



# PAYROLL OFFICE LETTER

U. S. Office of Personnel Management

Number:P-97-08

Date: August 15, 1997

Subject: SEPTEMBER 1997 HEADCOUNT

This letter is the call for your September 1997 semiannual Headcount Report. The Headcount Report is reported semiannually (in March and September) by all payroll offices that withhold monies from salaries for participants in the Civil Service Retirement System, Federal Employees Retirement System, Federal Employees Health Benefits Program, and/or the Federal Employees Group Life Insurance Programs. The Headcount Report is a "snapshot" of enrollment in these programs as of these two points in time. The information you report to us plays a pivotal role in our system of internal accounting control, the negotiation of Health and Life Insurance premium rates, and in the determination of the employer contributions for Federal Employees Retirement System (FERS) employees.

The Headcount is submitted on OPM Form 1523 (Supplemental Semiannual Headcount Report); reporting of enrollment by individual health benefits plan is accomplished via the SF 2812-A. This reporting will be for the **LAST** pay period **PAID DURING THE FIRST 15 DAYS** of September 1997. If you pay twice during the first 15 days of September, the Headcount will cover the second pay period paid in that period. For monthly pay cycles, the reporting period will be for August 1, 1997, through August 31, 1997.

In the interest of time, we ask that you **FAX** your Forms 1523 and 2812-A to us. If you still report via the hard copy SF 2812, please fax your SF 2812 in addition to the OPM Form 1523 with your SF 2812A. Please fax from **CLEAR** originals **THAT DO NOT CONTAIN SMALL PRINT** to insure that we receive legible copies.

Our FAX numbers are:

☎ (202) 606-0701  
☎ (202) 606-0195

We would like to receive your report on the applicable payroll paid date. If this cannot be accomplished, we must receive it no later than **September 22, 1997**. Please, under no circumstances, delay submitting your normal Retirement and Insurance Transfer System (RITS) or hard-copy SF 2812 because your Headcount Report is not ready to be submitted.

It is very important, for the reasons cited above, that the information you report on your Headcount is **ACCURATE** and **TIMELY**. Payroll Office Letter 95-4 contains detailed Headcount reporting requirements. It is available electronically through our electronic bulletin board service or a copy can be obtained by using the contact information provided in the last paragraph of this letter.

The Headcount Report due date has been moved up to September 22, 1997 to facilitate the increased reporting of Headcount data in the yearly financial statements.

Otherwise the instructions for your September 1997 report are virtually the same as for prior reports, except for the following changes incorporated after the issuance of Payroll Office Letter 95-4:

The SF2812-A with your Headcount should contain totals for the dollars and enrollees reported on it. The total dollars and enrollments on the SF2812-A must agree with the dollar and enrollment totals reported on line B3 of your OPM Form 1523; and the total dollars must agree with the total dollars reported on Retirement and Insurance Transfer System (RITS) (or the hard copy SF 2812).

The name of the preparer, in addition to the signature of the authorized official, is required.

In the Retirement section, the amounts reported on Line C3 (Total Retirement) in the "Deductions Made" and "No Deductions Made" columns should not include the number of enrollees for Salary Offset, Military Deposits, and for Civilian Service Credit reported on lines C1i, C1j, C1k, C2i and C2k.

We would also like you to place emphasis on your reporting of **AGGREGATE BASE SALARY** (ABS) data. We require ABS for each CSRS and FERS category included on your OPM Form 1523. The ABS is the total gross salary, subject to retirement withholding, for the reported pay period, for each category of CSRS and FERS retirement. For example, on Line C.2.a, the amount reported will be the total salary (subject to retirement withholding) paid this pay period to individuals with CPDF retirement code

K. Your ABS reporting provides us with an important accounting control over RITS/hard-copy SF 2812 reporting. We compute withholdings and contributions amounts for each Retirement category on your OPM Form 1523 based on the ABS, and compare that to the corresponding amounts you reported to us via Retirement and Insurance Transfer System (RITS) or on your hard-copy SF 2812. We will contact you for an explanation, if this analysis reveals a significant variance.

If you have any questions concerning the preparation of your Headcount report, please call Dick Osberg at (202) 606-4709 or via email, [finance@opm.gov](mailto:finance@opm.gov).

A handwritten signature in black ink, appearing to read "Robert A. Yuran", with a long horizontal flourish extending to the right.

Robert A. Yuran, Chief  
Financial Management Division  
Retirement and Insurance Service