

## 2812

The **2812** function is the centerpiece of the RITS application. RITS facilitates the automated filing of forms SF 2812 and SF 2812A and replaces the paper copy of these forms. It automatically generates IPAC transactions to move funds between agencies and OPM.

### Identification of Forms SF 2812 and SF 2812A

**Form SF 2812** is the “Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement”. It is used to report deductions from employees’ salaries and the related agency contributions to OPM

**SF 2812A** is the “Report of Withholdings and Contributions by Enrollment Code”. It is used to report health benefit withholdings and contributions by enrollment code to enable OPM to distribute monies to the appropriate health benefit carriers.

To facilitate the transition to automated filing, the data entry screens in RITS are similar to the paper forms used for these filings. A sample of the paper forms being replaced is available in *Appendix A* of this manual.

### Filing Requirements for SF 2812 and SF 2812A

Every agency payroll office must prepare from its payroll data RITS forms 2812 and 2812A for each pay period for each payroll it oversees. These reports are due to OPM on the date the payroll is paid.

If the required form 2812 is not filed in a timely fashion by the responsible payroll office, OPM has the ability to create an estimated report and billing on the agency’s behalf. Estimated reports are based on the most recent payment made by the agency that best reflects the probable amount of the current obligation. Once an agency generates a 2812 transaction for the delinquent obligation, the RITS application automatically voids (if the estimated 2812 has not been drawn down) or reverses (if it has been drawn down) any estimated report and billing processed by the OPM administrator.

After a 2812 has been successfully submitted and drawn down, one or more supplemental forms 2812 can be filed. 2812 Supplementals are filed in the same manner as original 2812s and reflect adjustments to the original 2812.

### Processing Forms SF 2812 and SF 2812A

To process a form SF 2812 through RITS, log on to the GOALS II system and choose the RITS option from the IPAC System Main Menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 1.1.

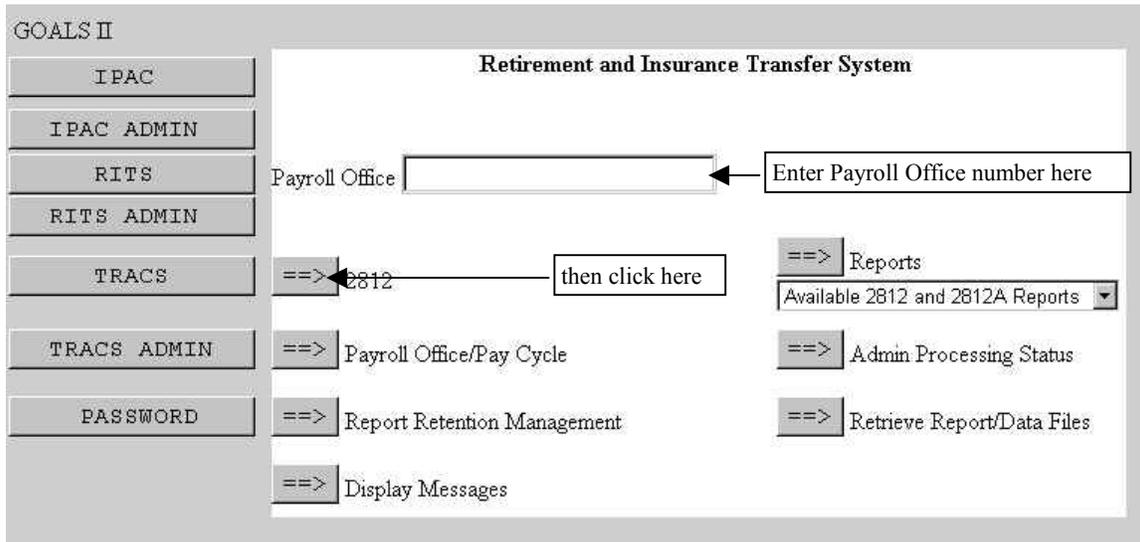


Figure 1.1 RITS Main Menu

## Payroll Office

The data entry field on this screen is the **Payroll Office** field. This is the Payroll Office number of the agency responsible for filing the SF 2812. Your Login ID, which you entered to start your session with the IPAC system program, will be available to the RITS program. Using that ID, RITS will determine the Payroll Office(s) for whom you are authorized to do business

- If you are only authorized to act on behalf of **one Payroll Office**, that Payroll Office number will appear in the **Payroll Office** data entry box as shown above.
- If you are authorized to act for **multiple Payroll Offices**, those Payroll Office numbers will appear in a drop-down menu box for the **Payroll Office**.
- If you are authorized to act for **more than 25 Payroll Offices**, the **Payroll Office** field will appear as a blank data entry box.

The **Payroll Office** field is mandatory and you must accept the Payroll Office number shown as a default or, if you have further authorizations, either choose a Payroll Office number from the drop down menu or enter a Payroll Office number in this field.

**Accessing the RITS – 2812 Entry Screen**

Once the Payroll Office field has been completed, click the “2812” button as shown in Figure 1.1 to begin 2812 filing. If you have not established Pay Cycles for your Payroll Office, when you access the RITS-Payroll Selection Screen, you will see an unpopulated table as shown in Figure 1.2A. To establish pay cycles refer to *Section 2* of this manual.

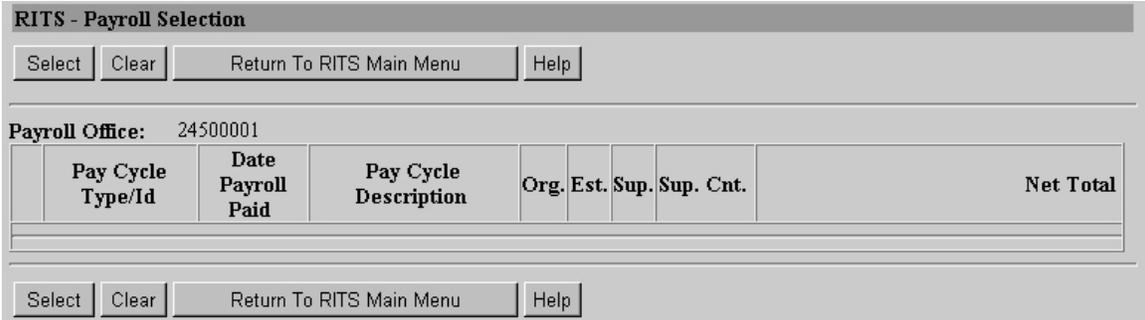


Figure 1.2A RITS Payroll Selection

If Pay Cycles have been established for your Payroll Office, the **Payroll Selection** screen will display two months of Payrolls as shown in Figure 1.2.

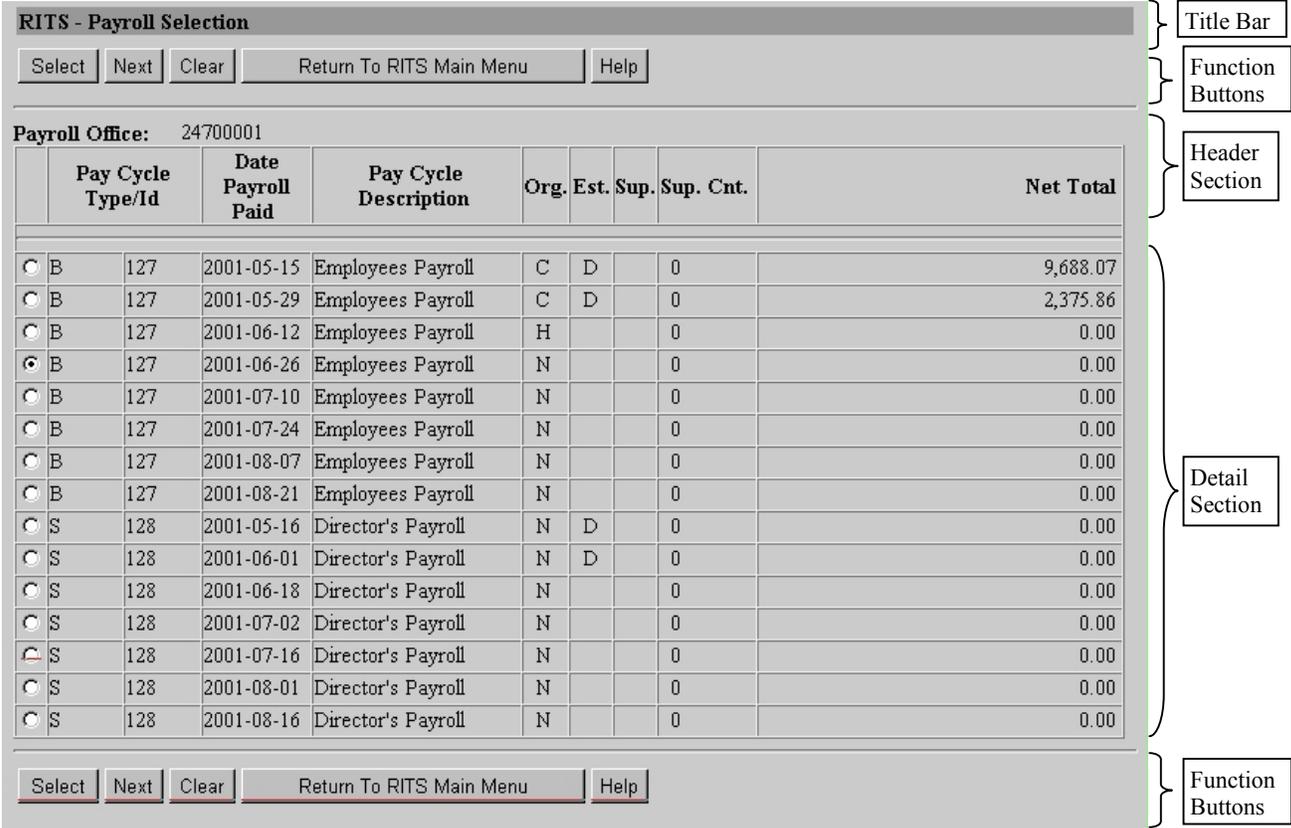


Figure 1.2 RITS – Payroll Selection

The **RITS – Payroll Selection** screen is divided into 4 sections: the **Title Bar** (discussed in the *Introduction*), the **Header**, the **Detail** section and the section containing the **Function Buttons** that appears at both the top and the bottom of the screen.

## Header

The Header of the **RITS – Payroll Selection** screen contains the Payroll Office number entered on the **RITS Main Menu**. It also contains headings for the data columns found in the detail section. Nothing in this section can be edited.

## Detail Section

The next portion of the **RITS – Payroll Selection** screen is the **Detail** area. Here you will choose the payroll for which you will be processing the 2812.

The individual payrolls are identified by a combination of a Payroll Cycle ID and a Date Payroll Paid (pay date). For selection, the Payrolls are listed as rows whose columns hold the following information:

- Pay Cycle Type**
- Pay Cycle ID**
- Date Payroll Paid**
- Pay Cycle Description**

All of the terms above are defined and explained in both the *Introduction* and the *Glossary* of this manual.

The following columns provides the user with the status of the original 2812 submission, any estimated 2812s, and the status of the latest supplemental report submitted:

### **Org. (Original)**

This column references the original 2812 filed by the Payroll Office. It can have the following statuses:

**(N)**ew

Templates of new reports for which no data has been entered.

**(H)**old

In process but placed on hold. Any transaction with an “**H**” status will not be drawdown.

**(I)**ncomplete

Submitted, did not pass data verification. This status is only valid for 2812s filed through bulk file transactions.

**(C)**omplete

Submitted, passed data verification, eligible for draw down.

In **(P)**rocess

Partially entered but not submitted. Since data on the current screen is saved when you change to another screen on the Form 2812, this status will occur when you have entered some data on one screen, moved to another 2812 screen and then selected "Return to RITS Main Menu". This saves the partially entered data without submitting it to OPM.

**(D)rawdown**

Funds have been transferred to OPM. This 2812 can no longer be edited or deleted.

**Est. (Estimate)**

This column references an Estimated 2812 filed by OPM. Estimates cannot be edited by the Payroll Office. This column can hold the following statuses:

**(H)old**

In process but placed on hold. Any transaction with an "H" status will not be drawdown.

**(I)ncomplete**

Submitted, did not pass data verification. This status is only valid for 2812s filed through bulk file transactions.

**(C)omplete**

Submitted, passed data verification, eligible for draw down.

In **(P)rocess**

Partially entered but not submitted. Since data on the current screen is saved when you change to another screen on the Form 2812, this status will occur when you have entered some data on one screen, moved to another 2812 screen and then selected "Return to RITS Main Menu". This saves the partially entered data without submitting it to OPM.

**(D)rawdown**

Funds have been transferred to OPM. This 2812 can no longer be edited, or deleted.

**(R)eversal**

The reversal of the Estimated 2812. This occurs automatically when an original 2812 is submitted and drawn down.

**Sup. (Supplemental)**

This column references the latest supplemental 2812 filed by the Payroll Office. It can have the following statuses:

**(H)old**

In process but placed on hold. Any transaction with an "H" status will not be drawdown.

**(I)ncomplete**

Submitted, did not pass data verification. This status is only valid for 2812s filed through bulk file transactions.

**(C)omplete**

Submitted, passed data verification--eligible for draw down.

In **(P)rocess**

Partially entered but not submitted. Since data on the current screen is saved when you change to another screen on the Form 2812, this status

will occur when you have entered some data on one screen, moved to another 2812 screen and then selected "Return to RITS Main Menu". This saves the partially entered data without submitting it to OPM.

**(D)rawndown**

Funds have been transferred to OPM. This 2812 can no longer be edited or deleted.

**Sup. Count (Supplemental Count)**

This is the number of Supplemental 2812s which have been filed in conjunction with this payroll.

**Net Total**

This contains a dollar figure representing the sum of all funds reported on the Original and any Supplemental 2812s for this payroll.

To the left of each Payroll listed is an option button. Clicking will toggle the selection of that payroll on or off. Clicking any other option button will deselect a previous choice.

**Function Buttons**

The **RITS-Payroll Selection** screen has function buttons that appear at both the top and bottom of the screen. Either set may be used depending on your location and preference. Figure 1.3 shows the buttons available on the RITS - Payroll Selection screen



Figure 1.3 Payroll Selection Function Buttons

**"Select"**

Displays a **2812 Selection Screen** for the active payroll (See figure 1.4) which allows you to choose between any existing 2812s for this payroll.

**"Next/Prior"**

Two months of payrolls are available for selection. They are presented in chronological order, 15 payrolls to a screen. "Next" and/or "Prior" buttons will appear as needed to allow you to locate payrolls.

**"Clear"**

Returns the option buttons to their values the last time the screen was displayed.

**"Return to RITS Main Menu"**

Returns you to the main menu screen.

**"Help"**

Displays the system help for this screen.

Once a payroll has been chosen, click **“Select”**. A 2812 Selection screen (shown in Figures 1.4 and 1.4A) will display to allow you to choose between any existing 2812s for this payroll. If no original, estimated or supplemental 2812 has been filed for this payroll, you will see only one entry on the selection screen, with a status of **(N)ew**, as shown in Figure 1.4. Click the option button next to the appropriate 2812.

Reports	Status	Amount
2812	N	0.00

Figure 1.4 2812 Selection

The **2812 Selection** screen has Function Buttons that appear at both the top and the bottom of the screen. Either set may be used depending on your location and preference.

**“Process”**

Retrieves the selected 2812 and opens it for data entry or editing beginning with the **2812 Life** screen discussed below.

**“New Supplemental”**

(This button will only appear when the Original 2812 has been drawn down and can no longer be edited, as shown in Figure 1.4A). 2812 Supplementals are filed in the same manner as original 2812s and reflect adjustments to the original 2812.

**“Delete”**

Deletes a selected 2812 supplemental if it has not been drawn down. An original 2812 cannot be deleted. If “delete” is selected for an original 2812, you will receive an error message.

**“Another Payroll”**

Returns you to the **Payroll Selection** screen to select another payroll.

**“Clear”**

Returns the options buttons to their status the last time the screen was displayed.

**“Return to RITS Main Menu”**

Returns you to the main menu screen.

**“Print”**

Takes you to the Document Printing function discussed in the *Introduction* where you can view or print a copy of the selected 2812.

**“Help”**

Displays the system help for this screen.

The screen below is an example of a RITS 2812 Selection screen that reflects an original, estimated, reversal and supplemental 2812.

**RITS - 2812 Selection**

Process    New Supplemental    Delete    Another Payroll    Clear    Return To RITS Main Menu

Print    Help

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**PayrollOffice :** 24700001

	<b>Reports</b>	<b>Status</b>	<b>Amount</b>
<input type="radio"/>	2812	D	9688.07
<input type="radio"/>	Estimated 2812	D	9688.07
<input type="radio"/>	Reversal	D	-9688.07
<input type="radio"/>	Supplemental 2812	C	1000.00

Process    New Supplemental    Delete    Another Payroll    Clear    Return To RITS Main Menu

Print    Help

Figure 1.4A 2812 Selection with an Estimated, Reversal and Supplemental 2812

**2812 Life**

The screenshot shows the RITS - 2812 Life interface. At the top is a grey title bar with the text "RITS - 2812 Life". Below it is a row of buttons: Submit, Summary, Health, CSRS, FERS, 2812A, Another Report Type, and Clear. Below that is another row of buttons: Return To RITS Main Menu and Help. The header section contains the following fields: Date Payroll Paid: 2001-06-26, Hold: N (dropdown), Payroll Office: 24700001, Payroll Begin Date: 2001-06-03, Payroll End Date: 2001-06-16, Pay Cycle Type: B, Pay Cycle ID: 127, and Report Number: B1127041. The detail section is titled "A. Life Insurance" and contains a table with columns for Benefit Category, Withholdings, Contributions, and Total. The table has five rows of data and a total row. At the bottom is another row of buttons: Submit, Summary, Health, CSRS, FERS, 2812A, Another Report Type, and Clear, followed by a row of buttons: Return To RITS Main Menu and Help. Callouts on the right side of the screenshot identify these sections: Title Bar, Function Buttons (top), Header, Detail Section, and Function Buttons (bottom).

Benefit Category	Withholdings	Contributions	Total
1. Basic Life	2,375.86	1,187.93	
2. Standard - Option A	140.70		
3. Additional - Option B	2,732.58		
4. Family - Option C	62.92		
5. Post Retirement	0.00		
Total Life Insurance	5,312.06	1,187.93	6,499.99

Figure 1.5 2812 Life

This is the first screen presented for data entry or editing when you choose “**Process**” for a selected 2812. It is used to report and allow for a transfer of funds for withholdings and employer contributions to the Federal Employee Group Life Insurance Fund. The **2812 Life** screen, shown in Figure 1.5, has 4 sections, the Title Bar, the Header, the Detail section and Function Buttons.

**Title Bar**

The title bar contains the name of the function in which you are currently working (here it shows “**2812 Life**”). The purpose of the Title Bar is consistent throughout RITS and it will not be separately mentioned for each of the 2812 screens.

**Header**

The Header of this screen contains the following fields:

**Date Payroll Paid** } These terms are defined in the *Introduction* and in the *Glossary* of this manual.

**Pay Cycle Type**  
**Pay Cycle ID**

**Payroll Begin Date** }  
**Payroll End Date** }

The beginning and ending dates for this payroll

**Payroll Office**

The payroll office responsible for filing the 2812 for this payroll.

**Report Number**

A number assigned by RITS to identify a specific report. (Example B1127041)  
The report number is eight characters in length and is named using the following formula:

1	Pay Cycle Type	B (for Bi-weekly)
2	Fiscal Year	1
3-5	Pay Cycle ID	127
6-7	Sequential No.	04
8	Report Type	I (for Original)

You cannot change any of the fields listed above.

**Hold**

This field contains a drop down menu allowing you to select **(Y)es** or **(N)o** to indicate whether this report should be on **Hold**. This is the only field in the header that you can change from this screen.

**Detail Section**

The Detail Section of this screen contains the following fields, all related to employee life insurance:

**1. Basic Life:**

Coverage consisting of the greater of **(1)** the employee's yearly salary rounded up to the next \$1000, plus \$2,000 or **(2)** \$10,000. An employee must be enrolled in Basic Life Insurance in order to have coverage under options A, B and C. There are two fields to allow entry of:

**Withholdings**

The amount withheld from employees' pay to cover life insurance costs.

**Contributions**

The amount contributed for employees' life insurance by the employing agency.

**2. Standard - Option A**

**Withholdings**

The amount withheld from employees' pay to cover the cost of Increased life insurance coverage of \$10,000. The employee must first be enrolled in basic Life insurance.

**3. Additional - Option B  
Withholdings**

The amount withheld from employees' pay to cover the cost of increased life insurance coverage equal to one, two, three, four or five times the employee's annual rate of pay (after rounding up to the next \$1,000). The employee must first be enrolled in Basic Life Insurance.

**4. Family - Option C  
Withholdings**

The amount withheld from employees' pay checks to cover the cost of coverage of spouse and eligible dependent children in multiples of one, two, three, four or five. Each multiple is equal to \$5000 coverage for the spouse and \$2,500 for each dependent child. The employee must first be enrolled in Basic Life Insurance.

**5. Post Retirement  
Withholdings**

The amount withheld from employees' pension to cover the cost of continuation of full Basic Life Insurance coverage (or of fifty percent coverage) for retirees after reaching the age of 65. Normally, Basic Life Insurance coverage declines at the rate of two percent per month after a retiree reaches the age of 65, with a maximum deduction of 75%. Retirees who wish to retain a higher level of coverage can elect to have their coverage reduced by only 50%, or elect to have no reduction of coverage. Retirees who elect these options must pay an additional premium that is reported in the Post Retirement category.

**Total Life Insurance:  
Withholdings**

The sum of the withholdings from employees' salaries for each category of Life Insurance.

**Contributions**

The sum of the agency contributions for each category of Life Insurance.

**Total (Grand Total Life Insurance)**

The sum of Total Life Insurance Withholdings and Total Life Insurance Contributions.

These totals are not automatically calculated by RITS. They are left for the user to enter as an administrative check of these amounts. If amounts do not balance, the user will receive an error message and will not be allowed to continue until amounts balance.

## Currency Formats

As mentioned in the *Introduction* to this manual, when you enter currency amounts in RITS, you may enter up to 11 numbers, with two of them following the decimal point. **Do not** enter characters (*¢*, \$, etc.) other than numbers, a decimal point or a comma. Amounts entered are assumed to be whole dollars unless you enter a decimal point. If you enter **500**, the amount will be recorded as five hundred dollars, not five dollars. To enter five dollars, you must enter **5.00**.

## Function Buttons

The **RITS-2812 Life** screen has function buttons at both the top and bottom of the screen. Either set may be used depending on your location and preference. Figure 1.5 shows the buttons available on the **RITS-2812 Life** screen

### “Submit”

Submits the data entered on this 2812 to RITS for data verification. If the **Hold** field is marked “**N**”, the 2812 will be submitted to the RITS database and drawdown will occur as appropriate. If Hold is changed to “**Y**” the user can complete and submit the 2812, however, drawdown will not occur. If you have additional information to enter on this 2812, choose the appropriate button to display the necessary screen as listed below. **Do not select the “Submit” button until data has been entered on all screens.** To save partially entered data, move to another of the 2812 screens (which forces a save to the database) and then select “Return to RITS Main Menu”.

### “Summary”

Displays the **2812 Summary** screen for this 2812 as shown in Figure 1.11 and discussed below that figure.

### “Health”

Displays the **2812 Health** screen for this 2812 as shown in Figure 1.6 and discussed below that figure.

### “CSRS”

Displays the **2812 CSRS** screen for this 2812 as shown in Figure 1.7 and discussed below that figure.

### “FERS”

Displays the **2812 FERS** screen for this 2812 as shown in Figure 1.8 and discussed below that figure.

**“2812A”**

Displays the **2812 2812A** screen for this 2812 as shown in Figure 1.9 and discussed below that figure.

**“Another Report Type”**

Displays the **2812 Selection** screen (Figure 1.4) which allows you to choose another 2812 report type (Org., Sup. or Est.) for this payroll.

**“Clear”**

Resets the data entry fields on this screen to their values the last time the screen was displayed.

**“Return to RITS Main Menu”**

Saves any data entered on this screen, changes the 2812 status to “In Process”, and returns you to the **RITS Main Menu** screen.

**“Help”**

Displays the system help for this screen.

**2812 Health**

The **2812 Health** screen, shown in Figure 1.6, is used to report and allow for a transfer of funds for withholdings and employer contributions to Federal Employee Health Benefits Fund.

The screenshot shows the RITS - 2812 Health interface. At the top is a title bar with the text 'RITS - 2812 Health'. Below it is a row of function buttons: 'Submit', 'Summary', 'Life', 'CSRS', 'FERS', '2812A', 'Another Report Type', and 'Clear'. A second row of buttons includes 'Return To RITS Main Menu' and 'Help'. The header section contains several fields: 'Date Payroll Paid: 2001-06-26', 'Payroll Office: 24700001', 'Payroll Begin Date: 2001-06-03', 'Payroll End Date: 2001-06-16', 'Pay Cycle Type: B', 'Pay Cycle ID: 127', and 'Report Number: B112704I'. A 'Hold:' field with a dropdown menu showing 'N' is also present. The detail section is a table with columns for 'Benefit Category', 'Withholdings', 'Contributions', and 'Total'. The table has three rows: '1. Regular' with values 45,676.08, 114,954.78, and 160,630.86; '2. Temporary Continuation of Coverage' with values 0.00, 0.00, and 0.00; and '3. Total Health Benefits' with values 45,676.08, 114,954.78, and 160,630.86. At the bottom is another set of function buttons identical to the top set.

Benefit Category	Withholdings	Contributions	Total
1. Regular	45,676.08	114,954.78	160,630.86
2. Temporary Continuation of Coverage	0.00	0.00	0.00
3. Total Health Benefits	45,676.08	114,954.78	160,630.86

Figure 1.6 2812 Health

**Header**

The Header of the **2812 Health** screen contains fields identical to those on the **2812 Life** screen and you may see the discussion of that screen earlier in this Section for an explanation of those fields. The only field that you can change in this section is the **Hold** field.

**Detail Section**

The Detail Section of this screen contains the following fields, all related to health insurance:

**Benefit Category**

**Regular**

**Withholdings**

Withholdings from regular employees and annuitants. This block also includes amounts paid by temporary employees and certain categories of

former spouses who are required to pay both the employee and the agency portion.

**Contributions**

Agency contributions for regular employees.

**Temporary Continuation of Coverage**

**Withholdings**

Individuals eligible for coverage under P.L.100-654 such as former employees, dependents no longer eligible for family coverage and certain categories of former spouses. The enrollee pays the entire premium (enrollee plus agency share) plus a two percent surcharge.

**Contributions**

The two percent surcharge reflected as a negative.

**Total Health Benefits**

**Withholdings**

Total of Health Benefit withholding blocks.

**Contributions**

Total of Health Benefit contribution blocks

**Total**

The sum of the total health benefits withholding and contributions.

These totals are not automatically calculated by RITS. They are left for the user to enter as an administrative check of these amounts. If the amounts do not balance, the user will receive an error and will not be allowed to continue until the amounts balance.

**Function Buttons**

- “Submit”
- “Summary”
- “CSRS”
- “FERS”
- “2812A”
- “Another Report Type”
- “Clear”
- “Return to RITS Main Menu”
- “Help”

These buttons also appear on the **2812 Life** screen and they function as they do when selected from that screen. See the discussion of that screen above for further information

**“Life”**

Displays the **2812 Life** screen shown in Figure 1.5 and discussed below that figure.

**2812 CSRS**

The **2812 CSRS** screen , shown in Figure 1.7, is used to report and allow for a transfer of funds for withholdings and employer contributions to the **CSRS (Civil Service Retirement System)** offered by the Federal Program Agencies (FPAs).

Benefit Category	Withholdings	Contributions	Total
1. CSRS Retirement			
a. All Categories	69,242.00	83,472.94	
b. Salary Offset - Re-employed Annuitants		0.00	
c. Military and Civilian Service Credit	0.00		
d. Total CSRS Retirement	69,242.00	83,472.94	152714.94

Figure 1.7 2812 CSRS

**Header**

The Header of the **2812 CSRS** screen contains fields identical to those on the **2812 Life** screen and you may see the discussion of that screen earlier in this Section for an explanation of those fields. The only field that you can change in this section is the **Hold** field.

**Detail Section**

The Detail Section of this screen contains a table with the following fields, all related to the **Civil Service Retirement System (CSRS)**.

- Benefit Category**
- 1. CSRS Retirement**
  - a. All Categories**
    - Withholdings**

Withholdings from all employees covered by the CSRS (employees first hired prior to 1983).

**Contributions**

Agency contributions for employees covered by the CSRS.

**b. Salary Offset - Re-employed Annuitants**

**Contributions**

When an annuitant (retiree) is re-employed, the amount of the annuity that applies to the period of re-employment is offset from the annuitant's salary and is returned to OPM.

**c. Military and Civilian Service Credit**

**Withholdings**

**Military:** CSRS employees receive credit for periods of post-56 military service by paying a deposit of 7 percent of the military base pay received plus any applicable interest.

**Civilian:** CSRS re-employed annuitants who elect to have withholdings deducted from their pay to receive additional retirement service credit.

**d. Total CSRS Retirement**

**Withholdings**

Total of CSRS withholdings.

**Contributions**

Total CSRS contributions.

**Total**

The sum of the total CSRS withholding and contributions.

These totals (category d) are automatically calculated by RITS when you leave this screen and included in the figures on the 2812 Summary screen.

**Function Buttons**

“Submit”  
“Summary”  
“Health”  
“FERS”  
“2812A”  
“Another Report Type”  
“Clear”  
“Return to RITS Main Menu”  
“Help”

These buttons also appear on the **2812 Life** screen and they function as they do when selected from that screen. See the discussion of that screen above for further information.

**“Life”**

Displays the **2812 Life** screen shown in Figure 1.5 and discussed below that figure.

**2812 FERS**

The **2812 FERS** screen, shown in figure 1.8, is used to report and allow for a transfer of funds for withholdings and employer contributions to the **FERS (Federal Employees' Retirement System)**. FERS covers Federal employees hired after December 21, 1983.

**RITS - 2812 FERS**

Submit Summary Life Health CSRS 2812A Another Report Type Clear

Return To RITS Main Menu Help

Date Payroll Paid: 2001-06-26 **Hold:** N Payroll Office: 24700001  
 Payroll Begin Date: 2001-06-03 Payroll End Date: 2001-06-16  
 Pay Cycle Type: B Pay Cycle ID: 127 Report Number: B112704I

**C. Retirement**

<u>Benefit Category</u>	<u>Withholdings</u>	<u>Contributions</u>	<u>Total</u>
1. FERS Retirement			
a. Regular	13,720.54	122,341.61	
b. Military Reserve Technicians	0.00	0.00	
c. Special	0.00	0.00	
d. Salary Offset -		0.00	
Re-employed Annuitants			
e. Military Deposit	0.00		
f. Total FERS Retirement	13,720.54	122,341.61	136,062.15
2. Total Retirement	82,962.54	205,814.55	288,777.09
d. Grand Total	133,950.68	321,957.26	455,907.94

Submit Summary Life Health CSRS 2812A Another Report Type Clear

Return To RITS Main Menu Help

Figure 1.8 2812 FERS

**Header**

The Header of the **2812 FERS** screen contains fields identical to those on the **2812 Life** screen and you may see the discussion of that screen earlier in this Section for an explanation of those fields. The only field that you can change in this section is the **Hold** field.

**Detail Section**

The Detail Section of this screen contains a table with the following fields, all related to the **Federal Employees' Retirement System (FERS)**.

**Benefit Category**

**1. FERS Retirement**

**a. Regular**

**Withholdings**

Withholdings from FERS employees (not included in the classifications below) and classified with a CPDF code of F.

**Contributions**

Agency contributions for regular FERS employees.

**b. Military Reserve Technicians**

**Withholdings**

Withholdings from members of the reserve components of the armed forces who are assigned to a civilian position as a technician of reserve components and as a condition of employment are required to be a member of the reserve components servicing in a specified military grade. These employees have a CPDF classification of N.

**Contributions**

Agency contributions for Military Reserve Technicians (see above).

**c. Special**

**Withholdings**

Withholdings from types of employees under special retirement provisions (law enforcement officers, fire fighters and air traffic controllers). These employees have a CPDF classification of L or M.

**Contributions**

Agency contributions for employees under special retirement provisions as specified under withholdings.

**d. Salary Offset -- Re-employed Annuitants**

**Contributions**

When an annuitant (retiree) is re-employed, the amount of the annuity that applies to the period of re-employment is offset from the annuitant's salary and is returned to OPM.

**e. Military Deposit**

**Withholdings**

FERS employees receive credit for periods of post-56 military service by paying a deposit of 3 percent of the military base pay received plus any applicable interest.

The fields listed above are entered by the user. This section also has fields for:

- f. Total FERS Retirement Withholdings**
    - Total of the FERS Retirement Withholdings
  - Contributions**
    - Total of the FERS Retirement Contributions
  - Total**
    - Sum of the FERS Total Retirement Contributions and Total Retirement Withholdings
- 
- 2. Total Retirement Withholdings**
    - Total of Retirement Withholding (FERS and CSRS).
  - Contributions**
    - Total of Retirement Contributions (FERS and CSRS).
  - Total of Withholding and Contributions**
    - Sum of the Total Retirement Contributions and Total Retirement Withholdings.
- 
- d. Grand Total Withholdings**
    - Sum of Total Life Insurance Withholdings, Total Health Benefits Withholdings and Total Retirement Withholdings.
  - Contributions**
    - Sum of Total Life Insurance Contributions, Total Health Benefits Contributions and Total Retirement Contributions.
  - Grand Total of Withholding and Contributions**
    - Sum of the Grand Total Contributions and Grand Total Withholdings.

The total fields are calculated by RITS when you exit this screen and are not entered or edited by the user.

To facilitate the transition to automated filing, the data entry screens in RITS are similar to the paper forms used for these filings (see *Appendix A*).

**Function Buttons**

- “Submit”
- “Summary”
- “Health”
- “CSRS”
- “2812A”
- “Another Report Type”
- “Clear”
- “Return to RITS Main Menu”
- “Help”

These buttons also appear on the **2812 Life** screen and they function as they do when selected from that screen. See the discussion of that screen above for further information.

**“Life”**

Displays the 2812 Life screen shown in Figure 1.5 and discussed below that figure.

### 2812 2812A Section H

The **2812 2812A** screen, shown in Figure 1.9, is used to allocate reported withholdings and contributions for health benefits by **Enrollment Code** (see *Glossary*).

**RITS - 2812 2812A**

Submit Summary Life Health CSRS FERS Another Report Type Clear

Add Enrollment Code Refresh Totals Copy Enrollment Codes

Return To RITS Main Menu Help

Date Payroll Paid: 2001-06-26 **Hold:** N Payroll Office: 24700001

Payroll Begin Date: 2001-06-03 Payroll End Date: 2001-06-16

Pay Cycle Type: B Pay Cycle ID: 127 Report Number: B112704I

**Section H - Health Benefits Data**

Delete	Enrollment Code	Total Withholdings / Contributions

Cumulative	Health Benefit Totals	Difference
0.00	160,630.86	-160,630.86

Submit Summary Life Health CSRS FERS Another Report Type Clear

Add Enrollment Code Refresh Totals Copy Enrollment Codes

Return To RITS Main Menu Help

Figure 1.9 Section H – Health Benefits Data (no Enrollment Codes)

#### Header

The Header of the **2812 2812A Section H** screen contains fields identical to those on the **2812 Life** screen and you may see the discussion of that screen earlier in this Section for an explanation of those fields. The only field that you can change in this section (or directly on this screen) is the **Hold** field.

#### Detail Section

The Detail Section of the **2812 2812A** has 2 areas.

If enrollment data is not present in Section H--Health Benefit Data, the Detail section appears as column headers only as shown in Figure 1.9. In that case, you must add enrollment code(s) as described later in this section under “*Adding Enrollment Codes*”.

If enrollment data is present, the first area of the screen contains a table with columns of data. The first column has menus with options to **Delete** the Enrollment Code (or not). The next column displays the **Enrollment Code** and the third column allows you to enter or edit **Total Withholdings/Contributions** for the Enrollment Code as shown in Figure 1.9A.

The screenshot shows the RITS - 2812 2812A interface. At the top is a Title Bar with the text 'RITS - 2812 2812A'. Below it is a row of function buttons: Submit, Summary, Life, Health, CSRS, FERS, Another Report Type, and Clear. A second row of buttons includes Add Enrollment Code, Refresh Totals, and Copy Enrollment Codes. A third row contains Return To RITS Main Menu and Help. Below the buttons is a Header section with fields for Date Payroll Paid (2001-06-26), Hold (N), Payroll Office (24700001), Payroll Begin Date (2001-06-03), Payroll End Date (2001-06-16), Pay Cycle Type (B), Pay Cycle ID (127), and Report Number (B112704I). The main section is titled 'Section H - Health Benefits Data' and contains a table with three columns: Delete, Enrollment Code, and Total Withholdings / Contributions. The table has four rows of data. Below the table is a summary table with columns for Cumulative, Health Benefit Totals, and Difference. At the bottom is another set of function buttons identical to the top set.

Delete	Enrollment Code	Total Withholdings / Contributions
No	101	1,741.44
No	102	1,861.92
No	104	15,608.92
No	105	38,427.75

Cumulative	Health Benefit Totals	Difference
57,640.03	160,630.86	-102,990.83

Figure 1.9A Section H – Health Benefits Data (with Enrollment Codes)

**Delete**

This column contains drop down menus with **Yes** or **No** choices. **Yes** deletes the Enrollment Code from the 2812A.

**Enrollment Codes**

Lists the codes that are relevant to the 2812 Health Section for this transaction.

**Withholdings/Contribution**

A data entry box that can be used to enter or change the withholding/contribution amount. The system will override the Total Withholdings/Contributions amount with the latest amount entered.

The second area of the Detail Section contains totals calculated by RITS as follows:

**Cumulative**

The Grand Total of the Total Withholdings/Contributions entered on the **2812A Add Enrollment Code** screen, edited or deleted on this screen.

**Health Benefit Total**

The Grand Total of health benefits funds, including withholdings and contributions for Regular Health Benefits and Temporary Continuation of Coverage Health Benefits reported on the 2812 Health screen.

**Difference**

The difference between the **Cumulative** total from the **2812A Health** screen and the **Health Benefit Totals** from this screen. The difference must be 0.00 before the 2812 will pass data verification on submission. If there is a difference between these amounts, the user will receive an error message.

RITS - 2812 2812A			
Submit	Summary	Life	Health
CSRS	FERS	Another Report Type	Clear
Add Enrollment Code	Next	Refresh Totals	Copy Enrollment Codes
Return To RITS Main Menu	Help		
Date Payroll Paid:	2001-06-26	Hold:	N
Payroll Office:	24700001		
Payroll Begin Date:	2001-06-03	Payroll End Date:	2001-06-16
Pay Cycle Type:	B	Pay Cycle ID:	127
Report Number:	B112704I		
Section H - Health Benefits Data			
Delete	Enrollment Code	Total Withholdings / Contributions	
No	101	1,741.44	
No	102	1,861.92	
No	104	15,608.92	
No	105	38,427.75	
No	KL5	25,010.82	
Cumulative	Health Benefit Totals	Difference	
160,630.86	160,630.86	0.00	
Submit	Summary	Life	Health
CSRS	FERS	Another Report Type	Clear
Add Enrollment Code	Next	Refresh Totals	Copy Enrollment Codes
Return To RITS Main Menu	Help		

Figure 1.9B Balanced 2812A (Difference of 0.00)

## Function Buttons

“Submit”  
“Summary”  
“Health”  
“CSRS”  
“FERS”  
“Another Report Type”  
“Clear”  
“Return to RITS Main Menu”  
“Help”

These buttons also appear on the **2812 Life** screen and they function as they do when selected from that screen. See the discussion of that screen above for further information.

### “Life”

Displays the **2812 Life** screen shown in Figure 1.6 and discussed below that figure.

### “Add Enrollment Code”

Displays the **2812A Add Enrollment Code** screen shown in Figure 1.10 (and discussed below that figure) to allow you to enter new Enrollment Codes and their associated Total Withholdings/Contributions. Unlike the previous RITS system, you cannot enter duplicate enrollment codes. If there are duplicate enrollment codes to be entered, you must manually add the amounts for the code and enter the sum. The application will not accept the same code more than once.

### “Refresh Totals”

Forces the immediate deletion of any Enrollment Codes marked **Yes** in the deletion column (with their associated Totals) and the recalculation of the **Cumulative** and **Difference** fields. These deletions are automatically processed and the fields recalculated when you exit this screen.

### “Copy Enrollment Codes”

Automatically copies the codes that were reported on the last drawn down 2812A. If there is not a 2812 which has been drawn down in the database, data from the most recently completed 2812A will be used.

### “Next”

Enrollments Codes display five to a screen. If the 2812A contains six or more codes, a “Next” button will display to allow viewing of the additional codes, as shown in Figure 1.9B.

### “Prior”

If the 2812A contains six or more codes, a “Prior” button will display to allow viewing of the previous codes.

### 2812A Add Enrollment Code

This screen is used to enter the total of withholdings and contributions for Health Benefits by Enrollment Code. When you exit this screen, the information entered here will be transferred to the **2812 2812A** screen.

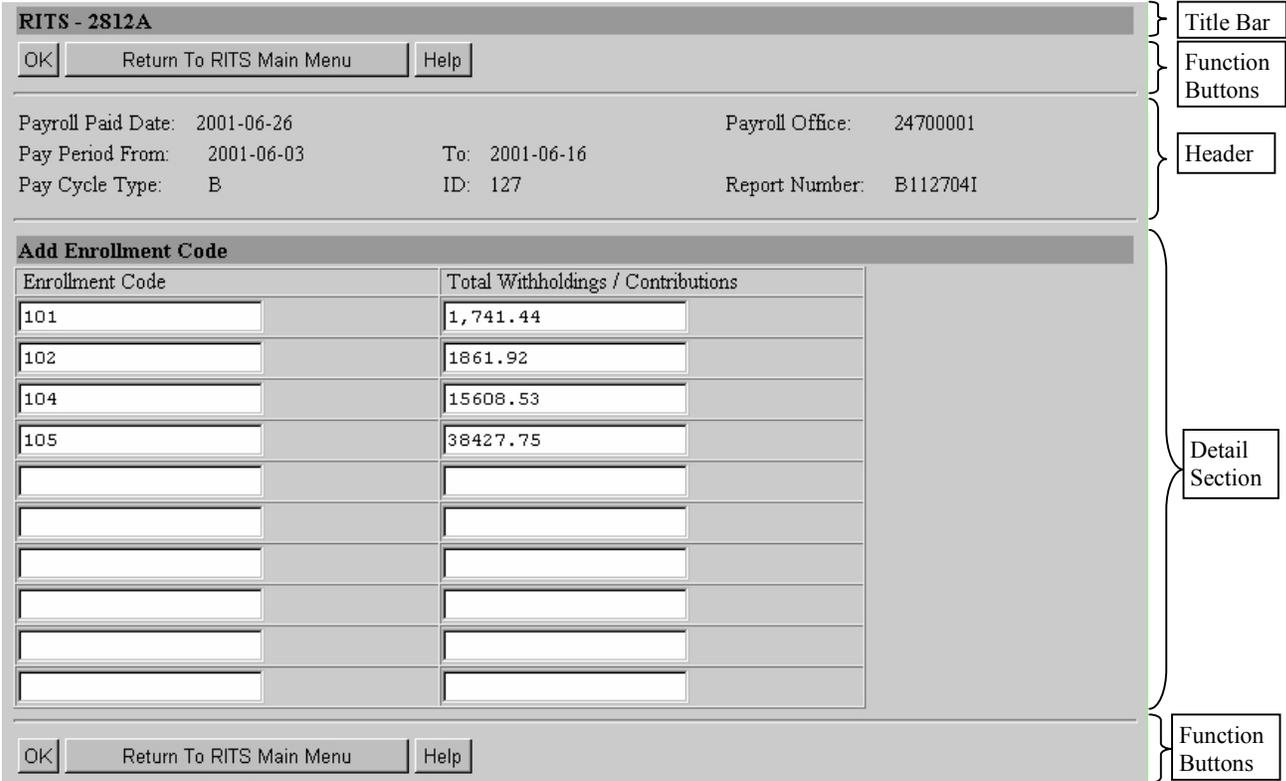


Figure 1.10 2812A Add Enrollment Code

#### Header

The Header of the **2812A Add Enrollment Code** screen contains fields identical to those on the **2812 Life** screen. You may review the discussion of the **2812 Life** screen earlier in this Section for an explanation of those fields.

#### Detail Section

The Detail Section of the **2812A Add Enrollment Code** screen contains a table with columns for **Enrollment Code** and **Total Withholdings/Contributions**. The Enrollment Code is a three character alphanumeric code. The first two characters identify the health benefit plan (carrier) and the third identifies the option. The Total Withholdings/Contributions is a dollar figure representing the total of both the employer contributions and the payroll withholdings for employee contributions for the specified

health benefit plan. OPM will use this breakdown to disburse funds to the appropriate health benefit carriers.

You must use this screen to enter a new Enrollment Code. This screen allows you to enter up to ten new codes at a time. If more than 10 codes need to be added, you must enter the first ten codes and select "OK" to save those codes. This will return you to the 2812/2812A screen shown in Figure 1.9A where you can select the "Add Enrollment Code" button again to add additional codes.

If you enter an invalid Enrollment Code, you will receive an error message, then returned to this screen with the invalid code highlighted.

You may enter the Total Withholding/Contributions for the Enrollment Code on this screen, or you can enter or edit the Total on the main **2812 2812A** screen.

### **Function Buttons**

**"OK"**

Accepts your entries on this screen and returns you to the **2812 2812A**

**"Return to RITS Main Menu"**

Returns you to the **RITS Main Menu** screen.

**"Help"**

Displays the system help for this screen.

## 2812 Summary

The **2812 Summary** screen, shown in Figure 1.11, displays the totals of all withholdings and contributions for Life, Health and Retirement benefits entered on the associated, 2812 data entry screens. It also displays the Grand Totals for this 2812.

RITS - 2812 Summary							
Submit	Life	Health	CSRS	FERS	2812A	Return To RITS Main Menu	Help
Date Payroll Paid:	2001-06-26	<b>Hold:</b>	<input type="text" value="N"/>	Payroll Office:	24700001		
Payroll Begin Date:	2001-06-03	Payroll End Date:	2001-06-16				
Pay Cycle Type:	B	Pay Cycle ID:	127	Report Number:	B112704I		
	Life	Health	Retirement				
Total Withholdings	5,312.06	45,676.08	82,962.54	133,950.68			
Total Contributions	1,187.93	114,954.78	205,814.55	321,957.26			
Grand Total	6,499.99	160,630.86	288,777.09	455,907.94			
Submit	Life	Health	CSRS	FERS	2812A	Return To RITS Main Menu	Help

Figure 1.11 2812 Summary

### Header

The Header of the **2812 Summary** screen contains fields identical to those on the **2812 Life** screen. The only field that you can change in this section, or on this screen, is the **Hold** field.

### Detail Section

The Detail Section of the **2812 Summary** screen contains a table with the totals for Life, Health and Retirement amounts withheld from the employees' pay and contributed by the employing agency. These totals are recalculated as each screen is exited and you cannot edit them.

The Detail Section also contains grand totals of these columns and rows. These fields are calculated by RITS when you display this screen and cannot be edited. The only field that can be changed on this screen is the **Hold** field in the Header Section. The **Hold** field must have a status of "No" before the completed 2812 can be drawn down through RITS.

This screen shows the totals of all the amounts that will be reported to OPM when the 2812 is submitted. Use it to check that the totals match the totals shown by your internal accounting and use the **“Submit”** button to submit the completed form to OPM.

## Function Buttons

**“Submit”**  
**“Health”**  
**“CSRS”**  
**“FERS”**  
**“2812A”**  
**“Return to RITS Main Menu”**  
**“Help”**

These buttons also appear on the **2812 Life** screen and they function as they do when selected from that screen. See the discussion of that screen above for further information.

**“Life”**

Displays the **2812 Life** screen shown in Figure 1.5 and discussed below that figure.

### 2812 Confirmation

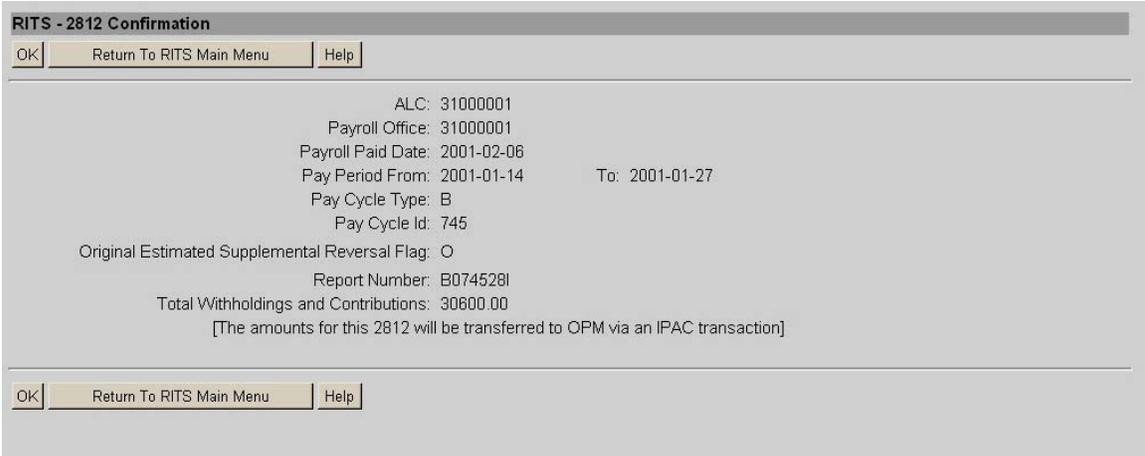


Figure 1.12 2812 Confirmation

When you have submitted a 2812 by clicking “Submit” from any of the 2812 data entry screens, data verification will be performed by RITS and, if the data on the 2812 is accepted, you will see the Confirmation screen shown in Figure 1.12. For payroll offices that remit withholdings only, the confirmation message will state that only the withholdings amount will be transferred to OPM.

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