



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2610

September 8, 2020

Memorandum

To: Federal Personnel and Payroll System User Group Representatives and
Finance User Group Representatives

From: Christine Zertuche-Rocha, Chief //signed//
Payroll Operations Division

Subject: September 2020 Headcount

On September 4, 2020, the Office of Personnel Management (OPM) notified the Interior Business Center to submit, on behalf of our customer agencies, the September 2020 Headcount report. OPM requests the semi-annual Headcount in March and September of each year. This year, the September 2020 Headcount report is due to OPM by September 30, 2020. The Headcount reports the monies withheld from salaries for participants in the Civil Service Retirement System, Federal Employees Retirement System, Federal Employees Health Benefits Program, and/or the Federal Employees' Group Life Insurance Program. On a semiannual basis, the Payroll Operations Division reconciles, validates and submits the report to OPM for each client agency. OPM uses this information when negotiating premium rates and employer contributions for health benefits and life insurance.

The report is for informational purposes only and agencies are not required to take any action. For additional information about the report, see the Payroll Accounting Guide, Chapter 4.7: <https://www3.ibc.doi.gov/services/hr/payroll/manuals/docs/PAG.pdf>.

If you have any questions or would like a copy of the report, please contact Michelle Blackmon at (303) 969-5649 or Michelle_D_Blackmon@ibc.doi.gov. The report will be available September 16, 2020.