

## Retirement and Insurance Service Payroll Office Letter

Number: P-00-15 Date : August 4, 2000

**Subject: SEPTEMBER 2000 HEADCOUNT** 

This letter is the call for your semiannual Headcount for September 2000 reporting. The Headcount is reported semiannually (March and September) by all payroll offices that withhold monies from salaries for participants in the Civil Service Retirement System, Federal Employees Retirement System, Federal Employees Health Benefits Program, and/or the Federal Employees Group Life Insurance Programs.

The information you provide to us with your Headcount plays a pivotal role in our negotiations of Health Benefits and Life Insurance premium rates and in the determination of contributions for employees covered by the Federal Employees Retirement System. Moreover, the Headcount is now an important component of the agreed-upon-procedures performed at most payroll offices, in accordance with Office of Management and Budget audit guidelines; as such, it forms a key determinant of the accuracy of your Retirement, Health Benefits and Life Insurance withholdings and contributions. We would ask that you ensure that your Headcount is submitted to us in a timely and accurate manner.

As usual, the September 2000 Headcount will be submitted to us on OPM Form 1523 (Supplemental Semiannual Headcount Report), with supplemental reporting of enrollment by individual health benefits plan on the SF 2812-A [copies of both are attached]. The September 2000 Headcount will be for the payroll paid during THE FIRST 15 DAYS of September 2000. If you pay twice during the first 15 days of September, the Headcount will be for first payroll paid during that period. For example, if you pay your employees on September 1<sup>st</sup> and September 15<sup>th</sup>, the first payroll paid will be used for your Headcount (September 1<sup>st</sup>). For monthly pay cycles, the reporting period will be for August 1, 2000 through August 31, 2000.

The September 2000 Headcount must be submitted **no later than** September 22, 2000. We would ask that you notify us as soon as possible if you anticipate delays or difficulties in submitting it by that date. Under no circumstances, however, should you delay transmitting your normal RITS report because your Headcount Report is not ready to be submitted.

We would prefer that you fax your OPM Form 1523 and SF 2812-A to us. If you are one of the few remaining payroll offices that still report withholdings and contributions via the hard copy SF 2812, please fax a copy of your SF 2812 to us with your OPM Form 1523 and SF 2812A. Please use CLEAR originals to ensure that we receive legible copies. And our fax numbers for Headcount submission are 202-606-0701 and 202-606-0195.

If you have any questions concerning the preparation of your Headcount report, please call our Funds Management Branch at 202-606-0670 or email us at finance@opm.gov.

Robert A. Yuran, Chief Financial Policy Staff

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**Retirement and Insurance Service** 

## Attachments (2)

- 1. Report of Withholdings and Contributions for Health Benefits By Enrollment Code (SF 2812-A)
- 2. Supplemental Semiannual Headcount Report (OPM Form 1523)