



## ***Benefits Administration Letter***

**Number: 20-305**

**Date: September 2020**

### **Subject: September 2020 Headcount**

This is a reminder for all payroll providers, including cross-service providers (e.g. National Finance Center (NFC), Defense Finance and Accounting Service (DFAS), etc.), to submit the semiannual Headcount for the September 2020 reporting period no later than September 30, 2020.

The semiannual Headcount reporting (March and September) provides the OPM with a snapshot of agency-wide enrollment for participants in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE), Federal Employees Retirement System – Further Revised Annuity Employees (FERS-FRAE), Federal Employees Health Benefits (FEHB) Program, and/or the Federal Employees' Group Life Insurance (FEGLI) Program.

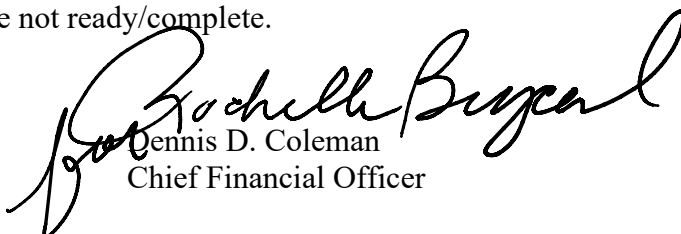
The September 2020 Headcount reporting period covers payroll paid during the first 15 days of September for weekly and bi-weekly pay cycles. For monthly pay cycles, the reporting period is August 1 through August 31, 2020.

**NOTE: Beginning with the September 2020 Headcount**, all Payroll providers **are required** to use OPM's Headcount Collection System (HCS) to input data and submit OPM Forms 1523 and 2812A electronically. HCS also provides an electronic upload feature using a standardized template.

HCS Standard Operating Procedures and training materials have been developed, to ensure payroll providers have the necessary knowledge to successfully submit Headcount reports electronically during the September 2020 season. Specifically, hands-on training sessions are scheduled and available for sign-up (*see schedule below*). A Headcount Support Help Desk will be staffed during the Headcount reporting period to answer real-time questions.

For questions about the electronic collection process, please contact the Headcount Support Team via telephone at 202-606-5034, or, via email at [HeadcountSupport@opm.gov](mailto:HeadcountSupport@opm.gov).

Headcount reports must be submitted **no later than September 30, 2020**. If report submission delays or difficulties are anticipated, **please call Ms. Yadira Vega at 202-606-4842**. Note: Standard Retirement and Insurance Transfer System (RITS) reports should not be delayed because Headcount submissions are not ready/complete.

  
Dennis D. Coleman  
Chief Financial Officer

## **Headcount Collection System Training (HCS) Schedule**

**HCS User Training Sessions** are scheduled for the following dates/times:

- Tuesday, September 8, 1PM – 2PM ET
- Wednesday, September 9, 10AM – 11AM ET
- Wednesday, September 9, 1PM – 2PM ET

All trainings are conducted online. Please join audio at:

Dial-in: 877-953-4131

Passcode: 53663633

For video, join the webinar using Adobeconnect:

<https://opmcfo.adobeconnect.com/tfmhcspotrain/>

For any training questions, please contact the Headcount Support Team via telephone at 202-606-5034, or, via email at [HeadcountSupport@opm.gov](mailto:HeadcountSupport@opm.gov).