

# NFC

## Procedures



National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

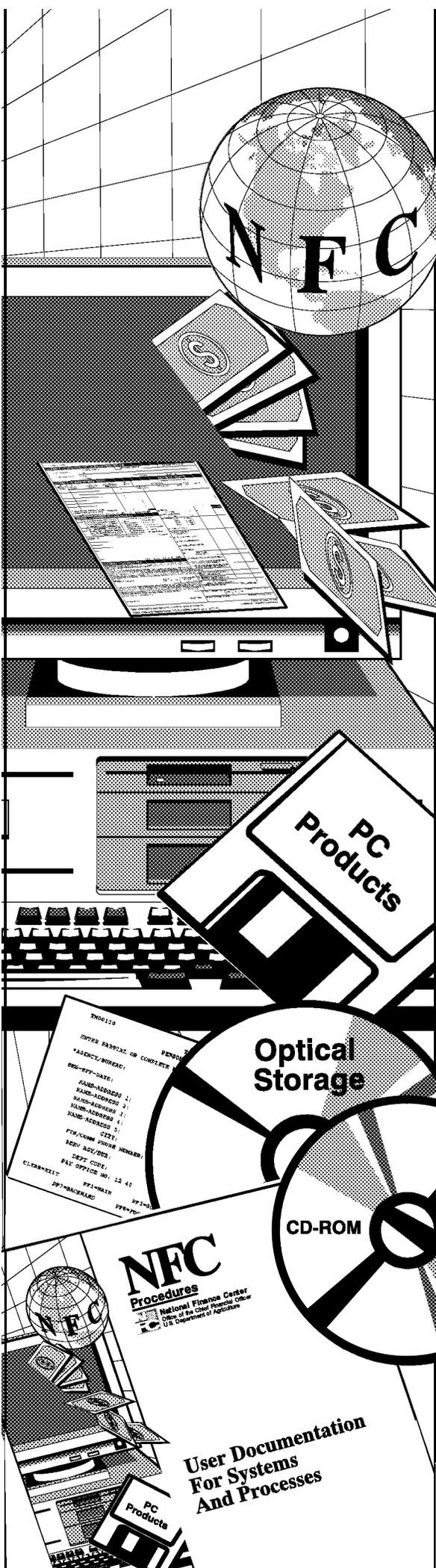
Updated October 2003

# Payroll/Personnel Inquiry System (PINQ)

TITLE VI  
Systems Access Manual

CHAPTER 4  
Remote Terminal Inquiry Systems

SECTION 1  
Payroll/Personnel Inquiry System (PINQ)



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## Latest Update Information

Effective with the processing of Pay Period 20, 2003, a change has been made to the processing of garnishments. The PINQ procedure has been updated to incorporate this change.

Additionally, the PINQ procedure has been reformatted into a one-column format with this revision.

Listed below is a summary of the changes to the PINQ procedure:

Description of Change	Page
Table of Contents	i
System Access	11-14
Function Keys	15
PACS Receipt Accounts (PQ051)	29
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Deletions in the text are identified by “\* \*”; other changes are identified by “◀▶”.



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## About This Procedure

This procedure provides instructions for accessing and operating the Payroll/Personnel Inquiry System (PINQ). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

## How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

**System Overview** describes what the system is used for and provides related background information.

**System Access** provides access security information and instructions for accessing the system.

**Operating Features** describes the system's design and how to use its operating features.

**PINQ Main Menu** gives instructions for selecting programs from the system's main menu.

The **Appendix** contains the PINQ Data Elements.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page ([www.nfc.usda.gov](http://www.nfc.usda.gov)).

## What Conventions Are Used

This procedure uses the following visual aids:

- Messages displayed by the system are printed in *italics*. Example: The message *SSNO Not On Data Base* is displayed.
- Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: See sample screens below (**Figures 1** and **2**).
- Keyboard references are printed in brackets. Example: Press [PF5].
- Optional actions at the end of a processing function are preceded by bullets. Example:
- To exit the system, press [Clear].

- Important extra information is identified as a note. Example: **Note:** Enter only one code.

## **Who To Contact For Help**

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

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## System Overview

The Payroll/Personnel Inquiry System (PINQ) procedure provides instructions for querying employee payroll data in the Payroll/Personnel database. PINQ is an inquiry system of the U.S. Department of Agriculture. It provides immediate access to one calendar year of employee payroll data.

PINQ and the Information Research/Inquiry System (IRIS) are used by agency offices as tools for researching inquiries received from employees and other sources. Some users may require the National Finance Center's (NFC) assistance in resolving inquiries and/or explaining the data displayed in the PINQ/IRIS programs.

The data displayed in PINQ/IRIS is generated from three types of data processed in the Payroll/Personnel System.

- **Payroll Actions.** Payroll actions are processed through NFC's entry systems, or transmitted through Employee Express, and then applied to the Payroll/Personnel database.
- **Personnel Actions.** Personnel data is entered through NFC's entry systems and front-end systems used by the agency, and are applied to the Payroll/Personnel database.
- **T&A Data.** Time and Attendance (T&A) data is prepared, certified, and electronically transmitted to NFC from agency locations. The T&A is then processed and edited through the T&A Validation System (TIME) and the data is applied to the Payroll/Personnel database.

**Note:** Although other entry systems may be used, for the purposes of this procedure, certain PINQ programs may have reference to specific Payroll/Personnel Remote Entry System (PRES) programs.

After data is processed in the various subsystems, it is retrieved from the different areas of the database and displayed in the applicable PINQ/IRIS program(s). (For more information, see Payroll/Personnel Subsystems.) PINQ/IRIS displays data for non-USDA departments serviced by NFC from the time of conversion to present. If a department elects to load its history data into the Payroll/Personnel System, the data is displayed in the applicable PINQ/IRIS program.

## Current Data

PINQ contains current (the latest information processed in the database) payroll programs. During the processing cycle, certain PINQ programs are updated as transactions are processed while others are updated when payroll/personnel systems process.

The current PINQ programs display data for the processing pay period as applicable. After being processed, the data becomes history and is displayed in the PINQ history programs at the appropriate time; the ensuing pay period's data becomes current and is displayed in the current PINQ programs. See sample screens below (**Figure 1** and **Figure 2**).

**Explanation:** In Pay Period 1 the bond carryover amount was \$40.00. In Pay Period 2 the bond carryover amount was \$45.00.

```
PQ050 123456789 90 01 98      PACS- BOND      02/19/98  PF02=HINQ
      doe                jane                e                HIST NO 0001 RCD NO 0001

COVERED- BY- TA          PP 01 YR 98
BOND- DENOMINATION      100.00
BOND- AUTHORIZATION- NUMBER 1
BOND- PURCHASE- PRICE   50.00
BOND- DEDUCTION- AMOUNT 5.00
BOND- CARRYOVER- AMOUNT 40.00
DATE- BOND- ISSUE- YR   97
DATE- BOND- ISSUE- MO   12
BOND- CHANGE- INDICATOR 0
CURRENT- BOND- CARRY- REFUND .00
BOND- NO- ISSUED- THIS- PP 00
BOND- PREVIOUS- CARRYOVER- AMT 35.00
```

**Figure 1. PQ050, PACS-Bond Screen**

```
PQ050 123456789 90 02 98      PACS- BOND      02/19/98  PF02=HINQ
      doe                jane                e                HIST NO 0001 RCD NO 0001

COVERED- BY- TA          P 02 YR 98
BOND- DENOMINATION      100.00
BOND- AUTHORIZATION- NUMBER 1
BOND- PURCHASE- PRICE   50.00
BOND- DEDUCTION- AMOUNT 5.00
BOND- CARRYOVER- AMOUNT 45.00
DATE- BOND- ISSUE- YR   97
DATE- BOND- ISSUE- MO   12
BOND- CHANGE- INDICATOR 0
CURRENT- BOND- CARRY- REFUND .00
BOND- NO- ISSUED- THIS- PP 00
BOND- PREVIOUS- CARRYOVER- AMT 40.00
```

**Figure 2. PQ050, PACS-Bond Screen**

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## Adjustments

The Payroll/Personnel System retains one year of data to facilitate the automatic adjustment of one year of processing. The data reflected in PINQ is updated when a corrected T&A is processed. When these adjustments process, the payment is revalidated (i.e., a debit and credit is initiated which recomputes the original payment(s), computes the correct payment(s), and pays or sets up a bill of collection for the difference). These transactions must be effective no more than one year prior to the processing pay period for an automatic adjustment to be successful.

**Note:** If the adjustment is the result of a personnel action, the data is reflected in IRIS.

When a late payroll document is processed, the system will not revalidate payment for the retroactive period; it will only apply the document in the pay period in which it is processed. Form AD-343, Payroll Action Request, must be submitted to NFC for the retroactive period. Upon receipt at NFC, the AD-343 is recorded in the Document Tracking System (DOTS).

Any adjustment over one year requires manual intervention. Although manual intervention may be required to process an adjustment, the database is updated to reflect the adjustment processing, as appropriate. The Document Tracking System (DOTSE) is used to submit all written inquiries, except for those that require special handling. For example, an adjustment involving back pay due beyond one year requires submission through DOTSE for processing the adjustment manually. The Adjustment Processing System 29 (ADJP29) provides for automatic handling of a variety of payroll adjustments. ADJP29 updates the Payroll/Personnel database with data resulting from adjustments of salary related transactions. After this is done, payroll adjustments can be accomplished. PINQ displays the transaction as processed in the system.

## Payroll Accounting System (PACS) Programs

Several programs contain PACS in their titles.

PACS programs are PQ046 through PQ056, PQ061, PQ062, PQ064, PQ075, PQ080, PQ082, and PQ083. These programs contain data that has been retrieved from the Payroll Processing System (PAYE) and does not necessarily display accounting data. Monetary values are displayed in most fields. Data is queried by entering a pay period number; therefore, current data as well as history data can be viewed in these programs.

## PINQ System Messages

Messages are displayed during PINQ access if an employee is not on the database. This occurs when a separated employee record has dropped from the Payroll/Personnel database. The message, *SSNO Not On Database*, would display in this situation.

Certain messages indicate that the program being accessed is not applicable to the employee (e.g., severance pay program). The message, *Record Not Present*, would be displayed.

In most cases, when scrolling through records within a program, a message is displayed to indicate the last record has been displayed (e.g., *TA-Hist Records Exhausted*).



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## Other Inquiry Systems

The Payroll/Personnel System offers access to other data through additional inquiry systems. The types of data are history, future, suspense, and leave. Below is a synopsis of each of these systems.

**Information Research/Inquiry System (IRIS).** IRIS is an inquiry system that replaces the personnel programs formerly in PINQ and replaces the History Inquiry System (HINQ). It provides immediate access to at least one calendar year of current and has the capability to store up to 10 years of historical personnel data and certain payroll document history. Currently, seven years of history data are available.

**Future Inquiry System (FINQ).** FINQ is an inquiry system containing payroll and personnel documents that have been entered with future effective dates. These documents are edited, then placed in FINQ, re-edited each pay period, and returned to FINQ until the effective pay period's processing. You may (1) view these documents while they reside in FINQ or (2) place them in suspense to change or delete.

**Suspense Inquiry and Correction System (SINQ).** SINQ is used to correct and view payroll and personnel documents that have failed processing edits. After the document is corrected and released from suspense, it can no longer be viewed in SINQ.

**Time Inquiry-Leave Update System (TINQ).** TINQ is a leave inquiry and correction system. Users may view leave data and correct employees' leave records in the database without having to submit a leave audit to NFC for correction.

## Payroll/Personnel Subsystems

The Payroll/Personnel subsystems are integrated through the shared database, which consists of current and prior salary payment information, position data, personnel actions, name and address information, leave records, etc., all linked and keyed so that information can be accessed randomly and processing steps can follow data through alternative pathways.

The systems listed below are not inclusive of all the Payroll/Personnel subsystems but include only those that directly or indirectly reflect the data displayed in PINQ. Following is an explanation of these systems.

**T&A Validation System (TIME).** TIME reads, collects, edits, audits, and validates T&A data transmitted to NFC for all employees paid by NFC. Additionally, TIME updates the Payroll/Personnel database, thereby establishing the hours and type of pay for which the employee is paid. PINQ displays T&A data during the pay period after the T&A releases from TIME.

**Payroll Accounting System (PACS).** PACS is a financial management data collection and reporting system. It has the capability to correct any forced release accounting data. The Payroll/Personnel System interfaces with PACS when transactions are processed. The accounting data obligated for the transaction is displayed in PINQ during the pay period as appropriate.

**Administrative Billings and Collections System (ABCO).** ABCO involves the administrative billings and collections function of each Department serviced by NFC. Bills are required as a result of errors made by vendors, field units, employees, etc., which result in erroneous payments or overpayments by NFC. Most administrative billings are on a one-time basis with some accounts being liquidated by partial payments. Those liquidated by partial payment may be through payroll deductions. If so, a receipt account is established and deductions are made each pay period. These deductions display in PINQ Program PQ051, Receipt Accounts.

**Payroll/Personnel Edit (PINE).** PINE edits and audits all payroll and personnel documents. Actions that pass PINE edits with a current or prior effective pay period are sent to the Personnel Processing System (PEPL) to update the Payroll/Personnel database. Actions that are effective in future pay periods and pass the PINE edits are placed in FINQ. Actions that do not pass the PINE edits (regardless of the effective pay period) are placed in SINQ.

**Personnel Processing System (PEPL).** PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for necessary update or modification of database elements. PEPL retains personnel/payroll transactions that have processed and applied to the database. The data is retrieved during the pay period from PEPL and displayed in PINQ. PEPL also produces a log of all transactions applied to the database as well as utilization statistics and management reports.

**Payroll Processing System (PAYE).** PAYE is the heart of the integrated Payroll/Personnel System. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through PACS.

PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments from ADJP, develops the net amount due, and prepares data for subsequent issuance of a salary check by Treasury. This system updates the database during the weekend prior to the Thursday payday, to reflect salary payments as well as employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date data on earnings, deductions, leave, bonds, adjustments, retirement, etc.

A significant feature of the PAYE process is the interface with the Travel System. This interface provides the means for effectively collecting outstanding travel advances and also provides a means for updating transfer of station allowances that must be shown on the W-2.

PAYE also processes the deductions for Federal and state taxes, savings allotments, bonds, charitable contributions, union dues, etc., and reports to the appropriate organizations. PAYE builds and maintains data from preparation and reporting of W-2's at the end of the earnings year. PINQ displays the employee transactions processed through PAYE.

**Bi-Weekly Examination Analysis and Reporting (BEAR).** BEAR generates a "system sweep." It closes out the prior pay period and sets up the current pay period for payroll/personnel related information. This system generates any type of notification that will effect an employee's payroll/personnel database. PINQ/IRIS displays transactions processed through BEAR.

## **Reporting**

PINQ is an inquiry system used to query individual employee data. To query groups of employee data, use the report generator systems: FOCUS, to request ad hoc reports, or the Payroll/Personnel Report Generator System (CULPRPT), to request predefined reports. For instructions on using FOCUS, see the FOCUS Reporting System procedure, Title VI, Chapter 5, Section 4. For instructions on using CULPRPT, see the CULPRPT procedure, Title I, Chapter 20, Section 1.



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## System Access

The following paragraphs provide information about accessing PINQ, including remote terminal usage, sign-on, and sign-off instructions.

### Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. See the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1, for information about access security including user identification numbers (user ID's), passwords, and obtaining access to a specific system. For more information about connection to the mainframe through your telecommunications network, see the instructions that are provided with your specific network.

Access to PINQ is granted upon receipt of a request from the agency security officer. The agency security officer is responsible for providing NFC with the information needed to grant access to each user.

The Payroll/Personnel System is comprised of more than one database. Your user identification number is assigned by NFC based on your agency/department. When you sign on to PINQ, the system automatically accesses the correct database for your user ID. If an employee separates from one department and is hired by another department and both are serviced by NFC, the losing department has access only to the data for that appointment; the gaining department has access to all data.

**Note:** Users can be given access to only those PINQ Programs that contain PACS accounting data.

### Access Security

The following information describes the security environment at NFC:

**Security Software.** System security at NFC is managed by TOP SECRET, a commercial access control package operated in an IBM OS/390 environment. TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. TOP SECRET validates the user to determine if he/she is authorized to use PINQ. The user's logon access (user ID and password) is validated during the logon process.
2. TOP SECRET confirms that the user is authorized to use the requested facility.
3. TOP SECRET determines if the user is authorized to use the requested resources (*i.e., datasets, programs, transactions, database subschemas, Security Access Code (SAC), etc.*).

**Validation Process.** To facilitate user access to NFC-maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a sign-on to PINQ.

1. The user is prompted to enter his/her user ID and password.
2. At the Application prompt, the user then keys in PINQ.
3. TOP SECRET validates the user ID, password, and access authorization to PINQ.
4. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into PINQ.
5. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the ACID name) in order to proceed.
6. The user is allowed to execute the PINQ program which will perform his/her assigned function as long as his/her security access for the program match.
7. The TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The TOP SECRET user's permissions are read to determine if access is allowed.
8. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

SAC:PNDDYYXXXXXXXXX, where N=5 for Agriculture users  
or N=7 for Treasury users,  
or N=6 for Non-Agriculture /Non-Treasury users  
or DD=Department code (*i.e.*, AG=USDA)

In the alternate SAC entry path YY=Agency and XXXXXXXX is agency defined.

The SAC entry in the users TOP SECRET profiles are read to determine if the access should be allowed.

**Note:** Steps 5 through 8 are transparent to the user.

**Requests For PINQ Access.** Users **must** request access through their agency's security office. The request for access should provide the following information:

- User Name
- User Social Security Number
- User ID
- Agency Name
- User Access Request Level
- Telephone Number
- Application Name (PINQ)

**Note:** The access level requested for the user should be based on the individual's assigned work requirements and job functions.

## Sign-On

To access PINQ, ► you must sign on to the NFC Mainframe. The U.S. Government Computer Warning screen (**Figure 3**) is displayed.

```

DATE: XX/XX/XX                                17:16:08 CT
***** W A R N I N G *****
*
*   YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU ARE NOT   *
*   AUTHORIZED ACCESS TO THIS SYSTEM, DISCONNECT NOW.                  *
*
*   All attempts to access and use this system and/or its resources     *
*   are subject to keystroke monitoring and recording. Everyone using   *
*   this system consents to such monitoring and is advised that if     *
*   such reveals possible evidence of criminal activity or abuse of     *
*   access authority, the information will be reported to authorities   *
*   for action. Unauthorized access or use in excess of documented     *
*   authority may subject you to a fine and/or imprisonment in        *
*   accordance with Title 18, USC, Section 1030 or administrative      *
*   penalties or dismissal.                                             *
*                               W A R N I N G                             *
***** IF QUESTIONS, PLEASE CONTACT CUSTOMER SUPPORT CENTER AT 504-255-5230 *****
*
*   Please hit enter to continue.

```

**Figure 3. U.S. Government Computer Warning screen**

Press [Enter]◀ to display the NFC Banner screen (**Figure 4**) on your terminal.



```

=====
==  XX/XX/XX          SNAMOD2          T3138E0D          Pfl=HELP  ==
=====
==          NN  NN          FFFFFFFF          CCCCCCCC          ==
==         NNN  NN          FFFFFFFF          CCCCCCCC          ==
==        NNNN NN          FF              CC              ==
==       NN NN NN          FFFFFFFF          CC              ==
==      NN  NNNN          FFFFFFFF          CC              ==
==     NN  NNN          FF              CCCCCCCC          ==
==    NN  NN          FF              CCCCCCCC          ==
=====
==          =====          National Finance Center          =====          ==
==          =====          Office of the Chief Financial Officer          =====          ==
==          =====          United States Department of Agriculture          =====          ==
==          =====          For Authorized Use Only          =====          ==
==          =====          ==
==  ENTER USER ID =          PASSWORD =          NEW PASSWORD = N          ==
==                                     (Y or N)          ==
==  ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU          ==
=====

```

**Figure 4. NFC Banner screen**◀

Respond to the prompts as described below:

**Enter User ID**                      Key in your assigned user ID (e.g., **NF999**). Tab to the next prompt.



**Password** Key in your password. Your password is not displayed on the screen. Tab to the next prompt.

**Note:** ► You may change your password any time, but not more than once a day. Your password will expire approximately every 90 days, and the system alerts you to change your password.

**New Password** The system generates **N** (no) indicating that a new password was not entered. If you would like to change your password, key in **Y** (yes).

**Enter Application Name** Key in **PINQ** to access PINQ or leave the field blank to obtain a menu list of the systems you have security clearance to access. Press **[Enter]**. If the field is left blank and after **[Enter]** is pressed, the CL/SuperSession Main Menu screen (**Figure 5**) is displayed, except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) show and press **[Enter]**.

```

_____ Actions  Options  Commands  Features  Help
-----
KLSVSEL1          CL/SUPERSESSION Main Menu          More:  +

  Select sessions with the ENTER key or use a "/"
  to display an action code.

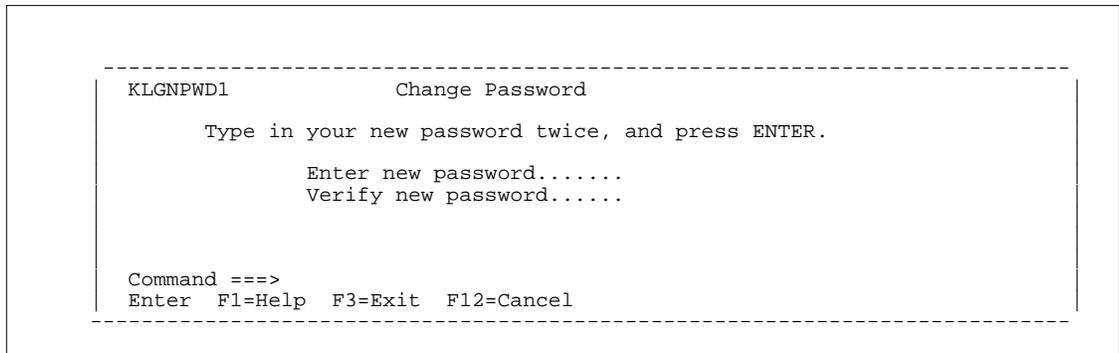
  Session ID  Description  Type  Status
  -----
- ABCO        IDMS03      Multi  Unavailable
- ABCOINQ     IDMS03      Multi  Unavailable
- BTCHFOCA    TSOB        Multi
- BTCHFOCB    TSOB        Multi
- BTCHFOCC    TSOB        Multi
- BTCHFOCR    TSOB        Multi
- CADI        IDMS11      Multi  Unavailable
- CETR        CICSP4      Multi
- CICS        CICSP3      Multi
- CICSP1      CICSP1      Multi
- CICSP15     CICSP15     Multi
- CICSP2      CICSP2      Multi  Unavailable

Command ==>>>
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
                                                    SYSB/TM301396
  
```

**Figure 5. CL/SuperSession Main Menu**

## Changing Your Password

When you type **Y** at the New Password? prompt and press **[Enter]**, the Change Password pop-up (**Figure 6**) appears. The system alerts you to change your password.



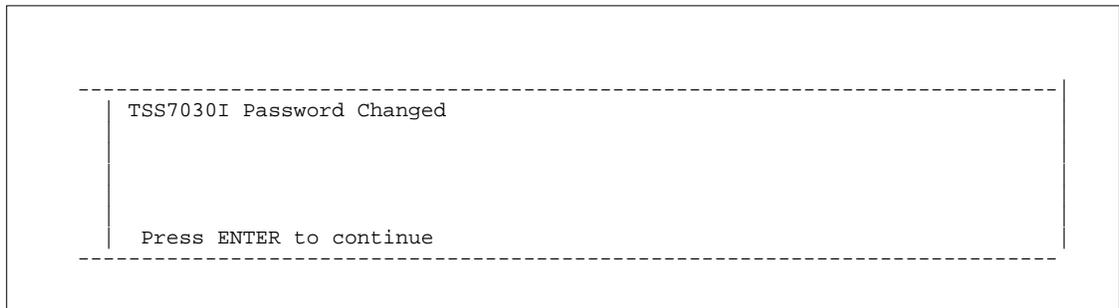
**Figure 6. Change Password pop-up**

Complete the fields as described:

**Enter New Password**      Type your new password. Your password is not displayed on the screen.

**Verify New Password**      Retype your new password to verify the password you entered in the Enter New Password field. Your verified password is not displayed on the screen.  
Press **[Enter]**

After **[Enter]** is pressed, the Password Changed pop-up (**Figure 7**) appears. Press **[Enter]** to continue.

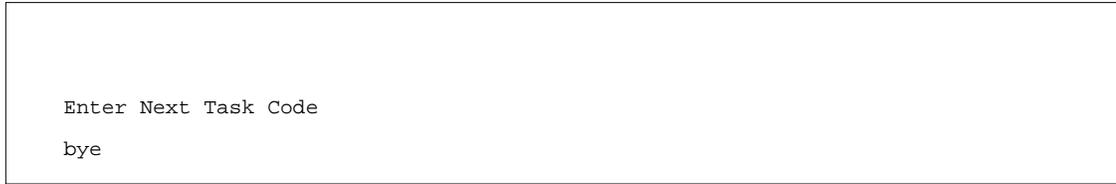


**Figure 7. Password Changed pop-up**◀

\* \*

## Sign-Off

To exit PINQ, press **[Clear]** at any screen. The *Enter Next Task Code* prompt (**Figure 8**) is displayed.

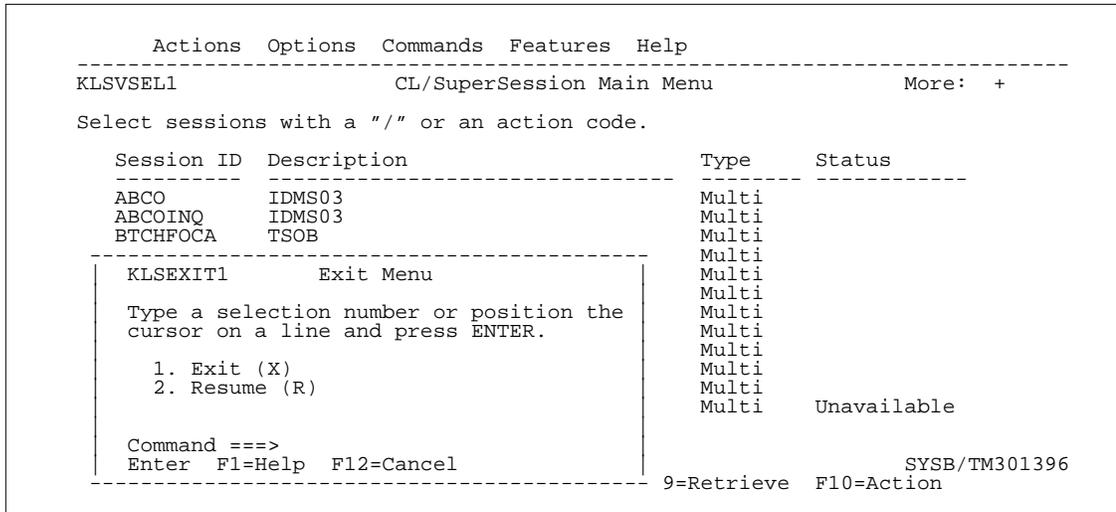


**Figure 8. Enter Next Task Code Prompt screen**

Key in **bye** and press **[Enter]**.

The NFC Menu is displayed. You are now disconnected from PINQ. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press **►[PF3]**, or a compatible function key. The Exit Menu pop-up (**Figure 9**) appears.



**Figure 9. Exit Menu pop-up**

Key in **x** in the space provided next to Item 1 and press **[Enter]**. The U.S. Government Computer Warning screen (**Figure 3**) is displayed. ◀

## Operating Features

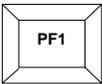
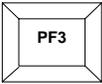
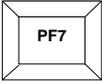
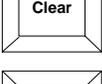
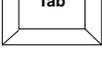
This section provides instructions for using PINQ.

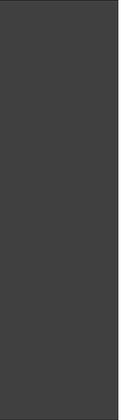
### Function Keys

The function keys are used to prompt the system to take action as defined by the key. Function keys are usually identified by PA (program attention), PF (program function), SF (special function), or SP (special function), depending on the equipment being used. Other function keys are Enter, Clear, and Tab. For instructions on your equipment usage, see the manufacturer's operating guide.

PINQ function keys are described below:

#### Function Keys

Key	Description
	Used to display the PINQ menu screen from any screen. <b>Note:</b> The PF2 key is no longer available. Information previously available in HINQ is now available in the Transaction History and Personnel History menus of IRIS.
	Used to display the initial entry screen from a roster for PQ034. ▶Used to exit CL/SuperSession. ◀
	Used to scroll backward through multiple records on designated screens.
	Used to scroll forward through multiple records on designated screens.
	* *
	Used to scroll through screens within a record or scroll through records.
	Used to clear the screen and display the <i>Enter Next Task Code</i> prompt.
	Used to move the cursor from field to field.



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## PINQ Programs

PINQ contains 25 programs of employee payroll data available for query by social security number. Sensitive data access is based on security specifications.

Certain programs display record numbers (i.e., Rcd No., Hist No.) at the upper right portion of the screen to identify the record being displayed. There may be multiple records within a program. If so, the records display in descending order (i.e., the latest record displays first). Multiple records are usually the result of adjustments, personnel actions, etc., being processed.

The same data element within PINQ may be displayed in more than one program. Continuous use of PINQ familiarizes you with the layout of the data in each program. A listing of PINQ data elements is provided to help you locate data in PINQ and to define all data elements displayed in each program. The listing may not list the data element exactly as it is displayed on the screen because one element could be represented differently in several programs. For example, account number could apply to child support and alimony, electronic funds transfer, etc. These types of elements are listed either with the program title preceding the element name or with a term relative to the program title. Definitions of all elements are also provided in the Data Dictionary. The Data Dictionary element name could be represented differently than the PINQ element name.

Individual employee records may be viewed for all transactions processed simply by entering a social security number, program number, and in certain programs, a pay period number. The entry of a pay period number is required for all programs except PQ034, Name Employee Inquiry, and PQ027, Unpaid. To view data for the previous 25 pay periods, you must enter a pay period number.

An explanation is provided with each screen figure. The outline of the explanation is (1) the types of inquiries researched using the program; (2) the entry system; and (3) other data relative to the program. The system generates data in certain fields from data entered by the user or from the type of data/transaction processed.

Following is a depiction of each program, a synopsis of the data contained in each program, and applicable instructions.



## PQ Menu

To query a program on the PQ Menu (**Figure 10**), key in the social security number, program number, and press **[Enter]**.

```
PQ000 000000000 00 00      PQ MENU      04/16/02

      ENTER SSNO & PGM-NO - HIT ENTER-KEY!
      FOR PQ034 ENTER PGM NO. ONLY

22 PAYROLL HISTORY          46 PACS APPROPRIATION CHG   55 PACS RETIREMENT
23 TA HISTORY              47 PACS DEDUCTIONS          56 PACS THRIFT SAVINGS
24 TA MISCELLANEOUS        48 PACS LUMP SUM & LIMIT    61 PACS ABOVE EARNINGS
25 TA EXTENSIONS           49 PACS LEAVE              62 PACS TSP COLLECTION
27 UNPAID                  50 PACS BOND               64 PACS STATE TAX
32 PAYROLL LISTING         51 PACS RECEIPT ACCOUNTS   75 PACS CITY TAX
34 NAME EMPLOYEE INQUIRY   52 PACS CHILD SUP/ALIMONY  80 PACS FLEXFUND
                           53 PACS HEALTH             82 PACS COUNTY TAX
                           54 PACS LIFE INSURANCE     83 PACS ALLOTMENT
```

**Figure 10. PQ Menu**

The sequence of the header information on the individual program screens is: program number, social security number, agency code, pay period number, and year (if applicable). PINQ displays the employee's current agency code. If an employee was previously employed with another agency within the department, enter the previous agency code to view that data. The cursor stops in the agency code field for entry of the agency code as needed.

- To query another program for the same employee, press **[Tab]** to move to the program number field which is below the program number displayed. Enter the program number and press **[Enter]**.
- To query for another employee, press **[Tab]** to move to the social security number field. Key in the social security number and press **[Enter]**.

## Payroll History (PQ022)

Payroll History (**Figure 11**) is Pgm No. 22 on the PQ Menu (**Figure 10**). This program is used to research regular and corrected/revalidated T&A's, cash awards, adjustments, and other salary related inquiries.

PQ022	000000000	00	00	PAY- HIST	02/03/98	PF02=HINQ
					HIST NO 0000	PF07=PRI PF08=NEXT
COVERED- BY- TA	PP 00	YR 00		PAY-PLAN/GR/ST	00 00	SPECIAL-EMPLOYEE-CD 00
TYPE- PAYMENT			00	BASE-CONT-SAL	.00	FREQUENCY-PAID-CODE 0
PROC- PP- BEGINS-	YEAR	00		CURR-GROSS-PAY	.00	EARN-INCOME-CRED .00
MAN- ADJ- FLAG				CURR-BASE-PAY	.00	EARNING-LIMITATION-CD
SPLIT- TA- CODE				CURR-NET PAY	.00	ALLOWANCE-QTRS-RATE 0
DR- CR- CODE		0		DED-TAX-OASDI	.00	SSNO-OLD 000000000
TS- BASE- PAY		.00		DED-TAX-FED	.00	ADJUSTMENT-CODE 0
TS- BASE- PAY- YTD		.00		WAGES-OASDI	.00	SPEC-EMPLOY-PGMS-CD
SCHED- NO- LAST- PD				HITS-WAGES	.00	SEPARATION-ACC-TYPE 0
SALARY- RATE- CODE				HITS-DEDUCT	.00	ALTERNATE-WORK-SCHD 0
RETIRE- COVERAGE- CD				GROSS-PAY-YTD	.00	PRIMARY-FUND-CODE 00
BOND- TOT- DED		.00		BASE-PAY-YTD	.00	SALARY-SHARE-CODE 0
BOND- CARY- REFUND		.00		DED-OASDI-YTD	.00	COOP-SHARE-AMT .00
DUTY- STATION	0000	000		OASDI-WAGES-YTD	.00	ANNUITANT-SHR .00
CHECK- MAIL- DO- CODE		0		HITS-DED-YTD	.00	LEO-IND
CK- MAIL- DESIGN- AGNT	000			HITS-WAGES-YTD	.00	STAF-DIFF-RT .00
CK- MAIL- DIST- CODE		0		FED-TAX-NO-EXEMP	.00	SUPVY-DIFF-RT .00
PREVIOUS- AGENCY- CODE				FED-TAX-EX-DED	.00	FLSA-CODE
DEPARTMENT- CODE				FED-TAX-EX-BEG	PP00 YR 00	FLSA-CODE WK1 WK2
ORG- STRUCTURE- CODE				LONGEVITY- PERCENT	.00	
	00 00	0000	00 00 00 00			SCREEN 1 OF 3 HIT ENTER

**Figure 11. PQ022, Pay-Hist (Screen 1)**

Data displayed on these screens was entered through PC-TARE (or other T&A entry system), PMSO, PACT, PRES Programs DP101, Non-Federal Health Benefits Form; DP102, Non-Federal Life Insurance Form; DP103, Non-Federal Retirement Benefits Form; DP104, Non-Federal Thrift Savings Plan Form; DP130, Federal Income Tax Certificate; DP131, Earned Income Credit Advance Payment Certificate; DP170 through DP174 (bonds); and DP180 and DP181 (health insurance).

The pay period number displays transactions processed in that pay period although the transaction may have been effective in a prior pay period. To view data displayed on Screens 2 and 3 (**Figure 12** and **Figure 13**), press **[Enter]**.

```

PQ022 000000000 90 01 98      PAY- HIST (CONT)          02/03/98  PF02=HINQ
                                HIST NO 0001  PF07=PRI PF08=NEX

FEHB-COVERAGE-CODE      1 IP/MR-NO 00003084 S97024 DATE-SCD-WGI          03 16 97
FEGLI-COVERAGE-CODE    D POSITION-STATUS-BUDGET  Y DATE-OF-BIRTH      06 14 72
TYPE-OF-EMPLOYMENT      1 EMLPY-TYPE          SEX-CODE                      F

TYPE-APPNT-CODE         02 TA-CONTACT-PT-STATE      22 PART- TIME- FEHB- COVERAGE  0
  CURR-EMPLOY-STATUS    0 TA-CONTACT-PT-CITY      1690 PROFESSIONAL- CATEGORY
ENVIRON-DIFF-RATE       .00 TA-CONTACT-PT-UNIT      30 CITIZENSHIP-CODE          1
WB-SHIFT-RATE-2ND       .00 TA-CONTACT-PT- TIMEKPR  92 INTEREST- AMOUNT          00
WB-SHIFT-RATE-3RD       .00 SUBMITTING-OFFICE- NO 5317 ACCTG- DATA- USE- CODE
0 WB-SHIFT-RATE-VAR     .00 PASS-NO-CREATED        1 EMPLOYEE- CEILING- IND
  0 ACCTG-STATION-CODE  0010 PAY-HIST-PROCESS-BY-PACS Y LOCATION- CODE
    0 OCCUP-SERIES-CODE  0343 COMM-USE-GOVT-AUTO    .00 SEASON-STATUS-QUO-CD
    0 OCCUP-FUNCTION-CODE 00 CASH-AWARD-AG-CHARGED  00 WORKING- TITLE- CODE
0000 GEO-ADJ-PERCENT    .0542 CASH-AWARD-ACC-STA-CH 0000 DT- CIRCLE- TA- START 01
04 98 SCHEDULED-SAL     24734.00 FLEXFACTOR-PARTICIP-CODE DT- CIRCLE- TA- END 01
17 98 GEO-ADJ-RATE      1341.00 WORK-SCHEDULE      F BLOCK- NO- TA
    55 BARGAINING-UNIT-ST 1165          BATCH-NO-TA
012519
STANDBY-AUO-PERCEN     0000
TIPS-RECEIVED          .00

                                SCREEN 2 OF 3 HIT ENTER

```

Figure 12. PQ022, Pay-Hist (Screen 2)

```

PQ022 000000000 90 01 98      PAY- HIST (CONT)          03/12/98  PF02=HINQ
      DOE                JANE          C          HIST NO 0001  PF07=PRI PR08=NEXT

HB-DEDUCTS-HEALTH-BEN      52.50      COPR-STATUS
HB-CONTRIB-HEALTH-BEN     142.27     PREM-PAY-YTD          .00
LI-DEDUCTS-LIFE-INS         4.79      PREM-PAY-YTD-PRIOR   .00
LI-DEDUCTS-OPTION-1         .40      PREM-PAY-RET-YTD     .00
LI-DEDUCTS-OPTION-2         .00      PREM-PAY-RET-YTD-PRI .00
LI-DEDUCTS-OPTION-3         .00      PREM-PAY-PP          .00
RT-PLAN-CODE-1              K          PREM-PAY-RET-PP     .00
RT-DED-RETIRE-NON-DEF-1     7.99      COPR-OT-HRS-FY      .00
RT-DED-RETIRE-DEF-1         .00      COPR-COMM-HRS-FY    .00
RT-PLAN-CODE-2
RT-DED-RETIRE-NON-DEF-2     .00
RT-DED-RETIRE-DEF-2         .00
TS-PLAN-CODE-1              01
TS-DEDUCTS-T-S-NON-DEF-1    .00
TS-DEDUCTS-T-S-DEF-1       99.92
TS-PLAN-CODE-2
TS-DEDUCTS-T-S-NON-DEF-2    .00
TS-DEDUCTS-T-S-DEF-2        .00
NFC-ASD-PAY-HIST-USE      0000 TSP          98010401985514NP046  0000000{0000000{0
000000{000000{000000{    Y

```

Figure 13. PQ022, Pay-Hist (Screen 3)

**Example 1:** Pay Period 8 T&A is processed and paid in Pay Period 9. You would query Pay Period 9 to view both Pay Period 8 and Pay Period 9 payments.

**Example 2:** An NFC 29 is processed in Pay Period 9 for a late charitable contribution document effective in Pay Period 2. The adjustment (NFC 29) would display in Pay Period 9.

Negative amounts (e.g., **-221.44**) indicate the original amount (credit) for an adjustment. The debit amount or the corrected/adjusted amount displays without a symbol (e.g., **235.55**).

**Note:** When an adjustment affecting only an employee’s salary or related deductions and contributions is processed through the automated system, the employee’s non-salary

PINQ

deductions and contributions (i.e., health benefits, Combined Federal Campaign, savings bonds, extra Federal or state taxes, union dues, savings allotment, discretionary allotment, optional life insurance, quarters, child support/alimony) are not affected or recomputed.

The Type-Payment field indicates regular payment, adjustments, etc. The Covered-By-T A-PP-Yr field indicates the effective pay period number and year of the payment. See the index for definitions of these codes.

## TA History (PQ023)

TA History (**Figure 14**) is Pgm No. 23 on the PQ Menu (**Figure 10**). This program is used to research nonreceipt of salary for a prior pay period, adjustment, leave, and other T&A related inquiries.

PQ023	000000000	01 00	TA- HIST	02/03/98	PF02=HINQ
				HIST NO 0000	
					0326
COVERED-BY-TA	PP 00 YR 00		ACCOUNTING-DATA-USE-CODE		0
SPLIT-TA-CODE			ADVANCE-LEAVE-AUTH-CODE		0
TA-PULLED-FROM-DATA-BASE			CORRECTION-CODE-TA		0
BLOCK/BATCH-NO-TA	00 000000		ALTERNATE-WORK-SCHEDULE		0
PAY-PERIOD-NUMBER	00		STANDBY-AUO-HRS-WK-1		00
SEQUENCE-NO-TA	000		STANDBY-AUO-HRS-WK-2		00
JOB-IDENT-TA	000000		STANDBY-AUO-PERCENT		000
ORG-STRUCTURE-CODE-AGCY			LEAVE-ERROR-CODE		0
TA-CONTACT-PT-STATE-CODE	00		ANNUAL-LEAVE-ACCRUAL-TA		00
TA-CONTACT-PT-CITY-CODE	0000		ANNUAL-LEAVE-USED-TA		.00
TA-CONTACT-PT-UNIT-CODE	00		ANNUAL-LV-PT-CARRYOVER-HRS		.00
TA-CONTACT-PT-TIMEKPR-CODE	00		SICK-LEAVE-ACCRUAL-TA		.00
PAY-PERIOD-COVERED-BY-TA	00		SICK-LEAVE-USED-TA		.00
CIRCLE-TA-START	00 00 00		SICK-LV-PT-CARRYOVER-HOURS		.00
CIRCLE-TA-END	00 00 00		TA- FILM- ROLL		
FINAL-TA-CODE	0		TA-FILM-SEQ		
FWS-FEGLI-SHIFT	0		PAY-PERIOD-NUMBER-YEAR		00
PAY-TIME-HOURS-TOTAL	.00		PAY-PERIOD-YR-COV-BY-TA		00
TYPE-OF-EMPLOYMENT	0		TA-REJECTED		
DATE-TA-RECEIVED	00 00 00		NFC-ASD-TA-HIST-USE		

**Figure 14. PQ023, TA-Hist Screen**

This program displays regular and corrected T&A data for the pay period number entered. Data element, Pay-Period-Covered-By-TA, displays the pay period number in which the T&A was processed. Data element, Correction-Code-TA, indicates that a corrected T&A was processed. Record Number 0001 is always the current T&A. Subsequent records are corrected T&A's. A split T&A is counted as two separate records. To scroll through each record within the pay period, press **[Enter]**.

## TA Miscellaneous (PQ024)

TA Miscellaneous (**Figure 15**) is Pgm No. 24 on the PQ Menu screen (**Figure 10**). This program displays miscellaneous T&A data and is used to research T&A inquiries.

```

PQ024 000000000 01 00 TA- MISC                                02/03/98 PF02=HINQ
                                                HIST NO 0000 RCD NO 0000
                                                0326

SSNO NOT ON DATA BASE

COVERED- BY- TA          PP 00 YR 00
FS- ALTERNATOR- CHANGE- CODE 0          OTHER- TRAN- CODE- LN- 1- PREFIX 00
    FS- ALTERNATOR- CHANGE- HOURS 00    OTHER- TRAN- CODE- LN- 1- CODE 00
INTER- DAYS- WKD- PAY- PERIOD 00        OTHER- TIME- WEEK- 1- HOURS- 1
.00    QUARTERS- DEDUCTION- DAYS 00    OTHER- TIME- WEEK- 2- HOURS- 1
.00    REMOTE- SITE- ALLOWANCE .00    OTHER- TRAN- CODE- LN- 2-
PREFIX 00    COMP- LV- EARNED- HOURS .00    OTHER- TRAN- CODE- LN-
2- CODE 00    COMP- LV- USED- PP .00    OTHER- TIME- WEEK-
1- HOURS- 2 .00    LWOP- USED- TA .00    OTHER- TIME- WEEK-
WEEK- 2- HOURS- 2 .00    AWOL- USED- TA .00    OTHER- TIME-
TIME- HOURS- TOTAL .00    SUSPENSION- HOURS- TA .00

AWOP- TOWARD- LV- CREDITS .00
MILITARY- LV- HRS- PP- EMER .00
MILITARY- LV- DAYS- PP- REG 00
ADMINISTRATIVE- LV- USE- PP .00
    
```

Figure 15. PQ024, TA-Misc Screen

Only the data for the original T&A displays during the processing pay period (i.e., when the T&A releases from TIME). Corrected T&A and adjustment data display after PAYE processes.

## TA Extensions (PQ025)

TA Extensions (Figure 16) is Pgm No. 25 on the PQ Menu (Figure 10). This program is used to research each transaction code and hours recorded on an original or corrected T&A.

```

PQ025 000000000 01 00 TA- EXT                                02/03/98 PF02=HINQ
                                                HIST NO 0000 RCD NO 0000
                                                0326

SSNO NOT ON DATA BASE

COVERED- BY- TA          PP 00 YR 00
TRANSACTION- PREFIX- TA          00
TRANSACTION- SUFFIX- TA          0
TRANSACTION- PAY- CODE          00
TRANSACTION- HRS- WEEK- 1- TA .00
TRANSACTION- HRS- WEEK- 2- TA .00
TRANSACTION- MEALS- CODE- TA 00
TRANSACTION- MEALS- NUMBER 00
LINE- NUMBER 00
ACCTG- DIST- FLAG 0
ACCTG- DIST- FISCAL- YR- CODE

ACCTG- DIST- APPN- CODE
ACCTG- DIST- SUB- LEVEL- CODES
    
```

Figure 16. PQ025, TA-Ext Screen

A separate screen is displayed for each accounting record.

## Unpaid (PQ027)

Unpaid (Figure 17) is Pgm No. 27 on the PQ Menu (Figure 10).



```

PQ027  000000000          UNPAID          02/26/98  PF02=HINQ
                                           0326
U- SSNO
AGENCY
ACTION- CODE
TA- IDENT- FLAG
DEPARTMENT- CODE
SEVERANCE- PAY- CODE      0
    
```

**Figure 17. PQ027, Unpaid Screen**

This program is used to research nonreceipt of salary inquiries. This program displays information for employees not paid for the **current pay period**. Data element Action-Code indicates the type of personnel action last processed (e.g., 1=accession, 2=change, 3=separation).

## Payroll Listing (PQ032)

Payroll Listing (**Figure 18**) is Pgm No. 32 on the PQ Menu (**Figure 10**).

```

PQ032  88888888 XX 13 96      PAYROLL-LISTING      08/01/96  PF02=HINQ
REGULAR T&A
NAME   DOE                MARVIN      W                AGENCY 90  DO CD
3
ADDRESS
PAY PLAN      GS  F/T
GRADE/STEP   12  08
HOURLY RATE  25.80
BASE SAL     53848.00
DESG AGENT 0000  FLSA NO  COMPRESS WK YES
PAY PERIOD          13  * * * * D E D U C T I O N S * * * *
SAL RATE CODE      PA  RETIREMENT      144.48  RETIRE PERCENT  .0700
HB CODE   10 5      0      LIFE INS      9.24  OPT INS      48.60
FGLI CODE          W  HEALTH INS      52.96  BOND          135.00
SCHEDULE NO      6BA131  FED TAX      S01      379.17  EXTRA FED      .00
BLOCK/BATCH      55 132650  STATE1 22 000      56.90  EXTRA STATE1  .00
CUR BOND REFUND      .00  STATE2 00 000      .00  EXTRA STATE2  .00
1ST WEEK HOURS      36.00  CITY CD/TX 0000      .00  IMPRES FUND      .00
2ND WEEK HOURS      44.00  CTY CD/TAX 000      .00  HITS TAX      29.93
TOTAL HOURS          80.00  OASDI TAX      .00  UNION DUES      .00
CHAR CONT      20.00  MEALS          .00
COMMISSARY      .00  QUARTERS      .00
GROSS PAY          2,064.00  FIN ORG      250.00  ADVANCE          .00
NET PAY            834.52  CHILD/SUP & ALIM      .00  PERS-TAX-EXEMPT-CD  0
THRIFT SAVINGS      103.20  PRIVATE-TAX-CD  0
FLEXFUND          .00  OTHER DED      .00
    
```

**Figure 18. PQ032, Payroll-Listing Screen**

This program is used to research nonreceipt of salary check. This program displays an employee's current plus 25 pay periods of pay data. This data is displayed on the employee's AD-334, Statement of Earnings and Leave. Information displayed includes type of payment

(e.g., regular T&A, corrected T&A, adjustment, cash award, etc.) and the check mailing address if other than a financial institution. If the mailing address is a financial institution, DD/EFT is displayed in the check mailing address field. If an employee receives a check by hand for a spot award, the check mailing address will be blank. A spot award is identified by SP displaying in the first 2 positions of the Schedule No field.

The Pay Period field, in the body of the screen may or may not reflect the pay period being queried. The pay period number may reflect any adjustments or corrected T&A data made for previous pay periods. To obtain the effective pay period of an adjustment, use the Covered-By-T A field of PQ022. See PQ022 and PQ046 for a breakdown of salary, deductions, and benefits. For each PQ032 record, there will be a corresponding PQ022 and PQ046 record.

**Note:** The Fin Org field displays the amount deducted for voluntary allotments and TSP loans.

## Name Employee Inquiry (PQ034)

Name Employee Inquiry (**Figure 19**) is Pgm No. 34 on the PQ Menu (**Figure 10**).

```
PQ034                EMPLOYEE NAME INQUIRY                02/26/98  PF02=HQ001
  _____
                        EMPLOYEE SELECTION
                        ***** EMPLOYEE NAME *****
                        LAST                FIRST                MIDDLE
                        _____
                        _____

EMPLOYEE NAME INQUIRY ALLOWS THE USER TO DETERMINE AN EMPLOYEE'S SOCIAL
SECURITY NUMBER AND AGENCY WHEN ONLY A PARTIAL LAST NAME IS KNOWN.
ENTER PARTIAL OR FULL LAST NAME UNDER THE TITLE CAPTION, AT LEAST ONE
CHARACTER HAS TO BE ENTERED.
ENTER FULL OR PARTIAL FIRST NAME UNDER THE TITLE CAPTION ONLY IF THE
COMPLETE LAST NAME WAS PROVIDED.
ENTER FULL OR PARTIAL MIDDLE NAME UNDER THE TITLE CAPTION ONLY IF THE
COMPLETE LAST AND FIRST NAMES WERE PROVIDED.
DEPRESS THE TAB KEY TO ADVANCE TO EACH OF THE TITLE CAPTIONS
AFTER THE DESIRED EMPLOYEE NAME HAS BEEN ENTERED DEPRESS THE ENTER KEY
```

**Figure 19. PQ034, Employee Name Inquiry (Screen 1)**

This program is used to query (by employee name) to obtain the social security number and agency when only a partial name is known. This program displays employees currently on the rolls and separated employees for 5 years.

To query, key in the full or partial last name in the Employee Name Last field of Screen 1. Key in the full or partial first name in the Employee Name First field. Key in the middle initial or name in the Employee Name Middle field. Press **[Enter]**. A roster (Screen 2) (**Figure 20**) is displayed.

PQ034		EMPLOYEE NAME INQUIRY			08/01/96	PF02=HQ000
PQ0	PAY PERIOD	*****EMPLOYEE NAME*****			AGCY	
		LAST	FIRST	MIDDLE		
—	—	DOE	A	S	XX	
—	—	DOE	B	A	XX	
—	—	DOE	F	P	XX	
—	—	DOE	G	T	XX	
—	—	DOE	H	W	XX	
—	—	DOE	L	A	XX	
—	—	DOE	MAY	E	XX	
—	—	DOE	STEVE	M	XX	
—	—	DOE JR	JOHN	F	XX	
—	—	DOEB	ROBERT	D	XX	
—	—	DOEB	S	J	XX	
—	—	DOEB	V	W	XX	
—	—	DOEBB	G	W	XX	
—	—	DOEBB	III	J	XX	
—	—	DOEBI	L	M	XX	

ENTER =NEW NAME INQUIRY, IF NAME FILLED IN UNDER EMPLOYEE NAME CAPTION  
OR NEW PQ INQUIRY, IF PQ # AND PAY PERIOD FILLED IN NEXT TO A NAME LISTED  
PF3 = INITIAL PQ034 SCREEN. PF7 =BACKWARDS PF8 =FORWARD CLEAR =TERMINATE

Figure 20. PQ034, Employee Name Inquiry (Screen 2)

To scroll forward through a roster of names, press **[PF8]**; to scroll backward, press **[PF7]**. To return to the beginning of the roster (i.e., names beginning with the alphabet A), press **[Enter]** at any screen. To return to the initial entry screen (Figure 19), press **[PF3]**.

**Note:** If the employee is a new hire and the accession has not released from PEPL, the name will not display.

## PACS Appropriation Charges (PQ046)

PACS Appropriation Charges (Figure 21) is Pgm No. 46 on the PQ Menu (Figure 10). This program is used to research salary related inquiries.

PQ046		00 00		PACS APPROPRIATION CHARGES		02/03/98	PF02=HINQ
				HIST NO. 0000		RCD NO. 0000	
						9999	
* PACS APPROPRIATION CHARGES *				* PACS PRORATED AMOUNTS *			
COVERED-BY-TA	PP	00	YR	00	PRO-TC		00
TRAN-PREFIX-TA		00		ACCTG-DIST-FLAG	0	PRO-SUFFIX	0
PAY-TRAN-CODE		00		OASDI-CONTR-PRO	.00	PRO-AMOUNT	.00
TRAN-SUFFIX-TA		0		FEGLI-CONT-PRO	.00	PRO-SUB-OBJECT-CLASS	0000
TRAN-RATE		.00		FEHB-CONT-PRO	.00		
-TRAN-HRS-WK-1		.00		RET-CONT-PRO	.00		
TRAN-AMT-WK-1		.00		HIT-CONT-PRO	.00		
TRAN-HRS-WK-2		.00		ANN-SHARE-PRO	.00		
TRAN-AMT-WK-2		.00		RET-CONT-NF-PRO	.00		
TRAN-MEALS-CODE-TA		00		LI-CONT-NF-PRO	.00		
TRAN-MEALS-NO		0		HB-CONT-NF-PRO	.00		
TRAN-MEALS-AMT		.00		TS-CONT-NF-PRO	.00		
TRAN-FLAG		0		TS-BASIC-CON-PR	.00		
TRAN-DIFF-PER		00		TS-MATCH-CON-PR	.00	* PACS DIFFERENTIAL *	
SUB-OBJECT-CLASS	0000			PROF-RISK-CON-P	.00	DIFF-TRAN-CODE	.00
ACCTG-DIST-FISC-YR-CD				ACCT-STATION-CODE	0000	DIFF-TRAN-RATE	.00
ACCTG-DIST-APPN-CD				LINE-NO	00	DIFF-TRAN-AMT-WK-1	.00
ACCTG-DIST-SUB-LEV-CD						DIFF-TRAN-AMT-WK-2	.00
TREASURY-SYMBOL						DIFF-SUB-OBJECT-CLASS	
0000							

Figure 21. PQ046, PACS Appropriation Charges Screen

Each record in this program has a corresponding record to the Hist No and TA-Ext fields in PQ025 and the Record No in PQ022.

Data element Pay-Tran-Code includes earnings statement transaction codes for payments that are not recorded on the T&A (e.g., lump sum payment, cas83h award, FLSA computation, etc.). For example, a FLSA employee who worked overtime under Transaction Code (TC) 21 (overtime over 40) and is entitled to differentials would reflect TC 21 and TC 34 (FLSA). TC 34 would reflect the difference between the FLSA overtime rate and the Title 5 overtime rate.

## PACS-Deductions (PQ047)

PACS-Deductions (Figure 22) is Pgm No. 47 on the PQ Menu (Figure 10). This program is used to research travel advance, union membership, charitable contribution, and financial allotment inquiries.

PQ047	000000000	00 00	PACS-DEDUCTIONS	04/16/02	PF02=HINQ
				RCD NO. 0000	
			9999		
			COVERED-BY-TA PP 00 YR 00		
PACS-TRAVEL-ADVANCEMENT1			PACS-UNION-DUES1	PACS-CHARITABLE-CONTRIBUTION1	
REC-ACCT-TYPE-CODE1	00		UNION-TRANS-CODE1 00	CHAR-CAMP-AREA-TYPE-CODE1 00	
REC-ACCT-NO			UNION-CODE1 00	CHAR-CAMP-AREA-STATE-CD1	
ADV-DEDUCT-AMT1	.00		UNION-LOCAL-CODE1 0000	CHAR-CAMP-AREA-CITY-CD1 0000	
			DEDUCTS-UNION1 .00	CHAR-CAMP-AREA-AMT-PP1 .00	
			UNION-%-IND1 .00000		
			UNION-DED-INDICATOR1 0		
			UNION-MIN-DED1 .00		
			UNION-DUES-CODE1		
PACS-TRAVEL-ADVANCEMENT2			PACS-UNION-DUES2	PACS-CHARITABLE-CONTRIBUTION2	
REC-ACCT-TYPE-CODE2	00		UNION-TRANS-CODE2 00	CHAR-CAMP-AREA-TYPE-CODE2 00	
REC-ACCT-NO			UNION-CODE2 00	CHAR-CAMP-AREA-STATE-CD2	
ADV-DEDUCT-AMT2	.00		UNION-LOCAL-CODE2 0000	CHAR-CAMP-AREA-CITY-CD2 0000	
			DEDUCTS-UNION2 .00	CHAR-CAMP-AREA-AMT-PP2 .00	
			UNION-%-IND2 .00000		
			UNION-DED-INDICATOR2 0		
			UNION-MIN-DED2 .00		
			UNION-DUES-CODE2		

Figure 22. PACS Deductions

Data displayed on this program was entered at the agency level through PRES Programs DP083 through DP086 (union dues), DP088, Voluntary Charitable Contributions, and DP095, DD/EFT For Financial Allotment. Receipt accounts are entered by NFC.

## PACS Lump Sum & Limitations (PQ048)

PACS Lump Sum & Limitations (Figure 23) is Pgm No. 48 on the PQ Menu (Figure 10). This program is used to research lump sum payment and appointment limitation inquiries.

```

PQ048  000000000  01 00  PACS LUMP SUM & LIMITATIONS  02/03/98  PF02=HINQ
                                                HIST NO 0000 RCD NO 0000
                                                0326

      LUMP SUM DATA FOR PAYMENT                PACS APPOINTMENT LIMITATION
COVERED-BY-TA          PP 00 YR 00          COVERED-BY-TA          PP 00 YR 00
DATE-LUMP-SUM-CARRIES  00 00 00          APPOINTMENT-LIMIT-CODE          0
LUMP-SUM-ENDING-HRS    .00                APPNT-LIMIT-DOLR-TOTAL          .00
LUMP-SUM-COLA-CODE     0                  APPNT-LIMIT-HOURS-TOTAL         .00
LUMP-SUM-PAY-CODE      0                  APPNT-LIMIT-DAYS-TOTAL          000
FED-TAX-LUMP-SUM-PA    0                  APPNT-LIMIT-DOLR-BALANCE        .00
AUO-CHANGE-CODE        0                  APPNT-LIMIT-HOURS-BALANCE       .00
TYPE-LUMP-SUM-PAYMENT  0                  APPNT-LIMIT-DAYS-BALANCE        000
MINUS-SICK-LV-CODE     0                  DATE-APPOINTMENT-NTE           00 00 00
WB-1ST-SHIFT-HRS-LSP   .00                DATE-SERVICE-YEAR-START        00 00 00
WB-2ND-SHIFT-HRS-LSP   .00                APPNT-LIMIT-EXCESS-EARNED       .00
WB-3RD-SHIFT-HRS-LSP   .00                PAY- TIME-HOURS-TOTAL           .00
WB-VARIED-SHIFT-HRS-LSP .00
DATE-OF-SEPARATION     00 00 00
  
```

Figure 23. PQ048, PACS Lump Sum & Limitations Screen

Data displayed on this program was entered through PACT and PRES Programs DP054, Lump Sum Leave Payments, and DP056, Compensatory Time Payments.

## PACS-Leave (PQ049)

PACS-Leave (Figure 24) is Pgm No. 49 on the PQ Menu (Figure 10). This program is used to research cumulative leave data.

```

PQ049  000000000  01 00  PACS- LEAVE  02/03/98  PF02=HINQ
                                                HIST NO 0000 RCD NO 0000
                                                0326

COVERED-BY-TA          PP 00 YR 00
ANNUAL-LEAVE-CATEGORY          0  CREDIT-LV-CUR-BAL-START-PP          .00
ANNUAL-LV-CARRYOVER-BAL        .00
ANNUAL-LEAVE-ACCRUALS-YTD      0000  SICK-LEAVE-CARRYOVER-BAL          .00
ANNUAL-LEAVE-USED-YTD          .00  SICK-LEAVE-ACCRUALS-YTD          000
ANNUAL-LEAVE-CURRENT-BAL       .00  SICK-LEAVE-USED-YTD             .00
ANNUAL-LV-ACCRUAL-REDUCTN      000  SICK-LEAVE-CURRENT-BAL          .00
ANNUAL-LV-PT-CARRYOVER-HRS     .00  SICK-LV-ACCRUAL-REDUCTION        000
ANNUAL-LV-ACCRUED-SES          000  SICK-LV-PT-CARRYOVER-HOURS       .00
ANNUAL-LEAVE-ACCRUAL-TA        00  SICK-LEAVE-ACCRUAL-TA            00
ANNUAL-LEAVE-ERROR-CODE        0  SICK-LV-CUR-BAL-START-PP        .00
  ANNUAL-LV-CUR BAL-START-PP      .00

ANNUAL-LEAVE-45-DAY-CODE        .00  COMP-LV-TOTAL-CURRENT-BAL        00
  ANNUAL-LV-45-DAY-CARRYOVER      .00  COMP-LV-EARNED-YTD

HOME-LV-CUR-BAL-START-PP        .00  COMP-LV-USED-YTD                  .00
  SHORE-LV-CUR-BAL-START-PP        .00  COMP-LEAVE-ERROR-CODE            0
    BAL-REL-OBSER-START-PP        .00  COMP-LV-CUR-BAL-START-PP        .00
    MILITARY-LV-DAYS-YTD-REG      .00  COMP-LV-PRIOR-YR-BAL
    00  COMP-LV-BAL-REL-OBSER
  
```

Figure 24. PQ049, PACS-Leave Screen

## PACS-Bond (PQ050)

PACS-Bond (**Figure 25**) is Pgm No. 50 on the PQ Menu (**Figure 10**) This program is used to research bond inquiries.

PQ050	000000000	01 00	PACS- BOND	02/03/98	PF02=HINQ
				HIST NO 0000	RCD NO 0000
					0326
COVERED-BY-TA		PP 00 YR 00			
BOND-DENOMINATION					.00
BOND-AUTHORIZATION-NUMBER					0
BOND-PURCHASE-PRICE					.00
BOND-DEDUCTION-AMOUNT					.00
BOND-CARRYOVER-AMOUNT					.00
DATE-BOND-ISSUE-YR					00
DATE-BOND-ISSUE-MO					00
BOND-CHANGE-INDICATOR					0
CURRENT-BOND-CARRY-REFUND					.00
BOND-NO-ISSUED-THIS-PP					00
BOND-PREVIOUS-CARRYOVER-AMT					.00

**Figure 25. PQ050, PACS-Bond Screen**

Data displayed on this program was entered through PRES Programs DP170 through DP174 (bond programs).

Data on this program does not include owner, coowner, or beneficiary name.

## PACS Receipt Accounts (PQ051)

PACS Receipt Accounts (**Figure 26**) is Pgm No.51 on the PQ Menu (**Figure 10**).

PQ051	000000000	01 00	PACS RECEIPT ACCOUNTS	02/03/98	PF02=HINQ
				HIST NO 0000	RCD NO 0000
					0326
COVERED-BY-TA		PP 00 YR 00			
REC-ACCT-TYPE-CODE					00
REC-ACCT-ACCT-NO					.00
DEDUCTS-OTHER					.00
BILL-NUMBER					
FEEDER-SYSTEM-ID					0
REC-ACCT-TYPE-DISB					
▶REC-ACCT-TAX-DEFERRED-CODE ◀					

**Figure 26. PQ051, PACS Receipt Accounts Screen**

This program is used to research payroll deductions for employee indebtedness (e.g., tax levies, bankruptcy, jury fees, etc.).

Data displayed on this program was entered by NFC.



## PACS Child Support & Alimony (PQ052)

PACS Child Support & Alimony (**Figure 27**) is Pgm No. 52 on the PQ Menu (**Figure 10**).

```
PQ052  000000000  00 00  PACS CHILD SUPPORT & ALIMONY  02/03/98  PF02=HINQ
                                         HIST NO. 0000  RCD NO. 0000
                                         9999

COVERED- BY- TA          PP 00 YR 00
REC- ACCT- TYPE- CODE          00
REC- ACCT- ACCT- NO

DEDUCTS- OTHER              .00
CSA- DEDUCT- TYPE- INDICATOR  0
CSA- DEDUCT- AMT- PP          .00
CSA- DEDUCT- PERCENT- PP      .00
CSA- DEDUCT- NTE- AMT- PP     .00
CSA- ARREARS- DEDUCT- IND      0
CSA- ARREARS- DEDUCT- AMT- PP  .00
CSA- ARREARS- DEDUCT- PCT- PP  .00
CSA- ARREARS- DEDUCT- NTE- PP  .00
CSA- COURT- COST- AMT- PP     .00
CSA- MAXIMUM- PERCENT         .00
```

**Figure 27. PQ052, PACS Child Support & Alimony Screen**

This program is used to research child support and alimony inquiries.

Data displayed on this program was entered through PRES Program DP195, Child Care or Alimony Deduction.

## PACS Health (PQ053)

PACS Health (**Figure 28**) is Pgm No. 53 on the PQ Menu (**Figure 10**). This program is used to research health benefits inquiries.

```

PQ053  000000000  00 00          PACS HEALTH          02/03/98  PF02=HINQ
                                           HIST NO. 0000  RCD NO. 0000
                                           9999

COVERED- BY- TA          PP 00 YR 00
HB- PLAN- CODE
HB- OPTION- CODE          0
HB- COVERAGE- CODE
HB- CHANGE- CODE
HB- ADJUST- FLAG
HB- DEDUCTION- INDICATOR
HB- BENEFIT- TYPE          0
HB- ACTION- CODE          000
HB- ACTION- SOURCE          0
HB- DATE- EFFECTIVE      00 00 00
HB- DEDUCTS- HEALTH- BEN  .00
HB- CONTRIB- HEALTH- BEN  .00
HB- TAX- DEFERRED- CODE

HB- DEDUCTS- YTD- NON- DEF  .00
HB- DEDUCTS- YTD- DEF      .00
HB- ENROLLMENT- FUTURE- USE

HB- CONTROL- NUMBER
    
```

**Figure 28. PQ053, PACS Health Screen**

Data displayed on this program was entered through PRES Program DP101, Non-Federal Health Benefits Form, DP180, Health Benefits Registration Form and DP181, Change in Health Benefits Enrollment.

## PACS Life Insurance (PQ054)

PACS Life Insurance (**Figure 29**) is Pgm No. 54 on the PQ Menu (**Figure 10**). This program is used to research life insurance inquiries.

```

PQ054  000000000  00 00          PACS LIFE INSURANCE      02/03/98  PF02=HINQ
                                           HIST NO. 0000  RCD NO. 0000
                                           9999

    COVERED-BY-TA  PP 00 YR 00
LI-PLAN-CODE          LI-PLAN-TYPE          0  LI-DED-LIFE-INS          .00
LI-COVERAGE-CODE      LI-ADJUST-FLAG          0  LI-DED-OPTION-1        .00
LI-BASIC-COST-ALTER   LI-BENEFIT-TYPE         0  LI-DED-OPTION-2        .00
LI-COV-AMT-FURNISH    LI-AGE-BRACKET-CD       0  LI-DED-OPTION-3        .00
LI-LI-OPTION-1-FACTOR LI-COVERAGE-AMT         0000  LI-CONTRIB-LI-INS      .00
LI-OPTION-2-FACTOR    LI-ACTION-CODE          0  LI-TAXABLE-COST        .00
LI-OPTION-3-FACTOR    LI-DATE-EFF            00 00 00  LI-BASIC-RT-DETERMINANT 0
    
```

**Figure 29. PQ054, PACS Life Insurance Screen**

Data displayed on this program was entered through PACT and PRES Program DP102, Non-Federal Life Insurance Form.



**Note:** The LI-Coverage-Amt field for Federal Wage System employees displays the basic life insurance coverage amount based on the shift recorded in the Regularly Scheduled Overtime field of the T&A.

## PACS Retirement (PQ055)

PACS Retirement (**Figure 30**) is Pgm No. 55 on the PQ Menu (**Figure 10**). This program is used to research retirement inquiries.

PQ055	000000000	00	00	PACS RETIREMENT	02/03/98	PF02=HINQ
					HIST NO 0000	RCD NO 0000
						9999
	PAY PERIOD NUMBER	INVALID				
	COVERED-BY-TA		PP 00	YR 00		
	RT-PLAN-CODE					
	RT-COVERAGE-CODE					
	RT-DEDUCTS-OASDI-LIMIT					
	RT-BENEFIT-TYPE				0	
	RT-DEDUCTION-TYPE				0	
	RT-DEDUCTS-AFTER-OASDI				.0000	
	RT-ACTION-CODE				0	
	RT-DATE-EFFECTIVE		00	00 00		
	RT-DEDUCT-FACTOR-NON-DEF				.0000	
	RT-DEDUCT-FACTOR-DEF				.0000	
	RT-DEDUCTION-YTD-NON-DEF				.00	
	RT-DEDUCTION-YTD-DEF				.00	
	RT-DEDUCTS-RETIRE-NON-DEF				.00	
	RT-DEDUCTS-RETIRE-DEF				.00	
	RT-DATE-DEDUCTS-BEGAN		00	00 00		
	RT-YTD-RET-EARNINGS				.00	
	RT-YTD-RET-CONTRIBUTIONS				.00	
	RT-CONTRIB-RETIREMENT				.00	

**Figure 30. PQ055, PACS Retirement Screen**

Data displayed on this program was entered through PACT and PRES Program DP102, Non-Federal Life Insurance Form.

This program allows for two types of retirement plans. The first plan displays information for the first record. Press **[Enter]** to see an additional record.

## PACS Thrift Savings (PQ056)

PACS Thrift Savings (**Figure 31**) is Pgm No. 56 on the PQ Menu (**Figure 10**). This program is used to research Thrift Savings Plan inquiries.

```

PQ056 000000000 90 01 98 PACS THRIFT SAVINGS 02/04/98 PF02=HINQ
                                HIST NO 0001 RCD NO 0001
HIT ENTER- KEY FOR MORE PACS- THRIFT- SAV RECORDS

COVERED- BY- TA          PP 01 YR 98
TS-PLAN-CODE              01
TS-COVERAGE-CODE
TS-DEDUCTS-OASDI-LIMIT      N
TS-BENEFIT-TYPE            1
TS-DEDUCT-FACTOR-NON-DEF    .0000
TS-DEDUCT-FACTOR-DEF        .1000
TS-DEDUCTION-TYPE          1
TS-DEDUCTS-AFTER-OASDI     .0000
TS-ACTION-CODE             4
TS-DATE-EFFECTIVE          01 04 98
TS-DEDUCTION-YTD-NON-DEF    .00
TS-DEDUCTION-YTD-DEF        99.92

TS-DEDUCTS-T-S-NON-DEF     .00
TS-DEDUCTS-T-S-DEF         99.92
TS-DATE-DEDUCTS-BEGAN      01 04 98
TS-YTD-THRIFT-EARNINGS     999.20
TS-CONTRIBUTIONS-YTD       49.96
TS-CONTRIB-THRIFT-SAV      49.96
    
```

**Figure 31. PQ056, PACS Thrift Savings Screen**

Data displayed on this program was entered through PRES Program DP104, Non-Federal Thrift Savings Plan Form.

This program allows for 2 thrift savings plan records. To view additional records, press **[Enter]**.

## PACS Above Earnings (PQ061)

PACS Above Earnings (**Figure 32**) is Pgm No. 61 on the PQ Menu (**Figure 10**).

```

PQ061 000000000 00 00 PACS ABOVE EARNINGS 02/03/98 PF02=HINQ
                                HIST NO. 0000 RCD NO. 0000
                                9999
PAY PERIOD NUMBER INVALID

COVERED-BY-TA          PP 00 YR 00
TRANSACTION-PREFIX-TA  00
PAY-TRANSACTION-CODE   00
TRANSACTION-SUFFIX-TA  0
TRANSACTION-RATE        .00
TRANSACTION-HRS-WEEK-1 .00
TRANSACTION-AMT-WEEK-1 .00
TRANSACTION-HRS-WEEK-2 .00
TRANSACTION-AMT-WEEK-2 .00

TRANSACTION-MEALS-NUMBER 00
TRANSACTION-MEALS-AMOUNT .00
TRANSACTION-FLAG         0
TRANSACTION-DIFF-PERCENT 00
ACCTG-DIST-FISCAL-YR-CODE
ACCTG-DIST-APPN-CODE
ACCTG-DIST-SUB-LEVEL-CODES
    
```

**Figure 32. PQ061, PACS Above Earnings Screen**

This program used to research employees who exceed the earnings limitation (equivalent to Executive Schedule Level I).



This program displays the time worked (transaction code, hours, amount, etc.) that was reduced to prevent the employee from exceeding the earnings limitation.

**Note:** Compensatory time worked is reduced first by the system when the employee exceeds the earnings limitation. Use PQ046 to view the transaction code, hours, and amount actually paid; use PQ024 to view the compensatory time reported as worked.

## PACS TSP Collection (PQ062)

PACS TSP Collection (**Figure 33**) is Pgm No. 62 on the PQ Menu (**Figure 10**). This program is used to research automated adjustments to Thrift Savings Plan accounts.

PQ062	000000000	00 00	PACS TSP COLLECTION	02/03/98	PF02=HINQ
				HIST NO. 0000	RCD NO. 0000
			PAY PERIOD NUMBER INVALID		9999
COVERED-BY-TA	PP 00	YR 00			
REC-ACCT-TYPE-CODE		00			
TS-PLAN-CODE					
TS-BENEFIT-TYPE		0			
TS-DEDUCTS-T-S-NON-DEF		.00			
TS-DEDUCTS-T-S-DEF		.00			
TS-DEDUCT-FLAG					
TS-NO-PAY-PERIODS		000			
TS-BASE-PAY	(IN)	.00	(OUT)	.00	
TS-TOTAL-DEDUCTS	(IN)	.00	(OUT)	.00	
TS-DEDUCTION-TYPE	(IN)	0	(OUT)	0	
TS-FACTOR-NON-DEF	(IN)	.0000	(OUT)	.0000	
TS-FACTOR-DEF	(IN)	.0000	(OUT)	.0000	
TS-PAY-PERIOD-YR	(IN)	00	(OUT)	00	
TS-PAY-PERIOD-NO	(IN)	00	(OUT)	00	
TS-COLL-CONTRIB	(IN)	.00	(OUT)	.00	

**Figure 33. PQ062, PACS TSP Collection Screen**

Data displayed on this program was entered by NFC.

When a TSP collection record is established from a manual adjustment, this program displays the data processed from the adjustment. The In/Out columns reflect an adjustment to the TSP base pay, deduction amounts, factor, and effective pay period and year of the adjustment, etc.

## PACS State Tax (PQ064)

PACS State Tax (**Figure 34**) is Pgm No. 64 on the PQ Menu (**Figure 10**). This program is used to research state tax inquiries.

```

PQ064  000000000  00 00  PACS STATE TAX                02/03/98  PF02=HINQ
                                                HIST NO. 0000 RCD NO. 0000
                                                9999

COVERED-BY-TA      PP      00 YR 00
STATE-TAX-WH-STATE-CODE
STATE-TAX-NO-EXEMPTIONS
STATE-TAX-STATUS-DUTY-STA              0
STATE-TAX-EXTRA-EXEMPTION              00
STATE-TAX-DOC-PROC-YR                  00
STATE-TAX-DOC-PROC-PP                  00
STATE-TAX-EXTRA-DEDUCTIONS             .00
DEDUCTS-TAX-STATE                       .00
STATE-TAX-PERS-EXEMPTIONS              0
STATE-TAX-PRIVATE-CODE                 0
SUFFIX-CODE
    
```

**Figure 34. PQ064, PACS State Tax Screen**

Data displayed on this program through PRES Program DP140, State Income Tax Certificate.

### PACS City Tax (PQ075)

PACS City Tax (**Figure 35**) is Pgm No. 75 on the PQ Menu (**Figure 10**). This program is used to research city tax inquiries.

```

PQ075  000000000  00 00  PACS CITY TAX                02/03/98  PF02=HINQ
                                                HIST NO 0000 RCD NO. 0000
                                                9999

COVERED-BY-TA      PP 00 YR 00
PACS-CITY-TAX-NO-EXEMPTIONS
PACS-CITY-TAX-EXTRA-DEDUCTIONS         .00
PACS-CITY-TAX-STATUS                    0
PACS-CITY-TAX-STATE-CODE                 00
PACS-CITY-TAX-CITY-CODE                  0000
PACS-CITY-TAX-DEDUCTS-TAX               .00
PACS-CITY-TAX-INDICATION                 0
PACS-CITY-TAX-PERCENT                   .00
PACS-CITY-TAX-YTD                       .00
PACS-CITY-TAX-TRANS-CODE
    
```

**Figure 35. PQ075, PACS City Tax Screen**

Data displayed on this program was entered through PRES Program DP150, City Income Tax Certificate.



## PACS Flexfund Benefits (PQ080)

PACS Flexfund Benefits (**Figure 36**) is Pgm No. 80 on the PQ Menu (**Figure 10**). This program is used to research Flexfund Flexible Spending Account Program inquiries and displays data for employees participating in the Flexfund Spending Account Program.

Data displayed on this program was entered through PRES Program DP185, Flexfund Flexible Spending Account.

PQ080	000000000	00 00	PACS FLEXFUND BENEFITS	02/03/98	PF02=HINQ
				HIST NO. 0000	RCD NO. 0000
					9999
	COVERED-BY- TA	PP 00 YR 00			
	PACS-TYPE-EXTENSION				00
	PACS-FLEXFUND-PLAN-CODE				
	PACS-FLEXFUND-OPTION-CODE				
	PACS-FLEXFUND-TRANS-CODE				
	PACS-FLEXFUND-TOTAL-AMOUNT				.00
	PACS-DATE-FLEXFUND-EFF	00 00 00			
	PACS-FLEXFUND-AMOUNT				.00
	PACS-FLEXFUND-TAX-DEFER-CODE				
	PACS-FLEXFUND-BALANCE				.00
	PACS-FLEXFUND-BENEFIT-TYPE				0
	PACS-FLEXFUND-NO-PP-DEDUCTED				00

Figure 36. PQ080, PACS Flexfund Benefits Screen

## PACS County Tax (PQ082)

PACS County Tax (**Figure 37**) is Pgm No. 82 on the PQ Menu (**Figure 10**). This program is used to research county tax inquiries.

PQ082	000000000	00 00	PACS COUNTY TAX	02/03/98	PF02=HINQ
				HIST NO. 0000	RCD NO. 0000
					9999
	COVERED-BY-TA	PP 00 YR 00			
	PACS-CNTY-TAX-NO-EXEMPTIONS				
	PACS-CNTY-TAX-EXTRA-DEDUCTIONS				.00
	PACS-CNTY-TAX-STATUS				0
	PACS-CNTY-TAX-STATE-CODE				00
	PACS-CNTY-TAX-CNTY-CODE				0000
	PACS-CNTY-TAX-DEDUCTS-TAX				.00
	PACS-CNTY-TAX-INDICATION				0
	PACS-CNTY-TAX-PERCENT				.00
	PACS-CNTY-TAX-YTD				.00
	PACS-CNTY-TAX-TRANS-CODE				

Figure 37. PQ082, PACS County Tax Screen

The current pay period plus 25 previous pay periods of transaction processing is displayed.

Data displayed on this program was entered through PRES Program DP151, County Income Tax Certificate.

## PACS Financial Allotment (PQ083)

PACS Financial Allotment is Pgm No. 83 (**Figure 38**) on the PQ Menu (**Figure 10**). This program is used to display up to twenty financial allotments for an employee.

Data displayed on this program was entered through PRES Program DP095, DD/EFT For Financial Allotment.

PQ083	000000000	00	PACS FINANCIAL ALLOTMENT	04/16/02	HIST NO. 0000
			9999		
			FINANCIAL ALLOTMENT	0000	
			FIN-ORG-ALLOT-T-C		00
			FIN-ORG-ALLOT-AMT		.00
			FIN-ORG-ALLOT-DO		0
			FIN-ORG-ALLOT-TYPE-ACCT		
			FIN-ORG-ALLOT-ACCT-EFT		
			FIN-ORG-ALLOT-RTE-NO		000000000

**Figure 38. PQ083, PACS Financial Allotment**



## Appendix

This section presents the PINQ Data Elements.

## PINQ Data Elements

**1st-Week-Hours.** The number of hours worked (and paid leave taken) for the first week of the pay period. (PQ032/1)

**2nd-Week-Hours.** The number of hours worked (and paid leave taken) for the second week of the pay period. (PQ032/1)

**45-Day-Code.** The code that identifies eligibility for certain overseas employees to carry forward from one leave year to another a maximum annual leave accumulation of 45 days. Code N indicates ineligible; Code Y indicates eligible. (PQ049/1) (**45 Day Carryover Code, IR136**)

**A/L-45-Day .** The annual leave hours accumulated by an employee who is being transferred back to the U.S. from a foreign post when the number of hours exceed the prior year carryover. The hours should not exceed 360 unless the annual leave prior year carryover exceeds 360 hours. When the balance exists, it is used in Pay Period 1 to determine the employee's leave ceiling and is then zeroed out. (PQ049/1) (**45 Day Carryover Hours, IR136**)

**A/L-Carryover.** The hours of annual leave carried forward from one leave year to the next. This balance is also the leave ceiling for those employees who are entitled to carry forward more than the current limitation of 240 hours. The balance is changed only once, that is at the beginning of the first pay period of the leave year and is dependent on the employee's leave ceiling and annual leave balance as of the last pay period in the preceding leave year. (PQ049/1)

**A/L-Curr-Bal .** The hours of annual leave to the credit of the employee as of the current pay period of the current leave year. The current balance will be adjusted as of the beginning of the first pay period of the leave year if the balance is in excess of the number of hours to which the employee is entitled to carryover from one leave year to the next. (PQ049/1) (**Current Balance, IR136**)

**Accession-Nat-Act-Code .** The nature of action code under which the employee was hired. (PQ025/1) (**Accession NOA Code, IR123/1**)

**Accounting-Data-Use-Code .** The code that indicates whether to use T&A accounting or database accounting. Code 0 indicates accounting data on the T&A; Code 1 indicates accounting data to replace the database; Code 2 indicates use the database. For lump sum, compensatory time and cash award use, Code 0 indicates accounting data on document; Code 1 indicates use the database. (PQ022/2, PQ023/1)

**Accounting-Station .** The code that identifies the accounting office to which the employee's salary and related expenses are to be reported for the maintenance of accounting and budgetary records and reports. (PQ046/1)

**Accounting-Station-Cd.** See Accounting-Station.

**Accounting-Station-Code .** See Accounting-Station.

**Acctg-Data-Use-Code.** See Accounting-Data-Use-Code.

**Acctg-Dist-Appn-Cd.** The appropriation to which the expenses are to be charged. (PQ025/1, PQ046/1, PQ061/1) (**Accounting Distribution Appn Code, IR134, IR142**)

**Acctg-Dist-Appn-Code.** See Acctg-Dist-Appn-Cd.

**Acctg-Dist-Fisc-Yr-Cd.** The first position of the accounting distribution which represents the fiscal year. (PQ025/1, PQ046/1, PQ061/1) (**Accounting Distribution FY, IR134, IR142**)

**Acctg-Dist-Fiscal-Yr-Code.** See Acctg-Dist-Fisc-Yr-Cd.

**Acctg-Dist-Flag.** The code that indicates an invalid accounting code has been accepted and must be corrected. Code 0 indicates no error; Code 1 indicates an error exists; Code 6 indicates force accepted; Code 7 indicates release, MASC not updated. (PQ025/1, PQ046/1)

**Acctg-Dist-FY .** See Acctg-Dist-Fisc-Yr-Cd.

**Acctg-Dist-Sub-Lev-Cd.** The accounting levels to which the expenses are to be charged. (PQ025/1, PQ046/1, PQ061/1) (**Sub Level Code, IR134**) (**Accounting Distribution Sub Lev, IR142**) (**Sub Lev, IR103**)

**Acctg-Dist-Sub-Level-Codes.** See Acctg-Dist-Sub-Lev-Cd.

**Acctg-Station-Code.** The code that identifies the accounting office to which the employee's salary and related expenses are to be reported for the maintenance of accounting and budgetary records and reports. (PQ022/2)

**Action-Code.** The code that identifies the type of action being processed. The action will be audited based on the type of action it represents. Code 1 indicates an accession action; Code 2 indicates an official change action; Code 3 indicates a separation action; Code 4 indicates an unofficial action initiated by NFC only; Code 6 indicates an updating (unofficial) action; Code 7 indicates a change action initiated by NFC. (PQ027/1)

**ADJP-Date-Flexfund-Eff .** The date the Flexfund Flexible Spending Account became effective. (PQ080/1)

**ADJP-Flexfund-Amount .** The amount deducted for the Flexfund Flexible Spending Account. (PQ080)

**ADJP-Flexfund-Balance .** The amount remaining in the Flexfund Flexible Spending Account. (PQ080/1)

**ADJP-Flexfund-Benefit-Type.** The code that differentiates between Governmentwide and non-Governmentwide plans. Code 1 indicates Governmentwide; Code 2 indicates non-Governmentwide. (PQ080/1)

**ADJP-Flexfund-No-PP-Deducted .** The number of pay periods the Flexfund amount has been deducted in a tax year. (PQ080/1)

**ADJP-Flexfund-Option-Code .** The code that identifies options within the Flexfund Flexible Spending Account. This code is assigned by NFC. (PQ080/1)

**ADJP-Flexfund-Plan-Code .** The code that identifies the Flexfund Spending Account. This code is assigned by NFC. Code 48 indicates DCA; Code 49 indicates HCA. (PQ080/1)

**ADJP-Flexfund-Tax-Defer-Code** . The code that determines if the Flexfund Flexible Spending Account is tax deferred. Code Y indicates tax deferred; Code N indicates not tax deferred. (PQ080/1)

**ADJP-Flexfund-Total-Amount** . The total amount in the Flexfund Flexible Spending Account. (PQ080/1)

**ADJP-Flexfund-Trans-Code** . The code that denotes the type of action that is being processed. Code 1 indicates new enrollment; Code 2 indicates change; Code 3 indicates cancellation. (PQ080/1)

**Adjustment-Code** . The code that indicates the type of adjustment processed (i.e., live or updating). Code 0 indicates computed pay/adjustment; Code 1 indicates pay and update year-to-date; Code 2 indicates pay and update year-to-date (update pay period number); Code 3 indicates update year-to-date; Code 4 indicates update year-to-date (update pay period number); Code 5 indicates no update; Code 6 indicates update pay period number only. (PQ022/1)

**Administrative-Lv-Use-PP** . The number of hours of administrative leave used during the pay period as shown under Transaction Code 66 on the T&A. (PQ024/1)

**Adv-Deduct-Amt** . The actual amount of money deducted for the outstanding travel advance. (PQ022/1, PQ032/1, PQ047)

**Advance**. See Adv-Deduct-Amt.

**Advance-Leave-Auth-Code** . The code entered when leave is advanced and continues to be entered for as long as there is a credit balance in the leave column. Code 0 indicates no advance leave; Code 1 indicates advanced annual leave; Code 2 indicates advanced sick leave; Code 3 indicates advanced annual and sick leave. (PQ023/1)

**Ag**. The code assigned to identify agencies within the USDA system. (PQ027/1, PQ032/1, PQ034/2) (**Agency Code, IR122**) (**Agcy, IR125**)

**Ag-Code** . See Ag.

**Agcy**. See Ag.

**Agcy-Cd**. See Ag.

**Agency**. See Ag.

**Allowance-Qtrs-Rate** . The code that indicates the basis of the quarters allowance amount. Code 1 indicates per day deduction tax exempt; Code 2 indicates per day deduction not tax exempt; Code 3 indicates per pay period deduction tax exempt; Code 4 indicates per pay period deduction not tax exempt. (PQ022/1)

**Allowance-Quarters-Rate**. See Allowance-Qtrs-Rate.

**Alternate-Work-Sch**. The code that indicates if an employee is on an alternate work schedule. An alternate work schedule is one where the daily scheduled tour of duty generally, is more than 8 hours per day thereby providing for more time away from the employee's

official duty station, (i.e., four-10 hour days per week). Code 0 indicates not under an alternate work schedule; Code 3 indicates four-10 hour days per week; Code 5 indicates nine work days per pay period (5/4/9); Code 7 indicates variable workday (i.e., flexi-tour, gliding work schedule, variable day); Code 8 indicates maxiflex, variable week; Code 9 indicates reset - returned to regular work schedule. (PQ022/1, PQ023/1, PQ032/1)

**Alternate-Work-Schd.** See Alternate-Work-Sch.

**Alternate-Work-Schedule** . See Alternate-Work-Sch.

**Amount-Per-PP** . The amount of money deducted from the employee's salary for union dues or charitable contribution. (PQ032/1, PQ047) (**Charitable Contribution Amount PP, IR111**)

**Ann-45-Day-Code** . See 45-Day-Code.

**Ann-Lv-Accrual-YTD** . The employee's annual leave accruals during the current year. (PQ049/1) (**Accruals YTD, IR136**)

**Ann-Share-Pro**. The extension prorated amount of annuitant share of salary. (PQ046/1)

**Annl-Accruals-YTD** . The employee's annual leave accruals through the current pay period. (PQ049/1) (**Accrual YTD, IR133**)

**Annl-Category** . The annual leave earning status. If the employee is eligible to earn annual leave, the code represents the appropriate earning category. Code 0 indicates ineligible to earn annual leave; Code 4 indicates earning 4 hours of annual leave per pay period; Code 6 indicates earning 6 hours of annual leave per pay period; Code 8 indicates earning 8 hours of annual leave per pay period. (PQ049/1) (**Annual Leave Category, IR136**)

**Annl-Error**. The code that indicates an error exists between the database and the T&A. Each pay period the annual leave balance is verified with the balance on the T&A Report. As differences occur, the employee's record is annotated to indicate an error exists. When the difference first occurs, a message is printed indicating a new error. Once the difference exists for two or more pay periods, subsequent messages indicate that it is now a prior pay period error. Code 0 indicates no error; Code 1 indicates a balance error; Code 2 indicates a crossfoot error; Code 3 indicates a balance and crossfoot error. (PQ049/1) (**Annual Leave Error, IR136**)

**Annl-Used-YTD** . A summary of hours of annual leave used during the current leave year. Each pay period the usage is updated by the number of hours of annual leave recorded on the Time and Attendance Report (Transaction Code 61). Reset to zero at the beginning of the first pay period of the leave year. (PQ049/1)

**Annual-Leave-Accrual-T A**. The number of hours earned in a pay period (determined by the leave category). (PQ023/1, PQ049/1)

**Annual-Leave-Accruals-YTD**. See Annl-Accruals-YTD.

**Annual-Leave-Category** . See Annl-Category.

**Annual-Leave-Error-Code** . See Annl-Error.

**Annual-Leave-Used-T A.** The number of annual leave hours used in a pay period. (PQ023/1)

**Annual-Leave-Used-YTD** . See Annl-Used-YTD.

**Annual-Lv-45-Day-Carryover** . The annual leave hours accumulated by an employee who is being transferred back to the U. S. from a foreign post when the number of hours exceed the prior year carryover. The hours should not exceed 360 hours unless the annual leave prior year carryover exceeds 360 hours. When the balance exists, it is used in Pay Period 1 to determine the employee leave ceiling and is then zeroed out. (PQ049/1)

**Annual-Lv-Accrual-Reductn** . A summary of hours of annual leave accruals that have been reduced from the employee's annual leave balance as a result of absence without pay. When the number of hours of nonpay status during the leave year equals the number of base pay hours in a pay period, the annual leave accruals are reduced by the employee's leave category. For leave category 6 employees, the deduction if it occurs in the last full pay period of the calendar year, is 6 hours instead of 10, however an employee does not earn leave if in nonpay status, and the nonpay status reaches 80 hours or an increment of 80 hours during the last full pay period of the calendar year. Reset to zero at the beginning of the first pay period of the leave year. (PQ049/1) (**Accrual Reduction, IR136**)

**Annual-Lv-Accrued-SES** . The number of annual leave hours earned year-to-date for a senior executive employee. (PQ049/1)

**Annual-Lv-Cur-Bal-Start-PP** . The current annual leave balance at the beginning of the pay period. (PQ049/1)

**Annual-Lv-PT-Carryover-Hrs** . Part-time employees with a regularly assigned tour of duty accrue annual leave on the basis of the number of base hours in a pay status. Those hours of service in a pay status which do not equal the number necessary to credit one hour of annual leave are carried forward from one pay period to the next. (PQ023/1, PQ049/1) (**Part-Time Carryover Hours, IR136**)

**Annuitant Share Amount.** This is the amount of a reemployed annuitant's salary paid as an annuity by the Civil Service Retirement Fund. (**IR102/2**)

**Appn-Cd.** See Acctg-Dist-Appn-Cd.

**Appnt-Days-Bal** . The number of days an employee has at the end of each pay period to work under the appointment. This field is updated at the end of each pay period as the T&A applies. (PQ048/1)

**Appnt-Dolr-Bal** . The monetary amount an employee has at the end of each pay period to work under the appointment. This field is updated at the end of each pay period as the T&A applies. (PQ048/1)

**Appnt-Hours-Bal** . The number of hours an employee has at the end of each pay period to work under the appointment. This field is updated at the end of each pay period as the T&A applies. (PQ048/1)

**Appnt-Limit-Days-Balance** . See Appnt-Days-Bal.

**Appnt-Limit-Days-T otal.** The day limitation balance for the appointment. (PQ048/1) (**Appointment Days, IR102/2**)

**Appnt-Limit-Dolr-Bal** . See Appnt-Dolr-Bal.

**Appnt-Limit-Dolr-Balance** . See Appnt-Dolr-Bal.

**Appnt-Limit-Dolr-T otal**. The monetary limitation starting balance for the appointment. (PQ048/1) (**Appointment Dollar, IR102/2**)

**Appnt-Limit-Excess-Earned** . The amount earned that exceeds the monetary limitation balance. (PQ048/1)

**Appnt-Limit-Hours-Balance** . See Appnt-Hours-Bal.

**Appnt-Limit-Hours-T otal**. The hour limitation starting balance for the appointment. (PQ048/1) (**Appointment Hours, IR102/2**)

**Appnt-Limit-Hrs-T** . See Appnt-Limit-Hours-Total.

**Appointment-Limit-Code** . The code that identifies whether or not the employee's appointment is subject to limitations of one kind or another. This code is utilized by the computer in its routine which audits the completeness and accuracy of data with respect to those appointments with limitations. This code is one of the controlling factors for reporting employees on the notification of expiration of appointment limitations. Code 0 indicates no service year or appointment NTE date limitation; Code 2 indicates a service year limitation with or without an appointment NTE date limitation. (PQ048/1)

**Appointment-Limit-Days-T otal**. See Appnt-Limit-Days-Total.

**Appointment-Limit-Dollar-Balance** . See Appnt-Dolr-Bal.

**Appointment-Limit-Dollar-T otal**. See Appnt-Limit-Dolr-Total.

**Appointment-Limit-Dolr-Balance**. See Appnt-Limit-Dolr-Bal.

**Appointment-Limit-Dolr-T otal**. See Appnt-Limit-Dolr-Total.

**Appointment-Limit-Hours-Balance** . See Appnt-Hours-Bal.

**Appointment-Limit-Hours-T otal**. See Appnt-Limit-Hours-Total.

**Appt-Limit-Code** . See Appointment-Limit-Code.

**Appt-Limit-Days-B** . See Appnt-Days-Bal.

**Appt-Limit-Days-T** . See Appnt-Limit-Days-Total.

**Appt-Limit-Dol-B**. See Appnt-Dolr-Bal.

**Appt-Limit-Dol-T** . See Appnt-Limit-Dolr-Total.

**Appt-Limit-Hrs-B** . See Appnt-Hours-Bal.

**Appt-Limit-Hrs-T** . See Appnt-Limit-Hours-Total.

**Appt-NTE-Date** . The date the employee's appointment will expire. (PQ048/1)

**AUO-Change-Code** . The code that identifies a Standby AUO change. Code 0 indicates not applicable; Code 1 indicates covered; Code 2 indicates change; Code 3 indicates out. (PQ048/1) **(IR102/2)**

**AUO-Standby-Hrs-Wk-1** . The scheduled standby hours for Week 1 of the pay period. Employees entitled to premium compensation on an annual basis for such hours. (PQ023/1) **(AUO Standby Hours Week (1), IR102/2)**

**AUO-Standby-Hrs-Wk-2** . The scheduled standby hours for Week 2 of the pay period. Employees entitled to premium compensation on an annual basis for such hours. (PQ023/1)

**AUO-Standby-Per cent.** The differential percent for employees entitled to premium compensation on an annual basis for standby or overtime duty. This field is made up of a 2-position percentage and a 1-position fraction. (PQ022/2, PQ023/1) **(IR102/2)**

**AWOL-Used-T A.** The number of hours unapproved absence this pay period. (PQ024/1)

**AWOP-Toward-Cred.** A summary of hours of absence without pay (LWOP, AWOL, suspension) that occur during the leave year. Whenever the absence equals the number of base hours in a pay period (80), the employee's accruals for annual and sick leave are reduced and this counter is reduced by the number of base hours. Any hours remaining at the end of the leave year that are less than the number of base hours are dropped. (PQ024/1) **(Toward Leave Credits, IR140)**

**AWOP-Toward-Lv-Credits.** See AWOP-Toward-Cred.

**Bal-Rel-Obser-Start-PP** . An employee's religious observance balance at the start of a pay period process. (PQ049/1)

**Bargain-Unit-Status** . The code that indicates whether an employee is eligible for coverage by a bargaining unit and if covered, the specific bargaining unit. Code 7777 indicates eligible but not in a bargaining unit; Code 8888 indicates ineligible for inclusion in a bargaining unit; last four digits of the OLMR number indicates representation by a bargaining unit. (PQ022/2) **(Bargaining Unit Status, IR122)**

**Bargaining-Unit-Stat** . See Bargain-Unit-Status.

**Base-Cont-Sal.** The amount of an employee's salary stated as an annual, monthly, daily, or hourly amount as indicated by the salary rate code. (PQ022/1, PQ032/1) **(Base/Schedule Pay, IR122) (Base Contract Salary, IR145)**

**Base-Pay-YTD** . The amount of base pay accumulated for the calendar year. (PQ022/1)

**Base-Salary.** See Base-Cont-Sal.

**Batch-No-T A.** A number assigned to the last T&A. (PQ022/2, PQ023/1)

**Bill-Number.** A unique identifier of a receivable. (PQ051/1)

**Block/Batch.** The block number assigned to a T&A document. (PQ022/2, PQ023/1, PQ032/1)

**Block-No-T A.** See Block/Batch.

**Bond.** The amount of money deducted each pay period from the employee's pay for each bond authorization. (PQ032/1, PQ050/1) (**Bond Deduction Amount, IR108/1**)

**Bond-Authorization-Number .** A number assigned for each bond deduction authorized by the employee. (PQ050/1) (**IR108/1/2/3**)

**Bond-Carryover-Amount .** The amount remaining in the bond account to be applied to the next purchase of a bond. (PQ050/1) (**IR108/1**)

**Bond-Cary-Refund .** The amount remaining in the bond account that cannot be applied to the purchase of a bond and is refunded to the employee. (PQ022/1)

**Bond-Change-Indicator .** The code that indicates whether or not a bond authorization was changed or cancelled. Code 0 indicates not applicable; Code 1 indicates new; Code 2 indicates change inscription; Code 3 indicates increase deduction; Code 4 indicates decrease deduction; Code 5 indicates cancel; Code 6 indicates cancel due to separation; Code 7 indicates cancelled, one more deduction to be made; Code 8 indicates cancelled due to separation with one more deduction to be made. (PQ050/1) (**IR108/1**)

**Bond-Deduction-Amount .** See Bond.

**Bond-Denomination .** The face value of the bond. (PQ050/1) (**Bond Denomination Amount, IR108/1**)

**Bond-No-Issued-This-PP .** The total number of bonds issued for each authorization during the current pay period. (PQ050/1)

**Bond-Pr evious-Carryover-Amt .** The amount in the bond account carried from the last pay period. (PQ050/1)

**Bond-T ot-Ded .** The total amount of money deducted during the pay period for all bond authorizations. (PQ022/1) (**Bond Total Deduction, IR108/1**)

**Bond-T otal-Deductions .** See Bond-Tot-Ded.

**BUS.** See Bargain-Unit-Status.

**Cash-A ward-Acc-Sta-Ch.** The accounting station charged for the cash award. (PQ022/2) (**Acct Station Charged, IR142**)

**Cash-A ward-Ag-Charged .** The agency charged for the cash award. (PQ022/2) (**Agency Charged, IR142**)

**Cash-A ward-Agcy-Charged.** See Cash-Award-Ag-Charged.

**Certificate Name.** The name of the professional certification received. (**IR130**)

**Certificate State.** The state that the certification took place. (**IR130**)

**Certificate Year.** The year that the employee became certified. (**IR130**)

**Char-Camp-Ar ea-Amt-PP .** See Amount-Per-PP.

**Char-Camp-Ar ea-City-Cd .** The GSA city code for the city in which the charitable contribution campaign area is located. (PQ047) (**Chair Contrib City Cd, IR111**)

**Char-Camp-Area-State-Cd** . The GSA state code for the state in which the charitable contribution campaign area is located. (PQ047) (**Char Contrib State Code, IR111**)

**Char-Camp-Area-Type-Code** . The code that indicates the type of action to be taken with regard to the charitable contributions for the campaign area designated by the employee. Code 81 indicates revocation of charitable contributions; Code 82 indicates data change or correction to charitable contributions authorization; Code 83 indicates charitable contributions authorization; Code 84 indicates transfer out; Code 85 indicates transfer in; Code 87 indicates allotment revocation. (PQ047) (**Char Contrib Type Code, IR111**)

**Char-Cont** . See Amount-Per-PP.

**Char-Contrib-Amount-Per-PP** . See Amount-Per-PP.

**Char-Contrib-City-Code**. See Char-Camp-Area-City-Cd.

**Char-Contrib-State-Code** . See Char-Camp-Area-State-Cd.

**Char-Contrib-Type-Code** . See Char-Camp-Area-Type-Code.

**Check-Mail-Dist-Code** . The code that indicates how the check is to be delivered to the employee. Code 0 indicates not applicable; Code 1 indicates mail; Code 2 indicates designated agent; Code 3 indicates financial organization. (PQ022/1) (**Distribution Cd, IR124**)

**Check-Mail-DO-Code** . The code that indicates the disbursing office issuing the employee's check. Code 0 indicates not applicable; Code 1 indicates Birmingham; Code 2 indicates Chicago; Code 3 indicates Kansas City; Code 4 indicates Washington; Code 5 indicates San Francisco; Code 6 indicates Denver. (PQ022/1) (**Disbursing Office Cd, IR124**)

**Child/Sup-&-Alim**. The amount of money deducted each pay period from the employee's salary for child support and alimony. (PQ032/1, PQ052/1)

**Child-Support-&-Alimony-Arrears-Amount-PP** . The amount of arrears deduction to be made each pay period for child support and alimony. (PQ052/1)

**Child-Support-&-Alimony-Arrears-Indicator**. The code that indicates if the child support arrears deduction is to be a dollar or percentage deduction. Code 0 indicates bypass this deduction; Code 1 indicates recurring arrears dollar deduction; Code 2 indicates recurring arrears percentage deduction. (PQ052/1)

**Child-Support-&-Alimony-Arrears-NTE-PP** . A limit on the amount that may be deducted per pay period for child support/alimony arrears. (PQ052/1)

**Child-Support-&-Alimony-Arrears-Percent-PP**. The percent of arrears deduction to be made each pay period for child support and alimony. (PQ052/1)

**Child-Support-&-Alimony-Court-Cost-Amt-PP** . The amount to be deducted each pay period for court costs relating to child support and alimony. (PQ052/1)

**Child-Support-&-Alimony-Deduct-Amount-PP** . See Child/Sup-&-Alim.

**Child-Support-&-Alimony-Deduct-NTE-Amt-PP** . A limit on the amount to be deducted each pay period for child support and alimony. This limit applies when a percentage is used for deduction of child support and alimony. (PQ052/1)

**Child-Support-&-Alimony-Deduct-Per cent- PP** . A percentage of the employee's salary that is to be deducted each pay period for child support and alimony. (PQ052/1)

**Child-Support-&-Alimony-Deduct-T ype-Indicator** . The code that indicates if the child support arrears deduction is to be a dollar or percentage deduction. Code 0 indicates bypass this deduction; Code 1 indicates recurring arrears dollar deduction; Code 2 indicates recurring arrears percentage deduction. (PQ052/1)

**Child-Support-&-Alimony-Maximum-Per cent** . Used to calculate the maximum amount of deduction for child support and alimony per pay period. (PQ052/1)

**Circle-TA-End** . The ending date of the period covered by the T&A. (PQ023/1)

**Circle-TA-Start** . The starting date of the period covered by the T&A. (PQ023/1)

**Citizenship-Cd** . The code that identifies the citizenship status of the employee. Code 1 indicates U.S. Citizen; Code 8 indicates other. (PQ022/2) (**Citizenship Code, IR123/1**)

**Citizenship-Code** . See Citizenship-Cd.

**City-Cd** . The code that indicates the city for which city income taxes are applicable. (PQ032/1, PQ075/1) (**City Code/Name, IR106**) (**City, IR101**)

**City-Cd/Tx** . The geographical location city code and the amount of city income tax withheld. (PQ022/3, PQ032/1)

**City-Code** . See Char-Camp-Area-City-Cd.

**City-Tax-City-Code** . See City-Cd.

**City-Tax-Deducts-T ax** . The amount deducted from the employee's pay for city taxes during the period. (PQ032/1, PQ047, PQ075/1)

**City-Tax-Extra-Deduct** . An additional amount of money withheld for city income taxes at the request of the employee. (PQ047, PQ075/1) (**IR106**)

**City-Tax-Extra-Deductions** . See City-Tax-Extra-Deduct.

**City-Tax-Indication** . The code that indicates if a Form 150 has been received and if so, whether or not the employee is a resident or non-resident of the city for city income tax purposes. Code 1 indicates 150 resident; Code 2 indicates 150 non-resident; Code 3 indicates no 150 resident; Code 4 indicates no 150 non-resident. (PQ047, PQ075/1) (**IR106**)

**City-Tax-No-Exemptions** . The number of exemptions claimed by the employee for city income tax purposes. (PQ075/1) (**IR106**)

**City-Tax-Num-of-Exemptions** . See City-Tax-No-Exemptions.

**City-Tax-Per cent** . The percent of work performed outside of the duty station for city tax purposes. Used to reduce the amount of city tax calculated. (PQ047, PQ075/1) (**IR106**)

**City-Tax-State-Code** . The code of the state in which the city is located that city income taxes are applicable. (PQ047, PQ075/1) (**State Code/Name, IR106**)

**City-Tax-Status** . The code that indicates if withholding of city income tax is based on duty station or residence. Code 1 indicates duty station; Code 2 indicates residence; Code 3 indicates both duty station and residence; Code 4 indicates voluntary; Code 5 indicates exempt (duty station) voluntary (residence). (PQ047, PQ075/1) (**IR106**)

**City-Tax-T rans-Code**. The code that indicates the status of the tax record. Code A indicates active, Code I indicates inactive. (PQ075/1)

**City-Tax-YTD**. The amount of city tax withheld year-to-date. (PQ075/1) (**City Tax Deductions YTD, IR106**)

**Ck-Mail-Design-Agnt** . The code that designates the person in the employee's agency to whom the employee's check is mailed. (PQ022/1, PQ032/1)

**Ck-Mail-Dist-Code**. The code that indicates how the check is to be delivered to the employee. Code 0 indicates not applicable; Code 1 indicates mail; Code 2 indicates designated agent; Code 3 indicates financial organization. (PQ022/1)

**Cnty-Cd** . The code that indicates the county for which county income taxes are applicable. (PQ022/2, PQ082) (**County Tax County Code/Name, IR107**) (**County, IR101**)

**Comm-Use-Govt-Auto**. The computed amount charged for use of a government owned vehicle. (PQ022/2)

**Commissary**. The amount withheld for commissary deductions. (PQ032/1)

**Commute-Use-Govt-Auto-Amt** . The computed amount charged for use of government owned vehicle. (PQ022/2)

**Comp-Bal-Rel-Obs** . An employee's compensatory leave balance for religious observance. (PQ049/1) (**Balance Religious Obser, IR139**)

**Comp-Curr ent-Bal** . The current compensatory leave balance at the beginning of the pay period. (PQ049/1) (**Total Current Balance, IR139**)

**Comp-Earned-YTD** . The hours of compensatory leave earned through the current pay period. (PQ049/1) (**Earned YTD, IR139**)

**Comp-Err or**. The code that indicates there is a compensatory leave error. Each pay period the total compensatory leave balance is verified with the balance on the Time and Attendance Report. As differences occur, the employee's record is annotated to indicate an error exists. When the difference first occurs, a message is printed indicating a new error. Once the difference exists for two or more pay periods, subsequent messages indicate that it is now a prior pay period error. Code 0 indicates no error; Code 1 indicates balance error; Code 2 indicates crossfoot error; Code 3 indicates balance and crossfoot error. (PQ049/1) (**Error Code, IR139**)

**Comp-Leave-Err or-Code** . See Comp-Error.

**Comp-Lv-Bal-Rel-Obser** . See Comp-Bal-Rel-Obs.

**Comp-Lv-Cur-Bal-Start-PP** . See Comp-Current-Bal.

**Comp-Lv-Earned-Hours** . The hours of compensatory leave remaining to the credit of the employee that correspond to a specific rate of pay in effect at the time the leave is earned. (PQ024/1)

**Comp-Lv-Earned-YTD** . See Comp-Earned-YTD.

**Comp-Lv-Prior-Yr-Bal** . The number of compensatory leave hours which were carried over from the prior year. Used to pay prior year's compensatory leave. (PQ049/1) (**Prior Yr Balance, IR139**)

**Comp-Lv-Total-Current-Bal** . The hours of compensatory leave to the credit of the employee as of the current pay period of the current leave year. (PQ049/1) (**Total Current Bal, IR139**)

**Comp-Lv-Used-PP** . The number of hours of compensatory leave used during the pay period. (PQ024/1)

**Comp-Lv-Used-YTD** . The hours of compensatory leave used through the current pay period. (PQ049/1) (**Used YTD, IR139**)

**Comp-Prior-Yr-Bal** . See Comp-Lv-Prior-Yr-Bal.

**Compress-Wk** . See Alternate-Work-Sch.

**Coop-Annuity-Share-Cd** . The code that indicates the outside source which pays a portion or all salary of a cooperative employee or reemployed annuitant. Code 0 indicates not applicable; Code 1 indicates state cooperator; Code 2 indicates other type of cooperator; Code 3 indicates annuitant under Civil Service retirement; Code 4 indicates annuitant and state cooperator; Code 5 indicates annuitant and other type of cooperator. (PQ022/1)

**Coop-Annuity-Share-Code** . See Coop-Annuity-Share-Cd.

**Coop-Annuity-Share-Cd** . See Coop-Annuity-Share-Cd.

**Coop-Or-State-Share-of-Salary** . The portion of a cooperative type employee's salary which is being paid by the cooperator. (PQ022/1)

**Coop-St-Share-Sal** . See Coop-or-State-Share-of-Salary.

**Correction-Code-T A** . The code indicates correction or supplement to T&A submitted for prior or current pay period. Code 0 indicates none; Code 1 indicates correction; Code 2 indicates supplement; Code 3 indicates personnel action adjustment. (PQ023/1)

**County-Tax-City-Code** . The code of the city in which the county is located that county income taxes are applicable. (PQ032/1, PQ047)

**County-Tax-Extra-Deduct** . An additional amount of money withheld for county income taxes at the request of the employee. (PQ047, PQ082/1) (**IR107**)

**County-Tax-Indication** . The code that indicates if a county tax form has been received and if so, whether or not the employee is a resident or non-resident of the county for county income tax purposes. Code 1 indicates 150 residence; Code 2 indicates 150 non-resident; Code 3 indicates no 150 resident; Code 4 indicates no 150 non-resident. (PQ082/1) (**IR107**)

**County-Tax-No-Exemptions** . The number of exemptions claimed by the employee for county income tax purposes. (PQ047, PQ082/1) **(IR107)**

**County-Tax-Num-of-Exemptions** . See County-Tax-No-Exemptions.

**County-Tax-Per cent**. The percent of work performed outside of the duty station for county tax purposes. Used to reduce the amount of county tax calculated. (PQ047, PQ082/1) **(IR107)**

**County-Tax-State-Code** . The code of the state in which the county is located that county income taxes are applicable. (PQ047) **(County Tax State Code/Name, IR107)**

**County-Tax-Status** . The code that indicates if withholding of county income tax is based on duty station or residence. Code 1 indicates duty station; Code 2 indicates residence; Code 3 indicates both duty station and residence; Code 4 indicates voluntary; Code 5 indicates exempt (duty station), voluntary (residence). (PQ047) **(IR107)**

**County-Tax-YTD** . The amount of county tax dollars deducted year-to-date. (PQ082/1) **(County Tax Deductions YTD, IR107)**

**Covered-By-T A PP Yr**. The pay period number and year of the history being queried. (PQ022/1)

**Credit-Lv-Cur-Bal-Start-PP** . The credit leave pay period beginning balance. (PQ049/1)

**CS-Annuitant-Sh** . The amount of a reemployed annuitant's salary paid as an annuity by the Civil Service Retirement Fund. Based on the salary rate code.

**CS-Annuitant-Shr** . See CS-Annuitant-Sh.

**CSA-Arrears-Deduct-Amt-PP** . See Child-Support-&-Alimony-Arrears-Amount-PP.

**CSA-Arrears-Deduct-Ind** . See Child-Support-&-Alimony-Arrears-Indicator.

**CSA-Arrears-Deduct-NTE-PP** . See Child-Support-&-Alimony-Arrears-Percent-PP.

**CSA-Arrears-Deduct-Pct-PP** . See Child-Support-&-Alimony-Arrears-Percent-PP.

**CSA-Court-Cost-Amt-PP** . See Child-Support-&-Alimony-Court-Cost-Amt-PP.

**CSA-Deduct-Amt-PP** . See Child/Sup-&-Alim.

**CSA-Deduct-NTE-Amt-PP** . See Child-Support-&-Alimony-Deduct-NTE-Amt-PP.

**CSA-Deduct-Per cent-PP**. See Child-Support-&-Alimony-Deduct-Percent-PP.

**CSA-Deduct-Type-Indicator** . See Child-Support-&-Alimony-Deduct-Type-Indicator.

**CSA-Maximum-Per cent**. See Child-Support-&-Alimony-Maximum Percent.

**Cty-Cd/Tax**. The geographical location county code and the amount of county income tax withheld. (PQ032/1)

**Cur-Bond-Refund** . The amount of money withheld from an employee's pay for the purchase of a savings bond that is not enough to complete the denomination authorized. This money is repaid to the employee as a result of a bond cancellation or due to a separation from the rolls. (PQ032/1, PQ050/1)

**Curr-Base-Pay** . The current base hours time the current hourly rate. (PQ022/1)

**Curr-Emp-St** . The current employment status of the employee. Code 0 indicates active, Code 1 indicates military furlough; Code 2 indicates LWOP (excess 30 days); Code 3 indicates furlough (RIF); Code 4 indicates furlough (seasonal); Code 5 indicates suspension; Code 6 indicates furlough (Intergovernmental Personnel Act); Code 7 indicates OWCP-L WOP; Code 8 indicates LWOP pending approval of disability retirement application. (PQ022/2) (**Current Employment Status, IR102/1**)

**Curr-Employ-Status** . See Curr-Emp-St.

**Curr-Employment-Status** . See Curr-Emp-St.

**Curr-Gross-Pay** . The total gross pay that is computed from the hours recorded on the T&A for all hours worked. This amount is the total money earned in a pay period. (PQ022/1, PQ032/1)

**Curr-Net-Pay** . The total net pay computed in the system from the hours reflected on the T&A. This is for base pay and all premium pay and is what the employee will receive. (PQ022/1, PQ032/1)

**Current-Bond-Carry-Refund** . See Cur-Bond-Refund.

**Current-Empl-Status** . See Curr-Emp-St.

**Current-Employ-Status** . See Curr-Emp-St.

**Date-Appointment-NTE** . See Appt-NTE-Date.

**Date-Bond-Issue-Mo** . The issue month printed on the face of the bond. (PQ050/1)

**Date-Bond-Issue-Yr** . The issue year printed on the face of the bond. (PQ050/1)

**Date-Circle-TA-End** . The ending day of the period covered by the T&A. (PQ022/2, PQ023/1)

**Date-Circle-TA-Sta** . The starting day of the period covered by the T&A. (PQ022/2)

**Date-Lump-Sum-Carries** . The date through which the lump sum payment is computed. (PQ048/1)

**Date-Of-Birth** . The date the employee was born. (PQ022/2) (**IR122, IR135**)

**Date-Of-Separation** . The date the employee separated from the rolls. (PQ048/1)

**Date-SCD-WGI** . The commencing date of service for completion of the within-grade increase period. (PQ022/2) (**SCD WGI, IR132**)

**Date-Service-Year-Start** . The commencing date of the service year. (PQ048/1)

**Date-TA-Received** . The date the T&A was received. (PQ023/1)

**DD/EFT**. Direct deposit/electronic funds transfer. (PQ032/1)

**Ded-OASDI-YTD.** The cumulative amount of FICA taxes deducted from the employee's pay. (PQ022/1)

**Ded-Tax-City.** See City-Tax-Deducts-T ax.

**Ded-Tax-Cnty.** The amount of county taxes deducted from the employee's pay during the period. (PQ032/1)

**Ded-Tax-Fed.** The amount of Federal income taxes deducted from the employee's pay during the period covered. (PQ022/1)

**Ded-Tax-OASDI.** The amount of FICA taxes deducted from the employee's pay during the period. (PQ022/1)

**Deducts-Other.** The amount of money deducted from the employee's pay for other deductions during the period. (PQ032/1, PQ051/1, PQ052/1)

**Deducts-Tax.** See City-Tax-Deducts-T ax or County-Tax-Deducts-T ax.

**Deducts-Tax-State.** The amount of state or country taxes deducted from the employee's pay during the period. (PQ032/1, PQ064/1)

**Deducts-Union.** The amount deducted for union dues. This amount may be for one pay period or more than one (adjustments). (PQ032/1, PQ047)

**Department-Code.** The code that identifies the department of government. (PQ022/1, PQ027/1) (**IR122, IR131**)

**Desg-Agent.** The code that designates the person in the employee's agency to whom the employee's check is mailed. (PQ022/1, PQ032/1) (**Designated Agent, IR124**)

**Designated-Agent-#.** See Desg-Agent.

**Diff-Sub-Object-Class.** The classification code used to record financial transactions. (PQ046/1)

**Diff-Tran-Amt-Wk-1.** The differential pay for the first week of the pay period. (PQ046/1)

**Diff-Tran-Amt-Wk-2.** The differential pay for the second week of the pay period. (PQ046/1)

**Diff-Tran-Code.** The code that identifies the work item for differential pay. (PQ046/1)

**Diff-Tran-Rate.** The rate for differential pay. (PQ046/1)

**Dr-Cr-Code.** The code that indicates if the transaction is a debit or credit. Code 1 indicates a credit; Code 2 indicates a debit; Code 3 indicates both a debit and credit. (PQ022/1)

**Dt-Circle-TA-End.** The status change end day shown on the T&A Report. (PQ022/2)

**Dt-Circle-TA-Start.** The status change start day shown on the T&A Report. (PQ022/2)

**Duty-Station-City-Cd.** The city code of the employee's permanent duty station. In the event the duty station is located outside one of the fifty states, the continent code is alphabetic. (PQ022/1) (**Duty Station City/St, IR101**)

**Duty-Station-City-Code** . See Duty-Station-City-Cd.

**Duty-Station-Cnty-Cd** . The county or country of the employee's permanent duty station. If the duty station is located outside one of the fifty states, three zeroes will be displayed in this element. (PQ022/1) (**Duty Station County, IR101**)

**Duty-Station-County-Code** . The county or country of the employee's permanent duty station. If the duty station is located outside one of the fifty states, three zeroes will display. (PQ022/1)

**Earn-Income-Cr e**. Payments made biweekly to eligible employees who have income under the designated amount and have children living with them. Eligibility is determined by answering questions on Form W-5. (PQ022/1) (**EIC Code, IR104**)

**Earning-Limitation-Cd**. The code that indicates whether the employee is subject to the earnings limitation based on the maximum rate for grade GS-15. Code Y indicates yes, the employee is subject to the earnings limitation, Code N indicates no, the employee is not subject to the earnings limitation. (PQ022/3)

**Earnings-Limit** . See Earning-Limitation-Cd.

**Earnings-Limit-Cd**. See Earning-Limitation-Cd.

**Earnings-Limit-Code** . See Earning-Limitation-Cd.

**Earnings-Limitation-Cd** . See Earning-Limitation-Cd.

**Earnings-Limitation-Code** . See Earning-Limitation-Cd.

**Effective-Yr**. The effective year of the transaction. (PQ032/1) (**IR124, IR126**)

**EIC-Code** . See County-Tax-EIC-Code.

**Empl-Ceiling-Indicator** . The code that indicates employment under a special program which does not count against the agency ceiling. Code 1 indicates stay in school (Sch A 213.3102W), Code 2 indicates summer aid (Sch A 213.3102V), Code 3 indicates worker trainee (CS Register - WT), Code 4 indicates junior Federal fellowship (Sch A 213.3102Q-JFF). (PQ022/2) (**Employee Ceiling Ind, IR144**)

**Employee-Name-First** . The employee's first name. (PQ034/1)

**Employee-Name-Last** . The employee's last name. (PQ034/1)

**Employee-Name-Middle** . The employee's middle name or initial. (PQ034/1)

**Employee-Ceiling-Ind** . See Empl-Ceiling-Indicator.

**Emply-T ype**. Indicates which object class is charged for GAO employee salary expenditures. (PQ022/2)

**Environ-Diff-Rate** . The hourly rate of WG-10 step 2 in the coordinated Federal wage system's area in which the employee works. Used only for wage board employees in computing environmental differential reported on the T&A. (PQ022/2)

**Extra-Fed** . An additional amount of money withheld for Federal taxes at the request of the employee. (PQ022/1 PQ032/1) (**Extra Deductions, IR104**)

**Extra-State** . An additional amount of money withheld for state taxes at the request of the employee. (PQ032/1, PQ064/1) (**Extra Deductions, IR105**)

**Extra-State-Fed-Exemption** . Additional exemptions claimed for state or Federal taxes because of anticipated deductions in excess of that usually claimed. (PQ022/2, PQ032/1, PQ064/1)

**Fair-Labor-Stan-Code** . The code that indicates whether the employee is covered by the minimum pay and overtime provisions of the Fair Labor Standards Act. Code E indicates exempt; Code N indicates nonexempt. (PQ022/2)

**Fair-Labor-Standards-Cd** . See Fair-Labor-Stan-Code.

**Fair-Labor-Std-Cd** . See Fair-Labor-Stan-Code.

**Fed-Exemption** . The number of exemptions claimed by the employee for Federal tax purposes. Code XT indicates the employee is exempt from Federal taxes. (PQ022/1, PQ032/1) (**Number of Exemptions, IR104**)

**Fed-Tax-Ex-Beg-PP Yr**. The pay period and year in which the extra exemptions for Federal tax take effect. (PQ022/1)

**Fed-Tax-Ex-Ded**. See Extra-Fed.

**Fed-Tax-Lump-Sum-Pa** . The code that indicates if Federal tax is to be deducted from the lump sum payment at a 20 percent rate. Code 0 indicates not applicable; Code 1 indicates deduct at 20 percent. (PQ048/1)

**Fed-Tax-No-Exemp** . See Fed-Exemption.

**Fed-Tax-No-Exempts** . See Fed-Exemption.

**Fed-Tax-Xtra-D** . See Extra-Fed.

**Federal-Tax**. The amount withheld for Federal income taxes. (PQ032/1)

**Fed-Tx-No-Exempts** . See Fed-Exemption.

**Fed-Tax-Xtra-D** . See Extra-Fed.

**Feeder-System-Id** . PACS which produces the feeder record. (PQ051/1)

**FEGLI-Code** . The code that indicates eligibility for participation in the Federal Employees Group Life Insurance program. If eligible, the code further indicates whether the employee waived coverage, is participating in the regular coverage plan only, or has elected to be covered under the optional insurance plans as well as the regular plan. (PQ022/2, PQ032/1) (**IR122**)

Code	Definition
A	Ineligible

- B** Waived all life insurance
- C** Basic life only
- D** Basic life plus standard option
- E** Basic life plus family option
- F** Basic life plus standard option and family option
- G** Basic life plus additional option with one times pay
- H** Basic life plus additional option with one times pay and standard option
- I** Basic life plus additional option with one times pay and family option
- J** Basic life plus additional option with onetimes pay and standard option and family option
- K** Basic life plus additional option with twotimes pay
- L** Basic life plus additional option with two times pay and standard option
- M** Basic life plus additional option with two times pay and family option
- N** Basic life plus additional option with two times pay and standard option and family option
- O** Basic life plus additional option with three times pay
- P** Basic life plus additional option with three times pay and standard option
- Q** Basic life plus additional option with three times pay and family option
- R** Basic life plus additional option with three times pay and standard and family option
- S** Basic life plus additional option with four times pay
- T** Basic life plus additional option with four times pay and standard option
- U** Basic life plus additional option with four times pay and family option
- V** Basic life plus additional option with four times pay
- W** Basic life plus additional option with five times pay
- X** Basic life plus additional option with five times pay and standard option
- Y** Basic life plus additional option with five times pay and family option
- Z** Basic life plus additional option with five times pay and standard option and family option

**FEGLI-Cont-Pr o.** The agency FEGLI contribution (prorated). (PQ046/1)

**FEGLI-Coverage-Cd .** See FEGLI-Code.

**FEGLI-Coverage-Code.** See FEGLI-Code.

**FEHB-Code .** The code that indicates eligibility for participation in the Federal Employees Health Benefits Program and if eligible whether or not the employee is participating. Code 1 indicates enrolled; Code 2 indicates ineligible, Code 3 indicates waived; Code 4 indicates eligible-pending; Code 5 indicates cancelled. (PQ022/2) (**FEHB Coverage Code, IR115**)

**FEHB-Cont-Pr o.** The agency FEHBA contribution (prorated). (PQ046/1)

**FICA-Contrib-Pr o.** The agency FICA contribution (prorated). (PQ046/1)

**Fin-Allot-Acct-EFT .** The account number of the financial allotment being credited. Used for electronic funds transfer. (PQ083) (**Financial Allotment Bank Acct Number, IR110**)

**Fin-Allot-Amount .** The amount to be deducted each pay period for financial organization allotment. (PQ022/1, PQ083) (**IR109**)

**Fin-Allot-DO .** The code for the disbursing office that issues the allotment check. The code is computer generated by matching on the state name and the ZIP Code table which contains

the disbursing office code. Code 0 indicates not applicable; Code 1 indicates Birmingham; Code 2 indicates Chicago; Code 3 indicates Kansas City; Code 4 indicates Washington; Code 5 indicates San Francisco; Code 6 indicates Denver. (PQ083) (**Financial Allotment Disbursing Office, IR110**)

**Fin-Allot-Rte-No** . The routing number used by the Federal Reserve Bank to identify financial institutions used for electronic funds transfer. (PQ083) (**Financial Allotment Bank Route Number, IR110**)

**Fin-Allot-Transaction-Code** . The code that indicates the type of allotment action requested. Code 01 indicates cancel allotment; Code 02 indicates change allotment; Code 11 indicates new allotment; Code 12 indicates regular deduction; Code 13 indicates non-pay; Code 14 indicates insufficient pay; Code 21 indicates net pay (1189); Code 30 indicates net pay EFT; Code 40 indicates Federal TSP loan; Code 50 indicates FDIC TSP loan. (PQ083) (**IR110**)

**Fin-Allot-Type-Acct** . The code that indicates whether the account is a checking or savings account. Code C indicates checking; Code S indicates savings. (PQ083) (**Financial Allotment Type Of Bank Acct, IR110**)

**Fin-Org** . The amount deducted each pay period for a financial allotment(s). (PQ032/1)

**Fin-Org-Allot-Acct-EFT** . See Fin-Allot-Acct-EFT.

**Fin-Org-Allot-Amt** . See Fin-Allot-Amount.

**Fin-Org-Allot-DO** . See Fin-Allot-DO.

**Fin-Org-Allot-Rte-No1** . See Fin-Allot-Rte-No.

**Fin-Org-Allot-T-C** . See Fin-Allot-Transaction-Code.

**Fin-Org-Allot-Type-Acct1** . See Fin-Allot-Type-Acct.

**Final-TA-Code** . The code that identifies the final T&A for all employees being removed from the USDA payroll. Code 0 indicates not final; Code 1 indicates final. (PQ023/1)

**Flag**. See Acctg-Dist-Flag.

**Flexfactor-Part-Cd**. The code that represents the employee's participation in the Flexfactor program. Code Y indicates the employee is a participant in the Flexfactor program, Code N indicates the employee is not a participant in the Flexfactor program, Code C indicates the employee cancelled participation in the Flexfactor program. (PQ022/2) (**Flexfactor Participant Code, IR144**)

**Flexfund**. The amount deducted for the Flexfund flexible spending account. (PQ032/1, PQ080/1) (**Amount, IR113**)

**Flexfund-Amount**. See Flexfund.

**Flexfund-Balance**. The amount remaining in the Flexfund flexible spending account. (PQ080/1) (**IR113**)

**Flexfund-Benefit Type**. The code that differentiates between government wide and non-government wide plans. Code 1 indicates governmentwide; Code 2 indicates non-government wide. (PQ080/1) (**IR113**)

**Flexfund-Option-Code.** The code that identifies options within the Flexfund flexible spending account. This code is assigned by NFC. (PQ080/1) **(IR113)**

**Flexfund-No-PP-Deducted** . The number of pay periods the flexfund amount has been deducted in a tax year. (PQ080/1) **(PP Deducted This Tax Yr, IR113)**

**Flexfund-Plan-Code.** The code that identifies the Flexfund flexible spending account. This code is assigned by NFC. (PQ080/1) **(IR113)**

**Flexfund-Tax-Defer-Code.** The code that determines if the Flexfund flexible spending account is tax deferred. Code Y indicates tax deferred; Code N indicates not tax deferred. (PQ080/1) **(Tax Deferred Code, IR113)**

**Flexfund-Total-Amount.** The total amount in the Flexfund flexible spending account. (PQ080/1) **(IR113)**

**Flexfund-Trans-Code.** The code that denotes the type of action which is being processed. Code 1 indicates new enrollment; Code 2 indicates change; Code 3 indicates cancellation. (PQ080/1) **(Flexfund Transaction Code, IR113)**

**FLSA.** The code that indicates entitlement to be paid under the provisions of FLSA. Indicates if the employee is exempt or nonexempt from the Fair Labor Standards Act (FLSA). Code E indicates exempt; Code N indicates nonexempt. (PQ022/1, PQ032/1) **(IR122)**

**FLSA-Code** . See FLSA.

**FLSA-Code-Wk1** . The code that indicates entitlement to be paid in the first week under the provision of the Fair Labor Standard Act. (PQ022/1)

**FLSA-Code-Wk2.** The code that indicates entitlement to be paid in the second week under the provision of the Fair Labor Standard Act. (PQ022/1)

**FLSA-Status.** See FLSA.

**Frequency-Paid-Code** . The code that indicates the frequency an employee is paid for payroll deduction computation purposes. (PQ022/1)

**Frequency-Paid-Cd.** See Frequency-Paid-Code.

**Frequency-Paid-Code** . See Frequency-Paid-Code.

**FS-Alternator-Change-Code** . The code that identifies those employees (1) who are assigned tours of duty which vary between full-time, part-time, and/or intermittent, and (2) whose conditions of employment permit making these changes from codes in the Alternator Change block of the T&A without processing a personnel action. These employees are designated as alternators because their tours of duty alternate during the year. Code N indicates no; Code Y indicates yes. Yes code is generated if the special employee code is 09, Forest Service WAE-regular; 10, Forest Service WAE with differential; 25, Forest Service Job Corps WAE; 26, Forest Service Job Corps WAE with differential. Codes used in the alternator change block of the T&A are 1, full-time weekly tour; 2, part-time weekly tour; 3, intermittent-no established tour of duty. (PQ024/1)

**FS-Alternator-Change-Hours** . The number of hours worked during this pay period by Forest Service alternator employee. (PQ024/1)

**FS-Alternator-Code** . See FS-Alternator-Change-Code.

**FWS-FEGLI-Shift** . For Federal Wage System employees, the code that indicates at which shift rate the system computes life insurance. Blank indicates compute the annual FEGLI coverage amount based on the first shift rate; Code 2 indicates compute the annual FEGLI coverage amount based on the second shift rate; Code 3 indicates compute the annual FEGLI coverage amount based on the third shift rate; Code 4 indicates compute the annual FEGLI coverage amount based on the varied shift rate. For GS employees, Code 4 indicates employee exceeds the earnings limitation for the pay period. (PQ023/1)

**Geo-Adj-Per cent.** The percent used to compute an employee's pay adjustment due to specific geographic location. (PQ022/2)

**Geo-Adj-Rate.** The dollar amount for geographic adjustment. (PQ022/2) (**Geographic Rate Code, IR122**)

**Geographic-Adj-Pct.** See Geo-Adj-Percent.

**Geographic-Adj-Per cent.** See Geo-Adj-Percent.

**Geographic-Adj-Rate.** See Geo-Adj-Rate.

**Geographic-Adj-Rt.** See Geo-Adj-Rate.

**Grade.** The employee's grade as provided under the pay plan for the position. PQ022/2, (PQ032/1) (**IR122, IR128**)

**Grade/Step.** The employee's grade as provided under the pay plan and step for within-grade increases for the position. (PQ022/1, PQ032/1) (**Pay Plan/ Grade/ Step, IR145**)

**Gross-Pay** . The amount of pay before deductions. (PQ032/1)

**Gross-Pay-YTD** . The amount of gross pay accumulated for the calendar year. (PQ022/1)

**HB-Action-Code** . The health benefit code that defines the type of change being accomplished during the current pay period. Most codes for FEHBA would apply to other plans. (PQ053/1) (**Action Code, IR115**)

**HB-Action-Sour ce.** The health benefit code that indicates the source document which established the action code. Code 0 indicates not applicable, Code 1 indicates health benefit document; Code 2 indicates personnel action. (PQ053/1) (**Action Source, IR115**)

**HB-Adjust-Flag** . The health benefit code to determine if retroactive collection should be computed on new enrollments. Code Y indicates yes; Code N indicates no. (PQ053/1) (**Adjust Flag, IR115**)

**HB-Benefit-T ype.** The health benefit code that differentiates between government-wide and nongovernment-wide plans. Code 1 indicates government-wide; Code 2 indicates non-government-wide. (PQ053/1) (**Benefit Type, IR115**)

**HB-Change-Code** . The health benefit code that indicates if a change occurred for the pay period being processed. The code is reset to No after reporting requirements have been met. Code N indicates no change; Code Y indicates change occurred, reported unpaid. (PQ053/1) **(Change code, IR115)**

**HB-Cont-NF-Pr o.** Extension non-Federal health benefit contribution amount prorated to base pay. (PQ046/1)

**HB-Contrib-Health-Ben** . The amount of health benefit paid by agency contribution. (PQ022/3, PQ053/1)

**HB-Contr ol-No** . The health benefits number assigned by the carrier for identification. Spaces if SSNO is used. (PQ053/1) **(Control Number, IR115)**

**HB-Coverage-Code** . The code that records the employee's eligibility for participation and if eligible, whether or not participating. (PQ053/1)

**HB-Date-Effective** . The date health benefits coverage became effective. (PQ053/1) **(Date Effective, IR115)**

**HB-Deduction-Indicator** . The code that indicates if a deduction was made for the current pay period. Code Y indicates yes; Code N indicates no. (PQ053/1) **(Deduction - Ind, IR115)**

**HB-Deducts-Health-Ben** . The amount deducted for health benefits. (PQ022/3, PQ053/1)

**HB-Deducts-YTD-Def** . An employee's year-to-date health deductions that are tax deferred. (PQ053/1) **(Ded YTD Deferred, IR115)**

**HB-Deducts-YTD-Non-Def.** An employee's year-to-date health deductions that are taxable. (PQ053/1) **(Ded YTD Non Deferred, IR115)**

**HB-Enr ollment-Futur e-Use** . Reserved for future use. (PQ053/1) **(Enrollment Future Use, IR115)**

**HB-Option-Code** . The code that indicates a specific option such as self only or family, low or high. Code 1 indicates self only for low; Code 2 indicates family or high. (PQ053/1)

**HB-Plan-Code** . The code that identifies the carrier of the applicable benefit. The code will be assigned by NFC as new plans are implemented. (PQ053/1)

**HB-T ax-Deferr ed-Code** . The code that identifies if health deductions are tax deferred. Code Y indicates deferred, Code N indicates not deferred. (PQ053/1) **(Tax Deferred Code, IR115)**

**Health-Benefit-Code** . The HB-Plan-Code plus the HB-Option-Code. (PQ032/1)

**Health-Ins** . The amount withheld for health insurance premiums. (PQ032/1)

**Hit-Cont-Pr o.** The agency hospital insurance tax contributed (prorated). (PQ046/1)

**Hits-Tax.** The amount deducted for hospital insurance tax. (PQ032/1)

**Hits-Ded-YTD** . The year-to-date amount of money deducted for hospital insurance tax. (PQ022/1)

**Hits-Deduct** . The amount of money deducted for hospital insurance tax during the pay period. (PQ022/1)

**Hits-Wages**. The wages subject to the hospital insurance tax. (PQ022/1)

**Hits-Wages-YTD** . The year-to-date wages subject to the hospital insurance tax. (PQ022/1)

**Home-Lv-Cur-Bal-Start-PP** . The home leave pay period beginning balance. (PQ049/1)

**Hosp-Ins-T ax-Ded-YTD** . See Hits-Ded-YTD.

**Hosp-Ins-T ax-Wages-YTD** . See Hits-Wages-YTD.

**Hourly-Rate** . The hourly salary the employee is receiving for the position held and which is fixed by law, regulation, or administrative action. (PQ032/1)

**Impres-Fund** . The amount deducted as a result of payment made from an imprest fund. (PQ032/1)

**Instructional Program.(IR123/1, IR130)**

**Inter-Days-Wkd-Pay-Period** . The number of days worked during the pay period by intermittent employees and employees limited to a specified number of days in a service year. This field may be blank or values 01 - 14. (PQ024/1)

**Interest-Amount** . Interest due an employee for late personnel actions causing an increase in pay. (PQ022/2)

**IP#**. An agency assigned number for the employee's position. (PQ022/2)

**IP-No** . See IP#.

**Job-Ident-T A**. Identifies a processing job. (PQ023/1)

**Leave-Error-Code** . The code that indicates the type of leave error on the T&A. Code 0 indicates no error; Code 1 indicates annual leave; Code 2 indicates sick leave; Code 3 indicates sick and annual leave; Code 4 indicates compensatory leave; Code 5 indicates annual and compensatory leave; Code 6 indicates sick and compensatory leave; Code 7 indicates annual, sick, and compensatory leave. (PQ023/1)

**LEO-Indicator** . The code that indicates the employee is a law enforcement officer (LEO) entitled to special pay. Code A indicates the position is classified as a LEO under FLSA 7(a); Code Y indicates the position is classified as a LEO under FLSA 7(K); blank or N indicates the position is not classified as a LEO position. (PQ022/1) ( **IR101**)

**LI-Action-Code** . The code that indicates the action being taken. Code 0 indicates no action; Code 1 indicates no deduction; Code 2 indicates one half deduction; Code 3 indicates full deduction; Code 4 indicates new enrollment; Code 5 indicates waived-regular or option; Code 6 indicates waived-option only; Code 7 indicates ineligible; Code 8 indicates change in coverage. (PQ054/1) (**Action Code, IR116**)

**LI-Adjust-Flag** . The life insurance code to determine if retroactive collection should be computed on new enrollments. Code Y indicates yes; Code N indicates no. (PQ054/1) (**Adjust Flag, IR116**)

**LI-Age-Bracket-Cd** . Denotes the age bracket for an employee. It is regenerated as of the first pay period which begins on or after January 1 each year. (PQ054/1) (**Age Bracket Code, IR116**)

**LI-Age-Bracket-Code** . See LI-Age-Bracket-Cd.

**LI-Basic-Cost-Alter** . The code that indicates whether or not an employee's basic life insurance cost is based on an alternate basic cost. Code N indicates there is no alternative basic cost or the employee is not required to pay for the insurance or is responsible for the first alternate cost; Code Y indicates there is an alternative basic cost and the employee is responsible for paying the second alternate cost. (PQ054/1) (**Basic Cost Alternate, IR116**)

**LI-Basic-Cost-Alternate** . See LI-Basic-Cost-Alter.

**LI-Basic-Rate-Det** . The code that determines if the basic rate depends on age or coverage code. Code 0 indicates not applicable; Code 1 indicates age bracket; Code 2 indicates coverage code; Code 3 indicates age bracket and coverage code. (PQ054/1) (**Basic Rate Determinant, IR116**)

**LI-Basic-Rate-Determinan.** See LI-Basic-Rate-Det.

**LI-Basic-Rate-Determinant** . See LI-Basic-Rate-Det.

**LI-Basic-Rt-Determinant** . See LI-Basic-Rate-Det.

**LI-Benefit-T ype.** The code that differentiates between government-wide and non-government-wide benefit plans. Code 1 indicates government- wide; Code 2 indicates non-government-wide. (PQ054/1) (**Benefit Type, IR116**)

**LI-Cont-NF-Pr o.** The extension non-Federal life insurance contribution amount prorated to base pay. (PQ046/1)

**LI-Contrib-Li-Ins** . The amount the agency contributes for life insurance. (PQ054/1)

**LI-Cov-Amt-Furnish** . The coverage amount of life insurance furnished by the agency. (PQ054/1) (**Coverage Amount Furnished, IR116**)

**LI-Coverage-Amount** . The amount of insurance coverage for those employees enrolled in a life insurance program. (PQ054/1) (**Coverage Amount, IR116**)

**LI-Coverage-Amt** . See LI-Coverage-Amount.

**LI-Coverage-Amt-Furnish** . See LI-Cov-Amt-Furnish.

**LI-Coverage-Code** . Depicts the employee's coverage including any combination of options available. (PQ054/1) (**Coverage Code, IR116**)

**LI-Date-Eff** . The date the applicable life insurance action becomes effective. (P054/1) (**Date Effective, IR116**)

**LI-Date-Effect.** See LI-Date-Eff.

**LI-Date-Effective** . See LI-Date-Eff.

**LI-Ded-Life-Ins** . The amount deducted for basic life insurance. (PQ022/3, PQ054/1)

**LI-Ded-Option** . The amount deducted for optional life insurance biweekly. (PQ022/3, PQ054/1)

**LI-Deducts-Life-Ins** . See LI-Ded-Life-Ins.

**LI-Deducts-Option** . See LI-Ded-Option.

**LI-Dt-Effect**. See LI-Date-Eff.

**LI-Option-Factor** . Depicts the characteristic of the selected option. If the option is not selected, the element will have spaces. If the coverage is stated in thousands of dollars, then the element should depict the amount selected in thousands. If the coverage is a percent of basic coverage, the element should depict the percent. If coverage is in multiples of the base contract salary, the element should depict the number of multiples with leading zeroes. If coverage is a fixed amount, the element should depict zeroes. Where a fixed amount option has sub-options available, then the first character of the element should be 1, 2, 3, 4, followed by 3 zeroes. (PQ054/1) (**Option A Factor, Option B Factor, Option C Factor, IR116**)

**LI-Plan-Code** . A unique code that identifies the carrier of the applicable benefit. The code will be assigned by NFC as new plans are implemented. (PQ054/1) (**Plan Code, IR116**)

**LI-Plan-T ype**. The code that depicts whether or not the plan and/or any of the associated options are group term life insurance where the cost of such insurance is includable in the employee's gross income and reported on the W-2. Code 0 indicates not included in gross pay; Code 1 indicates basic only; Code 2 indicates basic and option 1; Code 3 indicates basic and option 2; Code 4 indicates basic and option 3; Code 5 indicates basic and options 1 and 2; Code 6 indicates basic and options 1 and 3; Code 7 indicates basic and options 2 and 3; Code 8 indicates basic and options 1, 2, and 3. (PQ054/1) (**Plan Type, IR116**)

**LI-Plan-Code/T ype**. See LI-Plan-Code and LI-Plan-Type.

**LI-Taxable-Cost** . The taxable cost of life insurance. (PQ054/1)

**Life-Ins** . The amount withheld for basic life insurance premiums. (PQ032/1)

**Line-No** . The line identification of transaction code entries on a document. (PQ025/1, PQ046/1)

**Line-Number** . See Line-No.

**Local-Code** . The code that identifies the local or lodge number of the union designated by the employee for dues deduction. (PQ047)

**Location-Cd** . The code that indicates the location of the employee's duty station. Code 2 indicates territory; Code 3 indicates foreign; Code 4 indicates Washington, DC metropolitan area; Code 5 indicates continental U.S. outside Washington, DC metropolitan area; Code 6 indicates Alaska; Code 7 indicates Hawaii. (PQ022/2)

**Location-Code** . See Location-Cd.

**Longevity-Per cent.** The percent computation of longevity (Secret Service). (PQ022/1)

**Lump-Sum-COLA-Code** . The code that indicates if COLA is to be paid in the lump sum payment. Code 0 indicates no; Code 1 indicates yes. (PQ048/1)

**Lump-Sum-End-Dt-Hrs.** The number of hours applicable to the last day of the lump sum payment. (PQ048/1) (**Lump Sum Ending Date Hours, IR132**)

**Lump-Sum-Ending-Hrs** . See Lump-Sum-End-Dt-Hrs.

**Lump-Sum-Pay-Code** . The code that indicates if the action is a payment or an update action. Code 0 indicates pay and update; Code 1 indicates update only; Code 2 indicates update only (except QTD). (PQ048/1)

**LWOP-Used-T A.** The number of hours used this pay period of approved absence without pay. (PQ024/1)

**Man-Adj-Flag** . The code that indicates a manual adjustment has been processed against the applicable pay period. Code Y indicates yes; Code N indicates no. (PQ022/1)

**Meals.** The amount deducted for meals. (PQ032/1)

**Mil-Days-YTD-Reg** . The number of days of regular military leave used during the fiscal year. Limited to 30 calendar days (with carryover) in a fiscal year. Reset to zero as of the end of the fiscal year. (PQ049/1) (**Regular Days YTD, IR133, IR138**)

**Mili-Days-YTD-Reg** . See Mil-Days-YTD-Reg.

**Mili-Hrs-PP-Emer** . The hours of military leave (T/C 79) used during the current pay period. (PQ024/1) (**Emergency PP Hours, IR138**)

**Military-Lv-Days-PP-Reg** . The number of regular military leave days used this pay period. (PQ024/1)

**Military-Lv-Days-YTD-Reg.** See Mil-Days-YTD-Reg.

**Military-Lv-Hrs-PP-Emer** . The hours of military leave (T/C 79) used during the current pay period. (PQ024/1)

**Minus-Sick-Leave-Code** . The code that indicates that advanced sick leave is forgiven when computing lump sum payment. Code 0 indicates not applicable; Code 1 indicates forgiven. (PQ048/1) (**Minus Sick Lv Code, IR133**)

**Minus-Sick-Lv-Code** . See Minus-Sick-Leave-Code.

**MR#.** The number that identifies a unique master position. Linked to agency, POI, and grade. (PQ022/2)

**MR-No.** See MR#.

**MR/IP-No.** A unique agency assigned master and individual position number for the employee's position. (PQ022/2) (**MR/IP, IR122**) (**MR/IP Number, IR145**)

**Net-Pay.** The amount of the employee's salary check. (PQ032/1)

**NFC-ASD-Pay-Hist-Use** . This element is available until a database change. An element may be created by redefining NFC-ASD-Pay-Hist-Use until the next database change. (PQ022/3)

**NFC-ASD-T A-Hist-Use** . This element is available until a database change. An element may be created by redefining NFC-ASD-TA-Hist-Use until the next database change. (PQ023/1)

**OASDI-Contr-Pr o.** The agency FICA contribution (prorated). (PQ046/1)

**OASDI-Tax.** The amount deducted for OASDI tax. (PQ032/1)

**OASDI-W ages-YTD** . The total wages subject to FICA tax paid during the current calendar year. (PQ022/1)

**Occ-Function-Code.** Categorizes Federal professional, scientific, and engineering personnel. (PQ022/2)

**Occ-Ser/Function-Cd** . Categorizes Federal professional, scientific, and engineering personnel and identifies the exact occupational group to which the employee's position has been classified. (PQ022/2) (**Occ Series, IR122, IR128**) (**Occ Series Function Code, IR128**)

**Occ-Series.** Identifies the exact occupational group to which the employee's position has been classified. (PQ022/2) (**Occ Series Code, IR145**)

**Occ-Series-Code** . See Occ-Series.

**Occ-Series-Func-Code** . See Occ-Function-Code.

**Occup-Func-Code** . See Occ-Function-Code.

**Occup-Funct** . See Occ-Function-Code.

**Occup-Function-Code** . See Occ-Function-Code.

**Occup-Series-Code** . See Occ-Series.

**Occupation-Series** . See Occ-Series.

**Official-T itle-Code.** See Official-T itle-Cd.

**Opt-Ins** . The amount deducted for optional life insurance. (PQ032/1)

**Org-Stru-Cd-2nd-Lev** . The agency assigned code established for the second level of the organizational structure. (PQ022/2)

**Org-Stru-Cd-3rd-Lev** . The agency assigned code established for the third level of the organizational structure. (PQ022/2)

**Org-Stru-Cd-4th-Lev** . The agency assigned code established for the fourth level of the organizational structure. (PQ022/2)

**Org-Stru-Cd-5th-Lev** . The agency assigned code established for the fifth level of the organizational structure. (PQ022/2)

**Org-Stru-Cd-6th-Lev** . The agency assigned code established for the sixth level of the organizational structure. (PQ022/2)

**Org-Stru-Cd-7th-Lev** . The agency assigned code established for the seventh level of the organizational structure. (PQ022/2)

**Org-Stru-Cd-8th-Lev** . The agency assigned code established for the eighth level of the organizational structure. (PQ022/2)

**Org-Stru-Cd-Agcy** . The first level of the organizational structure codes which identifies the agency, by code, as assigned by the Department of Agriculture, Office of Personnel. (PQ022/2, PQ023/1) (**Org Structure Code Agcy, IR131**)

**Org-Struc-Code-2nd-Lev** . See Org-Stru-Cd-2nd-Lev .

**Org-Struc-Code-3rd-Lev** . See Org-Stru-Cd-3rd-Lev .

**Org-Struc-Code-4th-Lev** . See Org-Stru-Cd-4th-Lev .

**Org-Struc-Code-5th-Lev** . See Org-Stru-Cd-5th-Lev .

**Org-Struc-Code-6th-Lev** . See Org-Stru-Cd-6th-Lev .

**Org-Struc-Code-7th-Lev** . See Org-Stru-Cd-7th-Lev .

**Org-Struc-Code-8th-Lev** . See Org-Stru-Cd-8th-Lev .

**Org-Struc-Code-Agcy** . See Org-Stru-Cd-Agcy .

**Org-Structur e-Code** . The code that identifies the location of the employee's position by each level of the organizational structure. (PQ022/1) (**IR122, IR145, IR146**)

**Org-Structur e-Code-Agcy** . See Org-Stru-Cd-Agcy .

**Organizational-Structur e** . See Org-Structure-Code.

**Other-Ded** . Other deductions. (PQ032/1)

**Other-T ime-Hours-T otal** . The total of other hours recorded this pay period (nonpay, comp time, etc.) (PQ024/1)

**Other-T ime-Week-1-Hours-1** . The number of other hours recorded this pay period week 1, first entry. (PQ024/1)

**Other-T ime-Week-1-Hours-2** . The number of other hours recorded this pay period week 1, second entry. (PQ024/1)

**Other-T ime-Week-2-Hours-1** . The number of hours recorded this pay period week 2, first entry. (PQ024/1)

**Other-T ime-Week-2-Hours-2** . The number of hours recorded this pay period week 2, second entry. (PQ024/1)

**Other-Tran-Code-Ln-1-Code** . The transaction code for other hours recorded. (PQ024/1)

**Other-Tran-Code-Ln-1-Prefix**. The transaction code prefix for other hours recorded this pay period, first entry. (PQ024/1)

**Other-Tran-Code-Ln-2-Code** . The transaction code for other hours recorded this pay period. (PQ024/1)

**Other-Tran-Code-Ln-2-Prefix**. The transaction code prefix for other hours recorded this pay period. (PQ024/1)

**PACS-Charitable-Contribution** . Payroll accounting campaign area information. (PQ047)

**PACS-City-Tax**. Payroll accounting city tax information. (PQ047)

**PACS-City-Tax-City-Code** . See City-Code.

**PACS-City-Tax-Deducts-Tax**. See City-Tax-Deducts-Tax.

**PACS-City-Tax-Extra-Deductions** . See City-Tax-Extra-Deductions.

**PACS-City-Tax-Indication** . See City-Tax-Indication.

**PACS-City-Tax-No-Exemptions** s. See City-Tax-No-Exemptions.

**PACS-City-Tax-Per cent**. See City-Tax-Percent.

**PACS-City-Tax-Status** . See City-Tax-Status.

**PACS-City-Tax-State-Code** . See City-Tax-State-Code.

**PACS-City-Tax-Transaction-Code** . See City-Tax-Trans-Code.

**PACS-City-Tax-YTD** . See City-Tax-YTD.

**PACS-Cnty-Tax-Cnty-Code** . See Cnty-Cd.

**PACS-Cnty-Tax-Deducts-Tax**. The amount withheld for county tax. (PQ082/1)

**PACS-Cnty-Tax-Extra-Deductions** . See County-Tax-Extra-Deductions.

**PACS-Cnty-Tax-Indication** . See County-Tax-Indication.

**PACS-Cnty-Tax-No-Exemptions** . See County-Tax-No-Exemptions.

**PACS-Cnty-Tax-Per cent**. See County-Tax-Percent.

**PACS-Cnty-Tax-State-Code** . See County-Tax-State-Code.

**PACS-Cnty-Tax-Status** . See County-Tax-Status.

**PACS-Cnty-Tax-Trans-Code** . See County-Tax-Trans-Code.

**PACS-Cnty-Tax-YTD** . See County-Tax-YTD.

**PACS-County-Tax**. Payroll accounting county tax information. (PQ047)

- PACS-Date-Flexfund-Eff** . See Date-Flexfund-Eff.
- PACS-Financial-Allotment** . Payroll accounting financial allotment information. (PQ047)
- PACS-Flexfund-Balance** . See Flexfund-Balance.
- PACS-Flexfund-Benefit-Type** . See Flexfund-Benefit-Type.
- PACS-Flexfund-No-PP-Deducted** . See Flexfund-No-PP-Deducted.
- PACS-Flexfund-Option-Code** . See Flexfund-Option-Code.
- PACS-Flexfund-Plan-Code** . See Flexfund-Plan-Code.
- PACS-Flexfund-Tax-Defer-Code** . See Flexfund-Tax-Defer-Code.
- PACS-Flexfund-Total-Amount** . See Flexfund-Total-Amount.
- PACS-Flexfund-Trans-Code** . See Flexfund-Trans-Code.
- PACS-Travel-Advancement** . Payroll accounting travel advance information. (PQ047)
- PACS-Type-Extension** . The code that indicates the type extension to the basic record. (PQ080/1)
- PACS-Union-Dues** . Payroll accounting union dues information. (PQ046/1)
- Part-Time-FEHB-Cov** . The code that indicates if a part-time employee's FEHBA contributions are prorated. Code 0 indicates not applicable; Code 1 indicates part-time with partial coverage; Code 2 indicates part-time with full coverage. (PQ022/2) **(IR115)**
- Pass-No-Created** . The last digit of the schedule number. (PQ022/2)
- Pay-Hist-Process-By-PACS** . The code that indicates that the pay history record was processed by PACS0000. Code N indicates no; Code Y indicates yes. (PQ022/2)
- Pay-Period-Covered-By-T&A** . The pay period number covering time recorded on the T&A. (PQ023/1)
- Pay-Period-Number** . The processing pay period number. (PQ023/1) **(Processed PP, IR125)**
- Pay-Period-Number-Year** . The processing pay period year. (PQ023/1) **(Processed YR, IR125)**
- Pay-Period-Yr-Cov-By-T&A** . The year of the pay period covering time recorded on the T&A. (PQ023/1)
- Pay-Plan** . The pay plan applicable to the employee. (PQ022/1, PQ032/1) **(IR101, IR122, IR128) (Pay Plan/Grade/Step, IR145)**
- Pay-Time-Hours-Total** . All hours worked during the pay period. (PQ023/1, PQ048/1)
- Pay-Tran-Code** . The code that identifies the work items, leave, overtime, etc. (PQ046/1, PQ061/1)

**Pay-Transaction-Code** . See Pay-Tran-Code.

**Pers-Tax-Exempt-Cd** . Personal exemption tax code. (PQ032/1)

**Personnel-Office-Id** . See Employing-Office-Code.

**POI**. See Employing-Office-Code.

**Pos-Stat-Budget**. The code that records the fact that for budget purposes, the employee occupies either a permanent or other than permanent position. A permanent position is one occupied or to be occupied by a full-time employee established without time limit or for a limited period of a year or more. A position other than permanent is a budgeted position to be filled only on a seasonal or intermittent basis. If Type of Appointment is 01, 02, 06, 07 Code Y generates. If Type of Appointment is 03, 04, 08, 09 Code N generates. (PQ022/2)  
**(Position Status Budget, IR144)**

**Pos-Status-Budget** . See Pos-Stat-Budget.

**PP**. See Pay-Period-Number.

**PP-Covered-By-T A**. The pay period number covering time recorded on the T&A. (PQ022/1, PQ023/1)

**Premium-Pay-YTD**. The amount paid to date for premium pay (computed on the base salary plus any locality and/or interim geographic adjustments). (PQ022/2)

**Previous-SS#** . The employee's previous or temporary agency-assigned social security number. (PQ022/1) **(SSNO Changed From, IR131)**

**Primary-Fund-Code** . A two-digit code relating to specific projects within the appropriation code structure. This code is assigned to the employees as they are hired and is based on the project on which the employee is expected to work at least 50% of his/her time. (PQ022/1)  
**(IR102/2)**

**Private-Tax-Cd** . The code that indicates the type of state private tax being deducted. Code 0 indicates none; Code 1 indicates private; Code 2 indicates public. (PQ032/1)

**Pro-Amount** . The amount of the prorated allowance. (PQ046/1)

**Pro-Sub-Object-Class** . The sub object class of the prorated allowance. (PQ046/1)

**Pro-Suffix** . The suffix code of the allowance (prorated). (PQ046/1)

**Pro-TC** . The transaction code of the allowance (prorated). (PQ046/1)

**Probationary-Trial-Period** . See Date-Prob-Period-Start.

**Proc-PP-Begins-Year**. The effective year for the pay period of the transaction being processed. (PQ022/1)

**Prof-Risk-Con-P** . The agency's contribution toward professional risk insurance prorated to an employee's appropriation charge extension. (PQ046/1)

**Professional-Category** . The code that indicates the type profession. Code 1 indicates statutory; Code 2 indicates professional auditor; Code 3 indicates other professional; Code 4 indicates administrative technical clerical; Code 5 indicates wage plan; Code 6 indicates experts and consultants. (PQ022/2)

**Qtrs-Ded-Rate.** The amount deducted either per day or per pay period from the salary of an employee who is being furnished quarters. (PQ032/1)

**Quarters-Deduction-Days .** The number of days this pay period (00-14) for which a charge is made for quarters. (PQ024/1)

**Rate.** The pay basis for which the employee's salary is stated. Code PA indicates per annum; Code PH indicates per hour; Code PD indicates per day; Code PM indicates per month; Code PW indicates piecework; Code FB indicates fee basis; Code BW indicates biweekly; Code WC indicates without compensation. (PQ022/1, PQ032/1) (**Salary Rate Code, IR122**)

**Rec-Acct-Acct-No.** A number assigned to the first receipt account. (PQ047, PQ051/1, PQ052/1) (**Account Number, IR114**)

**Rec-Acct-No .** See Rec-Acct-Acct-No.

► **Rec-Acct-T ax-Deffer ed-Code .** A code used to determine whether or not the receipt account is tax deferred. (PQ051)◀

**Rec-Acct-T ype-Code .** The code that indicates the reason for the deduction. (PQ047, PQ051/1, PQ052/1, PQ062/1) (**IR114**)

The codes are:

<b>Code</b>	<b>Definition</b>
00	Miscellaneous deduction
01	Salary overpayment
02	Duplicate salary payment
03	Salary advance collection
04	Lump sum overpayment
05	Lump sum recovery
06	Overdrawn leave
07	Paid leave to LWOP
► 09	Quick Service Wire ◀
12	PAYE 05
13	PAYE 05
► 15	Major Indebtedness
16	Minor Indebtedness ◀
20	Adjustment FICA and retirement
21	FEHBA
22	FEGLI
23	Quarters
24	Quarters (not taxed)
25	Meals
26	Commissary
27	Child support/alimony
28	LWOP FEHBA
29	Credit net pay
30	Bankruptcy
► 31	Delinquent FmHA Loan

- 33 Education Loan ◀
- 40 Tax levy
- 41 Travel advance
- 42 Property loss
- 43 Subsistence ▶(utilities, etc.) ◀
- 44 Personal phone calls
- 45 Parking fees
- 46 Jury fees recovery
- 47 Moving expense recovery
- 48 Duplicate savings allotment
- 49 Travel overpayment
- ▶ 50 Commercial Garnishment ◀
- 81 Revocation of authorization
- 82 Change of correction to authorization
- 83 New authorization
- 85 Transfer in
- 87 Allotment revocation
- ▶ 90 Other types (Disbursed)
- 91 Other types (Not disbursed-NFC Use Only)
- 93 Uniform Deductions
- 94 Military Service Deposit (CSRS)
- 95 Civilian Retirement Re-Deposit
- 96 Military Service Deposit (FERS) ◀

**Rec-Acct-Type-Disb** . The code that indicates if a payment is sent through DD/EFT or mailed to a specific address. Code 1 indicates DD/EFT; Code 2 indicates specific address. (PQ051/1) (**Account Disbursement Type, IR114**)

**Remote-Site-Allowance** . An allowance paid to employees under certain conditions because of the work location. (PQ024/1)

**Ret-Cont-NF-Pr o** . An extension of non-Federal retirement contribution amount prorated to base pay. (PQ046/1)

**Ret-Cont-Pr o** . The agency retirement contribution (prorated). (PQ046/1)

**Ret-Coverage-Cd** . The type of retirement coverage held by the employee pursuant to employment. The code contained in this element is the only basis upon which deductions for retirement purposes will or will not be made. (PQ022/1) (**Coverage Code, IR117**)

**Retire-Coverage-Cd** . See Ret-Coverage-Cd.

**Retire-Per cent** . The percentage rate for retirement deductions. (PQ032/1)

**Retirement** . The amount deducted for retirement contribution. (PQ032/1)

**Retirement-Code** . See Ret-Coverage-Cd.

**Retirement-Coverage-Cd** . See Ret-Coverage-Cd.

**Retrmt-Cvrge-Code** . See Ret-Coverage-Cd.

**Rt-Action-Code** . The code that indicates the action being taken. Code 0 indicates no action; Code 4 indicates new enrollment; Code 5 indicates cancelled enrollment; Code 8 indicates change in coverage. (PQ055/1) (**Action Code, IR117**)

**Rt-Benefit-Type**. The code that differentiates government-wide and nongovernment-wide benefit plans. Code 1 indicates government-wide; Code 2 indicates nongovernment-wide. (PQ055/1) (**Benefit Type, IR117**)

**Rt-Contrib-Retirement**. The amount the agency contributed for retirement. (PQ055/1) (**Agy Contributions YTD, IR117**)

**Rt-Coverage-Code** . See Ret-Coverage Cd.

**Rt-Date-Deducts-Began**. The date retirement deductions began. (PQ055/1) (**Date Deduction Began, IR117**)

**Rt-Date-Effective** . The date the applicable action becomes effective. (PQ055/1) (**Eff Date of Action, IR117**)

**Rt-Ded-Retire-Def** . The deferred amount deducted for retirement. (PQ022/3) (**Deferred Deduction, IR117**)

**Rt-Ded-Retire-Non-Def** . The non-deferred amount deducted for retirement. (PQ055/1) (**Non Deferred Deduction, IR117**)

**Rt-Deduct-Factor-Def** . See Rt-Ded-Retire-Def.

**Rt-Deduct-Factor-Non-Def** . See Rt-Ded-Retire-Non-Def.

**Rt-Deduction-Type**. The code that indicates a characteristic of deduction. Code 1 indicates percent of base pay; Code 2 indicates percent of gross pay; Code 3 indicates fixed amount. (PQ055/1) (**Deduction Type, IR117**)

**Rt-Deduction-YTD-Def** . The deferred retirement amount deducted for the calendar year. (PQ055/1) (**Deferred Deduction YTD, IR117**)

**Rt-Deduction-YTD-Non-Def** . The non-deferred retirement amount deducted for the calendar year. (PQ055/1) (**Non Deferred Ded YTD, IR117**)

**Rt-Deducts-After-OASDI** . The percent or amount deducted once the FICA limit has been reached. PQ055/1 (**Ded After OASDI Limit, IR117**)

**Rt-Deducts-OASDI-Limit** . The code that indicates if the amount deducted is limited to the amount of FICA wages. Code Y indicates yes; Code N indicates no. (PQ055/1) (**Ded Limit To OASDI, IR117**)

**Rt-Deducts-Retire-Def** . See Rt-Ded-Retire-Def.

**Rt-Deducts-Retire-Non-Def** . See Rt-Ded-Retire-Non-Def.

**Rt-Plan-Code** . The code that identifies the carrier of the applicable benefit. The code is assigned by NFC as new plans are implemented. (PQ022/3, PQ055/1) (**Plan Code, IR117, IR122**)

**Rt-YTD-Ret-Contrib** . The year-to-date agency contributions for an employee in a particular retirement plan. (PQ055/1)

**Rt-YTD-Ret-Contribution** . See Rt-YTD-Ret-Contrib.

**Rt-YTD-Ret-Contributions** . See Rt-YTD-Ret-Contrib.

**Rt-YTD-Ret-Earnings** . The year-to-date earnings for an employee in a particular retirement plan. (PQ055/1) (**Earnings YTD, IR117**)

**S/L-Curr-Bal** . The hours of sick leave to the credit of the employee as of the current pay period of the current year. (PQ049/1) (**Current Balance, IR137**)

**Sal-Rate-Code** . See Rate.

**Salary-Rate-Cd** . See Rate.

**Salary-Rate-Code** . See Rate.

**SCD-WGI** . See Date-SCD-WGI.

**SCD-WGI-Date** . See Date-SCD-WGI.

**SCD-WGI-Dt** . See Date-SCD-WGI.

**Schd-No-Lst-Pd** . The number of the schedule for the pay period that is currently being processed. The schedule number is assigned as follows:

<b>1st digit</b>	fiscal year
<b>2-3 digits</b>	computer payroll (B9)
<b>4-5 digits</b>	pay period number
<b>6th digit</b>	Schedule number PQ022/1, PQ032/1

**Sched-No-Last-Pd** . See Schd-No-Lst-Pd.

**Schedule-No** . See Schd-NO-Lst-Pd.

**Scheduled-Sal** . The amount scheduled to be earned before the addition of any allowance, adjustment, or differential. (PQ022/2)

**Scheduled-Salary** . See Scheduled-Sal.

**Seasonal-Or-Status-Quo-Code** . The code that indicates whether or not the employee is a seasonal, status quo, seasonal and status quo, or a job sharing employee. Code 0 indicates neither seasonal; status quo, nor job sharing; Code 1 indicates seasonal; Code 3 indicates status quo; Code 4 indicates status quo and seasonal; Code 5 indicates on call; Code 6 indicates job sharer; Code 7 indicates seasonal job sharer. (PQ022/2)

**Seasonal-Status-Quo** . See Seasonal-Or-Status-Quo-Code.

**Seasonal-Status-Quo-Cd** . See Seasonal-Or-Status-Quo-Code.

**Seasonal-Status-Quo-Code** . See Seasonal-Or-Status-Quo-Code.

**Sensitive-Position** . The code that indicates whether or not an individual position is sensitive, and if so, the extent of the sensitivity.

<b>Code</b>	<b>Definition</b>
0	Nonsensitive (DoC)
1	Nonsensitive (noncritical-sensitive for DoC)
2	Noncritical-sensitive (critical-sensitive for DoC)
3	Critical-sensitive (special-sensitive for DoC)
4	Special-sensitive (non-sensitive-ADP for DoC)
5	Nonsensitive-ADP (noncritical-sensitive for DoC)
6	Noncritical-sensitive-ADP (critical-sensitive-ADP for DoC)
7	Critical-sensitive-ADP (special-sensitive-ADP for DoC)
8	Special-sensitive-ADP PQ033/3

**Sep-Accession-T ype**. The code that indicates whether employment is terminated because of a regular separation or because of death or whether an accession was processed. Code 0 indicates not separated; Code 1 indicates regular; Code 2 indicates deceased; Code 3 indicates accession this pay period. (PQ022/1) (**Separation Accession Type, IR101, IR123/1**)

**Sepa-Accession-T ype**. See Sep-Accession-Type.

**Separation-Acc-T ype**. See Sep-Accession-Type.

**Separation-Access-T ype**. See Sep-Accession-Type.

**Separation-Date**. See Sep-Date.

**Series**. See Occ-Series.

**Serv-Year-Srt** . See Date-Service-Year-Start.

**Serv-Year-Start** . See Date-Service-Year-Start.

**Service-Agree-Exp-Date**. See Serv-Agree-Exp.

**Service-Year-Begins** . See Date-Service-Year-Start.

**Service-Yr-Start** . See Date-Service-Year-Start.

**Sex**. The sex of the employee. Code F indicates female; Code M indicates male. (PQ022/2) (**IR123**)

**Sex-Code** . See Sex.

**Shore-Lv-Cur-Bal-Start-PP** . The pay period beginning balance. (PQ049/1)

**Sick-Accrual-Redu** . A summary of the hours of sick leave accruals that have been reduced from the employee's sick leave balance as a result of absence without leave. When the number of hours of nonpay status during the leave year equals the number of base pay hours in a pay period, the sick leave accruals are reduced by 4 hours. Reset to 0 at the beginning of the first pay period of the leave year. (PQ049/1) (**Accrual Reduction, IR133, IR137**)

**Sick-Accruals-YTD** . The number of sick leave hours earned through the current pay period. (PQ049/1) (**Accruals YTD, IR133, IR 137**)

**Sick-Carry-Bal** . The hours of sick leave carried forward from one leave year to the next. The balance is changed only once and that is at the beginning of the first pay period of the leave year. (PQ049/1) (**Carryover Bal, IR133, IR137**)

**Sick-Curr ent-Bal** . The hours of sick leave to the credit of the employee as of the current pay period of the current year. (PQ049/1)

**Sick-Leave-Accrual-T A**. The number of sick leave hours earned for the pay period. (PQ023/1, PQ049/1)

**Sick-Leave-Accruals-YTD** . See Sick- Accruals-YTD.

**Sick-Leave-Carryover-Bal** . See Sick-Carry-Bal.

**Sick-Leave-Curr ent-Bal** . See S/L-Curr-Bal.

**Sick-Leave-Used-T A**. The number sick leave hours used in a pay period. (PQ023/1)

**Sick-Leave-Used-YTD** . A summary of hours of sick leave used during the current leave year. Each pay period the usage is updated by the number of hours of sick leave recorded on the Time and Attendance Report (T/C 62). Reset to 0 at the beginning of the first pay period of the leave year. (PQ049/1) (**Leave Used YTD, IR133, IR137**)

**Sick-Lv-Accrual-Redu** . See Sick-Accrual-Redu.

**Sick-Lv-Accrual-Reduction** . See Sick-Accrual-Redu.

**Sick-Lv-Accruals-YTD** . See Sick-Accruals-YTD.

**Sick-Lv-Cary-Bal** . See Sick-Carry-Bal.

**Sick-Lv-Cur-Bal-Start-PP** . The current sick leave balance at the beginning of the pay period. (PQ049/1)

**Sick-Lv-PT-Carryover-Hours** . Part-time employees with a regularly assigned tour of duty accrue sick leave on the basis of 1 hour for every 20 base hours in a pay status. Those hours of service in a pay status which do not equal the number necessary to credit one hour of sick leave are carried forward from one pay period to the next. (PQ023/1, PQ049/1) (**Part-Time Carryover Hours, IR137**)

**Sick-PT-Carry-Hrs.** See Sick-Lv-PT-Carryover-Hours.

**Sick-Lv-Used-YTD** . See Sick-Leave-Used-YTD.

**Sick-Used-YTD** . See Sick-Leave-Used-YTD.

**Social-Security-Number** . See SSN.

**Spec-Employ-Code**. The code that identifies the employee to a special category, thereby enabling the computer, when processing data, to perform certain operations which are applicable to this type of employee or bypass certain operations which are not applicable to this type of employee. (PQ022/1) (**Special Employee Code, IR102/1**)

**Spec-Employ-Pgm-Cd** . The code that identifies the employee to a special employment program. (PQ022/1)

**Spec-Employ-Pgms-Cd** . See Spec-Employ-Pgm-Cd.

**Spec-Employment-Pgm-Cd** . See Spec- Employ-Pgm-Cd.

**Spec-Employment-Pr ograms-Code** . See Spec-Employ-Pgm-Cd.

**Special-Empl-Code** . See Spec-Employ-Code.

**Special-Employee-Cd** . See Spec-Employ-Code.

**Special-Employee-Code** . See Spec-Employ-Code.

**Split-T A-Code** . The code that indicates if the T&A has been split for the pay period. Code Y indicates yes, T&A is split; Code N indicates no, T&A is not split. (PQ022/1, PQ023/1)

**SSN**. A 9-digit unique number assigned by the Social Security Administration. If the employee has no social security number and one cannot be obtained before the personnel action is prepared, a 9-digit ID number is assigned by the agency. (PQ034/2) **(SSNO Changed To, IR131)**

**SSNO**. See SSN.

**SSNO-Old** . See Previous-SS#.

**St-By-AUO-%** . See AUO-Standby-Percent.

**St-By-AUO-1st** . See AUO-Standby-Hrs-Wk-1.

**St-By-AUO-2nd** . See AUO-Standby-Hrs-Wk-2.

**St-Tax-Doc-Pr oc-PP**. The last pay period a state tax document was processed. (PQ064/1) **(State Tax Processed PP, IR105)**

**St-Tax-Doc-Pr oc-Yr**. The last year a state tax document was processed. (PQ064/1)

**St-Tax-No-Exempts** . The number of exemptions claimed for state taxes because of anticipated deductions in excess of that usually claimed. (PQ032/1, PQ064/1) **(Exemptions Number, IR105)**

**St-Tax-Pers-Exempt** . The code that indicates if the employee claims personal exemption. Code 0 indicates none; Code 1 indicates whole. (PQ064/1) **(Exemptions Personal, IR105)**

**St-Tax-Private-Code** . The code that identifies public employees from private employees whose duty station is the Commonwealth of Puerto Rico. Code 1 indicates a private employee who does not contribute to a Government retirement system; Code 2 indicates a public employee who contributes to a Government retirement system. (PQ064/1) **(Private Tax Code, IR105)**

**St-Tax-Status-DS** . Indicates if state income tax is deducted for the state in which the employee's duty station is located. Code 0 indicates no; Code 1 indicates yes; Code 2 indicates waived. (PQ064/1) **(Status Duty State IR105)**

**St-Tax-Xtra-D** . See Extra-State-Fed-Exemption.

**St-Tax-Xtra-Exempts** . Additional exemptions claimed for state taxes because of anticipated deductions in excess of that usually claimed. (PQ064/1) (**Exemptions Extra, IR105**)

**St-Tx-Status-DS**. The code that indicates if state income tax is deducted for the state in which the employee's duty station is located. Code 0 indicates no; Code 1 indicates yes; Code 2 indicates waived. (PQ064/1)

**St-Tx-Xtra-Ded**. See Extra-State-Fed-Exemption.

**St-Tx-Xtra-Exempts**. See Extra-State-Fed-Exemption.

**Staf-Diff-Rt** . The rate of basic pay for some employees for recruitment purposes. (PQ022/1) (**Staffing Diff Rate, IR123/2**)

**Staff-Diff-Rate**. See Staf-Diff-Rt.

**Staffing-Diff-Rate**. See Staff-Diff-Rate.

**Standby/AUO**. See AUO-Standby-Percent.

**Standby-AUO-Hrs-Wk-1** . The scheduled standby hours for Week 1 of the pay period. Employees entitled to premium compensation on an annual basis for such hours. (PQ023/1)

**Standby-AUO-Hrs-Wk-2** . The scheduled weekly standby hours. Entry made only when differential period begins, ends, or changes in the second week of the pay period. (PQ023/1)

**Standby-AUO-Per cent**. See AUO-Standby-Percent.

**State Cd/Tax**. The geographical location state code and amount of state income tax withheld for that state. (PQ032/1)

**State-Code** . See Char-Contrib-State-Code.

**State-Tax-Extra-Deductions** . See Extra-State.

**State-Tax-Extra-Exemp** . See St-Tax-Xtra-Exempts.

**State-Tax-Extra-Exemption** . See St-Tax-Xtra-Exempts.

**State-Tax-Pers-Exemp** . See St-Tax-Pers-Exempt.

**State-Tax-Pers-Exemptions** . See St-Tax-Pers-Exempt.

**State-Tax-Private-Code** . See St-Tax-Private-Code.

**State-Tax-Status-Duty-Sta** . See St-Tax-Status-DS.

**State-Tax-Wh-State-Cd** . The state code for which state income taxes are withheld from the employee's salary. (PQ064/1) (**Wh State Code/Name, IR105**) (**St, IR101**)

**State-Tax-Wh-State-Code** . See State-Tax-Wh-State-Cd.

**Step.** The employee's step within grade as provided under the pay plan for the position. (PQ022/2, PQ032/1)

**Sub-Object-Class** . Identifies the budget classification. (PQ046/1)

**Submitting-Office-No** . The OPM designated number that identifies the employing or servicing personnel office. (PQ022/2)

**Suffix-Code** . The suffix code in the control data. (PQ064/1)

**Supvy-Diff-Rate.** The differential rate for General Schedule supervisors who supervise higher paid employees under other pay systems. (PQ022/1) (**Supervisory Diff Rate, IR123/2**)

**Supvy-Diff-Rt.** See Supvy-Diff-Rate.

**Supv-Code** . The code that indicates whether the position is supervisory or other. (PQ033/1)

**Suspension-Hours-T A.** The number of hours the employee was suspended during this pay period. (PQ024/1)

**TA-Cont-Pt-City-Code** . The city code for the T&A contact point. (PQ022/2, PQ023/1) (**TA Contact Point, IR124**)

**TA-Cont-Pt-State-Code** . The state code for the T&A contact point. (PQ022/2, PQ023/1) (**TA Contact Point, IR124**)

**TA-Cont-Pt-T imekpr-Cd.** The timekeeper code assigned to identify the timekeeper at a contact point location. (PQ022/2, PQ023/1) (**TA Contact Point, IR124**)

**TA-Cont-Pt-Unit-Code** . The unit code for the T&A contact point. (PQ022/2, PQ023/1) (**TA Contact Point, IR124**)

**TA-Contact-Pt-City** . See TA-Cont-Pt-City-Code.

**TA-Contact-Pt-City-Code** . See TA-Cont-Pt-City-Code.

**TA-Contact-Pt-State-Code** . See TA-Cont-Pt-State-Code.

**TA-Contact-Pt-T imekpr.** See TA-Cont-Pt-T imekpr.

**TA-Contact-Pt-T imekpr-Cd** . See TA-Cont-Pt-T imekpr.

**TA-Contact-Pt-T imekpr-Code** . See TA-Cont-Pt-T imekpr.

**TA-Contact-Pt-Unit** . See TA-Cont-Pt-Unit-Code.

**TA-Contact-Pt-Unit-Code** . See TA-Cont-Pt-Unit-Code.

**TA-Film-Roll** . The roll number used to identify the location of the Time and Attendance Report on microfilm. (PQ023/1)

**TA-Film-Seq** . The sequence number used to identify the location of Time and Attendance Report on microfilm. (PQ023/1)

**TA-Ident-Flag** . The code that indicates in what areas of the data base T&A history is located. (PQ027/1)

**TA-Pulled-Fr om-Data-Base** . The code that allows for the bypassing of invalid records through the T&A system. Code P indicates pulled from the data base; Blank indicates new business. (PQ023/1)

**TA-Rejected** . The code that indicates if a T&A rejected when entered into the system. Code Y indicates yes; Code N indicates no. (PQ023/1)

**Tax-City-Code** . The code that indicates the city for which city income taxes are applicable. (PQ047)

**Tax-Extra-Deductions** . See City-Tax-Extra-Deductions.

**Tax-Indication** . See City-Tax-Indication and County-Tax- Indication.

**Tax-No-Exemptions** . See City-Tax-No-Exemptions.

**Tax-Per cent**. See City-Tax-Percent.

**Tax-State-Code** . See City-Tax-State-Code.

**Tax-Status** . See City-Tax-Status.

**Thrift-Sav-Base-Pay** . The base pay used to compute thrift savings. (PQ022/2)

**Thrift-Savings** . The amount contributed to the thrift savings plan. (PQ032/1)

**Tips-Received** . The amount of gratuities received by an employee per pay period. (PQ022/2)

**Total-Hours** . The total paid hours for the pay period. (PQ032/1)

**Tran-Amt-Wk-1** . The amount of money earned during the first week of the pay period broken down by pay transaction. (PQ046/1, PQ061/1)

**Tran-Amt-Wk-2** . The amount of money earned during the second week of the pay period broken down by pay transaction. (PQ046/1, PQ061/1)

**Tran-Diff-Per** . A percentage added to the base pay. (PQ046/1, PQ061/1)

**Tran-Flag** . Further describes certain activities about certain transactions. If COLA (T/C 45) or post differential (T/C 46), differentiates between the start of the allowance and regular biweekly payments. If cash award, differentiates between suggestion, performance and special act/service. For other transactions, identifies those that have been force released for accounting data errors. Code 1 indicates begin COLA; Code 2 indicates begin post differential; Code 3 indicates type award (suggestion); Code 4 indicates type award (performance); Code 5 indicates type award (special act/service); Code 6 indicates force release accounting data. (PQ046/1, PQ061/1)

**Tran-Hrs-Wk-1** . The transaction hours for the first week of the pay period. (PQ025/1, PQ046/1, PQ061/1)

**Tran-Hrs-Wk-2** . The transaction hours for the second week of the pay period. (PQ025/1, PQ046/1, PQ061/1)

**Tran-Meals-Amt** . The amount paid during the pay period for meals. (PQ046/1, PQ061/1)

**Tran-Meals-Code-T A**. The class code controls the amount of deduction for the meal. (PQ025/1, PQ046/1, PQ061/1)

**Tran-Meals-No** . The number of meals for this pay period. (PQ025/1, PQ046/1, PQ061/1)

**Tran-Pay-Code**. The transaction code recorded on the T&A for payment. (PQ025/1)

**Tran-Prefix-T A**. A transaction code prefix for wage grade environmental pay. (PQ025/1, PQ046/1, PQ061/1)

**Tran-Rate** . The hourly rate that applies to the particular transaction. (PQ046/1, PQ061/1)

**Tran-Suffix-T A**. A suffix to the transaction code. (PQ025/1, PQ046/1, PQ061/1)

**Trans-Code** . See City-Tax-Trans-Code and County-Tax-Trans-Code.

**Transaction-Amt-Week-1** . See Tran-Amt-Wk-1.

**Transaction-Amt-Week-2** . See Tran-Amt-Wk-2.

**Transaction-Code** . The code that indicates the type of action regarding withholding of union dues from an employee's salary. Code 01 indicates new authorization; Code 02 indicates change in local or lodge; Code 03 indicates employee revocation received; Code 04 indicates organization cancellation; Code 05 indicates wages inadequate to deduct; Code 06 indicates LWOP, furlough, or suspension; Code 07 indicates employee revocation effective; Code 08 indicates national recognition withdrawn; Code 09 indicates employee separated; Code 10 indicates employee not paid this pay period; Code 11 indicates employee separated-final salary due; Code 12 indicates dues deducted in error; Code 13 indicates adjustment to dues deducted; Code 14 indicates change in dues. For financial allotment transaction codes, see Fin-Allot-Transaction-Code; for T&A transaction codes see Pay-Tran-Code. (PQ047)

**Transaction-Diff-Per cent**. See Tran-Diff-Per.

**Transaction-Flag** . See Tran-Flag.

**Transaction-Hrs-Week-1** . See Tran-Hrs-Wk-1.

**Transaction-Hrs-Week-1-T A**. Transaction code hours charged in the first week of the pay period. (PQ025/1)

**Transaction-Hrs-Week-2** . See Tran-Hrs-Wk-2.

**Transaction-Hrs-Week-2-T A**. The transaction code hours charged in the second week of the pay period. (PQ025/1)

**Transaction-Meals-Amount** . See Tran-Meals-Amt.

**Transaction-Meals-Code-T A**. See Tran-Meals-Code-T A.

**Transaction-Meals-Number** . See Tran-Meals-No.

**Transaction-Pay-Code** . See Pay-Tran-Code.

**Transaction-Prefix-TA** . See Tran-Prefix-TA.

**Transaction-Rate** . See Tran-Rate.

**Transaction-Suffix-TA** . See Tran-Suffix-TA.

**Treasury-Symbol** . A number assigned by Treasury to identify a payroll office. (PQ046/1)

**TS-Action-Code** . The thrift code indicates the action being taken. Code 0 indicates no action; Code 1 indicates non-participation; Code 2 indicates waived; Code 4 indicates new enrollment; Code 5 indicates cancelled enrollment; Code 8 indicates change in coverage. (PQ056/1) (**Action Code, IR118**)

**TS-Acct-EFT** . See Account-EFT.

**TS-Base-Pay** . An employee's base pay for a TSP. (PQ022/1)

**TS-Base-Pay-(In)** . An employee's base pay for a thrift savings adjustment debit. (PQ062/1) (**Base Pay Debit, IR121**)

**TS-Base-Pay-(Out)** . An employee's base pay for a thrift savings credit adjustment. (PQ062/1) (**Base Pay Credit, IR121**)

**TS-Base-Pay-YTD** . Base pay the employee has earned year-to-date for which a percentage of TSP deductions have been made. (PQ022/1) (**Earnings YTD, IR118**)

**TS-Basic-Con-Pr** . Basic TSP contributions that are prorated. (PQ046/1)

**TS-Benefit-Type** . The code that differentiates between government-wide and nongovernment-wide benefit plans. Code 1 indicates government-wide; Code 2 indicates nongovernment-wide. (PQ056/1, PQ062/1) (**Benefit Type, IR118, IR121**)

**TS-Coll-Contrib-(In)** . The agency's contribution for the debit side of a thrift savings adjustment. (PQ062/1) (**Agy Contributions YTD, IR118**)

**TS-Coll-Contrib-(Out)** . The agency's contribution for the credit side of a thrift savings adjustment. (PQ062/1) (**Agy Contributions YTD, IR118**)

**TS-Cont-NF-Pr o** . The non-Federal prorated TSP contributions. (PQ046/1)

**TS-Contrib-Thrift-Sav** . The amount the agency contributed for thrift savings. (PQ056/1)

**TS-Contributions-YTD** . The year-to-date contributions for an employee in a particular thrift savings plan. (PQ056/1)

**TS-Coverage-Code** . The employee's eligibility for participation and if eligible, records participation. Blank indicates non-government. (PQ056/1) (**Coverage Code, IR118**)

**TS-Date-Deducts-Began** . The date the employee became eligible to participate in a particular thrift savings plan. (PQ056/1) (**Deductions Began, IR118**)

**TS-Date-Effective** . The date the applicable action becomes effective. (PQ056/1) (**Eff Date Of Action, IR118**)

**TS-Deduct-Factor-Def** . The deferred thrift savings percent or amount to be deducted. (PQ056/1) (**Deferred Deduction Factor, IR118**)

**TS-Deduct-Factor-Non-Def** . The non-deferred thrift savings percent or amount deducted. (PQ056/1) (**Non Deferred Ded Factor, IR118**)

**TS-Deduct-Flag** . An indicator used to identify current deduction. Code F indicates first; Code S indicates subsequent; Code L indicates last. (PQ062/1) (**Deduction Flag, IR121**)

**TS-Deduction-T ype**. Indicates a characteristic of deduction. Code 1 indicates percent of base pay; Code 2 indicates percent of gross pay; Code 3 indicates fixed amount. (PQ056/1) (**Deduction Type, IR118**)

**TS-Deduction-T ype-(In)** . Indicates a characteristic of a deduction on the debit side of a thrift adjustment. (PQ062/1) (**Deduction Type Debit, IR121**)

**TS-Deduction-T ype-(Out)** . Indicates a characteristic of a deduction for a credit thrift adjustment. (PQ062/1) (**Deduction Type Credit, IR121**)

**TS-Deduction-YTD-Def** . The amount deducted for the calendar year. (PQ056/1) (**Deferred Deduction YTD, IR118**)

**TS-Deduction-YTD-Non-Def** . The non-deferred thrift savings amount deducted for the calendar year. (PQ056/1) (**Non Deferred Ded YTD, IR118**)

**TS-Deducts-After-OASDI** . The percent or amount to be deducted once the FICA limit has been reached. (PQ056/1) (**Ded After OASDI Limit, IR118**)

**TS-Deducts-OASDI-Limit** . The code that indicates if the amount deducted is limited to the amount of FICA wages. Code Y indicates yes; Code N indicates no. (PQ056/1) (**Ded Limit To OASDI, IR118**)

**TS-Deducts-T-S-Def** . The deferred amount deducted for thrift savings biweekly. (PQ022/3, PQ056/1, PQ062/1)

**TS-Deducts-T-S-Non-Def**. The non-deferred amount deducted for thrift savings biweekly. (PQ022/3, PQ056/1, PQ062/1)

**TS-Factor-Def-(In)** . The thrift savings deduction factor deferred for the debit side of a thrift savings adjustment. (PQ062/1) (**Factor Deferred Debit, IR121**)

**TS-Factor-Def-(Out)** . The thrift savings deduction factor deferred for the credit side of a thrift savings adjustment. (PQ062/1) (**Factor Deferred Credit, IR121**)

**TS-Factor-Non-Def-(In)** . The thrift savings deduction factor non-deferred for the debit side of a thrift savings adjustment. (PQ062/1) (**Factor Non Deferred Debit, IR121**)

**TS-Factor-Non-Def-(Out)** . The thrift savings deduction factor non-deferred for the credit side of a thrift savings adjustment. (PQ062/1) (**Factor Non Deferred Credit, IR121**)

**TS-Match-Con-Pr** . The prorated amount of government matching contribution. (PQ046/1)

**TS-No-Pay-Periods** . The total number of pay periods the deduction is to be made.  
(PQ062/1) (**Number Of Pay Periods, IR121**)

**TS-Pay-Period-No-(In)** . The pay period that the collection begins. (PQ062/1) (**Payment Begins PP YR, IR121**)

**TS-Pay-Period-No-(Out)** . The pay period that the collection ends. (PQ062/1) (**Collection Ends PP YR, IR121**)

**TS-Pay-Period-Yr-(In)** . The year that the collection begins. (PQ062/1) (**Payment Begins PP YR, IR121**)

**TS-Pay-Period-Yr-(Out)** . The year that the collection ends. (PQ062/1) (**Collection Ends PP YR, IR118, IR121**)

**TS-Plan-Code** . The carrier of the applicable benefit. (PQ022/3, PQ056/1PQ062/1) (**Plan Code, IR122**)

**TS-Rte-No.** See Rte-No.

**TS-Total-Deducts-(In)** . The total amount of an employee's correct TSP deduction.  
(PQ062/1)

**TS-Total-Deducts-(Out)** . The total amount of an employee's erroneous TSP deduction.  
(PQ062/1)

**TS-YTD-Thrift-Earnings** . The year-to-date earnings for an employee in a particular thrift savings plan. (PQ056/1)

**Type-Appnt-Code** . The code that identifies the type of appointment given to an employee. The code indicates into which service the employee has been placed and the status with respect to the type of appointment held. The data in this field is used to audit conformity of other data relating specifically to the employee's appointment and to produce various output reports and listings requiring identification of employee by the type of appointment held. Code 1 indicates competitive career and SES career; Code 2 indicates competitive career conditional; Code 3 indicates competitive TAPER, competitive indefinite, term, and SES limited term or emergency; Code 4 indicates competitive temporary, SES time limited career, competitive special need; Code 6 indicates excepted permanent and SES noncareer; Code 7 indicates excepted conditional; Code 8 indicates excepted indefinite and excepted limited (more than 1 year); Code 9 indicates excepted temporary and SES time limited noncareer.  
(PQ022/2) (**Type Of Appointment Code, IR102/1**)

**Type-Appoint-Cd.** See Type-Appnt-Code.

**Type-Appointment-Code** . See Type-Appnt-Code.

**Type-Appnt-Code** . See Type-Appnt-Code.

**Type-Code** . See Char-Camp-Area-Type-Code.

**Type-Emp** . The code that identifies the employee's type of employment (i.e., tour of duty). The code shown in this block is a primary factor for determining the employee's entitlement

to the various employment benefits and to premium compensation. Code 1 indicates full-time; Code 2 indicates part-time; Code 3 indicates intermittent; Code 4 indicates fee basis or piecework; Code 6 indicates intermittent substituting for a full-time employee (T&A only). (PQ022/2, PQ023/1)

**Type-Lump-Sum-Payment** . The code that indicates if the lump sum payment is an interim or a final payment. Code 0 indicates interim; Code 1 indicates final. (PQ048/1)

**Type-Of-Appnt-Code** . See Type-Appnt-Code.

**Type-Of-Employment** . See Type-Emp.

**Type-Of-Appnt-Code** . See Type-Appnt-Code.

**Type-Of-Employmnt** . See Type-Emp.

**Type-Of-Employment** . See Type-Emp.

**Type-Of-Investigation** . The code that indicates the type of investigation completed for security. Code 01 indicates replacement investigation; Code 02 indicates national agency check; Code 03 indicates national agency check and inquiries; Code 04 indicates minimum background; Code 05 indicates limited background investigation; Code 06 indicates background investigation; Code 07 indicates special background investigation; Code 08 indicates reimbursable suitability; Code 09 indicates periodic investigation; Code 10 indicates upgrade investigation (SGI, BI upgrade/BGI); Code 11 indicates upgrade investigation (SDI, BI upgrade/BDI, LDI).

**Type-Payment** . The code that indicates the type of payment. Code 00 indicates bond carryover refund/adjustment refund, Code 01 indicates regular T&A; Code 02 indicates adjustment (debit/credit); Code 03 indicates NFC 29 (live payment); Code 04 indicates lump sum payment; Code 05 indicates compensatory payment; Code 06 indicates cash award; Code 07 indicates NFC 29 (manual payment); Code 08 indicates FEHBA collection (paid employee); Code 09 indicates FEHBA collection (unpaid employee); Code 11 indicates severance payment. (PQ022/1)

**U-SSNO** . The social security number used as a calc key in the unpaid area of the data base. (PQ027/1)

**Unif-Svc-Retire e-COLA** . The annual cost of living increase to uniform service retirees. PQ032/1 **Uniform Service Retire COLA, IR102/2)**

**Uniform-Svc-Status** . See Uniform-Service-Status.

**Union-%-Ind** . Code 2 indicates union dues deduction is based on a percentage of base wages. (PQ047)

**Union-Code** . The code that identifies the union for which dues are being deducted from the employee's salary. (PQ047)

**Union-Ded-Indicator** . The code used to determine the method of deduction for union dues. Code 1 indicates biweekly; Code 2 indicates percent of base wages. (PQ047)

**Union-Dues** . See Amount-Per-PP.

**Union-Dues-Amount-Per-PP** . See Amount-Per-PP.

**Union-Dues-Dues-Code**. The code that indicates whether dues were withheld for union or association membership. Code A indicates association; Code U indicates union. (PQ047)

**Union-Dues-Local-Code** . The code that identifies the local or lodge number of the union designated by the employee for dues deduction. (PQ047)

**Union-Dues-Transaction-Code** . See Transaction-Code.

**Union-Dues-Union-Code** . See Union-Code.

**Union-Dues-Union-Ded-Indicator** . See Union-Ded-Indicator.

**Union-Local-Code** . The code that identifies the local or lodge number of the union designated by the employee for dues deduction. (PQ047)

**Union-Min-Ded**. The minimum amount deducted per pay period or amount added to the deduction amount used for Locals 0075, 2477, and 2910. (PQ047)

**Union-Min-Ded-Amt**. See Union-Min-Ded.

**Union-Per cent-Ded** . See Union-Dues-Union-Percent-Ded.

**Union-Trans-Code**. See **Transaction-Code**.

**Wage-Shift-Rate-2nd** . The rate used to compute pay for second shift time reported on the T&A for Federal Wage System employees. (PQ022/2)

**Wage-Shift-Rate-3rd** . The rate used to compute pay for third shift time reported on the T&A for Federal Wage System employees. (PQ022/2)

**Wage-Shift-Rate-V aried**. The rate used to compute pay for varied shift time reported on the T&A for Federal Wage System employees. (PQ022/2)

**Wages-OASDI** . The amount of wages paid to the employee that was subject to FICA tax during the period. (PQ022/1)

**WB-Rate-2nd** . See Wage-Shift-Rate-2nd.

**WB-Rate-3rd** . See Wage-Shift-Rate-3rd.

**WB-Rate-V ar**. See Wage-Shift-Rate-V aried.

**WB-1st-Shift-Hrs-LSP** . The number of hours for lump sum payment at the first shift rate. (PQ048/1)

**WB-2nd-Shift-Hrs-LSP** . The number of hours for lump sum payment at the second shift rate. (PQ048/1)

**WB-3rd-Shift-Hrs-LSP** . The number of hours for lump sum payment at the third shift rate. (PQ048/1)

**WB-Shift-Rate-2nd** . See Wage-Shift-Rate-2nd.

**WB-Shift-Rate-3rd** . See Wage-Shift-Rate-3rd.

**WB-Shift-Rate-V ar.** See Wage-Shift-Rate-V aried.

**WB-Varied-Shift-Hrs-LSP** . The number of hours for lump sum payment at the varied shift rate. (PQ048/1)

**Work-Schedule.** The code that indicates time basis on which an employee is scheduled to work. F=full-time; G=full-time seasonal; H=full-time on call; P=part-time; Q=part-time seasonal; R=part-time on call; I=intermittent; J=intermittent seasonal. Refer to FPM 292-1, Personnel Data Standard. (PQ022/2) **(IR122)**

**Working-T itle-Code** . The code that defines the administrative or organizational title of a position. (PQ022/2) **(IR123/1)**

**Yr.** See Effective-Yr.



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