

### **What are Quarters?**

Quarters lodging may be furnished for the convenience of the employer on the business premises of the employer. The term quarters refers to government housing paid at a nominal rate, and can be required or non-required as a condition of employment. The difference between required and non-required is dependent on how taxes are collected (pre-tax or post-tax). When quarters are collected before all other taxes are calculated (pre-tax), the employee's potential tax burden is reduced. The post-tax collection of quarters occurs after all taxes have already come out of the employee's paycheck.

### **How Quarters are submitted?**

Internet Quarters Management Information System (IQMIS) Users:

Once Human Resources (HR) completes a personnel action, agencies use the IQMIS to manage their required and non-required quarters. The quarters field office enters the information into IQMIS, which generates the quarters electronic file that is sent to the Federal Personnel/Payroll System (FPPS). All input into IQMIS must be completed by Sunday of calculate week since the electronic file will be sent to FPPS on the following Monday.

For dual appointments or one-time refund adjustments for utilities, the agency may use the form A-20 Quarters Deduction Input Form. The IQMIS Help Desk uploads the manual form into the Secure Transport system for transmittal to the Payroll Operations Branch (POB).

Non-IQMIS Users:

Once HR completes a personnel action, agencies may use the A-20 Quarters Deduction Input Form. The quarters field office is responsible for submitting the manual form to the Payroll Operations Branch (POB) through the Secure Transport system. Agencies should upload forms to Secure Transport by the second Friday of the pay period.

For IQMIS and non-IQMIS users, the A-25 Garage, Meals, Commissary, and Electricity Deduction form is uploaded into the Secure Transport system by the field office.

When POB receives a manual form through Secure Transport, they make every effort to begin or end deductions within the pay period; however, manual forms may take up to two pay periods to process.

Deductions are not collected for charges outside of an employee's Entrance on Duty (EOD) date, or after their separation date. Each agency determines how to process quarters for timeframes before or after an employee's appointment.

### **Agency uniques related to quarters:**

For contracted educators, biweekly quarters deductions are prorated based on the school contract.

**Will FPPS automatically stop quarters once the employee terminates?**

FPPS will stop the deduction upon completion of the personnel action to leave the agency. This eliminates the issue of an employee being over charged for leaving the premises early. Please seek guidance from the quarters IQMIS manager for agency specifics.

**Where are the forms?**

The A-20 Quarters Deduction Input Form and A-25 Garage, Meals, Commissary, and Electricity Deduction form are located in the Client Interface Guide under Frequently Used Documents (<https://ibc.doi.gov/HRD/payroll-manuals>).

**How do I get help for IQMIS?**

For questions regarding IQMIS, contact the helpdesk: ( (303)969-7164, or email: [iqmis\\_helpdesk@ibc.doi.gov](mailto:iqmis_helpdesk@ibc.doi.gov).