

**Functional Requirements Document (FRD)****Project# 00165****Project Title: 2010 113  
Quarterly Reporting****Date Prepared: 07/19/10****Scope:**

The scope of this document is limited to the requirements for modifying the Employment Reporting System (EMPR) to generate Standard Form (SF)-113A, Monthly Report of Federal Civilian Employment, and SF-113G, Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment, reports quarterly in the format specified by the Office of Personnel Management (OPM).

**Assumptions:**

OPM now requires Federal agencies to submit quarterly SF-113A and SF-113G reports. Currently, EMPR generates monthly SF-113A and SF-113G reports, which are posted in the Reporting Center. These reports are also sent through dispatch and the mail process for certain agencies. EMPR must be modified to generate quarterly SF-113A and SF-113G reports in the format specified by OPM. The quarterly SF-113A and SF-113G reports must be posted in the Reporting Center and sent through dispatch and the mail process for agencies that currently receive the monthly SF-113A and SF-113G reports through this process.

**Functional Requirements**

(Completed by the NFC Project Owner before being sent to the agency.)

**Payroll Systems Branch (PASB) Requirements**

Not Applicable

**Personnel Systems Branch (PESB) Requirements**

Modify EMPR to generate quarterly SF-113A and SF-113G reports in the format specified by OPM as follows:

**SF-113A Reports**

The **Employment As Of** date will be taken from the end of the quarter record.

The **Payroll From** and **Turnover From** dates will be taken from the start of the quarter record.

The **Payroll To** and **Turnover To** dates will be taken from the end of the quarter record.

Employment counts in **Lines 1 - 16** and **Lines 29 - 30** will be taken from the end of the quarter record.

Payroll and Turnover numbers in **Lines 17 - 28** and **Line 31** will be computed as the sum of each cell for the 3 months (cumulative) in the quarter.

Quarterly SF-113A reports must be generated and posted in the Reporting Center and

sent through dispatch and the mail process before the 15<sup>th</sup> of the month following the report quarter. The SF-113A reporting schedules for Fiscal Year 2010 are listed in **Tables 1 and 2**. **Table 1** contains the Fiscal Year 2010 reporting schedule for agencies that currently submit SF-113A data to OPM on a quarterly basis. **Table 2** contains the Fiscal Year 2010 reporting schedule for agencies that currently submit SF-113A data to OPM on a pay period basis for each quarter. **Note:** The reporting schedules in **Tables 1 and 2** are for Fiscal Year 2010 only. OPM will provide the reporting schedules for subsequent fiscal years.

| <b>TABLE 1</b>  |                   |                    |
|---|-------------------|--------------------|
| <b>Fiscal Year 2010 SF-113A Pay Period Reporting Schedule (Quarterly Basis)</b> |                   |                    |
| <b>Quarter</b>  | <b>Begin Date</b> | <b>End Date</b>    |
| 1   | October 1, 2009   | December 31, 2009  |
| 2   | January 1, 2010   | March 31, 2010     |
| 3   | April 1, 2010     | June 30, 2010      |
| 4   | July 1, 2010      | September 30, 2010 |

| <b>TABLE 2</b>   |                    |                    |
|--|--------------------|--------------------|
| <b>Fiscal Year 2010 SF-113A Pay Period Reporting Schedule (Pay Period Basis)</b> |                    |                    |
| <b>Quarter</b>   | <b>Begin Date</b>  | <b>End Date</b>    |
| 1  | September 27, 2009 | December 19, 2009  |
| 2  | December 20, 2009  | March 27, 2010     |
| 3  | March 28, 2010     | June 19, 2010      |
| 4  | June 20, 2010      | September 25, 2010 |

**Note:** Federal agencies that currently submit SF-113A data on a pay-period basis must report the total employment "as of" September 30<sup>th</sup> for their September 2010 quarterly submission.

### **SF-113G Reports**

The **Report Period From** date will be taken from the start of the quarter record.

The **Report Period To** date will be taken from the end of the quarter record.

**Column 1 (Employment and Hours) for Lines 1A, 1B, and 1C thru Lines 9A, 9B, and 9C:**

**Line A** - The sum of Column 1 (Line A) for all 3 months in the quarter.

**Line B** - The sum of Column 1 (Line B) for all 3 months in the quarter.

**Line C** - The sum of Column 1 (Line C) for all 3 months in the quarter.

**Column 2 (Full-Time Equivalent Employment for Current Period) for Lines 1A, 1B, and 1C thru Lines 9A, 9B, and 9C:**

**Line A** - The value in Column 2 (Line B) + the value in Column 2 (Line C) provides the amount for Column 2 (Line A).

**Line B** - The value in Column 1 (Line B) divided by (days in report period x 8) provides the amount for Column 2 (Line B).

**Line C** - The value in Column 1 (Line C) divided by (days in report period x 8) provides the amount for Column 2 (Line C).

**Column 3 (Current Period) for Lines 1A, 1B, and 1C thru Lines 9A, 9B, and 9C:**

**Line A** - The value in Column 3 (Line B) + the value in Column 3 (Line C)

provides the amount for Column 3 (Line A).

**Line B** - The value in Column 1 (Line B) divided by 2080 provides the amount for Column 3 (Line B).

**Line C** - The value in Column 1 (Line C) divided by 2080 provides the amount for Column 3 (Line C).

**Column 4 (Cumulative to End of Current Pay Period)** for **Lines 1A, 1B, and 1C** thru **Lines 9A, 9B, and 9C**:

**Line A** - The sum of Column 3 (Line A) for all 3 months in the quarter plus the sum of Column 3 (Line A) from the previous quarters within the same fiscal year.

**Line B** - The sum of Column 3 (Line B) for all 3 months in the quarter plus the sum of Column 3 (Line B) from the previous quarters within the same fiscal year.

**Line C** - The sum of Column 3 (Line C) for all 3 months in the quarter plus the sum of Column 3 (Line C) from the previous quarters within the same fiscal year.

**Column 4 (Cumulative to End of Current Pay Period)** for **Line 10**: The value in **Column 4** for **Line 10** will be taken from the end of the quarter record.

Quarterly SF-113G reports must be generated and posted in the Reporting Center and sent through dispatch and the mail process before the 15<sup>th</sup> of the month following the report quarter. The SF-113G reporting schedule for Fiscal Year 2010 is listed in **Table 3**. **Table 3** contains the Fiscal Year 2010 reporting schedule for all agencies that currently submit SF-113G data to OPM. **Note:** The reporting schedule in **Table 3** is for Fiscal Year 2010 only. OPM will provide the reporting schedules for subsequent fiscal years.

**TABLE 3**

**Fiscal Year 2010 SF-113G Pay Period Reporting Schedule (Pay Period Basis)**

| Quarter | Begin Date         | End Date           |
|---------|--------------------|--------------------|
| 1       | September 27, 2009 | December 19, 2009  |
| 2       | December 20, 2009  | March 27, 2010     |
| 3       | March 28, 2010     | June 19, 2010      |
| 4       | June 20, 2010      | September 25, 2010 |

**Administrative Applications Systems Branch (AASB) Requirements**

Not Applicable

**Web Applications Systems Branch (WASB) Requirements**

Modify the Reporting Center as follows:

- Add an option on the Civilian Employment (SF113-A) Report menu that allows users to display quarterly SF-113A reports. The quarterly SF-113A reports will be titled "QUARTERLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF-113-A Format)."
- Add an option on the Civilian Employment (SF113-G) Report menu that allows users to display quarterly SF-113G reports. The quarterly SF-113G reports will be titled "QUARTERLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF-113-G Format)."
- Post the quarterly SF-113A and SF-113G reports in the Reporting Center when the data for these reports is received from the print file provided by the Personnel Systems Branch.

#### **Human Resources Applications Staff (HRAS) Requirements**

Not Applicable

**Signature of SRB Chief: /s/ Cherie D. Landry**

**Date: 07/19/10**