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Title: I, Payroll/Personnel Manual

Chapter: 20, Reports, Section 5, Payroll/Personnel Output

Bulletin: PPO 03-2, Schedule for Reporting of Employment Data on the SF-113 Reports

Date: September 5, 2003

To: Holders of the Payroll/Personnel Manual  
Personnel Users Group

The Office of Personnel Management (OPM) has established the FY 2004 schedule for SF-113 reports, which incorporates the information in Reports SF-113-A, Monthly Report of Federal Civilian Employment, and SF-113-G, Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment. The OPM schedule, provided on the reverse of this bulletin, includes the projected pay period cutoffs and projected dates for mailing these reports.

The National Finance Center (NFC) will distribute the SF-113 reports to agencies as early as possible after the last pay schedule in the processing cycle. The agency must forward a copy of the reports to OPM by the 15th of the month following the end of the reporting month as shown on the schedule. Reports SF-113-A and the SF-113-G (EMPR123-1 and EMPR127-1) can now be accessed via the NFC Reporting Center from the NFC home page at [www.nfc.usda.gov](http://www.nfc.usda.gov). If you are interested in accessing these reports, contact your agency Security Officer to request access.

For information about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer question about NFC processing to the Payroll Operations Branch at **504-255-4630**. Refer question about system access to Customer Support at **504-255-5230** or [customer.support@usda.gov](mailto:customer.support@usda.gov). For questions about this bulletin, call **504-255-5322** or send an e-mail to [nfc.pcvf@usda.gov](mailto:nfc.pcvf@usda.gov).

PENNY W. FORBES, Acting Director  
Government Employees Services Division

### FY2004 Schedule For SF-113 Reports

Reporting Month	Pay Period	Inclusive Dates	Projected Pay Period Cutoff	Projected Mailing Date
October	19 20	September 21 - October 4, 2003 October 5 - October 18, 2003	Pay Period 21	November 12, 2003
November	21 22 23	October 19 - November 1, 2003 November 2 - November 15, 2003 November 16 - November 29, 2003	Pay Period 23	December 10, 2003
December	24 25	November 30 - December 13, 2003 December 14 - December 27, 2003	Pay Period 26	January 21, 2004
January	26 1	December 28, 2003 - January 10, 2004 January 11 - January 24, 2004	Pay Period 1	February 4, 2004
February	2 3	January 25 - February 7, 2004 February 8 - February 21, 2004	Pay Period 3	March 3, 2004
March	4 5	February 22 - March 6, 2004 March 7 - March 20, 2004	Pay Period 5	March 31, 2004
April	6 7	March 21 - April 3, 2004 April 4 - April 17, 2004	Pay Period 7	April 28, 2004
May	8 9 10	April 18 - May 1, 2004 May 2 - May 15, 2004 May 16 - May 29, 2004	Pay Period 9	May 26, 2004
June	11 12	May 30 - June 12, 2004 June 13 - June 26, 2004	Pay Period 12	July 7, 2004
July	13 14	June 27 - July 10, 2004 July 11 - July 24, 2004	Pay Period 14	July 21, 2004
August	15 16	July 25 - August 7, 2004 August 8 - August 21, 2004	Pay Period 16	August 4, 2004
September	17 18	August 22 - September 4, 2004 September 5 - September 18, 2004	Pay Period 18	September 29, 2004

**Note:** The Projected Pay Period Cutoff is the **last schedule** for the projected pay periods listed on this schedule.