

United States Office of Personnel Management

Enterprise Human Resources Integration

Guide to Human Resources Reporting

October 2026

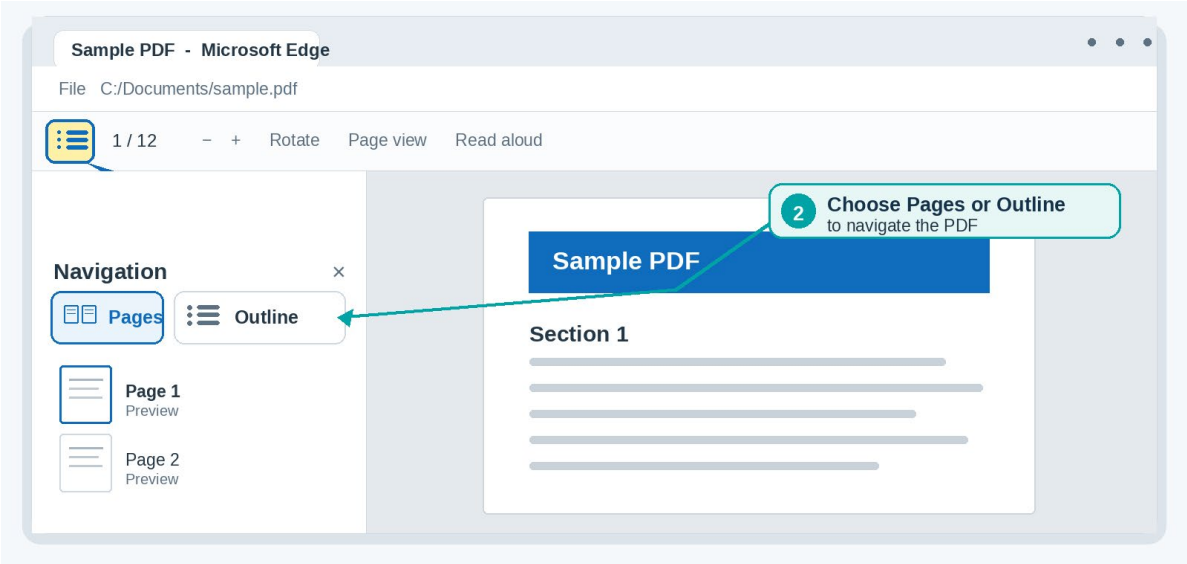


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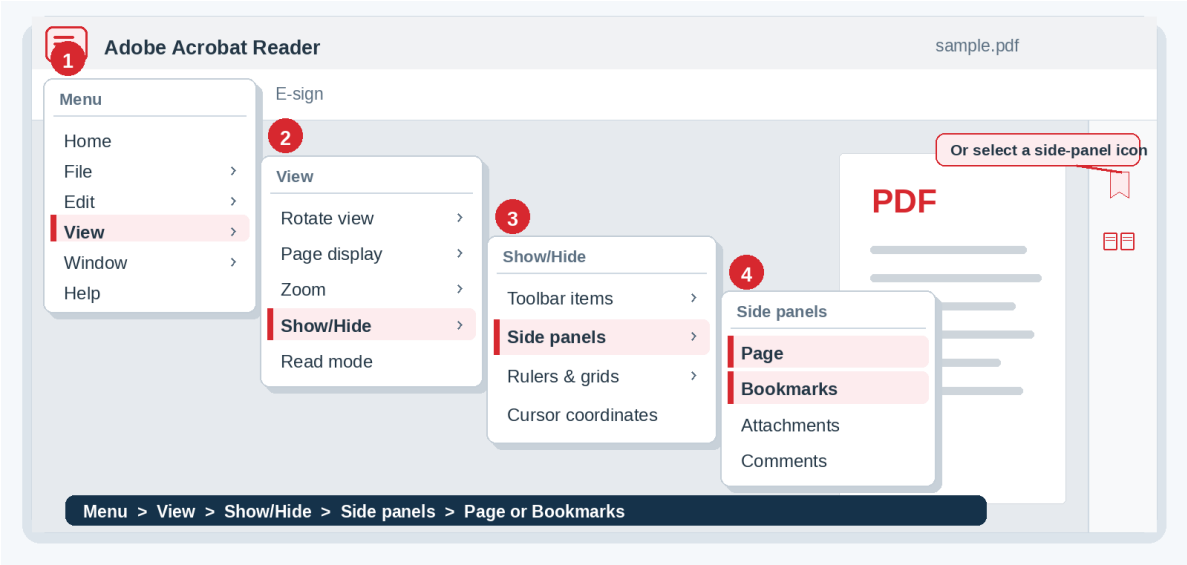


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1 General Information

1.1 General Information Revision Sheet

Date	General Information Revision Description
06/30/2004	Initial version released to OPM EHRI Program Office.
08/11/2006	Removed reference to specific date in section 1.3.
06/08/2007	Updated text based on additional interface specification (Military Service Deposit).
03/01/2012	• Updated text to remove references to Retirement System Modernization effort; changed references to appendices; removed reference to Military Service Deposit Interface • Added privacy section • Added EHRI contact information
07/31/2013	Updated to add Cybersecurity Category Specialty Area Element.
08/31/2019	• Updated contact information for EHRI Data Lead and Data Management Branch Chief • Added Disabled Veterans Leave data elements to Payroll Section • Added Weather and Safety Leave data element to Payroll Section • Added Position Sensitivity & Risk and Security Clearance Level data elements to the HR Status and Dynamic feed Sections • Modified descriptions to several fields to match the Guide to Data Standards • Updated Cybersecurity Data Type.
01/22/2021	• Updated footers to reflect version 4.4 release • Fixed broken link to OPM Privacy Act Notice • Updated Contact Information • Added the following new elements to the Payroll section: - Paid Parental Leave (Birth of Child) – Hours Used in Pay Period - Paid Parental Leave (Adoption Related Placements) – Hours Used in Pay Period - Paid Parental Leave (Foster Care Placements) – Hours Used in Pay Period
08/02/2023	• Added Program and Project Management Job Identifier data element to the HR Status and Dynamic sections
04/01/2022	• Added Bereavement Leave Hours Used in Pay Period data element to the Payroll section

Date	General Information Revision Description
03/07/2023	Added Remote/Telework Agreement Type data element to the HR Status section
10/01/2023	Added Remote Work Hours in Pay Period and Remote Work Instances Pay Period Number data elements to the Payroll section
02/12/2025	- Made the following changes to the Payroll section: - Modified the name and definition of Weather and Safety Leave – Hours Used in Pay Period data element to Weather and Safety Leave Hours Used– 5 USC 6329c - Added Paid Holiday Time Off, Administrative Leave Hours Used (General) – 5 USC 6329a, Administrative Leave Hours Used (Investigative Purposes) – 5 USC 6329a, Investigative Leave Hours Used – 5 USC 6329b, Notice Leave Hours Used – 5 USC 6329b, Other Paid Time in NonDuty Status, Incident Response Premium Pay data elements
03/23/2025	Added Incident Response Premium Pay to the Payroll section
10/15/2026	- Updated the format of the Revision table to be date based removing references to version number as the chapter will no longer use version numbers, only dates. - Updated Contact Information - Updated the intended audience to “federal agencies, data providers, and shared service providers

1.2 Purpose

Federal agencies, data providers, and shared service providers should rely on this guide to prepare and submit Human Resources (HR), Payroll and Training data files to the Office of Personnel Management (OPM) Enterprise Human Resources Integration (EHRI) data warehouse. EHRI data is used throughout the federal government to include the Congressional Research Service and industry partners such as media outlets, and educational institutions. Data quality and accuracy are important to enable OPM to make key decisions related to policy and agency personnel.

This guide provides information on the file structure for the data files and clear instructions for transferring those files to OPM. The Guide to Human Resources Reporting (GHRR) establishes error tolerances by which agencies and Data Providers shall adhere to in order to maintain data quality. Essentially, this guide is an Interface Control Document (ICD). It is the agency and provider's source for the HR (Status and Dynamics), Payroll, and Training data requirements and for determining how to correct data exceptions (i.e., errors) in those files.

The other purpose for this guide is to record how OPM responded to new policy demands for employee data. A "Revision Sheet," found at the beginning of each chapter, will record how OPM responded to a change in policy. It will be used to log revisions to a chapter, and it will have an "effective date" plus a "description" of the revision. Having a revision sheet is significant because it manages our institutional knowledge of data requirements over time.

1.3 Background

The OPM EHRI Program's Data Warehouse is the Government's premier source for integrated Federal workforce information. The system currently collects, integrates, and publishes data for 2.0 million Executive Branch employees on a bi-weekly basis, supporting agency and government-wide analytics. In addition, the system provides Federal workforce data to other Government systems and processes dependent upon the integrated data. The OPM Data Warehouse architecture provides a flexible, scalable, and secure environment for current and future Government requirements, and expansion is planned through the addition of new federal employee populations, new data elements, improved data integration and data quality processes, and by enabling new system interfaces that utilize industry best-practice architectures.

1.4 Contact Information

Office	Email
Human Resource Services (HRS)	EHRIhelp@opm.gov

1.5 Privacy

OPM carefully protects EHRI data to safeguard employees' privacy. EHRI is part of an OPM/Government-wide system of records (OPM/GOVT-1, General Personnel Records) under the Privacy Act of 1974, as amended. The Act requires that agencies publish Federal Register notices describing these systems of records, their uses, and the ways people can access the records. Refer to the [OPM Privacy Policy](#).

2 Technical Compliance

2.1 Technical Compliance Revision Sheet

Date	General Information Revision Description
03/01/2012	Initial version released to OPM EHRI Program Office
01/22/2021	Updated footers to reflect version 4.4 release
10/15/2026	Overview: adds a new paragraph requiring DPs and SSPs to adopt new ICD versions within 12 months of issuance (or by the date in an official OPM EHRI communication) and explaining why policy-driven ICD changes affect each employee's data 2.3 Step 1: OPM now "encourages" rather than "issues a requirement for" a technical compliance review. A new paragraph allows providers to request technical compliance files to validate other logic or system changes by contacting EHRIHelp@opm.gov. 2.3 Step 2: providers are "encouraged" (not "expected") to send representative test data; feedback is now automated, delivered by email response with summary results and analytics 2.3 Step 3: transfers responsibility for data correctness to the agencies and service providers Maintaining Technical Compliance: OPM no longer "reserves the right to revoke" a provider's compliance status; it "may request that providers undergo" the process again

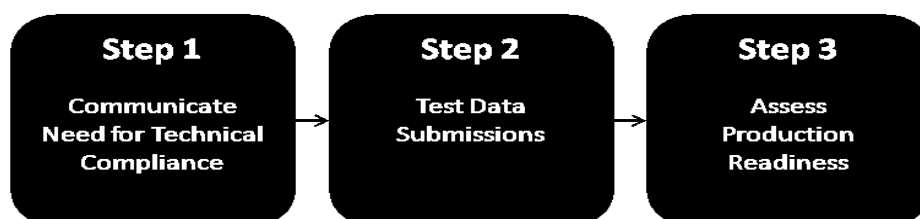
2.2 Overview

Technical compliance is a collaborative process between the data provider (DP) or shared service provider (SSP) and OPM to ensure that the human resources (HR), payroll, and training data submitted to OPM matches the specification detailed in the GHRR and is usable for OPM government-wide reporting purposes. The technical compliance process provides OPM with insight into the data available to DPs and SSPs and the way in which the data is stored across agency HR, Payroll and Training systems. DPs and SSPs are responsible for maintaining compliance to OPM ICD specifications. As needed, OPM may update the reporting requirements and system edits based on what is learned through technical compliance.

DPs and SSPs are required to adopt new ICD versions within 12 months of the issuance of a new ICD or by the specified date within the official OPM EHRI communication. Many ICD version updates are a result of a policy change which often requires the agency to make changes to each employee's data. OPM will consider the complexity of the new ICD when determining the date when the data must be submitted. DPs and SSPs are required to create the new data element in a timely manner so that the agency will have the necessary time to populate the data for each employee to meet the specified due date. DPs and SSPs must communicate with their agency or the agencies they service on a reoccurring basis to ensure the agency is aware of their responsibilities as it relates to the ICD requirements.

2.3 Technical Compliance Process

The technical compliance process consists of the three steps depicted below.



Step 1 – Communicate Need for Technical Compliance

Changes to the GHRR, including updates to the record specifications, or a notice of significant errors may prompt OPM to encourage a technical compliance review. Following the release of any update to the GHRR, OPM will communicate the associated technical compliance recommendations. OPM may request data providers to submit a schedule on when they plan to meet any applicable technical compliance milestones.

Additionally, providers may request to submit technical compliance files to validate any other logic or system changes to ensure the accuracy of submittals. In this instance, providers should contact the EHRI team at EHRIHelp@opm.gov to request support though technical compliance.

Step 2 – Test Data Submissions

During the Technical Compliance phase, data providers are encouraged to send OPM representative test data as they work their way through the technical compliance process. The Technical Compliance process happens in a separate schema within the EHRI Production instance, so live data is permissible. OPM will provide automated feedback to the data provider after each test data submission through an email response with summary results and analytics.

Note: During the Technical Compliance phase, data providers should continue sending production files to OPM using the last approved version of the files.

Step 3 – Assess Production Readiness

It is the responsibility of the provider to ensure the correctness and format of the data, and they are encouraged to use the technical compliance service to validate changes. If a provider requires assistance, OPM will provide specific feedback on what the provider needs to do to become compliant. Providers may reach out to EHRIHelp@opm.gov to schedule a Production Readiness Assessment, if desired, where detailed results will be provided.

2.4 Maintaining Technical Compliance

Once a data provider is technically compliant and is sending production data into the data warehouse, OPM continuously monitors the quality of the data submissions across the HR, payroll, and training feeds. As specified in the quality control sections of this guide, OPM provides data quality reports to each provider on a regular basis. OPM may request that providers undergo technical compliance process again should the quality of the submitted data at any time be deemed less than acceptable. OPM will work closely with the agency/SSC to understand the issue(s) and provide adequate time for resubmissions.

3 HR Data Feed

3.1 Revision Sheet

Date	HR Revision Description
06/30/2004	Initial version released to OPM EHRI Program Office.
06/30/2004	- Deleted “High School Diploma or GED Date” and “Institution Name” from status record. - Changed certain mandatory fields to optional, renamed fields to be consistent across the status and dynamics files, and added code values for “Military Character of Service Code”.
10/11/2004	- Updated Appendix D (old 2.0) to include OPM Connect: Direct point of contact information that was once included in this chapter. - Updated to provide more detail on the file transfer process. - Updated to correctly specify the DATE format to not include zero in the day range. - Modified to reflect the latest Record Specification. Please refer to Appendix C (old Appendix E) for the specification release notes detailing the difference in the file format for this release. - Added to explain the new Reporting Criteria column in the file format specification table. This column replaces the previous “Mandatory/Optional” column and includes the third criteria of “Critical.” - Updated Appendix A (old Appendix C) with the new valid values for all the human resources reference values that once appeared in this chapter. - Added Appendix C (old Appendix E) to detail all the changes to the file format specification. This revision sheet and Appendix C should be updated in tandem.
02/18/2005	- Updated with the new HR Status file format. - Updated with the new HR Dynamics file format. - Changed title of Section O to remove “Critical” from the title. - Updated to be more specific about what ASCII character set should be used to create the file. - Updated to explain and define the Policy Reporting Requirements and the Record Identifying Requirements. - Updated to rename the section headings differentiating between the record identifying fields and the non-record identifying fields.
07/27/2005	- Updated with the new HR Status file format. - Updated with the new HR Dynamics file format.
09/08/2005	- Made minor wording change in definition of Position Title element (ICD Seq #49) in the Status file. - Removed Name Family (ICD Seq #5) and Name Given (ICD Seq #6) from the required record identifier list in the Status file.

Date	HR Revision Description
10/20/2005	• Corrected references to “Appendix C” in the Codes column of the 2.8 Record Specifications. Appendix A has the correct code values. • Shortened “Record ID Requirement” column header on the dynamics record table to shorten the row header. • Renamed Special Salary Rate to Special Rate Supplement (Status ICD Seq #41). • Removed “annualized amount” from definitions for both Prior Basic Pay (Dynamics ICD Seq #68) and Basic Pay (Dynamics ICD Seq #87). This makes the fields consistent with the Status ICD Basic Pay field, which is not annualized. • Added Prior Special Rate Supplement and Special Rate Supplement fields (Dynamics ICD Seq #111, 112) to track these breakouts consistent with the status ICD. • Added Ethnicity fields to both records (Status ICD Seq #167 and Dynamics ICD Seq #113). This field becomes effective January 1, 2006. • Added note to section 2.7.1 regarding the handling of null numeric data. • Applied better paragraph formatting to several tables.
08/11/2006	• Minor updates to sections 2.3 and 2.5 to improve clarity. • Changed dynamics file naming convention, replacing the hardcoded “1” value with a “0” to conform with the status file naming convention. The “1” was a legacy convention from CPDF that no longer applies to EHRI. • Added a suffix to the file names for status and dynamics files to support versioning of the interface. This version of the Guide is 3.4 therefore the version suffix should be “_3.4”. • Removed the ASCII character set file format requirement in section 2.6.3 and replaced it with a description of the Connect:Direct functionality that will manage any necessary character set translation. • Added text in 2.6.3 regarding delimiters not being required before the first field in the record. • Added requirements for an email notification of file transmissions in section 2.6.4. • Described the proper treatment of negative values in section 2.7.1. • Added “Dup” to valid values for the Record Identifying Requirement described in section 2.7.2.2. • Changed column headers in section 2.8.1 from “Codes” to “Notes” as the column contains more than code values. • Changes to Status file in section 2.8.1: ○ Added “Dup” to the Record ID Requirements to all CPDF fields on the status interface. ○ Added notes to Birth Date (ICD Seq #2), Appointment Type Code (ICD Seq #34), Retention Allowance Amount (ICD Seq #47), Creditable Military Service Months/Days (ICD Seq #67,68), Frozen Service Months/Days (ICD Seq #113,114) ○ Updated note on US Citizenship Indicator (ICD Seq # 12) and removed “NA” from valid values. ○ Updated names and definitions of the pay related elements including Special Basic Pay Supplement (ICD Seq #41), Total Salary Rate (ICD Seq #42), Basic Pay Rate (ICD Seq #43), Adjusted Basic Pay Rate (ICD Seq #44), and Standard Basic Pay Supplement (ICD Seq #45).

Date	HR Revision Description
08/11/2006	• Minor definition and notes update to Ethnicity and Race Identification Code field (ICD Seq # 167). Changes to Dynamics file in section 2.8.2: ○ Added “Dup” indicators to six fields ○ Added notes to Birth Date (ICD Seq #2), Creditable Military Service Months/Days (ICD Seq #41, 42), Frozen Service Months/Days (ICD Seq #44, 45), Retention Allowance Amount (ICD Seq #91). ○ Removed “Y” from Record ID Requirement for Legal Authority Code 1 (ICD Seq #7). ○ Updated note on Retirement Previous Coverage Indicator (ICD Seq # 46) and removed “NA” from valid values. ○ Updated names and definitions of the pay related elements including Prior Total Salary Rate (ICD Seq #67), Prior Basic Pay Rate (ICD Seq #68), Prior Adjusted Basic Pay Rate (ICD Seq #69), and Prior Standard Basic Pay Supplement (ICD Seq #70), Prior Special Basic Pay Supplement (ICD Seq #111). ○ Corrected EHRI Ref # from 965 to 298 for Grade, Level, Class, Rank, or Pay Band Code (ICD Seq #83). ○ Updated names and definitions of the pay related elements including Total Salary Rate (ICD Seq #86), Basic Pay Rate (ICD Seq #87), Adjusted Basic Pay Rate (ICD Seq #88), and Standard Basic Pay Supplement (ICD Seq #89), Special Basic Pay Supplement (ICD Seq #112). • Individual edits in section 2.9.2 that check for numeric values now store zero vs. null. • Removed reference to specific version number of the CPDF Guide to Edits in section 2.10.
06/08/2007	• Corrected file naming convention to use an underscore (“_”) instead of a period (“.”) between the Version (V) number and Release (R) number on both Status (section 2.6.1) and Dynamics (section 2.6.2) files. • Added requirement for a ‘negative report’ email in section 2.6.4. • Changed the contents of 2.7.2 to describe the new interface requirements table layout which contains new record identifier, priority, and retirement columns. • Updated the data requirements in Sections 2.8.1 (Status) and 2.8.2 (Dynamics) based on the GHRR ICD Version 4.0 requirements approved on 6/5/2007: ○ Changed the table layout. ○ Changed priority ratings to 1-4 scale. ○ Added “Retirement” column and flags on dynamics file. ○ Updated notes and record identifier flags for several existing fields. ○ Added FEHB Election Effective Date (ICD Seq #168) and Appointment Not to Exceed Date (ICD Seq #169) to Status. ○ Added fields to Dynamics (ICD Seq #114-128) for the Retirement Systems Modernization program. • NOTE: Modified Dynamics ICD Seq #96 to now capture “Regular and Recurring Tour of Duty” vs. “Part Time Hours”. This was a change made after the release of the final ICD spreadsheet on June 7, 2007.

Date	HR Revision Description
03/01/2012	• Document layout changed from previous versions to accommodate the addition of sections from the Guide to CPDF Reporting Requirements. • Added Telework Eligibility Indicator (ICD Seq #170) to the HR-Status data feed. • Changed “definition” to “description” in record specification. • Modified name and descriptions of several fields to match the Guide to Data Standards. • Removed retirement and CPDF columns in record specification tables.
07/31/2013	• Added Cybersecurity Category Speciality Area Element (ICD Seq #171) to the HR- Status data feed. • Added Cybersecurity Category Speciality Area Element (ICD Seq #129) to the HR- Dynamics data feed.
08/31/2019	• Revised list of critical data elements in section 3.6.4. • Removed the Status and Dynamics Record Specification tables and placed them as separate PDF files under Chapter 3. Links to the PDF files are provided within the Chapter. The tables have also been placed with the Raw Datasets found on the Data, Analysis & Documentation webpage. • Made the following changes to the Status and Dynamics File Record Specification tables: ○ Added ICD Seq #172 Position Sensitivity & Risk to Status Section ○ Added ICD Seq #130 Position Sensitivity & Risk to Dynamics Section ○ Added ICD Seq #173 Security Clearance Level to Status Section ○ Added ICD Seq #131 Security Clearance Level to Dynamics Section ○ Modified Dynamics ICD Seq #171 Data Type Number from (2) to (9). • Modified Status ICD Seq #129 Data Type Number from (2) to (9). • Modified descriptions of several fields to match the Guide to Data Standards. • Corrected action required for Award Dollars when Nature of Action Code is 818 and 819 in section 3.6.5.1. • Corrected action required for Award Percent when Nature of Action is 815-816; 825- 827; 840-849; 878- 879; 885-887-889 in section 3.6.5.1. • Changed footnote for Award Hours in section 3.6.5.1. • Modified and renumbered footnotes in section 3.6.5.1.
01/22/2021	• Updated footers to reflect version 4.4 release. • Removed reference to broken listserv. • Added ICD Seq #174 Program and Project Management Job Identifier to the Status File Record Specification table. • Added ICD Seq #132 Program and Project Management Job Identifier to the Dynamics File Record Specification table.
03/07/2023	Added ICD Seq #175 Remote/Telework Agreement Type to the Status File Record Specification table.

Date	HR Revision Description
10/15/2026	• Removed reference to electronic mailing list in Section 3.2. • Corrected 3.6.2 File Naming Convention table. The Note within the V_R was corrected to Status Data File Specification corrected from Dynamics Data file Specification. Modified the content of 3.6.3 to clarify the end of the reporting period. • Status submission: General Requirements rewritten and a statement added that Status files should include the last pay period of each month; Transmission Frequency now defines the period end (last day of the calendar month); Quality Control adds a list of critical elements (Name, Service Computation Date (Leave), Social Security Number) and renames “edits” to “validates/Data Validation Checks”; Record Corrections rewritten around DP/SSP responsibility and resubmission; the Dynamics/Status mix-up in the File Naming table (V_R note) corrected. • New requirement added to paragraph 3.5.1 that “Employees that are detailed outside of their agency should only be reported within the Status file of the agency by which their permanent Position is held” • Data Element Coverage: edits to FERS coverage, Current Appointment Authority, Rating of Record, Education Level, Award Hours (now with additional guidance) and a new LAC2 note referencing GPPA Chapter 1; an added note that percentage calculations may be done in the HR system but whole-dollar amounts must be submitted; online URL references replaced by “Federal Workforce Data”. • Dynamics submission: adds that a 900-999 action record remains in the employing HR system (and may produce an SF-50 in the eOPF); Transmission Frequency adds reminder emails after the due date; Quality Control rewritten (reject → request resubmission, errors at or above tolerance; accountability for data accuracy moves to DPs and SSPs). • Dynamics Data Element Requirements by Nature of Action: four split tables consolidated into one 71-row table; punctuation of NOA ranges cleaned up (e.g., “878--879 / 885-887,889” → “878-879, 885-887, 889”). Cancellation and Correction Actions now direct readers to GPPA Chapter 32; three Correction sub-headings were converted to body text. • Quality Control Reports: “Control Summary Report” → “Data Quality Summary Reports” (adds automatic delivery to SSP POCs); “Error Records Reports” and “Formatted Error Records Report” (text/PDF files containing PII) removed and replaced with “Power BI Detail Error Reports”; several paragraphs on OPM review/accuracy surveys removed. • Removed guidance to submit files with known errors as and approved approach. • “Edit Rules” → “Data Validation Rules”: the data-type edit tables and the Relational Edits section (and its table) were removed; a new Record Identifying Fields table lists field-specific validation (Agency Subelement, SSN, Nature of Action, Effective Date of Personnel Action, Date of Birth); a Non-Record Identifying Fields section now points to the online EHRI Data Validation Checks. • Overall Record Specification: the “Valid Values” column was populated (e.g., “EHRI Team assigns.”, references to the Data Standards Guide); Record Identifier and Priority definitions were consolidated into single rows; Data Element Format Types wording standardized (e.g., “4 character” → “4-digit numeric”). • Record Specification sections: PDF-download instructions rewritten (“Visit the OPM website to...”) and references to Raw Datasets removed. • Data Element Format Types (section 3.10.2): data types updated from VARCHAR(n), NUMBER(n) and DECIMAL(n, m) to Text_V, Text_F, Number_V, Number_F and Decimal.

3.2 Overview of HR Data Feeds

The goal for the EHRI HR Data Feeds is to securely acquire HR data for Federal civilian employees covered by the GHRR. To accomplish this, DPs and SSPs will submit two types

of HR files to EHRI:

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

HR data submissions from Data Providers (DPs) or Shared Service Providers (SSPs) to EHRI represent agencies' official workforce statistics. Agencies may process and submit their agency HR data through their own HR systems to EHRI or arrange for their HR data to be submitted by another Federal agency or industry partnering with the federal government. **Regardless of the processing arrangement, each agency is responsible for collecting the HR data, editing it for validity, accuracy, and completeness, and furnishing the data to EHRI.** Any agency that submits data to EHRI for its own agency is known as a Data Provider (DP). An agency that submits data to EHRI for its own agency and at least one other agency is known as a Shared Service Provider (SSP). Each DP and SSP is responsible for the timely reporting of HR Data for the agencies they service. DPs and SSPs should ensure that all HR data elements for the agencies for which it submits are present and complete. When a DP or SSP makes major system changes, it is responsible for ensuring that data accuracy and completeness are maintained.

3.3 Employee Coverage

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

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

EHRI also does not include: (1) non-U. S. citizens in foreign countries, (2) non-appropriated fund personnel, (3) commissioned officers in the Department of Commerce, Department of Health and Human Services, Department of Homeland Security, and the Environmental Protection Agency, (4) employees of the Judicial

Branch, and (5) as of March 2006, foreign service personnel in the Department of State, except for a separate file of selected data elements reported for actuarial purposes. Legislative Branch coverage is limited to the Government Printing Office, the U.S. Tax Court, and several small commissions.

3.4 General HR File Content Rules

DPs and SSPs are responsible for creating Status and Dynamics HR files that comply with the following rules:

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

3.5 Status Data Submission Requirements

3.5.1 General Requirements

Status data submissions consist of a record of each employee's personnel data as of the ending date of a calendar month. All active employees (whether in a pay or non-pay status) on the agency rolls as of the end of the month are submitted in the Status file. Data for employees on detail should reflect their position of record (i.e., the position to which they are permanently assigned). **Employees that are detailed outside of their agency should only be reported within the Status file of the agency by which their permanent Position is held.** When an employee has more than one appointment in the same agency, DPs and SSPs must submit more than one record using the same social security number.

3.5.2 File Naming Convention

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

SYYYMMDD0AAAAAN_V_R

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

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

3.5.3 Transmission Frequency

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

3.5.4 Quality Control

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

- Status files should include the last pay period of each month.
- The number of records submitted is reasonable in comparison with the previous month’s submission. Overall, OPM will consider a variance within plus or minus 5 percent as reasonable; and
- Errors on data elements are within tolerances. EHRI validates submissions for compliance with data standards, [EHRI Data Validation Checks](#) and internal consistency. Data that fail the validation checks are errors. Error rates are

computed by file, and by agency/subagencies.

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

- Agency
- Agency/Subelement
- Adjusted Basic Pay
- Basic Pay
- Current Appointment Authority
- Date of Birth
- Disability
- Duty Station
- Ethnicity and Race Identification
- Gender
- Grade, Level, Class, Rank, or Pay Band
- Health Plan
- Name (Family, Given, Middle, Suffix)
- Occupational Series
- Pay Basis
- Pay Plan
- Pay Status
- Position Occupied
- Service Computation Date (Leave)
- Service Computation Date (Retirement)
- Special Pay Table Identifier
- Social Security Number
- Standard Basic Pay Supplement
- Supervisory Status
- Tenure
- Type of Appointment
- Veterans Preference
- Work Schedule

If OPM cannot accept a status submission, the DP or SSP representative responsible for EHRI submissions will be notified. Resubmissions should be submitted as soon as possible after notification. DPs and SSPs must adhere to the published [EHRI Data](#)

[Validation Checks](#) on the OPM Federal Workforce Data page to maintain data quality and compliance to the Data Standards. Where applicable, DPs and SSPs must modify the HR System to include all validation checks listed and data elements and values within [EHRI Data Standards](#) to maintain and improve data quality.

3.5.5 Record Corrections

DPs and SSPs should test their files and correct errors before submitting to EHRI. While reviewing the errors prior to submitting the file to assist with avoiding a resubmission, some errors may be at the DP or SSP level such as a name convention or missing agencies while some errors may be data specific. Depending on the error, the DP or SSP may need to contact the agency to correct the errors before the DP or SSP will submit the file to EHRI. The file may be late based on the reporting requirements within the GHRR however, inform OPM when the DP or SSP expects the data to be corrected and the file to be submitted. DPs and SSPs should not submit specific corrections for individual status data errors. Errors should be corrected at the agency level and once the corrections are completed within the HR system, the DP or SSP will include the corrections within the next scheduled Status file.

If a resubmission is required, based on the complexity of the errors, OPM and DP/SSPs will work together to create a resubmission schedule. The DP or SSP will be responsible for contacting the agency Human Resources (HR) Office to inform them of the errors that require correction. The DP or SSP will provide the error report to the agency if the error report is not accessible to the agency HR Office. The DP or SSP will provide a reasonable date for corrections to be completed by the agency. OPM may continue to release EHRI data on its published schedule and will add notes about files that are missing or have excessive errors, which may include projected correction dates.

Where system enhancements are required to improve data quality, DPs and SSPs must provide OPM a plan of action of when system modifications will be completed to mitigate future errors. DPs and SSPs are not authorized to modify the data within the file without the approval of the agency HR officials. Errors must be corrected at the root level of the error which is the HR system at the employing agency.

3.5.6 Data Element Coverage

The definitions and code sets for the majority of the data elements contained in the status file specification are available in the Guide to Data Standards, which is available on [Federal Workforce Data](#). Additional instructions are provided for the following data elements:

- **Creditable Military Service (Years, Months, Days)** must be reported on all employees (other than reemployed annuitants) on whom an accession or

conversion personnel action with an effective date of October 1, 1986 (old CPDF redesign date) or later has been processed. Use zero when the reporting requirement applies but the employee has no creditable military service. Leave null when the reporting requirement does **NOT** apply.

- **Current Appointment Authority:**

- Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees.
- Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ." In the Guide to Processing Personnel Actions (GPPA), [Chapter 1 Section 4.b.iii](#) – agencies have the authority to create a LAC2 but must coordinate with their DP or SSP **prior** to using the LAC2. DPs and SSPs should not allow the HR system to create and process unauthorized LAC2 values unless approved by OPM. Only LAC2s that should be allowed are those that are listed in the [EHRI Data Standards](#). DPs and SSPs that allow LAC2s to be processed without OPM approval will result in errors.
- On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.

- **Duty Station** is reported for all employees.

- **Education Level** must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees.

- **Ethnicity and Race Identification** is applicable to accessions occurring on or after January 1, 2006, and is required for accessions occurring on or after July 1, 2006. For accessions occurring prior to July 1, 2006, the Race or National Origin data standard may continue to be used. Ethnicity and Race Identification consists of one ethnicity category (Hispanic or Latino) and five race categories. All applicable categories may be selected, and at least one category must be selected. The code consists of six positions, one for each of the six categories:

- **Hispanic or Latino** is reported in the first code position, where a numeric code of 1 indicates Hispanic or Latino and a numeric code of 0 indicates not Hispanic or Latino.

- **American Indian or Alaska Native** is reported in the second code position, where a numeric code of 1 indicates American Indian or Alaska Native and a numeric code of 0 indicates not American Indian or Alaska Native.
- **Asian** is reported in the third code position, where a numeric code of 1 indicates Asian and a numeric code of 0 indicates not Asian.
- **Black or African American** is reported in the fourth code position, where a numeric code of 1 indicates Black or African American and a numeric code of 0 indicates not Black or African American.
- **Native Hawaiian or Other Pacific Islander** is reported in the fifth code position, where a numeric code of 1 indicates Native Hawaiian or Other Pacific Islander and a numeric code of 0 indicates not Native Hawaiian or Other Pacific Islander.
- **White** is reported in the sixth code position, where a numeric code of 1 indicates White and a numeric code of 0 indicates not White.
- **Federal Employees' Retirement System (FERS) Coverage** must be reported **ONLY** for those employees who are covered by the retirement plan codes K, L, M, or N. For all other employees, FERS coverage should be left blank.
- **Frozen Service (Years, Months)** must be reported if: (1) the employee's retirement plan code is K, L, M, or N; or (2) the employee's retirement plan code is C or E **AND** the employee has had an accession or conversion action effective July 1, 1987, or later. If the employee falls within either of these categories and has no frozen service, enter zeros in the frozen service field. If the employee does not fall into either category, leave the frozen service field blank.
- **Health Plan** must be reported for all employees on submissions for the months of March and September. It need not, but may be, included on other submissions. If submitted, the data will be processed through the normal EHRI Validation Checks.
- **Instructional Program and Year Degree or Certificate Attained** must be reported for all employees whose reported education level is:
 - Bachelor's degree or higher; OR
 - Associate's degree if the employee was hired on or after October 1, 1993;
OR
 - Completed terminal occupational program if the employee was hired on or after October 1, 1993.
- **Standard Basic Pay Supplement** is the adjusted basic pay minus basic pay. It is

always represented as an annual dollar amount. If the employee's duty station or pay system is excluded from standard basic pay supplement, report standard basic pay supplement as blank. If the difference between adjusted basic pay and basic pay is zero, report standard basic pay supplement as zero.

- **Pay Status/Uniformed Service Employment and Reemployment Rights Act (USERRA) Status** must be reported for all employees. Employees on an intermittent work schedule are always reported in pay status.
- **Race or National Origin** is only applicable to an employee whose accession occurs prior to July 1, 2006. See the Ethnicity and Race Identification data standard for an employee whose accession occurs on or after January 1, 2006.
- **Rating of Record:**
 - **Rating of Record (Level).** Report the summary level for the employee's last rating of record unless the employee:
 - Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X."
 - Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).
 - **Rating of Record (Pattern).** Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code "Z".
 - **Rating of Record (Period).** Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
- **Retained Pay Plan, Retained Grade, and Retained Step** must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.

- **Supervisory Differential** must be reported for all employees receiving the allowance or differential. For all other employees, leave these data elements blank.
- **Special Pay Table Identifier** must be reported for all GS and GM special rate employees. For all other employees, leave this data element blank. Agencies may create a new Special Pay Table Identifier but must coordinate with the DP or SSP to make available within the HR system **prior** to using the Special Pay Table Identifier. DPs and SSPs should not allow the HR system to create and process unauthorized Special Pay Table Identifiers unless approved by OPM. Only Special Pay Table Identifiers that should be allowed are those that are listed in the Data Standards Guide. DPs and SSPs that allow Special Pay Table Identifiers to be processed without OPM approval will result in errors.

3.6 Dynamics Data Submission Requirements

3.6.1 General Requirements

Dynamics data submissions consist of records of personnel actions that have been processed for the employees during a bi-weekly reporting period. All personnel actions should be submitted, except for action codes 900-999, which are reserved for internal use by agencies. A record of the 900-999 personnel action will remain within the employing HR system and may result in a SF-50 (Notification of Personnel Action) filed in the employee's electronic Official Personnel Folder (eOPF).

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

3.6.2 File Naming Convention

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

DYYYYMMDD0AAAAAN_V_R

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

Name Segment	Description
D	Constant value of "D" indicating a Dynamics file.
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
0	0 is a numeric zero, unless your submission contains only part of an agency's records. If that is the case, OPM will tell you what number to use.
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.

V_R	Version (V) and Release (R) numbers for the file specification. This will allow the data warehouse load program to identify the correct file layout during transmission and load of the file. NOTE: Please refer to the Version and Release number in file Dynamics Record Specification section of this document.
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3.6.3 Transmission Frequency

Dynamics files are transmitted on a bi-weekly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period (last day of the pay period). If the data is not delivered by the expected date of transmission, the DP or SSP point of contact will be notified. Users will be sent reminder emails once the due date has lapsed. Escalation emails will be sent as the release due date approaches. DP and SSPs are responsible for scheduling data transmissions to EHRI.

3.6.4 Quality Control

Agencies are ultimately responsible for assuring that the data within the HR system is accurate and presents a complete statistical profile of their workforce. Each agency is responsible for the quality of its data that is submitted to EHRI. This data is used for statistical purposes to populate the [Federal Workforce Data](#) site and used by the Office of Management and Budget, and Congress for decision making.

For this purpose, DPs and SSPs are responsible for ensuring the HR system complies with all requirements within this guide, the [EHRI Data Standards](#), and the [Guide to Processing Personnel Actions\(GPPA\)](#). DPs and SSPs must conduct quality control tests of the data they provide to EHRI from their internal personnel data systems prior to transmitting files. To help agencies, the [EHRI Data Validation Checks](#) are shared on the [Federal Workforce Data](#) site. EHRI uses these checks used to check the validity of individual data elements and the proper relationship of values among associated data elements. DPs and SSPs must incorporate the EHRI Data Validation Checks into their internal personnel data systems at a location in the system that will maximize the effectiveness of their quality control efforts. These validation checks constitute the minimum level of quality control. DPs and SSPs are encouraged to supplement the published checks based on the specifics of their internal programs and operations. Record level error information is provided within the Data Quality Power BI tool.

The Office of Personnel Management may request a resubmission of a dynamics data submission if, in its judgment, the file reflects significant errors at or above the error tolerance. Examples of such errors are the total absence of certain categories of actions (such as accessions or separations) or the total absence of a required data element. If a file resubmission is requested, the Office of Personnel Management will notify the DP or

SSP point of contact. Resubmission should be submitted as soon as possible after notifications. DPs and SSPs must adhere to the published [EHRI Data Standards](#) to maintain data quality. Where applicable, DPs and SSPs must modify their HR System to include all [EHRI Data Validation Checks](#) available on the Federal Workforce Data site.

If EHRI rejects an action, the agency should first determine if the action is the type that should be submitted to EHRI. For example, nature of action codes 900-999 are reserved for agency internal use and are not to be submitted to EHRI; EHRI will reject them. If a rejected action is of the type that agencies should not submit to EHRI, the agency should take measures to ensure their exclusion from future EHRI submissions. If the agency determines that the action is of a type that should be submitted to EHRI, the agency should make the correction and include the corrected action in their next scheduled dynamics file submission. To avoid the need for resubmission, some errors may be at the DP or SSP level such as a file name convention or missing agencies while some errors may be data specific at the agency level. Depending on the error, the DP or SSP may need to contact the agency to correct the errors before submitting to EHRI. The file may be late based on the reporting requirements within the GHRR however, inform OPM when the DP or SSP expects the data to be corrected and when to expect the file to be submitted.

3.6.5 Data Element Coverage

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

The definitions and code sets for the majority of the data elements contained in the dynamics file specification are available in the [EHRI Data Standards](#). Additional instructions are provided for the following data elements:

- **Award Amount:**
 - Award Dollars must be reported in whole dollars. Percentage calculations can be performed within the HR system but a whole dollar amount must be submitted with the Dynamics File. If an award amount is under-reported, do not submit a second action with the increment. Submit a correction with the total corrected award amount.
 - Award Hours must report award hours only if nature of action is time-off award. Some DPs and SSPs for budgetary purposes calculate time-off awards into dollars, however a dollar amount is not allowed for time-off awards and will result in an error if submitted.

- Award Percent must report award percent only if nature of action is administratively uncontrollable overtime (AUO).
- **Creditable Military Service (Years, Months, Days)** must be reported on all employees (other than reemployed annuitants) on whom an accession or conversion personnel action with an effective date of October 1, 1986 (old CPDF redesign date) or later has been processed. Use zero when the reporting requirement applies but the employee has no creditable military service. Leave null when the reporting requirement does **NOT** apply.
- **Current Appointment Authority:**
 - Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees.
 - Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ." In the Guide to Processing Personnel Actions (GPPA), [Chapter 1 Section 4.b.iii](#) – agencies have the authority to create a LAC2 but must coordinate with the DP or SSP prior to using the LAC2. DPs and SSPs should not allow the HR system to process unauthorized LAC2 values unless approved by OPM.
 - On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.
- **Duty Station** is reported for all employees.
- **Education Level** must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees.
- **Ethnicity and Race Identification** is applicable to accessions occurring on or after January 1, 2006, and is required for accessions occurring on or after July 1, 2006. For accessions occurring prior to July 1, 2006, the Race or National Origin data standard may continue to be used. Ethnicity and Race Identification consists of one ethnicity

category (Hispanic or Latino) and five race categories. All applicable categories may be selected, and at least one category must be selected. The code consists of six positions, one for each of the six categories:

- **Hispanic or Latino** is reported in the first code position, where a numeric code of 1 indicates Hispanic or Latino and a numeric code of 0 indicates not Hispanic or Latino.
- **American Indian or Alaska Native** is reported in the second code position, where a numeric code of 1 indicates American Indian or Alaska Native and a numeric code of 0 indicates not American Indian or Alaska Native.
- **Asian** is reported in the third code position, where a numeric code of 1 indicates Asian and a numeric code of 0 indicates not Asian.
- **Black or African American** is reported in the fourth code position, where a numeric code of 1 indicates Black or African American and a numeric code of 0 indicates not Black or African American.
- **Native Hawaiian or Other Pacific Islander** is reported in the fifth code position, where a numeric code of 1 indicates Native Hawaiian or Other Pacific Islander and a numeric code of 0 indicates not Native Hawaiian or Other Pacific Islander.
- **White** is reported in the sixth code position, where a numeric code of 1 indicates White and a numeric code of 0 indicates not White.
- **Frozen Service (Years, Months)** must be reported if: (1) the employee's retirement plan code is K, L, M, or N; or (2) the employee's retirement plan code is C or E AND the employee has had an accession or conversion action effective July 1, 1987, or later. If the employee falls within either of these categories and has no frozen service, enter zeros in the frozen service field. If the employee does not fall into either category, leave the frozen service field blank.
- **Instructional Program and Year Degree or Certificate Attained** must be reported for all employees whose reported education level is:
 - Bachelor's degree or higher; OR
 - Associate's degree if the employee was hired on or after October 1, 1993; OR
 - Completed terminal occupational program if the employee was hired on or after October 1, 1993.
- **Nature of Action:**
 - NOA(1) must be reported on all records.
 - NOA(2) should be blank, unless NOA(1) is 001 (cancellation) or 002 (correction).

- **Race or National Origin** is only applicable to an employee whose accession occurs prior to July 1, 2006. See the Ethnicity and Race Identification data standard for an employee whose accession occurs on or after January 1, 2006.
- **Rating of Record:**
 - **Rating of Record (Level).** Report the summary level for the employee's last rating of record unless the employee:
 - Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X."
 - Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).
 - **Rating of Record (Pattern).** Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code "Z".
 - **Rating of Record (Period).** Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
- **Retained Pay Plan, Retained Grade, and Retained Step** must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
- **Supervisory Differential** must be reported for all employees receiving the allowance or differential. For all other employees, leave these data elements blank.

3.6.5.1 Dynamics Data Element Requirements by Nature of Action

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

Required Data Element	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815- 819, 825-827, 840-849, 878- 879, 885-887,889	817	818- 819	815-816, 825- 827, 840-849, 878-879, 885- 887, 889	001	002
Agency/Subelement	X	X	X	X	X	X	X	X	X
Award Dollars					X		X		X
Award Hours							X ¹⁶		X
Award Percent						X			X
Basic Pay	X		X	X		X	X		X
Creditable Military Service Years	X ¹		X	X ²					X
Creditable Military Service Months	X ¹		X	X ²					X
Current Appointment Authority (1)	X	X	X	X		X	X		X
Current Appointment Authority (2)	X ³	X ³	X ³	X ³		X ³	X ³		X ³
Date of Birth	X	X	X	X	X	X	X	X	X
Duty Station	X	X	X	X		X	X		X
Education Level	X ⁴	X ⁴	X ⁴	X ⁴		X ⁴	X ⁴		X ⁴
Effective Date of Personnel Action	X	X	X	X	X	X	X	X	X
Effective Date of Personnel Action Being Corrected									X ⁵
Ethnicity and Race Identification	X ¹⁵	X	X	X		X	X		X
Frozen Service Years	X ⁶		X ⁶	X ²					X
Frozen Service Months	X ⁶		X ⁶	X ²					X
Grade, Level, Class, Rank, or Pay Band	X		X	X		X	X		X
Disability	X	X	X	X		X	X		X

Required Data Element	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-819, 825-827, 840-849, 878-879, 885-887, 889	817	818-819	815-816, 825-827, 840-849, 878-879, 885-887, 889	001	002
Instructional Program	X ⁷	X ⁷	X ⁷	X ⁷		X ⁷	X ⁷		X ⁷
Legal Authority (1)	X	X ⁸	X	X		X	X ⁸	X	X
Legal Authority (2)	X ³	X ³	X ³	X ³		X ³	X ³		X
Standard Basic Pay Supplement	X ⁹		X ⁹	X ⁹		X ⁹	X ⁹		X ⁹
Name Family	X	X	X	X		X	X		X
Name Given	X	X	X	X		X	X		X
Name Middle	X	X	X	X		X	X		X
Name Suffix	X	X	X	X		X	X		X
Nature of Action (1)	X	X	X	X	X	X	X	X	X
Nature of Action (2)								X	X
Nature of Action Being Corrected									X ¹⁰
Occupation	X		X	X	X	X	X		X
Organizational Component	X	X	X	X		X	X		X
Pay Basis	X		X	X		X	X		X
Pay Plan	X		X	X		X	X		X
Pay Rate Determinant	X		X	X		X	X		X
Personnel Office Identifier	X	X	X	X		X	X		X
Position Occupied	X	X	X	X		X	X		X
Position Title	X		X	X	X	X	X		X

Required Data Element	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-819, 825-827, 840-849, 878-879, 885-887,889	817	818-819	815-816, 825-827, 840-849, 878-879, 885-887, 889	001	002
Retirement Previous Coverage Indicator	X ¹		X	X ²					X
Prior Basic Pay		X	X	X		X			X
Prior Duty Station		X	X	X		X			X
Prior Grade, Level, Class, Rank, or Pay Band		X	X	X		X			X
Prior Standard Basic Pay Supplement		X ⁹	X ⁹	X ⁹		X ⁹			X ⁹
Prior Occupation		X	X	X		X			X
Prior Pay Basis		X	X	X		X			X
Prior Pay Plan		X	X	X		X			X
Prior Pay Rate Determinant		X	X	X		X			X
Prior Step or Rate		X	X	X		X			X
Prior Work Schedule		X	X	X		X			X
Race or National Origin	X ¹⁵	X	X	X		X	X		X
Rating of Record (Level)	X	X	X	X		X	X		X
Rating of Record (Pattern)	X ¹¹	X ¹¹	X ¹¹	X ¹¹		X ¹¹	X ¹¹		X ¹¹
Rating of Record Start Date	X ¹²	X ¹²	X ¹²	X ¹²		X ¹²	X ¹²		X ¹²
Rating of Record End Date	X ¹²	X ¹²	X ¹²	X ¹²		X ¹²	X ¹²		X ¹²
Retirement Plan	X	X	X	X		X	X		X
Service Computation Date (Leave)	X	X	X	X		X	X		X
Service Computation Date (Reduction in	X	X	X	X		X	X		X

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

Notes:

1. May be blank if nature of action is 2xx.
2. Required if nature of action is 803 and retirement plan is K, L, M, or N.
3. May be blank if there is only one authority.
4. May be blank if tenure is 0 or 3 and pay plan is other than ES.
5. Required if effective date of personnel action on the original action is being corrected.
6. Should be blank if retirement plan is other than C, E, K, L, M, or N.
7. Required if education level is:
 - a. 13 or higher, OR
 - b. 06 or 10 and the employee was hired on or after 10/1/1993.

8. Should be blank if nature of action is 350, 355, 817, 840-849, 886, 887, or 889.
9. Required if employee is eligible for the supplement.
10. Required if nature of action on the original action is being corrected
11. May be blank if rating of record (level) is other than 1-5.
12. May be blank if rating of record (level) is other than 1-5, but must be blank if rating of record (level) is X.
13. Required if employee receives the allowance or differential.
14. Required if social security number on original action is being corrected.
15. Ethnicity and Race Identification must be used for accessions occurring on or after July 1, 2006. Race or National Origin should only be used for accessions prior to July 1, 2006.
16. If nature of action is 846 (individual time off award) or 847 (group time off award), the Award Hours data element should be reported, rather than Award Dollars or Award Percent data element.

3.6.6 Cancellation Actions

For complete guidance for cancelling personnel actions refer to the [GPPA Chapter 32](#). Place 001 in the NOA(1) field. Place the NOA that is in the record being cancelled in the NOA(2) field. Also, include the agency, social security number, date of birth, and the effective date that are in the record being cancelled. For example, you originally submitted a record with 702 in the NOA(1) field. You now want to cancel the action. You should submit a record with 001 in the NOA(1) field and 702 in the NOA(2) field, along with the agency, social security number, date of birth, and effective date that are in the record being cancelled.

3.6.7 Correction Actions

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

For complete guidance for correcting personnel actions refer to the [GPPA Chapter 32](#). Place 002 in the NOA(1) field. Place the originally submitted NOA in the NOA(2) field. Place the corrected data in the applicable field. Complete the remainder of the record per the instructions in section 3.6.5.1 as they apply to the NOA in the NOA(2) field. Leave the "nature of action being corrected" field blank.

For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the service computation date (SCD) from 199810 to 199812. You should submit a record with 002 in the NOA(1) field, 702 in the NOA(2) field, and 199812 in the SCD field. Complete the remainder of the record per the instructions in section 3.6.5.1 as they apply to NOA 702. Leave the "nature of action being corrected"

field blank.

- **Correction of Nature of Action**

Place 002 in the NOA(1) field. Place the correct NOA in the NOA(2) field. Place the incorrect NOA in the "nature of action being corrected" field. Complete the remainder of the record per the instructions in section 3.6.5.1 as they apply to the NOA in the NOA(2) field.

For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the NOA to 703. You should submit a record with 002 in the NOA(1) field, 703 in the NOA(2) field, and 702 in the "nature of action being corrected" field. Complete the remainder of the record per the instructions in section 3.6.5.1 as they apply to NOA 703.

- **Correction of Social Security Number**

Place 002 in the NOA(1) field. Place the originally submitted NOA in the NOA(2) field. Place the correct SSN in the SSN field. Place the incorrect SSN in the "social security number being corrected" field. Complete the remainder of the record per the instructions in section 3.6.5.1 as they apply to the NOA in the NOA(2) field.

For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the SSN from 333333333 to 777777777. You should submit a record with 002 in the NOA(1) field, 702 in the NOA(2) field, the correct SSN of 777777777 in the SSN field, and the incorrect SSN of 333333333 in the "social security number being corrected" field. Complete the remainder of the record per the instructions in section 3.6.5.1 as they apply to NOA 702.

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

Place 002 in the NOA(1) field. Place the originally submitted NOA in the NOA(2) field. Place the correct effective date in the "effective date of personnel action" field. Place the incorrect effective date in the "effective date of personnel action being corrected" field. Complete the remainder of the record per the instructions in section 3.6.5.1 as they apply to the NOA in the NOA(2) field.

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

Complete the remainder of the record per the instructions in section 3.6.5.1 as

they apply to NOA 702.

3.7 Quality Control

Agencies are ultimately responsible for assuring that the data within the HR system is accurate and presents a complete statistical profile of their workforce. Each agency is responsible for the quality of its data that is submitted to EHRI. This data is used for statistical purposes to populate the [Federal Workforce Data](#) site and used by the Office of Management and Budget, and Congress for decision making.

For this purpose, DPs and SSPs are responsible for ensuring the HR system complies with all requirements within this guide, the [EHRI Data Standards](#), and the [Guide to Processing Personnel Actions\(GPPA\)](#). DPs and SSPs must conduct quality control tests of the data they provide to EHRI from their internal personnel data systems prior to transmitting files. To help agencies, the [EHRI Data Validation Checks](#) are shared on the [Federal Workforce Data](#) site. EHRI uses these checks used to test the validity of individual data elements and the proper relationship of values among associated data elements. DPs and SSPs must incorporate the EHRI Data Validation Checks into their internal personnel data systems at a location in the system that will maximize the effectiveness of their quality control efforts. These validation checks constitute the minimum level of quality control. DPs and SSPs are encouraged to supplement the published checks based on the specifics of their internal programs and operations.

The Office of Personnel Management may request a dynamics file resubmission if, in its judgment, the file reflects significant errors at or above the error tolerance. Examples of such errors are the total absence of certain categories of actions (such as accessions or separations) or the total absence of a required data element. If a resubmission is requested, the Office of Personnel Management will notify the DP or SSP point of contact. Resubmission should be completed as soon as possible after notification. DPs and SSPs must adhere to the published [EHRI Data Standards](#) to maintain data quality. Where applicable, DPs and SSPs must modify their HR System to include all [EHRI Data Validation Checks](#) available on the Federal Workforce Data site.

If EHRI rejects an action, the agency should first determine if the action is of a type that should be submitted to EHRI. For example, nature of action codes 900-999 are reserved for agencies' internal use and are not to be submitted to EHRI; EHRI will reject them. If a rejected action is of a type that agencies should not submit to EHRI, the agency should take measures to assure their exclusion from future EHRI submissions. If the agency determines that the action is of a type that should be submitted to EHRI, the agency should make the correction and include the corrected action in their next scheduled

dynamics file submission. To avoid the need for resubmission, some errors may be at the DP or SSP level such as a name convention or missing agencies while some errors may be data specific at the agency level. Depending on the error, the DP or SSP may need to contact the agency to correct the errors before submitting to EHRI. The file may be late based on the reporting requirements within the GHRR however, inform OPM when the DP or SSP expects the data to be corrected and the file to be submitted. OPM may continue to release EHRI data on its published schedule and will add notes about files that are missing or have excessive errors, which may include projected correction dates.

The major thrust of the Office of Personnel Management's quality control and assurance efforts is to assure that agencies have quality control operations in place to detect and correct incorrect and incomplete data before they submit the data to EHRI.

3.8 Quality Control Reports

OPM makes information resulting from processing EHRI file submissions available to DPs and SSPs in the form of Data Quality Summary Reports and Power BI Detail error reports for each file submission. The EHRI Data Quality Summary Reports are available via email upon successful ingestion of the file. The Power BI Detail Error Reports are available to SSPs via the Data Quality Report in Power BI. These reports are particularly useful to DPs and SSPs in monitoring their submission process and identifying errors. Sudden spikes in errors should be carefully analyzed because they typically indicate issues that may be resulting from agency processing issues, DP or SSP system errors or EHRI issues. EHRI Data Quality Summary Reports are automatically emailed to DP and SSP POCs once the files have been processed.

Types of quality reports are generated:

3.8.1 Data Quality Summary Reports

- Provides information of the submission at a summary level (records processed, records rejected, error counts, edit codes and descriptions, etc.). These reports are automatically sent to SSP POCs upon completion of the ingest process. This process will also notify SSP POCs in the event of misnamed files or schema mismatches.

3.8.2 Power BI Detail Error Reports

- Provides record-level details to pinpoint data issues, the data can be exported into an Excel file. This report lets viewers see the errors that were generated and the specific values that were submitted.

3.9 Data Validation Rules

3.9.1 Record Identifying Fields

Data Type	Data Validation Rule	Action taken if edit rule fails
Agency Subelement	Check if code values is valid	Reject record
Social Security Number	Check if value is numeric	Reject record
Nature of Action	Check if value is in domain	Reject record
Effective Date of Personnel Action	Check if valid date	Reject record
Date of Birth	Check if valid date	Reject record

3.9.2 Non-Record Identifying Fields

The checks can be found here: [EHRI Data Validation Checks](#).

3.10 Overall Record Specification

3.10.1 Overview

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

Column	Description	Valid Values
ICD Seq #	Sequential number to identify fields in this version of the record specification. Number assigned to a data element may change between versions.	EHRI Team assigns.
EHRI Ref #	Internal EHRI reference number assigned to data elements. Used to tie elements back to EHRI metadata repository.	EHRI Team assigns.
Data Element Name	Name of the data element.	Values specific to the Data Element are found within the Data Standards Guide

Column	Description	Valid Values
Data Element Description	Description of the data element.	Is typically the same as the definition of the Data Element found in the Data Standard Guide.
Data Concept	Name of grouping for specific data elements in the record specification.	EHRI Team assigns.
Data Type	The data element data format and length.	Specific data formats and lengths are found within the Data Standards Guide.
Record Identifier	Indicates how EHRI will handle incoming records during the data load process.	Y Field must be present on the record or it will be rejected Dup Field will be used to determine if this record is a duplicate. <blank> Will not reject or be used in duplicate check.
Priority	Indicates the criticality of fields being submitted to EHRI. All data elements are requested (with the exception of priority “4” fields) if they are available and applicable to the employee record. Note the priority scheme changed in version 4.0 to provide more clarity on what EHRI is expecting from providers.	1 Mandatory for Compliance (All Priority 1 data elements must have a valid value prior to being approved with the agency system for HR, Payroll and Training. 2 High Priority 3 Low Priority 4 Priority TBD (Not required for submission at this time.)
Notes	Additional details or guidance about the data element.	

3.10.2 Data Element Format Types

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

Format	Meaning	Examples
Text_V (n)	A variable-length series of up to n alphanumeric and special characters, not including the vertical bar character (' '). The value may be shorter than n.	Smith-Jones 125 Main St., S.W. Sample Training Course

Format	Meaning	Examples
Text_F (n)	A fixed-length series of exactly n alphanumeric and special characters, not including the vertical bar character (' '). Used for codes and indicators that always have the same length.	For a format of Text_F (4): AG02 For a format of Text_F (1): Y
Number_V (n)	A variable-length series of up to n numeric characters. Negative values are sent with a negative symbol ("-") immediately before the number, with no leading or trailing spaces. For example, a negative 10 days total is sent as -10. NOTE: any null (empty) value passed into a number field will be translated by the interface into a "0" (zero).	0 180 -10
Number_F (n)	A fixed-length series of exactly n numeric characters. Used for numeric codes and identifiers that always have the same length.	For a format of Number_F (3): 702 For a format of Number_F (9): 123456789
Decimal (n, m)	A numeric value of up to n digits, with up to m digits to the right of the decimal point. A decimal point is neither required nor implied, i.e., 400 represents 400, not 4.00. Negative values are sent with a negative symbol ("-") immediately before the number, with no leading or trailing spaces. For example, a negative one-hundred-dollar amount is sent as -100 or -100.00. NOTE: any null (empty) value passed into a number field will be translated by the interface into a "0" (zero).	For a format of Decimal (9,2): 0 1500 1234567.89 0.75 -100 -5.00
Date	A date consisting of a 4-digit numeric year, a 2-digit numeric month (01-12), and a 2-digit numeric day (01-31), separated by dashes.	1960-01-01 (= January 1, 1960) 2004-12-31 (= December 31, 2004)

3.11 Status Record Specification

The Status Record Specification table has been removed from within this Chapter and placed as a separate PDF file. Visit the [OPM website](#) to access the Status Record Specification.

3.12 Dynamics Record Specification

The Dynamics Record Specification table has been removed from within this Chapter and placed as a separate PDF file. Visit the [OPM website](#) to access the Dynamics Record Specification.

Status Record Specification, Version 4.5

ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
1	680	Social Security Number	The number assigned to an employee's social security account.	Employee ID	Number_F (9)	Y / Dup	1	
2	110	Date Of Birth	An employee's date of birth.	Employee ID	Date	Y / Dup	1	Used in combination with SSN to uniquely identify an employee.
3	999	EHRI Employee ID	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	Employee ID	Number_F (20)		4	This field is currently assigned and stored within EHRI and should be left blank by providers.
4	010	Agency/Subelement	The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed.	Employee ID	Text_F (4)	Y / Dup	1	For valid values, reference Agency/Subelement in the EHRI Data Standards page on the OPM Federal Workforce Data website.
5	232	Name Family	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.	Personnel Action Modification Action	Text_V (35)		1	
6	233	Name Given	Given/chosen/often first name by which a person is known or designated on all official transactions.	Personnel Action Modification Action	Text_V (35)		1	
7	234	Name Middle	Middle name, or initial, by which a person is known or designated on all official transactions.	Personnel Action Modification Action	Text_V (35)		1	
8	235	Name Suffix	Suffix to a full name on all official transactions.	Personnel Action Modification Action	Text_V (4)		1	
9	009	Agency Employee ID	The system ID provided by an agency system that uniquely identifies an individual employee's records.	Employee ID	Text_F (35)		3	
10	760	Veterans Status	The indicator of whether an employee is a veteran as defined by 38 U.S.C. 101 (i.e., a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable).		Text_F (1)	Dup	1	For valid values, reference Veterans Status in the EHRI Data Standards page on the OPM Federal Workforce Data website.
11	030	Annuitant Indicator	The status of an annuitant appointed to a position in the Federal civilian service.	Personnel Action	Text_F (1)	Dup	1	For valid values, reference Annuitant Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website.
12	740	U.S. Citizenship	The indicator of whether an employee is a U.S. citizen.	Employee	Text_F (1)	Dup	1	Y=Yes, N=No.
13	082	Citizenship Country Code	Employee's country of citizenship.	Employee	Text_F (2)		3	For valid values, reference Citizenship Country Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
14	670	Sex	An employee's sex.	Personnel Action	Text_F (1)	Dup	1	For valid values, reference Sex in the EHRI Data Standards page on the OPM Federal Workforce Data website.
15	600	Race Or National Origin Code	An employee's race or national origin.	Ethnicity	Text_F (1)	Dup	1	For valid values, reference Race or National Origin Code in the EHRI Data Standards page on the OPM Federal Workforce Data website. This data element is only populated for employees whose accession occurred prior to July 1, 2006. For employees whose accession occurs on or after January 1, 2006, ethnicity and race identification code should be populated.
16	220	Disability	The physical or mental impairment which substantially limits one or more major life activities; the record of such impairment; or the perception of such impairment by others.	Personnel Action	Number_F (2)	Dup	1	For valid values, reference Disability in the EHRI Data Standards page on the OPM Federal Workforce Data website. Note that Disability Codes are applicable to and required for accessions occurring on or after September 26, 2010. Beginning September 26, 2010, new hires will complete the new SF 256. Agencies may, but are not required to, resurvey their current employees with the new SF 256. For accessions occurring prior to September 26, 2010, the Handicap data code may continue to be used.
17	602	Selective Service Registration Indicator	Indicates whether an employee has registered for the selective service or not.	Employee	Text_F (2)		3	Y=Yes, N=No, NA=Non Applicable
18	120	Duty Station	The location of an employee's official worksite.	Personnel Action Modification Action	Text_F (9)	Dup	1	For valid values, reference Duty Station in the EHRI Data Standards page on the OPM Federal Workforce Data website. Duty Station is reported for all employees. In processing, we replace the last three positions of the duty station code with zeros for all foreign countries, U.S. possessions, and U.S. administered areas.
19	750	Veterans Preference	An employee's category of entitlement to preference at time of appointment in the Federal service based on active military service that terminated honorably.	Personnel Action	Number_F (1)	Dup	1	For valid values, reference Veterans Preference in the EHRI Data Standards page on the OPM Federal Workforce Data website.
20	641	Service Obligation Type Code (1)	Reason for employee's service obligation.	Service Obligation Period	Number_F (2)		2	For valid values, reference Service Obligation Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
21	639	Service Obligation End Date (1)	End date on which employee's service obligation expires.	Service Obligation Period	Date		2	

Status Record Specification, Version 4.5

ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
22	641	Service Obligation Type Code (2)	Reason for employee's service obligation.	Service Obligation Period	Number_F (2)		2	For valid values, reference Service Obligation Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
23	639	Service Obligation End Date (2)	End date on which employee's service obligation expires.	Service Obligation Period	Date		2	
24	641	Service Obligation Type Code (3)	Reason for employee's service obligation.	Service Obligation Period	Number_F (2)		2	For valid values, reference Service Obligation Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
25	639	Service Obligation End Date (3)	End date on which employee's service obligation expires.	Service Obligation Period	Date		2	
26	641	Service Obligation Type Code (4)	Reason for employee's service obligation.	Service Obligation Period	Number_F (2)		2	For valid values, reference Service Obligation Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
27	639	Service Obligation End Date (4)	End date on which employee's service obligation expires.	Service Obligation Period	Date		2	
28	005	Instructional Program	An employee's major field of study.	Personnel Action	Number_F (6)	Dup	1	For valid values, reference Instructional Program in the EHRI Data Standards page on the OPM Federal Workforce Data website.
29	130	Education Level	The extent of an employee's educational attainment from an accredited institution.	Personnel Action	Number_F (2)	Dup	1	For valid values, reference Education Level in the EHRI Data Standards page on the OPM Federal Workforce Data website. Education Level must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees.
30	780	Year Degree Or Certificate Attained	The calendar year during which the employee received the degree or certificate shown for EDUCATION LEVEL.	Personnel Action	Number_F (4)	Dup	1	Instructional Program and Year Degree or Certificate Attained must be reported for all employees whose reported education level is: Bachelor's degree or higher; OR Associate's degree if the employee was hired on or after October 1, 1993; OR Completed terminal occupational program if the employee was hired on or after October 1, 1993.
33	400	Organizational Component	The lowest administrative subdivision of an agency to which an employee is assigned.	Personnel Action	Text_F (18)	Dup	1	
34	745	Appointment Type Code	The type of appointment under which an employee is serving.	Personnel Action	Number_F (2)		4	This field should be empty starting with Version 3.4 of the Guide to Human Resources Reporting. Values passed in this field will be ignored. EHRI will derive the Appointment Type Code.
35	200	Functional Classification	An employee's primary work function as a scientist or engineer.	Employee Position Assignment	Number_F (2)	Dup	1	For valid values, reference Functional Classification in the EHRI Data Standards page on the OPM Federal Workforce Data website.
36	390	Occupation	An employee's occupational series.	Personnel Action Modification Action	Number_F (4)	Dup	1	For valid values, reference Occupation in the EHRI Data Standards page on the OPM Federal Workforce Data website.
37	710	Supervisory Status	The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position.	Personnel Action	Number_F (1)	Dup	1	For valid values, reference Supervisory Status in the EHRI Data Standards page on the OPM Federal Workforce Data website.
38	460	Personnel Office Identifier	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.	Personnel Action	Number_F (4)	Dup	1	For valid values, reference Personnel Office Identifier in the EHRI Data Standards page on the OPM Federal Workforce Data website.
39	770	Work Schedule	The time basis on which an employee is scheduled to work.	Personnel Action Modification Action	Text_F (1)	Dup	1	For valid values, reference Work Schedule in the EHRI Data Standards page on the OPM Federal Workforce Data website.
40	1226	Part-Time Hours Per Bi-Weekly Pay Period	The number of hours a part-time employee is scheduled to work during a bi-weekly pay period. This is used to compare the actual hours that the employee actually worked in the period.	Employee Hours	Number_F (2)		1	
41	663	Special Basic Pay Supplement	Amount of special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a secondary supplement. The special basic pay supplement applies in lieu of any applicable standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS special rate supplement or equivalent supplement. Express amount using same pay basis as used for basic pay rate.	Personnel Action Modification Action	Decimal (9,2)		1	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
42	961	Total Salary Rate	Sum of all fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes adjusted basic pay (sum of basic pay + any applicable basic pay supplement) and any fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes standby duty premium pay, administratively uncontrollable overtime pay, law enforcement availability pay, and regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same pay basis as used for basic pay rate. Total Salary Rate is not limited to retirement-creditable basic pay.	Personnel Action Modification Action	Decimal (9,2)		1	
43	650	Basic Pay	The employee's rate of basic pay. Exclude supplements, adjustments, allowances, differentials, incentives, or other similar additional payments.	Personnel Action Modification Action	Decimal (9,2)	Dup	1	Previously named "Basic Pay Amount." Basic pay must be reported at a rate consistent with pay basis. Amounts should be right justified with leading zeros. Report the nearest whole dollar amount when the pay basis is annual, school year, monthly, or biweekly. Report all zeros when the pay basis is without compensation. For all other pay bases, report the amount in dollars and cents with no decimal. For employees on grade retention, show the basic pay and pay basis in terms of the system under which the employee is being paid, i.e., the retained pay plan.
44	006	Adjusted Basic Pay	The sum of an employee's rate of basic pay and any basic pay supplement (standard OR special), after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	Personnel Action Modification Action	Decimal (9,2)		1	
45	652	Standard Basic Pay Supplement	Amount of standard basic pay supplement that is designed to be the sole or primary basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS locality pay, title 38 market pay, or similar supplements. Excludes GS special rate supplement and similar secondary supplements. Express amount using same pay basis as used for basic pay rate.	Personnel Action Modification Action	Decimal (9,2)	Dup	1	
46	678	Supervisory Differential	The annual total dollar amount paid, over and above BASIC PAY, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.	Personnel Action Modification Action	Decimal (9,2)	Dup	1	Supervisory Differential must be reported for all employees receiving the allowance or differential. For all other employees, leave these data elements blank.
47	1007	Retention Allowance Amount	The annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid. Note that, under Section 301 (effective May 1, 2005) of the Federal Workforce Flexibility Act of 2004 (Public Law 108-411, dated October 30, 2004), retention allowance (used with nature of action code 810) has been replaced by retention incentive (used with nature of action code 827). An employee receiving an allowance under the former retention payment program is entitled to continue receiving the allowance until the allowance is terminated, but not later than April 30, 2006. Retention allowance should only be used for such an employee.	Employee Pay Rate	Decimal (9,2)	Dup	4	Effective May 1, 2006 this element is no longer in effect. Analysis of this data will take place against the payroll data.
48	430	Pay Status/USERRA Status	An employee's pay status in the Federal civilian workforce. Also, an employee's status under the Uniformed Services Employment and Reemployment Rights Act (USERRA).	Employee Pay Standing	Text_F (1)	Dup	1	For valid values, reference Pay Status/USERRA Status in the EHRI Data Standards page on the OPM Federal Workforce Data website. Pay Status must be reported for all employees. Employees on an intermittent work schedule are always reported in pay status.

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
49	526	Position Title Description	Official classification title description of the position of the employee.	Personnel Action Modification Action	Text_V (60)			1 When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the title of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.
50	500	Position Occupied	An employee's position in the Competitive Service, Excepted Service, or the Senior Executive Service.	Personnel Action	Number_F (1)	Dup		1 For valid values, reference Position Occupied in the EHRI Data Standards page on the OPM Federal Workforce Data website.
51	410	Pay Basis	The principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee.	Personnel Action Modification Action	Text_F (2)	Dup		1 For valid values, reference Pay Basis in the EHRI Data Standards page on the OPM Federal Workforce Data website.
52	440	Pay Plan	A particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.	Personnel Action Modification Action	Text_F (2)	Dup		1 For valid values, reference Pay Plan in the EHRI Data Standards page on the OPM Federal Workforce Data website.
53	450	Pay Rate Determinant	A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.	Personnel Action Modification Action	Text_F (1)	Dup		1 For valid values, reference Pay Rate Determinant in the EHRI Data Standards page on the OPM Federal Workforce Data website.
54	695	Special Pay Table Identifier	The identification of a special pay table.	Employee Pay Standing	Text_F (4)	Dup		1 See Special Pay Table Identifier in the EHRI Data Standards page on the OPM Federal Workforce Data website. Special Pay Table Identifier must be reported for all GS and GM special rate employees. For all other employees, leave this data element blank.
55	004	Active Uniformed Service Indicator	Indicates whether the employee has performed active military service in the armed forces or other uniformed services of the United States.	Employee	Text_V (2)			3 Y=Yes, N=No, NA=Non Applicable
56	180	FLSA Category	The status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended.	Personnel Action	Text_F (1)	Dup		1 For valid values, reference FLSA Category in the EHRI Data Standards page on the OPM Federal Workforce Data website.
57	060	Bargaining Unit	An employee's bargaining unit status.	Personnel Action	Text_F (4)	Dup		1
58	038	Appropriation Code	Appropriation code associated with a position.	Personnel Action	Text_V (35)			3 Valid values are agency specific.
59	085	Computer Position	The indicator of whether an employee has access to and can modify or alter information residing in a database or program.	Employee Position Assignment	Text_V (1)			3 Y=Yes, N=No, NA=Non Applicable.
60	403	Military Character Of Service Code	Military classification of service.	Military Service	Text_F (4)			3 01=Honorable, 02=General (under honorable conditions), 03=Under other than honorable conditions, 04=Entry level separation
61	411	Military Service Serial Number	Serial number assigned by the military to identify a service member.	Military Service	Text_V (35)			3
62	413	Military Service Start Date	Start date of service in a non-war campaign or expedition for periods after 4/28/52.	Military Service	Date			3
63	412	Military Service End Date	End date of service in a non-war campaign or expedition for periods after 4/28/52.	Military Service	Date			3
64	401	Military Branch Type Code	Code for the military service branch in which a person has been employed.	Military Service	Text_F (4)			3 For valid values, reference Military Branch Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
65	407	Military Discharge Type Code	Type of employee's discharge from military service.	Military Service	Text_F (4)			3 01=Separation, 02=Voluntary Separation, 03=Involuntary Separation, 04=Discharge, 05=Retirement, 06=Disability Separation, 07=Disability Retirement
66	1017	Creditable Military Service Years	The number of year(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	Personnel Action	Number_V (4)	Dup		1 Creditable military service must be reported on all employees (other than reemployed annuitants) on whom an accession or conversion personnel action with an effective date of October 1, 1986, or later has been processed. Use zeros when the reporting requirement applies but the employee has no creditable military service. Use blanks when the reporting requirement does NOT apply.
67	095	Creditable Military Service Months	The number of month(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	Personnel Action	Number_V (4)	Dup		1 Valid values include 00 through 11; increment Creditable Military Service Years field as needed.
68	1018	Creditable Military Service Days	The number of days of military service in addition to the Creditable Military Service Years and Months that are creditable for Annual Leave (AL) accrual purposes.	Personnel Action	Number_V (4)			3 Valid values include 00 through 30; increment Creditable Military Service Months field as needed.

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
69	470	Rating Of Record (Level)	The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 for the definition of rating of record and 5 CFR 430.303 for the definition of annual summary rating and to 5 CFR 430.208 and 5 CFR 430.304 for definitions of summary levels.	Personnel Action Performance Appraisal	Text_F (1)	Dup	1	For valid values, reference Rating of Record (Level) in the EHRI Data Standards page on the OPM Federal Workforce Data website. Report the summary level for the employee's last rating of record unless the employee: (1) Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X." (2) Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).
70	471	Rating Of Record (Pattern)	The specific summary levels which can be assigned to a rating of record under an appraisal program. The patterns of summary levels which shall be used are those defined in 5 CFR 430.208(d) and Z for employees not covered by an appraisal program.	Personnel Action Performance Appraisal	Text_F (1)	Dup	1	For valid values, reference Rating of Record (Pattern) in the EHRI Data Standards page on the OPM Federal Workforce Data website. Rating of Record (Pattern). Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code "Z".
71	565	Rating Of Record Period Start Date	Start date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	Personnel Action Performance Appraisal	Date		2	Rating of Record (Period). Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
72	472	Rating Of Record Period End Date	Ending date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	Personnel Action Performance Appraisal	Date	Dup	1	Rating of Record (Period). Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
73	720	Tenure	For purposes of reduction in force, the retention group in which an employee is placed based on the employee's type of appointment.	Personnel Action	Number_F (1)	Dup	1	For valid values, reference TENURE in the EHRI Data Standards page on the OPM Federal Workforce Data website.
74	079	Career Tenure Authority Code	Code for the appointment authority for the period of service that allowed the employee to gain career tenure.	Employee Tenure	Text_F (3)		2	
75	184	Federal Employees' Group Life Insurance Code	An employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) Program. This code is used by EHRI Payroll to determine FEGLI biweekly premiums.	Personnel Action	Text_V (2)	Dup	1	For valid values, reference Federal Employees' Group Life Insurance in the EHRI Data Standards page on the OPM Federal Workforce Data website.
76	212	Federal Employees' Group Life Insurance FEGLI Life Change Code	Code for the event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.	FEGLI Election Life Change Event	Text_V (3)		3	For valid values, reference Federal Employees' Group Life Insurance FEGLI Life Change Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
77	013	Federal Employees' Group Life Insurance FEGLI Life Event Date	Date on which the employee had a life event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.	FEGLI Election Life Change Event	Date		3	
78	162	Federal Employees' Group Life Insurance FEGLI Election Effective Date	Date on which the Federal Employees' Group Life Insurance (FEGLI) coverage is effective.	FEGLI Election	Date		3	
79	230	Health Plan	Enrollment code of the Federal Employees Health Benefit (FEHB) in which the employee is currently enrolled. The first two digits of the code indicate the health plan name. The last digit indicates the plan type, either individual or family plan.	Personnel Action	Text_F (3)	Dup	1	For valid values, reference Federal Employees Health Benefits (FEHB) Plan in the EHRI Data Standards page on the OPM Federal Workforce Data website.
80	014	Federal Employees Health Benefits (FEHB) Event Code	Code for the event permitting the Federal Employees Health Benefits (FEHB) change for the employee.	Personnel Action	Text_V (4)		3	See Federal Employees Health Benefits (FEHB) Event Code in the EHRI Data Standards page on the OPM Federal Workforce Data website. Health Plan must be reported for all employees on submissions for the months of March and September. It need not, but may be, included on other submissions. If submitted, the data will be processed through the normal edits.
81	688	Thrift Savings Plan TSP Eligibility Date	Date on which the FERS employee is eligible for matching contributions and the additional 1% from the agency in the Thrift Savings Plan (TSP).	Thrift Savings Plan Election	Date		3	
82	685	Thrift Savings Plan TSP Effective Date	Date that the changes to Thrift Savings Plan (TSP) enrollment become effective.	Thrift Savings Plan Election	Date		3	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
83	687	Thrift Savings Plan TSP Election Contribution Percent	Percentage of pay that the employee elects to have deducted per pay period for the Thrift Savings Plan (TSP).	Thrift Savings Plan Election	Decimal (6,2)		3	
84	1021	Thrift Savings Plan TSP Election Contribution Amount	Dollar amount per pay period that the employee elects to have deducted for the Thrift Savings Plan (TSP).	Thrift Savings Plan Election	Decimal (9,2)		3	
85	175	FERS Coverage	The indicator of how an employee came to be covered under the Federal Employees' Retirement System (FERS).	FERS Election	Text_F (1)	Dup	1	For valid values, reference FERS Coverage in the EHRI Data Standards page on the OPM Federal Workforce Data website. Federal Employees' Retirement System (FERS) coverage must be reported ONLY for those employees who are covered by the retirement plan codes K, L, M, or N. For all other employees, FERS coverage should be left blank.
86	015	Federal Employees Retirement System FERS Election Date	Date on which an employee who is not automatically covered by FERS chooses to elect FERS coverage. This data element only applies to employees who are not automatically covered by FERS but is eligible to elect FERS under certain circumstances. This data element is related to the FERS Election Indicator data element.	FERS Election	Date		3	
87	016	Federal Employees Retirement System FERS Election Indicator	Indicates employee's election or non-election of Federal Employees' Retirement System (FERS) coverage. This data element only applies to employees who are not automatically covered by FERS but is eligible to elect FERS coverage under certain circumstances.	FERS Election	Text_F (2)		3	Y=Yes, N=No, NA=Non Applicable
88	610	Retained Grade	The grade an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.103(b).	Retained Position	Text_F (2)	Dup	1	Must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
89	620	Retained Pay Plan	The pay plan an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision described in 5 CFR 536.103(b).	Retained Position	Text_F (2)	Dup	1	Must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
90	630	Retained Step	The pay rate step an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.301(b).	Retained Position	Text_F (2)	Dup	1	Must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
91	063	Benefits Continuation Federal Employees Group Life Insurance FEGLI Indicator	Indicates if an employee elects or declines continued maintenance of life insurance coverage during non-Federal or Intergovernmental Personnel Act (IPA) service.	Benefits Continuation FEGLI Election	Text_V (2)		4	For valid values, reference Benefits Continuation Federal Employees Group Life Insurance FEGLI Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website.
92	008	Benefits Continuation Employees Group Life Insurance FEGLI Election Date	Date on which the employee elected or declined continuing benefits during non-Federal service.	Benefits Continuation FEGLI Election	Date		4	
93	127	Benefits Continuation Employees Group Life Insurance FEGLI Election Notification Date	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	Benefits Continuation FEGLI Election	Date		4	
94	064	Benefits Continuation Federal Employee Health Benefits FEHB Indicator	Indicates if an employee elects or declines continued maintenance of benefits during non-Federal service.	Benefits Continuation FEHB Election	Text_V (2)		4	For valid values, reference Benefits Continuation Federal Employee Health Benefits FEHB Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website.
95	011	Benefits Continuation Federal Employee Health Benefits FEHB Election Date	Date on which the employee elected or declined continuing benefits during non-Federal service.	Benefits Continuation FEHB Election	Date		4	
96	128	Benefits Continuation Federal Employee Health Benefits FEHB Election Notification Date	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	Benefits Continuation FEHB Election	Date		4	
97	065	Benefits Continuation Retirement Indicator	Indicates if an employee elects or declines continued maintenance of retirement coverage during non-Federal service.	Benefits Continuation Retirement Election	Text_V (2)		4	
98	012	Benefits Continuation Retirement Election Date	Date on which the employee elected or declined continuing benefits during non-Federal service.	Benefits Continuation Retirement Election	Date		4	
99	129	Benefits Continuation Retirement Election Notification Date	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	Benefits Continuation Retirement Election	Date		4	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
100	067	Benefits Continuation Termination Insufficient Pay Election Date	Date on which the employee elected to continue or terminate Federal Employees Health Benefits (FEHB) during a period of non- or insufficient pay.	FEHB Benefits Continuation Insufficient Pay	Date		4	
101	070	Benefits Continuation Termination Insufficient Pay Notification Date	Date on which the employee was notified of his/her right to continue or terminate benefits during a period of non- or insufficient pay.	FEHB Benefits Continuation Insufficient Pay	Date		4	
102	072	Benefits Continuation Termination Insufficient Pay Payment Type Code	Indicates how an employee will pay for the continued benefits during the time of insufficient or non-pay.	FEHB Benefits Continuation Insufficient Pay	Number_F (2)		4	For valid values, reference Benefits Continuation Termination Insufficient Pay Payment Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
103	665	Service Computation Date (Retirement)	An employee's service computation date for retirement purposes.	Personnel Action	Date		1	
104	122	Service Computation Date (Reduction In Force)	An employee's service computation date for reduction-in-force purposes.	RIF Service Computation Date	Date		1	
105	123	SES Service Computation Date	Senior Executive Service (SES) Service computation date (SCD) of an employee.	Personnel Action	Date		3	
106	124	Special Retirement Service Computation Date	Special Retirement Service computation date (SCD) of an employee.	Personnel Action	Date		3	
107	660	Service Computation Date (Leave)	An employee's service computation date for leave accrual purposes.	Personnel Action	Date	Dup	1	
108	126	Thrift Savings Plan Service Computation Date	Thrift Savings Plan (TSP) Service computation date (SCD) of an employee.	Personnel Action	Date		2	
109	021	Intergovernmental Personnel Act IPA Entitlements Benefits Notification Text	Text of notification of the employee's entitlements/benefits to which the employee has consented for an Intergovernmental Personnel Act assignment (IPA).	Intergovernmental Personnel Act	Text_V (255)		3	
110	640	Retirement Plan	The civilian retirement system(s) to which deductions from an employee's pay are credited.	Personnel Action	Text_V (2)	Dup	1	For valid values, reference Retirement Plan in The EHRI Data Standards page on the OPM Federal Workforce Data website.
111	112	Disability Retirement Notification Date	Date on which the Office of Personnel Management (OPM) notified the agency of disability retirement approval/denial.	Employee Retirement Standing	Date		3	
112	018	Frozen Service Years	The total years of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Frozen Service	Number_V (4)	Dup	1	Frozen Service must be reported if: (1) the employee's retirement plan code is K, L, M, or N; or (2) the employee's retirement plan code is C or E AND the employee has had an accession or conversion action effective July 1, 1987, or later. If the employee falls within either of these categories and has no frozen service, enter zeros in the frozen service field. If the employee does not fall into either category, leave the frozen service field blank.
113	017	Frozen Service Months	The total months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Frozen Service	Number_V (4)	Dup	1	Valid values include 00 through 11; increment Frozen Service Years field as needed.
114	019	Frozen Service Days	The total days of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Frozen Service	Number_V (4)		3	Valid values include 00 through 30; increment Frozen Service Months field as needed.
115	100	Current Appointment Authority (1)	The law, executive order, rule, regulation, or other basis that authorizes an employee's most recent conversion or accession action. Followed by a (1) or (2) for multiple entries.	Personnel Action	Text_F (3)	Dup	1	For valid values, reference Current Appointment Authority (1) in the EHRI Data Standards page on the OPM Federal Workforce Data website. Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees. On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
116	100	Current Appointment Authority (2)	The law, executive order, rule, regulation, or other basis that authorizes an employee's most recent conversion or accession action. Followed by a (1) or (2) for multiple entries.	Personnel Action	Text_F (3)	Dup	1	For valid values, reference Current Appointment Authority (2) in the EHRI Data Standards page on the OPM Federal Workforce Data website. Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ." On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.
117	132	Work Address Line 1	The first line of an employee's work address. (May be followed by 1, 2, 3, etc. for multiple fields)	Work Address	Text_V (35)		3	
118	133	Work Address Line 2	The second line of an employee's work address. (May be followed by 1, 2, 3, etc. for multiple fields)	Work Address	Text_V (35)		3	
119	134	Work Address Line 3	The third line of an employee's work address. (May be followed by 1, 2, 3, etc. for multiple fields)	Work Address	Text_V (35)		3	
120	135	Work Address Line 4	The fourth line of an employee's work address. (May be followed by 1, 2, 3, etc. for multiple fields)	Work Address	Text_V (35)		3	
121	417	Work City	The city of an employee's work address.	Work Address	Text_V (35)		3	
122	416	Work Geographic Locator Code	Geographic Locator Code for an employee's work address.	Work Address	Text_F (9)		3	GSA Geographic Locator Codes
123	668	Work State Code	State Codes for the States, the District of Columbia, Outlying Areas of the United States, the Freely Associated States, Trust Territory and Military States as defined by the United States Postal Service for an employee's work address.	Work Address	Text_F (2)		3	For addresses in the United States, the District of Columbia, Outlying Areas of the United States, the Freely Associated States, Trust Territory and Military States, specify only the State Code and leave the Country Code blank. For international addresses, you must use the Country Code and designate the Region, province, or other first administrative district or division of that country in the Region Text. Leave the State Code blank.
124	137	Work Postal Code	Postal code for the employee's work address to include foreign addresses.	Work Address	Text_V (35)		3	
125	575	Work Region	Region, province, or other first administrative district or division of a country other than the U.S. for the employee's work address.	Work Address	Text_V (35)		3	
126	1004	Work Country Code	International Country Codes as defined by the United States Postal Service for an employee's work address.	Work Address	Text_F (2)		3	For valid values, reference Work Country Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
127	155	Employee Work Email	Employee's work email address assigned by the employee's agency.	Employee Work Email	Text_V (60)		1	
128	136	Work Phone Number	Employee's work phone number.	Work Phone	Text_V (35)		3	
129	105	Home Phone Number	Employee's home phone number.	Home Phone	Text_V (35)		3	
130	102	Cell Phone Number	Employee's cell phone number.	Cell Phone	Text_V (35)		3	
131	236	Emergency Contact Family Name (1)	Non-chosen/inherited/married name of employee's emergency contact. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact	Text_V (35)		3	
132	237	Emergency Contact Given Name (1)	Given/chosen/often first name of employee's emergency contact. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact	Text_V (35)		3	
133	247	Emergency Contact Middle Name (1)	Middle name or initial of employee's emergency contact. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact	Text_V (35)		3	
134	248	Emergency Contact Name Suffix (1)	The suffix to a full name of an employee's emergency contact. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact	Text_V (4)		3	
135	245	Emergency Contact Information Update Date (1)	Date the employee's emergency contact information was updated by the employee. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact	Date		3	
136	103	Emergency Contact Phone Number (1)	Phone number of an employee's emergency contact. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact Phone Number	Text_V (35)		3	
137	236	Emergency Contact Family Name (2)	Non-chosen/inherited/married name of employee's emergency contact. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact	Text_V (35)		3	
138	237	Emergency Contact Given Name (2)	Given/chosen/often first name of employee's emergency contact. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact	Text_V (35)		3	
139	247	Emergency Contact Middle Name (2)	Middle name or initial of employee's emergency contact. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact	Text_V (35)		3	
140	248	Emergency Contact Name Suffix (2)	The suffix to a full name of an employee's emergency contact. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact	Text_V (4)		3	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
141	245	Emergency Contact Information Update Date (2)	Date the employee's emergency contact information was updated by the employee. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact	Date		3	
142	103	Emergency Contact Phone Number (2)	Phone number of an employee's emergency contact. (May be followed by 1, 2, 3, etc. for multiple fields)	Emergency Contact Phone Number	Text_V (35)		3	
143	025	Language Identification (1)	The language in which the individual has some speaking, listening, reading, or writing proficiency.	Language Proficiency	Text_F (3)		3	For valid values, reference Language Identification in the EHRI Data Standards page on the OPM Federal Workforce Data website.
144	026	Language Proficiency Type Code (1)	Code describing the type of proficiency for a given determination of employee language proficiency. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
145	027	Language Proficiency Level Code (1)	Code representing the assessed proficiency level of the employee in understanding a given language. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	See Language, Reading, and Writing Proficiency in the EHRI Data Standards page on the OPM Federal Workforce Data website.
146	025	Language Identification (2)	The language in which the individual has some speaking, listening, reading, or writing proficiency.	Language Proficiency	Text_F (3)		3	For valid values, reference Language Identification in the EHRI Data Standards page on the OPM Federal Workforce Data website.
147	026	Language Proficiency Type Code (2)	Code describing the type of proficiency for a given determination of employee language proficiency. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
148	027	Language Proficiency Level Code (2)	Code representing the assessed proficiency level of the employee in understanding a given language. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	See Language, Reading, and Writing Proficiency in the EHRI Data Standards page on the OPM Federal Workforce Data website.
149	025	Language Identification (3)	The language in which the individual has some speaking, listening, reading, or writing proficiency.	Language Proficiency	Text_F (3)		3	For valid values, reference Language Identification in the EHRI Data Standards page on the OPM Federal Workforce Data website.
150	026	Language Proficiency Type Code (3)	Code describing the type of proficiency for a given determination of employee language proficiency. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
151	027	Language Proficiency Level Code (3)	Code representing the assessed proficiency level of the employee in understanding a given language. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	See Language, Reading, and Writing Proficiency in the EHRI Data Standards page on the OPM Federal Workforce Data website.
152	025	Language Identification (4)	The language in which the individual has some speaking, listening, reading, or writing proficiency.	Language Proficiency	Text_F (3)		3	For valid values, reference Language Identification in the EHRI Data Standards page on the OPM Federal Workforce Data website.
153	026	Language Proficiency Type Code (4)	Code describing the type of proficiency for a given determination of employee language proficiency. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
154	027	Language Proficiency Level Code (4)	Code representing the assessed proficiency level of the employee in understanding a given language. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	See Language, Reading, and Writing Proficiency in the EHRI Data Standards page on the OPM Federal Workforce Data website.
155	025	Language Identification (5)	The language in which the individual has some speaking, listening, reading, or writing proficiency.	Language Proficiency	Text_F (3)		3	For valid values, reference Language Identification in the EHRI Data Standards page on the OPM Federal Workforce Data website.
156	026	Language Proficiency Type Code (5)	Code describing the type of proficiency for a given determination of employee language proficiency. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
157	027	Language Proficiency Level Code (5)	Code representing the assessed proficiency level of the employee in understanding a given language. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	See Language, Reading, and Writing Proficiency in the EHRI Data Standards page on the OPM Federal Workforce Data website.
158	025	Language Identification (6)	The language in which the individual has some speaking, listening, reading, or writing proficiency.	Language Proficiency	Text_F (3)		3	For valid values, reference Language Identification in the EHRI Data Standards page on the OPM Federal Workforce Data website.
159	026	Language Proficiency Type Code (6)	Code describing the type of proficiency for a given determination of employee language proficiency. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
160	027	Language Proficiency Level Code (6)	Code representing the assessed proficiency level of the employee in understanding a given language. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	See Language, Reading, and Writing Proficiency in the EHRI Data Standards page on the OPM Federal Workforce Data website.
161	025	Language Identification (7)	The language in which the individual has some speaking, listening, reading, or writing proficiency.	Language Proficiency	Text_F (3)		3	For valid values, reference Language Identification in the EHRI Data Standards page on the OPM Federal Workforce Data website.

Status Record Specification, Version 4.5

ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
162	026	Language Proficiency Type Code (7)	Code describing the type of proficiency for a given determination of employee language proficiency. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
163	027	Language Proficiency Level Code (7)	Code representing the assessed proficiency level of the employee in understanding a given language. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	See Language, Reading, and Writing Proficiency in the EHRI Data Standards page on the OPM Federal Workforce Data website.
164	025	Language Identification (8)	The language in which the individual has some speaking, listening, reading, or writing proficiency.	Language Proficiency	Text_F (3)		3	For valid values, reference Language Identification in the EHRI Data Standards page on the OPM Federal Workforce Data website.
165	026	Language Proficiency Type Code (8)	Code describing the type of proficiency for a given determination of employee language proficiency. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
166	027	Language Proficiency Level Code (8)	Code representing the assessed proficiency level of the employee in understanding a given language. (May be followed by 1, 2, 3, etc. for multiple fields)	Language Proficiency	Text_F (4)		3	See Language, Reading, and Writing Proficiency in the EHRI Data Standards page on the OPM Federal Workforce Data website.
167	165	Ethnicity and Race Identification	An employee's ethnicity and race identification.	Employee	Number_F (6)		1	For valid values, reference Ethnicity and Race Identification in the EHRI Data Standards page on the OPM Federal Workforce Data website. Only populated for employees starting on or after January 1, 2006 or existing employees who have been resurveyed.
168	193	Federal Employees Health Benefits (FEHB) Effective Date	Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective	Personnel Action	Date		3	
169	037	Appointment Not To Exceed NTE Date	End date of the employee's temporary not-to-exceed appointment.	Personnel Action	Date		2	
170	800	Eligibility To Participate In Telework Indicator	Indicates the agency's determination of whether or not an employee is eligible to participate in telework. An employee is eligible to participate in telework if all of the following parameters are true: • Since December 9, 2010, the employee has not been officially disciplined for being absent without permission for more than 5 days in any calendar year. • Since December 9, 2010, the employee has not been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties. • Teleworking does not diminish the employee's performance or agency operations. • Performance of the teleworking employee complies and continues to comply with the written telework agreement and performance plan between the manager and that employee. • The employee's official duties do not require on a daily basis, ALL DAY, every work day: o direct handling of secure materials determined to be inappropriate for telework by the agency head; or o on-site activity that cannot be handled remotely or at an alternative worksite. • The employee and/or the employee's position are not disqualified based on additional criteria established by the organization.	Telework	Text_V (1)		1	For valid values, reference Eligibility to Participate in Telework Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website. For the full description of Eligibility to Participate in Telework Indicator, reference the EHRI Data Standards page on the OPM Federal Workforce Data website.
171	805	Cybersecurity Category/Speciality Area	A position's or incumbent's substantial work role involving information technology, cybersecurity, or cyber-related work.	Employee Occupation	Number_V (9)		1	For valid values, reference Cybersecurity Category/ Speciality area in the EHRI Data Standards page on the OPM Federal Workforce Data website.
172	900	Position Sensitivity and Risk	The designation of the risk and sensitivity associated with a position.	Employee Suitability	Number_F (1)		1	For valid values, reference Position Sensitivity and Risk in the EHRI Data Standards page on the OPM Federal Workforce Data website.
173	910	Security Clearance Level	The degree of potential access to information and materials.	Employee Suitability	Number_F (1)		1	For valid values, reference Security Clearance Level in the EHRI Data Standards page on the OPM Federal Workforce Data website.
174	920	Program and Project Management Job Identifier	Federal positions with program management, project management and program and project management functions	Employee Position Assignment	Number_F (1)		1	For valid values, reference Program and Project Management Job Identifier in the Data Standards Guide
175	932	Remote/Telework Agreement Type	Indicates the type of remote or telework arrangement employee has with the employing agency.	Remote/ Telework	Text_F (2)		1	For valid values, reference Remote/Telework Agreement Type in the Data Standards Guide

Dynamics Record Specification, Version 4.4

ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
1	680	Social Security Number	The number assigned to an employee's social security account.	Employee ID	Number_F (9)	Y / Dup	1	
2	110	Date Of Birth	An employee's date of birth.	Employee ID	Date	Y / Dup	1	Used in combination with SSN to uniquely identify an employee.
3	999	EHRI Employee ID	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	Employee ID	Number_F (20)		4	This field is currently assigned and stored within EHRI and should be left blank by providers.
4	010	Agency/Subelement	The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed.	Employee ID	Text_F (4)	Y / Dup	1	For valid values, reference Agency/Subelement in the EHRI Data Standards page on the OPM Federal Workforce Data website.
5	513	Effective Date Of Personnel Action	The effective date of a personnel action.	Personnel Action	Date	Y / Dup	1	
6	370	Nature of Action (1)	The specific personnel action used to create or change a civilian personnel record.	Personnel Action	Number_F (3)	Y / Dup	1	For valid values, reference Nature of Action (1) in the EHRI Data Standards page on the OPM Federal Workforce Data website.
7	250	Legal Authority (1)	The law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee	Personnel Action	Text_F (3)	Dup	1	For valid values, reference Legal Authority (1) in the EHRI Data Standards page on the OPM Federal Workforce Data website.
8	251	Legal Authority (2)	The law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee.	Personnel Action	Text_F (3)	Dup	1	For valid values, reference Legal Authority (2) in the EHRI Data Standards page on the OPM Federal Workforce Data website.
9	370	Nature of Action (2)	The specific personnel action used to create or change a civilian personnel record.	Personnel Action	Number_F (3)	Dup	1	For valid values, reference Nature of Action (2) in the EHRI Data Standards page on the OPM Federal Workforce Data website.
10	1016	Nature Of Action Being Corrected	The NATURE OF ACTION, previously submitted to the Enterprise Human Resources Integration, that is being corrected.	Personnel Action	Number_F (3)		1	
11	1009	Effective Date Of Personnel Action Being Corrected	The EFFECTIVE DATE OF PERSONNEL ACTION, previously submitted to the Central Personnel Data File, that is being corrected.	Personnel Action	Date		1	
12	100	Current Appointment Authority (1)	The law, executive order, rule, regulation, or other basis that authorizes an employee's most recent conversion or accession action. Followed by a (1) or (2) for multiple entries.	Personnel Action	Text_F (3)		1	For valid values, reference Current Appointment Authority (1) in the EHRI Data Standards page on the OPM Federal Workforce Data website. Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees. On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.
13	100	Current Appointment Authority (2)	The law, executive order, rule, regulation, or other basis that authorizes an employee's most recent conversion or accession action. Followed by a (1) or (2) for multiple entries.	Personnel Action	Text_F (3)		1	For valid values, reference Current Appointment Authority (2) in the EHRI Data Standards page on the OPM Federal Workforce Data website. Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ." On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.
14	037	Appointment Not To Exceed NTE Date	End date of the employee's temporary not-to-exceed appointment.	Personnel Action	Date		2	
15	460	Personnel Office Identifier	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.	Personnel Action	Number_F (4)		1	For valid values, reference Personnel Office Identifier in the EHRI Data Standards page on the OPM Federal Workforce Data website.
16	400	Organizational Component	The lowest administrative subdivision of an agency to which an employee is assigned.	Personnel Action	Text_F (18)		1	
17	670	Sex	An employee's sex.	Personnel Action	Text_F (1)		1	For valid values, reference Sex in the EHRI Data Standards page on the OPM Federal Workforce Data website.

Dynamics Record Specification, Version 4.4

ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
18	600	Race Or National Origin Code	An employee's race or national origin.	Ethnicity	Text_F (1)		1	For valid values, reference Race or National Origin Code in the EHRI Data Standards page on the OPM Federal Workforce Data website. This data element is only populated for employees whose accession occurred prior to July 1, 2006. For employees whose accession occurs on or after January 1, 2006, ethnicity and race identification code should be populated.
19	220	Disability	The physical or mental impairment which substantially limits one or more major life activities; the record of such impairment; or the perception of such impairment by others.	Personnel Action	Number_F (2)		1	For valid values, reference Disability in the EHRI Data Standards page on the OPM Federal Workforce Data website. Note that Disability Codes are applicable to and required for accessions occurring on or after September 26, 2010. Beginning September 26, 2010, new hires will complete the new SF 256. Agencies may, but are not required to, resurvey their current employees with the new SF 256. For accessions occurring prior to September 26, 2010, the Handicap data code may continue to be used.
20	1015	Social Security Number Being Corrected	The SOCIAL SECURITY NUMBER, previously submitted to the Enterprise Human Resources Integration (EHRI), that is being corrected.	Personnel Action	Number_F (9)		1	
21	750	Veterans Preference	An employee's category of entitlement to preference at time of appointment in the Federal service based on active military service that terminated honorably.	Personnel Action	Number_F (1)		1	For valid values, reference Veterans Preference in the EHRI Data Standards page on the OPM Federal Workforce Data website.
22	720	Tenure	For purposes of reduction in force, the retention group in which an employee is placed based on the employee's type of appointment.	Personnel Action	Number_F (1)		1	For valid values, reference TENURE in the EHRI Data Standards page on the OPM Federal Workforce Data website.
23	1022	Agency Use Code Field	Agency specific code data.	Personnel Action	Text_F (10)		2	
24	1023	Agency Use Text Field	Agency specific text description related to Agency Used Code Field.	Personnel Action	Text_F (35)		2	
25	1024	Veterans Preference For Rif Indicator	Indicates whether employee has preference for reduction in force purpose.	Personnel Action	Text_V (2)		1	For valid values, reference Veterans Preference for RIF Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website.
26	184	Federal Employees' Group Life Insurance Code	An employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FGLI) Program. This code is used by EHRI Payroll to determine FGLI biweekly premiums.	Personnel Action	Text_V (2)		1	For valid values, reference Federal Employees' Group Life Insurance in the EHRI Data Standards page on the OPM Federal Workforce Data website.
27	030	Annuitant Indicator	The status of an annuitant appointed to a position in the Federal civilian service.	Personnel Action	Text_F (1)		1	For valid values, reference Annuitant Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website.
28	640	Retirement Plan	The civilian retirement system(s) to which deductions from an employee's pay are credited.	Personnel Action	Text_V (2)		1	For valid values, reference Retirement Plan in The EHRI Data Standards page on the OPM Federal Workforce Data website.
29	660	Service Computation Date (Leave)	An employee's service computation date for leave accrual purposes.	Personnel Action	Date		1	
30	665	Service Computation Date (Retirement)	An employee's service computation date for retirement purposes.	Personnel Action	Date		1	
31	122	Service Computation Date (Reduction In Force)	An employee's service computation date for reduction-in-force purposes.	RIF Service Computation Date	Date		1	
32	123	SES Service Computation Date	Senior Executive Service (SES) Service computation date (SCD) of an employee.	Personnel Action	Date		3	
33	124	Special Retirement Service Computation Date	Special Retirement Service computation date (SCD) of an employee.	Personnel Action	Date		3	
34	126	Thrift Savings Plan Service Computation Date	Thrift Savings Plan (TSP) Service computation date (SCD) of an employee.	Personnel Action	Date		2	
35	500	Position Occupied	An employee's position in the Competitive Service, Excepted Service, or the Senior Executive Service.	Personnel Action	Number_F (1)		1	For valid values, reference Position Occupied in the EHRI Data Standards page on the OPM Federal Workforce Data website.
36	180	FLSA Category	The status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended.	Personnel Action	Text_F (1)		1	For valid values, reference FLSA Category in the EHRI Data Standards page on the OPM Federal Workforce Data website.
37	038	Appropriation Code	Appropriation code associated with a position.	Personnel Action	Text_V (35)		2	Valid values are agency specific.
38	060	Bargaining Unit	An employee's bargaining unit status.	Personnel Action	Text_F (4)		1	
39	710	Supervisory Status	The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position.	Personnel Action	Number_F (1)		1	For valid values, reference Supervisory Status in the EHRI Data Standards page on the OPM Federal Workforce Data website.

Dynamics Record Specification, Version 4.4

ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
40	1017	Creditable Military Service Years	The number of year(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	Personnel Action	Number_V (4)			1 Creditable military service must be reported on all employees (other than reemployed annuitants) on whom an accession or conversion personnel action with an effective date of October 1, 1986, or later has been processed. Use zeros when the reporting requirement applies but the employee has no creditable military service. Use blanks when the reporting requirement does NOT apply.
41	095	Creditable Military Service Months	The number of month(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	Personnel Action	Number_V (4)			1 Valid values include 00 through 11; increment Creditable Military Service Years field as needed.
42	1018	Creditable Military Service Days	The number of days of military service in addition to the Creditable Military Service Years and Months that are creditable for Annual Leave (AL) accrual purposes.	Personnel Action	Number_V (4)			3 Valid values include 00 through 30; increment Creditable Military Service Months field as needed.
43	018	Frozen Service Years	The total years of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Frozen Service	Number_V (4)			1 Frozen Service must be reported if: (1) the employee's retirement plan code is K, L, M, or N; or (2) the employee's retirement plan code is C or E AND the employee has had an accession or conversion action effective July 1, 1987, or later. If the employee falls within either of these categories and has no frozen service, enter zeros in the frozen service field. If the employee does not fall into either category, leave the frozen service field blank.
44	017	Frozen Service Months	The total months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Frozen Service	Number_V (4)			1 Valid values include 00 through 11; increment Frozen Service Years field as needed.
45	019	Frozen Service Days	The total days of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Frozen Service	Number_V (4)			3 Valid values include 00 through 30; increment Frozen Service Months field as needed.
46	090	Retirement Previous Coverage Indicator	Indicates if an employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees' Retirement System.	Personnel Action	Text_F (1)			1 For valid values, reference RETIREMENT PREVIOUS COVERAGE INDICATOR in the EHRI Data Standards page on the OPM Federal Workforce Data website.
47	760	Veterans Status	The indicator of whether an employee is a veteran as defined by 38 U.S.C. 101 (i.e., a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable).		Text_F (1)			1 For valid values, reference Veterans Status in the EHRI Data Standards page on the OPM Federal Workforce Data website.
48	130	Education Level	The extent of an employee's educational attainment from an accredited institution.	Personnel Action	Number_F (2)			1 For valid values, reference Education Level in the EHRI Data Standards page on the OPM Federal Workforce Data website. Education Level must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees.
49	005	Instructional Program	An employee's major field of study.	Personnel Action	Number_F (6)			1 For valid values, reference Instructional Program in the EHRI Data Standards page on the OPM Federal Workforce Data website.
50	780	Year Degree Or Certificate Attained	The calendar year during which the employee received the degree or certificate shown for EDUCATION LEVEL.	Personnel Action	Number_F (4)			1 Instructional Program and Year Degree or Certificate Attained must be reported for all employees whose reported education level is: Bachelor's degree or higher; OR Associate's degree if the employee was hired on or after October 1, 1993; OR Completed terminal occupational program if the employee was hired on or after October 1, 1993.

Dynamics Record Specification, Version 4.4

ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
51	470	Rating Of Record (Level)	The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 for the definition of rating of record and 5 CFR 430.303 for the definition of annual summary rating and to 5 CFR 430.208 and 5 CFR 430.304 for definitions of summary levels.	Personnel Action Performance Appraisal	Text_F (1)		1	For valid values, reference Rating of Record (Level) in the EHRI Data Standards page on the OPM Federal Workforce Data website. Report the summary level for the employee's last rating of record unless the employee: (1) Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X." (2) Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).
52	471	Rating Of Record (Pattern)	The specific summary levels which can be assigned to a rating of record under an appraisal program. The patterns of summary levels which shall be used are those defined in 5 CFR 430.208(d) and Z for employees not covered by an appraisal program.	Personnel Action Performance Appraisal	Text_F (1)		1	For valid values, reference Rating of Record (Pattern) in the EHRI Data Standards page on the OPM Federal Workforce Data website. Rating of Record (Pattern). Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code "Z".
53	565	Rating Of Record Period Start Date	Start date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	Personnel Action Performance Appraisal	Date		2	Rating of Record (Period). Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
54	472	Rating Of Record Period End Date	Ending date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	Personnel Action Performance Appraisal	Date		1	Rating of Record (Period). Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
55	1011	Prior Family Name	Employee's Prior Family Name value.	Personnel Action Modification Action	Text_V (35)		1	
56	1012	Prior Given Name	Employee's Prior Given Name value.	Personnel Action Modification Action	Text_V (35)		1	
57	1013	Prior Middle Name	Employee's Prior Middle Name value.	Personnel Action Modification Action	Text_V (35)		1	
58	1014	Prior Name Suffix	Employee's Prior Name Suffix value.	Personnel Action Modification Action	Text_V (4)		1	
59	1027	Prior Position Title	Title of the employee's prior position as it is reflected on his/her position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the title of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	Personnel Action Modification Action	Text_V (60)		1	
60	1029	Prior Position Number	Alpha-numeric code associated with the employee's prior position title as shown on the employee's prior position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	Personnel Action Modification Action	Text_V (35)		1	
61	1026	Prior Position Organization	The lowest subdivision of an organization to which an employee is assigned as indicated on his/her prior position description.	Personnel Action Modification Action	Text_V (500)		1	See Prior Position Organization in the EHRI Data Standards page on the OPM Federal Workforce Data website.
62	550	Prior Pay Plan	An employee's prior PAY PLAN.	Personnel Action Modification Action	Text_F (2)		1	For valid values, reference Prior Pay Plan in the EHRI Data Standards page on the OPM Federal Workforce Data website.
63	520	Prior Occupation	An employee's prior OCCUPATION.	Personnel Action Modification Action	Number_F (4)		1	For valid values, reference Prior Occupation in the EHRI Data Standards page on the OPM Federal Workforce Data website.
64	540	Prior Pay Grade, Level, Class, Rank, Or Band Code	An employee's prior GRADE, LEVEL, CLASS, RANK, OR PAY BAND.	Personnel Action Modification Action	Text_F (2)		1	For valid values, reference Prior Grade, Level, Class, Rank, or Pay Band Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
65	580	Prior Step Or Rate	An employee's prior STEP OR RATE.	Personnel Action Modification Action	Text_F (2)		1	For valid values, reference Prior Step or Rate in the EHRI Data Standards page on the OPM Federal Workforce Data website.

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
66	530	Prior Pay Basis	An employee's prior PAY BASIS.	Personnel Action Modification Action	Text_F (2)		1	For valid values, reference Prior Pay Basis in the EHRI Data Standards page on the OPM Federal Workforce Data website.
67	199	Prior Total Salary Rate	Sum of all prior fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes prior adjusted basic pay (sum of prior basic pay + any applicable prior basic pay supplement) and any prior fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes prior standby duty premium pay, prior administratively uncontrollable overtime pay, prior law enforcement availability pay, and prior regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same prior pay basis as used for prior basic pay rate. Prior Total Salary Rate is not limited to retirement-creditable basic pay.	Personnel Action Modification Action	Decimal (9,2)		1	
68	570	Prior Basic Pay	An employee's prior BASIC PAY.	Personnel Action Modification Action	Decimal (9,2)		1	
69	962	Prior Adjusted Basic Pay	An employee's prior ADJUSTED BASIC PAY.	Personnel Action Modification Action	Decimal (9,2)		1	
70	653	Prior Standard Basic Pay Supplement	Amount of prior standard basic pay supplement that is designed to be the sole or primary prior basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as prior basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS prior locality pay, prior title 38 market pay, or similar prior supplements. Excludes prior GS special rate supplement and similar prior secondary supplements. Express amount using same prior pay basis as used for prior basic pay rate.	Personnel Action Modification Action	Decimal (9,2)		1	
71	590	Prior Work Schedule	An employee's prior WORK SCHEDULE.	Personnel Action Modification Action	Text_F (1)		1	For valid values, reference Prior Work Schedule in the EHRI Data Standards page on the OPM Federal Workforce Data website.
72	560	Prior Pay Rate Determinant	An employee's prior PAY RATE DETERMINANT.	Personnel Action Modification Action	Text_F (1)		1	For valid values, reference Prior Pay Rate Determinant in the EHRI Data Standards page on the OPM Federal Workforce Data website.
73	654	Prior Duty Station	An employee's prior DUTY STATION.	Personnel Action Modification Action	Text_F (9)		1	For valid values, reference Prior Duty Station in the EHRI Data Standards page on the OPM Federal Workforce Data website.
74	232	Name Family	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.	Personnel Action Modification Action	Text_V (35)		1	
75	233	Name Given	Given/chosen/often first name by which a person is known or designated on all official transactions.	Personnel Action Modification Action	Text_V (35)		1	
76	234	Name Middle	Middle name, or initial, by which a person is known or designated on all official transactions.	Personnel Action Modification Action	Text_V (35)		1	
77	235	Name Suffix	Suffix to a full name on all official transactions.	Personnel Action Modification Action	Text_V (4)		1	
78	526	Position Title Description	Official classification title description of the position of the employee.	Personnel Action Modification Action	Text_V (60)		1	When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the title of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.
79	1028	Position Number	Alpha-numeric code associated with the employee's new position title as shown on the employee's position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	Personnel Action Modification Action	Text_V (35)		1	
80	1025	Position Organization	The lowest subdivision of an organization to which an employee is assigned as indicated on his/her position description.	Personnel Action Modification Action	Text_V (500)		1	
81	440	Pay Plan	A particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.	Personnel Action Modification Action	Text_F (2)		1	For valid values, reference Pay Plan in the EHRI Data Standards page on the OPM Federal Workforce Data website.

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
82	390	Occupation	An employee's occupational series.	Personnel Action Modification Action	Number_F (4)		1	For valid values, reference Occupation in the EHRI Data Standards page on the OPM Federal Workforce Data website.
83	420	Pay Grade, Level, Class, Rank, Or Band Code	An indicator of hierarchical relationships among positions covered by the same pay plan or system.	Personnel Action Modification Action	Text_F (2)		1	For valid values, reference Pay Grade, Level, Class, Rank, or Band Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
84	700	Step or Rate	An indicator of a specific salary within a grade, level, class, rate, or pay band.	Personnel Action Modification Action	Text_F (2)		1	For valid values, reference Step or Rate in the EHRI Data Standards page on the OPM Federal Workforce Data website.
85	410	Pay Basis	The principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee.	Personnel Action Modification Action	Text_F (2)		1	For valid values, reference Pay Basis in the EHRI Data Standards page on the OPM Federal Workforce Data website.
86	961	Total Salary Rate	Sum of all fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes adjusted basic pay (sum of basic pay + any applicable basic pay supplement) and any fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes standby duty premium pay, administratively uncontrollable overtime pay, law enforcement availability pay, and regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same pay basis as used for basic pay rate. Total Salary Rate is not limited to retirement-creditable basic pay.	Personnel Action Modification Action	Decimal (9,2)		1	
87	650	Basic Pay	The employee's rate of basic pay. Exclude supplements, adjustments, allowances, differentials, incentives, or other similar additional payments.	Personnel Action Modification Action	Decimal (9,2)		1	Previously named "Basic Pay Amount." Basic pay must be reported at a rate consistent with pay basis. Amounts should be right justified with leading zeros. Report the nearest whole dollar amount when the pay basis is annual, school year, monthly, or biweekly. Report all zeros when the pay basis is without compensation. For all other pay bases, report the amount in dollars and cents with no decimal. For employees on grade retention, show the basic pay and pay basis in terms of the system under which the employee is being paid, i.e., the retained pay plan.
88	006	Adjusted Basic Pay	The sum of an employee's rate of basic pay and any basic pay supplement (standard OR special), after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	Personnel Action Modification Action	Decimal (9,2)		1	
89	652	Standard Basic Pay Supplement	Amount of standard basic pay supplement that is designed to be the sole or primary basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS locality pay, title 38 market pay, or similar supplements. Excludes GS special rate supplement and similar secondary supplements. Express amount using same pay basis as used for basic pay rate.	Personnel Action Modification Action	Decimal (9,2)		1	
90	678	Supervisory Differential	The annual total dollar amount paid, over and above BASIC PAY, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.	Personnel Action Modification Action	Decimal (9,2)		1	Supervisory Differential must be reported for all employees receiving the allowance or differential. For all other employees, leave these data elements blank.

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
91	1007	Retention Allowance Amount	The annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid. Note that, under Section 301 (effective May 1, 2005) of the Federal Workforce Flexibility Act of 2004 (Public Law 108-411, dated October 30, 2004), retention allowance (used with nature of action code 810) has been replaced by retention incentive (used with nature of action code 827). An employee receiving an allowance under the former retention payment program is entitled to continue receiving the allowance until the allowance is terminated, but not later than April 30, 2006. Retention allowance should only be used for such an employee.	Employee Pay Rate	Decimal (9,2)		4	Effective May 1, 2006 this element is no longer in effect. Analysis of this data will take place against the payroll data.
92	040	Award Dollars	The gross dollar amount of an award.	Personnel Action Award	Decimal (9,2)		1	Award Dollars must be reported in whole dollars. If an award is under-reported, do not submit a second action with the increment. Submit a correction with the total corrected award amount.
93	045	Award Hours	The number of hours given as a time-off award. Only include if the personnel action is an award action for time off.	Personnel Action Award	Decimal (9,2)		1	
94	055	Award Percent	Percent of salary received as an award. Only include if the personnel action is an award action based on a percentage of the employee's salary.	Personnel Action Award	Decimal (6,2)		1	
95	770	Work Schedule	The time basis on which an employee is scheduled to work.	Personnel Action Modification Action	Text_F (1)		1	For valid values, reference Work Schedule in the EHRI Data Standards page on the OPM Federal Workforce Data website.
96	201	Regular and Recurring Tour Of Duty	Total hours the employee is scheduled to work during the bi-weekly pay period as part of the regular and recurring tour of duty. Should be populated for all non-intermittent employees. Part time employees will have less than 80 hours, most full time employees will have 80 hours, and some employees may have over 80 hours in this field.	Personnel Action Modification Action	Decimal (9,2)		1	
97	450	Pay Rate Determinant	A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.	Personnel Action Modification Action	Text_F (1)		1	For valid values, reference Pay Rate Determinant in the EHRI Data Standards page on the OPM Federal Workforce Data website.
98	120	Duty Station	The location of an employee's official worksite.	Personnel Action Modification Action	Text_F (9)		1	For valid values, reference Duty Station in the EHRI Data Standards page on the OPM Federal Workforce Data website. Duty Station is reported for all employees. In processing, we replace the last three positions of the duty station code with zeros for all foreign countries, U.S. possessions, and U.S. administered areas.
99	1031	Agency Data 1	Agency specific data field. (May be followed by 1, 2, 3, etc. for multiple fields)	Personnel Action Agency Data_1	Text_V (60)		2	
100	1032	Agency Data 2	Agency specific data field. (May be followed by 1, 2, 3, etc. for multiple fields)	Personnel Action Agency Data_2	Text_V (60)		2	
101	1033	Agency Data 3	Agency specific data field. (May be followed by 1, 2, 3, etc. for multiple fields)	Personnel Action Agency Data_3	Text_V (60)		2	
102	1034	Agency Data 4	Agency specific data field. (May be followed by 1, 2, 3, etc. for multiple fields)	Personnel Action Agency Data_4	Text_V (60)		2	
103	1035	Agency Data 5	Agency specific data field. (May be followed by 1, 2, 3, etc. for multiple fields)	Personnel Action Agency Data_5	Text_V (60)		2	
104	140	Personnel Action Approval Date	Date on which the action documented was approved.	Personnel Action Authorizer	Date		1	
105	240	Personnel Action Authorizer Family Name	The family name of the authorized official approving the personnel action.	Personnel Action Authorizer	Text_V (35)		2	
106	241	Personnel Action Authorizer Given Name	The given name of the authorized official approving the personnel action.	Personnel Action Authorizer	Text_V (35)		2	
107	242	Personnel Action Authorizer Middle Name	The middle name of the authorized official approving the personnel action.	Personnel Action Authorizer	Text_V (35)		2	
108	243	Personnel Action Authorizer Name Suffix	The name of the authorized official approving the personnel action.	Personnel Action Authorizer	Text_V (4)		2	
109	512	Personnel Action Authorizer Title	Title of the individual authorizing the personnel action.	Personnel Action Authorizer	Text_V (60)		1	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
110	1008	Remarks Text	The remarks that explain the personnel action recorded on the Standard Form 50.	Personnel Action	Text_V (2000)		2	
111	1070	Prior Special Basic Pay Supplement	Amount of prior special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a prior secondary supplement. The prior special basic pay supplement applies in lieu of any applicable prior standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as prior basic pay for retirement purposes, excluding any type of prior premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes prior GS special rate supplement or equivalent prior supplement. Express amount using same prior pay basis as used for prior basic pay rate.	Personnel Action Modification Action	Decimal (9,2)		1	
112	663	Special Basic Pay Supplement	Amount of special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a secondary supplement. The special basic pay supplement applies in lieu of any applicable standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS special rate supplement or equivalent supplement. Express amount using same pay basis as used for basic pay rate.	Personnel Action Modification Action	Decimal (9,2)		1	
113	165	Ethnicity and Race Identification	An employee's ethnicity and race identification.	Employee	Number_F (6)		1	For valid values, reference Ethnicity and Race Identification in the EHRI Data Standards page on the OPM Federal Workforce Data website. Only populated for employees starting on or after January 1, 2006 or existing employees who have been resurveyed.
114	082	Citizenship Country Code	Employee's country of citizenship.	Employee	Text_F (2)		1	For valid values, reference Citizenship Country Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
115	202	Special Population Code	Code that describes a position an employee holds which has special retirement calculation rules.	Personnel Action	Text_V (3)		1	For valid values, reference Special Population Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
116	187	Appointment Excluded From CSRS Indicator	Indicates if an employee's appointment is not covered under the CSRS plan as described by law, executive order, or regulation. This field will be used in retirement coverage determination.	Personnel Action	Text_F (2)		1	Y=Yes, N=No
117	188	Appointment Excluded From FERS Indicator	Indicates if an employee's appointment is not covered under the FERS plan as described by law, executive order, or regulation. This field will be used in retirement coverage determination.	Personnel Action	Text_F (2)		1	Y=Yes, N=No
118	195	FICA Coverage Indicator 1	Indicates if an employee is (1) an inmate working in a US penal institution, (2) a student employee as defined in 5 USC 5351(2), or (3) an individual serving on a temporary basis in case of fire, storm, earthquake, flood, or other similar emergency. This field will be used in retirement coverage determination.	Personnel Action	Text_F (2)		1	Y=Yes, N=No
119	196	FICA Coverage Indicator 2	Indicates if the employee is returning to duty after a detail to an international organization under 5 USC 3343 or being reemployed after transfer to an international organization under 5 USC 3581 is being restored to duty under the provisions of chapter 43 of title 38, US code, after performing service as a member of a uniformed service is being reemployed after employment by a tribal organization to which section 105(e)(2) of the Indian Self Determination Act applies. This field will be used in retirement coverage determination.	Personnel Action	Text_F (2)		1	Y=Yes, N=No

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
120	198	Personnel Action Effective Sequence	A number indicating the order in which a personnel action was processed on a given date.	Personnel Action	Number_V (4)		1	The first action of the day should be coded as "1", the second action as "2", and so on. Every record should have a value in this field; if there is only one action per day for an employee, this field should have a "1". Systems with a timestamp to represent the processing sequence must translate this to a sequence number for EHRI.
121	197	Hypothetical Full-Time Regular Tour Of Duty For Part-Time Employees	This is used to compute retirement benefit for part-time employees. This represents the number of hours generally considered to comprise a full-time schedule for the employee's particular employment group or class. This will usually be 80 hours for a bi-weekly pay period. There are, however, a few exceptions where the number of hours that comprise a full-time schedule may be higher or lower than 80 hours. See CSRS and FERS Handbook, section 81A2.2-1-C.1.	Personnel Action Modification Action	Decimal (9,2)		1	
122	191	FEGLI Assignment Indicator	5 CFR 870.101: Assign and assignment refer to an individual's irrevocable transfer to another individual, corporation, or trustee all ownership of FEGLI coverage (except Option C). Option C may not be assigned.	Personnel Action Modification Action	Text_F (1)		1	
123	192	FEGLI Post-Election Basic Insurance Amount	5 CFR 870.203: The post-election basic insurance amount of an individual who elects a Living Benefit is the amount of insurance left after the full or partial election. This amount is the individual's post-election BIA. This is NOT the amount of the living benefit (See below). The post-election BIA cannot change after the effective date of a Living Benefit election.	Personnel Action Modification Action	Decimal (9,2)		1	
124	189	Court Orders For FEGLI Purposes Indicator	Indicates whether an employee has a court order for FEGLI purposes per 5 CFR 870.801 on file. Court order means any court decree of divorce, annulment, or legal separation, or the terms of any court order or court-approved property settlement agreement relating to any court decree of divorce, annulment, or legal separation, the terms of which require FEGLI benefits to be paid to a specific person or persons.	Personnel Action Modification Action	Text_V (1)		1	For valid values, reference Court Orders for FEGLI Purposes Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website.
125	190	Designation Of FEGLI Beneficiaries Indicator	FEGLI Handbook: Notice, signed by insured and witnessed by two persons, indicating the person(s) to receive life insurance benefits. The form used for life insurance designations is the Designation of Beneficiary form (SF 2823).	Personnel Action Modification Action	Text_F (1)		1	For valid values, reference Designation of FEGLI Beneficiaries Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website.
126	230	Health Plan	Enrollment code of the Federal Employees Health Benefit (FEHB) in which the employee is currently enrolled. The first two digits of the code indicate the health plan name. The last digit indicates the plan type, either individual or family plan.	Personnel Action	Text_F (3)		1	For valid values, reference Federal Employees Health Benefits (FEHB) Plan in the EHRI Data Standards page on the OPM Federal Workforce Data website.
127	014	Federal Employees Health Benefits (FEHB) Event Code	Code for the event permitting the Federal Employees Health Benefits (FEHB) change for the employee.	Personnel Action	Text_V (4)		1	See Federal Employees Health Benefits (FEHB) Event Code in the EHRI Data Standards page on the OPM Federal Workforce Data website. Health Plan must be reported for all employees on submissions for the months of March and September. It need not, but may be, included on other submissions. If submitted, the data will be processed through the normal edits.
128	193	Federal Employees Health Benefits (FEHB) Effective Date	Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective	Personnel Action	Date		1	
129	805	Cybersecurity Category/Speciality Area	A position's or incumbent's substantial work role involving information technology, cybersecurity, or cyber-related work.	Employee Occupation	Number_V (9)		1	For valid values, reference Cybersecurity Category/ Speciality area in the EHRI Data Standards page on the OPM Federal Workforce Data website.
130	900	Position Sensitivity and Risk	The designation of the risk and sensitivity associated with a position.	Employee Suitability	Number_F (1)		1	For valid values, reference Position Sensitivity and Risk in the EHRI Data Standards page on the OPM Federal Workforce Data website.
131	910	Security Clearance Level	The degree of potential access to information and materials.	Employee Suitability	Number_F (1)		1	For valid values, reference Security Clearance Level in the EHRI Data Standards page on the OPM Federal Workforce Data website.
132	920	Program and Project Management Job Identifier	Federal positions with program management, project management and program and project management functions	Employee Position Assignment	Number_F (1)		1	For valid values, reference Program and Project Management Job Identifier in the Data Standards Guide

4 Payroll Data Feed

4.1 Revision Sheet

Date	Payroll Revision Description
01/23/2004	Initial version released to OPM EHRI Program Office
04/30/2004	Initial version released for delivery team review
06/14/2004	- Added table D-2 (old Table 2-2), Operational Contact List - Added section 3.3 (old 3.1), Reporting Requirement - Added list of providers to section 3.4 (old 3.2). - Added text to section 3.6.2 (old 4.2) to indicate that values must be provided for all mandatory fields. - Added section 6.3 to describe edits performed on individual records. - Redefined data format types in section 3.7.1 (old A.). - Added explanation of mandatory and optional in section 3.7.2 (old A.2). - Reformatted Record Specification in section 3.7.2 (old A.2). - Added section 3.9 (old Appendix B), containing individual field and relational edit rules.
06/18/2004	- Updated record specification in Section 3.7.2 (old A.2). - Added Sections 3.8 (old A.3) and (?) (old A.4) for state and country codes.
06/23/2004	Added data element for Retirement Voluntary Contribution Amount.
06/29/2004	- Deleted Adjusted Basic Pay Amount data element. - Renamed Basic Pay Amount as Basic Pay Pay Period Amount. - Renamed Locality Pay Amount as Locality Pay Pay Period Amount. - Changed definitions for as Basic Pay Pay Period Amount, Adjusted Basic Pay Pay Period Amount, Locality Pay Pay Period Amount, and Locality Pay Year to Date YTD Amount.
10/11/2004	- Updated Appendix D (old 2.0) to include OPM Connect:Direct point of contact information that was once found in this chapter. - Updated Section 5.1 to provide more detail on the file transfer process. - Updated old Section A.1 to correctly specify the DATE format to not include zero in the day range. - Modified old Appendix A to reflect the latest Record Specification. Please refer to Appendix C (old Appendix E) for the specification release notes detailing the difference in the file format for this release. - Added Section 3.7.2 (old A.2) to explain the new Reporting Criteria column in the file format specification table. This column replaces the previous "Mandatory/Optional" column and includes the third criteria of "Critical." - Updated Appendix A (old Appendix C) with the new valid values for all the training reference values that were once found in this chapter. - Added Appendix C (old Appendix E) to detail all the changes to the file format specification. This revision sheet and Appendix C should be updated in tandem.
02/18/2005	- Updated with the new Payroll file format. - Updated document to be more specific about what ASCII character set should be used to create the file. - Updated document to explain and define the Policy and Record Identifying Requirements. - Updated document to rename the section headings differentiating between the record identifying fields and the non-record identifying fields.

08/31/2005	Several changes to the Record Specification in Section 3.8: • Updated the following elements: - Renamed Alternate Work Schedule Indicator to Alternate Work Schedule Code (ICD Seq #17) and changed the indicators to coded values - Renamed Pay Period Earnings to Total Earnings in Pay Period (ICD Seq #23) and alter definition - Altered definition of Total Hours Worked (ICD Seq #41), Regular Hours Worked (ICD Seq #42), Intermittent Service Days (ICD Seq #43), and Part-Time Hours per Bi-Weekly Pay Period (ICD Seq #46) - Changed name and definitions for Holiday and Sunday “Pay” to “Premium” (ICD Seq #49-52) - Combined Regular and Irregular Overtime into one Overtime group (ICD Seq #47,48) - Removed “Differential” term from name and definition of Hazardous Duty elements (ICD Seq #63,64) - Altered definition of Night Differential (ICD Seq #67,68) to specify only FWS employees - Change Post Cost of Living Allowance Amount to Cost of Living Allowance – Foreign Area (ICD Seq #79) - Retention Allowance renamed Retention Incentive (ICD Seq #81) - Danger Allowance renamed Danger Pay (ICD Seq #83) - Changed Annual Leave YTD Current Balance Hours to Annual Leave Accrued Current Balance Hours (ICD Seq #91) - Modified Restored Annual Leave fields to track hours expiring in Year 1 (ICD Seq #99-101) and added new fields for additional years (ICD Seq #102-110) - Renamed pay elements (ICD Seq #28,30,32,33) - Changed definitions of premium and pay elements (ICD Seq #49-60) - Renamed Credit Leave to Credit Hours and added to the definition of these elements (ICD Seq #133-137) - Modified existing Military Leave buckets to track 5 U.S.C. 6323 breakouts (ICD Seq #142-144) and added new elements (ICD Seq #145-153) - Renamed Bone Marrow, Organ Donor, and Jury Duty from Administrative to Leave (ICD Seq #157,159,160) and renamed Jury Duty to Court (ICD Seq #160) - Leave fields renamed to Annual (ICD Seq #169-171); Fixed misspelling of Lump Sum (ICD Seq #178-188); AWOL/LWOP name and definition changes (ICD Seq #197,198, 201-206) - Combined FICA and OASDI (ICD Seq #218-221) - Renamed Check Mailing Address to Correspondence address and changed attribute names accordingly (ICD Seq #6-15)
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08/31/2005	• Added the following elements: - Overtime (ICD Seq #47,48) - Other Allowance (ICD Seq #86) - Cost of Living Allowance – Non Foreign Area (ICD Seq #80) - Three new categories of Restored Annual Leave (ICD Seq #102-110) - Special Rate Supplement Amount by Pay Period and YTD (ICD Seq #34,35) - Total Earnings YTD Amount (ICD Seq #36) - Night Pay Amount and Hours (ICD Seq #61,62) - Post Differential Foreign and Non-Foreign Areas Amounts and Hours (ICD Seq #71-74) - Cost of Living Allowance – Non Foreign Area (ICD Seq #80) - Relocation and Recruiting Incentives (ICD Seq #82, 83) - Post Allowance (ICD Seq #85) - Military Leave buckets for 5 U.S.C. 6323 breakouts (ICD Seq #145-153) - Administrative and Bone Marrow Leave Hours Used YTD (ICD Seq #156, 158) - Renamed Annual Leave Donation fields and clarified meanings (ICD Seq #161-168) - Annual Leave Accrual Rate valid values (ICD Seq #169) - Leave Ceiling Hours and Reason Code definition and values changed (ICD Seq #174, 175) - Part Time Annual and Sick Leave Hours Earned (ICD Seq #176, 177) - Sick Leave Abeyance and Carryover (ICD Seq #172, 173) - Lump Sum fields (ICD Seq #185-188) - AWOL/LWOP fields (ICD Seq #199,200,207-210) - New award elements (ICD Seq #38-40) • Deleted the following elements: - Removed Home Address fields (Release 2.1 ICD Seq #6-15) and will only track Check Mailing Address fields going forward - Removed State Tax Filing Status Type Code, Exemption Claimed, and Additional Withholding Amount (Release 2.1 ICD Seq#33-35) - Removed Irregular and Regular Overtime fields and replaced with one Overtime group (Release 2.1 ICD Seq #54-57); - Removed Staffing Differential amounts and hours (Release 2.1 ICD Seq #78, 79) - Removed Horse, Foreign Transfer, Living Quarters, Reassignment, Education, Foreign Language, Educators Extracurricular, Dorm Supervisor Extra Duty, and Temporary Quarters Subsistence Allowances (Release 2.1 ICD Seq #81-84, 89, 90, 93-95), which will be tracked in the new Other Allowance element (ICD Seq #86) - Removed Restored Annual Leave Hours Earned (Release 2.1 ICD Seq #110) - Removed Voting, Personal, Family Care, Birth, Adoption, and Religious Administrative Leave elements (Release 2.1 ICD Seq #141-143, 145-147) which will be tracked as Administrative Leave (ICD Seq #155) going forward - Leave for Civil Disturbance Used Days to Date (Release 2.1 ICD Seq #158) - Removed OASDI breakout (Release 2.1 ICD Seq #197-200) and combined into FICA - Thrift Savings Plan Loan fields removed (Release 2.1 ICD #205-207) - Office of Workers Compensation Program fields removed (Release 2.1 ICD #212-215) NOTE: As a result of these changes, the ICD Sequence numbers have been recoded. The order of most existing elements has remained the same; new elements have been inserted into the record where they make sense logically. Changed the System Reporting Requirement column to Record Identifying Requirement in the Record Specification table to be consistent with other Record Specifications in the Guide. Values now include “Y” and blank. This is also reflected in Section 3.7.2.2.
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10/20/2005	• Clarified formatting of negative numbers in Section 3.7.1. • Added new section (3.7.2.3) to describe in more detail the different action types that are allowed on the interface, and how to send the various types. The section includes details about how to handle back payments/adjustments. • Changes to the Record Specification in Section 3.8. NOTE: As a result of these following changes the ICD Sequence numbers have been recoded. The order of existing elements has remained the same. • Added Pay Period End Date (ICD Seq #25) to the list of key fields required in the transmission. This will allow records to be identified when changes or deletion records are provided. Also added this field to Section 3.9.1 describing edits on key fields. • Clarified the intent of the Record Action (ICD Seq #1) to better describe what correction and deletion record actions are used for. • Expanded codes/definition of SSN and Date of Birth Date fields (ICD Seq #2, 3). • Clarified Total Earnings definition (ICD Seq #23, 36). • Provided detail regarding the components of total salary (ICD Seq #26, 27). • Deleted Total Hours Worked (Release 3.0 ICD Seq #41) as the components that make up the total hours are available elsewhere in the record. • Deleted Standby Duty Hours Worked, AUO Hours Worked, Availability Hours Worked, Supervisory Differential Hours, and Post Differential Hours - Foreign/Non-Foreign Area fields (Release 3.0 ICD Seq #54, 56, 58, 70, 72, 74), as these hours are not broken out. • Clarified definition of Night Pay and Night Differential data elements (ICD Seq #57, 58, 63, 64). • Deleted Cost of Living Allowance – Foreign Area Amount (Release 3.0 ICD Seq #79) since this is part of Post Allowance (ICD Seq #77). • Renamed Other Allowances to Miscellaneous Payments (ICD Seq #78) and updated definition. • Deleted Settlement Amount (Release 3.0 ICD Seq #87), as settlements are manual. • Renamed Annual Leave Accrued YTD Current Balance Hours to Annual Leave Balance Hours (ICD Seq #82) since the current balance is all that is needed. Also clarified definition. Made the same change for Sick Leave Balance Hours (ICD Seq #86). • Modified Annual Leave Accrual Rate (ICD Seq #160) to be a numeric field instead of a code (the datatype is now DECIMAL(9,2) instead of VARCHAR(4)). The field will store the actual number of hours that the employee is accruing leave instead of a code value. • Changed datatype of Part-Time Sick Leave Hours Earned (ICD Seq #168) to DECIMAL(9,2) from VARCHAR2(20). Added definition to this field and corresponding Annual Leave field (ICD Seq #167). • Changed “advanced” to “authorized” in Leave YTD Advance Balance Hours (ICD Seq #180). • FMLA Indicator field changed to FMLA Hours Used in Pay Period (ICD Seq #187). The old field would not work if some hours were taken as FMLA and others were not. The new field will track the total FMLA hours in the period. • Several modifications to LWOP/AWOL fields to make the data elements more clear and accurate. • Deleted Absence Without Leave Start and End Dates (Release 3.0 ICD Seq #197, 198) as they could not support non-consecutive leave within the same pay period. Also deleted the corresponding Leave Without Pay Start and End Date fields (Release 3.0 ICD Seq #206, 207) for the same reason. • Deleted Leave Without Pay 12 Month Period (Release 3.0 ICD Seq #210) since it was used for OWCP calculations and the remaining OWCP fields were removed in the last revision. The OWCP data will be analyzed for a future release. • The Absence Without Pay Excess Days and Months fields (ICD Seq #190, 191) were changed to store Credit Reduction Hours in the Pay Period and YTD as this was the intent of the original fields. • Changed the ICD Seq #192 to store AWOP in Pay Period instead of Calendar Year, which was already tracked in ICD Seq #194. Also clarified definitions of the remaining LWOP/AWOL fields. • Clarified that Medicare is to be included in the FICA and OASDI fields (ICD Seq #204-207). • Clarified definition of TSP Employee Pay Period Contribution Amount (ICD Seq # 210). • Added a new field, Retroactive Adjustment Indicator (ICD Seq #254), to the record specification. • Added note on treatment of null values in numeric fields to section 3.7.1.
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08/11/2006	• Minor wording edits in sections 3.2 and 3.5 to improve clarity. • Added details about covered population in section 3.3. • Removed listing of providers from section 3.4. • Added a new placeholder with a default value of zero (“0”) in the payroll file name, section 3.6.1. Added the description of this new element in the table in that section. This change makes payroll files more consistent with other files and allows providers to submit multiple files for a pay period as needed. • Added a suffix to the payroll file name to support versioning of the interface. This version of the Guide is 3.4 therefore the version suffix should be “_3.4”. • Removed the ASCII character set file format requirement in section 3.6.2 and replaced it with a description of the Connect:Direct functionality that will manage any necessary character set translation. • Added text in 3.6.2 regarding delimiters not being required before the first field in the record. • Added trailer record requirement in section 3.6.3. • Added requirements for an email notification of file transmissions in section 3.6.4. • Described proper treatment of negative values in section 3.7.1. • Added “Dup” to valid values for the Record Identifying Requirement described in section 3.7.2.2. • Added additional description in section 3.7.2.3 about record actions related to correcting nulls or key fields. • Changed column headers in section 3.7.3 from “Codes” to “Notes” as the column contains more than code values. • Added “Dup” to the Record ID Requirements for Record Action (ICD Seq #1), Social Security Number (ICD Seq #2), Birth Date (ICD Seq #3), Agency Subelement Code (ICD Seq #5), and Pay Period End Date (ICD Seq #25). • Updated the notes for Record Action (ICD Seq #1) and Birth Date (ICD Seq #3). • Renamed several pay related fields, and added note with the previous field names: - Salary Total Amount is now Total Salary (ICD Seq #26, 27) - Locality Pay Amount is now Standard Basic Pay Supplement (ICD Seq #32, 33) - Special Rate Supplement is now Special Basic Pay Supplement (ICD Seq #34, 35) • Updated definitions and made minor name changes for several pay related fields including Total Earnings – Pay Period (ICD Seq #23), Total Salary – Pay Period (ICD Seq #26), Total Salary – YTD (ICD Seq #27), Basic Pay – Pay Period (ICD Seq #28), Basic Pay – YTD (ICD Seq #29), Adjusted Basic Pay – Pay Period (ICD Seq #30), Adjusted Basic Pay – YTD (ICD Seq #30), Adjusted Basic Pay – YTD (ICD Seq #31), Standard Basic Pay Supplement – Pay Period (ICD Seq #32), Standard Basic Pay Supplement – YTD (ICD Seq #33), Special Basic Pay Supplement – Pay Period (ICD Seq #34), Special Basic Pay Supplement – YTD (ICD Seq #35), and Total Earnings – YTD (ICD Seq #36). • Added note for Title 38 Pay Amount (ICD Seq #55). • Corrected datatype for Absence Without Pay Credit Reduction Hours YTD (ICD Seq #191). This was incorrectly listed as NUMBER(4) in previous versions of the chapter. • Added nine new elements to the end of the data record: - Pay Period Number (ICD Seq # 255). - Eight new Union Official Time fields (ICD Seq #256-263). • Changed edit on all numeric checks to store “zero” vs. “null” if a value is not numeric.
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06/08/2007	- Corrected file naming convention to use an underscore (“_”) instead of a period (“.”) between the Version (V) number and Release (R) number in Section 3.6.1. - Added requirement for a ‘negative report’ email in section 3.6.4. - Changed the contents of 3.7.2 to describe the new interface requirements table layout which contains new record identifier, priority, and retirement columns. - Added details about correction record usage related to RSM in Section 3.7.3. - Updated the data requirements in Sections 3.8.1 based on the GHRR ICD Version 4.0 requirements approved on 6/5/2007: - Changed priority ratings to 1-4 scale. - Added “Retirement” column and flags. - Updated notes and record identifier flags for several existing fields. - Updated the existing Retention, Relocation, and Recruitment Incentive fields (ICD Seq #73-75) to include on Title 5 employees, and added three new non-Title 5 fields (ICD Seq #278-280). - Added Student Load Repayment fields (ICD Seq #281,282). - Added fields for the Retirement Systems Modernization program.
03/01/2012	- Document layout changed from previous versions to match the new organization of the HR section of this guide. - Added new data element to capture reservist differential amount (ICD Seq #284). - Added new data element to capture retention incentives for employees likely to leave for another Federal position (ICD Seq #285). - Add four new data elements to capture telework usage (ICD Seq #286-289). - Changed “definition” to “description” in record specification. - Modified name and descriptions of several fields to match the Guide to Data Standards. - Removed retirement and CPDF columns in record specification tables.
07/31/2013	Changed priority ratings from 4 to 1 in ICD Seq. #278-280.
08/31/2019	- Removed the Payroll Record Specification table from this Chapter and placed separately as a PDF file. The table can also be found with the Raw Datasets found on the Data, Analysis & Documentation webpage. - Made the following changes to the Payroll Record Specification table: - Added four new data elements to capture Disabled Veteran Leave created under the Wounded Warriors Act (ICD Seq #290-294). - Added ICD Seq #295 Weather and Safety Leave - Modified the descriptions of several ICDs to match the description in the Guide to Data Standards (ICD Seq #1, 5, 45, 62, 151, 178, 271, 278-280, 284). - Corrected misspelling of the word “leave” in description for ICD Seq #151.
01/22/2021	- Updated footers to reflect version 4.4 release. - Added the following elements to the Payroll Record Specification table: - ICD Seq #296 Paid Parental Leave (Birth of Child) – Hours Used in Pay Period - ICD Seq #297 Paid Parental Leave (Adoption Related Placements) – Hours Used in Pay Period - ICD Seq #298 Paid Parental Leave (Foster Care Placements) – Hours Used in Pay Period
04/1/2022	Added ICD Seq #299 Bereavement Leave Hours Used to the Payroll Record Specification table.
10/1/2023	Added the following elements to the Payroll Record Specification table: - ICD Seq #300 Remote work hours in a pay period - ICD Seq #301 Remote work instances in a pay period

02/12/2025	Made the following changes to the Payroll Record Specification table: - Modified the name and definition of ICD Seq #295 Weather and Safety Leave Hours Used – 5 USC 6329c. - Added six new data elements to capture the final rule regarding administrative leave, investigative leave, and notice leave and modification to reporting specifications for paid holiday time off (ICD Seq #302-307).
03/23/2025	Added ICD Seq #308 Incident Response Premium Pay to the Payroll Record Specification table.
10/15/2026	- Removed reference to electronic mailing list in Section 4.2. - Overview: rewritten around Payroll DPs and SSPs and coverage under the GHRR; paragraphs about one provider serving many agencies and the EHRI electronic mailing list (hrlob@opm.gov) were removed. - Email Notification of File Transmission: heading and paragraph removed. - Transmission Frequency: end of reporting period clarified as “last day of the pay period”; Quality Requirements: OPM may “request a resubmission” rather than “accept”; data validation language aligned with “EHRI Data Validation Checks”. - Quality Control: responsibility for data accuracy shifted to Payroll DPs and SSPs; “reject/return to agency” language replaced with resubmission requests; “warehouse staging tables” → “platform”. - Quality Control Reports: “Control Summary Report” → “Data Quality Summary Reports”; “Error Records Reports” removed and replaced with “Power BI Detail Error Reports”. “Edit Rules” renamed to “Data Validation Rules”: data-type edit tables and the Relational Edits section/tables removed; Record Identifying Fields table updated; new pointer to the EHRI Data Validation Checks. - Overall Record Specification: “Valid Values” column populated; Record Identifier and Priority definitions consolidated; Data Element Format Types standardized. Section 4.9 PDF instructions rewritten. - Data Element Format Types (section 4.8.2): data types updated from VARCHAR(n), NUMBER(n) and DECIMAL(n, m) to Text_V, Text_F, Number_V, Number_F and Decimal to match the Record Specification files.

4.2 Overview of Payroll Data Feed

The goal for Payroll Data Feed is to securely acquire pay data for Federal Civilian employees covered by the Guide to Human Resources Reporting (GHRR). To accomplish this, Payroll DPs and SSPs submit payroll files to EHRI.

Payroll data submissions from Payroll DPs or SSPs to EHRI represent actual payroll records in a given pay period. Agencies may process and submit payroll file through their own Payroll systems or arrange for their payroll files to be processed by another Federal agency or industry partnering with the federal government. Regardless of the processing arrangement, each agency is responsible for collecting their payroll data, editing it for validity, accuracy, and completeness, and furnishing the data to EHRI. Any agency that submits data to EHRI for its own agency is known as a Data Provider (DP). An agency that submits data to EHRI for its own agency and other agencies is known as a Shared Service Provider (SSP). Each Payroll DP and SSP is responsible for the timely submitting of payroll data for the parent agency and the agencies they service. Payroll DPs and SSPs should ensure that all Payroll data for the agencies for which it submits are present and complete. Payroll DPs and SSPs should ensure payroll data for all agencies that they service are within the files submitted to EHRI. When a Payroll DP or SSP makes major system changes, it is responsible for ensuring that data accuracy and

completeness are maintained. The Office of Personnel Management should be notified when any major system changes are planned.

4.3 Employee Coverage

Providers should submit data for all employees serviced during the pay period. This includes employees in pay and non-pay status. Covered groups are consistent with agency HR data submissions, which include all Federal civilian employees of the Executive Branch excluding employees in the following agencies:

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

Submissions should also exclude: (1) non-U. S. citizens in foreign countries, (2) non-appropriated fund personnel, (3) commissioned officers in the Department of Commerce, Department of Health and Human Services, Department of Homeland Security, and the Environmental Protection Agency, (4) employees of the Judicial Branch, and (5) as of March 2006, foreign service personnel in the Department of State. Branch coverage is limited to the Government Printing Office, the U.S. Tax Court, and several small commissions.

4.4 Payroll Data Submission Requirements

4.4.1 File Content

The providers are responsible for creating the payroll files. Each file must comply with the following rules:

- Each line of the file must contain one record.
- Each record will contain all of the fields listed in Payroll Record Specification, ordered by data element number, with each field separated by the vertical bar character ('|').
- Even if there is no value supplied for a field, the delimiter must still appear in the file.
- Values must be supplied for all mandatory elements.
- No delimiter is required before the first field or after the last field in the record.

4.4.2 File Naming Convention

The file name will conform to the following naming convention.

PCYYYYMMDD0AAAAN_V_R

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

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

4.4.3 Transmission Frequency

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

4.4.4 Quality Requirements

The Office of Personnel Management will request a resubmission if it fails to meet the following criteria:

- The number of records submitted is reasonable in comparison with the previous quarter's submission. Overall, OPM will consider a variance within plus or minus 5 percent as reasonable.
- Errors on data elements are within tolerances. EHRI validates submissions for compliance with data standards, [EHRI Data Validation Checks](#) and internal consistency. Data elements that fail the checks are errors. Error rates are not computed by the file but by agency and for major subagencies within selected agencies. Tolerances are error rates of 3% or less for agencies or subagencies with 1000 or more employees; and 5% or less for agencies or

subagencies with less than 1000 employees.

4.4.5 Explanation of Record Actions

There are three types of record actions in the specification: Add, Correct, and Delete. The majority of records will be sent as Add type (Record Action = "A"). This will satisfy the normal reporting requirements for each pay period. The record will include any and all pay amounts made in the pay period for each employee on the payroll. This includes the current pay (for most employees) plus any additional "back pay" amounts being paid out in the current pay period.

Back pay dollars and hours are added to the current pay period fields, not sent as separate records. The "year to date" fields are sent as they are at the end of the pay period, including any adjusted amounts as necessary (unless the adjustment was for a period earlier than the year to date being tracked.)

For example, if an employee should have been paid \$100.00 each pay period, but was underpaid by \$5.00 for 10 pay periods, the current pay period would include the normal pay amounts (\$100.00) plus the adjustment amount of \$50.00 (\$5.00 x 10 periods) for a total current payment of \$150.00. The next payroll cycle record for this employee will show the corrected pay period amount only (\$100.00). THERE ARE NO RECORDS THAT ARE SENT TO "CORRECT" THE PREVIOUSLY TRANSMITTED DATA; the previous payroll records reflect what was actually paid to the employee during the pay period.

The Correct and Delete record actions are only to be used to fix an error in the data transmission process. For example, if a record was sent in the interface and it was determined at a later point that the payment never occurred, a Delete record would be sent containing only the key fields of the record. A correction record would be sent to fix a field value that was sent in error. Only the corrected field and the key fields need to be sent in this case. To replace a field that was submitted with a null (empty) value, OR to correct one of the key fields in the file (for example, an SSN), a Delete record should be submitted for the original record and a new, complete Add record should be submitted in its place.

The Correct record actions also may be used frequently to retroactively correct data for specific pay periods.

4.5 Quality Control

Agencies are ultimately responsible for assuring that the data within the payroll system is accurate and presents a complete report of workforce payroll transactions. Each agency is responsible for the quality of its data in their payroll system which is submitted to EHRI and may be used for reporting purposes to the Office of Management and Budget, Congress, the White House, and other users of EHRI.

For this purpose, Payroll DPs and SSPs are responsible for ensuring the payroll system complies

with all requirements within the Data Standard Guide, Guide to Human Resources Reporting and Guide to Processing Personnel Actions. DPs and SSPs must conduct quality control tests of the payroll data they provide to EHRI from their internal Payroll system prior to transmitting files.

The Office of Personnel Management may request a resubmission of a payroll data file if, in its judgment, the file reflects significant errors at or above the error tolerance. If a file resubmission is requested, the Office of Personnel Management will notify the Payroll DP or SSP point of contact. Resubmission must be submitted as soon as possible after notification of the file resubmission request. Where applicable, Payroll DPs and SSPs must modify the payroll system to maintain compliance with the Data Standards Guide.

The EHRI data load processes payroll data files into the EHRI data platform. As data is moved to the staging tables, no checks or audits are performed. The Extract, Transform and Load (ETL) process then moves the data from the staging tables through the EHRI data platform. During the ETL process, EHRI performs the required checks and audits and applies business rules as needed and sends an automated response to SSP point of contacts with summary data. The load process captures relevant metadata for reporting and debugging purposes.

Payroll files not meeting acceptance standards identified in this guide will result in OPM contacting the DP or SSP POC for correction and resubmission. To avoid the need for resubmission, some errors may be at the Payroll DP or SSP level, such as a file name convention or missing agencies, while some errors may require the agency payroll office to correct the error. Depending on the error, the Payroll DP or SSP may need to contact the agency to correct the errors before resubmitting the payroll file to EHRI. Some errors may require correcting that will then be processed on a later EHRI Payroll file submission.

4.6 Quality Control Reports

OPM makes information resulting from processing EHRI file submissions available to DPs and SSPs in the form of Data Quality Summary Reports and Power BI Detail error reports for each file submission. The EHRI Data Quality Summary Reports are available via email upon successful ingestion of the file. The Power BI Detail Error Reports are available to SSPs via the Data Quality Report in Power BI. These reports are particularly useful to DPs and SSPs in monitoring their submission process and identifying errors. Sudden spikes in errors should be carefully analyzed because they typically indicate issues that may be resulting from agency processing issues, DP or SSP system errors or EHRI issues. EHRI Data Quality Summary Reports are automatically emailed to DP and SSP POCs once the files have been processed.

Two types of quality reports are generated:

4.6.1 Data Quality Summary Reports

- Provides information of the submission at a summary level (records processed,

records rejected, error counts, edit codes and descriptions, etc.). These reports are automatically sent to SSP POCs upon completion of the ingest process. This process will also notify SSP POCs in the event of mis-named files or schema mismatches.

4.6.2 Power BI Detail Error Reports

- Provides record-level details to pinpoint data issues, the data can be exported into an Excel file. This report lets viewers see the errors that were generated and the specific values that were submitted.

4.7 Data Validation Rules

4.7.1 Record Identifying Fields

Field Name	Edit Rule	Action taken if edit rule fails
Record Action	Check if code value is valid	Reject record
Social Security Number	None	N/A
Date of Birth	Check if valid date	Reject record
Agency/Sub-element Code	Check if code value is valid	Reject record
Pay Period End Date	Check if valid date	Reject record

4.7.2 Non-Record Identifying Fields

The checks can be found here: [EHRI Data Validation Checks](#).

4.8 Overall Record Specification

4.8.1 Overview

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

Column	Description	Valid Values
ICD Seq #	Sequential number to identify fields in this version of the record specification. Number assigned to a data element may change between versions.	EHRI Team assigns.
EHRI Ref #	Internal EHRI reference number assigned to data elements. Used to tie elements back to EHRI metadata repository.	EHRI Team assigns.
Data Element Name	Name of the data element.	Values specific to the Data Element are found within the Data Standards Guide
Data Element Description	Description of the data element.	Is typically the same as the definition of the Data Element found in the Data Standard Guide.
Data Concept	Name of grouping for specific data elements in the record specification.	EHRI Team assigns.
Data Type	The data element data format and length.	Specific data formats and lengths are found within the Data Standards Guide.
Record Identifier	Indicates how EHRI will handle incoming records during the data load process.	Y Field must be present on the record or it will be rejected Dup Field will be used to determine if this record is a duplicate. <blank> Will not reject or be used in duplicate check.

Column	Description	Valid Values
Priority	Indicates the criticality of fields being submitted to EHRI. All data elements are requested (with the exception of priority “4” fields) if they are available and applicable to the employee record. Note the priority scheme changed in version 4.0 of the provide more clarity on what EHRI is expecting from providers.	1 Mandatory for Compliance (All Priority 1 data elements must have a valid value prior to being approved with the agency system for HR, Payroll and Training. 2 High Priority 3 Low Priority 4 Priority TBD (Not required for submission at this time.)
Notes	Additional details or guidance about the data element.	

4.8.2 Data Element Format Types

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

Format	Meaning	Examples
Text_V (n)	A variable-length series of up to n alphanumeric and special characters, not including the vertical bar character (' '). The value may be shorter than n.	Smith-Jones 125 Main St., S.W. Sample Training Course
Text_F (n)	A fixed-length series of exactly n alphanumeric and special characters, not including the vertical bar character (' '). Used for codes and indicators that always have the same length.	For a format of Text_F (4): AG02 For a format of Text_F (1): Y
Number_V (n)	A variable-length series of up to n numeric characters. Negative values are sent with a negative symbol (“-”) immediately before the number, with no leading or trailing spaces. For example, a negative 10 days total is sent as -10. NOTE: any null (empty) value passed into a number field will be translated by the interface into a “0” (zero).	0 180 -10
Number_F (n)	A fixed-length series of exactly n numeric characters. Used for numeric codes and identifiers that always have the same length.	For a format of Number_F (3): 702 For a format of Number_F (9): 123456789

Format	Meaning	Examples
Decimal (n, m)	A numeric value of up to n digits, with up to m digits to the right of the decimal point. A decimal point is neither required nor implied, i.e., 400 represents 400, not 4.00. Negative values are sent with a negative symbol ("-") immediately before the number, with no leading or trailing spaces. For example, a negative one-hundred-dollar amount is sent as -100 or -100.00. NOTE: any null (empty) value passed into a number field will be translated by the interface into a "0" (zero).	For a format of Decimal (9,2): 0 1500 1234567.89 0.75 -100 -5.00
Date	A date consisting of a 4-digit numeric year, a 2-digit numeric month (01-12), and a 2-digit numeric day (01-31), separated by dashes.	1960-01-01 (= January 1, 1960) 2004-12-31 (= December 31, 2004)

4.9 Payroll Record Specifications

The Payroll Record Specification table has been removed from within this Chapter and placed as a separate PDF file. Visit the [OPM website](#) to access the Payroll Record Specification.

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
1	997	Record Action	Indicates action to take with a data record.	Data Record	Text_F (1)	Y / Dup	1	A=add, D=delete, C=correct; see description of record actions in the "Explanation of Record Actions" section of this chapter.
2	680	Social Security Number	The number assigned to an employee's social security account.	Employee ID	Number_F (9)	Y / Dup	1	
3	110	Date Of Birth	An employee's date of birth.	Employee ID	Date	Y / Dup	1	Used in combination with SSN to uniquely identify an employee.
4	999	EHRI Employee ID	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	Employee ID	Number_F (20)		4	This field is currently assigned and stored within EHRI and should be left blank by providers.
5	010	Agency/Subelement	The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed.	Employee ID	Text_F (4)	Y / Dup	1	For valid values, reference Agency/Subelement in the EHRI Data Standards page on the OPM Federal Workforce Data website.
6	1381	Correspondence Address Line 1	The first line of an organization or person address.	Correspondence Address	Text_V (35)		1	
7	1382	Correspondence Address Line 2	The second line of an organization or person address.	Correspondence Address	Text_V (35)		1	
8	1383	Correspondence Address Line 3	The third line of an organization or person address.	Correspondence Address	Text_V (35)		1	
9	1384	Correspondence Address Line 4	The fourth line of an organization or person address.	Correspondence Address	Text_V (35)		1	
10	415	Correspondence City	The city of an organization or person address.	Correspondence Address	Text_V (35)		1	
11	414	Correspondence Geographic Locator Code	Geographic Locator Code for an address.	Correspondence Address	Number_F (9)		3	
12	1336	Correspondence State Code	State Codes for the States, the District of Columbia, Outlying Areas of the United States, the Freely Associated States, Trust Territory and Military States as defined by the United States Postal Service.	Correspondence Address	Text_F (2)		1	For addresses in the United States, the District of Columbia, Outlying Areas of the United States, the Freely Associated States, Trust Territory and Military States, specify only the State Code and leave the Country Code blank. For international addresses, you must use the Country Code and designate the Region, province, or other first administrative district or division of that country in the Region Text. Leave the State Code blank.
13	1346	Correspondence Region	Region, province, or other first administrative district or division of a country other than the U.S. for the organization or person address.	Correspondence Address	Text_V (35)		1	
14	1385	Correspondence Postal Code	Postal code for the organization or person address to include foreign addresses.	Correspondence Address	Number_V (35)		1	
15	1338	Correspondence Country Code	International Country Codes as defined by the United States Postal Service.	Correspondence Address	Text_F (4)		1	For valid values, reference Citizenship Country Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
16	508	Payroll Office Number	Number assigned to the EHRI Payroll office. For provider use only.	Payroll Office	Text_V (35)		1	
17	1339	Alternate Work Schedule Code	Indicates if an employee is currently on an alternative work schedule (AWS).	Employee Hours	Number_F (3)		2	For valid values, reference Alternate Work Schedule Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
18	1335	Federal Debt Delinquency Indicator	Indicates if an employee has any outstanding Federal debt.	Employee General Payroll Information	Text_F (2)		3	Y=Yes, N=No, NA=Non Applicable
19	1340	Federal Tax Filing Status Type Code	Code describing the federal tax filing status.	Employee Tax Information	Text_F (2)		2	For valid values, reference Federal Tax Filing Status Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
20	1165	Federal Tax Exemptions Claimed	Number of deductions claimed for federal taxes.	Employee Tax Information	Number_V (4)		3	
21	1164	Federal Tax Additional Withholding Amount	Amount the employee has requested be withheld from pay for each pay period for taxes.	Employee Tax Information	Decimal (9,2)		3	
22	1341	Tax State Code	State for which taxes are deducted.	Employee Tax Information	Text_F (2)		2	For valid values, reference Tax State Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
23	1290	Total Earnings - Pay Period	The pay period total gross earnings for an employee. Includes the sum of all pay data items including any and all awards, incentives, allowances, differentials, etc.	Pay Period	Decimal (9,2)		1	
24	501	Pay Period Start Date	Start date of the pay period.	Pay Period	Date		1	
25	1348	Pay Period End Date	End date of the pay period.	Pay Period	Date	Y / Dup	1	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
26	1253	Total Salary - Pay Period	The pay period total of all fixed pay amounts paid on a regular and recurring basis, subject to applicable pay caps. This includes adjusted basic pay (sum of basic pay + any applicable basic pay supplement) and any fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes standby duty premium pay, administratively uncontrollable overtime pay, law enforcement availability pay, and regular overtime pay for firefighters paid under 5 U.S.C. 5545b. NOTE: Total Salary is not limited to retirement-creditable basic pay.	Employee Pay	Decimal (9,2)		1	
27	1254	Total Salary - YTD	The year to date total of all fixed pay amounts paid on a regular and recurring basis, subject to applicable pay caps. This includes adjusted basic pay (sum of basic pay + any applicable basic pay supplement) and any fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes standby duty premium pay, administratively uncontrollable overtime pay, law enforcement availability pay, and regular overtime pay for firefighters paid under 5 U.S.C. 5545b. NOTE: Total Salary is not limited to retirement-creditable basic pay.	Employee Pay	Decimal (9,2)		2	
28	1129	Basic Pay - Pay Period	The pay period basic or base pay based upon an employee's pay plan, grade/level, step/rate, and occupational series, before adding any additional supplement. For GS employees, enter GS base pay amount, law enforcement officer special base pay amount, or retained pay amount; do not include locality pay or special rate supplement.	Employee Pay	Decimal (9,2)		1	
29	1130	Basic Pay - YTD	The year to date basic or base pay based upon an employee's pay plan, grade/level, step/rate, and occupational series, before adding any additional supplement. For GS employees, enter GS base pay amount, law enforcement officer special base pay amount, or retained pay amount; do not include locality pay or special rate supplement.	Employee Pay	Decimal (9,2)		2	
30	1100	Adjusted Basic Pay - Pay Period	The pay period sum of an employee's rate of basic pay and any basic pay supplement (standard OR special), after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	Employee Pay	Decimal (9,2)		1	
31	1101	Adjusted Basic Pay - YTD	The year to date sum of an employee's rate of basic pay and any basic pay supplement (standard OR special), after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	Employee Pay	Decimal (9,2)		2	
32	1192	Standard Basic Pay Supplement - Pay Period	The pay period standard basic pay supplement that is designed to be the sole or primary basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS locality pay, title 38 market pay, or similar supplements. Excludes GS special rate supplement and similar secondary supplements.	Employee Pay	Decimal (9,2)		1	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
33	1193	Standard Basic Pay Supplement - YTD	The year to date standard basic pay supplement that is designed to be the sole or primary basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS locality pay, title 38 market pay, or similar supplements. Excludes GS special rate supplement and similar secondary supplements.	Employee Pay	Decimal (9,2)		2	
34	1268	Special Basic Pay Supplement - Pay Period	The pay period special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a secondary supplement. The special basic pay supplement applies in lieu of any applicable standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS special rate supplement or equivalent supplement.	Employee Pay	Decimal (9,2)		1	
35	1269	Special Basic Pay Supplement - YTD	The year to date special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a secondary supplement. The special basic pay supplement applies in lieu of any applicable standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS special rate supplement or equivalent supplement.	Employee Pay	Decimal (9,2)		2	
36	1291	Total Earnings - YTD	The year to date total gross earnings for an employee. Includes the sum of all pay data items including any and all awards, incentives, allowances, differentials, etc.	Employee Pay	Decimal (9,2)		2	
37	1380	Award Amount	Gross dollar amount of an award or bonus given as cash.	Award	Decimal (9,2)		2	
38	1116	Award Hours Earned	The number of hours earned as a time-off award.	Award	Decimal (9,2)		2	
39	1117	Award Hours Used	The number of award hours associated with time-off award used.	Award	Decimal (9,2)		2	
40	1118	Award Hours YTD Balance	The number of award hours year to date associated with a time off award.	Award	Decimal (9,2)		2	
41	1234	Regular Hours Worked	The total number of regular (nonovertime) hours that were actually worked during the biweekly pay period. Applies to full-time, part-time, and intermittent employees. Exclude paid leave hours and all other hours within the regular tour during which the employee was excused from duty. Exclude hours paid at an overtime rate. For part-time employees, count all nonovertime hours of actual work, including nonovertime hours outside the regular part-time tour of duty.	Employee Hours	Decimal (9,2)		1	
42	1187	Intermittent Service Days	Number of days an employee actually worked during a specified pay period.	Employee Hours	Number_V (4)		1	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
43	1307	Last Day In Pay Status Date	Date on which the employee was last in a pay status.	Employee Pay Check	Date		1	Field should be populated with the pay period end date for employees in pay status at the end of the pay period, or the last date of pay status for employees not in pay status at the end of the pay period.
44	1308	Last Equivalent Increase Date	Date on which the employee received their last equivalent increase (e.g. within grade increase or promotion).	Employee Pay Check	Date		2	
45	1226	Part-Time Hours Per Bi-Weekly Pay Period	The number of hours a part-time employee is scheduled to work during a bi-weekly pay period. This is used to compare the actual hours that the employee actually worked in the period.	Employee Hours	Number_F (2)		1	
46	1225	Overtime Pay Amount	Amount of overtime earned in a pay period.	Overtime Pay	Decimal (9,2)		2	
47	1224	Overtime Hours Worked	Number of regular and irregular overtime hours an employee works in a pay period that are in addition to their regular tour of duty.	Overtime Pay	Decimal (9,2)		1	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
48	1286	Sunday Premium Pay Amount	Amount of Sunday Premium Pay earned in a pay period. Note: Title 5 only; do not include any Title 38 amounts here.	Sunday Premium Pay	Decimal (9,2)		2	
49	1285	Sunday Hours Worked	Number of Sunday hours an employee works in a pay period that are in addition to their regular tour of duty.	Sunday Premium Pay	Decimal (9,2)		2	
50	1182	Holiday Premium Pay Amount	Amount of Holiday Premium Pay earned in a pay period. Note: Title 5 only; do not include any Title 38 amounts here.	Holiday Premium Pay	Decimal (9,2)		2	
51	1181	Holiday Hours Worked	Number of holiday hours an employee works in a pay period that are in addition to their regular tour of duty.	Holiday Premium Pay	Decimal (9,2)		2	
52	1283	Standby Duty Pay Amount	Amount of Standby Duty Pay earned in a pay period.	Standby Duty Pay	Decimal (9,2)		1	
53	1104	Administratively Uncontrollable Overtime Pay Amount	Amount of Administratively Uncontrollable Overtime Pay earned in a pay period.	Administratively Uncontrollable Overtime Pay	Decimal (9,2)		1	
54	1114	Availability Pay Amount	Amount of Availability Pay earned in a pay period.	Availability Pay	Decimal (9,2)		1	
55	1289	Title 38 Pay Amount	Difference between salary total amount and adjusted basic pay due to Title 38 hours worked.	Title 38 Pay	Decimal (9,2)		2	
56	1288	Title 38 Hours Worked	Number of Title 38 hours an employee works in a pay period that are in addition to their regular tour of duty.	Title 38 Pay	Decimal (9,2)		2	
57	1221	Night Pay Amount	Amount of night pay received by a GS employee during a pay period. Note this does not track FWS employees' night differential amount; use "Night Differential Amount" for this amount.	Night Pay	Decimal (9,2)		2	
58	1222	Night Pay Hours Worked	Amount of night pay hours worked by a GS employee during a pay period. Note that this does not track FWS employees' night differential amount; use "Night Differential Hours" for this amount.	Night Pay	Decimal (9,2)		2	
59	1179	Hazardous Duty Amount	Total amount of hazardous duty pay that an employee receives during the pay period.	Hazardous Duty	Decimal (9,2)		2	
60	1180	Hazardous Duty Hours	Total amount of hazardous duty hours that an employee works during the pay period.	Hazardous Duty	Decimal (9,2)		2	
61	1162	Environmental Differential Amount	Total amount of Environmental differential that an employee receives during the pay period.	Environmental Differential	Decimal (9,2)		1	
62	1163	Environmental Differential Hours	Total hours of Environmental differential that an employee receives during the pay period.	Environmental Differential	Decimal (9,2)		2	
63	1219	Night Differential Amount	Amount of night differential that a Federal Wage System (FWS) employee receives during the pay period. Specifically, this tracks workers on second and third shifts. Note this does not track GS employees' night pay amounts; use "Night Pay Amount" for this amount.	Night Differential	Decimal (9,2)		1	
64	1220	Night Differential Hours	Amount of night differential that a Federal Wage System (FWS) employee receives during the pay period. Specifically, this tracks workers on second and third shifts. Note this does not track GS employees' night pay hours; use "Night Pay Hours Worked" for this amount.	Night Differential	Decimal (9,2)		2	
65	657	Supervisory Differential Amount	Amount of supervisory differential that an employee receives during the pay period.	Supervisory Differential	Decimal (9,2)		2	
66	1229	Post Differential Amount - Foreign Area	Amount of foreign area post differential that an employee receives during the pay period.	Post Differential - Foreign Area	Decimal (9,2)		2	
67	1230	Post Differential Amount - Non Foreign Area	Amount of non-foreign area post differential that an employee receives during the pay period.	Post Differential - Non Foreign Area	Decimal (9,2)		2	
68	1236	Remote Worksite Allowance Amount	Amount of remote worksite allowance an employee received during a pay period.	Remote Worksite Allowance	Decimal (9,2)		2	
69	029	Physicians Comparability Allowance Amount	Amount of physicians comparability allowance an employee received during a pay period.	Physicians Comparability Allowance	Decimal (9,2)		2	
70	1296	Uniform Allowance Amount	Amount of uniform allowance an employee received under 5 U.S.C. 5901 through 5903 and 5 CFR part 591, subpart A during a pay period.	Uniform Allowance	Decimal (9,2)		1	For specific guidance on what is and is not reportable, see the Uniform Allowance Fact Sheet at https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/uniform-allowances-fact-sheet/
71	1255	Separate Maintenance Allowance Amount	Amount of separate maintenance allowance an employee received during a pay period.	Separate Maintenance Allowance	Decimal (9,2)		2	
72	1133	Cost Of Living Allowance Amount - Non Foreign Area	Amount of non-foreign area allowance an employee received during a pay period.	Cost of Living Allowance - Non Foreign Area	Decimal (9,2)		2	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
73	1073	Retention Incentive Amount (Likely To Leave Federal Service) - Title 5 USC 5754	Dollar amount of a retention incentive under 5 U.S.C. 5754 that is paid to an employee during a pay period when the employee is likely to leave the Federal Government. (The retention incentive was authorized under legal authority codes VPN, VPR, or VPS). This does not include retention incentives authorized under authorities other than 5 U.S.C. 5754.	Retention Incentive	Decimal (9,2)		1	
74	1235	Relocation Incentive Amount - Title 5 USC 5753	Dollar amount of a relocation incentive under 5 U.S.C. 5753 that is paid to an employee during a pay period. (The relocation incentive was authorized under legal authority codes VPF or VPO.) This does not include relocation expenses authorized under the Federal Travel Regulations (41 CFR chapters 300-304) or relocation incentives authorized under authorities other than 5 U.S.C. 5753	Relocation Incentive	Decimal (9,2)		1	
75	1233	Recruitment Incentive Amount - Title 5 USC 5753	Dollar amount of a recruitment incentive under 5 U.S.C. 5753 that is paid to an employee during a pay period. (The recruitment incentive was authorized under legal authority codes VPF or VPO.) This does not include recruitment incentives authorized under authorities other than 5 U.S.C. 5753	Recruitment Incentive	Decimal (9,2)		1	
76	1156	Danger Pay Amount	Amount of danger pay an employee received during a pay period.	Danger Pay	Decimal (9,2)		2	
77	1228	Post Allowance Amount	Amount of foreign area post allowance an employee received during a pay period.	Post Allowance	Decimal (9,2)		2	
78	1205	Miscellaneous Payment Amount	All other allowances, incentives or pay that an employee received during the pay period that are not captured in other fields.	Miscellaneous Payments	Decimal (9,2)		2	
79	1252	Annuity Offset Withholding Amount	The amount of annuity attributable to the amount of hours during the pay period.	Other Payroll Amount	Decimal (9,2)		1	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
80	1256	Severance Pay Weeks	Number of weeks of severance payments received as a result of involuntary separation.	Other Payroll Amount	Number_V (4)		2	
81	1112	Annual Leave Hours Used YTD	Amount of annual leave used in the current leave year.	Annual Leave	Decimal (9,2)		2	
82	1107	Annual Leave Balance Hours	The employee's current annual leave balance in hours at the end of the pay period.	Annual Leave	Decimal (9,2)		2	
83	1110	Annual Leave Hours Earned	Number of annual leave hours earned during the pay period.	Annual Leave	Decimal (9,2)		2	
84	1111	Annual Leave Hours Used	Number of annual leave hours used during the pay period.	Annual Leave	Decimal (9,2)		2	
85	1266	Sick Leave Hours Used YTD	Amount of sick leave used in the current leave year.	Sick Leave	Decimal (9,2)		2	
86	1262	Sick Leave Balance Hours	The employee's current sick leave balance in hours at the end of the pay period.	Sick Leave	Decimal (9,2)		1	
87	1264	Sick Leave Hours Earned	Number of sick leave hours earned during the pay period.	Sick Leave	Decimal (9,2)		2	
88	1265	Sick Leave Hours Used	Number of sick leave hours used during the pay period.	Sick Leave	Decimal (9,2)		2	
89	1178	Frozen Sick Leave Balance Hours	Total number of hours of Sick Leave (SL) at time of conversion to Federal Employees Retirement System (FERS).	Sick Leave	Decimal (9,2)		1	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
90	1249	Restored Annual Leave Hours Used YTD - Year 1	Amount of restored annual leave used in the current leave year for hours expiring in Year 1.	Restored Annual Leave - Year 1	Decimal (9,2)		2	
91	1241	Restored Annual Leave Current Balance Hours - Year 1	Total number of restored annual leave hours for hours expiring in Year 1.	Restored Annual Leave - Year 1	Decimal (9,2)		2	
92	1245	Restored Annual Leave Hours Used - Year 1	Number of restored annual leave hours used during the pay period for hours expiring in Year 1.	Restored Annual Leave - Year 1	Decimal (9,2)		2	
93	1250	Restored Annual Leave Hours Used YTD - Year 2	Amount of restored annual leave used in the current leave year for hours expiring in Year 2.	Restored Annual Leave - Year 2	Decimal (9,2)		2	
94	1242	Restored Annual Leave Current Balance Hours - Year 2	Total number of restored annual leave hours for hours expiring in Year 2.	Restored Annual Leave - Year 2	Decimal (9,2)		2	
95	1246	Restored Annual Leave Hours Used - Year 2	Number of restored annual leave hours used during the pay period for hours expiring in Year 2.	Restored Annual Leave - Year 2	Decimal (9,2)		2	
96	1251	Restored Annual Leave Hours Used YTD - Year 3	Amount of restored annual leave used in the current leave year for hours expiring in Year 3.	Restored Annual Leave - Year 3	Decimal (9,2)		2	
97	1243	Restored Annual Leave Current Balance Hours - Year 3	Total number of restored annual leave hours for hours expiring in Year 3.	Restored Annual Leave - Year 3	Decimal (9,2)		2	
98	1247	Restored Annual Leave Hours Used - Year 3	Number of restored annual leave hours used during the pay period for hours expiring in Year 3.	Restored Annual Leave - Year 3	Decimal (9,2)		2	
99	1248	Restored Annual Leave Hours Used YTD - Non Expiring	Amount of restored annual leave used in the current leave year for hours without expiration date.	Restored Annual Leave - Non Expiring	Decimal (9,2)		2	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
100	1240	Restored Annual Leave Current Balance Hours - Non Expiring	Total number of restored annual leave hours for hours without expiration date.	Restored Annual Leave - Non Expiring	Decimal (9,2)		2	
101	1244	Restored Annual Leave Hours Used - Non Expiring	Number of restored annual leave hours used during the pay period for hours without expiration date.	Restored Annual Leave - Non Expiring	Decimal (9,2)		2	
102	1147	Compensatory Time Used YTD	Amount of compensatory time in lieu of overtime hours used in the current calendar year.	Compensatory Time - Standard	Decimal (9,2)		2	
103	1148	Compensatory Time YTD Current Balance Hours	Total amount of compensatory time in lieu of overtime hours earned year to date (YTD) in the current calendar year.	Compensatory Time - Standard	Decimal (9,2)		2	
104	1135	Compensatory Time Earned	Number of compensatory time in lieu of overtime hours earned during the pay period.	Compensatory Time - Standard	Decimal (9,2)		2	
105	1146	Compensatory Time Used	Number of compensatory time in lieu of overtime hours used during the pay period.	Compensatory Time - Standard	Decimal (9,2)		2	
106	1134	Compensatory Time Accrued YTD	Amount of compensatory time in lieu of overtime hours accrued in the current calendar year.	Compensatory Time - Standard	Decimal (9,2)		2	
107	1138	Compensatory Time For Religious Purposes Used YTD	Amount of compensatory time for religious purposes in lieu of overtime hours used in the current calendar year.	Compensatory Time - Religious Purposes	Decimal (9,2)		2	
108	1140	Compensatory Time For Religious Purposes YTD Current Balance Hours	Total amount of compensatory time for religious purposes in lieu of overtime hours earned year to date (YTD) in the current calendar year.	Compensatory Time - Religious Purposes	Decimal (9,2)		2	
109	1137	Compensatory Time For Religious Purposes Earned	Number of compensatory time for religious purposes hours earned during the pay period.	Compensatory Time - Religious Purposes	Decimal (9,2)		2	
110	1139	Compensatory Time For Religious Purposes Used	Number of compensatory time for religious purposes hours used during the pay period.	Compensatory Time - Religious Purposes	Decimal (9,2)		2	
111	1136	Compensatory Time For Religious Purposes Accrued YTD	Amount of compensatory time for religious purposes in lieu of overtime hours accrued in the current calendar year.	Compensatory Time - Religious Purposes	Decimal (9,2)		2	
112	1144	Compensatory Time For Travel Purposes Used YTD	Amount of compensatory time for travel purposes in lieu of overtime hours used in the current calendar year.	Compensatory Time - Travel Purposes	Decimal (9,2)		2	
113	1145	Compensatory Time For Travel Purposes YTD Current Balance Hours	Total amount of compensatory time for travel purposes in lieu of overtime hours earned year to date (YTD) in the current calendar year.	Compensatory Time - Travel Purposes	Decimal (9,2)		2	
114	1142	Compensatory Time For Travel Purposes Earned	Number of compensatory time for travel purposes hours earned during the pay period.	Compensatory Time - Travel Purposes	Decimal (9,2)		2	
115	1143	Compensatory Time For Travel Purposes Used	Number of compensatory time for travel purposes hours used during the pay period.	Compensatory Time - Travel Purposes	Decimal (9,2)		2	
116	1141	Compensatory Time For Travel Purposes Accrued YTD	Amount of compensatory time for travel purposes in lieu of overtime hours accrued in the current calendar year.	Compensatory Time - Travel Purposes	Decimal (9,2)		2	
117	1185	Home Leave Hours Used YTD	Amount of home leave used in the current leave year.	Home Leave	Decimal (9,2)		2	
118	1186	Home Leave YTD Current Balance Hours	Total number of home leave hours accrued year to date (YTD) in the current leave year.	Home Leave	Decimal (9,2)		2	
119	1183	Home Leave Hours Accrued	Number of home leave hours accrued during the pay period.	Home Leave	Decimal (9,2)		2	
120	1184	Home Leave Hours Used	Number of home leave hours used during the pay period.	Home Leave	Decimal (9,2)		2	
121	1309	Home Leave 12 Month Beginning Date	Start date of current 12-month accrual period.	Home Leave Status	Date		2	
122	1310	Home Leave 24 Month Beginning Date	Start date of the basic 24-month continuous period of service.	Home Leave Status	Date		2	
123	1311	Home Leave 24 Month Ending Date	End date of the basic 24 month continuous service.	Home Leave Status	Date		2	
124	1152	Credit Hours Used YTD	Amount of credit hours used in the current leave year under a flexible work schedule.	Credit Hours	Decimal (9,2)		2	
125	1153	Credit Hours YTD Current Balance Hours	Total number of credit hours accrued year to date (YTD) in the current leave year under a flexible work schedule.	Credit Hours	Decimal (9,2)		2	
126	1150	Credit Hours Earned	Number of credit hours earned during the pay period under a flexible work schedule.	Credit Hours	Decimal (9,2)		2	
127	1151	Credit Hours Used	Number of credit hours used during the pay period under a flexible work schedule.	Credit Hours	Decimal (9,2)		2	
128	1126	Balance Credit Hours	Remaining balance of any credit hours the employee has earned during the pay period under a flexible work schedule.	Credit Hours	Decimal (9,2)		2	
129	1259	Shore Leave Hours Used YTD	Amount of shore leave used in the current leave year.	Shore Leave	Decimal (9,2)		2	
130	1260	Shore Leave YTD Current Balance Hours	Total number of shore leave hours accrued year to date (YTD) in the current leave year.	Shore Leave	Decimal (9,2)		2	
131	1257	Shore Leave Hours Earned	Number of shore leave hours earned during the pay period.	Shore Leave	Decimal (9,2)		2	
132	1258	Shore Leave Hours Used	Number of shore leave hours used during the pay period.	Shore Leave	Decimal (9,2)		2	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
133	1207	Military Leave 5 USC 6323A Hours Used YTD	Amount of 5 U.S.C. 6323(a) 20-day entitlement military leave used in the current leave year.	Military Leave 5 U.S.C. 6323(a)	Decimal (9,2)		2	
134	1208	Military Leave 5 USC 6323A YTD Current Balance Hours	Total number of 5 U.S.C. 6323(a) 20-day entitlement military leave hours accrued year to date (YTD) in the current leave year.	Military Leave 5 U.S.C. 6323(a)	Decimal (9,2)		2	
135	1206	Military Leave 5 USC 6323A Hours Used	Number of 5 U.S.C. 6323(a) 20-day entitlement military leave hours used during the pay period.	Military Leave 5 U.S.C. 6323(a)	Decimal (9,2)		2	
136	1210	Military Leave 5 USC 6323B Hours Used YTD	Amount of 5 U.S.C. 6323(b) 22-day entitlement military leave used in the current leave year.	Military Leave 5 U.S.C. 6323(b)	Decimal (9,2)		2	
137	1211	Military Leave 5 USC 6323B YTD Current Balance Hours	Total number of 5 U.S.C. 6323(b) 22-day entitlement military leave hours accrued year to date (YTD) in the current leave year.	Military Leave 5 U.S.C. 6323(b)	Decimal (9,2)		2	
138	1209	Military Leave 5 USC 6323B Hours Used	Number of 5 U.S.C. 6323(b) 22-day entitlement military leave hours used during the pay period.	Military Leave 5 U.S.C. 6323(b)	Decimal (9,2)		2	
139	1213	Military Leave 5 USC 6323C Hours Used YTD	Amount of 5 U.S.C. 6323(c) DOD unlimited military leave used in the current leave year.	Military Leave 5 U.S.C. 6323©	Decimal (9,2)		2	
140	1214	Military Leave 5 USC 6323C YTD Current Balance Hours	Total number of 5 U.S.C. 6323(c) DOD unlimited military leave hours accrued year to date (YTD) in the current leave year.	Military Leave 5 U.S.C. 6323©	Decimal (9,2)		2	
141	1212	Military Leave 5 USC 6323C Hours Used	Number of 5 U.S.C. 6323(c) DOD unlimited military leave hours used during the pay period.	Military Leave 5 U.S.C. 6323©	Decimal (9,2)		2	
142	1216	Military Leave 5 USC 6323D Hours Used YTD	Amount of 5 U.S.C. 6323(d) 44-day entitlement military leave used in the current leave year.	Military Leave 5 U.S.C. 6323(d)	Decimal (9,2)		2	
143	1217	Military Leave 5 USC 6323D YTD Current Balance Hours	Total number of 5 U.S.C. 6323(d) 44-day entitlement military leave hours accrued year to date (YTD) in the current leave year.	Military Leave 5 U.S.C. 6323(d)	Decimal (9,2)		2	
144	1215	Military Leave 5 USC 6323D Hours Used	Number of 5 U.S.C. 6323(d) 44-day entitlement military leave hours used during the pay period.	Military Leave 5 U.S.C. 6323(d)	Decimal (9,2)		2	
145	1201	Leave Fiscal YTD Military Leave Balance Hours	Ending balance of military leave as of date of action as specified in 5 USC 6323(a).	Employee Leave Information	Decimal (9,2)		2	
146	1102	Administrative Leave Hours Used	Number of administrative leave hours used during the pay period.	Administrative Leave	Decimal (9,2)		2	
147	1103	Administrative Leave Hours Used YTD	Number of administrative leave hours used year to date.	Administrative Leave	Decimal (9,2)		2	
148	1131	Bone Marrow Leave Hours Used	Number of bone marrow leave hours used during the pay period.	Bone Marrow Leave	Decimal (9,2)		2	
149	1132	Bone Marrow Leave Hours Used YTD	Number of bone marrow leave hours used year to date.	Bone Marrow Leave	Decimal (9,2)		2	
150	1223	Organ Donor Leave Hours Used	Number of organ donor leave hours used during the pay period.	Organ Donor Leave	Decimal (9,2)		2	
151	1149	Court Leave Hours Used	Number of court leave hours used during the pay period.	Court Leave	Decimal (9,2)		2	
152	1109	Annual Leave Donation Amount	Amount of Annual Leave (AL) donated by employee.	Annual Leave Donation	Decimal (9,2)		2	
153	1312	Annual Leave Donation Date	Date on which a sum of Annual Leave (AL) was donated by employee.	Annual Leave Donation	Date		2	
154	1157	Donated Annual Leave Balance	Amount of annual leave donated to the employee.	Donated Annual Leave Recipient	Decimal (9,2)		2	
155	1159	Donated Annual Leave Used	Amount of donated annual leave used.	Donated Annual Leave Recipient	Decimal (9,2)		2	
156	1158	Donated Annual Leave Unused Balance	Amount of unused donated annual leave as of the date of separation or transfer.	Donated Annual Leave Recipient	Decimal (9,2)		2	
157	1313	Donated Annual Leave Recipient Approval Date	Date the employee was approved to become a leave recipient.	Donated Annual Leave Recipient	Date		2	
158	1113	Annual Leave Set Aside Amount	Amount of annual leave accrued and held while employee uses donated annual leave.	Donated Annual Leave Recipient	Decimal (9,2)		2	
159	1267	Sick Leave Set Aside Amount	Amount of sick leave accrued and held while employee uses donated annual leave.	Donated Annual Leave Recipient	Decimal (9,2)		2	
160	1106	Annual Leave Accrual Rate	Number of hours per pay period at which an employee is normally accruing leave. This typically will be 0, 4, 6, or 8, but may be other amounts in the case of fire fighters and other special exceptions.	Employee Leave Information	Decimal (9,2)		2	
161	1105	Annual Leave Abeyance Balance	Amount of annual leave maintained in abeyance while the employee is in a specific appointment or status.	Employee Leave Information	Decimal (9,2)		2	
162	1108	Annual Leave Carryover Hours	Amount of hours worked that can be carried over to the next pay period for employees who work a part-time work schedule and only accrue annual leave based on number of hours worked.	Employee Leave Information	Decimal (9,2)		2	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
163	1261	Sick Leave Abeyance Balance	Amount of sick leave maintained in abeyance while the employee is in a specific appointment or status.	Employee Leave Information	Decimal (9,2)		2	
164	1263	Sick Leave Carryover Hours	Amount of hours worked that can be carried over to the next pay period for employees who work a part-time work schedule and only accrue sick leave based on number of hours worked.	Employee Leave Information	Decimal (9,2)		2	
165	1190	Leave Ceiling Hours	Ceiling an employee is allowed to maintain. This will be 240, 360, or 720 for most employees unless there is a personal ceiling in effect for the individual. Reason for the personal ceiling is described in EHRI #351.	Employee Leave Information	Decimal (9,2)		2	
166	351	Leave Ceiling Personal Hours Reason	Reason the employee is allowed to carry over a higher amount of leave in a non-standard personal leave ceiling.	Employee Leave Information	Text_V (255)		2	
167	1231	Part-Time Annual Leave Hours Earned	Number of annual leave hours earned by an employee in the current pay period based on the number of hours in a pay status.	Employee Leave Information	Decimal (9,2)		2	
168	1232	Part-Time Sick Leave Hours Earned	Number of sick leave hours earned by an employee in the current pay period based on the number of hours in a pay status.	Employee Leave Information	Decimal (9,2)		2	
169	1194	Lump Sum Leave Hourly Rate Amount	Rate of pay used to pay the lump sum leave amount. There may be multiple rates for a lump-sum payment if the employee's pay is subject to pay adjustment during the lump-sum period (e.g., statutory increases, within grades).	Lump Sum Leave Pay	Decimal (9,2)		2	
170	1314	Lump Sum Leave Hourly Rate Start Date	Start date for the hourly rate used to determine lump sum leave payment. There may be multiple rates for a lump-sum payment if the employee's pay is subject to pay adjustment during the lump-sum period (e.g., statutory increases, within grades).	Lump Sum Leave Pay	Date		2	
171	1315	Lump Sum Leave Leave Period End Date	End date excluding any restored annual leave used for projecting any refund that the employee could potentially owe.	Lump Sum Leave Pay	Date		2	
172	1316	Lump Sum Leave Period Start Date	Start date for a period of lump sum leave payment.	Lump Sum Leave Pay	Date		2	
173	1195	Lump Sum Leave Paid Hours	Number of hours of leave paid in lump sum to employee upon separation.	Lump Sum Leave Pay	Decimal (9,2)		2	
174	367	Lump Sum Leave Payment Refund Amount	Amount the employee must pay to the employing agency for every hour of unexpired leave (excluding any restored hours).	Lump Sum Leave Pay	Decimal (9,2)		2	
175	1197	Lump Sum Leave Recredited Hours	Number of hours of leave recredited to the employee's leave account as a result of a refund of unexpired leave.	Lump Sum Leave Pay	Decimal (9,2)		2	
176	1317	Lump Sum Total Leave Period End Date	The projected end date for a period of lump sum leave payment, including any restored annual leave, used toward projecting the total lump sum payment amount.	Lump Sum Leave Pay	Date		2	
177	1198	Lump Sum Restored Annual Leave Hours Paid	Number of hours of restored annual leave paid in a lump sum payment to an employee upon separation.	Lump Sum Leave Pay	Decimal (9,2)		2	
178	1199	Lump Sum Unexpired Annual Leave Hourly Rate Amount	Hourly rate associated with the unexpired portion of leave. There may be multiple rates for a lump sum payment if the employee's pay is subject to pay adjustments during the lump sum period (e.g., statutory increases, within grade increases).	Lump Sum Leave Pay	Decimal (9,2)		2	
179	1200	Lump Sum Unexpired Annual Leave Hours	Number of hours of annual leave in an employee's lump sum payment for annual leave that is subject to refund to the employing agency. Such leave will be recredited to employee's annual leave account. This does not include any annual leave restored leave hours.	Lump Sum Leave Pay	Decimal (9,2)		2	
180	1191	Leave Year To Date YTD Advance Balance Hours	Number of hours of leave authorized to the employee in the current leave year.	Employee Leave Information	Decimal (9,2)		2	
181	1318	Medical Emergency End Date	End date for a period of medical emergency for a leave transfer recipient.	Medical Emergency	Date		2	
182	1319	Medical Emergency Start Date	Start date for a period of medical emergency for a leave transfer recipient.	Medical Emergency	Date		2	
183	1204	Military Lost Days	Number of days the military has determined are not creditable in a service period.	Retirement Eligible Earnings	Number_V (4)		2	
184	1320	Family and Medical Leave Act FMLA Beginning Date	Date on which the employee first uses Family and Medical Leave Act (FMLA) leave.	Family and Medical Leave Act FMLA Usage	Date		2	
185	1321	Family and Medical Leave Act FMLA End Date	Date 12 months after the Family and Medical Leave Act (FMLA) start date.	Family and Medical Leave Act FMLA Usage	Date		2	
186	1176	Family and Medical Leave Act FMLA Hours Used	Number of Family and Medical Leave Act (FMLA) hours used in the current Family and Medical Leave Act (FMLA) 12 month period.	Family and Medical Leave Act FMLA Usage	Decimal (9,2)		2	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
187	1177	Family and Medical Leave Act FMLA Hours Used In Pay Period	The amount of FMLA in hours used during the current pay period.	Family and Medical Leave Act FMLA Usage	Decimal (9,2)		2	
188	1120	Absence Without Leave (AWOL) Hours In Pay Period	Number of AWOL hours in a pay period.	Nonpay Status	Decimal (9,2)		2	
189	1119	Absence Without Leave Hours In Leave Year	Number of AWOL hours accumulated in a leave year.	Nonpay Status	Decimal (9,2)		2	
190	1121	Absence Without Pay Credit Reduction Hours In Pay Period	Number of credit reduction hours in effect during the pay period as a result of absence without pay.	Nonpay Status	Decimal (9,2)		2	
191	1122	Absence Without Pay Credit Reduction Hours YTD	Year to date credit reduction hours as a result of absence without pay.	Nonpay Status	Decimal (9,2)		2	
192	1123	Absence Without Pay Hours In Pay Period	Number of hours of absence without pay (AWOP) during the pay period. This includes the total hours for all LWOP and AWOL, and other nonpay status.	Nonpay Status	Decimal (9,2)		1	
193	1125	Absence Without Pay Since Last Equivalent Increase	Number of hours of absence without pay (AWOP) since last equivalent increase. This includes the total hours for all LWOP and AWOL, and other nonpay status.	Nonpay Status	Decimal (9,2)		2	
194	1124	Absence Without Pay In Leave Year	Number of hours of absence without pay (AWOP) during the leave year. This includes the total hours for all LWOP and AWOL, and other nonpay status.	Nonpay Status	Decimal (9,2)		2	
195	1203	Other Nonpay Status In Pay Period	Number of other nonpay status hours in a pay period. Includes leave without pay (LWOP) excluding LWOP while in workers' compensation status (LWOP-WC) or while serving in the Uniformed Services (LWOP-US). Also includes suspension, furloughs, military furloughs, etc.	Nonpay Status	Decimal (9,2)		2	
196	1202	Other Nonpay Status In Leave Year	Number of other nonpay status hours accumulated in a leave year. Includes leave without pay (LWOP) excluding LWOP while in workers' compensation status (LWOP-WC) or while serving in the Uniformed Services (LWOP-US). Also includes suspension, furloughs, military furloughs, etc.	Nonpay Status	Decimal (9,2)		2	
197	1169	Federal Employees' Group Life Insurance FEGLI Agency Basic Contribution Amount	Amount of the Federal Employees Group Life Insurance (FEGLI) basic premium that an agency pays on behalf of an employee.	FEGLI Contribution	Decimal (9,2)		2	
198	1167	Federal Employees' Group Life Insurance FEGLI Employee Basic Amount	Amount the employee pays for Basic Federal Employees' Group Life Insurance (FEGLI) coverage.	FEGLI Contribution	Decimal (9,2)		2	
199	1168	Federal Employees' Group Life Insurance FEGLI Employee Optional Amount	Amount the employee pays for Optional Federal Employees' Group Life Insurance (FEGLI) coverage.	FEGLI Contribution	Decimal (9,2)		2	
200	1337	Federal Employees Health Benefits (FEHB) Pre Tax Indicator	Indicates if an employee has their share of health benefit premiums deducted from their taxable income.	FEHB Contribution	Text_V (2)		2	
201	1166	Federal Employee Health Benefits FEHB Agency Contribution Amount	Amount of the Federal Employee's Health Benefits (FEHB) premium that an agency pays on behalf of an employee in a pay period.	FEHB Contribution	Decimal (9,2)		2	
202	1171	Federal Employees Health Benefits (FEHB) Deduction Amount	Amount of the deduction from the employee's pay for Federal Employees Health Benefits (FEHB) coverage in a pay period.	FEHB Contribution	Decimal (9,2)		1	
203	1170	Federal Employees Health Benefits (FEHB) Agency Temporary Continuation Of Coverage Tcc Contribution Amount	Amount of the Federal Employees Health Benefits (FEHB) Temporary Continuation of Coverage (TCC) premium that an agency pays on behalf of an employee in a pay period.	FEHB Contribution	Decimal (9,2)		2	
204	1172	FICA and OASDI Agency Contribution Amount	Amount of the Federal Insurance Contribution (FICA) and Old Age Survivors and Disability Insurance (OASDI) that an agency pays on behalf of an employee in a pay period. Medicare is included in this amount.	General Deduction	Decimal (9,2)		2	
205	1174	FICA and OASDI YTD Agency Contribution Amount	Cumulative amount of the Federal Insurance Contribution (FICA) and Old Age Survivors and Disability Insurance (OASDI) that an agency pays on behalf of an employee for the year. Medicare is included in this amount.	General Deduction	Decimal (9,2)		2	
206	1173	FICA and OASDI Deduction Amount	Amount of the deduction from the employee's pay for Federal Insurance Contribution (FICA) and Old Age Survivors and Disability Insurance (OASDI) in a pay period. Medicare is included in this amount.	General Deduction	Decimal (9,2)		2	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
207	1175	FICA and OASDI YTD Deduction Amount	Cumulative amount of the deduction from the employee's pay for Federal Insurance Contribution (FICA) and Old Age Survivors and Disability Insurance (OASDI) for the year. Medicare is included in this amount.	General Deduction	Decimal (9,2)		2	
208	1293	Thrift Savings Plan TSP Agency Pay Period Contribution Amount	Amount the agency contributes to the Thrift Savings Plan (TSP) in the current pay period.	Thrift Savings Plan Contribution	Decimal (9,2)		2	
209	1292	Thrift Savings Plan TSP Agency Contribution Year To Date YTD Amount	Amount contributed by the agency to Thrift Savings Plan (TSP) in the year to date.	Thrift Savings Plan Contribution	Decimal (9,2)		2	
210	1295	Thrift Savings Plan TSP Employee Pay Period Contribution Amount	Actual employee election amount deducted for the Thrift Savings Plan (TSP) in a pay period. Convert a percentage election into the actual dollar amount that was deducted.	Thrift Savings Plan Contribution	Decimal (9,2)		2	
211	1294	Thrift Savings Plan TSP Employee Contribution Year To Date YTD Amount	Amount contributed by employee to Thrift Savings Plan (TSP) in the year to date.	Thrift Savings Plan Contribution	Decimal (9,2)		2	
212	1188	Intergovernmental Personnel Act IPA Basic Pay Rate Amount	Rate of basic pay during Intergovernmental Personnel Act (IPA) assignment.	Intergovernmental Personnel Act	Decimal (9,2)		2	
213	1189	Intergovernmental Personnel Act IPA Other Annual Salary Amount	Amount of annual salary paid for the state or local government position from which the Intergovernmental Personnel Act employee was assigned to the Federal government.	Intergovernmental Personnel Act	Decimal (9,2)		2	
214	1322	Intergovernmental Personnel Act IPA Other Employment End Date	Date on which the employee was last employed with the state or local government from which an employee was assigned to the Federal government under the Intergovernmental Personnel Act (IPA) agreement.	Intergovernmental Personnel Act	Date		2	
215	1323	Intergovernmental Personnel Act IPA Other Employment Start Date	Date on which the employee was first employed by the state or local government from which assigned for employees assigned to the Federal government under the Intergovernmental Personnel Act (IPA) agreement.	Intergovernmental Personnel Act	Date		2	
216	1154	CSRS Agency Contribution Amount	The amount the agency contributes towards the employee's retirement on a pay period basis.	CSRS Contribution	Decimal (9,2)		2	
217	1155	CSRS Contribution Current Pay Period Amount	Amount the employee contributes to his/her retirement plan, current pay period.	CSRS Contribution	Decimal (9,2)		1	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
218	1127	Basic FERS Agency Contribution Amount	The amount the agency contributes towards the employee's retirement on a pay period basis.	Basic FERS Contribution	Decimal (9,2)		2	
219	1128	Basic FERS Contribution Current Pay Period Amount	Amount the employee contributes to his/her retirement plan, current pay period.	Basic FERS Contribution	Decimal (9,2)		1	
220	1284	State Employee Contribution Current Pay Period Amount	Amount the employee contributes to his/her retirement plan, current pay period.	State Employee Contribution	Decimal (9,2)		2	
221	1218	NAF Contribution Current Pay Period Amount	Amount the employee contributes to his/her retirement plan, current pay period.	NAF Contribution	Decimal (9,2)		2	
222	1239	Retirement Voluntary Contribution Amount	Amount (actual dollar) of the voluntary contribution transaction.	Retirement Contribution	Decimal (9,2)		4	
223	1324	Disability Retirement Pay Stop Date	Date on which the employee's pay stopped or will stop because of disability retirement.	Retirement Eligible Earnings	Date		2	
224	1160	Total Retirement Creditable Pay - Pay Period	Amount of retirement creditable pay (i.e., subject to retirement deductions) paid during the pay period. Required to compute the FERS annuity supplement; not used in the 'high three' retirement calculation.	Retirement Eligible Earnings	Decimal (9,2)		1	
225	1161	Total Retirement Creditable Pay - YTD	Amount of retirement creditable pay (i.e., subject to retirement deductions) paid year to date. Required to compute the FERS annuity supplement; not used in the 'high three' retirement calculation.	Retirement Eligible Earnings	Decimal (9,2)		2	
226	1325	Retirement System Refunded Service End Date	End date of Retirement System service for which an employee received a refund.	Retirement System Refunded	Date		4	
227	1326	Retirement System Refunded Service Start Date	Start date of Retirement System service for which an employee received a refund.	Retirement System Refunded	Date		4	
228	168	Retirement System Refunded Service Days	Number of days of Retirement System service for which an employee received a refund.	Retirement System Refunded	Number_V (4)		4	
229	1270	Service Deposit/Credit Balance Due Amount	Total outstanding due including interest on a given date for service deposit taking into consideration all payments received.	Service Deposit/Credit Election	Decimal (9,2)		4	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
230	609	Service Deposit/Credit Effective Date	Date on which the service deposit/credit was computed.	Service Deposit/Credit Election	Date		4	
231	1328	Service Deposit/Credit Election Date	Date on which the employee signed their election of payment or nonpayment of service deposit/credit.	Service Deposit/Credit Election	Date		4	
232	1342	Service Deposit/Credit Election Indicator	Indicates that an employee has elected or declined to pay or complete payment of service deposit/credit.	Service Deposit/Credit Election	Text_F (2)		4	Y=Yes, N=No, NA=Non Applicable
233	1343	Service Deposit/Credit Employee Annuity Eligibility Indicator	Indicates if an employee is eligible for annuity based on minimum basic annuity.	Service Deposit/Credit Election	Text_F (2)		4	Y=Yes, N=No, NA=Non Applicable
234	1344	Service Deposit/Credit Employee Annuity Increase Indicator	Indicates that a service deposit would increase annuity.	Service Deposit/Credit Election	Text_F (2)		4	Y=Yes, N=No, NA=Non Applicable
235	1271	Service Deposit/Credit Earnings	Estimated or actual earnings documented for each period of service.	Service Deposit/Credit Election	Decimal (9,2)		4	
236	1329	Service Deposit/Credit End Date	End date of service for which the service deposit/credit is being computed.	Service Deposit/Credit Election	Date		4	
237	1330	Service Deposit/Credit Start Date	Start date of service for which the service deposit/credit is computed.	Service Deposit/Credit Election	Date		4	
238	1331	Service Deposit/Credit Interest Accrual Date	Date from which the interest accrues on military service deposit for employee. This date is usually the three year anniversary of appointment or October 1, 1985 for individuals hired before 1982.	Service Deposit/Credit Election	Date		4	
239	1332	Service Deposit/Credit Interest Computation Date	Date on which the interest was computed.	Service Deposit/Credit Election	Date		4	
240	1272	Service Deposit/Credit Interest Due Amount	Interest amount due on a service deposit/credit.	Service Deposit/Credit Payment	Decimal (9,2)		4	
241	1333	Service Deposit/Credit Interest Period Start Date	Start date for an interest rate associated with an employee's service deposit repayment.	Service Deposit/Credit Payment	Date		4	
242	1273	Service Deposit/Credit Interest Rate	Interest rate for a military service deposit for a specific period.	Service Deposit/Credit Payment	Decimal (6,2)		4	
243	1274	Service Deposit/Credit Lost Days	Number of days employee was absent without leave (AWOL) or otherwise lost during dates of service for which service deposit/credit is being computed.	Service Deposit/Credit Payment	Number_V (4)		4	
244	1276	Service Deposit/Credit Payment Amount	Amount of employee's payment for a service deposit/credit.	Service Deposit/Credit Payment	Decimal (9,2)		4	
245	1334	Service Deposit/Credit Payment Date	Date on which a payment was made for service deposit/credit.	Service Deposit/Credit Payment	Date		4	
246	1277	Service Deposit/Credit Payment Number	Number of service deposits/credits the employee elects to make.	Service Deposit/Credit Payment	Number_V (4)		4	
247	628	Service Deposit/Credit Payment Type Code	Method by which the employee is paying the service deposit/credit.	Service Deposit/Credit Payment	Text_F (4)		4	01=Biweekly, 02=Monthly
248	1275	Service Deposit/Credit Principal Amount	Total amount of deposit/credit due, computed from earnings multiplied by the appropriate retirement withholding.	Service Deposit/Credit Payment	Decimal (9,2)		4	
249	1278	Service Deposit/Credit Total Due Amount	Amount of principal and interest due on the service deposit/credit as of the last anniversary of the interest accrual.	Service Deposit/Credit Payment	Decimal (9,2)		4	
250	1279	Service Deposit/Credit Total Service Days	Number of days active service in period less lost days (absent without leave (AWOL), etc.).	Service Deposit/Credit Status	Number_V (4)		4	
251	1280	Service Deposit/Credit Total Service Months	Number of months active service in period less lost days (absent without leave (AWOL), etc.).	Service Deposit/Credit Status	Number_V (4)		4	
252	1281	Service Deposit/Credit Total Service Years	Number of years active service in period less lost days (absent without leave (AWOL), etc.).	Service Deposit/Credit Status	Number_V (4)		4	
253	1282	Service Deposit/Credit Withholding Percent	Retirement withholding percentage appropriate for deposit. May be the same as Civil Service Retirement System (CSRS) or Federal Employees' Retirement System (FERS) withholding percentage.	Service Deposit/Credit Status	Decimal (6,2)		4	
254	1345	Retroactive Adjustment Indicator	A flag to indicate that the EHRI Payroll record contains one or more retroactive adjustments. Note that the specific elements containing adjustments are not identified; this field only indicates if a retro adjustment was included. The actual retroactive adjustments are added to the 'normal' pay period amounts.	Data Record	Text_F (2)		1	Y=Yes, N=No
255	1349	Pay Period Number	Payroll-provider specific payroll run number.	Pay Period	Number_F (6)		1	YYYYPP where PP represents the pay period number from 01 to 26/27. The first pay period of 2006 would be sent as 200601.

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
256	1303	Term Negotiation Hours - Pay Period	Amount of Term Negotiation Hours used in the pay period. Term Negotiation Hours make up a component of Union Official Time, and specifically report on the official time used by union representatives to prepare and negotiate a basic collective bargaining agreement or its successor.	Union Official Time - Term Negotiation	Decimal (9,2)		2	
257	1304	Term Negotiation Hours - YTD	Amount of Term Negotiation Hours used year to date. Term Negotiation Hours make up a component of Union Official Time, and specifically report on the official time used by union representatives to prepare and negotiate a basic collective bargaining agreement or its successor.	Union Official Time - Term Negotiation	Decimal (9,2)		2	
258	1301	Mid-Term Negotiation Hours - Pay Period	Amount of Mid-Term Negotiation Hours used in the pay period. Mid-Term Negotiation Hours make up a component of Union Official Time, and specifically report on the official time used to bargain over issues raised during the life of a term agreement.	Union Official Time - Mid-Term Negotiation	Decimal (9,2)		2	
259	1302	Mid-Term Negotiation Hours - YTD	Amount of Mid-Term Negotiation Hours used year to date. Mid-Term Negotiation Hours make up a component of Union Official Time, and specifically report on the official time used to bargain over issues raised during the life of a term agreement.	Union Official Time - Mid-Term Negotiation	Decimal (9,2)		2	
260	1297	Dispute Resolution Hours - Pay Period	Amount of Dispute Resolution Hours used in the pay period. Dispute Resolution Hours make up a component of Union Official Time, and specifically report on the official time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the MSPB, FLRA, and EEOC and, as necessary, to the courts.	Union Official Time - Dispute Resolution	Decimal (9,2)		2	
261	1298	Dispute Resolution Hours - YTD	Amount of Dispute Resolution Hours used year to date. Dispute Resolution Hours make up a component of Union Official Time, and specifically report on the official time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the MSPB, FLRA, and EEOC and, as necessary, to the courts.	Union Official Time - Dispute Resolution	Decimal (9,2)		2	
262	1299	General Labor Relations Hours - Pay Period	Amount of General Labor Relations Hours used in the pay period. General Labor Relations Hours make up a component of Union Official Time, and specifically report on the official time used for: meetings between labor and management officials to discuss the general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.	Union Official Time - General Labor Relations	Decimal (9,2)		2	
263	1300	General Labor Relations Hours - YTD	Amount of General Labor Relations Hours used year to date. General Labor Relations Hours make up a component of Union Official Time, and specifically report on the official time used for: meetings between labor and management officials to discuss the general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.	Union Official Time - General Labor Relations	Decimal (9,2)		2	
264	1375	Retirement Creditable Social Security Pay - Pay Period	Retirement eligible earnings in the pay period that are subject to Social Security taxation (OASDI).	Employee Pay	Decimal (9,2)		1	
265	1376	Retirement Creditable Social Security Pay - YTD	Retirement eligible earnings year to date that are subject to Social Security taxation (OASDI).	Employee Pay	Decimal (9,2)		2	
266	1374	Retirement Creditable Customs Officer Overtime Earnings - Pay Period	Amount of customs officer retirement creditable overtime pay actually paid during the pay period.	Retirement Eligible Earnings	Decimal (9,2)		1	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
267	1373	Retirement Creditable Annualized Rate Of Basic Pay	Sum of adjusted basic pay and any retirement creditable additional pay paid during the pay period, annualized according to the appropriate annualization factor (2080, 2087, etc.) to derive an annual rate. Adjusted Basic Pay Rate is Basic Pay Rate (Base rate before any additions) plus Basic Pay Supplement (Includes locality pay, special rate supplement, VA title 38 market pay, and other equivalent payments) Retirement – Creditable Additional Pay includes administratively uncontrollable overtime (AUO); availability pay (also know as Law Enforcement Availability Pay (LEAP)) paid to criminal investigators; standby pay; night differential (for prevailing rate employees); environmental differential (for prevailing rate employees); physicians' comparability allowance (PCA)/ physicians' special pay (PSP); straight-time pay for overtime hours in regular tour of duty for firefighter compensated under 5 USC 5545b.	Employee Pay Rate	Decimal (9,2)		1	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
268	1357	Annual Rate Of Basic Pay For FEGLI	An insured employee's annual rate of basic pay as fixed by law or regulation. Inclusions per 5 CFR 870.204.	Employee Pay Rate	Decimal (9,2)		1	
269	1227	Physicians Comparability Allowance (PCA) Annualized Rate Of Pay	Amount of PCA paid during the pay period, annualized according to the appropriate annualization factor to derive an annual rate. Although the PCA must be reported in Retirement Annualized Rate of Basic Pay, it also must be reported separately in this field and expressed as an annual rate.	Employee Pay Rate	Decimal (9,2)		1	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
270	1386	Annualized Hours Factor	Factor used to annualize an hourly pay rate or used as a divisor in converting annual rate to an hourly rate (usually 2087 or 2080.)	Employee Pay Rate	Decimal (9,2)		1	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
271	1369	Paid Non-Overtime Hours For Part-Time Employee	The number of non-overtime hours in the biweekly pay period for which a part-time employee received compensation. Exclude hours in excess of the 8-hour daily overtime threshold or the applicable weekly or biweekly overtime threshold (i.e., hours paid at overtime rate). The figure in this field may not exceed the hours in the employee's hypothetical full-time regular tour of duty.	Employee Hours	Decimal (9,2)		1	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
272	184	Federal Employees' Group Life Insurance Code	An employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) Program. This code is used by EHRI Payroll to determine FEGLI biweekly premiums.	Personnel Action	Text_V (2)		1	For valid values, reference Federal Employees' Group Life Insurance in the EHRI Data Standards page on the OPM Federal Workforce Data website.
273	230	Health Plan	Enrollment code of the Federal Employees Health Benefit (FEHB) in which the employee is currently enrolled. The first two digits of the code indicate the health plan name. The last digit indicates the plan type, either individual or family plan.	Personnel Action	Text_F (3)		1	For valid values, reference Federal Employees Health Benefits (FEHB) Plan in the EHRI Data Standards page on the OPM Federal Workforce Data website.
274	1367	Leave Without Pay For Workers' Compensation In Pay Period	Number of LWOP-WC (Workers' Compensation) hours in a pay period.	Nonpay Status	Decimal (9,2)		1	Retroactive adjustments affecting this field must be linked to the appropriate pay period via a "Correction" record for that pay period.
275	1366	Leave Without Pay For Workers' Compensation In Leave Year	Number of LWOP-WC (Workers' Compensation) hours accumulated in a leave year.	Nonpay Status	Decimal (9,2)		2	
276	1365	Leave Without Pay For Uniformed Service In Pay Period	Number of LWOP-US (Uniformed Service) hours in a pay period.	Nonpay Status	Decimal (9,2)		2	
277	1364	Leave Without Pay For Uniformed Service In Leave Year	Number of LWOP-US (Uniformed Service) hours accumulated in a leave year.	Nonpay Status	Decimal (9,2)		2	
278	024	Retention Incentive Amount - Non-Title 5 USC 5754	Dollar amount of a retention incentive under an authority other than 5 U.S.C. 5754 that is paid to an employee during a pay period.	Retention Incentive	Decimal (9,2)		1	
279	023	Relocation Incentive Amount - Non-Title 5 USC 5753	Dollar amount of a relocation incentive under an authority other than 5 U.S.C. 5753 that is paid to an employee during a pay period.	Relocation Incentive	Decimal (9,2)		1	
280	022	Recruitment Incentive Amount - Non-Title 5 USC 5753	Dollar amount of a recruitment incentive under an authority other than 5 U.S.C. 5753 that is paid to an employee during a pay period.	Recruitment Incentive	Decimal (9,2)		1	
281	1377	Student Loan Repayment Amount - Pay Period	Gross amount (i.e., before taxes are withheld) paid during the current pay period by an agency to a loan holder on behalf of an employee for the repayment of a student loan.	Student Loan Repayment	Decimal (9,2)		2	
282	1378	Student Loan Repayment Amount - YTD	Gross amount (i.e., before taxes are withheld) paid year to day by an agency to a loan holder on behalf of an employee for the repayment of a student loan.	Student Loan Repayment	Decimal (9,2)		2	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
283	1368	Official Pay Date	Official date payment was made to the employee. Used to ensure earnings and deductions are associated with the correct calendar year.	Pay Period	Date		1	
284	1072	Reservist Differential Amount	Amount of reservist differential an employee received during a pay period, as authorized under 5 U.S.C. 5538 or similar authority.	Reservist Differential	Decimal (9,2)		1	
285	1073	Retention Incentive Amount (Likely To Leave For A Different Federal Position) - Title 5 USC 5754	Dollar amount of a retention incentive under 5 CFR 575.315 that is paid to an employee during a pay period when the employee is likely to leave for a different Federal position. (The retention incentive was authorized under legal authority codes VPA or VPB.) This does not include retention incentives authorized under authorities other than 5 U.S.C. 5754.	Recruitment Incentive	Decimal (9,2)		1	
286	1074	Routine Telework Hours In Pay Period	Number of hours worked as part of a previously approved, ongoing, and regular telework schedule. Telework means working any part of regular, paid hours, at an approved alternative worksite, such as an employee's home. When reporting telework hours do NOT include any part of mobile work, such as work completed during official travel, commuting, or from a customer site.	Telework	Decimal (9,2)		1	
287	1075	Routine Telework Instances In Pay Period	Number of instances during the pay period that an employee teleworked, and where those instances were part of a previously approved, ongoing and regular telework schedule. For this purpose, an "instance" means when an employee teleworks a full work day OR any part of a work day within their regular scheduled tour of duty from an alternative location. For this data element, telework has the same meaning as in the definition given for 'Routine Telework Hours'.	Telework	Decimal (9,2)		1	
288	1076	Situational Telework Hours In Pay Period	Number of hours during the pay period that an employee teleworked, and where those hours were NOT part of a previously approved, ongoing and regular telework schedule. Situational telework examples include telework as a result of inclement weather, doctor appointment, or special work assignments. Telework means working any part of regular, paid hours, at an approved alternative worksite, such as an employee's home. When reporting telework hours do NOT include any part of mobile work, such as work completed during official travel, commuting, or from a customer site.	Telework	Decimal (9,2)		1	
289	1077	Situational Telework Instances In Pay Period	Number of instances during the pay period that an employee teleworked, and where those instances were NOT part of a previously approved, ongoing and regular telework schedule (e.g., telework as a result of inclement weather, doctor appointment, or special work assignments). For this purpose, an "instance" means when an employee teleworks a full work day OR any part of a work day within their regular scheduled tour of duty from an alternative location. For this data element, telework has the same meaning as in the definition given for 'Situational Telework Hours'.	Telework	Decimal (9,2)		1	
290	1360	Disabled Veteran Leave - End Date Of Usage Period	End date of 12-month eligibility period during which disabled veteran leave under 5 U.S.C. 6329 and 5 CFR part 630, subpart M, may be used (assuming the employee remains eligible). The end date is one day before the anniversary date of the beginning of the 12-month period. For example, if the start date is April 7 in one year, the end date is April 6 of the next year. However, if an employee's eligibility for disabled veteran leave is lost during the 12-month eligibility period, as described in 5 CFR 630.1304(d), the effective date of the loss of eligibility (i.e., the last day the qualifying rating is in effect) must be recorded as the end date in place of the originally scheduled end date.	Disabled Veteran Leave	Date		1	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
291	1363	Disabled Veteran Leave - Start Date Of Usage Period	Start (beginning) date of 12-month eligibility period during which disabled veteran leave under 5 U.S.C. 6329 and 5 CFR part 630, subpart M, may be used. The start date is the "first day of employment" as defined in 5 CFR 630.1303. The entry of a start date in this field represents agency certification that the employee in question is entitled under law and regulation to use disabled veteran leave during the 12-month period beginning on that date.	Disabled Veteran Leave	Date		1	
292	1361	Disabled Veteran Leave - Hours Used In Pay Period	Number of disabled veteran leave hours used in the pay period. Leave must be used for medical treatment of a qualifying service-connected disability. (See 5 U.S.C. 6329 and 5 CFR part 630, subpart M.)	Disabled Veteran Leave	Decimal (9,2)		1	
293	1362	Disabled Veteran Leave - Hours Used YTD	Total number of disabled veteran leave hours used year-to-date in the leave year. Includes leave used retroactively in past pay periods. Leave must be used for medical treatment of a qualifying service-connected disability. (See 5 U.S.C. 6329 and 5 CFR part 630, subpart M.)	Disabled Veteran Leave	Decimal (9,2)		1	
294	1359	Disabled Veteran Leave - Balance Of Hours	Balance of disabled veteran leave hours not used or forfeited, as of the end of the pay period. Eligible employees are credited with an initial balance of hours at the beginning of a 12-month eligibility period based on their work schedule (e.g., 104 hours for a regular (nonseasonal) full-time employee), after applying any required offsets. The balance may be adjusted based on changes in an employee's work schedule. Disabled veteran leave must be used within the 12-month eligibility period or it is forfeited at the end of that period. (See 5 U.S.C. 6329 and 5 CFR part 630, subpart M.)	Disabled Veteran Leave	Decimal (9,2)		1	
295	1379	Weather and Safety Leave Hours Used	Number of hours used during the pay period in which an employee is placed on weather and safety leave. This leave may be used only if the employing agency determines that the employee or group of employees is/are prevented from safely traveling to, or safely performing work at, an approved location. There is no restriction on the number of hours an employee may be placed on weather and safety leave.	Weather and Safety Leave	Decimal (9,2)		1	
296	1371	Paid Parental Leave (Birth Of Child) - Hours Used In Pay Period	Number of hours of paid parental leave hours used during the pay period based on the birth of the employee's child.	Paid Parental Leave	Decimal (9,2)		1	
297	1370	Paid Parental Leave (Adoption Related Placements) - Hours Used In Pay Period	Number of hours of paid parental leave hours used during the pay period based on a placement of a child with an employee in connection with a planned adoption	Paid Parental Leave	Decimal (9,2)		1	
298	1372	Paid Parental Leave (Foster Care Placements) - Hours Used In Pay Period	Number of hours of paid parental leave hours used during the pay period based on the placement of a child with the employee for foster care.	Paid Parental Leave	Decimal (9,2)		1	
299	1358	Bereavement Leave Hours Used	Number of hours of paid bereavement leave used during the pay period under 5 U.S.C. 6329d or a similar authority.	Bereavement Leave	Decimal (9,2)		1	
300	930	Remote Work Hours In Pay Period	Number of hours worked as part of a previously approved remote work agreement. Remote work is a work arrangement in which an employee performs their official duties at an alternative worksite away from an agency worksite and is not expected to perform work at an agency worksite each pay period.	Remote Work	Decimal (9,2)		1	
301	931	Remote Work Instances In pay Period	Number of instances during a pay period that an employee engaged in remote work, and where those instances were part of previously approved remote work agreement.	Remote Work	Decimal (9,2)		1	
302	1350	Paid Holiday Time Off	Number of paid nonovertime hours an employee has off because of Federal holidays during the pay period. INCLUDE: • Official Federal holidays (5 U.S.C. 6103(a)) or In-lieu-of holidays, as applicable • Presidential Inauguration Day where applicable (specified DC area) • Federal holidays declared by Executive order, which are treated as holidays for pay and leave purposes (such as the day before or after December 25 or a day commemorating a recently deceased President).	Holiday Time	Decimal (9,2)		2	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
303	1351	Administrative Leave Hours Used (General) - 5 USC 6329A	Number of administrative leave hours under 5 U.S.C. 6329a and 5 CFR part 630, subpart N, used during the pay period, EXCLUDING: • Hours of administrative leave under 5 U.S.C. 6329a used for investigative purposes; • Hours in which an employee is placed on investigative leave under 5 U.S.C. 6329b; • Hours in which an employee is placed on notice leave during a notice period under 5 U.S.C. 6329b; • Hours of weather and safety leave under 5 U.S.C. 6329c; • Other paid leave or paid time off authorized under other law or Presidential directive (which is covered under another specific data category or under the general data category of "Other Paid Time in Nonduty Status").	Administrative Leave	Decimal (9,2)		2	
304	1352	Administrative Leave Hours Used (Investigative Purposes) - 5 USC 6329A	Number of administrative leave hours under 5 U.S.C. 6329a and 5 CFR part 630, subpart N, used during the pay period for investigative purposes—that is, for purposes of an investigation of an employee's conduct or other matter. (An agency may not place an employee on this leave for more than 10 workdays in a calendar year. Investigative leave under 5 U.S.C. 6329b must be used after reaching the 10-workday limit.) EXCLUDING: • Hours of administrative leave under 5 U.S.C. 6329a used for all other (non-investigative) purposes; • Hours in which an employee is placed on investigative leave under 5 U.S.C. 6329b; • Hours in which an employee is placed on notice leave during a notice period under 5 U.S.C. 6329b; • Paid time during MSPB-ordered interim relief under 5 U.S.C. 7701(b)(2)(A)(ii)(I) and (B); • Other paid leave or paid time off authorized by law, executive order, or presidential memorandum (which is covered under another specific data category or under the general data category of "Other Paid Time in Nonduty Status").	Administrative Leave	Decimal (9,2)		2	
305	1353	Investigative Leave Hours Used - 5 USC 6329B	Number of hours used during the pay period in which an employee who is subject to an investigation is placed on investigative leave authorized under 5 U.S.C. 6329b and 5 CFR part 630, subpart O. Investigative leave may not commence until the expiration of the 10 workdays of administrative leave for investigative purposes provided under 5 U.S.C. 6329a. Special time limits and approval/notification requirements apply.	Investigative Leave	Decimal (9,2)		2	
306	1354	Notice Leave Hours Used - 5 USC 6329B	Number of hours used during the pay period in which an employee who is in an adverse action notice period is placed on notice leave authorized under 5 U.S.C. 6329b and 5 CFR part 630, subpart O.	Notice Leave	Decimal (9,2)		2	
307	1355	Other Paid Time In Nonduty Status	Number of hours of paid time in nonduty status used during the pay period when such time is not covered by any other established data category. For example, it would include hours in paid nonduty status under a retroactive correction under the back pay law in 5 U.S.C. 5596 or under an evacuation under 5 U.S.C. 5523-5524 and 5 CFR part 550, subpart D. Also, includes paid time off under a Presidential directive (excluding a directive establishing a holiday) or special agency authorities not covered by any other established data category. EXCLUDING: • Hours of administrative leave under 5 U.S.C. 6329a; • Other paid leave or paid time off authorized under other law (which is covered under another data category); • Periods when teachers are in nonduty status between semesters but receiving regular salary.	Other Paid Time	Decimal (9,2)		2	
308	1356	Incident Response Premium Pay	Special premium pay for wildland firefighters and certified support personnel payable during deployment to a qualifying wildland fire incident under 5 U.S.C. 5545(c) or 5 U.S.C. 5544(d).	Incident Response Premium Pay	Decimal (9,2)		2	Limited to Forest Service and Department of Interior employees only.

5 Training Data Feed

5.1 Training Revision Sheet

Date	Training Revision Description
05/13/2004	Initial version released to OPM EHRI Program Office
05/28/2004	- Added section 4.3 (old 3.1), reporting requirements. - Added text to section 4.4 (old 3.2) to describe how the XML format will be validated prior to loading. - Added text to section 4.6.2 (old 4.2.1) to indicate that values must be provided for all mandatory fields. - Added section 6.4 (old 6.3) to describe edits performed on individual records. - Added mandatory fields in section 4.7.2 (old A.2). - Added section 0 (old A.3) containing sample delimited file. - Added annotation, format and length information to XML schema definition in section 5.9.2 (old B.2). - Added schema location information to sample XML file in section 5.1.1 (old B.3). - Added section 5.7 (old Appendix C), containing individual field and relational edit rules.
06/09/2004	- Added table D-2 (old table 2-2), Operational Contact List. - Modified section 4.6.2 (old 4.2) to indicate that XML is the preferred format. - Reformatted section 6.4 (old 6.3). Added explanation of mandatory and optional in section 4.7.2 (A.2). - Modified XML Schema to place AgencySubelement element within EmployeeType element. - Added Appendix A – Reference Data Value Standards (old Appendix D).
06/11/2004	- Added paragraph on Academic Degree Data to section 4.3 (old 3.1). - Made Training Accreditation Indicator an optional element.
10/11/2004	- Updated Appendix D (old 2.0) to include OPM Connect:Direct point of contact information that was originally found in this chapter. - Updated section 5.1 to provide more detail on the file transfer process. - Updated section 6.4 (old 6.3) to clarify the description for the Add, Correct (previously called Update), and Delete record actions. - Modified section 0 (old A.3) to reflect the latest Record Specification. Please refer to Appendix C, C.5 (old Appendix F) for the specification release notes detailing the difference in the file format for this release. - Updated old Appendix A.1 to correctly specify the DATE format to not include zero in the day range. - Updated old Appendix A.2 to explain the new Reporting Criteria column in the file format specification table. This column replaces the previous “Mandatory/Optional” column and includes the third criteria of “Critical.” - Modified old Appendix C to update all the edit rules for the new fields added to the file format. Also modified the edit rules to take into consideration the new “Critical” reporting criteria. - Updated Appendix A (old Appendix D) with the new valid values for all the training reference values that were originally found in this chapter. - Added Appendix C (old Appendix F) to detail all the changes to the file format specification. This revision sheet and Appendix C should be updated in tandem.

Date	Training Revision Description
02/02/2005	Provided more specific information regarding training requirements: • Training Delivery Type Code: data definitions added to the chart • Materials Cost: new data definition added. (Old definition: Cost of the training materials for training completed by the employee that was paid for by the Federal government. This includes all direct costs associated with purchasing and/or producing the training materials used by the students (e.g, Costs of supplies, licenses, contractor provided services, and costs for equipment and software used specifically for the production of training products and materials). It does not include distribution costs of the training materials or salary costs of government employees involved in producing training materials.
02/18/2005	• Updated with new Training file format. • Updated to be more specific about what ASCII character set should be used to create the file. • Replaced the Reporting Criteria Explanation section with the Policy Reporting Requirement Explanation and the Record Identifying Requirement Explanation (4.7.2.2) sections.
07/27/2005	Modified to remove the Training Funding Source data element from the XML Schema definition. This data element was previously removed from the delimited file record specification.
10/20/2005	• Added note in section 4.7.1 describing handling of null numeric values. • Added a new Training Credit Type Code (ICD Seq #16) value to support training that doesn't fit one of the existing types ("N/A"). • Modified training credit designation type code, training credit, training credit type code relational edit to include check for N/A in training credit type code.

Date	Training Revision Description
08/11/2006	- Updated the text in section 4.3 to better describe the reporting requirements and policy dates, and provided contact information for key OPM contacts. - Minor wording edits in sections 4.2 and 4.5 to improve clarity. - Added a suffix to the training file name to support versioning of the interface. This version of the Guide is 3.4 therefore the version suffix should be “_3.4”. - Changed the Delimited and XML File Format sections to subsections of 4.6.2 for clarity. - Removed the ASCII character set file format requirement in section 4.6.2 and replaced it with a description of the Connect:Direct functionality that will manage any necessary character set translation. - Added text in 4.6.2.1 regarding delimiters not being required before the first field in the record. - Added reserved symbols for XML files in section 4.6.2.2, along with some further details about XML file requirements. - Added requirements for an email notification of file transmissions in section 4.6.3. - Described the proper treatment of negative values in section 4.7.1. - Added “Dup” to valid values for the Record Identifying Requirement described in section 4.7.2.2. - Added explanation of the record action values in section 4.7.2.3. - Changed column headers in section 4.7.3 from “System Rep Req” to “Record ID Req” for consistency between chapters, and “Codes” to “Notes” as the column contains more than code values. - Added “Dup” to the Record ID Requirements for every field on the interface. - Changed the Policy Reporting Requirement to 2 from 4 for Training Start Date (ICD Seq #9), Continued Service Agreement Expiration Date (ICD Seq #11), Training Credit (ICD Seq #14), and Training Credit Type Code (ICD Seq #16). - Updated notes for Record Action (ICD Seq #1) and Birth Date (ICD Seq #3). - Added “Expiration Date” element in the sample XML file in section 4.8.2. - Updated edits in section 4.9.1 - Deleted edit on Continued Service Agreement Expiration Date - Deleted edit on Continued Service Agreement Expiration Date - Changed edit on all numeric checks to store “zero” vs. “null” if value is not numeric - Added Training End Date to add, delete, and correct relational edits in section 4.9.2.
06/08/2007	- Updated contact information in Section 4.3. - Corrected file naming convention to use an underscore (“_”) instead of a period (“.”) between the Version (V) number and Release (R) number in section 4.6.1. - Added requirement for a ‘negative report’ email in section 4.6.3. - Changed the contents of 4.7.2 to describe the new interface requirements table layout which contains new record identifier, priority, and retirement columns. - Updated the data requirements in Sections 4.8 based on the GHRR ICD Version 4.0 requirements approved on 6/5/2007. - Changed priority ratings to 1-4 scale. - Added “Retirement” column and flags. - Updated notes and record identifier flags for several existing fields. - Added new travel indicator field (ICD Seq #27). - Updated the XML schema and sample XML file. - Added additional edits to Section 4.10.
08/31/2019	- Removed the Training Record Specification table from this Chapter and placed it as a separate PDF file. The table can also be found with the Raw Datasets found on the Data, Analysis & Documentation webpage. - Modified descriptions in several fields to match descriptions in the Guide to Data Standards.

Date	Training Revision Description
10/15/2026	• Overview: the single goal paragraph was replaced with four paragraphs covering Training DPs/SSPs, their submission responsibilities, and system-change responsibilities. • Employee Coverage and File Content: “providers” → “Training DPs and SSPs”; sentence about one provider submitting for many agencies removed. • Email Notification of File Transmission: heading and paragraph removed. Transmission Frequency text rewritten (“files are transmitted on a monthly basis”): adds the five-working-day due date, notification of the DP/SSP point of contact if late, and a clarification that the official file-name date is the last calendar day of the month rather than the last pay period. • Quality Requirements / Quality Control: acceptance language replaced by resubmission-request language and DP/SSP responsibility; “warehouse” → “platform”; data validation checks replace “edits”. • Quality Control Reports: “Control Summary Report” → “Data Quality Reports”; DQRs now automatically emailed to DP/SSP POCs; “Error Records Reports” removed and replaced with “Power BI Detail Error Reports”. • “Edit Rules” → “Data Validation Checks”: the 26-row Individual Field Edits table and 15-row Relational Edits section were removed and replaced with a link to the EHRI Data Validation Checks. • Overall Record Specification: “Valid Values” column populated; Record Identifier and Priority definitions consolidated; format types standardized (“character” → “digit”). Training Record Specifications: PDF-download instructions rewritten and the “version 4_3” sentence removed. The sample delimited/XML files and XML schema are unchanged. • Data Element Format Types (section 5.8.2): data types updated from VARCHAR(n), NUMBER(n) and DECIMAL(n, m) to Text_V, Text_F, Number_V, Number_F and Decimal to match the Record Specification files.

5.2 Overview of Training Data Feed

The goal for Training Data Feed is to securely acquire training data for all Federal Civilian employees. To accomplish this, Training Data Providers (DPs) and Shared Service Providers (SSPs) submit training files to EHRI.

Training data submissions from training DPs or SSPs to EHRI represent actual training records in a given period. Agencies may process and submit the data through their own training or learning management system or arrange for their data to be processed and submitted by another Federal agency or industry partnering with the federal government. Regardless of the processing arrangement, each agency is responsible for collecting their training data, editing it for validity, accuracy, and completeness, and furnishing the data to EHRI. Any agency that submits data to EHRI for its own agency is known as a Data Provider (DP). An agency that submits data to EHRI for its own agency and other agencies is known as a Shared Service Provider (SSP).

Each training DP and SSP is responsible for the timely submitting of training data for the parent agency and the agencies they service. Training DPs and SSPs should ensure that all training data for the agencies for which it submits are present and complete. Training DPs and SSPs should ensure training data for all agencies that they service are within the files submitted to EHRI.

When a training DP or SSP makes major system changes, it is responsible for ensuring that data accuracy and completeness are maintained. The Office of Personnel Management should be notified when any major system changes are planned.

OPM's authority to require Federal agencies to report training data can be found in Title 5 United States Code, Chapter 4115 and part 410 of Title 5, Code of Federal Regulations (CFR). Federal agencies must report the training data specified in this guide for each employee and establish a schedule of records to be maintained in accordance with regulations promulgated by the National Archives and Records Administration (NARA) and the General Service Administration (GSA). Additional authorities that require Federal agencies to report data can be found in 5 CFR part 293.

5.3 Employee Coverage

The EHRI Training Data Feed covers all Federal civilian employees of the Executive Branch, except those in the:

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

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

Providers should only submit data for completed training units. A completed training unit is defined as a training event for which the student has accomplished all components in the title of the event.

Agencies should report all training data elements required in this guide. Training data are reported on an individual employee basis, which means the reporting of all training data element codes for each completed training event for each employee. Agencies will use the appropriate codes and values provided in this guide to report on the training events and costs associated with those events.

The data files must be formatted and transmitted as specified in this guide.

5.4 Training Data Submission Requirements

5.4.1 File Content

The Training DPs and SSPs are responsible for creating the training files. Two file formats will be accepted – a delimited format and an XML format. XML is the preferred format, and providers should submit training data in XML format when possible. EHRI supports the delimited file format only for providers who have no current means of generating XML data files. Only one of the formats should be submitted for each agency/subelement.

5.4.1.1 Delimited File Format

Training DPs and SSPs submitting a file in the delimited file format must comply with the following rules:

- Each line of the file must contain one record.
- Each record will contain all of the fields listed in Training Record Specification, ordered by element sequence number, with each field separated by the vertical bar character ('|').
- Even if there is no value supplied for a field, the delimiter must still appear in the file.
- Values must be supplied for all mandatory elements.
- No delimiter is required before the first field or after the last field in the record.

5.4.1.2 XML File Format

Training DPs and SSPs submitting a file in the XML file format must comply with the following rules:

- The file must be formatted according to the EHRI Training schema.
- The file must be a well-formed XML document as defined in the XML 1.0 specification.
- The file validates successfully against the EHRI Training schema.
- Each record will contain all of the fields listed in the Training Record Specification.
- If there is no value supplied for a field, the corresponding XML tags can be omitted.
- Values must be supplied for all mandatory and critical elements.
- Reserved symbols in XML must be translated correctly:
 - Less-than (“<”) = “<”
 - Greater-than (“>”) = “>”
 - Ampersand (“&”) = “&”

5.4.2 File Naming Convention

The file name will conform to the following naming convention.

TFYYYYMMDDAAAAAN_V_R

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

Name Segment	Description
T	Constant value of “T” indicating the training data file type
F	Indicates the format of the file (D for delimited files, X for XML files).
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.
V_R	Version (V) and Release (R) numbers for this Guide. This will allow the data warehouse load program to identify the correct file layout during transmission and loading of the file. NOTE: Please refer to the Version and Release number in file Training Record Specification section of this document.

5.4.3 Transmission Frequency

Training files are transmitted on a monthly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period (last day of the calendar month). While some Training DPs and SSPs have historically named their Training files the last Pay Period of the month instead of the last calendar day of the month, the official date within the Training file naming convention should be the last day of the calendar month. If the data is not delivered by the expected date of transmission, the DP or SSP point of contact will be notified. DP and SSPs are responsible for scheduling data transmissions to EHRI.

5.4.4 Quality Requirements

Errors on fields are within tolerances. EHRI checks submissions for compliance with data standards, Data Validation Checks and internal consistency. The checks are shown on the [EHRI Data Validation Checks](#) page of [OPM’s Federal Workforce Data](#) site. Data that fails the checks are errors. Error rates are not computed by the file but by agency and for major subagencies within

selected agencies. Tolerances are error rates of 3% or less for agencies or subagencies with 1000 or more employees; and 5% or less for agencies or subagencies with less than 1000 employees.

5.4.5 Explanation of Record Actions

There are three types of record actions in the specification: Add, Correct, and Delete. The majority of records should be sent as Add type (Record Action = “A”). This will satisfy the normal reporting requirements for each training reporting period, and each record should include all fields in the training file specification.

The Correct and Delete record actions should be used to fix previously transmitted data. For example, if a record was sent in the interface and it was determined at a later point that the training did not actually occur, a Delete record would be sent containing only the key fields of the record. A correction record should be sent to fix a record that was sent in error. For correction actions, the entire training record must be submitted including the key fields and ALL training fields. Sending only corrected fields will result in other fields in the previously transmitted record to be removed.

5.5 Quality Control

Agencies are ultimately responsible for assuring that the data within the training or learning management system is accurate and presents a complete report of the workforce’s completed training courses. Each agency is responsible for the quality of data that is submitted to EHRI. This data is used for statistical purposes to populate the [Federal Workforce Data](#) site and used by the Office of Management and Budget, and Congress for decision making.

For this purpose, Training DPs and SSPs are responsible for ensuring the training or learning management system complies with all requirements within this document, the [EHRI Data Standards](#), and Title 5 United States Code, Chapter 4107 and part 410 of Title 5, Code of Federal Regulations (CFR). Training DPs and SSPs must conduct quality control tests of the data they provide to EHRI from their internal training or learning management system prior to transmitting files.

The Office of Personnel Management may request a resubmission of a training data submission if, in its judgment, the file reflects significant errors at or above the error tolerance. If a file resubmission is requested, the Office of Personnel Management will notify the Training DP or SSP point of contact. Resubmission should be completed as soon as possible after notification of the file resubmission request. Where applicable, Training DPs and SSPs must modify the training or learning management system to maintain compliance with the Data Standards Guide.

The EHRI data load process, loads submitted training data files into the EHRI data platform. As data is moved to the staging tables, no edits or audits are performed. The Extract, Transform and Load (ETL) process then moves the data from the staging tables through the EHRI data platform. During the ETL process, EHRI performs the required validation checks and audits and applies business rules

as needed and sends an automated response to SSP point of contacts with summary data. The load process captures relevant metadata for reporting and debugging purposes.

5.6 Quality Control Reports

OPM makes information resulting from processing EHRI file submissions available to DPs and SSPs in the form of Data Quality Reports and detail error reports for each training file submission. The EHRI DQRs and detail error reports are available via email. These reports are particularly useful to DPs and SSPs in monitoring their submission process and identifying errors for resolution. Sudden spikes in error should be carefully analyzed because they typically indicate that issues that may be resulting from agency processing issues, DP or SSP system errors or EHRI issues.

DQRs are automatically emailed to DP and SSP POCs once the files have been processed. Two types of quality reports are generated:

Data Quality Reports

- Provides information of the submission at a summary level (records processed, records rejected, error counts, edit codes and descriptions, etc.). These reports are automatically sent to SSP POCs upon completion of the ingest process. This process will also notify SSP POCs in the event of min-named files or schema mismatches.

Power BI Detailed Error Reports

- Provides record-level details to pinpoint data issues, the data can be exported into an Excel file. This report lets viewers see the errors that were generated and the specific values that were submitted.

5.7 Data Validation Checks

5.7.1 Individual Field checks

The edits can be found here: [EHRI Data Validation Checks](#).

5.8 Overall Record Specification

5.8.1 Overview

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

Column	Description	Valid Values
ICD Seq #	Sequential number to identify fields in this version of the record specification. Number assigned to a data element may change between versions.	EHRI Team assigns.
EHRI Ref #	Internal EHRI reference number assigned to data elements. Used to tie elements back to EHRI metadata repository.	EHRI Team assigns.
Data Element Name	Name of the data element.	Values specific to the Data Element are found within the Data Standards Guide
Data Element Description	Description of the data element.	Is typically the same as the definition of the Data Element found in the Data Standard Guide.
Data Concept	Name of grouping for specific data elements in the record specification.	EHRI Team assigns.
Data Type	The data element data format and length.	Specific data formats and lengths are found within the Data Standards Guide.
Record Identifier	Indicates how EHRI will handle incoming records during the data load process.	Y Field must be present on the record or it will be rejected Dup Field will be used to determine if this record is a duplicate. <blank> Will not reject or be used in duplicate check.

Column	Description	Valid Values	
Priority	Indicates the criticality of fields being submitted to EHRI. All data elements are requested (with the exception of priority “4” fields) if they are available and applicable to the employee record. Note the priority scheme changed in version 4.0 of the GHRR to provide more clarity on what EHRI is expecting from providers.	1	Mandatory for Compliance
		2	High Priority
		3	Low Priority
		4	Priority TBD (Not required for submission at this time.)
Notes	Additional details or guidance about the data element.		

5.8.2 Data Element Format Types

This table describes data types appearing in the record specification table found in the Training Record Specification section.

Format	Meaning	Examples
Text_V (n)	A variable-length series of up to n alphanumeric and special characters, not including the vertical bar character (). The value may be shorter than n.	Smith-Jones 125 Main St., S.W. Sample Training Course
Text_F (n)	A fixed-length series of exactly n alphanumeric and special characters, not including the vertical bar character (). Used for codes and indicators that always have the same length.	For a format of Text_F (4): AG02 For a format of Text_F (1): Y
Number_V (n)	A variable-length series of up to n numeric characters. Negative values are sent with a negative symbol (“-”) immediately before the number, with no leading or trailing spaces. For example, a negative 10 days total is sent as -10. NOTE: any null (empty) value passed into a number field will be translated by the interface into a “0” (zero).	0 180 -10

Format	Meaning	Examples
Number_F (n)	A fixed-length series of exactly n numeric characters. Used for numeric codes and identifiers that always have the same length.	For a format of Number_F (3): 702 For a format of Number_F (9): 123456789
Decimal (n, m)	A numeric value of up to n digits, with up to m digits to the right of the decimal point. A decimal point is neither required nor implied, i.e., 400 represents 400, not 4.00. Negative values are sent with a negative symbol ("-") immediately before the number, with no leading or trailing spaces. For example, a negative one-hundred-dollar amount is sent as -100 or -100.00. NOTE: any null (empty) value passed into a number field will be translated by the interface into a "0" (zero).	For a format of Decimal (9,2): 0 1500 1234567.89 0.75 -100 -5.00
Date	A date consisting of a 4-digit numeric year, a 2-digit numeric month (01-12), and a 2-digit numeric day (01-31), separated by dashes.	1960-01-01 (= January 1, 1960) 2004-12-31 (= December 31, 2004)

5.9 Training Record Specifications

The Training Record Specification table has been removed from within this Chapter and placed as a separate PDF file. Visit the [OPM website](#) to access the Training Record Specification.

5.9.1 Pipe Delimited Format

5.9.1.1 Sample Delimited File

A|123456789|1960-01-01|12345678901234567890|AG02|Training Course 1|02|20|2003-10-01|2003-10-1||N|Y|3|01|01|20.5|9.0|02|01|300.00|200.00|1200.00|3020.00|200.00|0|Y

C|234567890|1970-12-31|12345678901234567890|AG02|Sample Training Course 2|01|04|2004-02-01|2004-02-03|2005-02-25|Y|N|1.5|02|02|40|0|02|05|0|0|500.00|100.00|50.00|Y

D|345678902|1965-10-30|23456789012345678901|AG02|Sample Training Course 3|01|07|2004-03-15|2004-03-15||N|N|3|02|02|39.50|0.50|02|05|0|0|0|0|0|N

5.9.2 XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema" elementFormDefault="qualified">
  <xs:annotation>
    <xs:documentation xml:lang="en">Training XML Schema for EHRI.
      Version 4.0.
      06/08/2007
```

```

        All rights reserved.
    </xs:documentation>
</xs:annotation>
<xs:element name="TrainingExport" type="TrainingExportType"/>
<xs:element name="TrainingRecord" type="TrainingRecordType"/>
<xs:complexType name="TrainingExportType">
    <xs:sequence>
        <xs:element ref="TrainingRecord" maxOccurs="unbounded"/>
    </xs:sequence>
    <xs:attribute name="fileDate" type="xs:string" use="required"/>
    <xs:attribute name="fileSource" type="xs:string" use="required"/>
</xs:complexType>
<xs:complexType name="TrainingRecordType">
    <xs:sequence>
        <xs:element name="RecordAction">
            <xs:annotation>
                <xs:documentation>Indicates action to take with this data record.</xs:documentation>
            </xs:annotation>
            <xs:simpleType>
                <xs:restriction base="xs:string">
                    <xs:maxLength value="1"/>
                    <xs:enumeration value="A"/>
                    <xs:enumeration value="C"/>
                    <xs:enumeration value="D"/>
                </xs:restriction>
            </xs:simpleType>
        </xs:element>
        <xs:element name="Employee" type="EmployeeType"/>
        <xs:element name="TrainingTitle">
            <xs:annotation>
                <xs:documentation>Official title or name of the course or program completed by the
employee.</xs:documentation>
            </xs:annotation>
            <xs:simpleType>
                <xs:restriction base="xs:string">
                    <xs:maxLength value="100"/>
                </xs:restriction>
            </xs:simpleType>
        </xs:element>
        <xs:element name="TrainingTypeCode">
            <xs:annotation>
                <xs:documentation>Code for the type of training which has been completed by the
employee.</xs:documentation>
            </xs:annotation>
            <xs:simpleType>
                <xs:restriction base="xs:string">
                    <xs:maxLength value="4"/>
                </xs:restriction>
            </xs:simpleType>
        </xs:element>
        <xs:element name="TrainingSubTypeCode">
            <xs:annotation>
                <xs:documentation>Code for the sub type of training which has been completed by the
employee.</xs:documentation>
            </xs:annotation>
            <xs:simpleType>
                <xs:restriction base="xs:string">
                    <xs:maxLength value="4"/>
                </xs:restriction>
            </xs:simpleType>
        </xs:element>
        <xs:element name="TrainingStartDate" type="xs:date">
            <xs:annotation>
                <xs:documentation>Start date of the training completed by the employee.</xs:documentation>
            </xs:annotation>

```

```

        </xs:annotation>
    </xs:element>
    <xs:element name="TrainingEndDate" type="xs:date">
        <xs:annotation>
            <xs:documentation>End date for the training completed by the employee.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="ContinuedServiceAgreement" type="ContinuedServiceAgreementType"/>
    <xs:element name="AccreditationInd" type="IndicatorType">
        <xs:annotation>
            <xs:documentation>Indicates if the training course offers accreditation.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="TrainingCredit" type="TrainingCreditType"/>
    <xs:element name="TrainingDutyHours" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Number of employee duty hours the employee used to complete the
training unit.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="TrainingNonDutyHours" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Number of employee non-duty hours for the completed training
course.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="TrainingDeliveryTypeCode">
        <xs:annotation>
            <xs:documentation>Code for the type of training delivery for the training course completed by
the employee.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="TrainingPurposeTypeCode">
        <xs:annotation>
            <xs:documentation>Code representing the purpose of the training completed by the
employee.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="TrainingSourceTypeCode">
        <xs:annotation>
            <xs:documentation>Source of the training which has been completed by the
employee.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
            <xs:restriction base="xs:string">
                <xs:maxLength value="4"/>
            </xs:restriction>
        </xs:simpleType>
    </xs:element>
    <xs:element name="TrainingCost" type="TrainingCostType"/>
    <xs:element name="TrainingTravelIndicator" type="IndicatorType">
        <xs:annotation>
            <xs:documentation>Indicates if the employee traveled to attend the training
course.</xs:documentation>
        </xs:annotation>
    </xs:element>

```

```

        </xs:annotation>
      </xs:element>
    </xs:sequence>
  </xs:complexType>
  <xs:complexType name="EmployeeType">
    <xs:sequence>
      <xs:element name="SSN">
        <xs:annotation>
          <xs:documentation>Person's social security number.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
          <xs:restriction base="xs:string">
            <xs:maxLength value="9"/>
          </xs:restriction>
        </xs:simpleType>
      </xs:element>
      <xs:element name="BirthDate" type="xs:date">
        <xs:annotation>
          <xs:documentation>Date on which the person is born.</xs:documentation>
        </xs:annotation>
      </xs:element>
      <xs:element name="EHRIEmployeeId" minOccurs="0">
        <xs:annotation>
          <xs:documentation>The unique number that EHRI will assign to an employee to identify
employee records within the EHRI.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
          <xs:restriction base="xs:string">
            <xs:maxLength value="20"/>
          </xs:restriction>
        </xs:simpleType>
      </xs:element>
      <xs:element name="AgencySubelement">
        <xs:annotation>
          <xs:documentation>Agency and, where applicable, the administrative sub-division (i.e.
subelement) in which an a person is employed.</xs:documentation>
        </xs:annotation>
        <xs:simpleType>
          <xs:restriction base="xs:string">
            <xs:maxLength value="4"/>
          </xs:restriction>
        </xs:simpleType>
      </xs:element>
    </xs:sequence>
  </xs:complexType>
  <xs:complexType name="ContinuedServiceAgreementType">
    <xs:sequence>
      <xs:element name="AgreementRequiredInd" type="IndicatorType">
        <xs:annotation>
          <xs:documentation>Indicates whether a continued service agreement is required for the training
the employee is taking.</xs:documentation>
        </xs:annotation>
      </xs:element>
      <xs:element name="ExpirationDate" type="xs:date" minOccurs="0">
        <xs:annotation>
          <xs:documentation>Date on which the continued service agreement
expires.</xs:documentation>
        </xs:annotation>
      </xs:element>
    </xs:sequence>
  </xs:complexType>
  <xs:complexType name="TrainingCostType">
    <xs:sequence>
      <xs:element name="MaterialsCost" type="xs:decimal">

```

```

        <xs:annotation>
            <xs:documentation>Cost to the Government for the training materials used during the training
unit completed by the employee. This includes all direct costs associated with purchasing the training materials used by the employee that is in
addition to the tuition cost. It can include but is not limited to costs of supplies, cost of equipment, and cost of software used by the student during the
training event.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="PerDiemCost" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Cost of the per diem (meal, lodging, misc. expenses) for training completed
by the employee that was paid for by the Federal Government.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="TravelCost" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Cost for the travel, excluding per diem, for training completed by the
employee that was paid for by the Federal Government.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="TuitionAndFees" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>The cost of the training tuition and fee for training completed by the
employee that was paid for by the Federal Government.</xs:documentation>
        </xs:annotation>
    </xs:element>
    <xs:element name="NonGovernmentContribution" type="xs:decimal">
        <xs:annotation>
            <xs:documentation>Cost contributed by the employee or other non-government organizations
for the training completed by the employee.</xs:documentation>
        </xs:annotation>
    </xs:element>
</xs:sequence>
</xs:complexType>
<xs:complexType name="TrainingCreditType">
    <xs:sequence>
        <xs:element name="CreditAmt" type="xs:decimal">
            <xs:annotation>
                <xs:documentation>Amount of academic credit hours or continued education units earned by
the employee for the completed training.</xs:documentation>
            </xs:annotation>
        </xs:element>
        <xs:element name="DesignationType">
            <xs:annotation>
                <xs:documentation>Code for the type of academic credit hours or continued education units
earned by the employee for the completed training course.</xs:documentation>
            </xs:annotation>
            <xs:simpleType>
                <xs:restriction base="xs:string">
                    <xs:maxLength value="4"/>
                </xs:restriction>
            </xs:simpleType>
        </xs:element>
        <xs:element name="CreditType">
            <xs:annotation>
                <xs:documentation>Code representing the type of credit hours the employee received for the
completed training.</xs:documentation>
            </xs:annotation>
            <xs:simpleType>
                <xs:restriction base="xs:string">
                    <xs:maxLength value="4"/>
                </xs:restriction>
            </xs:simpleType>
        </xs:element>
    </xs:sequence>

```

```
</xs:complexType>
<xs:simpleType name="IndicatorType">
  <xs:restriction base="xs:string">
    <xs:maxLength value="2"/>
    <xs:enumeration value="Y"/>
    <xs:enumeration value="N"/>
    <xs:enumeration value="NA"/>
  </xs:restriction>
</xs:simpleType>
</xs:schema>
```

5.9.2.1 Sample XML File

```
<?xml version="1.0" encoding="UTF-8" ?>
  _ <TrainingExport fileDate="2007-03-31" fileSource="GoLearn" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xsi:noNamespaceSchemaLocation="http://ehr.opm.gov/schemas/training/EHRTTraining_v4_0.xsd">
    _ <TrainingRecord>
      <RecordAction>A</RecordAction>
      _ <Employee>
        <SSN>123456789</SSN>
        <BirthDate>1960-01-01</BirthDate>
        <EHRIEmployeeId>12345678901234567890</EHRIEmployeeId>
        <AgencySubelement>AG02</AgencySubelement>
      </Employee>
      <TrainingTitle>Sample Training Course</TrainingTitle>
      <TrainingTypeCode>02</TrainingTypeCode>
      <TrainingSubTypeCode>21</TrainingSubTypeCode>
      <TrainingStartDate>2007-03-01</TrainingStartDate>
      <TrainingEndDate>2007-03-09</TrainingEndDate>
      _ <ContinuedServiceAgreement>
        <AgreementRequiredInd>Y</AgreementRequiredInd>
        <ExpirationDate>2008-02-24</ExpirationDate>
      </ContinuedServiceAgreement>
      <AccreditationInd>Y</AccreditationInd>
      _ <TrainingCredit>
        <CreditAmt>3</CreditAmt>
        <DesignationType>01</DesignationType>
        <CreditType>01</CreditType>
      </TrainingCredit>
      <TrainingDutyHours>20</TrainingDutyHours>
      <TrainingNonDutyHours>20</TrainingNonDutyHours>
      <TrainingDeliveryTypeCode>02</TrainingDeliveryTypeCode>
      <TrainingPurposeTypeCode>01</TrainingPurposeTypeCode>
      <TrainingSourceTypeCode>01</TrainingSourceTypeCode>
      _ <TrainingCost>
        <MaterialsCost>300.00</MaterialsCost>
        <PerDiemCost>200.00</PerDiemCost>
        <TravelCost>400.00</TravelCost>
        <TuitionAndFees>3020.00</TuitionAndFees>
        <NonGovernmentContribution>200.00</NonGovernmentContribution>
      </TrainingCost>
      <TrainingTravelIndicator>Y</TrainingTravelIndicator>
    </TrainingRecord>
    _ <TrainingRecord>
      <RecordAction>C</RecordAction>
      _ <Employee>
        <SSN>456789999</SSN>
        <BirthDate>1970-11-10</BirthDate>
        <EHRIEmployeeId>45785678901234567890</EHRIEmployeeId>
        <AgencySubelement>AG02</AgencySubelement>
      </Employee>
      <TrainingTitle>Sample Training Course 2</TrainingTitle>
      <TrainingTypeCode>01</TrainingTypeCode>
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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
1	997	Record Action	Indicates action to take with a data record.	Data Record	Text_F (1)	Y / Dup	1	A=add, D=delete, C=correct; see description of record actions in the "Explanation of Record Actions" section of this chapter.
2	680	Social Security Number	The number assigned to an employee's social security account.	Employee ID	Number_F (9)	Y / Dup	1	
3	110	Date Of Birth	An employee's date of birth.	Employee ID	Date	Y / Dup	1	Used in combination with SSN to uniquely identify an employee.
4	999	EHRI Employee ID	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	Employee ID	Number_F (20)		4	This field is currently assigned and stored within EHRI and should be left blank by providers.
5	010	Agency/Subelement	The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed.	Employee ID	Text_F (4)	Y / Dup	1	For valid values, reference Agency/Subelement in the EHRI Data Standards page on the OPM Federal Workforce Data website.
6	988	Training Title	Official title or name of the course or program completed by the employee.	Completed Training Unit	Text_V (100)	Y / Dup	1	
7	1054	Training Type Code	Code for the type of training which has been completed by the employee.	Completed Training Unit	Number_F (2)	Y / Dup	1	For valid values, reference Training Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
8	1036	Training Sub-Type Code	Code for the sub-type of training which has been completed by the employee.	Completed Training Unit	Number_F (2)	Y / Dup	1	For valid values, reference Training Sub Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
9	1051	Training Start Date	Start date of the training completed by the employee.	Completed Training Unit	Date		1	
10	1045	Training End Date	End date for the training completed by the employee.	Completed Training Unit	Date	Y / Dup	1	
11	1019	Continued Service Agreement Expiration Date	The date to which an employee is obligated to remain in service as a stipulation for taking the training course.	Completed Training Unit	Date		1	
12	1020	Continued Service Agreement Required Indicator	Indication that an employee is obligated to remain in service as a stipulation for taking the training course.	Completed Training Unit	Text_V (2)		1	For valid values, reference Continued Service Agreement Required Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website.
13	1040	Training Accreditation Indicator	Indicates if the training course offers accreditation.	Completed Training Unit	Text_V (2)		1	For valid values, reference Training Accreditation Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website.
14	1041	Training Credit	Amount of academic credit hours or continued education units earned by the employee for the completed training.	Completed Training Unit	Decimal (9,2)		1	
15	1042	Training Credit Designation Type Code	Code for the type of academic credit hours or continued education units earned by the employee for the completed training course.	Completed Training Unit	Number_F (2)		1	For valid values, reference Training Credit Designation Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
16	987	Training Credit Type Code	Code representing the type of credit hours the employee received for the completed training.	Completed Training Unit	Number_F (2)		1	For valid values, reference Training Credit Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
17	1044	Training Duty Hours	Number of employee duty hours the employee used to complete the training unit.	Completed Training Unit	Decimal (9,2)		1	
18	1047	Training Non Duty Hours	Number of employee non-duty hours for the completed training course.	Completed Training Unit	Decimal (9,2)		1	
19	1043	Training Delivery Type Code	Code for the type of training delivery for the training course completed by the employee.	Completed Training Unit	Number_F (2)		1	For valid values, reference Training Delivery Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
20	1049	Training Purpose Type Code	Code representing the purpose of the training completed by the employee.	Completed Training Unit	Number_F (2)		1	For valid values, reference Training Purpose Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
21	1050	Training Source Type Code	Source of the training which has been completed by the employee.	Completed Training Unit	Number_F (2)		1	For valid values, reference Training Source Type Code in the EHRI Data Standards page on the OPM Federal Workforce Data website.
22	1046	Training Materials Cost	Cost to the Government for the training materials used during the training unit completed by the employee. This includes all direct costs associated with purchasing the training materials used by the employee that is in addition to the tuition cost. It can include but is not limited to costs of supplies, cost of equipment, and cost of software used by the student during the training event.	Training Materials Cost	Decimal (9,2)		1	
23	1048	Training Per Diem Cost	Cost of the per diem (meal, lodging, misc. expenses) for training completed by the employee that was paid for by the Federal Government.	Training Per Diem Cost	Decimal (9,2)		1	
24	1052	Training Travel Cost	Cost for the travel, excluding per diem, for training completed by the employee that was paid for by the Federal Government.	Training Travel Cost	Decimal (9,2)		1	
25	1053	Training Tuition and Fees Cost	The cost of the training tuition and fee for training completed by the employee that was paid for by the Federal Government.	Training Tuition and Fees Cost	Decimal (9,2)		1	
26	1037	Training Nongovernment Contribution Cost	Cost contributed by the employee or other non-government organizations for the training completed by the employee.	Training Nongovernment Contribution Cost	Decimal (9,2)		1	

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ICD Seq#	EHRI Ref#	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
27	1055	Training Travel Indicator	Indicates if the employee traveled to attend the training course.	Training Travel Indicator	Text_V (2)			1 For valid values, reference Training Travel Indicator in the EHRI Data Standards page on the OPM Federal Workforce Data website.