



## ***Benefits Administration Letter***

**Number: 20-302**

**Date: March 2020**

### **Subject: March 2020 Headcount**

This is a reminder for all payroll providers, including cross-service providers (e.g. National Finance Center (NFC), Defense Finance and Accounting Service (DFAS), etc.), to submit the semiannual Headcount for the March 2020 reporting period no later than March 31, 2020.

The semiannual Headcount reporting (March and September) provides the OPM with a snapshot of agency-wide enrollment for participants in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE), Federal Employees Retirement System – Further Revised Annuity Employees (FERS-FRAE), Federal Employees Health Benefits (FEHB) Program, and/or the Federal Employees' Group Life Insurance (FEGLI) Program.

The March 2020 Headcount reporting period is for payroll paid during the first 15 days of March for weekly and bi-weekly pay cycles. For monthly pay cycles, the reporting period is February 1 through February 29, 2020. **NOTE: Beginning with the March 2020 Headcount**, Payroll providers will be able use OPM's Headcount Collection System (HCS) to input data and submit OPM Forms 1523 and 2812A electronically. HCS also provides an electronic upload feature using a standardized template.

To ensure payroll providers have the necessary knowledge to successfully submit Headcount reports electronically during the March 2020 season, HCS Standard Operating Procedures and training materials have been developed. Hands-on training sessions are scheduled and available for sign-up (*see schedule below*). For payroll providers currently using an automated print-to-file process (or other automation), training sessions specifically focused on the HCS template upload file are also available. Additionally, a Headcount Support Help Desk will be staffed during the Headcount reporting period to answer real-time questions.

For questions about the new electronic collection process, please contact the Headcount Support Team via telephone at 202-606-5034, or, via email at [HeadcountSupport@opm.gov](mailto:HeadcountSupport@opm.gov).

Headcount reports must be submitted **no later than March 31, 2020**. If report submission delays or difficulties are anticipated, **please call Ms. Yadira Vega at 202-606-4842**. Note: Standard Retirement and Insurance Transfer System (RITS) reports should not be delayed because Headcount submissions are not ready/complete.

A handwritten signature in black ink, appearing to read "Dennis D. Coleman".

Dennis D. Coleman  
Chief Financial Officer

## **Headcount Collection System Training (HCS) Schedule**

**HCS User Training Sessions** are scheduled for the following dates/times:

- Tuesday, February 18, 2PM – 3PM EST
- Tuesday, February 25, 10AM – 11AM EST
- Thursday, February 27, 4PM – 5PM EST

All trainings are conducted online. Please join audio at:

Dial-in: 877-953-4131

Passcode: 53663633

For video, join the webinar using Adobeconnect:

<https://opmcfo.adobeconnect.com/tfmhcspotrain/>

**HCS Automated Upload Sessions** are scheduled for the following dates/times:

- Wednesday, February 19, 10AM – 11AM EST
- Thursday, February 20, 2PM – 3PM EST
- Monday, February 24, 4PM – 5PM EST

All trainings are conducted online. Please join audio at:

Dial-in: 877-953-4131

Passcode: 53663633

For video, join the webinar using Adobeconnect:

<https://opmcfo.adobeconnect.com/tfmhcspotrain/>

For any training questions, please contact the Headcount Support Team via telephone at 202-606-5034, or, via email at [HeadcountSupport@opm.gov](mailto:HeadcountSupport@opm.gov).