

Completing the FY 2025 SP Performance Appraisal System Annual Reporting Data Spreadsheet

INTRODUCTION

Data reported in this annual data call are analyzed for compliance with applicable statutes and regulations and reviewed to assess the relationship between performance ratings and ratings-based pay and awards. The data is also used when reviewing agencies' requests for certification of Senior Professionals (SP) performance appraisal systems under 5 CFR part 430.

These instructions and spreadsheets apply **only** to SP performance appraisal systems. The guidance for the Senior Executive Service (SES) systems is provided separately.

The Fiscal Year (FY) 2025 Annual Reporting Data Spreadsheet consists of the following worksheets:

- Tab 1 – General Information
- Tab 2 – Annual Reporting Data

Agencies are responsible for ensuring all data submitted are accurate, complete, and reflective of actual ratings, pay adjustments, and awards granted. Proposed or intended amounts must **not** be reported. Because of the critical nature of this data, the Oversight Official must review the report for accuracy and completeness prior to OPM submission.

TAB 1 – GENERAL INFORMATION

Certified Agency or Component: Name of the agency or component covered by the appraisal system for which the data is reported.

Point of Contact(s): Name, Phone Number, and Email

Name and Title of Oversight Official: Name and Duty Title

Appraisal Period Start Date: *MONTH/DAY/YEAR

Appraisal Period End Date: * MONTH/DAY/YEAR

*Note: Agencies are required to implement the New Government-Wide SP Performance Appraisal System beginning with the FY 2026 cycle.

The “**All SP Employees Rating Distribution**” chart is automatically calculated based on the data provided in Tab 2:

All SP Employees Rating Distribution (Calculated from Tab 2)		
Rating Level	# of SP	% of Rated SP
5	#	10%
4	#	20%
3	#	65%
2	#	0%
1	#	5%
Not Rated	#	5%

Note: Please do not attempt to change this information manually. If the numbers do not match your agencies record, check your data on Tab 2 or contact your OPM POC.

Effective Date of Performance-Based Adjustments: Enter the date most performance-based adjustments were effective.

Effective Date of Performance-Based Awards: Enter the date most performance-based awards were effective.

Performance Award Pool Amount (percentage and dollar): Enter the percentage of aggregate SP base pay on which the agency’s award pool is calculated (e.g., 10%). Next include the total dollar amount of the performance awards pool as a result (e.g., \$100,000).

Performance Award Pool for Rating Levels 4 & 5 (percentage and dollar): Enter the total percentage amount of the performance awards pool that was provided to those SP employees rated Level 4 and Level 5. Next include the total dollar amount of performance awards paid to SP employees rated Level 4 and Level 5.

Calculation Example: (60% = \$60,000 (amount for all performance-based awards for SP rated Level 4 and 5) divided by \$100,000 (the entire performance award pool amount)

Total Number of SP employees Rated: Information is automatically calculated based on data in Tab 2 and should not be modified.

The below “**Tier Salary Caps**” chart is only applicable to agencies that use a tiered structure:

Tier Salary Caps (if applicable)	
Tier	Salary Cap
1	
2	
3	
4	

Enter the possible salary caps for each tier. Tier 1 should represent the highest-level tier. Agencies may utilize A, B, C tiers, but must be annotated as 1 through 4.

Which method did the agency choose to demonstrate pay differentiation? : Select the response that describes which method of pay differentiation was chosen. The method will be used when reviewing the agency’s Tab 2 data to determine if the agency demonstrated compliance with the pay differentiation certification criterion. If the chosen method is highlighted in **red**, it indicates that the incorrect spreadsheet is being used. Please ensure to use the correct corresponding spreadsheet by checking the file name.

For more information see the chart below.

<p style="text-align: center;">APBC Rating-Based Pay Adjustment(s) + Rating-Based Award</p>	<p style="text-align: center;">SEPARATE Rating-Based Pay Adjustment(s) and Rating-Based Award, separately</p>
<ul style="list-style-type: none"> • All senior employees rated at Level 5 receive a combination (i.e., sum) of rating-based pay adjustment(s) and a rating-based award that is more than any senior employee rated at Level 4. • All senior employees rated Level 4 receive a combination of rating-based pay adjustment(s) and a rating-based award that is more than any senior employee rated at Level 3; and • If any senior employee is rated at Level 3, then all employees at Level 4 must receive a higher combination than all individuals at Level 3. <p>Senior employees rated below Level 3 are ineligible for rating-based pay adjustments or rating-based awards and are not included in the pay differentiation review.</p>	<ul style="list-style-type: none"> • All senior employees rated Level 5 receive rating-based pay adjustment) and a rating-based award, separate that are more than that distributed to those senior employees rated at Level 4 • All senior employees rated at Level 4 receive rating-based pay adjustment and a rating-based award, separately, that is more than that distributed to senior employees rated at Level 3. • If any senior employee is rated at Level 3, then all employe Level 4 must receive a high rating-based pay adjustment and a rating-based award, separately than all individuals at Level 3. <p>Senior employees rated below Level 3 are ineligible for rating-based pay adjustments or rating-based awards and are not included in the pay differentiation review.</p>
<ul style="list-style-type: none"> • No overlap of amounts distributed across rating levels (e.g., a Level 4 and a Level 3 cannot both receive APBC of \$0 or 0%). • May demonstrate pay differentiation using \$ amounts or %; however, agencies must use the same approach for both rating-based pay adjustments and rating-based awards. • All senior employees rated at or above Level 3 are assessed for pay differentiation, including those with a salary at the pay/tier cap. • Since employees at a pay/tier cap may still receive a rating-based award, these individuals are not excluded from the review of the agency’s pay differentiation under APBC. 	<ul style="list-style-type: none"> • No overlap of rating-based pay adjustment(s) or rating-based award amounts distributed across rating levels. • May demonstrate differentiation in \$ amounts or %, separately, in rating- based pay adjustments and rating-based awards. • Senior employees with a salary at the pay/tier cap are not assessed for pay differentiation in the rating-based pay adjustment(s) review; however, they are assessed in the rating-based award review.

How did the agency demonstrate pay differentiation? : Select the response that describes how the agency showed pay differentiation. This can be shown in three ways:

- Agency-wide
- By Tier
- By Component or Bureau

The following **charts** are dependent on the method of pay differentiation spreadsheet chosen. The amounts and ranges entered should reflect proposed percentage, or dollar amounts the agency intended to provide to each rating level. For Pay Differentiation purposes these ranges should not overlap!

Performance-Based Pay Adjustments				Performance-Based Awards			
Enter the applicable performance-based pay adjustment range for each rating level (often represented by a % range). The ranges should reflect proposed pay adjustments authorized based on the corresponding rating levels.				Enter the applicable performance-based award range for each rating level (represented by a % or \$ range). The ranges should reflect awards authorized based on the corresponding rating levels.			
Rating Levels		Pay Adjustment Range		Rating Levels		Award Range	
5 - Outstanding or equivalent			to	5 - Outstanding or equivalent			to
4 - Exceeds Fully Successful or equivalent			to	4 - Exceeds Fully Successful or equivalent			to
3 - Fully Successful or equivalent			to	3 - Fully Successful or equivalent			to

OR

Annual Performance-Based Compensation			
Enter the applicable Annual Performance-Based Compensation (APBC) percentage range for each rating level. The ranges should reflect the combined performance-based pay adjustment and award authorized based on the corresponding rating levels (as demonstrated in Column R of Tab 2).			
Rating Levels		APBC Percentage Range	
5 - Outstanding or equivalent			to
4 - Exceeds Fully Successful or equivalent			to
3 - Fully Successful or equivalent			to

TAB 2 – ANNUAL REPORTING DATA

* These columns include required information for all employees

Column A – SP employees *

Enter the Last and First Name of each SP employees or other consistent unique identifier.

- Include only SP employees covered by the appraisal system during the appraisal period being reported.
- Include employees receiving critical pay and note in Explanatory Comments column.

Column B – Component or Bureau Designator (If Applicable)

If showing pay differentiation by component or bureau, this column must be completed.

Column C – Tier (If Applicable)

Using the drop-down list, enter the SP employee’s pay tier assignment if the agency uses internal salary caps. Tiers must be reported as numbers, with **1 designating the highest tier**. Leave blank if the agency does not use tiers.

Column D – New Appointment

Enter an “X” if the SP employee is newly appointed and did not meet the minimum appraisal period (less than 90 days) . If an “X” is entered, the employees must be marked X in the “Rating column” and **Ineligible (I)** in the “Reason for Blank Pay Adjustment” column. The appointment effective date must be entered in the Explanatory Comments.

Column E – Rating *

Using the drop-down list, enter the rating of record for the appraisal period:

- **5** – Outstanding or equivalent
- **4** – Exceeds Fully Successful or equivalent
- **3** – Fully Successful or equivalent
- **2** – Minimally Successful or equivalent
- **1** – Unacceptable or equivalent
- **X** – Not Rated

If “X” is selected, the reason must be explained in the explanatory comments column, and the employee must be marked **Ineligible (I)** in reason for the blank pay adjustment column.

COMPENSATION

Columns F and G – Additional Pay Adjustments and Exceptions to the 12-Month Rule dollar (\$) and percentage (%)

If granted, enter the dollar and percentage amount of any additional pay adjustment that is not the annual performance-based pay adjustment or an MRP. Include adjustments granted during or after the appraisal period but before the annual adjustment.

An explanation, effective date, and legal authority must be provided in “the explanation comments” column.

Column H – Rate of Basic Pay Prior to Performance-Based Pay Adjustments *

Enter the SP employee’s rate of basic pay at the end of the fiscal cycle FY2025. This amount is used as the basis for all percentage calculations.

Columns I and J – Performance-Based Pay Adjustment Dollar (\$) and Percentage (%)

Enter the dollar and percentage amount of the annual performance-based pay adjustment granted under 5 CFR 534.404 and effected using the nature of action (NOA) code 891. Enter **\$0** when no adjustment was given based on agency policy. Leave blank if the employee retired, left the agency, could not be rated, or was otherwise ineligible. Use negative numbers if/when the employee’s pay has been reduced. Complete explanatory comments column to include the SP employee’s transfer, retirement, or enter on duty (EOD) date.

Column K – Rate of Basic Pay After Pay Adjustments *

This column auto-calculates the SP employee’s final rate of basic pay:

Rate of Basic Pay After Pay Adj (Column K) = Rate of Basic Pay Prior to Adj (Column H) + Performance-based Pay Adj (Column I)

Note: If an employee receives an additional pay adjustment after the appraisal period but before the performance-based pay adjustment, include this information in the “explanatory comment” column.

AWARDS

Column L and M – Performance Award Dollar (\$) and Percentage (%)

Enter the percentage amount in column P; the dollar amount will automatically be calculated based on the rate of basic pay prior to performance-based pay adjustment in column O. Enter **\$0** when no award was granted based on agency policy. Leave blank if the employee was ineligible and explain in the “explanatory comment” column.

*Performance (\$) (Column L) = Rate of Basic Pay Prior to Adj (Column H) * Performance (%) (Column I)*

Columns N and O (APBC ONLY) – Annual Performance-Based Compensation (APBC) Dollar (\$) and Percentage (%)

For agencies using the APBC method for pay differentiation these fields will automatically calculate the total based on the performance-based pay adjustments and performance award.

Annual Performance Based Comp (Column N & O) = Performance-based Pay Adj (Column I & J) + Performance Award (Column L & M)

Note: These columns are **not** included in the Separate data call spreadsheet.

Columns P and Q (APBC) – Cash Awards Dollar (\$) and Percentage (%)

Columns N and O (Separate) – Cash Awards Dollar (\$) and Percentage (%)

Enter the total dollar and percentage amount of all individual and/or group cash awards granted during the appraisal period. Include justification dates and approval information in the “explanatory comment” column.

Columns R and S (APBC) – Presidential Rank Award Dollar (\$) and Percentage (%)

Columns P and Q (Separate) – Presidential Rank Award Dollar (\$) and Percentage (%)

Enter the dollar and percentage amount of any Presidential Rank Award granted during the appraisal period. Indicate whether the award is Meritorious (20%) or Distinguished (35%) in the “explanatory comment” column.

Column T (APBC) – Excess of Aggregate Compensation (\$)

Column R (Separate) – Excess of Aggregate Compensation (\$)

If there is aggregate compensation from the previous year, enter the amount paid out due to the aggregate limitation on compensation, as established by 5 U.S.C. 5307. This includes basic pay, relocation/retention/recruitment incentives, cash awards, and lump sum payments.

Example: The Vice President’s salary is \$289,400 and an SP under a certified system earns \$290,000 in covered payments, the reportable amount is \$600. ($\$290,000 - \$289,400 = \600).

Column U (APBC) – Reason for Blank Pay Adjustment

Column S (Separate) – Reason for Blank Pay Adjustment

If applicable, use the drop-down list to select one of the following options:

- R – Retired (include effective date in the “explanatory comment” column)
- L – Left the agency (include effective date in the “explanatory comment” column)
- I – Ineligible for rating or pay adjustment (include reason in the “explanatory comment” column)

Column V (APBC) – Explanatory Comments

Column T (Separate) – Explanatory Comments

If applicable, provide explanation for all special circumstances, including but not limited to:

- New appointments
- Not rated employees
- \$0 pay adjustments or awards
- Additional pay adjustments
- Cash awards
- Presidential Rank Awards
- Retirement, separation, or EOD dates

COMMON ERRORS

1. Reporting Proposed or Intended Amounts
Report only actual pay adjustments and awards that were granted and paid.
 2. Entering \$0 for Ineligible Employees
Leave the cell blank and provide a reason in the “Explanatory column”.
 3. Overriding Auto-Calculated Cells
Do not edit system-calculated columns (dollar amount, APBC, and final pay).
 4. Omitting Explanatory Comments
Any unique circumstance must include a reason in the “Explanatory column”.
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USER CHECKLIST – BEFORE SUBMISSION

Use the checklist below to verify the data is complete and accurate:

Ensure all required columns are completed. Please see any section with **v**

- New appointments are marked and EOD is provided
- All required pay and award fields are populated correctly with only actual distributed amounts
- \$0 entries are used only when agency-based decisions apply

Explain any special circumstances or anomalies that affect the SP employee's rating, pay, or awards in the Explanatory Comments.

Oversight Official has reviewed and verified the data

Note: Failure to submit accurate and complete data may affect the agency's ability to obtain or maintain certification of its SP performance appraisal system.