113 Data Submission Schedules
Guidance for Fiscal Year 2004

The Office of Personnel Management (OPM) is releasing its113 data submission schedules for fiscal year (FY) 2004. Federal agencies must follow the schedules to submit employment, full-time equivalent, and work-year data to OPM. Agencies report these data to OPM using the following two forms:

1. Monthly Report of Federal Civilian Employment (SF 113-A)

Attachment 2 has the *SF 113-*A submission schedule for agencies who report on a calendar month basis. Attachment 3 has the schedule for agencies who submit on a pay period basis. Agencies must **consistently** report employment data either as of the last calendar day of the month (Attachment 2), or as of the end of the pay period closest and prior to the end of the month (Attachment 3).

If your agency submits *SF 113-A* data on a pay period basis (See attachment 3), then report total employment "as of" September 30th for the September 2004 submission. However, please report payroll and turnover data as of September 18, 2004, on the same September 2004 submission.

Payroll data should reflect lump sum payments, wages, and salaries earned during the period covered. Likewise, turnover data should reflect accessions and separations with effective dates during the period covered.

2.   Full-Time Equivalent/Work-Year Civilian Employment (SF 113-G)

Attachment 4 has the *SF 113-G* submission schedule.

Please remember that the total work-years used by your agency during the fiscal year should be reflected on line 9b, column 4 (Grand Total Work-Years). The percent of your agency's work-year usage is calculated based on line 9b column 4 divided by your agency's total work-years allotted, or level approved by OMB. Actual FTE usage that your agency reported in the prior year Federal budget should equal or come close to the year-end FTE usage reported on the SF 113-G.

Note: FY 2003 data on the *Work Years and Personnel Costs* reports (OPM Forms *1351-A* and **1351-B**) will reflect data covering October 1, 2003, through September 30, 2004. Since the *Work Years and Personnel Costs* report and *SF 113-G* report cover total employment, work-years should be benchmarked against the *SF 113-G* summary report and any large differences between the two should be explained.

Detailed instructions on submitting 113 data are contained in the *Operating Manual--The SF-113 Summary Data Reporting System.* This manual is available on our web site at http://www.opm.gov/feddata/reporting.htm.

Fiscal Year 2004
Federal Civilian Employment (SF 113-A)
(Calendar Month Reporting)

Report Month	• **Payroll From Date** • **Turnover From Date**	• **Employment As of Date** • **Payroll To Date** • **Turnover To Date**
October 2003	October 1, 2003	October 31, 2003
November 2003	November 1, 2003	November 30, 2003
December 2003	December 1, 2003	December 31, 2003
January 2004	January 1, 2004	January 31, 2004
February 2004	February 1, 2004	February 29, 2004
March 2004	March 1, 2004	March 31, 2004
April 2004	April 1, 2004	April 30, 2004
May 2004	May 1, 2004	May 31, 2004
June 2004	June 1, 2004	June 30, 2004
July 2004	July 1, 2004	July 31, 2004
August 2004	August 1, 2004	August 31, 2004
September 2004	September 1, 2004	September 31, 2004

The SF 113-A reports are **due the 15th of the month** following the report month.

Send reports to:

> Office of Personnel Management
> Attention: SF 113-A, Room 7439
> SHRP/Personnel Systems Group
> 1900 E Street, NW.
> Washington, DC 20415
> Fax No.: (202) 606-1719
> Email: Fedstats@opm.gov

Fiscal Year 2004
Federal Civilian Employment (SF 113-A) Reporting Schedule
(Pay Period Reporting)

Report Period	• **Payroll From Date** • **Turnover From Date**	• **Employment As Of Date** • **Payroll To Date** • **Turnover To Date**
1	September 21, 2003	October 18, 2003
2*	October 19, 2003	November 29, 2003
3	November 30, 2003	December 27, 2003
4	December 28, 2003	January 24, 2004
5	January 25, 2004	February 21, 2004
6	February 22, 2004	March 20, 2004
7	March 21, 2004	April 17, 2004
8*	April 18, 2004	May 29, 2004
9	May 30, 2004	June 26, 2004
10	June 27, 2004	July 24, 2004
11	July 25, 2004	August 21, 2004
12	August 22, 2004	Employment As Of September 30, 2004** Payroll To & Turnover To: September 18, 2004

* 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.

Send reports to: Office of Personnel Management
Attention: SF 113-A, Room 7439
SHRP/Personnel Systems Group
1900 E Street, NW.
Washington, DC 20415
Fax No.: (202) 606-1719
Email: Fedstats@opm.gov

Fiscal Year 2004Time Schedule for the Monthly Report of
Full-Time Equivalent/Work-Year Civilian Employment (SF 113-G)

Report Number	Reporting Period	Number of Biweekly Pay Periods Covered		Date Due for Report
		This Report	Fiscal Year	
1	September 21 – October 18, 2003	2	2	November 15, 2003
2	October 19 – November 29, 2003 *	3	5	December 15, 2003
3	November 30 – December 27, 2003	2	7	January 15, 2004
4	December 28, 2003 - January 24, 2004	2	9	February 15, 2004
5	January 25 – February 21, 2004	2	11	March 15, 2004
6	February 22 – March 20, 2004	2	13	April 15, 2004
7	March 21 – April 17, 2004	2	15	May 15, 2004
8	April 18 – May 29, 2004*	3	18	June 15, 2004
9	May 30 – June 26, 2004	2	20	July 15, 2004
10	June 27 – July 24, 2004	2	22	August 15, 2004
11	July 25 – August 21, 2004	2	24	September 15, 2004
12	August 22 – September 18, 2004	2	26	October 15, 2004

*Covers 3 biweekly pay periods

The SF 113-G reports are **due the 15th of the month** following the report month.

Send reports to: Office of Personnel Management
Attention: SF 113-G, Room 7439
SHRP/Personnel Systems Group
1900 E Street, NW.
Washington, DC 20415
Fax No.: (202) 606-1719
Email: Fedstats@opm.gov