



# MANUAL TRANSMITTAL

Department of the Treasury  
Internal Revenue Service

3.30.50

JULY 28, 2025

## EFFECTIVE DATE

(07-28-2025)

## PURPOSE

- (1) This transmits revised IRM 3.30.50, *Work Planning and Control, Project PCA Production Control Accounting*.

## BACKGROUND

- (1) This IRM provides procedures for preparing, reviewing and monitoring input to Project PCA through the Totally Automated Personnel System (TAPS), Single Entry Time Reporting (SETR). It also provides procedures for adjustment of Project PCA output data and the update of the Organization, Function, and Program (OFP) Consistency and Project PCA Production Control Accounting Employee Master Files.

## MATERIAL CHANGES

- (1) IRM 3.30.50.1.3, Roles and Responsibilities - Modified subsection to house existing content previously found in IRM 3.30.50.
- (2) IRM 3.30.50.1.4, Program Management and Review - Modified subsection to house existing content previously found in IRM 3.30.50.
- (3) IRM 3.30.50.1.5, Program Controls - Modified subsection to house existing content previously found in IRM 3.30.50.
- (4) IRM 3.30.50.1.6, Terms and Acronyms - Modified subsection to house existing content previously found in IRM 3.30.50.
- (5) IRM 3.30.50.1.7, Related Resources - Modified subsection to house existing content previously found in IRM 3.30.50.
- (6) IRM 3.30.50.3.3, Update and Maintain OFP Consistency File - This IRM also incorporates IRM Procedural Update (IPU) 25U0177, dated February 6, 2025, removing Functional Activity Code 4E for OFP combinations in Org Codes 94, 95, 96, 98 (EEO & Diversity Field Services) to comply with an Executive Order.
- (7) Throughout: Made editorial changes to clarify, reorganize and remove duplicate content. Added PCA Reports to subsection titles. Incorporated plain language and updated grammar, titles, website addresses and references.

## EFFECT ON OTHER DOCUMENTS

IRM 3.30.50 dated January 21, 2025, is superseded.

**AUDIENCE**

All operating business units that use Form 3081 to report employee time and use Work Planning & Control to create performance and production reports

James L. Fish  
Director, Submission Processing  
Taxpayer Services Division

3.30.50

Project PCA Production Control Accounting

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3.30.50.1  
(07-28-2025)  
**Program Scope and Objectives**

- (1) **Purpose:** Project PCA, Production Control Accounting is the first project in mainframe batch processing that updates the Work Planning and Control (WP&C) performance and cost reports. This project provides employee performance records for the Measured Employees Performance System (MEPS) and maintenance of the campus performance and cost reports. It also processes adjustment hours and volume data for Project PCA reports.
- (2) **Audience:** All Organizations within IRS that use WP&C reports to monitor daily and weekly production, schedule, hours and cost.
- (3) **Policy Owner:** Director, Submission Processing (SP), Taxpayer Services (TS).
- (4) **Program Owner:** Taxpayer Services (TS), Customer Account Services (CAS), Submission Processing (SP), Program Management Process Assurance (PMPA).
- (5) **Primary Stakeholders:** Management officials with responsibility for collection of and/or analysis of the data contained in the various WP&C reports created.

3.30.50.1.1  
(01-21-2025)  
**Background**

- (1) This section provides a general description of the system, processing time frames, functional responsibilities, abbreviations, explanation of the interface between Project PCA/MEPS and the Totally Automated Personnel System (TAPS) Single Entry Time Reporting (SETR), and a list of files that are input to Production Control and Performance Reporting (Project PCC).
- (2) This IRM contains the following procedures:
  - a. Preparing, reviewing, and monitoring the Form 3081, Employee Time Report input through the Single Entry Time Reporting (SETR).
  - b. Correcting invalid input data, and reviewing, correcting and adjusting output data.
  - c. Maintaining and updating the OFP Consistency and Project PCA Production Control Accounting Employee Master Files.
- (3) Cumulative data is retained in three separate time frames:
  - current quarter
  - first prior quarter
  - second prior quarter
- (4) At the start of each new quarter,
  - second prior quarter data is deleted,
  - first prior quarter data is moved to second prior quarter,
  - current quarter data is moved to first prior quarter, and,
  - new current quarter data is collected.
- (5) This system generates information reports. The reports are produced on a weekly schedule as soon as possible after completion of the reporting period.
- (6) Practices that are personnel-oriented are mentioned in this section only to explain the rationale and possible use of the information listings.

3.30.50.1.2  
(07-28-2025)

**Authority**

- (1) Management within each Campus environment must communicate security standards contained within IRM 1.4.6, Managers Security Handbook, to employees and establish methods to enforce them. Employees must take required precautions to provide security for the documents, information, and property they handle while performing official duties.
- (2) It is the responsibility of the user of information from this system to protect Personally Identifiable Information (PII) from unauthorized use, access, disclosure or sharing IRM 10.5.1, Privacy Information Protection and Data Security Policy and Guidance.
- (3) IRM deviations must be submitted in writing following instructions from IRM 1.11.2.2.3, Internal Management Documents system - Internal Revenue Manual (IRM) Process, IRM Standards, and elevated through the correct channels for executive approval.
- (4) It is the responsibility of the user of information from this system to protect Personally Identifiable (PII) from unauthorized use, access, disclosure or sharing per IRM 10.5.1, Privacy Information Protection and Data Security Policy and Guidance.
- (5) Reports and listings should be reviewed by the correct personnel (e.g., Managers, Operations reports function, WP&C Reports Team, etc.).

3.30.50.1.3  
(07-28-2025)

**Roles and Responsibilities**

- (1) Each of the Directors (Submission Processing, Accounts Management, Compliance Services, etc.) for each campus WP&C appoints a system coordinator to deal with any Project PCA systemic or procedural problems that arise.
- (2) Submission Processing, Program Management Process Assurance Branch, Monitoring Section is responsible for the information in the IRM. The Monitoring Section makes changes as needed.

3.30.50.1.4  
(07-28-2025)

**Program Management and Review**

- (1) **Program Reports:** The daily and weekly program reports provided in the IRM are for correcting invalid time entry input data, and reviewing, correcting and adjusting output data.
- (2) **Program Effectiveness:** The program effectiveness is determined by the availability and accuracy of the data of the daily and weekly reports. Reports should be reviewed daily and weekly to evaluate performance, identify anomalies and make timely corrections.

3.30.50.1.5  
(07-28-2025)

**Program Controls**

- (1) The reports for Project PCA Production Control Accounting are on the Control-D/Web Access server, which has a login program control.
- (2) It is the responsibility of the user of information from this system to protect Personally Identifiable Information (PII) from unauthorized use, access, disclosure or sharing IRM 10.5.1, Privacy Information Protection and Data Security Policy and Guidance.

3.30.50.1.6  
(07-28-2025)

**Terms and Acronyms**

- (1) Abbreviations used throughout this IRM are listed below:

Letters	Description
ABC	Alpha-Numeric Block Control
BBTS	Batch/Block Tracking System
CJR	Cumulative Job Record
DJR	Detail Job Record
FA	Functional Area
FUN	Function
GM	General Management
GS	General Schedule
HRS	Hours
ISRP	Integrated Submission and Remittance Processing
IPR	Individual Performance Report
MC	PERS Measured Code
MS CD	Message Code
NTEU	National Treasury Employees Union
OFP	Organization Function Program
ORG	Organization
PCA	Production Control Accounting
PERS	Performance Evaluation Reporting System
PROG	Program
QA	Quality Assurance
QL	Quality
QN	Quantity
SES	Senior Executive Service
SSN	Social Security Number
TAPS	Totally Automated Personnel System
TEPS	Total Evaluation Reporting System
VOL	Volume
WAE	When Actually Employed
WG	Wage Grade
WL	Wage Leader
WS	Wage Supervisor
WD	Wage Production—Non-managerial
WN	Wage Production—Manager

Letters	Description
WP&C	Work Planning and Control

3.30.50.1.7  
(07-28-2025)

#### Related Resources

- (1) The following IRMs contain specific requirements and instructions for each of the Integrated Management Planning and Information System (IMPIS) WP&C component systems.
- IRM 3.30.18, Reports Teams Instructions for Work Planning and Control,
  - IRM 3.30.19, Production Control and Performance Reporting,
  - IRM 3.30.20, Organization, Function, and Program (OFP) Codes,
  - IRM 3.30.126, Control Data Analysis, and
  - IRM 3.30.127, Workload Scheduling.

3.30.50.1.8  
(03-25-2014)

#### Measured Employees Performance System

- (1) Measured Employees Performance System (MEPS) provides information for the evaluation of GS-08 and below employees on a measured performance plan under Numerical Performance Standards concept as mandated by the National Agreement. In addition MEPS provides Release Recall Listings for all areas of the service where employees are subject to periodic release and recall.
- (2) The performance standards concept requires employees be told how well they must perform to achieve rating levels 1 through 5 before work is performed.
- (3) The processing of performance data and the setting of fixed standards by management has been included in MEPS (see IRM 3.43.405).
- (4) Performance data will be input weekly through TAPS or ISRP. After the completion of the weekly Project PCA runs, performance data which includes Form 3081, Employee Time Report; OFP Consistency File and the Employee Master File will be downloaded to MEPS.

3.30.50.1.9  
(10-01-2011)

#### PCA Input Files

- (1) In Project PCA, Production and Control Accounting, the following files are input:

Files	File #
Salary Update Records	PCA 01–31
Employee Master File Adjustment Records	PCA 01–32
OFP File Update Records	PCA 02–31
Form 3081 Correction Records	PCA 03–32
Form 3926 Correction Records	PCA 03–33
Cum File Adjustment Records	PCA 03–34

- (2) Form 3081 Time Records are input via the Single Entry Time Reporting System (SETR). **Refer to IRM 3.30.50.4.4, for the SETR System.**
- (3) The following files will be input via a terminal utilizing a user friendly front-end-processor:



PCA Input Files	File #
Process Control Records	PCA 03–31
SSN Selection Records	PCA 07–32
Operations/Section Selection Records	PCA 07–33

3.30.50.2  
(03-01-2009)  
**Master/Salary Files and Reports**

- (1) This section provides instructions for maintaining and updating Project PCA Master Files and Salary Files and describes the reports which are generated after the updates.

3.30.50.2.1  
(03-01-2009)  
**PCA Employee Master File and Salary File**

- (1) The performance and evaluation reports in the system require data that is unique to each employee. An Employee Master File and Employee Salary File are maintained and updated when appropriate. The Employee Master File is used to validate an employee's Social Security Number as it appears in the input data.

3.30.50.2.2  
(01-11-2017)  
**Employee Master File (EMF) (PCA-01-21)**

- (1) The EMF (PCA-01-21) is a file maintained by WP&C Reports Teams that provides Project PCA with important information regarding each employee of Organizations that report to WP&C.
- (2) Twenty data elements are maintained including Work Status, Social Security Number, Name, Grade and Step, Organization Code, Activity Code, Annual and Hourly Cost Salary data, and other codes needed to generate hours and cost data to PCA and PCC reports.
- (3) When there is a change to an employee's data element and a personnel information has been updated in SETR, the EMF will be updated by Employee Master Adjustment Records (PCA-01-32) that are downloaded from SETR. These elements are updated from SF-52 Personnel Actions processed in HR Connect and maintained in SETR history.
- (4) When an across-the-board Pay Increase becomes effective the Headquarters WP&C Coordinator will work with the HR Connect staff, SETR staff and WP&C Reports Team to coordinate a complete overlay of the EMF after all pay actions have been sent to SETR.
- (5) An Employee Master File Adjustment Record must be entered to:
  - a. add a new employee
  - b. change the work status or other elements for an employee, or
  - c. place employees in terminate status.
- (6) There are four reports generated that display data pertaining to the Project PCA Master File:
  - Employee Master Adjustments and Analysis Report (PCA–01–42), see Exhibit 3.30.50-2
  - Employee Master Adjustments and Salary Updates Controls Listing (PCA–01–43), see Exhibit 3.30.50-3
  - Employee Master List Report (PCA–01–44), see Exhibit 3.30.50-4

- Employee Status List Report (PCA-01-45), see Exhibit 3.30.50-5 (Working, Furloughed, Terminated)

- (7) Each week all Operations will provide the servicing WP&C Reports Team with lists of employees that have been Returned to Duty or placed in Non-Work Status if the PAR action has not had the opportunity to be processed in HR Connect. Reports Teams will add the necessary "Change" Work Status records not listed in the SETR EMF update so weekly WP&C information posts correctly.

3.30.50.2.3  
(01-11-2017)

#### Employee Salary File

- (1) The PCA Employee Salary File (PCA-01-22) is maintained but has not been updated since Locality Pay was adopted. Salary data in the Employee Master File used to be maintained by accessing the Salary File and populating the cost categories based upon the Grade and Step recorded in the EMF. PCA-01-31 Salary Update Records were transcribed by ISRP to update the Employee Salary File. When the Employee Salary File was updated the employee salary cost data was updated in the EMF.

3.30.50.2.4  
(03-01-2009)

#### Master Adjustment Record

- (1) Each Employee Master Adjustment Record must have the following data:
- Social Security Number—Employee's SSN used as employee identification number.
  - Transaction Code—**A** for Add, **C** for Change, or **D** for Delete.
  - Effective Date—Date (MMDDYYYY) of employee's last personnel action.
  - Type of Last Change —3-digit alpha code assigned by the campus to identify the latest personnel action. (This entry is not necessary if the transaction code is **D**.)
- (2) In addition to the above, adding new records will require the following data:
- Work Status Code—identifies the status of the employee and is also used in ranking of employees for release/recall purposes. Data on terminated employees is not used for promotion or release/recall.

Code	Description
1	Working
2	Released
3	Terminated

- Employee Name—initials of first and middle name (blank if no middle name) followed by the complete last name.
- For General Salary employees, enter grade and step as shown below:

GS	Step	Enter As:
5	6	056
13	7	137
7	10	070

**Note:** When a zero appears as the third digit, it indicates step 10.

- d. Wage Graded employees—enter the correct grade and step from the Wage Board Conversion Table (see Exhibit 3.30.50-1). Salary must be manually computed and entered.
- e. Org Code—the 5-digit code identifying the employee's permanently assigned organization.
- f. Functional Area (FA)—enter the correct alpha/numeric code:

<b>Functional Area</b>	<b>Title</b>
66	Infrastructure Architecture & Engineering
67	IT Security Engineering
90	IT Certification & Accreditation
91	IT Disaster Recovery
1C	Taxpayer Communication & Education
1E	Media and Publications, NDC, CPS
1M	Taxpayer Advocate Case Processing
2B	Submission Processing
2C	Account Management / Electronic Correspondence Assistance
2E	Electronic Product & Services Support
2G	RTC Operations
4A	National Headquarters Management & Administration
4B	Real Estate & Facilities Management
4D	Procurement
4E	EEO Field Operations
4K	Employment Support Services
4L	Treasury Complaint Centers
4Q	Statistics of Income
4S	Physical Security / Emergency Preparedness
5U	IVO Operations
6D	Program Integration MTA Organization
7A	Compliance Services Management
7B	Payment Compliance - Correspondence Collection
7C	Automated Collection and Support
7E	Tax Reporting Compliance - Document Matching
7F	Tax Reporting Compliance - Correspondence Exam
7J	Fraud/Bank Secrecy Act
7S	Policy & Strategic Planning
9B	Production Control Monitoring
9C	Information Technology Services
9N	IT Management Services

<b>Functional Area</b>	<b>Title</b>
9P	ACIO Program Management Office
9K	Cybersecurity
9Q	IT Executive Oversight
9R	IT Application Development
9S	IT Enterprise Operations
9T	IT Enterprise Network
9U	IT ACIO Enterprise Services
9X	IT End User Equipment & Services
9Z	IT Management

- g. Funding Code. Enter a one position numeric to identify the employment category as follows:

<b>Code</b>	<b>Description</b>
0	— Full Time Permanent
1	— Other than Full Time Permanent (Career/Career-Conditional)
2	— Other than Full Time Permanent (Non-Career/Career-Conditional or Non-IRS Funding)

- h. Temporary Category Code—(a one position numeric or blank) is an optional code for further breakdown of the Funding Code. A zero or blank indicates no further breakdown and one through nine indicates further breakdown. Temporary Category Codes are assigned locally.
- i. Class Code—assign a one position numeric code identifying the career status of the employee:

<b>Code</b>	<b>Description</b>
0	Detailed in from outside the campus
1	Permanent (Full Time)
2	Part-time Perms, Seasonal
3	Temporary and Intermittent (career/career conditional)
4	Temporary and Intermittent (non-career/career conditional)
5	Term (funding code based on the campus allocation of funds for Terms)

- j. Detail Status—assign a one position numeric code identifying detailed employees by the type of detail.

Code	Description
0	Not Detailed
1	Detailed within the campus
2	Detailed in from outside the campus

- k. Special Employment Code—assign one of the following codes if the employee is hired under one of the special employment programs. Leave blank for non-special employment employees.

Code	Description
1	Youth Opportunity Program
2	Stay-in-School Program
3	Work Study for Vocational Students
4	Neighborhood Youth Corps
5	Work Study for College Students
6	Work Experience Program for Needy Persons
7	New Careers Program
8	Job Corps

- l. Saved Rate Indicator—there must be a zero in the field for the record to post. When a record for a new employee is added to the EMF, the zero must be added to the EMF record in SETR. In the past when the PCA-01-22 Employee Salary File was used it showed whether or not an employee's salary was frozen.

Code	Description
0	— Salary not frozen - must be present for all EMF records.
F	— Salary frozen - not used at this time.

- m. Whenever a matching record on SSN is found with transaction code **A**, the record will be assigned an unpostable message code on the PCA 0142 (Employee Master Adjustment and Analysis Report).

- (3) If a change **C** is indicated, then the following four required fields must be entered:
- Transaction Code
  - Date of Last Change
  - Type of Last Change
  - SSN

**Note:** If these four fields are present, then any of the other fields may be entered to transmit the necessary change to the Employee Master File.

- (4) Whenever a matching record is found on SSN with a transaction code of **C**, the following will occur:
  - a. All non-blank fields will be updated.
  - b. A slash (/) in the Special Employment Code field blanks out this field.
  - c. New salary data from the SETR EMF record updates the Employee Master File if it is present in the EMF record from SETR history.
  - d. The five salary elements must be entered manually if they are not present in the EMF record from SETR history.
  - e. A change action unposts if it does not match against the Employee Master File on SSN.
- (5) It may be necessary to change the Work Status Code for an employee who has been released or terminated. To change the code, a new Employee Master Adjustment Record with the correct Work Status Code should be prepared and input during the cycle after the last Form 3081 was posted.
- (6) If a delete **D** is entered, then the only elements required are:
  - Transaction Code
  - SSN
  - Effective Date
- (7) A record will delete when a matching SSN is found. When no matching record is found, an unpostable message will appear on the Employee Master Adjustment and Analysis Report (PCA 0142).
- (8) All delete actions to the Employee Master Adjustment Record should be made before processing the input from Form 3081.
- (9) The following items are also maintained on the Employee Master File for identification or control purposes:
  - Hourly rate (Regular)—regular hourly salary rate
  - Overtime—overtime hourly rate
  - Night Differential—night differential
  - Sunday Differential—Sunday differential
  - SC Date—date (MMDDYYYY) of latest duty service computation date at the campus.
- (10) The following fields in the Employee Master Adjustment Record are validity checked:
  - Transaction Code
  - Effective Date
  - Type Change
  - SSN
  - Work Status
  - Grade and Step
  - Orgcode
  - Functional Area Code
  - Funding Code
  - Temporary Category Code
  - Class Code
  - Detail Status
  - Special Employment Code
  - Annual Salary

- Regular Hourly Rate
- Overtime Hourly Rate
- Night Differential
- Sunday Differential
- Saved Rate Indicator

- (11) Make no adjustment to the EMF when a record has invalid fields.
- (12) The following salary categories will also be posted to the EMF via Employee Master Adjustment Records:
- Wage Grade
  - Employees listed without grade/step
  - Grade 000
- (13) When an employee is terminated, data collected for that employee is not used for Individual Performance reporting purposes but may be used to gather historical information. A terminated employee's record remains on the files for nine months. After this period, it is identified on the Employee Master Adjustments and Analysis Report as a record removed from the file.
- (14) WP&C Reports Teams will review the data supplied for the Employee Master File Adjustment Records for completeness and make corrections to the EMF updates as necessary.

3.30.50.2.5  
(03-01-2009)  
**Employee Master  
Adjustments and  
Analysis Report  
(PCA-01-42)**

- (1) All Employee Master Adjustment Records are printed on the Employee Master Adjustments and Analysis Report, (PCA-01-42) (see Exhibit 3.30.50-2).
- (2) This report displays a complete list of all Employee Master Adjustment Records. The report is divided into five sections:
- Invalid Actions
  - Delete Actions
  - Add Actions
  - Removed Actions
  - Change Actions
- (3) Each of these subsections displays all records associated with the specific type of action in SSN sequence.

3.30.50.2.6  
(03-01-2009)  
**Employee Master  
Adjustment & Salary  
Updates Control Listing  
(PCA-01-43)**

- (1) The Employee Master Adjustments & Salary Updates Control Listing, (PCA-01-43) (see Exhibit 3.30.50-3), is a statistical compilation of update actions to the Employee Master File.

3.30.50.2.7  
(03-01-2009)  
**Employee Master List  
Report (PCA-01-44)**

- (1) The Employee Master List Report, (PCA-01-44) (see Exhibit 3.30.50-4), is an edited report which displays all elements of Employee Master File Records. Each record is displayed on a separate line and listed in ascending SSN sequence.



3.30.50.2.8  
(03-01-2009)  
**Employee Status List  
Report (PCA-01-45)**

- (1) The Employee Status List Report, (PCA-01-45) (see Exhibit 3.30.50-5), displays all elements of Employee Master File Records. The report is divided into three sections:
  - working employees,
  - furloughed (released) employees, and
  - terminated employees.
- (2) Each group's records are displayed in employee name sequence.

3.30.50.3  
(03-01-2009)  
**OFP Consistency File  
and Reports**

- (1) This section contains procedures for updating and maintaining the Organization Function Program (OFP) Consistency File (PCA-02-42) and lists reports that are generated after update of the OFP Consistency File.

3.30.50.3.1  
(01-21-2025)  
**Organization Function  
Program Consistency  
File (PCA-02-42)**

- (1) Project PCA includes the function of updating and maintaining the OFP Consistency File. This is the OFP Consistency File that the campuses use for work plan related projects.
- (2) The performance reports in this system require data which depends upon the correctness of the OFP codes input to the system. The OFP Consistency File must be correct, complete, and up-to-date at all times. It is used to validity check, match against input, and plays an important role in the monitoring of campus budget, work schedule, and work plan information.
- (3) This file can be updated via adds, deletes, or changes. **Campuses do not have the capability to add, change or delete parent codes. All parent OFP code adds, deletes or changes must be requested by contacting the Headquarters OFP Coordinator in the Submission Processing Resource Section.** The OFP Coordinator for each Campus Directorship will notify the servicing WP&C Reports Team of all updates for parent OFP combinations requested from the Headquarters OFP Coordinator.
- (4) Campuses can update the third digit of the function code and/or the fifth digit of the program codes locally through ISRP. The OFP Coordinator for each Campus Directorship will provide to the servicing WP&C Reports Team a copy of the F. 5498 to update child level OFP combinations.

3.30.50.3.2  
(03-25-2014)  
**Input to OFP  
Consistency File**

- (1) The OFPs input to this file should be those that are valid and reportable within campus operations as prescribed in **IRM 3.30.20, OFP Codes Overview, and in the Document 5995a database.**
- (2) The OFPs must include:
  - the first two characters of the organization code at the operations level which will be part of the Standardized Master OFP Consistency File (last 3 digits of this code equal 0), and
  - function and program codes
- (3) Records on the OFP Consistency File, which identify a sub-function (e.g., 271), must have a parent function (e.g., 270) posted.

3.30.50.3.3  
(01-21-2025)

**Update and Maintain  
OFP Consistency File**

- (1) **All changes, additions, and deletions to parent codes for this file are made by the impacted campus via *Organization Function Program (OFP) Code* website.** The request will be reviewed/approved by the OFP Coordinator in Submission Processing Resource Section.
- (2) All changes, additions, and deletions to **children** function and program codes can be done at campus level. All OFP changes, additions, and deletions for this file should be coordinated with other work plan projects within the campus. There are four possible updates which can be input to the file:
  - Deletes
  - Additions
  - Third digit function level change
  - Fifth digit program level change
- (3) Each time this file is updated, the OFP Consistency File Listing is generated reflecting all data for Organization, Function, and Program numerics and titles plus the associated Functional Area.
- (4) Contact the SP Resource Section OFP Coordinator for receive a Form 5948 that will be transcribed to update this file.
- (5) To delete a record or records, enter a **D** on Form 5948. Each of the following actions can be accomplished via a delete code:
  - a. delete a unique OFP code,
  - b. delete all records with a unique Operations-Function,
  - c. delete all records with a unique Function-Program combination,
  - d. delete all records with a unique Program code, or
  - e. delete all records with a unique Function code.
- (6) Prior to deleting/moving a program, check the WP&C Managers Report (PCC-60-40) or Program Analysis Report (PCC-62-40) to see if the program has scheduling (hours, or volume). If scheduling exists, you must first move the scheduling before deleting the program. **Do not delete a record with scheduling.** If a record has no scheduling, ensure that all sub-programs are deleted along with the primary OFP combinations.
- (7) For the above delete actions to take place, specific input fields on Form 5948 must be transcribed.
  - a. For every item **a**, enter the 2-character Operations code, 3-digit Function code, and 5-digit Program code.
  - b. For every item **b**, enter the 2-character Operations code and 3-digit Function code only.
  - c. For every item **c**, enter the 3-digit Function code and 5-digit Program code only.
  - d. For every item **d**, enter the 5-digit Program code only.
  - e. For every item **e**, enter the 3-digit Function code only.
- (8) Some OFPs, that were not used in the OFP Consistency File, are used in the Performance and Cost System. For example, Project PCA reporting for a program could include 3-digit sub-function code (e.g., 231 and 232), but not include parent function code (230) as reported on the Daymast.

- a. These other OFP combinations must be added to the OFP Consistency File before the first Service Center Replacement System (SCRS) running of the Daymast.
  - b. All OFP combinations that are used on Batch and Production Control Records or Unit Production Records must also be added to the OFP Consistency File.
  - c. If a child function/program failed to post to either SETR or BBTS, check the Missing Parent Functions and Sub-Functions Without Parents List, PCA-02-43, to ensure parents are established. If no parent code is listed, contact your campus OFP Coordinator to establish the parent code if needed. Refer to Exhibit 3.30.50-6.
- (9) To Add an OFP enter an **A** on Form 5948. The following actions must be accomplished to add to the file:
- a. Enter the 2-character Operations code, 3-digit Function code, and 5-digit Program code.
  - b. Enter the respective Organization, Function and Program titles.
  - c. Enter the correct Functional Area.

<b>FA</b>	<b>Organization/Program Codes</b>
1C	OFP combinations in Org Codes 15, J1, J2, JA, JB, JC, JD, JE, JF, JG, JH, JJ, JK, JL, JM, JN, K9, KL
1D	OFP combinations in Org Code 1E (Media & Publications)
1M	OFP combinations in Org Code 13 (Taxpayer Advocate Services)
2B	OFP combinations in Org Codes 20, 23, 24, 31, 32, 34, 35, 36, 37 (Submission Processing 20-24, 31, 34-37, 32 ITIN Operations)
2C	OFP combinations in Org Codes AW, AY, AZ, B1, B2, B3, B4, B5, B6, B7, B9, BA, BB, BD, BE, C1, C2, C3, C4, C5, C6, C9, CA, CD, CE, D1, D2, D3, D4, D5, D6, D9, DD, DE, E1, E2, E3, E4, E5, E9, ED, EE, (Accounts Management)
2E	OFP combinations in Org Codes 1C (Electronic Products Support & Services)
2G	OFP combinations in Org 18 (RTC Operations)
4A	OFP combinations in Org Codes 14, 16, 91, 92, L1, L2, L4, L5, L6, L7, L8, LA, LB, LC, LD, LF, (CFO, Personnel, AWSS Headquarter Support, Strategic Human Resources)
4B	OFP combinations in Org Codes 91, 92, 93, 9A, 9B, 9C, 9D, 9E, 9F, 9G, 9H, 9J, 9K, 9L, 9M, 9N, 9P (Real Estate & Facilities Management)
4D	OFP combinations in Org Codes 19, 93 (Procurement)
4K	OFP combinations in Org Codes 16, 90, 91, 92, 93, 94, 95 (Employment Support Services, CMLC, Payroll/Personnel Services)
4L	OFP combinations in Org Code 97 (TCC Complaint Mega-Center)
4Q	OFP combinations in Org Code 12 (SOI)
4S	OFP combinations in Org Code 91 (Mission Assurance)
5U	OFP combinations in Org Code 18 (Taxpayer Assurance Program)
7A	OFP combinations in Org Codes 70,78 (Compliance Services, P&A Staff)
7B	OFP combinations in Org Codes 81, 83, 85, 88, 8A, 8B (Collection, Case Processing, Insolvency, Centralized Offer in Compromise, ASFR, Lien Operations)
7C	OFP combinations in Org Codes in Org Codes 71, 72, 74, 76 (ACS)

**FA Organization/Program Codes**

7E	OFP combinations in Org Codes 84, 86, 87, 89 (CAWR/FUTA, AUR)
7F	OFP combinations in Org Codes 82, 83, 85, 8C, 8D, 8E (Examination, Case Processing, TEFRA, Innocent Spouse, EIC Pre-Certification, Exam Field Support)
7J	OFP combinations in Org Code 61 (Currency Transaction Reporting Operation)
7S	OFP combinations in Org Code J3 (Policy and Strategic Planning)
9B	OFP combinations in Org Code 43 (Production Control Monitoring)
9C	OFP combinations in Org Code G1 (Information Technology Services)
9K	OFP combinations in Org Code GC (Cybersecurity)
9N	OFP combinations in Org Code G1 (IT Management Services)
9P	OFP combinations in Org Code GJ (IT ACIO Program Management Office)
9Q	OFP combinations in Org Codes G1, G2
9R	OFP combinations in Org Codes G1, HS, HT, HU, HV, HW, HY, HZ (IT Application Development)
9S	OFP combinations in Org Codes G1, G2, G3, G4, G8, G9, GA, GB, GC, GD, GE, GF, GG, GH, GK, GL, GM, GN, GP (IT Enterprise Operations)
9T	OFP combinations in Org Codes H2, HE, HL, HQ, HR (IT Enterprise Network)
9U	OFP combinations in Org Codes G2, G4, G5, G6, GD, GT, GU, (IT ACIO Enterprise Serv.)
9X	OFP combinations in Org Codes G1, G2, G7, G8, G9, GE (MITS EUES)
9Z	OFP combinations in Org Codes G3, GK, GN, GQ, GR, GU, (MITS ACIO for Management)
66	OFP combinations in Org Code GE (Infrastructure Arch & Engineering)
67	OFP combinations in Org Codes GA (Program Level Initiatives)
90	OFP combination in Org Code GR (MITS Certification & Accreditation)
91	OFP combination in Org Code GS (MITS Disaster Recovery)

- (10) Use an alpha **O** Code to make an Organization Level Change on Form 5948. To make this change, enter the 2-character Operations code, as well as any combination of the following:
- New Operations code, to change an Operations code.
  - New Organization title, to change an Organization title .
  - New Functional Area, to change a Functional Area .
- (11) Use an **F** code to update the file for a Function level change. The OFP Update Record must have the 3-digit Function code and Function title. This action will change the Function title on all records with this Function code.

If	Then
the Operations code and Function code are entered	only the Function titles with those Operations-Function combinations will be changed.
the Program code is entered with the Function code	only the Function titles of those records with those Function—Program combinations will be changed

- (12) Use a **P** Code to update the file for a Program level change. The record must have the 5-digit Program code and Program title. This action will change the Program title for all records with that Program code.

If	Then
the Function code is also entered	it will change the Program titles for those Program-Function combinations.
an Operations code is entered	it will change the program titles for those Program-Operations combinations.

- (13) To change a specific record, use an **S** Code. Enter the 2-character Operations code, 3-digit Function code, 5-digit Program code and at least one of the following:
- Organization Title
  - Function Title
  - Program Title
  - Functional Area
- (14) The program posts this data to an existing record for any non-blank fields in the above categories.

3.30.50.3.4  
(03-01-2009)  
**OFP Consistency File  
Update Report  
(PCA-02-41)**

- (1) The OFP Consistency File Update Report, (PCA-02-41), is a two-part summary report.
  - a. Part 1 of the report (see Exhibit 3.30.50-7) displays invalid and un-postable update actions.
  - b. Part 2 of the report (see Exhibit 3.30.50-8) displays counts pertaining to the update actions.

3.30.50.3.5  
(03-01-2009)  
**OFP Consistency List**

- (1) Two OFP Consistency Lists (see Exhibit 3.30.50-8) display the contents of all records on the updated OFP Consistency File. The lists are:
  - OFP sequence (Organization, Function, Program)
  - POF sequence (Program, Organization, Function)

3.30.50.4  
(03-01-2009)  
**Source Documents**

- (1) This section provides instructions for completing, reviewing, editing, numbering, or inputting source documents:
  - Employee Time Record, Form 3081/SETR 3081
  - Form 3081A, Back-Up Sheet

3.30.50.4.1  
(03-25-2014)  
**Employee Time Record,  
Form 3081**

- (1) Data on Form 3081 feeds both Time and Attendance (T&A) with payroll information and WP&C Systems with basic information concerning an employee's time and production.
- (2) Each employee must complete Form 3081 in accordance with the instructions. The following instructions also must be followed.
  - a. Volumes must be reported on all programs subject to individual Quality Review as prescribed in IRM 3.43.405. Include each line entry of each program. Example, an employee worked 8 hours regular time and 5 hours overtime on a measured program. The employee must report some volume on both line entries on Form 3081.
  - b. The volume field (column (g)) on Form 3081 may not contain more than 5 digits. If an employee wishes to report a volume figure of more than 5 digits for an OFP, two line entries must be made on the form. For example: if an individual wishes to report a volume figure of 100,000 and 40 hours for one OFP, two line entries should be made.

	HRS	VOL
1	20	50,000
2	20	50,000

- c. If an employee's regular tour of duty for the reporting period is other than 40 hours, a period code must be entered in column (h) on Form 3081. SETR will automatically generate the period code for all employees when the organization code is validated, except when Period Code 0 is required. Period Code 0 is required if an employee is in furlough status for the whole week, or a Form 3081 quarterly split occurs and there are no hours to be posted for one part of the split. Check the No Hours box in SETR to generate the Period Code 0. The following period codes will be used:

**Note:** Except for zero (0), system computed values will override values input by users if there is a discrepancy when the postings are validated against the tour of duty.

Period Code	Hours Covered
0	No HRS To WP&C
1	0.1–8.0
2	8.1–16.0
3	16.1–24.0
4	24.1–32.0
5	32.1–39.9
6	40.1–48.0
blank	40.0 exactly

- d. When 40 regular hours are reported the Period Code entry is left blank.
- e. When calculating the regular tour of duty, do not include overtime, compensatory time, Flexitour Credit Hours, or holiday time worked.

(3) Some examples of other than 40 regular hours are as follows:

- An employee is working a rotating shift.
- The reporting period is less than a week, as at the end of a quarter.

(4) The following table lists the Time Codes used on the Form 3081.



Time Code	Description
1	Regular - Any regularly scheduled tour of work performed between 6:00 a.m. and 6:00 p.m.
2	Overtime - All hours of work officially approved as overtime.
3	Night Differential - Any regularly scheduled work performed between 6:00 p.m. and 6:00 a.m.
4	Compensatory Overtime - All hours of work officially approved as compensatory time.
5	Sunday Differential - All work performed within the employee's basic work week during a regularly scheduled tour of duty, any part of which is within the period beginning at midnight Sat. and ending at midnight Sun. Sunday premium is applicable for the entire eight-hour shift.
6	Sunday Night Differential - All work performed which meets the conditions of both Codes 3 and 5.
7	Legal Holiday - Employees actually on duty (on a holiday) on a regular tour of duty must report the work performed in the normal manner but will use Time code 7.
8	Night Overtime Differential - All work performed which meets the conditions of both Codes 2 and 3.
9	Credit Hours - All hours of work officially approved as credit hours under the Alternative Work Schedule program.

(5) Report time for a legal holiday as shown below:

- a. All employees on a regular tour of duty, which includes a legal holiday during the reporting week, **(when not actually on duty)** must report the hours for the holiday as Function and Program Code 990–59503 and Time Code 1.
- b. Those employees actually on duty must use:

**Legal Holiday/Sunday/Night Diff (SETR)**

Function/Program	Time Code
990–59503	1
Program Worked	7

Manager notifies timekeeper thru a closeout/corrected T&A that employee worked on Sunday, is eligible for night differential pay, etc.

- c. In Pay Period 23 of 1996, the IRS was required to implement Section 101(f) of Public Law 104–208, of the Omnibus Consolidated Appropriations Act, 1997. This section prohibits the payment of Sunday premium

pay to employees who do not actually perform work on Sunday. The subject prohibition was expanded to include night differential in Pay Period 09 of 1997.

(6) Each employee must:

- verify all entries for accuracy and completeness;
- submit a completed form to the supervisor on a timely basis as prescribed by local procedures; and
- provide the required data in the most practicable way, if away from the office.

(7) Each manager must:

- get completed forms from all assigned or detailed employees;
- review all forms for completeness and accuracy and assure that correct SSNs, organization, function, program and time codes are used;
- review volume figures on all measured employees because these figures are used in employee evaluations; and
- input data into SETR on a timely basis as prescribed by SETR procedures.

3.30.50.4.2  
(03-01-2009)

**Prepare Form 3081 for  
Data Conversion**

(1) Instructions in this section are for emergency purposes only in the event that Single Entry Time Reporting System becomes unavailable.

(2) The WP&C Coordinator will:

- establish cutoffs for receipt of Form 3081s by the WP&C Reports Teams
- establish the process for numbering forms as prescribed by ISRP procedures

(3) The numbering function can use the following procedures.

- Batch the documents into blocks of not more than 100.
- Attach a Alpha-Numeric Block Control Number to the upper right hand corner of the first document in each block (each Form 3081 is considered a document, i.e., when an employee requires two Form 3081s for the week, they are considered two documents);
- Number the forms in each block sequentially from 00–99 in the upper left hand corner, using a numbering machine if available; and
- Deliver the numbered blocks to the Data Conversion Operations.

(4) Data Conversion Operations must use the following instructions.

- a. Process the data using ISRP (Format Code 073) and
- b. Key verify all Form 3081s.

(5) WP&C Reports Teams will make corrections as normal from the Final Error Register Report(s).

3.30.50.4.3  
(03-01-2009)

**Prepare Form 3081A,  
Back-Up Sheet**

(1) Post entries daily.

(2) Identify and record all time expended for each day of the calendar week (Sunday through Saturday).

(3) If the item is not applicable leave blank.

- (4) Use a separate line whenever a function or program changes within the week. However, the same line may be continued across if the function and/or program remains unchanged.
- (5) Below is a description of the items on Form 3081A.

Item Number	Description
Item 1.	Enter first name, middle initial and last name.
Item 2.	Enter SEID number.
Item 3.	Enter week ending data.
Item 4.	Enter Day of the week.
Item 5.	Enter function.
Item 6.	Enter program number.
Item 7.	Enter batch number.
Item 8.	Enter volume.
Item 9.	Enter start/stop time.
Item 10.	Enter conversion time (See table on back of Form 3081).

3.30.50.4.4  
(10-01-2011)  
**Single Entry Time  
Reporting**

- (1) SETR 3081 is an on-line system that validates Employee Time Report information. The system has many built-in validity checks to reduce the amount of managerial review time. It performs the following:
  - Totals all hours
  - Validates Organization Function Program (OFPs)
  - Checks compatibility of Org Codes, and
  - Verifies employee entity data.
- (2) Single Entry Time Reporting (SETR) is the result of a re-engineering initiative which merged the campus' WP&C (Form 3081) time tracking system with the time and attendance system. SETR operates much like the Auto 3081 program, but there are many enhancements. Refer to the SETR Student Guide and Manager Guide for more information.
- (3) All employees must be in the Employee Database before their Form 3081 data is input. The SETR 3081 system is updated from HR-Connect:
  - SF-52, Request for Personnel Action,
  - TARS, Time and Attendance Reporting System, and
  - Change T&A Org/AWS Code
- (4) All paperwork for any personnel action (e.g., Return to Duty, Non-Work Status, Reassignments, etc.) must be submitted timely. Timely submission will help to ensure Employee Master File (EMF) updates and minimize error rates on Form 3081s.

**Note: The Form 3081 can be printed via the print option in Web SETR.**

- Information that the employee provided in the prior week for the organization code, SSN, employee name, extension, function and program code(s) is printed on the form without hours and volumes.
  - The current week ending appears on the form.
- (5) The WP&C Reports Teams have the overall responsibility of ensuring the entire campus' Form 3081 data has been input and validated for Week 1 processing and input, validated and signed for Week 2 prior to the scheduled mainframe runs.
- (6) Numerous phone calls will be required by SETR Representatives or WP&C Reports Team members to units and/or Operations when Form 3081s are not validated timely. Untimely validation causes:
- more work for WP&C Reports Teams and,
  - error conditions on the WP&C or employee's Individual Performance Report.
- (7) To ensure that all units within an operations area are validated by the local Monday cut off time:
- a. Each Operations area should designate an individual to verify and ensure all of their organizations are validated timely. This individual will be that operations contact for the WP&C Reports Team.
  - b. Submit the name of a primary and an alternate for each operations area to the WP&C Reports Team.
  - c. Ensure that some type of backup plan is available for day shift personnel to obtain Form 3081 information to validate night shift organization codes.
- (8) Each employee must complete Form 3081 in accordance with the instructions. The following instructions also apply.
- Record time and volume each day for OFPs on Form 3081A or facsimile.
  - Transfer the total volumes for each program and grand total to the Form 3081 print-out at the end of the reporting period.
  - Add more programs that were worked but not shown on the previous week's Form 3081 print-out, and record the time and volume.
  - Line through OFPs that are not currently valid or highlight the ones that are used (makes it easier for the designated employee to input the information).
  - Route the information to the designated employee for input.
- (9) Action required by designated employee:
- a. Input the Form 3081 data into the system daily or weekly depending upon local procedures. Weekly input begins on Tuesday and ends on the cut-off time cob Friday (no data can be input during downloading process time). Corrections may be input and re-validated on Monday by the cut-off.
  - b. View/print Form 3081s by organization code to detect errors.
  - c. Initiate the Form 3081 validation process.

If	Then
errors are found	<ul style="list-style-type: none"> <li>• view/print a Form 3081 Error Report</li> <li>• resolve errors</li> </ul>

- d. Revalidate the Org Code, then store the Form 3081.
- e. Contact the operations coordinator if unable to validate Form 3081 by the specified cut off time.
- f. Print a Time and Attendance Verification Report for the section. This report can be used to respond to an employee's questions regarding leave, credit hours, comp time, etc.

(10) Action required by operations coordinator(s):

- a. View the Non-Validated Org Code List (before the cut off time and after all necessary actions are taken by the individual areas).
- b. Ensure that all Org Codes within the operations have been validated by the specified dead-line on Monday.
- c. Contact the WP&C Reports Team personnel and provide them with an approximate time for completion if the functional areas cannot validate timely.

(11) There is an Operations Time and Attendance Report available for management to review.

**Note: SETR does not alleviate any responsibilities from the unit manager as far as validating volume/hours and OFPs employees are reporting.**

(12) Action required by Reports Teams:

- a. Coordinate with management to establish cut-off times for receipt of Form 3081 from processing and non-processing functions.
- b. Continually check the Non-Validated Org Code List for org codes which need validation/re-validation.
- c. Contact the operations office for the areas listed on the Non-Validated Org Code List to validate all org codes by the date and time the Form 3081s are due.
- d. Research questions and resolve problems that users have.
- e. Print the Non-Validated Org Code List to lock out all users and validate the Form 3081 records.
- f. Maintain Org Code and Org Structure data.
- g. Print the Tape Input Org Code Listing.
- h. Correct the errors on the Final Error Register Report(s) and forward to ISRP for reinput.
- i. Provide feedback to management regarding the Form 3081 errors and untimely validations.

(13) The SETR Reports Unit menu contains options to monitor the processing of Form 3081s for all functions. Refer to the Report's Unit Form 3081 User's Guide for input instructions.

- a. Non-Validated Org Code List—this option is the means of accounting for all Form 3081s within the campus. A list of all org codes that need to be validated or re-validated is displayed.
- b. Validate Employee—this option is used to validate all Form 3081 records.

- c. Lock/Unlock SETR Users—this option is used to lock/unlock Level 2, Level 3, Organizations.
- d. Org Code Data Entry Screen—allows Reports to query, add, update, and remove current org code information. This screen should be used to input and maintain org code/org structure data.
- e. OFP Data Entry Screen—allows Reports to query, add, update, and remove current OFP information. Used by the Reports Teams to resolve questions and problems that users have when inputting an OFP code (e.g., if a valid OFP does not get input to the mainframe in time, Reports Teams can add the record using this option). However, the OFP must be added to the mainframe's run by the time the Form 3081 data is validated on the mainframe to avoid an error.
- f. WP&C Exclusion Report—this option is used to view/print a report of all org codes and SSNs which are excluded from the WP&C tape. The flag is in the org code screen.
- g. Misc Reports—this option is used to view/print Miscellaneous Reports such as:

**MISC REPORTS MENU**

Option 1: Prior Week's Form 3081	Allows Reports to view and print an individual's Form 3081 from the previous week. This option can be used primarily to review a Form 3081 the day after Form 3081 processing is completed to review errors.
Option 2: WP&C Exclusion Report	Used to view/print a report of all org codes and SSNs which are excluded from the WP&C tape. The flag is in the org code screen.
Option 3: Form 3081/Personnel Org Code Diff List	Lists the SSN of the employees who have differences in their Form 3081 assigned org code and their personnel org, plus the FAs for each.
Option 4: SETR Employee Count Report	Gives the total number of employees on SETR per REG-OFC-ORG
Option 5: Print Tape Input Count	Listing of the number of Form 3081s by Operation that have been validated and will be included on the mainframe tape.
Option 6: Lock/Unlock EMF Report	Lists user, date and time when an Organization was unlocked and locked for the current period.
Option 7: Unlock Org Report for SETR	Lists manager, Level 2, Level 3, Org Code, date and time Org was unlocked for current period.
Option 8: No Hours Posted Report	Gives a list of OFP codes not used within a certain time frame.
Option 9: Pay Period 3081 Listing	Allows Reports to view and print the an individual's Form 3081 for the current week.

- h. Unit's Users Guide—allows Reports to view and print the Reports Unit Form 3081 User Guide.

3.30.50.4.5  
(03-25-2014)  
**Obsolete Quality Assurance Review Record, Form 3926**

- (1) The Quality Assurance Review Record Form 3926 is obsolete beginning October 1, 2013.
- (2) Quality Assurance documents reviewed and documents in error information is input into the MEPS system through Embedded Quality Submission Processing (EQSP).

3.30.50.5  
(03-01-2009)  
**Correcting Invalid Input**

- (1) This section provides procedures for correcting records on the Final Error Register Report(s), and adjusting Form 3081 data through the Cum File Adjustment Record.

3.30.50.5.1  
(03-25-2014)  
**Final Error Register  
Report(s) (PCA-03-43,  
PCA-03-44, PCA-03-45)**

- (1) The Form 3081 data file (PCA-03-11) from SETR is input into the mainframe system. These records are validity checked, and invalid records are printed on the Final Error Register Report(s), Final Time Error Register Report (PCA-03-43), IPR Adjustment Register (PCA-03-44), and Final No Time Error Register Report (PCA-03-45). The Period Data and Cum File Adjustments Control Listing (PCA-03-41) provides the input counts processed. Since SETR programming validates SSN's and OFP's, inconsistent data, for example, mismatch against the Employee Master File on SSN or mismatch against the OFP Consistency File on OFP, no longer appear on Error Registers.
- (2) The Final Error Register Report(s) (see Exhibit 3.30.50-10) identifies all erroneous conditions detected. The Process Control File will be accessed to determine the time period covered which is associated with the Form 3081 data.
  - a. If the Period Ending Indicator is a **W**, the report will be printed for the specific weekly or period ending data.
  - b. If the Period Ending Indicator is a **Q**, the report will be printed as a Quarter Ending Report with the specific quarter ending data.
- (3) Input records (Employee Time Report—Form 3081 and the Cum File Adjustment Record) appear on the Final Error Register Report(s) in OFP sequence within SSN.
- (4) Each record image on the Final Error Register Report(s) has an error code(s) identifying the erroneous condition(s).
  - These codes appear in the right-most portion entitled Error Indicators.
  - More than one error code may appear on the Final Error Register Report(s) for any input.
  - The identifying invalid conditions and error codes that appear on the error register are as follows:



Code	Description
1	Inconsistent Organization, Function, and Program code combination.
A	Hours reported less than allowed by Period Code.
B	Hours reported more than allowed by Period Code.
E	When matching against Employee Master File, Employee Time Record doesn't match on SSN; Employee Time Record SSN matches against released or terminated employee; or Adjusted Record doesn't match on SSN.
H	Attempt to delete a record via an adjusted record and post period data in same pass.
I	Invalid Adjustment Code combination or more than three types of adjustment records for same SSN, OFP, Grade, Measured Code, and Record Code.
J	Incorrect grade on Adjustment Record made to the Current Grade File.
O	Overhead Record with volume greater than 0; or Measured Code equals 2 and the volume, document reviewed, or documents in error does not equal 0; or Measured Code equals 1 and volume is equal to 0.
R	Documents in Error greater than Documents Reviewed on a Quality Assurance Record. Obsolete - no longer used.
V	Invalid data on Employee Time Record or Adjustment Record.

- (5) Another error condition will be displayed on the Final Error Register Report (PCA-03-45). The error, **Employee Master without Time Input** (i.e., working employee without time) displays as a literal line entry when such a condition exists.
- (6) Each report shows an Error Analysis Recap totaling each input in error. It also shows totals of the types of error codes detected as well as a summary of **Employee Master without Time Input** errors.
- (7) The period data is applied and the Cum File Adjustment Record appears on the report (Error Code "H") if there was an attempt to delete an entire Cum Job Record and post period data to it in the same cycle.
- (8) Error codes shown on the report identify the conditions which caused the report entry to be printed. All fields in the invalid record should be checked against the source documents.
- (9) **A** or **B** error code conditions cause a dummy record to appear on the report.
  - This dummy print line shows the SSN, Period Ending Date and total valid hours reported for the week. This line is followed by another print line for each line entry on the individual Form 3081.

- If one of the line entries on Form 3081 contains errors in addition to **A** or **B** errors, the entry appears twice on the Final Error Register Report(s).
  - The report should be reviewed against the Employee Time Reports and Employee Correction Time Records prepared to correct the error.
- (10) Correction records must be prepared to correct incorrect Hours or Volume on the Final Error Register Report(s).
- When entering an amount on the Correction Employee Time Record which will reduce the data in the hours field, place a minus sign above the units position of the amount.
  - A negative value for hours on the Employee Time Correction Record is acceptable only if there are **A** or **B** errors detected.
  - When correcting an **A** or **B** error, place an asterisk (\*) above the entry in the Time Code Error column on the Final Error Register Report(s).
- (11) Correction records are matched against the OFP Consistency File. Records found to contain validity errors or to mismatch on OFP are flagged with unique error codes.
- (12) Cum File Adjustment Records correct cumulative data only. When these adjustment records are used, prepare the records in accordance with instructions found in IRM 3.30.50.5.2 and coordinate, when necessary, with Project 563 (PCC).
- (13) Adjustment records are matched against the OFP Consistency File. Any records containing validity errors or to mismatch on OFP are flagged with unique error codes.
- (14) To correct a line item on the Final Error Register Report(s), locate the source input document (Employee Time Record) and line entries on the document which correspond to the invalid record.
- a. Use the correct record code when corrections are made.

Record Code	Source Document
3	Employee Time Record
4	Quality Assurance Record - Obsolete

- b. Make corrections on the Final Error Register Report(s) by crossing out the error field and writing the correct data directly above the field. Make sure all data is copied correctly and placed in the correct columns.
- c. The correction records should be transcribed in accordance with the instructions in IRM 3.24.50.
- d. A correction record must be transcribed for each record line item on the Final Error Register Report(s) except for non-applicable error code **A** or **B** records. Corrections not processed in the current weekly cycle, are input as adjustments in a subsequent cycle.

3.30.50.5.2  
(10-01-2011)  
**Create Cum File  
Adjustment Records**

- (1) Cum File Adjustment Records are used to adjust or substitute values for Hours or Volume on the Current Grade Cum File or the Prior Grade Cum File. Cum File Adjustment Records may be entered in the initial or correction passes, or both in any given cycle.

- (2) Determine what items in the Current Grade Cum File or Prior Grade Cum File require adjusting. If Hours or Volume are adjusted, a corresponding adjustment may have to be made to the Performance and Cost Reports as outlined in IRM 3.30.19, Production Control and Performance Reporting.
- (3) Enter data required for the Cum File Adjustment Record on Form 6489, IPR Adjustments (*Individual Performance Report (IPR) Adjustments*).
  - a. Form 6489 is completed to adjust Project PCA data.
  - b. Managers complete the IPR Adjustments form.
  - c. The IPR Adjustments form is submitted to the Reports Team and distributed to the designated areas as follows:

**Number of Copies and Who to Receive.**

One copy to Reports Team or the designated area responsible for input.

One copy to the Data Conversion area responsible for input (Project PCA adjustments only).

- (4) The Reports Team, or designated area responsible for input, returns to managers any Form 6489 that contains records that could not be processed as submitted. Managers are responsible for:
  - Verifying and correcting annotated records.
  - Preparing a new Form 6489 for all records not processed.
  - Discussing discrepancies with the designated area.
- (5) Each Cum File Adjustment Record must have an Organization Code, Function Code, Program Code, SSN, Adjustment Code, Measured Code, Grade Code and Record Code. In addition to these required codes, only those fields being adjusted need to be included.
- (6) Cum File Adjustment Records are used to adjust specific data criteria on performance file records. They may also be used to add or delete entire records.
- (7) Use the following Adjustment Codes to adjust a record:

Code	Description
1	Reduce to zero all current quarter Hours and Volume on the Current Grade Cum Job Record or Prior Grade Cum Job Record.
2	Establish a new Current Grade Cum Job Record or Prior Grade Cum Job Record for the current quarter. Hours must be present on the Adjustment Record. (Hours and Volume)
3	Substitute values for Hours and Volume on the Current Grade Cum Job Record or Prior Grade Cum Job Record for the current quarter.
4	Add or subtract values for Hours and Volume to the Current Grade Cum Job Record or Prior Grade Cum Job Record for the current quarter. At least one of the above fields must contain data. If subtracting, sign above the low order digit with a “—” .
A	Reduce to zero all first prior quarter Hours and Volumes fields on the Current Grade Cum Job Record or Prior Grade Cum Job Record.
B	Establish a new Current Grade Cum Job Record or Prior Grade Cum Job Record for the first quarter. Hours must be present on the Adjustment Record. (Hours and Volume cannot be negative numbers).
C	Substitute values for Hours and Volume on the Current Grade Cum Job Record or Prior Grade Cum Job Record for the first prior quarter.
D	Add or subtract values of Hours and Volume to the Current Grade Cum Job Record or Prior Grade Cum Job Record for the first prior quarter. At least one of the above fields must contain data. If subtracting, sign above the low order digit with a “—”.
9	Delete entire Current Grade Cum Job Record or Prior Grade Cum Job Record.

- (8) If more than one adjustment record is input with the same OFP combination, SSN, Measured Code, Grade Code and Record Code only the following Adjustment Code combinations are valid:

**Valid Adjustment Code Combinations**

1,A	2,C	3,A	4,A
1,C	2,D	3,C	4,C
1,D		3,D	4,D

- a. When Hours and Volume have been reduced to zeros for the current, and first prior quarters on the Current Grade Cum Job Record or Prior Grade Cum Job Record, the entire record will be deleted.

- b. If an Adjustment Record is input with Adjustment Code **9**, the following fields should be blank: Hours and Volume.
- (9) When adjusting programs where volume was reported, place a **1** in the PERS Measured Code field. When adjusting programs where no volume was reported, place a **2** in the PERS Measured Code field.
- (10) Adjustments to Current Grade records should have a Record Code of **1**. Adjustments to Prior Grade records should have a Record Code of **2**. If a Prior Grade record is being adjusted, the Grade should contain the individual's correct prior grade. A Record code that is not **1** or **2** will be assumed to be a **1**.
- (11) When entering amounts which will reduce cumulative fields, place a minus sign above the units position of the amounts.
- (12) Sample Adjustments—Volume has been placed on the wrong line of the Form 3081.
- a. Example: Suppose that the volume has been placed after program 38300 instead of 37700 as shown in the following:

ORG	FUN	PROG	MC	HRS	VOL
37000	630	38300	—	10	50
37000	420	37700	—	5	

- (13) This results in program 38300 being measured instead of the correct program 37700.
- a. To correct this problem, subtract the volume and hours from 38300 with PERS Measured Code **1** and subtract the hours from 37700 with PERS Measured Code **2**.

ORG	FUN	PROG	MC	HRS	VOL
37000	630	38300	1	-10	-50
37000	420	37700	2	-5	

- b. Then add the hours to 38300 with PERS Measured code **2** and add the volume and hours to 37700 with PERS Measured Code **1**.

ORG	FUN	PROG	MC	HRS	VOL
37000	630	38300	2	+10	
37000	420	37700	1	+5	+50

- c. Subtract all of the data from the incorrect OFP and add to the correct OFP if data has been charged to the wrong OFP on the Form 3081.
- (14) Adjustment Records may be processed immediately and included with records for the current period or held and processed at a later time. However, the Adjustment Records must be processed within the time frame in which the cumulative data is maintained.

- (15) Adjustments input on the first week of a new quarter are processed after the cum data has been transferred. Care should be taken to ensure that the proper quarter is adjusted. For example: If it is necessary to adjust the previous week's period data on the first week of a new quarter, the adjustment should be applied to the first prior quarter data fields on the cum job record.

3.30.50.5.3  
(03-01-2009)  
**Period Data and Cum  
File Adj. Controls Listing  
(PCA-03-41)**

- (1) Period Data and Cum File Adjustments Controls Listing, (PCA-03-41) (see Exhibit 3.30.50-11) is an edited report which displays statistics pertaining to processing actions, input of Employee Time Records, Cum File Adjustment Records, output of Detail Job Records, and Individual Performance Records.

3.30.50.6  
(03-01-2009)  
**Review Adjustment and  
Information Listings**

- (1) This section provides information on various reports/listings which track the posting of Cum File Adjustment Records as well as list those records which reflect invalid input data.

3.30.50.6.1  
(03-25-2014)  
**Obsolete Quality  
Assurance Error  
Register Report**

- (1) The Quality Assurance Error Register Report (see Exhibit 3.30.50-12) is obsolete. It did reflect those items which did not post to the Current Grade Cum Job Record because of erroneous Quality Assurance elements or other circumstances. The following messages are displayed to explain error item(s) and the reason for the error:
- Current Quarter Volume Less Than Documents Reviewed
  - No Current Quarter Production Data on Cum Record
  - No Matching Cum Record
  - 1st Prior Volume Less Than Documents Reviewed and Current Quarter Volume Equals 0
  - Attempt to Post QA Data to Non-Working Employee
  - Attempt to Post QA Data to Terminated Employee
- (2) The last two error messages referenced in IRM 3.30.50.6.1(1) above occur only with input of the Employee Time Record and Quality Assurance Record.

3.30.50.6.2  
(03-01-2009)  
**Current Grade to Prior  
Grade Transfer History  
Listing (PCA-05-43)**

- (1) The Current Grade to Prior Grade Transfer History Listing, (PCA-05-43), (see Exhibit 3.30.50-13) reflects those records which have been transferred from the Current Grade Cum File to the Prior Grade Cum File when an employee's grade is changed on the Employee Master File. This report reflects data from Current, 1st Prior, and 2nd Prior quarters amassed on file for selected Cum Job Records which are being transferred.

3.30.50.6.3  
(03-01-2009)  
**Period Data Posting  
Error Register  
(PCA-05-45)**

- (1) The Period Data Posting Error Register, (PCA-05-45), (see Exhibit 3.30.50-14) displays records which did not post to the Current Grade Cum File. Accompanying each item is a specific message explaining why the record did not post. Error conditions displayed are:
- Working Employee Without SSN Matched Time Detail Job Record (DJR) and Cum Record: Master Record Bypassed
  - Working Employee With SSN Matched Cum Record But Without Time DJR
  - Hours Posting Would Result in Negative Amount in Current Quarter: Valid Fields Posted

- Attempt to Post Period Data to Non-working Employee

3.30.50.6.4  
(03-01-2009)

**Individual Performance  
History Adjustment  
Report (PCA-05-46)**

- (1) The Individual Performance History Adjustment Report, (PCA-05-46), (see Exhibit 3.30.50-15) displays an audit trail of all actions taken to modify data on the Current Grade Cum File and Prior Grade Cum File.
- (2) This report is in two sections: one for current grade adjustments and one for prior grade adjustments. This report displays message codes (MS CD) and also a message which identifies the disposition of the attempted adjustment:
  - MS CD 1 Cum File Record Added
  - MS CD 2 Cum File Record Deleted
  - MS CD 3 Cum File Record Adjusted
  - MS CD 4 Error—No Action Taken
- (3) The report shows each adjustment that was input into the system, and whether or not it was accepted. When an adjustment is not accepted, an error code prints to identify the invalid condition. This code will appear in the column headed ERR CD on the Individual Performance History Adjustment Report.
  - a. Error codes and the invalid conditions which they identify on the Current Grade Cum File are as follows:

Error Code	Description
<b>C</b>	An adjustment record with an adjustment code of 2, or B matches an existing Cum Job Record.
<b>G</b>	Invalid adjustment code combination (see IRM 3.30.50.5.2(8)) or more than *two types of adjustment records (current, and 1st prior quarters) for the same SSN, OFP, Grade Code, Measured Code, and Record Code. *We do not adjust <b>2nd prior</b> quarters anymore. However, the PCA program will accept adjustments (J, K, L, M) for 2nd prior quarters.
<b>M</b>	Attempt to delete a Cum Job Record and post period data to that same record.
<b>N</b>	An adjustment record with an adjustment code other than 2, or B does not match a Cum Job Record.
<b>R</b>	No hours present on input when attempting to create a cum record; or either Hours, Volume, Documents in Error, or Documents Reviewed are negative.
<b>S</b>	An SSN on the DJR does not find a matching SSN on the Employee Master File.
—	Adjustment would result in negative amount.

- b. Prior Grade adjustments are printed on the Adjustment Register after the Current Grade adjustments. Error codes on the Prior Grade Cum File and the invalid conditions which they identify are as follows:



Error Code	Description
C	An adjustment record with an adjustment code of 2, or B matches an existing Prior Grade Cum Job Record.
G	Invalid adjustment code combination (see IRM 3.30.50.5.2(8)) or more than *two types of adjustment records (current, and 1st prior quarters) for the same SSN, OFP, Grade Code, Measured Code, and Record Code. *We do not adjust <b>2nd prior</b> quarters anymore. However, the PCA program will accept adjustments (J, K, L, M) for 2nd prior quarters .
J	An adjustment record with an incorrect grade.
N	An adjustment record with an adjustment code other than 2, or B that does not match a Prior Grade Cum Job Record.
R	No hours present on input when attempting to create a cum record, or either Hours, Volume, Documents in Error, or Documents Reviewed are negative.
S	An SSN on the DJR does not find a matching SSN on the Employee Master File.
—	Adjustment would result in a negative amount.

3.30.50.6.5  
(03-01-2009)  
**Cum Files Updates  
Controls Listing  
(PCA-05-47)**

- (1) The Cum Files Updates Control Listing, (PCA–05–47), (see Exhibit 3.30.50-16) is a control recap summary reflecting all Adjustment Record actions attempted or taken with respect to updating the Current Grade Cum File and the Prior Grade Cum File, or both.

3.30.50.7  
(03-25-2014)  
**Process Control Record  
(PCA-03-31)**

- (1) The Process Control Record, (PCA–03–31), (see Exhibit 3.30.50-17) is used as a general control record for the system. It contains a variety of dates and processing parameters to dictate the selection of data and reports in the current processing cycle.
- (2) The input of a Process Control record is mandatory during the initial input of Employee Time Records and optional in all other phases of the system. After a valid Process Control Record is posted to a file (one-record file), it may be updated via the input of another Process Control Record. However, if any field on the record is invalid when input, the particular run in process will abort.
- (3) The element fields on the Process Control Record are:



***Process Control Record Layout***

<b>Record Element Name</b>	<b>Column</b>	<b>Values</b>
Period-Ending-Id	1	W(weekly), Q(quarterly)
Period-Ending-Date	2–9	Enter (MMDDYYYY) only for W cycle
Week-Julian-Date	10–12	Enter (DDD) only if item 2 is entered
Qtr-Ending-Date	13–20	Enter (MMDDYYYY) only for Q cycle
Julian-Ending-Date	21–23	Enter (DDD) only if item 4 is entered
Report-Period-Start-Date	24–31	Beginning date (MMDDYYYY) of a period (quarter) – must correspond to item 9
Report-Period-Ending-Date	32–39	Ending date (MMDDYYYY) of an evaluation period (quarter)– must correspond to item 9
Report-Cum-Ind	49	1–Current quarter only 2–Current and first prior quarters 3–Current, first, and second prior quarters for use in Cum File Leveled Performance Report
IPR-Cum-Ind	51	1–Current quarter only 2–Current and first prior quarters 3–Current, first, and second prior quarters 4–First and second prior quarters 5–First prior quarter only
Peer-Group-Print-Ind	53	For use in all ISEP and FRISEP operation (no longer used)
Print-Space-Code	55	*
Evaluation-Print-Ind	57	*
Br-Print-Ind	59	Print Operations level of Cum File Leveled Performance Report * Do not print Operations Level of Cum Leveled Performance Report
Sect-Print-Ind	60	Print Section level of Cum File Leveled Performance Report * Do not print Section level of Cum File Leveled Performance Report

Record Element Name	Column	Values
Org-Print-Ind	61	Print Organization level of Cum File Leveled Performance Report * Do not print Organization level of Cum File Leveled Performance Report
Guidelines-Print-Ind	63	Print forced distribution guideline on IPRs * Do not print forced distribution guideline
IPR-Print-Ind	65	Print working employee's IPR * Print working and furloughed employee's IPR

**Note:** Input of an asterisk in columns 55 and 57 is a matter of policy and a blank can not be used instead of an asterisk.

- (4) If the last day of a quarterly reporting period is Friday, Saturday, or Sunday, prepare only one Form 3081 for the week with a Period Ending Indicator of W, and indicate the correct Saturday date.
- (5) When inputting the Period Ending Indicator **W** for Weekly reports or the Quarter Ending Indicator **Q**, make sure the Julian Date corresponds.
- (6) The IPR Cum Indicator must be entered on the Process Control record to indicate the number of quarters to be printed on the cum line of the performance reports.
- (7) The Process Control Record is also used in producing the Cum File Leveled Performance Report.
  - The Operations Print Indicator is used to indicate whether the Operations Level of the Cum File Leveled Performance Report should be printed.
  - The Report Cum Indicator code is used to distinguish which cum figures are to be printed on the Cum File Leveled Performance Report.
  - The Section Print Indicator is used to indicate if the Section level of the report should be printed.
  - The Organization Print Indicator is used to indicate if the Organization level of the report should be printed.

3.30.50.8  
(03-01-2009)

#### Performance Reports

- (1) This section provides information about the Performance Reports generated in PCA.

3.30.50.8.1  
(03-01-2009)

#### SSN Selection Record (PCA-07-32)

- (1) The SSN Selection Record, (PCA-07-32), identifies a specific SSN which is used for selecting all Cumulative Job Records (CJR's) which pertain to that specific SSN from a designated cum file (current or prior grade files). Additionally, the SSN Selection Record may be used to identify individual CJR's which may need to be adjusted. The related performance data identified by the SSN

Selection Record is printed on the SSN Selection Data Listing (see IRM 3.30.50.8.3).

- (2) Coding the SSN Selection Record
  - a. The SSN Selection Record may be used only when the cum file is in SSN sequence.
  - b. Enter the SSN for each SSN desired on the SSN Selection Data Listing.
  - c. Enter **C** for Current Grade Cum File or **P** for Prior Grade Cum File in cc 80.

3.30.50.8.2  
(03-01-2009)  
**Cum File SSN Selection  
Error Register Report  
(PCA-07-41)**

- (1) The Cum File SSN Selection Error Register Report, PCA-07-41, (see Exhibit 3.30.50-18) identifies SSN Selection Records which are either invalid or which are mismatched on SSN. The following error messages are generated:
  - a. Invalid SSN And File Type
  - b. Invalid SSN Data
  - c. Invalid File Type Data
  - d. SSN Mismatch With Cum File

3.30.50.8.3  
(03-01-2009)  
**SSN Selection Data  
Listing (PCA-07-42)**

- (1) The SSN Selection Data Listing, (PCA-07-42), (see Exhibit 3.30.50-19) is an edited report which displays Cumulative Job Records designated by the SSN Selection Record. The listing is divided into Current Grade Cum File and Prior Grade Cum File Sections.

3.30.50.8.4  
(03-01-2009)  
**Cum File Leveled  
Performance Report  
(PCA-07-43)**

- (1) The Cum File Leveled Performance Report, (PCA-07-43), (see Exhibit 3.30.50-20) summarizes performance data for selected Branch (Operations), Departments, and/or Organizations. To select which organization levels to print, use the Branch Section Selection Record (IRM 3.30.50.8.5). An option to print or not print any of the three report levels is available by using the Process Control Record. (See IRM 3.30.50.7).
- (2) A new column has been added to the report called "Measured Code". The report now displays the data by measured or unmeasured. The codes are "**1**" for Measured Data and "**2**" for Unmeasured Data.

**Note:** This is referring to how the records are recorded in **Project PCA ONLY** . It does not necessarily reflect how the data is recorded in MEPS.

3.30.50.8.5  
(03-01-2009)  
**Branch (Operations)  
Section Selection  
Record (PCA-07-33)**

- (1) The Branch (Operations) Section Selection Record, (PCA-07-33), is input manually and is used to select which Operations and/or Sections will appear on the Project PCA listings.
- (2) A maximum of 22 combinations are permitted per record, with a maximum of two records per run. Thus a total of 44 combinations may be entered at one time. Combinations must be entered in ascending sequence.
- (3) The use of the Branch (Operations) Section Selection Record is mandatory (i.e., no default exists).
- (4) Coding the Branch (Operations) Section Selection Record—The record title is BR—SEC SELECT.

- a. Enter **ALL** if all operations are desired. The presence of **ALL** as the first entry suppresses any more entries on that record.
- b. Enter the first two characters of the organization followed by a blank when specific operations are desired.
- c. Use the first three characters of the organization when specific departments are desired. Specific departments and specific operations may be requested on the same record.
- d. Enter all individual operation and department entries in ascending sequence.
- e. Enter **C** on the first record if a second record is being entered.
- f. Leave blank on the second of the two records, or on the first if no other record is entered.

3.30.50.9  
(03-01-2009)

**Individual Detail  
Summary Report  
(PCA-04-41)**

- (1) The Individual Detail Summary Report,(PCA-04-41), (see Exhibit 3.30.50-21) is sorted in two parts.
  - a. The first sort is in Detail Branch (Operations) Sequence and lists any employees from another operations area who showed time detailed on their Form 3081 to that organization.
  - b. The second part is sorted in Assigned Organization Sequence and shows individuals assigned to an organization who indicated on their Form 3081 that they were detailed outside their operations.
  - c. The report is weekly and does not show cum data.
- (2) The report may be used as a research tool when determining staff hour usage for any given operations area (e.g., should the total hours on the WP&C reflect less/more total period hours than accounted for, check for employees either detailed in or out).

3.30.50.10  
(10-01-2012)

**Employee Time Report  
(PCA-04-42)**

- (1) The Employee Time Report, (PCA-04-42), displays both hours and cost for the individual employee as reported on the Form 3081 and posted to the weekly WP&C reports.

**Exhibit 3.30.50-1 (03-01-2009)****Wage Board Grade and Step Table**

The Wage Board Grade and Step Table has been converted to correspond with the grade and step found on the GS Schedule Grade and Step. An employee's data for grade and step from the Wage Board will now be the same digit field that is found on the GS Salary Conversion Card (Exhibit 30(19)0-11). The first two digits denote the grade and the third digit indicates the step (i.e., WG1 step 1 converts to 201 and continues according to the following table).

Wage Grade	Step	GS Grade	GS Step		Wage Grade	Step	GS Grade	GS Step
WG 1	1	20	1		WG11	1	30	1
	2	20	2			2	30	2
	3	20	3			3	30	3
	4	20	4			4	30	4
	5	20	5			5	30	5
WG 2	1	21	1		WG 12	1	31	1
	2	21	2			2	31	2
	3	21	3			3	31	3
	4	21	4			4	31	4
	5	21	5			5	31	5
WG 3	1	22	1		WG 13	1	32	1
	2	22	2			2	32	2
	3	22	3			3	32	3
	4	22	4			4	32	4
	5	22	5			5	32	5
WG 4	1	23	1		WG 14	1	33	1
	2	23	2			2	33	2
	3	23	3			3	33	3
	4	23	4			4	33	4
	5	23	5			5	33	5
WG 5	1	24	1		WG 15	1	34	1
	2	24	2			2	34	2
	3	24	3			3	34	3
	4	24	4			4	34	4
	5	24	5			5	34	5
WG 6	1	25	1		WL 1	1	35	1

**Exhibit 3.30.50-1 (Cont. 1) (03-01-2009)****Wage Board Grade and Step Table**

Wage Grade	Step	GS Grade	GS Step		Wage Grade	Step	GS Grade	GS Step
	2	25	2			2	35	2
	3	25	3			3	35	3
	4	25	4			4	35	4
	5	25	5			5	35	5
WG 7	1	26	1		WL 2	1	36	1
	2	26	2			2	36	2
	3	26	3			3	36	3
	4	26	4			4	36	4
	5	26	5			5	36	5
WG 8	1	27	1		WL 3	1	37	1
	2	27	2			2	37	2
	3	27	3			3	37	3
	4	27	4			4	37	4
	5	27	5			5	37	5
WG 9	1	28	1		WL 4	1	38	1
	2	28	2			2	38	2
	3	28	3			3	38	3
	4	28	4			4	38	4
	5	28	5			5	38	5
WG 10	1	29	1		WL 5	1	39	1
	2	29	2			2	39	2
	3	29	3			3	39	3
	4	29	4			4	39	4
	5	29	5			5	39	5

Wage Grade	Step	GS Grade	GS Step		Wage Grade	Step	GS Grade	GS Step
WL 6	1	40	1		WS 1	1	50	1
	2	40	2			2	50	2
	3	40	3			3	50	3
	4	40	4			4	50	4

**Exhibit 3.30.50-1 (Cont. 2) (03-01-2009)****Wage Board Grade and Step Table**

Wage Grade	Step	GS Grade	GS Step		Wage Grade	Step	GS Grade	GS Step
	5	40	5			5	50	5
WL 7	1	41	1		WS 2	1	51	1
	2	41	2			2	51	2
	3	41	3			3	51	3
	4	41	4			4	51	4
	5	41	5			5	51	5
WL 8	1	42	1		WS 3	1	52	1
	2	42	2			2	52	2
	3	42	3			3	52	3
	4	42	4			4	52	4
	5	42	5			5	52	5
WL 9	1	43	1		WS 4	1	53	1
	2	43	2			2	53	2
	3	43	3			3	53	3
	4	43	4			4	53	4
	5	43	5			5	53	5
WL 10	1	44	1		WS 5	1	54	1
	2	44	2			2	54	2
	3	44	3			3	54	3
	4	44	4			4	54	4
	5	44	5			5	54	5
WL 11	1	45	1		WS 6	1	55	1
	2	45	2			2	55	2
	3	45	3			3	55	3
	4	45	4			4	55	4
	5	45	5			5	55	5
WL 12	1	46	1		WS 7	1	56	1
	2	46	2			2	56	2
	3	46	3			3	56	3
	4	46	4			4	56	4

**Exhibit 3.30.50-1 (Cont. 3) (03-01-2009)**  
**Wage Board Grade and Step Table**

Wage Grade	Step	GS Grade	GS Step		Wage Grade	Step	GS Grade	GS Step
	5	46	5			5	56	5
WL 13	1	47	1		WS 8	1	57	1
	2	47	2			2	57	2
	3	47	3			3	57	3
	4	47	4			4	57	4
	5	47	5			5	57	5
WL 14	1	48	1		WS 9	1	58	1
	2	48	2			2	58	2
	3	48	3			3	58	3
	4	48	4			4	58	4
	5	48	5			5	58	5
WL 15	1	49	1		WS 10	1	59	1
	2	49	2			2	59	2
	3	49	3			3	59	3
	4	49	4			4	59	4
	5	49	5			5	59	5

Wage Grade	Step	GS Grade	GS Step		Wage Grade	Step	GS Grade	GS Step
WS 11	1	60	1		WD 2	1	70	1
	2	60	2			2	70	2
	3	60	3			3	70	3
	4	60	4			4	70	4
	5	60	5			5	70	5
WS 12	1	61	1		WD 3	1	71	1
	2	61	2			2	71	2
	3	61	3			3	71	3
	4	61	4			4	71	4
	5	61	5			5	71	5
WS 13	1	62	1		WD 4	1	72	1
	2	62	2			2	72	2



**Exhibit 3.30.50-1 (Cont. 4) (03-01-2009)****Wage Board Grade and Step Table**

Wage Grade	Step	GS Grade	GS Step		Wage Grade	Step	GS Grade	GS Step
	3	62	3			3	72	3
	4	62	4			4	72	4
	5	62	5			5	72	5
WS 14	1	63	1		WD 5	1	73	1
	2	63	2			2	73	2
	3	63	3			3	73	3
	4	63	4			4	73	4
	5	63	5			5	73	5
WS 15	1	64	1		WD 6	1	74	1
	2	64	2			2	74	2
	3	64	3			3	74	3
	4	64	4			4	74	4
	5	64	5			5	74	5
WS 16	1	65	1		WD 7	1	75	1
	2	65	2			2	75	2
	3	65	3			3	75	3
	4	65	4			4	75	4
	5	65	5			5	75	5
WS 17	1	66	1		WD 8	1	76	1
	2	66	2			2	76	2
	3	66	3			3	76	3
	4	66	4			4	76	4
	5	66	5			5	76	5
WS 18	1	67	1		WD 9	1	77	1
	2	67	2			2	77	2
	3	67	3			3	77	3
	4	67	4			4	77	4
	5	67	5			5	77	5
WS 19	1	68	1		WD 10	1	78	1
	2	68	2			2	78	2

**Exhibit 3.30.50-1 (Cont. 5) (03-01-2009)**  
**Wage Board Grade and Step Table**

Wage Grade	Step	GS Grade	GS Step		Wage Grade	Step	GS Grade	GS Step
	3	68	3			3	78	3
	4	68	4			4	78	4
	5	68	5			5	78	5
WD 1	1	69	1		WD 11	1	79	1
	2	69	2			2	79	2
	3	69	3			3	79	3
	4	69	4			4	79	4
	5	69	5			5	79	5

Wage Grade	Step	GS Grade	GS Step		Wage Grade	Step	GS Grade	GS Step
WN 1	1	80	1		WN 6	1	30	1
	2	80	2			2	30	2
	3	80	3			3	30	3
	4	80	4			4	30	4
	5	80	5			5	30	5
WN 2	1	81	1		WN 7	1	31	1
	2	81	2			2	31	2
	3	81	3			3	31	3
	4	81	4			4	31	4
	5	81	5			5	31	5
WN 3	1	82	1		WN 8	1	32	1
	2	82	2			2	32	2
	3	82	3			3	32	3
	4	82	4			4	32	4
	5	82	5			5	32	5
WN 4	1	83	1		WN 9	1	33	1
	2	83	2			2	33	2
	3	83	3			3	33	3
	4	83	4			4	33	4
	5	83	5			5	33	5

## Exhibit 3.30.50-1 (Cont. 6) (03-01-2009)

## Wage Board Grade and Step Table

Wage Grade	Step	GS Grade	GS Step		Wage Grade	Step	GS Grade	GS Step
WN 5	1	84	1		Special Employee		89	0
	2	84	2					
	3	84	3					
	4	84	4					
	5	84	5					
<b>Note:</b> Special Employment Categories are 000.								

Exhibit 3.30.50-2 (03-01-2009)

Employee Master Adjustments and Analysis Report (PCA-01-42)

PERFORMANCE EVALUATION REPORTING SYSTEM														
EMPLOYEE MASTER ADJUSTMENTS AND ANALYSIS REPORT														
(INVALID ACTIONS)														
F U N C T I O N														
T	CHG DATE	CHG TYP	SSN	W K	EMPLOYEE NAME	GRD STP	ASGN ORG	BGT ACT	ANN SALRY	HOURLY RATES			SV RT	LATEST REC'D
									REG	O/T	N/D	S/D		DISPOSITION
C	11262	RET	1	1		040	22100	28	19872	955	1433	96	239	F INVALID FIELDS(S)
C	04173	RET	1	1		010	29000	28	37212	1789	1608	179	447	F INVALID FIELDS(S)
C	10032	RET	1	1		040	31100	21	19282	927	1391	93	232	F INVALID FIELDS(S)
C	10022	RET	1	1		050	82200	31	19320	929	1394	93	232	F INVALID FIELDS(S)
C	10032	RET	1	1		040	31100	21	19262	927	1391	93	232	F INVALID FIELDS(S)
C	10032	RET	1	1		050	31100	21	22006	1058	1567	106	265	F INVALID FIELDS(S)
C	06152	RET	1	1		040	22100	28	22214	1068	1602	107	267	F INVALID FIELDS(S)
C	06313 *****	CON						21	0	0				F INVALID FIELDS(S)
C	10032	RET	1	1		080	31100	21	24315	1169	1608	117	292	F INVALID FIELDS(S)
C	10032	RET	1	1		040	31100	21	19282	927	1391	93	232	F INVALID FIELDS(S)
C	04182	RET	1	1		050	54200	21	19698	947	1421	95	297	F INVALID FIELDS(S)
C	06152	RET	1	1		040	31100	21	19698	947	1421	95	297	F INVALID FIELDS(S)
C	05013	RET	1	1		040	82100	31	14704	707	1061	71	177	F INVALID FIELDS(S)
C	10032	RET	1	1		070	82200	31	22281	1071	1607	107	268	F INVALID FIELDS(S)
C	10101	RET	1	1		070	42200	21	22360	1075	1608	108	269	F INVALID FIELDS(S)
TOTAL COUNT														15

Exhibit 3.30.50-2 (Cont. 1) (03-01-2009)

Employee Master Adjustments and Analysis Report (PCA-01-42)

## Employee Master Adjustments and Analysis Report (Change Actions)

RUN DATE: 08-04-92  
PAGE: 1

PERFORMANCE EVALUATION REPORTING SYSTEM  
EMPLOYEE MASTER ADJUSTMENTS AND ANALYSIS REPORT  
(CHANGE ACTIONS)

T	CHG DATE	CHG TYP	SSN	W K	EMPLOYEE NAME	GRD STP	ASGN ORG	BGT ACT	F N	T C	C L	S S	P E	ANN SALRY	REG	O/T	N/D	S/D	SV RT	LATEST SCD	DISPOSITION
C	11272	CON						21	1	0											RECORD CHANGED
C	06123	WIG						21	0	0											RECORD CHANGED
C	01111	WIG						21	0	0											RECORD CHANGED
C	05013	PRM						21	0	0											RECORD CHANGED
C	11291	WIG						21	0	0											RECORD CHANGED
C	12047	WIG						21	0	0											RECORD CHANGED
C	04083	CON						21	0	0											RECORD CHANGED
C	02192	CON						21	0	0											RECORD CHANGED
C	04173	WIG						21	1	0											RECORD CHANGED
C	12212	CON						21	0	0											RECORD CHANGED
C	01183	NEW						21	1	0											RECORD CHANGED
C	07063	RTD						21	1	0											RECORD CHANGED
C	05133	CON						21	1	0											RECORD CHANGED
C	02073	RTD						21	1	0											RECORD CHANGED
C	03053	CON						21	0	0											RECORD CHANGED
C	06133	RTD						21	1	0											RECORD CHANGED
C	06132	WIG						21	0	0											RECORD CHANGED
C	11302	CON						21	1	0											RECORD CHANGED
C	05163	CON						21	1	0											RECORD CHANGED
C	10312	CON						21	1	0											RECORD CHANGED
C	01163	RAS						21	1	0											RECORD CHANGED
C	08231	CON						21	0	0											RECORD CHANGED
C	01033	RTD						21	1	0											RECORD CHANGED

Exhibit 3.30.50-3 (03-01-2009)

Employee Master Adjustments and Salary Updates Control Listing (PCA-01-43)

**Employee Master Adjustments and Salary Updates Control Listing**

P/R/F: PCA-01-43		PERFORMANCE EVALUATION REPORTING SYSTEM EMPLOYEE MASTER ADJUSTMENTS AND SALARY UPDATES CONTROL LISTING		RUN DATE: 08-16-92 PAGE:
EMPLOYEE MASTER UPDATES VIA ADJUSTMENT RECORDS AND ANALYSIS		EMPLOYEE MASTER UPDATES VIA SALARY CHANGE RECORDS		
1. OLD EMP MAST RECORD COUNT	3189	10. EMP MAST RECORDS UPDATED		0
2. ADJUSTMENT RECORDS INPUT	24	11. EMP MAST RECORDS W/ GEN SCHD STATUS		0
3. INVALID ADJUSTMENT RECORDS	0	12. EMP MAST RECORDS W/ WAGE BOARD GRADE		0
4. UNPOSTABLE ADJUSTMENT RECORDS	0	13. EMP MAST RECORDS W/ MERIT PAY/SES STATUS		0
5. EMP MAST RECORDS ADDED	0	14. EMP MAST RECORDS W/O GRADE		0
6. EMP MAST RECORDS CHANGED	24	15. EMP MAST RECORDS W/ SAVED RATE		0
7. EMP MAST RECORDS DELETED	0			
8. EMP MAST RECORDS REMOVED	0			
9. NEW EMP MAST RECORD COUNT	3189			

## Employee Master List Report (PCA-01-44)

PERFORMANCE EVALUATION REPORTING SYSTEM										RUN DATE: 08-09-99									
EMPLOYEE MASTER LIST REPORT																			
SSN	WRK ST	EMPLOYEE NAME	GRD STP	ASSGN ORG	BGT ACT	FND CD	TMP CT	CL	D E	S P	LAST CHG DATE	TYP	ANNUAL SALARY	HOURLY RATES				SV RT	LATEST SCD
														REG	O/T	N/D	S/D		
	W		044	33000	21	1	0	2	0		1192	RTD	\$13145	\$6.32	\$9.48	\$6.3	\$1.58	0	111780
	W		035	52100	21	0	0	1	0		08263	RAS	\$12063	\$5.80	\$8.70	\$5.8	\$1.45	0	022277
	W		032	32200	21	1	0	2	0		08263	RAS	\$10999	\$5.29	\$7.94	\$5.3	\$1.32	0	053183
	W		053	32100	21	1	0	2	0		07143	RTD	\$15895	\$7.64	\$11.46	\$7.6	\$1.91	0	071483
	T		032	41000	21	1	0	2	0		11102	CON	\$10999	\$5.29	\$7.94	\$5.3	\$1.32	0	011880
	F		031	31300	21	1	0	2	0		05173	CON	\$10644	\$5.12	\$7.68	\$5.1	\$1.28	0	091580
	W		052	33100	21	1	0	2	0		04233	RAS	\$13813	\$6.64	\$9.96	\$6.6	\$1.66	0	011281
	F		040	31300	21	1	0	2	0		07153	CON	\$15534	\$7.47	\$11.21	\$7.5	\$1.87	0	010681
	T		030	33190	21	1	0	2	0		03043	CON	\$13936	\$6.65	\$9.98	\$6.7	\$1.66	0	011380
	W		094	43300	21	0	0	1	0		08222	W/G	\$22281	\$10.71	\$16.07	\$10.7	\$2.68	0	070676
	W		084	81100	21	0	0	1	0		07313	DGR	\$22281	\$10.71	\$16.07	\$10.7	\$2.68	0	040974
	W		046	24000	28	0	0	1	0		02203	W/G	\$13941	\$6.70	\$10.05	\$6.7	\$1.68	0	010777
	W		065	42200	21	0	0	1	0		03081	W/G	\$16890	\$8.12	\$12.18	\$8.1	\$2.03	0	071072
	W		067	82200	31	0	0	1	0		05162	W/G	\$17884	\$8.60	\$12.90	\$8.6	\$2.15	0	082172
	W		054	42200	21	0	0	1	0		08231	W/G	\$14704	\$7.07	\$10.61	\$7.1	\$1.77	0	010276
	W		034	53100	21	0	0	1	0		07112	W/G	\$11708	\$5.63	\$8.45	\$5.6	\$1.41	0	090779
	W		065	82200	31	0	0	1	0		05013	W/G	\$16890	\$8.12	\$12.18	\$8.1	\$2.03	0	091580
	W		031	31100	21	1	0	3	0		01053	NEW	\$10644	\$5.12	\$7.68	\$5.1	\$1.28	0	012382
	W		067	42100	21	0	0	1	0		11282	W/G	\$17884	\$8.60	\$12.90	\$8.6	\$2.15	0	123172
	W		054	32000	21	1	0	2	0		07033	RAS	\$14704	\$7.07	\$10.61	\$7.1	\$1.77	0	010880
	T		054	32200	21	1	0	2	0		05193	CON	\$14704	\$7.07	\$10.61	\$7.1	\$1.77	0	312281
	W		064	81200	42	0	0	1	0		12271	PRM	\$16393	\$7.88	\$11.82	\$7.9	\$1.97	0	011072
	W		043	41000	21	0	0	1	0		05302	DGR	\$12746	\$6.13	\$9.20	\$6.1	\$1.53	0	121479

## Employee Status List Report (Working)

PERFORMANCE EVALUATION REPORTING SYSTEM															RUN DATE: 08-09-92				
EMPLOYEE STATUS LIST REPORT (WORKING)															PAGE:				
SSN	WRK ST	EMPLOYEE NAME	GRD STP	ASSGN ORG	BGT ACT	FND CD	TMP CT	CL	D E	S P	LAST CHG DATE	TYP	ANNUAL SALARY	HOURLY RATES				SV RT	LATEST SCD
														REG	O/T	N/D	S/D		
W	W	069	81200	42	0	0	0	1	0	0	12140	WIG	\$18878	\$9.08	\$13.62	\$9.91	\$2.27	0	090571
W	W	33170	034	21	0	0	0	0	0	0	05013	DGR	\$11708	\$5.63	\$8.45	\$5.56	\$1.41	0	020480
W	W	032	41000	21	1	0	0	2	0	0	05153	WIG	\$10989	\$5.29	\$7.94	\$5.53	\$1.32	0	011480
W	W	043	52300	21	0	0	0	1	0	0	03063	WIG	\$12748	\$6.13	\$9.20	\$6.61	\$1.53	0	110279
W	W	035	52300	21	0	0	0	1	0	0	10012	ORG	\$12063	\$5.80	\$8.70	\$5.58	\$1.45	0	032678
W	W	033	33190	21	0	0	0	2	0	0	01243	RTD	\$14258	\$6.85	\$10.28	\$6.69	\$1.72	0	011580
W	W	030	32100	28	1	0	0	2	0	0	09192	RAS	\$13636	\$6.85	\$9.88	\$6.67	\$1.66	0	032480
W	W	054	32200	21	1	0	0	2	0	0	02073	RTD	\$14704	\$7.07	\$10.61	\$7.71	\$1.77	0	011281
W	W	074	31100	21	0	0	0	1	0	0	03203	WIG	\$12348	\$5.94	\$8.91	\$5.59	\$1.49	0	072980
W	W	035	41000	21	1	0	0	2	0	0	01313	CON	\$12063	\$5.80	\$8.70	\$5.58	\$1.45	0	010781
W	W	54200	53200	21	0	0	0	1	0	0	08231	WIG	\$18216	\$8.76	\$13.14	\$8.88	\$2.19	0	001772
W	W	044	53100	21	0	0	0	1	0	0	09052	WIG	\$13145	\$6.32	\$9.48	\$6.63	\$1.58	0	040477
W	W	112	53100	21	0	0	0	1	0	0	07103	RAS	\$25328	\$12.08	\$16.08	\$1.07	\$2.68	0	072472
W	W	044	82100	31	0	0	0	1	0	0	07112	WIG	\$11708	\$5.63	\$8.45	\$5.56	\$1.41	0	090778
W	W	034	33190	21	1	0	0	2	0	0	05302	DGR	\$22956	\$16.08	\$1.11	\$2.78	\$2.27	0	051577
W	W	076	54200	21	0	0	0	1	0	0	01773	RTD	\$19320	\$6.84	\$9.96	\$5.66	\$1.66	0	958478
W	W	041	42000	21	0	0	0	1	0	0	06272	WIG	\$11950	\$9.29	\$13.94	\$8.93	\$2.32	0	070372
W	W	053	32000	21	0	0	0	2	0	0	08082	PRM	\$14358	\$5.75	\$8.63	\$5.58	\$1.44	0	025381
W	W	044	82200	31	0	0	0	1	0	0	07033	RAS	\$14358	\$8.85	\$10.28	\$6.69	\$1.72	0	011281
W	W	031	31100	21	1	0	0	2	0	0	01142	NCH	\$13145	\$6.32	\$9.48	\$6.63	\$1.58	0	010874
W	W	031	31100	21	1	0	0	2	0	0	07253	RTD	\$10644	\$5.12	\$7.68	\$5.51	\$1.28	0	072583



Exhibit 3.30.50-5 (Cont. 1) (03-01-2009)  
Employee Status List Report (PCA-01-45)

## Employee Status List Report (Furloughed)

/F: PCA-01-45		PERFORMANCE EVALUATION REPORTING SYSTEM														RUN DATE: 08-09-92		PAGE:	
		EMPLOYEE STATUS LIST REPORT (FURLOUGHED)																	
SSN	WRK ST	EMPLOYEE NAME	GRD STP	ASSGN ORG	BGT ACT	FND CD	TMP CT	CL	D E T	S P E	LAST CHG DATE	TYP	ANNUAL SALARY	REG	O/T	N/D	S/D	SV RT	LATEST SCD
F	F		031	31300	21	1	0	2	0	0	05313	CON	\$10644	\$5.12	7.68	\$5.1	\$1.28	0	053183
F	F		052	81200	42	1	0	2	0	0	12102	CON	\$13813	\$6.64	9.96	\$6.6	\$1.66	0	010279
F	F		031	31100	21	1	0	2	0	0	05173	CON	\$10644	\$5.12	7.68	\$5.1	\$1.28	0	010781
F	F		031	32100	21	1	0	2	0	0	06103	CON	\$10644	\$5.12	7.68	\$5.1	\$1.28	0	062380
F	F		034	83000	41	1	0	2	0	0	07293	FUR	\$11708	\$5.63	8.45	\$5.6	\$1.41	0	010780
F	F		022	31100	21	1	0	2	0	0	05013	WIG	\$ 9987	\$4.80	7.20	\$4.8	\$1.20	0	11281N
F	F		031	41000	21	1	0	2	0	0	07013	CON	\$10644	\$5.12	7.68	\$5.1	\$1.28	0	020380
F	F		031	82200	31	1	0	2	0	0	07283	FUR	\$10644	\$5.12	7.68	\$5.1	\$1.28	0	011281
F	F		021	52100	21	1	0	2	0	0	05071	CON	\$ 9756	\$4.69	7.04	\$4.7	\$1.17	0	100978
F	F		022	31100	21	1	0	2	0	0	06103	CON	\$ 9756	\$4.69	7.04	\$4.7	\$1.17	0	042083
F	F		031	31300	21	1	0	2	0	0	05173	CON	\$10644	\$5.12	7.68	\$5.1	\$1.28	0	011181
F	F		021	41000	21	1	0	2	0	0	07083	CON	\$ 9756	\$4.69	7.04	\$4.7	\$1.17	0	032680
F	F		034	52300	21	1	0	2	0	0	08282	CON	\$11708	\$5.63	8.45	\$5.6	\$1.41	0	070883
F	F		042	31000	21	1	0	2	0	0	05173	CON	\$12348	\$5.94	8.91	\$5.9	\$1.49	0	021180
F	F		032	59000	21	1	0	2	0	0	07213	CON	\$10999	\$5.24	7.94	\$5.3	\$1.32	0	120180
F	F		021	31100	21	1	0	2	0	0	05133	CON	\$ 9756	\$4.69	7.04	\$4.7	\$1.17	0	011981
F	F		032	53200	21	1	0	2	0	0	05243	CON	\$10899	\$5.29	7.94	\$5.3	\$1.32	0	021881
F	F		061	59000	21	1	0	2	0	0	06132	CON	\$14901	\$7.16	10.74	\$7.2	\$1.79	0	021279
F	F		062	54200	21	1	0	2	0	0	05203	CON	\$15398	\$7.40	11.10	\$7.4	\$1.85	0	021980
F	F		033	31100	21	1	0	2	0	0	04213	CON	\$11354	\$5.46	8.19	\$5.5	\$1.37	0	052083
F	F		021	41000	21	1	0	2	0	0	02223	CON	\$ 9756	\$4.69	7.04	\$4.7	\$1.17	0	010482
F	F		022	31100	21	1	0	2	0	0	06213	CON	\$ 9987	\$4.80	7.20	\$4.8	\$1.20	0	061383



Exhibit 3.30.50-6 (03-01-2009)

Missing Parent Functions (PCA-02-43)

**Missing Parent Functions**

P/R/R:	PCA-02-43	PERFORMANCE EVALUATION REPORTING SYSTEM	RUN DATE:	01-24-92
		MISSING PARENT FUNCTIONS	PAGE	1
		ORGANIZATION	FUNCTION	PROGRAM

\*\*\* ALL PARENT FUNCTIONS ACCOUNTED FOR \*\*\*

Exhibit 3.30.50-6 (Cont. 1) (03-01-2009)  
Missing Parent Functions (PCA-02-43)

Sub-Functions Without Parents List

P/R/R: PCA-02-43		PERFORMANCE EVALUATION REPORTING SYSTEM			RUN DATE: 01-24-92	
		SUB-FUNCTIONS WITHOUT PARENTS LIST			PAGE 1	
BRANCH	FUNCTION	PROGRAM	ORGANIZATION TITLE	FUNCTION TITLE	PROGRAM TITLE	BUDGET ACTIVITY

\*\*\* NO SUB-FUNCTIONS WITHOUT PARENT FUNCTIONS \*\*\*

Exhibit 3.30.50-7 (03-01-2009)

OFP Consistency File Update: Part 1 (PCA-02-41)

## OFP Consistency File Update: Part 1

P/R/F: PCA-02-41				PERFORMANCE EVALUATION REPORTING SYSTEM			RUN DATE: 08-18-92		
ACTION TYPE	BRANCH CODE	FUNCTION	PROGRAM	OFP CONSISTENCY FILE UPDATE: PART 1 ORGANIZATION TITLE	FUNCTION TITLE	PROGRAM TITLE	BUDGET ACTIVITY	NEW BRANCH	PAGE: ---REASON---
	84	860	94000				31		INVALID, UNDETERMINED ACTION
	84	880	08000				42		INVALID, UNDETERMINED ACTION
	84	890	00002				42		INVALID, UNDETERMINED ACTION
	84	890	38900				42		INVALID, UNDETERMINED ACTION
	84	890	58310				42		INVALID, UNDETERMINED ACTION
	84	890	58330				42		INVALID, UNDETERMINED ACTION
	84	890	58400				42		INVALID, UNDETERMINED ACTION
	84	890	58800				42		INVALID, UNDETERMINED ACTION
	84	890	59030				42		INVALID, UNDETERMINED ACTION
	84	890	59070				42		INVALID, UNDETERMINED ACTION
	84	890	59080				42		INVALID, UNDETERMINED ACTION
	84	890	59100				31		INVALID, UNDETERMINED ACTION
	84	890	59210				31		INVALID, UNDETERMINED ACTION
	84	890	59220				31		INVALID, UNDETERMINED ACTION
	84	890	59230				31		INVALID, UNDETERMINED ACTION
	84	890	59240				31		INVALID, UNDETERMINED ACTION
	84	890	59250				31		INVALID, UNDETERMINED ACTION
	84	890	59260				31		INVALID, UNDETERMINED ACTION
	84	890	59270				31		INVALID, UNDETERMINED ACTION
	84	890	59280				31		INVALID, UNDETERMINED ACTION
	84	890	59290				31		INVALID, UNDETERMINED ACTION
	84	890	59300				31		INVALID, UNDETERMINED ACTION
	84	890	59308				31		INVALID, UNDETERMINED ACTION
	84	890	59309				31		INVALID, UNDETERMINED ACTION
	84	890	59320				31		INVALID, UNDETERMINED ACTION

Exhibit 3.30.50-8 (03-01-2009)  
OFP Consistency File Update: Part 2 (PCA-02-41)

OFP Consistency File Update: Part 2

PERFORMANCE EVALUATION REPORTING SYSTEM									
OFP CONSISTENCY FILE UPDATE: PART 2									
—INPUTS—		—INVALIDS—		—UNPOSTABLES—		—ACTIONS—			
DELETES	21	DELETES:	6	DELETES	6	—OFP'S DELETED—			
ADDS:	"	ADDS:	0	ADDS:	0	BY BR/FUN/PROG	5	BY CREADED ADDS	0
CHANGES	"	CHANGES:	0	CHANGES:	0	BY BR/FUNCT	29	BY ORG. CHANGE	0
ORG	1	ORG	0	ORG	0	BY FUNC/PROG	48	BY FUNC. CHANGE	27
FUNC	1	FUNC	0	FUNC.	0	BY PROGRAM	12	BY PROG. CHANGE	1
PROG	1	PROG	0	PROG.	0	BY ORG CHANGE	30	BY SPEC. CHANGE	1
SPEC	1	SPEC	0	SPEC.	0		110		
UNKNOWN:	1	UNKNOWN:	1			TOTAL DELETED	234	TOTAL CHANGED	29
TOTAL INPUT	30	TOTAL INVALIDS	7	TOTAL UNPOST	6	—OFP'S ADDED—			
						BY ADD CARD	"		
						BY ORG CHANGE	110		
						TOTAL ADDED	114		
						TOTAL ACTIONS	377		

Exhibit 3.30.50-9 (03-01-2009)  
OFP Consistency List (PCA-02-42)

## OFP Consistency List (OFP Sequence)

RUN DATE:  
09-06-92  
PAGE: 28

PERFORMANCE EVALUATION REPORTING SYSTEM  
OFP CONSISTENCY LIST  
(OFP SEQUENCE)

PCA-02-42

ORGANIZATION	FUNCTION	PROGRAM	ORGANIZATION TITLE	FUNCTION TITLE	PROGRAM TITLE	BUDGET ACTIVITY
33000	270	44110	INPERFBR	ERR RES	1040A OT	21
33000	270	44120	INPERFBR	ERR RES	1040A FP	21
33000	270	44140	INPERFBR	ERR RES	SCATOTFP	21
33000	270	44150	INPERFBR	ERR RES	SCAT FP	21
33000	270	44300	INPERFBR	ERR RES	IRP	21
33000	270	44330	INPERFBR	ERR RES	IRPW3W2Q	21
33000	270	44341	INPERFBR	ERR RES	MATCHLST	21
33000	270	44360	INPERFBR	ERR RES	TIN PEN	21
33000	270	44380	INPERFBR	ERR RES	SCH K-1	21
33000	270	44500	INPERFBR	ERR RES	W-4	21
33000	270	44510	INPERFBR	ERR RES	W-4 REJ	21
33000	270	44530	INPERFBR	ERR RES	Q W4 ERR	21
33000	270	44600	INPERFBR	ERR RES	BONDS	21
33000	270	44601	INPERFBR	ERR RES	PAPER BD	21
33000	270	44800	INPERFBR	ERR RES	WFP TAX	21
33000	270	44801	INPERFBR	ERR RES	NO-TIN	21
33000	270	47130	INPERFBR	ERR RES	SCATFPEZ	21
33000	270	47140	INPERFBR	ERR RES	SCATFPEZ	21
33000	270	49000	INPERFBR	ERR RES	IMF OTHR	21
33000	270	49005	INPERFBR	ERR RES	IMF RPS	21
33000	270	72830	INPERFBR	ERR RES	5500	21
33000	270	82110	INPERFBR	ERR RES	HUT	21
33000	270	82120	INPERFBR	ERR RES	UNALLOW	21
33000	270	84000	INPERFBR	ERR RES	CAF CONV	21
33000	270	84110	INPERFBR	ERR RES	SCRS SAT	21

Exhibit 3.30.50-9 (Cont. 1) (03-01-2009)  
 OFP Consistency List (PCA-02-42)

RUN DATE: 08-06-92  
PAGE: 80

**OFP Consistency List (Program-Code Sequence)**

PCA-02-42	PERFORMANCE EVALUATION REPORTING SYSTEM OFP CONSISTENCY LIST (PROGRAM-CODE SEQUENCE)				PROGRAM TITLE	BUDGET ACTIVITY
ORGANIZATION	FUNCTION	PROGRAM	ORGANIZATION TITLE	FUNCTION TITLE		
41000	233	59700	DATCONBR	DDEOORB	OPER REP	21
41000	234	59700	DATCONBR	DDEKVRB	OPER REP	21
41000	990	59700	DATCONBR	OVERHEAD	OPER REP	21
42000	990	59700	ACCTO BR	OVERHEAD	OPER REP	21
52000	990	59700	RESCH BR	OVERHEAD	OPER REP	21
53000	990	59700	TPREL BR	OVERHEAD	OPER REP	21
54000	990	59700	ADJ BR	OVERHEAD	OPER REP	21
59000	990	59700	OC TAX A	OVERHEAD	OPER REP	21
81000	990	59700	COLL BR	OVERHEAD	OPER REP	42
82000	990	59700	EXAM BR	OVERHEAD	OPER REP	31
84000	990	59700	OR STAFF	OVERHEAD	OPER REP	42
33000	990	59701	INPERFBR	OVERHEAD	NONCOMP	21
41000	230	59720	DATCONBR	DDE	TIPPIS	21
41000	231	59720	DATCONBR	DDE ORIG	TIPPIS	21
41000	232	59720	DATCONBR	DDEVERIF	TIPPIS	21
41000	230	59721	DATCONBR	DDE	TIPP ERR	21
41000	231	59721	DATCONBR	DDE ORIG	TIPP ERR	21
41000	232	59721	DATCONBR	DDEVERIF	TIPP ERR	21
10000	990	59810	DIRECTOR	OVERHEAD	LWOP	21
21000	990	59810	PERSONNL	OVERHEAD	LWOP	28
22000	990	59810	FAC MGMT	OVERHEAD	LWOP	28
23000	990	59810	TRAINING	OVERHEAD	LWOP	28
24000	990	59810	SECURITY	OVERHEAD	LWOP	28
29000	990	59810	O/C RMAN	OVERHEAD	LWOP	28
31000	990	59810	RECONBR	OVERHEAD	LWOP	21
31000	990	59810	RET A BR	OVERHEAD	LWOP	21



Exhibit 3.30.50-10 (03-01-2009)  
Final Error Register Report(s)

## Final Error Register Report

P/R/F: PCA-03-42  
WEEK ENDING 08-06-92

\*\*\*TIME ERROR\*\*\*  
ORG FUN PROG SSN  
34230 710 84150

\*\*\*TIME ERROR\*\*\*  
ORG FUN PROG SSN  
... 10000 990 59501

\*\*\*TIME ERROR\*\*\*  
ORG FUN PROG SSN  
30000 990 59501

ORG DATE LAST CHG  
31100 01183

\*\*\*TIME ERROR\*\*\*  
ORG FUN PROG  
31220 860 62100

\*\*\*TIME ERROR\*\*\*  
ORG FUN PROG SSN  
...31190 860 36720

PERFORMANCE EVALUATION REPORTING SYSTEM  
FINAL ERROR REGISTER REPORT

PERIOD ENDING	T C	HRS	VOLUME	P C	LOCAL DATA	MEAS CD	REC CD	ERROR INDICATORS
08-06-92	1	400	00000	P	1742	2	3	1
08-06-92	1	000	000	P	LOCAL DATA	MEAS CD	REC CD	TIME CODE ERROR: *
08-06-92	1	00000	5	00000	0025	2	3	(ADDIT'L ERR.)
08-06-92	1	...	00000	5	0025	2	3	VA
08-06-92	1	005	00000	6	2210	2	3	1
08-06-92	1	030	00000	6	2300	2	3	(ADDIT'L ERR.)

EMPLOYEE MASTER W/O TIME INPUT

CLASS 3

GRADE \*STEP 021

TIME CODE ERROR: A

Exhibit 3.30.50-11 (03-01-2009)

Period Data and Cum File Adjustments Control Listing (PCA-03-41)

## Period Data and Cum File Adjustments Control Listing

RUN DATE:  
03-16-92  
PAGE: 1

PERFORMANCE EVALUATION REPORTING SYSTEM		PERIOD DATA AND CUM FILE ADJUSTMENTS		
CONTROLS LISTING				
DATA TYPE	INPUT COUNT	INV/INC COUNT	BYPASSED COUNT	
ORIGINAL EMPLOYEE TIME DATA	13736	109		
ORIGINAL QUALITY REVIEW DATA	2859	3		
SUB-TOTAL (ORIGINALS)	16595	112	1148	
CORRECTION EMPLOYEE TIME DATA	0	0		
CORRECTION QUALITY REVIEW DATA	0	0		
SUB-TOTAL (CORRECTIONS)	0	0		
ADJUSTMENTS TO CURRENT-GRADE FILE	153	0		
ADJUSTMENTS TO PRIOR-GRADE FILE	0	0		
SUB-TOTAL (ADJUSTMENTS)	153	0		
TOTALS	16748	112		
TOTAL DETAIL JOB RECORDS CREATED		13372		
TOTAL INDIVIDUAL PERFORMANCE RECORDS CREATED		12879		
TOTAL SPECIAL EMPLOYMENT RECORDS CREATED		0		

P/R/F: PCA-03-41  
WEEK ENDING 03-16-92

Exhibit 3.30.50-12 (03-01-2009)

## Obsolete Quality Review Error Register Report

## Quality Review Error Register Report

P/R/F: PCA-05-44 WEEK ENDING 08-13-92			PERFORMANCE EVALUATION REPORTING SYSTEM QUALITY REVIEW ERROR REGISTER REPORT			RUN DATE: 08-16-92 PAGE: 2		
ORG	FUN	PROG	SSN	EMPLOYEE NAME	DOCS. REV'D	DOCS. IN ERROR	ERROR CONDITION	CONTROL NO
41025	232	59600			23	0	NO MATCHING CUM RECORD	B40
52340	552	30000			5	0	CURRENT QUARTER VOLUME LESS THAN DOCUMENTS REVIEWED	F49
52340	552	30000			5	0	NO CURRENT QUARTER PRODUCTION DATA ON CUM RECORD	F49
41031	231	84430			33	0	NO MATCHING CUM RECORD	C02
41024	232	11200			33	0	NO MATCHING CUM RECORD	A64
52130	532	00004			5	0	NO MATCHING CUM RECORD	F15
52130	540	00004			17	0	CURRENT QUARTER VOLUME LESS THAN DOCUMENTS REVIEWED	F31
52130	540	00004			17	0	NO CURRENT QUARTER PRODUCTION DATA ON CUM RECORD	F31
52130	531	00004			3	0	CURRENT QUARTER VOLUME LESS THAN DOCUMENTS REVIEWED	E95
52130	531	00004			3	0	NO CURRENT QUARTER PRODUCTION DATA ON CUM RECORD	E95
52130	532	00004			2	0	NO MATCHING CUM RECORD	F16
52130	540	00004			2	0	NO MATCHING CUM RECORD	F28
52130	532	00004			4	0	NO MATCHING CUM RECORD	F14
52130	540	00004			15	0	NO MATCHING CUM RECORD	F26
52131	532	00004			1	0	CURRENT QUARTER VOLUME LESS THAN DOCUMENTS REVIEWED	E76
52131	532	00004			1	0	NO CURRENT QUARTER PRODUCTION DATA ON CUM RECORD	E76
52131	540	00004			41	0	CURRENT QUARTER VOLUME LESS THAN DOCUMENTS REVIEWED	E86
52131	540	00004			41	0	NO CURRENT QUARTER PRODUCTION DATA ON CUM RECORD	E86
41026	232	72850			21	0	NO MATCHING CUM RECORD	549
52130	532	00004			4	0	NO MATCHING CUM RECORD	F18
52130	540	00004			46	0	CURRENT QUARTER VOLUME LESS THAN DOCUMENTS REVIEWED	F30
52130	540	00004			46	0	NO CURRENT QUARTER PRODUCTION DATA ON CUM RECORD	F30
42200	711	37400			1	0	NO MATCHING CUM RECORD	D46
52130	531	00004			5	0	CURRENT QUARTER VOLUME LESS THAN DOCUMENTS REVIEWED	E93

Exhibit 3.30.50-13 (03-01-2009)

Current Grade To Prior Grade Transfer History Listing (PCA-05-43)

## Current Grade To Prior Grade Transfer History Listing

PERFORMANCE EVALUATION REPORTING SYSTEM															RUN DATE: 08-16-92		PAGE: 6	
CURRENT GRADE TO PRIOR GRADE TRANSFER HISTORY LISTING																		
SSN		EMPLOYEE NAME		OLD G/S 07-05		NEW G/S 08-04		CURRENT QTR			1ST PRIOR QTR			2ND PRIOR QTR				
ORG	FUN	PROG	HOURS	VOLUME	REV'D	ERRORS	HOURS	VOLUME	REV'D	ERRORS	HOURS	VOLUME	REV'D	ERRORS	HOURS	VOLUME	REV'D	ERRORS
33410	990	59100	99.6	0	0	0	417.7	0	0	0	398.7	0	0	0	0	0	0	0
33410	990	59309	.0	0	0	0	.3	0	0	0	2.0	0	0	0	0	0	0	0
33410	990	59320	5.9	0	0	0	27.8	0	0	0	27.1	0	0	0	0	0	0	0
33410	990	59330	.3	0	0	0	1.2	0	0	0	1.2	0	0	0	0	0	0	0
33410	990	59501	10.0	0	0	0	86.0	0	0	0	15.0	0	0	0	0	0	0	0
33410	990	59502	.0	0	0	0	14.0	0	0	0	28.0	0	0	0	0	0	0	0
33410	990	59503	9.0	0	0	0	8.0	0	0	0	8.0	0	0	0	0	0	0	0
33510	990	59100	73.3	0	0	0	.0	0	0	0	.0	0	0	0	0	0	0	0
33510	990	59320	4.5	0	0	0	.0	0	0	0	.0	0	0	0	0	0	0	0
33510	990	59330	.2	0	0	0	.0	0	0	0	.0	0	0	0	0	0	0	0
33510	990	59501	2.0	0	0	0	.0	0	0	0	.0	0	0	0	0	0	0	0
SSN		EMPLOYEE NAME		OLD G/S 03-06		NEW G/S 02-10		CURRENT QTR			1ST PRIOR QTR			2ND PRIOR QTR				
ORG	FUN	PROG	HOURS	VOLUME	REV'D	ERRORS	HOURS	VOLUME	REV'D	ERRORS	HOURS	VOLUME	REV'D	ERRORS	HOURS	VOLUME	REV'D	ERRORS
52100	520	00001	.0	0	0	0	.0	0	0	0	7.4	646	31	0	0	0	0	0
52100	520	00004	.0	0	0	0	.0	0	0	0	7.4	536	0	0	0	0	0	0
52100	520	00008	.0	0	0	0	.0	0	0	0	42.4	0	0	0	0	0	0	0
52100	990	59320	.0	0	0	0	.0	0	0	0	4.0	0	0	0	0	0	0	0
52100	990	59330	.0	0	0	0	.0	0	0	0	.8	0	0	0	0	0	0	0
52100	990	59501	.0	0	0	0	.0	0	0	0	2.0	0	0	0	0	0	0	.0
52100	990	59502	.0	0	0	0	.0	0	0	0	16.0	0	0	0	0	0	0	0

### Period Data Posting Mismatch/Error Register(PCA-05-45)

### Period Data Posting Mismatch/Error Register

SSN	EMPLOYEE NAME	ORG FUN PROG	ERROR CONDITION
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITHOUT SSN-MATCHED DJR AND CUM RECORD: MASTER RECORD BYPASSED
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITHOUT SSN-MATCHED TIME DJR AND CUM RECORD: MASTER RECORD BYPASSED
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR
			WORKING EMPLOYEE WITH SSN-MATCHED CUM RECORD BUT WITHOUT TIME DJR

Exhibit 3.30.50-15 (03-01-2009)

Individual Performance History Adjustment Report (PCA-05-46)

## Individual Performance History Adjustment Report

PERFORMANCE EVALUATION REPORTING SYSTEM															RUN DATE: 08-16-92	
INDIVIDUAL PERFORMANCE HISTORY ADJUSTMENT REPORT															PAGE: 2	
P/R/F: PCA-05-46	WEEK ENDING 08-13-92															
FIL	TY P	ORG	FUN	PROG	SSN	EMPLOYEE NAME	HOURS	VOLUME	DOCS REV'D	DOCS IN ERROR	ADJ CD	MS CD	GRD	DISPOSITION	ERF CD	
CG	CG	41032	231	72820			180		26		4	1	03	CUM FILE RECORD ADJUSTED		
CG	CG	32000	990	59591			4-	250-			4	2	05	*ERROR--NO ACTION TAKEN*-		
CG	CG	32450	794	44350			.....	.....			D	1	03	*ERROR--NO ACTION TAKEN*-		
CG	CG	54150	710	00004						1-	4	1	05	CUM FILE RECORD ADJUSTED		
CG	CG	54120	710	00004						1-	4	1	05	CUM FILE RECORD ADJUSTED		
CG	CG	41007	620	00000						5	4	1	05	CUM FILE RECORD ADJUSTED		
CG	CG	41007	620	44300						5	4	1	05	CUM FILE RECORD ADJUSTED		
CG	CG	41007	620	00000			24-	300-			4	1	05	CUM FILE RECORD ADJUSTED		
CG	CG	41035	231	59700			.....	.....			4	1	04	*ERROR--NO ACTION TAKEN*-		
CG	CG	41035	232	59700			.....	200-			4	1	04	*ERROR--NO ACTION TAKEN*-		
CG	CG	41035	233	59700			.....	300			4	1	04	CUM FILE RECORD ADJUSTED		
CG	CG	41035	234	59700			11	200			4	1	04	CUM FILE RECORD ADJUSTED		
CG	CG	32450	794	44350			42-	1608-			D	1	03	*ERROR--NO ACTION TAKEN*-		
CG	CG	41006	441	15510			4-	161-			4	1	03	CUM FILE RECORD ADJUSTED		
CG	CG	41006	444	15510			4-	161-			2	1	03	*ERROR--NO ACTION TAKEN*-		
CG	CG	53200	780	34000					26	1-	4	1	04	CUM FILE RECORD ADJUSTED		
CG	CG	41002	231	43110					17	6	4	1	02	CUM FILE RECORD ADJUSTED		
CG	CG	41002	231	84430					33	6	4	1	02	CUM FILE RECORD ADJUSTED		
CG	CG	54220	710	00001						1-	4	1	07	CUM FILE RECORD ADJUSTED		
CG	CG	32400	710	44350			179-	354-			4	1	05	*ERROR--NO ACTION TAKEN*-		
CG	CG	32420	990	59300			.....	.....			2	2	05	*ERROR--NO ACTION TAKEN*-		

Exhibit 3.30.50-16 (03-01-2009)

Cum Files Updates Controls Listing (PCA-05-47)

## Cum Files Updates Controls Listing

P/R/F: PCA-05-47		WEEK ENDING 08-13-82		PERFORMANCE EVALUATION REPORTING SYSTEM										CUM FILES UPDATES CONTROLS LISTING		RUN DATE: 08-16-82		PAGE:	

**Exhibit 3.30.50-17 (03-01-2009)**  
**Process Control Record**

**Process Control Record**

```
THE ASSUMED MODE IS ASCII
-old msc*pca0331.
-lis
1 W083097242093097273070197083097      1 2      * *      * *
END OF FILE
-
-rep
-
-
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Exhibit 3.30.50-18 (03-01-2009)

Cum File SSN Selection Error Register Report

**Cum File SSN Slection Error Register Report****PERFORMANCE EVALUATION REPORTING SYSTEM**

PCA-07-41

**CUM FILE SSN SELECTION ERROR REGISTER REPORT**

<b>SSN</b>	<b>FILE</b>	<b>ERROR DESCRIPTION</b>
ABC654321	D	INVALID SSN AND FILE TYPE
	C	INVALID FILE TYPE DATA
123456789	C	SSN MISMATCH WITH CUM FILE

TOTAL INVALID RECORDS 2  
TOTAL SSN MISMATCHES 1

### Cum File SSN Selection Edited Data Listing (Prior Grade Data Only)

**PERFORMANCE EVALUATION REPORTING LIST**

PCA-07-42

[illegible]

Exhibit 3.30.50-20 (03-01-2009)

Cum File Leveled Performance Report (PCA-07-43)

## Cum File Leveled Performance Report (Organization Level)

PERFORMANCE EVALUATION REPORTING SYSTEM														RUN DATE: 08-16-92	
CUM FILE LEVELED PERFORMANCE REPORT (ORGANIZATION LEVEL)														PAGE:	
ORGANIZ CODE 31100															
FUNC AND TITLE PROG AND TITLE		VOLUME	HOURS	PROD RATE	DOCUMENTS REVIEWED	DOCS IN ERROR	RATE								
FUNCTION 145 TOTALS			107.7 1,756.5												
146 PR YR 00001 ALL COMB		6,781 87,628	16.0 242.4	423.8 361.5											
FUNCTION 146 TOTALS			16.0 242.4												
153 ENCODE 11 00000 ALL COMB															
FUNCTION 153 TOTALS															
154 PREBATCH 31100 PREBATCH		3,490	43.7	79.9											
FUNCTION 154 TOTALS			43.7												
166 IMF VOL 00000 ALL COMB		3,253	21.7	149.9											
FUNCTION 166 TOTALS			21.7												
181 PREBATCH 00000 ALL COMB		1,463 32,786	15.9 320.4	92.0 102.3	2,081	5	.002								

## Exhibit 3.30.50-20 (Cont. 1) (03-01-2009)

## Cum File Leveled Performance Report (PCA-07-43)

## Cum File Leveled Performance Report (Branch Level)

RUN DATE: 08-16-92  
PAGE: 1

P/R/F: PCA-07-43		PERFORMANCE EVALUATION REPORTING SYSTEM					CUM FILE LEVELED PERFORMANCE REPORT (BRANCH LEVEL)		
PERIOD: 04-01-92 THRU 08-06-92		CUM e CURRENT a 1ST PRIOR QTRS					CUM FILE LEVELED PERFORMANCE REPORT (BRANCH LEVEL)		
FUNC AND TITLE PROG AND TITLE		VOLUME		BRANCH CODE 41 HOURS		PROD RATE	DOCUMENTS REVIEWED	DOCS IN ERROR	ERROR RATE
44380 K-1,S	PER CUM	151,347		1,322.8		114.4	4,904	96	.020
44390 URP 2000	PER CUM	11,329		89.3		126.9	198	2	.010
		13,829		107.4		128.8	198	2	.010
44400 1040 X	PER CUM	100		.7		142.9	34		
		36,041		188.0		191.7	1,910	3	.002
44401 1040X	PER CUM	350		2.7		128.6	116		
		62,527		511.0		122.4	4,492	22	.005
44500 W-4	PER CUM	750		3.9		192.3	51	1	.020
		26,100		236.0		110.6	1,266	21	.017
44600 BONDS	PER CUM	326,120		1,256.2		259.6	7,208	86	.012
44601 PAPER BD	PER CUM	1,415		5.4		262.0			.014
		387,186		1,857.1		208.5	18,757	266	.014
44700 FORM4868	PER CUM	65,951		235.9		279.6	2,442	3	.001
44900 SCRS REG	PER CUM	10,866		50.2		212.5	47		
		62,854		332.3		189.1	175		
44910 SCRSBOOB	PER CUM	1,210		5.8		208.6			
		17,967		98.6		182.2	499	9	.018
45400 IMF CHG	PER CUM	350		2.2		159.1	86		
		19,035		78.6		242.2	1,639	10	.006
45502 1 TRNS 1P	PER CUM	681		2.7		252.2	124	1	.008
		41,263		177.9		231.9	1,520	4	.003
45700 IMF AIMS	PER CUM	3,573		19.6		182.3	67		
		104,274		529.4		197.0	3,224	3	.001
45800 IRP G D	PER CUM	33,693		360.0		93.6	885	65	.073
45900 IMF ERR	PER CUM								

## Individual Detail Summary Report (PCA-04-41)

PERFORMANCE EVALUATION REPORTING SYSTEM										RUN DATE: 12-19-94	
INDIVIDUAL DETAIL SUMMARY REPORT (DETAIL BRANCH SEQUENCE)										PAGE: 20	
WEEK ENDING 12-10-94											
ASSEN ORG	EMPLOYEE NAME	SSN	DETAIL WORKED		HOURS		O/T		COSTS C/T	TOTAL	
			-O-	-F-	C/T	TOTAL	O/T	TOTAL			
53350	54340 710 36720									18.95	
	54340 711 10000									418.05	
	54340 990 59250									25.26	
	54340 990 59301									11.37	
	54340 990 59320									25.26	
	54340 990 59330									6.32	
53350	54340 710 10009									137.67	
	54340 710 36720									12.53	
	54340 711 10000									277.86	
	54340 990 59250									25.26	
	54340 990 59301									7.58	
	54340 990 59320									31.56	
53470	54340 990 59330									6.32	
	54340 990 59601									6.32	
36120	54350 880 00007									234.28	
	54350 880 08060									109.58	
53440	54340 990 59502									305.75	
	54340 990 59506									203.84	
TOTAL	54350 880 00007									374.12	
										389.1	94796.48

Exhibit 3.30.50-21 (Cont. 1) (03-01-2009)

Individual Detail Summary Report (PCA-04-41)

## Individual Detail Summary Report (Assigned Org Sequence)

P/R/F: PCA-04-41  
 ASSIGNED ORG. 53360  
 PERFORMANCE EVALUATION REPORTING SYSTEM  
 INDIVIDUAL DETAIL SUMMARY REPORT  
 (ASSIGNED ORG. SEQUENCE)  
 RUN DATE: 12-13-94  
 PAGE: 41  
 WEEK ENDING 12-10-94

ASSGN ORG	EMPLOYEE NAME	SSN	DETAIL WORKED			HOURS			COSTS		
			-O-	-F-	-P-	O/T	C/T	TOTAL	O/T	C/T	TOTAL
53360			81900	810	62170			6.3			64.32
53360			81900	810	62170			5.0			51.05
TOTAL								11.3			115.37