



PAYROLL OFFICE LETTER

U. S. Office of Personnel Management

Number: P-98-4

Date: April 24, 1998

Subject: Impact of Y2K on RITS

The Department of the Treasury's contractor has begun to renovate the Retirement and Insurance Transfer System (RITS) for year 2000 (Y2K) compliance. This letter provides information on the procedures that will be necessary to interact with the Y2K-compliant RITS.

ON-LINE OR OFF-LINE

Payroll offices, submitting RITS data either on-line or off-line via the dBASE data-entry disk, will be required to enter eight-digit date fields (i.e., mm/dd/**yyyy**). The renovated RITS on-line screens and off-line data-entry disk will begin to use the eight-digit date field in calendar years 1998 and 1999, respectively.

HOST-TO-HOST

☛ **Payroll systems that will use a six-digit date field will require no modification for RITS purposes.**

The renovated RITS will continue to use the current, six-digit date field (**yymmdd**) for host-to-host transmission of data. File formats will not change. The contractor will convert the date-field to eight-digits using windowing -- more precisely, *Conventional Century Window, 1980-2079*. Thus, six-digit date fields falling between **80mdd** and **99mdd** will be interpreted as **19XX**; and those between **00mdd** and **79mdd** as **20XX**. For example, a RITS date-field transmitted as **98mdd** would be read by the RITS system as **1998mdd**; a date submitted as **01mdd** will be read as **2001mdd**.

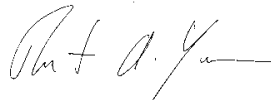
☛ **Payroll systems that will use an eight-digit date field after renovation must convert the date field to six-digits for RITS purposes.**

The RITS contractor's requirement of a six-digit date field for host-to-host was based on their assessment that mandating an eight-digit date field would be unnecessarily burdensome on the overall RITS compliance process.

RITS OUTPUT

RITS will continue to write all output (2812 reports) with a six-digit date field (**mm/dd/yy**).

If you have any questions on the changes to RITS or the impact of these changes, please contact us on (202)606-0666 or via email at **Finance@OPM.Gov**.

A handwritten signature in cursive script, appearing to read "Robert A. Yuran".

Robert A. Yuran, Chief
Financial Policy Staff
Retirement and Insurance Service