

## Appendix B – ERR Example for Transfer

The transfer business example is intended to depict a realistic employee scenario to demonstrate the type of information to provide for a transfer, the relationships between data elements, and how repeating fields can be used. The example only reflects a subset of the retirement data elements that may be provided when an employee transfers to another Agency or transfers payroll providers, as applicable to the scenario.

In the example, the employee was appointed to a civilian service covered position with the Department of Navy on September 4, 2006. Prior to this appointment, the employee had military service from September 1, 1982 to September 1, 1990. During his employment at Dept. of Navy, the employee elected to pay the military service deposit for this prior period of military service and changed work schedules. Specifically, the employee changed from a full-time work schedule to a part-time work schedule, and then later changed to an intermittent work schedule. In his second year of employment (2007), the employee took leave without pay for uniformed services and leave without pay for the Family and Medical Leave Act (FMLA). Finally, the employee transferred to Dept. of Army on October 18, 2008.

The example is provided in Excel and XML.

The Excel version can be found using the following link:

<http://www.opm.gov/policy-data-oversight/data-analysis-documentation/enterprise-human-resources-integration/retirement-reporting/transfer-example.xls>

The XML version can be found using the following link:

<http://www.opm.gov/policy-data-oversight/data-analysis-documentation/enterprise-human-resources-integration/retirement-reporting/transfer-example-1.xml>