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- B = Bond: Denomination
- C = Bond: Purchase Indicator  
(0 = Bond not Purchased, 1 = Bond Purchased)
- D = Bond: Requested Deduction, if a Bond Deduction was taken this pay period

- The Bond: Purchase Indicator shall be reset to 0 if it had been set to 1.

#### 3.1.1.2.2-222

The capability shall be provided to process up to three cash awards within the same biweekly pay period for the same employee.

The capability shall be provided to withhold federal, state, and city taxes, FICA, and Hospital Insurance Tax (HIT) on an Award: Amount. The capability shall also be provided to establish an award as NASA HQ issued by setting Award: Check equal to N during personnel action input.

The capability shall be provided to correct an Award: Amount for up to 3 years after the Effective Date of the award by maturing a correction action (NOAC 002) with the correct Award: Amount. If the correction is for a current pay period award action, the computations specified below shall be recomputed based on the new Award: Amount. If the correction is for a prior pay period award action, the difference between the new Award: Amount and the old Award: Amount shall be computed and used in the computations specified below. Where the difference is negative, a difference of zero shall be substituted.

The Award: Amount shall be added to Award Amount: YTD, Gross Earnings: YTD, Taxable Earnings: MTD, Taxable Earnings: QTD, and Taxable Earnings: YTD.

Award: Net Earnings shall be added to Net Earnings: YTD.

The Federal Tax: Award B/W shall be computed as 28 percent of the Award: Amount. The Federal Tax: Award B/W shall be added to Federal Tax: QTD and Federal Tax: YTD.

If the employee lives in a taxing state and the award is a Spot Cash Award (i.e., NOAC ~~840 or 841877 and Legal Authority Code: 1 = V3F or V7L~~), the State Tax: Award B/W shall be computed by multiplying the Award: Amount by the spot awards tax rate in table TTAX in Appendix J.

If the employee lives in a taxing state and the award is not a Spot Cash Award, the State Tax: Award B/W shall be computed by treating the Award: Amount as gross pay and computing the State Tax: Award B/W based on the tax algorithm for that state. However, the value of State Tax: Additional W/H shall not be used to compute the State Tax: Award B/W.

The State Tax: Award B/W shall be added to State Tax: MTD, State Tax: QTD, and State Tax: YTD. The Award: Amount shall be added to State Tax: Erngs QTD and State Tax: Erngs YTD.

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the action and the NOAC is not one of those listed under Block 12 of Appendix E.

3.1.2.1.1-141

The capability shall be provided to set the SF 50 Comment Code equal to P71 with the variable contained in this remark set equal to Empl Stfng Dfrntl Anl Amt if the employee is receiving a Staffing Differential as of the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-142

The capability shall be provided to set the SF 50 Comment Code equal to P73 when the NOAC equals 818 and is giving or changing the Empl AUO Pct.

3.1.2.1.1-143

The capability shall be provided to set the SF 50 Comment Code equal to P82 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO prior to the effective date of the action and the NOAC is not one of those listed under Block 12 of Appendix E.

3.1.2.1.1-144

The capability shall be provided to set the SF 50 Comment Code equal to P81 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO as of the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-145

The capability shall be provided to set the SF 50 Comment Code equal to M67 when the NOAC is in the range 300-399 except NOAC 350 or the fourth character of the NOAC is "T".

3.1.2.1.1-146

The capability shall be provided to modify the SSN on all unmatured actions if the accession action (NOACs 100-199 or fourth character equals "A") is currently on the suspense file and is unmatured.

3.1.2.1.1-147

The capability shall be provided to set the SF 50 Comment Code equal to Y20 for a Firefighter (Occupational Code equal to 0081 and Tour of Duty: Uncommon Tour Hours not equal to zero) on all NOACs except accessions (1\*\*, \*\*\*A), conversions (5\*\*), and awards (815, 816, ~~840, 841, 842, 843, 844, 845, 846, 847, 872, 873, 874, 875, 876, 877~~, 878, 879, ~~885, 889~~, 987, 988, 989) with the variable in this remark set equal to the lesser of A or B.

A = EMPL-ADJSTD-BASIC-PAY-AMT \* .25 rounded

B = (Salary for Pay Table GS1, Grade: Current 10, Step 1 \* 1%, where % = higher of the two locality rates found in TLOA) \* .25 rounded

Sch Basic Pay Amt is greater than zero and to set Empl Sch Adjstd Basic Pay Amt, Empl Sch Basic Pay Amt, and Empl Lclty Adjstmnt Anl Amt to zero when Empl Basic Pay Amt is set to zero by the user.

3.1.2.1.2-240

The capability shall be provided to set the Award: Amount equal to Empl Bonus Rcrtmnt Amt when the NOAC is equal to 815, Empl Bonus Rlctn Amt when the NOAC is equal to 816, or Salary: Foreign Language Annual Amount when the NOAC is equal to ~~844-873~~.

3.1.2.1.2-241

The capability shall be provided to recompute Empl AUO Anl Amt, Retention Allowance, Empl Stfng Dfrntl Anl Amt, and Supervisory Diff on each pay adjustment.

3.1.2.1.2-242

The capability shall be provided to compute the Gross Award: Amount for an On the Spot Cash Award (NOACs ~~840, 841-877 and Legal Authority Code: 1 = V3F~~) based on the net amount of the award as follows.

Award: Amount

$$*\text{Net Amount of Award} / (1 - .28 - A - B - C - D)$$

Where:

A = Statutory OASDI rate in table TRETIR, Appendix J

B = Statutory HIT rate, in table TRETIR, Appendix J

C = On the Spot Awards state tax rate / 100, in table TTAX, Appendix J

D = On the Spot Awards city tax rate / 100, in table TTAX, Appendix J

~~\* If the result of the computation is not a whole dollar amount, the federal tax withholding shall be rounded to bring the net award amount to a whole dollar.~~

3.1.2.1.2-243

The following capabilities shall be provided to calculate WIG Date: Next and WIG: Waiting Period End Date if NOAC is 721 and the employee's Pay Plan changes from GM to GS.

**General Schedule Calculation:**

If the employee's new Step equals 1, 2, or 3, then WIG Date: Next shall equal Last Equiv Incr Date plus 52 weeks, and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

### 3.1.2.3 *Personnel Mass Actions*

NPPS shall provide the capability to generate the following suspended personnel transactions for a user-defined group of employees.

- Transfers (NOAC 352)
- Furloughs (NOACs 471, 472, 473, and 772)
- Realignments (NOAC 790)
- Awards (NOACs ~~840, 841, 842, 843, 845, 874, 875, 876, 877,~~ 878, 879, ~~885,~~ 987, 988, and 989)
- Performance Ratings (NOAC 990)
- Annual Comparability Increases (ACI) (NOAC 894)
- NASA Class Codes (NOAC 920)
- Changes in Organization Name (NOAC 925)
- FEHB Plan Codes (NOAC 942)
- TSP Change (NOAC 943)
- Locality Payment (NOAC 895)
- Duty Station (NOAC 792)
- Change in Appropriation (NOAC 954)
- Miscellaneous (NOAC 991)
- Return to Duty (NOAC 292)

The following paragraphs specify requirements pertaining to the NOACs listed previously.

#### 3.1.2.3-100

The capability shall be provided to select active employees (Duty Status is not equal to Z) for processing through mass actions.

#### 3.1.2.3-101

The capability shall be provided to set Nature of Action and Legal Authority descriptions based on the values specified in table TNOAC and TAUTH included in Appendix J.

Tour of Duty: Uncommon Tour Hours not equal to zero) on all NOACs except accessions (1\*\*, \*\*\*A), conversions (5\*\*), and awards (815, 816, 840, 841, 842, 843, 844, 845, 846, 847, 872, 873, 874, 875, 876, 877, 878, 879, 885, 889, 987, 988, 989) with the variable in this remark set equal to the lesser of A or B.

A = EMPL-ADJSTD-BASIC-PAY-AMT \* .25 rounded

B = (Salary for Pay Table GS1, Grade: Current 10, Step 1 \* 1.%, where % = higher of the two locality rates found in TLOA) \* .25 rounded

#### 3.1.2.4-133

The capability shall be provided to print the SF 50 Comment Code P99 with the variable contained in this remark set equal to Availability Pay: Annual Amt when employee is currently receiving availability pay as of the effective date of the action, and NOAC NE 819 and the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

#### 3.1.2.4-134

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code Y35 with the variable contained in this remark set equal to Empl Lclty Adjstmnt Anl Amt when Empl Sch Lclty Adjstmnt Amt causes Empl Adjstd Basic Pay Amt to be limited by the Salary Cap.

### OUTPUTS

The following outputs shall result from SF 50 Processing.

#### 3.1.2.4-200

SF 50: Print Status updated on suspended personnel actions.

#### 3.1.2.4-300

SF 50 Notification of Personnel Action, Core Report 150; included in Appendix G.

The capability shall be provided for the adjustment of accumulation of earnings, deductions, leave costs, and hours worked.

3.1.3.1.2.2-101

Accumulations adjustments of dollars and hours paid transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.2.2-102

The capability shall be provided to establish an adjustment to accumulations of earnings, deductions, leave costs, and hours worked only when the value of the adjusted field after adjustment is positive.

3.1.3.1.2.2-103

The capability shall be provided to automatically apply adjustments to earnings and deductions accumulations associated with HIT, FICA, and federal, state, city, and county taxable earnings, TSP deductions, FEHB deductions and tax withholdings when current pay period permanent change of station earnings and the associated tax withholdings are entered.

3.1.3.1.2.2-104

The capability shall be provided to establish and modify limited appointment accumulations adjustments.

3.1.3.1.2.2-105

The capability shall be provided to establish and modify positive TSP record type 41 adjustments for submission to the National Finance Center to resubmit previously rejected TSP record type 11s. Up to 26 separate adjustments shall be allowed. These adjustments shall not affect employee pay.

3.1.3.1.2.2-106

The capability shall be provided to enter and modify YTD, QTD, and MTD earnings and deductions accumulations that were saved for a maximum of three former taxing states when the taxing entity was changed to another taxing entity or the tax withholding requirement was canceled.

3.1.3.1.2.2-107

The capability shall be provided to allow the establishment or modification of former state tax data only when the state tax earnings, deductions, and state tax code are present.

3.1.3.1.2.2-108

The capability shall be provided to enter and modify YTD, QTD, and MTD earnings and deductions accumulations that were saved for a maximum of three former taxing cities and counties when the taxing entity was changed to another taxing entity or the tax withholding requirement was canceled.

3.1.3.1.2.2-109

The capability shall be provided to allow the establishment or modification of

## Controls

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#### 3.1.3.2.4 Net Pay

NPPS shall provide the capability to compute the employee net pay by applying the specific deductions from employee gross earnings. Accumulations of deductions shall be incremented when net pay is computed. ~~Employee deductions shall be applied in the following order.~~ If FEHB Tax Exempt Waiver (TEW) indicator is blank (meaning employee does not waive the FEHB Tax Exemption), apply FEHB deduction before OASDI, HIT, Federal Income Tax Withholding, State Income Tax (if applicable) and City/County Income Tax (if applicable) deductions. If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' (meaning employee does waive the FEHB Tax Exemption), deductions shall be applied in the order below.

- CSRS or FERS
- ~~OASDI/FICA~~ or HIT
- TSP Contributions
- Federal Income Tax Withholding
- FEHB
- FEGLI Basic
- State Income Tax Withholding
- City/County Income Tax Withholding
- Indebtedness to the Government
- Child Support
- Commercial Garnishment
- Bankruptcy Payments
- FEGLI Optional
- Savings Allotments
- TSP Loan Payments
- Military Service Deposits
- Union Dues
- Bonds

- Combined Federal Campaign
- NEBA
- Miscellaneous
- Advance Pay

Collection adjustments to net earnings shall be applied in the same order as the regular biweekly deduction, but only after all refunds have been applied to new earnings.

### INPUTS

The inputs for Net Pay are listed in Appendix F.

### PROCESSES

#### 3.1.3.2.4-100

The definition of base earnings for this process includes locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200. For Federal Wage System employees (NASA Classification Code = 1\*\*\*\*), Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W) shall be included in the definition of base earnings.

The capability shall be provided to compute the biweekly CSRS deduction for employees with a Retirement Plan of 1, 6, C, E, R, or T and Annuitant Indicator of 2, 3, or 9 by multiplying the biweekly base earnings by the statutory CSRS rate in table TRETIR in Appendix J. The capability shall be provided to compute the biweekly CSRS government contribution by multiplying the biweekly base earnings by the CSRS statutory contribution rate. When the Base Earnings: YTD plus Empl Local Pay YTD Amt plus Empl Local Pay Trnsfr In YTD Amt plus Empl Admn Uctrd OT YTD Amt plus Availability Pay: YTD plus Base Earnings: Transferred In of an employee contributing to the CSRS offset plan (Retirement Plan of C or E) equals the FICA earnings limit in table TRETIR, the system shall change the rate for CSRS from the reduced rate (RT-RATE in table TRETIR) to the full withholding rate (CSRS Employee Rate in table TRETIR for Retirement Code '1'). The reduced rate shall apply to all earnings up to the Wage Limit and all earnings above the wage limit shall be subject to the full withholding rate.

#### 3.1.3.2.4-101

If FEHB Tax Exempt Waiver (TEW) indicator is blank (meaning employee does not waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly OASDI deduction for employees with a Retirement Plan of 2, C, E, K, M, R, T, or N by first subtracting the FEHB deduction from the biweekly gross earnings, then multiplying by the statutory OASDI rate.

If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' (meaning employee does waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly OASDI deduction for employees with a Retirement Plan of 2, C, E, K, M, R, T, or N by multiplying the biweekly gross earnings by the statutory OASDI rate.

If FEHB Tax Exempt Waiver (TEW) indicator is blank, compute the biweekly OASDI government contribution by first subtracting the FEHB deduction from the biweekly gross earnings then multiply by the OASDI statutory contribution rate.

If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' then compute the biweekly OASDI government contribution by multiplying the biweekly gross earnings by the OASDI statutory contribution rate. OASDI deductions shall be withheld and government contributions computed only to the extent that OASDI: Earnings YTD plus OASDI: Earnings YTD Trans In is less than the maximum statutory OASDI earnings limit in table TRETIR in Appendix J.

3.1.3.2.4-102

The definition of base earnings for this process includes locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200. For Federal Wage System employees (NASA Classification Code = 1\*\*\*\*), Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W) shall be included in the definition of base earnings.

The capability shall be provided to compute the biweekly FERS deduction for employees with a Retirement Plan of K, M, or N by multiplying the biweekly base earnings by the statutory FERS rate in table TRETIR in Appendix J. The capability shall be provided to compute the biweekly FERS government contribution by multiplying the biweekly base earnings by the FERS statutory contribution rate in table TRETIR in Appendix J.

3.1.3.2.4-103

The system shall compute the employee deduction and the agency amount for retirement for a FERS reemployed annuitants (retirement plan codes K, M and N) whose salary is reduced by the amount of their annuity. The algorithm is

$$A \times B \times C$$

Where A = Hourly Rate (or regulatory capped rate ref. 3.1.3.2.3-307), including annuity, and including hazard differential (ref. 3.1.3.2.3-100) for wage grade employees.

B = Biweekly Base Hours

C = FERS Rate  
(use prevailing employee and government statutory rate).

Annuitant Indicators for FERS employees whose salary is reduced by their annuity are: A, C and E.

### 3.1.3.2.4-104

~~The capability shall be provided to compute the biweekly HIT deduction for employees with a Retirement Plan of 1, 2, 4, 6, C, E, K, M, R, T, or N by multiplying the biweekly gross earnings by the statutory HIT rate in table TRETIR in Appendix J. The capability shall be provided to compute the biweekly HIT government contribution by multiplying the biweekly gross earnings by the HIT statutory contribution rate. If FEHB Tax Exempt Waiver (TEW) indicator is blank (meaning employee does not waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly HIT deduction for employees with a Retirement Plan of 1, 2, 4, 6, C, E, K, M, R, T, or N by first subtracting the FEHB deduction from the biweekly gross earnings then multiply by the statutory HIT rate in table TRETIR in Appendix J.~~

~~If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' (meaning employee does waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly HIT deduction for employees with a Retirement Plan of 1, 2, 4, 6, C, E, K, M, R, T, or N by multiplying the biweekly gross earning by the statutory HIT rate in table TRETIR in Appendix J.~~

~~If FEHB Tax Exempt Waiver (TEW) indicator is blank, compute the biweekly HIT government contribution by first subtracting the FEHB deduction from the biweekly gross earnings then multiply by the HIT statutory contribution rate.~~

~~If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' then compute the biweekly HIT government contribution by multiplying the biweekly gross earnings by the HIT statutory contribution rate.~~

### 3.1.3.2.4-200

The definition of base earnings for this process includes earnings from locality adjustment pay, standby premium pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200.

The capability shall be provided to compute the biweekly TSP employee deduction for participating employees (TSP: Employee Status Code = Y), not to exceed the limit (Year Max Ded) specified in table TRETIR in Appendix J, as follows.

#### **TSP Employee Deduction**

(For reemployed annuitants) TSP computations are based on the Scheduled Adjusted Basic Pay or Salary Cap if lower.

A x (B or C) for employees who elect TSP rate or D for employees who elect a whole dollar amount

Where:

A = Elected employee rate

employee deductions, one percent government basic contribution and government matching contribution of TSP, as follows.

**Employee TSP Deduction and Contribution Distributions**

A x B

Where:

- A = Biweekly deduction and/or government contribution
- B = Elected rate of distribution for the individual fund

3.1.3.2.4-300

If FEHB Tax Exempt Waiver (TEW) indicator is blank (meaning employee does not waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly federal tax withholding deduction as follows.

**Biweekly Federal Tax Withholding**

$$\{(A - B + C + D - K) - (E \times F) - G\} \times H + I + J$$

If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' (meaning employee does waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly federal tax withholding deduction as follows:

**Biweekly Federal Tax Withholding**

~~The capability shall be provided to compute the biweekly federal tax withholding deduction as follows:~~

~~$$\{(A - B + C + D - K) - (E \times F) - G\} \times H + I + J$$~~

**Biweekly Federal Tax Withholding**

$$\{(A - B + C + D) - (E \times F) - G\} \times H + I + J$$

Where:

- A = Gross Earnings
- B = TSP: CY Ded B/W
- C = Adjustments to Gross Earnings
- D = Foreign Diff: B/W
- E = Federal Tax: Exemptions
- F = Federal Exemption Amount\*
- G = Tax Table Earnings Floor\*
- H = Tax Table Rate\*
- I = Tax Table Floor Withholding\*

J = Federal Tax: Additional

K = FEHB

- \* Federal Exemption Amount, Tax Table Earnings Floor, Tax Table Rate, and Tax Table Floor W/H values shall be determined from current federal tax publications.

#### 3.1.3.2.4-400

The capability shall be provided to obtain the current FEHB plan employee and employer amounts from the table FEHB in Appendix J as the biweekly employee deductions and contributions for full-time employees and career part-time employees (Work Schedule Code of P, S, or T and Tenure Code of 0, 1, or 2) whose FEHB: Contribution Flag is equal to G. Career part-time employees (Work Schedule Code of P, S, or T, Tenure Code of 0, 1, or 2, and Base Hours less than 80 and FEHB: Contribution Flag not equal to G) pay a prorated share of the total FEHB plan cost, based on their scheduled tour of duty, and consequently pay a greater employee share than full-time employee. The prorated share computation is as follows.

#### **Part-Time Employee FEHB Deduction**

$A + (B \times C)$

Where:

A = FEHB Plan Employee Amount

B =  $1 - \text{Scheduled Base Hours} / 80$

C = FEHB Plan Employer Amount in table TFEHB in Appendix J

#### 3.1.3.2.4-401

The capability shall be provided to compute the current government contribution for career part-time employees whose FEHB: Contribution Flag is not equal to G as follows.

#### **Part-Time Employee FEHB Government Contribution**

$A \times B$

Where:

A =  $\text{Scheduled Base Hours} / 80$

B = FEHB plan employer amount in table TFEHB

#### 3.1.3.2.4-402

The capability shall be provided to compute a partial FEHB deduction and government contribution for employees transferring into or out of the center (NOACs 130, 132, 721A, 721T, 352) or separating for other reasons (NOACs 300, 301, 302, 303, 304, 350, 353) in the current pay period based on the four day rule, stated as follows.

### 3.1.3.2.4-600

The capability shall be provided to compute biweekly state tax withholding deductions based upon the biweekly gross pay less the employee's TSP deduction for the following US states and the District of Columbia in accordance with the applicable state laws and regulations.

- Alabama
- Arizona
- California
- Colorado
- Connecticut
- Louisiana
- Maryland
- Mississippi
- New Mexico
- New York
- North Carolina
- Ohio
- Utah
- Virginia
- West Virginia

The capability shall be provided to compute biweekly state tax withholding deductions based upon the biweekly gross pay not reduced by the employee's TSP deduction for Pennsylvania in accordance with the applicable state laws and regulations.

The capability shall be provided to compute biweekly state tax withholding deductions based upon the biweekly gross pay less the employee's FEHB deduction for the following US states and the District of Columbia in accordance with the applicable state laws and regulations if Tax Exempt Waiver (TEW) is blank.

3.1.3.2.4-601

The capability shall be provided to compute biweekly city tax withholding deductions based upon the biweekly gross pay less the employee's TSP and FEHB deduction for New York City in accordance with the applicable local tax entity laws and regulations if Tax Exempt Waiver (TEW) is blank.

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- B = Bond: Denomination
- C = Bond: Purchase Indicator  
(0 = Bond not Purchased, 1 = Bond Purchased)
- D = Bond: Requested Deduction, if a Bond Deduction was taken this pay period

- The Bond: Purchase Indicator shall be reset to 0 if it had been set to 1.

#### 3.1.1.2.2-222

The capability shall be provided to process up to three cash awards within the same biweekly pay period for the same employee.

The capability shall be provided to withhold federal, state, and city taxes, FICA, and Hospital Insurance Tax (HIT) on an Award: Amount. The capability shall also be provided to establish an award as NASA HQ issued by setting Award: Check equal to N during personnel action input.

The capability shall be provided to correct an Award: Amount for up to 3 years after the Effective Date of the award by maturing a correction action (NOAC 002) with the correct Award: Amount. If the correction is for a current pay period award action, the computations specified below shall be recomputed based on the new Award: Amount. If the correction is for a prior pay period award action, the difference between the new Award: Amount and the old Award: Amount shall be computed and used in the computations specified below. Where the difference is negative, a difference of zero shall be substituted.

The Award: Amount shall be added to Award Amount: YTD, Gross Earnings: YTD, Taxable Earnings: MTD, Taxable Earnings: QTD, and Taxable Earnings: YTD.

Award: Net Earnings shall be added to Net Earnings: YTD.

The Federal Tax: Award B/W shall be computed as 28 percent of the Award: Amount. The Federal Tax: Award B/W shall be added to Federal Tax: QTD and Federal Tax: YTD.

If the employee lives in a taxing state and the award is a Spot Cash Award (i.e., NOAC ~~840 or 841877 and Legal Authority Code: 1 = V3F or V7L~~), the State Tax: Award B/W shall be computed by multiplying the Award: Amount by the spot awards tax rate in table TTAX in Appendix J.

If the employee lives in a taxing state and the award is not a Spot Cash Award, the State Tax: Award B/W shall be computed by treating the Award: Amount as gross pay and computing the State Tax: Award B/W based on the tax algorithm for that state. However, the value of State Tax: Additional W/H shall not be used to compute the State Tax: Award B/W.

The State Tax: Award B/W shall be added to State Tax: MTD, State Tax: QTD, and State Tax: YTD. The Award: Amount shall be added to State Tax: Erngs QTD and State Tax: Erngs YTD.

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the action and the NOAC is not one of those listed under Block 12 of Appendix E.

3.1.2.1.1-141

The capability shall be provided to set the SF 50 Comment Code equal to P71 with the variable contained in this remark set equal to Empl Stfng Dfrntl Anl Amt if the employee is receiving a Staffing Differential as of the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-142

The capability shall be provided to set the SF 50 Comment Code equal to P73 when the NOAC equals 818 and is giving or changing the Empl AUO Pct.

3.1.2.1.1-143

The capability shall be provided to set the SF 50 Comment Code equal to P82 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO prior to the effective date of the action and the NOAC is not one of those listed under Block 12 of Appendix E.

3.1.2.1.1-144

The capability shall be provided to set the SF 50 Comment Code equal to P81 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO as of the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-145

The capability shall be provided to set the SF 50 Comment Code equal to M67 when the NOAC is in the range 300-399 except NOAC 350 or the fourth character of the NOAC is "T".

3.1.2.1.1-146

The capability shall be provided to modify the SSN on all unmatured actions if the accession action (NOACs 100-199 or fourth character equals "A") is currently on the suspense file and is unmatured.

3.1.2.1.1-147

The capability shall be provided to set the SF 50 Comment Code equal to Y20 for a Firefighter (Occupational Code equal to 0081 and Tour of Duty: Uncommon Tour Hours not equal to zero) on all NOACs except accessions (1\*\*, \*\*\*A), conversions (5\*\*), and awards (815, 816, ~~840, 841, 842, 843, 844, 845, 846, 847, 872, 873, 874, 875, 876, 877~~, 878, 879, ~~885, 889~~, 987, 988, 989) with the variable in this remark set equal to the lesser of A or B.

A = EMPL-ADJSTD-BASIC-PAY-AMT \* .25 rounded

B = (Salary for Pay Table GS1, Grade: Current 10, Step 1 \* 1%, where % = higher of the two locality rates found in TLOA) \* .25 rounded

Sch Basic Pay Amt is greater than zero and to set Empl Sch Adjstd Basic Pay Amt, Empl Sch Basic Pay Amt, and Empl Lclty Adjstmnt Anl Amt to zero when Empl Basic Pay Amt is set to zero by the user.

3.1.2.1.2-240

The capability shall be provided to set the Award: Amount equal to Empl Bonus Rcrtmnt Amt when the NOAC is equal to 815, Empl Bonus Rlctn Amt when the NOAC is equal to 816, or Salary: Foreign Language Annual Amount when the NOAC is equal to ~~844-873~~.

3.1.2.1.2-241

The capability shall be provided to recompute Empl AUO Anl Amt, Retention Allowance, Empl Stfng Dfrntl Anl Amt, and Supervisory Diff on each pay adjustment.

3.1.2.1.2-242

The capability shall be provided to compute the Gross Award: Amount for an On the Spot Cash Award (NOACs ~~840, 841-877 and Legal Authority Code: 1 = V3F~~) based on the net amount of the award as follows.

Award: Amount

$$*\text{Net Amount of Award} / (1 - .28 - A - B - C - D)$$

Where:

A = Statutory OASDI rate in table TRETIR, Appendix J

B = Statutory HIT rate, in table TRETIR, Appendix J

C = On the Spot Awards state tax rate / 100, in table TTAX, Appendix J

D = On the Spot Awards city tax rate / 100, in table TTAX, Appendix J

~~\* If the result of the computation is not a whole dollar amount, the federal tax withholding shall be rounded to bring the net award amount to a whole dollar.~~

3.1.2.1.2-243

The following capabilities shall be provided to calculate WIG Date: Next and WIG: Waiting Period End Date if NOAC is 721 and the employee's Pay Plan changes from GM to GS.

**General Schedule Calculation:**

If the employee's new Step equals 1, 2, or 3, then WIG Date: Next shall equal Last Equiv Incr Date plus 52 weeks, and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

### 3.1.2.3 *Personnel Mass Actions*

NPPS shall provide the capability to generate the following suspended personnel transactions for a user-defined group of employees.

- Transfers (NOAC 352)
- Furloughs (NOACs 471, 472, 473, and 772)
- Realignments (NOAC 790)
- Awards (NOACs ~~840, 841, 842, 843, 845, 874, 875, 876, 877,~~ 878, 879, ~~885,~~ 987, 988, and 989)
- Performance Ratings (NOAC 990)
- Annual Comparability Increases (ACI) (NOAC 894)
- NASA Class Codes (NOAC 920)
- Changes in Organization Name (NOAC 925)
- FEHB Plan Codes (NOAC 942)
- TSP Change (NOAC 943)
- Locality Payment (NOAC 895)
- Duty Station (NOAC 792)
- Change in Appropriation (NOAC 954)
- Miscellaneous (NOAC 991)
- Return to Duty (NOAC 292)

The following paragraphs specify requirements pertaining to the NOACs listed previously.

#### 3.1.2.3-100

The capability shall be provided to select active employees (Duty Status is not equal to Z) for processing through mass actions.

#### 3.1.2.3-101

The capability shall be provided to set Nature of Action and Legal Authority descriptions based on the values specified in table TNOAC and TAUTH included in Appendix J.

Tour of Duty: Uncommon Tour Hours not equal to zero) on all NOACs except accessions (1\*\*, \*\*\*A), conversions (5\*\*), and awards (815, 816, ~~840, 841, 842, 843, 844, 845, 846, 847, 872, 873, 874, 875, 876, 877~~, 878, 879, ~~885, 889~~, 987, 988, 989) with the variable in this remark set equal to the lesser of A or B.

A = EMPL-ADJSTD-BASIC-PAY-AMT \* .25 rounded

B = (Salary for Pay Table GS1, Grade: Current 10, Step 1 \* 1.%, where % = higher of the two locality rates found in TLOA) \* .25 rounded

#### 3.1.2.4-133

The capability shall be provided to print the SF 50 Comment Code P99 with the variable contained in this remark set equal to Availability Pay: Annual Amt when employee is currently receiving availability pay as of the effective date of the action, and NOAC NE 819 and the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

#### 3.1.2.4-134

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code Y35 with the variable contained in this remark set equal to Empl Lclty Adjstmnt Anl Amt when Empl Sch Lclty Adjstmnt Amt causes Empl Adjstd Basic Pay Amt to be limited by the Salary Cap.

### OUTPUTS

The following outputs shall result from SF 50 Processing.

#### 3.1.2.4-200

SF 50: Print Status updated on suspended personnel actions.

#### 3.1.2.4-300

SF 50 Notification of Personnel Action, Core Report 150; included in Appendix G.

The capability shall be provided for the adjustment of accumulation of earnings, deductions, leave costs, and hours worked.

3.1.3.1.2.2-101

Accumulations adjustments of dollars and hours paid transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.2.2-102

The capability shall be provided to establish an adjustment to accumulations of earnings, deductions, leave costs, and hours worked only when the value of the adjusted field after adjustment is positive.

3.1.3.1.2.2-103

The capability shall be provided to automatically apply adjustments to earnings and deductions accumulations associated with HIT, FICA, and federal, state, city, and county taxable earnings, TSP deductions, FEHB deductions and tax withholdings when current pay period permanent change of station earnings and the associated tax withholdings are entered.

3.1.3.1.2.2-104

The capability shall be provided to establish and modify limited appointment accumulations adjustments.

3.1.3.1.2.2-105

The capability shall be provided to establish and modify positive TSP record type 41 adjustments for submission to the National Finance Center to resubmit previously rejected TSP record type 11s. Up to 26 separate adjustments shall be allowed. These adjustments shall not affect employee pay.

3.1.3.1.2.2-106

The capability shall be provided to enter and modify YTD, QTD, and MTD earnings and deductions accumulations that were saved for a maximum of three former taxing states when the taxing entity was changed to another taxing entity or the tax withholding requirement was canceled.

3.1.3.1.2.2-107

The capability shall be provided to allow the establishment or modification of former state tax data only when the state tax earnings, deductions, and state tax code are present.

3.1.3.1.2.2-108

The capability shall be provided to enter and modify YTD, QTD, and MTD earnings and deductions accumulations that were saved for a maximum of three former taxing cities and counties when the taxing entity was changed to another taxing entity or the tax withholding requirement was canceled.

3.1.3.1.2.2-109

The capability shall be provided to allow the establishment or modification of

## Controls

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#### 3.1.3.2.4 Net Pay

NPPS shall provide the capability to compute the employee net pay by applying the specific deductions from employee gross earnings. Accumulations of deductions shall be incremented when net pay is computed. ~~Employee deductions shall be applied in the following order.~~ If FEHB Tax Exempt Waiver (TEW) indicator is blank (meaning employee does not waive the FEHB Tax Exemption), apply FEHB deduction before OASDI, HIT, Federal Income Tax Withholding, State Income Tax (if applicable) and City/County Income Tax (if applicable) deductions. If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' (meaning employee does waive the FEHB Tax Exemption), deductions shall be applied in the order below.

- CSRS or FERS
- ~~OASDI/FICA~~ or HIT
- TSP Contributions
- Federal Income Tax Withholding
- FEHB
- FEGLI Basic
- State Income Tax Withholding
- City/County Income Tax Withholding
- Indebtedness to the Government
- Child Support
- Commercial Garnishment
- Bankruptcy Payments
- FEGLI Optional
- Savings Allotments
- TSP Loan Payments
- Military Service Deposits
- Union Dues
- Bonds

- Combined Federal Campaign
- NEBA
- Miscellaneous
- Advance Pay

Collection adjustments to net earnings shall be applied in the same order as the regular biweekly deduction, but only after all refunds have been applied to new earnings.

### INPUTS

The inputs for Net Pay are listed in Appendix F.

### PROCESSES

#### 3.1.3.2.4-100

The definition of base earnings for this process includes locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200. For Federal Wage System employees (NASA Classification Code = 1\*\*\*\*), Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W) shall be included in the definition of base earnings.

The capability shall be provided to compute the biweekly CSRS deduction for employees with a Retirement Plan of 1, 6, C, E, R, or T and Annuitant Indicator of 2, 3, or 9 by multiplying the biweekly base earnings by the statutory CSRS rate in table TRETIR in Appendix J. The capability shall be provided to compute the biweekly CSRS government contribution by multiplying the biweekly base earnings by the CSRS statutory contribution rate. When the Base Earnings: YTD plus Empl Local Pay YTD Amt plus Empl Local Pay Trnsfr In YTD Amt plus Empl Admn Uctrd OT YTD Amt plus Availability Pay: YTD plus Base Earnings: Transferred In of an employee contributing to the CSRS offset plan (Retirement Plan of C or E) equals the FICA earnings limit in table TRETIR, the system shall change the rate for CSRS from the reduced rate (RT-RATE in table TRETIR) to the full withholding rate (CSRS Employee Rate in table TRETIR for Retirement Code '1'). The reduced rate shall apply to all earnings up to the Wage Limit and all earnings above the wage limit shall be subject to the full withholding rate.

#### 3.1.3.2.4-101

If FEHB Tax Exempt Waiver (TEW) indicator is blank (meaning employee does not waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly OASDI deduction for employees with a Retirement Plan of 2, C, E, K, M, R, T, or N by first subtracting the FEHB deduction from the biweekly gross earnings, then multiplying by the statutory OASDI rate.

If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' (meaning employee does waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly OASDI deduction for employees with a Retirement Plan of 2, C, E, K, M, R, T, or N by multiplying the biweekly gross earnings by the statutory OASDI rate. If FEHB Tax Exempt Waiver (TEW) indicator is blank, compute the biweekly OASDI government contribution by first subtracting the FEHB deduction from the biweekly gross earnings then multiply by the OASDI statutory contribution rate.

If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' then compute the biweekly OASDI government contribution by multiplying the biweekly gross earnings by the OASDI statutory contribution rate. OASDI deductions shall be withheld and government contributions computed only to the extent that OASDI: Earnings YTD plus OASDI: Earnings YTD Trans In is less than the maximum statutory OASDI earnings limit in table TRETIR in Appendix J.

#### 3.1.3.2.4-102

The definition of base earnings for this process includes locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200. For Federal Wage System employees (NASA Classification Code = 1\*\*\*\*), Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W) shall be included in the definition of base earnings.

The capability shall be provided to compute the biweekly FERS deduction for employees with a Retirement Plan of K, M, or N by multiplying the biweekly base earnings by the statutory FERS rate in table TRETIR in Appendix J. The capability shall be provided to compute the biweekly FERS government contribution by multiplying the biweekly base earnings by the FERS statutory contribution rate in table TRETIR in Appendix J.

#### 3.1.3.2.4-103

The system shall compute the employee deduction and the agency amount for retirement for a FERS reemployed annuitants (retirement plan codes K, M and N) whose salary is reduced by the amount of their annuity. The algorithm is

$$A \times B \times C$$

Where A = Hourly Rate (or regulatory capped rate ref. 3.1.3.2.3-307), including annuity, and including hazard differential (ref. 3.1.3.2.3-100) for wage grade employees.

B = Biweekly Base Hours

C = FERS Rate

(use prevailing employee and government statutory rate).

Annuitant Indicators for FERS employees whose salary is reduced by their annuity are: A, C and E.

### 3.1.3.2.4-104

~~The capability shall be provided to compute the biweekly HIT deduction for employees with a Retirement Plan of 1, 2, 4, 6, C, E, K, M, R, T, or N by multiplying the biweekly gross earnings by the statutory HIT rate in table TRETIR in Appendix J. The capability shall be provided to compute the biweekly HIT government contribution by multiplying the biweekly gross earnings by the HIT statutory contribution rate. If FEHB Tax Exempt Waiver (TEW) indicator is blank (meaning employee does not waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly HIT deduction for employees with a Retirement Plan of 1, 2, 4, 6, C, E, K, M, R, T, or N by first subtracting the FEHB deduction from the biweekly gross earnings then multiply by the statutory HIT rate in table TRETIR in Appendix J.~~

~~If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' (meaning employee does waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly HIT deduction for employees with a Retirement Plan of 1, 2, 4, 6, C, E, K, M, R, T, or N by multiplying the biweekly gross earning by the statutory HIT rate in table TRETIR in Appendix J. If FEHB Tax Exempt Waiver (TEW) indicator is blank, compute the biweekly HIT government contribution by first subtracting the FEHB deduction from the biweekly gross earnings then multiply by the HIT statutory contribution rate.~~

~~If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' then compute the biweekly HIT government contribution by multiplying the biweekly gross earnings by the HIT statutory contribution rate.~~

### 3.1.3.2.4-200

The definition of base earnings for this process includes earnings from locality adjustment pay, standby premium pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200.

The capability shall be provided to compute the biweekly TSP employee deduction for participating employees (TSP: Employee Status Code = Y), not to exceed the limit (Year Max Ded) specified in table TRETIR in Appendix J, as follows.

### **TSP Employee Deduction**

(For reemployed annuitants) TSP computations are based on the Scheduled Adjusted Basic Pay or Salary Cap if lower.

A x (B or C) for employees who elect TSP rate or D for employees who elect a whole dollar amount

Where:

A = Elected employee rate

employee deductions, one percent government basic contribution and government matching contribution of TSP, as follows.

**Employee TSP Deduction and Contribution Distributions**

A x B

Where:

- A = Biweekly deduction and/or government contribution
- B = Elected rate of distribution for the individual fund

3.1.3.2.4-300

If FEHB Tax Exempt Waiver (TEW) indicator is blank (meaning employee does not waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly federal tax withholding deduction as follows.

**Biweekly Federal Tax Withholding**

$$\{(A - B + C + D - K) - (E \times F) - G\} \times H + I + J$$

If FEHB Tax Exempt Waiver (TEW) indicator is 'Y' (meaning employee does waive the FEHB Tax Exemption), the capability shall be provided to compute the biweekly federal tax withholding deduction as follows:

**Biweekly Federal Tax Withholding**

~~The capability shall be provided to compute the biweekly federal tax withholding deduction as follows:~~

~~$$\{(A - B + C + D - K) - (E \times F) - G\} \times H + I + J$$~~

**Biweekly Federal Tax Withholding**

$$\{(A - B + C + D) - (E \times F) - G\} \times H + I + J$$

Where:

- A = Gross Earnings
- B = TSP: CY Ded B/W
- C = Adjustments to Gross Earnings
- D = Foreign Diff: B/W
- E = Federal Tax: Exemptions
- F = Federal Exemption Amount\*
- G = Tax Table Earnings Floor\*
- H = Tax Table Rate\*
- I = Tax Table Floor Withholding\*

J = Federal Tax: Additional

K = FEHB

- \* Federal Exemption Amount, Tax Table Earnings Floor, Tax Table Rate, and Tax Table Floor W/H values shall be determined from current federal tax publications.

#### 3.1.3.2.4-400

The capability shall be provided to obtain the current FEHB plan employee and employer amounts from the table FEHB in Appendix J as the biweekly employee deductions and contributions for full-time employees and career part-time employees (Work Schedule Code of P, S, or T and Tenure Code of 0, 1, or 2) whose FEHB: Contribution Flag is equal to G. Career part-time employees (Work Schedule Code of P, S, or T, Tenure Code of 0, 1, or 2, and Base Hours less than 80 and FEHB: Contribution Flag not equal to G) pay a prorated share of the total FEHB plan cost, based on their scheduled tour of duty, and consequently pay a greater employee share than full-time employee. The prorated share computation is as follows.

#### **Part-Time Employee FEHB Deduction**

$A + (B \times C)$

Where:

A = FEHB Plan Employee Amount

B =  $1 - \text{Scheduled Base Hours} / 80$

C = FEHB Plan Employer Amount in table TFEHB in Appendix J

#### 3.1.3.2.4-401

The capability shall be provided to compute the current government contribution for career part-time employees whose FEHB: Contribution Flag is not equal to G as follows.

#### **Part-Time Employee FEHB Government Contribution**

$A \times B$

Where:

A =  $\text{Scheduled Base Hours} / 80$

B = FEHB plan employer amount in table TFEHB

#### 3.1.3.2.4-402

The capability shall be provided to compute a partial FEHB deduction and government contribution for employees transferring into or out of the center (NOACs 130, 132, 721A, 721T, 352) or separating for other reasons (NOACs 300, 301, 302, 303, 304, 350, 353) in the current pay period based on the four day rule, stated as follows.

### 3.1.3.2.4-600

The capability shall be provided to compute biweekly state tax withholding deductions based upon the biweekly gross pay less the employee's TSP deduction for the following US states and the District of Columbia in accordance with the applicable state laws and regulations.

- Alabama
- Arizona
- California
- Colorado
- Connecticut
- Louisiana
- Maryland
- Mississippi
- New Mexico
- New York
- North Carolina
- Ohio
- Utah
- Virginia
- West Virginia

The capability shall be provided to compute biweekly state tax withholding deductions based upon the biweekly gross pay not reduced by the employee's TSP deduction for Pennsylvania in accordance with the applicable state laws and regulations.

The capability shall be provided to compute biweekly state tax withholding deductions based upon the biweekly gross pay less the employee's FEHB deduction for the following US states and the District of Columbia in accordance with the applicable state laws and regulations if Tax Exempt Waiver (TEW) is blank.

3.1.3.2.4-601

The capability shall be provided to compute biweekly city tax withholding deductions based upon the biweekly gross pay less the employee's TSP and FEHB deduction for New York City in accordance with the applicable local tax entity laws and regulations if Tax Exempt Waiver (TEW) is blank.

**APPENDIX B**  
**PERSONNEL ACTION INPUTS**

**Nature of Action Codes to Personnel Action Group**

<b>NOAC</b>	<b>Description</b>	<b>SF 50 Required</b>	<b>Page</b>
780	Name Change From		B-149
781	Change in Work Schedule		B-150
782	Change in Hours		B-151
790	Realignment		B-152
792	Change in Duty Station		B-153
800	Change in Data Element		B-154
803	Change in Retirement Plan		B-155
810	Change in Allowance/Differential		B-156
815	Recruitment Bonus		B-157
816	Relocation Bonus		B-158
818	AUO		B-159
819	Availability Pay		B-160
825	Separation Incentive		B-161
<u>840</u>	<u>Individual Cash Award</u>		<u>B-162</u>
<u>841</u>	<u>Group Cash Award</u>		<u>B-163</u>
<u>842</u>	<u>Individual Suggestion / Invention Award</u>		<u>B-164</u>
<u>843</u>	<u>Group Suggestion / Invention Award</u>		<u>B-165</u>
<u>844</u>	<u>Foreign Language Award</u>		<u>B-166</u>
<u>845</u>	<u>Travel Savings Incentives</u>		<u>B-167</u>
866	Termination of Grade Retention		B-168
878	SES Rank Award		B-169
879	SES Performance Award		B-170
880	Change in Tenure Group		B-171
881	FEGLI Change		B-172
882	Change in SCD		B-173
883	Change in Veteran Preference		B-174
885	Performance Award		B-175
888	Denial of Within Grade Increase		B-176
891	GM Within Grade Increase		B-177

**NOAC: 840**

<b><u>Data Element Name</u></b>	<b><u>SRS Reference</u></b>
<u>NOAC Description 1</u>	<u>3.1.2.1.2-204</u>
<u>NOAC Description 2</u>	<u>3.1.2.1.2-204</u>
<u>SF 50: Required</u>	<u>3.1.2.1.1-121</u>
<u>SF 50: Signature Code</u>	<u>3.1.2.1.1-119</u>

**NOAC: 841**

---

<b><u>Data Element Name</u></b>	<b><u>SRS Reference</u></b>
<u>NOAC Description 1</u>	<u>3.1.2.1.2-204</u>
<u>NOAC Description 2</u>	<u>3.1.2.1.2-204</u>
<u>SF 50: Required</u>	<u>3.1.2.1.1-121</u>
<u>SF 50: Signature Code</u>	<u>3.1.2.1.1-119</u>

**NOAC: 842**

<b><u>Data Element Name</u></b>	<b><u>SRS Reference</u></b>
<u>NOAC Description 1</u>	<u>3.1.2.1.2-204</u>
<u>NOAC Description 2</u>	<u>3.1.2.1.2-204</u>
<u>SF 50: Required</u>	<u>3.1.2.1.1-121</u>
<u>SF 50: Signature Code</u>	<u>3.1.2.1.1-119</u>

**NOAC: 843**

---

<b><u>Data Element Name</u></b>	<b><u>SRS Reference</u></b>
<u>NOAC Description 1</u>	<u>3.1.2.1.2-204</u>
<u>NOAC Description 2</u>	<u>3.1.2.1.2-204</u>
<u>SF 50: Required</u>	<u>3.1.2.1.1-121</u>
<u>SF 50: Signature Code</u>	<u>3.1.2.1.1-119</u>

**NOAC: 844**

<b><u>Data Element Name</u></b>	<b><u>SRS Reference</u></b>
<u>NOAC Description 1</u>	<u>3.1.2.1.2-204</u>
<u>NOAC Description 2</u>	<u>3.1.2.1.2-204</u>
<u>SF 50: Required</u>	<u>3.1.2.1.1-121</u>
<u>SF 50: Signature Code</u>	<u>3.1.2.1.1-119</u>

**NOAC: 845**

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<b><u>Data Element Name</u></b>	<b><u>SRS Reference</u></b>
<u>NOAC Description 1</u>	<u>3.1.2.1.2-204</u>
<u>NOAC Description 2</u>	<u>3.1.2.1.2-204</u>
<u>SF 50: Required</u>	<u>3.1.2.1.1-121</u>
<u>SF 50: Signature Code</u>	<u>3.1.2.1.1-119</u>

**NOAC: 866**

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<b>Data Element Name</b>	<b>SRS Reference</b>
Empl Adjstd Basic Pay Amt	3.1.2.1.2-222
Empl AUO Anl Amt	3.1.2.1.2-241
Empl Basic Pay Amt	3.1.2.1.2-211
Empl Lclty Adjstmnt Anl Amt	3.1.2.1.2-236
Empl Lclty Adjstmnt Ind	3.1.2.1.2-237
Empl Othr Pay Amt	3.1.2.1.2-238
Empl Sch Adjstd Basic Pay Amt	3.1.2.1.2-239
Empl Sch Basic Pay Amt	3.1.2.1.2-211
Empl Stfng Dfrntl Anl Amt	3.1.2.1.2-241
Empl Tot Pay Amt	3.1.2.1.2-235
Legal Authority Code: 1 Description 1	3.1.2.1.2-204
Legal Authority Code: 1 Description 2	3.1.2.1.2-204
Legal Authority Code: 2 Description 1	3.1.2.1.2-204
Legal Authority Code: 2 Description 2	3.1.2.1.2-204
NOAC Description 1	3.1.2.1.2-204
NOAC Description 2	3.1.2.1.2-204
Pay Rate: Determinant	3.1.2.1.2-217
Retention Allowance	3.1.2.1.2-240
SF 50: Required	3.1.2.1.1-121
SF 50: Signature Code	3.1.2.1.1-119
Supervisory Differential	3.1.2.1.2-241
Title: Local	3.1.2.1.2-205
Title: NASA	3.1.2.1.2-205
Title: OPM	3.1.2.1.2-205

## **APPENDIX D PERSONNEL MASS ACTION INPUTS**

## PERSONNEL MASS ACTION INPUTS

Appendix D contains the input requirements for the processing of Personnel Mass Actions for the following Nature of Action Codes (NOACs).

- NOAC 352 - Termination - Appt-IN
- NOAC 471 - Furlough
- NOAC 472 - Furlough Not To Exceed
- NOAC 473 - LWOP - MIL
- NOAC 772 - Extension of Furlough
- NOAC 790 - Realignment
- NOAC 840 - Individual Cash Award
- NOAC 841 - Group Cash Award
- NOAC 842 - Individual Suggestion/Invention Award
- NOAC 843 - Group Suggestion/Invention Award
- NOAC 844 - Foreign Language Award
- NOAC 845 - Travel Savings Incentive
- ~~• NOAC 873 - Foreign Language Award~~
- ~~• NOAC 874 - Gainsharing Award~~
- ~~• NOAC 875 - Suggestion Award~~
- ~~• NOAC 876 - Invention Award~~
- ~~• NOAC 877 - Special Act or Service Award~~
- NOAC 878 - SES Rank Award
- NOAC 879 - SES Performance Award
- NOAC 987 - Space Act Award
- NOAC 988 - NASA Honor Award

- NOAC 989 - Installation Honor Award
- NOAC 990 - Performance Rating
- NOAC 894 - ACI and GM ACI
- NOAC 920 - NASA Class Code
- NOAC 925 - Change in Organization Name

- NOAC 942 - Health Plan Change
- NOAC 943 - TSP Change
- NOAC 792 - Change in Duty Station
- NOAC 895 - Locality Payment Change

Each group of input requirements contains the following information.

- Name - Name of the data element.
- Source - Whether the data is to be input by the user (user input) or generated by NPPS (database).
- Description/Reference - When this column contains "Required," this element is required input for this Mass Action. A reference number should be associated with the NPPS Mass Action requirement to generate this field.

**TABLE D-7 Inputs for Mass Award**

<b>Data Name</b>	<b>Source</b>	<b>Description/Reference</b>
Award: Amount(s)	User Input	Required
<del>Award: Benefit Amount</del>	<del>User Input</del>	
Award: Check	User Input	
<del>Award: Group Identifier</del>	<del>User Input</del>	
Award: Group Text	User Input	
Award: Type	User Input	Required
Award: Year	User Input	Required
Effective Date	User Input	Required
Legal Authority Code: 1	User Input	Required, except NOACs <a href="#">840</a> , <a href="#">841</a> , <a href="#">842</a> , <a href="#">843</a> , <a href="#">844</a> , <a href="#">845</a> , <a href="#">846</a> , <a href="#">847</a> and <a href="#">9</a> **
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
Nature of Action: Code	User Input	Required
SF 50: Comment Code	User Input	
SF 50: Comment Remark Description	User Input	
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	Required

**APPENDIX E  
SF 50 / SF 52**

		<b>NOTIFICATION OF PERSONNEL ACTION, SF 50 BLOCK NUMBER, AND PRINT REQUIREMENTS</b>
<b>TITLE</b>		
29.	Pay Rate Determinant	Left blank on 815, 816, 818, 819, 825, <del>840, 841, 842, 843, 844, 845, 846, 847, 872, 873, 874, 875, 876, 877,</del> 878, 879, <del>885, 889,</del> 987, 988, and 989 NOACs
30.	Retirement Plan	Retirement Plan and description (refer to table TRETYSYS in Appendix J for values)
31.	Service Comp	SCD: Leave Date (Leave) Format is mm-dd-yy
32.	Work Schedule	Work Schedule Code
33.	Part-Time Hours Per Biweekly Pay Period	Part-Time Hours Printed when Work Schedule Code is equal to P, S, or T
34.	Position Occupied	Position: Occupied
35.	FLSA Category	FLSA Pay Status
36.	Appropriation Code	Non-NASA Appropriation Code
37.	Bargaining Unit	Union: Bargaining Unit Status Status
38.	Duty Station Code	Duty Station Code
39.	Duty Station	Description of Duty Station Code (refer to table TDTYSTN in Appendix J for values)
40.	Agency Data	Data element defined by user (refer to Paragraph 3.1.2.4-105)
41.	Agency Data	Data element defined by user (refer to Paragraph 3.1.2.4-105)
42.	Agency Data	Data element defined by user (refer to Paragraph 3.1.2.4-105)
43.	Agency Data	Data element defined by user (refer to Paragraph 3.1.2.4-105)
44.	Agency Data	Data element defined by user (refer to Paragraph 3.1.2.4-105)
45.	Remarks	

<b>TITLE</b>	<b>NOTIFICATION OF PERSONNEL ACTION, SF 50 BLOCK NUMBER, AND PRINT REQUIREMENTS</b>
46. Employing Department or Agency	Description of Agency Code: Employing (refer to table T AGENCY in Appendix J for values)

**NOTIFICATION OF PERSONNEL ACTION,  
SF 50 BLOCK NUMBER, AND PRINT  
REQUIREMENTS**

<b>TITLE</b>	<b>NOTIFICATION OF PERSONNEL ACTION, SF 50 BLOCK NUMBER, AND PRINT REQUIREMENTS</b>
20. Total Salary/Award	Award: Amount on correction to award NOAC Empl Bonus Rcrtmnt Amt on correction to NOAC 815 Empl Bonus Rlctn Amt on correction to NOAC 816 Award: Time Off Hours on correction to NOAC <u>846, 847, 872</u>
20A. Basic Pay	Left blank on correction to award NOAC
20B. Locality Adjustment	Left blank on correction to award NOAC
20C. Adjusted Basic Pay	Left blank on correction to award NOAC
20D. Other Pay	Left blank on correction to award NOAC
21. Pay Basis	Left blank on correction to award NOAC
22. Name and Location of Position's Organization	
23. Veterans Preference	
24. Tenure	
25. Agency Use	
26. Veterans Preference for RIF	
27. FEGLI	
28. Annuitant Indicator	
29. Pay Rate Determinant	
30. Retirement Plan	
31. Service Comp Date (Leave)	
32. Work Schedule	
33. Part-Time Hours	

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT  
REQUIREMENTS**

---

**TITLE**

*Part A*

- |    |                                 |                                      |
|----|---------------------------------|--------------------------------------|
| 1. | Actions Requested               | User Input                           |
| 2. | Req No                          | User Input                           |
| 3. | For Additional Information Call | User Input                           |
| 4. | Effective Date                  | Effective Date<br>Format is MM-DD-YY |
| 5. | Action Requested By             | User Input                           |
| 6. | Action Authorized By            | User Input                           |

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT |  
REQUIREMENTS**

TITLE	
<i>Part B</i>	
1. Name	Name: Last, Name: Genealogical Suffix, Name: First, Name: Middle Format is Last, Genealogical Suffix, First, Middle
2. Social Security	SSN Format is 999-99-9999
3. Date of Birth	Date of Birth Format is mm-dd-yy
4. Effective Date	Effective Date Format is mm-dd-yy
5-A. Code (NOAC)	Nature of Action Code: 1
5-B. Nature of Action	Nature of Action Code: 1 Description Lines  Nature of Action: 1 NTE Printed on second Description Line if entered
5-C. Code (Auth)	Legal Authority Code: 1 Printed on all actions except a 002
5-D. Legal Authority	Legal Authority Code: 1 Description Lines printed on all actions except a 002
5-E. Code (Auth)	Legal Authority Code: 2 Printed on all actions except a 002
5-F. Legal Authority	Legal Authority Code: 2 Description Lines printed on all actions except a 002

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT  
REQUIREMENTS**

---

TITLE	
6-A. Code (NOAC)	Nature of Action Code: 2 Printed on a 001 or 002
6-B. Nature of Action	Nature of Action Code: 2 Description Lines printed on a 001 or 002  Nature of Action Code: 2 NTE Printed on second Description Line if entered
6-C. Code (Auth)	Legal Authority Code: 1 Printed on a 002
6-D. Legal Authority	Legal Authority Code: 1 Description Lines printed on a 002
6-E. Code (Auth)	Legal Authority Code: 2 Printed on a 002
6-F. Legal Authority	Legal Authority Code: 2 Description Lines printed on a 002

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT |  
REQUIREMENTS**

**TITLE**

*Blocks 7 through 14 are the database fields immediately prior to action being affected*

- |    |                                 |   |
|----|---------------------------------|---|
| 7. | From: Position Title and Number | <p>Title: OPM<br/>Title: NASA<br/>If Title: NASA is blank, Title: OPM will print on both lines if needed.<br/>If Title: OPM is blank, Title: NASA will print on both lines if needed.<br/>If both Title: OPM and Title: NASA are present, Title: OPM will print on Line 1 in Block 7 and Title: NASA will print on Line 2 in Block 7.<br/>Position Description Number, NASA Classification Code, "Space-Space" Supervisory Code Competitive Level<br/>Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 810, 818, 819, 880, 881, 882, and 883 NOACs. (NASA Classification Code left blank on non-NASA employees.)</p> |
| 8. | Pay Plan                        | <p>Pay Plan<br/>Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 810, 818, 819, 880, 881, 882, and 883 NOACs.</p>  |
| 9. | Occ. Code                       | <p>Occupational Code<br/>Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 810, 818, 819, 880, 881, 882, and 883 NOACs.</p>   |
| 10 | Grade or Level                  | <p>Grade: Current<br/>Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 810, 818, 819, 880, 881, 882, and 883 NOACs.</p>  |

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT  
REQUIREMENTS**

<b>TITLE</b>	
11. Step or Rate	Step Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 810, 818, 819, 880, 881, 882, and 883 NOACs.
12. Total Salary	Empl Tot Pay Amt, Empl Sch Tot Pay Amt, or Empl AUO Pct - Empl AUO Pct printed on NOAC 818 changing or terminating AUO - 00% printed on NOAC 818 granting AUO - Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 880, 881, 882, and 883 NOACs. - Availability Pay: Annual Amt printed on 819 NOAC terminating availability pay.
12A. Basic Pay	Empl Basic Pay Amt or Empl Sch Basic Pay Amt Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819 880, 881, 882, and 883 NOACs.
12B. Locality Adj.	Empl Lclty Adjstmnt Anl Amt or Empl Sch Lclty Adjstmnt Anl Amt - \$0 printed if not applicable - Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819, 880, 881, 882, and 883 NOACs.
12C. Adj. Basic Pay	Empl Adjstd Basic Pay Amt or Empl Sch Basic Pay Amt if greater than zero - Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819, 880, 881, 882, and 883 NOACs.

**NOTIFICATION OF PERSONNEL ACTION,  
SF 50-52 BLOCK NUMBER, AND PRINT |  
REQUIREMENTS**

TITLE	
12D. Other Pay	Empl Othr Pay Amt - "\$0" if not applicable - Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819, 880, 881, 882, and 883 NOACs.
13. Pay Basis	Pay Basis - Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 810, 818, 880, 881, 882, and 883 NOACs.
14. Name and Location of Position's Organization	- Organization: Assigned Level One Organization: Assigned Level Two Organization: Assigned Level Three Organization: Assigned Level Four - Two lines provided for Position's Organization Location from CTLPER. - Agency and Agency Code: Transferred From printed if one is entered on accessions (1**, ***A). - Organization: Assigned - Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819, 880, 881, 882, and 883 NOACs.

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT  
REQUIREMENTS**

**TITLE**

*Blocks 15 through 22 are the database fields as a result of the affected action.*

- |     |                               |  |
|-----|-------------------------------|--|
| 15. | To: Position Title and Number | Title: OPM<br><br>Title: NASA If Title: NASA is blank,<br>Title: OPM will print on both lines if needed.<br><br>If Title: OPM is blank, Title: NASA will print<br>on both lines if needed.<br><br>If both Title: OPM and Title: NASA are<br>present, Title: OPM will print on Line 1 in<br>Block 15 and Title: NASA will print on Line 2<br>in Block 15.<br><br>Position Description Number<br>NASA Classification Code Supervisory Code<br>(preceded by a "space-space")<br>Competitive Level (Left blank on 772, 773,<br>and 930U NOACs. NASA Classification<br>Code left blank on non-NASA employees.<br>Also, left blank on NOACs that begin with 3<br>or 4, or end with "T".) |
| 16. | Pay Plan                      | Pay Plan<br>(Left blank on awards/bonuses, 772, 773,<br>and 930U NOACs. Also left blank on<br>NOACs that begin with 3 or 4, or end with<br>"T".)   |
| 17. | Occ. Code                     | Occupational Code<br>(Left blank on award/bonuses, 772, 773, and<br>930U NOACs. Also left blank on NOACs<br>that begin with 3 or 4, or end with "T".)  |
| 18. | Grade or Level                | Grade: Current<br>Left blank on awards/bonuses, 772, 773, and<br>930U NOACs. Also left blank on NOACs<br>that begin with 3 or 4, or end with "T".  |

**NOTIFICATION OF PERSONNEL ACTION,  
SF 50-52 BLOCK NUMBER, AND PRINT |  
REQUIREMENTS**

TITLE	
19. Step or Rate	<p>Step Left blank on awards/bonuses, 772, 773, and 930U NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T".</p>
20. Total Salary/Award	<p>Empl Tot Pay Amt, Empl Sch Tot Pay Amt, Empl AUO Pct, Award: Amount, or Award: Time Off Hours</p> <ul style="list-style-type: none"> <li>- Empl AUO Pct printed on 818 NOAC granting or changing AUO</li> <li>- 00% printed on 818 NOAC terminating AUO</li> <li>- Award: Amount printed if one is entered.</li> <li>- Left blank on 772 and 773 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T".</li> <li>- Availability Pay: Annual Amt printed on 819 NOAC granting availability pay.</li> <li>- 0 printed on 819 NOAC terminating availability pay.</li> </ul>
20A. Basic Pay	<p>Empl Basic Pay Amt or Empl Sch Basic Pay Amt if greater than zero</p> <ul style="list-style-type: none"> <li>- Left blank on awards/bonuses, 772, 773, 818, and 819 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T".</li> </ul>
20B. Locality Adj.	<p>Empl Lclty Adjstmnt Anl Amt or Empl Sch Lclty Adjstmnt Anl Amt</p> <ul style="list-style-type: none"> <li>- \$0 printed if not applicable</li> <li>- Left blank on awards/bonuses, 772, 773, 818, and 819 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T".</li> </ul>
20C. Adj. Basic Pay	<p>Empl Adjstd Basic Pay Amt or Empl Sch Adjstd Basic Pay Amt Left blank on awards/bonuses, 772, 773, 818, and 819 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T".</p>

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT |  
REQUIREMENTS**

TITLE	
20D. Other Pay	Empl Othr Pay Amt - \$0 printed if not applicable - Left blank on awards/bonuses, 772, 773, 818, 819, 881, 882, and 883 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T".
21. Pay Basis	Pay Basis - Left blank on awards/bonuses, 772, 773, and 930U NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T".
22. Name and Location of Position's Organization	<ul style="list-style-type: none"> <li>- Organization: Assigned Level One</li> <li>Organization: Assigned Level Two</li> <li>Organization: Assigned Level Three</li> <li>Organization: Assigned Level Four</li> <li>- Two lines provided for Position's Organization Location from CTLPER. (Left blank on 772 and 773 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T".)</li> <li>- Agency Code: Transferred To printed if one is entered on separations (3**, ***T)</li> <li>- Organization: Assigned.</li> </ul>
23. Veterans Preference	Veteran Preference
24. Tenure	Tenure Code
25. Agency Use	Left Blank
26. Veterans Preference for RIF	Veteran Preference RIF
27. FEGLI	FEGLI: Code and description (refer to table TFEGLI in Appendix J for values)
28. Annuitant Indicator	Annuitant Indicator and description (refer to table TANUIND in Appendix J for values)

		<b>NOTIFICATION OF PERSONNEL ACTION, SF <del>50-52</del> BLOCK NUMBER, AND PRINT REQUIREMENTS</b>
<b>TITLE</b>		
29. Pay Rate Determinant	Left blank on 815, 816, 818, 819, 825, <del>840, 841, 842, 843, 844, 845, 846, 847</del> , 872, <del>873, 874, 875, 876, 877</del> , 878, 879, <del>885, 889, 987, 988</del> , and 989 NOACs	
30. Retirement Plan	Retirement Plan and description (refer to table TRETYSYS in Appendix J for values)	
31. Service Comp Date (Leave)	SCD: Leave Format is mm-dd-yy	
32. Work Schedule	Work Schedule Code	
33. Part-Time Hours Per Biweekly Pay Period	Part-Time Hours Printed when Work Schedule Code is equal to P, S, or T	
34. Position Occupied	Position: Occupied	
35. FLSA Category	FLSA Pay Status	
36. Appropriation Code	Non-NASA Appropriation Code	
37. Bargaining Unit	Union: Bargaining Unit Status Status	
38. Duty Station Code	Duty Station Code	
39. Duty Station	Description of Duty Station Code (refer to table TDYSTN in Appendix J for values)	
40. Remark Codes	2 per block separated by slash	
41. Remark Codes	2 per block separated by slash	
42. Remark Codes	2 per block separated by slash	
43. Remark Codes	2 per block separated by slash	
44. Remark Codes	8 per block separated by slash	
45. Educational Level	Educational Level	

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT  
REQUIREMENTS**

<b>TITLE</b>	
46. Year Degree Attained	Degree: Highest Year (Left blank if block 45 is blank or if code shown in block 45 is less than a Bachelor's degree, i.e., code 13)
47. Academic Discipline	Academic Discipline (Left blank if block 45 is blank or if code shown in block 45 is less than a Bachelor's degree, i.e., code 13)
48. Functional Class	Functional Classification (refer to table RAPPENDI)
49. Citizenship	Citizenship (If Citizenship = Y, print 1. If Citizenship = N, print 8)
50. Vietnam Era Vet	Veteran Status
51. Supervisory Status	Supervisory Code

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT |  
REQUIREMENTS**

**TITLE**

*The following blocks will be printed for a Correction.*

- 1. Name
- 2. Social Security Number
- 3. Date of Birth
- 4. Effective Date
- 5-A. Code (NOAC)
- 5-B. Nature of Action
- 5-C. Code (Auth)
- 5-D. Legal Authority
- 5-E. Code (Auth)
- 5-F. Legal Authority
- 6-A. Code (NOAC)
- 6-B. Nature of Action
- 22. Name and Location of  
Position's Organization
- 40. Remark Codes                      2 per block separated by slash
- 41. Remark Codes                      2 per block separated by slash
- 42. Remark Codes                      2 per block separated by slash
- 43. Remark Codes                      2 per block separated by slash
- 44. Remark Codes                      8 per block separated by slash

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT  
REQUIREMENTS**

<b>TITLE</b>	
<i>Additional SF 52 Print Requirements Concerning Detail Actions</i>	
Detail: Duty Station	Print on 930C, 930U, and 931 in block 38
Detail: Pay Plan	Print on 930C and 931 in block 16, on 932 in block 8
Detail: Occupational Code	Print on 930C and 931 in block 17, on 932 in block 9
Detail: NASA Class Code	Print on 930C and 931 in block 15, on 932 in block 7
Detail: Grade	Print on 930C and 931 in block 18, on 932 in block 10
Detail: Organization Assigned	Print on 930C, 930U, and 931 in block 22, on 932 in block 14. Also, print detail Organization Titles (refer to Paragraph 3.1.2.5-107).
Detail: Title OPM	Print on 930C and 931 in block 15, on 932 in block 7
Detail: Title NASA	Print on 930C and 931 in block 15, on 932 in block 7
Detail: Position Description Nbr	Print on 930C and 931 in block 15, on 932 in block 7

**NOTIFICATION OF PERSONNEL ACTION,  
SF 50-52 BLOCK NUMBER, AND PRINT |  
REQUIREMENTS**

**TITLE**

*The following blocks will be printed for a Correction.*

- 1. Name
- 2. Social Security Number
- 3. Date of Birth
- 4. Effective Date
- 5-A. Code (NOAC)
- 5-B. Nature of Action
- 6-A. Code (NOAC)
- 6-B. Nature of Action
- 6-C. Code (Auth)
- 6-D. Legal Authority
- 6-E. Code (Auth)
- 6-F. Legal Authority
- 15. To Position Title and Number
- 16. Pay Plan
- 17. Occ. Code
- 18. Grade or Level
- 19. Step or Rate
- 20. Total Salary/Award
  - Award: Amount on correction to award NOAC
  - Empl Bonus Rcrtmnt Amt on correction to NOAC 815
  - Empl Bonus Rlctn Amt on correction to NOAC 816
  - Award: Time Off Hours on correction to NOAC 846, 847, 872 |
- 20A. Basic Pay
- 20B. Locality Adjustment
- 20C. Adjusted Basic Pay
- 20D. Other Pay

**NOTIFICATION OF PERSONNEL ACTION,  
SF ~~50-52~~ BLOCK NUMBER, AND PRINT |  
REQUIREMENTS**

---

<b>TITLE</b>	
21. Pay Basis	
22. Name and Location of Position's Organization	
23. Veterans Preference	
24. Tenure	
25. Agency Use	
26. Veterans Preference for RIF	
27. FEGLI	
28. Annuitant Indicator	
29. Pay Rate Determinant	
30. Retirement Plan	
31. Service Comp Date (Leave)	
32. Work Schedule	
33. Part-Time Hours	
34. Position Occupied	
35. FLSA Category	
36. Appropriation Code	
37. Bargaining Unit Status	
38. Duty Station Code	
39. Duty Station	
40. Remark Codes	2 per block separated by slash
41. Remark Codes	2 per block separated by slash
42. Remark Codes	2 per block separated by slash

		<b>NOTIFICATION OF PERSONNEL ACTION, SF <del>50-52</del> BLOCK NUMBER, AND PRINT   REQUIREMENTS</b>
<b>TITLE</b>		
43. Remark Codes	2 per block separated by slash	
44. Remark Codes	8 per block separated by slash	
45. Educational Level	Educational Level	
46. Year Degree Attained	Degree: Highest Year (Left blank if block 45 is blank or if code shown in block 45 is less than a Bachelor's degree, i.e., code 13)	
47. Academic Discipline	Academic Discipline (Left blank if block 45 is blank or if code shown in block 45 is less than a Bachelor's degree, i.e., code 13)	
48. Functional Class	Functional Classification (refer to table RAPPENDI)	
49. Citizenship	Citizenship (If Citizenship = Y, print 1. If Citizenship = N, print 8)	
50. Vietnam Era Vet	Veteran Status	
51. Supervisory Status	Supervisory Code	

# **APPENDIX G CORE REPORTS**

**REPORT 154      EMPLOYEE SERVICE RECORD      (PAGE 2 OF 3)      PERSONNEL**

**PURPOSE:** To fulfill the requirement to maintain an employee service record. To streamline that process and provide an easier/faster gathering of information from the historical database.

**CONTENTS:** The "After" Image of all historical data for an employee, except NOACs 001, 002, 925, 942, 943, 990, and 991. Include the capability to select employees based on separation date.

**SEQUENCE:** On-line: Sequence by Employee Name or SSN  
 Hard Copy: Sequence by Organization Code, Grade, Step, Employee Name  
 Within each employee by Effective Date, sequence of actions matured.

NOAC ORG	EFF.DTE PDN	PERSONNEL ACTION TITLE	OPM TITLE NASA TITLE OPM NASA/SUPV PP-GR/ST PRD PB ADJ-BASIC-SAL ADJ-SCH-SAL DUTY STATION
894 470.0	87/03/02 R7054	RETIREMENT - VOLUNTARY	AEROSPACE ENGINEER AST, TECHNICAL MANAGEMENT 0801 725-01/N GS-13/10 GREENBELT, PRINCE GEORGE'S COUNTY, MARYLAND
A	B	C	D
K	L		E F G H I J N M

**DATA ELEMENTS**

- A. Nature of Action: Code
- B. Effective Date
- C. NOAC:Description and NOAC NTE Date  
Hist if present
- D. Title: OPM/Title:NASA
- E. Occupational Code
- F. NASA Classification Code/Supervisory Code
- G. Pay Plan - Grade: Current/Step
- H. Pay Rate Determinant
- I. Pay Basis
- J. If Award:Amount Old not = Award:Amount  
New Award:Amount  
Else  
Empl Adjstd Basic Pay Amt  
OR  
When the Nature of Action:Code = 846,  
847, or 872Time Off Award Hours =  
New Empl-Time-Off-Award Hrs  
Else  
Empl-Adjstd-Basic-Pay-Amt

- K. Organization: Assigned
- L. Position: Description Number
- M. Duty Station Name
- N. Empl Sch Adjstd Basic Pay Amt
- O. Employee Name (Last, First, MI, Gen)
- P. SSN

NOTE: When a detailed transaction (Nature of Action: Code = 930C, 930U, 931, 932) is processed, apply 'DETAIL' fields where corresponding "NON-DETAIL" fields are currently recorded.

- D. Detail: Title OPM/Detail: Title NASA
- E. Detail: Occupational Code
- F. Detail: NASA Classification Code/Supervisory Code
- G. Detail: Pay Plan - Detail: Grade/Step
- K. Detail: Organization Assigned
- L. Detail: Position Description Number

**REPORT 366      INSTALLATION-UNIQUE SYSTEM INTERFACE      PERSONNEL  
MAJOR ERROR REPORT**

**PURPOSE:** To provide SF 52 process interface major errors which shall not be added to suspense.  
**CONTENTS:** Transactions that were not added to Personnel Suspense.  
**SEQUENCE:** By SSN

SUBJECT TO PRIVACY ACT OF 1974		NASA PERSONNEL AND PAYROLL SYSTEM			PAGE:
REPORT NO: 366		INSTALLATION NAME			DATE:
SEQUENCED BY:		INSTALLATION-UNIQUE SYSTEM INTERFACE MAJOR ERRORS REPORT			TIME:
		AS OF MM/DD/YY			
SSN	NAME	NOAC	EFPDATE	ERROR MESSAGE	
AAAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	C	D	E	

SUBJECT TO PRIVACY ACT OF 1974

- |   |                           |
|---|---------------------------|
| DATA ELEMENTS                           | C. Nature of Action: Code |
| A. SSN                                  | D. Effective Date         |
| B. Employee Name (Last, First, MI, Gen) | E. Error Message          |

**SELECTION CRITERIA:**

All records with installation code equaling user designated center code having one of the following errors:

1. INVALID NATURE OF ACTION: CODE
2. INVALID EFFECTIVE DATE
3. INVALID SSN
4. DUTY STATUS NOT EQUAL 'Z'
  - a. Accession on an active employee
5. NO PRIOR MASTER FOUND
  - a. Action on employee who does not exist
6. INACTIVE DUTY STATUS 'Z', ACTION CANNOT BE ADDED
  - a. Action other than NOACS 721A, 825, 840, 841, 842, 843, 845, 878, 879, 885, 987, 988, 989, 001, or 002.
7. SUSPENSE RECORD ALREADY EXISTS
8. NO COMPANION SEPARATION EXISTS
  - a. NOAC 302, 303, 312, or 317 has not been processed for employee
9. EFFECTIVE DATE MUST MATCH COMPANION SEPARATION
  - a. NOAC 302, 303, 312, or 317 exists on suspense for employee but with a different effective date

**REPORT 901      MASTER DATA (G) MISC. INFREQ.      (PAGE 5 OF 10)      PERSONNEL**

**PURPOSE:**      To display Personnel Master Data in Personnel Action Format.

**CONTENTS:**    User Selected Personnel Master Data.

**SEQUENCE:**    N/A

NEM1200J		MASTER DATA(G) MISC. INFREQ					5 OF 10			
BY-PASS EDIT:										
NAME	AAAAA	AAAAA	AAAAA	A	SSN	BBB	BB	BBBB		
	FIELD	SCHOOL	YEAR	LEVEL	GPA			RATING	YEAR	
HIGH	C	D	w	E	x	CURR		F	G	
2ND	H	I	J	K	y	PRIOR1	L		M	
3RD	N	O	P	Q	z	PRIOR2	R		S	
4TH	T	U	V	W	*a	PRIOR3	*c		*d	
COOP	Y	Z	b	c	*b	FTELI	X			
AWARDS:						BACH	DEG	YR	d	
CHK	YEAR	TYPE	AMOUNT			LIMITS:				
f	g	h	i	TIME OFF HRS/LYTD			DOLLAR	e		
			*e				DAY	u		
							HOURS	k		
GROUP TEXT *f										
RESERVES:	BRANCH	n	RANK	o		HEAD	OF	AGENCY	p	
RETENTION:	PAYPLN	q	GRD	r	STP	s	EXP	DTE	t	
RETIREMENT:	OPTIONAL	u					DISCONT	v		
-----										
PF1= HELP		PF3= PREV SCREEN			PF5= MAIN MENU			PF12= END		

**DATA ELEMENTS**

- A. Name (Last, First, Mi)
- B. SSN
- C. Degree: Highest Field
- D. Degree: Highest School
- E. Degree: Highest Level
- F. Performance Rating: Current
- G. Performance Rating: Current Year
- H. Degree: Second Highest Level
- I. Degree: Second Highest School
- J. Degree: Second Highest Year
- K. Degree: Second Highest Level
- L. Performance Rating: Prior 1
- M. Performance Rating: Prior Yr 1
- N. Degree: Third Highest Field
- O. Degree: Third Highest School
- P. Degree: Third Highest Year
- Q. Degree: Third Highest Level
- R. Performance Rating: Prior 2
- S. Performance Rating: Prior Yr 2
- T. Degree: Fourth Highest Field
- U. Degree: Fourth Highest School
- V. Degree: Fourth Highest Year
- W. Degree: Fourth Highest Level
- X. FTE Line Item
- Y. COOP: Intended Degree Field
- Z. COOP: School
- b. COOP: Intended Graduation Year
- c. COOP: Intended Graduation Level
- d. Degree: Bachelor Year
- e. Appointment: Dollar Limit
- f. Award: Check
- g. Award: Year
- h. Award: Type
- i. Award: Amount
- j. Appointment: Day Limit
- k. Appointment: Hour Limit
- n. Ready Reserve Branch
- o. Ready Reserve Rank
- p. Head of Agency
- q. Pay Plan: Retained
- r. Grade: Retained
- s. Step: Retained
- t. Retention Expiration Date
- u. Retirement: Optional Date
- v. Retirement: Discontinued Date
- w. Degree: Highest Year
- x. Degree: Highest GPA
- y. Degree: Second Highest GPA
- z. Degree: Third Highest GPA
- \*a. Degree: Fourth Highest GPA
- \*b. COOP: Intended Graduation GPA
- \*c. Performance Rating: Prior 3
- \*d. Performance Rating: Prior Yr 3
- \*e. Award: Time Off Hours/Accrued Leave Year to Date
- \*f. Award: Group Text

**REPORT 902 PERSONNEL MASTER RECORD (PAGE 1 OF 9) PERSONNEL**

**PURPOSE:** To display Personnel Master Data in Personnel Action Format.

**CONTENTS:** User Selected Personnel Master Data.

**SEQUENCE:** N/A

COMMAND: NE01200A	NPPS PERSONNEL MASTER RECORD	09/05/90 11:11:31 1 OF 9
----------------------	---------------------------------	--------------------------------

  

NAME	AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAAAAA	A	SSN	BBB	BB	BBBB
ADMINLEV	C	BDYR	P	CURRGRDTE			d
AGECURRT	D	BIRTHDATE	Q	CREDMILSERV			e
AGENCY	E			DAYLIMIT			f
ANUIND	F	CITIZEN	R	DEPARTDEST			g
AGENCYFROM	G	COMPLEV	S	DEPARTRSN			h
AGENCYTO	H	CONVENDTE	T	DETAILENDTE			i
APPTNTEDTE	I	COOPENTRYDTE	U	DLRLIMIT			j
AWDAMT	J	COOPFLD	V	DTLDTYSTN			k
		COOPLEV	W	DTLGRADE			l
AWDCHK	L	COOPRTDTE	X	DTLNCC			m
		COOPRTSDTE	Y	DTLOCCODE			n
AWDTYP	N	COOPSCH	Z	DTLORGASSIGN			o
AWDYR	O	COOPYR	b	DTLPAYPLN			p
		CPP	c	DTLPDN			q

  

PF1 = HELP	PF3 = PREV SCREEN	PF5 = MAIN MENU	PF12 = END
------------	-------------------	-----------------	------------

**DATA ELEMENTS**

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| A. Name (Last, First, MI)        | W. COOP: Intended Degree Level      |
| B. SSN                           | X. COOP: Return to Duty Date        |
| C. Administrative Level          | Y. COOP: Return to School Date      |
| D. Age: Current                  | Z. COOP: School Code                |
| E. Agency Code: Employing        | b. COOP: Intended Graduation Year   |
| F. Annuitant Indicator           | c. CPP                              |
| G. Agency Code: Transferred From | d. Grade: Current Date              |
| H. Agency Code: Transferred To   | e. Creditable Military Service      |
| I. Appointment: NTE Date         | f. Appointment: Day Limit           |
| J. Award: Amount                 | g. Departure: Destination           |
| L. Award: Check                  | h. Departure: Reason                |
| N. Award: Type                   | i. Detail: Ending Date              |
| O. Award: Year                   | j. Appointment: Dollar Limit        |
| P. Degree: Bachelor Year         | k. Detail: Duty Station Code        |
| Q. Date of Birth                 | l. Detail: Grade                    |
| R. Citizenship                   | m. Detail: NASA Classification Code |
| S. Competitive Level             | n. Detail: Occupational Code        |
| T. Appointment: Conversion Date  | o. Detail: Organizational Assigned  |
| U. COOP: Date Entered Program    | p. Detail: Pay Plan                 |
| V. COOP: Intended Degree Field   | q. Detail: Position Description Num |

# **PAYROLL CORE REPORTS**

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**REPORT 408 (STATE) (COUNTY) (CITY) TAX W/H REPORT**

PAYROLL

**PURPOSE:** To provide required monthly, quarterly or annual reporting to State, County, or City taxing authorities.

**CONTENT:** Employees with taxes withheld.

**SEQUENCE:** Selective by Center, State, County or City.  
Sequenced by Center, Employee Name.  
Totals by State, County or City based upon user selection and Agency.

TAXABLE	TAX	NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:
SSN	NAME	INSTALLATION NAME				DATE:
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION						
(STATE) (COUNTY) (CITY) TAX WITHHOLDING REPORT						
(MONTH) (QUARTER) (ANNUAL) ENDING MM/DD/YY						
217287739	DIRTON, HAROLD H.	11,797.00	528.00	99,999.99	11,269.00	310.32
AAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CC,CCC,CCC.CC	DD,DDD.DD	LL,LLL,LLL.LL	EEE,EEE.EE	FF,FFF,FFF.FF
TOTALS		KK,KKK	II,III,III.II	JJ,JJJ.JJ	MM.MMM.MMM.MM	G,GGG,GGG.GG

REPORT 408 (STATE) (COUNTY) (CITY) TAX W/H REPORT  
DATA ELEMENTS

**STATE**

---

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. State Tax: Gross Erngs MTD + PCS: Ergns Subj State Tax MTD,  
State Tax: Former Gross MTD + PCS: Frmr Ern Subj St Tax MTD,  
  
State Tax: Gross Erngs QTD + PCS: Ergns Subj State Tax QTD,  
State Tax: Former Gross QTD + PCS: Frmr Ern Subj St Tax QTD,  
  
State Tax: Gross Erngs YTD + PCS: Ergns Subj State Tax YTD,  
State Tax: Former Gross YTD + PCS: Frmr Ern Subj St Tax YTD
- D. State Tax: TSP Cy Ded MTD, QTD, YTD,  
State Tax: Former TSP MTD, QTD, YTD
- E. State Tax: Erngs MTD + PCS: Ergns Subj State Tax MTD,  
State Tax: Former Earnings MTD + PCS: Frmr Ern Subj St Tax MTD,  
  
State Tax: Erngs QTD + PCS: Ergns Subj State Tax QTD,  
State Tax: Former Earnings QTD + PCS: Frmr Ern Subj St Tax QTD,  
  
State Tax: Erngs YTD + PCS: Ergns Subj State Tax YTD,  
State Tax: Former Earnings YTD + PCS: Frmr Ern Subj St Tax YTD
- F. State Tax: MTD + PCS: State Tax Withheld MTD,  
State Tax: Former W/H MTD + PCS: Frmr W/H Subj St Tax MTD,  
  
State Tax: QTD + PCS: State Tax Withheld QTD,  
State Tax: Former W/H QTD + PCS: Frmr W/H Subj St Tax QTD,  
  
State Tax: YTD + PCS: State Tax Withheld YTD,  
State Tax: Former W/H YTD + PCS: Frmr W/H Subj St Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count
- L. Taxable Exempt FEHB
- M. Total of L

REPORT 408 (STATE) (COUNTY) (CITY) TAX W/H REPORT  
DATA ELEMENTS

**CITY**

---

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. City Tax: Gross Erngs MTD + PCS: Erngs Subj City Tax MTD,  
City Tax: Former Gross MTD + PCS: Frmr Ern Subj City Tax MTD,  
  
City Tax: Gross Erngs QTD + PCS: Erngs Subj City Tax QTD,  
City Tax: Former Gross QTD + PCS: Frmr Ern Subj City Tax QTD,  
  
City Tax: Gross Erngs YTD + PCS: Erngs Subj City Tax YTD,  
City Tax: Former Gross YTD + PCS: Frmr Ern Subj City Tax YTD
- D. Blank if Local Tax Entity: Code (2) = '003' or '004'  
Else  
City Tax: TSP Cy Ded MTD, QTD, YTD  
City Tax: Former TSP MTD, QTD, YTD
- E. City Tax: Erngs MTD + PCS: Erngs Subj City Tax MTD,  
City Tax: Former Earnings MTD + PCS: Frmr Ern Subj City Tax MTD,  
  
City Tax: Erngs QTD + PCS: Erngs Subj City Tax QTD,  
City Tax: Former Earnings QTD + PCS: Frmr Ern Subj City Tax QTD,  
  
City Tax: Erngs YTD + PCS: Erngs Subj City Tax YTD,  
City Tax: Former Earnings YTD + PCS: Frmr Ern Subj City Tax YTD
- F. City Tax: MTD + PCS: City Tax Withheld MTD,  
City Tax: Former W/H MTD + PCS: Frmr W/H Subj City Tax MTD,  
  
City Tax: QTD + PCS: City Tax Withheld QTD,  
City Tax: Former W/H QTD + PCS: Frmr W/H Subj City Tax QTD,  
  
City Tax: YTD + PCS: City Tax Withheld YTD,  
City Tax: Former W/H YTD + PCS: Frmr W/H Subj City Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count
- L. Taxable Exempt FEHB
- M. Total of L

**REPORT 408 (STATE) (COUNTY) (CITY) TAX W/H REPORT PAYROLL**  
**NON-PERSONNEL ACTION CASH AWARDS**

**PURPOSE:** To provide required monthly, quarterly, or annual reporting to State, County, or City taxing authorities for awards paid through the Non-Personnel Action Cash Awards process.

**CONTENT:** Award recipients with taxes withheld.

**SEQUENCE:** Selective by Center, State, County, or City.  
 Sequenced by Center, Award Recipient Name.  
 Totals by State, County, or City based upon user selection and Agency.

REPORT NO: 408		SUBJECT TO PRIVACY ACT OF 1974		NASA PERSONNEL AND PAYROLL SYSTEM		PAGE:	
SEQUENCED BY:		INSTALLATION NAME				DATE:	
		NATIONAL AERONAUTICS AND SPACE ADMINISTRATION				TIME:	
		(STATE) (COUNTY) (CITY) TAX WITHHOLDING REPORT					
		NON-PERSONNEL ACTION CASH AWARDS					
		(MONTH) (QUARTER) (ANNUAL) ENDING MM/DD/YY					
TAXABLE	---	TAX		GROSS EARNINGS	---	TSP DED	---
SSN	---	NAME	---		---	TAX-E-FEHB	---
WITHHELD	---		---	EARNINGS	---		---
121212121	---	BARKSTOL, JACKSON T.	---	11,797.00	---		---
310.32	---		---		---		---
AAAAA	---	BBB	---	CCC,CCC.CC	---	QQ,QQQ,QQQ.QQ	---
FF,FFF.FF	---		---		---	---	---
AAAAA	---	BBB	---	CCC,CCC.CC	---	QQ,QQQ,QQQ.QQ	---
FF,FFF.FF	---		---		---	---	---
AAAAA	---	BBB	---	CCC,CCC.CC	---	QQ,QQQ,QQQ.QQ	---
FF,FFF.FF	---		---		---	---	---
TOTALS	---	RECIPIENTS = KK,KKK	---	II,III,III.II	---	RR,RRR,RRR.RR	---
H,HHH,HHH.HH	---		---		---		---
GRAND TOTAL	---	EMPS/RECIPIENTS = LLL,LLL	---	MM,MMM,MMM.MM	---	NNN,NNN.NN	---
PP,PPP,PPP.PP	---		---		---	SS,SSS,SSS.SS	---
	---		---		---	---	---

- A. Award Recipient SSN
- B. Award Recipient Name (Last, First, MI, Gen)
- C. Award Gross Amount
- G. Total of E
- H. Total of F
- I. Total of C
- K. Count of Award Recipients
- L. Total of K\*
- M. Total of I\*
- N. J from page 1
- O. Total of G\*
- P. Total of H\*
- E. Award Gross Amount (if Award State Tax Code not = blank)
- F. Award State Tax Deduction Amount
- Q. TAX-E-FEHB

\* Includes Totals From Both Parts of Report

**STATE**

R. Total of Q

S. Total of R

**CITY**

E. Award Gross Amount (if Award City Tax Code not = blank)

F. Award City Tax Deduction Amount

Q. TAX-E-FEHB

R. Total of Q

S. Total of R

**SELECTION CRITERIA:**

Include all awards with the following criteria:

- Installation equals user designated center code
- Award Payment Date within the requested reporting period
- Award Pyrl Updt Ind = blank (employee not administered for pay)

REPORT 200 MASTER EMPLOYEE RECORD (Page 1 of 5) PAYROLL

PURPOSE: To provide a biweekly record of the current status and results of all transactions affecting the employees compensation and leave.

CONTENT: All employees active for pay this pay period.

SEQUENCE: Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN Page break by Center, Employee Name or SSN

REPORT NO: 200 SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM PAGE:
SEQUENCE BY: INSTALLATION NAME DATE:
TIME:

#XXXXXXXXXXXXXXXXXXXXX
MASTER EMPLOYEE RECORD
AS OF MM/DD/YY PAY PERIOD NO. \*a

BLK: &d SSN: &e FACILITY: #X NAME: &f GR/ST: &h / &i DOB: &j/jj/jj SCD LVE: &kk/kk/kk

SALARY RATES LOCATION STATUS FEHB PRIOR ADJ PLAN CDE: VVV PAY PLAN: ZZ ANNUITANT: a
FEHB CASH COLL CODE: &Z PAY RATE DET: 11 OCCUP CDE: bbbbb
SCHED: AAAAA.AA ORGN ASG: HHHH REACTIV CDE: MM FEHB COLL: &bbb.bb PAY BASIS: 22 P/T SCHED HRS: cc
ANNUAL: BBBBB.BB DTY STA: IIIIIIII NEW EMPL: N TEW: &c2 CUR FEHB CODE: &ccc CFC CODE: &XXXXX
SUPERVISOR: e
DAILY: #SSSS.SS DTY STA CDE: JJ TERM CDE: OOO FEHB FULL: 52 RET PLAN: 88 UNION CODE: gggg
HRLY: CCCC.CC T&A DST CDE: KKKKKKK FEGLI LAST SHIFT: WW DUTY SHIFT FR: 3333 EIC MAR CD: f
OT: DDDD.DD AVAIL HRLY: 96 CUR FEGLI PLAN CDE: YY DUTY SHIFT TO: &222 HAZ CODE: u
NT: EEEE.EE TOUR CODE: &Y POSITION CODE: 9
SUN: FFFF.FF APPOINTMENT LIMIT TYPE LIMIT YTD USED BALANCE FLEXI TOUR: 44 TENURE CODE: #U
HAZ: GGGG.GG FLSA STATUS: 55 FTE LINE ITEM: 6
S-DIFF: 60 COOP LIMIT DTE: QQ/QQ/RRRRRRR SSSS.SS TTTT.TT UUUU.UU PROJ LINE ITEM: 77777777
RET AL: 61 DATE LIMIT: LL/LL/LL

Table with columns: EARNINGS, DEDUCTIONS, and various codes. Includes rows for BASE, OT, NT, HAZ, SUN, HOL WK, SUP DIF, FORGN, RET ALL, LOCAL, AUO, AVAIL, STF DIF, SUM LVE, COMP/PD, STATCUT, FIRE/F, BD/REF, EIC, COLA, GROSS, NET, GROSS AWARD, FOREIGN DIFF RATE, BASE TRNSF IN, CIV SVC CRD TRANSF, CSRS NASA CUM, CSRS CUM T/IN, SALARY OFFSET, ADV PAY CUM, LOC PAY TRNSF IN.

SUBJECT TO PRIVACY ACT OF 1974

REPORT 200  
DATA ELEMENTS

MASTER EMPLOYEE RECORD

(Page 1 of 5)

- \*d. HIT: Adjustment
- \*e. FEGLI: Adjustment
- \*f. TSP: Cy Ded Adj
- \*g. Federal Tax: YTD
- \*h. Indebtedness Due U.S.: YTD
- \*i. Bankruptcy: YTD
- \*j. Child Support: YTD
- \*k. State Tax: YTD
- \*l. County Tax: YTD
- \*m. City Tax: YTD
- \*n. CSRS: Deduction YTD
- \*p. CSRS: Mil Dep YTD
- \*q. FERS: YTD
- \*r. FERS: Mil Dep: YTD
- \*t. FICA: YTD
- \*u. HIT: YTD
- \*v. FEGLI: Basic YTD + FEGLI: Opt A YTD + FEGLI: Opt B YTD + FEGLI: Opt C YTD
- \*w. FEHB: Deduction YTD
- \*x. Bill Of Collection: YTD
- \*y. TSP: Cy YTD
- \*z. TSP: Loan Ded 1 YTD + TSP: Loan Ded 2 YTD
- &A. NEBA: Total YTD
- &B. Voluntary Allot: YTD
- &C. Union Dues: YTD
- &D. Bond: YTD
- &E. CFC: YTD
- &F. Foreign Diff: Rate
- &G. COLA: Rate
- &H. CSRS: NASA Cum
- &K. CSRS: Cum Transferred In
- &T. FERS: NASA Cum
- &V. Miscellaneous B/W Amt
- &W. Miscellaneous: YTD
- &X. CFC: Agency Code
- &Y. Tour Type
- &Z. FEHB: Cash Collection Plan Code
- &a. Fire Fighter: Prem Earn B/W
- &b. FEHB: Cash Collection
- &c. FEHB: Plan Code
- &c2. FEHB: Tax Exempt Waiver (TEW) indicator
- &d. Pay Block: Processing
- &e. SSN

REPORT 418 W-2 FORM - WAGE & TAX STATEMENT (Report 3 of 4) PAYROLL
PURPOSE: To provide W-2's Statistics.
CONTENT: W-2's Counts and Totals.
SEQUENCE: N/A

Table with columns: REPORT NO: 418, SEQUENCE BY: NASA PERSONNEL AND PAYROLL SYSTEM, INSTALLATION NAME, W-2'S EDIT REPORT AND STATISTICS AS OF MM/DD/YY, PAGE: DATE: TIME:
EMPLOYEES WITH HIT (MQFE) ONLY = A,AAA,AAA
EMPLOYEES WITH HIT (MQFE) AND FICA = F,FFF,FFF
EMPLOYEES ON FILE = D,DDD,DDD
EMPLOYEES WITH NO GROSS OR HIT OR FICA = E,EEE,EEE
TOTAL EMPLOYEE W-2 FORMS = C,CCC,CCC
TTL EMPLOYEE COMPENSATION (NOT DEF) = GGG,GGG,GGG.GG
TOTAL DEFERRED COMPENSATION = HHH,HHH,HHH.HH
TOTAL TAX EXEMPT FEHB = WWW,WWW,WWW.WW
FEDERAL TAX WITHHELD = III,III,III.II
TOTAL HOSP. INS. TAX WAGES = JJJ,JJJ,JJJ.JJ
TOTAL HOSP. INS. TAX DEDUCTED = KKK,KKK,KKK.KK
TOTAL FICA WAGES = LLL,LLL,LLL.LL
TOTAL FICA DEDUCTED = MMM,MMM,MMM.MM
TOTAL STATE TAX EARNINGS = NNN,NNN,NNN.NN
TOTAL STATE TAX DEDUCTION = OOO,OOO,OOO.OO
TOTAL COUNTY TAX EARNINGS = PPP,PPP,PPP.PP
TOTAL COUNTY TAX DEDUCTION = QQQ,QQQ,QQQ.QQ
TOTAL CITY TAX EARNINGS = RRR,RRR,RRR.RR
TOTAL CITY TAX DEDUCTION = SSS,SSS,SSS.SS
TOTAL EARNED INCOME CREDIT = TTT,TTT,TTT.TT
TOTAL EMPLOYEE COMPENSATION INCLUDES NON-PAY SUBJ WH = UUU,UUU,UUU.UU
AND DOES NOT INCLUDE NON-PAY NOT SUBJ TO WH = VVV,VVV,VVV.VV

- A. W-2 Form Counts if FICA: Earnings YTD = 0 and HIT: Earnings YTD > 0
- C. Total W-2 Form Counts
- D. Total Employee Counts
- E. Employee Counts if Gross Earnings: YTD = 0 and HIT Earnings: YTD = 0 and FICA Earnings: YTD = 0
- F. Employee Counts if FICA: Earnings YTD > 0 And HIT: Earnings YTD > 0
- G. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD  
~~+ PCS: Erngs Not Subj Tax YTD~~ - TSP: Cy YTD - EMPL FEHB TAX EX FED YTD AMT)
- H. Total Of TSP: Cy YTD
- I. Total Of (Federal Tax: YTD + PCS: Federal Tax Withheld YTD)
- J. Total Of HIT: Earnings YTD
- K. Total Of HIT: YTD
- L. Total Of (FICA: Earnings YTD + PAY-FICA-YTD-EARN-PRIOR)
- M. Total Of (FICA: YTD + PAY-FICA-YTD-DED-PRIOR)
- N. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD  
+ PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD) Total of (State Tax: Erngs YTD + PCS:  
Erngs subj State Tax YTD  
+ State Tax: Former Earnings YTD (1-3) + PCS: FRMR Ern Subj St Tax YTD(1-3)
- O. Total Of (State Tax: YTD + PCS: State Tax Withheld YTD  
+ State Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj St Tax YTD (1-3))
- P. Total Of (County Tax: Erngs YTD + County Tax: Former Earnings YTD (1-3)  
+ PCS: Frmr Ern Subj Cnty Tax YTD (1-3))
- Q. Total Of (County Tax: YTD + County Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj Cnty Tax YTD (1-3))
- R. Total Of (City Tax: Erngs YTD + City Tax: Former Earnings YTD (1-3)  
+ PCS: Frmr Ern Subj City Tax YTD (1-3))
- S. Total Of (City Tax: YTD + City Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj City Tax YTD (1-3))
- T. Total Of EIC: YTD
- U. Total Of PCS: Erngs Subj Fed Tax YTD
- V. Total Of PCS: Erngs Not Subj Tax YTD
- W. Total of Tax Exempt FEHB YTD

**REPORT 418 W-2 FORM - WAGE & TAX STATEMENT (Report 4 of 4) PAYROLL**  
**PURPOSE:** To provide W-2's Statistics at an Agency Level for the Consolidated Payroll Office.  
**CONTENT:** W-2's Counts and Totals.  
**SEQUENCE:** N/A

REPORT NO: 418	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	INSTALLATION NAME	DATE:
	W-2'S EDIT REPORT AND STATISTICS	TIME:
	AS OF MM/DD/YY	
-----		
EMPLOYEES WITH HIT (MQFE) ONLY	= a,aaa,aaa	
EMPLOYEES WITH HIT (MQFE) AND FICA	= f,fff,fff	
EMPLOYEES ON FILE	= d,ddd,ddd	
-----		
EMPLOYEES WITH NO GROSS OR HIT OR FICA	= e,eee,eee	
TOTAL EMPLOYEE W-2 FORMS	= c,ccc,ccc	
-----		
TTL EMPLOYEE COMPENSATION (NOT DEF)	=g,ggg,ggg,ggg.gg	
TOTAL DEFERRED COMPENSATION	= hhh,hhh,hhh.hh	
<u>TOTAL TAX EXEMPT FEHB</u>	= <u>www,www,www.wv</u>	
-----		
FEDERAL TAX WITHHELD	= iii,iii,iii.ii	
-----		
TOTAL HOSP. INS. TAX WAGES	=j,jjj,jjj,jjj.jj	
TOTAL HOSP. INS. TAX DEDUCTED	= kkk,kkk,kkk.kk	
-----		
TOTAL FICA WAGES	= 111,111,111.11	
TOTAL FICA DEDUCTED	= mmm,mmm,mmm.mm	
-----		
TOTAL STATE TAX EARNINGS	=n,nnn,nnn,nnn.nn	
TOTAL STATE TAX DEDUCTION	= ooo,ooo,ooo.oo	
-----		
TOTAL COUNTY TAX EARNINGS	= ppp,ppp,ppp.pp	
TOTAL COUNTY TAX DEDUCTION	= qqq,qqq,qqq.qq	
-----		
TOTAL CITY TAX EARNINGS	= rrr,rrr,rrr.rr	
TOTAL CITY TAX DEDUCTION	= sss,sss,sss.ss	
-----		
TOTAL EARNED INCOME CREDIT	= ttt,ttt,ttt.tt	
-----		
TOTAL EMPLOYEE COMPENSATION		
INCLUDES NON-PAY SUBJ WH	= uuu,uuu,uuu.uu	
AND <u>DOES NOT INCLUDE</u> NON-PAY NOT SUBJ TO WH	= vvv,vvv,vvv.vv	

- a. W-2 Form Counts if FICA: Earnings YTD = 0 and HIT: Earnings YTD > 0
- c. Total W-2 Form Counts
- d. Total Employee Counts
- e. Employee Counts if Gross Earnings: YTD = 0 and HIT Earnings: YTD = 0 and FICA Earnings: YTD = 0
- f. Employee Counts if FICA: Earnings YTD > 0 And HIT: Earnings YTD > 0
- g. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD  
~~+ PCS: Erngs Not Subj Tax YTD~~ - TSP: Cy YTD - EMPL FEHB TAX EX FED YTD A)
- h. Total Of TSP: Cy YTD
- i. Total Of (Federal Tax: YTD + PCS: Federal Tax Withheld YTD)
- j. Total Of HIT: Earnings YTD
- k. Total Of HIT: YTD
- l. Total Of (FICA: Earnings YTD + PAY-FICA-YTD-EARN-PRIOR)
- m. Total Of (FICA: YTD + PAY-FICA-YTD-DED-PRIOR)
- n. ~~Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD~~  
~~+ PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)~~ Total of (State Tax: Erngs YTD + PCS:  
Erngs subj State Tax YTD  
+ State Tax: Former Earnings YTD (1-3) + PCS: FRMR Ern Subj St Tax YTD(1-3)
- o. Total Of (State Tax: YTD + PCS: State Tax Withheld YTD  
+ State Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj St Tax YTD (1-3))
- p. Total Of (County Tax: Erngs YTD + County Tax: Former Earnings YTD (1-3)  
+ PCS: Frmr Ern Subj Cnty Tax YTD (1-3))
- q. Total Of (County Tax: YTD + County Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj Cnty Tax YTD (1-3))
- r. Total Of (City Tax: Erngs YTD + City Tax: Former Earnings YTD (1-3)  
+ PCS: Frmr Ern Subj City Tax YTD (1-3))
- s. Total Of (City Tax: YTD + City Tax: Former W/H YTD (1-3)  
+ PCS: Frmr W/H Subj City Tax YTD (1-3))
- t. Total Of EIC: YTD
- u. Total Of PCS: Erngs Subj Fed Tax YTD
- v. Total Of PCS: Erngs Not Subj Tax YTD
- w. Total of Tax Exempt FEHB YTD

REPORT NO: 423 SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM PAGE:
SEQUENCED BY: PAYBLOCK, SSN INSTALLATION NAME DATE:
INDIVIDUAL PAY RECORD TIME:
FOR PAY YEAR XXXX
AS OF MM/DD/YY

Table with columns: SSN, PB NAME, ORG, T&A, DIST, DATE OF BIRTH, HLTH, ANNUAL SALARY, HOURLY RATE, OT RATE, FED EXEM, FED OPT, ST -EXEM-, RET CD, SERVICE COMP, DATE. Includes rows for 1ST, 2ND, 3RD, 4TH quarters and various pay codes.

EMP /GGGGG /HHHHH /IIIIIII /JJJJJ /KKKKK /LLLLL /MMMM /NNNNN /OOOOO /PPPPPP
TOTAL /QQQQQQ /RRRRRR /SSSSSS /TTTTT /UUUUU /VVVVV /WWWWW /XXXXX /YYYYY

PAYBLOCK BB TOTALS
/ZZZZZZZ \AAAAAAA \BBBBBBBB \CCCCCCC \DDDDDDD \EEEEEEEE \FFFFFFF \GGGGGGG \HHHHHHHH \IIIIIII
\JJJJJJJJ \KKKKKKKK \LLLLLLL \MMMMMM \NNNNNNN \OOOOOOO \PPPPPPP \QQQQQQQ \RRRRRRR

CENTER TOTALS
\SSSSSSS \TTTTTTT \UUUUUUUU \VVVVVVV \WWWWW \XXXXXXXX \YYYYYYY \ZZZZZZZ \*AAAAAAA \*BBBBBBBB
\*CCCCCCCC \*DDDDDDDD \*EEEEEEE \*FFFFFFF\*GGGGGGGG \*HHHHHHH \*IIIIIII \*JJJJJJJ \*KKKKKKK

SUBJECT TO PRIVACY ACT OF 1974

REPORT 423 INDIVIDUAL PAY RECORD  
DATA ELEMENTS

---

- \A. Payblock Total of U
- \B. Payblock Total of X
- \C. Payblock Total of Z
- \D. Payblock Total of &B
- \E. Payblock Total of &E
- \F. Payblock Total of &G
- \G. Payblock Total of &I
- \H. Payblock Total of &K
- \I. Payblock Total of &M
- \J. Payblock Total of T
- \K. Payblock Total of W
- \L. Payblock Total of Y
- \M. Payblock Total of &A
- \N. Payblock Total of &C
- \O. Payblock Total of &F
- \P. Payblock Total of &H
- \Q. Payblock Total of &J
- \R. Payblock Total of &L
- \S. Center Total of S
- \T. Center Total of U
- \U. Center Total of X
- \V. Center Total of Z
- \W. Center Total of &B
- \X. Center Total of &E
- \Y. Center Total of &G
- \Z. Center Total of &I
- \*A. Center Total of &K
- \*B. Center Total of &M
- \*C. Center Total of T
- \*D. Center Total of W
- \*E. Center Total of Y
- \*F. Center Total of &A
- \*G. Center Total of &C
- \*H. Center Total of &F
- \*I. Center Total of &H
- \*J. Center Total of &J
- \*K. Center Total of &L
- \*L. FEHB Tax Exempt Waiver for Pay Period.

**NOTE: The value on the report = (Actual Value x 100)**

\*\*\*\* Only used if the value of T, W, X, &C, &E, or &M exceeds the field size for the line above.

**SELECTION CRITERIA:**

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Reactivation Indicator Hist Not Equal 3
- Year of (Pay Period Ending Date Hist + 10 days) Equal User Input Year
- Pay Period Ending Date Hist Less Equal Pay Cntl: Current PP Ending Date
- SSSN Equal User Input SSN (If Entered)

REPORT 818 FUND SOURCE 1 REPORT  
 DATA ELEMENTS

- 12 ALL OTHER CASH AWARDS Sum of cash awards amount (Award: Amount New) paid to employees (AWARD CHECK ne 'N') during the time period selected. (Examples: suggestion, Special Act or Service, SES Rank, Performance Awards other than GM or SES, and Space Act. NOAC = 840, 841, 842, 843, 844, 845, 873, 875, 877, 878, 885 or 987.)
- 13 RECRUITMENT BONUS Sum of cash bonus (New Empl Bonus Rcrtrmt Amt) given to an employee during the time period selected as encouragement to come to work for NASA. NOAC = 815.
- 14 RELOCATION BONUS Sum of cash bonus (New Empl Bonus Rlctn Amt) given to an employee during the time period selected to relocate either temporarily or permanently to another geographical area. NOAC = 816.
- 15 RETENTION ALLOWANCE Sum of allowance (Award: Amount New) given (usually for 1 year only) to an employee during the time period selected to entice them to remain employed at NASA. NOAC = 810 and Legal Authority 1 = VPG.

**BENEFITS, NASA COST:**

- 16 SEVERANCE PAY Sum of biweekly severance pay (Severance: Biweekly Amt) given to an employee for the time period covered when released from NASA as a result of a RIF.
- 17 TSP Sum of the Govt basic contribution (TSP: Govt Basic Contr B/W) and the sum of the Govt matching contribution (TSP: Govt Match Contr Tot B/W) to the Thrift Savings Plan plus adjustments during the time period selected.
- 18 FEGLI Sum of the Govt contribution (FEGLI: Govt Contr B/W) to the employees' life insurance plus adjustments during the time period selected.
- 19 FEHB Sum of the Govt contribution (FEHB: Govt Contr B/W) to the employees' health insurance plus adjustments during the time period selected.
- 20 CSRS Sum of the Govt contribution (CSRS: Govt Contr B/W) to the employees' Civil Service Retirement System plus adjustments during the time period selected.
- 21 FERS Sum of the Govt contribution (FERS: Govt Contr B/W) to the Federal Employee Retirement System plus adjustments during the time period selected.
- 22 FICA Sum of the Govt contribution (FICA: Govt Contr B/W) to the old age pension portion of FICA plus adjustments during the time period selected.
- 23 HIT Sum of the Govt contribution (HIT: Govt Contr B/W) to the Medicare portion of FICA and the Medicare for all other employees plus adjustments during the time period selected.
- 24 SALARY OFFSET, REEMPL ANNUITANTS Sum of salary offset plus adjustments (CSRS & FERS: Current Salary Offset Adj) paid to OPM for reemployed annuitants for the time period selected.
- 25 SUBTOTAL OF BENEFITS Sum of 17 + 18 + 19 + 20 + 21 + 22 + 23 + 24

**REPORT 419**

**W-2 CHECKLIST**

**PAYROLL**

**PURPOSE:** To be used to insure the correctness of the Payroll Data for W-2 Form.

**CONTENT:** Detailed employee earnings and taxes information.

**SEQUENCE:** Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN.

SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME										
W-2 CHECKLIST AS OF MM/DD/YY										
SSN	NAME	ADJ GROSS FEDRL TAX	STATE TXBL STATE TAX	ST	CITY TXBL CITY TAX	CITY	FICA WAGES FICA TAX	HIT WAGES HIT TAX	TSP DED EIC	TAX E FEHB
123-45-6789	LAVENDER, CHARLES E., JR.	100,000.00 10,000.00	100,000.00 10,000.00	CA	100,000.00 10,000.00	003	100,000.00 10,000.00	100,000.00 10,000.00	10,000.00 10,000.00	10,000.00 10,000.00
			100,000.00 10,000.00	MD	100,000.00 10,000.00	001				10,000.00
CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDD	EEE,EEE.EE MM,MMM.MM	FFF,FFF.FF	GG	HHH,HHH.HH NN,NNN.NN	III	JJJ,JJJ.JJ PP,PPP.PP	KKK,KKK.KK QQ,QQQ.QQ	LL,LLL.LL RR,RRR.RR	TAX E FEHB &A,AAA.AA
			SSS,SSS.SS WW,WWW.WW	TT	UUU,UUU.UU XX,XXX.XX	VVV				
PAYBLOCK BB TOTALS:					CENTER TOTALS:					
ADJ GROSS	YY,YYY,YYY.YY		mm,mmm,mmm.mmm							
FEDERAL TAX	ZZ,ZZZ,ZZZ.ZZ		nn,nnn,nnn.nn							
STATE TXBL	aa bb,bbb,bbb.bb		pp,ppp,ppp.pp							
STATE TAX	aa cc,ccc,ccc.cc		qq,qqq,qqq.qq							
CITY TXBL	ddd ee,eee,eee.ee		ss,sss,sss.ss							
CITY TAX	ddd ff,fff,fff.ff		tt,ttt,ttt.tt							
FICA WAGES	gg,ggg,ggg.gg		uu,uuu,uuu.uu							
FICA TAX	hh,hhh,hhh.hh		vv,vvv,vvv.vv							
HIT WAGES	ii,iii,iii.ii		ww,www,www.ww							
HIT TAX	jj,jjj,jjj.jj		xx,xxx,xxx.xx							
TSP DEDUCT	kk,kkk,kkk.kk		yy,yyy,yyy.yy							
EIC	ll,lll,lll.ll		zz,zzz,zzz.zz							
TAX E FEHB	&B,BBB,BBB.BB		&C,CCC,CCC.CC							

SUBJECT TO PRIVACY ACT OF 1974

- A. Tax year
- B. Pay Block: Processing
- C. SSN
- D. Employee Name (Last, First, MI, Gen)
- E. Adjusted Gross Earnings =  
Gross Earnings: YTD - Award Gross Amount (if Award ICB Category Code = 'R') + PCS:  
Earnings Subj Tax YTD - TSP: YTD - **EMPL FEHB TAX EX FED YTD AMT**
- F. State Txbl = State Tax: Erngs YTD +  
PCS: Earnings Subj St Tax YTD
- G. State Code
- H. City Txbl =  
Local Tax Entity: YTD Earn +  
PCS: Earnings Subj City Tax YTD
- I. City Code
- J. FICA Earnings: YTD
- K. HIT Earnings: YTD
- L. TSP: Deduction YTD
- M. Federal Tax = Federal Tax: YTD +  
PCS: Federal Tax Withheld YTD
- N. State Tax = State Tax: YTD +  
PCS: State Tax Withheld YTD
- O. City Tax = City Tax: YTD +  
PCS: City Tax Withheld YTD
- P. FICA Tax: Deduction YTD
- Q. HIT Tax: Deduction YTD
- R. EIC YTD
- S. Former State Txbl State Tax: Former Earnings  
YTD + PCS: Frmr Earn Subj St Tax YTD
- T. State Tax: Former Code YTD
- U. Former City Txbl =  
City Tax: Former Earnings YTD +  
PCS: Frmr Ern Subj City Tax YTD
- V. City Tax: Former Code YTD
- W. Former State Tax =  
State Tax: Former W/H YTD +  
PCS: Frmr W/H Subj St Tax YTD
- X. Former City Tax =  
City Tax: Former W/H YTD +  
PCS: Frmr W/H Subj City Tax YTD
- &A TAX-E-FEHB**

PAYBLOCK TOTALS:

- Y. Total of E
- Z. Total of M
- a. State Code
- b. Total of (F + S) for each State Code
- c. Total of (N + W) for each State Code
- d. City Code
- e. Total of (H + U) for each City Code
- f. Total of (O + X) for each City Code
- g. Total of J
- h. Total of P
- i. Total of K
- j. Total of Q
- k. Total of L
- l. Total of R
- &B Total of &A

CENTER TOTALS:

- m. Total of Y
- n. Total of Z
- o. State Code
- p. Total of b
- q. Total of c
- r. City Code
- s. Total of e
- t. Total of f
- u. Total of g
- v. Total of h
- w. Total of i
- x. Total of j
- y. Total of k
- z. Total of l
- &C Total of &B

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated Installation code:
- Gross Earnings: YTD > 0

<b>TABLE I-1 FIELD EDIT REQUIREMENTS</b>	
<b>Data Element Name</b>	<b>Field Edit Criteria/Source</b>
Administrative Level	Value must be found in TADMINLV Local Table
Agency Code: Employing	Value must be found in TAGENCY FPM 292-1
Agency Code: Transferred From	Value must be found in TAGENCY FPM 292-1
Agency Code: Transferred To	Value must be found in TAGENCY FPM 292-1
Annuitant Indicator	Value cannot be blank Value must be found in TANUIND FPM 292-1
Appointment: Conversion Date	Valid date between 01/01/1900 and 01/01/2100
Appointment: Day Limit	Numeric
Appointment: Dollar Limit	Numeric
Appointment: Hour Limit	Numeric
Appointment: NTE Date	Valid date between 01/01/1900 and 01/01/2100
Availability Pay: Annual Amt	25% of Adj Basic Pay (results 50 cents and over increased to the next whole dollar).
Award: Amount	Numeric value greater than 0
<del>Award: Benefit Amount</del>	<del>Numeric value greater than 0</del>
Award: Check	Y, N, or blank
<del>Award: Group Identifier</del>	<del>Numeric</del>
Award: Time Off Hours	Numeric value between 0 and 40, for full-time employees One-half part-time hours for part-time employees One-half Uncommon Tour Hours for employees working uncommon tour hours

**APPENDIX L**  
**STATE, CITY, AND COUNTY TAX**  
**COMPUTATION ALGORITHMS**



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## STATE TAXES



**ALABAMA STATE TAX**

The capability shall be provided for NPPS to compute the biweekly Alabama state tax withholding deduction as follows.

$$((A - B) * C + D) / 26 + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$((A + B + C) * 26) - D - E - F - G$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Percentage of Gross Earnings (refer to the following computation)

E = Annualized Federal Tax (Federal Tax: B/W \* 26)

F = Personal Exemption (refer to the following computation)

G = Exemption Amount (refer to the following computation)

The Percentage of Gross Earnings shall be computed as follows.

$$((A + B + C - D - E) * 26) * .20$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Biweekly FEHB Non-waived Deduction

The Percentage of Gross Earnings shall not exceed the following limits.

<b>State Tax: Marital Code</b>	<b>State Tax: Dependent Flag</b>	<b>Percentage of Gross Limit</b>
S	Y	2000.00
S	Blank	2000.00
M		4000.00

The Personal Exemption shall be computed as follows.

<b>State Tax: Marital Code</b>	<b>State Tax: Dependent Flag</b>	<b>Personal Exemption</b>
S	Y	0.00
S	Blank	1500.00
M		3000.00

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions

B = Tax Table exempt amount

## **ARIZONA STATE TAX**

The capability shall be provided for NPPS to compute the biweekly Arizona state tax withholding deduction as follows.

$$(A * B) + C$$

Where,

A = Federal Tax: B/W

B = State Tax: Alternate Percent (determined by employee)

C = State Tax: Additional W/H

### CALIFORNIA STATE TAX

The capability shall be provided for NPPS to compute the biweekly California state tax withholding deduction as follows.

$$(A - B) * C + D - E + F$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = Tax Credit (refer to the following computation)

F = State Tax: Additional W/H

No State Tax: B/W shall be computed if the employee meets any of the following low income criteria.

<u>State Tax: Marital Code</u>	<u>State Tax: Exemptions</u>	<u>Gross Earnings</u>
S	-	< 315.00
M	< 2	< 315.00
M	> 1	< 630.00
H	-	< 630.00

The Taxable Gross shall be computed as follows.

$$A + B + C - D - \underline{G} - E - F$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Additional Exemption Amount (refer to the following computation)

F = Standard Deduction (refer to the following computation)

G = Biweekly FEHB Non-waived Deduction

The Additional Exemption Amount shall be computed as follows.

<u>Additional Exemptions</u>	<u>Exemption Amount</u>
1	38.00
2	77.00
3	115.00
4	154.00
5	192.00
6	231.00
7	269.00
8	308.00
9	346.00
10	385.00
>10	38.00 * State Tax: Additional Exempts

The Standard Deduction shall be computed as follows.

<u>State Tax: Marital Code</u>	<u>State Tax: Exemptions</u>	<u>Standard Deduction</u>
S	-	102.00
M	< 2	102.00
M	> 1	203.00
H	-	203.00

The Tax Credit shall be computed as follows.

<u>State Tax: Exemptions</u>	<u>Tax Credit</u>
1	2.69
2	5.38
3	8.08
4	10.77
5	13.46
6	16.15
7	18.85
8	21.54
9	24.23
10	26.92
>10	2.69 * State Tax: Exemptions

## COLORADO STATE TAX

The capability shall be provided for NPPS to compute the biweekly Colorado state tax withholding deduction as follows. Withholding deductions shall be rounded to the nearest dollar. Amounts under 50 cents shall be rounded down to 0 cents. Amounts from 50 to 99 shall be rounded up to the next dollar.

$$(A - B) * C + D + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$A + B + C - D - E - F$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Exemption Amount (refer to the following computation)

F = Biweekly FEHB Non-waived Deduction

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions

B = Tax Table exempt amount

**CONNECTICUT STATE TAX**

The capability shall be provided for NPPS to compute the biweekly Connecticut state tax withholding deduction as follows.

$$(A - (A * B)) / 26 + C$$

Where,

A = Annual Tax Amount (refer to the following computation)

B = Annual Tax Credit Percent (refer to the following computation)

C = State Tax: Additional W/H (value will be positive for additional withholding; negative for reduced withholding)

No State Tax: B/W shall be computed if the employee has elected to be exempt from state tax (Empl Exmpt From St Tax Flag = E).

The Annual Tax Amount shall be computed as follows.

If filing status is "A" or "D" and A (taxable gross) is less than or equal to 10,000.00.

$$A * .03$$

If A (taxable gross) is greater than 10,000.00

$$A - 10,000 * .045 + 300.00$$

If filing status is "B" and A (taxable gross) is less than or equal to 16,000.00

$$A * .03$$

If A (taxable gross) is greater than 16,000.00

$$A - 16,000 * .045 + 480.00$$

If filing status is "C" and A (taxable gross) is less than or equal to 20,000.00

$$A * .03$$

If A (taxable gross) is greater than 20,000.00

$$A - 20,000 * .045 + 600.00$$

Where,

A = Taxable Gross (refer to the following computation)

The Taxable Gross shall be computed as follows.

$$(A + B + C - D - F) * 26 - E$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Personal Exemption (refer to following computation)

F = Biweekly FEHB Non-waived Deduction

The Personal Exemption shall be computed as follows.

If State Tax: Filing Status Flag = A

<b>Taxable Wages</b>		<b>Personal Exemption</b>
<b>Over</b>	<b>Not Over</b>	
0	24,000	12,000
24,000	25,000	11,000
25,000	26,000	10,000
26,000	27,000	9,000
27,000	28,000	8,000
28,000	29,000	7,000
29,000	30,000	6,000
30,000	31,000	5,000
31,000	32,000	4,000
32,000	33,000	3,000
33,000	34,000	2,000
34,000	35,000	1,000
35,000	and over	0

If State Tax: Filing Status Flag = B

<b>Taxable Wages</b>		<b>Personal Exemption</b>
<b>Over</b>	<b>Not Over</b>	
0	38,000	19,000
38,000	39,000	18,000
39,000	40,000	17,000
40,000	41,000	16,000
41,000	42,000	15,000
42,000	43,000	14,000
43,000	44,000	13,000
44,000	45,000	12,000
45,000	46,000	11,000
46,000	47,000	10,000
47,000	48,000	9,000
48,000	49,000	8,000
49,000	50,000	7,000
50,000	51,000	6,000
51,000	52,000	5,000
52,000	53,000	4,000
53,000	54,000	3,000
54,000	55,000	2,000
55,000	56,000	1,000
56,000	and over	0

If State Tax: Filing Status Flag = C

<b>Taxable Wages</b>		<b>Personal Exemption</b>
<b>Over</b>	<b>Not Over</b>	
0	48,000	24,000
48,000	49,000	23,000
49,000	50,000	22,000
50,000	51,000	21,000
51,000	52,000	20,000
52,000	53,000	19,000
53,000	54,000	18,000
54,000	55,000	17,000
55,000	56,000	16,000
56,000	57,000	15,000
57,000	58,000	14,000
58,000	59,000	13,000
59,000	60,000	12,000
60,000	61,000	11,000
61,000	62,000	10,000
62,000	63,000	9,000
63,000	64,000	8,000
64,000	65,000	7,000
65,000	66,000	6,000
66,000	67,000	5,000
67,000	68,000	4,000
68,000	69,000	3,000
69,000	70,000	2,000
70,000	71,000	1,000
71,000	and over	0

If State Tax: Filing Status Flag = D

Personal Exemption amount is 0.00

The Annual Tax Credit Percent shall be computed as follows.

If State Tax: Filing Status Flag = A

<b>Taxable Wages</b>		<b>Tax Credit Percent</b>
<b>Over</b>	<b>Not Over</b>	
0	12,000	100%
12,000	15,000	75%
15,000	20,000	35%
20,000	25,000	15%
25,000	48,000	10%
48,000	and over	0%

If State Tax: Filing Status Flag = B

<b>Taxable Wages</b>		<b>Tax Credit Percent</b>
<b>Over</b>	<b>Not Over</b>	
0	19,000	100%
19,000	24,000	75%
24,000	34,000	35%
34,000	44,000	15%
44,000	74,000	10%
74,000	and over	0%

If State Tax: Filing Status Flag = C

<b>Taxable Wages</b>		<b>Tax Credit Percent</b>
<b>Over</b>	<b>Not Over</b>	
0	24,000	100%
24,000	30,000	75%
30,000	40,000	35%
40,000	50,000	15%
50,000	96,000	10%
96,000	and over	0%

If State Tax: Filing Status Flag = D

Tax Credit Percent is 0

## DISTRICT OF COLUMBIA STATE TAX

The capability shall be provided for NPPS to compute the biweekly District of Columbia state tax withholding deduction as follows.

$$(A - B) * C + D + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$A + B + C - D - E - F$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Exemption Amount (refer to the following computation)

F = Biweekly FEHB Non-waived Deduction

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions

B = Tax Table exempt amount

## LOUISIANA STATE TAX

The capability shall be provided for NPPS to compute the biweekly Louisiana state tax withholding deduction as follows.

$$((A - B) * C) / 26 + D$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor \*

C = Tax Table Rate \*

D = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$((A - B + C + D - F) * 26) - E$$

Where,

A = Gross Earnings

B = Biweekly TSP Total Deduction

C = Adjustments to Gross Earnings

D = Foreign Differential

E = Personal Exemption (refer to the following computation)

F = Biweekly FEHB Non-waived Deduction

The Personal Exemption shall be computed as follows.

<u>State Tax: Exemptions</u>	<u>State Tax: Marital Status</u>	<u>Exemption Amount</u>
> 1	M	9000 + (State Tax: Exemptions - 2) * 1000
> 1	S	4500 + (State Tax: Exemptions - 1) * 1000
< 2	M or S	4500 + (State Tax: Exemptions - 1) * 1000

\* Exemptions = or greater than 2:

Tax Table Earnings Floor = \$15,000 and Tax Table Rate = 2%

Tax Table Rate = 3% for Taxable Gross greater than \$15,000

Exemptions less than 2:

Tax Table Earnings Floor = \$5,000 and Tax Table Rate = 2%

Tax Table Rate = 3% for Taxable Gross greater than \$5,000

## MARYLAND STATE TAX

The capability shall be provided for NPPS to compute the biweekly Maryland state tax withholding deduction as follows.

$$(A - B) * C + D + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$(A + B + C - F) - D - E - G$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Standard Deduction (refer to the following computation)

E = Exemption Amount (refer to the following computation)

F = Biweekly TSP Total Deduction

G = Biweekly FEHB Non-waived Deduction

The Standard Deduction shall be computed as follows.

$$(A + B + C - D - E) * .15$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Biweekly FEHB Non-waived Deduction

The Standard Deduction shall not be greater than 77.00 or less than 58.00.

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions

B = Tax Table exempt amount

**MISSISSIPPI STATE TAX**

The capability shall be provided for NPPS to compute the biweekly Mississippi state tax withholding deduction as follows.

$$(((A - B) * C + D) / 26) + E$$

Where,

- A = Taxable Gross (refer to the following computation)
- B = Tax Table Earnings Floor
- C = Tax Table Rate
- D = Tax Table Floor Withholding
- E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$((A + B + C - D - G) * 26) - (E + F)$$

Where,

- A = Gross Earnings
- B = Adjustments to Gross Earnings
- C = Foreign Differential
- D = Biweekly TSP Total Deduction
- E = Standard Deduction (refer to the following computation)
- F = Total Exemption (refer to the following computation)
- G = [Biweekly FEHB Non-waived Deduction](#)

The Standard Deduction shall be computed as follows.

<b>State Tax: Marital Code</b>	<b>Standard Deduction</b>	
S	2300.00	Single
M	4600.00	Married
M	2300.00	Married and Spouse Employed
H	3400.00	Single

The Total Exemption shall be computed as follows.

$$A + (B * D) + (C * D)$$

Where,

A = Personal Exemption (determined by employee as the alternate amount)

B = State Tax: Exemptions (dependents claimed)

C = State Tax: Additional Exempts (age and blindness exemption)

D = Tax Table Exempt Amount

**NEW MEXICO STATE TAX**

The capability shall be provided for NPPS to compute the biweekly New Mexico state tax withholding deduction as follows. No deduction shall be taken if the computed withholding is less than .46.

$$(A - B) * C + D + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$(A - B + C + D) - E - F$$

Where,

A = Gross Earnings

B = Biweekly TSP Total Deduction

C = Adjustments to Gross Earnings

D = Foreign Differential

E = Exemption Amount (refer to the following computation)

F = Biweekly FEHB Non-waived Deduction

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions

B = Tax Table exempt amount

### NEW YORK STATE TAX

The capability shall be provided for NPPS to compute the biweekly New York state tax withholding deduction as follows.

$$(A - B) * C + D + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$A + B + C - D - E - F - \underline{G}$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Personal Exemption (refer to the following computation)

F = Exemption Amount (refer to the following computation)

G = Biweekly FEHB Non-waived Deduction

The Personal Exemption shall be computed as follows.

<u>State Tax:</u> <u>Marital Code</u>	<u>Personal</u> <u>Exemption</u>
S	192.30
M	211.50

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions

B = Tax Table exempt amount

**NORTH CAROLINA STATE TAX**

The capability shall be provided for NPPS to compute the biweekly North Carolina state tax withholding deduction as follows.

$$(A * B - C) / 26 + D$$

Where,

A = Taxable Gross (refer to the following computation)  
 B = Tax Table Rate Associated with the Tax Table Earnings Floor  
 C = Tax Table Floor Withholding  
 D = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$((A + B + C - D - G) * 26) - E - F$$

Where,

A = Gross Earnings  
 B = Adjustments to Gross Earnings  
 C = Foreign Differential  
 D = Biweekly TSP Total Deduction  
 E = Standard Deduction (refer to the following computation)  
 F = Personal Exemption (refer to the following computation)  
[G = Biweekly FEHB Non-waived Deduction](#)

The Standard Deduction shall be computed as follows.

<b><u>State Tax:</u></b> <b><u>Marital Status</u></b>	<b><u>Standard</u></b> <b><u>Deduction</u></b>
S	3000.00
M	2500.00
H	4400.00

The Personal Exemption shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions  
 B = Tax Table exempt amount

## OHIO STATE TAX

The capability shall be provided for NPPS to compute the biweekly Ohio state tax withholding deduction as follows.

$$(A - B) * C + D + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$A + B + C - D - E - F$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Exemption Amount (refer to the following computation)

F = Biweekly FEHB Non-waived Deduction

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions

B = Tax Table exempt amount

## PENNSYLVANIA STATE TAX

The capability shall be provided for NPPS to compute the biweekly Pennsylvania state tax withholding deduction as follows.

$$(A - B) * C + D + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$A + B + C - \underline{D}$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly FEHB Non-waived Deduction

## UTAH STATE TAX

The capability shall be provided for NPPS to compute the biweekly Utah state tax withholding deduction as follows.

$$(A - B) * C + D + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$A + B + C - D - E - F - \underline{G}$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = One half of Federal Tax withholding

F = Exemption Amount (refer to the following computation)

G = Biweekly FEHB Non-waived Deduction

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions

B = Tax Table exempt amount

**VIRGINIA STATE TAX**

The capability shall be provided for NPPS to compute the biweekly Virginia state tax withholding deduction as follows.

$$((A - B) * C + D) / 26 + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$((A + B + C - D - F) * 26) - 2500 - E$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Exemption Amount (refer to the following computation)

F = Biweekly FEHB Non-waived Deduction

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions

B = Tax Table exempt amount

## WEST VIRGINIA STATE TAX

The capability shall be provided for NPPS to compute the biweekly West Virginia state tax withholding deduction as follows.

$$(A - B) * C + D + E$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = State Tax: Additional W/H

The Taxable Gross shall be computed as follows.

$$A + B + C - D - E - F$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Exemption Amount (refer to the following computation)

F = Biweekly FEHB Non-waived Deduction

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

A = State Tax: Exemptions

B = Tax Table exempt amount

## CITY TAXES



### CLEVELAND CITY TAX

The capability shall be provided for NPPS to compute the biweekly Cleveland city tax (City Tax: Code "003") withholding deduction as follows.

$$(A + B + C) * D - E \text{ or } F$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Tax Table Rate

E = Tax Table Floor Withholding

F = Local Tax Entity: Alt Amount (2)

**FAIRVIEW PARK, OHIO, CITY TAX**

The capability shall be provided for NPPS to compute the biweekly Fairview Park City tax (City Tax: Code "004") withholding deduction as follows.

$$(A + B + C) * D - E \text{ or } F$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Tax Table Rate

E = Tax Table Floor Withholding

F = Local Tax Entity: Alt Amount (2)

**NEW YORK CITY RESIDENT CITY TAX**

The capability shall be provided for NPPS to compute the biweekly New York City Resident (City Tax: Code of "001") city tax withholding deduction as follows.

$$(A - B) * C + D$$

Where,

- A = Taxable Gross (refer to the following computation)
- B = Tax Table Earnings Floor
- C = Tax Table Rate
- D = Tax Table Floor Withholding

The Taxable Gross shall be computed as follows.

$$A + B + C - D - E - F - \underline{G}$$

Where,

- A = Gross Earnings
- B = Adjustments to Gross Earnings
- C = Foreign Differential
- D = Biweekly TSP Total Deduction
- E = Exemption Amount (refer to the following computation)
- F = Deduction Amount (refer to the following computation)
- G = Biweekly FEHB Non-waived Deduction

The Exemption Amount shall be computed as follows.

$$A * B$$

Where,

- A = City Tax: Exemptions
- B = Tax Table exempt amount

The Deduction Amount shall be computed as follows.

<b>City Tax: Marital Code</b>	<b>Deduction Amount</b>
S	192.30
M	211.50

### NEW YORK CITY NON-RESIDENT CITY TAX

The capability shall be provided for NPPS to compute the biweekly New York City Non-Resident (City Tax: Code of "002") city tax withholding deduction as follows.

$$(A - B) * C + D$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

The Taxable Gross shall be computed as follows.

$$A + B + C - D - E - F$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Exemption Amount (refer to the following computation)

F = Biweekly FEHB Non-waived Deduction

The Exemption Amount shall be computed as follows.

Gross Earnings

<u>At Least</u>	<u>But Less Than</u>	<u>Exemption Amount</u>
0.00	145.00	0.00
145.00	385.00	115.00
385.00	769.00	77.00
769.00	1154.00	38.00
1154.00	And Up	0.00

**TABLE M-2 History Download Specifications**

<b>Element</b>	<b>Columns</b>
Vietnam Era Veteran Indicator	259
Departure Destination	260
Departure Reason	261
PMRS Unit Designation	262 - 263
FEGLI: Code	264
NASA Special Prog Identifier	265 - 270
Minority Code	271
Blanks	272 - 285
Retirement Plan	286
Annuitant Indicator	287
Degree: Second Highest Level	288
Degree: Second Highest Year	289 - 290
Degree: Second Highest Field	291 - 294
Degree: Third Highest Level	295
Degree: Third Highest Year	296 - 297
Degree: Third Highest Field	298 - 301
Blanks	302 - 338
Award: Year	339 - 340
Award: Type	341
Award: Amount	342 - 346
Performance Rating: Current Yr	347 - 348
Performance Rating: Current	349
Part-Time Hours	350 - 351
Pay Plan: Retained	352 - 353
Grade: Retained	354 - 355
Step: Retained	356 - 357
FERS: Coverage	358
<del>Award: Group Identifier</del>	<del>359-362</del>

**TABLE M-2 History Download Specifications**

<b>Element</b>	<b>Columns</b>
<del>Award: Benefit Amount</del>	<del>363 - 370</del>
Retirement: Prior Coverage	371
Frozen Service	372 - 377
Creditable Military Service	378 - 383
FEHB: Plan Code	384 - 388
Random Testing Designator	389
Salary	390 - 395
Salary: Scheduled	396 - 401
Blanks	402 - 500



**TABLE M-4 HQ PMIS Submission Specifications**

	DIN	Accession Record	
		Card	Columns
Annuitant Indicator	BRM	B1	36
<del>Award: Benefit Amount</del>	<del>AAB</del>		
<del>Award: Group Identifier</del>	<del>AAG</del>		
Basic Education	ADA	A3	26-36
Educational Level (A2)			
Degree: Bachelor Year (A2)			
Degree: Highest Level (A1)			
Degree: Highest Year (A2)			
Degree: Highest Field (A4)			
Cancellation Reference NOAC and Effective Date of the Cancellation	APA		
Citizenship	ACZ	A3	37
Correction Reference NOAC and Effective Date of the Correction	APB		
CPP	AMP		
Creditable Military Service	BMS	B2	31-36
Date of Birth (YYMM)	ADB	A1	60-63
Date of Birth (DD)	BDB	B1	28-29
Departure Destination	BDC		
Duty Station Code	ADS	A2	62-70
Duty Status	ALW	A2	74
Effective Date (YYMMDD)	ALL		18-23
Empl Basic Pay Amt	BAP	B3	26-31
Empl Lclty Adjstmnt Anl Amt	LOA	B3	37-41
Empl Stfng Dfrntl Anl Amt	FSD	B3	51-55
Empl Tot Pay Amt	TSA	B3	61-66

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "W")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
1	1	1	Record identifier	Always "W"; system generated
2	9	2-10	SSN	
3	27	11-37	NAME: LAST, FIRST, MI, SUFF	Four name fields are compressed together with a space between name parts. The parts of a compound surname (including prefixes) will be separated by hyphens (-). If the prefix of a surname is only one character, an apostrophe (') will be used.
4	40	38-77	ADDRESS: MAILING AWARD RECIPIENT STREET ADDRESS	Home street address
5	25	78-102	ADDRESS: MAILING AWARD RECIPIENT CITY ADDRESS	City (and Country if foreign country)
6	10	103-112	ADDRESS: MAILING AWARD RECIPIENT STATE ADDRESS	State (blank if foreign country)
7	5	113-117	Blank	
8	5	118-122	ADDRESS: MAILING AWARD RECIPIENT ZIP ADDRESS	ZIP code
9	1	123	Statutory Employee code	Always blank; system generated
10	7	124-130	Annual FICA Wages FICA: EARNINGS YTD	
11	1	131	Blank	
12	7	132-138	Annual FICA tips	Always zeros; system generated
13	1	139	Blank	
14	9	140-148	Annual wages	System calculated (GROSS-EARNINGS: YTD) - (TSP: DEDUCTIONS TOTAL YTD) - (EMPL <u>FEHB TAX EX FED YTD AMT</u> )

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "W")**

<b>Field Number</b>	<b>Length</b>	<b>Column</b>	<b>Source Data Field</b>	<b>Remarks</b>
15	1	149	Blank	
16	6	150-155	FICA tax withheld FICA: YTD <del>HIT: YTD</del>	
17	9	156-164	FEDERAL TAX: YTD	
18	1	165	Blank	Always blank
19	7	166-172	Zeros	Always zeros
20	1	173	Blank	Always blank
21	9	174-182	Zeros	Always zeros
22	9	183-191	HIT: EARNINGS YTD	
23	7	192-198	HIT: YTD	
24	8	199-206	Blank	Always blank
25	9	207-215	Zeros	Always zeros
26	1	216	Blank	Always blank
27	9	217-225	Zeros	Always zeros
28	1	226	Blank	Always blank
29	7	227-233	Zeros	Always zeros
30	7	234-240	Control Number	System calculated (consecutive no.)
31	14	241-254	Zeros	Always zeros
32	7	255-261	EIC: YTD	
33	1	262	Blank	Always blank
34	1	263	"P" if Pension Plan	
35	1	264	Blank	Always blank
36	1	265	"D" if Deferred Compensation	
37	1	266	Blank	Always blank
38	9	267-275	TSP: DEDUCTION TOTAL YTD	

Following each "E" Record will be one "W" Record for each unique SSN.

Following each "W" Record will be from zero to 12 "S" Records (State, City, and County may each have a current and three former tax entities).

"S" Records generated for the same tax entity will be combined into one "S" Record.

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "S")**

Field Number	Length	Column	Source Data Field	Remarks
1	1	1	Record identifier	Always "S"
2	9	2-10	SSN	
3	27	11-37	NAME: FIRST, MIDDLE, LAST, SUFF AWARD RECIPIENT FIRST NAME AWARD RCPNT MIDDLE INITIAL AWARD RECIPIENT FIRST NAME AWARD RCPNT GENEALOGICAL- SUFFIX	
4	40	38-77	ADDRESS: MAILING AWARD RECIPIENT STREET ADDRESS	Home street address
5	25	78-102	ADDRESS: MAILING AWARD RECIPIENT CITY ADDRESS	City
6	10	103-112	ADDRESS: MAILING AWARD RECIPIENT STATE ADDRESS	State
7	5	113-117	Blank	
8	5	118-122	ADDRESS: MAILING AWARD RECIPIENT ZIP ADDRESS	ZIP code
9	1	123	Blank	
10	2	124-125	FIPS numeric code	System generated
11	2	126-127	Blank	CC=CUR-century
12	6	128-133	Reporting period	"12CCYY", YY=CUR-yr
13	20	134-153	18 zeros/2 spaces	System generated
14	6	154-159	EOD: DATE	MMCCYY only
15	6	160-165	TERMINATION DATE	MMCCYY only
16	5	166-170	STATE TAX: CODE STATE TAX: FORMER CODE YTD	
17	12	171-182	TAX-EMPR-ID	
18	6	183-188	Blank	
19	2	189-190	FIPS numeric code	Same as No. 10
20	9	191-199	<del>Calculated</del> STATE TAX: ERNGS YTD	State taxable earn

**Social Security Administration (Pay-year-end) Tape  
(Record Identifier = "S")**

Field Number	Length	Column	Source Data Field	Remarks
21	8	200-207	Calculated	State tax W/H
22	10	208-217	Blank	
23	1	218	Tax Type Code	"C" = city, "D" = county
24	5	219-223	LOCAL TAX ENTITY: CODE CITY TAX: FORMER CODE YTD COUNTY TAX: FORMER CODE YTD	
25	9	224-232	<del>Calculated</del> LOCAL (CITY): YTD EARNED	Local taxable
26	7	233-239	Calculated	Local tax W/H
27	36	240-275	Blank	

There will be one "S" record for each tax entity. If the tax entity is a STATE, then columns 208 - 275 will be blank or zeros as indicated by the fields. If the tax entity is a city or county, then columns 124 - 125 and columns 166 - 217 will be blank or zeros as indicated by the fields.

State and local earnings fields associated with fields #20 and #25, as read from the data base, have TSP and/or FEHB non-taxed amounts already subtracted.

~~The calculation for taxable income, field #20 above for state and field #25 above for city or county, will be calculated by adding the current and PCS earnings together, and then subtracting the TSP deduction associated with a particular STATE or LOCAL tax entity. An example of the formula is as follows:~~

$$\text{(STATE TAX: ERNGS YTD + PCS: EARNINGS SUBJ STATE TAX YTD) - STATE TAX: TSP CY DED YTD}$$

~~An exception to this is for Pennsylvania (state code "PA") and Cleveland (city code "003"), which will not have the TSP deduction subtracted from taxable earnings.~~

~~An example of the formula for the withholding calculation is as follows:~~

$$\text{STATE TAX: YTD + PCS: STATE TAX WITHHELD YTD}$$