

Do It Yourself - Computer



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DO IT YOURSELF
COMPARE AND IMPROVE YOUR PAYROLL SYSTEM

APRIL 1981

JOINT FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM

FOREWORD

The Federal payroll for the 2.8 million civilian workers amounts to about \$52 billion annually. Accordingly, efficient, economical, accurate, and timely payroll systems are absolutely essential. To achieve this objective, Federal departments and agencies spend much time and effort developing, designing, and updating their respective payroll systems.

The Joint Financial Management Improvement Program undertook a project to survey selected civilian payroll systems in the Federal Government. The purpose of the survey was to develop a booklet which will serve as a ready reference and a useful tool in helping agencies to redesign and update their payroll systems. This booklet describes the special features and unique characteristics of these different systems. We hope that, through this effort, new techniques and lessons learned by one agency will be shared with others.

During our project work, we found that two major Federal departments are presently implementing a payroll system that was developed and used by another major Federal department. By adopting a payroll system already in existence, the two departments will be able to avoid large initial investments in the design, programming and implementation of the system and it will be operational much sooner. Through the process of sharing, we feel better payroll systems can be developed at less cost by avoiding the process of "reinventing the wheel" each time a payroll system is developed or updated. We hope that this booklet will serve this principal objective.

We are very grateful for the cooperation and the contributions of many agency personnel who assisted us in this project. Without their help, this booklet would not have been possible.

Readers are invited to comment on the content and usefulness of this booklet. Comments and requests for additional copies should be sent to the Joint Financial Management Improvement Program.

Susumu Uyeda
Executive Director
April 1981

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PART I

INTRODUCTION

PART I

INTRODUCTION

This booklet describes special features and specific characteristics of selected Federal systems for computing civilian payrolls and related payments. It is intended to be a ready and useful reference for those Federal departments and agencies that are developing, redesigning, enhancing or otherwise updating their own payroll systems.

Those desiring additional information about any of the systems in this booklet can obtain it from the agency contact personnel listed in Part V.

Recently, there has been much talk about centralized payroll processing. Some of the systems described in this booklet use central processing and have achieved benefits from it. However, managers should assess their own agency's situation and the state of the art to determine whether central processing would be appropriate and cost-beneficial in their environment.

The booklet summarizes information on 21 Federal civilian payroll systems of various sizes. Many Federal payroll systems are not included in this booklet, due to time and resource constraints. However, we tried to select a representative sample of small, medium and large payroll systems. We did not evaluate or audit these systems. Rather, our purpose was to compile and highlight the varying ways which specific payroll functions and transactions are handled. By sharing these ideas, we hope to help Federal departments and agencies take advantage of systems and procedures already in existence and avoid the pitfalls experienced by others in the development of payroll systems. The information in this booklet was gathered by using a questionnaire and followup as was necessary. It was developed with the able advice and assistance of many payroll managers in departments and agencies.

The balance of the booklet is divided into four parts. Part II provides a series of charts showing general and specific features of each payroll system. The general features include information concerning the degree of interface or integration with other related systems, the size, location, and whether or not the system has been approved by the General Accounting Office. The specific features include information related to special techniques and transactions handled by the system, data processing information, time and attendance reporting procedures and types of employees paid.

Within Part II, the payroll systems are grouped by the number of personnel being paid:

--Over 100,000 personnel:

Department of Agriculture
Department of the Air Force
Department of Health and Human Services
Veterans Administration

--From 25,000 to 100,000 personnel:

Army Corps of Engineers
General Services Administration
Department of the Interior (Central Payroll)
Department of Justice
Tennessee Valley Authority
Federal Aviation Administration
Department of the Treasury

--From 10,000 to 25,000 personnel:

Department of Housing and Urban Development
Water and Power Resources Service
Department of Labor
Office of Personnel Management

--Under 10,000 personnel:

Department of Commerce
Community Services Administration
Federal Mediation and Conciliation Service
Bureau of Mines
National Aeronautics and Space Administration
National Science Foundation

Part III provides detailed narrative descriptions of certain features that were particularly innovative, useful, or unique (e.g., systems performance measurement, labor cost distribution techniques). Part IV contains examples of various forms used for time and attendance reporting, labor cost distribution, productivity measurement, and individual earnings and leave statements. As previously stated, Part V provides contact persons in the departments and agencies who may be contacted for additional information concerning the payroll systems described in this booklet.

PART II
SUMMARY CHARTS OF PAYROLL
SYSTEM FEATURES

PART II

SUMMARY CHARTS OF PAYROLL SYSTEM FEATURES

This part shows system features for the 21 selected Federal payroll systems in a chart form. The first subsection provides general information such as whether the payroll system is integrated or interfaced with other related systems, the number of personnel paid, if the system has the approval of the General Accounting Office, and whether the organization operating the system is willing to provide payroll services to other organizations on a reimbursable basis.

Systems can be designed with common data definitions and compatible software so that information can be provided between them in a machine readable form and shared. Systems interface, as used in these charts, means that one system provides data to another in a machine readable form (e.g., magnetic tape).

Systems also can be designed to share a common computerized data base of information. Systems integration, as used in the charts, means that systems share information through a common data base.

The second subsection shows the specific features of systems such as automation of overtime computations, tax computations, and retirement records; utilization of electronic fund transfers for forwarding employee pay to financial institutions; automatic processing of flexible work schedules and merit pay, and a formalized method for measuring and evaluating performance of the payroll system.

The third subsection provides general automatic data processing information about the systems. For example, information is provided on the type of computer hardware and computer language used, input and output media, the degree of system centralization and the type of "front-end" edit and data inquiry capabilities.

Subsection four indicates for each system, the type of time and attendance reporting--positive or negative, the type of reporting by timekeepers, the methods for transmitting and inputting time and attendance data, and the deadlines for time and attendance data submission.

The last subsection shows the types of employees paid by each system by Federal pay scale.

Systems are grouped into four divisions within the charts: systems paying over 100,000 personnel; systems paying over 25,000 to 100,000 personnel; systems paying over 10,000 to 25,000 personnel, and systems paying under 10,000 personnel.

SUMMARY OF SYSTEMS PAYING OVER 100,000 PERSONNEL

ORGANIZATION	Department of Agriculture	Department of the Air Force (Civilian)	Department of Health/Human Services	Veterans Administration
<u>GENERAL INFORMATION ABOUT THE SYSTEM</u>				
1. Type of system--Payroll integrated or interfaced with: (G = Integrated/F = Interfaced).				
a. Personnel	G	F	G	G
b. Accounting	F (p. 35)	F	F	F
c. Labor Cost Distribution	G (p. 36)		F	
d. Retirement	F (p. 35)	G	G	G
e. Other	F/G			F
2. Number of personnel paid	130,000	240,000	165,000	245,000
3. Location of system	New Orleans, LA	Design Denver, CO Operations World-wide	Washington, DC	Austin, TX
4. GAO Approved?				
a. Yes, date of approval		5/76		7/69
b. No, expected date of approval	Uncertain		1981-82	
5. Would be willing to sell services to other organizations?				
a. Yes, definitely	X			
b. Would consider		X	X	

SUMMARY OF SYSTEMS PAYING OVER 100,000 PERSONNEL

ORGANIZATION	Department of Agriculture	Department of the Air Force (Civilian)	Department of Health/Human Services	Veterans Administration
<u>SPECIFIC FEATURES OF THE SYSTEM</u>				
6. Automated retirement recordkeeping	X (p. 40)		X (p. 40)	X (p. 39)
7. Automated Fair Labor Standards Act overtime computation	X (p. 42)	Fire- fighters only	* (p. 41)	X (p. 41)
8. Utilizes direct deposit (electronic funds transfer) to forward net pay to financial institutions	X	Testing	May 1981	X
9. Processes full-time equivalency personnel statistics automatically	X	Oct. 1981	X	X
10. Processes flexible work schedules	X (p. 42)	X	X	Manually
11. Processes merit pay	X (p. 44)	Oct. 1981	X (p. 44)	**
12. Processes senior executive service pay	X	X	X	X
13. Automated computation of State and local tax withholdings	X (p. 45)	X (p. 45)	X (p. 45)	X
14. Automated handling of savings bond program	X	X	X	X
15. Has overtime controls or overtime reports	X (p. 46)	X	X	X (p. 46)
16. Formalized method used for measuring and evaluating performance of the payroll system	X (p. 49)		X (p. 49)	
17. Store and automatically process transactions effective in future	X		X	

* Automated but paid one pay period in arrears except for firefighters who are paid in the current pay period.

** Under development.

SUMMARY OF SYSTEMS PAYING OVER 100,000 PERSONNEL

ORGANIZATION	Department of Agriculture	Department of the Air Force (Civilian)	Department of Health/Human Services	Veterans Administration
<u>GENERAL ADP SYSTEM INFORMATION</u>				
18. Computer hardware	Dual Honeywell Level 66/80	Burroughs 3500, 3700, 4700	IBM 370/168-M3	IBM 370/168 360/65
19. Computer language used	COBOL	COBOL	IMS COBOL MARK IV	ANSI COBOL ALC
20. Input Medium				
a. Punch cards	X	X	X	X
b. Punch cards converted to magnetic tape			X	
c. Magnetic tape	X			
d. Cathode ray terminal connected to minicomputer	X		X	
e. Terminal			X	
f. Optical scanning equipment	X			
g. Disk	X			
h. Other				
21. Output medium				
a. Form paper listings	X	X	X	X
b. Magnetic tape	X	X	X	X
c. Microfilm	X		X	
d. Microfiche	X	X		X
e. Punch cards	X	X	X	X
f. Stock paper	X	X		
g. Other				

SUMMARY OF SYSTEMS PAYING OVER 100,000 PERSONNEL

ORGANIZATION	Department of Agriculture	Department of the Air Force (Civilian)	Department of Health/Human Services	Veterans Administration
<u>GENERAL ADP SYSTEM INFORMATION (Con't)</u>				
22. Centralized or Decentralized				
a. Centrally designed and processed	X		X	X
b. Centrally designed, decentrally processed		X		
c. Decentralized				
d. Other				
23. Has front-end edit capability	X	X	X	
24. Has data inquiry capability	X (p. 51)		X	
<u>TIME AND ATTENDANCE REPORTING</u>				
25. Positive or negative time and attendance reporting				
a. Positive (requires time and attendance data input each pay period for every employee)	X	X	X (p. 54)	X
b. Negative (only requires time and attendance input for employees working other than normal schedules)				

SUMMARY OF SYSTEMS PAYING OVER 100,000 PERSONNEL

ORGANIZATION	Department of Agriculture	Department of the Air Force (Civilian)	Department of Health/Human Services	Veterans Administration
<u>TIME AND ATTENDANCE REPORTING (Con't)</u>				
26. Type of time-and-attendance reporting by timekeeper *				
a. Regular manual forms				X
b. Optical character form	X			
c. Punch card-preprinted format		X	X (p. 54)	
d. Project distribution of labor				
e. Start/stop time reporting				
f. Other				
27. Method of transmitting time and attendance data				
a. Hard copy	X	X	X (p. 54)	
b. Telecommunications		X	X (p. 54)	X
c. Magnetic tapes sent by mail			X (p. 54)	
d. Terminal or minicomputer			X (p. 54)	
e. Other				
28. Input of time and attendance data				
a. Centralized	X			
b. Regionalized				
c. Totally decentralized				
d. Other		X	X (p. 54)	

* 26(d) shows those organizations which collect labor cost data on time and attendance forms.

SUMMARY OF SYSTEMS PAYING OVER 100,000 PERSONNEL

ORGANIZATION	Department of Agriculture	Department of the Air Force (Civilian)	Department of Health/Human Services	Veterans Administration
<u>TIME AND ATTENDANCE REPORTING (Con't)</u>				
29. Number of days prior to end of pay period that the organization cuts off on normal time and attendance reporting	0	1	1	0
30. Last day in payroll cycle that an agency can submit and accomplish corrections of time and attendance data	Friday after end of pay period	Tuesday after end of pay period	Wednesday afternoon after end of pay period	Wednesday noon after end of pay period
<u>LISTING OF TYPES OF EMPLOYEES PAID BY THE SYSTEM</u>				
31. Types of employees paid identified by Federal Pay Scale	AD SR EC ST ED WB EE WD EF WG EG WI EH WL EI WM ES WN EX WP FC WS GG WW GM YV GS YW GW	ES GM GS Federal Wage System	AD ST CZ WB EC WD ED WG EF WI EH WL ES WN EX WP FC WS GG WT GM WW GS WZ GW YV SR YW	AD VN AE VP EC VV EF WB ES WD EX WG GS WI GW WL NA WS NL WW NS YV SR YW VC VM

SUMMARY OF SYSTEMS PAYING OVER 25,000 AND UNDER 100,000 PERSONNEL

ORGANIZATION	Army Corps of Engineers (Civilian)	General Services Administration	Department of the Interior (Central Pay)	Department of Justice	Tennessee Valley Authority	Federal Aviation Administration Department of Transportation	Department of the Treasury
<u>GENERAL INFORMATION ABOUT THE SYSTEM</u>							
1. Type of system--Payroll integrated or interfaced with: (G = Integrated/F = Interfaced).							
a. Personnel	F	G	G	G	F	F (p. 34)	G
b. Accounting		F	F	F	F	F (p. 34)	F
c. Labor Cost Distribution			G (p. 38)	G	F (p. 35)		F (p. 37)
d. Retirement	G		G	G	F	G	G
e. Other	Manpower Report System				Various Cost Systems		
2. Number of personnel paid	Cycle 1 22,000 Cycle 2 26,000	48,000	59,000	39,000	Biweekly payroll 30,000 Weekly payroll 23,000	80,000	45,000
3. Location of system	Omaha, NB	System: Kansas City, MO Computer: Washington, DC	Washington, DC	Washington, DC	Knoxville, TN	Oklahoma City, OK	San Francisco, CA
4. GAO Approved?							
a. Yes, date of approval		4/73	1/74	3/73	Not subject to approval		9/80
b. No, expected date of approval	1981					Uncertain	
5. Would be willing to sell services to other organizations?							
a. Yes, definitely							
b. Would consider	X	X	X	X			In future

SUMMARY OF SYSTEMS PAYING OVER 25,000 AND UNDER 100,000 PERSONNEL

ORGANIZATION	Army Corps of Engineers (Civilian)	General Services Administration	Department of the Interior (Central Pay)	Department of Justice	Tennessee Valley Authority	Federal Aviation Administration Department of Transportation	Department of the Treasury
<u>SPECIFIC FEATURES OF THE SYSTEM</u>							
6. Automated retirement recordkeeping	X (p. 39)		X	X (p. 40)	X (p. 39)	X (p. 38)	X
7. Automated Fair Labor Standards Act overtime computation	X		X	X	X	X (p. 41)	X
8. Utilizes direct deposit (electronic funds transfer) to forward net pay to financial institutions	X	June 1981		X		June 1981	X
9. Processes full-time equivalency personnel statistics automatically		X	X	No, but can		X	X
10. Processes flexible work schedules	X (p. 42)		X			X	X
11. Processes merit pay	X	Oct. '81 (p.43)	X		X	X	Oct. 1981
12. Processes senior executive service pay	X	X	X	X		X	X
13. Automated computation of State and local tax withholdings	X (p. 44)	X	X	X	X	X (p. 45)	X
14. Automated handling of savings bond program	X	X	X	X	X	X	X
15. Has overtime controls or overtime reports	X (p. 46)	X (p. 46)	X	X	X (p. 46)	X	X
16. Formalized method used for measuring and evaluating performance of the payroll system							
17. Store and automatically process transactions effective in future				One pay period			

SUMMARY OF SYSTEMS PAYING OVER 25,000 AND UNDER 100,000 PERSONNEL

ORGANIZATION	Army Corps of Engineers (Civilian)	General Services Administration	Department of the Interior (Central Pay)	Department of Justice	Tennessee Valley Authority	Federal Aviation Administration Department of Transportation	Department of the Treasury
<u>GENERAL ADP SYSTEM INFORMATION</u>							
18. Computer hardware	Honeywell 6620	IBM 360/50 360/65	ITEL AS5	AMDAHL V-7	2 AMDAHL V-8's 1 IBM 4331	IBM 370/165 and Minicomputers	IBM 370/155 & Data Point Minicomputers
19. Computer language used	ANSI COBOL	COBOL	PL-1	95% COBOL 5% Other	ANSI COBOL Easytrieve	Standard COBOL	PL-1
20. Input Medium							
a. Punch cards	X						X
b. Punch cards converted to magnetic tape		X	X				
c. Magnetic tape	X	X		X	X	X	X
d. Cathode ray terminal connected to minicomputer					X	X	
e. Terminal	X						X
f. Optical scanning equipment						Testing	
g. Disk	X		X		X	X	X
h. Other							
21. Output medium							
a. Form paper listings	X	X	X	X	X	X	X
b. Magnetic tape	X	X	X	X	X	X	X
c. Microfilm							
d. Microfiche	X	X	X	X		X	X
e. Punch cards	X				X	X	X
f. Stock paper		X			X		X
g. Other			X				

SUMMARY OF SYSTEMS PAYING OVER 25,000 AND UNDER 100,000 PERSONNEL

ORGANIZATION	Army Corps of Engineers (Civilian)	General Services Administration	Department of the Interior (Central Pay)	Department of Justice	Tennessee Valley Authority	Federal Aviation Administration Department of Transportation	Department of the Treasury
<u>GENERAL ADP SYSTEM INFORMATION (Con't)</u>							
22. Centralized or Decentralized							
a. Centrally designed and processed	X	X	X	X	X	X X	X
b. Centrally designed, decentrally processed							
c. Decentralized							
d. Other							
23. Has front-end edit capability	X		X		X	X (p. 51)	X
24. Has data inquiry capability	X	X	X (p. 52)	X		X	X
<u>TIME AND ATTENDANCE REPORTING</u>							
25. Positive or negative time and attendance reporting							
a. Positive (requires time and attendance data input each pay period for every employee)	X	X	X (p. 55)	X	X	X (p. 53)	X (p. 55)
b. Negative (only requires time and attendance input for employees working other than normal schedules)							

SUMMARY OF SYSTEMS PAYING OVER 25,000 AND UNDER 100,000 PERSONNEL

ORGANIZATION	Army Corps of Engineers (Civilian)	General Services Administration	Department of the Interior (Central Pay)	Department of Justice	Tennessee Valley Authority	Federal Aviation Administration Department of Transportation	Department of the Treasury
<u>TIME AND ATTENDANCE REPORTING (Con't)</u>							
26. Type of time and attendance reporting by timekeeper *							
a. Regular manual forms				X			
b. Optical character form							
c. Punch card-preprinted format	X	X	X (p. 55)				X (p. 55)
d. Project distribution of labor			X (p. 38)		X (p. 35)		** (p. 31)
e. Start/stop time reporting						X (p. 53)	
f. Other							
27. Method of transmitting time and attendance data							
a. Hard copy	X	X		X	X		
b. Telecommunications	X	X			X		X (p. 55)
c. Magnetic tapes sent by mail							
d. Terminal or minicomputer			X (p. 55)	X	X	X (p. 53)	X (p. 55)
e. Other							
28. Input of time and attendance data							
a. Centralized		X		75%			
b. Regionalized			X (p. 55)	25%	X	X (p. 53)	
c. Totally decentralized	X						
d. Other							X (p. 55)

* 26(d) shows those organizations which collect labor cost data on time and attendance forms.

** Optional

SUMMARY OF SYSTEMS PAYING OVER 25,000 AND UNDER 100,000 PERSONNEL

ORGANIZATION	Army Corps of Engineers (Civilian)	General Services Administration	Department of the Interior (Central Pay)	Department of Justice	Tennessee Valley Authority	Federal Aviation Administration Department of Transportation	Department of the Treasury
TIME AND ATTENDANCE REPORTING (Con't)							
29. Number of days prior to end of pay period that the organization cuts off on normal time and attendance reporting	2	1	0	0	0	0	Varies by bureau
30. Last day in payroll cycle that an agency can submit and accomplish corrections of time and attendance data	Any time prior to final processing	Wednesday noon after end of pay period	Two work days after end of pay period	Last day of pay period	Any time prior to final processing	Wednesday noon after end of pay period	Wednesday noon after end of pay period (west Coast time)
LISTING OF TYPES OF EMPLOYEES PAID BY THE SYSTEM							
31. Types of employees paid identified by Federal pay scale	ED GS EE WG EF WO EG WY ES YW GM Third Country Nationals Firefighters (Standby) Construction Workers	AD ES AM EX AN FC EC GG ED GS EE SM EF SN EG SR EH YV EI YW Federal Wage System (All W plans)	ES GM GS WG Consultants Park Police	AD SR(E) EC WB ES YV EX YW GS	Salary Policy Annual Salary Policy Hourly Trades & Labor Annual Trades & Labor Hourly SA SE SB SF SC SG SD SM	AD FC WL CZ GG WM EC GM WN ED GS WP EE GW WS EF SR WT EG ST WW EH SZ WZ EI WB YV ES WD YW EX WG	ES WB EX WG FC WI GG WL GS WS SP

SUMMARY OF SYSTEMS PAYING FROM 10,000 TO 25,000 PERSONNEL

ORGANIZATION	Department of Housing/Urban Development	Water/Power Resources Service Department of the Interior	Department of Labor	Office of Personnel Management
<u>GENERAL INFORMATION ABOUT THE SYSTEM</u>				
1. Type of system--Payroll integrated or interfaced with: (G = Integrated/F = Interfaced).				
a. Personnel	G	G	G	
b. Accounting	F	F	F	
c. Labor Cost Distribution	F	F (p. 37)	F	F (p. 37)
d. Retirement	G	G	G	
e. Other				
2. Number of personnel paid	17,600	25,000	25,000	10,000
3. Location of system	Washington, DC	Denver, CO	Washington DC	Hardware: Macon, GA Software: Washington, DC
4. GAO Approved?				
a. Yes, date of approval		1980	1971	1970
b. No, expected date of approval	Uncertain			
5. Would be willing to sell services to other organizations?				
a. Yes, definitely				
b. Would consider		X		

SUMMARY OF SYSTEMS PAYING FROM 10,000 TO 25,000 PERSONNEL

ORGANIZATION	Department of Housing/Urban Development	Water/Power Resources Service Department of the Interior	Department of Labor	Office of Personnel Management
<u>SPECIFIC FEATURES OF THE SYSTEM</u>				
6. Automated retirement recordkeeping	X (p.40)	X	X (p. 39)	X (p. 40)
7. Automated Fair Labor Standards Act overtime computation	X	X		
8. Utilizes direct deposit (electronic funds transfer) to forward net pay to financial institutions	**	**	**	
9. Processes full-time equivalency personnel statistics automatically	X	**		
10. Processes flexible work schedules	*	X	***	X
11. Processes merit pay		**	**	X (p. 44)
12. Processes senior executive service pay	**	X	X	X
13. Automated computation of State and local tax withholdings	X (p. 45)	X (p. 45)	X	X
14. Automated handling of savings bond program	X	X	X	X
15. Has overtime controls or overtime reports	X (p. 47)	X	X	X
16. Formalized method used for measuring and evaluating performance of the payroll system	X (p. 47)			
17. Store and automatically process transactions effective in future	****	X		

* Manually processed as normal 80 hour pay period.

** Under development.

*** Yes, if 80 hours worked in pay period, but not maxiflex.

**** For 2 pay periods; also, there are 10 automatic actions handled for up to 3 years (i.e., Steps 8, 9, and 10, for within grade pay increases).

SUMMARY OF SYSTEMS PAYING FROM 10,000 TO 25,000 PERSONNEL

ORGANIZATION	Department of Housing/Urban Development	Water/Power Resources Service Department of the Interior	Department of Labor	Office of Personnel Management
<u>GENERAL ADP SYSTEM INFORMATION</u>				
18. Computer hardware	UNIVAC 1100/81	Control Data CYBER 730	IBM 3033	Honeywell 6600
19. Computer language used	ANSI COBOL	COBOL	COBOL	COBOL 68
20. Input Medium				
a. Punch cards	Backup system	X	X	
b. Punch cards converted to magnetic tape		X	X	
c. Magnetic tape	X	X		
d. Cathode ray terminal connected to minicomputer	Summer 1981	X		
e. Terminal	X	X		X
f. Optical scanning equipment	*			
g. Disk	"	X		
h. Other				
21. Output medium				
a. Form paper listings	X	X	X	X
b. Magnetic tape	X	X	X	X
c. Microfilm				
d. Microfiche	X			
e. Punch cards	X			
f. Stock paper	X	X		
g. Other		X		

* Only for front-end time and attendance processing.

SUMMARY OF SYSTEMS PAYING FROM 10,000 TO 25,000 PERSONNEL

ORGANIZATION	Department of Housing/Urban Development	Water/Power Re- sources Service Department of the Interior	Department of Labor	Office of Personnel Management
<u>GENERAL ADP SYSTEM INFORMATION (Con't)</u>				
22. Centralized or Decentralized				
a. Centrally designed and processed	Payroll portion	X	X	
b. Centrally designed, decentrally processed	Personnel portion			X
c. Decentralized				
d. Other				
23. Has front-end edit capability	Limited	X		X
24. Has data inquiry capability	X (p. 52)	X (p. 52)	X (p.52)	
<u>TIME AND ATTENDANCE REPORTING</u>				
25. Positive or negative time and attendance reporting				
a. Positive (requires time and attendance data input each pay period for every employee)	X (p. 54)	X (p. 55)	X	
b. Negative (only requires time and attendance input for employees working other than normal schedules)				X (p. 55)

SUMMARY OF SYSTEMS PAYING FROM 10,000 TO 25,000 PERSONNEL

ORGANIZATION	Department of Housing/Urban Development	Water/Power Resources Service Department of the Interior	Department of Labor	Office of Personnel Management
<u>TIME AND ATTENDANCE REPORTING (Con't)</u>				
26. Type of time-and-attendance reporting by timekeeper *				
a. Regular manual forms		X (p. 55)		
b. Optical character form	X (p. 54)			
c. Punch card-preprinted format		X (p. 55)	X	X (p. 55)
d. Project distribution of labor		X (p. 37)		
e. Start/stop time reporting				
f. Other				
27. Method of transmitting time and attendance data				
a. Hard copy	X (p. 54)	X (p. 55)	X	
b. Telecommunications		X (p. 55)	X	X (p. 55)
c. Magnetic tapes sent by mail		X (p. 55)		
d. Terminal or minicomputer		X (p. 55)		
e. Other				
28. Input of time and attendance data				
a. Centralized	X (p. 54)	Partly (p. 55)		
b. Regionalized		Partly (p. 55)	X	X (p. 55)
c. Totally decentralized				
d. Other				

* 26(d) shows those organizations which collect labor cost data on time and attendance forms.

SUMMARY OF SYSTEMS PAYING FROM 10,000 TO 25,000 PERSONNEL

ORGANIZATION	Department of Housing/Urban Development	Water/Power Resources Service Department of the Interior	Department of Labor	Office of Personnel Management
<u>TIME AND ATTENDANCE REPORTING (Con't)</u>				
29. Number of days prior to end of pay period that the organization cuts off on normal time and attendance reporting	1	1	Varies by timekeeper location	0
30. Last day in payroll cycle that an agency can submit and accomplish corrections of time and attendance data	Tuesday after end of pay period	Wednesday after end of pay period	Two work days after end of pay period	Tuesday after end of pay period
<u>LISTING OF TYPES OF EMPLOYEES PAID BY THE SYSTEM</u>				
31. Types of employees paid identified by Federal Pay Scale	AD GS EC GW ED WG EE WI EF WL EG WP EH WS EI YV GG ZZ Special Rate Employees	AD XA GS XB GM XC ES SP EX All Federal Wage System Consultants/ Experts Summer Aid Stay-in-School Annual Rate Hourly Rate Per Diem Rate Without Compensation	AD WG EC WL ES WO EX WP FC WS GS WW GW YV NL YW	GS ES GM EX Wage System Consultants Annual Rate OO-Other

SUMMARY OF SYSTEMS PAYING UNDER 10,000 PERSONNEL

ORGANIZATION	Department of Commerce	Community Services Administration	Federal Mediation and Conciliation Service	Bureau of Mines Department of the Interior	National Aeronautics and Space Administration	National Science Foundation
<u>GENERAL INFORMATION ABOUT THE SYSTEM</u>						
1. Type of system--Payroll integrated or interfaced with: (G = Integrated/F = Interfaced).						
a. Personnel	F	F	G	F	G	
b. Accounting	F	G		F	F	F
c. Labor Cost Distribution	F	G	G	G (p. 38)	F (p. 37)	F
d. Retirement	F	G		F		G
e. Other					Security, Phone Directory	
2. Number of personnel paid	5,700	1,100	600	7,300	1,700 NASA Hq. 550 Rsch. Ctr. 110 NST Labs	1,300
3. Location of system	Washington, DC	Washington, DC	Washington, DC	Denver, CO	Washington, DC	Washington DC
4. GAO Approved?						
a. Yes, date of approval	1970			1977	1965	1974
b. No, expected date of approval		Uncertain	Uncertain			
5. Would be willing to sell services to other organizations?						
a. Yes, definitely				X		
b. Would consider						

SUMMARY OF SYSTEMS PAYING UNDER 10,000 PERSONNEL

ORGANIZATION	Department of Commerce	Community Services Administration	Federal Mediation and Conciliation Service	Bureau of Mines Department of the Interior	National Aeronautics and Space Administration	National Science Foundation
<u>SPECIFIC FEATURES OF THE SYSTEM</u>						
6. Automated retirement recordkeeping	Partially	X		X	Partially	Partially
7. Automated Fair Labor Standards Act overtime computation				X		
8. Utilizes direct deposit (electronic funds transfer) to forward net pay to financial institutions		X		**	June 1981	
9. Processes full-time equivalency personnel statistics automatically					June 1981	
10. Processes flexible work schedules	X	X (p. 43)	X	X		Manually
11. Processes merit pay	X		X		X	
12. Processes senior executive service pay	X	X	X	X	X	X
13. Automated computation of State and local tax withholdings	Only in DC, MD, and VA	X	X	X	X	X
14. Automated handling of savings bond program	X	X	X	X	X	X
15. Has overtime controls or overtime reports	*	X	X	X (p. 47)	X	X
16. Formalized method used for measuring and evaluating performance of the payroll system						
17. Store and automatically process transactions effective in future					X	

* Handled by accounting system.

** Under development.

SUMMARY OF SYSTEMS PAYING UNDER 10,000 PERSONNEL

ORGANIZATION	Department of Commerce	Community Services Administration	Federal Mediation and Conciliation Service	Bureau of Mines Department of the Interior	National Aeronautics and Space Administration	National Science Foundation
<u>GENERAL ADP SYSTEM INFORMATION</u>						
18. Computer hardware	IBM 360/65	IBM 360/50	2 AMDAHL Model 7's	Burroughs 6700	IBM 370/158	Honeywell 6060
19. Computer language used	ANSI COBOL	COBOL	COBOL	COBOL	COBOL	COBOL
20. Input Medium						
a. Punch cards		X	X	X		
b. Punch cards converted to magnetic tape	X					X
c. Magnetic tape				X	X	
d. Cathode ray terminal connected to minicomputer						
e. Terminal					X	
f. Optical scanning equipment						
g. Disk						
h. Other						
21. Output medium						
a. Form paper listings	X	X	X	X	X	X
b. Magnetic tape	X	X	X	X	X	X
c. Microfilm				X		
d. Microfiche				X	X	
e. Punch cards						
f. Stock paper						
g. Other	XEROX				XEROX 9700	

SUMMARY OF SYSTEMS PAYING UNDER 10,000 PERSONNEL

ORGANIZATION	Department of Commerce	Community Services Administration	Federal Mediation and Conciliation Service	Bureau of Mines Department of the Interior	National Aeronautics and Space Administration	National Science Foundatic
<u>GENERAL ADP SYSTEM INFORMATION (Con't)</u>						
22. Centralized or Decentralized						
a. Centrally designed and processed	X	X	X	X		X
b. Centrally designed, decentrally processed						
c. Decentralized					X	
d. Other						
23. Has front-end edit capability		X	X (p. 51)	x	X (p. 50)	
24. Has data inquiry capability	X				X	X (p. 52)
<u>TIME AND ATTENDANCE REPORTING</u>						
25. Positive or negative time and attendance reporting						
a. Positive (requires time and attendance data input each pay period for every employee)	X	X			Research Center and NSF Labs (p. 53)	X
b. Negative (only requires time and attendance input for employees working other than normal schedules)			X		NASA HQ (p. 53)	

SUMMARY OF SYSTEMS PAYING UNDER 10,000 PERSONNEL

ORGANIZATION	Department of Commerce	Community Services Administration	Federal Mediation and Conciliation Service	Bureau of Mines Department of the Interior	National Aeronautics and Space Administration	National Science Foundation
<u>TIME AND ATTENDANCE REPORTING</u>						
26. Type of time-and-attendance reporting by timekeeper *					Preprinted (p. 53)	
a. Regular manual forms						
b. Optical character form						
c. Punch card-preprinted format		X				X
d. Project distribution of labor	X			X (p. 38)	X (p. 37)	
e. Start/stop time reporting						
f. Other						
27. Method of transmitting time and attendance data						
a. Hard copy	X	X	X	X		X
b. Telecommunications					X (p. 53)	
c. Magnetic tapes sent by mail						
d. Terminal or minicomputer						
e. Other					Tape to tape	
28. Input of time and attendance data						
a. Centralized	X		X	X		X
b. Regionalized		X				
c. Totally decentralized					X (p. 53)	
d. Other						

* 26(d) shows those organizations which collect labor cost data on time and attendance forms.

SUMMARY OF SYSTEMS PAYING UNDER 10,000 PERSONNEL

ORGANIZATION	Department of Commerce	Community Services Administration	Federal Mediation and Conciliation Service	Bureau of Mines Department of the Interior	National Aeronautics and Space Administration	National Science Foundation
<u>TIME AND ATTENDANCE REPORTING (Con't)</u>						
29. Number of days prior to end of pay period that the organization cuts off on normal time and attendance reporting	1	1	*	1	0	1
30. Last day in payroll cycle that an agency can submit and accomplish corrections of time and attendance data	Wednesday COB after end of pay period	Same as cutoff on T & A report submission	*	Wednesday after end of pay period	Tuesday COB after end of pay period	Same as cutoff on T & A report submission
<u>LISTING OF TYPES OF EMPLOYEES PAID BY THE SYSTEM</u>						
31. Types of employees paid identified by Federal Pay Scale	AD GS ED GW EE SR EF ST EG WG ES WI EX WL FO WS FR WW FS YV GG YW GM Non-Federal Employees	AD ES EX GS GW WB	EC ES EX GS GM WAE	ES WB EX WG GH WL GS WS GW YV ML YW Consultants EC Annuitants Foreign Service Special Rate Employees	AD GW EC ST ED WB EF WG EH WL ES WM EX WS FS WW GS YV GM YW	EC EE EP ES GS GW WB Consultant

* Time and attendance is handled one pay period in arrears.

PART III
DESCRIPTIONS OF SELECTED
SYSTEM FEATURES

PART III

DESCRIPTIONS OF SELECTED SYSTEM FEATURES

The payroll systems included in our study have many useful and unique features. This Part is intended to provide an overview of selected features so that interested organizations can obtain enough information to determine whether or not they may have a use for some of the features. These features are organized in the following categories:

A. System Interfaces

Federal Aviation Administration
Department of Agriculture

B. Labor Cost Distribution

Tennessee Valley Authority
Department of Agriculture
Department of the Treasury
Office of Personnel Management
National Aeronautics and Space Administration
Water and Power Resources Service
Bureau of Mines
Department of the Interior (Central Payroll)

C. Automated Retirement Records

Federal Aviation Administration
Veterans Administration
Tennessee Valley Authority
Army Corps of Engineers
Department of Labor
Office of Personnel Management
Department of Housing and Urban Development
Department of Health and Human Services
Department of Agriculture
Department of Justice

D. Automatic Computation of Fair Labor Standards Act
Overtime

Federal Aviation Administration
Veterans Administration
Department of Health and Human Services
Department of Agriculture

E. Flexible Work Schedules

Department of Agriculture
Army Corps of Engineers
Community Services Administration

F. Merit Pay

General Services Administration
Department of Agriculture
Department of Health and Human Services
Office of Personnel Management 1/

G. Automatic Computation of State and Local Tax Withholdings

Army Corps of Engineers
Department of Housing and Urban Development
Department of Agriculture
Federal Aviation Administration
Water and Power Resources Service
Department of Health and Human Services
Department of the Air Force

H. Overtime Reports and Controls

General Services Administration
Veterans Administration
Tennessee Valley Authority
Department of Agriculture
Army Corps of Engineers
Department of Housing and Urban Development
Bureau of Mines

I. Methods for Measuring Performance of Payroll Systems

Department of Housing and Urban Development
Department of Health and Human Services
Department of Agriculture

J. Front-end Edit Capability

National Aeronautics and Space Administration
Federal Aviation Administration
Federal Mediation and Conciliation Service

1/ Office of Personnel Management will provide assistance to any Federal agency or department implementing merit pay. Contact Richard Hunter on (202) 632-9854.

K. Data Inquiry Capability

Department of Agriculture
National Science Foundation
Department of Labor
Department of Housing and Urban Development
Water and Power Resources Service
Department of the Interior (Central Payroll)

L. Time and Attendance Reporting and Input

National Aeronautics and Space Administration
Federal Aviation Administration
Department of Housing and Urban Development
Department of Health and Human Services
Department of the Treasury
Water and Power Resources Service
Department of the Interior (Central Payroll)
Office of Personnel Management

We hope that these narrative descriptions will give users of this booklet the information needed to determine which features may be useful to them. Part V lists the agency contact points where further information on these systems can be obtained.

A. SYSTEM INTERFACES

Systems interface, as used here, means one system provides data to another in a machine readable form. For example, a personnel system may provide data on new employee accessions to a payroll system on magnetic tape which is then used to update a payroll file. Payroll systems often provide data to and receive data from other computerized systems. Systems also share information when they have a common computerized data base. We define this as system integration. This subsection describes system interfaces as opposed to system integration.

Federal Aviation Administration - Department of Transportation

This Uniform Payroll System interfaces with the Administration's Personnel Management Information System and the Allotment Accounting Systems located at the accounting divisions in the regions and at the Aeronautical Center (Oklahoma City).

The Personnel Management Information System is a comprehensive online system containing data on all personnel information including training. Certain information generated by this system is used to establish, change or delete data in the Uniform Payroll System master records and tables. Quality increases, within-grade step increases, and certain other payroll actions automatically flow from the Personnel Management Information System to a suspense file where they are held until required for payroll processing.

The payroll system is automatically interfaced with the Allotment Accounting Systems to provide fund control, disbursement and accrual data. Disbursement data are processed biweekly, but processing of end-of-month accruals varies by accounting division.

Department of Agriculture

The Payroll/Personnel system is fully integrated with the labor cost distribution and leave information systems. This system also interfaces with the systems for accounting, retirement and travel. Particularly unique is the process of checking travel vouchers and advance requests against the personnel master file to ensure that claimants are Department employees. The system also monitors outstanding travel advances. For employees with excessive advances, the system will generate a request for repayment letter to the traveler. The traveler is given 30 days to repay, liquidate or justify the advance. If proper response is not received, a review is made and, if warranted, the amount is deducted from the employee's pay.

B. LABOR COST DISTRIBUTION

Distribution of labor costs is a necessary element for determining the total cost by program, function and activity within an organization. This subsection describes some of the methods used by organizations to collect and process data for distributing labor costs.

Tennessee Valley Authority

Data for labor cost distribution are reported on time and leave reports. Hourly employees and annual employees use different time and leave reports. Monthly labor cost distribution reports are prepared using the data reported on the time and leave reports as follows:

1. Annual Employees (mostly salaried) and Certain Hourly Employees. Pay periods are biweekly. The time spent on various activities is indicated on time and leave reports. Biweekly labor distribution files are generated from these reports. Labor distribution data for any partial payroll period are estimated. At the end of the month the biweekly and partial pay period labor distribution data are merged, and a labor distribution report is prepared. From this data a magnetic tape file is also prepared for use in the monthly financial reporting system.

2. Trades and Labor Hourly Employees. Pay periods are weekly. Daily time reports show time spent on all projects and activities recorded in 30-minute increments. Data from these reports are input daily using remote terminals for employees at major projects and specified areas while time is input weekly by terminals for employees at other locations. Weekly and daily distribution files are merged at month's end. The accrual for a partial week is estimated for accounting purposes, but these costs are not included in month-end labor distribution except at the end of the year. Monthly, a labor distribution report is prepared as well as a magnetic tape file for use in the financial reporting system. The forms used to capture labor cost distribution data are shown in Part IV.

Department of Agriculture

A fifteen digit identification field is available for coding the distribution of labor cost on the time and attendance report. Each participating service at the Department has the flexibility to establish their own accounting structure coding patterns for labor distribution purposes. This system can identify labor costs at the cost center level, intermediate levels and project level.

Two methods are available within the system for capturing labor cost distribution data. The data can either (1) be reported on time and attendance forms each pay period or (2) be stored in the master payroll records if employees normally charge their time to the same assignment code. If stored, the data can be overridden using time and attendance input when employees work on other than their normal assignments. The time and attendance form is shown in Part IV.

Department of the Treasury

Each Bureau within Treasury using the centralized payroll system has the option of using the back of the time and attendance form to capture data separately for labor cost distribution. When used, a separate subsystem processes and summarizes the labor cost distribution data. The time and attendance form used is shown in Part IV.

Office of Personnel Management

A separate report, the Employee Work Report, is used to gather labor cost distribution information. Employees indicate how much time they spend on various functions. Data derived from the Employee Work Reports is processed by the work measurement system which distributes direct labor costs and employee benefit costs to the appropriate functions. The hours recorded on Employee Work Reports are compared and reconciled to the hours reported on time and attendance forms.

National Aeronautics and Space Administration

Within the payroll system the biweekly time and attendance cards are used to capture data for labor cost distribution. The cards allow labor distribution to as many as 15 different job orders. The payroll system generates magnetic tapes containing hours and dollars by job order for the installation level and by organization for the headquarters.

The installations and headquarters use these tapes to interface with and provide data to their respective labor cost distribution systems. These tapes can also be used to derive the data needed for reporting payroll costs by object class.

Water and Power Resources Service--

Department of the Interior

The number of hours worked are reported by cost code on the time and attendance card. While calculating the pay, the system creates a labor cost file which identifies costs by object class and cost codes. This file is available to user agencies for labor cost distribution. A copy of the time and attendance form used is shown in Part IV.

Bureau of Mines--
Department of the Interior

The timekeeper, who is responsible for a group of employees, records the hours worked and leave taken on a daily basis and identifies these hours by account or sub-account code on the face of the time and attendance card. Both the hours worked and account numbers are keypunched for input to the payroll system. The system provides data on gross salaries and personnel benefits identified down to the subaccount level. This cost information is input biweekly to the accounting system where it is combined with all other expenses.

Department of the Interior - Central Payroll

The system provides for fixed account numbers to be part of the employee's master record for automatic labor cost distribution. However, the fixed data can be overridden if an employee's labor pattern deviates from the established routine. In this event, hours worked are reported by account numbers on the back of time and attendance cards. Labor cost information can be distributed from the highest level down to the job level, since each level is identified with an account number, constituting the cost structure of the agency. All labor distribution is balanced to the number of hours paid plus the Government's share of fringe benefits.

C. AUTOMATED RETIREMENT RECORDS

Federal organizations must withhold and account for deductions from employees' pay for retirement plans. When employees separate, the retirement withholding data must be forwarded to the Office of Personnel Management. This subsection describes how some agencies have automated their retirement data recordkeeping.

Federal Aviation Administration--
Department of Transportation

The Administration's system (1) provides automated retirement recordkeeping for Individual Retirement Records (SF 2806) and the Register of Separations and Transfers (SF 2807), (2) eliminates manual summarization and posting, and (3) provides timely reporting of data. It also generates earnings and leave statements that indicate employees' cumulative retirement contributions from the date they were hired by the Department.

Veterans Administration

Using "nature of action" codes on personnel input, the system extracts those actions which are to be recorded on the service history portion of the Individual Retirement Record (SF 2806). At the close of each pay year, fiscal entries are made for the years retirement deductions and for updating the accumulated balance. As employees separate, the Individual Retirement Record is automatically generated and forwarded to the Office of Personnel Management along with any related supporting documents. In addition, earnings and leave statements are produced each pay period which indicate the amount of the current retirement deduction and a cumulative total since the date of hire by the Administration.

Tennessee Valley Authority

The Tennessee Valley Authority employs both civil service and non-civil service employees. The non-civil service employees are covered by the Tennessee Valley Authority's own retirement plan. The payroll system makes retirement deductions for both the Tennessee Valley Authority retirement system and the civil service system. This information is passed in magnetic tape form to the automated retirement system which calculates and updates each employee's retirement file.

Army Corps of Engineers

All actions affecting personnel files require entry of a "nature of personnel action" code. Upon pay computation, all personnel action data are extracted and used to update a retirement master record. Separation actions will cause a printout of Individual Retirement Records (SF 2806).

Department of Labor

For each employee, an automated retirement deduction record is maintained for up to 40 separate years. At the end of each pay year, the current year's total retirement deduction is posted to the employee's retirement deduction record. Each year's information consists of three data elements: year of deduction, total deduction for the year, and the year the Individual Retirement Record (SF 2806) was sent to the Office of Personnel Management.

At the end of each year, the computer prints an active/inactive listing showing each employee's prior year balance, current year's deduction, and total cumulative

balance. The active portion of the listing is reconciled to the Register of Separations and Transfers (SF 2807) and any necessary adjustments are made to the computer file.

Office of Personnel Management

Retirement data are updated automatically by the payroll system biweekly. Payroll clerks enter limited data such as initial appointments and leave without pay actions. The system will automatically generate an Individual Retirement Record (SF 2806) upon separation of an employee.

Department of Housing and Urban Development

The system automatically generates Individual Retirement Records (SF 2806) upon separation of an employee. Each pay period, employees' earnings and leave statements indicate cumulative retirement deductions for the current year.

Department of Health and Human Services

The retirement recordkeeping system is completely automated. It automatically generates an Individual Retirement Record (SF 2806) when an employee separates and the Register of Separations and Transfers (SF 2807).

Department of Agriculture

The payroll/personnel system interfaces with the retirement system. The retirement master file is maintained and updated each pay period to reflect current personnel history and deduction information. As separations occur, the Individual Retirement Record (SF 2806), and the necessary reports are prepared, certified, and submitted to the Office of Personnel Management.

Department of Justice

The payroll system is interfaced with the retirement system. The retirement system automatically maintains retirement data and, when an employee separates, generates the Individual Retirement Record (SF 2806) for forwarding to the Office of Personnel Management.

D. AUTOMATIC COMPUTATION OF FAIR LABOR STANDARDS ACT OVERTIME

Employees covered by the Fair Labor Standards Act are also subject to Title 5 of the U.S. Code (Government Organization and Employees). Overtime is paid under provisions of

Title 5 or the Fair Labor Standards Act depending on which results in the higher overtime rate. Overtime pay under the Fair Labor Standards Act is computed at a rate of one and one-half times the employees "regular rate" of pay (includes basic rate of pay and differential pay such as night pay, hazardous/environmental differentials). Overtime pay under Title 5 is computed at a rate of one and one-half times the employee's basic rate of pay. This subsection describes how some agencies have simplified this process through automation.

Federal Aviation Administration--
Department of Transportation

The Administration's system includes reporting of time and attendance information on a "start-stop time" basis. This involves posting, on the time and attendance report, the start and stop times for any event affecting pay and entitlements (e.g., lunch break and overtime periods). Overtime is recorded in a separate column on time and attendance reports. The system automatically computes the Fair Labor Standards Act premium pay entitlements by using the "start-stop times" reported for each employee. The system allows employees to be paid for minute increments of time worked.

The system also handles retroactive pay adjustments for up to six prior pay periods along with the current pay period calculations. This automated process uses the pay scales which were in effect in the pay period when the time was recorded.

Veterans Administration

In the Veterans Administration, time and attendance cards capture pay and leave data on a weekly basis. In addition to the normal pay and leave data, the time and attendance cards also capture the number of night differential hours that are being paid for periods of leave, the actual overtime hours worked, and the number of hours an employee is excused on a holiday. From this data, the computer can determine the actual hours worked in any week and develop a rate of pay for use in computing any Fair Labor Standards Act overtime entitlement.

Department of Health and Human Services

In addition to the regular timecard, a separate timecard is used to record overtime worked under the Fair Labor Standards Act. The overtime entitlement is automatically

computed using this separate input, and paid as part of the next pay period's paycheck, except for firefighters who are paid in the current pay period based on data submitted on their regular time and attendance report.

Department of Agriculture

Hours in pay status are reported weekly by pay transaction category (e.g., regular, overtime, leave) on the time and attendance report. From this data overtime pay is automatically computed.

E. FLEXIBLE WORK SCHEDULES

The flexible work schedules described in this subsection are those schedules which allow employees to work voluntarily more than 80 hours in a biweekly pay period without being paid overtime. The hours worked in excess of 80 hours are carried over to subsequent pay periods as "credit hours earned." The employee can then use this "earned" time in lieu of leave. Ten hours is the maximum allowed to be carried over. Also, there is usually a limit as to how long the time "earned" can be carried forward.

Department of Agriculture

The type of flexible schedule being worked by the employee is identified on the time and attendance report with a single digit code. The time and attendance clerk is responsible for being cognizant of these codes and the various schedules being worked by individuals within their area of responsibility. The clerks are required to identify hours worked or leave taken with specific transaction codes on the time and attendance reports as either regular time or overtime hours based on the schedule indicated.

Army Corps of Engineers

The system requires that a regular 8 hours be accounted for each day. To handle flexible work schedules, hours worked in excess of 8 are coded as "credit hours worked." When less than 8 hours are worked, the hours are coded "credit hours absent." If "credit hours worked" is in excess of "credit hours absent" during a pay period, the excess is stored and carried over to the next pay period, with a maximum carryover of 10 credit hours. If employees are absent more hours than they have earned, they are charged with the applicable category of leave.

Community Services Administration

Hours worked in excess of the normal schedule are recorded as "credit hours earned" on the time and attendance report. "Credit hours earned" previously and credit hours used in the pay period are also recorded on the report. The system holds "credit hours earned" until they are used or until the time limit for using them expires. Any hours earned in excess of the maximum carryover are deleted. Hours absent in excess of "credit hours earned" are charged to compensatory time, annual leave, or leave without pay.

F. MERIT PAY

Under the Civil Service Reform Act, supervisors and management officials at pay grades GS-13 through GS-15 will not all receive the full amount of comparability pay increases. Also, within-grade steps are eliminated. These employees can be paid any rate between the minimum and maximum pay rates for their grade levels. The amounts of pay increases are to be determined individually for each employee based on performance. This Merit Pay System presents new problems for payroll offices. This subsection describes how some offices are handling merit pay.

General Services Administration

The Manpower and Payroll Statistics System will automatically calculate the established merit pay pools based on the annual Office of Personnel Management formula and on-board employment of GS-13's, 14's, and 15's covered under merit pay. This will occur in early October each year. The system will calculate individual merit pay increases on the basis of the individual's performance rating, their position in the salary range, and the amount in each merit pay pool.

This system is scheduled for operation in October 1981. At this time, automated Notifications of Personnel Action (SF-50's) will be produced by the system to document the change in pay plan from General Schedule Pay Plan to Merit Pay Plan and to show the employee's new salary after the required comparability increase. Any additional merit pay increases will be documented by computer generated Payroll Change Slips (SF-1126).

A payout listing will be produced for each pool, showing the effect on each employee's salary. Statistical reports will also be produced showing performance ratings by sex,

minority, and grade. These reports will be used by the personnel office to analyze the results of the performance appraisal system, the merit payout, and to make recommendations to agency managers.

Department of Agriculture

The performance rating composite score is entered and retained in the employee's payroll record. From this, a rating factor is developed and is used along with other factors to compute the merit pay increase. The following formula is used.

$$\begin{array}{cccccc} \text{Rating} & & \text{Grade} & & \text{Salary} & & \text{Merit Pay} & & \text{Merit} \\ \text{Adjustment X} & \text{Adjustment X} & \text{Adjustment X} & \text{Pool Share} & = & \text{Increase} \\ \text{Factor} & \text{Factor} & \text{Factor} & & & & & & \end{array}$$

Department of Health and Human Services

The Department has developed a computerized process to effect merit pay. The merit pay system, which is treated as a separate segment in the personnel file, maintains numerical scores, merit pay pool indicators and cross reference data among pools throughout the Department. The performance management system uses two point-value scales (basic and expanded) in determining what the payout will be for GS-13 through GS-15's covered under the provisions of merit pay. The Department is now ready to effect payout for merit pay in fiscal year 1981.

Office of Personnel Management

The Office of Personnel Management has overall responsibility for Government-wide implementation of Merit Pay. For information or assistance call Richard Hunter (202) 632-9854.

G. AUTOMATIC COMPUTATION OF STATE AND LOCAL TAX WITHHOLDINGS

State and local taxes are required to be withheld from employees' pay. Since tax rates and formulas change frequently, it is not easy for organizations to effectively keep up with and implement the changes. This subsection describes how some agencies have automated these computations.

Army Corps of Engineers

All State tax withholding formulas are carried in a pay computation program. Changes to these formulas are made

either upon notification by States or by State tax data furnished in Commerce Clearing House Tax Guides, which often precedes State notifications. Municipal and other local taxes are withheld by the allotment method, not by formula.

Department of Housing and Urban Development

Each State and city tax formula is coded in the system. A State/city transaction tax code is placed on an external table. When the Personnel Office inputs a transaction affecting tax, the tax transaction code is checked against the external table and against the tax formula coded in the system. After the system validates the transaction, it will then deduct the appropriate amount from the employee's pay.

Department of Agriculture;
Federal Aviation Administration--
Department of Transportation;
Water and Power Resources Service--
Department of the Interior; and
Department of Health and Human Services

Withholdings are computed using a commercially available program called ALLTAX. Some of these organizations have slightly different versions of the program "customized" for their requirements.

Department of the Air Force

Programs for State tax computations are developed as part of the civilian pay system. State tax formulas are entered centrally. Each State is assigned a code. Each employee's master record contains the State code for their withholdings along with other necessary data. Local tax formulas are entered by each payroll office via control cards. Deductions are made based on these formulas. Each payroll office has the option of producing reports biweekly, monthly, quarterly or annually.

H. OVERTIME REPORTS AND CONTROLS

Due to recent emphasis on reducing Federal spending and to the discovery of overtime abuses in some Federal agencies, various controls and reports are being used to monitor overtime usage. This subsection describes some of these controls and reports.

General Services Administration

A biweekly Premium Pay Validation Report is produced for each organization. The report produced from time and attendance report processing shows employee name, number of overtime hours, and amount paid. This is forwarded to the employee's division for verification that the overtime was authorized. Also, a quarterly Report of Paid Overtime is produced indicating each employee's cumulative overtime earnings for the quarter. This report reflects subtotals for each division and is broken down by the lower organizational levels.

Veterans Administration

A quarterly report shows employees paid overtime in excess of 10 hours for any week during the quarter. An Overtime Analysis Report, produced every second pay period, shows overtime costs for the current and prior pay periods, a fiscal-year-to-date cumulative total, and a comparative prior fiscal-year-to-date total.

Tennessee Valley Authority

Exception notices are provided each pay period when the amount of overtime exceeds an established maximum. Also, overtime year-to-date is printed and distributed to division personnel officers. Other types of overtime reports are also produced and distributed.

Department of Agriculture

Quarterly, special overtime reports are prepared. One report breaks out the number of hours each employee worked and the cost of the overtime to the agency. The second report provides information on employees working overtime in excess of established limits.

Army Corps of Engineers

All overtime and compensatory data are retrieved each pay period for printing an overtime usage report. The report is in alphabetical order by work centers and is furnished biweekly to all serviced organizations. The normal report shows those individuals working overtime in excess of certain hours and those employees whose pay exceeds a certain percentage of basic pay. An optional report is available which lists all employees with overtime or compensatory time. The system also maintains annual totals of overtime and compensatory time for each employee.

Department of Housing and Urban Development

Reports are produced biweekly showing overtime worked by each employee for the pay period. These reports are prepared and distributed two ways: by group to which the employees are assigned and by group to which the overtime is charged.

Bureau of Mines-- Department of the Interior

The payroll system will not allow any employee's total gross pay to exceed the legal maximum ceiling. All overtime worked is supported by authorizations from management, and monthly reports are generated and distributed to management reflecting the name of each employee and overtime worked during the reporting period.

I. METHODS FOR MEASURING PERFORMANCE OF PAYROLL SYSTEMS

Workload measurement and performance monitoring are being employed more frequently to help identify areas where performance in payroll and related operations can be improved. This subsection describes some of the methods employed to monitor the performance of payroll and related activities.

Department of Housing and Urban Development

The Department's system for evaluating the performance of its payroll office is derived from two work measurement reports, the Daily Progress Report and the Backlog Report.

First, the Daily Progress Report was developed to aid the Department in evaluating employee performance. A two-month study was performed to determine the most common activities performed by each payroll clerk and the amount of time spent performing such activities. Twenty-two activities were identified as commonly performed. These included processing back pay cases, correcting leave balances, processing bond and allotment transactions, and completing unemployment forms. After identification of the 22 activities, goals were set on the number of items or transactions by activity which an employee could reasonably be expected to process in one hour. Upon completion of the study, the measurement program was explained to the payroll clerks and implemented.

The clerks complete their Daily Progress Reports (comprising a listing of the 22 activities) by recording for each activity, the number of items unprocessed from the

previous day, the number of items received that day, the number of items processed out for the day, and the time spent performing each activity. These data are summarized weekly and measured against the goals set up from the two-month study. Each employee receives an efficiency percentage rating for the week. Each week an employee's percentage is compared with the prior weeks' performance ratings to determine patterns of efficiency. The Department's employee union has reviewed this report and fully endorses it.

Secondly, the Backlog Report is derived, in part, from the Daily Progress Reports. This report focuses on eight major payroll activities: back pay claims, unemployment forms, leave transfers in, retroactive adjustments, leave adjustments, leave transfers out, retirements and separations /transfers. For each activity, the report enumerates the number of items on hand at the beginning of the pay period, how many were received, how many were processed, and the remaining balance at the end of the pay period. This report covers each of the 10 regional offices and headquarters with a cumulative summary for the Department.

With these reports, the Department's managers are able to (1) determine overall performance of the payroll office, (2) analyze regional problems in detecting origins of sub-standard performance, (3) flag computer system malfunctions in different areas, and (4) identify those areas where task teams might be employed to reduce certain backlogs.

The Department also has a third report used to evaluate personnel data input from its 10 regional offices and headquarters. This report shows the following information by office.

- (A) Total input for pay period (number of actions input).
- (B) Number of input actions accepted by the system.
- (C) Percent of total input accepted the first 3 days of the cycle.
- (D) Critical Impact: Total number of employees who will not get paid and total number of employees who may not get paid as a result of input not accomplished.

Examples of these reports can be found in Part IV.

Department of Health and Human Services

Several reports are presently being used to monitor the performance of the payroll system:

1. Error Notice File--This report keeps track of the types and numbers of errors made for salary, premium pay, allowances, benefits, taxes and other deductions. The errors are reported to payroll by each organization paid by the system. The report shows, for each type of error, the balance on hand (unresolved) at the beginning of the pay period, the number received during the current pay period, the number completed (resolved) during the current pay period, and the ending balance on hand (unresolved). This report is shown in Part IV.
2. Manual Supplemental Report--This report summarizes, by payroll unit, the number of manual payroll payments that had to be made. Besides identifying the responsible payroll unit, the report also shows the reasons that manual payments had to be made (e.g., timekeeper error, keypunch error, late time and attendance submission). This report is also shown in Part IV.
3. Backlog Report of Office of Unemployment Compensation Requests for Wage and Separation Information (UCFE, ES-931)--This report shows number of requests on hand at the beginning of the current period, number received during the current period, number completed, and ending balance on hand (pending).
4. Late Notifications of Personnel Action (SF-50) Report--This report summarizes information received from field offices concerning Notifications of Personnel Action that are not processed on time. The report shows the information by responsible payroll unit. The report includes previous balance unprocessed, number received during the current period requiring action, number processed during the current period, number received during the current period with no action necessary, and ending balance on hand to be processed.

Department of Agriculture

The Department measures the performance of its payroll system by monitoring certain activities and events. Since the Department pays such a large number of employees, it runs several payroll cycles and generates several magnetic tapes to be sent to Treasury for making actual disbursements. Time and attendance reports from the Department's numerous field

offices are not all received the same day. The tracking system presently used keeps cumulative daily statistics on the number and percentage of time and attendance reports received and on the percentage rejected after the reports are run through the optical scanner. These percentages are compared with previous pay periods so that payroll managers will know whether time and attendance reports are being received on a timely basis and whether they are being prepared properly for "reading" by the optical scanning equipment.

Time and attendance reports which are rejected by the optical scanning equipment must be corrected and entered by clerical personnel. The Department keeps statistics on the number of corrections processed daily by each individual.

The Department also maintains statistics by pay period showing the total hours of effort expended in processing the payroll. These statistics are kept by activity and can help indicate where problems may exist.

Lastly, the Department maintains separate reports by pay period which show (1) the number of personnel on the active payroll file who did not get paid and the reasons why, and (2) the number of personnel who had to be paid by the manually prepared supplemental payroll process and the reasons why.

J. FRONT-END EDIT CAPABILITY

Front-end edit capability refers to the ability of a system to detect errors in input data prior to the data processing by the computer. Early detection and correction of errors can prevent many costly mistakes and embarrassing "reruns" of data. Some systems have online, interactive front-end edit capability. These systems "print error messages" on a terminal screen so that personnel "keying in" the data can correct the errors immediately. Other systems generate error listings which are made available after all or a portion of the data are input. This subsection describes various types of front-end edit capability.

National Aeronautics and Space Administration

The system has comprehensive online edit capability. Nearly every data element is edited. Various types of edits are performed: (1) each transaction is edited alone, (2) transactions are edited against the master file, and (3) transactions are edited against other related transactions. Users accomplish input using cathode ray terminals. The

system has screen templates for each type of transaction which allow users to "fill in the blanks." When an error is detected, a message describing the error is printed on the terminal screen and the data element in question is highlighted. Users also receive a positive response when a transaction is accepted.

Federal Aviation Administration--
Department of Transportation

The Administration's system has an automated time and attendance audit function which corrects improperly recorded leave and nonwork time, and produces an edit listing showing corrections made. Data editing and immediate correction of most errors are accomplished at the time of data entry by use of cathode ray terminals and local minicomputers. Accepted data are collected for subsequent transfer to the host computer. Data are further edited by the host computer to assure validation of all data received.

Federal Mediation and Conciliation Service

The system has a stand alone edit module which performs comprehensive edits and produces error listings with messages so that data can be corrected prior to processing.

K. DATA INQUIRY CAPABILITY

Data inquiry capability refers to the ability to retrieve data from the computer using query programs. Some online systems can provide requested data via direct access in a matter of seconds, while other systems require overnight or longer "turnaround" times. The availability of data for inquiry purposes varies depending on the system and the available query programs. This subsection describes some of the types of data inquiry capabilities being used.

Department of Agriculture

Teleprocessing modules are used in conjunction with the Department's data base management system. Any question relating to payroll or personnel matters can be answered through direct access to employee master files using cathode ray terminals. Also, summary data can be obtained for current or prior pay periods (e.g., number of GS-510-9's on rolls in a specific service during latest pay period).

National Science Foundation

All data elements in each employee's master pay record can be accessed. This includes master pay data in any file on hand including the current file and year-to-date file. Individual pay period files are maintained for one year while year-to-date files are available for at least five years. A report writer system is used for accessing this information and provides overnight response to inquiries. The system can sort on five data elements in one pass and can produce numerous reports such as the number of personnel in each organization within a pay grade. It is also used to generate a report of the Foundation's accrued leave liability at the end of each year.

Department of Labor

Key data elements in the employee master files can be queried online, using cathode ray terminals.

Department of Housing and Urban Development

Nearly all data in the employee master files are available for inquiry (current data only). Usually, 24-hour turnaround time is necessary for responses.

Water and Power Resources Service-- Department of the Interior

Personnel and position master files are made available daily to authorized offices. Ad hoc inquiries can be made through terminal or batch processing using a query program.

Department of the Interior - Central Payroll

Critical data elements are maintained in query files. These are made available to appropriate headquarters and regional personnel for inquiry, through terminals, in a batch mode.

L. TIME AND ATTENDANCE REPORTING AND INPUT

Time and attendance data can be reported and input many ways. Use of optical scanning equipment, telecommunication networks, and negative reporting systems are some of the methods described in this subsection.

National Aeronautics and Space Administration

The Administration's payroll system has three users: headquarters and two field installations. Each user has its own data base and can choose between negative or positive time and attendance reporting. The installations operate the system via remote job entry and each processes its payroll independently.

Headquarters uses negative time and attendance reporting--that is, if an employee works or is entitled to a normal 80 hours during a pay period and takes no leave, the system will automatically compute the normal biweekly pay without any input of time and attendance data. This is beneficial to the Administration's headquarters which has a large percentage of employees working a normal 80 hours.

The field installations use a different time and attendance form for positive time and attendance reporting. The system differentiates between headquarters and installation employees by installation codes. Thus, it will not pay an employee of the Administration's installations unless time and attendance data are input each pay period, but will pay headquarters employees for a normal 80 hours without input of time and attendance data.

Input is via cathode ray terminals with online editing, except for one installation which uses magnetic tape input for the initial loading of time and attendance data. All pay changes received are processed in the current pay period. Use of a "pending file" concept allows early input and automatic storage of transactions that are to be effective in future pay periods. The system has very comprehensive front-end online editing which helps reduce erroneous payments caused by input errors.

Federal Aviation Administration-- Department of Transportation

Time and attendance recording is accomplished by posting the start and stop times for any activity or event affecting pay and entitlements. This permits hour and pay computation to be accomplished by the computer rather than by a clerk or payroll technician. The time and attendance form used is shown in Part IV.

Each payroll office inputs data in a batch mode to the payroll center for centralized processing. Payroll technicians enter data directly on cathode ray terminals connected to local minicomputers which provide limited online editing.

At the end of each day, the data are transmitted to the host computer where full editing, pay calculation and report construction take place. This allows the Administration to take advantage of a single set of payroll programs processed by a large scale host computer while maintaining the availability of local payroll technicians in close proximity to those employees supported.

Variable data (data required to be entered on a biweekly recurring basis for pay computation) are processed during the week following the end of each pay period. Fixed data (data required for the establishment and update of various centrally maintained master records and tables) are processed during the subsequent week. The system automatically accepts, through a computer interface with the automated personnel system, many pay related personnel actions. This eliminates manual reentry of data and input errors.

Department of Housing and Urban Development

Time and attendance is reported on forms that can be read by optical character readers. The system requires time and attendance input for every employee each pay period. However, it will pay an active employee for a normal 80 hours if time and attendance data are not entered for one pay period. In this case, the system pays the employee, prints the data on an exception listing, and will not pay the employee the next pay period unless time and attendance data are received and entered.

Payroll and personnel are integrated into one system which eliminates duplicate input of personnel transactions affecting payroll. A separate system which is fed by the payroll/personnel system is used to capture data for labor cost distribution.

Department of Health and Human Services

Organizations within the Department use different means of submitting their time and attendance data. Most use their own equipment to prepare a magnetic tape of all time and attendance data. The organizations use the same edit routines to purify the data before they are sent to headquarters for processing. In some cases, the editing is performed at headquarters utilizing telecommunication networks. All time and attendance input is converted quarterly to microfilm at headquarters. Integration of the payroll and personnel systems has eliminated the duplicate input of personnel transactions affecting payroll.

Department of the Treasury

Time and attendance data are forwarded in hard copy (preprinted punch card) to numerous data entry points. The data entry points use "intelligent" terminals to input the data via remote job entry to a central minicomputer. The data receives minor editing upon input (e.g., alpha and numeric field validation, check to determine if the Social Security number exists in the payroll file). The central processing site subsequently inputs the data in the main computer for processing. The system requires a time and attendance form for each employee every pay period. However, for one pay period only, the system will generate a regular 80 hour paycheck for an employee even though a time and attendance form was not received. The following pay period, a paycheck will not be generated for the employee unless time and attendance data are received and input. A listing is produced each pay period showing employees who were paid without a time and attendance form being submitted.

Water and Power Resources Service-- Department of the Interior

The transmission of time and attendance information into the system can be handled in a variety of ways. Besides the normal conversion of hard copy documents to magnetic tape for direct input to the system, time and attendance information is collected off-site with the use of cathode ray terminals connected to minicomputers, "intelligent" or "non-intelligent" terminals. The information is transmitted to the host computer through dedicated lines and/or dial-up telecommunication networks.

Department of the Interior - Central Payroll

Time and attendance information from the various field offices are consolidated at a regional level. Through the use of terminals, this information is captured on disk and entered into the system in a remote job entry format.

Office of Personnel Management

Negative time and attendance reporting is used. The system only requires time and attendance data input to pay employees who work other than a normal 80-hour biweekly pay period. It will automatically pay employees on the active payroll records for a normal 80-hour pay period without any time and attendance data input.

SECTION IV

EXAMPLES OF PAYROLL FORMS AND REPORTS

PART IV

EXAMPLES OF PAYROLL FORMS AND REPORTS

This Part contains representative examples of selected forms and reports used in some of the payroll systems. Our purpose is to provide readers of the booklet with some idea of the different types of available forms and reports which they may find useful for their systems.

The examples in this Part include:

A. Forms for Capturing Time and Attendance Data

Water and Power Resources Service (Includes Labor
Cost Distribution Section)
Federal Aviation Administration (Start-Stop Time
Reporting)
Department of Agriculture (Optical Character Form)

B. Forms for Capturing Labor Cost Distribution Data

Department of the Treasury (Labor Cost Information
Reported on Back of Time and Attendance Report)
Tennessee Valley Authority (For Hourly Employees)

C. Forms for Collecting and Reporting
Payroll System Performance Data

Department of Housing and Urban Development (Daily
Progress Report, Backlog Report, Personnel
Processing Management Report)
Department of Health and Human Services (Report of
Manual Supplemental Payments, Report of Payroll
Errors)

D. Forms for Reporting Employees' Earnings,
Leave Balance and Deductions

Water and Power Resources Service
National Science Foundation
Community Services Administration
Department of Agriculture

FORMS FOR
CAPTURING
TIME AND ATTENDANCE DATA

Water and Power Resources Service
Department of the Interior

Time and Attendance Reporting Codes

HOURS CODES

00 1	T AND A PFEPRT FILE INDICATOR	10 0	BALANCING HOURS
01 0	REGULAR	10 1	LWOP - REGULAR
01 1	REG ENVIR HAZ	10 2	AWOL - ABSENT WITHOUT LEAVE
02 0	ANNUAL LEAVE	10 3	NONDUTY - CAREER SEASONAL AND FURLOUGH
02 4	ANNUAL LEAVE - IN LIEU OF FECA	10 4	SUSPENSION HOURS
02 5	ANNUAL LEAVE - IN LIEU OF SICK	11 0	OVERTIME - REGULAR
03 0	SICK LEAVE	11 1	OVERTIME - CALL BACK
03 4	SICK LEAVE - IN LIEU OF FECA	11 3	OVERTIME - ENVIR /HAZARD
04 0	COMP TIME - EARNED	11 4	OVERTIME - ENVIR /HAZARD (CALL BACK)
04 1	COMP TIME TAKEN	11 7	OVERTIME - TRAVEL
04 3	COMP TIME TAKEN - RELIG OBSERV	12 0	OVERTIME - HOLIDAY
04 5	COMP TIME EARNED - RELIG OBSERV	12 1	OVERTIME - SUNDAY
05 0	HOLIDAY NOT WORKED	12 2	OVERTIME - SUNDAY (CALL BACK)
05 1	HOLIDAY WORKED	12 3	OVERTIME - HOLIDAY (CALL BACK)
05 3	HOLIDAY - ENVIR /HAZ	12 4	OVERTIME - EXCESS OVER 8 HOURS
06 0	ADMIN LEAVE	12 5	OVERTIME - NONWORK DAY (ROTATING SHIFTS)
06 1	ADMIN LEAVE - WEATHER	12 6	OVERTIME - HOLIDAY ENVIR /HAZARD
06 2	ADMIN LEAVE - UNION ACTIVITY	13 0	NIGHT DIFFERENTIAL
06 3	ADMIN LEAVE - FUNERAL	13 1	NIGHT DIFFERENTIAL NOT WORKED
06 4	ADMIN LEAVE - CIVIL DEFENSE	14 0	SUNDAY PREMIUM
06 5	ADMIN LEAVE - NATIONAL DISASTER	14 1	SUNDAY PREMIUM NOT WORKED
06 6	ADMIN LEAVE - CSC EXAMINATION	14 2	SUNDAY PREMIUM - ENVIR /HAZARD
06 7	ADMIN LEAVE - PHYSICAL EXAMINATION	15 0	PENALTY PAY (COMP AT HALF TIME)
06 8	ADMIN LEAVE - BLOOD DONATION	15 1	PENALTY PAY (COMP AT FULL TIME)
06 9	ADMIN LEAVE - COURT	15 2	PENALTY PAY (COMP AT TIME AND A HALF)
07 0	MILITARY LEAVE - REGULAR	15 3	PENALTY PAY NOT WORKED (HALF TIME)
07 1	MILITARY LEAVE - REG (UNPAID TIME)	15 4	PENALTY PAY NOT WORKED (FULL TIME)
07 2	MILITARY LEAVE - LAW ENFORCEMENT	15 5	PENALTY PAY NOT WORKED (TIME AND A HALF)
07 4	MILITARY LEAVE - NATIONAL GUARD	16 0	FECA
08 1	RESTORED LEAVE - USED	16 1	FECA - (UNPAID TIME)
08 3	SHORE LEAVE - USED	16 2	FECA - WORKER'S COMP NOT COMP BY THE BUREAU
08 5	HOME LEAVE - USED	90 0	DECEASED EMPLOYEE NET PAY
		91 8	FEGLI AT INCR ANN PAY RATE
		91 9	FEGLI AT INCR ANN PAY RATE - ENVIR /HAZ
		99 0	TIMEKEEPERS MESSAGE TO PAYROLL OFFICE

(Back)

FORMS FOR
CAPTURING
LABOR COST DISTRIBUTION DATA

FORMS FOR
COLLECTING AND REPORTING
PAYROLL SYSTEM PERFORMANCE DATA

Department of Housing and Urban Development

Backlog Report for Payroll Activities

BACKLOG REPORT -- PAY PERIOD ENDING OCTOBER 18, 1980

	A	B	C	D	E	F	G	H	I	J	K	TOTAL
BACK PAY CLAIMS												
On Hand	2	0	1	1	0	0	2	0	0	0	0	6
Received	0	0	3	0	2	0	0	1	1	0	3	10
Processed	0	0	4	0	2	0	2	1	0	0	3	12
Balance	2	0	0	1	0	0	0	0	1	0	0	4
# Beyond Standard	0	0	0	0	0	0	0	0	0	0	0	0
UNEMPLOYMENT FUNDS												
On Hand	11	0	0	1	1	2	7	0	0	2	0	24
Received	12	3	4	6	8	6	0	2	5	3	2	51
Processed	11	3	4	6	8	4	7	2	5	2	2	54
Balance	12	0	0	1	1	4	0	0	0	3	0	21
# Beyond Standard	0	0	0	0	0	0	0	0	0	0	0	0
LEAVE TRANSFERS IN												
On Hand	2	0	0	0	0	2	4	0	0	0	0	8
Received	19	0	6	3	5	8	1	5	8	1	11	67
Processed	20	0	5	3	5	4	4	0	4	1	11	57
Balance	1	0	1	0	0	6	1	5	4	0	0	18
# Beyond Standard	0	0	0	0	0	0	0	0	0	0	0	0
RETROACTIVE ADJUSTMENTS (HEALTH BENEFITS, PAY ADJUSTMENTS)												
On Hand	55	0	5	0	1	0	2	0	0	3	0	66
Received	7	0	5	1	5	5	2	4	5	8	4	46
Processed	10	0	3	1	6	5	2	4	4	10	2	47
Balance	52	0	7	0	0	0	2	0	1	1	2	65
# Beyond Standard	45	0	4	0	0	0	0	0	0	0	0	49
LEAVE ADJUSTMENTS												
On Hand	74	1	0	5	52	0	3	2	0	0	0	137
Received	51	13	23	6	7	51	12	12	11	31	11	228
Processed	33	14	21	7	43	19	12	14	8	28	11	210
Balance	92	0	2	4	16	32	3	0	3	3	0	155
# Beyond Standard	41	0	0	0	0	0	0	0	0	0	0	41
LEAVE TRANSFERS OUT												
On Hand	59	19	18	74	0	0	0	9	0	0	0	179
Received	50	10	31	1	21	29	45	12	0	35	14	248
Processed	65	2	28	22	21	14	41	12	0	12	14	231
Balance	44	27	21	53	0	15	4	9	0	23	0	196
# Beyond Standard	0	0	7	0	0	0	0	0	0	0	0	7
RETIREMENTS												
On Hand	9	0	1	2	1	8	8	4	0	0	0	33
Received	19	9	7	2	10	6	17	7	2	14	3	96
Processed	15	6	5	4	10	12	25	9	2	14	3	105
Balance	13	3	3	0	1	2	0	2	0	0	0	24
# Beyond Standard	6	0	0	0	0	0	0	0	0	0	0	6
SEPARATION/TRANSFERS												
On Hand	147	19	17	68	6	1	16	9	0	0	0	283
Received	52	8	34	17	11	25	11	6	15	31	11	221
Processed	71	2	25	37	9	14	20	11	13	16	11	229
Balance	128	25	26	48	8	12	7	4	2	15	0	275
# Beyond Standard	76	0	9	0	0	0	0	0	0	0	0	85

PERSONNEL PROCESSING MANAGEMENT REPORT

REGION	TOTAL INPUT FOR PAY PERIOD			% OF TOTAL INPUT THE 1ST 3 DAYS	TOTAL EMPLOYEES CRITICAL IMPACT	
	INPUT (number of actions input)	CORRECT (number input) accepted)	%		WILL NOT GET PAID	MIGHT NOT
A.	165	121	73%	37%	0	2
B.	397	376	95%	50%	0	1
C.	349	309	89%	80%	0	1
D.	698	599	86%	27%	0	3
E.	495	406	82%	64%	1	1
F.	424	373	88%	68%	0	0
G.	199	138	69%	37%	0	3
H.	158	146	92%	66%	0	0
I.	385	304	79%	68%	0	0
J.	254	233	92%	56%	0	1
K.	1315	1212	92%	29%	0	8
TOTAL	4839	4217	87%	47%	1	20
	PAY PERIOD #21 October 19 - November 1, 1980					

Department of Housing and Urban Development
 Personnel Processing Management Report
 for Actions Affecting Payroll

U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
 REGIONAL 000 ERROR NOTICE SUMMARY

REGIONAL TOTALS

	BALANCE FORWARDED	RECEIVED PPE	COM- PLETED	BAL AS OF PPE		BALANCE FORWARDED	RECEIVED PPE	COM- PLETED	BAL AS OF PPE
SALARY	12	0	0	12	LEAVE	27	4	5	26
PREMIUM PAY	17	3	0	20					
ALLOWANCES	5	0	0	5					
BENEFITS	39	1	0	40					
TAXES	30	0	0	30					
OTHER DEDUCTIONS	0	2	2	0					
MISCELLANEOUS	1	2	1	2					
TOTAL PAY	104	8	3	109	TOTAL LEAVE	27	4	5	26

Department of Health and Human Services
 Report on Payroll Errors

FORMS FOR
REPORTING
EMPLOYEES' EARNINGS, LEAVE BALANCES
AND DEDUCTIONS

National Science Foundation
Earnings and Leave Statement

EMPLOYEE NAME		EMPLOYEE NUMBER	BICK #	LOCATION	BASE RATE	GRADE	TAX EXEMP	NATIONAL SCIENCE FOUNDATION													
STATEMENT OF EARNINGS & LEAVE																					
ANNUAL LEAVE						SICK LEAVE						COMP TIME									
C A T	BALANCE BROUGHT FORWARD	E A R N	U S E D	NEW * BALANCE FORWARD	USE LOSE	C A T	BALANCE BROUGHT FORWARD	E A R N	U S E D	NEW * BALANCE FORWARD	BALANCE BROUGHT FORWARD	E A R N	U S E D	NEW * BALANCE FORWARD	DATE OF CHECK			PAY PERIOD	ENDING DATE		
	MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR
CURRENT		TAXABLE INCOME		REGULAR				OVERTIME				NIGHT DIFFERENTIAL				HOLIDAY		FOREIGN DIFFERENTIAL			
				HOURS		AMOUNT		HOURS		AMOUNT		HOURS		AMOUNT		HOURS		AMOUNT			
CURRENT	GROSS PAY		FEDERAL TAX		STATE TAX		GL I		OPTIONAL GL I		RETIREMENT		F I C A		OTHER DEDUCT						
YTD																					
CURRENT	CHARITY	HEALTH INSURANCE				BALANCE FORWARD	DEDUCTIONS	NO	COST OF SINGLE BOND	COST OF BOND PURCHASED	DATE		NEW * BAL FORWARD								
		CODE	NO	DED	AMOUNT						MO	YR									
YTD																					
								SAVINGS ALLOT 1		SAVINGS ALLOT 2		NET PAY									
CURRENT																					
YTD																					

NSF FORM 533 AUG 1971

SUPERSEDES ALL PREVIOUS EDITIONS

* NEW BALANCE FORWARD IS AS OF ENDING DATE SHOWN

PART V

AGENCY CONTACT POINTS

PART V

AGENCY CONTACT POINTS

The personnel listed in this section are willing to provide additional information about their agencies' payroll systems. The names and telephone numbers were current at the time of this publication. Anyone unable to contact the persons listed should call JFMIP for assistance on (202) 376-5398.

<u>ORGANIZATION</u>	<u>CONTACT PERSON</u>
Agriculture, Department of	Ron Daricek Office of the Director National Finance Center FTS 8-680-5200 (504) 255-5200
Air Force, Department of the	Don Jensen Plans and Programs Division (303) 370-7541
Army Corps of Engineers	Lee Williamsen Office of the Comptroller Civilian Payroll Office FTS 8-864-3961 (402) 221-3961
Commerce, Department of	Clyde Ahrnsbrak Office of the Secretary Office of Financial Operations (202) 377-2227
Community Services Administration	Art Thompson Data Processing Division Program Branch (301) 427-7599
Federal Mediation and Conciliation Service	Jack Foster Division of Budget and Finance (202) 653-5211
General Services Administration	Dorothy Carter Accounting Systems Division Office of Finance (202) 566-1074

ORGANIZATION

CONTACT PERSON

Health and Human Services,
Department of

Gerard Fearon
Division of Pay Services and
Payroll Accounting
(202) 245-6451

Housing and Urban
Development,
Department of

Deborah DuSault
Personnel System and Payroll
Division
(202) 426-5241

Interior,
Department of
(Central Pay)

Irving Werner
Office of DIPPS Management
(202) 343-8637

Interior,
Department of the
(Bureau of Mines)

Willis Greene
Branch of Finance
FTS 8-234-2141
(303) 234-2141

Interior,
Department of the
(Water/Power Resources
Service)

Dennis Locke
Office of Payroll/Personnel
System Management
FTS 8-234-2983
(303) 234-2983

Justice,
Department of

Robert Liberati
Justice Management Division
Finance Staff
(202) 633-4467

Labor,
Department of

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