is selected from the TMGT menu, the record is displayed with the message *Successful Inquiry*.

Updating Table 050

The Table 050 update screen (**Figure 4:19**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM050U0              TABLE MANAGEMENT UPDATE TABLE 050       xx/xx/xx
                           STANDBY/AUO PERCENTAGES            PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

TA-STANDBY/AUO:

01-05

06-10

11-15

16-20



                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=050 DOCM   PF3=050 RPTS   PF4=050 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:19. Table 050, Standby/AUO Percentage update screen

At the Table 050 update screen (**Figure 4:19**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date

Required, numeric, 6 positions

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

TA-Standby/ AUO

Required, numeric, 6 positions

Type the applicable standby and/or AUO percentage codes.

Note

When entering a standby percentage in this field, the first position must be blank. A maximum of 20 codes may be entered.

Requesting A Report For Table 050

The Table 050 reports screen (**Figure 4:20**) allows users to generate request ad hoc reports.

```
TM050R0               TABLE MANAGEMENT REPORTS TABLE 050          xx/xx/xx
                           STANDBY/AUO PERCENTAGES


NO DATA REQUIRED TO RETRIEVE REPORT.
ENTER "X" TO SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL





  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=050 DOCM    PF4=050 INQY    PF6=REFRESH
                          ENTER=PROCESS
```

Figure 4:20. Table 050, Standby/AUO Percentages reports screen

At the Table 050 reports screen (**Figure 4:20**), complete the fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 051, Document Type Descriptions

Document Type Descriptions is Table 051 on the Table Management System menu. This table contains a description of each form or document type used by the Payroll/Personnel System.

Note: Agencies can query Table 051 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 051

The Table 051 update screen (**Figure 4:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM051U0              TABLE MANAGEMENT UPDATE TABLE 051        xx/xx/xx
                          DOCUMENT TYPE DESCRIPTIONS           PAGE:

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

   *DOCUMENT-TYPE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

DOCUMEN-DESCRIPTION:
DOCUMENT-SEQUENCE-NO:
     DOCUMENT-SOURCE:





                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=051 DOCM   PF3=051 RPTS   PF4=051 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:21. Table 051, Document Type Descriptions update screen

Agencies requiring an update to Table 051 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 051 update screen (**Figure 4:21**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Document-Type	*Required, numeric, 3 positions* Type the code that indicates the type of document being processed.
☞ **Note**	For document types, see Document Type Table, Appendix A of the Suspense Inquiry And Correction System (SINQ) procedure, Title I, Chapter 10, Section 1.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Document-Description	*Required, alphanumeric, 15 positions max.* Type the form or name used to identify the document type.
Document-Sequence-No	*Required, numeric, 2 positions* Type the sequence number applicable to the document.
Document-Source	*Required, alphanumeric, 4 positions* Type the acronym for the Payroll/Personnel System that initially processed the document (e.g., **PINE**).

Requesting A Report For Table 051

The Table 051 reports screen (**Figure 4:22**) allows users to generate ad hoc reports.

```
TM051R0              TABLE MANAGEMENT REPORTS TABLE 051          xx/xx/xx
                         DOCUMENT TYPE DESCRIPTIONS

ENTER DATA FOR REPORT REQUESTED:

  FROM   *DOCUMENT-TYPE:

  TO     *DOCUMENT-TYPE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=051 DOCM   PF4=051 INQY    PF6=REFRESH
                          ENTER=PROCESS
```

Figure 4:22. Table 051, Document Type Descriptions reports screen

At the Table 051 reports screen (**Figure 4:22**), complete the From and To fields as follows:

From/To ∇

Document-Type *Required, numeric, 3 positions*
Type the code that indicates the type of document being processed.

Note For document types, see Document Type Table, Appendix A of the Suspense Inquiry And Correction System (SINQ) procedure, Title I, Chapter 10, Section 1.

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 052, Remarks Code And Descriptions

Remarks Code And Descriptions is Table 052 on the Table Management System menu. This table contains a remarks code and alpha description used for processing personnel actions (SF-50B).

Note: Agencies can query Table 052 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 052

The Table 052 update screen (**Figure 4:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record after approval from the Payroll/Personnel Systems Policy Staff.

```
TM052U0              TABLE MANAGEMENT UPDATE TABLE 052          xx/xx/xx
                       REMARKS CODE AND DESCRIPTIONS            PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:


 *REMARK-CODE:                        *REMARK-PAGES:

 BEG-EFF-DATE: MM DD YY               LAST-EFF-DATE: MM DD YY

ADD-DATA-IND     :
REMARKS-ALPHA    :



REMARKS-CONTINUED:


                     ENTER DATA AND PRESS ENTER TO PROCESS
  CLEAR=EXIT    PF1=MAIN    PF2=052 DOCM   PF3=052 RPTS    PF4=052 INQY
  PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 4:23. Table 052, Remarks code And Descriptions update screen

Agencies requiring an update to Table 052 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 052 update screen (**Figure 4:23**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Remark-Code *Required, alphanumeric, 3 positions*
Type the remarks code assigned to the remarks description.

Remark-Pages *Required, numeric, 1 position*
Type the number of pages needed for the description of the remarks code. Valid values are:

0	1 page
1	2 pages
2	3 pages
3	4 pages

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Note: Caution should be taken when modifying the Beg-Eff-Date. Changes to this field will create a history record automatically. All other changes will result in a correction to the record.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Note: If the Last-Eff-Date is modified to a prior date, it cannot be used for an action effective after that date. However, it can be used for any action that is effective prior to the last effective date. The record is not identified as deleted in TMGT.

Add-Data-Ind *Required, numeric, 1 position*
Type the code that indicates whether additional information is available and where it resides (source). Valid values are:

0	no additional data
1	additional data from program
2	additional data from the Payroll/Personnel System
3	additional data from program and the Payroll/Personnel System
9	not printed at all

Remarks-Alpha *Required, alphanumeric, 225 positions max.*
Type the description for the remarks code entered above. A maximum of 3 lines may be entered.

Remarks-Continued

Required, numeric, 1 position

Type the code that indicates whether additional information is needed. Valid values are:

0	only one page
1	more than one page

Requesting A Report For Table 052

The Table 052 reports screen (**Figure 4:24**) allows users to generate ad hoc reports.

```
TM052R0              TABLE MANAGEMENT REPORTS TABLE 052              xx/xx/xx
                        REMARKS CODE AND DESCRIPTIONS

  ENTER DATA FOR REPORT REQUESTED:

        FROM    * REMARK-CODE:             * REMARK-PAGES:

        TO      * REMARK-CODE:             * REMARK-PAGES:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=052 DOCM      PF4=052 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 4:24. Table 052, Remarks Code And Descriptions reports screen

At the Table 052 reports screen (**Figure 4:24**), complete the From and To fields as follows:

From/To ∇

Remark-Code

Required, alphanumeric, 3 positions

Type the remarks code assigned to the remarks description.

Remark-Pages

Required, numeric, 1 position

Type the number of pages needed for the description of the remarks code. Valid values are:

0	1 page
1	2 pages
2	3 pages
3	4 pages

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 053, Nature Of Action Alpha Descriptions

Nature Of Action Alpha Descriptions is Table 053 on the Table Management System menu. This table contains the alpha descriptions and authorities for 5-digit nature of action codes (NOAC). The alpha description is the literal for the 5-digit nature of action code. The authority code is a law, executive order, rule, regulation or other basis that authorizes the appointing officer to effect a personnel action on an employee.

Note: Agencies can query Table 053 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 053

The Table 053 update screen (**Figure 4:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM053U0              TABLE MANAGEMENT UPDATE TABLE 053          xx/xx/xx
                     NATURE OF ACTION ALPHA DESCRIPTIONS         PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

   *NAT-ACT-1ST-5-POS:

   BEG-EFF-DATE: MM DD YY         LAST-EFF-DATE: MM DD YY

        NAT-ACT-1ST-3-POS       :
        NATURE-ACTION-ALPHA     :
        OPM-AUTH-CODE           :
        OPM-OTHER-LEGAL-AUTH    :
        OPM-AUTH-2ND-CODE       :
        OPM-OTHER-LEGAL-AUTH-2ND:
        SPLIT-TA-REQ-IND        :
        AGENCY-AUTHORITY-IND    :
        NUM-AUTHORITY           :


                     ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=053 DOCM   PF3=053 RPTS    PF4=053 INQY
   PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 4:25. Table 053, Nature Of Action Alpha Descriptions update screen

Agencies requiring an update to Table 053 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 053 update screen (**Figure 4:25**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Nat-Act-1st-5-Pos
Required, alphanumeric, 5 positions
Type the 5-digit nature of action code (NOAC).

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Nat-Act-1st-3-Pos
Required, numeric, 3 positions
Type the 3-digit NOAC that corresponds with the 5-digit NOAC.

Nature-Action-Alpha
Required, alphanumeric, 35 positions max.
Type the description for the NOAC.

OPM-Auth-Code
Required, alphanumeric, 3 positions
Type the first legal authority code.

OPM–Other–Legal–Auth
Optional, alphanumeric, 20 positions max.
Type the description as it relates to the first OPM authority code.

OPM-Auth-2nd-Code
Optional, alphanumeric, 3 positions
If the NOAC has two legal authorities, type the second legal authority code.

OPM-Other-Legal-Auth-2nd
Optional, alphanumeric, 20 positions max.
Type the description as it relates to the second OPM authority code.

Split-TA-Req-Ind
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the Time and Attendance Report (T&A) needs to be split for the NOAC.

Agency-Authority-Ind
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the authority is agency cited (e.g. F.S. 1990).

Num-Authority
Required, numeric, 1 position
Type the number of authorities for the NOAC. Valid values are:

0	No authority is required; nothing will be generated or cited.
1	One OPM or agency/bureau authority; it may be cited or generated.

2	Two OPM or agency/bureau authorities
3	One OPM authority and one agency/bureau authority; one is cited and the other is generated. The agency-cited authority prints on the SF-50 as the first authority.
4	One OPM authority and one agency/bureau authority. The agency-cited authority prints on the SF-50 as the first authority.

Requesting A Report For Table 053

The Table 053 reports screen (**Figure 4:26**) allows users to generate ad hoc reports.

```
TM053R0              TABLE MANAGEMENT REPORTS TABLE 053              xx/xx/xx
                     NATURE OF ACTION ALPHA DESCRIPTIONS

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * NAT-ACT-1ST-5-POS:

         TO       * NAT-ACT-1ST-5-POS:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=053 DOCM      PF4=053 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 4:26. Table 053, Nature Of Action Alpha Descriptions reports screen

At the Table 053 reports screen (**Figure 4:26**), complete the From and To fields as follows:

From/To ∇

Nat-Act-1st-5-Pos

Required, alphanumeric, 5 positions

Type the 5-digit nature of action code (NOAC).

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 054, EEO Numerical Objectives

EEO Numerical Objectives is Table 054 on the Table Management System menu. This table contains the EEO objectives of ethnic groups by fiscal year, department, agency/bureau, pay plan, occupational series, and grade.

Note: Agencies can query Table 050 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 054

The Table 054 update screen (**Figure 4:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM054U0              TABLE MANAGEMENT UPDATE TABLE 054          xx/xx/xx
                           EEO NUMERICAL OBJECTIVES              PAGE:

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*FISCAL-YEAR:          *AGENCY/BUREAU:
*PAY-PLAN:             *SERIES:                        *GRADE:
BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

        WHITE-FEMALE:                          WHITE-MALE:
        BLACK-FEMALE:                          BLACK-MALE:
    HISPANIC-FEMALE:                       HISPANIC-MALE:
        ASIAN-FEMALE:                          ASIAN-MALE:
 NAT-AMERICAN-FEMALE:                   NAT-AMERICAN-MALE:

          DEPARTMENT:




                           ENTER DATA AND PRESS ENTER TO PROCESS
    CLEAR=EXIT    PF1=MAIN    PF2=054 DOCM   PF3=054 RPTS   PF4=054 INQY
    PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:27. Table 054, EEO Numerical Objectives update screen

Agencies requiring an update to Table 054 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 054 update screen (**Figure 4:27**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Fiscal-Year
Required, numeric, 2 positions
Type the last two digits of the fiscal year.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Pay-Plan
Required, alpha, 2 positions
Type the pay plan.

Series
Required, numeric, 4 positions
Type the occupational series code.

Grade
Required, numeric, 2 positions
Type the grade for the occupational group.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

White-Female
Optional, numeric, 4 positions
Type the objective goal for white females, if applicable.

White-Male
Optional, numeric, 4 positions
Type the objective goal for white males, if applicable.

Black-Female
Optional, numeric, 4 positions
Type the objective goals for black females, if applicable.

Black-Male
Optional, numeric, 4 positions
Type the objective goal for black males, if applicable.

Hispanic-Female
Optional, numeric, 4 positions
Type the objective goal for Hispanic females, if applicable.

Hispanic-Male
Optional, numeric, 4 positions
Type the objective goal for Hispanic males, if applicable.

Asian-Female
Optional, numeric, 4 positions
Type the objective goal for Asian females, if applicable.

Asian-Male
Optional, numeric, 4 positions
Type the objective goal for Asian males, if applicable.

Nat-American-Female
Optional, numeric, 4 positions
Type the objective goal for Native American females, if applicable.

Nat-American-Male *Optional, numeric, 4 positions*
Type the objective goal for Native American males, if applicable.

Department *No entry*
This field is system generated.

Requesting A Report For Table 054

The Table 054 reports screen (**Figure 4:28**) allows users to generate ad hoc reports.

```
TM054R0               TABLE MANAGEMENT REPORTS TABLE 054
                           EEO NUMERICAL OBJECTIVES                PAGE:

ENTER DATA FOR REPORT REQUESTED:

FR *FISCAL-YR     *AGENCY/BUREAU          *PAY-PLAN     *SERIES       *GRADE

TO *FISCAL-YR     *AGENCY/BUREAU          *PAY-PLAN     *SERIES       *GRADE


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=054 DOCM    PF4=054 INQY    PF6=REFRESH
                           ENTER=PROCESS
```

Figure 4:28. Table 054, EEO Numerical Objectives reports screen

At the Table 054 reports screen (**Figure 4:28**), complete the From and To fields as follows:

From/To ∇

Fiscal-Year *Required, numeric, 2 positions*
Type the last 2 digits of the fiscal year.

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

Pay-Plan *Required, alpha, 2 positions*
Type the pay plan.

Series *Required, numeric, 4 positions*
Type the occupational series code.

Grade *Required, numeric, 2 positions*
Type the grade for the occupational group.

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 055, Minimum And Maximum Salaries

Minimum And Maximum Salaries is Table 055 on the Table Management System menu. This table contains various minimum and maximum salary rates for validation.

Note: Agencies can query Table 055 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Note: **(1)** No key data is required to access Table 055 data. To display the record, at the Table 055 inquiry screen, press **[Enter]**. The record is displayed with the message *Successful Inquiry*.
(2) The data maintained in Table 055 is contained on two screens. To display screen 2, press **[PF10]**. To return to screen 1, press **[PF10]** again.

Updating Table 055

The Table 055 update screen (**Figure 4:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM055U0              TABLE MANAGEMENT UPDATE TABLE 055          09/29/06
                        MINIMUM AND MAXIMUM SALARIES             PAGE:000001

*ACTION: _  (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
BEG-EFF-DATE: MM DD YY           LAST-EFF-DATE: MM DD YY

     MAX-ANNUAL-PAY:  00000000             FEGLI-MAX-COVER:      000
    FEGLI-MIN-COVER:        00          FMHA-CNTY-COMIT-SAL: 00000000
FMHA-TRAV-ALLOW-1ST:      0000          FMHA-TRAV-ALLOW-2ND:     0000
FMHA-TRAV-ALLOW-3RD:      0000              OLD-AMER-SAL-HI: 00000000
    OLD-AMER-SAL-LO:   0000000            ASCS-ST-COMIT-1ST:  0000000
  ASCS-ST-COMIT-2ND:   0000000            ASCS-ST-COMIT-3RD:  0000000
    SAL-RANGE-PA-HI:  00000000              SAL-RANGE-PA-LO:  0000000
    SAL-RANGE-PH-HI:   0000000              SAL-RANGE-PH-LO:  0000000
    SAL-RANGE-PD-HI:   0000000              SAL-RANGE-PD-LO:  0000000
   YCC-ENROLLEE-MIN:   0000000             YCC-ENROLLEE-MAX:  0000000
     SSNO-SECRETARY:  000000000               TRUST-SAL-MAX: 00000000
       MERIT-13-MAX:  00000000           ASST-TRUST-SAL-MAX: 00000000
       MERIT-14-MAX:  00000000                 MERIT-15-MAX: 00000000

                          ENTER DATA AND PRESS ENTER TO PROCESS
    CLEAR=EXIT    PF1=MAIN       PF2=055 DOCM     PF3=055 RPTS    PF4=055 INQY
    PF5=HELP      PF6=REFRESH    PF10=SCREEN 2    PF12=PAGE       ENTER=PROCESS
```

Figure 4:29. Table 055, Minimum And Maximum Salaries update screen 1

```
 TM055U1              TABLE MANAGEMENT UPDATE TABLE 055          09/29/06
                        MINIMUM AND MAXIMUM SALARIES             PAGE:000002

*ACTION: _  (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
BEG-EFF-DATE: MM DD YY           LAST-EFF-DATE: MM DD YY

USA-MAX-ADJ-SAL    :  00000000          HORSE-ALLOW            :   0000000
PROF-LIAB-INS-MAX  :   0000000          PARK-FRINGE-MAX        :   0000000
TRANSIT-BIWKLY-MAX :   0000000          PARK-FRINGE-MIN        :   0000000
PARK-BIWKLY-MAX    :   0000000          FDIC-MAX-SALARY        :   0000000
DOC576-MAX-SAL     :  00000000          FDIC-SPECIAL-MAX-SAL   :   0000000
CATCH-UP YEAR      :  0000              CATCH-UP CONTRIBUTION  :     00000
PP-RE-RP-MAX-SAL   :  00000000          CFTC-MAX-SALARY        :  00000000
OCC-MAX-SALARY     :  00000000          DN5-MAX-SALARY         :  00000000



                         ENTER DATA AND PRESS ENTER TO PROCESS
    CLEAR=EXIT    PF1=MAIN      PF2=055 DOCM    PF3=055 RPTS   PF4=055 INQY
    PF5=HELP      PF6=REFRESH   PF10=SCREEN 1   PF12=PAGE      ENTER=PROCESS
```

Figure 4:30. Table 055, Minimum And Maximum Salaries update screen 2

At the Table 055 update screen (**Figure 4:29**) and (**Figure 4:30**) , complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Max-Annual-Pay
Required, numeric, 8 positions max.
Type the maximum annual salary amount allowed by law in dollars and cents. Do not enter a decimal.

FEGLI-Max-Cover
Required, numeric, 3 positions
Type the maximum amount of life insurance coverage in thousands of dollars (e.g., for $100,000, type `100`).

Note: If this field is changed, the corresponding field in Table 30 must also be updated.

FEGLI-Min-Cover
Required, numeric, 2 positions
Type the minimum amount of life insurance coverage in thousands of dollars (e.g., for $10,000, type `10`).

Note

If this field is changed, the corresponding field in Table 30 must also be updated.

FmHA-Cnty-Comit-Sal

Required, numeric, 8 positions

Type the salary of the county committee person in dollars and cents. Do not enter a decimal.

FmHA-Trav-Allow-1st

Required, numeric, 4 positions

Type the code for the first rate of the daily travel allowance to which an FmHA county committee person is entitled. Valid values are:

0600	$6.00
0900	$9.00
1200	$12.00

FmHA-Trav-Allow-2nd

Required, numeric, 4 positions

Type the code for the second rate of the daily travel allowance to which an FmHA county committee person is entitled. Valid values are:

0600	$6.00
0900	$9.00
1200	$12.00

FmHA-Trav-Allow-3rd

Required, numeric, 4 positions

Type the code for the third rate of the daily travel allowance to which an FmHA county committee person is entitled. Valid values are:

0600	$6.00
0900	$9.00
1200	$12.00

Old-Amer-Sal-Hi

Required, numeric, 8 positions

Type the maximum salary amount set by public law for the Senior Citizen Salary Employment Program in dollars and cents. Do not enter a decimal.

Old-Amer-Sal-Lo

Required, numeric, 7 positions

Type the minimum salary amount set by public law for the Senior Citizen Salary Employment Program in dollars and cents. Do not enter a decimal.

ASCS-St-Comit-1st

Required, numeric, 7 positions

Type the maximum hourly rate set by public law for a Grade 13 ASCS committee chairperson in dollars and cents. Do not enter a decimal.

ASCS-St-Comit-2nd

Required, numeric, 7 positions

Type the maximum hourly rate set by public law for a Grade 14 ASCS committee chairperson in dollars and cents. Do not enter a decimal.

ASCS-St-Comit-3rd

Required, numeric, 7 positions

Type the maximum hourly rate set by public law for a Grade 15 ASCS committee chairperson in dollars and cents. Do not enter a decimal.

Sal-Range-PA-Hi *Required, numeric, 8 positions*
Type the maximum annual salary set by public law in dollars and cents. Do not enter a decimal.

Sal-Range-PA-Lo *Required, numeric, 7 positions*
Type the minimum annual salary set by public law in dollars and cents. Do not enter a decimal.

Sal-Range-PH-Hi *Required, numeric, 7 positions*
Type the maximum per hour rate set by public law in dollars and cents. Do not enter a decimal.

Sal-Range-PH-Lo *Required, numeric, 7 positions*
Type the minimum per hour rate set by public law in dollars and cents. Do not enter a decimal.

Sal-Range-PD-Hi *Required, numeric, 7 positions*
Type the maximum per day rate set by public law in dollars and cents. Do not enter a decimal.

Sal-Range-PD-Lo *Required, numeric, 7 positions*
Type the minimum per day rate set by public law in dollars and cents. Do not enter a decimal.

YCC-Enrollee-Min *Required, numeric, 7 positions*
Type the minimum salary amount set by public law for the Youth Conservation Corporation Program in dollars and cents. Do not enter a decimal.

YCC-Enrollee-Max *Required, numeric, 7 positions*
Type the maximum salary set by public law for the Youth Conservation Corporation Program in dollars and cents. Do not enter a decimal.

Trust-Sal-Max *Required, numeric, 8 positions*
Type the maximum salary set by public law for a trust employee in dollars and cents. Do not enter a decimal.

Merit-13-Max *Required, numeric, 8 positions*
Type the maximum salary set by public law for a Merit Pay, Grade 13 employee in dollars and cents. Do not enter a decimal.

Asst-Trust-Sal-Max *Required, numeric, 8 positions*
Type the maximum salary set by public law for an assistant trust employee in dollars and cents. Do not enter a decimal.

Merit-14-Max *Required, numeric, 8 positions*
Type the maximum salary set by public law for a Merit Pay, Grade 14 employee in dollars and cents. Do not enter a decimal.

Merit-15-Max *Required, numeric, 8 positions*
Type the maximum salary set by public law for a Merit Pay, Grade 15 employee in dollars and cents. Do not enter a decimal.

To continue updating Table 055, Minimum And Maximum Salaries, Press **[PF10]**. Page 000002 is displayed (**Figure NO TAG**).

Complete the fields as follows:

USA-Max-Adj-Sal
Required, numeric, 8 positions max.
Type the maximum adjusted U.S. Attorney salary allowed by law in dollars and cents. Do not enter a decimal.

Horse-Allow
Required, numeric, 7 positions max.
Type the annual horse allowance rate in dollars and cents. Do not enter a decimal.

Prof-Liab-Ins-Max
Required, numeric, 7 positions max.
Type the maximum professional liability insurance amount in dollars and cents. Do not enter a decimal.

Park-Fringe-Max
Required, numeric, 7 positions max.
Type the maximum parking fringe subsidy amount in dollars and cents. Do not enter a decimal.

Park-Fringe-Min
Required, numeric, 7 positions max.
Type the minimum parking fringe subsidy amount in dollars and cents. Do not enter a decimal.

Transit-Biwkly-Max
Required, numeric, 7 positions max.
Type the maximum transit benefit biweekly amount in dollars and cents. Do not enter a decimal.

Park-Biwkly-Max
Required, numeric, 7 positions max.
Type the maximum parking benefit biweekly amount in dollars and cents. Do not enter a decimal.

FDIC-Max-Sal
Required, numeric, 7 positions max.
Type the maximum adjusted FDIC Executive employees salary allowed by law in dollars only. Do not enter cents.

DOC576-Max-Sal
Required, numeric, 8 positions max.
Type the maximum adjusted salary in dollars and cents. Do not enter a decimal.

Catch-Up-Year
Optional, numeric, 4 positions max.
Type the applicable tax year of the non–Federal 401K Federal TSP employee catch–up contribution (e.g., 2003).

Catch-Up Contribution
Optional, numeric, 5 positions max.
Type the amount of the allowable catch–up contribution for the corresponding tax year. **Note**: Whole dollar amounts only.

PP-RE-RP-Max-Sal
Optional, numeric, 8 positions max.
Type the maximum salary amount in dollars and cents for the IRS Senior Federal Service positions. Do not enter a decimal.

CFTC-Max-Salary
Optional, numeric, 8 positions max.
Type the maximum salary amount in dollars and cents. Do not enter a decimal.

DN5-Max-Salary *Optional, numeric, 8 positions max.*
Type the maximum salary amount in dollars and cents . Do not enter a decimal.

OCC-Max-Salary *Optional, numeric, 8 positions max.*
Type the maximum salary amount in dollars and cents . Do not enter a decimal.

Requesting A Report For Table 055

The Table 055 reports screen (**Figure 4:31**) allows users to generate ad hoc reports.

```
TM055R0              TABLE MANAGEMENT REPORTS TABLE 055            xx/xx/xx
                        MINIMUM AND MAXIMUM SALARIES


NO DATA REQUIRED TO RETRIEVE REPORT.
ENTER "X" TO SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL





  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=055 DOCM    PF4=055 INQY    PF6=REFRESH
                          ENTER=PROCESS
```

Figure 4:31. Table 055, Minimum And Maximum Salaries reports screen

At the Table 055 reports screen (**Figure 4:31**), complete the fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 056, Manual Transaction Codes

Manual Transaction Codes is Table 056 on the Table Management System menu. This table contains the descriptions for transaction codes used to manually process documents and identifies whether the transaction codes are subject to Federal, Social Security (OASDI), and/or Medicare (HIT) taxes.

Note: Agencies can query Table 056 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 056

The Table 056 update screen (**Figure 4:32**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM056U0              TABLE MANAGEMENT UPDATE TABLE 056          xx/xx/xx
                           MANUAL TRANSACTION CODES              PAGE:

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
 *TRAN-CODE:         *TRAN-SUFF:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

            TRAN-ALPHA:
         OASDI-TAX-IND:
           HIT-TAX-IND:
      GROSS-UPDATE-IND:





                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=056 DOCM   PF3=056 RPTS   PF4=056 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:32. Table 056, Manual Transaction Codes update screen

Agencies requiring an update to Table 056 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 056 update screen (**Figure 4:32**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Tran-Code *Required, numeric, 2 positions*
Type the transaction code that identifies the applicable work performed.

Tran-Suff *Required, numeric, 2 positions*
Type the code used with the specific pay transaction code to further identify the applicable work performed. This code is also used to print earnings and leave statement descriptions.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Tran-Alpha *Optional, alphanumeric, 35 positions max.*
Type the description for the transaction code and suffix.

OASDI-Tax-Ind *Required, alpha, 2 positions*
Type **Y** (yes) or **N** (no) to indicate whether or not the amount paid for the transaction code and suffix is subject to and limited to the amount of Social Security (OASDI) wages.

HIT-Tax-Ind *Required, alpha, 2 positions*
Type **Y** (yes) or **N** (no) to indicate whether or not the amount paid for the transaction code and suffix is subject to and limited to the amount of Medicare (HIT) wages.

Gross-Update-Ind *Required, numeric, 1 position*
Type the code that indicates how the amount paid for the transaction code and suffix affects gross wages. Valid values are:

1	add to gross wages
2	do not add to gross wages
3	subtract from gross wages

Requesting A Report For Table 056

The Table 056 reports screen (**Figure 4:33**) allows users to generate ad hoc reports.

```
TM056R0              TABLE MANAGEMENT REPORTS TABLE 056              xx/xx/xx
                          MANUAL TRANSACTION CODES              PAGE:

ENTER DATA FOR REPORT REQUESTED:

      FROM     *TRAN-CODE:               *TRAN-SUFF:

      TO       *TRAN-CODE:               *TRAN-SUFF:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT     PF1=MAIN      PF2=056 DOCM      PF4=056 INQY     PF6=REFRESH
                            ENTER=PROCESS
```

Figure 4:33. Table 056, Manual Transaction Codes reports screen

At the Table 056 reports screen (**Figure 4:33**), complete the From and To fields as follows:

From/To ∇

Tran-Code
Required, numeric, 2 positions
Type the transaction code that identifies the applicable work performed.

Tran-Suff
Required, numeric, 2 positions
Type the code used with the specific pay transaction code to further identify the applicable work performed. This code is also used to print earnings and leave statement descriptions.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 057, UCFE Quarters/Pay Period

UCFE Quarters/Pay Period is Table 057 on the Table Management System menu. This table establishes the quarter parameters for the Unemployment Compensation Federal Employee (UCFE) subsystem from the seven prior quarters to the current quarter.

Note: Agencies can query Table 057 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 057

The Table 057 update screen (**Figure 4:34**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM057U0              TABLE MANAGEMENT UPDATE TABLE 057            xx/xx/xx
                          UCFE QUARTERS/PAY PERIOD                 PAGE: 000001

*ACTION:    (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE      USER-ID:
                                                           DATE-CHANGED:
*UCFE-QTR-YEAR:        *UCFE-QTR-NUMBER:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

UCFE-QTR-BEGIN-PP-NUMBER:
UCFE-QTR-BEGIN-PP-DATE:
UCFE-QTR-END-PP-NUMBER:
UCFE-QTR-END-PP-DATE:
UCFE-QTR-PROC-FLAG:





                    ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=057 DOCM   PF3=057 RPTS   PF4=057 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:34. Table 057, UCFE Quarters/Pay Period update screen

Agencies requiring an update to Table 057 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 057 update screen (**Figure 4:34**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

UCFE-Qtr-Year
Required, numeric, 2 positions
Type the last two digits of the year for the quarter to be used for processing UCFE data.

UCFE-Qtr-Number
Required, numeric, 1 position
Type the code that indicates the last quarter worked for processing UCFE data. Use the actual pay day of the pay period to determine the appropriate entry for all quarters and dates. Valid values are:

1	first quarter
2	second quarter
3	third quarter
4	fourth quarter

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

UCFE-Qtr-Begin-PP-Number
Required, numeric, 2 positions
Type the pay period in which the quarter began. Valid values are **01** through **27**.

UCFE-Qtr-Begin-PP-Date
Required, numeric, 6 positions
Type the first day of the beginning pay period for the quarter in MM DD YY order.

UCFE-Qtr-End-PP-Number
Required, numeric, 2 positions
Type the pay period number in which the quarter ended. Valid values are **01** through **27**.

UCFE-Qtr-End-PP-Date
Required, numeric, 6 positions
Type the last day of the ending pay period for the quarter in MM DD YY order.

UCFE-Qtr-Proc-Flag
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to determine the processing status of each UCFE quarter.

Requesting A Report For Table 057

The Table 057 reports screen (**Figure 4:35**) allows users to generate ad hoc reports.

```
TM057R0              TABLE MANAGEMENT REPORTS TABLE 057              xx/xx/xx
                          UCFE QUARTERS/PAY PERIOD

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * UCFE-QTR-YEAR:           * UCFE-QTR-NUMBER:

         TO       * UCFE-QTR-YEAR:           * UCFE-QTR-NUMBER:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=057 DOCM      PF4=057 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 4:35. Table 057, UCFE Quarters/Pay Period reports screen

At the Table 057 reports screen (**Figure 4:35**), complete the From and To fields as follows:

From/To ∇

UCFE-Qtr-Year

Required, numeric, 2 positions

Type the last 2 digits of the year for the quarter to be used for processing UCFE data.

UCFE-Qtr-Number

Required, numeric, 1 position

Type the code that indicates the last quarter worked for processing UCFE data. Use the actual pay day of the pay period to determine the appropriate entry for all quarters and dates. Valid values are:

1	first quarter
2	second quarter
3	third quarter
4	fourth quarter

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 058, Wage Area

Wage Area is Table 058 on the Table Management System menu. This table contains the wage area codes with their production schedules in selected pay areas used for current month processing of population reports on wage grade employees.

Note: Agencies can query Table 058 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 058

The Table 058 update screen (**Figure 4:36**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM058U0              TABLE MANAGEMENT UPDATE TABLE 058          xx/xx/xx
                                WAGE AREA                        PAGE

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*WAGE-AREA-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 MONTH-REPORT-PREPARED:
  YEAR-REPORT-PREPARED:
FISCAL-MONTH-OF-SURVEY:
 FISCAL-YEAR-OF-SURVEY:





                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=058 DOCM   PF3=058 RPTS   PF4=058 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:36. Table 058, Wage Area update screen

Agencies requiring an update to Table 058 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 058 update screen (**Figure 4:36**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Wage-Area-Code	*Required, alphanumeric, 4 positions* Type the code that identifies the applicable wage area.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.
Month-Report-Prepared	*Required, numeric, 2 positions* Type the month in which the wage area report is prepared. Valid values are `01` through `12`.
Year-Report-Prepared	*Required, numeric, 4 positions* Type the year in YYYY order for which the wage area report is prepared.
Fiscal-Month-Of-Survey	*Required, numeric, 2 positions* Type the month within the fiscal year in which the wage area report is prepared. Valid values are `01` through `12`.
Fiscal-Year-Of-Survey	*Required, numeric, 4 positions* Type the fiscal year in YYYY for which the wage area report is prepared.

Requesting A Report For Table 058

The Table 058 reports screen (**Figure 4:37**) allows users to generate ad hoc reports.

```
TM058R0              TABLE MANAGEMENT REPORTS TABLE 058            xx/xx/xx
                                  WAGE AREA                      PAGE:

ENTER DATA FOR REPORT REQUESTED:

  FROM   *WAGE-AREA-CODE:

  TO     *WAGE-AREA-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION:NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=058 DOCM      PF4=058 INQY     PF6=REFRESH
                            ENTER=PROCESS
```

Figure 4:37. Table 058, Wage Area reports screen

At the Table 058 reports screen (**Figure 4:37**), complete the From and To fields as follows:

From/To ∇

Wage-Area-Code *Required, alphanumeric, 4 positions*
Type the code that identifies the applicable wage area.

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 059, UCFE Pay Period

UCFE Pay Period is Table 059 on the Table Management System menu. This table contains the pay period parameters for the Unemployment Compensation Federal Employee (UCFE) subsystem for all pay periods relative to the corresponding UCFE quarters.

Note: Agencies can query Table 059 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 059

The Table 059 update screen (**Figure 4:38**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM059U0              TABLE MANAGEMENT UPDATE TABLE 059            xx/xx/xx
                               UCFE PAY PERIOD                     PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
  *DATE-PROC-PP-BEGINS-YR:      *PAY-PERIOD-NUMBER:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

     UCFE-QTR-YEAR:
     UCFE-QTR-NUMBER:
     UCFE-QTR-BEGIN-PP-NUMBER:
     UCFE-QTR-BEGIN-PP-DATE:
     UCFE-QTR-END-PP-NUMBER:
     UCFE-QTR-END-PP-DATE:
     UCFE-QTR-PROC-FLAG:




                    ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=059 DOCM   PF3=059 RPTS   PF4=059 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:38. Table 059, UCFE Pay Period update screen

Agencies requiring an update to Table 059 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 059 update screen (**Figure 4:38**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Date-Proc-PP-Begins-Yr
Required, numeric, 2 positions
Type the last 2 digits of the year in which the processing pay period begins. Must be greater than 82.

Pay-Period-Number
Required, numeric, 2 positions
Type the pay period number for the quarter. Valid values are **01** through **27**.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

UCFE-Qtr-Year
Required, numeric, 2 positions
Type the last two positions of the year to be used for processing UCFE records.

UCFE-Qtr-Number
Required, numeric, 1 position
Type the code that indicates the last quarter worked for processing UCFE records. Use the actual pay day of the pay period to determine the appropriate entry for all quarters and dates. Valid values are:

1	first quarter
2	second quarter
3	third quarter
4	fourth quarter

UCFE-Qtr-Begin-PP-Number
Required, numeric, 2 positions
Type the pay period in which the quarter began. Valid values are **01** through **27**.

UCFE-Qtr-Begin-PP-Date
Required, numeric, 6 positions
Type the first day of the beginning pay period for the quarter in MM DD YY order.

UCFE-Qtr-End-PP-Number
Required, numeric, 2 positions
Type the pay period number in which the quarter ended. Valid values are **01** through **27**.

UCFE-Qtr-End-PP-Date
Required, numeric, 6 positions
Type the last day of the ending pay period for the quarter in MM DD YY order. Must be valid on Table 28.

UCFE-Qtr-Proc-Flag

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to determine the processing status of each UCFE quarter.

Requesting A Report For Table 059

The Table 059 reports screen (**Figure 4:39**) allows users to generate ad hoc reports.

```
TM059R0              TABLE MANAGEMENT REPORTS TABLE 059              xx/xx/xx
                              UCFE PAY PERIOD

  ENTER DATA FOR REPORT REQUESTED:

     FROM   * DATE-PROC-PP-BEGINS-YR:      * PAY-PERIOD-NUMBER:

     TO     * DATE-PROC-PP-BEGINS-YR:      * PAY-PERIOD-NUMBER:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=059 DOCM      PF4=059 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 4:39. Table 059, UCFE Pay Period reports screen

At the Table 059 reports screen (**Figure 4:39**), complete the From and To fields as follows:

From/To ∇

Date-Proc-PP-Begins-Yr

Required, numeric, 2 positions

Type the last 2 digits of the year in which the processing pay period begins.

Pay-Period-Number

Required, numeric, 2 positions

Type the pay period number for the quarter. Valid values are **01** through **27**.

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 060, GPO Billing Address Codes

GPO Billing Address Codes is Table 060 on the Table Management System menu. This table contains Government Printing Office (GPO) Billing Address Codes (BAC) and locations used to process billing for printed materials (e.g., stationery, posters, insignias on pencils, etc.).

Note: Agencies can query Table 060 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 060

The Table 060 update screen (**Figure 4:40**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM060U0              TABLE MANAGEMENT UPDATE TABLE 060         xx/xx/xx
                         GPO BILLING ADDRESS CODES              PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*BILL-ADDR-CODE:           *AGENCY/BUREAU:        *ACCOUNTING-STATION:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 NAME-ADDRESS 1:
 NAME-ADDRESS 2:
 NAME-ADDRESS 3:
 NAME-ADDRESS 4:
 NAME-ADDRESS 5:
 CITY:                              STATE:         ZIP CODE:
 GPO-DEFAULT-ACCTNG:
 CONTACT-NAME:
 PHONE-NUMBER:
 DEPT-CODE:           DEPARTMENT:


                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=060 DOCM   PF3=060 RPTS   PF4=060 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 4:40. Table 060, GPO Billing Address Codes update screen

Agencies requiring an update to Table 060 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 060 update screen (**Figure 4:40**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Bill-Addr-Code
Required, alphanumeric, 6 positions
Type the applicable billing address code (BAC) assigned by GPO.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Accounting-Station
Required, numeric, 4 positions
Type the accounting station code.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Name-Address 1:
Required, alphanumeric, 35 positions max.
Type the first line of the BAC's mailing address.

Name-Address 2:
Optional, alphanumeric, 35 positions max.
Type the second line of the BAC's mailing address.

Name-Address 3:
Optional, alphanumeric, 35 positions max.
Type the third line of the BAC's mailing address.

Name-Address 4:
Optional, alphanumeric, 35 positions max.
Type the fourth line of the BAC's mailing address.

Name-Address 5:
Optional, alphanumeric, 35 positions max.
Type the fifth line of the BAC's mailing address.

City
Required, alphanumeric, 20 positions max.
Type the city name.

State
Required, alpha, 2 positions
Type the state abbreviation.

ZIP Code
Required, numeric, 9 positions max.
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

GPO-Default-Acctng
Optional, alphanumeric, 32 positions max.
Type the accounting code to which GPO invoices will be charged when no accounting is available on the bill or order form.

Contact-Name
Optional, alphanumeric, 35 positions max.
Type the name of the person to be contacted for billing information.

Phone Number *Optional, numeric, 10 positions max.*
Type the contact's telephone number beginning with the area code or FTS access code.

Dept-Code *No entry*
This field is system generated based on the entry in the Agency/Bureau field.

Department *No entry*
This field is system generated based on the entry in the Dept-Code field.

Requesting A Report For Table 060

The Table 060 reports screen (**Figure 4:41**) allows users to generate ad hoc reports.

```
TM060R0                TABLE MANAGEMENT REPORTS TABLE 060          xx/xx/xx
                           GPO BILLING ADDRESS CODES               PAGE:000001

ENTER DATA FOR REPORT REQUESTED:

  FROM  *BILL-ADDR-CODE:         *AGENCY/BUREAU:     *ACCOUNTING-STATION:

  TO    *BILL-ADDR-CODE:         *AGENCY/BUREAU:     *ACCOUNTING-STATION:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID:


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT   PF1=MAIN    PF2=060 DOCM   PF4=60 INQ    PF6=REFRESH
                             ENTER=PROCESS
```

Figure 4:41. Table 060, GPO Billing Address Codes reports screen

At the Table 060 reports screen (**Figure 4:41**), complete the From and To fields as follows:

From/To ∇

Bill-Addr-Code *Required, alphanumeric, 6 positions*
Type the applicable billing address code (BAC) assigned by GPO.

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

Accounting-Station *Required, numeric, 4 positions*
Type the accounting station code.

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

PART 5.

TABLES 061–080 FIELD INSTRUCTIONS

This part is divided into the following sections:

Table 061, Nature Of Action Conversion
Table 062, 3 Digit Nature Of Action
Table 063, Department/Agency/Bureau Contact
Table 064, Subobject Class Conversion
Table 065, Default Appropriation Conversion
Table 066, Non-Deduction Reason Codes And Descriptions
Table 067, Tax Entities Report Frequencies
Table 068, NFC Pay Period Cutoff For Tax Reports
Table 069, Forest Service Fiscal Year Alpha Code
Table 070, Forest Service Meal Rate
Table 071, State Employment Addresses
Table 072, Remote Processing
Table 073, Occupational Privilege Tax
Table 074, Official Position Title
Table 075, Office Title Prefix & Suffix
Table 076, Working Position Title
Table 077, Other Pay
Table 078, PACS Processing Control
Table 079, PMRS Funding Unit Code
Table 080, PACS Payee Address

Table 061, Nature Of Action Conversion

Nature Of Action Conversion is Table 061 on the Table Management System menu. This table contains the nature of action conversion table for alpha descriptions, first authority and second authority codes. The description is represented by the 3-digit nature of action code (NOAC). The authority code is a law, executive order, rule, regulation or other basis that authorizes the appointing officer to effect a personnel action on an employee. Additional key codes are used to distinguish between multiple rules containing the same nature of action and authority code combination for a specific agency or bureau.

Note: Agencies can query Table 061 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 061

The Table 061 update screen (**Figure 5:1**) allows authorized NFC personnel to add, modify, delete, or reactivate a record after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM061U0             TABLE MANAGEMENT UPDATE TABLE 061            xx/xx/xx
                       NATURE OF ACTION CONVERSION                PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

    *NAT-ACT-1ST-3-POS:      :
    *OPM-AUTHORITY-1ST       :
    *OPM-AUTHORITY-2ND       :
    *ADDITIONAL-KEY          :

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

      NATURE-ACTION-ALPHA    :
      OPM-OTHER-LEGAL-AUTH   :
      OPM-OTHER-LEGAL-AUTH2  :
      NAT-ACT-1ST-5-POS      :
      AGENCY-AUTHORITY-IND   :
      NUM-AUTHORITY          :


                       ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=061 DOCM   PF3=061 RPTS    PF4=061 INQY
   PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 5:1. Table 061, Nature Of Action Conversion update screen

Agencies requiring an update to Table 061 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 061 update screen (**Figure 5:1**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Nat-Act-1st-3-Pos
Required, numeric, 3 positions
Type the 3-digit nature of action code (NOAC).

OPM-Authority-1st
Optional, alphanumeric, 3 positions
If the OPM-Other-Legal-Auth Code is present, type the first legal authority code.

OPM-Authority-2nd
Optional, alphanumeric, 3 positions
If the OPM-Othe-Legal-Auth Code is present, type the second legal authority code.

Additional-Key
Optional, alphanumeric, 17 positions max.
If the NOAC listed above is only to be used by a specific agency or bureau, type the unique information for the agency or bureau.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

⚠ Caution
Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

⚠ Caution
If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.

Nature-Action-Alpha
Required, alphanumeric, 35 positions max.
Type the description for the NOAC.

OPM-Other-Legal-Auth
Optional, alphanumeric, 20 positions max.
If the OPM-Authority-1st-Code is present, type the description as it relates to the first OPM authority code.

OPM-Other-Legal-Auth2
Optional, alphanumeric, 20 positions max.
If the OPM-Authority-2nd Code is present, type the description as it relates to the second OPM authority code.

NAT-Act-1st-5-Pos

Required, numeric, 5 positions

Type the 5-digit NOAC that corresponds with the 3-digit NOAC.

Agency-Authority-Ind

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not the authority is agency cited (Ex: F.S. 1980).

Num-Authority

Required, numeric, 1 position

Type the number of authorities to be listed. Valid values are:

- **0** No authority is required; nothing will be generated or cited.
- **1** One OPM or agency/bureau authority; it may be cited or generated.
- **2** Two OPM or agency/bureau authorities; either both are cited or both are generated.
- **3** One OPM authority and one agency/bureau authority one is cited and the other is generated. The generated authority prints on the SF-50 as the first authority.
- **4** One OPM authoity and one agency/bureau authority. The agency cited authority prints on the SF-50 as the first authority.

Requesting A Report For Table 061

The Table 061 reports screen (**Figure 5:2**) allows users to generate ad hoc reports.

```
TM061R0               TABLE MANAGEMENT REPORTS TABLE 061              xx/xx/xx
                          NATURE OF ACTION CONVERSION

  ENTER DATA FOR REPORT REQUESTED:

      FROM   * NAT-ACT-1ST-3-POS:      * OPM-AUTHORITY-1ST:
             * OPM-AUTHORITY-2ND:      * ADDITIONAL-KEY   :

      TO     * NAT-ACT-1ST-3-POS:      * OPM-AUTHORITY-1ST:
             * OPM-AUTHORITY-2ND:      * ADDITIONAL-KEY   :

        SELECT TYPE OF REPORT:
           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=061 DOCM      PF4=061 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:2. Table 061, Nature Of Action Conversion reports screen

At the Table 061 reports screen (**Figure 5:2**), complete the From and To fields as follows:

From/To ∇

Nat-Act-1st-3-Pos

Required, numeric, 3 positions

Type the 3-digit nature of action code (NOAC).

OPM-Authority-1 st

Optional, alphanumeric, 3 positions

If the OPM-Other-Legal-Auth Code is present, type the first legal authority code.

OPM-Authority-2nd

Optional, alphanumeric, 3 positions

If the OPM-Other-Legal-Auth Code is present, type the second legal authority code.

Additional-Key

Optional, alphanumeric, 17 positions max.

If the NOAC listed above is only to be used by a specific agency or bureau, type the unique information for the agency or bureau.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 062, 3 Digit Nature Of Action

3 Digit Nature Of Action is Table 062 on the Table Management System Menu. Table 062 contains 3-digit nature of action codes (NOAC) and descriptions used to denote the specific personnel action for creating or changing a personnel record.

Note: Agencies can query Table 062 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 062

The Table 062 update screen (**Figure 5:3**) allows authorized NFC personnel to add, modify, delete, or reactivate a record after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM062U0              TABLE MANAGEMENT UPDATE TABLE 062          xx/xx/xx
                         3 DIGIT NATURE OF ACTION               PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:


  *NAT-ACT-1ST-3-POS:

  BEG-EFF-DATE: MM DD YY              LAST-EFF-DATE: MM DD YY

              NATURE-ACTION-ALPHA:

              SF-50B-IND         :





                     ENTER DATA AND PRESS ENTER TO PROCESS
  CLEAR=EXIT    PF1=MAIN    PF2=062 DOCM   PF3=062 RPTS    PF4=062 INQY
  PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 5:3. Table 062, 3 Digit Nature of Action update screen

Agencies requiring an update to Table 062 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 062 update screen (**Figure 5:3**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Nat-Act-1st-3-Pos	*Required, numeric, 3 positions* Type the 3-digit NOAC.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
⚠ Caution	Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.
⚠ Caution	If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.
Nature-Action-Alpha	*Required, alphanumeric, 35 positions max.* Type the alpha description for the applicable nature of action code.
SF-50B-Ind	*Required, alpha, 1 position* Type **Y** (yes) or **N** (no) to indicate whether or not the NOAC will produce an output Form SF-50-B.

Requesting A Report For Table 062

The Table 062 reports screen (**Figure 5:4**) allows users to generate ad hoc reports.

```
TM062R0              TABLE MANAGEMENT REPORTS TABLE 062              xx/xxxx
                          3 DIGIT NATURE OF ACTION

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * NAT-ACT-1ST-3-POS:

         TO       * NAT-ACT-1ST-3-POS:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=062 DOCM      PF4=062 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:4. Table 062, 3 Digit Nature Of Action reports screen

At the Table 062 reports screen (**Figure 5:4**), complete the From and To fields as follows:

From/To ∇

Nat-Act-1st-3-Pos

Required, numeric, 3 positions

Type the 3-digit NOAC.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 063, Department/Agency/Bureau Contact

Department/Agency/Bureau Contact is Table 063 on the Table Management System menu. This table contains the names of agency personnel who contact NFC about payroll/personnel adjustments and/or related matters. For example, individuals who are authorized to submit Form AD-343, Payroll Action Request, Form AD-354, Request For Information, and any other written documentation used to process a recertification, a quick service request, limited payability, or actions involving special personnel.

NFC's Payroll/Personnel Operations Section is responsible for processing adjustments received at NFC. The names of agency personnel signing any written documentation must be contained in Table 063. Documents without authorized signatures will be returned to the submitting agency. Individuals placing telephone inquiries must also be contained in Table 063. If the individual making the inquiry is not contained in Table 063, no information will be released.

Note: Personnel office address and telephone data is stored in **Table 001, Personnel Office Identifier Name And Address**. Any Table 063 documents returned to the agency are sent to the POI (personnel office identifier) address in Table 001. Therefore, Table 001 should be reviewed periodically to verify correct address and phone number information.

Note: Agencies can query and update Table 063 data, view documentation data, and generate reports.

Updating Table 063

The Table 063 update screen (**Figure 5:5**) allows authorized users to add, modify, delete, or reactivate a record.

```
 TM063U0              TABLE MANAGEMENT UPDATE TABLE 063          XX/XX/XX
                      DEPARTMENT/AGENCY/BUREAU CONTACT           PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
 *DEPT-CODE:       *AGENCY/BUREAU:          *POI:       *CONTACT-TYPE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

CONTACT-NAMES:





         DEPARTMENT:

                        ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=063 DOCM   PF3=063 RPTS    PF4=063 INQY
   PF5=HELP                  PF6=REFRESH                    ENTER=PROCESS
```

Figure 5:5. Table 063, Department/Agency/Bureau Contact update screen

Agencies having update authority should enter the Department/Agency/Bureau Contact information in TMGT following the procedures below.

Agencies desiring update authority to Table 063 may contact their agency's NFC secuirty officer.

OR

For agencies not having update authority, e–mail the TMGT update request to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address , phone number and the pre–filled screen print attachment.

At the Table 063 update screen (**Figure 5:5**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Dept-Code
Required, alpha, 2 positions
Type the department code.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

POI
Required, numeric, 4 positions
Type the personnel office identifier code (POI).

Note

The following criteria applies to the POI field when the contact type individual has global access authority for the agency or POI:

POI Global Access Authority	If the individual(s) identified in the Contact Names field has global access authority to query and/or submit the payroll/personnel payment and document data for all employees within a **specific POI** and the Contact Type field is 06, 09, or 10, type the **appropriate POI**.
Agency Global Access Authority	If the individual(s) identified in the Contact Names field has global access authority to query and/or submit the payroll/personnel payment and document data for all employees within the **agency** and the Contact Type field is 06, 09, or 10, type 0000.

Contact-Type
Required, numeric, 2 positions
Type the code that indicates the type of contact. Valid values are:

01 T&A Representative

Lists individuals of an agency who are authorized to assist NFC personnel in processing time and attendance (T&A) documents that are in suspense or missing.

02 Recertification

Lists individuals of an agency who authorize NFC personnel to process recertified payments.

03 Table Management Updates

Lists individuals of an agency who authorize NFC personnel to process TMGT change requests.

04 Quick Service Request

Lists individuals of an agency who authorize NFC personnel to manually process a quick service payment when (1) an employee is terminated, (2) payment has already been made through the automated Payroll/Personnel System or manual payment process, and (3) an employee was not paid for a prior pay period but has since received a payment for a subsequent pay period.

06 Agency/POI Representative

Lists individuals of an agency/POI with global access who are authorized to query and/or submit the payroll/personnel payment and document data of all employees within the agency/POI

Type the appropriate POI in the POI field if the agency/POI representative has global access authority for a specific POI only. Type **0000** in the POI field if the agency/POI representative has global access authority for the entire agency.

07 AD-343, Payroll Action Request

Lists individuals of an agency who authorize NFC personnel to process manual payments, including limited payability.

09 AgPUG Representative

Lists individuals of the Agriculture Personnel Users Group/Department User Groups who are authorized to query and/or submit the payroll/personnel payment and document data for employees of their agency.

Type the appropriate POI in the POI field if the AgPUG representative has global access authority for a specific POI only. Type **0000** in the POI field if the AgPUG representative has global access authority for the entire agency.

10 CAPPS Representative

Lists individuals of the Committee for Agriculture Payroll/Personnel Systems who are authorized to query and/or submit the payroll/personnel payment and document data applicable for all employees of their specific Department.

Type the appropriate POI in the POI field if the CAPPS representative has global access authority for a specific POI only. Type **0000** in the POI field if the CAPPS representative has global access authority for the entire agency.

11 Payroll/Personnel Inquiry (Telephone/Written)

Lists individuals of an agency who are authorized to contact NFC personnel to query and/or submit payroll/personnel data relating to Form AD–354, Request for Information, Benefits, Bonds, Leave, Limited Payability, Pay, SINQ Edit Messages, and Thrift Savings Plan (TSP).

12 Mail Contact

Lists individuals of an agency who are authorized to assist NFC in resolving payroll/personnel matters relating to mail and/or addresses.

Beg-Eff-Date *Required, numeric, 6 positions*

Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Contact-Names *Required, alphanumeric, 300 positions max.*
Type the first and last name of the Department and/or agency/bureau contacts.

Department *No entry*
This field is system generated based upon the entry in the Dept-Code field.

Requesting A Report For Table 063

The Table 063 reports screen (**Figure 5:6**) allows users to generate ad hoc reports.

```
TM063R0               TABLE MANAGEMENT REPORTS TABLE 063              xx/xx/xx
                       DEPARTMENT/AGENCY/BUREAU CONTACT

  ENTER DATA FOR REPORT REQUESTED:

  FROM   DEPT-CODE:       AGENCY/BUREAU:        POI:        *CONTACT-TYPE:

  TO     DEPT-CODE:       AGENCY/BUREAU:        POI:        *CONTACT-TYPE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=063 DOCM      PF4=063 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:6. Table 063, Department/Agency/Bureau Contact reports screen

At the Table 063 reports screen (**Figure 5:6**), complete the From and To fields as follows:

From/To ∇

Dept-Code *Required, alpha, 2 positions*
Type the department code.

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

POI *Required, numeric, 4 positions*
Type the personnel office identifier code (POI).

Contact-Type *Required, numeric, 2 positions*
Type the code that indicates the type of contact.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 064, Subobject Class Conversion

Subobject Class Conversion is Table 064 on the Table Management System menu. This table converts transaction codes used on T&A's to subobject class codes for reporting purposes.

Note: Agencies can query Table 064 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 064

The Table 064 update screen (**Figure 5:7**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM064U0              TABLE MANAGEMENT UPDATE TABLE 064        xx/xx/xx
                         SUBOBJECT CLASS CONVERSION            PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

        *TRANS-CODE:           *TRANS-SUFFIX:             *SPEC-EMP-CODE:
   *TYPE-EMPLOYMENT:         *TYPE-APPT-CODE:             *LOCATION-CODE:
     *PAY-PLAN-CODE:        *TYPE-CASH-AWARD:        *TRAVEL-ALLOW-CLASS:
     *AGENCY/BUREAU:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

SUBOBJECT-CLASS:

DEPARTMENT:




                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=064 DOCM   PF3=064 RPTS   PF4=064 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:7. Table 064, Subobject Class Conversion update screen

Agencies requiring an update to Table 064 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 064 update screen (**Figure 5:7**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Trans-Code
Required, numeric, 2 positions
Type the transaction code that identifies the applicable work performed. See **Table 032** for alpha descriptions.

Trans-Suffix
Required, numeric, 2 positions
Type the code that is used in conjunction with the applicable transaction code for processing certain types of pay and/or printing descriptions on the earnings and leave statement.

Spec-Emp-Code
Required, numeric, 2 positions
Type the code that identifies the special occupational group to which the employee's position has been classified. Valid values are **00**, **02**, **07**, **09**, **25**, **28**, **54**, **89**. See **Table 025, Block 75**, for alpha descriptions.

Type-Employment
Required, numeric, 1 position
Type the code that identifies the type of employment to which the employee has been classified. Valid values are 0 through 5. See **Table 025, Block 20**, for alpha descriptions.

Type-Appt-Code
Required, numeric, 2 positions
Type the appointment code to which the employee's position has been classified. Valid values are **00**, **03**, **04**, **06**, **07**, **08**, **09**. See **Table 025, Block 75**, for alpha descriptions.

Location-Code
Required, numeric, 1 position
Type the code that indicates the location of the employee's duty station. Valid values are:

0	non foreign service
2	territory
3	foreign service
4	Washington, D.C., metropolitan area for Agency 91 only
5	outside Washington, D.C., metropolitan area

Pay-Plan-Code
Required, numeric, 1 position
Type the code that identifies the pay plan to which the employee's position has been classified. Valid values are:

0	all others
1	YV, Wage Grade
2	FE, FP, FL
3	ED, EF, EH

Type-Cash-Award

Required, numeric, 1 position

Type the code that identifies the type of award received. Valid values are:

0	none
1	all others
2	performance award
3	separation incentive

Travel-Allow-Class

Required, numeric, 1 position

Type the code that identifies the class of the travel allowance. Valid values are:

0	no class
1	first class
2	second class
3	third class

Agency/Bureau

Required, alphanumeric, 2 positions

Type the agency or bureau code.

Beg-Eff-Date

Required, numeric, 6 positions

Type the effective date for the record in MM DD YY order.

Last-Eff-Date

Required, numeric, 6 positions

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Subobject-Class

Required, alphanumeric, 4 positions

Type the code that identifies the subobject class related to the pay transaction code.

Department

No entry

This field is system generated based upon the entry in the Agency/Bureau field.

Requesting A Report For Table 064

The Table 064 reports screen (**Figure 5:8**) allows users to generate ad hoc reports.

```
TM064R0               TABLE MANAGEMENT REPORTS TABLE 064            xx/xx/xx
                          SUBOBJECT CLASS CONVERSION

ENTER DATA FOR REPORT REQUESTED:

  FROM      *TRANS-CODE:            *TRANS-SUFFIX:          *SPEC-EMP-CODE:
       *TYPE-EMPLOYMENT:          *TYPE-APPT-CODE:          *LOCATION-CODE:
         *PAY-PLAN-CODE:         *TYPE-CASH-AWARD:      *TRAVEL-ALLOW-CLASS:
         *AGENCY/BUREAU:

  TO        *TRANS-CODE:            *TRANS-SUFFIX:          *SPEC-EMP-CODE:
       *TYPE-EMPLOYMENT:          *TYPE-APPT-CODE:  0       *LOCATION-CODE:
         *PAY-PLAN-CODE:         *TYPE-CASH-AWARD: 0    *TRAVEL-ALLOW-CLASS:
         *AGENCY/BUREAU:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL
  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)
  ROUTING INFORMATION: NAME                          REMOTE ID

                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=064 DOCM    PF4=064 INQY    PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:8. Table 064, Subobject Class Conversion reports screen

At the Table 064 reports screen (**Figure 5:8**), complete the From and To fields as follows:

From/To ∇

Trans-Code *Required, numeric, 2 positions*
Type the transaction code that identifies the applicable work performed. See **Table 032** for alpha descriptions.

Trans-Suffix *Required, numeric, 2 positions*
Type the code that is used in conjunction with the applicable transaction code for processing certain types of pay and/or printing descriptions on the earnings and leave statement.

Spec-Emp-Code *Required, numeric, 2 positions*
Type the code that identifies the special occupational group to which the employee's position has been classified. Valid values are 00, 02, 07, 09, 25, 28, 54, 89. See **Table 025, Block 75**, for alpha descriptions.

Type-Employment *Required, numeric, 1 position*
Type the code that identifies the type of employment to which the employee has been classified. Valid values are 0 through 5. See **Table 025, Block 20**, for alpha descriptions.

Type-Appt-Code *Required, numeric, 2 positions*
Type the appointment code to which the employee's position has been classified. Valid values are 00, 03, 04, 06, 07, 08, 09. See **Table 025, Block 75**, for alpha descriptions.

Location-Code *Required, numeric, 1 position*
Type the code that indicates the location of the employee's duty station. Valid values are:

0	non foreign service
2	territory
3	foreign service
4	Washington, D.C., metropolitan area for Agency 91 only
5	outside Washington, D.C., metropolitan area

Pay-Plan-Code

Required, numeric, 1 position

Type the code that identifies the pay plan to which the employee's position has been classified. Valid values are:

0	all others
1	YV, Wage Grade
2	FE, FP, FL
3	ED, EF, EH

Type-Cash-Award

Required, numeric, 1 position

Type the code that identifies the type of award received. Valid values are:

0	none
1	all others
2	performance award
3	separation incentive

Travel-Allow-Class

Required, numeric, 1 position

Type the code that identifies the class of the travel allowance. Valid values are:

0	no class
1	first class
2	second class
3	third class

Agency/Bureau

Required, alphanumeric, 2 positions

Type the agency or bureau code.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 065, Default Appropriation Conversion

Default Appropriation Conversion is Table 065 on the Table Management System menu. This table contains the valid default payroll appropriation codes and accounting stations for agency and/or bureau use.

Note: Agencies can query Table 065 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 065

The Table 065 update screen (**Figure 5:9**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM065U0              TABLE MANAGEMENT UPDATE TABLE 065        xx/xx/xx
                       DEFAULT APPROPRIATION CONVERSION        PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

       *AGENCY/BUREAU:            *ACCOUNTING STATION:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 PAYROLL-DEFAULT-APPN:
  FEHB-DEFAULT-ACCTNG:
  EXPLODED ACCTNG-CODE:
    DEFAULT ACCTNG-STATION:





                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=065 DOCM   PF3=065 RPTS   PF4=065 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:9. Table 065, Default Appropriation conversion update screen

Agencies requiring an update to Table 065 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 065 update screen (**Figure 5:9**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Agency/Bureau	*Required, alphanumeric, 2 positions* Type the agency or bureau code.
Accounting Station	*Required, alphanumeric, 4 positions* Type the accounting station code.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Payroll-Default-Appn	*Required, alphanumeric, 3 positions* Type the payroll default appropriation code for the agency or bureau.
FEHB-Default-Acctng	*Required, alphanumeric, 32 positions max.* Type applicable FEHB default accounting code for the agency or bureau.

Requesting A Report For Table 065

The Table 065 reports screen (**Figure 5:10**) allows users to generate ad hoc reports.

```
TM065R0                TABLE MANAGEMENT REPORTS TABLE 065              xx/xx/xx
                        DEFAULT APPROPRIATION CONVERSION          PAGE:

ENTER DATA FOR REPORT REQUESTED:

  FROM   *AGENCY/BUREAU:                *ACCOUNTING STATION:

  TO     *AGENCY/BUREAU:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT   PF1=MAIN  PF2=065 DOCM    PF4=065 INQY     PF6=REFRESH
                           ENTER=PROCESS
```

Figure 5:10. Table 065, Default Appropriation Conversion reports table

At the Table 065 reports screen (**Figure 5:10**), complete the From and To fields as follows:

From/To ∇

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 066, Non-Deduction Reason Codes And Descriptions

Non-Deduction Reason Codes And Descriptions is Table 066 on the Table Management System menu. This table contains the reason codes and the status of authorization codes that identify why employee deductions were not processed.

Note

Agencies can query Table 066 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 066

The Table 066 update screen (**Figure 5:11**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM066U0              TABLE MANAGEMENT UPDATE TABLE 066              xx/xx/xx
                    NON-DEDUCTION REASON CODES AND DESCRIPTIONS      PAGE:

*ACTION:     (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE       USER-ID:
                                                             DATE-CHANGED:

   *NON-DEDUCTION-CODE:        *STATUS-OF-AUTH-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

NON-DEDUCTION-REASON-DESC:





                           ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=066 DOCM   PF3=066 RPTS   PF4=066 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:11. Table 066, Non-Deduction Reason Codes And Descriptions update screen

Agencies requiring an update to Table 066 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 066 update screen (**Figure 5:11**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Non-Deduction-Code
Required, numeric, 2 positions
Type the code that identifies why an employee's deduction was not processed.

Status-Of-Auth-Code
Required, numeric, 2 positions
Type the status of authorization code.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Non-Deduction-Reason–Desc
Required, alphanumeric, 23 positions max.
Type the description for the reason code that identifies why an employee's deduction was not processed.

Requesting A Report For Table 066

The Table 066 reports screen (**Figure 5:12**) allows users to generate ad hoc reports.

```
TM066R0              TABLE MANAGEMENT REPORTS TABLE 066          xx/xx/xx
                   NON-DEDUCTION REASON CODES AND DESCRIPTIONS    PAGE

ENTER DATA FOR REPORT REQUESTED:

  FROM   *NON-DEDUCTION-CODE:          *STATUS-OF-AUTH-CODE:

  TO     *NON-DEDUCTION-CODE:          *STATUS-OF-AUTH-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT    PF1=MAIN    PF2=066 DOCM     PF4=066 INQY     PF6=REFRESH
                            ENTER=PROCESS
```

Figure 5:12. Table 066, Non–Deduction Reason Codes And Descriptions reports screen

At the Table 066 reports screen (**Figure 5:12**), complete the From and To fields as follows:

From/To ∇

Non-Deduction-Code
Required, numeric, 2 positions
Type the code that identifies why an employee's deduction was not processed.

Status-Of-Auth-Code
Required, numeric, 2 positions
Type the status of authorization code.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 067, Tax Entities Report Frequencies

Tax Entities Report Frequencies is Table 067 on the Table Management System menu. This table contains the frequencies of when specific tax reports are required for production. Reports may be produced semi-monthly, monthly, quarterly, and/or annually.

Note: Agencies can query Table 067 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 067

The Table 067 update screen (**Figure 5:13**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM067U0              TABLE MANAGEMENT UPDATE TABLE 067            xx/xx/xx
                       TAX ENTITIES REPORT FREQUENCIES             PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*TAXING-ENTITY:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY


SEMI-MO-FREQ:
     MO-FREQ:
    QTR-FREQ:
    ANN-FREQ:





                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=067 DOCM   PF3=067 RPTS   PF4=067 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:13. Table 067, Tax Entities Report Frequencies update screen

Agencies requiring an update to Table 067 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 067 update screen (**Figure 5:13**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Taxing-Entity *Required, alphanumeric, 6 positions max.*
Type the code that identifies the statute or authorization for an employee deduction.

- If state tax entered, positions 1-2 must equal state tax code. Positions 3-6 must equal zeros.
- If city tax entered, positions 1-2 must equal state tax code. Positions 3-6 must equal city tax code.
- If county tax entered, positions 1-2 must equal state tax code. Positions 3-5 must equal county tax code. Position 6 must be left blank.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Semi-Mo-Freq *Required, alpha, 1 position*
Type **Y** (yes) or **N** (no) to indicate whether or not the report is to be produced semi-monthly, as applicable.

Mo-Freq *Required, alpha, 1 position*
Type **Y** (yes) or **N** (no) to indicate whether or not the report is to be produced monthly, as applicable.

Qtr-Freq *Required, alpha, 1 position*
Type **Y** (yes) or **N** (no) to indicate whether or not the report is to be produced quarterly, as applicable.

Ann-Freq *Required, alpha, 1 position*
Type **Y** (yes) or **N** (no) to indicate whether or not the report is to be produced annually, as applicable.

Requesting A Report For Table 067

The Table 067 reports screen (**Figure 5:14**) allows users to generate ad hoc reports.

```
TM067R0                TABLE MANAGEMENT REPORTS TABLE 067              xx/xx/xx
                        TAX ENTITIES REPORT FREQUENCIES            PAGE:

ENTER DATA FOR REPORT REQUESTED:

  FROM   *TAXING-ENTITY:

  TO     *TAXING-ENTITY:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                          REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT   PF1=MAIN    PF2=067 DOCM   PF4=067 INQY    PF6=REFRESH
                           ENTER=PROCESS
```

Figure 5:14. Table 067, Tax Entities Report Frequencies reports screen

At the Table 067 reports screen (**Figure 5:14**), complete the From and To fields as follows:

From/To ∇

Taxing-Entity *Required, alphanumeric, 6 positions max.*

Type the code that identifies the statute or authorization for an employee deduction.

- If state tax entered, positions 1-2 must equal state tax code. Positions 3-6 must equal zeros.
- If city tax entered, positions 1-2 must equal state tax code. Positions 3-6 must equal city tax code.
- If county tax entered, positions 1-2 must equal state tax code. Positions 3-5 must equal county tax code. Position 6 must be left blank.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 068, NFC Pay Period Cutoff For Tax Reports

NFC Pay Period Cutoff For Tax Reports is Table 068 on the Table Management System menu. This table contains data for processing various tax filing reports.

Note

Agencies can query Table 068 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 068

The Table 068 update screen (**Figure 5:15**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM068U0              TABLE MANAGEMENT UPDATE TABLE 068            xx/xx/xx
                    NFC PAY PERIOD CUTOFF FOR TAX REPORTS          PAGE: 000001

*ACTION:     (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE      USER-ID:
                                                            DATE-CHANGED:
*CALENDAR-YEAR:         *PAY-PERIOD-NUMBER:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

SEMI-MO-REPORT-DATE:
SEMI-MO-PP:
MONTHLY-REPORT-DATE:
MONTHLY-PP:
QUARTERLY-REPT-DATE:
QUARTERLY-PP:
ANNUAL-REPORT-DATE:
ANNUAL-PP:

PRIOR-FY-DATE:
CURR-FY-DATE:

                     ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=068 DOCM   PF3=068 RPTS   PF4=068 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:15. Table 068, NFC Pay Period Cutoff For Tax Reports update screen

Agencies requiring an update to Table 068 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 068 update screen (**Figure 5:15**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Calendar-Year
Required, numeric, 2 positions
Type the last two positions of the calendar year in which the pay period occurs.

Pay-Period-Number
Required, numeric, 2 positions
Type the pay period number. Valid values are **01** through **27**.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Semi-Mo-Report-Date
Required, numeric, 6 positions
Type the reporting date of the semi–monthly report in MM DD YY order.

Semi-Mo-PP
Optional, numeric, 2 positions
Type the pay period of the cutoff for the semi-monthly taxing report. A maximum of three codes may be entered. Valid values are blank and **01** through **27**.

Monthly-Report-Date
Required, numeric, 6 positions
Type the date of the monthly report in MM DD YY order.

Monthly-PP
Optional, numeric, 2 positions
Type the pay period of the cutoff for the monthly taxing report. A maximum of four codes may be entered. Valid values are blank and **01** through **27**.

Quarterly–Rept–Date
Required, numeric, 6 positions
Type the date of the quarterly report in MM DD YY order.

Quarterly–PP
Optional, numeric, 2 positions
Type the pay period of the cutoff for the quarterly tax report. A maximum of nine codes may be entered. Valid values are blank and **01** through **27**.

Annual–Report–Date
Required, numeric, 6 positions
Type the cutoff date of the annual report in MM DD YY order.

Annual-PP
Optional, numeric, 2 positions
Type the pay period of the cutoff for the annual tax report. A maximum of twenty-eight codes may be entered. Valid values are blank and **01** through **27**.

Prior-FY-Date
Required, numeric, 6 positions
Type the prior fiscal year date in MM DD YY order.

Curr-FY-Date *Required, numeric, 6 positions*
Type the current fiscal year date in MM DD YY order.

Requesting A Report For Table 068

The Table 068 reports screen (**Figure 5:16**) allows users to generate ad hoc reports.

```
TM068R0              TABLE MANAGEMENT REPORTS TABLE 068              xx/xx/xx
                    NFC PAY PERIOD CUTOFF FOR TAX REPORTS

  ENTER DATA FOR REPORT REQUESTED:

     FROM   * CALENDAR-YEAR:           * PAY-PERIOD-NUMBER:

     TO     * CALENDAR-YEAR:           * PAY-PERIOD-NUMBER:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=068 DOCM      PF4=068 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:16. Table 068, NFC Pay Period Cutoff For Tax Reports reports screen

At the Table 068 reports screen (**Figure 5:16**), complete the From and To fields as follows:

Calendar-Year *Required, numeric, 2 positions*
Type the last two positions of the calendar year in which the pay period occurs.

Pay-Period-Number *Required, numeric, 2 positions*
Type the pay period number. Valid values are **01** through **27**.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 069, Forest Service Fiscal Year Alpha Code

Forest Service Fiscal Year Alpha Code is Table 069 on the Table Management System menu. This table contains the alpha codes for numeric fiscal year codes.

Note

Agencies can query Table 069 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 069

The Table 069 update screen (**Figure 5:17**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM069U0              TABLE MANAGEMENT UPDATE TABLE 069        xx/xx/xx
                    FOREST SERVICE FISCAL YEAR ALPHA CODE      PAGE:

*ACTION:     (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE      USER-ID:
                                                             DATEDCHANGED:

*FY-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

  FY-ALPHA-CODE:









                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=069 DOCM   PF3=069 RPTS   PF4=069 INQY
     PF5=HELP                  PF6=REFRESH                   ENTER-PROCESS
```

Figure 5:17. Table 069, Forest Service Fiscal Year Alpha Code update screen

Agencies requiring an update to Table 069 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

Reminder

This table must be updated before the beginning of each new fiscal year. The old fiscal year is the only code that is changed.

At the Table 069 update screen (**Figure 5:17**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
FY-Code	*Required, numeric, 1 position* Type the last digit of the applicable fiscal year. Valid values are **0** through **9**.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
FY-Alpha-Code	*Required, alpha, 1 position* Type the alpha code defined to the applicable fiscal year.

Requesting A Report For Table 069

The Table 069 reports screen (**Figure 5:18**) allows users to generate ad hoc reports.

```
TM069R0              TABLE MANAGEMENT REPORTS TABLE 069            xx/xx/xx
                    FOREST SERVICE FISCAL YEAR ALPHA CODE        PAGE:

ENTER DATA FOR REPORT REQUESTED:

  FROM  *FY-CODE:

  TO    *FY-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                      ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT   PF1=MAIN   PF2=069 DOCM    PF4=069 INQY    PF6=REFRESH
                           ENTER=PROCESS
```

Figure 5:18. Table 069, Forest Service Fiscal Year Alpha Code reports screen

At the Table 069 reports screen (**Figure 5:18**), complete the From and To fields as follows:

From/To ∇

FY-Code *Required, numeric, 1 position*
Type the last digit of the applicable fiscal year. Valid values are **0** through **9**.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 070, Forest Service Meal Rate

Forest Service Meal Rate is Table 070 on the Table Management System menu. This table contains the meal rates for specific meal classes.

Note: Agencies can query Table 070 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 070

The Table 070 update screen (**Figure 5:19**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM070U0              TABLE MANAGEMENT UPDATE TABLE 070         xx/xx/xx
                          FOREST SERVICE MEAL RATE              PAGE:

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*FS-REGION:                *FS-UNIT:                *MEAL-CLASS:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY


 MEAL-RATE: 0000  (99.99)









                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=070 DOCM   PF3=070 RPTS   PF4=070 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:19. Table 070, Forest Service Meal Rate update screen

Agencies requiring an update to Table 070 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 070 update screen (**Figure 5:19**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

FS-Region *Required, numeric, 2 positions*
Type the region code to which the meal class and meal rate applies.

FS-Unit *Required, alphanumeric, 2 positions*
Type the unit within the region to which the meal class and meal rate applies.

Meal-Class *Required, numeric, 2 positions*
Type the code that indicates the type of meal furnished the employee.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Meal-Rate *Required, numeric, 4 positions*
Type the cost for the type of meal furnished the employee in dollars and cents. Do not enter a decimal.

Requesting A Report For Table 070

The Table 070 reports screen (**Figure 5:20**) allows users to generate ad hoc reports.

```
TM070R0               TABLE MANAGEMENT REPORTS TABLE 070            xx/xx/xx
                            FOREST SERVICE MEAL RATE              PAGE:

ENTER DATA FOR REPORT REQUESTED:

  FROM  *FS-REGION:        *FS-UNIT:          *MEAL-CLASS:

  TO    *FS-REGION:        *FS-UNIT:          *MEAL-CLASS:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT     PF1=MAIN     PF2=070 DOCM     PF4=070 INQY      PF6=REFRESH
                              ENTER=PROCESS
```

Figure 5:20. Table 070, Forest Service Meal Rate reports screen

At the Table 070 reports screen (**Figure 5:20**), complete the From and To fields as follows:

From/To ∇

FS-Region
Required, numeric, 2 positions
Type the region code to which the meal class and meal rate applies.

FS-Unit
Required, alphanumeric, 2 positions
Type the unit within the region to which the meal class and meal rate applies.

Meal-Class
Required, numeric, 2 positions
Type the code that indicates the type of meal furnished the employee.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 071, State Employment Addresses

State Employment Addresses is Table 071 on the Table Management System menu. This table contains the names and addresses of state employment offices.

Note

Agencies can query Table 071 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 071

The Table 071 update screen (**Figure 5:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM071U0              TABLE MANAGEMENT UPDATE TABLE 071       xx/xx/xx
                         STATE EMPLOYMENT ADDRESSES           PAGE:

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*STATE-COUNTRY-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY


NAME-ADDRESS 1:
NAME-ADDRESS 2:
          CITY:
         STATE:
      ZIP-CODE:





                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=071 DOCM   PF3=071 RPTS   PF4=071 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:21. Table 071, State Employment Addresses update screen

Agencies requiring an update to Table 071 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 071 update screen (**Figure 5:21**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
State-Country-Code	*Required, alphanumeric, 2 positions* Type the state or country code.
Note	State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.
Name-Address 1	*Required, alphanumeric, 35 positions max.* Type the first line of the mailing address for the state employment office.
Name-Address 2	*Required, alphanumeric, 35 positions max.* Type the second line of the mailing address for the state employment office.
City	*Required, alphanumeric, 20 positions max.* Type the city name.
State	*Required, alphanumeric, 2 positions* Type the state or country abbreviation.
ZIP-Code	*Required, numeric, 9 positions max.* Type the 5-digit ZIP Code and the optional ZIP+4 Code.

Requesting A Report For Table 071

The Table 071 reports screen (**Figure 5:22**) allows users to generate ad hoc reports.

```
TM071R0                TABLE MANAGEMENT REPORTS TABLE 071              xx/xx/xx
                          STATE EMPLOYMENT ADDRESSES                  PAGE:

ENTER DATA FOR REPORT REQUESTED:

  FROM    *STATE-COUNTRY-CODE:

  TO      *STATE-COUNTRY-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING? N    (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT   PF1=MAIN    PF2=072 DOCM   PF4=072 INQ   PF6=REFRESH
                             ENTER=PROCESS
```

Figure 5:22. Table 071, State Employment Addresses reports screen

At the Table 071 reports screen (**Figure 5:22**), complete the From and To fields as follows:

From/To ∇

State-Country-Code

Required, alphanumeric, 2 positions

Type the state or country code.

Note

State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 072, Remote Processing

Remote Processing is Table 072 on the Table Management System menu. This table contains data which indicates whether the department and agency/bureau designated the Remote Forms Queuing System (RFQS) to be used to print certain forms and tickler reports, or if NFC will print and mail them. It also contains the name and title of the approving official to be printed on the SF-50-B, Notification of Personnel Action, and the SF-1150, Record of Leave Data. RFQS provides users with the ability to control the printing of forms and tickler reports at their sites. Form AD-961, Remote Forms Queuing System (RFQS) Election Form (**Exhibit 5**), is used to update Table 072.

Note: Agencies can query Table 072 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 072

The Table 072 update screen (**Figure 5:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM072U0              TABLE MANAGEMENT UPDATE TABLE 072         xx/xx/xx
                               REMOTE PROCESSING                PAGE:

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*DEPT-CODE:            *AGENCY/BUREAU:           *POI:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

       SF-50-PP-PASS-IND:
  RFQS-REPORT-WANTED-IND:
    RFQS-FORM-WANTED-IND:
 SF-1150-FORM-WANTED-IND:
      APPROVING-OFFICIAL:
APPROVING-OFFICIAL-TITLE:
          CONTACT-PERSON:
            PHONE-NUMBER:
              DEPARTMENT:


                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=072 DOCM   PF3=072 RPTS   PF4=072 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:23. Table 072, Remote Processing update screen

Agencies requiring an update to Table 072 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 072 update screen (**Figure 5:23**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Dept-Code
Required, alpha, 2 positions
Type the department code established by OPM.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

POI
Required, numeric, 4 positions
Type the personnel office identifier code.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

SF-50-PP-Pass-Ind
Required, alpha, 1 position
Type the code that indicates whether or not SF-50-B's will be printed through RFQS. Valid values are:

Y	(yes) to print SF-50-B's after each SF-50-B pass
N	(no) do not print SF-50-B's through RFQS (NFC will print and mail)
S	to print SF-50-B's after the second SF-50-B pass only

RFQS-Report-Wanted-Ind
Required, alpha, 1 position
Type **Y** (yes) to print reports available through RFQS or **N** (no) to have NFC print and mail the reports to the agency/bureau.

RFQS-Form-Wanted-Ind
Required, alphanumeric, 1 position
Type **Y** (yes) to print forms through RFQS or **N** (no) to have NFC print and mail the forms to the agency/bureau.

SF–1150-Form-Wanted-Ind
Required, alpha, 1 position
Type **Y** (yes) to print SF-1150 forms through RFQS or **N** (no) to have NFC print and mail the SF-1150's to the agency/bureau.

Approving-Official
Required, alphanumeric, 36 positions max.
Type name of the approving official to be printed on SF-50-B's and SF-1150's generated through RFQS.

Approving-Official-Title
Required, alpha, 36 positions max.
Type the title of the approving official to be printed on SF-50-B's and SF-1150's generated through RFQS.

Contact Person *Required, alphanumeric, 35 positions*
Type the name of the personnel office contact.

Phone-Number *Optional, numeric, 10 positions*
Type the telephone number of the personnel office contact, beginning with the area code.

Department *Alpha, 40 positions max.*
This field is system generated from the Dept-Code field.

Requesting A Report For Table 072

The Table 072 reports screen (**Figure 5:24**) allows users to generate ad hoc reports.

```
TM072R0               TABLE MANAGEMENT REPORTS TABLE 072             xx/xx/xx
                              REMOTE PROCESSING                     PAGE:

ENTER DATA FOR REPORT REQUESTED:

FROM    *DEPT-CODE:          *AGENCY/BUREAU:     *POI:

TO      *DEPT-CODE:          *AGENCY/BUREAU:     *POI:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT    PF1=MAIN   PF2=072 DOCM   PF4=072 INQ   PF6=REFRESH
                            ENTER=PROCESS
```

Figure 5:24. Table 072, Remote Processing reports screen

At the Table 072 reports screen (**Figure 5:24**), complete the From and To fields as follows:

From/To ∇

Dept-Code *Required, alpha, 2 positions*
Type the department code established by OPM.

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

POI *Required, numeric, 4 positions*
Type the personnel office identifier code.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 073, Occupational Privilege Tax

Occupational Privilege Tax is Table 073 on the Table Management System menu. This table contains the amount of occupational privilege taxes to be deducted and the pay period in which it is to occur by duty station state and city codes.

Note: Agencies can query Table 073 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 073

The Table 073 update screen (**Figure 5:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM073U0              TABLE MANAGEMENT UPDATE TABLE 073       xx/xx/xx
                         OCCUPATIONAL PRIVILEGE TAX          PAGE: 000001

*ACTION:    (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE        USER-ID:
                                                        DATE-CHANGED:

*DUTY-STATION-STATE-CODE:              *DUTY-STATION-CITY-CODE:

BEG-EFF-DATE: MM DD YY       LAST-EFF-DATE: MM DD YY

          REC-ACCT-TYPE-CODE:
          REC-ACCOUNT-NUMBER:
         REC-ACCT-AMT-PER-PP:             (9999.99)
           PAY-PERIOD-NUMBER:





                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=073 DOCM    PF3=073 RPTS    PF4=073 INQ
F5=HELP                   PF6=REFRESH                     ENTER=PROCESS
```

Figure 5:25. Table 073, Occupational Privilege Tax update screen

Agencies requiring an update to Table 073 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 073 update screen (**Figure 5:25**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Duty-Station-State-Code	*Required, numeric, 2 positions* Type the duty station state code.
Duty-Station-City-Code	*Required, numeric, 4 positions* Type the duty station city code.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.
Rec-Acct-Type-Code	*Required, numeric, 2 positions* Type `32` (occupational privilege tax).
Rec-Account-Number	*Required, numeric, 9 positions max.* Type the account number that identifies the receipt account.
Rec-Acct-Amt-Per-PP	*Required, numeric, 6 positions* Type the amount to be deducted for the specified pay period in dollars and cents. Do not enter a decimal.
Pay-Period-Number	*Required, numeric, 2 positions* Type the pay period number in which taxes are to be deducted. Valid values are `01` through `27`.

Requesting A Report For Table 073

The Table 073 reports screen (**Figure 5:26**) allows users to generate ad hoc reports.

```
TM073R0                TABLE MANAGEMENT REPORTS TABLE 073              xx/xx/xx
                          OCCUPATIONAL PRIVILEGE TAX

ENTER DATA FOR REPORT REQUESTED:

  FROM   *DUTY-STATION-STATE-CODE:
         *DUTY-STATION-CITY-CODE:


  TO     *DUTY-STATION-STATE-CODE:
         *DUTY-STATION-CITY-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT  PF1=MAIN     PF2=073 DOCM   PF4=073 INQ   PF6=REFRESH
                             ENTER=PROCESS
```

Figure 5:26. Table 073, Occupational Privilege Tax reports screen

At the Table 073 reports screen (**Figure 5:26**), complete the From and To fields as follows:

From/To ∇

Duty-Station-State-Code
Required, numeric, 2 positions
Type the duty station state code.

Duty-Station-City-Code
Required, numeric, 4 positions
Type the duty station city code.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 074, Official Position Title

Official Position Title is Table 074 on the Table Management System menu. This table contains the names of positions defined by occupational series codes and official title codes, used for processing personnel actions.

Note: Agencies can query Table 074 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 074

The Table 074 update screen (**Figure 5:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record after approval from the Payroll/Personnel Systems Policy Staff.

```
TM074U0              TABLE MANAGEMENT UPDATE TABLE 074       xx/xx/xx
                         OFFICIAL POSITION TITLE             PAGE: 000001

*ACTION:    (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE        USER-ID:
                                                        DATE-CHANGED:

*OCC-SERIES-CODE:                      *OFFICIAL-TITLE-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

    POSITION-OFFICIAL-TITLE:









                      ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=074 DOCM    PF3=074 RPTS    PF4=074 INQ
F5=HELP                   PF6=REFRESH                     ENTER=PROCESS
```

Figure 5:27. Table 074, Official Position Title update screen

Agencies requiring an update to Table 074 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 074 update screen (**Figure 5:27**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Occ-Series-Code
Required, numeric, 4 positions
Type the code that identifies the occupational group to which the position is classified.

Official-Title-Code
Required, numeric, 4 positions
Type the code that identifies the title for the position in the specific occupational series.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Position-Official-Title
Required, alphanumeric, 38 positions max.
Type the official or classification title of the position in the specific occupational series.

Requesting A Report For Table 074

The Table 074 reports screen (**Figure 5:28**) allows users to generate ad hoc reports.

```
TM074R0              TABLE MANAGEMENT REPORTS TABLE 074              xx/xx/xx
                         OFFICIAL POSITION TITLE

 ENTER DATA FOR REPORT REQUESTED:

       FROM   *OCC-SERIES-CODE:                *OFFICIAL-TITLE-CODE:

       TO     *OCC-SERIES-CODE:                *OFFICIAL-TITLE-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=074 DOCM      PF4=074 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:28. Table 074, Official Position Title reports screen

At the Table 074 reports screen (**Figure 5:28**), complete the From and To fields as follows:

From/To ∇

Occ-Series-Code
Required, numeric, 4 positions
Type the code that identifies the occupational group to which the position is classified.

Official-Title-Code
Required, numeric, 4 positions
Type the code that identifies the title for the position in the specific occupational series.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 075, Official Title Prefix And Suffix

Official Title Prefix And Suffix is Table 075 on the Table Management System menu. This table contains the official position title prefix or suffix codes and their abbreviations.

Note: Agencies can query Table 075 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 075

The Table 075 update screen (**Figure 5:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record after approval from the Payroll/Personnel Systems Policy Staff.

```
TM075U0              TABLE MANAGEMENT UPDATE TABLE 075        xx/xx/xx
                      OFFICIAL TITLE PREFIX AND SUFFIX       PAGE: 000001

*ACTION:    (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE        USER-ID:
                                                        DATE-CHANGED:

*TITLE-PREFIX-SUFFIX-CODE:        *TITLE-PREFIX-SUFFIX-IND:

BEG-EFF-DATE: MM DD YY       LAST-EFF-DATE: MM DD YY

     TITLE-PREFIX-SUFFIX-ABBR:









                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=075 DOCM    PF3=075 RPTS    PF4=075 INQ
F5=HELP                   PF6=REFRESH                     ENTER=PROCESS
```

Figure 5:29. Table 075, Official Title Prefix And Suffix update screen

Agencies requiring an update to Table 075 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 075 update screen (**Figure 5:29**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Title-Prefix-Suffix-Code	*Required, alpha, 1 position* Type the code that indicates the prefix or suffix for the official position title.
Title-Prefix-Suffix-Ind	*Required, alpha, 1 position* Type **P** (prefix) or **S** (suffix) to indicate the applicable code for the official position title.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**
Title-Prefix-Suffix-Abbr	*Required, alpha, 6 positions max.* Type the prefix or suffix abbreviation for the official position title.

Requesting A Report For Table 075

The Table 075 reports screen (**Figure 5:30**) allows users to generate ad hoc reports.

```
TM075R0              TABLE MANAGEMENT REPORTS TABLE 075              xx/xx/xx
                      OFFICIAL TITLE PREFIX AND SUFFIX

 ENTER DATA FOR REPORT REQUESTED:

       FROM   *TITLE-PREFIX-SUFFIX-CODE:       *TITLE-PREFIX-SUFFIX-IND:

       TO     *TITLE-PREFIX-SUFFIX-CODE:       *TITLE-PREFIX-SUFFIX-IND:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=075 DOCM      PF4=075 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:30. Table 075, Official TitlePprefix And Suffix reports screen

At the Table 075 reports screen (**Figure 5:30**), complete the From and To fields as follows:

From/To ∇

Title-Prefix-Suffix-Code
Required, alpha, 1 position
Type the code that indicates the prefix or suffix for the official position title.

Title-Prefix-Suffix-Ind
Required, alpha, 1 position
Type **P** (prefix) or **S** (suffix) to indicate the applicable code for the official position title.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 076, Working Position Title

Working Position Title is Table 076 on the Table Management System menu. This table contains the working position title codes and their descriptions.

Note: Agencies can query Table 076 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 076

The Table 076 update screen (**Figure 5:31**) allows authorized NFC personnel to add, modify, delete, or reactivate a record after approval from the Payroll/Personnel Systems Policy Staff.

```
TM076U0              TABLE MANAGEMENT UPDATE TABLE 076       xx/xx/xx
                          WORKING POSITION TITLE             PAGE: 000001

*ACTION:    (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE        USER-ID:
                                                        DATE-CHANGED:
*WORKING-TITLE-CODE:

BEG-EFF-DATE: MM DD YY       LAST-EFF-DATE: MM DD YY

     POSITION-WORKING-TITLE:









                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=076 DOCM    PF3=076 RPTS    PF4=076 INQ
F5=HELP                   PF6=REFRESH                     ENTER=PROCESS
```

Figure 5:31. Table 076, Working Position Title update screen

Agencies requiring an update to Table 076 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 076 update screen (**Figure 5:31**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Working-Title-Code	*Required, numeric, 4 positions* Type the code that defines the administrative or organizational title of the position.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Position-Working-Title	*Required, alphanumeric, 38 positions max.* Type the name for the working title code.

Requesting A Report For Table 076

The Table 076 reports screen (**Figure 5:32**) allows users to generate ad hoc reports.

```
TM076R0              TABLE MANAGEMENT REPORTS TABLE 076              xx/xx/xx
                          WORKING POSITION TITLE

 ENTER DATA FOR REPORT REQUESTED:

       FROM    *WORKING-TITLE-CODE:

       TO      *WORKING-TITLE-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=076 DOCM      PF4=076 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:32. Table 076, Working Position Title reports screen

At the Table 076 reports screen (**Figure 5:32**), complete the From and To fields as follows:

From/To ∇

Working-Title-Code
Required, numeric, 4 positions
Type the code that defines the administrative or organizational title of the position.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 077, Other Pay

Other Pay is Table 077 on the Table Management System menu. This table contains pay rates applicable to employees who are exposed to hazardous working conditions or physical hardships (i.e., tank cleaning, scuba diving, penalty, etc.), which were not taken into consideration in the job-grading process. The rates are used to process time and attendance reports (T&A's).

Note: Agencies can query Table 077 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 077

The Table 077 update screen (**Figure 5:33**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM077U0              TABLE MANAGEMENT UPDATE TABLE 077            xx/xx/xx
                                   OTHER PAY                       PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*PAY-TRANSACTION-SUFFIX:           *AREA-CD:


BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE:  MM DD YY

             TYPE-OF-PAY:
              PAY-FACTOR:         (9.99)
           PENALTY-CLASS:
          OTHER-PAY-RATE:         (99.99)
         PENALTY-CLASS-B:
        OTHER-PAY-RATE-B:         (99.99)
         PENALTY-CLASS-C:
        OTHER-PAY-RATE-C:         (99.99)


                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=077 DOCM   PF3=077 RPTS   PF4=077 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:33. Table 077, Other Pay update screen

Agencies requiring an update to Table 077 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Other Pay update screen (**Figure 5:33**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Pay–Transaction –Suffix
Required, numeric, 1 position
Type the code used with the pay transaction code used on T&A's and for printing earning statement descriptions.

Area Code
Optional, alphanumeric, 2 position
Type the two position area code.

99	RUS
SD	San Diego
SE	Seattle
WH	Boston

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Type-Of-Pay
Required, numeric, 1 position
Type **0** (fixed) or **1** (penalty) to indicate the type of rate used with the specific pay transaction for processing the employee's pay.

Note

Classes of positions are determined by the penalty rate stated in the wage marine salary table. Any wage marine whose penalty rate is not equal to the rates in the table is eligible for this type of other pay.

Valid values are:

A	4.16
B	5.36
C	5.49

Pay-Factor
Optional, numeric, 3 positions
Type **100** (fixed rate or penalty rate) or **150** (1 1/2 penalty rate) to indicate the pay factor used with the specific pay transaction for processing the employee's pay.

Penalty-Class
Optional, alpha, 1 position
Type the code that indicates the type of penalty rate used for processing the employee's pay. Valid values are:

space	not applicable
A	differentiates between classes of positions

Other-Pay-Rate *Optional, numeric, 4 positions*
Type the amount in dollars and cents applicable to the transaction suffix where a fixed rate is in effect, or the specified rate for a class position equals A.

- If the penalty rate is applicable, type zeros.
- If the pay transaction suffix equals *0*, type the penalty rate applicable to Class Position A (**`$4.16`**).

Penalty-Class-B *Optional, numeric, 1 position*
Type the code that indicates the type of penalty rate used for processing employee's pay. Valid values are:

`space`	not applicable
`B`	differentiates between classes of positions

Other-Pay-Rate-B *Optional, numeric, 4 positions*
Type the amount applicable to the transaction suffix where a fixed rate is in effect, or a specified rate for class position equals B.

- If the penalty rate is applicable, type zeros.
- If the pay transaction suffix equals 0, type the penalty rate applicable to Class Position B (**`$5.36`**).

Penalty-Class-C *Optional, numeric, 1 position*
Type the code that indicates the type of penalty rate used for processing pay for a wage marine. Valid values are:

`space`	not applicable
`C`	differentiates between classes of positions

Other-Pay-Rate-C *Optional, numeric, 4 positions*
Type the amount in dollars and cents applicable to the pay transaction suffix where a fixed rate is in effect, or a specified rate for class position equals C.

- If the penalty rate is applicable, type zeros.
- If the pay transaction suffix equals *0*, type the penalty rate applicable to Class Position C (**`$5.49`**).

Requesting A Report For Table 077

The Table 077 reports screen (**Figure 5:34**) allows users to generate ad hoc reports.

```
TM077R0              TABLE MANAGEMENT REPORTS TABLE 077              xx/xx/xx
                                  OTHER PAY

 ENTER DATA FOR REPORT REQUESTED:

       FROM    *PAY-TRANSACTION-SUFFIX:   *AREA-CD:

       TO      *PAY-TRANSACTION-SUFFIX:    *AREA-CD:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=077 DOCM      PF4=077 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:34. Table 077, Other Pay reports screen

At the Table 077 reports screen (**Figure 5:34**), complete the From and To fields as follows:

From/To ∇

Pay-Transaction-Suffix
Required, numeric, 1 position
Type the code used with the pay transaction code used on T&A's and for printing earning statement descriptions.

Area Code
Optional, alphanumeric, 2 position
Type the area code.

99	RUS
SD	San Diego
SE	Seattle
WH	Boston

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 078, PACS Processing Control

PACS Processing Control is Table 078 on the Table Management System menu. This Table contains payroll processing controls by schedule numbers and parm and paid schedule dates used for liablity and liquidation of disbursing data, SF-2812, 501 deposts, foreign service, payroll estimates, leave liablity and forced released accounting.

Note **(1)** Agencies can query Table 078 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only. **(2)** No key data is required to access Table 078 data. To display the record, at the Table 078 inquiry screen, press **[Enter]**. The record is displayed with the message *Successful Inquiry*.

Updating Table 078

The Table 078 update screen (**Figure 5:35**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM078U0              TABLE MANAGEMENT UPDATE TABLE 078       xx/xx/xx
                           PACS PROCESSING CONTROL           PAGE: 00001

ACTION:    (A)DD (M)ODIFY (D)ELETE (R)EACTIVATE    USER-ID:
                                                   DATE-CHANGED:
BEG-EFF-DATE: MM DD YY       LAST-EFF-DATE: MM DD YY

      SCHEDULE-NUMBER-LAST-PD:         PAYROLL-EST-PARM-DATE(NFCP4491):
          PACS0000-CUTOFF-SCHEDULE:                  PAYROLL-EST-PP-1:
      PACS0000-PARM-DATE(NFCP4400):                  PAYROLL-EST-PP-2:
      PACS0000-PAID-DATE(NFCP4400):            PAYROLL-EST-WCF-PERCENT:
      PACSDISB-PARM-DATE(NFCP4405):           PAYROLL-EST-APP-FUND-PER:
      PACSDISB-PAID-DATE(NFCP4405):            PAYROLL-EST-SCS-PERCENT:
      PACS2812-PARM-DATE(NFCP4410):               PAYROLL-EST-SCS-FLAG:
      PACS2812-PAID-DATE(NFCP4410):          PAYROLL-EST-PP1-FR-SCH-NO:
            LV-LIABILITY-PARM-DATE:          PAYROLL-EST-PP1-TO-SCH-NO:
PACS-FORCE-REL-PARM-DATE(NFCP4435):          PAYROLL-EST-PP2-FR-SCH-NO:
         PACS-FORCE-REL-PAY-PERIOD:          PAYROLL-EST-PP2-TO-SCH-NO:
                    SCHEDULE-NO-06:                  PAYROLL-EST-AG-SEL:
SCHEDULE-NO-07:         PAYROLL-EST-DR-CR-CODE:     PAYROLL-EST-FISCAL-YEAR:

                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT     PF1=MAIN     PF2=078 DOCM     PF3=078 RPTS     PF4=078 INQ
PF5=HELP                    PF6=REFRESH                       ENTER=PROCESS
```

Figure 5:35. Table 078, PACS Processing Control update screen

At the Table 078 update screen (**Figure 5:35**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date

Required, numeric, 6 positions

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Schedule-Number-Last- PD

Required, alphanumeric, 6 positions

Type the schedule number for the pay period that is currently being processed. Position 1 equals the fiscal year; positions 2 and 3 equal the computer payroll number; positions 4 and 5 equal the pay period number; and position 6 equals the schedule number.

Payroll-Est-Parm-Date (NFCP4491)

Required, numeric, 5 positions

Type the date used by the NFCP4491 Payroll Estimate Module in the Financial Foundation Information System (FFIS) in YYDDD order.

PACS0000-Cutoff-Schedule

Required, alpha, 1 position

Type the code that indicates if an obligation, accrual, and disbursement fall within the same month. Valid values are:

`Space`	not applicable
`M`	obligation, accrual and disbursement in the same month
`P`	obligation and accrual in one month and disbursement in the next

Payroll-Est-PP-1

Required, numeric, 2 positions

Type the prior pay period number from which data will be selected for the pay period to be estimated. Valid values are 01-27

PACS0000-Parm-Date (NFCP4400)

Required, numeric, 5 positions

Type the date used by the NFCP4400 Payroll Module in the FFIS in YYDDD order.

Payroll-Est-PP-2

Optional, numeric, 2 positions

Type the pay period number for which the estimate is being made. Valid values are 01-27

PACS0000-Paid-Date (NFCP4400)

Required, numeric, 5 positions

Type the date used by the NFCP4400 Payroll Module in the FFIS in YYDDD order.

Payroll-Est-WCF-Percent

Required, numeric, 3 positions

Type the percentage of actual working days to be estimated through the remainder of the month. Valid values are `010` through `300`.

PACSDISB-Parm-Date (NFCP4405)

Required, numeric, 5 positions

Type the date used by the NFCP4405 Payroll Module in the FFIS in YYDDD order.

Payroll-Est-App-Fund-Per

Required, numeric, 3 positions

Type the percentage of week days to be estimated through the remainder of the month. Valid values are **000** through **300**.

PACSDISB-Paid-Date (NFCP4405)

Required, numeric, 6 positions

Type the date used by the NFCP4405 PACS Disbursing Module in the FFIS in MMDDYY order.

Payroll-Est-SCS-Percent

Required, numeric, 3 positions

Type the percentage of week days to be estimated through the month for Natural Resources Conservation Service (NRCS). Valid values are **000** through **300**.

PACS2812-Parm-Date (NFCP44100)

Required, numeric, 5 positions

Type the date used by the PACS SF2812 Payroll Module in the FFIS in YYDDD order.

Payroll-Est-SCS-Flag

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not payroll estimates are needed for the NRCS.

PACS2812-Paid-Date (NFCP4410)

Required, numeric, 5 positions

Type the date used by the PACS SF2812 Payroll Module in the FFIS in YYDDD order.

Payroll-Est-PP1-Fr-Sch-No

Required, numeric, 2 positions

Type the selecting pay period from the schedule number for the first pay period selected for payroll estimate 01 through 10.

Lv-Liability-Parm-Date

Required, numeric, 5 positions

Type the date used by the leave liability module in the FFIS in YYDDD order.

Payroll-Est-PP1-To-Sch-No

Required, numeric, 2 positions

Type the selecting pay period to the schedule number for the first pay period selected for payroll estimate 01 through 10.

PACS-Force-Rel-Parm-Date (NFCP4435)

Required, numeric, 5 positions

Type the date used by the NFCP4435 Forced Release Accounting Module in the FFIS in YYDDD order.

Payroll-Est-PP2-Fr-Sch-No

Optional, numeric, 2 positions

Type the selecting pay period from the schedule number for the second pay period selected for payroll estimate 01 through 10.

PACS-Force-Rel-Pay-Period

Required, numeric, 2 positions

Type the number of the pay period that is currently being processed. Valid values are **01** through **27**.

Payroll-Est-PP2-To-Sch-No

Optional, numeric, 2 positions

Type the selecting pay period to the schedule number for the second pay period selected for payroll estimate 01 through 10.

Schedule-No-06

Required, alphanumeric, 6 positions

Type the sixth schedule number.

Payroll-Est-Ag-Sel

Optional, numeric, 1 position

Type the code that indicates the agency to be selected for the payroll estimate. Valid values are:

1	Agency 11
2	Agency 07
3	Agency 36
4	Agency 37
5	all
6	Agency 02, 07, 36, and 37
7	Agency 02

Note: If Code 1 is entered, the Payroll-Est-Dr-Cr-Code field must equal **CR**.

Schedule-No-07

Required, alphanumeric, 6 positions

Type the seventh schedule number.

Payroll-Est-Dr-Cr-Code

Required, alpha, 2 positions

Type **CR** (for Forest Service only) or **DR** (for all other agencies) to indicate the selection criteria.

Note: If **CR** is entered, the Payroll-Est-Ag-Sel field must equal **1**.

Payroll-Est-Fiscal-Year

Required, numeric, 1 position

Type the last digit of the appropriate fiscal year. Valid values are **0** through **9**.

Requesting A Report For Table 078

The Table 078 reports screen (**Figure 5:36**) allows users to retrieve payroll/personnel data elements for processing personnel actions and to request ad hoc reports.

```
TM078R0              TABLE MANAGEMENT REPORTS TABLE 078              xx/xx/xx
                          PACS PROCESSING CONTROL

 NO DATA REQUIRED TO RETRIEVE REPORT:
 ENTER "X" TO SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL





  VIEW REPORT BEFORE PRINTING? N  (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=078 DOCM      PF4=078 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:36. Table 078, PACS Processing Control reports screen

At the Table 078 reports screen (**Figure 5:36**), complete the fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 079, PMRS Funding Unit Code

PMRS (Performance Meet Review System) Funding Unit Code is Table 079 on the Table Management System menu. This table contains agency codes, funding unit codes and the fiscal year from which monies are disbursed for performance awards.

Note: Agencies can query Table 079 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 079

The Table 079 update screen (**Figure 5:37**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM079U0              TABLE MANAGEMENT UPDATE TABLE 079            xx/xx/xx
                            PMRS FUNDING UNIT CODE                 PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*AGENCY/BUREAU:                        *FUNDING-UNIT-NUMBER:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY


FUNDING-FISCAL-YEAR:

DEPT-CODE:              DEPARTMENT:





                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=079 DOCM   PF3=079 RPTS   PF4=079 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:37. Table 079, PMRS Funding Unit Code update screen

Agencies requiring an update to Table 079 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 079 update screen (**Figure 5:37**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Agency/Bureau	*Required, alphanumeric, 2 positions* Type the agency or bureau code.
Funding-Unit-Number	*Required, alphanumeric, 4 positions* Type the funding unit number. Positions 1 and 2 equal the agency or bureau code. Positions 3 and 4 must not equal zeros.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Funding-Fiscal-Year	*Required, numeric, 1 position* Type the last digit of the fiscal year in which merit pay will be funded. Valid values are **0** through **9**.
Dept-Code	*No entry* This field is system generated based on the entry in the Agency/Bureau field.
Department	*No entry* This field is system generated based on the entry in the Dept-Code field.

Requesting A Report For Table 079

The Table 079 reports screen (**Figure 5:38**) allows users to generate ad hoc reports.

```
TM079R0              TABLE MANAGEMENT REPORTS TABLE 079              xx/xx/xx
                           PMRS FUNDING UNIT CODE

 ENTER DATA FOR REPORT REQUESTED:

        FROM         *AGENCY/BUREAU:         *FUNDING-UNIT-NUMBER:

        TO           *AGENCY/BUREAU:         *FUNDING-UNIT-NUMBER:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=079 DOCM      PF4=079 INQY     PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:38. Table 079, PMRS Funding Unit Code reports screen

At the Table 079 reports screen (**Figure 5:38**), complete the From and To fields as follows:

From/To ∇

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Funding-Unit-Number
Required, alphanumeric, 4 positions
Type the funding unit number. Positions 1 and 2 equal the agency or bureau code. Positions 3 and 4 must not equal zeros.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 080, PACS Payee Address

PACS (Payroll Accounting Control System) Payee Address is Table 080 on the Table Management System menu. This table contains the names and addresses of payees for disbursement of monies for non-Federal retirement, health benefits, life insurance, and thrift saving accounts.

Note: Agencies can query Table 080 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 080

The Table 080 update screen (**Figure 5:39**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM080U0              TABLE MANAGEMENT UPDATE TABLE 080            10/18/99
                           PACS PAYEE ADDRESS                      PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
 * PLAN-CODE:         * BENEFIT-TYPE: 2

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 PAYEE-NAME-NON-FED:
     NAME-ADDRESS 1:
     NAME-ADDRESS 2:
     NAME-ADDRESS 3:
              CITY:
             STATE:     ZIP-CODE:
      AGENCY/BUREAU:
            REASON:
      EFT-INDICATOR:                          TYPE-ACCOUNT:
         ACCOUNT-NO:                        ROUTING-NUMBER:
     TAXPAYER-ID-NO:

                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=080 DOCM   PF3=080 RPTS   PF4=080 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 5:39. Table 080, PACS Payee Address update screen

Agencies requiring an update to Table 080 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 080 update screen (**Figure 5:39**), complete the fields as follows:

Key Field ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Plan-Code
Required, alphanumeric, 2 positions
Type the code that identifies the carrier of the applicable benefit.

Benefit-Type
No entry
This field is system generated. This code identifies the benefit type for non-Government-wide employees.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Payee-Name-Non-Fed
Required, alphanumeric, 35 positions max.
Type the payee's name.

Name-Address 1
Required, alphanumeric, 35 positions max.
Type the first line of the mailing address for the payee.

Name-Address 2
Optional, alphanumeric, 35 positions max.
Type the second line of the mailing address for the payee.

Name-Address 3
Optional, alphanumeric, 35 positions max.
Type the third line of the mailing address for the payee.

City
Required, alphanumeric, 21 positions max.
Type the city name.

State
Required, alpha, 2 positions
Type the state abbreviation.

ZIP Code
Required, numeric, 9 positions max.
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Reason
Required, alphanumeric, 42 positions max.
Type the reason for processing the check.

EFT-Indicator
Conditional, alphanumeric, 1 position
If the monies are to be submitted electronically to a financial institution, type `1`. Otherwise, leave blank. If `1` is entered, you must complete the Type-Account, Account-No, and Routing-Number fields.

Type-Account *Conditional, alphanumeric, 1 position*
If **1** was entered in the EFT-Indicator field, type in **C** (checking) or **S** (savings) to indicate the type of account.

Account-No. *Conditional, alphanumeric, 17 positions max.*
If **1** was entered in the EFT-Indicator field, type the account number the monies are to be deposited into exactly as shown. Include all spaces and dashes.

Routing-Number *Conditional, alphanumeric, 9 positions max.*
If **1** was entered in the EFT-Indicator field, type the routing number of the financial institution to which funds are electronically transferred.

Taxpayer-ID-No *Optional, alphanumeric, 11 positions max.*
Type the applicable TIN.

Note This is the EIN assigned to a business by the Internal Revenue Service (IRS).

Requesting A Report For Table 080

The Table 080 reports screen (**Figure 5:40**) allows users to generate ad hoc reports.

```
TM080R0              TABLE MANAGEMENT REPORTS TABLE 080              xx/xx/xx
                          PACS PAYEE ADDRESS

 ENTER DATA FOR REPORT REQUESTED:

        FROM     * PLAN-CODE:        * BENEFIT-TYPE: 2

        TO       * PLAN-CODE:        * BENEFIT-TYPE: 2

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=080 DOCM      PF4=080 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 5:40. Table 080, PACS Payee Address reports screen

At the Table 080 reports screen (**Figure 5:40**), complete the From and To fields as follows:

From/To ∇

Plan-Code *Required, alphanumeric, 2 positions*
Type the code that identifies the carrier of the applicable benefit.

Benefit-Type *No entry*
This field is system generated. This code identifies the benefit type for non-Government-wide employees.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

PART 6.

TABLES 081–100 FIELD INSTRUCTIONS

This part is divided into the following sections:

Table 081, Life Insurance Description
Table 082, Life Insurance Rates
Table 083, Retirement Description
Table 084, Salary Differential
Table 085, Non–Federal Health Benefit Rates
Table 086, Payroll/Personnel Document Report (For NFC Use Only)
Table 087, Travel Per Diem Rates
Table 088, Travel Commuted Rates
Table 089, Originating Office
Table 090, Agency/Bureau Bargain Unit
Table 091, OPM NOA Legal Authorities
Table 092, (Reserved)
Table 093, Foreign Travel Per Diem Rates
Table 094, Interest Rates And Effective Pay Periods
Table 095, Foreign Country Sort Code And Currency
Table 096, Department Building Codes
Table 097, Travel System Regions
Table 098, Salary Ranges
Table 099, BEP Acting Pay
Table 100, PACT Data Element Description

Table 081, Life Insurance Description

Life Insurance Description is Table 081 on the Table Management System menu. This table contains the descriptions and specifics for each type of life insurance coverage.

Note

Agencies can query Table 081 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 081

The Table 081 update screen (**Figure 6:1**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM081U0              TABLE MANAGEMENT UPDATE TABLE 081            xx/xx/xx
                       LIFE INSURANCE DESCRIPTION                  PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
 * LI-PLAN-CODE:        * LI-COVERAGE-CODE:              DATE-CHANGED:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY
LI-BASIC-RATE-DETERMINANT:    LI-BENEFIT-TYPE:    BASIC-COVERAGE:
BASIC-COST-OPTION:
                            (1)                 (2)                 (3)
         BASIC-LIMIT-TYPE:                                          N/A
             BASIC-LIMIT:                                           N/A
BASIC-COMPUTATION (9.999): 0000                 0000                0000
          BASIC-INCREMENT:
              BASIC-ROUND:
       BASIC-MIN-COVERAGE:
       BASIC-MAX-COVERAGE:
   OPTION-1:      AGE:      TYPE:      FACTOR:
   OPTION-2:      AGE:      TYPE:      FACTOR:
   OPTION-3:      AGE:      TYPE:      FACTOR:

                           ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=081 DOCM   PF3=081 RPTS   PF4=081 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:1. Table 081, Life Insurance Description update screen

Reminder

Changes made to Table 081 should also be made to Table 082 and Table 30.

Agencies requiring an update to Table 081 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 081 update screen (**Figure 6:1**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Action
Required, alpha, 1 position
Type **A**.

LI–Plan-Code
Required, alphanumeric, 2 positions
Type the code that identifies the life insurance carrier.

LI-Coverage-Code
Optional, alphanumeric, 2 positions
Type the code that indicates the employee's coverage, including any combination of options selected.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

LI-Basic-Rate-Determinant
Required, numeric, 1 position
Type the code that indicates whether the basic life insurance coverage rate depends on the employee's age and/or coverage code. Valid values are:

0	not applicable
1	age bracket
2	coverage code
3	age bracket and coverage code

LI-Benefit-Type
Required, numeric, 1 position
Type code that identifies the life insurance benefit type as Government-wide or non-Government-wide. Valid values are:

1	Government-wide
2	non-Government-wide

Basic-Coverage
Required, numeric, 1 position
Type the code that indicates whether the coverage cost for the life insurance program can be computed or must be entered. Valid values are:

0	not applicable
1	compute
2	must be entered

Basic-Cost-Option
Required, numeric, 1 position
Type the code that indicates whether the basic unit cost for the life insurance depends on an alternative. Valid values are:

0	not applicable
1	cost based on FEGLI enrollment
2	cost based on other consideration

Basic-Limit-Type-1/ through-3

Required, numeric, 1 position

Type the code that indicates whether the basic life insurance limitations are based on the employee's age or pay plan. Valid values are:

0	not applicable
1	age
2	pay plan

Note

Option 3 is not applicable for this field.

Basic-Limit1/ through-3

Conditional, alphanumeric, 2 positions

If the Basic-Limit-Type equals *0*, leave this field blank.

If the Basic-Limit-Type equals *1* or *2*, type the age or pay plan as appropriate.

Note

Option 3 is not applicable for this field.

Basic-Computation1/ through-3

Required, numeric, 4 positions

0000 is system generated. Type the applicable code over *0000* to identify the factor to be used in computing the basic life insurance amount. Valid values are:

1000	same as annual salary
1500	1 1/2 times annual salary
2000	2 times annual salary

Basic-Increment1/ through-3

Optional, numeric, 2 positions

Type the amount of basic life insurance coverage to be increased in thousands of dollars (e.g., for $10,000, type **10**).

Basic-Round1/ through-3

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not the amount of basic life insurance coverage should be increased to the next $1,000 of coverage.

Basic-Min-Coverage1/ through-3

Optional, numeric, 2 positions

Type the minimum amount of coverage in thousands of dollars (e.g., for $10,000, type **10**).

Basic-Max-Coverage1/ through-3

Optional, numeric, 4 positions

Type the maximum amount of coverage in thousands of dollars (e.g., for $132,000, type **132**).

Option-1/ through-3

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not an option is available for a particular plan.

Option-1/ through-3/Age

Required, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not the cost of the option is based on the employee's age.

Note

If Option-1-3 equals **N** (no), this field must equal **N** (no).

Option-1/ through-3/Type

Conditional, numeric, 1 position

If Option-1-3 equals **N** (no), this field must be blank. Otherwise, type the code that indicates how the amount of life insurance coverage is to be computed for the options available. Valid values are:

1	coverage amount
2	percent of basic life insurance
3	times base salary
4	sub-option, flat-rate

Option-1/ through-3/ Factor

Required, numeric, 4 positions

If Option 1-3 equals **N** (no), this field must equal **0000**. Otherwise, type the code that indicates how the amount of life insurance coverage is to be computed for the options available:

- If the coverage is stated in thousands of dollars, then the element should reflect the amount selected in thousands of dollars (e.g., **1000**).
- If the coverage is a percent of the employee's basic coverage, then the element should reflect the percent in one whole number and three decimals places. Do not enter a decimal.
- If the coverage is in multiples of the employee's base contract salary, then the element should reflect the number of multiples with leading zeros (e.g., 3 times base contract salary = **0003**).
- If the coverage is a fixed amount, then the element should reflect zeros.

Requesting A Report For Table 081

The Table 081 reports screen (**Figure 6:2**) allows users to generate ad hoc reports.

```
TM081R0              TABLE MANAGEMENT REPORTS TABLE 081              xx/xx/xx
                      LIFE INSURANCE DESCRIPTION

 ENTER DATA FOR REPORT REQUESTED:

        FROM     * LI-PLAN-CODE:       * LI-COVERAGE-CODE:

        TO       * LI-PLAN-CODE:       * LI-COVERAGE-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=081 DOCM      PF4=081 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:2. Table 081, Life Insurance Description reports screen

At the Table 081 reports screen (**Figure 6:2**), complete the From and To fields as follows:

From/To ∇

LI-Plan-Code
Required, alphanumeric, 2 positions
Type the code that identifies the life insurance carrier.

LI-Coverage-Code
Optional, alphanumeric, 2 positions
Type the code that indicates the employee's coverage, including any combination of options selected.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 082, Life Insurance Rates

Life Insurance Rates is Table 082 on the Table Management System menu. This table contains data that identifies the cost of various type of life insurance coverage.

Note

Agencies can query Table 082 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 082

The Table 082 update screen (**Figure 6:3**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM082U0              TABLE MANAGEMENT UPDATE TABLE 082            xx/xx/xx
                          LIFE INSURANCE RATES                     PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
 * LI-PLAN-CODE:      * LI-AGE-BRACKET-CODE:     * LI-COVERAGE-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

   BASIC-UNIT-COST (99.9999): 000000                BASIC-COST-FACTOR:
BASIC-CONTRIBUTION (99.9999): 000000    BASIC-UNIT-COST-ALT (99.9999): 000000
 BASIC-CONTRIB-ALT (99.9999): 000000                BASIC-CONTRIB-TYPE: 0
         BASIC-CONTRIB-ROUND: 0                      BASIC-AUO-ENVIRON:
     BASIC-CONTRIBUTION-FLAG:
                      COST  UNIT-COST-1  UNIT-COST-2  UNIT-COST-3  UNIT-COST-4
           TYPE     FACTOR  (999.999)    (999.999)    (999.999)    (999.999)

OPTION-1:   0         00     000000       000000       000000       000000
OPTION-2:   0         00     000000       000000       000000       000000
OPTION-3:   0         00     000000       000000       000000       000000

                             ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=082 DOCM   PF3=082 RPTS   PF4=082 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:3. Table 082, Life Insurance Rates update screen

Reminder

Changes made to Table 082 should also be made to Table 081.

Agencies requiring an update to Table 082 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 082 update screen (**Figure 6:3**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

LI-Plan-Code
Required, alphanumeric, 2 positions
Type the code that identifies the life insurance carrier.

LI-Age-Bracket-Code
Required, numeric, 1 position
Type the code that indicates the life insurance age bracket. Valid values are:

0	not applicable
1	under 35
2	35-39
3	40-44
4	45-49
5	50-54
6	55-59
7	60 & over

LI-Coverage-Code
Required, alphanumeric, 2 positions
Type the code that identifies the life insurance coverage, including any combination of options.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Basic-Unit-Cost
Optional, numeric, 6 positions
Type the cost per unit of basic life insurance coverage (e.g., if the cost per unit of basic life insurance coverage is $0.155, type **001550**).

Basic-Cost-Factor
Optional, numeric, 2 positions
Type the number of units of life insurance coverage included in the unit cost.

Note
If the cost is a flat rate, then the element should equal zeros. Otherwise, it should equal the number of $1,000 units of coverage included in the unit cost (e.g., $1,000 = **01**; $10,000 = **10**; $25,000 = **25**).

Basic-Contribution
Optional, numeric, 6 positions
Depending on the Basic-Contrib-Type, type the agency's share of the cost of basic life insurance.

- If the coverage is a percent of the employee's basic coverage, then the element should reflect the percent in one whole number and three decimals places. Do not enter a decimal.
- If the coverage is in multiples of the employee's base contract salary, then the element should reflect the number of multiples with leading zeros (e.g., 3 times base contract salary = `0003`).
- If the coverage is a fixed amount, then the element should reflect zeros.

Basic-Unit-Cost-Alt

Optional, numeric, 6 positions

Type the alternate basic unit cost for life insurance.

Basic-Contrib-Alt

Optional, numeric, 6 positions

Depending on the Basic-Contrib-Type, type the agency's share of the cost of basic life insurance.

- If the coverage is a percent of the employee's basic coverage, then the element should reflect the percent in one whole number and three decimals places. Do not enter a decimal.
- If the coverage is in multiples of the employee's base contract salary, then the element should reflect the number of multiples with leading zeros (e.g., 3 times base contract salary = `0003`).
- If the coverage is a fixed amount, then the element should reflect zeros.

Basic-Contrib-Type

Required, numeric, 1 position

Type the code that identifies the characteristics of the Basic-Contribution and Basic-Contribution-Alt fields. Valid values are:

`0`	not applicable
`1`	percentage of deduction
`2`	rate per unit of coverage
`3`	fixed rate
`4`	percentage of basic-unit-cost plus basic-contribution

Basic-Contrib-Round

Required, numeric, 1 position

Type the code that identifies how the agency's contribution is calculated. Valid values are:

`1`	always round
`2`	round based on last digit of social security number (if the last digit of social security number is from 0 - 4, do not round; if the last digit of the social security number is from 5 - 9, round to nearest cent)
`3`	next higher cent
`4`	next lower cent

Basic-AUO-Environ

Required, alpha, 1 position

Type the **Y** (yes) or **N** (no) to indicate whether or not the basic coverage amount includes an AUO or environmental differential amount.

Basic-Contribution-Flag

Required, numeric, 1 position

Type the code that indicates how the basic contribution amount is to be computed. Valid values are:

0	compute contribution only if employee is paid and has deduction
1	compute contribution if employee is enrolled
2	compute contribution if employee is paid

Option-1/through-3/Type

Optional, numeric, 1 position

Type the code that indicates how the amount of life insurance is computed for the specified option(s). Valid values are:

1	coverage amount
2	percent of basic life insurance
3	times base salary
4	sub-option, flat-rate

Option-1 through-3 Cost-Factor

Optional, numeric, 2 positions

Type the code that identifies the number of units of life insurance coverage included in the unit cost.

Note

If the cost is a flat rate, then the element should equal zeros. Otherwise, it should equal the number of $1,000 units of coverage included in the unit cost (e.g., $1,000 = **01**, $10,000 = **10**; $25,000 = **25**).

Option-1 through-3 Unit-Cost-1 through-4

Optional, alphanumeric, 6 positions

Type the unit cost for the amount of life insurance covered by the applicable option in dollars and cents. Do not enter a decimal.

Requesting A Report For Table 082

The Table 082 reports screen (**Figure 6:4**) allows users to generate ad hoc reports.

```
TM082R0              TABLE MANAGEMENT REPORTS TABLE 082              xx/xx/xx
                        LIFE INSURANCE RATES

 ENTER DATA FOR REPORT REQUESTED:

    FROM   * LI-PLAN-CODE:     *LI-AGE-BRACKET-CODE:    *LI-COVERAGE-CODE:

    TO     * LI-PLAN-CODE:     *LI-AGE-BRACKET-CODE:    *LI-COVERAGE-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=082 DOCM      PF4=082 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:4. Table 082, Life Insurance Rates reports screen

At the Table 082 reports screen (**Figure 6:4**), complete the From and To fields as follows:

From/To ∇

LI-Plan-Code
Required, alphanumeric, 2 positions
Type the code that identifies the life insurance carrier.

LI-Age-Bracket-Code
Required, numeric, 1 position
Type the code that indicates the life insurance age bracket. Valid values are:

0	not applicable
1	under 35
2	35-39
3	40-44
4	45-49
5	50-54
6	55-59
7	60 & over

LI-Coverage-Code
Required, alphanumeric, 2 positions
Type the code that identifies the life insurance coverage, including any combination of options.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 083, Retirement Description

Retirement Description is Table 083 on the Table Management System menu. This table contains the descriptions and specifics for various types of retirement coverages.

Note: Agencies can query Table 083 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 083

The Table 083 update screen (**Figure 6:5**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM083U0              TABLE MANAGEMENT UPDATE TABLE 083            xx/xx/xx
                         RETIREMENT DESCRIPTION                    PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
 * RT-PLAN-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

          RT-BENEFIT-TYPE:                   RT-DEDUCTION-OASDI-LIMIT:
        RT-DEDUCTION-TYPE:          RT-DEDUCTION-AFTER-OASDI(999.9999):
RT-DEDUCTION-RATE (.9999):                  RT-DEDUCTION-TAX-DEFERRED:
          CONTRIB    CONTRIB    CONTRIB   CONTRIB   CONTRIB CONTRIB  CONTRIB
            RATE       TYPE       LIMIT   LIMIT-TYPE  FACTOR  SCALE   MAXIMUM
       (99999.99999)        (99999.99999)           (9.999)       (99999.99999)
STEP-0:     N/A                 N/A
STEP-1:                                                          N/A      N/A
STEP-2:                                                          N/A      N/A
STEP-3:                                                          N/A      N/A
       FIDUCIARY-ROUND:                    FIDUCIARY-RATE:         (9.99999)

                           ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=024 DOCM   PF3=024 RPTS   PF4=024 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:5. Table 083, Retirement Description update screen

Agencies requiring an update to Table 083 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 083 update screen (**Figure 6:5**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Rt-Plan-Code
Conditional, alphanumeric, 2 positions
If the Rt-Benefit-Type equals **1**, leave blank. If the Rt-Benefit-Type equals **2**, type the code that identifies the carrier for the retirement coverage.

Note
Refer to Title I, Payroll/Personnel Manual, Chapter 4, Personnel Action Processing System (PACT) procedure, or Chapter 23, Entry, Processing, Inquiry Correction System (EPIC) procedure for additional data on retirement plan codes.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Rt-Benefit-Type
Required, numeric, 1 position
Type the code that identifies the retirement plan as government-wide or non-government-wide. Valid values are:

1	Government-wide
2	non-Government-wide

Rt-Deduction-OASDI-Limit
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the amount deducted is limited to the amount of social security (OASDI) wages.

Rt-Deduction-Type
Optional, numeric, 1 position
Type the code that indicates how the retirement deduction type is computed. Valid values are:

0	not applicable
1	percentage of base pay
2	percent of gross pay
3	fixed rate
4	tells PINE/PEPL rate must be entered

Rt-Deduction-After OASD-
Optional, numeric, 7 positions max.
Type the percentage in whole numbers and four decimal places or the amount in dollars and cents to be deducted once the social security (OASDI) limit is reached. Do not enter a decimal.

Note
Zeros indicate use deductions after the social security (OASDI) limit has been reached.

Rt-Deduction-Rate

Optional, numeric, 4 positions

Type the percentage to be deducted from the employee's pay in whole numbers and two decimal places. Do not enter a decimal.

Rt-Deduction-Tax-Deferred

Required, alpha, 1 position

Type **Y** (yes), **N** (no), or **O** (optional) to indicate if the amount deducted is limited to tax deferred.

Step-1 through-3 Contrib–Rate

Optional, numeric, 7 positions max.

Type the maximum agency contribution payable toward retirement in whole numbers and five decimal places. Do not enter a decimal.

Step-0 through-3 Contrib Type

Required, numeric, 1 position

Type the code that indicates how the agency's retirement is computed. Valid values are:

0	no contribution
1	percentage of deduction
2	percent of base pay - limited to employee
3	percent of base pay - not limited to employee
4	percent of gross pay - limited to employee
5	percent of gross pay - not limited to employee
6	fixed amount limited to deduction
7	fixed amount unlimited

Step-1 through-3 Contrib-Limit

Optional, numeric, 10 positions max.

Type the maximum agency percentage in whole numbers and five decimal places or the flat rate contribution in dollars and cents. Do not enter a decimal.

Step-0 through-3 Contrib-Limit-Type

Required, numeric, 1 position

Type the code that indicates how the contribution limit type is computed. Valid values are:

0	not applicable
1	based on percentage
2	based on YTD earnings
3	based on biweekly earned
4	fixed amount based - YTD deduction
5	fixed amount based - biweekly deduction

Step-0 through 3 Contrib-Factor

Optional, numeric, 4 positions

Type the maximum retirement percentage payable.

Note

The amount computed is based on contributions in whole numbers and three decimal places. Do not enter a decimal.

Step-0-Contrib-Scale

Optional, numeric, 1 position

Type the code that indicates how the retirement is computed. Valid values are:

1	SINE step
2	graduated

Step-Contrib-Maximum

Optional, numeric, 10 positions max.

Type the maximum agency percentage in whole numbers and five decimal places or the flat rate contribution in dollars and cents. Do not enter a decimal.

Fiduciary-Round

Required, numeric, 1 position

Type the code that indicates whether a method of rounding is imposed to develop the agency's contribution. Valid values are:

0	not applicable
1	always round
2	round based on last digit of social security number (if the last digit of social security number is from 0 - 4, do not round; if the last digit of social security number is from 5 - 9, round to nearest cent)
3	next higher cent
4	next lower cent

Fiduciary-Rate

Optional, numeric, 6 positions

Type the code that indicates the percentage rate of the contributions in whole numbers and five decimal places. Do not enter a decimal.

Requesting A Report For Table 083

The Table 083 reports screen (**Figure 6:6**) allows users to generate ad hoc reports.

```
TM083R0              TABLE MANAGEMENT REPORTS TABLE 083              xx/xx/xx
                        RETIREMENT DESCRIPTION

 ENTER DATA FOR REPORT REQUESTED:

        FROM     * RT-PLAN-CODE:

        TO       * RT-PLAN-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=083 DOCM      PF4=083 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:6. Table 083, Retirement Description reports screen

At the Table 083 reports screen (**Figure 6:6**), complete the From and To fields as follows:

From/To ∇

Rt-Plan-Code *Conditional, alphanumeric, 2 positions*

If the Rt-Benefit-Type equals **1**, leave blank. If the Rt-Benefit-Type equals **2**, type the code that identifies the carrier for the retirement coverage.

Note Refer to Title I, Payroll/Personnel Manual, Chapter 4, Personnel Action Processing System (PACT) procedure, or Chapter 23, Entry, Processing, Inquiry Correction System (EPIC) procedure for additional data on retirement plan codes.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 084, Salary Differential

Salary Differential is Table 084 on the Table Management System menu. This table contains salary differential rates by state, city and county for Agencies 25, Farm Credit Administration (FCA), 68, Federal Deposit Insurance Corporation, (FDIC), AJ, Office of the Comptroller of the Currency (OCC), and FK, Farm Credit System Insurance Corporation (FCSIC), when applicable.

Note: Agencies can query Table 084 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 084

The Table 084 update screen (**Figure 6:7**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM084U0              TABLE MANAGEMENT UPDATE TABLE 084            xx/xx/xx
                           SALARY DIFFERENTIAL                     PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*AGENCY/BUREAU:              *STATE-COUNTRY-CODE:        *CITY-CODE:
*COUNTY-CODE:

BEG-EFF-DATE: MM DD YY             LAST-EFF-DATE: MM DD YY

DIFFERENTIAL-RATE:          (.9999)
REDUCED DIFFERENTIAL:       (.9999)

DEPT-CODE:               DEPARTMENT:





                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=084 DOCM   PF3=084 RPTS   PF4=084 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:7. Table 084, Salary Differential update screen

Agencies requiring an update to Table 084 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 084 update screen (**Figure 6:7**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Agency/Bureau	*Required, alphanumeric, 2 positions* Type the agency or bureau code.
State-Country-Code	*Required, alphanumeric, 2 positions* Type the state or country code.
City-Code	*Required, numeric, 4 positions* Type the city code.
County-Code	*Required, numeric, 3 positions* Type the county code.
☞ Note	State, country, city, and county codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.
Differential-Rate	*Optional, numeric, 4 positions* Type the rate for the salary differential. Do not enter a decimal.
Reduced-Differential	*Optional, numeric, 4 positions* Type the salary rate to be reduced. This field is valid for Agencies 25, Farm Credit Administration (FCA); 68, Federal Deposit Insurance Corporation, (FDIC); AJ, Office of the Comptroller of the Currency (OCC); and FK, Farm Credit System Insurance Corporation (FCSIC) only.
Dept-Code	*No entry* This field is system generated based on the entry in the Agency/Bureau field.
Department	*No entry* This field is system generated based on the entry in the Dept-Code field.

Requesting A Report For Table 084

The Table 084 reports screen (**Figure 6:8**) allows users to generate ad hoc reports.

```
TM084R0                TABLE MANAGEMENT REPORTS TABLE 084              xx/xx/xx
                                SALARY DIFFERENTIAL

ENTER DATA FOR REPORT REQUESTED:

FROM *AG/BUR     *STATE-COUNTRY-CODE:     *CITY-CODE:       *COUNTY-CODE:

TO   *AG/BUR     *STATE-COUNTRY-CODE:     *CITY-CODE:       *COUNTY-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=084 DOCM      PF4=084 INQY     PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:8. Table 084, Salary Differential reports screen

At the Table 084 reports screen (**Figure 6:8**), complete the From and To fields as follows:

From/To ∇

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

State-Country-Code *Required, alphanumeric, 2 positions*
Type the state or country code.

City-Code *Required, numeric, 4 positions*
Type the city code.

County-Code *Required, numeric, 3 positions*
Type the county code.

Note State, country, city and county codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 085, Non-Federal Health Benefit Rates

Non-Federal Health Benefit Rates is Table 085 on the Table Management System menu. This table contains the year, semi-annually employee deduction and agency contribution rates, biweekly deductions and agency rates, non-Federal health benefit carriers, option codes and rates.

Note

Agencies can query Table 085 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 085

The Table 085 update screen (**Figure 6:9**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM085U0                TABLE MANAGEMENT UPDATE TABLE 085          XX/XX/XX
                        NON-FEDERAL HEALTH BENEFIT RATES           PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

 *HB-PLAN-CODE:          *HB-OPTION-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

                    CURRENT-YR:
       EMPLOYEE-DEDUCTION-AMT: 00000   (999.99)
    EMPLOYER-CONTRIBUTION-AMT: 00000   (999.99)
           BIWEEKLY-DEDUCTION: 00000   (999.99)
        BIWEEKLY-CONTRIBUTION: 00000   (999.99)
MIN-FLEXIBLE-SPENDING-ACCOUNT: 000000  (9999.99)
MAX-FLEXIBLE-SPENDING-ACCOUNT: 000000  (9999.99)
                     PLAN-TYPE:


                            ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=085 DOCM   PF3=085 RPTS   PF4=085 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:9. Table 085, Non-Federal Health Benefit Rates update screen

Agencies requiring an update to Table 085 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 085 update screen (**Figure 6:9**), complete the fields as follows:

∇

HB-Plan-Code
Required, alphanumeric, 2 positions
Type the health benefit plan code.

HB-Option-Code
Required, numeric, 1 position
Type the code that identifies the option of the health insurance plan. Valid values are:

1	single high
2	family high
4	single low
5	family low

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Key in the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Current-Yr
Required, numeric, 2 positions
Type the last 2 digits of the current year.

Employee-Deduction-Amt
Required, numeric, 5 positions
Type the amount of the employee's deduction for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.

Employer-Contribution-Amt
Required, numeric, 5 positions
Type the amount of the agency's or bureau's contribution for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.

Biweekly-Deduction
Optional, numeric, 5 positions
Type the amount of the employee's deduction for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.

Biweekly-Contribution
Optional, numeric, 5 positions
Type the amount of the agency's or bureau's contribution for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.

Min-Flexible-Spending-Account
Conditional, numeric, 6 positions max.
If the deduction is for Plan Type F (Flex Fund), type the minimum deduction amount for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.

Max–Flexible–Spending–Account

Conditional, numeric, 6 positions max.

If the deduction is for Plan Type F (Flex Fund), type the maximum deduction amount for the non-Federal health benefit plan in dollars and cents. Do not enter a decimal.

Plan–Type

Required, alpha, 1 position

Type **H** (Health Benefit) or **F** (Flex Fund) to indicate the plan type.

Requesting A Report For Table 085

The Table 085 reports screen (**Figure 6:10**) allows users to generate ad hoc reports.

```
TM085R0               TABLE MANAGEMENT REPORTS TABLE 085             xx/xx/xx
                       NON-FEDERAL HEALTH BENEFIT RATES             PAGE:

ENTER DATA FOR REPORT REQUESTED:

  FROM   *HB-PLAN-CODE:                *HB-OPTION-CODE:

  TO     *HB-PLAN-CODE:                *HB-OPTION-CODE:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING? N    (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT   PF1=MAIN    PF2=085 DOCM   PF4=085 INQY    PF6=REFRESH
                           ENTER=PROCESS
```

Figure 6:10. Table 085, Non–Federal Health Benefits Rates reports screen

At the Table 085 reports screen (**Figure 6:10**), complete the From and to fields as follows:

From/To ∇

HB-Plan-Code

Required, alphanumeric, 2 positions

Type the health benefit plan code.

HB-Option-Code

Required, numeric, 1 position

Type the code that identifies the option of the health insurance plan. Valid values are:

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 086, Payroll/Personnel Document Report (For NFC Use Only)

Payroll/Personnel Document Report (For NFC Use Only) is Table 086 on the Table Management System menu. This table contains abstracted data from Form AD-962, (**Exhibit 4**) used to request certain and front-end systems interface reports and/or error suspense reports electronically for Agency/Bureau submitting offices (personnel office identifier, POI).

Table 086 alerts CULPRPT to execute the reports after every PINE pass is processed and provides NFC personnel with control in obtaining recurring automatic generation and remote printing of Table 086 reports in lieu of generating the reports through CULPRPT.

Note: Agencies can query Table 086 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 086

The Table 086 update screen (**Figure 6:11**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM086U0              TABLE MANAGEMENT UPDATE TABLE 086           xx/xx/xx
                      PAYROLL/PERSONNEL DOCUMENT REPORT           PAGE: 000001
                            (FOR NFC USE ONLY)
*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*AGENCY/BUREAU:      *PERSONNEL OFFICE IDENTIFIER:        *SEQUENCE NO:
BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY
          DEPT-CODE:       DEPARTMENT:
       SERV AGY/BUR:        CV-NUMBER:      OUTPUT CLASS: A   NO. COPIES: 1
ROUTING INFORMATION:                   REMOTE-ID:
ENTER REPORT-IND:  Y=YES  N=NO  P=PAY PERIOD
PACT/PRES REPORTS:                        U0004 ERROR COUNTS BY DOC(AGCY-POI)
   E0001 DOCS BY SSN                      U0005 ERROR COUNTS BY DOC(DEPT-AGCY)
   E0002 DOCS BY FORM NO.                 U0006 PERSONNEL ERROR MSGS(USER-ID)
   E0003 DOCS BY STATUS CODE              U6701 SINQ 67 PERSONNEL ERROR MSGS
   E0004 DOCS BY EFFECTIVE PP             U6702 SINQ 67 DOCS IN SUSPENSE(TOTAL)
   E0005 DOCS BY USER-ID                  U6703 SINQ 67 DOCS PROCESSED(CURR PP)
   U0001 PERSONNEL ERROR MESSAGES         U6704 SINQ 67 ERR DOC COUNT(AGCY-POI)
   U0002 DOCUMENTS IN SUSPENSE(TOTAL)     U6705 SINQ 67 ERR DOC COUNT(DEPT-AGCY)
   U0003 ALL DOCS PROCESSED(CURR PP)      U6706 SINQ 67 PERSNL ERR MSGS(USER-ID)

                     ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=086 DOCM   PF3=086 RPTS   PF4=086 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:11. Table 086, Payroll/Personnel Document Report (For NFC Use Only) update screen

At the Table 086 update screen (**Figure 6:11**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

Personnel Office Identifier *Required, numeric, 4 positions*
Type the POI code.

Sequence No *Required, numeric, 2 positions*
Type the sequence number used in conjunction with the agency and POI to identify the locations for delivering the output of generated reports.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Dept-Code *No entry*
This field is system generated based on the entry in the Agency/Bureau field.

Department *No entry*
This field is system generated based on the entry in the Dept-Code field.

Serv Agy/Bur *No entry*
This field is system generated.

CV-Number *Required, numeric 2 positions*
Type the central version database number where the data pertaining to the agency is located.

Output Class *Optional default, alphanumeric, 1 position*
The value *A* is system generated. Type the appropriate output class. This is the message class to be included in the job control language (JCL). Valid values are:

`A`	send the report directly to the printer
`X`	view the report
`0`	send the report directly to the user

No. of Copies *Optional default, numeric, 1 position*
The value *1* is system generated. Type the desired number of copies. Valid values are `1–9`.

Routing Information *Required, alphanumeric, 20 positions max.*
Type the name or location which designates where the report is to be delivered.

Remote-ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the report.

Enter Report-Ind: Y=Yes N=No P=Pay Period *Required, alpha, 1 position*
Type the appropriate code next to each report to indicate the frequency with which the report should be generated. Valid values are:

Y	generate nightly
N	do not generate
P	generate at the end of the pay period only

Note

(1) A maximum of four reports may be requested; however, only two can be produced on a daily basis. **(2)** A maximum of five error suspense reports may be requested; however, Report U0003 and U6703 can only be produced on a pay period basis. Reports U0001 and U0006 cannot be produced at the same time; neither can reports U6701 and U6706 be produced at the same time. **(3)** Users may at any time request a change to the reports generation schedule. For example, change a report from being generated at the end of the pay period to being generated nightly.

Requesting A Report For Table 086

The Table 086 reports screen (**Figure 6:12**) allows users to generate ad hoc reports.

```
TM086R0                TABLE MANAGEMENT REPORTS TABLE 086              xx/xx/xx
                       PAYROLL/PERSONNEL DOCUMENT REPORT
                             (FOR NFC USE ONLY)
 ENTER DATA FOR REPORT REQUESTED:

FROM  *AGENCY/BUREAU:     *PERSONNEL OFFICE IDENTIFIER:       *SEQUENCE NO:

TO    *AGENCY/BUREAU:     *PERSONNEL OFFICE IDENTIFIER:       *SEQUENCE NO:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=086 DOCM      PF4=086 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:12. Table 086, Payroll/Personnel Document Report (For NFC Use Only) reports screen

At the Table 086 reports screen (**Figure 6:12**), complete the From and To fields as follows:

From/To ∇

Agency/Bureau *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

Personnel Office Identifier *Required, numeric, 4 positions*
Type the personnel office identifier code.

Complete the remaining fields as follows:

Sequence No

Required, numeric, 2 positions

Type the sequence number used in conjunction with the agency and POI to identify the locations for delivering the output of generated reports.

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 087, Travel Per Diem Rates

Travel Per Diem Rates is Table 087 on the Table Management System menu. This table contains per diem rates by city and state used to verify lodging, meals, and incidental expense (M&IE) allowances charged for travel.

Note: Agencies can query Table 087 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 087

The Table 087 update screen (**Figure 6:13**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM087U0              TABLE MANAGEMENT UPDATE TABLE 087          09/29/06
                           TRAVEL PER DIEM RATES                 PAGE:000001

*ACTION: _  (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*CITY:                        *STATE-ABBRV:      *AGENCY-CODE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 PER DIEM    DATE-FROM DATE-THRU   LODGING   +    M&IE    =     COMPUTED
  RATES       (MMDD)    (MMDD)    (99999.99)   (99999.99)      DAILY RATE

    1   >>     0000      0000      0000000      0000000         0000000
    2   >>     0000      0000      0000000      0000000         0000000
    3   >>     0000      0000      0000000      0000000         0000000
    4   >>     0000      0000      0000000      0000000         0000000
    5   >>     0000      0000      0000000      0000000         0000000
    6   >>     0000      0000      0000000      0000000         0000000
    7   >>     0000      0000      0000000      0000000         0000000
    8   >>     0000      0000      0000000      0000000         0000000

                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=087 DOCM   PF3=087 RPTS   PF4=087 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:13. Table 087, Travel Per Diem Rates update screen

At the Table 087 update screen (**Figure 6:13**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

City *Required, alphanumeric, 20 positions max.*
Type the city name.

State-Abbrv *Required, alpha, 2 positions*
Type the state abbreviation.

Agency-Code *Conditional, alphanumeric, 2 positions*
If applicable to the Federal Housing Finance Board, type **FB**. Otherwise, leave blank.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Date-From 1-8 *Optional, numeric, 4 positions*
Type the beginning month and day in MMDD order for which the expense rates apply.

Date–Thru 1-8 *Conditional, numeric, 4 positions*
If the Lodging, M&IE, and Daily-Rate fields were entered, type the ending month and day in MMDD order for which the rates apply.

Lodging-Expenses 1-8 *Required, numeric, 7 positions max.*
Type the amount allowed per day for lodging while in travel status in dollars and cents. Lodging expense date may be entered a maximum of eight times. Do not enter a decimal.

M&IE-Expenses 1-8 *Required, numeric, 7 positions max.*
Type the amount allowed per day for meals and incidental expenses (M&IE) while in travel status in dollars and cents. M&IE expenses may be entered a maximum of eight times. Do not enter a decimal.

Computed Daily-Rate 1-8 *Required, numeric, 7 positions max.*
Type the total daily rate amount allowed for per diem in dollars and cents. This field must equal the sum of the Lodging and M&IE fields. Daily rate expense may be entered a maximum of eight times. Do not enter a decimal.

Requesting A Report For Table 087

The Table 087 reports screen (**Figure 6:14**) allows users to generate ad hoc reports.

```
TM087R0              TABLE MANAGEMENT REPORTS TABLE 087              xx/xx/xx
                              TRAVEL PER DIEM RATES

 ENTER DATA FOR REPORT REQUESTED:

 FROM   *CITY:                        *STATE-ABBRV:     *AGENCY-CODE:

 TO     *CITY:                        *STATE-ABBRV:     *AGENCY-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=087 DOCM      PF4=087 INQY    PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:14. Table 087, Travel Per Diem Rates reports screen

At the Table 087 reports screen (**Figure 6:14**), complete the From and To fields as follows:

From/To ∇

City *Required, alphanumeric, 20 positions max.*
Type the city name.

State-Abbrv *Required, alpha, 2 positions*
Type the state abbreviation.

Agency-Code *Conditional, alphanumeric, 2 positions*
If applicable to the Federal Housing Finance Board, type **FB**. Otherwise, leave blank.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 088, Travel Commuted Rates

Travel Commuted Rates is Table 088 on the Table Management System menu. This table contains commuted rates used to verify commuted weight and/or rate charges claimed on relocation travel vouchers.

Note: Agencies can query Table 088 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 088

The Table 088 update screen (**Figure 6:15**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM088U0              TABLE MANAGEMENT UPDATE TABLE 088          xx/xx/xx
                           TRAVEL COMMUTED RATES                 PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*COMMUTED-RATE-TABLE:                     *MILEAGE-TOTAL-MILES:

BEG-EFF-DATE: MM DD YY             LAST-EFF-DATE: MM DD YY

                        RATE             BREAKPOINT
                      (9999.99)
POUNDAGE-CATEGORY-1:    000000             00000
POUNDAGE-CATEGORY-2:    000000             00000
POUNDAGE-CATEGORY-3:    000000             00000
POUNDAGE-CATEGORY-4:    000000             00000
POUNDAGE-CATEGORY-5:    000000             00000
POUNDAGE-CATEGORY-6:    000000             00000


                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=088 DOCM   PF3=088 RPTS   PF4=088 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:15. Table 088, Travel Commuted Rates update screen

At the Table 088 update screen (**Figure 6:15**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Commuted-Rate-Table
Required, numeric, 2 positions
Type the table number from which the commuted rates are selected. Commuted rates include the cost of line haul transportation packing, crating, unpacking, and drayage incidental to transportation.

Mileage-Total-Miles

Required, numeric, 4 positions max.

Type total number of miles driven in a privately owned vehicle to move household goods.

- If the Commuted-Rate-Table field equals `01` – `05`, then the Mileage-Total-Miles must equal 15 through 800.
- If the Commuted-Rate-Table field equals `01`, then the Mileage-Total-Miles can equal 825 through 3800.

Beg-Eff-Date

Required, numeric, 6 positions

Type the effective date for the record in MM DD YY order.

Last-Eff-Date

Required, numeric, 6 positions

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Rate Poundage-Category-1 through 6:

Required, numeric, 6 positions

Type rate applicable to the poundage (weight) category group number on the commuted rate table in dollars and cents. Do not enter a decimal.

Breakpoint Poundage-Category-1 through 6:

Required, numeric, 5 positions

Type weight (poundage) category to be used for moving expenses.

Requesting A Report For Table 088

The Table 088 reports screen (**Figure 6:16**) allows users to generate ad hoc reports.

```
TM088R0               TABLE MANAGEMENT REPORTS TABLE 088              xx/xx/xx
                           TRAVEL COMMUTED RATES

 ENTER DATA FOR REPORT REQUESTED:

 FROM:   *COMMUTED-RATE-TABLE:              *MILEAGE-TOTAL-MILES:

 TO:     *COMMUTED-RATE-TABLE:              *MILEAGE-TOTAL-MILES:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=088 DOCM      PF4=088 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:16. Table 088, Travel Commuted Rates reports screen

At the Table 088 reports screen (**Figure 6:16**), complete the From and To fields as follows:

From/To ∇

Commuted-Rate-Table

Required, numeric, 2 positions

Type the table number from which the commuted rates are selected. Commuted rates include the cost of line haul transportation packing, crating, unpacking, and drayage incidental to transportation.

Mileage-Total-Miles

Required, numeric, 4 positions max.

Type total number of miles driven in a privately owned vehicle to move household goods.

- If the Commuted–Rate-Table field equals **`01 - 05`**, then the Mileage-Total-Miles must equal 15 through 800.
- If the Commuted-Rate-Table field equals **`01`**, then the Mileage-Total-Miles can equal 825 through 3800.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **`X`** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 089, Originating Office

Originating Office is Table 089 on the Table Management System menu. This table contains the names and addresses of the agency/bureau office locations submitting travel and miscellaneous payment transactions to NFC for processing. The table is used for mailing travel reports and by agencies using PC-MISC to enter their own originating office numbers (OON) for System Code 68, Miscellaneous Payments.

Note: Agencies can query and update Table 089 data, view documentation data, generate reports, and produce mailing labels.

Updating Table 089

The Table 089 update screen (**Figure 6:17**) allows authorized users to add, modify, delete, or reactivate a record.

```
 TM089U0              TABLE MANAGEMENT UPDATE TABLE 089            xx/xx/xx
                           ORIGINATING OFFICE                      PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*SYSTEM-CODE :
*DEPT-CODE:     *AGENCY CODE:     *SERV AGY/AGY SPECIFIED CODE:
*NFC-ASSIGNED/AGY SPECIFIED NO:

BEG-EFF-DATE: MM DD YY        LAST-EFF-DATE: MM DD YY

    ACCOUNTING-STATION:
        NAME-ADDRESS-1:
        NAME-ADDRESS-2:
                 CITY:                        STATE:     ZIP-CODE:
          PHONE-NUMBER:                       TRVL-INDICATOR:
 CERT-OFF-PHONE-NUMBER:
            DEPARTMENT:


                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=089 DOCM   PF3=089 RPTS   PF4=089 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:17. Table 089, Originating Office update screen

Agencies having update authority should enter Originating Office information in TMGT following the procedures below.

Agencies desiring update authority to Table 089, PC-MISC System (for updating miscellaneous payments data (System Code 68)) may contact their agency's NFC secuirty officer.

For agencies not having update authority for updating travel data (System Code 61) should e–mail the TMGT update request to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled Form AD-956, Request for Originating Office Number Action (**Exhibit 6**) to the e–mail.

Note

To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address , phone number and the pre–filled Form AD-956, Request for Originating Office Number Action.

At the Table 089 update screen (**Figure 6:17**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

System-Code
Required, numeric, 2 positions
Type the code that indicates the system used by the originating office to process the documents.

Valid values are:

61	Travel System (TRVL)
68	Miscellaneous Payment System (MISC)

Dept-Code
Required, alpha, 2 positions
Type the department code established by OPM.

Agency Code
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Serv Agy/Agy Specified Code
Required, alphanumeric, 2 positions
Type the servicing agency/bureau or agency-specified code.

NFC-Assigned/ Agy Specified No
Optional, numeric, 4 positions
If applicable, type the control number assigned by the originating office of the travel transactions or the miscellaneous payment transactions transmitted to NFC for processing.

Note
This field is system generated for Agency 36, Grain Inspection, Packers and Stockyards Administration (GIPSA).

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Accounting-Station
Optional, numeric, 4 positions
Type the code that identifies the accounting office to which the employee's salary and related expenses are to be reported for the maintenance of accounting and budgetary records and reports.

Name-Address-1 *Required, alphanumeric, 35 positions max.*
Type the first line of the mailing address for the originating office

Name-Address-2 *Optional, alphanumeric, 35 positions max.*
Type the second line of the mailing address for the originating office.

City *Required, alphanumeric, 20 positions max.*
Type the city name.

State *Required, alpha, 2 positions*
Type the state abbreviation.

ZIP-Code *Optional, numeric, 9 positions max.*
Type the 5-digit ZIP Code and the optional ZIP+4 Code.

Note: If a foreign country code is entered in the State field, this field must be blank.

Phone-Number *Optional, numeric, 10 positions max.*
Type the telephone number beginning with the area code or FTS Access Code.

TRVL-Indicator *Required, alpha, 1 position*
Type the code that indicates whether the originating office is using the TRAV or TRVL module for processing travel advances and travel vouchers. Valid values are:

T	(TRAV) – automated, on-line
V	(TRVL) – manual

Cert-Off-Phone-Number *Optional, numeric, 10 positions max.*
Type the telephone number of the certifying officer beginning with the area code or FTS Access Code.

Department *No entry*
This field is system generated based on the entry in the Dept-Code field.

Requesting A Report For Table 089

The Table 089 reports screen (**Figure 6:18**) allows users to generate ad hoc reports and to produce mailing labels.

```
TM089R0              TABLE MANAGEMENT REPORTS TABLE 089              xx/xx/xx
                              ORIGINATING OFFICE

 ENTER DATA FOR REPORT REQUESTED:

FROM *SYSTEM-CODE :          *DEPT-CODE   :        *SERV AGY/BUR:
     *AGENCY/BUREAU:         *NFC-ASSIGN-NO        TRVL-INDICATOR:
TO   *SYSTEM-CODE :          *DEPT-CODE   :        *SERV AGY/BUR:
     *AGENCY/BUREAU:         *NFC-ASSIGN-NO        TRVL-INDICATOR:

     SELECT TYPE OF REPORT:
           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL
           PRINT LABELS     # OF SETS

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=089 DOCM      PF4=089 INQY     PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:18. Table 089, Originating Office reports screen

At the Table 089 reports screen (**Figure 6:18**), complete the From and To fields as follows:

From/To ∇

System-Code *Required, numeric, 2 positions*

Type the code that indicates the system used by the originating office to process the documents.

Valid values are:

`61`	Travel System (TRVL)
`68`	Miscellaneous Payment System (MISC)

Dept-Code *Required, alpha, 2 positions*

Type the department code established by OPM.

Serv Agy/Bur *Required, alphanumeric, 2 positions*

Type the servicing agency/bureau or agency-specified code.

Agency/Bureau *Required, alphanumeric, 2 positions*

Type the agency or bureau code.

NFC-Assign-No *Optional, numeric, 4 positions*

If applicable, type the control number assigned by the originating office of the travel transactions or the miscellaneous payment transactions transmitted to NFC for processing.

TRVL-Indicator *Optional, alpha, 1 position*

Type the code that indicates whether the originating office is using the TRAV or TRVL module for processing travel advances and travel vouchers. Valid values are:

`T`	(TRAV) – automated, on-line
`V`	(TRVL) – manual

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.
Print Label/# of Sets	Used to print labels for active records only. If labels are to be printed, type the number of sets desired in the # of Sets field.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 090, Agency/Bureau Bargain Unit

Agency/Bureau Bargain Unit is Table 090 on the Table Management System menu. This table contains bargaining unit status codes for agencies, bureaus and departments used in the evaluation process for Office of Labor Management Relations (OLMR) programs.

Note: Agencies can query Table 090 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 090

The Table 090 update screen (**Figure 6:19**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM090U0              TABLE MANAGEMENT UPDATE TABLE 090            xx/xx/xx
                         AGENCY/BUREAU BARGAIN UNIT                PAGE:000001

*ACTION:     (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE      USER-ID:
                                                            DATE-CHANGED:


               *DEPT-CODE:
            *AGENCY/BUREAU:
*BARGAIN-UNIT-STATUS-CODE:

BEG-EFF-DATE: MM DD YY              LAST-EFF-DATE: MM DD YY

              DEPARTMENT:





                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=090 DOCM   PF3=090 RPTS   PF4=090 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:19. Table 090, Agency/Bureau Bargain Unit update screen

Agencies requiring an update to Table 090 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 090 update screen (**Figure 6:19**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Dept-Code	*Required, alpha, 2 positions* Type the department code established by OPM.
Agency/Bureau	*Required, alphanumeric, 2 positions* Type the agency or bureau code.
Bargain-Unit-Status-Code	*Required, numeric, 4 positions* Type the code that indicates whether an agency or bureau is eligible for coverage by a bargaining unit, and if covered, the specific bargaining unit. Valid values are the last four digits of the OLMR number represented by a bargaining unit, **7777** (eligible but not in a bargaining unit), and **8888** (ineligible for inclusion in a bargaining unit).
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Department	*No entry* This field is system generated based upon the entry in the Dept-Code field.

Requesting A Report For Table 090

The Table 090 reports screen (**Figure 6:20**) allows users to generate ad hoc reports.

```
TM090R0              TABLE MANAGEMENT REPORTS TABLE 090              xx/xx/xx
                          AGENCY/BUREAU BARGAIN UNIT

 ENTER DATA FOR REPORT REQUESTED:

 FROM  *DEPT-CODE:      *AGENCY/BUREAU:       *BARGAIN-UNIT-STATUS-CODE:

 TO    *DEPT-CODE:      *AGENCY/BUREAU:       *BARGAIN-UNIT-STATUS-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=090 DOCM      PF4=090 INQY     PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:20. Table 090, Agency/Bureau Bargain Unit reports screen

At the Table 090 reports screen (**Figure 6:20**), complete the From and To fields as follows:

From/To ∇

Dept-Code
Optional, alphanumeric, 2 positions
Type the department code assigned by OPM.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Bargain-Unit-Status-Code
Required, numeric, 4 positions
Type the code that indicates whether an agency or bureau is eligible for coverage by a bargaining unit, and if covered, the specific bargaining unit. Valid values are the last four digits of the OLMR number represented by a bargaining unit, **7777** (eligible but not in a bargaining unit), and **8888** (ineligible for inclusion in a bargaining unit).

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 091, OPM NOA Legal Authorities

OPM NOA Legal Authorities is Table 091 on the Table Management System menu. This table contains nature of action legal authorities used for processing personnel actions.

Note: Agencies can query Table 091 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 091

The Table 091 update screen (**Figure 6:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record after approval from the Payroll/Personnel Systems Policy Staff.

```
 TM091U0              TABLE MANAGEMENT UPDATE TABLE 091          xx/xx/xx
                          OPM NOA LEGAL AUTHORITIES             PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*OPM-NOA-LEGAL-AUTHORITIES:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

OPM-OTHER-LEGAL-AUTH:

    AUTH-ACTION-CODE:

 POSITION-STATUS-CSC:





                     ENTER DATA AND PRESS ENTER TO PROCESS
  CLEAR=EXIT    PF1=MAIN    PF2=091 DOCM   PF3=091 RPTS    PF4=091 INQY
  PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 6:21. Table 091, OPM NOA Legal Authorities update screen

Agencies requiring an update to Table 091 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 091 update screen (**Figure 6:21**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

OPM-NOA-Legal-Authorities
Required, alphanumeric, 3 positions
Type the legal authority code.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for record in MM DD YY order.

Caution
Changes to the **Beg-Eff-Date** field will create a history record automatically. All other changes will result in a correction to the record.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Caution
If the **Last-Eff-Date** is modified to a prior date, it cannot be used for an action effective **after** that date. However, it can be used for any action that is effective prior to the last effective date. The record is **not** identified as deleted in TMGT.

OPM-Other-Legal-Auth
Optional, alphanumeric, 20 positions max.
Type the description that justifies the legal authority.

Auth-Action-Code
Optional, alpha, 1 position
If the authority is a current appointing authority, type **A**; if not, leave blank.

Position–Status–CSC
Optional, numeric, 1 position
Type the position status code. Valid values are:

1	competitive service
2	excepted appointment

Requesting A Report For Table 091

The Table 091 reports screen (**Figure 6:22**) allows users to generate ad hoc reports.

```
TM091R0              TABLE MANAGEMENT REPORTS TABLE 091              xx/xx/xx
                          OPM NOA LEGAL AUTHORITIES

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * OPM-NOA-LEGAL-AUTHORITIES:

         TO       * OPM-NOA-LEGAL-AUTHORITIES:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=091 DOCM      PF4=091 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:22. Table 091, OPM NOA Legal Authorities reports screen

At the Table 091 reports screen (**Figure 6:22**), complete the From and To fields as follows:

From/To ∇

OPM-NOA-Legal-Authorities
Required, alphanumeric, 3 positions
Type the legal authority code.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 093, Foreign Travel Per Diem Rates

Foreign Travel Per Diem Rates is Table 093 on the Table Management System menu. This table contains the foreign per diem rates used to verify lodging, meals and incidental expenses (M&IE) allowances charged for travel in foreign locations.

Note: Agencies can query Table 093 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 093

The Table 093 update screen (**Figure 6:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM093U0              TABLE MANAGEMENT UPDATE TABLE 093            xx/xx/xx
                        FOREIGN TRAVEL PER DIEM RATES              PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*COUNTRY-CODE:           *CITY-CODE:

BEG-EFF-DATE: MM DD YY             LAST-EFF-DATE: MM DD YY

    STATE-COUNTRY-CODE:
                  CITY:
     MAX-PER-DIEM-RATE:             (99999.99)
    SEASONAL-DATE-FROM:
    SEASONAL-DATE-THRU:
         SEASONAL-RATE:             (99999.99)
               MISMATCH:
    MAX-LODGING-AMOUNT:             (99999.99)
             M&IE-RATE:             (99999.99)
      SEASONAL-LODGING:             (99999.99)
    SEASONAL-M&IE-RATE:             (99999.99)

                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=093 DOCM   PF3=093 RPTS   PF4=093 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:23. Table 093, Foreign Travel Per Diem Rates update screen

At the Table 093 update screen (**Figure 6:23**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Country-Code *Required, numeric, 3 positions*
Type the foreign country code used for authorized travel.

City-Code *Required, numeric, 4 positions*
Type the foreign city code used for authorized travel.

Note

Country and city codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Beg-Eff-Date

Required, numeric, 6 positions

Type the effective date for the record in MM DD YY order.

Last-Eff-Date

Required, numeric, 6 positions

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

State-Country-Code

Required, alphanumeric, 2 positions

Type the state or country code used for authorized travel.

Note

State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

City

Required, alphanumeric, 20 positions max.

Type the name of the foreign city used for authorized travel.

Max-Per-Diem-Rate

Required, numeric, 7 positions max.

Type the maximum foreign per diem rate allowed in dollars and cents. Do not enter a decimal. This field must equal the sum of the Max−Lodging−Amount and M&IE−Rate fields.

Seasonal-Date-From

Optional, numeric, 4 positions

Type the beginning date for which the seasonal lodging rate applies in MM DD order.

Seasonal-Date-Thru

Optional, numeric, 4 positions

Type the ending date for which the seasonal lodging rate applies in MM DD order.

Seasonal-Rate

Optional, numeric, 7 positions max.

Type the total amount allowed for seasonal lodging in dollars and cents. Do not enter a decimal. This field must equal the sum of the Seasonal-Lodging and Seasonal-M&IE-Rate fields.

Mismatch

No entry

This field is system generated if the city code is invalid.

Max-Lodging-Amount

Required, numeric, 7 positions max.

Type the maximum amount allowed for lodging expenses in dollars and cents. Do not enter a decimal.

M&IE-Rate

Optional, numeric, 7 positions max.

Type the maximum amount allowed for meals and incidental expenses (M&IE) in dollars and cents. Do not enter a decimal.

Seasonal-Lodging

Optional, numeric, 7 positions max.

Type the maximum amount allowed for seasonal lodging in dollars and cents. Do not enter a decimal.

Seasonal-M&IE-Rate

Optional, numeric, 7 positions max.

Type the maximum amount allowed for seasonal M&IE in dollars and cents. Do not enter a decimal.

Requesting A Report For Table 093

The Table 093 reports screen (**Figure 6:24**) allows users to generate ad hoc reports.

```
TM093R0              TABLE MANAGEMENT REPORTS TABLE 093              xx/xx/xx
                      FOREIGN TRAVEL PER DIEM RATES

 ENTER DATA FOR REPORT REQUESTED:

       FROM:     *COUNTRY-CODE:              *CITY-CODE:

       TO:       *COUNTRY-CODE:              *CITY-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=093 DOCM      PF4=093 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:24. Table 093, Foreign Travel Per Diem Rates reports screen

At the Table 093 reports screen (**Figure 6:24**), complete the From and To fields as follows:

From/To ∇

Country-Code

Required, numeric, 3 positions

Type the foreign country code used for authorized travel.

City-Code

Required, numeric, 4 positions

Type the foreign city code used for authorized travel.

Note

Country and city codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 094, Interest Rates And Effective Pay Periods

Interest Rates And Effective Pay Periods is Table 094 on the Table Management System menu. This table contains interest rates and corresponding effective periods for the rates to be applied to an over-payment (indebtedness) or under-payment (back pay).

Note: Agencies can query Table 094 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 094

The Table 094 update screen (**Figure 6:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM094U0              TABLE MANAGEMENT UPDATE TABLE 094          xx/xx/xx
                   INTEREST RATES AND EFFECTIVE PAY PERIODS      PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*BEG-EFF-DATE:                            *LAST-EFF-DATE:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

         INTEREST-RATE:          (99.999)
        BEG-PAY-PERIOD:
        END-PAY-PERIOD:





                           ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=094 DOCM   PF3=094 RPTS   PF4=094 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:25. Table 094, Interest Rates And Effective Pay Periods update screen

Agencies requiring an update to Table 094 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 094 update screen (**Figure 6:25**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the beginning date for which the interest rate applies in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the ending date for which the interest rate applies in MM DD YY order.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the beginning effective date for the action in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the ending effective date for the action in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Interest-Rate	*Optional, numeric, 5 positions max.* Type the interest rate as regulated by the Internal Revenue Service (IRS). Do not enter a decimal.
Beg-Pay-Period	*Required, numeric, 2 positions* Type the beginning pay period for which the rate applies. Valid values are **01** through **27**.
End-Pay-Period	*Required, numeric, 2 positions* Type the ending pay period for which the rate applies. Valid values are **01** through **27**.

Requesting A Report For Table 094

The Table 094 reports screen (**Figure 6:26**) allows users to generate ad hoc reports.

```
TM094R0              TABLE MANAGEMENT REPORTS TABLE 094              xx/xx/xx
                   INTEREST RATES AND EFFECTIVE PAY PERIOD

 ENTER DATA FOR REPORT REQUESTED:

       FROM :    *BEG-EFF-DATE:                *LAST-EFF-DATE:

       TO:       *BEG-EFF-DATE:                *LAST-EFF-DATE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=094 DOCM      PF4=094 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:26. Table 094, Interest Rates And Effective Pay Period reports screen

At the Table 094 reports screen (**Figure 6:26**), complete the From and To fields as follows:

From/To ∇

Beg-Eff-Date *Required, numeric, 6 positions*
Type the beginning date for which the interest rate applies in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the ending date for which the interest rate applies in MM DD YY order.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 095, Foreign Country Sort Code And Currency

Foreign Country Sort Code And Currency is Table 095 on the Table Management System menu. This table contains foreign country sort codes, its country names, whether the country's currency is restricted, and if the country's currency at the Department of the Treasury is considered in excess.

Note: Agencies can query Table 095 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 095

The Table 095 update screen (**Figure 6:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM095U0              TABLE MANAGEMENT UPDATE TABLE 095         xx/xx/xx
                   FOREIGN COUNTRY SORT CODE AND CURRENCY       PAGE:000001

*ACTION:     (A)DD   (M)ODIFY   (D)ELETE   (R)EACTIVATE      USER-ID:
                                                            DATE-CHANGED:

*FOREIGN-CNTRY-SORT-CODE:

BEG-EFF-DATE: MM DD YY              LAST-EFF-DATE: MM DD YY

              COUNTRY-NAME:
       RESTRICTED-CURRENCY:
           EXCESS-CURRENCY:
        STATE-COUNTRY-CODE:





                          ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=095 DOCM   PF3=095 RPTS   PF4=095 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:27. Table 095, Foreign Country Sort Code And Currency update screen

Agencies requiring an update to Table 095 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 095 update screen (**Figure 6:27**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Foreign-Cntry-Sort-Code
Required, numeric, 3 positions
Type the sort code that identifies the foreign country.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Country-Name
Required, alphanumeric, 30 positions max.
Type the name of the foreign country.

Restricted-Currency
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not the currency for the specified country is restricted.

Excess-Currency
Required, alpha, 1 position
Type **Y** (yes) or **N** (no) to indicate whether or not there is excessive currency available for the specified country.

State-Country-Code
Required, numeric, 2 positions
Type the state or country code. This field may be entered a maximum of 10 times.

Note
State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Requesting A Report For Table 095

The Table 095 reports screen (**Figure 6:28**) allows users generate ad hoc reports.

```
TM095R0              TABLE MANAGEMENT REPORTS TABLE 095              xx/xx/xx
                    FOREIGN COUNTRY SORT CODE AND CURRENCY

 ENTER DATA FOR REPORT REQUESTED:

       FROM:      *FOREIGN-CNTRY-CODE:

       TO:        *FOREIGN-CNTRY-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=095 DOCM      PF4=095 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:28. Table 095, Foreign Country Sort Code And Currency reports screen

At the Table 095 reports screen (**Figure 6:28**), complete the From and To fields as follows:

From/To ∇

Foreign-Cntry-Code
Required, numeric, 3 positions
Type the code that identifies the foreign country.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 096, Department Building Codes

Department Building Codes is Table 096 on the Table Management System menu. This table contains ID, abbreviation, name and address of government buildings.

Note: Agencies can query Table 050 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 096

The Table 096 update screen (**Figure 6:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM096U0              TABLE MANAGEMENT UPDATE TABLE 096            xx/xx/xx
                          DEPARTMENT BUILDING CODES            PAGE:

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
 *BLDG-ID:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

    BUILDING-ABBR:
    BUILDING-NAME:
   NAME-ADDRESS 1:
   NAME-ADDRESS 2:
             CITY:                          STATE:
         ZIP CODE:
    DATE-OBSOLETE:
      2ND/3RD-LEV:
        DEPT-CODE:



                        ENTER DATA AND PRESS ENTER TO PROCESS
    CLEAR=EXIT    PF1=MAIN    PF2=096 DOCM   PF3=096 RPTS   PF4=096 INQY
    PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:29. Table 096, Department Building Codes update screen

Agencies requiring an update to Table 096 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 096 update screen (**Figure 6:29**), complete the fields as follows:

Key Field	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Bldg–ID	*Required, alphanumeric, 6 positions* Type the identification number for the building.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Building-Abbr	*Optional, alphanumeric, 4 positions* Type the abbreviated name of the building.
Building-Name	*Required, alphanumeric, 35 positions max.* Type the full name of the building.
Name-Address 1	*Required, alphanumeric, 35 positions max.* Type the first line of the mailing address for the building.
Name-Address 2	*Optional, alphanumeric, 35 positions max.* Type the second line of the mailing address for the building.
City	*Required, alphanumeric, 20 positions max.* Type the name of the city where the building is located.
State	*Required, alpha, 2 positions* Type the state abbreviation where the building is located.
ZIP Code	*Required, numeric, 9 positions max.* Type the 5-digit ZIP Code and the optional ZIP+4 Code used to identify the location of the building.
Date-Obsolete	*Optional, numeric, 6 positions* Type the applicable date the building becomes obsolete in MM DD YY order.
2nd/3rd Lev	*Optional, alphanumeric, 4 positions* Type the second and/or third level organizational structure code for the applicable building.
Dept-Code	*Required, alpha, 2 positions* Type the department code established by OPM.

Requesting A Report For Table 096

The Table 096 reports screen(**Figure 6:30**) allows users to retrieve payroll/personnel data elements for processing personnel actions and to request ad hoc reports.

```
TM096R0              TABLE MANAGEMENT REPORTS TABLE 096            xx/xx/xx
                          DEPARTMENT BUILDING CODES              PAGE:

ENTER DATA FOR REPORT REQUESTED:

  FROM        *BLDG-ID:

  TO          *BLDG-ID:


            PRINT ACTIVE
            PRINT HISTORY
            PRINT ALL


  VIEW REPORT BEFORE PRINTING? N    (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT   PF1=MAIN    PF2=096 DOCM   PF4=096 INQY   PF6=REFRESH
                           ENTER=PROCESS
```

Figure 6:30. Table 096, Department Building Codes reports screen

At the Table 096 reports screen(**Figure 6:30**), complete the From and To fields as follows:

From/To ∇

Bldg-ID *Required, alphanumeric, 6 positions*
Type the identification number for the building.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 097, Travel System Regions

Travel System Regions is Table 097 on the Table Management System menu. This table contains state and foreign country locations within each travel region by agency and/or bureau.

Note: Agencies can query Table 097 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 097

The Table 097 update screen (**Figure 6:31**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM097U0              TABLE MANAGEMENT UPDATE TABLE 097            xx/xx/xx
                           TRAVEL SYSTEM REGIONS                   PAGE:000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*AGENCY/BUREAU:        *STATE-COUNTRY-CODE:             *REGION-CODE:

BEG-EFF-DATE: MM DD YY             LAST-EFF-DATE: MM DD YY

REGION-NAME:

DEPT-CODE:            DEPARTMENT:





                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=097 DOCM   PF3=097 RPTS   PF4=097 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:31. Table 097, Travel System Regions update screen

At the Table 097 update screen (**Figure 6:31**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

State-Country-Code
Required, numeric, 2 positions
Type the state or country code.

Note

State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Region-Code *Required, numeric, 3 positions*
Type the code that identifies the travel region.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Region-Name *Required, alphanumeric, 32 positions max.*
Type the name of the travel region.

Dept-Code *No entry*
This field is system generated based upon the entry in the Agency/Bureau field.

Department *No entry*
This field is system generated based upon the entry in the Dept-Code field.

Requesting A Report For Table 097

The Table 097 reports screen (**Figure 6:32**) allows users to retrieve payroll/personnel data elements for processing personnel actions and to request ad hoc reports.

```
TM097R0              TABLE MANAGEMENT REPORTS TABLE 097              xx/xx/xx
                           TRAVEL SYSTEM REGIONS

 ENTER DATA FOR REPORT REQUESTED:

 FROM: *AGENCY/BUREAU:       *STATE-COUNTRY-CODE:          *REGION:

 TO:   *AGENCY/BUREAU:       *STATE-COUNTRY-CODE:          *REGION:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                         ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=097 DOCM      PF4=097 INQY     PF6=REFRESH
                                ENTER=PROCESS
```

Figure 6:32. Table 097, Travel System Regions reports screen

At the Table 097 reports screen (**Figure 6:32**), complete the From and To fields as follows:

From/To ∇

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

State-Country-Code
Required, numeric, 2 positions
Type the state or country code.

Note
State and country codes are located in the Worldwide geographical locations codes book prepared by the U.S. General Services Administration, Public Buildings Service.

Region
Required, numeric, 3 positions
Type the code that identifies the travel region.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 098, Salary Ranges

Salary Ranges is Table 098 on the Table Management System menu. This table contains maximum and minimum annual and/or hourly salary ranges for each pay plan, grade, and step. It is used to verify salary rates.

Note: Agencies can query Table 098 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 098

The Table 098 update screen (**Figure 6:33**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM098U0              TABLE MANAGEMENT UPDATE TABLE 098       xx/xx/xx
                              SALARY RANGES                  PAGE: 000001

*ACTION:    (A)DD (M)ODIFY (D)ELETE  (R)EACTIVATE       USER-ID:
                                                        DATE-CHANGED:
*OPM-PAY-TABLE-NUMBER:         *PAY-PLAN:       *GRADE:

BEG-EFF-DATE: MM DD YY       LAST-EFF-DATE: MM DD YY

            SALARY RANGES ANNUAL AND HOURLY RATE BY RANGES/STEPS
STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY  STEP  ANNUAL  HRLY
- - - - - - - - - - - - - - - - LOW RANGES  - - - - - - - - - - - - - - - - - - -
01                  02                  03                  04
05                  06                  07                  08
09                  10
- - - - - - - - - - - - - - - - HIGH RANGES - - - - - - - - - - - - - - - - - - -
01                  02                  03                  04
05                  06                  07                  08
09                  10


                      ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT     PF1=MAIN     PF2=098 DOCM     PF3=098 RPTS     PF4=098 INQ
PF5=HELP                    PF6=REFRESH                       ENTER=PROCESS
```

Figure 6:33. Table 098, Salary Ranges update screen

Agencies requiring an update to Table 098 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 098 update screen (**Figure 6:33**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
OPM-Pay-Table-Number	*Required, numeric, 4 positions* Type the occupational special pay area code that identifies the geographic area.
Pay-Plan	*Required, alpha, 2 positions* Type the OPM pay plan applicable to the pay table rate. For the applicable plan code, see **Table 025**.
Grade	*Required, numeric, 2 positions* Type the grade applicable to the pay table rate.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.
Salary Ranges Annual and Hourly Rate By Ranges/Steps	Low range and high range fields may be entered for each step 1-10.
Annual	*Optional, numeric, 8 positions max.* Type the low and high range annual salary amount equivalent to the grade and step in dollars and cents. Do not enter a decimal. **OR**
Hrly	*Optional, numeric, 4 positions max.* Type the low and high range hourly salary amount equivalent to the grade and step in dollars and cents. Do not enter a decimal.

Requesting A Report For Table 098

The Table 098 reports screen (**Figure 6:34**) allows users to generate ad hoc reports.

```
TM098R0                TABLE MANAGEMENT REPORTS TABLE 098              xx/xx/xx
                                SALARY RANGES

 ENTER DATA FOR REPORT REQUESTED:

 FROM: *OPM-PAY-TABLE-NUMBER:         *PAY-PLAN:      *GRADE:

 TO:   *OPM-PAY-TABLE-NUMBER:         *PAY-PLAN:      *GRADE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=098 DOCM      PF4=098 INQY      PF6=REFRES
H                               ENTER=PROCESS
```

Figure 6:34. Table 098, Salary Ranges reports screen

At the Table 098 reports screen (**Figure 6:34**), complete the From and To fields as follows:

From/To ∇

OPM-Pay-Table-Number
Required, numeric, 4 positions
Type the occupational special pay area code that identifies the geographic area.

Pay-Plan
Required, alpha, 2 positions
Type the OPM pay plan applicable to the pay table rate. For the applicable plan code, see **Table 025**.

Grade
Required, numeric, 2 positions
Type the grade applicable to the pay table rate.

Complete the remaining fields as follows:

Dept Code
Optional, alphanumeric, 2 positions
Type the department code assigned by OPM.

Agency/Bureau
Required, alphanumeric, 2 positions
Type the agency or bureau code.

Personnel Office Identifier
Required, numeric, 4 positions
Type the personnel office identifier (POI) code.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 099, BEP Acting Pay

BEP Acting Pay is Table 099 on the Table Management System menu. This table contains data on the Bureau of Engraving and Printing employees who are eligible to receive supervisory acting pay.

Note: Agencies can query Table 099 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 099

The Table 099 update screen (**Figure 6:35**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM099U0              TABLE MANAGEMENT UPDATE TABLE 099         xx/xx/xx
                              BEP ACTING PAY                    PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*SSNO:

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

 NAME-EMPLOYEE-LAST:
NAME-EMPLOYEE-FIRST:
   NAME-EMPLOYEE-MI:
  OCC-SPEC-PAY-AREA:
            PAY-PLAN:
               GRADE:
                STEP:
        HOURLY-RATE:


                         ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT    PF1=MAIN    PF2=099 DOCM   PF3=099 RPTS   PF4=099 INQY
     PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 6:35. Table 099, BEP Acting Pay update screen

Agencies requiring an update to Table 099 data must submit an e–mail to the NFC using the following e–mail address: NFC.TMGT@nfc.usda.gov. Please attach a copy of the pre–filled screen print relating to the table information that requires updating.

Note: To ensure that all change requests are officially authorized, we will only process a request from an authorized agency representative. Please ensure that each e–mail request includes the following: your Department/Agency name, your name, e–mail address, phone number and the pre–filled screen print attachment.

At the Table 099 update screen (**Figure 6:35**), complete the fields as follows:

Key Field	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
SSNO	*Required, numeric, 9 positions* Type the employee's social security number.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.
Name-Employee-Last	*No entry* This field is system generated from the Employee Name database.
Name-Employee-First	*No entry* This field is system generated from the Employee Name database.
Name-Employee-Mi	*No entry* This field is system generated from the Employee Name database.
Occ-Spec-Pay-Area	*Required, numeric, 4 positions* Type the special pay area code (occupational series code) or wage board area code of the supervisor for whom the employee is acting.
Pay-Plan	*Required, alphanumeric, 2 positions* Type the pay plan of the supervisor for whom the employee is acting.
Grade	*Required, numeric, 2 positions* Type the grade of the supervisor for whom the employee is acting.
Step	*Required, numeric, 2 positions* Type the step of the supervisor for whom the employee is acting.
Hourly-Rate	*No entry* This field is system generated and only appears on the inquiry screen. This field displays the hourly rate of the supervisor for whom the employee is acting for.

Requesting A Report For Table 099

The Table 099 reports screen (**Figure 6:36**) allows users to generate ad hoc reports.

```
TM099R0              TABLE MANAGEMENT REPORTS TABLE 099              xx/xx/xx
                              BEP ACTING PAY                     PAGE:

ENTER DATA FOR REPORT REQUESTED:

  FROM   SSNO:

  TO     SSNO:


           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING? N    (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT   PF1=MAIN   PF2=099 DOCM    PF4=099 INQY   PF6 = REFRESH
                             ENTER=PROCESS
```

Figure 6:36. Table 099, BEP Acting Pay reports screen

At the Table 099 reports screen (**Figure 6:36**), complete the From and To fields as follows:

From/To ∇

SSNO *Required, numeric, 9 positions*
Type the employee's social security number.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 100, PACT Data Element Description

PACT Data Element Description is Table 100 on the Table Management System menu. This table contains the alphabetic descriptions, attributes, and lengths for the data elements used in the Payroll/Personnel System. The data is downloaded by front-end system interface users to establish their front-end systems.

Note: Agencies can query Table 100 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 100

The Table 100 update screen (**Figure 6:37**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM100U0              TABLE MANAGEMENT UPDATE TABLE 100      XX/XX/XX
                        PACT DATA ELEMENT DESCRIPTION        PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:
*ELEMENT-NUMBER (BLOCK NUMBER):   000

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

LONG-NAME :

SHORT-NAME:
ATTRIBUTE :
LENGTH    :
DECIMAL   : 0


                          ENTER DATA AND PRESS ENTER TO PROCESS
    CLEAR=EXIT    PF1=MAIN    PF2=100 DOCM   PF3=100 RPTS   PF4=100 INQY
    PF5=HELP                  PF6=REFRESH                   ENTER=PROCESS
```

Figure 6:37. Table 100, PACT Data Element Description update screen

At the Table 100 update screen (**Figure 6:37**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Element- Number (Block Number) *Required, numeric, 3 positions*
Type the applicable block number. Valid values are **001** through **150**.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Long-Name *Required, alphanumeric, 80 positions max.*
Type the long name used for the PACT data element.

Short-Name *Required, alphanumeric, 40 positions max.*
Type the short name used for the PACT data element.

Attribute *Required, alpha, 1 position*
Type the code to indicate whether the data element is alpha or numeric. Valid values are **A** (alphanumeric) or **N** (numeric).

Length *Required, numeric, 3 positions max.*
Type the length of the data element

Decimal *Optional default, numeric, 1 position*
0 is system generated. If applicable, type the code that identifies the number of characters which follow the decimal in a data element. Valid values are **0** through **9**.

Requesting A Report For Table 100

The Table 100 reports screen (**Figure 6:38**) allows users to generate ad hoc reports.

```
TM100R0              TABLE MANAGEMENT REPORTS TABLE 100              xx/xx/xx
                        PACT DATA ELEMENT DESCRIPTION

ENTER DATA FOR REPORT REQUESTED:

  FROM   *ELEMENT-NUMBER: 000

  TO     *ELEMENT-NUMBER: 000

     SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING? N    (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID

                       ENTER DATA AND PRESS "ENTER" TO PROCESS
        CLEAR=EXIT  PF1=MAIN     PF2=100 DOCM   PF4=100 INQ   PF6=REFRESH
                            ENTER=PROCESS
```

Figure 6:38. Table 100, PACT Data Element Description reports screen

At the Table 100 reports screen (**Figure 6:38**), complete the From and To fields as follows:

From/To ∇

Element- Number (Block Number)
Required, numeric, 3 positions
Type the applicable block number. Valid values are **001** through **150**.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

PART 7.

TABLES 101–128 FIELD INSTRUCTIONS

This part is divided into the following sections:

Table 101, PACT Screen Elements
Table 102, PAY/PERS Download Table
Table 103, TMGT Download Table
Table 104, National Union Rate Table
Table 105, Earnings Statement Messages
Table 106, Financial Organization EFT Routing Number Master File
Table 107, Health Benefit Geographical Locations
Table 108, TSP Open Season/Election Period Dates
Table 109, PACT Screen Elements–109
Table 128, Pay Periods And Corresponding Dates By Year

Table 101, PACT Screen Elements

Personnel Action Processing System (PACT) screen elements is Table 101 on the Table Management System menu. This table contains required and optional screen elements for nature of action codes (NOAC) and any remark codes assigned to the NOAC.

Note: Agencies can query Table 101 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 101

The Table 101 update screen (**Figure 7:1**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM101U0             TABLE MANAGEMENT UPDATE TABLE 101           XX/XX/XX
                         PACT SCREEN ELEMENTS (1)               PAGE: 000000

ACTION     (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE       USER-ID:
*NOA-CODE:            NOA-IND:                     DATE-CHANGED
BEG-EFF-DATE: MM DD YY     LAST-EFF-DATE: MM  DD  YY
                                                                  REMARKS
001    002    003    004    005    006    007    008    009    010     *
                                                                       *
011    012    013    014    015    016    017    018    019    020     *
                                                                       *
021    022    023    024    025    026    027    028    029    030     *
                                                                       *
031    032    033    034    035    036    037    038    039    040     *
                                                                       *
041    042    043    044    045    046    047    048    049    050     *
                                                                       *
051    052    053    054    055    056    057    058    059    060

061    062    063    064    065    066    067    068    069    070

                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=101 DOCM    PF3=101 RPTS     PF4=101 INQY
PF5=HELP                  PF6=REFRESH     PF8=SCREEN (2)   ENTER=PROCESS
```

Figure 7:1. Table 101, PACT Screen Elements (1) update screen

At the Table 101 PACT Screen Elements (1) update screen (**Figure 7:1**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

NOA–Code *Required, numeric, 3 positions*
Type the 3-digit nature of action code (NOAC).

NOA–IND *No entry*
This field is system generated based upon the transaction being updated.

`Space`	New
`1`	History Insert
`2`	History Correction
`3`	History Cancellation ◀

Beg–Eff–Date

Required, numeric, 6 positions

Type the effective date for the record in MM DD YY order.

Last–Eff–Date

Required, numeric, 6 positions

Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Element–Flag (Fields 001 through 070)

Required, alpha, 1 position

Type the appropriate code next to the applicable data element . Valid values are:

`Space`	not applicable
`O`	optional
`R`	required
`S`	system generated

A maximum of 70 codes per screen or a total of 210 codes may be entered.

Remarks

Optional, alphanumeric, 3 positions

Type the remarks code assigned to the NOAC. A maximum of 10 codes may be entered.

To add Element-Flag fields data on the PACT Screen Elements (2) update screen, press **[PF8]**. Screen 2 is displayed with the key field generated from the PACT Screen Elements (1) update screen. Repeat the instructions at Element-Flag (Fields 001 through 070) to complete Element-Flag fields 071 through 140.

To add Element-Flag fields data on the PACT Screen Elements (3) update screen, press **[PF8]**. Screen 3 is displayed with the key field generated from the PACT Screen Elements (1) update screen. Repeat the instructions at Element-Flag (Fields 001 through 070) to complete Element-Flag fields 141 through 210.

After completing all applicable Element-Flag fields, press **[Enter]**.

After the data passes systems edits, the message *Record Successfully Added* is displayed.

- To return to the PACT Screen Elements (2) update screen, press **[PF7]**.
- To return to the PACT Screen Elements (1) update screen, press **[PF7]** again.

Requesting A Report For Table 101

The Table 101 reports screen (**Figure 7:2**) allows users to retrieve payroll/personnel data elements for processing personnel actions and to request ad hoc reports.

```
TM101R0                TABLE MANAGEMENT REPORTS TABLE 101              xx/xx/xx
                            PACT SCREEN ELEMENTS

ENTER DATA FOR REPORT REQUESTED:

  FROM   *NOA-CODE:            *NOA-IND:

  TO     *NOA-CODE:             *NOA-IND:

    SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING? N    (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID

                        ENTER DATA AND PRESS "ENTER" TO PROCESS
 CLEAR=EXIT    PF1=MAIN     PF2=101 DOCM     PF4=101 INQ     PF6=REFRESH
                            ENTER=PROCESS
```

Figure 7:2. Table 101, PACT Screen Elements reports screen

At the Table 101 reports screen (**Figure 7:2**), complete the From and To fields as follows:

From/To ∇

NOA-Code
Required, numeric, 3 positions
Type the begin and end range 3-digit nature of action code (NOAC).

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 102, PAY/PERS Download Table

PAY/PERS Download Table is Table 102 on the Table Management System menu. Agencies that use an alternative Front-End System Interface (FESI) to enter and transmit personnel actions and position data to NFC can use this table to select and create download files in order to verify that employee data contained in their front-end system is the same data contained in NFC's Payroll/Personnel System. Screen 1, Profile Screen, includes record specifications such as frequency, destination, and routing information for the download file. Screens 1 through 8, Data Elements, include payroll/personnel data elements to be contained in the file.

Agencies can query and update Table 102 data, view documentation data, and generate reports. The data maintained in Table 102 is contained on the profile screen and eight data elements screens. To view data elements applicable to the profile record, at the profile screen press **[PF10]**. The Data Elements (1) inquiry screen is displayed. To scroll forward and view data elements on screens 1 through 8, press **[PF8]**. To scroll backward through the data elements screens press **[PF7]**. To return to the Profile Screen, press **[Enter]** at any data elements inquiry screen.

Note: With the exception of the transmission data fields (Transmit-Date, Transmit-Time, Transmit-PP, and Year), the inquiry screens for Table 102 contain the same data elements as the update screens for Table 102. See (**Figure 7:3**).

```
TM102I0             TABLE MANAGEMENT INQUIRY TABLE 102          XX/XX/XX
                       PAY/PERS DOWNLOAD TABLE
                          PROFILE SCREEN
ENTER PARTIAL OR COMPLETE KEY                            USER-ID:
*AGENCY:                  *POI:                          DATE-CHANGED
*IDENTIFIER:              *PROFILE:

BEG-EFF-DATE:               LAST-EFF-DATE:
      DEPARTMENT        :
      ORG-STRUCTURE-CODE:                                     POI:

      INCLUDE-FLAG:          (A)LL OR (C)HANGED
       FREQUENCY:             (D)AILY, (W)EEKLY, (P)AY PERIOD, (M)ONTHLY
      DESTINATION:                        TRANSMIT-DATE:   00  00  00
      ROUTING-INFO:                       TRANSMIT-TIME:   000000
      EXPIRATION DATE:00  00  00          TRANSMIT-PP:     00
                                           TRANSMIT-YEAR:   0000

                         ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN     PF2=102 DOCM     PF3=102 RPTS     PF4=102 UPD
PF7=BACKWARD   PF8=FORWARD  PF10=ELEMENT SCREEN (1)        ENTER=PROCESS
```

Figure 7:3. Table 102, PAY/PERS Download Table Profile Screen (Inquiry)

Updating Table 102

The Table 102 update screen (**Figure 7:4**) allows authorized users to add, modify, delete, or reactivate a record.

Note: For update authority to the front-end system interface (FESI), contact your agency's ADP security officer.

```
TM102U0             TABLE MANAGEMENT UPDATE TABLE 102           XX/XX/XX
                       PAY/PERS DOWNLOAD TABLE
                          PROFILE SCREEN
ACTION       (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE     USER-ID:
*AGENCY:                  *POI:                          DATE-CHANGED
*IDENTIFIER:              *PROFILE:

BEG-EFF-DATE: MM  DD  YY    LAST-EFF-DATE: MM  DD  YY
      DEPARTMENT        :
      ORG-STRUCTURE-CODE:                                      POI:

      INCLUDE-FLAG:          (A)LL OR (C)HANGED
      FREQUENCY:              (D)AILY, (W)EEKLY, (P)AY PERIOD, (M)ONTHLY
      DESTINATION:
      ROUTING-INFO:
      EXPIRATION DATE:          00  00  00


                         ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN     PF2=102 DOCM     PF3=102 RPTS     PF4=102 INQ
PF5=HELP    PF6=REFRESH  PF8=ELEMENT SCREEN (1)            ENTER=PROCESS
```

Figure 7:4. Table 102, PAY/PERS Download Table Profile Screen (Update)

Note

To receive transmitted personnel data using Table 102, you must (1) have access to Payroll/Personnel Inquiry System (PINQ) or Information/Research Inquiry System (IRIS) data, (2) have read-only access to Position Management System (PMSO) data, and (3) provide NFC with a job control language (JCL). JCL is a group of specialized computer language statements designed to give instructions to a computer so the computer will perform a desired action. In this case, the desired action would be the successful transmission of user data from the NFC mainframe computer to a predetermined location at the user's site.

Complete fields on Table 102 profile screens according to the following specifications/instructions:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Agency *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

POI *Required, numeric, 4 positions*
Type the personnel office identifier code.

Identifier *Required, alphanumeric, 6 positions max.*
Type the agency-assigned ID number.

Profile *Required, alphanumeric, 6 positions max.*
Type the agency-assigned access authorization code to be used for initiating the download file.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Department

No entry

This field is system generated.

Org-Structure-Code

Optional, numeric, 18 positions max.

Type the organizational structure code for the agency whose records are to be downloaded. A maximum of five codes may be entered.

POI

Optional, numeric, 4 positions

Type the personnel office identifier code for the agency whose records are to be downloaded. A maximum of five codes may be entered.

Include-Flag

Required, alpha, 1 position

Type **A** (all) to include all records in the download file or **C** (changed) to include only those records that were changed since the last download in the pay period.

Frequency

Required, alpha, 1 position

Type the code that indicates how often the download will occur. Valid values are:

D	daily, Monday through Saturday
W	weekly, Sunday
P	pay period, Sunday after BEAR
M	monthly, last day of the month

Note

Frequency Code D or W should only be used for a one time, immediate download.

Destination

Required, alphanumeric, 16 positions max.

Type the agency-assigned identification number for the network unit (i.e., printer, terminal, etc.) designated to transmit the download file.

Transmit Date (Inquiry Only)

System generated, 6 positions.

The date the record was transmitted for the download file. (MMDDYY)

Routing-Info

Required, alphanumeric, 15 positions max.

Type the information that designates where the output job should be delivered (e.g., **John Doe, Room 2**).

Transmit-Time (Inquiry Only)

System generated, 6 positions

The time the record was transmitted for the download file.

Expiration Date

Required, numeric, 6 positions

Type the expiration date of the profile in MM DD YY order.

Transmit-PP (Inquiry Only)

System generated, 2 positions

The pay period the record was transmitted for the download file.

Transmit-Year (Inquiry Only)

System generated, 4 positions

The processing year the record was transmitted for the download file.

Note

You must complete and process the Profile Screen before you can access any Data Elements screens.

Adding Data To Data Elements Screens (1) through (8)

To include data elements in the download file, after completing the Profile update screen, press **[PF8]**. The Data Elements (1) update screen (**Figure 7:5**) is displayed. The key fields are system generated from the Profile update screen.

```
TM102U1             TABLE MANAGEMENT UPDATE TABLE 102          xx/xx/xx
                       PAY/PERS DOWNLOAD TABLE
                            DATA ELEMENTS (1)
ACTION        (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE     USER-ID:
*AGENCY:                  *POI:                           DATE-CHANGED
*IDENTIFIER:              *PROFILE:

ANNUAL-LEAVE-CATEGORY       BARGAINING-UNIT-STAT      BASE-CONTRACT-SALARY
CITIZENSHIP-CD              CLASSIF-STANDARD-CD       CSC-AUTH-CD-1ST-N
CSC-AUTH-2ND-CD-1ST-N       CSC-AUTH-CD-2ND-N         CSC-AUTH-2ND-CD-2ND-N
DATE-DEGREE-RCVD-YR         DATE-EMP-ASSIGNED         DATE-ENT-PRES-GRADE
DATE-OF-BIRTH               DATE-PER-EVAL-ANNIV       DATE-SCD-CSR
DATE-SCD-LEAVE              DATE-SCD-RIF              DATE-SCD-WGI
DUTY-STAT-CITY-CD           DUTY-STAT-CNTY-CD         DUTY-STAT-STATE-CD
EDUCATION-LEVEL             FAIR-LABOR-STAND-CD       FEGLI-COVERAGE-CD
FEHB-COVERAGE-CD            FIN-DIS-REQ               GRADE
HB-PLAN-CD                  INSTRUCTIONAL-PRGM        MASTER-RECORD-NO
NAME-EMPLOYEE-FIRST         NAME-EMPLOYEE-LAST        NAME-EMPLOYEE-MIDDLE
NAT-ACT-1ST-3-POS           NAT-ACT-2ND-3-POS         OCCUPATIONAL-SER-CD
OFFICIAL-TITLE-CODE         ORG-STRUCT-2ND-LEV        ORG-STRUCT-3RD-LEV
ORG-STRUCT-4TH-LEV          ORG-STRUCT-5TH-LEV        ORG-STRUCT-6TH-LEV
                           INSERT DATA
CLEAR=EXIT  PF1=MAIN    PF2=102 DOCM   PF3=102 RPTS            PF4=102 INQ
PF5=HELP    PF6=REFRESH F7=PROFILE     PF8=ELEMENT SCREEN(2)   ENTER=PROCESS
```

Figure 7:5. Table 102, PAY/PERS Download Table Data Elements (1) update screen

At the Table 102 data elements (1) update screen (**Figure 7:4**), complete the fields as follows:

Data Element(s) *Optional, alpha, 1 position*
Type **X** next to the applicable data elements to be contained in the file.

To select additional data elements located on Data Elements update screens 2 (**Figure 7:6**) through 8 (**Figure 7:12**), press **[PF8]** to scroll forward through the screens and repeat the process. A total of 430 data elements can be selected over the eight data element screens.

```
TM102U2              TABLE MANAGEMENT  UPDATE TABLE 102          xx/xx/xx
                        PAY/PERS DOWNLOAD TABLE
                              DATA ELEMENTS (2)
ACTION     (A)DD   (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
*AGENCY:                  *POI:                          DATE-CHANGED
*IDENTIFIER:              *PROFILE:

ORG-STRUCT-7TH-LEV          ORG-STRUCT-8TH-LEV        ORG-STRUCT-CD-AGCY
PAY-PLAN                    PERF-EVAL-RATING          PHYSICAL-HANDICAP-CD
POS-NO                      POS-OFFICIAL-TITLE        POS-SENSITIVITY-CD
POS-SUPERVISORY-CD          RETIREMENT-COV-CD         RNO-CD
SALARY-RATE-CD              SEX-CD                    SPEC-EMPL-PGMS-CD
SPECIAL-EMPLOYEE-CD         SSNO                      STEP
TENURE-GROUP                TYPE-APPOINTMENT-CD       VETERAN-PREF-CD
VETERAN-STAT                WORK-SCHEDULE             WORKING-TITLE-CD

ACCESS-1ST-AUTH-CD          ACCESS-2ND-AUTH-CD        ACCESS-NAT-ACTN-CD
ACCTG-STAT-CD               ACCTG-DIS-SUB-LEV-CD      AGENCY-USE (PMSO)
AGENCY-USE (PAYPERS)        AGCY-USE-1                AGCY-USE-2
AGCY-USE-3                  AGCY-USE-4                AGCY-USE-5
ANNUITANT-INDICATOR         APPNT-1ST-AUTH-CD         APPNT-2ND-AUTH-CD
                           INSERT DATA
CLEAR=EXIT  PF1=MAIN    PF2=102 DOCM  PF3=102 RPTS    PF4=102 INQ
PF7=ELEMENT SCREEN(1)   PF8=ELEMENT-SCREEN(3)         ENTER=PROCESS
```

Figure 7:6. Table 102, PAY/PERS Download Table Data Elements (2) update screen

```
TM102U3              TABLE MANAGEMENT  UPDATE TABLE 102          XX/XX/XX
                        PAY/PERS DOWNLOAD TABLE
                              DATA ELEMENTS (3)
ACTION       (A)DD  (M)ODIFY (D)ELETE  (R)EACTIVATE      USER-ID:
*AGENCY:                  *POI:                          DATE-CHANGED
*IDENTIFIER:              *PROFILE:

BASE-PAY-YTD                CIV-SER-ANNUIT-SHARE      COMPETITIVE-LEVEL
CREDITABLE-MIL-SVC          CSC-OTHER-LEGAL-AUTH      CSRS-COV-AT-APPNT
CURRENT-EMPL-STAT           DATE-AGENCY-EOD           DATE-APPOINTMENT-NTE
DTE-CAR-PERM-TEN-STR        DTE-CONV-TO-CAR-TEN       DTE-DEGR-CRT-RCVD-YR
DATE-DETK-EXPIR             DATE-ENTERED-POI          DATE-NON-PAY-NTE
DATE-PERS-ACTN-EFF          DATE-POS-ESTABLISHED      DATE-LAST-AUD-REV
DATE-POS-CLASSIFIED         DATE-POS-NTE              DTE-PROB-PERIOD-STRT
DATE-PROMOTION-NTE          DTE-RETAIN-RTE-EXPIR      DTR-RETEN-RIGHTS-END
DATE-RETIRED-MIL            DATE-SCD-TSP              DTE-SUPV-MGR-PROB-BG
DATE-TSP-ELIG               DATE-WGI-PROJ-EFF         DEPARTMENT-CD
DETL-AGCY                   DETL-DEPT-CD              DETL-GRADE
DETL-MAST-RECORD-NO         DETL-POS-NO               DETL-SON
DRUG-TS                     EARLY-RETIREMENT-IND      FERS-COVERAGE-CD
FROZEN-CSRS-SERVICE         GEOGRAPH-ADJ-RATE         GRADE-BASIS-IND
                           INSERT DATA
CLEAR=EXIT  PF1=MAIN    PF2=102 DOCM   PF3=102 RPTS   PF4=102 INQ
PF7=ELEMENT SCREEN(2)   PF8=ELEMENT SCREEN(4)         ENTER=PROCESS
```

Figure 7:7. Table 102, PAY/PERS Download Table Data Elements (3) update screen

```
TM102U4             TABLE MANAGEMENT  UPDATE TABLE 102          XX/XX/XX
                       PAY/PERS DOWNLOAD TABLE
                            DATA ELEMENTS (4)
ACTION       (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE     USER-ID:
*AGENCY:                 *POI:                           DATE-CHANGED
*IDENTIFIER:             *PROFILE:

HB-DATE-EFF                HDQRTRS-FIELD-CD          LANGUAGE-REQUIRED
LEO-IND                    LOCALITY-TABLE-CD         OCCUPATIONAL-FUNC-CD
OFFICIAL-TITLE-PREF        OFFICIAL-TITLE-SUFF       PATCO-CD
PAY-RATE-DETERMIN-CD       PAY-TABLE-CD              POS-SCHEDULE
POS-STAT-BUDGET            POS-STAT-CSC              POS-TARGET-GRADE
POS-WORKING-TITLE          PROC-INTRGRTY-ACT-FL      PROFESS-CATEGORY
PROJECTED-DUTIES-IND       REMARKS-CDS               RES-ADR-1ST-LINE-ST
RES-ADR-CITY-NAME          RES-ADR-ST-CTRY-CD        RES-ADR-ZIP-5
RETENTION-ALLOWANCE        SEP-ACCESSION-TYPE        SUBMITTING-OFFICE-NO
TOUR-OF-DUTY-HOURS         TSP-ELIGIBILITY-CD        UNIFORM-SERVICE-STAT
VETERANS-PREF-RIF

ANN-LV-CURRENT-BAL         ACCESS-DATE               ACTION-CD
AG-USE (PMSO)              AGENCY-INFO 1             AGENCY-INFO-2
                          INSERT DATA
CLEAR=EXIT  PF1=MAIN    PF2=102 DOCM   PF3=102 RPTS   PF4=102 INQ
PF7=ELEMENT SCREEN(3)   PF8=ELEMENT SCREEN(5)         ENTER=PROCESS
```

Figure 7:8. Table 102, PAY/PERS Download Table Data Elements (4) update screen

```
TM102U5             TABLE MANAGEMENT  UPDATE TABLE 102          xx/xx/xx
                       PAY/PERS DOWNLOAD TABLE
                            DATA ELEMENTS (5)
ACTION       (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE     USER-ID:
*AGENCY:                 *POI:                           DATE-CHANGED
*IDENTIFIER:             *PROFILE:

AGENCY-INFO-3              AGENCY-INFO-4             AGENCY-INFO-5
ALTERNATE-WRK-SCHD         ANNUAL-LV-45-DAT-CD       APPNT-LIMIT-DATS-BAL
APNT-LIMIT-DAYS-TOT        APPNT-LIMIT-DOLR-BAL      APPNT-LIMIT-DOLR-TOT
APPNT-LIMIT-HRS-BAL        APPNT-LIMIT-HRS-TOTL      AUO-PROJECT-ANN-AMT
CASH-AWARD-AMOUNT          CASH-AWARD-EFF-PP         CASH-AWARD-EFF-YR
DATE-CHG-IN-TENURE         DTE-LAST-PAID-BEGINS      DTE-LST-PAY-STAT-RET
DATE-PERS-ACTN-VALID       DTE-PROJ-DCK-LV-USE       DTE-SERVICE-YR-STRT
DUTY-STAT-CITY-NAME        DUTY-STAT-CNTY-NAME       DUTY-STAT-STATE-NAME
FED-TAX-NO-EXEMPT          GAIN-LSE-DP-NON-USDA      GEO-ADJ-PERCENT
GROSS-PAY-YTD              HB-COVERAGE-CD            INTER-OCC-SERIES-CD
INTERDISC-SERIES-CD        INTERDISC-TITLE-CD        INTERDISC-TITLE-PRE
INTERDISC-TITLE-SUF        INTERDISCIPLINARY-CD      LV-EARNING-STAT-PP
LI-COVERAGE-CD             LI-COVERAGE-AMOUNT        LI-PLAN-CD
PAID-STAT-CD               PERF-EVAL-YEAR            QUARTERS-DEDUCTN-CD
                          INSERT DATA
CLEAR=EXIT  PF1=MAIN    PF2=102 DOCM   PF3=102 RPTS   PF4=102 INQ
PF7=ELEMENT SCREEN(4)   PF8=ELEMENT SCREEN(6)         ENTER=PROCESS
```

Figure 7:9. Table 102, PAY/PERS Download Table Data Elements (5) update screen

```
TM102U6             TABLE MANAGEMENT  UPDATE TABLE 102          XX/XX/XX
                       PAY/PERS DOWNLOAD TABLE
                            DATA ELEMENTS (6)
ACTION       (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE     USER-ID:
*AGENCY:                  *POI:                          DATE-CHANGED
*IDENTIFIER:              *PROFILE:

QUARTERS-DEDUCN-RTE         RECRUITMENT-BONUS         RELOCATION-BONUS
RES-ADDITIONAL-ADR          RES-ADR-CITY-CD           RES-ADR-CNTY-CD
RES-ADR-ST-CTRY-NAME        RES-ADR-ZIP-4             SICK-LV-CURRENT-BAL
COOP-ANNUIT-SHARE-CD        SCHEDULED-SALARY          SCHOOL-CD
SCHOOL-STATE                SEP-RCD-STATUS-RCD        SEPARATION-DATE
SSNO-OLD                    STAFFING-DIFF-RATE        SUPVY-DIFF-RATE
TA-CONT-PT-TMEKPR-CD        TS-DATE-EFF               TSP-EMP-DEDUCN-AMT
TSP-EMP-DEDUCN-RATE         TSP-STAT-CD               TSP-STAT-DATE
UNION-CD                    UNION-LOCAL-CD            USER-ID
WGI-DUE-CD

ACC-BREAK-SVC-IND           ACCESS-AUTHORITY          ALLOWANCE-COLA-CD
ANN-LV-USED-YTD-40MX        APPNT-AUTHORITY           COMP-LV-EARNED-PP
COMP-LV-EARNED-YTD          COMP-LV-PRIOR-YR-BAL      COMP-LV-TOT-CUR-BAL
                           INSERT DATA
CLEAR=EXIT  PF1=MAIN    PF2=102 DOCM   PF3=102 RPTS   PF4=102 INQ
PF7=ELEMENT SCREEN(5)   PF8=ELEMENT SCREEN(7)         ENTER=PROCESS
```

Figure 7:10. Table 102, PAY/PERS Download Table Data Elements (6) update screen

```
TM102U7             TABLE MANAGEMENT  UPDATE TABLE 102          XX/XX/XX
                       PAY/PERS DOWNLOAD TABLE
                            DATA ELEMENTS (7)
ACTION       (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE     USER-ID:
*AGENCY:                  *POI:                          DATE-CHANGED
*IDENTIFIER:              *PROFILE:
COMP-LV-USED-YTD            CASH-AWARD-IND            CMSA-CD
COLA-POST-DIFF-CD           CONFLICT-OF-INT           CON-TAPER-NOTIF-GIVN
CUM-RETIRE-DED-CONV         CUM-RETIRE-DED            DATE-6C-RET
DATE-APPNT-EFF              DTE-COR-NATURE-ACTN       DATE-ENTERED-POI
DATE-LAST-ADJ-SCH-LV        DTE-LAST-ADJ-SCH-RET      DTE-LAST-ADJ-SCD-RIF
DATE-NON-PAY-NTE            DTE-PLACE-FOL-UP-REQ      DTE-REINVESTIGTE-REQ
DATE-SCH-FEHB-TEMP          DTE-SERV-AGREE-EXPIR      EARNING-LIMIT-CD
EMPL-CEILING-IND            EMPLY-TYPE                EXP-APPNT-LMT-PP
EXP-APPNT-LMT-RPT-CD        EXP-APPNT-LMT-YEAR        FED-TAX-DOC-PROC-PP
FED-TAX-DOC-PROC-YR         FICA-DEDUCTION-YTD        FICA-WAGES-YTD
FOREIGN-LANG-ALLOW          FREQUENCY-PAID-CD         FROM-TO-CD
FROM-TO-CD                  HB-CONTRIBUTION-AMT       HB-DEDUCTS-YTD-DEF
HB-DEDUCTS-YTD-DEF          HOME-LV-CURRENT-BAL       HOSP-DED-YTD
HOSP-DED-YTD                LAST-ACTION-PP-NO         LAW-BAR-MEMBERSHIP
LAW-BAR-MEMBERSHIP-CD       LOCATION-CD               LWOP-SINCE-LAST-WGI
                           INSERT DATA
CLEAR=EXIT  PF1=MAIN    PF2=102 DOCM   PF3=102 RPTS   PF4=102 INQ
PF7=ELEMENT SCREEN(6)   PF8=ELEMENT SCREEN(8)         ENTER=PROCESS
```

Figure 7:11. Table 102, PAY/PERS Download Table Data Elements (7) update screen

```
TM102U8             TABLE MANAGEMENT  UPDATE TABLE 102          XX/XX/XX
                       PAY/PERS DOWNLOAD TABLE
                            DATA ELEMENTS (8)
ACTION        (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE    USER-ID:
*AGENCY:                 *POI:                           DATE-CHANGED
*IDENTIFIER:             *PROFILE:

PAY-PER-LST-TIME           LT-063-PP                 LT-063-YR
PERF-EVAL-AGENCY-USE       PERF-EVAL-CHG-IND         PERF-EVAL-ELIGIB-CD
PERF-EVAL-GEN-YR           PERF-EVAL-GEN-PP          PERF-EVAL-PAY-PERIOD
PHYSICAL-LOCATION          PLACEMENT-FOL-UP-IND      PMSA-CD
PREMIUM-PAY-YTD            PROB-PER-EXPIR-IND        RECRUITMENT-PERCENT
RELOCATION-PERCENT         RETENTION-PERCENT         SAV-GR-GRADE
SEVERANCE-PAY-CD           SICK-LV-USED-YTD          SUP-MGR-PROB-PER-REQ
SUP-PROB-PD-EXP-NOTF       TA-CONT-PT-CITY-CD        TA-CONT-PT-STATE-CD
TA-CONT-PT-UNIT-CD         TA-DTE-DEDUCTS-BEGAN      WGI-DUE-CDD-PP
WGI-DUE-CDD-YR             WGI-NOTIF-GIVEN-CD         WGI-PP-NOTIF-GIVEN
WGI-WITHHLD-NT-RETND       STATE-TAX-WH-ST-CD
WORK-PHONE-AREA-CD         WORK-PHONE-EXCH            WORK-PHONE-NO
                          INSERT DATA
CLEAR=EXIT  PF1=MAIN    PF2=102 DOCM   PF3=102 RPTS   PF4=102 INQ
PF7=ELEMENT SCREEN(7)   PF8=PROFILE SCREEN            ENTER=PROCESS
```

Figure 7:12. Table 102, PAY/PERS Download Table Data Elements (8) update screen

Note: To return to the Profile update screen from Data Elements screen (8), press **[PF8]**.

Requesting A Report For Table 102

The Table 102 reports screen (**Figure 7:13**) allows users to generate ad hoc reports.

```
TM102R0               TABLE MANAGEMENT REPORTS TABLE 102          xx/xx/xx
                             PAY/PERS DOWNLOAD TABLE

ENTER DATA FOR REPORT REQUESTED:

  FROM   *DEPARTMENT:          *AGENCY:               *POI:
         *IDENTIFIER:          *PROFILE:

  TO     *DEPARTMENT:          *AGENCY:               *POI:
         *IDENTIFIER:          *PROFILE:

     SELECT TYPE OF REPORT:
           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL

  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=102 DOCM   PF4=102 INQY   PF6=REFRESH
                          ENTER=PROCESS
```

Figure 7:13. Table 102, PAY/PERS Download Table reports screen

At the Table 102 reports screen (**Figure 7:13**), complete the From and To fields as follows:

From/To ∇

Department *Required, alphanumeric, 2 positions*

Type the department code established by OPM.

Agency
Required, alphanumeric, 2 positions
Type the begin and end range agency or bureau code.

POI
Required, numeric, 4 positions
Type the begin and end range personnel office identifier code.

Identifier
Required, alphanumeric, 6 positions max.
Type the begin and end range agency-assigned ID number.

Profile
Required, alphanumeric, 6 positions max.
Type the begin and end range agency-assigned access authorization code to be used for initiating the download file.

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 103, TMGT Download Table

TMGT Download Table is Table 103 on the Table Management System menu. Agencies that use the alternative front-end system interface (FESI) can select from Table 103 which TMGT tables they want to download to their FESI system. The TMGT table data downloaded to the agency's FESI system is used to validate or edit data on their front-end system.

Screen 1, TMGT Download Table (1), includes record specifications such as the frequency of the download, destination, routing information, and the expiration date. Additionally, Screen 1 is used to add and/or modify the requests for downloading data files. Screen 2, TMGT Download Table (2) Table Elements, includes those TMGT tables that are available for downloading table data to the FESI system.

Note

(1) Agencies can query and update Table 103 data, view documentation data, and generate reports. **(2)** The data maintained in Table 103 is contained on two screens. To view the TMGT tables from which TMGT data can be downloaded, while at the TMGT Download Table (1) inquiry screen, press **[PF10]**. The TMGT Download Table (2) Table Elements inquiry screen is displayed. To return to the TMGT Download Table (1) inquiry screen for this record, press **[PF7]**. To view the next record, press **[PF8]**.

Updating Table 103

Table 103 update screen (**Figure 7:14**) allows authorized users to add, modify, delete, or reactivate a record.

Note

For update authority to the front-end system interface (FESI), contact your agency's ADP security officer.

```
 TM103U0             TABLE MANAGEMENT UPDATE TABLE 103           xx/xx/xx
                         TMGT DOWNLOAD TABLE (1)

ACTION     (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE       USER-ID:
*AGENCY    :               *POI    :                    DATE-CHANGED
*IDENTIFIER:               *PROFILE:

BEG-EFF-DATE: MM  DD  YY   LAST-EFF-DATE: MM  DD  YY

      INCLUDE-FLAG:        (A) ALL ACTIVE      (B) ALL CHANGED ACTIVE
                           (C) ALL HISTORY     (D) ALL CHANGED HISTORY
                           (E) ALL ACT & HIST  (F) ALL CHANGED ACT & HIST
      HISTORY LAST-EFF-DATE RANGE - FROM: 00  00  00   TO: 00  00  00

      FREQUENCY   :         (D)AILY, (W)EEKLY, (P)AY PERIOD, (M)ONTHLY

      DESTINATION :                      ROUTING-INFO:

      EXPIRATION DATE  : 00  00  00      DOWNLOAD-REC-SIZE: 0000


                        ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT  PF1=MAIN     PF2=103 DOCM     PF3=103 RPTS        PF4=103 INQ
            PF5=HELP     PF6=REFRESH      PF8=UPD SCREEN (2)  ENTER=PROCESS
```

Figure 7:14. Table 103, TMGT Download Table (1) update screen

Note: To receive transmitted TMGT data using Table 103, you must provide NFC with a job control language (JCL). A JCL is a group of specialized computer language statements designed to give instructions to a computer so the computer will perform a desired action. In this case, the desired action would be the successful transmission of user data from the NFC mainframe computer to a predetermined location at the user's site.

At the TMGT Download Table (1) update screen (**Figure 7:14**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

POI
Required, numeric, 4 positions
Type the personnel office identifier code.

Identifier
Required, alphanumeric, 10 positions max.
Type the agency-assigned authorization code that allows a user to create a profile for initiating the download file of TMGT data. The identifier indicates the security access level for obtaining Table 103 data.

Profile
Required, alphanumeric, 6 positions max.
Type the user assigned code that identifies the specific FESI download profile being requested.

Note: The entry of the Agency, POI, Identifier, and Profile fields are security control mechanisms used to specify the activities in which various users may engage.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the records in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the records are effective in MM DD YY order. If the last date is indefinite, type **12 31 49**.

Include-Flag
Required, alpha, 1 position
Type the code which indicates which records are to be included in the download file. Valid values are:

- **A** All Active (all current records coded as active)
- **B** All Changed Active (all active records since the last transmit date (new))
- **C** All History (previous active records that have since been updated)
- **D** All Changed History (all history records since the last transmit date (new))
- **E** All Act & Hist (all active and all history in one download)
- **F** All Changed Act & Hist (all changed active and all changed history since the last transmit date in one download)

History Last-Eff-Date Range
Conditional, numeric, 6 positions
If option **C** or **D** is entered in the Include-Flag field, type the beginning and ending date range for history records selected in MM DD YY order.

Frequency

Required, alpha, 1 position

Type the code that indicates how often the download of TMGT data will occur. Valid values are:

D	daily, Monday through Saturday
W	weekly, Sunday
P	pay period, Sunday after BEAR
M	monthly, last day of the month

Destination

Required, alphanumeric, 16 positions max.

Type the agency-assigned identification number for the network unit (i.e., printer, terminal, etc.) designated to transmit the download file.

Note Five 80-character records will be downloaded for each table selected when a value other than FTP (file transfer protocol) is typed in the Destination field.

Routing–Info

Required, alphanumeric, 15 positions max.

Type the information that designates where the output job should be delivered (e.g., **John Doe, Room 2**).

Expiration Date

Required, numeric, 6 positions

Type the ending date for executing download files of TMGT data in MM DD YY order.

Download–Rec–Size

Optional default, numeric, 4 positions

0000 is system generated. If applicable, type **0080** or **0800** to indicate the number of characters in the length of the record being transmitted for the download file. This field defaults to *0080* if a value is not entered.

Note You must complete and process Download Table (1) before you can access Download Table (2).

Adding Table Elements Data To Table 103

To add TMGT tables data, after completing the TMGT Download Table (1) screen, press **[PF8]**. The TMGT Download Table (2) Table Elements screen (**Figure 7:15**) is displayed. The key fields are system generated from Download Table (1).

```
TM103U1             TABLE MANAGEMENT UPDATE TABLE 103           xx/xx/xx
                         TMGT DOWNLOAD TABLE (2)
                             TABLE ELEMENTS
ACTION  A  (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE       USER-ID:
*AGENCY    :               *POI    :                     DATE-CHANGED
*IDENTIFIER:               *PROFILE:

TABLE NO.      SCOPE
TABLE 001      DEPT      AGENCY
TABLE 002      DEPT      AGENCY
TABLE 005      4TH LEVEL             -            -
                                     -
TABLE 010      LOCAL     -    -    -    -    -    -    -    -    -
                         -    -    -    -    -    -    -    -    -
TABLE 016      STATE     -    -    -    -    -    -    -    -    -
TABLE 029      PAY-PLAN-
TABLE 018       TABLE 019        TABLE 025       TABLE 036       TABLE 052
TABLE 055       TABLE 061        TABLE 062       TABLE 074       TABLE 076
TABLE 087       TABLE 091        TABLE 100       TABLE 101       TABLE 102
TABLE 103


CLEAR=EXIT     PF1=MAIN      PF2=103 DOCM      PF3=103 RPTS      PF4=103 INQ
               PF5=HELP      PF7=UPD SCREEN (1)                  ENTER=PROCESS
```

Figure 7:15. Table 103, TMGT Download Table (2) Table Elements screen

At the Table 103 download table (2) data elements update screen (**Figure 7:15**), complete the fields as follows:

Table No.

Table No *Optional, alpha, 1 position*
Type **Y** (yes) next to the applicable table number to include data in the download file. A maximum of 22 tables may be selected.

Scope

Dept *Required Tables 001 and 002 only, alpha, 2 positions*
Type the department code established by OPM.

Agency *Required Tables 001 and 002 only, alphanumeric, 2 positions*
Type the agency or bureau code.

4th Level *Required Table 005 only, numeric, 10 positions max.*
Levels 1-3 are 2 positions each, Level 4 is 4 positions. Type the organizational structure code up to the 4th level of the agency/bureau whose data is to be included in the download file. A maximum of five codes may be entered.

Local *Required Table 010 only, numeric, 2 positions*
Type the code for the local or union whose data is to be included in the download file. A maximum of 20 codes may be entered.

State *Required Table 016 only, alpha, 2 positions*
Type the code for the state whose data is to be included in the download file. A maximum of 10 codes may be entered.

Pay Plan *Required Table 029 only, alpha, 2 positions*
Type the pay plan to be included in the download file (e.g., GS, WG, etc.).

Note: Both the Table Number and Scope fields must be completed to obtain data from the following tables:

- Table 001, Personnel Office Identifier Name And Address
- Table 002, Accounting Station Name And Address
- Table 005, Agency Organizational Structure
- Table 010, Union And Association Code Address
- Table 016, Geographical Location Codes With Names
- Table 029, Pay Table Rates

Requesting A Report For Table 103

The Table 103 reports screen (**Figure 7:16**) allows users to generate ad hoc reports.

```
TM103R0              TABLE MANAGEMENT REPORTS TABLE 103          xx/xx/xx
                            TMGT DOWNLOAD TABLE

ENTER DATA FOR REPORT REQUESTED:

  FROM   *DEPARTMENT:            *AGENCY:            *POI:
         *IDENTIFIER:            *PROFILE:

  TO     *DEPARTMENT:            *AGENCY:            *POI:
         *IDENTIFIER:            *PROFILE:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING? N    (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT   PF1=MAIN   PF2=103 DOCM   PF4=103 INQY   PF6=REFRESH
                           ENTER=PROCESS
```

Figure 7:16. Table 103, TMGT Download Table reports screen

At the Table 103 reports screen (**Figure 7:16**), complete the From and To fields as follows:

From/To ∇

Department *Required, alphanumeric, 2 positions*
Type the department code established by OPM.

Agency *Required, alphanumeric, 2 positions*
Type the agency or bureau code.

POI *Required, numeric, 4 positions*
Type the personnel office identifier code.

Identifier
Required, alphanumeric, 6 positions max.
Type the agency-assigned ID number.

Profile
Required, alphanumeric, 6 positions max.
Type the agency-assigned access authorization code to be used for initiating the download file.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table.

Table 104, National Union Rates Table

National Union Rates Table is Table 104 on the Table Management System menu. This table contains the amount of money deducted from pay for union dues for the National Treasury Employees Union (NTEU).

The rate is a combination of the NTEU national union amount (a percentage of the employee's grade and step based on the pay plan) and the NTEU local chapter amount (a percentage of the national dues or a predetermined amount for the local).

Note: Agencies can query Table 104 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 104

The Table 104 update screen (**Figure 7:17**) allows authorized NFC personnel to add, modify, delete, or reactivate a record after approval from the Payroll/Personnel Systems Policy Staff.

```
TM104U0              TABLE MANAGEMENT UPDATE TABLE 104       xx/xx/xx
                        NATIONAL UNION RATES TABLE           PAGE: 000001

*ACTION:    (A)DD (M)ODIFY (D)ELETE  (R)EACTIVATE       USER-ID:
                                                        DATE-CHANGED:

*UNION-CODE:      *PAY-PLAN:      *OPM-PAY-TABLE-NUMBER:       *GRADE: 00

BEG-EFF-DATE: MM DD YY       LAST-EFF-DATE: MM DD YY

  UNION RATES BY STEPS
STEP  PERCENTAGE    STEP  PERCENTAGE    STEP  PERCENTAGE    STEP  PERCENTAGE
      (.99999)            (.99999)            (.99999)            (.99999)
 01                  02                  03                  04
 05                  06                  07                  08
 09                  10                  11                  12
 13                  14                  15                  16
 17                  18                  19                  20



                     ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT     PF1=MAIN     PF2=104 DOCM     PF3=104 RPTS     PF4=104 INQ
PF5=HELP                    PF6=REFRESH                       ENTER=PROCESS
```

Figure 7:17. Table 104, National Union Rates Table update screen

Agencies requiring an update to Table 104 data must submit a written request, through the appropriate agency/departmental channels, to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the requests to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

At the Table 104 update screen (**Figure 7:17**), complete the fields as follows:

Key Fields	∇
Action	*Required, alpha, 1 position* Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.
Union-Code	*Required, numeric, 2 positions* Type the applicable union code.
Pay-Plan	*Required, alphanumeric, 2 positions* Type the pay plan. For a list of pay plans, see **Table 025**.
OPM-Pay-Table-Number	*Required, numeric, 4 positions* Type the occupational special pay area code. For a list of codes, see **Tables 031** and **033**.
Grade	*Required, numeric, 2 positions* *00* is system generated. Type the grade for the pay plan.
Beg-Eff-Date	*Required, numeric, 6 positions* Type the effective date for the record in MM DD YY order.
Last-Eff-Date	*Required, numeric, 6 positions* Type the last day the record is effective in MM DD YY order. If the last effective day is indefinite, type `12 31 99`.
Step	*No entry* This field is system generated.
Percentage (.99999)	*Optional, numeric, 5 positions max.* Type the percentage for the applicable step. Do not enter a decimal.

Requesting A Record For Table 104

The Table 104 reports screen (**Figure 7:18**) allows users to generate ad hoc reports.

```
TM104R0                TABLE MANAGEMENT REPORTS TABLE 104              xx/xx/xx
                         NATIONAL UNION RATES TABLE

 ENTER DATA FOR REPORT REQUESTED:

 FROM *UNION-CODE:     *PAY-PLAN:     OPM-PAY-TABLE-NUMBER:       *GRADE:

 TO   *UNION-CODE:     *PAY-PLAN:     OPM-PAY-TABLE-NUMBER:       *GRADE: 00

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                         ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=104 DOCM      PF4=104 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 7:18. Table 104, National Union Rates Table reports screen

At the Table 104 reports screen (**Figure 7:18**), complete the From and To fields as follows:

From/To ∇

Union-Code *Required, numeric, 2 positions*
Type the applicable union code.

Pay-Plan *Required, alphanumeric, 2 positions*
Type the pay plan. For a list of pay plans, see **Table 025**.

OPM-Pay-Table-Number *Required, numeric, 4 positions*
Type the occupational special pay area code. For a list of codes, see **Tables 031** and **033**.

Grade *Required, numeric, 2 positions*
00 is system generated. Type the grade for the pay plan.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 105, Earnings Statement Messages

Earnings Statement Messages is Table 105 on the Table Management System menu. This table allows users and NFC to enter informational messages that are to be printed in the Remarks section of Form AD-334, Statement of Earnings and Leave (**Exhibit 7**), for a specified pay period. This table is maintained and updated by designated Department users. Inquiry capability is available to all TMGT users.

A maximum of six lines are available on the Statement of Earnings and Leave for user messages. Multiple messages may be entered on the same screen, but they must be for the same group of employees and must total six lines or less. When multiple messages are to appear on the Statement of Earnings and Leave and each message is typed on a new screen, they should be assigned a priority code or entered in the order in which they are to appear on the Statement of Earnings and Leave. See priority codes listed in Updating Table 105 for additional information.

To resolve problems, NFC monitors all messages entered by Departments. If more than one message is added for the same employee criteria, and the total number of lines exceed six, NFC will notify the Department contact to resolve the problem. The Department contact must take the necessary action to resolve problems (i.e., shortening the text of a message, reentering a message to print in a future pay period, etc.).

Messages that cannot be placed on the Statement of Earnings and Leave in the pay period requested will be moved to a pay period mutually agreed upon between the Department and NFC. However, the Department contact must delete the record in question and add another record to reflect the change in the pay period. Messages may be entered for future pay periods. Messages verified by NFC are released for processing.

Note: Agencies can query and update Table 105 data, view documentation data, and generate reports.

Message Criteria

There are three types of messages entered in Table 105. The messages may be printed for employees of a Department, agency/bureau, POI, etc. Users must determine the message type and use the appropriate process for entering the message. Following is a brief description of each message.

Department-Entered Messages. These messages affect only employees within a Department or some agencies within a Department. For example, the Department of Commerce (DOC) may enter a message intended for all DOC employees, or they may enter a message that affects multiple bureaus within DOC. The messages are entered in Table 105 by designated Department personnel with security access using the instructions in this procedure.

Department-entered messages must be entered in Table 105 by the close of business, 2 days after the end of the pay period for which they are to be printed. For example, messages completed for Pay Period 17 (August 13 through August 26), must be entered by August 28. Messages not entered in the specified timeframe will not be printed on the Statements of Earnings and Leave for the requested pay period.

Special Handling Messages. These messages affect employees of more than one Department and/or independent agency. The messages must be submitted to the Payroll/Personnel Systems Policy Staff (PPSPS) for coordination through CAPPS (Committee for Agriculture Payroll/Personnel System) and concurrence by the appropriate representatives. These messages are entered by authorized NFC personnel.

Messages to be coordinated with CAPPS must be submitted to PPSPS at least 3 pay periods prior to the printing date. The message must be submitted on Form AD-1104, Statement of Earnings and Leave Messages (**Exhibit 7**), which is used to record and/or maintain data for printing messages. The form should be submitted to:

Payroll/Personnel Systems Policy Staff
Office of the Chief Financial Officer, USDA
14th & Independence Avenue, SW
Room 341W, Jamie L. Whitten Federal Building
Washington, DC 20250

OR

Telefax the form to the Payroll/Personnel Systems Policy Staff at **202-720-8721.**

Note: Requests sent directly to NFC will be forwarded to PPSPS for action prior to entry in Table 105. PPSPS must submit messages that have concurrence by CAPPS to NFC at least 2 pay periods prior to the print date.

NFC-Entered Messages. These messages affect (1) only USDA employees, or (2) USDA employees and all Departments serviced by NFC (e.g., a presidential message). NFC-entered messages include messages that require special programming.

Responsibilities

The responsibilities of the primary organizations involved in the data processing and system maintenance of messages in Table 105 are as follows:

Departments/Independent Agencies

- Controls message requests at the Department level. Departmental controls include the following:
  - Request security access from NFC.
  - Set the priority for printing messages.
  - Review Department messages for approval.
  - Ensure procedures outlined in this directive are used to avoid delays in approving messages.
  - Enter authorized messages online for employees of their Department.
  - Work with NFC to resolve conflicts. This responsibility includes reentering messages in conflict as applicable.

PPSPS

- Circulate messages to CAPPS representatives and obtains concurrence for printing messages on the statements for their employees.

- Authorize message requests for approval from Departments.
- Send approved messages to NFC for entry.

NFC

- Make programming changes in the TMGT System to accommodate special handling requests.
- Receive and enter messages requiring special programming from Departments and independent agencies.
- Receive and enter messages from PPSPS.
- Resolve message conflicts with Departments.
- Verify all messages entered in Table 105 by reviewing the following internal reports:
  - **Report TMGT4600, Proof Report of Daily Activity** (**Exhibit 8**). This report is generated daily to verify all data entered in TMGT.
  - **Report TMGT4604, Proof Report of Earnings Statement Messages** (**Exhibit 9**). This report is generated daily to verify the content and format of messages entered in Table 105. Messages appear in this report *only* during the pay period for which they were entered.
- Ensure that the appropriate procedures are used to avoid delays in printing messages.

Updating Table 105

The Table 105 update screen (**Figure 7:19**) allows authorized users to add, modify, delete, or reactivate a record.

```
TM105U0            TABLE MANAGEMENT UPDATE TABLE 105              XX/XX/XX
                      EARNINGS STATEMENT MESSAGES                 PAGE: 000001

*ACTION:     (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE     USER-ID:
                                                         DATE-CHANGED
*YEAR:           *PAY PERIOD:          *MESSAGE NO:

BEG-EFF-DATE: MM DD YY         LAST-EFF-DATE: MM DD YY
  ALL:    (Y/N OR BLANK) DEPARTMENT(S):                       LOCATION:
 AGENCY/BUREAU(S):                     POI(S):
     MESSAGE:                                        PRIORITY: 3
      LINE 1
      LINE 2
      LINE 3
      LINE 4
      LINE 5
      LINE 6
      CONTACT-NAME:
      CONTACT-PHONE:
VERIFIED:    (Y/N/H/BLANK)  NOTATION:

                     ENTER DATA AND PRESS ENTER TO PROCESS
   CLEAR=EXIT    PF1=MAIN    PF2=105 DOCM    PF3=105 RPTS    PF4=105 INQY
   PF5=HELP                  PF6=REFRESH                     ENTER=PROCESS
```

Figure 7:19. Table 105, Earnings Statement Messages update screen

Requests for messages that require special programming should be submitted in writing, through the appropriate agency/departmental channels, to:

USDA, National Finance Center
GESD, Payroll Processing Branch
P.O. Box 60000
New Orleans, LA 70160

OR

Telefax the request to the Payroll Processing Branch at **504-426-9766.**

At the Table 105 update screen (**Figure 7:19**), complete the fields as follows:

Key Fields ∇

Action
Required, alpha, 1 position
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Year
Required, numeric, 2 positions
Type the last 2 digits of the year in which the message is to be printed on the Statement of Earnings and Leave.

Pay Period
Required, numeric, 2 positions
Type the pay period in which the message is to be printed on the Statement of Earnings and Leave.

Note: Message may be entered for future pay periods.

Message No.
No entry
A system-generated number is assigned to each message entered for the specified pay period.

Beg-Eff-Date
No entry
This field is system generated. It is the effective day of the pay period in which the message is to be printed.

Last-Eff-Date
No entry
This field is system generated. It is the last effective day of the pay period in which the message is to be printed.

All: (Y/N Or Blank)
Conditional, alphanumeric, 1 position
If the message is to appear on the Statement of Earnings and Leave for all employees, type **Y** (yes). If the message is to appear on the Statement of Earnings and Leave for selected employees, type **N** (no) or leave blank. This field is for NFC use only.

Note: Messages entered for all Departments and independent agencies serviced by NFC require the concurrence of CAPPS.

Department(s)
Conditional, alphanumeric, 2 positions
If the All field equals *N* (no) or blank, type the Department code of those employees to whom the message will apply. A maximum of five codes may be entered. If the All field equals *Y* (yes), leave this field blank.

Location

Conditional, numeric, 1 position

If the All field equals *N* (no) or blank, type the location code (based on the duty station) of those employees to whom the message will apply. If the All field equals *Y* (yes), leave this field blank.

Valid values are:

2	territories and possessions which include: AQ (American Samoa) AQ (American Samoa) BQ (Navassa Islands) CQ (Northern Marianna Island) DQ (Jarvis Island) FM (Federated States of Micronesia) GQ (Guam) FQ (Baker Island) HQ (Howland Island) JQ (Johnston Atoll) LQ (Palmyra Atoll) MQ (Midway Islands) RM (Marshall Island) RQ (Puerto Rico) VQ (Virgin Islands) WQ (Wake Island)
3	foreign, which includes locations outside of the U.S., and its territories and possessions
4	Washington, D.C. metropolitan area
5	contiguous U.S. outside Washington, D.C.
6	Alaska
7	Hawaii

Note

More than one location may be entered. However, a separate message must be entered for each location code requested.

Agency/ Bureau(s)

Optional, alphanumeric, 2 positions

Type the agency or bureau code of those employees whose Statements of Earnings and Leave the message will be printed on. A maximum of five codes may be entered.

POI(s)

Optional, numeric, 5 codes, 2 positions each

Type the personnel office identifier (POI) code of those employees whose Statements of Earnings and Leave the message will be printed on.

Note

This field must be valid for each agency or bureau entered.

Message:

NFC will notify the appropriate Department contact of any discrepancies relating to the messages prior to processing. For example, two separate messages were entered for the same pay period. When the messages were verified, the first message utilized six lines, the maximum number of lines, leaving no space for the second message. NFC will notify the appropriate contact that the second message

will not print because the first message utilized six lines. The contact will have the opportunity to (1) shorten the first and/or second message to remain within the six line limitation for printing both messages or (2) move the second message to another pay period.

Line 1
Required, alphanumeric, 50 positions max.
Type the message that is to be printed on the Statement of Earnings and Leave.

Line 2 through 6
Optional, alphanumeric, 50 positions max.
If applicable, type the continuation of Line 1 or the separate message that is to be printed on the Statement of Earnings and Leave.

Priority
Optional default, numeric, 1 position
Code *3* (low) is system generated. If more than one message is to appear on the Statement of Earnings and Leave, type the code that represents the order in which the messages are to be printed. If all messages are coded *3* (low), the system will select the order for printing the messages by message number.
Valid values are **1** (High), **2** (Medium), and **3** (Low).

Note
If a code is not entered, this field defaults to *3* (low).

Contact–Name
Required, alphanumeric, 35 positions max.
Type the name of the individual to be contacted for answering questions.

Contact–Phone
Required, numeric, 10 positions max.
Type the area code and telephone number of the individual who is to be contacted for answering questions.

Note
The following fields are for NFC use only:

Verified: (Y/N/H/Blank)
Optional default, alphanumeric, 1 position
Type the code that indicates whether approval has been given to process the message. Valid values are: **Y** (yes), **N** (no), **H** (special handling-indicates processing by NFC), and blank.

Note
(1) If this field is left blank, it defaults to *Y* (yes).

Notation
Conditional, alphanumeric, 40 positions max.
If the Verified field equals **H** (special handling), type the instructions for processing the message.

Requesting A Report For Table 105

The Table 105 reports screen (**Figure 7:20**) allows users to generate ad hoc reports.

```
TM105R0              TABLE MANAGEMENT REPORTS TABLE 105              xx/xx/xx
                       EARNINGS STATEMENT MESSAGES

 ENTER DATA FOR REPORT REQUESTED:

 FROM *YEAR:      *PAY-PERIOD:        MESSAGE-NO:

 TO   *YEAR:      *PAY-PERIOD:        MESSAGE-NO:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=105 DOCM      PF4=105 INQY      PF6=REFRESH
                  PF5=PRINT-EDIT-REPORT           ENTER=PROCESS
```

Figure 7:20. Table 105, Earnings Statement Messages reports screen

At the Table 105 reports screen (**Figure 7:20**), complete the From and To fields as follows:

From/To ∇

Year *Required, numeric, 2 positions*
Type the last 2 digits of the year in which the message is to be printed on the Statement of Earnings and Leave.

Pay Period *Required, numeric, 2 positions*
Type the pay period in which the message is to be printed on the Statement of Earnings and Leave.

Note Message may be entered for future pay periods.

Message No. *No entry*
A system-generated number is assigned to each message entered for the specified pay period.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 106, Financial Organization EFT Routing Number Master File

Financial Organization EFT Routing Number Master File is Table 106 on the Table Management System menu. Table 106 contains the routing numbers, names, and addresses of financial organizations and is updated monthly by NFC with tape files from the Department of the Treasury. This table is used by NFC payment systems to validate routing numbers on direct deposit/electronic funds transfers (DD/EFT) prior to transmitting DD/EFT account data to the Department of the Treasury.

Note: Agencies can query Table 106 data, view documentation data, and generate reports. This table is maintained and updated by authorized NFC personnel only.

Updating Table 106

The Table 106 update screen (**Figure 7:21**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM106U0             TABLE MANAGEMENT UPDATE TABLE 106             XX/XX/XX
          FINANCIAL ORGANIZATION EFT ROUTING NUMBER MASTER FILE  PAGE: 000001

*ACTION:   (A)DD   (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                        DATE-CHANGED:

 *ROUTING NUMBER:

 BEG-EFF-DATE:  MM DD YY          LAST-EFF-DATE:  MM DD YY

      NAME-ADDRESS 1    :
      NAME-ADDRESS 2    :
      NAME-ADDRESS 3    :
      NAME-ADDRESS 4    :
      CITY              :
      STATE             :             ZIP-CODE:
      PHONE-NUMBER      :
      NEW ROUTING NUMBER:


                         ENTER DATA AND PRESS ENTER TO PROCESS
 CLEAR=EXIT      PF1=MAIN     PF2=106 DOCM   PF3=106 RPTS     PF4=106 INQY
 PF5=HELP                      PF6=REFRESH                    ENTER=PROCESS
```

Figure 7:21. Table 106, Financial Organization EFT Routing Numer Master File update screen

At the Table 106 update screen (**Figure 7:21**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

Routing Number *Required, numeric, 9 positions max.*
Type the number that identifies the financial organization to which funds are electronically transferred.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MM DD YY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Name-Address 1 *Required, alphanumeric, 36 positions max.*
Type the first line of the mailing address for the financial organization.

Name-Address 2 *Optional, alphanumeric, 36 positions max.*
Type the second line of the mailing address for the financial organization.

Name-Address 3 *Optional, alphanumeric, 36 positions max.*
Type the third line of the mailing address for the financial organization.

Name-Address 4 *Optional, alphanumeric, 36 positions max.*
Type the fourth line of the mailing address for the financial organization.

City *Required, alpha, 20 positions max.*
Type the name of the city where the financial organization is located.

State *Required, alpha, 2 positions*
Type the abbreviation for the state where the financial organization is located.

ZIP-Code *Required, numeric, 5 positions*
Type the 5-digit ZIP Code and the optional ZIP+4 Code for the financial organization.

Phone–Number *Required, numeric, 10 positions max.*
Type the telephone number for the financial organization beginning with the area code.

New Routing Number *Optional, numeric, 9 positions max.*
Type the new routing number that identifies the financial organization to which funds are electronically transferred.

Requesting A Report For Table 106

The Table 106 reports screen (**Figure 7:22**) allows users to generate ad hoc reports.

```
TM106R0              TABLE MANAGEMENT REPORTS TABLE 106              xx/xx/xx
              FINANCIAL ORGANIZATION EFT ROUTING NUMBER FILE      PAGE: 000001

  ENTER DATA FOR REPORT REQUESTED:

  FROM  *ROUTING NUMBER

  TO    *ROUTING NUMBER

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=106 DOCM      PF4=106 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 7:22. Table 106, Financial Organization EFT Routing Number File reports table

At the Table 106 reports screen (**Figure 7:22**), complete the From and To fields as follows:

From/To ∇

Routing Number *Required, numeric, 9 positions max.*
Type the number that identifies the financial organization to which funds are electronically transferred.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 107, Health Benefit Geographical Locations

Health Benefit Geographical Locations is Table 107 on the Table Management System menu. This table contains health benefit plan codes, state abbreviations, location descriptions, and plan coverage codes.

Table 107 is used by the Direct Premium Remittance System (DPRS) to generate Open Season Form DPRS 2809, Request to Change FEHB Enrollment or to Receive Plan Brochures for Spouse Equity/ Temporary Continuation of Coverage Enrollees/Direct Pay Annuitants, and plan comparison charts for eligible non-Federal enrollees who participate in the Federal Employees Health Benefits Program (FEHB).

DPRS Form 2809 is used to change FEHB enrollment and/or request plan brochures. Plan comparison charts are used to notify the enrollees of the program's upcoming open season, and provide them with open season materials such as comparative rates and enrollment plans.

For instructions on using the Direct Premium Remittance System refer to Title III, Billings and Collections Manual, Chapter 5, Direct Premium Remittance System (DPRS).

Note: Agencies can query Table 107 data, view documentation data, and generate reports. This table is maintained and updated by authorized NFC personnel only.

Updating Table 107

The Table 107 update screen (**Figure 7:23**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM107U0              TABLE MANAGEMENT UPDATE TABLE 107          09/29/06
                    HEALTH BENEFIT GEOGRAPHICAL LOCATIONS        PAGE: 000001

*ACTION:  (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                       DATE-CHANGED:
*HB-CARRIER-CODE: __
*OPTION-CODE    : _    *STATE-ABBR: __   *BENEFIT-TYPE: _

BEG-EFF-DATE: MM DD YY                LAST-EFF-DATE: MM DD YY

PLAN-COVERAGE: _   LOCATION-DESC: ________________________________________
PHONE: ___ ___ ____ COPAY DOC-COPAY1: __ _ __ COPAY2: ___ _ __ HOSP: ___ _ __
RX-GENERIC: __ _ __ RX-BRAND: __ _ __ NON-FORMULARY: __ _ __  MAIL-INC: _
ACCREDITED: _ _  PREPD-TYPE: _  PLAN-NOTE: _  HSA: ____ _ __     HRA: ____ _ __
DEDUCT CYSELF: ______ _ __ FAMILY: ______ _ __ RX: ___ _ __  OUTSURG: ____ _ __
       CLSELF: ______ _ __ FAMILY: ______ _ __ HOSP: ___ _ __  PSERV: ____ _ __
  SATISFY-RATE:   ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
          NOTE:    _   _   _   _   _   _   _   _   _   _
  SATISFY-RATE:   ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
          NOTE:    _   _   _   _   _   _   _   _   _   _

                        ENTER DATA AND PRESS ENTER TO PROCESS
    CLEAR=EXIT    PF1=MAIN    PF2=107 DOCM   PF3=107 RPTS   PF4=107 INQY
    PF5=HELP                  PF6=REFRESH              ENTER=PROCESS
```

Figure 7:23. Table 107, Health Benefit Geographical Locations update screen

At the Table 107 update screen (**Figure 7:23**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

HB-Carrier-Code *Required, alphanumeric, 2 positions*
Type the health benefit carrier code. See **Table 11** for a listing of applicable codes.

Option-Code *Required, numeric, 1 position*
Type the code that indicates a specific option of a health insurance plan. Valid values are **1** (Self and Family For Standard Option Plans) and **4** (Self and Family For High Option Plans).

State-Abbr *Required, alphanumeric, 2 positions*
Type the state abbreviation.

Benefit–Type *Required, alphanumeric, 1 position*
Type the benefit type.

Beg-Eff-Date *Required, numeric, 6 positions*
Type the effective date for the record in MMDDYY order.

Last-Eff-Date *Required, numeric, 6 positions*
Type the last day the record is effective in MMDDYY order. If the last effective date is indefinite, type **12 31 49**.

Plan-Coverage *Optional, alphanumeric, 1 position*
Type the code that identifies the carrier of a specific health benefit plan. Valid values are **A**, **F**, **G**, and **P**.

Location-Desc *Conditional, alphanumeric, 40 positions max.*
Type the description of the location for the applicable plan.

Phone-Number *Required, numeric, 10 positions*
Type the area code and phone number for the applicable insurance plan.

Doc-Copay1 *Optional, alphanumeric, 3 positions max.*
Enter the co-payment or percentage of payment for the network doctors paid by enrollees in the first two positions. Enter the code which corresponds to the applicable footnote in the Federal Employees Health Benefits Plans booklet in the third position.

Doc-Copay2 *Optional, alphanumeric, 2 positions max.*
Enter the co-payment or percentage of payment for the network doctors paid by enrollees.

Note The third position of this field is used to describe conditions associated with the co-payment.

RX Generic *Optional, alphanumeric, 3 positions max.*
Enter the co-payment or percentage of payment for the network generic prescription drugs paid by enrollees in the first two positions. Enter the code

which corresponds to the applicable footnote in the Federal Employees Health Benefits Plans booklet in the third position.

Note

The third position of this field is used to describe conditions associated with the co-payment.

RX Brand

Optional, numeric, 4 positions max.

Enter the minimum and maximum co-payments or percentage of payment amounts, if applicable, for the network brand prescription drugs paid by enrollees.

Non-Forumulary

Optional, numeric, 2 positions max.

Enter the minimum and maximum co–payments or percentage of payment amounts, if applicable, for the generic brand prescription drugs paid for enrollees.

Accredited

Conditional, alpha, 1 position

Type **Y** if the FEHB plan is accredited. If not, leave blank.

Satisfy-Rate

Optional, numeric, 3 positions

Type the plan performance based on enrollee survey results in the first position. The second and third positions are left blank.

Note

No entry

This field is left blank.

Requesting A Report For Table 107

The Table 107 reports screen (**Figure 7:24**) allows users to generate ad hoc reports.

```
TM107R0              TABLE MANAGEMENT REPORTS TABLE 107              xx/xx/xx
                   HEALTH BENEFIT GEOGRAPHICAL LOCATIONS

  ENTER DATA FOR REPORT REQUESTED:

   FROM   HB-CARRIER-CODE:        OPTION-CODE:       STATE-ABBR

   TO     HB-CARRIER-CODE:        OPTION-CODE:       STATE-ABBR:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
 CLEAR=EXIT      PF1=MAIN      PF2=107 DOCM      PF4=107 INQY      PF6=REFRESH
                               ENTER=PROCESS
```

Figure 7:24. Table 107, Health Benefit Geographical Locations reports screen

At the Table 107 reports screen (**Figure 7:24**), complete the From and To fields as follows:

From/To ∇

HB-Carrier-Code *Required, alphanumeric, 2 positions*
Type the health benefit carrier code. See **Table 11** for a listing of applicable codes.

Option-Code *Required, numeric, 1 position*
Type the code that indicates a specific option of a health insurance plan. Valid values are **`1`** (Self and Family For Standard Option Plans) and **`4`** (Self and Family For High Option Plans).

State-Abbr *Required, alphanumeric, 2 positions*
Type the state abbreviation.

Complete the remaining fields as follows:

Select Type of Report *Required, alphanumeric, 1 position*
Type **`X`** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing *Optional default, alpha, 1 position*
N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name *Required, alphanumeric, 20 positions max.*
Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID *Required, alphanumeric, 16 positions max.*
Type the number of the printer designated to print the table.

Table 108, TSP Open Season/Election Period Dates

TSP Open Season/Election Period Dates is Table 108 on the Table Management System menu. This table contains the open season and election dates for the Thrift Savings Plan (TSP). It is used by the Personnel Edit Subsystem (PINE) to validate TSP eligibility based on time in service and when the next open season occurs. It is also used by the Bi-Weekly Examination Analysis and Reporting System (BEAR) to generate eligibility codes for Employee Express processing.

Note: Agencies can query Table 108 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 108

The Table 108 update screen (**Figure 7:25**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
 TM108U0              TABLE MANAGEMENT UPDATE TABLE 108            xx/xx/xx
                    TSP OPEN SEASON/ELECTION PERIOD DATES          PAGE: 000001

*ACTION:    (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE      USER-ID:
                                                         DATE-CHANGED:

*TSP-OPEN-SEASON: 0000

BEG-EFF-DATE: MM DD YY            LAST-EFF-DATE: MM DD YY

OPEN-SEASON-EFF-BEG-DATE: 00 00 0000  OPEN-SEASON-EFF-BEG-JULIAN-DATE: 0000000
OPEN-SEASON-EFF-END-DATE: 00 00 0000  OPEN-SEASON-EFF-END-JULIAN-DATE: 0000000

 ELECTION-BEGINNING-DATE: 00 00 0000             ELECTION-JULIAN-DATE: 0000000





                         ENTER DATA AND PRESS ENTER TO PROCESS
    CLEAR=EXIT    PF1=MAIN    PF2=108 DOCM   PF3=108 RPTS   PF4=108 INQY
    PF5=HELP                  PF6=REFRESH                  ENTER=PROCESS
```

Figure 7:25. Table 108, TSP Open Season/Election Period Dates update screen

At the Table 108 update screen (**Figure 7:25**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

TSP–Open Season
Required, numeric, 4 positions
Type the TSP open season number.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the records in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the records are effective in MM DD YY order. If the last date is indefinite, type `12 31 49`.

Open-Season-Eff-Beg-Date
Required, numeric, 8 positions
Type the effective beginning date of the TSP open season period in MM DD YYYY order (e.g., `11 15 2000`).

Open-Season-Eff-Beg-Julian-Date
Required, numeric, 7 positions
Type the effective beginning Julian date of the TSP open season period in YYYYDDD order (e.g., `2000320`).

Open-Season-Eff-End-Date
Required, numeric, 8 positions
Type the effective ending date of the TSP open season period in MMDDYYYY order (e.g., `01312001`).

Open-Season-Eff-End-Julian-Date
Required, numeric, 7 positions
Type the effective ending Julian date of the TSP open season period in YYYYDDD order (e.g., `2001031`).

Election-Beginning-Date
Required, numeric, 8 positions
Type the beginning date of the TSP election period in MM DD YYYY order (e.g., `12 01 2049`).

Election-Julian-Date
Required, numeric, 7 positions
Type the beginning Julian date of the TSP election period in YYYYDDD order (e.g., `2049053`).

Requesting A Report For Table 108

The Table 108 reports screen (**Figure 7:26**) allows users to generate ad hoc reports.

```
TM108R0              TABLE MANAGEMENT REPORTS TABLE 108              xx/xx/xx
                   TSP OPEN SEASON/ELECTION PERIOD DATES

 ENTER DATA FOR REPORT REQUESTED:

       FROM    * TSP-OPEN-SEASON: 0000

       TO      * TSP-OPEN-SEASON: 0000

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                       REMOTE ID


                       ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=108 DOCM      PF4=108 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 7:26. Table 108, TSP Open Season/Election Period Dates reports screen

At the Table 108 reports screen (**Figure 7:26**), complete the From and To fields as follows:

TSP-Open Season

Required, numeric, 4 positions

Type the TSP open season number.

Complete the remaining fields as follows:

Select Type of Report

Required, alphanumeric, 1 position

Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

Table 109, PACT Screen Elements–109

PACT Screen Elements–109 is Table 109 on the Table Management System menu. This table contains required and optional PACT screen elements for nature of action codes (NOAC) and is used for making corrections to personnel actions. Remark codes and Element-Flag fields identify the requirements for using each element related to the NOAC. This data is downloaded by front-end system interface users to establish their front-end system edits.

Note: Agencies can query Table 109 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 109

The Table 109 update screen (**Figure 7:27**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM109U0              TABLE MANAGEMENT UPDATE TABLE 109          xx/xx/xx
                        PACT SCREEN ELEMENTS-109 (1)         PAGE: 000001
ACTION     (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE       USER-ID:
*NOA-CODE:                                               DATE-CHANGED
BEG-EFF-DATE: MM  DD  YY   LAST-EFF-DATE: MM  DD  YY
                                                                  REMARKS
001    002    003    004    005    006    007    008    009    010     *
                                                                       *
011    012    013    014    015    016    017    018    019    020     *
                                                                       *
021    022    023    024    025    026    027    028    029    030     *
                                                                       *
031    032    033    034    035    036    037    038    039    040     *
                                                                       *
041    042    043    044    045    046    047    048    049    050     *
                                                                       *
051    052    053    054    055    056    057    058    059    060
061    062    063    064    065    066    067    068    069    070
                         ENTER DATA AND PRESS ENTER TO PROCESS
CLEAR=EXIT    PF1=MAIN    PF2=109 DOCM    PF3=109 RPTS     PF4=109 INQY
PF5=HELP                  PF6=REFRESH     PF8=SCREEN (2)   ENTER=PROCESS
```

Figure 7:27. Table 109, PACT Screen Elements–109 (1) update screen

At the Table 109 PACT Screen Elements–109 (1) update screen (**Figure 7:27**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*
Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

NOA–Code *Required, numeric, 3 positions*
Type the 3-digit nature of action code (NOAC).

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type `12 31 49`.

Elemen-Flag (Fields 001 through 070)
Required, alpha, 1 position
Type the appropriate code next to the applicable data element. Valid values are:

`Space`	not applicable
`O`	optional
`R`	required
`S`	system generated

A maximum of 70 codes may be entered.

Remarks
Optional, alphanumeric, 3 positions
Type the remarks code assigned to the NOAC. A maximum of 10 codes may be entered.

To add Element-Flag fields data on the PACT Screen Elements-109 (2) update screen, press **[PF8]**. Screen 2 is displayed with the key fields generated from the PACT Screen Elements-109 (1) update screen. Repeat the instructions for Element-Flag (Fields 001 through 070) to complete Element-Flag fields 071 through 140.

To add Element-Flag fields data on the PACT Screen Elements-109 (3) update screen from the PACT Screen Elements-109 (2) update screen, press **[PF8]**. Screen 3 is displayed with the key field generated from the PACT Screen Elements-109 (1) update screen. Repeat the instructions for Element-Flag (Fields 001 through 070) to complete Element-Flag fields 141 through 210.

After completing all applicable Element-Flag fields, press **[Enter]**.

After the data passes systems edits, the message *Record Successfully Added* is displayed.

- To return to the PACT Screen Elements-109 (2) update screen, press **[PF7]**.
- To return to the PACT Screen Elements-109 (1) update screen, press **[PF7]** again.

Requesting A Report For Table 109

The Table 109 reports screen (**Figure 7:2**) allows users to retrieve payroll/personnel data elements for processing personnel actions and to request ad hoc reports.

```
 TM109R0               TABLE MANAGEMENT REPORTS TABLE 109              xx/xx/xx
                            PACT SCREEN ELEMENTS-109
ENTER DATA FOR REPORT REQUESTED:
  FROM   *NOA-CODE:
  TO     *NOA-CODE:
   SELECT TYPE OF REPORT:
          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL

VIEW REPORT BEFORE PRINTING? N    (DEFAULT IS N)
ROUTING INFORMATION: NAME                        REMOTE ID
                     ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT    PF1=MAIN     PF2=109 DOCM     PF4=109 INQ     PF6=REFRESH
                             ENTER=PROCESS
```

Figure 7:28. Table 109, PACT Screen Elements–109 reports screen

At the Table 109 reports screen (**Figure 7:28**), complete the From and To fields as follows:

From/To ∇

NOA-Code
Required, numeric, 3 positions
Type the beginning and ending range for 3-digit nature of action codes desired (NOAC).

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

Print Active	Used to retrieve only active records within a table.
Print History	Used to retrieve only history records within a table.
Print All	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing
Optional default, alpha, 1 position
N (no) is system generated. Type **Y** (yes) over *N* if you want to view the report before printing.

Routing Information: Name
Required, alphanumeric, 20 positions max.
Type the information to designate where the output job should be delivered (e.g., **John Doe, Room 2**).

Remote ID
Required, alphanumeric, 16 positions max.
Type the number of the printer designated to print the table report.

Table 128, Pay Periods And Corresponding Dates By Year

Pay Periods And Corresponding Dates By Year is Table 128 on the Table Management System menu. This table contains the beginning and ending dates of a pay period in calendar, Julian, and alpha formats. It identifies the number of holidays in the pay period.

Note: Agencies can query Table 128 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.

Updating Table 128

Table 128 update screen (**Figure 7:29**) allows authorized NFC personnel to add, modify, delete, or reactivate a record.

```
TM128U0            TABLE MANAGEMENT UPDATE TABLE 128              xx/xx/xx
                 PAY PERIODS AND CORRESPONDING DATES BY YEAR       PAGE:000001

*ACTION:     (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE     USER-ID:
                                                         DATE-CHANGED
*PP-YEAR:                    *PP-NUMBER:

BEG-EFF-DATE: MM DD YY       LAST-EFF-DATE: MM DD YY

PAY-PERIOD-FROM-DATE:                          HOLIDAY-COUNT:
PAY-PERIOD-TO-DATE:                            HOLIDAY-NAME-1:
DATE-PP-BEGINS-JULIAN:
DATE-PP-ENDS-JULIAN:                           PP-DAY-1:
PP-QUARTER:                                    HOLIDAY-DATE-1:
BEGINNING-ALPHA-PP-DATE:                       JULIAN-DATE-1:
ENDING-ALPHA-PP-DATE:                          HOLIDAY-NAME-2
LAST-PP-OF-PAY-QTR (Y OR N):
DIS-ALLOT-PAY-PERIOD-IND:                      PP-DAY-2:
113-REPORTING-MONTH:                           HOLIDAY-DATE-2:
113-MONTHLY-CUTOFF (Y OR N):                   JULIAN-DATE-2:
1ST-PP-OF-MONTH   (Y OR N):                  LAST-PP-OF-MONTH (Y OR N):
                        ENTER DATA AND PRESS ENTER TO PROCESS
      CLEAR=EXIT    PF1=MAIN    PF2=128 DOCM    PF3=128 RPTS    PF4=128 INQY
      PF5=HELP                  PF6=REFRESH                     ENTER=PROCESS
```

Figure 7:29. Table 128, Pay Periods And Corresponding Dates By Year update screen

Note: Changes to Table 128 must be made 10 pay periods prior to the effective processing date for that pay period.

At the Table 128 update screen (**Figure 7:29**), complete the fields as follows:

Key Fields ∇

Action *Required, alpha, 1 position*

Type **A** to add a record, **M** to modify a record, **D** to delete a record, or **R** to reactivate a record.

PP-Year
Required, numeric, 4 positions
Type the year in which the pay period occurs in YYYY order.

PP-Number
Required, numeric, 2 positions
Type the applicable pay period number. Valid values are **01** through **27**.

Beg-Eff-Date
Required, numeric, 6 positions
Type the effective date for the record in MM DD YY order.

Last-Eff-Date
Required, numeric, 6 positions
Type the last day the record is effective in MM DD YY order. If the last effective date is indefinite, type **12 31 49**.

Pay-Period-From-Date
Required, numeric, 8 positions
Type the calendar date of the first day of the pay period in YYYY MM DD order.

Holiday-Count
Optional, numeric, 1 position
Type the number of holidays within the pay period. Valid values are:

0	no holiday
1	one holiday
2	two holidays

Pay-Period-To-Date
Required, numeric, 8 positions
Type the calendar date for the last day of the pay period in YYYY MM DD order.

Holiday-Name–1
Optional, alphanumeric, 30 positions max.
Type the name of the first holiday, e.g., **Christmas**.

Date-PP-Begins-Julian
No entry
This is the system-generated Julian date on which the pay period begins.

Date-PP-Ends-Julian
No entry
This is the system-generated Julian date on which the pay period ends.

PP-Day-1
Required, numeric, 2 positions
Type the day of the pay period on which the first holiday occurs. For example, Christmas in the year 2005 falls on the second day of PP 26. Type **02**.

PP-Quarter
Required, numeric, 1 position
Type the code that indicates the quarter that was in effect for the pay period. Valid values are:

1	January – March
2	April – June
3	July – September
4	October – December

Note

Use the actual pay day of the pay period to determine the appropriate entry.

Holiday-Date-1
Optional, numeric, 8 positions
Type the calendar date of the first holiday of the pay period in YYYY MM DD order, e.g., **2005 12 26**.

Beginning-Alpha-PP-Date

Required, alphanumeric, 20 positions max.

Type the beginning date of the pay period in alphanumeric format (e.g., **December 25, 2005**).

Julian-Date-1

No entry

This is the system-generated Julian date for the first holiday of the pay period.

Ending-Alpha-PP-Date

Required, alphanumeric, 20 positions max.

Type the ending date of the pay period in alphanumeric format (e.g., **January 7, 2006**).

Holiday-Name-2

Conditional, alphanumeric, 30 positions max.

If the Holiday-Count field is coded *2* (two holidays), type the name of the second holiday in the pay period.

Last-PP-Of-Pay-Qtr (Y Or N)

Required, alphanumeric, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not the pay period is the last one of the quarter.

Dis-Allot-Pay-Period-Ind

Required, numeric, 1 position

Type the code that indicates if the discretionary allotment can be processed and/or deducted in the pay period. Valid values are:

- 1 add/change document can be processed and make deduction
- 2 make deduction
- 3 do not make deduction

Note

If the pay period is the third pay period of the month, type **3**.

PP-Day-2

Optional, numeric, 2 positions

Type the day of the pay period on which the second holiday occurs, if applicable (e.g., the New Year holiday in the year 2006 falls on the 9th day of PP 26. Type **09**).

113-Reporting-Month

Optional, numeric, 2 positions

Type the month in which the Schedule For Reporting Of Employment Data On The SF-113 Reports is to begin. Valid values are **01** through **12**.

Holiday-Date-2

Conditional, numeric, 8 positions

If two holidays fall within the same pay period, type the calendar date of the second holiday of the pay period in YYYY MM DD order (e.g., **2006 01 02**).

113-Monthly-Cutoff (Y Or N)

Optional, alpha, 1 position

Type **Y** (yes) or **N** (no) to indicate whether or not the Schedule For Reporting Employment Data On The SF-113 Report is produced each fiscal year.

Julian-Date-2

No entry

This is the system-generated Julian date for the second holiday of the pay period.

1st-PP-Of- Month (Y Or N)
Required, alphanumeric, 1 position
For Bureau of Labor Statistics monthly reporting. Type **Y** (yes) or **N** (no) to indicate if this is the first pay period of the month.

Last-PP-Of-Month (Y Or N)
Required, alphanumeric, 1 position
For Bureau of Labor Statistics monthly reporting. Type **Y** (yes) or **N** (no) to indicate if this is the last pay period of the month.

Requesting A Report For Table 128

The Table 128 reports screen (**Figure 7:30**) allows users to generate ad hoc reports.

```
TM128R0              TABLE MANAGEMENT REPORTS TABLE 128              xx/xx/xx
                  PAY PERIODS AND CORRESPONDING DATES BY YEAR

  ENTER DATA FOR REPORT REQUESTED:

         FROM     * PP-YEAR:            *PP-NUMBER:

         TO       * PP-YEAR:            *PP-NUMBER:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                        REMOTE ID


                        ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=128 DOCM      PF4=128 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 7:30. Table 128, Pay Periods And Corresponding Dates By Year reports screen

At the Table 128 reports screen (**Figure 7:30**), complete the From and To fields as follows:

From/To ∇

PP-Year
Required, numeric, 4 positions
Type the year in which the pay period occurs in YYYY order.

PP-Number
Required, numeric, 2 positions
Type the applicable pay period number. Valid values are **01** through **27**.

Complete the remaining fields as follows:

Select Type of Report
Required, alphanumeric, 1 position
Type **X** next to the applicable option as described below.

`Print Active`	Used to retrieve only active records within a table.
`Print History`	Used to retrieve only history records within a table.
`Print All`	Used to retrieve all active, deleted, and history records within a table.

View Report Before Printing

Optional default, alpha, 1 position

N (no) is system generated. Type **`Y`** (yes) over *N* if you want to view the report before printing.

Routing Information: Name

Required, alphanumeric, 20 positions max.

Type the information to designate where the output job should be delivered (e.g., **`John Doe, Room 2`**).

Remote ID

Required, alphanumeric, 16 positions max.

Type the number of the printer designated to print the table.

PART 8.

REFERENCE TABLES

This part presents the following topics:

Exhibits

Appendixes

Exhibits

This section contains the following exhibits:

- Form AD–952, Organizational Structure Codes Table Number 5
- Form AD–962, Payroll/Personnel Document Reports Election Form
- Form 961, Remote Forms Queuing System (RFQS) Election Form
- Form 956, Request For Originating Office Number Action
- Form AD–1104, Statement Of Earnings And Leave Messages
- Report TMGT4600, Proof Report Of Daily Activity
- Report TMGT4604, Proof Report Of Earnings Statement Messages

1. Form AD–952, Organizational Structure Codes Table Number 5

TRANSACTION CODES
A=Add
M=Modify
D=Delete

ORGANIZATIONAL STRUCTURE CODES
TMGT – TABLE NUMBER 5

1 TRANSACTION CODE (1)	2 AGENCY CODE (2)	3 LEVEL							EFFECTIVE DATE					
		2	3	4	5	6	7	8	4 FIRST (6)			5 LAST (6)		
		2	2	4	2	2	2	2	MONTH	DAY	YEAR	MONTH	DAY	YEAR

6 LEVEL SHORT NAME (30)

7 LEVEL FULL NAME 1 (75)

8 LEVEL FULL NAME 2 (75)

9 EMPLOYEE EXPRESS ☐ YES ☐ NO

1 TRANSACTION CODE (1)	2 AGENCY CODE (2)	3 LEVEL							EFFECTIVE DATE					
		2	3	4	5	6	7	8	4 FIRST (6)			5 LAST (6)		
		2	2	4	2	2	2	2	MONTH	DAY	YEAR	MONTH	DAY	YEAR

6 LEVEL SHORT NAME (30)

7 LEVEL FULL NAME 1 (75)

8 LEVEL FULL NAME 2 (75)

9 EMPLOYEE EXPRESS) ☐ YES ☐ NO

1 TRANSACTION CODE (1)	2 AGENCY CODE (2)	3 LEVEL							EFFECTIVE DATE					
		2	3	4	5	6	7	8	4 FIRST (6)			5 LAST (6)		
		2	2	4	2	2	2	2	MONTH	DAY	YEAR	MONTH	DAY	YEAR

6 LEVEL SHORT NAME (30)

7 LEVEL FULL NAME 1 (75)

8 LEVEL FULL NAME 2 (75)

9 EMPLOYEE EXPRESS ☐ YES ☐ NO

10 AUTHORIZATION

SIGNATURE	TELEPHONE (Area Code and Number)
TITLE	DATE

INSTRUCTIONS

BLOCK

1–Transaction Code. Must be completed.

A=Add. This code is to be used to establish a new organizational structure code number that has never been used before.

M=Modify. This code is to be used when a change or correction is made to any field except the agency code and the organizational structure code number itself. A change usually involves changing the alphanumeric description of a level number or changing the Ending Effective Date.

D=Delete. This code is to be used to deactivate an Organizational Structure Code Number. Enter the Organizational Structure Code Number to be deleted. Do not enter Last Effective Date. This transaction is effective the day it is entered. The system will not recognize this number in processing any future actions.

2–Agency Code. Enter the 2-position agency code.

3–Level. Must be numeric. Do not leave spaces between levels. After entering level to add, delete, or change, enter zeros in following levels.

BLOCK

4–First Effective Date. Enter the date the addition, change, or correction is effective (usually the first day of a pay period). Leave blank for a delete.

5–Last Effective Date. Enter the last date the organizational structure code will be valid. If unknown, enter 12/31/49. Leave blank for a delete.

6–Level Short Name. Describe level to add or change. Must be 30 positions maximum.

7–Level Full Name 1. Enter full name of level (75 positions).

8–Level Full Name 2. Continues Block 7 or can be used for a more detailed description than provided in Blocks 6 or 7.

9–Employee Express. Check "Yes" or "No" to indicate participation in Employee Express.

10–Authorization. Must be completed before NFC will process transaction.

Note: Up to three organizational structure code transactions may be entered on this form but only one level change per line can be entered. You may use any combination of transactions: A, M, D.

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

USDA, National Finance Center
GESD, Payroll Processing Branch
P.O. Box 60000
New Orleans, LA 70160

FOR NFC USE ONLY	
DATE RECEIVED	BATCH NUMBER
DATE ENTERED	ENTERED BY (Operator)
DATE VERIFIED	VERIIFED BY (Initials)

FORM AD–952 (REV. 8/00)

2. Form AD–962, Payroll/Personnel Document Reports Election Form

PAYROLL/PERSONNEL DOCUMENT REPORTS ELECTION FORM

A. IDENTIFICATION

1. EFFECTIVE DATE *(Month, Day, Year)*	2. LAST DATE *(Month, Day, Year)*	3. AGENCY CODE	4. PERSONNEL OFFICE IDENTIFIER (POI)
5. DEPARTMENT			6. SERVICING AGENCY
7. CONTACT PERSON			8. TELEPHONE *(Area code and number)*
9. ROUTING INFORMATION *(Name)*			10. REMOTE ID

B. SELECTION OPTION (S)

11. ENTER REPORT INDICATOR. *(Enter X in the appropriate block to indicate the status of the applicable report.)* ▼

YES	NO	PAY PERIOD	PACT/PRES REPORTS	YES	NO	PAY PERIOD	ERROR SUSPENSE REPORTS	YES	NO	PAY PERIOD	FRONT END SYSTEMS INTERFACE REPORTS
			E0001 - Documents by Social Security Number				U0001 - Personnel Error Messages				U6701 - SINQ–67 Personnel Error Messages
			E0002 - Documents by Form Number				U0002 - Documents in Suspense (Total)				U6702 - SINQ–67 Documents in Suspense (Total)
			E0003 - Documents by Status Code				U0003 - All Documents Processed (Current Pay Period)				U6703 - SINQ–67 All Documents Processed (Current Pay Period)
			E0004 - Documents by Effective Pay Period				U0004 - Error Counts by Document (Agency/Bureau-Personnel Office Identifier)				U6704 - SINQ–67 Error Counts by Document (Agency/Bureau-Personnel Office Identifier)
			E0005 - Documents by User ID				U0005 - Error Counts by Document (Department-Agency/Bureau)				U6705 - SINQ–67 Error Counts by Document (Department-Agency/Bureau)
							U0006 - Personnel Error Messages (User-ID)				U6706 - SINQ–67 Personnel Error Messages (User-ID) ◀

C. APPROVAL

12. AUTHORIZED SIGNATURE AND TITLE	13. DATE

Payroll/Personnel Document Reports Election Form Completion Instructions

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

A. Identification

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

B. Selection Option(s)

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

C. Approval

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

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

USDA, National Finance Center
GESD, Payroll Processing Branch
P.O. Box 60000
New Orleans, LA 70160

FORM AD-962 (Revised 7/00)

3. Form AD–961, Remote Forms Queuing System (RFQS) Election Form

REMOTE FORMS QUEUING SYSTEM (RFQS) ELECTION FORM

Remote Forms Queuing System (RFQS) provides users with control in obtaining forms and tickler reports electronically. RFQS contains (1) the Forms Menu, (2) the Control Listings Menu, and (3) the Notification Listings Menu. The Forms Menu lists the Notification of Personnel Action (SF–50–B), the Record of Leave Data (SF–1150), and other tickler forms available for printing. The Control Listings Menu and the Notification Listings Menu consist of the tickler reports.

Completion Instructions

A. Identification.

1. **Department Code.** Enter the 2-position department code assigned by OPM.
2. **Agency Code.** Enter the 2-position agency code assigned by NFC.
3. **Personnel Office Identifier (POI).** Enter the 4-position personnel office identifier.
4. **Effective Date.** Enter the effective date of the selection in MM DD YY order. This date should be the first day of the effective pay period.
5. **Contact Person.** Enter the name of the personnel office contact.
6. **Telephone** *(Area code and number).* Enter the telephone number of the personnel office contact.

B. Selection Options. *Do not complete this section if current selections are valid.*

7. **Will you print your SF–50–B's?** Valid selections are:
   - **Yes,** if you will use RFQS to print your SF–50–B's after each SF–50–B pass.
   - **No,** if you will have NFC print and mail your SF–50–B's.
   - **S,** if you will use RFQS to print your SF–50–B's after the second SF–50–B pass.
8. **Will you print your SF–1150's?** Valid selections are:
   - **Yes,** if you will use RFQS to print your SF–1150's.
   - **No,** if you will have NFC print and mail your SF–1150's.
9. **Will you print your tickler reports?** Valid selections are:
   - **Yes,** if you will use RFQS to print your tickler reports.
   - **No,** if you will have NFC print and mail your tickler reports.
10. **Will you print your tickler forms?** Valid selections are:
    - **Yes,** if you will use RFQS to print your tickler forms.
    - **No,** if you will have NFC print and mail your tickler forms.

C. Personnel Officer Signature Block for SF–50–B and SF–1150. *Do not complete this section if current selections are valid.*

11. **Approving Official.** Enter the personnel officer whose name appears in the Approving Official block on the SF–50–B and the SF–1150 if you desire this name to be printed on these forms.
12. **Approving Official Title.** Enter the title of the approving official.

A. IDENTIFICATION			
1. DEPARTMENT CODE (2 positions)	2. AGENCY CODE (2 positions)	3. PERSONNEL OFFICE IDENTIFIER (POI) (4 positions)	4. EFFECTIVE DATE (6 positions)
5. CONTACT PERSON (35 positions)		6. TELEPHONE (Area code and number) (10 positions)	

B. SELECTION OPTIONS. *(Do not complete this section if current selections are valid.)*						
	YES	NO	S		YES	NO
7. Will you print your SF–50–B's?				9. Will you print your tickler reports?		
	YES	NO			YES	NO
8. Will you print your SF–1150's?				10. Will you print your tickler forms?		

C. PERSONNEL OFFICER SIGNATURE BLOCK FOR SF–50–B AND SF–1150. *(Do not complete this section if current selections are valid.)*	
11. APPROVING OFFICIAL (36 positions)	12. APPROVING OFFICIAL TITLE (36 positions)

FORM AD–961 (Revised 7/00)

Return to:

USDA, National Finance Center
GESD, Payroll Processing Branch
P.O. Box 60000
New Orleans, LA 70160

4. Form AD-956, Request For Originating Office Number Action

REQUEST FOR ORIGINATING OFFICE NUMBER ACTION

Block 1, Type Action. Enter the appropriate 1-position, alpha action code.

R = Request. This code is used to request an originating office number (OON) from the National Finance Center (NFC) and to establish the related agency data in the OON file.

C = Change. This code is used to change or correct the address, accounting station, and telephone number of an existing originating office location.

D = Delete. This code is used to delete an OON and related data from the file.

Block 2, System Code. Enter the appropriate 2-position system indicator for the system which the OON will be utilized.

61 = Travel System
68 = Miscellaneous Payments System

Block 3, Effective Date. Enter the effective date of the action.

Originating Office Number.

Block 4, Department Code. Enter the 2-position, alpha department code (e.g., AG = Department of Agriculture).

Block 5, Agency Code. Enter the 2-position, alphanumeric code.

Block 6, Servicing Or Agency Specified Code. Enter your 2-position, alphanumeric agency code, or agency specified code.

Block 7, NFC Assigned Or Agency Specified Number. If you entered:

Action Code R, leave blank if NFC assigned. Enter code if agency specific.

Action Code C or D, enter the 4-position, numeric code that was assigned to the originating office location.

Certifying Officer Number (Action Code R only). Blocks 8 through 17.

For use in the Miscellaneous Payments System, enter the 10-position Certifying Officer number that corresponds to the OON being established.

New, Old. If you entered:

Action Code R, complete **New** to identify the agency office that is to be assigned an OON. Leave **Old** blank.

Action Code C, complete **New** to show the new agency address, accounting station, and telephone number. Enter the old agency address, accounting station, and telephone number in **Old**.

Action Code D, leave **New** blank. Complete **Old** to identify the agency and related data that is to be deleted.

Blocks 18 and 25, Agency Name. Enter the name of the agency (maximum of 35 positions).

Blocks 19 and 26, Accounting Station Code. Enter the 4-position, number accounting station code.

Blocks 20 and 27, Agency Address. Enter the street or PO Box address (maximum of 35 positions).

Blocks 21 and 28, City. Enter the city name (maximum of 15 positions).

Blocks 22 and 29, State. Enter the 2-position, alpha state code.

Blocks 23 and 30, ZIP Code. Enter the 5- or 9-position, ZIP Code.

Blocks 24 and 31, Telephone Number. Enter the area code and telephone number of the agency office identified above.

Block 32, Authorized Signature and Title. Must be signed before NFC will process the transaction.

ACTION CODES R = Request C = Change D = Delete					FOR NFC USE ONLY			
1. TYPE ACTION (1)	2. SYSTEM CODE (2)	3. EFFECTIVE DATE			ORIGINATING OFFICE NUMBER			
		MONTH (2)	DAY (2)	YEAR (2)	4. DEPARTMENT CODE (2)	5. AGENCY CODE (2)	6. SERVICING OR AGENCY SPECIFIED CODE (2)	7. NFC ASSIGNED OR AGENCY SPECIFIED NUMBER (4)

CERTIFYING OFFICER NUMBER (System Indicator 68 only) (10)				
8.	9.	10.	11.	12.
13.	14.	15.	16.	17.

NEW			OLD		
18. AGENCY NAME (35)		19. ACCOUNTING STATION CODE (4)	25. AGENCY NAME (35)		26. ACCOUNTING STATION CODE (4)
20. AGENCY ADDRESS (35)			27. AGENCY ADDRESS (35)		
21. CITY (15)	22. STATE (2)	23. ZIP CODE (5 or 9)	28. CITY (15)	29. STATE (2)	30. ZIP CODE (5 or 9)
24. TELEPHONE (Area Code and Number) (10)			31. TELEPHONE (Area Code and Number) (10)		

32. AUTHORIZED SIGNATURE AND TITLE

FORM AD-956 (Revised 5/96)

MAIL TO ▶

USDA, National Finance Center
GESD, Payroll Processing Branch
P.O. Box 60000
New Orleans, LA 70160

Use Of
Window Envelope
Is Optional

Part 8
Reference Tables

5. Form AD–1104, Statement Of Earnings And Leave Messages

STATEMENT OF EARNINGS AND LEAVE MESSAGES

A. SELECTION OPTIONS

Generate the following message on the Statement of Earnings and Leave for: ▶ 1. YEAR 2. PAY PERIOD

B. IDENTIFICATION

3. ALL (Y/N) 4. DEPARTMENT CODE(s) ▶ 5. LOCATION CODE 6. AGENCY/BUREAU CODE(s) ▶

7. POI(s) 8. PRIORITY ☐ 1 ☐ 2 ☐ 3

9. MESSAGE

LINE 1

LINE 2

LINE 3

LINE 4

LINE 5

LINE 6

10. SPECIAL HANDLING REMARKS

C. DEPARTMENT LEVEL APPROVAL

11. APPROVING OFFICIAL SIGNATURE AND TITLE 12. DATE

13. CONTACT NAME 14. TELEPHONE

D. APPROVAL (For NFC Use Only)

15. VERIFIED ☐ Yes ☐ No ☐ Special Handling 16. NOTATION

17. CHIEF, PAYROLL/PERSONNEL BRANCH 18. DATE 19. HEAD, PAYROLL ACCOUNTING SECTION 20. DATE

FORM AD–1104 (Rev. 2/97)

Form AD–1104, Statement Of Earnings And Leave Messages *(cont'd)*

Completion Instructions

This form is used to enter messages that require special handling by NFC. Complete only those fields that identify for whom the message on the Statement of Earnings and Leave is to be printed.

Messages printed for employees of all or multiple Departments and agencies serviced by NFC must be approved by the USDA's Office of Human Resources Management (HRM). User Departments requesting approval from HRM must complete the form and forward it to:

Attn: Automated Personnel System Division
USDA, Office of Human Resources Management
14th & Independence Avenue, SW
Room 341 Jamie L. Whitten Federal Building
Washington, DC 20250

Note: Do not send the forms requiring HRM approval to NFC. Requests sent directly to NFC will be forwarded to HRM for approval, prior to being entered.

Department messages requiring special handling must be sent directly to NFC. For example, a message for all USDA employees except those in Agencies 07 and 37. User Departments requesting special handling must telefax the completed Form AD–1104 directly to NFC at **504–255–5426.**

All special handling messages must be submitted to NFC at least two pay periods prior to the print date.

A. SELECTION OPTION.

1. **Year** *(numeric, 2 positions)*. Enter the last 2–digits of the year for the pay period in which the message is to be printed.
2. **Pay Period** *(numeric, 2 positions)*. Enter the pay period in which the message is to be printed.

B. IDENTIFICATION.

3. **All** (Y/N) *(alpha, 1 position)*. Enter *Y* (yes) or *N* (no) to print the message on the Statements of Earnings and Leave for all Departments and agencies serviced by NFC. **Note:** Messages entered in this field require the approval of HRM.
4. **Department Code(s)** *(alpha, 5 fields of 2 positions each)*. Enter the department code of those employees for whom the message will apply. **Note:** Messages entered for more than one Department require the approval of HRM.
5. **Location Code** *(numeric, 1 position)*. Enter the location code of those employees for whom the message will apply. Valid values are:

Code	Definition
2	Territory
3	Foreign
4	Washington, D.C. Metropolitan Area
5	Contiguous U.S. Outside Washington, D.C.
6	Alaska
7	Hawaii

6. **Agency/Bureau Code(s)** *(alphanumeric, 5 fields of 2 positions each)*. Enter the agency or bureau code of those employees whose Statements of Earnings and Leave the message will be printed.
7. **POI(s)** *(numeric, 5 fields of 4 positions each)*.Enter the personnel office identifier (POI) code of those employees whose Statements of Earnings and Leave the message will be printed. **Note:** The POI must be valid for each agency or bureau entered.
8. **Priority** *(numeric, 1 position)*. Code 3, low, is standard for printing messages. If more than one message is to appear on the Statement of Earnings and Leave with the same priority code, enter the message in the order in which they are to be printed. Messages without a priority will be assigned Code 3. Valid values are 1 (high), 2 (medium), and 3 (low).
9. **Messages**–Lines 1 through 6 *(alphanumeric, 6 lines with a max. of 50 positions each)*. Key in the message to be entered. If more than one message is entered on the form, the messages should be for the same employees, and must total six lines or less. **Note:** NFC will notify the appropriate Department contact of any discrepancies relating to messages.
10. **Special Handling Remarks.** Enter the reason the message requires special handling by NFC, or any special instructions applicable to printing the message.

C. DEPARTMENT LEVEL APPROVAL.

11. **Approving Official Signature and Title.** Enter the name and title of the approving official for the department.
12. **Date.** Enter the date in *MMDDYY* order that the message is approved by the authorizing official for the department.
13. **Contact Name** *(alphanumeric, max. of 35 positions)*. Enter the name of the individual who is to be contacted to answer questions.
14. **Telephone** *(numeric, max. of 10 positions)*. Enter the area code and telephone number of the individual who is to be contacted to answer questions.

D. APPROVALS *(For NFC Use Only)*.

15. **Verified** *(alpha, 1 position)*. Enter the code that indicates whether approval has been given to process the message. Valid values are *Y* (yes), *N* (no), and *H* (special handling).
16. **Notation** *(for special handling messages only)* *(alphanumeric, max. of 40 positions)*. If the Verified field equals *H* (special handling), enter instructions applicable to the message.
17. **Chief, Payroll/Personnel Branch.** Enter the signature of the approving official for the Payroll/Personnel Branch.
18. **Date.** Enter the date in *MMDDYY* order that the message is approved by the Payroll/Personnel Branch Chief.
19. **Head, Payroll Accounting Section.** Enter the signature of the approving official for the Payroll Accounting Section.
20. **Date.** Enter the date in *MMDDYY* order that the message is approved by the head of the Payroll/Personnel Accounting Section.

6. Report TMGT4600, Proof Report Of Daily Activity

```
PROCESS DATE    XX/XX/XX                    U.S. DEPARTMENT OF AGRICULTURE                    PAGE   24
      TIME (20:29)                          OFFICE OF FINANCE AND MANAGEMENT
                                              NATIONAL FINANCE CENTER
                                            PROOF REPORT OF DAILY ACTIVITY
  TMGT4600                                    EARNINGS STATEMENT MESSAGES                     TMGT105

 YEAR  PAY-PERIOD  MESSAGE-NO   ALL      DEPT          AGCY-BUR        EFFECTIVE     LAST    CHANGED  SYS-USER  STATUS
        POI                    LOCATION   DEPT-CONTACT-NAME              DATES                TIME      ID
  DEPT-CONTACT-PHONE           VERIFIED                                 FIRST  LAST   DATE    HH:MM

   00        16        04                LC                             073000 081200 073100  07:03   XXXXX     MOD
                                         Doe, Mary
   00000000000            Y

MESSAGE-LINE1:   CAPTURE THE SPIRIT OF AMERICA'S LIBRARY!      MESSAGE-LINE2:      BUY LC BICENTENNIAL COINS TODAY.
MESSAGE-LINE3:     PROCEEDS GO TO EDUCATIONAL OUTREACH.        MESSAGE-LINE4:      AVAILABLE THROUGH THE U.S. MINT:
MESSAGE-LINE5:   1-800-USA-MINT OR HTTP://WWW.USMINT.GOV       MESSAGE-LINE6:SILVER COIN:  $32, FIRST BIMETALLIC COIN: $425
       NOTATION:                                        PRIORITY: 3

 YEAR  PAY-PERIOD  MESSAGE-NO   ALL      DEPT          AGCY-BUR        EFFECTIVE     LAST    CHANGED  SYS-USER  STATUS
        POI                    LOCATION   DEPT-CONTACT-NAME              DATES                TIME      ID
  DEPT-CONTACT-PHONE           VERIFIED                                 FIRST  LAST   DATE    HH:MM

   00        17        03                LC                             081300 082600 073100  07:04   XXXXX     MOD
                                         Doe, Mary
   00000000000            Y

MESSAGE-LINE1:   CAPTURE THE SPIRIT OF AMERICA'S LIBRARY!      MESSAGE-LINE2:      BUY LC BICENTENNIAL COINS TODAY.
MESSAGE-LINE3:     PROCEEDS GO TO EDUCATIONAL OUTREACH.        MESSAGE-LINE4:      AVAILABLE THROUGH THE U.S. MINT:
MESSAGE-LINE5:   1-800-USA-MINT OR HTTP://WWW.USMINT.GOV       MESSAGE-LINE6:SILVER COIN:  $32, FIRST BIMETALLIC COIN: $425
       NOTATION:                                        PRIORITY: 3

 YEAR  PAY-PERIOD  MESSAGE-NO   ALL      DEPT          AGCY-BUR        EFFECTIVE     LAST    CHANGED  SYS-USER  STATUS
        POI                    LOCATION   DEPT-CONTACT-NAME              DATES                TIME      ID
  DEPT-CONTACT-PHONE           VERIFIED                                 FIRST  LAST   DATE    HH:MM

   00        18        06                LC                             082700 090900 073100  07:04   XXXXX     MOD
                                         Doe, Mary
   00000000000            Y

MESSAGE-LINE1:   CAPTURE THE SPIRIT OF AMERICA'S LIBRARY!      MESSAGE-LINE2:      BUY LC BICENTENNIAL COINS TODAY.
MESSAGE-LINE3:     PROCEEDS GO TO EDUCATIONAL OUTREACH.        MESSAGE-LINE4:      AVAILABLE THROUGH THE U.S. MINT:
MESSAGE-LINE5:   1-800-USA-MINT OR HTTP://WWW.USMINT.GOV       MESSAGE-LINE6:SILVER COIN:  $32, FIRST BIMETALLIC COIN: $425
       NOTATION:                                        PRIORITY: 3

 YEAR  PAY-PERIOD  MESSAGE-NO   ALL      DEPT          AGCY-BUR        EFFECTIVE     LAST    CHANGED  SYS-USER  STATUS
        POI                    LOCATION   DEPT-CONTACT-NAME              DATES                TIME      ID
  DEPT-CONTACT-PHONE           VERIFIED                                 FIRST  LAST   DATE    HH:MM

   00        19        03                LC                             091000 092300 073100  07:05   XXXXX     MOD
                                         Doe, Mary
   00000000000            Y

MESSAGE-LINE1:   CAPTURE THE SPIRIT OF AMERICA'S LIBRARY!      MESSAGE-LINE2:      BUY LC BICENTENNIAL COINS TODAY.
MESSAGE-LINE3:     PROCEEDS GO TO EDUCATIONAL OUTREACH.        MESSAGE-LINE4:      AVAILABLE THROUGH THE U.S. MINT:
MESSAGE-LINE5:   1-800-USA-MINT OR HTTP://WWW.USMINT.GOV       MESSAGE-LINE6:SILVER COIN:  $32, FIRST BIMETALLIC COIN: $425
       NOTATION:                                        PRIORITY: 3
```

7. Report TMGT4604, Proof Report Of Earnings Statement Messages

```
RUN DATE XX/XX/XX                    U.S. DEPARTMENT OF AGRICULTURE                                  PAGE   1
                                  OFFICE OF FINANCE AND MANAGEMENT
                                     NATIONAL FINANCE CENTER
                                PROOF REPORT OF EARNINGS STATEMENT MESSAGES
TMGT4604                  EARNINGS STATEMENT MESSAGES FOR PAY PERIOD 13, XXXX                       TMGT105E

   PR  MSG  ALL
V CD   #   IND    DEPT            AGY             POI                    LOC
* **  **   *  **************  **************  ************************  *   ***************************************************
Y  3  01       TR              AJ                                        "SALARY INCLUDES ANY APPLICABLE GEOGRAPHIC
                                                                         DIFFERENTIAL ROLL-IN AND IS USED TO CALCULATE
                                                                         SALARY-BASED BENEFITS."

   PR  MSG  ALL
V CD   #   IND    DEPT            AGY             POI                    LOC
* **  **   *  **************  **************  ************************  *   ***************************************************
Y  3  02       HU                                                        HAVING TROUBLE CONTACTING THE DEPARTMENT OF LABOR
                                                                         ON YOUR WORK RELATED INJURY OR ILLNESS?  CALL THE
                                                                         HUD WORKER'S COMPENSATION CENTER ON 1-800-261-5507
                                                                         OR ON FTS 703-734-4329 FOR ASSISTANCE.

   PR  MSG  ALL
V CD   #   IND    DEPT            AGY             POI                    LOC
* **  **   *  **************  **************  ************************  *   ***************************************************
Y  3  03       SM              70 71 72 73 77                            ARE YOUR EARNINGS AND LEAVE STATEMENTS CORRECT?
                                                                         NOTIFY YOUR SERVICING PERSONNEL OFFICE OF ANY
                                                                         CHANGES. "ARTNIGHT ON THE MALL" EVERY THURSDAY
                                                                         UNTIL 8PM THRU AUGUST 31ST.  ENJOY MUSIC, FILMS,
                                                                         GALLERY TALKS, CHILDREN'S WORKSHOPS AND SCULPTURE
                                                                         TOURS.

   PR  MSG  ALL
V CD   #   IND    DEPT            AGY             POI                    LOC
* **  **   *  **************  **************  ************************  *   ***************************************************
Y  3  04       AG                                                        "PLAN AHEAD! EMPLOYEES WITH "USE OR LOSE" ANNUAL
                                                                         LEAVE SHOULD SCHEDULE THE USE OF THEIR ANNUAL
                                                                         LEAVE THROUGHOUT THE YEAR.  ANNUAL LEAVE NOT
                                                                         SCHEDULED BY DECEMBER 2, XXXX AND LATER FORFEITED,
                                                                         CANNOT BE RESTORED."

                                                                                                   USDA-NFC-SHAL3
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Appendixes

This section contains the following appendixes:

- Tables Used To Validate Data Elements
- TMGT Edit Messages

A. Tables Used To Validate Data Elements

Selected data elements in some tables are validated against other tables within TMGT. Therefore, before processing an update or delete, the user must verify that the data elements are contained in the applicable tables. If the data elements are not contained, they must be added to the applicable tables.

Data Elements In Table No.:	are	Validated Against Table No.:
001		013, MASC Table 4
002		013 & MASC Table 4
003		015, 016, MASC Table 4 and 16
004		013
005		MASC Table 4
006		015 & 016
007		015 & 016
008		015 & 016
009		015
010		013
011		013
012		011
013		015
015		013
016		013
020		013
021		013 and MASC Table 4
023		MASC Table 4
024		MASC Table 5
026		016
027		016
031		016 & 018
033		016
042		016
043		MASC Table 4
045		005
049		007, 008, & 009
054		004, 029, & MASC Table 4
057		028
059		028
060		002, 013, MASC Table 4 and 13
063		001, 013, & MASC Table 4
064		MASC Table 4
065		MASC Table 4
067		015 & 016
070		002
071		013
093		016
096		005, 013
097		013
098		025

B. TMGT Edit Messages

No.	Message
AA	First 3 Positions Of Tax–Type–Code Must = 011
AB	Annual/Hrly Rates Must Be Numeric > Zero
AC	Grade Invalid For This Pay–Plan
AD	Annual–Rate Must Be Numeric > Zero
AE	Step Invalid For Pay–Plan
AF	Occ–Series–Code Not Numeric Or Invalid On Tbl 018
AG	Duty–Station–City–Code Must Be Numeric
AH	Duty–Station–Cnty–Code Must Be Numeric
AI	Duty–Station–St/Cnty–City–Codes Invalid On Tbl 016
AJ	Occ–Special–Pay–Area Required
AK	Occ–Special–Pay–Name Required
AL	Duty–Station–State/City–Code Invalid On Tbl 016
AM	Rec–Acct–Type–Code Must = 32
AN	Rec–Account–Number Must Be Numeric > Zero
AO	Rec–Acct–Amt–Per–PP Must Be > 0 < 50.00
AP	Pay–Period–Number Must = 01 – 27
AQ	Official–Title–Code Must Be Numeric
AR	Position–Official–Title Required
AS	Working–Title–Code Must Be Numeric > Zero
AT	Position–Working–Title Required
AU	Schedule–Number–Last–Pd Required
AV	PACS0000–Cutoff–Schedule Must = M Or P
AW	PACS0000–Parm–Date Invalid
AX	PACS0000–Paid–Date Invalid
AY	PACSDisb–Parm–Date Invalid
AZ	PACSDisb–Paid–Date Invalid
A0	OPM–NOA–Legal–Authorities Must Be 3-Pos
A1	If City–Code Not Filled, City–Name Must Be Spaces
A2	County–Name Must Be Filled When County–Code > 0000
A3	County–Code Not Filled, County–Name Must Be Spaces
A4	St Abbr Required
A5	City–Code Invalid
A6	Designated Agent From –– To Range Required
A7	Num–Authority Must Equal 0, 1, 2, 3, Or 4
A8	SF–50B–Ind Required
A9	State–Country–Cd Must Be 2-Pos Alphanumeric
BA	PACS2812–Parm–Date Invalid
BB	PACS2812–Paid–Date Invalid
BC	Payroll–Est–Parm–Date Invalid
BD	Payroll–Est–PP–1 Must Be 01 – 27
BE	Payroll–Est–PP–2 Must Be Spaces
BF	Payroll–Est–WCF–Percent Must Be 010–300
BG	Payroll–Est–App–Fund–Per Must Be 010–300
BH	Payroll–Est–SCS–Percent Must Be 000–300
BI	Payroll–Est–SCS–Flag–Must Be Y Or N
BJ	Payroll–Est–PP1–Fr–Sch–No Must = 01 – 10
BK	Payroll–Est–PP1–To–Sch–No Must = 01 – 10
BL	Payroll–Est–PP2–Fr–Sch–No Must Be Spaces

No.	Message
BM	Payroll–Est–PP2–To–Sch–No Must Be Spaces
BN	Payroll–Est–Ag–Sel Must = 1 – 7
BO	Ag–Sel Must = 1 When Dr–Cr–Code = Cr
BP	Payroll–Est–Dr–Cr–Code Must = Cr Or Dr
BQ	Payroll–Est–Fiscal–Year Invalid
BR	Lv–Liability–Parm–Date Invalid
BS	PACS–Force–Rel–Parm–Date Invalid
BT	PACS–Force–Rel–Pay–Period Must Be 01–27
BU	Schd–No–6 Required
BV	Schd–No–7 Required
BW	Lodging–Expenses Must Be Numeric > Zero
BX	Meals–Misc–Expenses Must Be Numeric > Zero
BY	Daily–Rate Incorrect
BZ	Fst 2 Pos Of Fund–Unit–# Invalid For This Agcy
B0	Geographical–Adj–Rate Must Be Numeric
B1	AD–350–Blk–Number From –– To Range Required
B2	AD–350–Blk–Number Must Be 3-Pos Alphanumeric
B3	Remark–Code From –– To Range Required
B4	Remark–Code Must Be 3-Pos Alphanumeric
B5	Remark–Pages Must Be Numeric Or Space
B6	AD–350–Blk–Data Value Must Be Space With Blk–Num 002
B7	AD–350–Number Must Be Numeric And > Zero
B8	AD–350–Blk–Data Value Required
B9	AD–350–Blk–Data Value Alpha Required
CA	Fst 2 Pos Of Funding–Unit–Number Invalid
CB	Lst 2 Pos Of Funding–Unit–No Invalid For This Agcy
CC	Lst 2 Pos Of Funding–Unit–No Cannot Equal Zero
CD	Funding–Fiscal–Year Required
CE	Funding–Unit–Number Must Be 4 Positions
CF	Alpha Pos 1&2 Of NFC–Assign–No Required For Ser/Agy 07
CG	Positions 3 & 4 Of NFC–Assign–Number Required
CH	NFC–Assigned–Number Must Be 4 Positions
CI	NFC–Assign–No Must Be Numeric > Zero For This Agy
CJ	Accounting–Station Missing Or Invalid On Tbl 002
CK	NFC–Assigned–Number Invalid On MASC Tbl 053
CL	First 3 Fields Of This Key Are Required
CM	Title–Prefix–Suffix–Code Must = A Thru Z
CN	Title–Prefix–Suffix–Ind Must = P Or S
CO	Title–Prefix–Suffix–Abbr Required For This Code
CP	State–Country/City/County Invalid On Tbl 016
CQ	Differential–Rate Must Be Numeric > Zero
CR	Agency/Bureau Must Be AJ, FK, 25, Or 68
CS	Pay–Transaction–Suffix Must Be Numeric
CT	Type–Of–Pay Must Equal Zero Or 1
CU	Pay–Factor Must Equal 100 Or 150
CV	Penalty–Class Must Equal A Or Space
CW	Other–Pay–Rate/B/C Must Be Numeric
CX	Penalty–Class–B Must Equal B Or Space
CY	Penalty–Class–C Must Equal C Or Space
CZ	Bargain–Unit–Status–Code Must Be 4 Pos Numeric

No.	Message
C0	Remark–Pages Must Equal 0, 1, 2, Or 3
C1	Add–Data–Ind Must Equal 0, 1, 2, 3, Or 9
C2	Remarks–Alpha Required For This Action Code
C3	Remarks–Continued Must Equal 0 Or 1
C4	OPM–Other–Legal–Auth & Auth–1st Not Compatible
C5	OPM–Other–Legal–Auth2 & Auth–2nd Not Compatible
C6	Per–Office–Ident Must Be 4-Pos Numeric Or Space
C7	Nat–Act–1st–3-Pos From –– To Range Must Be Entered
C8	SF–50B–Ind Must Equal Y Or N
C9	OPM–Authority–1st Must Be 3-Pos Alphanumeric Or Sp
DA	Last–Eff–Date In Key Must Be 6 Pos Numeric
DB	Interest–Rate Must Be 5 Pos Numeric
DC	Beg/End–Period Must = 01 Thru 27
DE	Region–Code Must Be 3 Pos Numeric
DF	Region–Name Required
DG	Foreign–Cntry–Sort–Code Must Be 3 Pos Numeric
DH	Country–Name Required
DI	Restricted–Currency Must = Y Or N
DJ	Excess–Currency Must = Y Or N
DK	State–Country–Code Missing Occurrence
DL	OPM–Pay–Table–Number Invalid
DM	Low–Range Invalid For Pay–Plan
DN	Grade Invalid For Pay–Plan
DO	High–Range Invalid For Pay–Plan
DP	Commuted–Rate–Table Must Be Numeric > Zero
DQ	Mileage–Total–Miles Invalid
DR	Poundage–Category–Rate Must Be Numeric > Zero
DS	Poundage–Category–Breakpoint Must Be Numeric > 0
DT	State–Country–Code Required
DU	Max–Per–Diem–Rate & Seasonal–Rate Cannot Be Entered
DV	Trvl–Indicator Must Be T Only
DW	Agency/Bureau Not Valid On TMGT Tbl 023
DX	U0002, U0004, U0005 Must = N,Y,P
DY	2 Daily Reports Valid In E0001 – E0005
DZ	If U0001 = Y Or P, U0006 Must = N
D0	OPM–Authority–2nd Must Be 3-Pos Alphanumeric Or Sp
D1	View–Indicator Must Be Y Or N
D2	State Required For This Action Code
D3	State Invalid
D4	# Of Sets Must Be 2-Pos Numeric And > Zero
D5	First Position Of Designated–Agent Must = 1–6
D6	Designated–Agent Must Be Numeric
D7	To Agcy/Bur Must Be Filled If From Agcy/Bur Filled
D8	From Agcy/Bur Must Be Filled If To Agcy/Bur Filled
D9	State–Code From–To–Range Required
EA	If U0006 = Y Or P, U0001 Must = N
EB	Select 4 From E0001 Thru E0005
EC	U0001 & U0006 Must = N, Y, Or P
ED	E0001 – E0005 Must = N, Y, Or P
EE	Spaces In EFT–Ind, Pos13–15 Of User–Cntl Must = Sp

No.	Message
EF	Fed–Tax–Schd–Nbr Required
EG	RITS–Schd–Nbr Required
EH	Invalid Agency Assigned Positions
EI	Max–Per–Diem–Rate Or Seasonal–Rate Required
EJ	Enter 1st Sea Date When 2nd–4th Dates Are Entered
EK	Seasonal–Date–From/Thru Required
EL	Seasonal–Date–From Invalid
EM	Seasonal–Date–Thru Invalid
EN	Sum of Seasonal Expenses Does Not Agree
EO	Sum Of Max–Per–Diem Expenses Does Not Agree
EP	If Seas–Rate = Zero, Seas–Dates Must = Zero
EQ	If Max–Per–Diem > 0, Max–Lodg & M&IE Must Be > 0
ER	Seasonal–Rate > 0, Seasonal–Lodg/M&IE Must Be > 0
ES	If Max–Lodg/M&IE–Rate > Zero, Sea–Lodg/M&IE Invalid
ET	If Sea–Lodg/M&IE > Zero, Max–Lodg/M&IE–Rate Invalid
EU	Beg–Eff–Date In Key Must Be 6 Pos Numeric
EV	If IGA–Adj Rate Entered, IGA–Table–Code Requested
EW	IGA–Adj–Rate Required For IGA–Table–Code
EX	If LEO–Adj–Rate Entered, LEO–Table–Code Required
EY	LEO–Adj–Rate Required For LEO–Table–Code
EZ	If Locality–Rate Entered, Locality–Tbl–Cd Requested
E0	Designated Agent Must Be 4-Pos Numeric
E1	State–Code Must Be 2-Pos Alphanumeric
E2	HB–Carrier–Code From –– To Range Required
E3	HB–Carrier–Code Must Be 2-Pos Alphanumeric
E4	From –– To Range Required
E5	Union/Local Or Emp–Org–Code Must Be 6-Pos Numeric
E6	Occ–Function–Code Must Be 2-Pos Numeric
E7	Dept–Code Must Be Entered For Agency 00
E8	City–Cntrl Required
E9	City–Tax–Status Must Be 1, 2, 3, Or 4
FA	Locality–Table–Code Required For Locality–Rate
FB	FDIC–Locality–Rate Entered, FDIC–Tbl–Code required
FC	FDIC–Table–Code Requires FDIC–Locality–Rate
FD	Occ–Locality–Rate Entered, Occ–Tbl–Cd Required
FE	Occ–Tbl–Code Requires Occ–Locality–Rate
FF	Dept–Code Invalid For This Agency/Bureau
FG	Reduced Differential Valid For Agcy AJ, 68 Only
FH	Reduced Differential Must Be Numeric
FI	Pos2–3 Of Sched–Number Must = BA
FJ	Pos2–3 Of Sched–Number–2 Must = BN
FK	Pos2–3 Of Sched–Number–3 Must = BT
FL	Duplicate Seasonal Dates
FM	Element Number Must Equal 1–150
FN	Element Long Name Is Required
FO	Element Short Name Is Required
FP	Element Attribute Must Equal A Or N
FQ	Element Length Must Equal 1 – 999
FR	Element Decimal Must Equal 0 – 9
FS	NOA–Code Does Not Agree With Table 062

No.	Message
FT	Element Flag Must Be R, O, S or Space
FU	Remark Does Not Match Table 052
FV	Only Low–Range (6) Valid For This Payplan & Grade
FW	Low–Range 1 & 6 Must = 0 For This Payplan & Grade
FX	Low–Range 5 & 6 Must = 0 For This Payplan & Grade
FY	Steps 7–10 Invalid For This Payplan
FZ	Only High–Range (6) Valid For This Payplan & Grade
F0	City–Tax–Pay Frequency Must Equal 1, 2, Or 3
F1	Withholding–Agree–Ind Must Equal Y Or N
F2	Info–Return–Wage–Ind Must Equal 1, 2, Or 3
F3	County–Code Must Be Numeric
F4	County–Code Invalid
F5	Occ–Series–Code Must Be 4 Position Numeric
F6	Occ–Grade–Range–Ind Must Equal Space, 0, Or 1
F7	Pay–Plan–Ind Must Equal 1 Or 2
F8	Pay–Plan–Ind Must Equal 2 For Occ–Series–Code 3506
F9	Pay–Plan–Ind Must Equal 1 For This Occ–Series–Code
GA	High–Range 1 & 6 Must = 0 For This Payplan & Grade
GB	High–Range 5 & 6 Must = 0 For This Payplan & Grade
GC	Only Step 6 Valid For This Payplan & Grade
GD	Steps 1 & 6 Must = 0 For This Payplan & Grade
GE	Steps 5 & 6 Must = 0 For This Payplan & Grade
GF	Reporting–Month Must = 01–12 For Current–Yr
GG	Reporting–Cutoff Must = Y Or N For Curr–Yr
GH	Reporting–Month Must = Space, 01–12 For Pri–Yr
GI	Reporting–Cutoff Must = Space, Y, N, For Pri–Yr
GJ	Table Include Flag Must Be A Or C
GK	Downward Record Size Must Be Numeric
GL	Table Field Must Be X Or Space
GM	Table Frequency Must Be D, W, P, Or M
GN	Seasonal–M&IE Required For Seasonal–Lodging
GO	Seasonal–Lodging Required For Seasonal–M&IE
GP	Seasonal–Daily–Rate Required For Seasonal–Expenses
GQ	Seasonal–Daily–Rate Incorrect
GR	Seasonal–Dates Required For Seasonal–Expenses
GS	Seasonal–Date–From Invalid
GT	Seasonal–Date–Thru Invalid
GU	Destination Cannot Be Spaces
GV	Routing–Info Cannot Be Spaces
GW	Expiration Date Invalid
GX	State Code Does Not Match Table 016
GY	Org Structure Does Not Match Table 005
GZ	Local Does Not Match Table 010
G0	HB–Current–Yr Must Be 2 Position Numeric & > Zero
G1	Pay–Plan–Ind Must Equal 2 For This Occ–Series–Code
G2	Occ–Spec–Pay–Code Must Equal Y Or N
G3	Function–Class–Ind Must Equal Y Or N
G4	Occ–Grade–Span Not Numeric Or 1st Pos > 2nd Pos
G5	PATCO–Code Must Be 001 – 007, Or 999
G6	Occ–Series–Alpha Required

No.	Message
G7	PATCO–Code Must Be 007 For This Occ–Series–Code
G8	PATCO–Code Must Be 006 For This Occ–Series–Code
G9	HB–Option–Code Must Equal 1, 2, 4, Or 5
HA	Department Code Required
HB	One Org Structure Required
HC	One Local Required
HD	From–To State Required
HE	From State Must Be Less Than To State
HF	TSP–Tax–Schd–Nbr Pos 1 Must =X, Pos 2–6 Numeric
HG	System–Code Required
HH	System–Code Invalid On MASC Tbl 63
HI	Cert–Off–Phone–Number Invalid Or Incomplete
HJ	Seasonal–Dates Invalid When Seasonal–Rates = Zero
HK	Field Must Be 'Y' Or Space
HL	Agy/Bureau Must Be Numeric For This Serv Agy/Bur
HM	NFC–Assign No Must Be Numeric For Serv Agy/Bur 60
HN	Last 2 Pos Of Assign–No Req For Serv Agcy/Bur 79
HO	1st 2 Pos Of Assign–No Must Be Numeric
HP	U6702, U6704, U6705 Must = N, Y, P
HQ	If U6701 = Y or P, U6606 Must = N
HR	Trvl–Indicator Must = Space For This System–Code
HS	U6701 and U6706 Must = N, Y, Or P
HT	Union–Code Must Be Numeric
HU	From/To Range For TRVL–Indicator Incomplete
HV	TRVL–Indicator Must = Spaces, T, Or V
HW	Table No Must =Y, If Scope Is Filled
HX	Dept Invalid For This Agency
HY	From––To Range Must Be Numeric > Zero
HZ	Org–Structure–Code Invalid On Tbl 005
H0	HB–Deduction–Amount Must Be Numeric > Zero
H1	HB–Contribution–Amount Must Be Numeric > Zero
H2	HB–Monthly–Premium Must Be Numeric > Zero
H3	HB–Monthly–Plus Percent Must Equal 0 For FY89
H4	HB–Monthly–Plus–Percent Must Be Numeric
H5	HB–Mon–Plus–Percent > HB–Mon–Premium
H6	Occ–Function–Code Must Be 2 Pos Numeric & > Zero
H7	Function–Cl–Alpha Required
H8	Dept–Code Invalid
H9	FECA–Code Must Be Numeric > Zero
IA	Employee–Express–Ind Must = Y, N, Or Space
IB	Flex–Spend–Acct Must Be > 0 For Plan–Type F
IC	Flex–Spend–Acct Must = 0 For Plan–Type H
ID	Message–No Required For Action M, D or R
IE	Pay–Period And Year Invalid On TMGT Tbl 028
IF	Dept, Agency/Bureau, & POI, Invalid When All = Y
IG	One Department Required When All = Spaces
IH	All Must = Y Or N
II	Agency/Bureau Occurrence Out Of Sequence
IJ	Department Occurrence Out Of Sequence
IK	POI Occurrence Out Of Sequence

No.	Message
IL	Agency/Bureau And POI Invalid For More Than 1 Dept
IM	Department Invalid Or Missing On Table 014
IN	Agency/Bureau Required For POI
IO	POI Must Be Numeric
IP	Location Must = 2 Through 7 Or Space
IQ	Cannot Enter Prior Pay Period Message
IR	Contact–Name Required
IS	Contact–Phone–Required
IT	Message Line 1 Required
IU	Line Message Out Of Sequence
IV	Verified–Ind Must = Y, N, H, Or Space
IW	Notation Required For Verified Field H
IX	Indicator = 2 Or 5, Union–Dues–Percent Must Be > 0
IY	Indicator = 2, 3, Or 5, Union–Dues–Amt Must = 0
IZ	Indicator = 1, 3, Or 4, Union–Dues–Perct Must = 0
I0	Must Enter State
I1	Phone Number Must Be Spaces Or Numeric
I2	Local–Off–Ident Must Be Numeric Or Space
I3	HB–Monthly–Premium Must Be Numeric > Zero
I4	HB–Monthly–Plus–Percent Must Be Numeric > Zero
I7	HB–Option–Code Must Be 1 Pos Numeric Or Space
I8	Occ–Series–Code From –– To Range Required
I9	Dept–Code From –– To Range Required
JA	Indicator = 1 Or 4, Union–Dues–Amt Must Be > 0
JB	Year & Pay–Period Required
JC	Priority Must Equal 1, 2, Or 3
JD	Sequence No Must Be Numeric
JE	Brochure–No Missing Or Incomplete
JF	Phone–Number Missing Or Incomplete
JG	Location–Description Required
JH	Plan–Coverage Must = P For This State–Abbr
JI	Plan–Coverage Must = F, A, G, For State–Abbr GG
JJ	Plan–Coverage F, Valid Only For Carrier–Code 10
JK	Plan–Coverage Invalid For This Carrier–Code
JL	Step 5 Required If Step 6 > Zeros
JM	Plan–Coverage F, A, G, Valid Only /for State–Abbr GG
JN	Plan–Coverage Must = F, A, G, Or P
JO	NFC–Assigned–Number Missing
JP	Org–Structure–Code Invalid For This Department
JQ	Plan–Note Must = 1, 2, 3, A Or Space
JR	NCQA–Status Must = 1, 2, 3, 4 Or Space
JS	Top–Rate Must = Y, N, Or Space
JT	Prepaid Must Equal H, P, Or Space
JU	Satisfy–%(3) Must Be = Or > Satisfy–%(2)
JV	Satisfy–%(2) Must Be = Or > Satisfy–%(1)
JW	HB–Carrier–Code Not Valid On Table 11
JX	Satisfy–Percent Must Be Space Or Numeric
JY	Satisfy–Note Must = U, B, Or Space
JZ	1st 9 Pos Must Be Numeric If EFT–Indicator = 1
J0	PP–Year Must Be Numeric > Zero

No.	Message
J1	To Dept–Code Must Be > From Dept–Code
J2	Calender–Year Must Be 2 Pos Numeric > Zero
J3	Min–Earned–Per–Week Must Be Numeric > Zero
J4	Client–Code Must Be 7 Position Numeric
J5	First Position Of Client–Code Must Be 0, 1, Or 2
J6	Type–Tax Must Equal 1, 2, Or 3
J7	ALLTAX–Code Must Be Numeric
J8	State–Tax Invalid (Pos 2 & 3 Of Client–Code)
J9	Calender–Year Must Be 2 Position Numeric Or Space
KA	Beginning Or Ending Date Invalid
KB	Open Season Beg Or End Julian Date Invalid
KC	Election Beginning–Date Invalid
KD	Election–Julian Date Invalid
KF	Open Season Ending Century Invalid
KG	Election Beginning Century Invalid
KH	TSP–Open–Season Must Be Numeric > Zeros
KI	From And To Routing Number Must Be > Zeros
KJ	Embedded Spaces Are Invalid
KK	New Routing Number, If Entered, Must Be Numeric
KL	Option–Code Must Eq 1 Or 4
KM	Output–Class Must = A, X, Or Zero
KN	No. Copies Must = 1 – 9
KO	Taxpayer–ID–No Must Be Spaces If EFT–Ind=Space
KP	JCAHO–Status Must = Space
KQ	Type–Account Must = C, S, Or Space For EFT–Ind 1
KR	Print Earning Statements Ind Must = Y Or N
KS	JCAHO–Status Must = J or Space
KT	NCQA–Status Must = Space
K0	PP–Year Must Be 2 Position Numeric
K1	County–Tax Invalid (Pos 1–3 Of Client–Code)
K2	City–Tax Invalid (Pos 4–7 Of Client–Code)
K3	PP–Year From –– To Range Required
K4	Table–PP–Number Must Be 2 Pos Numeric
K5	UCFE–Qtr–Year Must Be Numeric
K6	UCFE–Qtr–Number Must Equal 1, 2, 3, Or 4
K7	UCFE–Qtr–Begin–PP–Number Must Equal 01 – 27
K8	UCFE–Qtr–Begin–PP–Date Not Numeric
K9	UCFE–Qtr–End–PP–Number Must Equal 01– 27
L0	UCFE–Qtr–End–PP–Date Not Numeric
L1	UCFE–Qtr–Prior–Flag Must Equal Y Or N
L2	UCFE–Qtr–Begin–PP–Number And/Or Date Invalid
L3	UCFE–Qtr–End–PP–Number And/Or Date Invalid
L4	Date–Proc–PP–Begins–Yr Must Be Numeric
L5	Pay–Period–Number Must = 01 – 27
L6	Union–Local Or Emp–Org–Code Must Be 6 Pos Num > 0
L7	FTS Phone Is Invalid
L8	Com Phone Is Invalid
L9	Revocation–Eff–Code Must = 0, 1, 2, 3, 4, 5, Or 6
M0	Union–Ded–Indicator Must Equal 1, 2, Or 3
M1	Union–Minimum–Ded–Amt Must Be > Zero For Ind3

No.	Message
M2	Union–Minimum–Ded–Amt Must Be 0 For Ind 1 Or 2
M3	Union–Association Must Equal U Or A
M4	EFT–Indicator Must Equal 1 Or Space
M5	Locality–Code Must Equal C, I, Or L
M6	PP–Number Must Be 01 – 27
M7	Pay–Period–From /Or To–Date Must Be Numeric
M8	Pay–Period–From /Or To–Date Invalid
M9	Date–PP–Begin /Or Ends–Julian Not Numeric
N0	Date–PP–Begins /Or Ends–Julian Invalid
N1	PP–Quarter Must Equal 1, 2, 3, Or 4
N2	Beginning–Alpha–PP–Date Required
N3	Ending–Alpha–PP–Date Required
N4	Last–PP–Of–Pay–Qtr Must Equal Y Or N
N5	Dis–Allot–Pay–Period–Ind Must Equal 1, 2, Or 3
N6	Holiday–Name Required For Holiday–Count 1 Or 2
N7	PP–Day Must Equal 01–14 For Holiday–Count 1 Or 2
N8	Holiday–Date Missing Or Invalid
N9	Julian–Date Missing Or Invalid
O0	Holiday–Index Must Equal 0, 1, Or 2
O1	Contact–Type Must Equal 01 – 12
O2	Must Enter State If ZIP–Code And City Are Entered
O3	Must Enter ZIP–Code If City And State Are Entered
O4	Must Enter City If State And ZIP–Code Are Entered
O5	FTS/Comm–Phone–Number Required
O6	Alt–Phone–Number Not Complete
O7	UCFE–Qtr–Year From –– To Range Required
O8	UCFE–Qtr–Year Must Be 2-Pos Numeric
O9	UCFE–Qtr–Number Must Be 1-Pos Numeric Or Space
P0	Date–Proc–PP–Begins–Yr From –– To Range Required
P1	Date–Proc–PP–Begins–Yr Must Be 2-Pos Numeric
P2	Pay–Period–Number Must Be 2-Pos Numeric Or Space
P3	Calendar–Year From –– To Range Required
P4	Calendar–Year Must Be 2-Pos Numeric
P5	Calendar–Year Must Be Numeric
P6	Pay–Period–Number Must Equal 01 – 27
P7	Semi–Mo–Report–Date Invalid
P8	Semi–Mo–PP Must Be 01 – 27
P9	Monthly–Report–Date Invalid
Q0	Monthly–PP Must Equal 01 – 27
Q1	Quarterly–Report–Date Invalid
Q2	Quarterly–PP Must Equal 01 – 27
Q3	Annual–Report–Date Invalid
Q4	Annual–PP Must Equal 01 – 27
Q5	Prior–FY–Date Missing Or Invalid
Q6	Curr–FY–Date Missing Or Invalid
Q7	Returning Prior–FY–Date Or Curr–FY–Date Invalid
Q8	HB–Carrier–Code Invalid On TMGT Tbl 011
Q9	Contact Name Is Required
R0	Alt–Contact–Name Is Required
R1	Alt–Phone–Number Is Required With Alt–Contact–Name

No.	Message
R2	Client–Code Missing Or Not > Zeros
R3	Beg–Eff–Date Must Be > 12/31/77
R4	Positions 1 And 2 Of User–Cntl Required
R5	Max–Annual–Pay Must Be Numeric > Zero
R6	Max–Biwk–Pay Must Be Numeric > Zero
R7	Max–OT–Hour–Rate Must Be Numeric > Zero
R8	Min–Wage–Amt Must Be Numeric > Zero
R9	Apt–Ltm–Dol–Bal Must Be Numeric > Zero
S1	Apt–Ltm–Day–Tot Must Be Numeric > Zero
S2	Apt–Ltm–Hrs–Tot Must Be Numeric > Zero
S3	Empl–FEGLI–Rate Must Be Numeric > Zero
S4	Ret–Con–Code–7 Must Be Numeric
S5	Ret–Rate–7 Must Be Numeric > Zero
S6	Ret–Cov–Code–75 Must Be Numeric > Zero
S7	Ret–Rate–75 Must Be Numeric > Zero
S8	OASDI–Percent Must Be Numeric > Zero
S9	OASDI–Max–Anl–Amt Must Be Numeric > Zero
T1	OASDI–Max–Ded Must Be Numeric > Zero
T2	Ag–Cont–Pct–Ret Must Be Numeric > Zero
T3	Ag–Cont–Pct–OASDI Must Be Numeric > Zero
T4	Ag–Cont–Pct–FEGLI Must Be Numeric > Zero
T5	FEGLI–Max–Cover Must Be Numeric > Zero
T6	FEGLI–Min–Cover Must Be Numeric > Zero
T7	Apt–Lim–Dol–Min Must Be Numeric > Zero
T8	Apt–Lim–Day–Min Must Be Numeric > Zero
T9	Apt–Lim–Hrs–Min Must Be Numeric > Zero
U1	ES–Max–Salary Must Be Numeric > Zero
U2	HIT–Percent Must Be Numeric > Zero
U3	HIT–Max–Ann–Amt Must Be Numeric > Zero
U4	HIT–Max–Deduct Must Be Numeric > Zero
U5	Max–Deferral–Amt Must Be Numeric > Zero
U6	Rate–Commute–FMV Must Be Numeric > Zero
U7	Ann–Hrs–PAYE–Comp Must Be Numeric > Zero
U8	Max–Bi–Wkly–Pay Must Be Numeric > Zero
U9	Max–Bi–Wkly–Pay–LE Must Be Numeric > Zero
V1	Max–Bi–Wkly–Pay–LE–EX Must Be Numeric > Zero
V2	Key Invalid Or Not On Table 016
V3	SMSA–Code Required
V4	SMSA–Name Required
V5	COLA–Post–Diff–Code Must Equal 0 Or 2–9
V6	COLA–Prct Must Be Numeric
V7	Tran–Code Must Be Numeric > Zero
V8	Tran–Suff Must Be Numeric
V9	Tran–Alpha Required
W1	Tran–Per–Cent Must Be Numeric
W2	Tran–Ind Must Equal 1, 2, 3, Or 4
W3	Agency/Bureau Required
W4	Other–Flag Must Equal N Or V
W5	AD–319–Flag Must Equal N Or V
W6	AD–320–Flag Must Equal N Or V

No.	Message
W7	AD–321–Flag Must Equal N Or V
W8	GS15–Step10–Flag Must Equal N Or V
W9	Interm–Flag Must Equal N Or V
X1	Wage–Plan–Flag Must Equal N Or V
X2	State–Country–Cd Not On TMGT Tbl 016
X3	Error–Message–No Must Be Numeric > Zero
X4	Error–Message–Desc Required
X5	Force–Accept–Msg–Code Must Equal Y Or N
X6	Document–Type Must Be Numeric
X7	Time–TA–Field–Coordinate Must Be Numeric > Zero
X8	TA–Element–Name Required
X9	Element–Length Must Equal 1, 2, 3, Or 4
Y1	Name–Address Fields 1 – 4 Required
Y2	Check–Mail–DO–Cd Must Equal 1, 2, 3, 4, 5, Or 6
Y3	Field–Number Pos1 Must = D, Pos2–6 Must Be Numeric
Y4	Element–Code Must Be Numeric
Y5	Length Of Element Must Be Numeric
Y6	Element–Nature Must = A, N, Or X
Y7	Action–Code Must Be Numeric 000 – 100
Y8	Type–Deduction Must Equal 0, 1, 2, Or 3
Y9	Type–Action Must Equal 1, 2, Or 3
Z0	State Must Be Numeric
Z1	Age–Bracket–Codes Must Equal 0 – 7
Z2	Optional–Emp–Codes Must Be Numeric > Zero
Z3	Additional–Optional Must Be Numeric > Zero
Z4	Family–Optional Must Be Numeric > Zero
Z5	Plan–Code Missing Or Equal To Zero
Z6	Type–Account Must = Spaces If EFT–Ind = Spaces
Z7	Payee–Name–Non–Fed Required
Z8	Reason Required
Z9	LI–Benefit–Type Must Equal 1 Or 2
00	Park–Fringe–Min Must Be > Zeros
01	Action Code Must Be A, M, D, R
02	Agy/Bur Required
03	Beg–Eff–Date Required For Add And Modify
04	Invalid Effective Date(s)
05	Data–2–Indicator Must Be Spaces For This Agency
06	Exempt–Type–Code Must Be Numeric > Zeros
07	Withholding–Agreement Must Equal Y Or N
08	Short–Name–1 Required If Data–2–Indicator = Space
09	Higher Lev Must Be > Zero If Low Lev > Zero
1A	LI–Plan–Code Invalid
1B	Basic–Coverage Must Equal 0, 1 Or 2
1C	Basic–Cost–Option Must Equal 0,1 Or 2
1D	LI–Bas–Rate–Det Must = 0, 1, 2, 3, 4 For LI–Pl–Cd 38
1E	LI–Bas–Rate–Det Must = 0, 1, 2, 3 For This LI–Plan–Cd
1F	Basic–Limit–Type Must = 0, 1, Or 2
1G	Basic–Limit Must = Space If Basic–Limit–Type = 0
1H	Basic–Limit Required If Basic–Limit–Type = 1 Or 2
1I	Basic–Increment Must Be Numeric

No.	Message
1J	Basic–Round Must Equal Y Or N
1K	Basic–Min–Coverage Must Be Numeric
1L	Park–Fringe–Max Must Be > Zeros
1M	Basic–Max–Coverage Must Be Numeric
1N	Option–1–2–3 Must Equal Y Or N
1O	Age Must Equal Y Or N
1P	If Option Equals N – Age Must Equal N
1Q	Type Must Equal Zero If Option Equals N
1R	Type Must Equal 0, 1, 2, 3, Or 4, If Option Equals Y
1S	Option–1–2–3 Factor Must = 0 If Option–1–2–3 = N
1T	Opt Factor Must = 1000, 2000, 3000, 4000 For Option Y
1U	Rt–Plan–Code Required
1V	Rt–Plan–Code Not Valid On TMGT Tbl 080
1W	Rt–Benefit–Type Must Equal 1 Or 2
1X	Rt–Deduction–Type Must = 0, 1, 2, 3, Or 4
1Y	Rt–Deduction–Rate Must Be Numeric
1Z	Rt–Deduction–Tax–Deferred Must = Y, N, Or O
10	To Dept–Cd Must Be Filled If From Dept–Cd Filled
11	Agency/Bureau From –– To Range Must Be Entered
12	Invalid Agency Abbr
13	Org/Structure–Code Must Be Numeric
14	Enter X For Type Of Report Requested
15	Select Only One Print Option
16	Please Enter Routing Information
17	Please Enter Remote–ID
18	Report Submitted – Log Onto JESMASTER To View
19	Report Submitted
2A	Rt–Deduction–OASDI–Limit Must = Y Or N
2B	Contrib–Scale Step–0 Must = 1 Or 2
2C	Contrib–Maximum Step–0 Must Be Numeric
2D	Contrib–Limit–Type Step–0 Must = 0–7
2E	Contrib–Type Step–0–3 Must = 0–7
2F	Contrib–Factor Step 0–3 Must Be Numeric
2G	Contrib–Limit–Type Step–1–3 Must = 0–5
2H	Contrib–Rate Step–1–3 Must Be Numeric
2I	Contrib–Limit Step–1–3 Must Be Numeric
2J	Fiduciary–Round Must = 0–4
2K	Fiduciary–Rate Must Be Numeric
2L	Horse–Allow Must Be > Zeros
2M	TMGT Tbl 040 Not Available
2N	LI–Age–Bracket–Code Invalid On TMGT Tbl 040
2O	Basic–Cost–Factor Must Be Numeric
2P	Basic–Contrib–Type Must = 0, 1, 2, Or 3
2Q	Basic–Contrib–Round Must = 1, 2, 3, Or 4
2R	Basic–AUO–Envirn Must = Y Or N
2S	Type Option–2–3 Must = O, 1, 2, 3, Or 4
2T	Basic–Contribution–Flag Must = 0, 1, Or 2
2U	LI–Plan–Code Required
2V	LI–Age–Bracket–Code Required
2W	EFT–Indicator Must = 1 Or Space

No.	Message
2X	Account–No Required When EFT–Ind = 1
2Y	Type–Account Must = S or C For EFT – Ind
2Z	Routing–Number Must Be 9 Digit Numeric
20	FTS/Comm Phone Number Invalid Or Incomplete
21	Invalid Dept–Code For Agency/Bureau
22	Enter X At Print Labels Ind When Requesting Labels
23	Agency/Bureau Invalid
24	Record Not Found For Modify
25	No Active Record On File For Data–2–Indicator
26	Beg–Eff–Date Greater Than Last–Eff–Date
27	Data–2–Indicator Must Be Space Or 2
28	Name–1 Required
29	Beg–Eff–Date Invalid
3A	City–Code Invalid Or Not On TMGT Table 016
3B	Element–Name Required
3C	Account–No Must = Spaces If EFT–Indicator = Spaces
3D	Routing–Number Must = Spaces If EFT–Ind = Spaces
3E	State–Country–Code Invalid Or Not On Table 016
3F	City Must = APO, FPO, When State Is = To AA, AE, AP
3G	State Must = AA, AE, AP, When City Is = To APO, FPO
3H	Invalid Or Not In TMGT Tbl 001
3I	POI Must Be Numeric > Zeros
3J	School–Name Required
3K	School–State–Country Required
3L	School–State–Country Invalid Or Not On Tbl 016
3M	1st Pos Of Award–Code Must = C Or H
3N	Award–Code Pos 2–4 Must Be Numeric
3O	Award–Alpha Required
3P	Award–Code Required
3Q	Reason–Code Must Be Numeric 01–99
3R	Reason–Alpha Required
3S	Table–Constant Must = A, B, Or C
3T	Class –01 Required
3U	Class Must Be Numeric > Zero
3V	Ded Must Be Numeric
3W	Park–Biwkly–Max Must Be > Zeros
3X	Pay–Period–Number Must Be 01 Thru 27
3Y	State–Code Required, City & Cnty Codes Are Filled
3Z	State, City, Or County Code Is Invalid On Tbl 016
30	Last–Eff–Date Invalid
31	To Range Must Be Greater Than From Range
32	City Code Must Be Numeric
33	Invalid City (Accounting Station) For FS
34	Invalid Unit–Code For This Agency
35	Unit Code Missing Or Invalid
36	Must Enter Key Fields
37	Name–Address 1 Required
38	Must Enter City
39	FTS–Ind Must Be 8 Or Space
4A	OASDI/HIT–Rate–Chg–Ind Must = Y Or N

No.	Message
4B	FEGLI–Rate–Chg–Ind Must = Y Or N
4C	Opt–FEGLI–Rate–Chg–Ind Must = Y Or N
4D	FEHB–Rate–Chg–Ind Must = Y Or N
4E	Fed–Tax–Formula–Change Must = Y Or N
4F	Dept–Code Required When Agency–Bur–Code Is Filled
4G	City And County Must Be Numeric
4H	Month–Report–Prepared Must = 01 – 12
4I	Year–Report–Prepared Must Be Numeric
4J	Fiscal–Month–Of–Survey Must = 01 – 12
4K	Fiscal–Year–Of–Survey Must Be Numeric
4L	Transit–Biwkly–Max Must Be > Zeros
4M	ZIP–Code Must Be Numeric
4N	Type–ZIP Must = APO Or FPO
4O	City Required
4P	Location–Name Required
4Q	Payroll–Default–Appn Required
4R	FEHB–Default–Acctng Required
4S	Document–Code Must Be Numeric > Zero
4T	Element–Code Must Be Numeric > Zero
4U	Document–Element–Name Required
4V	FY–Code Must = 0 – 9
4W	FY–Alpha–Code Must = A – Z
4X	Non–Deduction–Code Must Be 2 Pos Numeric
4Y	Status–Of–Auth–Code Must Be 2 Pos Numeric
4Z	Non–Deduction–Reason–Desc Required
40	Must Enter FTS Or Com Phone No
41	City–Code Must Be Numeric Or Space
42	Unit–Code Must Be Numeric Or Space
43	City Invalid
44	City–Code Must Be Numeric > Zeros
45	State–Code Invalid
46	State–Abbrv Invalid
47	ZIP Code Invalid
48	2nd–Lev Through 8th–Lev Must Be Numeric
49	Record Not Found For Delete
5A	Trans–Code Must Be Numeric > Zero
5B	Trans–Suffix Must Be Numeric
5C	Spec–Emp–Code Must = 00, 02, 07, 09, 25, 28, 54, 89
5D	Type–Employment Must = 0 – 5
5E	Type–Appt–Code Must = 00, 03, 04, 08, 09
5F	Location–Code Must = 0, 3, Or 4
5G	Pay–Plan–Code Must = 0, 1, 2, 3
5H	Type–Cash–Award Must = 0, 1, 2, Or 3
5I	Travel–Allow–Class Must = 0, 1, 2, 3
5J	Subobject–Class Must Be Numeric > Zero
5K	FS–Region/Unit Invalid On TMGT Tbl 002
5L	Meal–Class Must Be Numeric > Zero
5M	Error–Message–No Must Be Numeric > Zero
5N	Error–Message–Description Required
5O	Type–Of–Error–Code–Acc Must = 0, 1, 2

No.	Message
5P	Type–Of–Error–Code–Chg Must = 0, 1, 2
5Q	Doc–Record–Not Required & Must Be Numeric
5R	Number–Of–Elements Is Incorrect
5S	Positions 1–2 Of Taxing–Entity Required
5T	Semi–Mo–Freq Must = Y Or N
5U	Pay–Trans–Alpha Required
5V	OASDI–Tax–Ind Must = Y Or N
5W	HIT–Tax–Ind Must = Y Or N
5X	Gross–Update–Ind Must = 1, 2, Or 3
5Y	Mo–Freq Must = Y Or N
5Z	Qtr–Freq Must = Y Or N
50	Record Not Found For Reactivate
51	Table Code Required
52	Description Cannot Be Spaces
53	Serv Agy/Bur Invalid Or Equal Spaces
54	From Dept–Cd Must Be Filled If To Dept–Cd Filled
55	Name–Address 3–4–5 Must Be Spaces For This Agency
56	Name–Address Improperly Formatted
57	Pay–Office–No Must Be 4 Pos Numeric & > Than Zero
58	Prof–Liab–Ins–Max Must Be > Zeros
59	EPIC-Indicator Must Equal E Or Space
6A	Ann–Freq Must = Y Or N
6B	Pos 6 Of Taxing–Entity Must = Space With Pos 3–5
6C	Taxing–Entity Invalid On Tbl 016
6D	Pos 1(TA–Standby–%)Must = Space, Pos 2&3 Must Be Num
6E	Standby–AUO–Percent Must Be 3 Pos Numeric
6F	Document–Type Must Be Numeric > Zero
6G	Document–Description Required
6H	Document–Source Required
6I	Document–Sequence–No Must Be Numeric > Zero
6J	Fiscal–Year Must Be Numeric
6K	Pay–Plan Invalid Or Not On Tbl 025
6L	Series Invalid Or Not On Tbl 018
6M	Series Must Be Numeric To Validate Using Tbl 018
6N	Range Must = 00 – 18
6O	White–Female Must Be 4 Position Numeric
6P	White–Male Must Be 4 Position Numeric
6Q	Black–Female Must Be 4 Position Numeric
6R	Black–Male Must Be 4 Position Numeric
6S	Hispanic–Female Must Be 4 Position Numeric
6T	Hispanic–Male Must Be 4 Position Numeric
6U	Asian–Female Must Be 4 Position Numeric
6V	Asian–Male Must Be 4 Position Numeric
6W	Nat–American–Female Must Be 4 Position Numeric
6X	Nat–American–Male Must Be 4 Position Numeric
6Y	Name–Address 2 Required
6Z	State–Country–Code Must Be 2 Pos Numeric
60	Accounting–Station Must Be 4-Pos Numeric
61	State–Abbrv Required For This Action Code
62	Phone–Number Missing Or Not Numeric

No.	Message
63	Phone–Number Required For This Agency
64	State–Abbrv Must Be 2-Pos Alpha For Table 013
65	State–Abbrv From –– To Range Must Be Entered
66	Table–Constant From –– To Range Must Be Entered
67	Nat–Act–1st–3-Pos Must Be Numeric
68	Must Enter Name–Address2
69	Account–Station Must Be Greater Than Zeroes
7A	SF50–End–PP–Only Must = Space, Y Or N
7B	RFQS–List–Wanted–Ind Must = Y Or N
7C	RFQS–Form–Wanted–Ind Must = Y Or N
7D	SF–1150–Form–Wanted–Ind Must = Y Or N
7E	Building–Name Required
7F	Date–Obsolete Invalid
7G	2nd/3rd–Lev Invalid On Tbl 005
7H	Must Enter To–Range If From–Range Is Entered
7I	Must Enter From–Range If To–Range Is Entered
7J	SSNO Must Be Numeric > Zero
7K	Last–Eff–Date Invalid – Cannot Access Tbl 029
7L	Series/Plan/Grade Not Valid On Tbl 029
7M	Occ–Series–Code Required
7N	Pay–Plan Required
7O	Grade Must Be Numeric
7P	Step Must Be Numeric > Zero
7Q	SSNO Not Found On Name–Employee File
7R	Plan/Gr/Sp Cant = Empl Plan/Gr/Sp
7S	No Hourly Rate On Tbl 029 For This Step
7T	HB–Option–Code Must Be Numeric
7U	Current–Yr Must = 01–99
7V	Plan–Type–Ind Must = H Or F
7W	USA–Max–Adj–Sal Must Be > Zeros
7X	Max–Annual–Pay Must Be Numeric > Zero
7Y	FEGLI–Max–Cover Must Be Numeric > Zero
7Z	FEGLI–Min–Cover Must Be Numeric > Zero
70	Full–State–Name Required For This Action Code
71	State–Country–Code Required
72	State–Country–Code Is Invalid
73	ZIP–Low Must Be Numeric And Greater Than Zeroes
74	ZIP–High Must Be Numeric And Greater Than Zeroes
75	ZIP–Other Must Be Numeric Or Spaces
76	Check–Mail–DO–Cd Must Be Equal To 1, 2, 3, 4, 5, 6
77	Agency/Bureau–Name Required For This Action Code
78	Agency/Bureau–Abbr Required For This Action Code
79	CV–Number Must Equal 05, 06, Or 07
8A	FmHA–Cnty–Comit–Sal Must Be Numeric > Zero
8B	FmHA–Trav–Allow–1st Must Be Numeric > Zero
8C	FmHA–Trav–Allow–2nd Must Be Numeric > Zero
8D	FmHA–Trav–Allow–3rd Must Be Numeric > Zero
8E	Old–Amer–Sal–Hi Must Be Numeric > Zero
8F	Old–Amer–Sal–Lo Must Be Numeric > Zero
8G	ASCS–St–Comit–1st Must Be Numeric > Zero

No.	Message
8H	ASCS–St–Comit–2nd Must Be Numeric > Zero
8I	ASCS–St–Comit–3rd Must Be Numeric > Zero
8J	Sal–Range–PA–Hi Must Be Numeric > Zero
8K	Sal–Range–PA–Lo Must Be Numeric > Zero
8L	Sal–Range–PH–Hi Must Be Numeric > Zero
8M	Sal–Range–PH–Lo Must Be Numeric > Zero
8N	Sal–Range–PD–Hi Must Be Numeric > Zero
8O	Sal–Range–PD–Lo Must Be Numeric > Zero
8P	YCC–Enrollee–Min Must Be Numeric > Zero
8Q	YCC–Enrollee–Max Must Be Numeric > Zero
8R	SSNO–Secretary Must Be Numeric > Zero
8S	Merit–13–Max Must Be Numeric > Zero
8T	Merit–14–Max Must Be Numeric > Zero
8U	Merit–15–Max Must Be Numeric > Zero
8V	Agency/Org–Lev2/Org–Lev–3 Invalid On TMGT Tbl 005
8W	Location–Code Must = 0 Or 4
8X	Date–Per–Eval–Anniv–Mo Must = 01–12, 99
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