

Operating Manual

The Standard Form 113 Summary Data Reporting System



**United States
Office of
Personnel
Management**

Theodore Roosevelt Building
1900 E Street, NW.
Washington, DC 20415-6000

OPERATING MANUAL

The Standard Form (SF)-113 Summary Data Reporting System

Contents

INTRODUCTION

CHAPTER I. INTRODUCTION TO THE SF-113 SUMMARY DATA REPORTING SYSTEM

CHAPTER II. INSTRUCTIONS FOR THE PREPARATION OF THE MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF 113-A)

CHAPTER III. INSTRUCTIONS FOR THE PREPARATION OF THE MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF 113-G)

INTRODUCTION

This manual describes the Standard Form (SF)-113 Summary Data Reporting System—a series of reports on the Federal civilian workforce. A general description of each report is included as are the report coverage, detailed instructions on completion of the necessary forms, and editing criteria for each report.

This manual will be of primary interest to agency headquarters automated personnel system managers, managers monitoring work year usage and allocation, and personnel processing supervisors concerned with submitting reports in the SF-113 Summary Data Reporting System.

CHAPTER I.

Introduction To The Standard Form (SF)-113 Summary Data Reporting System

Contents

SUBCHAPTER S1. Introduction

- S1-1.** General
- S1-2.** Criteria for Federal Employment
- S1-3.** Agency Coverage
- S1-4.** Reporting Due Date
- S1-5.** Submission Address
- S1-6.** Agency Comments and Inquiries
- S1-7.** Agency Contacts

SUBCHAPTER S2. 113 Summary Data Reporting Forms

- S2-1.** Obtaining 113 Series Forms
- S2-2.** Facsimiles of Forms

SUBCHAPTER S3. Ordering Office of Personnel Management's (OPM) *Employment and Trends* Publication

Subchapter S1. Introduction

S1-1. General

- a. The 113 Summary Data Reporting System consists of two 113 series reports on the Federal civilian workforce.
- b. The 113 series reports include the following:
- (1) Monthly Report of Federal Civilian Employment (SF 113-A) described in **Chapter II**.
 - (2) Monthly Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G) described in **Chapter III**.
- c. Each of the 113 series reports (SF 113-A and SF 113-G) covers specific characteristics of the Federal *civilian* workforce. A brief overview of each report is described below:

(1) The SF 113-A covers the work schedule, types of appointments, position occupied, wage system, citizenship, payroll, and turnover data of Federal civilian employees.

(2) The SF 113-G covers the employment, hours, full-time equivalency and work-years of Federal civilian employees subject to Office of Management and Budget (OMB) employment controls.

S1-2. Criteria For Federal Employment

- a. The SF 113-A and SF 113-G reports reflect Federal civilian employment statistics.
- b. For a person to be a Federal employee, a person must meet the following criteria which are set forth in 5 U.S.C. 2105(a):
- (1) Appointed in the Civil Service by a Federal officer acting in an official capacity; and
 - (2) Engaged in the performance of Federal functions under authority of law or an Executive Act; and
 - (3) Subject to the supervision of a Federal officer while the employee is engaged in the performance of the duties of the position.
- c. Employees included in the SF 113-A and SF 113-G reports should meet the three criteria which define a Federal employee.

S1-3. Agency Coverage

- a. All 113 series reports exclude the Central Intelligence Agency, National Security Agency, Defense Intelligence Agency, National Imagery and Mapping Agency, and uniformed military employees.
- b. The SF 113-A report covers all Federal departments and agencies.
- c. The SF 113-G covers only Executive Branch agencies (excluding the U.S. Postal Service) subject to OMB employment controls.
- d. All 113 series reports have worldwide coverage.

S1-4. Reporting Due Date

a. All the 113 series reports are due at the Office of Personnel Management (OPM) on the 15th of the month following the report month. For example, the January report is due February 15th. *To assure timely receipt of these reports, agencies are encouraged to fax their 113 reports. The fax number is 202-606-1719. All copies must be legible and signed and certified by a responsible official designated by the head of the agency.*

b. Revisions to any current and previous 113 series reports should be submitted to OPM as soon as possible since data by agency are released to various users. Minor revisions to reports can be handled by phone; extensive corrections should be made by submitting a revised report.

S1-5. Submission Address

The SF 113-A and SF 113-G reports are to be sent to:

Office of Personnel Management
 Statistical Analysis and Services Division
 Workforce Information Team
 1900 E Street, NW.
 Washington, DC 20415
 Attention: SF 113-A (or SF 113-G as appropriate), Room 7439
 Email Address: owi@opm.gov

S1-6. Agency Comments And Inquiries

a. In order to maintain and issue to all agencies up-to-date and comprehensive reporting instructions, the Office of Personnel Management (OPM) encourages agencies to communicate to the Statistical Analysis and Services Division problems which they are encountering or questions they have concerning the coverage, definitions, or reporting instructions of the 113 series reports, and suggestions on improving the timeliness and quality of the data being collected.

b. Agency comments are very much appreciated as they form an integral part of efforts to update and improve this manual. All questions and comments will be researched and, to the extent possible, will be incorporated in the reporting instructions for the 113 series reports. The result of such agency coordination will be more systematic and accurate data.

c. Send all comments to:
Office of Personnel Management
Statistical Analysis and Services Division
Workforce Information Team
1900 E Street, NW.
Washington, DC 20415
Attention: SF 113-A Comments, Room 7439
(or SF 113-G as appropriate)
Email Address: owi@opm.gov

d. Inquiries by phone on the SF 113-A or SF 113-G may be directed to the Workforce Information Team.

S1-7. Agency Contacts

a. To maintain an open line of communication between agency personnel and OPM staff regarding the 113 series reports, agencies should *regularly* notify OPM of any changes in personnel responsible for the 113 series reports.

b. This notification of agency personnel responsible for the 113 series reports is to allow OPM staff to inquire about any problems they encounter on the reports and to inquire about any explanations to the data reported.

c. The form to be used to notify OPM of the personnel responsible for the 113 series reports is further explained in each Chapter.

Subchapter S2. 113 Summary Data Reporting Forms

S2-1. Obtaining 113 Series Forms

a. All 113 series forms may be obtained from the General Services Administration (GSA), Office of Federal Supply and Services, while supplies last. An agency may also obtain these forms via the FEDSTRIP/MILSTRIP system.

b. Local reproduction of the Standard Form (SF) 113-A or SF 113-G is authorized. Agencies which have automated systems may also provide computer-generated hard copy submissions as long as the format is the same as the SF 113-A (or SF 113-G, as appropriate). Request an exception to either the SF 113-A or SF 113-G in accordance with Federal

Information Resources Management Regulation (FIRMR) 201-9.202 instructions.

c. In ordering the forms from GSA, the National Stock No. to use for the SF 113-A or SF 113-G is as follows:

(1) SF 113-A: National Stock Number 7540-00-965-2326

(2) SF 113-G: National Stock Number 7540-01-098-1231

S2-2. Facsimiles Of Forms

A facsimile of the SF 113-A is in **Chapter II** and the SF 113-G in **Chapter III**.

Subchapter S3. Ordering Office of Personnel Management's (OPM) *Employment and Trends* Publication

a. The 113 reporting system generates reports which are published on a bimonthly basis in the publication entitled, *Federal Civilian Workforce Statistics: Employment and Trends*.

b. This publication presents detailed statistical tables on Federal civilian employment (work schedule, type of appointment, position occupied, type of service, wage system, and citizenship), payroll, and turnover (accessions, new hires, separations, and quits) by branch, agency, and area (All areas, United States, Washington, DC Metropolitan Statistical Area (MSA), and overseas). Trend tables show employment, payroll, and turnover data for a 13-month period through the current month. The *Employment and Trends* publication often includes analyses and tables from other recurring publications on Federal civilian employment, such as the periodic surveys on occupational characteristics, geographic distributions, wage and salary characteristics, and race and national origin characteristics of Federal civilian employees.

c. Each *Employment and Trends* publication is approximately 70 pages, 8 ½" X 11." The color is teal and magenta.

d. The Office of Personnel Management (OPM) does not maintain a mailing list for this publication. Sample copies are available.

e. The publication is no longer available through the Superintendent of Documents. Non-Federal Government agencies and private citizens may obtain copies of the publication from the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161. Telephone 703-487-4650, FAX 703-321-8547. The price is \$3.00 handling charge and \$9.00 for an issue.

f. Agencies may buy copies at less than the subscription price by riding OPM's printing requisition. Information on OPM's publication is contained in OPM's RIDER INFO published by OPM's Publishing Management Branch (telephone number 202-606-1844). Agencies must renew their orders annually prior to the beginning of the fiscal year.

CHAPTER II.

Instructions For The Preparation Of The Monthly Report Of Federal Civilian Employment (SF 113-A)

Contents

SUBCHAPTER S1. General Description

- S1-1.** Submission Instructions
- S1-2.** Agency Coverage
- S1-3.** Reporting of Indirect Hires

SUBCHAPTER S2. Report Coverage

- S2-1.** Introduction
- S2-2.** Classes of Employees Excluded from the 113-A
- S2-3.** Completion of the Form
- S2-4.** Requests for Exceptions
- S2-5.** The End-of-Fiscal Year Report
- S2-6.** Revisions to the Report
- S2-7.** Data Distribution by Geographic Area

SUBCHAPTER S3. Detailed Instructions for Completion of the Standard Form 113-A

- S3-1.** Section I—Current Status
- S3-2.** Section II—Payroll
- S3-3.** Section III—Turnover
- S3-4.** Section IV—Data Excluding Special Employment Categories
- S3-5.** Supplemental Report

SUBCHAPTER S4. Editing of the Report

- S4-1.** General
- S4-2.** Logical and Mechanical Edits

SUBCHAPTER S5. Agency Comments

Subchapter S1. General Description

S1-1. Submission Instructions

a. Address

This report relates to monthly Federal civilian employment, payroll, and turnover data. The reports are due at the Office of Personnel Management by the 15th of the month following the actual month of the data (for example, the January report is due February 15th). Mail reports to:

Office of Personnel Management
 Statistical Analysis and Services Division
 Workforce Information Team
 1900 E Street, NW.
 Washington, DC 20415
 Attention: SF 113-A, Room 7439
 Email Address: owi@opm.gov

b. To assure timely receipt of this report, agencies are encouraged to fax their SF 113-A report. The fax number is 202-606-1719. All copies must be legible.

c. Only one copy of the report is required. Each report must be signed by a responsible official designated by the head of the agency.

d. Each agency should regularly notify the Office of Personnel Management, **using the format of figure 1**, of any changes in personnel responsible for the report.

e. A facsimile of the SF 113-A report is at figure 2. Local reproduction of the SF 113-A is authorized. While supplies last, agencies may procure sufficient copies from the General Services Administration, Office of Federal Supply and Services. The National Stock Number is 7540-00-965-2326.

f. Agencies which have automated systems may provide computer-generated hard copy submissions as long as the format is the same as the SF 113-A. Request an exception to SF 113-A in accordance with Federal Information Resources Management Regulation (FIRMR) 201-9.202 instructions.

g. This is an interagency report as defined in FIRMR 201-9.2. The National Archives and Records Service (NARS) approval number is 1032-OPM-MO.

S1-2. Agency Coverage

a. All agencies are required to submit the 113-A report *except* the Central Intelligence Agency and National Security Agency which are exempted by law from providing these personnel reports. The Defense Intelligence Agency and National Imagery and Mapping Agency are also exempt from providing these personnel reports.

b. In addition, those Executive Branch agencies which are *not* subject to Office of Management and Budget (OMB) employment controls must also submit a supplemental report showing data in compliance with the Federal Employees Part-time Career Employment Act of 1978. The data contained in this supplemental report are as of September 30 of each year and are to be submitted as a supplement to the SF 113-A. See subchapter S3-5 which contains detailed reporting instructions for the supplemental report. The Federal Employees Part-time Career Employment Act of 1978 (5 U.S.C. 3404) requires agencies to count part-time permanent employees against personnel ceilings on a fractional basis which is determined by dividing 40 hours into the employee's regularly scheduled workweek. The Office of Management and Budget has determined that this requirement is automatically met in those agencies operating under the full-time equivalent method of personnel ceiling accounting. Therefore, a supplemental report is not required from agencies providing a Monthly Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G). (**See Chapter III for reporting instructions on the SF 113-G.**)

c. If the agency is organized with major bureaus or other comparable organizational units that have been assigned subelement codes by the Office of Personnel Management, one copy is required for the overall agency and one copy for each organizational subelement. The requirement to submit the 113-A for each organizational subelement does not apply to Army, Navy, Air Force, and State Department.

S1-3. Reporting Of Indirect Hires

a. As an attachment to the 113-A report, agencies which have *indirect* hire employees, i.e., persons rendering service to the Federal Government under agreements or contracts with foreign governments, are requested to show separately for each country:

the number of persons working under the immediate direction of the reporting agency pursuant to contracts, agreements, or other arrangements with foreign governments which provide for the furnishing of personal services to the agencies.

b. This does *not* include employees of private contractors.

Subchapter S2. Report Coverage

S2-1. Introduction

a. The 113-A report covers all *direct hire Federal civilian officers, employees and direct hire nationals of foreign countries and U.S. territories* in or under the United States Government (including Government-owned or controlled corporations) who are paid salaries, wages, or fees for the personal service they render.

b. For agencies and employees included in the Budget of the United States this means employees whose pay is chargeable to Object of Expenditure Class 11, Personnel Compensation. **(See Office of Management and Budget Circular A-11, Section 35 and Figure 8 for detailed definitions of object classes.)**

c. For agencies and employees not included in the Budget, similar types of employees and payments for their services are to be reported.

S2-2. Classes Of Employees Excluded From The 113-A

For purposes of the 113-A, Federal civilian data *exclude* the following classes of employees:

a. Persons hired under non-personal service contracts, i.e., employees of private contractors.

b. Persons serving without pay such as experts and consultants who worked without pay or received payments only for their expenses (per diem in lieu of subsistence and/or travel expenses).

c. Employees carried on leave without pay, furlough, or suspension for periods scheduled to or which actually exceed 30 calendar days and seasonal employees in nonpay status or scheduled to be in nonpay status for more than 30 calendar days. (Report these employees as separations.)

d. Employees carried on annual or sick leave after the last day of active duty specified in a reduction-in-force notice.

e. Workers hired informally "on the spot" without formal appointment procedures for short intervals of time to cope with fire, flood, and other extreme emergencies.

f. Employees of nonappropriated funds instrumentalities (NAFI) such as canteen workers in the Department of Defense.

g. District of Columbia Government employees.

h. All State, local and Indian Tribal Government employees and academic personnel who are:

(1) on detail to Intergovernmental Personnel Act (IPA) mobility assignments with Federal agencies.

(2) on IPA mobility assignments who have received Federal appointments under 5 U.S.C. 3374(a)(1) for assignments of 30 days or less.

I. All Federal employees who are:

(1) on detail to State, local, and Indian Tribal Governments or institutions of higher education, or other eligible organizations, where the organization to which an assignment is made reimburses the assigning Federal agency for at least 50 percent of an assigned employee's salary during the assignment.

(2) on leave without pay while on assignments with State, local, and Indian Tribal Governments, institutions of higher education, or other eligible organizations for assignments more than 30 days. (Report these employees as separations.)

j. Uniformed military employees in Department of Defense and the U.S. Coast Guard.

k. Employees in the Central Intelligence Agency, National Security Agency, Defense Intelligence Agency, and National Imagery and Mapping Agency.

l. Indirect hire employees. (Report these employees as an attachment to the SF 113-A. **Refer to section S1-3. Reporting of Indirect Hires.**)

S2-3. Completion Of The Form

a. All agencies are to complete all lines of the SF 113-A. Items which would contain zeroes may be left blank.

b. Agencies providing both agencywide and suborganization reports should assure that the sum of all suborganization reports equals the data for each row and column of the agencywide report.

S2-4. Requests For Exceptions

a. For each monthly report, all agencies are required to report employment data as of the *last calendar day of the month*.

b. Agencies may request an exception in order to report employment data as of the end of the pay period closest and prior to the end of the month.

The request for exception must be in writing to:

Assistant Director for Workforce Information
Office of Personnel Management
1900 E Street, NW.
Washington, DC 20415
Attention: SF 113-A, Room 7439
Email Address: owi@opm.gov

c. In requesting this exception, agencies (and their suborganizations) must agree to *consistently* report employment data on the SF 113-A as of the end of the pay period closest and prior to the end of the month. Payroll and turnover data should cover the period from the first day following the pay period closest and prior to the end of the preceding month to the end of the pay period closest and prior to the end of the report month.

d. The date (month, day, and year) of the coverage of the employment, payroll, and turnover data must be shown on each month's report regardless of whether an agency reports data as of the last calendar day of the month or as of the end of the pay period closest and prior to the end of the month.

e. Agencies are to *consistently* report employment data as of the last calendar day of the month, or as of the end of the pay period closest and prior to the end of the month. Payroll data are to reflect wages and salaries *earned* and lump sum payments paid during the period covered. Turnover data are to reflect accessions and separations having *effective* dates during the period covered. Prior to the beginning of each fiscal year (FY), the Office of Personnel Management (OPM) will issue via a memorandum for assistant secretaries for administration and assistant administrators for management alerting agencies to the specific SF 113-A reporting dates for that year. **(The FY 97 time schedule/reporting periods is shown in Figure 9.)**

S2-5. The End-Of-Fiscal Year Report

a. Employment data contained in the end-of-fiscal year (September) SF 113-A report must be "as of" the last *calendar day* of the month

as required by the Office of Management and Budget.

b. For the end-of-fiscal year report, agencies which generally provide 113-A data "as of" the end of the pay period closest and prior to the end of the month should update employment to the last *calendar day* of the month. However, the corresponding payroll and turnover data need not be updated to the end of the month but should cover the period from the 1st day following the pay period closest and prior to the end of the preceding month to the end of the pay period closest and prior to the end of the report month.

S2-6. Revisions To The Report

a. Revisions to the current, and any previous month's report should be provided to the Office of Personnel Management as soon as possible; when possible, such revisions will be reflected in the initial issuance of Federal civilian employment statistics contained in the *Federal Civilian Workforce Statistics-Employment and Trends*. For information about OPM's *Employment and Trends* publication, **see Chapter I, Subchapter S3, Ordering Office of Personnel Management's (OPM) Employment and Trends Publication.**

b. Any questions related to reporting instructions, definitions, project management and revisions to reports should be directed to the Workforce Information Team. Minor revisions to reports can be handled by phone; extensive corrections should be made by submitting a revised report.

S2-7. Data Distribution By Geographic Area

When distributing the line item data into the proper columns by geographic area, employees are to be reported by the geographic location of their *duty station*, as follows:

a. Column A is for employment in all areas. "Worldwide" means the same as "all areas." The figure in Column A for a given line should be the total of the figures in Columns B, C, D, and E for that line.

b. Column B is for all employees reported in Column A whose duty station is in the Territories of the United States, defined as the following places: American Samoa, Guam, Johnston Atoll, Midway Islands (except Ryukyu Islands and Swan Islands), Puerto Rico, Navassa Islands, Virgin Islands, Wake Island, Jarvis Island,

Baker Island, Howland Island, Kingman Reef, Palmyra Atoll, and Northern Mariana Islands.

c. Column C is for all employees reported in Column A whose duty station is *not* in the United States or its Territories, i.e., those who are not reported in Columns B, D, and E.

d. Column D is for employees reported in Column A whose duty station is in the Washington, DC, Metropolitan Statistical Area (MSA) which includes: the District of Columbia; Arlington, Clarke, Culpeper, Fairfax, Fauquier, King George, Loudoun, Prince William, Spotsylvania, Stafford, and Warren Counties, and Alexandria, Fairfax,

Falls Church, Fredericksburg, Manassas, and Manassas Park Cities in Virginia; Calvert, Charles, Frederick, Montgomery, and Prince George's Counties in Maryland; and Berkeley and Jefferson Counties in West Virginia.

e. Column E is for all employees reported in Column A whose duty station is in the United States but outside of the Washington, DC, Metropolitan Statistical Area (MSA) as defined above. Figures shown in lines under Column E should therefore *exclude* employees in the District of Columbia, and those in the Virginia and Maryland portions of the Washington, DC, MSA.

Subchapter S3. Detailed Instructions for Completion of the Standard Form 113-A

S3-1. Section I—Current Status

a. General

(1) This section (lines 1 thru 16) relates to current employment at the end of the month¹ and covers work schedule, type of appointment, position occupied, wage system, and citizenship of Federal civilian employees. Employment totals shown for lines 1 through 15 of the 113-A should reflect employees who (as of the report date), have *not* been officially separated from the agency by Standard Form (SF) 50 or equivalent personnel action, and who have either:

- (a) worked for any given period during the report month, or
- (b) are on paid annual, sick, injury, administrative, military, or holiday leave.

(2) Employment totals shown for line 16 should reflect employees with intermittent work schedules who have not worked during the current reporting period, *and* as of the report date, have not been officially separated from the agency's workforce. Employees shown in line 16 should *not* be included in lines 1 through 15.

(3) Exclude from lines 1 through 15 employees on leave without pay (LWOP), suspension, or furlough if such actions are scheduled to, or actually exceed 30 calendar days; report these employees as separations.

(4) Include as appropriate in lines 1 through 16 any seasonal employees in pay status. Seasonal employees are indicated by work schedule codes G (Full-time seasonal), Q (Part-time seasonal), T (Part-time sharer-seasonal), and J (Intermittent seasonal). Seasonal employees in nonpay status or scheduled to be in nonpay status for more than 30 days (similar to non-seasonal employees who are on leave without pay) should not be included in lines 1 through 16 until they return to pay status. These seasonal employees should be included as an accession when returning from nonpay status of

more than 30 days and as a separation when they have been in nonpay status or are scheduled to be in nonpay status for more than 30 days. (See **Subchapter S3-3 for instructions on reporting turnover data.**)

b. Line Definitions of Section I

(1) Line 1—Grand Total Employment

- (a) Total employment is full-time, part-time and intermittent employees (sum of lines 3, 6, and 8) who, as of the report date, have *not* been officially separated from the agency by SF 50 or equivalent action, and who have either:
 - worked for any given period during the report month, or
 - are on paid annual, sick, injury, administrative, military, or holiday leave.
- (b) Exclude intermittent employees included in line 16. (See **figure 3 for further guidance on reporting employment by line on the 113-A.**)
- (c) Do *include* employees whose separation actions are effective *on the report date*; the separation actions for such employees should be included in the next month's report.
- (d) *Exclude* from the SF 113-A all persons whose appointments are without compensation.
- (e) Special instructions apply to employees on furlough, suspension, and leave without pay, and seasonal employees in nonpay status. These employees should not be included in line 1 if their leave (or nonpay status) is scheduled to exceed, or actually exceeds 30 calendar days; such employees should not be included in total employment until they return to duty. *The employee's status as of the report date determines whether the employee will or will not be included.*
- (f) Employees on leave with pay pending separation by either disability or optional retirement should be counted in the

¹ As used in the 113-A reporting instructions, "end of the month" means (1) as of the last calendar day of the month, or (2) if a written exception has been granted by the Office of Personnel Management, the end of the pay period prior to, and closest to the end of the month.

Current Status (Section I). Employees on leave with pay who receive on-the-job injury or illness are also to be counted in the Current Status. However, some former ceiling exempt employees who meet *certain conditions* are excluded from employment data shown in Section IV.

(Refer to Subchapter S3-4. Section IV-Data Excluding Special Employment Categories.)

- (g) Personnel on mobility assignments authorized by the Intergovernmental Personnel Act (IPA) will be reported as follows:
- employees on leave without pay (LWOP) for more than 30 days to State, local, and Indian Tribal Governments, institutions of higher learning, or other eligible organizations will be reported as separations.
 - conversely, employees who have received Federal appointments (while under mobility assignments to Federal agencies) will be shown as new appointments if appointed for more than 30 days.
 - Federal employees detailed to State, local, and Indian Tribal Governments, institutions of higher learning or other eligible organizations will be reported in total employment only if over 50 percent of their salary is paid by the Federal agency.

For further guidance concerning employees on IPA assignments, **see figure 4.**

- (h) When an employee is detailed to another agency (non-Intergovernmental Personnel Act where an agency may or may not be reimbursed for the hours worked by the employee detailed to another agency), the agency that appointed the employee and has the employee's personnel record is to count the employee.
- (I) Line 1 also *includes* persons formerly exempt from the President's employment ceilings:
- Participants in the Student Educational Employment Program, identified by current appointment authority codes YBM, YGM, Y3M, Y1M, Y2M, Y1K, Y2K, Y3K, Y4K, and Y5K. (These were formerly Summer Aids and participants in The Stay-in-School

Program, The Federal Junior Fellowship Program, and the Cooperative Education Program (Co-op).)

- Persons in the Worker-Trainee Program who are in developmental jobs (for a 12-month period from date of appointment) who were appointed under the Veterans Readjustment Appointment (VRA) authority, or appointed under the Worker Trainee Temporary Appointment Pending Establishment of a Register (TAPER) authorization.

- (j) Lines 9 plus 11 should equal line 1 in each column. The total of the figures on lines 3, 6, and 8 should always equal the figure on line 1 in each column. The total of figures on lines 14 and 15 should always equal the figure on line 1 in each column.

(2) *Line 2—Total in Permanent Positions*

- (a) Show data for employees (regardless of work schedule, status of the employee or the type of appointment held) occupying "permanent positions."
- (b) A permanent position is one which is either:
- established without time limitation, or
 - established for a limited period of a year or more, or
 - occupied for a year or more (not necessarily continuously by the same employee), regardless of the intent when it was established.

(3) *Line 3—Full-Time*

Full-time employees are those regularly scheduled to work the number of hours and days required by the administrative workweek for their employment group or class. (Most full-time employees have an administrative workweek of 5 days of 8 hours each. Others have administrative workweeks of different hours.)

(4) *Line 4—Full-Time in Permanent Positions*

- (a) Show data for employees reported in line 3 who are in permanent positions as defined in line 2.
- (b) *The nature of the position rather than the status or tenure of the employee is controlling.* For example, an employee with a temporary appointment serving full-time in a permanent position is regarded as occupying a permanent position so long as

the position as such is one that has existed, or is expected to exist, for a year or more.

- (c) The full-time employees in line 3 not reported in line 4 as occupying permanent positions are full-time employees in “temporary positions.”

(5) *Line 5—Full-Time with Permanent Appointments*

- (a) Show data for employees included in line 3 (i.e., full-time) who meet either one of the following criteria:

— are in Tenure Group 1 or 2 as defined below:

A. Tenure Group 1: *Competitive Service*—Tenure Group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.

Excepted Service—Tenure Group 1 includes employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period.

B. Tenure Group 2: *Competitive Service*—Tenure Group 2 includes employees serving under career-conditional appointments, and career employees serving initial appointment probation.

Excepted Service—Tenure Group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.

— all Senior Executive Service (SES) employees except those serving under “limited term” and “limited emergency” appointments.

- (b) In Section I “permanent appointments” consist of employees in Tenure Groups 1 and 2 and all SES employees except those serving under “limited term” and “limited emergency” appointments.

(6) *Line 6—Part-Time*

Part-time employees are those who work less than full-time, but for a specific number of hours (usually 16-32 per administrative workweek) on a prearranged scheduled tour of duty.

(7) *Line 7—Part-Time with Permanent Appointments*

Show data for part-time employees included in line 6 who have permanent appointments as defined in line 5.

(8) *Line 8—Intermittent*

- (a) Count intermittents who, as of the report date, have *not* been officially separated

from the agency's workforce, and who have worked for any given period during the report month.

- (b) Intermittent employees are those who work an irregular number of hours or days for which there is no prearranged scheduled tour of duty. Such employees are paid only for the time actually worked or for service actually rendered. Do *not* include in line 8 intermittents who are reported in line 16.

- (c) **See figure 3 for further guidance on reporting intermittent employees.**

(9) *Line 9—Competitive Service, Total*

- (a) Relevant portions of the definition of the competitive service from Title 5, United States Code, are reprinted below:

Section 2102. The Competitive Service

- (a) The “competitive service” consists of:

- (1) all civil service position in the Executive Branch, except—
 - (A) positions which are specifically excepted from the competitive service by or under statute;
 - (B) positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs; and
 - (C) positions in the Senior Executive Service; and
- (2) civil service positions not in the Executive Branch which are specifically included in the competitive service by statute.

- (b) Notwithstanding subsection (a)(1)(B) of this section, the “competitive service” includes positions to which appointments are made by nomination for confirmation by the Senate when specifically included therein by statute.

- (c) As used in other Acts of Congress, “classified civil service” or “classified service” means the “competitive service.”

- (b) Include employees in Tenure Group 0, 1, 2, or 3 and position occupied code 1.

- (c) Lines 9 and 11 should add to line 1 in each column.

- (d) **See figure 5 which summarizes the reporting of employees on lines 9 through 12 of the 113-A** based on Tenure Group code and Position Occupied code.

- (10) *Line 10—Competitive Service, with Permanent Appointments*

Show data for employees occupying positions in the competitive service (position occupied code 1) and who are in Tenure Group 1 or 2 as defined in line 5.

(11) *Line 11—Excepted Service and Senior Executive Service, Total*

The excepted service and Senior Executive Service consist of those civil service positions not in the competitive service. Include employees in position occupied codes 2, 3, or 4 regardless of Tenure Group (i.e., Tenure Group 0 through 3).

(12) *Line 12—Excepted Service and Senior Executive Service, with Permanent Appointments*

Show data for employees occupying positions in the excepted service (position occupied code 2) and who are in Tenure Group 1 or 2 and all SES employees (position occupied codes 3 or 4) except those serving under “limited term” and “limited emergency” appointments.

(13) *Line 13—Wage Systems*

- (a) Wage system employees (included in line 1) are trades, crafts, and laboring workers whose basic rates of pay are determined according to local prevailing rates under the statutory Federal Wage Systems or determined under similar administrative authority.
- (b) Most wage employees are in pay plans WG, WL, and WS. Include employees in all pay plans beginning with B, W, K, J, or X. Also include prevailing rate and negotiated rate trades, crafts, and laboring workers in pay plans such as FF, FL, FN, FS, FW, NA, NL, NS, TA, TB, TC, TD, TE, or VC. Do **not** include professional, administrative, or clerical employees.

(14) *Line 14—U.S. Citizens*

- (a) Show data for employees who are United States citizens, regardless of their place of permanent residence.
- (b) A citizen (of the U.S.) is a person who owes allegiance to the United States and is entitled to full civil rights either by birth or naturalization.

(15) *Line 15—Noncitizens*

- (a) Show data for employees who are not United States citizens, regardless of their place of permanent residence.
- (b) Lines 14 and 15 should equal line 1 in each column.

(16) *Line 16—Total Intermittents Not Working*

- (a) Those employees who work an irregular number of hours or days for which there is

no prearranged scheduled tour of duty, who have not worked during the current reporting period, and as of the report date, have *not* been officially separated from the agency's workforce.

- (b) These employees are excluded from lines 1 through 15.
- (c) **See figure 3 for further guidance on reporting intermittent employees.**

S3-2. Section II-Payroll

a. General

(1) This section (lines 17 and 18) relates to monthly wages and salaries *earned* by Federal civilian employees and lump sum amounts for annual leave paid to employees who have separated from the Federal Government. While employment totals relate to the “as of” date of the report, payroll data relate to the period which began the day after the immediately preceding “as of” date and ends with the “as of” date of the current reporting period.

(2) The Standard Form (SF) 113-A reports are due in the Office of Personnel Management's Workforce Information Team on the 15th day of the month following the report date. If complete payroll information is not available, monthly estimates should be made so that the complete 113-A can be sent in on time. Monthly payroll estimates may be based on the number of workdays in a given payroll period which fell within the month and for which figures are available. Monthly estimates should be adjusted so that the total reported payroll accumulated from monthly 113-A reports reflects actual expenditures for the whole year.

(3) Payroll figures should be reported in the *nearest whole thousands of dollars*.

(4) Payroll figures *include* funds chargeable to Office of Management and Budget (OMB) Object Classes 11.1, 11.3, and 11.5 under Personnel Compensation. The definitions of object classes are provided in OMB Circular A-11, Section 35 and **are listed at figure 8**. Payroll figures do *not* include the Government's share (as employer) of health insurance, term life insurance, and Federal retirement and old-age survivors' disability insurance, and retirement costs which include the Government's payment to cover interest on the unfunded retirement liability.

(5) When funds appropriated to one agency are obligated to another agency through an allocation or appropriation adjustment transaction to perform

service for the first agency, that part of such funds chargeable to Object Class 11, Personnel Compensation, must be reported by the agency whose employees perform the work and receive the payment; and the agency for which the service is performed excludes from the total reported on the payroll lines the amount that is chargeable to Object Class 11.

b. Line Definitions of Section II

(1) *Line 17—Wages and Salaries Earned, Total*

- (a) Show the amount of earnings for all employees (including those who are separated) for workdays and paid holidays for the period being reported.
- (b) The amount of wages and salaries should be reported for the period when the employees actually *earned* the money and not when the money was actually *paid*. If an error is detected in reporting the amount of earnings in the proper report period, an amended report should be submitted. The fiscal year total salaries and wages (sum of 12 reports from October through September) should reflect actual wages and salaries *earned* by Federal employees for the fiscal year period being reported.
- (c) Give the total earnings for personal services in nearest whole thousands of dollars.
- (d) Wages and salaries include: gross basic pay, overtime pay (including authorized administratively uncontrollable overtime pay), holiday pay, Sunday pay, night differential, hazardous duty pay, special pay adjustments for law enforcement officers, locality-based comparability payments, interim geographic adjustments, post differential, staffing differential, supervisory differential, physicians comparability allowance, remote worksite allowance, performance-based cash award, incentive award, foreign language award, any retroactive pay, and any other funds chargeable to Office of Management and Budget (OMB) Object Classes 11.1, 11.3, and 11.5 under Personnel Compensation, *except* lump-sum payments for annual leave. *Exclude* cost-of-living allowances, station allowances, and any civilian personnel benefits as defined by OMB Object Class 12 funds. Some examples of

benefits are: retirement, health and life insurance, recruitment bonus, relocation bonus, retention allowance, and allowances such as quarters allowances, uniform allowances, and overseas allowances (including overseas cost-of-living allowances) as well as severance pay (OMB Object Class 13).

- (e) Earnings may be estimated on the basis of the number of workdays in the period being reported.
 - (f) For agencies and employees included in the Budget of the United States, the fiscal year total should balance to OMB Budget Class Object 11.1, 11.3, and 11.5 funds.
- (2) *Line 18—Lump Sum Payments*
- (a) Show data for total lump sum payments (in nearest whole thousands of dollars) for annual leave during the period reported.
 - (b) The amount of lump sum payments should be reported for the period when the employees actually *earned* the money (i.e., when separated from the Federal Government) and not when the money was actually *paid*. If an error is detected in reporting the amount of lump sum payments in the proper report period, an amended report should be submitted. The fiscal year total lump sum payments (sum of 12 reports from October through September) should reflect actual lump sum payments earned by Federal employees for the fiscal year period being reported.
 - (c) Note that lump sum payment amounts are to be included in this line only and should *not* be added in the total for wages and salaries reported in line 17.
 - (d) Do not report other lump sum payments such as recruitment bonus and relocation bonus.

S3-3. Section III—Turnover

a. General

(1) This section (lines 19 through 28) covers personnel actions that result in additions to and losses from an agency's workforce. Accessions consist of additions to the agency's workforce and returns to duty by current employees who have been in nonpay/nonduty status. The nature of action codes that are in the 100 and 200 series are accessions. Accessions include appointments from civil service registers that are career or

career-conditional appointments, excepted appointments, appointments to the Senior Executive Service, temporary appointments from registers, temporary appointments pending the establishment of registers, reappointments, reinstatements, restorations and returns to duty, and transfers. Separations consist of actions that take employees off the agency's workforce and that place current employees in nonpay/nonduty status. The nature of action codes that are in the 300 and 400 series are separations. Separations include discharges, quits, terminations, reductions-in-force, removals, transfers, extended leave without pay, suspensions, furloughs, deaths, and retirements.

(2) Each turnover line described below is accompanied by a list of nature of action codes (NOAC). The list of nature of action codes for each line is to be used *only* as a guide in reporting Federal employees. Some NOAC's are included in several lines; *agencies should review the individual employee's situation and report the employee in the appropriate line(s)*. The nature of action codes listed for each line are taken from Operating Manuals, The Guide to Personnel Data Standards and The Guide to Processing Personnel Actions.

(3) Turnover data are to reflect accessions and separations having *effective dates* during the period covered.

b. Line Definitions of Section III.

(1) *Line 19—Total Accessions*

- (a) Personnel actions during the period being reported that result in the addition of employees to the department or agency's competitive or excepted services, or Senior Executive Service.
- (b) *Exclude* shifts within the agency or department that are between *any* organizations that are below the agency or department level. Such suborganizations will generally be those assigned a Central Personnel Data File (CPDF) agency subelement code by the Office of Personnel Management. Similarly, this exclusion covers agency suborganizations that are not identified in CPDF. For example, an agency has been assigned an agency code of XX00. This agency has four suborganizations that have been assigned a code of XX01 through XX04. The

following exclusions from reporting turnover apply:

- Movement *between* two suborganizations, e.g., between XX01 and XX02.
 - Movement between two units *within* a suborganization, i.e., movement *within* either XX01, XX02, XX03, or XX04.
- (c) *Include* employee shifts involving *only* agencies and/or departments. For example, include shifts between agency A that has been assigned an agency code of AA00 and agency X that has been assigned an agency code of XX00.
 - (d) *Include shifts between agencies* when reorganizations are effected by laws or Executive orders that shift groups of employees and the functions they perform. Please footnote reports when such reorganizations occur, giving the authority (law or Executive order), date of change, number of employees gained, and the name of the other agency or agencies involved.
 - (e) *Include* returns to duty from nonpay status of more than 30 days.
 - (f) Total accessions include the following nature of action codes: 100, 101, 107, 108, 112, 115, 120, 122, 124, 130, 132, 140, 141, 142, 143, 145, 146, 147, 148, 149, 150, 151, 153, 154, 155, 157, 170, 171, 190, 198, 199, 280 (when returning from nonpay status of more than 30 days), 292 (when returning from nonpay status of more than 30 days), and 293.
- (2) *Line 20—Transfers—Accessions*
- (a) Show data for employees who, without a break in service of one full workday, change from a position in one agency to a position in another agency.
 - (b) Include mass transfers of employees between agencies as a result of transfer of functions. Include nature of action codes 130, 132, 145, 147, and 157, and 100 and 101 (when either 100 or 101 are used with Legal Authority Code (LAC) K4M, BKM, BBM, V8L, BLM, BNM, BNN.)
- (3) *Line 21—Total New Hires*
- (a) Show data for new appointments of individuals who currently are not Federal civilian employees; includes reinstatements based on prior service.

- (b) Show data for appointments to positions in the competitive and excepted services and Senior Executive Service of accessions included in line 19 based on the following nature of action codes: 100, 101, 107, 108, 112, 115, 120, 122, 124, 140, 141, 142, 143, 146, 148, 149, 150, 151, 153, 154, 155, 170, 171, 190, 198, and 199.
- (c) *Exclude* transfers and employees exercising reemployment rights (such as restorations) and returns to duty and placements in pay status (NOAC 280).
- (4) *Line 22—Accessions to the Competitive Service*
- (a) Show data for personnel actions included in line 19 that result in the addition of employees to the competitive service of the department or agency. Include nature of action codes: 100, 101, 107, 108, 112, 115, 120, 122, 124, 140, 141, 280 (when returning from nonpay status of more than 30 days and when position occupied code is 1), 292 (when returning from nonpay status of more than 30 days and when position occupied code is 1); and when used with position occupied code 1 the following nature of action codes: 130, 132, 190, 198, 199, and 293.
- (b) *Exclude* accessions to the excepted service and Senior Executive Service. Note that line 19 minus line 22 should be total accessions to the excepted service and Senior Executive Service.
- (5) *Line 23—New Hires to the Competitive Service*
- (a) Show data for appointments to positions in the competitive service based on the following nature of action codes: 100, 101, 107, 108, 112, 115, 120, 122, 124, 140, 141; and when used with position occupied code 1 the following nature of action codes: 190, 198, and 199.
- (b) Include employment after competition with others for the same position through a civil service register or under civil service recruiting authority.
- (c) Include also reinstatements.
- (d) Note that this line *excludes* conversions, transfers, restorations, reemployments, returns to duty, placements in pay status, new hires and accessions to the excepted service and Senior Executive Service. Line 21 minus line 23 should be total new hires to the excepted service and Senior Executive Service.
- (6) *Line 24—U.S. Citizens*
- Show data for accessions of persons included in line 19 who are United States citizens, regardless of their place of permanent residence.
- (7) *Line 25—Total Separations*
- (a) Show data for personnel actions during the period being reported that result in the loss of employees from the workforce of the department or agency.
- (b) *Exclude* shifts within the agency or department that are between *any* organizations that are below the agency or department level. Such suborganizations will generally be those assigned a Central Personnel Data File (CPDF) agency subelement code by the Office of Personnel Management. Similarly, this exclusion covers agency suborganizations that are not identified in CPDF. For example, an agency has been assigned an agency code of XX00. This agency has four suborganizations that have been assigned a code of XX01 through XX04. The following exclusions from reporting turnover apply:
- Movement *between* two suborganizations, e.g., between XX01 and XX02.
 - Movement between two units *within* a suborganization, i.e., movement *within* either XX01, XX02, XX03, or XX04.
- (c) *Include* employee shifts involving *only* agencies and/or departments. For example, include shifts between agency A that has been assigned an agency code of AA00 and agency X that has been assigned an agency code of XX00.
- (d) *Include shifts between agencies* when reorganizations are effected by laws or Executive orders that shift groups of employees and the functions they perform. Please footnote reports when such reorganizations occur, giving the authority (law or Executive order), date of change, number of employees lost, and the name of the other agency or agencies involved.
- (e) *Include* placements in nonpay status for more than 30 days.
- (f) Count all separations on the day *following* the effective date of the action. Because separation is effective at midnight, an

employee is not dropped from the rolls of the agency until the next day. For example, if an employee resigns on September 30 and the report date is also September 30, he/she remains on the rolls of the agency through midnight on the 30th. The employee is dropped from the agency's rolls on the next day, October 1st. The employee in this example would be reported in the appropriate lines of Sections I, II, and IV of the September report and the separation action for the employee would be reported in Section III of the following month's report (October report). Agencies should avoid double counting of the same employee as a separation. For example, if an employee is on extended leave without pay and counted as a separation, the employee should *not* be counted again if the employee resigns or is terminated without returning to duty.

- (g) Include the following actions as separations for periods scheduled to, or that actually exceed 30 calendar days: extended leave without pay, suspension, furlough, or placement in nonpay status.
- (h) Employees who are on leave with pay pending separation by either disability or optional retirement are to be counted as a separation *only* when eventually separated by disability or optional retirement.
- (I) Transfers require special attention. To safeguard employee rights, the practice is that a "separation" Standard Form (SF) 50 is not prepared for an employee who transfers to another agency until an "accession" SF 50 is received by the losing office that continues to report this person in total employment. These procedures can result in the employee being reported in both agencies' total employment for the same month. For purposes of the SF 113-A, the losing agency should exclude transfers from line 1 as soon as they cease to be paid by the losing agency, even though that agency may not have received an "accession" SF 50 by the time the SF 113-A report is prepared. Under these procedures for handling transfers, a system check should be built into automated systems to preclude a break in service.
- (j) Total separations include the following nature of action codes: 300, 301, 302, 303,

304, 312, 317, 330, 350, 351, 352, 353, 355, 356, 357, 385, 390; and when in nonpay status for more than 30 days the following nature of action codes: 430, 450, 452, 460, 472, and 473.

(8) *Line 26—Transfers—Separations*

Show data for employees who, without a break in service of one full workday, change from a position in one agency to a position in another agency. Include mass transfers of employees between agencies as a result of transfer of functions, nature of action code 352, except with Legal Authority Codes (LAC) PZM, and ZPM.

(9) *Line 27—Quits*

- (a) Show data for voluntary resignations by employee or separation by agency if employee declines new assignment (decision not to accept a new job), abandons position (left the job), joins military, or fails to return from military furlough.
- (b) *Exclude* resignations due to reduction-in-force or in lieu of adverse action.
- (c) *Exclude* retirements and deaths.
- (d) Quits include nature of action codes (NOAC)/Legal Authority Code (LAC) combinations as follows: 312/RPR, 312/RWM, 312/RXM, 312/RPM, 312/RQM, 312/RRM, 312/RSM, 317/RPM, 317/ RUM, 357/C7M, 351, 353, 357/USM, 357/UTM, 330/V9A, 330/V9B, 330/VJJ, 330/V2J.

(10) *Line 28 - U.S. Citizens*

Show data for separations of persons included in line 25 who are United States citizens regardless of their place of permanent residence.

S3-4. Section IV—Data Excluding Special Employment Categories

a. General

(1) This section (lines 29 thru 31) relates to employment that excludes the former ceiling exempt employees. The figures reflected in this section will *not* be used (unless otherwise indicated by OMB) for controlling employment but are intended only to reflect headcount of employment that excludes former ceiling exempt employees. For most Executive Branch agencies, employment control will be tracked on a work-year basis. (See [Chapter III on Instructions for the Preparation](#)

of the Monthly Report of Full-time Equivalent/ Work-Year Civilian Employment (SF 113-G).)

Agencies which are not subject to Presidential employment controls/ceiling limitations are to report employment and payroll data (in Section IV of the SF 113-A) as if they had been assigned a ceiling; for these latter agencies, employment and payroll data in this section will correspond to those reported in Section I lines 1, 5, and sum of lines 17 and 18, if there are no employees as listed below.

(2) All data in this section *exclude* employment and payroll of employees formerly exempt from the President's ceiling control as listed below:

- (a) Participants in the Student Educational Employment Program, identified by current appointment authority codes YBM, YGM, Y3M, Y1M, Y2M, Y1K, Y2K, Y3K, Y4K, and Y5K. (These were formerly Summer Aids and participants in The Stay-in-School Program, The Federal Junior Fellowship Program, and the Cooperative Education Program (Co-op).)
- (b) Persons in the Worker-Trainee Program who are in developmental jobs (for a 12-month period from date of appointment) who were appointed under the Veterans Readjustment Appointment (VRA) authority, or appointed under the Worker Trainee Temporary Appointment Pending Establishment of a Register (TAPER) authorization.
- (c) Those employees covered by any official exemptions granted by the Office of Management and Budget (OMB).

(3) Exclude from the employment and payroll lines employees on leave without pay, furlough, or suspension whose absence actually exceeds or is scheduled to exceed 30 calendar days.

(4) Exclude also employees on leave with pay pending separation by disability retirement who meet both of the following criteria:

- (a) their application for disability retirement has been approved by the Office of Personnel Management; and
- (b) their use of sick leave after approval date actually exceeds, or is scheduled to exceed 30 calendar days.

(5) Exclude employees on leave with pay pending separation by optional retirement who meet all five of the following criteria:

- (a) Employee has to retire because of ill health; and

- (b) Employee is on sick leave and the employing agency has received a licensed physician's certificate covering the entire period for which the employee has requested sick leave; and
 - (c) Employee meets age and service requirements for optional retirement; and
 - (d) Standard Form (SF) 2801, "Application for Immediate Retirement" package has been submitted for retirement to become effective when sick leave expires; and
 - (e) The employee's use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.
- (6) Exclude employees who receive on-the-job injury or illness and meet the following criteria:
- (a) approval for worker's compensation has been received from the Department of Labor; and
 - (b) use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.

b. Line Definitions of Section IV

(1) *Line 29—Total Employment*

Show total number of employees *excluding* the former ceiling exempt employees listed above as of the report date, i.e., line 1 *excluding* persons in former nonceiling programs and other OMB-approved exemptions.

(2) *Line 30—Full-Time with Permanent Appointments*

- (a) Those employees included in line 29 who are full-time with permanent appointments as defined below:

—are in Tenure Group 1 or 2 as defined below:

A. *Tenure Group 1: Competitive Service*—Tenure Group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.

Excepted Service—Tenure Group 1 includes employees whose appointment carries no restriction or condition such as conditional, indefinite or specific time limitation, or trial period.

B. *Tenure Group 2: Competitive Service*—Tenure Group 2 includes employees serving under career-conditional appointments, and career employees serving initial appointment probation.

Excepted Service—Tenure Group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in

the competitive service in agencies that use that type of appointment system.

—all Senior Executive Service (SES) employees except those serving under “limited term” and “limited emergency” appointments.

- (b) Line 5 minus line 30 therefore gives full-time employees with permanent appointments in the former nonceiling programs.
- (c) For purposes of this report only, “permanent appointments” consist of Tenure Groups 1, 2, and all SES employees except those serving under “limited term” and “limited emergency” appointments. “Temporary and indefinite appointments” consist of all other employees.

(3) *Line 31—Total Payroll*

- (a) Show the total wages and salaries earned and lump sum payments to all employees excluding the former ceiling exempt employees listed above. Include total wages and salaries and lump sum payments for employees who separated during the report period and for workdays and paid holidays for the period being reported.
- (b) The amount of wages and salaries and lump sum payments should be reported for the period when the employees actually *earned* the money and not when the money was actually *paid*. If an error is detected in reporting the payroll amount (total wages and salaries and lump sum payments) in the proper report period, an amended report should be submitted. The fiscal year total payroll (sum of 12 reports from October through September) should reflect actual

wages and salaries and lump sum payments *earned* for the fiscal year period being reported.

- (c) Show the total payroll figures in nearest whole thousands of dollars.
- (d) Line 31 is a subset of the sum of lines 17 and 18. The sum of lines 17 and 18 minus line 31 therefore gives total payroll for former “nonceiling” employees.

S3-5. Supplemental Report

a. The Federal Employees Part-time Career Employment Act of 1978 (5 U.S.C. 3404) requires agencies to count part-time permanent employees against personnel ceilings on a fractional basis which is determined by dividing 40 hours into the employee's regularly scheduled workweek. The Office of Management and Budget has determined that this requirement is automatically met in those agencies operating under the full-time equivalent method of personnel ceiling accounting.

Therefore, a supplemental report is not required from Executive Branch agencies providing a Monthly Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G). **(See Chapter III for reporting instructions on the SF 113-G).**

b. The data contained in this supplemental report are as of September 30 of each year and are to be submitted as a supplement to the SF 113-A.

c. **Figure 6** gives the line definitions for the supplement to the SF 113-A covering part-time permanent employees on a fractional basis. **Figure 7 provides an illustrative example.**

Subchapter S4. Editing of the Report

S4-1. General

a. There are a number of edits that should be performed within each agency to assure accuracy of the SF 113-A data submitted. These edits should uncover most errors; the additional checks described below should also be made so that the data are checked for reasonableness.

b. In addition to the mechanical edits to assure accuracy, each agency should also apply logical checks to its SF 113-A data to assure reasonableness and to monitor shifts in the geographic location and size of various segments of its workforce. Timely data which are accurate and reasonable and narrative analyses of employment changes are not only a valuable source of information to the Office of Personnel Management, the Congress, Office of Management and Budget, Bureau of Labor Statistics, and the public, but also provide valuable management information for use within each agency, for instance, in workforce and budget planning.

c. Employment figures from month to month are usually roughly the same. Each agency should be able to explain changes in its employment data and should furnish along with the SF 113-A report specific explanations of any sizeable employment changes by footnotes or attachments to the form. Determining "sizeable changes" is subjective, but as a minimum, agencies with 2,500 or more employees should indicate reasons for employment changes of plus or minus five percent. This explanation for sizeable changes in an agency's employment data might include information such as new programs established which would require more personnel, seasonal employees hired for a particular purpose during the month, reorganization changes which would affect an agency's employment picture, budget cut-backs, etc. *New or terminating agencies should cite the date and authorities by which the agency was established or terminated.* Any information on activities which will change an agency's employment picture in the immediate future (new legislation, etc.) is also helpful.

d. This documentation of reasons for significant changes in the employment data is one way an agency can monitor shifts in its employment data as well as a way to verify the accuracy of the data provided. Shifts that need to be verified and trends that should be

monitored can be uncovered as explained in **Subchapter S4-2 (Logical and Mechanical Edits)** and will facilitate analysis of Federal civilian employment statistics at all levels.

S4-2. Logical And Mechanical Edits

a. Below are some edits agencies should use to assure the accuracy and reasonableness of the data provided.

b. This list is by no means an exhaustive one.

c. The Office of Personnel Management welcomes any additional edits agencies may have for improving the quality and accuracy of the data.

(1) Check to see that the form is signed by the person responsible for the report and is completely filled out, although items for which there are no entries should be left blank. There should be *no* negative numbers in any cell.

(2) The sum of columns B, C, D, and E should always equal the figure for column A. The sum of columns B and C should reflect data for employment overseas, and the sum of columns D and E should reflect data for employment in the United States.

(3) Each of the lines 2 through 15 should be less than or equal to line 1 in each column.

(4) The total of the figures on lines 3, 6, and 8 should always equal the figure on line 1 in each column.

(5) Line 4 should be less than or equal to line 2 in each column.

(6) Line 4 should be less than or equal to line 3 in each column.

(7) Line 5 should be less than or equal to line 3 in each column.

(8) Line 5 should be less than or equal to the sum of lines 10 and 12 in each column.

(9) Line 5 minus line 30 should be less than or equal to the difference of line 1 minus line 29 in each column.

(10) Line 7 should be less than or equal to line 6 in each column.

(11) The sum of lines 5 and 7 should be less than or equal to the sum of lines 10 and 12 in each column.

(12) If line 1 minus line 3 is equal to zero, then line 3 minus line 5 should be equal to line 1 minus the sum of lines 10 and 12 in each column.

(13) If line 1 minus line 3 is greater than zero, then line 3 minus line 5 should be less than or equal to line 1 minus the sum of lines 10 and 12 in each column.

(14) If line 1 minus line 3 is greater than zero, then line 6 minus line 7 should be less than or equal to line 1 minus the sum of lines 10 and 12 in each column.

(15) Lines 9 and 11 should add to line 1 in each column.

(16) Line 10 should be less than or equal to line 9 in each column.

(17) Line 12 should be less than or equal to line 11 in each column.

(18) The total of figures on lines 14 and 15 should always equal the figure on line 1 in each column.

(19) Each of the lines 19 through 24 should be less than or equal to line 1 in each column.

(20) Each of the lines 20 through 24 should be less than or equal to line 19 in each column.

(21) The sum of lines 20 and 21 should be less than or equal to line 19 in each column.

(22) Line 23 should be less than or equal to line 21 in each column.

(23) Each of the lines 26 through 28 should be less than or equal to line 25 in each column.

(24) The sum of lines 26 and 27 should be less than or equal to line 25 in each column.

(25) Line 22 should be less than or equal to line 9 in each column.

(26) Line 23 should be less than or equal to line 22 in each column.

(27) Line 19 minus line 22 should be less than or equal to line 11 in each column.

(28) Line 24 should be less than or equal to line 14 in each column.

(29) Line 29 should be less than or equal to line 1 in each column.

(30) Line 30 should be less than or equal to line 29 in each column.

(31) Line 30 should be less than or equal to line 5 in each column.

(32) Line 30 should be less than or equal to line 3 in each column.

(33) Line 31 should be less than or equal to the sum of lines 17 and 18 in each column.

(34) (Line 19 minus line 24) minus (line 25 minus line 28) should be less than or equal to line 15 in each column.

(35) If line 1 equals line 29, then the sum of lines 17 and 18 should equal line 31 in each column.

(36) If line 1 equals line 29, then line 5 should equal line 30 in each column.

(37) If the sum of lines 17 and 18 equals line 31, then line 1 should equal line 29 in each column.

(38) If line 5 equals line 30, then line 29 should be less than or equal to line 1 in each column.

(39) The difference of line 21 minus line 23 should be less than or equal to the difference of line 19 minus line 22 in each column.

(40) Line 21 minus line 23 should be less than or equal to line 11 in each column.

(41) Line 18 should be less than or equal to line 17 in each column.

(42) The sum of lines 10 and 12 minus the sum of lines 5 and 7 should be less than or equal to line 8 in each column.

(43) (Line 1 minus the sum of lines 10 and 12) minus (line 6 minus line 7) minus (line 3 minus line 5) should be less than or equal to line 8 in each column. That is, the sum of lines 1, 5, and 7 minus the sum of lines 3, 6, 10, and 12 should be less than or equal to line 8 in each column.

(44) Check to see if payroll figures are rounded to the nearest thousands of dollars.

(45) Last month's total employment (line 1) plus last month's total intermittents not working (line 16) minus current month's total intermittents not working (line 16) plus current month's accessions (line 19) minus current month's separations (line 25) should be the current end of month employment (line 1). Check this for each column.

(46) If an agency *never* has any noncitizens (i.e., line 15 is zero), then line 19 should equal line 24 *and* line 25 should equal line 28 in each column.

(47) Check data in each line of the current month's report against the previous month's report for sizeable changes.

(48) In checking the current and previous month's line items, check each column for shifts in personnel in each geographic location.

(49) Direct hire nationals overseas have excepted appointments since they are appointed without regard to competitive requirements in accordance with the authority provided in Civil Service Rule VIII, Section 8.3; therefore, direct hire nationals overseas should not appear in the competitive lines 9, 10, 22, and 23.

(50) Participants in the Student Educational Employment Program should not appear in the competitive lines 9, 10, 22, and 23 nor in lines 29 through 31.

(51) Persons in developmental jobs for a 12-month period from date of appointment in the Worker-Trainee Opportunities Program are competitive (line 9 or line 10 as appropriate) and should not appear in the excepted lines 11 and 12 nor in lines 29 through 31.

(52) Line 1 minus line 29 gives the number of employees in special employment categories (formerly exempt from personnel ceilings).

(53) Line 1 minus line 2 gives the total number of employees occupying temporary positions. Line 3 minus line 4 gives the total number of full-time employees in temporary positions.

(54) Subtracting full-time employees in temporary positions (line 3 minus line 4) from total employees occupying temporary positions (line 1 minus line 2) provides the number of part-time and intermittent employees in temporary positions.

(55) The sum of lines 17 and 18 minus line 31 gives the payroll for the employees in special employment categories (formerly exempt from personnel ceilings).

(56) Line 5 minus line 30 should be the number of full-time with permanent appointment employees in special employment categories (formerly exempt from ceilings).

(57) Line 2 minus line 4 gives the number of employees who have part-time and intermittent work schedules and occupy permanent positions.

(58) If line 5 is greater than line 4, there are employees with permanent appointments occupying temporary positions.

(59) If line 5 is less than line 4, there are employees with temporary and indefinite appointments occupying permanent positions.

(60) Line 3 minus line 5 gives the number of employees who are full-time with other than permanent appointments (e.g., temporary, indefinite, limited).

(61) Line 9 minus line 10 gives the number of employees in the competitive service with temporary and indefinite appointments.

(62) Line 11 minus line 12 gives the total number of employees with temporary and indefinite appointments in the excepted service and Senior Executive Service.

(63) Line 10 plus line 12 gives the total number of employees with permanent appointments.

(64) The sum of lines 10 and 12 minus the sum of lines 5 and 7 gives the number of intermittent employees with permanent appointments.

(65) Line 1 minus the sum of lines 10 and 12 gives the total number of employees with other than permanent appointments.

(66) Line 6 minus line 7 gives the number of part-time employees with other than permanent appointments.

(67) Line 1 minus line 13 gives the number of employees in pay systems other than wage system.

(68) Note that employees in line 16 should *not* be included in lines 1 through 15, 17, 18, and 29 through 31; include them in lines 19 through 28 as appropriate.

(69) If an agency's employment is entirely in the excepted service, such as the U.S. Postal Service, then no data should appear in the competitive lines 9, 10, 22, and 23.

(70) Line 19 minus the sum of lines 20 and 21 gives the total number of accessions (e.g. restorations and returns to duty) that are *not* transfers-accessions or new hires.

(71) Line 25 minus the sum of lines 26 and 27 gives the total number of separations (e.g., retirements, deaths, discharges, etc.) that are *not* transfers-separations or quits.

(72) Line 19 minus line 22 gives the total number of accessions to the excepted service and Senior Executive Service.

(73) Line 21 minus line 23 gives the total number of new hires to the excepted service and Senior Executive Service.

(74) Line 19 minus line 24 gives the total number of noncitizen accessions.

(75) Line 25 minus line 28 gives the total number of noncitizen separations.

(76) Line 17 divided by line 1 should give a reasonable average salary per employee.

(77) The sum of lines 17 and 18 minus line 31 divided by the difference of lines 1 and 29 should give a reasonable average salary per employee for those in special employment categories (who were formerly exempt from ceilings).

(78) Line 31 divided by line 29 should give a reasonable average salary per employee (excluding employees in special employment categories).

(79) Each agency should check each line of their organizational subelement (or bureau) reports to make sure each line adds to the agency summary report for each column.

(80) Each agency should apply additional mechanical and logical edits when possible based on any special workforce characteristics and known sizeable changes.

(81) Each agency should check the coverage dates on the report to make sure they match the dates in **Figure 9**.

(82) Each automated agency should establish additional computer edits within its internal system so as to insure that the data are being reported correctly.

Subchapter 5. Agency Comments

a. In order to maintain and issue to all agencies up-to-date and comprehensive reporting instructions, the Office of Personnel Management encourages agencies to send to the Statistical Analysis and Services Division problems which they are encountering or questions they have concerning the coverage, definitions, or reporting instructions, and suggestions on improving the timeliness and quality of the data being collected.

b. Agency comments are very much appreciated as they form an integral part of efforts to refine the SF 113-A definitions and update this manual. The Office of Personnel Management will research and document all questions, and to the

extent possible, incorporate agency recommendations in the overall reporting instructions. The result of such agency coordination will be more systematic and accurate data.

c. Send all comments to:

Office of Personnel Management
Statistical Analysis and Services Division
Workforce Information Team
1900 E Street, NW.
Washington, DC 20415
Attention: SF 113-A Comments, Room 7439
Email Address: owi@opm.gov

FIGURE 1. Sample Agency Contact Notification Letter

Agency Name:
Agency Address:
Date:

Office of Personnel Management
Statistical Analysis and Services Division
Workforce Information Team
1900 E Street, NW
Washington, DC 20535
Attention: SF 113-A, Room 7439
Email Address: owi@opm.gov

Team Personnel:

As requested, the following persons are responsible for the SF 113-A, Monthly Report of Federal Civilian Employment, due at the Office of Personnel Management by the 15th of the month which follows the month's data being reported.

Supervisory Official Primarily Responsible for Agencywide Report (not Subelement Reports)	Phone Number	Working-Level Contact	Phone Number
_____	_____	_____	_____

These staff members should be able to answer any questions you would have on the SF 113-A report.

Sincerely,

Director of Personnel

Note: Each agency should *regularly* notify the Office of Personnel Management, using the format of figure 1, of any changes in personnel responsible for the SF 113-A report.

FIGURE 2

Standard For 113-A (Rev. 7/97)
 U.S. Office of Personnel Management
 The 113 Summary Data Reporting System

Form Approved
 OMB No. 3206-0006

Interagency Control
 No. 1032-OPM-MO

Monthly Report of Federal Civilian Employment

1. Department or Agency	2. Code (OPM Use)	3. Other Organizational Unit	4. Code (OPM Use)
-------------------------	-------------------	------------------------------	-------------------

5. Period Covered *(Use a 6-digit number to indicate month, day, and year in items a, b, and c below. Example: 12/31/94)*

a. Employment As Of:	b. Payroll From	To	c. Turnover From	To
----------------------	-----------------	----	------------------	----

Employment, Payroll, and Turnover	All Areas (A)	Overseas		United States	
		Territories of the U.S. (B)	Foreign Countries (C)	Wash., D.C. Metro Area (D)	Outside Wash, D.C. Metro Area (E)

SECTION I - CURRENT STATUS

1. Grand Total Employment					
2. Total in Permanent Positions					
3. Full-Time					
4. Full-Time in Permanent Positions					
5. Full-Time With Permanent Appointments					
6. Part-Time					
7. Part-Time with Permanent Appointments					
8. Intermittent					
9. Competitive Service					
10. With Permanent Appointments					
11. Excepted Service & Sr. Executive Serv.					
12. With Permanent Appointments					
13. Wage Systems					
14. U.S. Citizens					
15. Noncitizens					
16. Total Intermittents Not Working					

SECTION II - PAYROLL (in thousands of dollars. For example: 1,213,600 should appear 1,214)

17. Wages and Salaries Earned - Total					
18. Lump Sum Payments					

SECTION III - TURNOVER

19. Total Accessions					
20. Transfers					
21. Total New Hires					
22. Accessions to the Competitive Service					
23. New Hires to the Competitive Serv.					
24. U.S. Citizens					
25. Total Separations					
26. Transfers					
27. Quits					
28. U.S. Citizens					

SECTION IV - DATA EXCLUDING SPECIAL EMPLOYMENT CATEGORIES

29. Total Employment					
30. Full-Time With Permanent Appts.					
31. Total Payroll					

Certified by (Signature)	Official Position	Location & Telephone No.	Date (M-D-Y)
--------------------------	-------------------	--------------------------	--------------

Reports should be submitted to: Workforce Information Team
 Statistical Analysis and Services Division, Office of Personnel Management
 1900 E Street, NW., Washington, DC 20415. Attention SF113-A, Room 7439
 Email Address: owi@opm.gov

This edition should be reproduced locally.

General Information On The Monthly Report Of Federal Civilian Employment (SF 113-A)

This report contains monthly Federal civilian employment, payroll, and turnover data and must be submitted by the 15th of the following month to the Office of Personnel Management (OPM), Workforce Information Team, Statistical Analysis and Services Division, 1900 E Street, NW., Washington, D.C. 20415. Attention: SF 113-A, Room 7439. Only one copy of the report is required.


If the agency is organized with major bureaus or other comparable organizational units that have been assigned subelement codes at agency request by the OPM, one copy is required for the overall agency and one copy for each organizational subelement. Each report must be signed by a responsible official designated by the head of the agency. Local reproduction of this edition of Standard Form 113-A is authorized. Agencies may procure the prior edition, while supplies last, from the General Services Administration, Office of Federal Supply Service. The National Stock Number is 7540-00-965-2326.

As an attachment to the 113-A report, agencies which have indirect hire employees, i.e., persons rendering

service to the Federal Government under agreements or contracts with foreign governments, are requested to show separately for each country: the number of persons working under the immediate direction of the reporting agency pursuant to contracts, agreements, or other arrangements with foreign governments which provide for the furnishing of personal services to the agencies. This does not include employees of private contractors.

Revisions to the figures in the current, and any previous month's report, should be provided to the OPM as soon as possible; when possible, such revisions will be reflected in the initial issuance of Federal civilian employment statistics contained in OPM's bimonthly publication: *Federal Civilian Employment Statistics - Employment and Trends*. Any questions related to reporting instructions, definitions, project management and revisions to reports should be directed to the OPM contact at the above address. Minor revisions to reports can be handled by phone; extensive corrections should be made by submitting a revised report.

FIGURE 3. Reporting Data By Line On The SF 113-A According To Work Schedule And Duty Status

Employee Status	Worked During the Report Month	On Paid Annual, Sick, Injury, Administrative, Military, and Holiday Leave During the Report Month	Did <i>Not</i> Work and Was <i>Not</i> on Paid Leave During the Report Month*
1. Separated Prior to Report Date			
 Full-time	Report as appropriate in lines 17, 18, 25-28	Report as appropriate in lines 17, 18, 25-28	Report as appropriate in lines 18, 25-28
Part-time	Report as appropriate in lines 17, 18, 25-28	Report as appropriate in lines 17, 18, 25-28	Report as appropriate in lines 18, 25-28
Intermittent	Report as appropriate in lines 17, 18, 25-28	N/A in general; however, if there are employees on paid leave***, report as appropriate in lines 17, 18, 25-28	Report as appropriate in lines 18, 25-28
2. Separation Action on Which Effective Date is the Same as Report Date**			
Full-time	Report as appropriate in lines 1-5, 9-15, 17, 19-24, 29-31	Report as appropriate in lines 1-5, 9-15, 17, 19-24, 29-31	NA
Part-time	Report as appropriate in lines 1, 2, 6, 7, 9-15, 17, 19-24, 29, 31	Report as appropriate in lines 1, 2, 6, 7, 9-15, 17, 19-24, 29, 31	NA
Intermittent	Report as appropriate in lines 1, 2, 8-15, 17, 19-24, 29, 31	NA in general; however, if there are employees on paid leave***, report as appropriate in lines 1, 2, 8-15, 17, 19-24, 29, 31	Report as appropriate in lines 16, 19-24
3. No Separation Actions with Effective Dates During the Report Period or on the Report Date (i.e., Continuing Employees)			
Full-time	Report as appropriate in lines 1-5, 9-15, 17, 19-24, 29, 31	Report as appropriate in lines 1-5, 9-15, 17, 19-24, 29-31	NA
Part-time	Report as appropriate in lines 1, 2, 6, 7, 9-15, 17, 19-24, 29, 31	Report as appropriate in lines 1, 2, 6, 7, 9-15, 17, 19-24, 29, 31	NA
Intermittent	Report as appropriate in lines 1, 2, 8-15, 17, 19-24, 29, 31	NA in general; however, if there are employees on paid leave***, report as appropriate in lines 1, 2, 8-15, 17, 19-24, 29, 31	Report as appropriate in lines 16, 19-24

NA - Not Applicable

* Employees on leave without pay, furlough, or suspension for periods scheduled to or which actually exceed thirty calendar days and seasonal employees in nonpay status or are scheduled to be in nonpay status for more than thirty calendar days are excluded from Sections I and IV. These employees should be reported as appropriate in lines 18 and 25-28.

** These employees should be reported as separations on the following month's report. For example, if an employee resigns on September 30 and report date is September 30, count the employee on the September 30 report and report the employee as a separation on the October report.

*** If an intermittent has worked on a regularly scheduled tour of duty of 80 hours each pay period during the period of employment, the employee can be paid leave per Comptroller General decision B183813, dated June 20, 1975.

FIGURE 4. Reporting Of Employees Assigned Under The Intergovernmental Personnel Act (IPA) Mobility Provisions

This chart is offered as an operational aid in determining which employees are to be reported and which employees are not to be reported on the SF 113-A.



<i>PERMANENT EMPLOYER</i>	<i>STATUS OF EMPLOYEE</i>	<i>HOW TO REPORT ON SF 113-A</i>
Federal Government 	Detail; organization to which assignment is made reimburses Federal agency at least 50% of employee's salary	Permanent employer does not report employee on SF 113-A.
Federal Government	Detail; organization to which assignment is made reimburses Federal agency less than 50% of employee's salary	Permanent employer reports employee in appropriate sections on SF 113-A.
Federal Government	On LWOP from Federal to State, local, and Indian Tribal Governments, institutions of higher education, or other eligible organization —more than 30 days	Permanent employer reports employee only as a separation.
	—30 days or less	Permanent employer reports employee in appropriate sections on SF 113-A.
State/Local government/ Indian Tribal Government/ Institution of higher education/Other eligible organization	Detail	Employee is not reported on SF 113-A.
State/Local government/ Indian Tribal Government/ Institution of higher education/Other eligible organization	Assignment is to a Federal agency for: —more than 30 days	Federal agency reports the person as an employee (When Federal Appointment is Given)
	—30 days or less	Federal agency does not report person as an employee.

FIGURE 5. Reporting of Employees On Lines 9 Thru 12 Of The Standard Form 113-A^a

		<i>And the Position Occupied Code is:</i>			
		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
		<i>Competitive</i>	<i>Excepted</i>	<i>Senior Executive Service (SES) General</i>	<i>Senior Executive Service (SES) Career Reserved</i>
	<i>If the Employee's Tenure Group is</i>	<i>Then Report the Employee On:</i>			
1	Career and Excepted Permanent	Line 9 Line 10	Line 11 Line 12	*	*
2	Career and Career-Conditional and Excepted (on Appt with Conditions or Serving Trial Period)	Line 9 Line 10	Line 11 Line 12	*	*
3	Nonstatus Non-Limited and Excepted Limited and Indefinite	Line 9	Line 11	*	*
0	Temp. Limited and Excepted Limited	Line 9	Line 11	*	*
0	SES Career	*	*	Line 11 Line 12	Line 11 Line 12
0	SES Noncareer	*	*	Line 11 Line 12 ^b	*
0	SES Limited Term	*	*	Line 11	*
0	SES Limited Emergency	*	*	Line 11	*

^a See Operating Manuals, The Guide to Personnel Data Standards and The Guide to Processing Personnel Actions for specific use and definitions of tenure and position occupied codes.

^{*} This is not a valid combination. If any such erroneous combination appears on any personnel action record, the record must be corrected.

^b Count only SES Noncareer who are considered to be permanent and not those considered to be indefinite.

FIGURE 6. Definitions For The Supplement To The SF 113-A Covering Part-Time Permanent Employees On A Fractional Basis

1. Total Employment (Line 1 of the SF 113-A) as of September 30 of each year.
2. Part-time Permanent Employment (line 7) of the SF 113-A as of September 30. Part-time permanent employees are defined as those part-time employees (regardless of scheduled workweek) with tenure codes 1 and 2 and all part-time Senior Executive Service (SES) employees except those serving under “limited term” or “limited emergency” appointments.
3. Total Employment Minus Part-time Permanent Employment (Item 1 minus Item 2)
4. Fractional Counting of Part-time Permanent Employment in Item 2. The procedure for obtaining the fractional count of part-time permanent employment is as follows:
 - a. Obtain the total number of hours per week for employees in Item 2 based on their regularly *scheduled workweek during the last week of pay period of the fiscal year. This is not* the actual hours these part-time permanent employees worked, but the hours they are regularly scheduled to work.
 - b. Divide Item 4a (i.e., the total number of scheduled hours of part-time permanent employees) by 40 to obtain the adjusted figure for Part-time Permanent Employees in Item 4.
5. Total Employment in Compliance to P.L. 95-437 (Item 3 plus Item 4)


Submit both the SF 113-A and the supplemental report (due October 15) to:

Office of Personnel Management
Statistical Analysis and Services Division
Workforce Information Team
1900 E Street, NW.
Washington, DC 20415
Attention: SF 113-A Supplemental Report, Room 7439
Email Address: owi@opm.gov

FIGURE 7. Illustrative Example For Providing Data In Compliance With P.L. 95-437, The Federal Employees Part-Time Career Employment Act Of 1978

Department or Agency: Department of Government^a
 Report Month and Year: September 30, 1993
 Employment Coverage: Total Employment

Item Number

1.	Total Employment (Line 1 of the SF 113-A) as of September 30, 1993.	20,500
	Part-time Permanent Employment (Line 7) of the SF 113-A as of September 30, 1993 ^b .	500
3.	Total Employment Minus Part-time Permanent Employment (Item 1 minus Item 2).	20,000
4.	Fractional Counting of Part-time Permanent Employment in Item 2 Above.	300
5.	Total Employment in Compliance with P.L. 95-437 (Item 3 plus Item 4).	20,300

^a This report is to reflect agency-level coverage; bureau or suborganization reports are not required.

^b Part-time permanent employees are defined as those part-time employees (regardless of scheduled workweek) with tenure codes 1 and 2, and all part-time Senior Executive Service (SES) employees except those serving under "limited term" or "limited emergency" appointments.

FIGURE 8. Office of Management and Budget Object Classification

OBJECT CLASSIFICATION
(MAX SCHEDULE O)

35.5.


Code and Standard Title	Definition
PERSONAL SERVICES AND BENEFITS (Object classes 11.1 through 13.0)	
Personnel Compensation	Gross compensation for personal services rendered to the Government by Federal civilian employees, military personnel, and non-Federal personnel. (See object classes 11.1-11.9).
11.1 Full-time permanent 	Regular salaries and wages paid directly to civilian full-time permanent employees, as defined in section 35.3, and other payments that become a part of the employee's basic pay rate (e.g., geographic differentials, and critical position pay). Includes regular salaries and wages paid to employees while on annual, sick, compensatory or other paid leave, and lump sum payments for annual leave upon separation; excludes compensation above the basic rate, e.g., for overtime or other premium pay, which should be recorded in object class 11.5. Includes regular pay of the commissioned officers of the Public Health Service and the National Oceanic and Atmospheric Administration. Where employees are paid from more than one appropriation, the applicable portion will be included under each appropriation. Include compensation for all workdays in the fiscal year.
11.3 Other than full-time permanent	Regular salaries and wages, including obligations for lump sum payments for annual leave upon separation, paid directly to Federal civilian employees for part-time, temporary, or intermittent employment, as defined in section 35.3. Includes pay for employees in the Competitive and Excepted Services with appointments that are not designated as full-time permanent under object class 11.1. Includes pay for employees in the Senior Executive Service who are serving under limited term appointments, as defined in 5 U.S.C. 3132(a)(5) and under limited emergency appointments, as defined in 5 U.S.C. 3132(a)(6). Note: When the Government contracts with an individual for personal services and that individual is reportable under Office of Personnel Management regulations as a Federal employee, the compensation for services normally will be classified under object class 11.3 or 11.5, as appropriate. On the other hand, payments to a contractor principally for the personal services of a group of the contractor's employees will be classified according to the type of contract involved (e.g., personal services contracts for operation and maintenance of facilities will be classified under object class 25.4).
11.5 Other personnel compensation	All personnel compensation above basic rates paid directly to civilian employees. Excludes cash allowances for higher cost of living locations, which are classified under object class 12.1. Includes overtime, holiday pay, Sunday pay, night work differential, supervisory differential, and hazardous duty pay, as defined in section 35.3. Also includes: <i>Post differentials</i> —Payments authorized under 5 U.S.C. 5925 above the basic rate for service at hardship posts abroad that are based upon conditions of environment differing substantially from those in the contiguous 48 States and the District of Columbia. <i>Other payments above basic rates</i> —Payments above the basic rate for any other premium pay, such as stand-by pay and premium pay in lieu of overtime and special pay that is paid periodically during the year in the same manner and at the same time as regular salaries and wages are paid. Excludes special pay which is classified under object class 12.1 <i>Cash incentive awards</i> —Payments for cash awards that do not become part of the Federal employee's basic rate of pay, such as those authorized under 5 U.S.C. 4503, 4504, 4505a, 4507, and 5384.
11.7 Military personnel	Pay of military personnel including amounts above basic rates; for example, overtime, holiday pay, night work differential, hazardous duty pay, flight pay, and extra pay based upon conditions of environment (except cost of living allowances for locations outside the contiguous 48 States and the District of Columbia which are classified under object class 12.2). Also includes basic allowances for subsistence (BAS) and for quarters (BAQ). Excludes payments made to other agencies for services of military personnel on reimbursable detail, which are classified under object class 11.8.
11.8 Special personal services payments	Regular salaries and wages paid directly to persons whose workyears are not reportable to the Office of Personnel Management as Federal civilian employees and payments for personal services that do not represent salaries or wages paid directly to Federal employees. Includes:

FIGURE 8. Office of Management and Budget Object Classification -- Continued

OBJECT CLASSIFICATION (MAX SCHEDULE O)	
Code and Standard Title	Definition
35.5.	<p><i>Compensation of persons not reportable as Federal employees</i>—Payments for compensation to persons not included in regular employment reports to the Office of Personnel Management, such as: witnesses, casual workers, and patient and inmate help. Includes compensation in the nature of allowances to trainees and volunteers. Also includes payments for salary equalization authorized under 5 U.S.C. 3373 and 3584 for individuals on leave of absence for employment with international organizations or State and local governments. (During the period of leave of absence, such persons are not included in reports on Federal employment to the Office of Personnel Management if the Federal agency pays 50 percent or less of the person's salary.)</p> <p><i>Payments for reimbursable details</i>—Payments made to other agencies for services of civilian employees and military personnel on reimbursable detail (both compensation and personnel benefits). Excludes other payments for reimbursable activities between Government accounts, which are classified in object class 25.3.</p> <p><i>Agency reimbursement to the Civil service retirement and disability fund for reemployed annuitants</i>—Payments by an agency employing an annuitant to reimburse the Civil service retirement and disability fund for the annuity paid to that employee, as required by Public Law 94-397 (5 U.S.C. 8339, 8344).</p>
11.9 Total personnel compensation	Total of the amounts shown for object classes 11.1 through 11.8.
Personnel Benefits	Benefits for currently employed Federal civilian, military, and certain non-Federal personnel. (Payments of benefits to certain former Federal civilian and military personnel are classified under object classes 13.0 and 42.0.) (See object classes 12.1 and 12.2.)
12.1 Civilian personnel benefits	<p>Cash allowances paid directly to Federal civilian employees and payments to other funds for the benefit of these employees, and benefits authorized by statute to be paid, including those to certain non-Federal civilian employees.</p> <p>This object class consists of all such payments whether or not the personnel compensation of these employees is classified under object classes 11.1 through 11.8. Benefit payments for non-Federal civilian employees under this object class include persons not reportable to the Office of Personnel Management as Federal employees, e.g., Peace Corps and VISTA volunteers, Job Corps enrollees, and U.S. Department of Agriculture Extension Service agents.</p> <p>Excludes cash incentive awards classified under object class 11.5 and perquisites provided in kind (which are classified under the object class representing the nature of the item purchased), and payments to former employees resulting from their employment.</p> <p>Includes:</p> <p><i>Recruitment and retention incentives</i>—Payments above the basic rate for recruitment bonuses, relocation bonuses, and retention allowances authorized by 5 U.S.C. 5753 and 5754.</p> <p><i>Reimbursement for professional liability insurance</i>—Payments to reimburse qualified Federal employees for one half the cost of professional liability insurance premiums, as authorized by P.L. 104-28.</p> <p><i>Allowances</i>—Includes quarters allowances, uniform allowances (when paid in cash), special pay that is paid in a lump sum, reimbursements for notary public expenses, and allowances above basic rates of pay for service outside the contiguous 48 States and the District of Columbia to compensate for a substantially higher cost of living at the post of assignment than the cost of living in the District of Columbia (as authorized under 5 U.S.C. 5924 and 5941). Also includes allowances for separate maintenance, education for dependents, transfers for employees stationed abroad, and personal allowances based upon assignment or position.</p> <p><i>Relocation and other expenses related to permanent change of station (PCS)</i>—Includes authorized allowances for expenses incurred in connection with the sale of a residence, or settlement of an unexpired lease, subsistence while occupying temporary quarters, and miscellaneous moving expenses, as authorized under 5 U.S.C. 5724a. Also includes reimbursement of amounts equal to income taxes incurred by transferred employees for moving or storage expenses under 5 U.S.C. 5724b and contractual charges for relocation services under 5 U.S.C. 5724c. Charges for other PCS expenses are classified under object class 12.2, 21.0, 22.0, or 25.7, as appropriate.</p> <p><i>Payments to other funds</i>—Includes employer's share of employee retirement, life insurance and health insurance benefits, accident compensation (e.g., payments to the Office of Worker's Compensation), Federal Insurance Contribution Act taxes, and other such payments. Includes agency payments to finance fiduciary insurance costs of the Federal Retirement Thrift Investment Board. Also includes agency \$80 payments to the Civil Service Retirement and Disability Fund (CSRDF) for PY and CY for currently employed CSRS and FERS personnel, as required under the Federal Workforce Restructuring Act of 1994 (5 U.S.C. 2101). Note.—After 1998, agencies are no longer required to make the \$80 payments to CSRDF.</p> <p><i>Subsidies for commuting costs</i>—Includes payments to subsidize the costs of military personnel in commuting by public transportation.</p>

Figure 9. Fiscal Year 1998 Time Schedule for Reporting SF 113-A Data

**Calendar Month Reporting for Monthly Report of Federal Civilian Employment (SF 113-A)
Fiscal Year 1998**

Report Month	Employment As Of Date	Payroll From Date	Payroll To Date	Turnover From Date	Turnover To Date
October 1997	October 31, 1997	October 1, 1997	October 31, 1997	October 1, 1997	October 31, 1997
November 1997	November 30, 1997	November 1, 1997	November 30, 1997	November 1, 1997	November 30, 1997
December 1997	 December 31, 1997	December 1, 1997	December 31, 1997	December 1, 1997	December 31, 1997
January 1997	January 31, 1998	January 1, 1998	January 31, 1998	January 1, 1998	January 31, 1998
February 1998	February 28, 1998	February 1, 1998	February 28, 1998	February 1, 1998	February 28, 1998
March 1998	March 31, 1998	March 1, 1998	March 31, 1998	March 1, 1998	March 31, 1998
April 1998	April 30, 1998	April 1, 1998	April 30, 1998	April 1, 1998	April 30, 1998
May 1998	May 31, 1998	May 1, 1998	May 31, 1998	May 1, 1998	May 31, 1998
June 1998	June 30, 1998	June 1, 1998	June 30, 1998	June 1, 1998	June 30, 1998
July 1998	July 31, 1998	July 1, 1998	July 31, 1998	July 1, 1998	July 31, 1998
August 1998	August 31, 1998	August 1, 1998	August 31, 1998	August 1, 1998	August 31, 1998
September 1998	September 30, 1998	September 1, 1998	September 30, 1998	September 1, 1998	September 30, 1998

The SF 113-A reports are **due the 15th of the month** following the report month. Reports are to be sent to:

Office of Personnel Management
Attention: SF 113-A, Room 7439
 Statistical Analysis and Services Division
 Workforce Information Team
 1900 E Street, NW.
 Washington, DC 20415
 Fax No. 202-606-1719
 Email Address: owi@opm.gov

**Pay Period Reporting for Monthly Report of Federal Civilian Employment (SF 113-A)
Fiscal Year 1998**

Report Month	Employment As Of Date	Payroll From Date	Payroll To Date	Turnover From Date	Turnover To Date
October 1997	October 25, 1997	September 28, 1997	October 25, 1997	September 28, 1997	October 25, 1997
November 1997	November 22, 1997	October 26, 1997	November 22, 1997	October 26, 1997	November 22, 1997
December 1997	December 20, 1997	November 23, 1997	December 20, 1997	November 23, 1997	December 20, 1997
January 1998*	January 31, 1998	December 21, 1997	January 31, 1998	December 21, 1997	January 31, 1998
February 1998	February 28, 1998	February 1, 1998	February 28, 1998	February 1, 1998	February 28, 1998
March 1998	March 28, 1998	March 1, 1998	March 28, 1998	March 1, 1998	March 28, 1998
April 1998	April 25, 1998	March 29, 1998	April 25, 1998	March 29, 1998	April 25, 1998
May 1998	May 23, 1998	April 26, 1998	May 23, 1998	April 26, 1998	May 23, 1998
June 1998	June 20, 1998	May 24, 1998	June 20, 1998	May 24, 1998	June 20, 1998
July 1998	July 18, 1998	June 21, 1998	July 18, 1998	June 21, 1998	July 18, 1998
August 1998*	August 29, 1998	July 19, 1998	August 29, 1998	July 19, 1998	August 29, 1998
September 1998	September 30, 1998**	August 30, 1998	September 26, 1998	August 30, 1998	September 26, 1998

*Covers 3 biweekly pay periods.

**As of September 30, as required by the Office of Management and Budget

The SF 113-A reports are **due the 15th of the month** following the report month. Reports are to be sent to:

Office of Personnel Management
Attention: SF 113-A, Room 7439
 Statistical Analysis and Services Division
 Workforce Information Team
 1900 E Street, NW.
 Washington, DC 20415
 Fax No. 202-606-1719
 Email Address: owi@opm.gov

CHAPTER III.

Instructions For The Preparation Of The Monthly Report Of Full-Time Equivalent/Work Year Civilian Employment (SF 113-G)

Contents

SUBCHAPTER S1. General Description

- S1-1. Submission Instructions
- S1-2. Agency Coverage

SUBCHAPTER S2. Report Coverage

- S2-1. Introduction
- S2-2. Classes of Employees Excluded from the 113-G
- S2-3. Completion of the Form
- S2-4. Requests for Exceptions
- S2-5. The End-of-Fiscal Year Report
- S2-6. Revisions to the Report

SUBCHAPTER S3. Detailed Instructions for Completion of the Standard Form 113-G

- S3-1. Definition of Line Items on the Standard Form 113-G
- S3-2. Definition of Column Items on the Standard Form 113-G
- S3-3. Illustrative Example of a Completed Standard Form 113-G
- S3-4. List Showing Reporting of Certain Categories of Employees

SUBCHAPTER S4. Editing of the Report

- S4-1. General
- S4-2. Logical and Mechanical Edits

SUBCHAPTER S5. Agency Comments

Subchapter S1. General Description

S1-1. Submission Instructions

a. Address

This report covers the employment, hours, full-time equivalency and work-years of Federal civilian employees subject to presidential employment controls. It is due on or before the 15th of the month which follows the end of the reporting period (e.g., the January report is due February 15), and is to be submitted to:

Office of Personnel Management
 Statistical Analysis and Services Division
 Workforce Information Team
 1900 E Street, NW.
 Washington, DC 20415
 Attention: SF 113-G, Room 7439
 Email Address: owi@opm.gov

b. To assure timely receipt of this report, agencies are encouraged to fax their SF 113-G report. The fax number is 202-606-1719. All copies must be legible.

c. Only one copy of the report is required. Each report must be signed by a responsible official designated by the head of the agency.

d. One report is required from each department and agency which submits the SF 113-A Monthly Report of Federal Civilian Employment to the Office of Personnel Management (OPM). In addition, agencies that are submitting suborganization reports for the SF 113-A are also required to submit the same suborganization reports for the SF 113-G.

e. If agencies employ non-U.S. citizens in the U.S. territories and foreign countries, *two separate SF 113-G reports* are required which show the following:

(1) Total Work-Year Employment (i.e., all direct hire Federal civilian officers and employees and direct hire nationals of foreign countries and U.S. territories in or under the United States Government (including Government-owned or -controlled corporations) who are paid salaries, wages, or fees for the personal service they render.)

(2) Total Direct Hire Non-Citizens in Foreign Countries and U.S. Territories. (These employees are included in the Employment Excluding Special

Employment Categories line and the Grand Total Employment line as described in **subchapter S3.**)

f. Each agency should *regularly* notify the Office of Personnel Management, using the format of **figure 1**, of any changes in personnel responsible for the report.

g. A facsimile of the **SF 113-G report is at figure 2**. Local reproduction of the SF 113-G is authorized. While supplies last, agencies may procure sufficient copies from the General Services Administration (GSA), Office of Federal Supply and Services.

h. Agencies may order the SF 113-G forms from GSA via the FEDSTRIP/MILSTRIP system. The National Stock Number is 7540-01-098-1231.

i. Agencies which have automated systems may provide computer-generated hard-copy submissions as long as the format is the same as the SF 113-G. Request an exception to SF 113-G in accordance with Federal Information Resources Management Regulation (FIRMR) 201-9.202 instructions.

j. This is an interagency report as defined in FIRMR 201-9.2. The National Archives and Records Service (NARS) approval number is 0250-OPM-MO.

S1-2. Agency Coverage

a. All agencies subject to presidential employment controls are required to submit the SF 113-G report.

b. Those executive branch agencies which are not subject to work-year controls or do not submit a SF 113-G report must continue to submit data in compliance with the Federal Employees Part-time Career Employment Act of 1978. (The Federal Employees Part-time Career Employment Act of 1978 (5 U.S.C. 3404) requires agencies to count part-time permanent employees against personnel ceilings on a fractional basis which is determined by dividing 40 hours into the employee's regularly scheduled workweek. The Office of Management and Budget has determined that this requirement is automatically met in those agencies operating under the full-time equivalent method of personnel ceiling accounting.) The data are as of September

CHAPTER III. MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR
CIVILIAN EMPLOYMENT (SF 113-G)

III-4

30 of each year and are to be submitted as a supplement to the Monthly Report of Federal Civilian Employment (SF 113-A). (See **Chapter II, Subchapter S3-5 entitled “Supplemental Report”** for detailed instructions on preparing this supplemental report.)

c. The Central Intelligence Agency and National Security Agency by law are exempt from providing personnel reports to the Office of Personnel Management. The Defense Intelligence Agency, National Imagery and Mapping Agency and U.S. Postal Service are also exempt from providing the 113-G report.

Subchapter S2. Report Coverage

S2-1. Introduction

a. The Monthly Report of Full-time Equivalent/ Work-Year Civilian Employment (SF 113-G) report covers all *direct hire Federal civilian officers, employees and direct hire nationals of foreign countries and U.S. territories* in or under the United States Government (including Government-owned or -controlled corporations) who are paid salaries, wages, or fees for the personal service they render.

b. For agencies and employees included in the Budget of the United States, this means employees whose pay is chargeable to Object of Expenditure Class 11, Personnel Compensation. (See Office of Management and Budget (OMB) Circular A-11, Section 35 or **Figure 8 of Chapter II for detailed definitions of object classes.**)

c. The SF 113-G report is used by the Office of Management and Budget to monitor an agency's work-year usage during the fiscal year. Adherence to work-year controls established by OMB will be measured using information compiled from the SF 113-G reports to the Office of Personnel Management. For reporting purposes, a work-year is based on 2,080 hours. (See Office of Management and Budget Circular A-11, Section 13 for detailed information on work-year employment controls.)

S2-2. Classes Of Employees Excluded From The 113-G

For purposes of the SF 113-G report, *exclude* the following classes of employment (i.e., employment and hours):

- a. Persons hired under non-personal service contracts, i.e., employees of private contractors.
- b. Persons serving without pay such as experts and consultants who worked without pay or received payments only for their expenses (per diem in lieu of subsistence and/or travel expenses).
- c. Employees on leave without pay, furlough, or suspension status, and seasonal and on-call employees in nonpay status. Once the employee returns to pay status, report the employee and hours in the appropriate employment line.
- d. Employees carried on annual or sick leave after the last day of active duty specified in a

reduction-in-force notice. This applies also to employees who have separated and are receiving severance pay.

e. Workers hired informally "on the spot" without formal appointment procedures for short intervals of time to cope with fire, flood, and other extreme emergencies.

f. Employees of nonappropriated funds instrumentalities (NAFI) such as canteen workers in Department of Defense.

g. District of Columbia Government employees.

h. All State, local and Indian Tribal Government employees and academic personnel who are:

- (1) on detail to Intergovernmental Personnel Act (IPA) mobility assignments with Federal agencies.
- (2) on IPA mobility assignments who have received Federal appointments under 5 U.S.C. 3374(a)(1) for assignments of 30 days or less.

I. All Federal employees who are on detail to State, local, and Indian Tribal Governments or institutions of higher education, or other eligible organizations where the organization to which an assignment is made reimburses the assigning Federal agency for at least 50 percent of an assigned employee's salary during the assignment.

j. Uniformed military personnel in Department of Defense and the U.S. Coast Guard.

k. All indirect hire employees such as those in Defense and State Department.

l. Employees in the Central Intelligence Agency, National Security Agency, Defense Intelligence Agency, National Imagery and Mapping Agency, and U.S. Postal Service.

S2-3. Completion Of The Form

a. All agencies are to complete all lines of the SF 113-G. Entries for which there is no data may be left blank.

b. Agencies providing both an agencywide report and a report for noncitizens overseas should assure that both forms are complete and that the data shown on the report for noncitizens overseas are included in the agencywide report.

S2-4. Requests For Exceptions

a. Each report covers at least 2 biweekly pay periods ending prior to, and closest to the end of the calendar month, with the possible exception of the last report in the fiscal year.

b. Most reports will cover 2 biweekly pay periods; a few reports will cover 3 biweekly pay periods. Reports for each fiscal year cover the same pattern (i.e., each report should cover at least 2 biweekly pay periods ending prior to, and closest to the end of the month. Note that the report periods for the SF 113-G do not necessarily coincide with those for the SF 113-A.) All agencies, regardless of their pay period cycles, should adhere to this schedule. Prior to the beginning of each fiscal year (FY), the Office of Personnel Management will issue via a memorandum for assistant secretaries for administration and assistant administrators for management alerting agencies to the specific SF 113-G reporting dates for that year. **(The FY 97 time schedule/reporting periods is shown in Figure 6.)**

c. Exceptions may be granted if an agency cannot provide data in precise accordance to either the period to be covered by each report, or by the 15th of the month due date for each report.

d. All requests for exceptions must be in writing. Requests for extensions past the 15th of the month report due date or changes in the period to be covered by each report should be directed to:

Assistant Director for Workforce Information
Office of Personnel Management
1900 E Street, NW.

Washington, DC 20415

Email Address: owi@opm.gov

e. Request for ceiling exemption of certain groups of employees should be directed to:

Director

Office of Management and Budget

Washington, DC 20503

S2-5. The End-Of-Fiscal Year Report

a. All agencies, regardless of their pay period cycles, may estimate their employment and hour data to meet the scheduled pay period coverage.

b. The end of fiscal year report should, however, reflect the *actual* number of work-years used during the period being reported and for the 26 biweekly pay periods.

S2-6. Revisions To The Report

a. Revisions to the current and any previous month's SF 113-G report should be provided to the Office of Personnel Management as soon as possible.

b. Any questions related to reporting instructions, definitions, project management and revisions to reports should be directed to the Workforce Information Team. Minor revisions to reports can be handled by telephone; extensive corrections should be made by submitting a revised report.

Subchapter S3. Detailed Instructions for Completion of the Standard Form 113-G

S3-1. Definition Of Line Items On The Standard Form 113-G

a. Line 1a. Employment Excluding Special Employment Categories

(1) Show data for employees (including direct hire nationals of foreign countries and U.S. territories) covered by presidential work-year ceilings, who receive pay for any part of the pay periods reported, including those on paid annual leave, paid sick leave, and persons who have separated from the agency during the current reporting period. *Exclude* employees in special employment categories and in nonceiling programs and other Office of Management and Budget (OMB)-approved exemptions. Special employment categories are defined in Line 8a. Special Employment Categories. Exclude these special employment categories employees from lines 1a thru 7c.

(2) Injury Compensation

The hours of employees who receive on-the-job injury or illness and are in the situations listed below are reported as follows for employees:

(a) who are in pay status for a period of up to 45 days pending approval by the Department of Labor for receipt of worker's compensation—

Report the employee in the appropriate employment line and the regular time hours normally worked as straight time hours.

(b) who receive approval for worker's compensation within the 45-day period— Exclude the employee from the appropriate employment line and employee's hours from the straight time hours line once *approval* for worker's compensation has been received from the Department of Labor *and* use of leave after approval date is scheduled to or actually exceeds 30 calendar days. (The approval date refers to the actual date on which approval is received and not the effective date of worker's compensation.) If the approval occurred during a reporting period, then the employee should still be reflected for that reporting period in the appropriate

employment line and the regular time hours normally worked prior to the approval period are reported as straight time hours. Once the employee returns to work, report the employee in the appropriate employment line and the regular time hours normally worked as straight time hours.

(c) who do not receive approval for worker's compensation within or after the 45-day period—

Report the employee in the appropriate employment line and the regular time hours normally worked as straight time hours.

(d) who receive approval for worker's compensation after the 45-day period and the employee has "brought back" sick leave—

Same as b.

(e) who receive approval for worker's compensation after the 45-day period and the employee does not "buy back" sick leave—

Same as b.

(3) Interagency Transfers and Intra-agency Movements

(a) When there is a movement of an employee from one suborganization to another within the department or agency (e.g., movement from the Bureau of Economic Analysis (CM53) to Bureau of Census (CM63) within the Department of Commerce) and the movement occurs during the middle of a reporting period, that employee should be reflected only once in the agencywide report, in the employment category line reflecting the employee during the last day of the reporting period.

(b) An employee who transfers from one agency or department to another during a reporting period (e.g., movement from Commerce (CM00) to Office of Personnel Management (OM00)) will be reported in the regular manner, that is, if an employee contributed to the hours worked for a given reporting period, then he/she should be

reported in the proper employment category for that agency. This means that if an employee transferred from one agency XX00 to another agency AA00 and worked 80 hours in agency XX00 and 80 hours in agency AA00 for report number 7, then the employee's appropriate hours are reported in both XX00's and AA00's reports.

(c) In both cases involving movements within or between departments and agencies, to the extent possible, the reporting of hours should be reflected by the suborganization/department/agency in the appropriate hours category prior to and after the movement.

(4) Change in Employee Status

(a) For agencies that can actually determine the hours by pay period of an employee who changes status from one pay period to the next (e.g., from temporary to permanent), the hours should be properly recorded in the appropriate employment category (since this will give a more accurate picture of work-year usage by employment category) and the employee count (column 1) should be reported according to his/her employment category status during the last day of the reporting period.

(b) Otherwise the employee (hours and employee count) should be reported according to his/her employment category status during the last day of the reporting period. (In this latter situation, an employee moving from a full-time to a part-time work schedule will have the full-time with permanent appointment (FTP) hours actually worked understated; for shift from temporary to permanent status, on the other hand, the hours reported under FTP will be overstated.)

(5) Intergovernmental Assignments

(a) An employee who has an Intergovernmental Personnel Act (IPA) assignment and is assigned to a Federal position is to be reported on the SF 113-G.

(b) Count the employee and hours on the SF 113-G if the employee meets all three criteria:

—assignment is from a State, local, or Tribal Government, institution of higher education, or other eligible organization,

—employee is given a Federal appointment for more than 30 days, and

—employee's salary is funded at more than 50 percent by the Federal Government.

(6) Interagency Details

(a) If an employee is detailed to another agency (non-Intergovernmental Personnel Act where an agency may or may not be reimbursed for the hours worked by the employee detailed to another agency), then the agency that appointed the employee and has the employee's personnel record is to count the employee and hours worked.

(b) That is, the appointing agency from which the employee is payrolled counts the employee whether or not the agency is reimbursed for the hours worked by the employee detailed to another agency.

(7) Employees in Leave Status After Work Ceases

(a) The employment and hours of employees carried on annual or sick leave after the last day of active duty specified in a reduction-in-force (RIF) notice are excluded from the SF 113-G. This applies also to employees who have separated and are receiving severance pay.

(b) All other employees (with the exception of those employees satisfying the criteria for exemption pending separation by disability or optional retirement) being carried on leave after the last day of actual work are to be reported on the SF 113-G.

(8) Career Seasonal Employees

(a) Some agencies have career seasonal employees. These employees are to be reported as permanent appointments since they have tenure codes 1 or 2.

(b) As with employees who work more than 2,080 straight time hours, each agency should inform its Office of Management and Budget (OMB) examiner of such employees so that OMB can adjust agency allocations to properly accommodate these employees in agencies' full-time equivalent (FTE) approved levels.

(9) Lines (b) and (c)

(a) As shown with each of the 9 employment categories (i.e., with lines 1a, 2a, 3a, etc.), *straight time* means hours of work for which employees are paid at their

rate of basic pay. Include hours paid for annual, sick, holiday, military and other paid leave.

(b) Straight-time hours *exclude* hours paid at overtime rates, terminal leave hours (i.e., lump sum leave hours accrued by an employee at separation, and hours of employees meeting criteria for exemption by disability or optional retirement), and hours earned as compensatory time. (When earned compensatory time is taken, it should be reported as straight time at the time it is taken. When earned compensatory time is not taken but is paid at overtime rates, then the hours paid should be reported as overtime.)

(c) Some agencies have employees who earn credit hours or hours-off (in lieu of cash). Credit hours are those hours which, under a flexible schedule, are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a succeeding workweek or workday. Credit hours should be treated like compensatory time, that is, when an earned credit hour is taken, it should be reported as straight time. An employee may receive a time-off incentive award where he earns hours-off in lieu of cash. When such an earned hour is taken, it should be reported as straight time.

(d) Hours worked by part-time employees which are in excess of their part-time tour of duty *but not* in excess of 8 hours in a day or 40 hours in a week should be reported as straight time.

(e) Straight-time hours include hours in excess of 8 hours per day worked by employees in agencies on alternative work schedules (e.g., 4-day workweek) where hours in excess of 8 hours per day are not considered overtime.

(f) *Overtime* is hours of work in excess of 8 hours in a day (excluding hours in excess of 8 hours per day worked by employees in agencies on alternative work schedules where hours in excess of 8 hours per day are not considered overtime) or in excess of 40 hours in an administrative workweek.

(g) Note that the straight time and overtime lines should include both: (1) hours worked by employees comprising the current active workforce, and (2) hours worked by employees who separated from the agency during the current reporting period.

(10) Employees Who Work More Than 2,080 Straight Time Hours

(a) Some agencies have employees with basic workweeks of straight time pay for more than 40 hours (e.g., foreign nationals overseas in Agency for International Development (AID), firefighters in Defense and Transportation, and law enforcement employees) and therefore have more than 2,080 hours per work-year.

(b) Whatever is considered their basic workweek is reported as straight time hours. For example, firefighter employees who are available for duty for 72 straight hours. During each 72-hour period they receive straight time pay for 54 hours, which is considered their basic workweek. Therefore, the 54 hours is reported as straight time on the SF 113-G and time worked over 54 hours during the 72-hour period is reported as overtime.

(c) Agencies which have such employees should make sure that their Office of Management and Budget (OMB) budget examiner is aware of these categories of employees and allow for them in setting their agency's full-time equivalent (FTE) allocations so that there will be no discrepancy between the method by which FTE approved levels are set and reporting instructions. (See Office of Management and Budget Circular A-11, Section 13 for detailed information on work-year allocations.)

(11) Night Differential Pay

(a) Some employees are paid at their rate of basic pay and also a night differential salary.

(b) If an employee has a basic workweek schedule which happens to also entitle him/her to night differential pay, then the hours worked should be reported as straight time hours. For example, if an employee has a regular basic workweek schedule from 8:00 p.m. to 4:30 a.m., then the 8 hours should be reported as straight time hours.

(c) However, if an employee has a basic workweek schedule which does not entitle night differential pay and the employee works several hours which entitle night differential pay, then the hours of the employee's basic workweek should be reported as straight time hours and the hours worked where entitled to night differential pay should be reported as overtime. For example if an employee has a regular basic workweek schedule from 8:00 a.m. to 4:30 p.m. and also worked from 8:00 p.m. to 11:00 p.m., then the 8 hours of regular basic workweek would be reported as straight time hours and the 3 hours worked where earning night

CHAPTER III. MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR
CIVILIAN EMPLOYMENT (SF 113-G)

III-10

differential pay would be reported as overtime hours.

(12) Holidays

(a) There are some employees who work on holidays. The Office of Management and Budget wants to account for the hours worked on the holiday by employees normally not scheduled to work on holidays.

(b) For full-time and part-time employees, if the basic workweek of an employee includes holidays and the employee is not normally scheduled to work on holidays, then report the employee's (double time) hours as follows:

—The employee works on the holiday—Count the regular holiday hours paid as straight time. In addition, report the hours the employee worked on the holiday as “overtime;”

—The employee does not work on the holiday—Count the regular holiday hours paid as straight time.

(c) For intermittent employees, the hours worked on the holiday are reported as straight time.

(d) Regardless of work schedule, if the basic workweek of an employee includes holidays and the employee is regularly scheduled to work on holidays, then report the employee's hours as follows:

—The employee works on the holiday—Count the hours as straight time;

—The employee does not work on the holiday—If the employee is paid for the holiday, count the hours the employee normally would have worked as straight time.

b. *Line 2a. Full-Time With Permanent Appointments*

(1) Show on line 2a data for employees (including direct hire nationals in foreign countries and U.S. territories) included in line 1a who are full-time and meet either one of the following conditions: (See Operating Manuals, The Guide to Personnel Data Standards and The Guide to Processing Personnel Actions for specific use and definitions of Tenure Group codes.)

(a) are in Tenure Group 1 or 2 as defined below: Tenure Group 1: *Competitive Service*—Tenure Group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. *Excepted Service*—Tenure Group 1 includes employees whose appointment carries no

restriction or condition such as conditional, indefinite or specific time limitation, or trial period.

Tenure Group 2: *Competitive Service*—Tenure Group 2 includes employees serving under career-conditional appointments, and career employees serving initial appointment probation. *Excepted Service*—Tenure Group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.

(b) all Senior Executive Service (SES) employees except those serving under “limited term” and “limited emergency” appointments.

(2) For purposes of this report, “permanent appointments” consist of Tenure Groups 1, 2, and all SES employees except those serving under “limited term” and “limited emergency” appointments. “Temporary and indefinite appointments” consist of all other employees.

c. *Line 3a. Other Employment*

(1) Include entries for: full-time employees with temporary or indefinite appointments; part-time employees with either permanent, temporary, or indefinite appointments; and intermittent employees with either permanent, temporary, or indefinite appointments.

(2) For column 1, lines 2a plus 3a should add to 1a, and lines 4a, 5a, 6a, and 7a should add to 3a.

(3) For columns 2 thru 4, because of independent rounding, lines 2a plus 3a may not add exactly to 1a and lines 4a, 5a, 6a, and 7a may not exactly add to 3a. (The variance, however, under columns 3 and 4, should not be more than .04.)

d. *Line 4a. Part-Time With Permanent Appointments*

Show data for employees (including direct hire nationals of foreign countries and U.S. territories) included in line 3a who are part-time and have permanent appointments as defined in line 2a.

e. *Line 5a. Part-Time With Temporary and Indefinite Appointments*

(1) Show data for employees included in line 3a who are part-time and have temporary or indefinite appointments.

(2) The sum of lines 4a and 5a should equal the total number of part-time employees.

f. *Line 6a. Full-Time With Temporary and Indefinite Appointments*

(1) Show data for employees included in line 3a who are full-time and have temporary or indefinite appointments.

(2) Lines 2a and 6a should equal the total number of full-time employees.

g. Line 7a. Intermittent

Show data for employees (regardless of type of appointment) included in line 3a who have no prescheduled tour of duty (i.e., usually employed on an irregular or occasional basis).

h. Line 8a. Special Employment Categories

(1) Show employees in former nonceiling programs and other Office of Management and Budget (OMB)-approved exemptions.

(2) Special Employment Categories include the following:

(a) Participants in the Student Educational Employment Program, identified by current appointment authority codes YBM, YGM, Y3M, Y1M, Y2M, Y1K, Y2K, Y3K, Y4K, and Y5K. (These were formerly Summer Aids and participants in The Stay-in-School Program, The Federal Junior Fellowship Program, and the Cooperative Education Program (Co-op).)

(b) Persons in the Worker-Trainee Program who are in developmental jobs (for a 12-month period from date of appointment) who were appointed under the Veterans Readjustment Appointment (VRA) authority, or appointed under the Worker Trainee Temporary Appointment Pending Establishment of a Register (TAPER) authorization.

(c) Employees on leave with pay pending separation by disability retirement who meet *both* of the following criteria:

- (i) their application for disability retirement has been approved by the U.S. Office of Personnel Management; and
- (ii) their use of sick leave after approval date actually exceeds, or is scheduled to exceed 30 calendar days.

(d) Employees on leave with pay pending separation by optional retirement who meet *all* five of the following criteria:

- (i) Employee has to retire because of ill health.
- (ii) Employee is on sick leave and the employing agency has received a licensed physician's certificate covering the entire period for which the employee has requested sick leave.
- (iii) Employee meets age and service requirements for optional retirement.

(iv) Standard Form (SF) 2801, "Application for Immediate Retirement" package has been submitted for retirement to become effective when sick leave expires.

(v) The employee's use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.

(e) Employees who receive on-the-job injury or illness and meet the following criteria:

(i) approval for worker's compensation has been received from the Department of Labor (The approval date refers to the actual date on which approval is received and not the effective date of worker's compensation); and

(ii) use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days. This exemption applies regardless of whether the approval for worker's compensation was received within the 45-day period the employee was in pay status, or after the 45-day period and the employee has or has not "bought back" sick leave. If the approval for worker's compensation (this also applies to disability and optional retirement) occurred during a reporting period, then the employee should still be reflected for that reporting period in the appropriate employment line and the regular time hours normally worked prior to the approval period are reported as straight time hours. Once the employee returns to work the employee is to be reported in the appropriate employment line and the regular time hours normally worked as straight time hours.

(f) Those employees covered by any official exemptions granted by OMB to the agency.

I. Line 9a. Grand Total Employment

(1) Show data for all employees, ceiling and nonceiling.

(2) For column 1, lines 1a plus 8a should add to 9a.

(3) For columns 2 thru 4, because of independent rounding, lines 1a plus 8a may not add exactly to 9a. (The variance, however, under columns 3 and 4, should not be more than .04.)

j. An illustrative example of a completed **Standard Form 113-G is at figure 3.** Procedures for calculating figures in the illustrative example **are at figure 4.**

S3-2. Definition Of Column Items On The Standard Form 113-G

a. Column 1. Employment/Hours

(1) In column 1, each line **a** entry will show the number of employees in the specified category (e.g., full-time with permanent appointments) who contributed to the hours worked during the current reporting period.

(2) Each line **b** entry, i.e., straight-time, will show the number of hours associated with the specified category of employees at their rate of basic pay during the current reporting period. This includes hours paid for as annual, sick, holiday, military, and other paid leave.

(3) Each line **c** entry, i.e., overtime, will show the number of hours worked by the specified category of employees in excess of 8 hours in a day or in excess of 40 hours in an administrative workweek during the current reporting period.

(4) Since full-time equivalent (FTE) reporting to the Office of Personnel Management (OPM) is structured around 2 (or occasionally 3) biweekly pay periods, those agencies conducting alternative work schedule experiments should report in the same manner outlined herein.

(5) Each line **b** and line **c** entry in column 1 should be rounded to whole hours.

b. Column 2. Full-Time Equivalent for Current Reporting Period

(1) The full-time equivalent is the number of full-time employees it would take to work the total number of hours worked by all employees during the current reporting period regardless of work schedules.

(2) In column 2, each line **a** entry is the sum of the line **b** and **c** entries immediately following.

(3) Each line **b** entry is obtained by dividing the corresponding line **b** entry in column 1 by the number of hours in the full-time work schedule for the current reporting period (e.g., 160 hours for 2 biweekly pay periods consisting of 40-hour administrative workweeks or 240 hours for 3 biweekly pay periods consisting of 40-hour administrative workweeks).

(4) Each line **c** entry is obtained by dividing the corresponding line **c** entry in column 1 by the number of hours in the full-time work schedule for the current reporting period.

(5) When computing entries for column 2, round to the nearest whole number.

c. Column 3. Work-Years, Current Reporting Period

(1) These entries represent the number of work-years associated with each specified work schedule (lines 1 thru 8) during the current reporting period. For reporting purposes, a work-year is based on 2,080 hours.

(2) In column 3, each line **a** entry is the sum of the line **b** and **c** entries immediately following. Each line **b** entry is obtained by dividing the corresponding line **b** entry in column 1 by 2,080; the line **c** entries for column 3 are obtained similarly.

(3) When computing entries for column 3, carry the divisions to three decimal places and round to two places.

d. Column 4. Cumulative Work-Years to End of Current Period

(1) These entries represent the number of work-years associated with each specified work schedule since the start of the first reporting period of the fiscal year to the end of the current reporting period. For reporting purposes, a work-year is based on 2,080 hours.

(2) The cumulative portion of the report should reflect any revisions/corrections that were not reported in previous months' reports. The cumulative portion of the report at the end of the reporting year should normally agree with the totals in the reports submitted over the 12-month period. However, since this may not be possible because of many revisions/corrections made to any previous months' reports, the final fiscal year end report will be the definitive one and should reflect *all* work-years used during the fiscal year.

(3) Agencies should note that work-years funded through an allocation from one department or agency to another are to be included in the total work-years of the performing agency where the employee works and is payrolled. (See Office of Management and Budget (OMB) Circular No. A-11, Section 35.2 for definition of allocation.)

(4) The total work-years used by an agency for the fiscal year should be reflected on line 9b column 4 (Grand Total Work-Years). **Actual FTE usage reported in the PY column of the Budget should equal the year-end FTE usage reported on the SF 113-G. (See OMB Circular No. A-11, Preparation and Submission of Budget Estimates, Section 13.3 FTE budgeted levels.)** The percent of an agency's work-year usage is calculated based on line 9b column 4 divided by an

agency's total work-years allotted (or total FTE approved level).

(5) When computing entries for column 4, carry the divisions to 3 decimal places and round to 2 places.

(e) *Total Work-Years Allotted by OMB for Fiscal Year*. This entry represents the Office of Management and Budget's assigned "ceiling and non-ceiling" work-years (or an agency's total FTE approved level for straight time hours only) for the entire fiscal year; this figure should remain **unchanged** during the Fiscal Year unless **OMB revises it (please annotate any OMB approved changes)**.

S3-3. Illustrative Example Of A Completed Standard Form 113-G

- a. An illustrative example of a completed Standard Form 113-G is **at figure 3**.
- b. Procedures for calculating figures in the illustrative example is **at figure 4**.

S3-4. List Showing Reporting Of Certain Categories of Employees

- a. **Figure 5** provides a list of how certain categories of employees are to be reported under the full-time equivalent/work-year basis.
- b. This list is by no means an exhaustive one.

Subchapter S4. Editing of the Report

S4-1. General

a. There are a number of edits that should be performed by each submitting agency to assure accuracy of the Monthly Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G) data submitted. These edits should uncover most errors; the additional checks described below should also be made so that the data are checked for reasonableness.

b. Since timely, accurate and reasonable data are a valuable source of information to the agency, to the Office of Personnel Management and to the Office of Management and Budget (OMB) in workyears and budget planning, each agency should, in addition to the mechanical edits, apply logical checks to its SF 113-G data.

c. Each agency should be able to explain where changes in its workyear data occurred and should furnish along with the SF 113-G report specific explanations of any sizeable changes in workyear data by footnotes or attachments to the form. These explanations will facilitate analysis of Federal civilian workyear data as well as a way to verify the accuracy of the data provided.

S4-2. Logical And Mechanical Edits

a. Below are edits agencies should use to assure the accuracy and reasonableness of the data provided.

b. This list is by no means an exhaustive one.

c. The Office of Personnel Management welcomes any additional edits that agencies may have for improving the quality and accuracy of the data.

(1) Check to see that the form is signed by the person responsible for the report and is completely filled out, although entries for which there is no data may be left blank. There should be *no* negative numbers in any cell.

(2) Agencies providing both an agencywide report and a report for noncitizens overseas should assure that both forms are complete and that the data shown on the report for noncitizens overseas are included in the agencywide report.

(3) The overall agency report must reflect the same period covered for each suborganization.

(4) Each report covers at least 2 biweekly pay periods (unless an exception is granted) ending prior

to and closest to the end of the calendar month, with exception possibly of the last report of the fiscal year.

(5) Each straight time (line b) and overtime (line c) line should include both (a) hours worked by employees comprising the current active workforce and (b) hours worked by employees who separated from the agency during the current reporting period.

(6) Although agencies can estimate their employment and hour data to meet the scheduled pay period coverage, the end of the fiscal year report should reflect in column 3 the *actual* number of workyears used during the period being reported and in column 4 the *actual* number of workyears used for the entire fiscal year. For reporting purposes, a workyear is based on 2,080 hours.

(7) Total Work-Years Allotted by OMB represent an agency's total approved level. This figure will remain constant for each reporting period unless a change has been approved by OMB. When such a change occurs, the agency SF 113-G report should be annotated by an asterisk (*) next to the figure that has been changed with a footnote indicating that there is a change.

(8) Lines b and c of each line of column 1 should be in terms of hours.

(9) For column 1, the sum of lines 2a and 3a should equal 1a.

(10) For column 1, the sum of lines 4a, 5a, 6a, and 7a should equal 3a.

(11) For Column 1, the sum of lines 1a and 8a should equal 9a.

(12) For column 1, the sum of lines 2b and 3b should equal 1b.

(13) For column 1, the sum of lines 4b, 5b, 6b, and 7b should equal 3b.

(14) For column 1, the sum of lines 1b and 8b should equal 9b.

(15) For column 1, the sum of lines 2c and 3c should equal 1c.

(16) For column 1, the sum of lines 4c, 5c, 6c, and 7c should equal 3c.

(17) For column 1, the sum of lines 1c and 8c should equal 9c.

(18) The sum of lines 4a and 5a in column 1 should equal the total number of part-time employees who received pay for any part of the pay periods reported.

CHAPTER III. MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR
CIVILIAN EMPLOYMENT (SF 113-G)

III-16

(19) The sum of lines 2a and 6a in column 1 should equal the total number of full-time employees who received pay for any part of the pay periods reported.

(20) The sum of lines 1a and 8a in column 1 should equal the total number of employees (ceiling and nonceiling) who received pay for any part of the pay periods reported.

(21) For each column 2, 3, and 4 each line a entry is the sum of line b and c entries immediately following.

(22) Entries for columns 1 and 2 should be rounded to whole numbers.

(23) Entries for columns 3 and 4 should be rounded to 2 significant decimal places.

(24) Each line b entry in column 2 is obtained by dividing the corresponding line b entry in column 1 by 160 (if 2 biweekly pay periods) or by 240 (if 3 biweekly pay periods).

(25) Each line c entry in column 2 is obtained by dividing the corresponding line c entry in column 1 by 160 (if 2 biweekly pay periods) or by 240 (if 3 biweekly pay periods).

(26) Each line b entry in column 3 is obtained by dividing the corresponding line b entry in column 1 by 2,080.

(27) Each line c entry in column 3 is obtained by dividing the corresponding line c entry in column 1 by 2,080.

(28) Check to make sure column 4 reflects cumulative workyears to date. The end of the fiscal year report would reflect cumulative workyears for 26 biweekly pay periods.

(29) Note that since line 9a, column 1 of the SF 113-G reflects both the current active workforce plus employees who separated but contributed to the hours worked during the current reporting period, it will most likely be greater than line 1, column A of the SF 113-A which reflects headcount employment at the end of a reporting period (which may or may not be the same as the SF 113-G depending on whether data on the SF 113-A is as of the pay period closest to the end of the month or as of the end of the month). Data in line 9a, column 1 of the SF 113-G will be greater than data in line 1, column A of the SF 113-A by roughly the number of separations occurring during the reporting period. Of course, there are other differences in coverage between the SF 113-A and SF 113-G which must also be taken into consideration.

(30) Each "b" entry in column 2 will always be less than or equal to the corresponding "a" entry in column 1 unless there are employees with basic workweeks of more than 40 hours.

(31) Each "a" entry in column 1 should have data in the "b" entry and vice versa.

(32) Unless revisions occur, each "a," "b," and "c" entry in column 4 for the current month should be greater than or equal to the corresponding "a," "b," and "c" entry of the previous month.

(33) Data reflected in column 3 for the first report of the fiscal year will always equal the data in column 4.

(34) Each agency should check the coverage dates on the report to make sure they match the dates in **Figure 6.**

Subchapter S5. Agency Comments

a. In order to maintain and issue to all agencies up-to-date and comprehensive reporting instructions, the Office of Personnel Management encourages agencies to send to the Statistical Analysis and Services Division problems which they are encountering or questions they have concerning the coverage, definitions, or reporting instructions, and suggestions on improving the timeliness and quality of the data being collected.


b. Agency comments are very much appreciated as they form an integral part of efforts to refine the Monthly Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G) definitions and update this manual.

The Office of Personnel Management will research and document all questions, and to the extent possible, incorporate agency recommendations in the overall reporting instructions. The result of such agency coordination will be more systematic and accurate data.

- c. Send all comments to:
Office of Personnel Management
Statistical Analysis and Services Division
Workforce Information Team
1900 E Street, NW.
Washington, DC 20415
Attention: SF 113-G Comments, Room 7439
Email Address: owi@opm.gov

FIGURE 1. Sample Agency Contact Notification Letter

Agency Name:
Agency Address:
Date:

Office of Personnel Management
Statistical Analysis and Services Division
Workforce Information Team
1900 E Street, NW
Washington, DC 
Attention: SF 113-G, Room 7439
Email Address: owi@opm.gov

Team Personnel:

As requested, the following persons are responsible for the SF 113-G, Monthly Report of Full-time Equivalent/Work-Year Civilian Employment, due at the Office of Personnel Management by the 15th of the month which follows the month's data being reported.

Supervisory Official Primarily Responsible for Agencywide Report (not Subelement Reports)	Phone Number	Working-Level Contact	Phone Number
--	-----------------	--------------------------	-----------------

These staff members should be able to answer any questions you would have on the SF 113-G report.

Sincerely,

Director of Personnel

Note: Each agency should *regularly* notify the Office of Personnel Management, using the format of figure 1, of any changes in personnel responsible for the SF 113-G report.

FIGURE 2

Standard For 113-G (Rev. 7/97)
 U.S. Office of Personnel Management
 The 113 Summary Data Reporting System

Form Approved - OMB No. 3206-0130
 Interagency Report Control No. 0250-OPM-MO

Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment			Agency Code	No. of Pay Periods Covered		Report Number
				This Report	FY to Date	
(Reproduce locally)						
Department or Agency		Employment Coverage		Reporting Period (MM, DD, YY)		
		(1) Noncitizens Overseas		From	To	
		(2) Agencywide				
Employment/ Hours Category	Employment and Hours (1)	Full-Time Equiv. Employment for Current Period (2)	Work-Years			
			Current Period (3)	Cumulative to End of Current Pay Period (4)		
1a. Emplt Excl Spec Emplt Categories						
b. Straight Time Hours						
c. Overtime Hours						
2a. Full-Time with Permanent Appt.						
b. Straight Time Hours						
c. Overtime Hours						
3a. Other Employment						
b. Straight Time Hours						
c. Overtime Hours						
4a. Part-Time with Permanent Appt.						
b. Straight Time Hours						
c. Overtime Hours						
5a. Part-Time w/Temp & Indef. Appt.						
b. Straight Time Hours						
c. Overtime Hours						
6a. Full-time w/Temp & indef. Appt.						
b. Straight Time Hours						
c. Overtime Hours						
7a. Intermittent						
b. Straight Time Hours						
c. Overtime Hours						
8a. Special Employment Categories						
b. Straight Time Hours						
c. Overtime Hours						
9a. Grand Total Employment						
b. Straight Time Hours						
c. Overtime Hours						
Total Work-Years Allotted by OMB for Fiscal Year						
Certified by (Signature)		Official Position		Date		
		Telephone No:				

Reports should be submitted to: Office of Workforce Information, Statistical Analysis and Services Division, Workforce Information Team, U.S. Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415. Attention: SF 113-G, Room 7439. Email Address: owi@opm.gov


**CHAPTER III. MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR
CIVILIAN EMPLOYMENT (SF 113-G)**

III-20

FIGURE 3


Standard For 113-G (Rev. 7/97)
U.S. Office of Personnel Management
The 113 Summary Data Reporting System

Form Approved - OMB No. 3206-0130
Interagency Report Control No. 0250-OPM-MO

Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment		Agency Code		No. of Pay Periods Covered		Report Number
		G	O	This Report	FY to Date	
(Reproduce locally)		G	O	2	13	6
Department or Agency 		Employment Coverage		Reporting Period (MM, DD, YY)		
		(1) Noncitizens Overseas		From	To	
		X (2) Agencywide		02/20/94	03/19/94	
				Work-Years		
Employment/ Hours Category	Employment and Hours (1)	Full-Time Equiv. Employment for Current Period (2)	Current Period (3)	Cumulative to End of Current Pay Period (4)		
1a. Emplt Excl Spec Emplt Categories	120,511	120,800	9,292.29	55,769.23		
b. Straight Time Hours	18,834,800	117,718	9,055.19	54,807.69		
c. Overtime Hours	493,172	3,082	237.10	961.54		
2a. Full-Time with Permanent Appt.	81,328	83,327	6,440.57	38,269.23		
b. Straight Time Hours	13,012,480	83,328	6,256.00	37,500.00		
c. Overtime Hours	383,904	2,399	184.57	769.23		
3a. Other Employment	39,183	37,013	2,851.72	17,500.00		
b. Straight Time Hours	5,822,320	36,390	2,799.19	17,307.69		
c. Overtime Hours	109,268	683	52.53	192.31		
4a. Part-Time with Permanent Appt.	3,576	1,971	151.61	923.07		
b. Straight Time Hours	286,080	1,788	137.54	865.38		
c. Overtime Hours	29,268	183	14.07	57.69		
5a. Part-Time w/Temp & Indef. Appt.	2,011	1,006	77.35	463.94		
b. Straight Time Hours	160,880	1,006	77.35	461.54		
c. Overtime Hours	---	---	---	---		
6a. Full-time w/Temp & indef. Appt.	10,523	10,523	809.46	4,907.70		
b. Straight Time Hours	1,683,680	10,523	809.46	4,903.85		
c. Overtime Hours	---	---	---	3.85		
7a. Intermittent	23,073	23,573	1,813.31	11,205.29		
b. Straight Time Hours	3,691,680	23,073	1,774.85	11,076.92		
c. Overtime Hours	80,000	500	38.46	128.37		
8a. Special Employment Categories	100	90	6.92	45.00		
b. Straight Time Hours	14,400	90	6.92	45.00		
c. Overtime Hours	---	---	---	0.00		
9a. Grand Total Employment	120,611	120,890	9,299.21	55,814.23		
b. Straight Time Hours	18,849,200	117,808	9,062.11	54,852.69		
c. Overtime Hours	493,172	3,082	237.10	961.54		
Total Work-Years Allotted by OMB for Fiscal Year				121,000		
Certified by (Signature)		Official Position		Date		
John Doe		Director of Personnel		4/10/94		
		Telephone No: (202) 632-5000				

Reports should be submitted to: Office of Workforce Information, Statistical Analysis and Services Division, Workforce Information Team, U.S. Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415. Attention: SF 113-G, Room 7439.
Email Address: owi@opm.gov

FIGURE 4. Procedures For Calculating Figures For Monthly Report of Full-Time Equivalent (FTE)/Work-Year Civilian Employment Shown At Figure 3.

<i>Employment/Hours, FTE, and Work Years for Current Reporting Period</i>				
<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
1a.  Employment Excluding Special Employment Categories	120,511 equals total number of employees (excluding special employment categories) during current reporting period, including persons who separated during current period	120,800 equals the sum of lines 1b and 1c of this column	9,292.29 equals the sum of lines 1b and 1c of this column	55,769.23 equals the sum of lines 1b and 1c of this column
1b. Straight Time	18,834,800 equals hours of work performed by full-time, part-time, and intermittent employees at their rate of basic pay. The sum of lines 2b and 3b should equal line 1b.	117,718 equals line 1b, column 1 divided by 160 ^a or 18,834,800 divided by 160 ^a	9,055.19 equals line 1b, column 1 divided by 2,080 ^b or 18,834,800 = 9,055.192 divided by 2,080 ^b (rounded to two decimal places)	54,807.69 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period (in this example 6 months) by employees in 1a divided by 2,080
1c. Overtime	493,172 equals hours of work in excess of 8 hours in a day, or 40 hours in an administrative work week. The sum of lines 2c and 3c should equal line 1c.	3,082 equals line 1c, column 1 divided by 160 ^b or 493,172 divided by 160 ^a	237.10 equals line 1c, column 1 divided by 2,080 ^b or 493,172 divided by 2,080 ^b	961.54 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 1a divided by 2,080

^a160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

^b2,080 equals the number of hours in one work year.

^cTime span since the start of the first reporting period to the end of the current reporting period is six months.

FIGURE 4. Procedures For Calculating Figures For Monthly Report of Full-Time Equivalent (FTE)/Work-Year Civilian Employment Shown At Figure 3.—Continued

<i>Employment/Hours, FTE, and Work Years for Current Reporting Period</i>					
<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>	
2a. Full-time With Permanent Appointment	81,328 equals number of full-time employees with tenure codes 1 and 2, all SES employees except those serving under “limited term” and “limited emergency” appointments who contributed to hours worked during current reporting period	83,727 equals the sum of lines 2b and 2c of this column	6,440.57 equals the sum of lines 2b and 2c of this column	38,269.23 equals the sum of lines 2b and 2c of this column	
2b. Straight Time	13,012,480 equals hours of work performed at their rate of basic pay by employees in 2a	81,328 equals line 2b, column 1 divided by 160 ^a or 13,012,480 divided by 160 ^a	6,256.00 equals line 2b, column 1 divided by 2,080 ^b or 13,012,480 divided by 2,080 ^b	37,500.00 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 2a divided by 2,080	
2c. Overtime	383,904 equals overtime hours as defined in line 1c, column 1 of employees in line 2a	2,399 equals line 2c, column 1 divided by 160 ^a or 383,904 divided by 160 ^a	184.57 equals line 2c, column 1 divided by 2,080 ^b or 383,904 divided by 2,080 ^b	769.23 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 2a divided by 2,080	

^a160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

^b2,080 equals the number of hours in one work year.

^cTime span since the start of the first reporting period to the end of the current reporting period is six months.

FIGURE 4. Procedures For Calculating Figures For Monthly Report of Full-Time Equivalent (FTE)/Work-Year Civilian Employment Shown At Figure 3.—Continued

<i>Employment/Hours, FTE, and Work Years for Current Reporting Period</i>					
<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>	
3a. Other Employment	39,183 equals the number of: part-time employees with permanent appointments; part-time employees with temporary and indefinite appointments; full-time employees with temporary and indefinite appointments; and intermittent employees who contributed to hours worked during current reporting period	37,073 equals the sum of lines 3b and 3c of this column	2,851.72 equals the sum of lines 3b and 3c of this column	17,500.00 equals the sum of lines 3b and 3c of this column	
3b. Straight Time	5,822,320 equals hours of work performed at their rate of basic pay by employees in 3a. The sum of lines 4b, 5b, 6b, and 7b should equal line 3b	36,390 equals line 3b, column 1 divided by 160 ^a or 5,822,320 divided by 160 ^a	2,799.19 equals line 3b, column 1 divided by 2,080 ^b or 5,822,320 divided by 2,080 ^b	17,307.69 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 3a divided by 2,080	
3c. Overtime	109,268 equals overtime hours as defined in line 1c, column 1 of employees in line 3a. Line 4c, 5c, 6c, and 7c should equal line 3c	683 equals line 3c, column 1 divided by 160 ^a or 109,168 divided by 160 ^a	52.53 equals line 3c, column 1 divided by 2,080 ^b or 109,268 divided by 2,080 ^b	192.31 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 3a divided by 2,080	

^a160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

^b2,080 equals the number of hours in one work year.

^cTime span since the start of the first reporting period to the end of the current reporting period is six months.

FIGURE 4. Procedures For Calculating Figures For Monthly Report of Full-Time Equivalent (FTE)/Work-Year Civilian Employment Shown At Figure 3.—Continued

<i>Employment/Hours, FTE, and Work Years for Current Reporting Period</i>				
<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
4a. Part-time with Permanent Appointment	3,576 equals number of part-time employees with tenure codes 1 and 2, all SES employees except those serving under “limited term” and “limited emergency” appointments who contributed to hours worked during current reporting period	1,971 equals the sum of lines 4b and 4c of this column	151.61 equals the sum of lines 4b and 4c of this column	923.07 equals the sum of lines 4b and 4c of this column
4b. Straight Time	286,080 equals hours of work performed at their rate of basic pay by employees in 4a	1,788 equals line 4b, column 1 divided by 160 ^a or 286,080 divided by 160 ^a	137.54 equals line 4b, column 1 divided by 2,080 ^b or 286,080 divided by 2,080 ^b	865.38 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 4a divided by 2,080
4c. Overtime	29,268 equals overtime hours as defined in line 1c, column 1 of employees in line 4a	183 equals line 4c, column 1 divided by 160 ^a or 29,268 divided by 160 ^a	14.07 equals line 4c, column 1 divided by 2,080 ^b or 29,268 divided by 2,080 ^b	57.69 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 4a divided by 2,080

^a160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

^b2,080 equals the number of hours in one work year.

^cTime span since the start of the first reporting period to the end of the current reporting period is six months.

FIGURE 4. Procedures For Calculating Figures For Monthly Report of Full-Time Equivalent (FTE)/Work-Year Civilian Employment Shown At Figure 3.—Continued

<i>Employment/Hours, FTE, and Work Years for Current Reporting Period</i>					
<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>	
5a. Part-time with Temporary and Indefinite Appointment	2,011 equals number of part-time employees with tenure code 3, with tenure code 0 who are not permanent SES employees who contributed to hours worked during current reporting period. Lines 4a and 5a should equal the total number of employees with a part-time work schedule	1,006 equals the sum of lines 5b and 5c of this column	77.35 equals the sum of lines 5b and 5c of this column	463.94 equals the sum of lines 5b and 5c of this column	
5b. Straight Time	160,880 equals hours of work performed at their rate of basic pay by employees in 5a	1,006 equals line 5b, column 1 divided by 160 ^a or 160,880 divided by 160 ^a	77.35 equals line 5b, column 1 divided by 2,080 ^b or 160,880 divided by 2,080 ^b	461.54 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 5a divided by 2,080	
5c. Overtime	None	None	None	2.40 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 5a divided by 2,080	

^a160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

^b2,080 equals the number of hours in one work year.

^cTime span since the start of the first reporting period to the end of the current reporting period is six months.

FIGURE 4. Procedures For Calculating Figures For Monthly Report of Full-Time Equivalent (FTE)/Work-Year Civilian Employment Shown At Figure 3.—Continued

<i>Employment/Hours, FTE, and Work Years for Current Reporting Period</i>				
<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>
6a. Full-time with Temporary and Indefinite Appointment	10,523 equals number of full-time employees with tenure code 3, with tenure code 0 who are not permanent SES employees who contributed to hours worked during current reporting period. Lines 2a and 6a should equal the total number of employees with a full-time work schedule	10,523 equals the sum of lines 6b and 6c of this column	809.46 equals the sum of lines 6b and 6c of this column	4,907 equals the sum of lines 6b and 6c of this column
6b. Straight Time	1,683,680 equals hours of work performed at their rate of basic pay by employees in 6a	10,523 equals line 6b, column 1 divided by 160 ^a or 1,683,680 divided by 160 ^a	809.46 equals line 6b, column 1 divided by 2,080 ^b or 1,683,680 divided by 2,080 ^b	4,903.83 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 6a divided by 2,080
6c. Overtime	None	None	None	3.85 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 6a divided by 2,080

^a160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

^b2,080 equals the number of hours in one work year.

^cTime span since the start of the first reporting period to the end of the current reporting period is six months.

FIGURE 4. Procedures For Calculating Figures For Monthly Report of Full-Time Equivalent (FTE)/Work-Year Civilian Employment Shown At Figure 3.—Continued

<i>Employment/Hours, FTE, and Work Years for Current Reporting Period</i>					
<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>	
7a. Intermittent	23,073 equals number of employees (regardless of type of appointment) with no prescheduled tour of duty who contributed to hours worked during current reporting period	23,573 equals the sum of lines 7b and 7c of this column	1,813.31 equals the sum of lines 7b and 7c of this column	11,205.29 equals the sum of lines 7b and 7c of this column	
7b. Straight Time	3,691,680 equals hours of work performed at their rate of basic pay by employees in 7a	23,073 equals line 7b, column 1 divided by 160 ^a or 3,691,680 divided by 160 ^a	1,774.85 equals line 7b, column 1 divided by 2,080 ^b or 3,691,680 divided by 2,080 ^b	11,076.92 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 7a divided by 2,080	
7c. Overtime	80,000 equals overtime hours as defined in line 1c, column 1 of employees in line 7a	500 equals line 7c, column 1 divided by 160 ^a or 80,000 divided by 160 ^a	38.46 equals line 7c, column 1 divided by 2,080 ^b or 80,000 divided by 2,080 ^b	128.37 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 7a divided by 2,080	

^a160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

^b2,080 equals the number of hours in one work year.

^cTime span since the start of the first reporting period to the end of the current reporting period is six months.

FIGURE 4. Procedures For Calculating Figures For Monthly Report of Full-Time Equivalent (FTE)/Work-Year Civilian Employment Shown At Figure 3.—Continued

<i>Employment/Hours, FTE, and Work Years for Current Reporting Period</i>					
<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>	
8a. Special Employment Categories	100 equals number of employees in special employment categories who contributed to hours worked during current reporting period	90 equals the sum of lines 8b and 8c of this column	6.92 equals the sum of lines 8b and 8c of this column	45.00 equals the sum of lines 8b and 8c of this column	
8b. Straight Time	14,400 equals hours of work performed at their rate of basic pay by employees in 8a	90 equals line 8b, column 1 divided by 160 ^a or 14,400 divided by 160 ^a	6.92 equals line 8b, column 1 divided by 2,080 ^b or 14,400 divided by 2,080 ^b	45.00 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 8a divided by 2,080	
8c. Overtime	None	None	None	None	

^a160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

^b2,080 equals the number of hours in one work year.

^cTime span since the start of the first reporting period to the end of the current reporting period is six months.

FIGURE 4. Procedures For Calculating Figures For Monthly Report of Full-Time Equivalent (FTE)/Work-Year Civilian Employment Shown At Figure 3.—Continued

<i>Employment/Hours, FTE, and Work Years for Current Reporting Period</i>					
<i>Employment/Hours Category Line</i>	<i>Employment and Hours (1)</i>	<i>Full-Time Equivalent Employment (2)</i>	<i>Work Years (3)</i>	<i>Work Years Cumulative to End of Current Period^c (4)</i>	
9a. Grand Total Employment	120,611 equals total number of all employees who contributed to hours worked during current reporting period	120,890 equals the sum of lines 9b and 9c of this column	9,299.21 equals the sum of lines 9b and 9c of this column	55,814.23 equals the sum of lines 9b and 9c of this column	
9b. Straight Time	18,849,200 equals hours of work performed at their rate of basic pay by employees in 9a. The sum of lines 1b and 8b should equal line 9b.	117,808 equals line 9b, column 1 divided by 160 ^a or 18,849,200 divided by 160 ^a	9,062.11 equals line 9b, column 1 divided by 2,080 ^b or 18,849,200 divided by 2,080 ^b	54,852.69 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 9a divided by 2,080	
9c. Overtime	493,172 equals overtime hours as defined in line 1c, column 1 of employees in 9a. The sum of lines 1c and 8c should equal line 9c	3,082 equals line 9c, column 1 divided by 160 ^a or 493,172 divided by 160 ^a	237.10 equals line 9c, column 1 divided by 2,080 ^b or 493,172 divided by 2,080 ^b	961.54 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 9a divided by 2,080	

^a160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

^b2,080 equals the number of hours in one work year.

^cTime span since the start of the first reporting period to the end of the current reporting period is six months.

FIGURE 5. Reporting Of Certain Categories of Employees Under The Full-Time Equivalent (FTE)/Work Year Basis

<i>Category</i>	<i>How Reported</i>
Effective date of employment control counts	Cumulative—covers all paid s/t (straight time) hours in the agency during course of year
Definition of Full-Time Permanent	Full-time employees with permanent appointments (FTPA).
Definition of “Other” Employment	The difference between an agency's <i>Total</i> employment and the <i>Full-time with Permanent Appointment</i> employment.
Temporary employees not to exceed 1 year appointments	Counted in “other” category for all paid s/t hours during course of year even if off agency rolls by 9/30.
Term employees (1-4 year appointments)	All paid s/t hours counted in “other” category because they do not have permanent appointment.
Intermittent employees	Counted against “other” category for all s/t paid hours during year even if off during September.
Permanent Part-time employees	Counted against “other category for all paid s/t hours during year.
Employees who have been separated during fiscal year	Counted for all paid s/t/ hours during year—either against “ftpa” or “other” category depending upon appointment and schedule.
Employees on leave without pay (LWOP), Furlough, or Suspension Status and Seasonal employees in nonpay status	Not counted until the employee returns to pay status.
Seasonal Employees	Counted for all paid s/t hours during year—either “ftpa” or “other” depending upon appointment and schedule, e.g., permanent-seasonals who work full-time during the season are counted as full-time permanent.

FIGURE 5. Reporting Of Certain Categories of Employees Under The Full-Time Equivalent (FTE)/Work-Year Basis—Continued

<i>Category</i>	<i>How Reported</i>
Worker Trainee Opportunity Program (WTOP) Employees (1st year) Participants in Student Educational Employment Program Pre-retirement leave (only when certain conditions are met—see Instructions)	Special Employment Categories
Overtime	Not counted against employment controls; however, is reported as appropriate.
Veterans Readjustment Appointees (VRA)	Counted as full-time with permanent appointment (ftpa) because appointment is tenure group 2.
Handicapped or mentally retarded persons while serving on 700 hour trial basis (When Temporary appointment given)	All paid straight time (s/t) hours counted against “other” category while employee is serving on trial basis
Full-time (FT) employees serving under Temporary Appointments Pending Establishment of Register	All paid s/t hours counted against “other” because appointee is in tenure group 3.
FT employees serving under Temporary Appointments (not to exceed (NTE) 1 yr) who have been extended beyond first year	All paid s/t hours counted against “other” because appointee is in tenure group 0.
Presidential Management Interns	Employees have permanent appointments (tenure group 2). All paid s/t hours counted against “ftpa” category.
Intergovernmental Personnel Act (IPA) mobility assignees	All paid s/t hours charged from Federal employees on assignment if agency pays more than 50 percent of salary, and non-Federal assignees if appointed under 5 USC 3374 for more than 30 days.
Detailees	All paid s/t hours are charged against the appointing agency from which the employee is payrolled regardless of whether or not the agency is reimbursed for the hours worked by the employee detailed to another agency.

CHAPTER III. MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR
CIVILIAN EMPLOYMENT (SF 113-G)

III-32

Figure 6. Fiscal Year (FY) 1998 Time Schedule for the Monthly Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G)

Report Number	Reporting Period	No. of Biweekly Pay		Date Due for Report
		This Report	FY to Date	
1	September 28 - October 25, 1997	2	2	November 15, 1997
2	October 26 - November 22, 1997	2	4	December 15, 1997
3	November 23 - December 20, 1997	2	6	January 15, 1998
4	December 21, 1997 - January 31, 1998*	3	9	February 15, 1998
5	February 1 - February 28, 1998	2	11	March 15, 1998
6	March 1 - March 28, 1998	2	13	April 15, 1998
7	March 29 - April 25, 1998	2	15	May 15, 1998
8	April 26 - May 23, 1998	2	17	June 15, 1998
9	May 24 - June 20, 1998	2	19	July 15, 1998
10	June 21 - July 18, 1998	2	21	August 15, 1998
11	July 19 - August 29, 1998*	3	24	September 15, 1998
12	August 30 - September 26, 1998	2	26	October 15, 1998

*Covers 3 biweekly pay periods

The SF 113-G reports are **due the 15th of the month** following the report month. Reports are to be sent to:

Office of Personnel Management
Attention: SF 113-G, Room 7439
Statistical Analysis and Services Division
Workforce Information Team
1900 E Street, NW.
Washington, DC 20415
Fax No. 202-606-1719
Email Address: owi@opm.gov