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THE GUIDE TO PERSONNEL DATA STANDARDS

**BASIC PAY**

**Definition:** The employee's rate of basic pay. Exclude supplements, adjustments, allowances, differentials, incentives, or other similar additional payments.

**Responsible Organization:** Office of Personnel Management, Division for Strategic Human Resources Policy.

**Applicability:** Mandatory (Central Personnel Data File, Personnel Actions).

**Cross-Reference:** [ADJUSTED BASIC PAY](#), [AWARD AMOUNT](#), [LOCALITY ADJUSTMENT](#), [PAY BASIS](#), [PRIOR BASIC PAY](#), [RETENTION ALLOWANCE](#), [SUPERVISORY DIFFERENTIAL](#)

**Format:** 6N

**Note:**

Example: Under the General Schedule pay system, enter a General Schedule base rate, a law enforcement officer special base rate, or a retained rate. Do not include a locality payment or special supplement.

The amount is rounded to the nearest dollar for a PAY BASIS of BW (biweekly), PA (per annum), PM (per month), ST (student stipend), or SY (school year). For any other PAY BASIS, the amount is in dollars and cents with no decimal point. The amount is right justified with leading zeros.