

Location in Self Service	Self Service Data Element	Description of data element.
Header	Organization	A description of the organization to which the employee is assigned.
Header	Position	The name of the position that the employee is assigned to.
Header	Total Salary	The amount of "adjusted basic pay" plus any AUO, availability pay, retention allowance, or supervisory differential after taking into account all pay caps that may be applicable.
Header	EMAIL Address	Employee work email address.
Header	Job Title	The actual descriptive title of the position.
Header	Grade	Grade indicates the specific grade or level of the position.
Header	Step or Rate	The specific step, which is an incremental rate of salary within a grade, level, class, rank, or pay band. For Nonappropriated Fund employees: Applies only to NAF FWS positions. Describes the pay intervals within the grade of the position.
Header	Office Symbol	If applicable, this symbol identifies the specific office of the employee.
Appointment	Detail Effective Date	Effective Date Detail Begins.
Appointment	Work Schedule	The most common are: <b>FULL-TIME</b> - A basic workweek for most full-time employees is normally 40 hours of scheduled work extending over no more than six of seven consecutive days. There are variations to the 40 hour workweek for employees whose tours cannot be regularly scheduled or involve standby time. Some organizations provide their employees with the option of flexible or compressed work schedules as well; <b>PART-TIME</b> - A part-time tour of duty means regularly scheduled work from 16 to 32 hours per week; <b>INTERMITTENT</b> - An intermittent work schedule requires employees to work on an irregular basis for which there is no prearranged tour of duty.
Appointment	Part-Time Hours Biweekly	Number of part time hours scheduled to work in a two week period.

Appointment	Pay Rate Determinant	The special regulatory factors, if any that have been included in the determination of the employee's basic salary, i.e., more common codes such as 0-Regular Rate; 6-Special Rate; A-Retained Grade; K-Retained Pay.
Appointment	WGI Due Date	Date With in grade is due.
Appointment	WGI Pay Date	Date With in grade is paid.
Appointment	Last Equivalent Increase	Date of last equivalent increase. Not applicable to NSPS covered employees.
Appointment	Key Emergency Essential Empl	<b>Key Employee:</b> Incumbent of a CONUS position that cannot be vacated during war or national emergency without seriously impairing the mission; such employees have unique or scarce managerial or technical skills required by the wartime mission. <b>Emergency-Essential (E-E) Employee:</b> Incumbent of an overseas position or who would be sent overseas during a crisis situation; position ensures success of combat operations or supports essential combat systems after a mobilization.
Appointment	Tenure	The retention group in which an employee is placed based on the type of appointment when there is a Reduction-In-Force (RIF), i.e., 0 = temporary, 2 = career conditional, 1 = career for NSPS 0=Modified Temporary; 1=Career (all perm Employees, including those on initial probationary period); III=Modified Term employees (indefinite, non-status, non-temporary).
Appointment	Annuitant Indicator	The retirement system of a Retired Federal Employee whose annuity continues after he/she is reemployed by the federal Government, e.g., 1 - Reemployed CSRS annuitant, 2 - Retired Uniformed Service Officer, 3 - Retired Uniform Service Enlisted.
Appointment	Date Arrived Personnel Office	Date employee moved to current servicing Personnel Office.
Appointment	Assignment NTE Start Date	Effective Date of most recent temporary action, e.g., Temporary Promotion, Temporary Reassignment, Temporary Appointment.
Appointment	Assignment NTE Date	Not to Exceed date of most recent temporary action, e.g., Temporary Promotion, Temporary Reassignment, Temporary Appointment.

Appointment	Leave Without Pay Start Date	Date leave without pay (LWOP)
Appointment	Leave Without Pay End Date	Date leave without pay expires (not-to-exceed date).
Appointment	Sabbatical Start Date	Date Sabbatical is effective.
Appointment	Sabbatical End Date	Date Sabbatical expires (Not To Exceed Date).
Appointment	EMAIL Address	Employee work email address.
Appointment	Retained Grade From Date	Date retained grade begins.
Appointment	Retained Grade To Date	Date retained grade ends.
Appointment	Retained Grade	The grade an employee retains when moving to a position in a covered pay schedule which is lower in grade than the one held just prior to demotion that occurred as a results of reduction-in-force (RIF), a reclassification, or a management decision as described in 5 CFR 536.103 (B).
Appointment	Retained Step or Rate	The pay rate step an employee retains when moving to a position in a covered pay schedule that is lower in grade than the position held immediately before a demotion that came about because of a reduction-in-force (RIF), a reclassification, or a management decision as described in 5 CFR 536.301 (B).
Appointment	Retained Pay Plan	The pay plan an employee retains when moving to a position in a covered pay scheduled that is lower in grade that the position held immediately prior to a demotion that resulted from a reduction-in-force (RIF), a reclassification, or a management decision as described in 5 CFR 536.103(B).
Appointment	Retained Pay Table Id	Pay table that contains retained pay salary.
Appointment	Retained Pay Basis	The pay basis an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that results from a reduction-in-force (RIF), reclassification or management decision.
Appointment	Temporary Promotion Step	The specific step an employee retains, which represents a salary within a grade, level, class, rank, or pay band.
Position	Detail Effective Date	Effective Date Detail Begins.
Position	Target Grade	Full performance level of a career ladder or developmental position, e.g., GS-5/6/9/11, GS-11 is the target grade.

Position	Supervisory Status	The nature of managerial, supervisory or non-supervisory responsibility assigned to an employee's position.
Position	Work Schedule	The most common are: <b>FULL-TIME</b> - A basic workweek for most full-time employees is normally 40 hours of scheduled work extending over no more than six of seven consecutive days. There are variations to the 40 hour workweek for employees whose tours cannot be regularly scheduled or involve standby time. Some organizations provide their employees with the option of flexible or compressed work schedules as well; <b>PART-TIME</b> - A part-time tour of duty means regularly scheduled work from 16 to 32 hours per week; <b>INTERMITTENT</b> - An intermittent work schedule requires employees to work on an irregular basis for which there is no prearranged tour of duty.
Position	Part-Time Hours Biweekly	Number of part time hours scheduled to work in a two week period.
Position	Pay Basis	Specifies whether pay is per hour, per annum, biweekly, per diem, per month, fee basis, without Compensation.
Position	FLSA Category	The status of the Federal civilian employee under the Authority of Section 13 of the Fair Labor Standards Act as amended (29 U.S.C. 213), i.e., <b>NONEXEMPT</b> (Position covered by the minimum wage and overtime provisions of the Act) or <b>EXEMPT</b> (Position not covered by the minimum wage and overtime provision of the Act).
Position	Bargaining Unit Status	A code representing the specific bargaining unit an employee is a member of. This is the last four digits of the code assigned in the Office of Employee and Labor Management Relations – Labor Agreement Information Retrieval System (OLMR-LAIRS) publication called “Union Recognition in the Federal Government”.
Position	Pay Table ID	A code to indicate the pay table in which an employee's pay is calculated.

Position	Position Sensivity	<p>There are three types of sensitivity designations:</p> <ol style="list-style-type: none"> <li>1. Critical Sensitive;</li> <li>2. Non-critical Sensitive;</li> <li>3. Non-sensitive.</li> </ol> <p>Position sensitivity determines the type of security investigation required before individuals can be assigned to sensitive positions and granted the applicable clearance level, e.g., SECRET, TOP SECRET. Security investigations for sensitive positions often take up to a year to complete and are quite costly. Therefore, it is important that only positions which truly meet the criteria of sensitive be designated as such.</p>
Position	Security Access	The degree or level of security access granted to an individual.
Position	PRP/SCI	Personnel Reliability Program/Sensitive Compartmented Information used to identify position subject to their program, e.g., nuclear access.
Position	Payroll Office Id	3. Non-sensitive.
Position	Supervisory Diff Eligibility	<p>Position sensitivity determines the type of security investigation required before individuals can be assigned to sensitive positions and granted the applicable clearance level, e.g., SECRET, TOP SECRET. Security investigations for sensitive positions often take up to a year to complete and are quite costly. Therefore, it is important that only positions which truly meet the criteria of sensitive be designated as such.</p>
Position	Position Occupied	A code to designate if employee's position is in the Competitive Service, Excepted Service or the Senior Executive Service.
Position	Language Required	A code to designate if one language or multiple languages is required for performance of duties of the position.
Position	Drug Test	Code to designate if a drug test is required for position, e.g., 1 = No Drug Test Required, 2 = Agency Required Drug Test of Incumbent.
Position	Training Program Id	The Code indicating which training program the position or employee is associated with.

Position	Key Emergency Essential (Posn)	<b>Key Employee:</b> Incumbent of a CONUS position that cannot be vacated during war or national emergency without seriously impairing the mission; such employees have unique or scarce managerial or technical skills required by the wartime mission.
Position	Intelligence Position Ind	An indicator of whether or not this is an intelligence position, i.e., 1 = Non-CIPMS position, 2 = CIPMS position.
Position	LEO Position Indicator	Law Enforcement Officer designator.
Position	Language Identifier	
Position	Language Proficiency Level	Level of proficiency. Updateable by employee.
Position	Language Reading Proficiency Level	Reading Level of proficiency. Updateable by employee.
Position	Language Speaking Proficiency Level	Speaking Level proficiency. Updateable by employee.
Position	Language Listening Proficiency Level	
Position	Language Writing Proficiency Level	Writing Level proficiency. Updateable by employee.
Personal	Detail Effective Date	Effective Date Detail Begins.
Personal	SCD Leave	Service Computation Date is the date from which creditable service is derived for a leave accrual.
Personal	Social Security Number	The identification number assigned by the Social Security Administration to the employee.
Personal	Date of Birth	The date an individual was born.
Personal	Gender	An indicator of an employee's sex (M = Male, F = Female).
Personal	Race or National Origin	Race or national origin of employee.
Personal	Handicap	An individual's physical or mental disability or a history of such a disability. Information defaults from Handicap Code input/updateable by employee on My Biz, My Information screen.
Personal	Citizenship	An indicator of whether or not an employee is a citizen of the United State of America, i.e., 1 = U.S. Citizen, 5 = Local National Employee, 8 = Non-U.S. Citizen.
Personal	Date Last Promoted	The effective date of an employee's last promotion.
Personal	Agency Code Transfer From	A code to designate the Federal Government agency with whom an employee was previously employed.

Personal	Veterans Preference	The employee's category of entitlement to preference in the Federal Service based on active military service that terminated honorably.
Personal	Veterans Preference for RIF	The employee's category of entitlement to preference for Reduction In Force purposes.
Personal	Veterans Status	An indicator of whether an employee serviced in the active military, e.g., X = Not a Veteran; V = Veteran - Vietnam Era.
Personal	EMAIL Address	Employee work email address.
Personal	Appointment Type	The nature of the employee's current appointment, e.g., 1A = competitive career; 2A = competitive career conditional.
Personal	Current Appointment Auth (1)	A Code which identifies the specific legal authority used to create or change a civilian personnel record. Codes are established by OPM, DOD, or Component/Agency. NOA1 contains the primary nature of action code for the personnel action.
Personal	Current Appointment Auth (2)	Current appointment authority (2) is normally blank, except if a second legal authority were necessary.
Personal	Previous Retirement Coverage	An indicator of whether the employee has, at the time of most recent appointment to the Federal Service, previously been covered by the Civil Service Retirement System (CSRS) or Federal Employee's Retirement System (FERS).
Personal	SCD Civilian	Service Computation Date Civilian – all creditable civilian service time.
Personal	SCD RIF	Service Computation Date RIF the date from which an employee's length of service is derived for reduction-in-force (RIF) purposes. (NOTE: For Air Force Nonappropriated Fund employees SCD RIF is the same as the service computation date for Business Based Actions.)

Personal	SCD Retirement	Service Computation Date Retirement is the date from which the period of Federal Service creditable is derived for annuity computation purposes. NOTE: For AF NAF employees this date is the effective date of retirement enrollment; it does not consider other creditable time, e.g., SSN earnings, sick leave balances at time of retirement.
Personal	Reserve Category	A code to identify the reserve category for employees subject to military recall.
Personal	Military Recall Status	Identifies those certain employees that have been removed from military recall status, pending removal from military recall status, or have been recalled or mobilized.
Personal	Date Retired Uniform Service	Date employee retired from military service.
Personal	Uniform Service Component	Code designating the Military Service Component of the Branch of Service from which an employee retired, e.g., Tech, Reserve, National Guard.
Personal	Uniform Service Designation	The branch of military in which employee retired from military service, i.e., A = Army, M = Marine Corps, N = Navy, F = Air Force, P = Coast Guard, etc.
Personal	Retirement Grade	Military grade at which employee retired from military service.
Personal	Military Retirement Waiver Ind	Whether a waiver was granted to the 180 day waiting period was granted.
Personal	Exception Retirement Pay Ind	Whether an exception was granted to reduction in military retirement pay under 5 USC 5532B.
Personal	Creditable Military Service	The total number of years and months of military service (computed at the time of appointment) that are creditable for annual leave accrual purposes.
Personal	Frozen Service	The total years (01-99) and months (01-12) of civilian and military service, creditable for calculation of the Service Computation Date (Leave), at the time the employee first became covered by FICA and CSRS (Retirement Plan codes C and E) or by FERS and FICA (Retirement Plan codes K, L, M and N).
Personal	Date Conversion Career Begin	The beginning date of the service requirement counting towards conversion to career appointment.

Personal	Date Conversion Career Due	The ending date of the waiting period. A NPA will be automatically generated effective the next day after the due date informing the employee that his tenure group has changed to career.
Personal	Date Recmd Conversion Begins	The beginning date of appointment for less than a three year requirement for permanent conversion. Generally involves excepted service positions.
Personal	Date Recmd Conversion Due	The suspense date after completing the 1 or 2 year requirement for conversion to permanent tenure.
Personal	Date VRA Conversion Due	Date Conversion to Career Conditional from Veterans Readjustment Appointment due.
Personal	Date Prob/Trial Period Begins	Date probationary period begins. For appropriated employees, probationary period is served only once upon initial appointment unless there has been a break in service greater than 3 years.
Personal	Date Prob/Trial Period Ends	Date probationary period expires
Personal	Ethnicity and Race	The ethnicity of an employee. Employees of mixed racial and/or national origin should be identified by the category or categories with which they most closely associate themselves. Information defaults from Race National Origin input/updateable by employee on My Biz, My Information screen.
Personal	SCD Special Retirement	Service performed under an approved special retirement position that is creditable under special retirement.
Personal	SCD SES	Service computation date for those in the Senior Executive Service.
Personal	Service Obligation	
Personal	Service Obligation Start Date	
Personal	Service Obligation End Date	

		Description of attendance level of education, i.e., No formal education or some elementary school - did not complete, elementary school completed - did not graduate, some high school, high school graduate or certificate equivalency, Terminal occupational program - did not complete, Terminal occupational program-cert of comp/diploma/equiv, occupational, some college, 1-4 years of college, Associates Degree, Bachelor's Degree, Post -Bachelor's First Professional, Post-first-professional, Master's Degree, Post-Master's, Sixth-year degree, Post-sixth year degree, Doctorate Degree, Post-Doctorate.
Personal	Education Level	
Personal	Education Instructional Program	
Personal	Education Year Degree/Cert Attained	Year degree was attained.
Personal	Education Academic Institution Name	
Personal	Language Identifier	
Personal	Start Date	
Personal	End Date	
Personal	Proficiency Level	
Personal	Reading Proficiency	Reading proficiency of a language.
Personal	Speaking Proficiency	Speaking proficiency of a language.
Personal	Listening Proficiency	Listening proficiency of a language.
Personal	Writing Proficiency	Writing proficiency of a language.
Salary	Detail Effective Date	Effective Date Detail Begins.
Salary	Basic Pay	Basic Salary Rate.
Salary	Locality Pay	Amount of locality pay.
Salary	Adjusted Basic Pay	Pay combining Basic and Locality pay.
Salary	Other Pay	Includes Premium Pay, Supervisory Differential, Retention Allowance, Availability Pay, Staffing Differential and AUO.
Salary	Total Pay	Adjusted Basic Pay plus Other Pay.
Salary	Locality Percentage	The percentage rate of geographic adjustment paid to an employee (OPM locality adjustment).
Salary	Currency	Type of money, e.g., dollar, euro, yen.
Salary	Supplemental Earnings	
Salary	Start Date	
Salary	End Date	
Salary	Assignment #	
Salary	Category	
Salary	Earnings Type	
Salary	Allowance Type	

Salary	Daily Rate/Location	
Benefits	Detail Effective Date	Effective Date Detail Begins.
Benefits	FEGLI Election	The employee's coverage or non-coverage under the Federal Employee's Group Life Insurance (FEGLI) program.
Benefits	FEGLI Start Date	Calendar date last change to FEGLI occurred.
Benefits	Health Benefits Start Date	
Benefits	Health Plan	The Federal Employees Health Benefit (FEHB) Plan Carrier in which an employee is enrolled.
Benefits	Health Plan Enrollment	
Benefits	Health Plan Premium Conversion	
Benefits	TSP Start Date	
Benefits	TSP Amount	
Benefits	TSP Rate	
Benefits	TSP Status	
Benefits	TSP Status Date	
Benefits	TSP Catch Up Contribution Start Date	
Benefits	TSP Catch Up Contribution End Date	
Benefits	TSP Catch Up Amount	
Benefits	Retirement Plan Start Date	
Benefits	Retirement Plan	The civilian retirement system(s) to which deductions from the employee's pay are credited.
Benefits	FERS Coverage	An indicator of how an employee came to be covered under the Federal Employee' Retirement System (FERS).
Awards and Bonuses	Award Earned Date	
Awards and Bonuses	Award Type	The name and/or type of award or bonus an employee is given.
Awards and Bonuses	Award Amunt of Hours	The dollar amount or number of hours of the award or bonus (rounded to the nearest dollar). If it is a group award, this is the dollar given to the individual, not to the group.
Awards and Bonuses	Award Percentage	The percentage of Basic Salary to be used for calculating the award amount, e.g., 10%.
Awards and Bonuses	Award Agency	
Awards and Bonuses	Bonus Effective Date	Date bonus is effective.

		Recruitment Bonus: An agency may pay a recruitment bonus of up to 25 percent of the annual rate of basic pay to a newly appointed employee, provided there is a determination that, in the absence of such a bonus, difficulty would be encountered in filling the position. Relocation Bonus: An agency may pay a relocation bonus of up to 25 percent of the annual rate of basic pay to an employee who must relocate to accept a position in a different commuting area, provided there is a determination that, in the absence of such a bonus, difficulty would be encountered in filling the position.
Awards and Bonuses	Bonus Type	
Awards and Bonuses	Bonus Amount	Dollar value of bonus
Awards and Bonuses	Bonus Expiration Date	
Performance	Appraisal Start Date	Start date of latest appraisal.
Performance	Appraisal Type	Type of appraisal: annual or special.
Performance	Appraisal Rating of Record	
Performance	Appraisal Date Effective	Effective Date of appraisal.
Personnel Actions	Personnel Action Effective Date	Date personnel action was effective.
Personnel Actions	Personnel First Action	Natural of action code of personnel action. Example 702 for promotion.
Personnel Actions	Personnel First Action Description	Description of personnel action. Example Promotion.
Personnel Actions	Personnel Second Action	Second personnel action, used only when processing multiple personnel actions. Example 292 - Return to Duty with a 721 - Reassignment action.
Personnel Actions	Personnel Second Action Description	Second personnel action description.
Personnel Actions	Personnel Action Approval Date	Date personnel action was processed.