



*United States Office of Personnel Management
The Federal Government's Human Resources Agency*

Benefits Administration Letter

Number: 22-307

Date: September 2022

Subject: September 2022 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 September 2022 reporting period no later than September 30, 2022.

The semiannual Headcount reporting (March and September) provides the Office of Personnel (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 September 2022 Headcount reporting period is for payroll paid during the first 15 days of September for weekly and bi-weekly pay cycles. For monthly pay cycles, the reporting period is August 1 through August 31, 2022.

Note: All Payroll providers are required to 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.

For questions about the new electronic collection process, please contact the Headcount Support Team at HeadcountSupport@opm.gov.

Headcount reports must be submitted no later than September 30, 2022. If report submission delays or difficulties are anticipated, please call Ms. Yadira Vega at 202-606-4842, Olayla Ruffin at 202-606-1498, Erik Brown 202-606-1418 or email Fundsmanagement@opm.gov.

Note: Standard Retirement and Insurance Transfer System (RITS) reports should not be delayed because Headcount submissions are not ready/complete.

Sincerely,

Sherr Jordan SHERRI JORDAN Digitally signed by SHERRI JORDAN
Date: 2022.08.31 09:48:59 -04'00'
Associate Chief Financial Officer
Financial Services