

**National Finance Center
Front-End System Interface (FESI)
Leave Transfer (160)**

Data Element Name	Data Element Format	Start Position	End Position	Element Description	Optional Mandated O/M	Values	Customer Data Element Name
DOCUMENT-TYPE	A3	1	3	Indicates the type of document being processed	M	Three position numeric field. For this document the values is "160".	
AGCY-CODE	A2	4	5	The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center.	M	Two position alpha-numeric field. For a list of valid values, see TMGT, Table 023, Agency/Bureau.	
SUBMITTING-OFFICE-NUMBER	A4	6	9	An identifying code assigned by the Office of Personnel Management to a Federal civilian personnel office authorized to appoint and separate employees and maintain personnel	M	Four position alpha-numeric field. For a list of valid values, see TMGT, Table 001, Personnel Office Identifier Name and Address.	
BATCH-NO-PERSONNEL	A4	10	13	Number assigned by a personnel office to identify different batches of documents transmitted to the National Finance Center.	M	66XX - The document remains in suspense until corrective action is taken. 67XX - The document remains in suspense for one pass and coded for deletion unless some type of positive action is taken.	
SSNO	A9	14	22	A unique identifying number assigned by the Social Security Administration.	M	Employee SSNO	
FILLER	A1	23	23	Unused field	M	SPACES	
PAY-PERIOD-NUMBER	A2	24	25	The number corresponding to the pay period for which this document is being processed.	M	01 through 27	

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FILLER	A30	26	55	Unused field	M	SPACES	
USER-ID	A7	56	62	The user identification of the person entering the data.	M	Seven position alpha field.	
DEPARTMENT-CODE	A2	63	64	Identifies the department of the U. S. government.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards.	
FILLER	A42	65	106	Unused field.	M	SPACES	
FESI-IDENTIFIER-NUMBER	A15	107	121	Identifies transactions in user's system.	O		
UEID	A20	122	141	A unique employee ID (for future OPM use).			
FESI-DOC-EFF-CN	A2	142	143	The effective century of the document.	M	Two position alpha-numeric field.	
FESI-DOC-EFF-YR	A2	144	145	The effective year of the document.	M	Two position alpha-numeric field.	
FILLER	A5	146	150	Unused field.	M	SPACES	
ANNU-LV-CARRYOVER-BAL	A6	151	156	The hours of annual leave carried forward from one leave year to the next. This balance is also the leave ceiling for those employees who are entitled to carry forward more than the current limitation of 240 hours.	M	Six position field with two decimal positions. 9999v99. The hours and quarter hours must be entered. All leave must indicate quarter hours (00, 25, 50, 75) except for Annual Leave Accrual YTD and Reduction In Credits that can only be in full hours. For example, 32¼ hours = 003225; default= spaces	
ANNU-LV-ACCRUAL-YTD	A3	157	159	Hours of annual leave accrued during the current leave year.	M	Three position numeric field.	

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ANNU-LV-ACCRUAL-REDUCTION	A3	160	162	Hours of annual leave accruals that have been reduced from the employee's annual leave balance as a result of nonpay status.	M	Three position numeric field. When the number of hours of nonpay status in a full-time employee's leave year equals the number of base-pay hours in a pay period, the annual leave accruals are reduced by the employee's leave category.	
ANNU-LV-USED-YTD	A6	163	168	Hours of annual leave used during the current leave year.	M	Six position numeric field. Hours and quarter hours must be entered. Example: 61¾ hours = 006175	
ANNU-LV-TRANSFERRED	A6	169	174	The number of hours of annual leave transferred.	M	Six position numeric field. Hours and quarter hours must be entered. Example: 245½ hours = 024550 This is a computed total of (carryover + accrual) – (reduction + use)	
SICK-LV-CARRYOVER-BAL	A6	175	180	Sick leave hours carried forward from one leave year to the next.	M	Six position numeric field. Must enter hours and quarter hours. Example: 32 ½ hours = 003250	
SICK-LV-ACCRUAL-YTD	A3	181	183	Hours of sick leave accrued during the current leave year.	M	Three position numeric field.	
SICK-LV-ACCRUAL-REDUCTION	A3	184	186	Hours of sick leave accruals that have been reduced from the sick leave balance as a result of absence without leave.	M	Three position numeric field. When the number of hours of nonpay status in a full-time employee's leave year equals the number of base-pay hours	

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						in a pay period, the sick leave accruals are reduced by 4 hours.	
SICK-LV-USED-YTD	A6	187	192	Hours of sick leave used during the current leave year.	M	Six position numeric value. Hours and quarter hours must be entered. Example: 65¼ hours = 006525	
SICK-LV-TRANSFERRED	A6	193	198	The number of hours of sick leave transferred.	M	Six position numeric signed field. Hours and quarter hours must be entered. Example: 20 ½ hours = 002050 240 hours = 024000 (carryover + accrual) – (reduction + use)	
LWOP-LV-RETIREMENT-RIF	A6	199	204	Hours of approved leave without pay occurring during the current calendar year.	O	Six position signed numeric field. The hours and quarter hours must be entered. If not applicable, send spaces. Example: 31¼ hours = 003125	
LWOP-SINCE-LAST-WGI	A6	205	210	Hours of approved leave without pay occurring since the employee's last within grade increase (WGI).	O	Six position numeric signed field. Must enter hours and quarter hours. If not applicable, send spaces. Example: 32 ½ hours = 003250	
AWOL-LV-RETIREMENT-RIF	A6	211	216	Hours of unapproved absence without leave occurring during the current calendar year.	O	Six position numeric field. Hours and quarter hours must be entered. If not applicable, send spaces. 65 ¼ hours = 006525	
AWOL-SINCE-LAST-WGI	A6	217	222	Hours of unapproved absence without leave occurring since the employee's last within-grade increase (WGI).	O	Six Position numeric field. Hours and quarter hours must be entered.	

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						If not applicable, send spaces. Example: 40 ¾ hours = 004075	
DATE-SCD-WGI-MO	A2	223	224	The month of the commencing date for completion of the within-grade increase waiting period.	O	Two position numeric field. If not applicable, send spaces.	
DATE-SCD-WGI-DA	A2	225	226	The day of the commencing date for completion of the within-grade increase waiting period.	O	Two position numeric field. If not applicable, send spaces.	
DATE-SCD-WGI-CN	A2	227	228	The century of the commencing date for completion of the within-grade increase waiting period.	O	Two position numeric field. If not applicable, send spaces.	
DATE-SCD-WGI-YR	A2	229	230	The year of the commencing date for completion of the within-grade increase waiting period.	O	Two position numeric field. If not applicable, send spaces.	
DATE-LUMP-SUM-LV-PD-MO	A2	231	232	The month the lump sum for leave was paid from a prior appointment.	O	Two position numeric field. If not applicable, send spaces.	
DATE-LUMP-SUM-LV-PD-DA	A2	233	234	The day the lump sum for leave was paid from a prior appointment.	O	Two position numeric field. If not applicable, send spaces.	
DATE-LUMP-SUM-LV-PD-CN	A2	235	236	The century the lump sum for leave was paid from a prior appointment.	O	Two position numeric field. If not applicable, send spaces.	
DATE-LUMP-SUM-LV-PD-YR	A2	237	238	The year the lump sum for leave was paid from a prior appointment.	O	Two position numeric field. If not applicable, send spaces.	
MILITARY-LV-DAYS-YTD-REG	A2	239	240	The days of regular military leave used during the fiscal year. This is limited to 30 calendar days (with carryover) in a fiscal year.	O	Two position numeric field. If not applicable, enter spaces.	
FILLER	A3210	241	3450	Unused field.	M	SPACES.	

*If field does not apply, fill with spaces.