



# FINAL ATTESTATION REPORT

## **Independent Report on Employee Benefits, Withholdings, Contributions, and Supplemental Semiannual Headcount Reporting Submitted to the U.S. Office of Personnel Management**

September 10, 2019





September 10, 2019

**Attestation Report - Independent Report on Employee Benefits,  
Withholdings, Contributions, and Supplemental Semiannual Headcount  
Reporting Submitted to the U.S. Office of Personnel Management**  
Report Number FT-AT-19-001

**OBJECTIVE:**

We performed procedures agreed upon by the U.S. Office of Personnel Management's (OPM) Inspector General and the OPM's Chief Financial Officer. This attestation engagement is an annual requirement of the U.S. Office of Management and Budget.

Our objective was to assist the OPM in assessing the reasonableness of U.S. Postal Service employee health benefits, life insurance, and retirement withholdings; Postal Service benefit contributions; and enrollment information submitted via the headcount report.

This report is not suitable for any other purpose.

**WHAT THE OIG FOUND:**

We performed the procedures agreed upon by the OPM's Inspector General and the Chief Financial Officer to assist the OPM in assessing the reasonableness of health benefits, life insurance, and retirement withholdings; Postal Service benefit contributions; and enrollment information submitted via the headcount report.

We identified issues related to health benefit subscription rates, life insurance elections, military deposits headcounts, and life insurance reporting.

Specifically:

- The OPM did not issue official subscription rates for the health benefit plan elected by three of 25 employees reviewed.
- We could not verify life insurance elections for one of 25 employees reviewed.
- The difference between the U.S. Postal Service Office of Inspector General (OIG) recalculated headcount for military deposits and that reported by the Postal Service for one headcount report exceeded the OPM's reportable threshold.
- The difference between the Postal Service OIG recalculated withholdings for Option C – Family Life Insurance and withholdings reported by the Postal Service for one selected pay period exceeded OPM's reportable threshold.

As a result of our engagement, the Postal Service took corrective action on two of the four findings identified in this report: life insurance election form and military deposits headcount.

The health benefits subscription rate finding is a result of an OPM omission. The optional life insurance withholdings finding is a result of methodology differences recognized by the OPM. Neither of these findings require Postal Service action.

We were not engaged to perform, and did not perform, an examination or review, the objective of which would have been the expression of an opinion or conclusion, respectively, on the withholdings and contributions for health benefits, life insurance, and retirement, or enrollment information. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, we might have found other matters that we would have reported.

***WHAT THE OIG RECOMMENDED:***

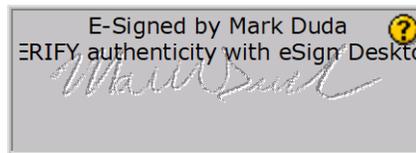
This report is provided for information only, and we offered no recommendations. Accordingly, no management action is required.

*[Link to review the entire report](#)*



September 10, 2019

**MEMORANDUM FOR:** ISAAC S. CRONKHITE  
CHIEF HUMAN RESOURCES OFFICER  
AND EXECUTIVE VICE PRESIDENT



**FROM:** Mark W. Duda  
Assistant Inspector General for Audit

**SUBJECT:** Attestation Report – Independent Report on Employee Benefits, Withholdings, Contributions, and Supplemental Semiannual Headcount Reporting Submitted to the U.S. Office of Personnel Management (Report Number FT-AT-19-001)

Attached is a copy of the subject report provided to the U.S. Office of Personnel Management (OPM) Office of Inspector General (OIG) (Project Number 19BG008FT000). This report is provided for information only and requires no management action.

At the request of the OPM OIG, we performed agreed-upon procedures in accordance with attestation standards established by the American Institute of Certified Public Accountants and generally accepted government auditing standards. The purpose of this report is to assist the OPM in assessing the reasonableness of health benefits, life insurance, and retirement withholdings and contributions; and enrollment information submitted via the headcount report. This report is not suitable for any other purpose.

We were not engaged to perform, and did not perform, an examination or review, the objective of which would have been the expression of an opinion or conclusion, respectively, on the withholdings and contributions for health benefits, life insurance, and retirement, and enrollment information. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, we might have found other matters that we would have reported.

We appreciate the cooperation and courtesies provided by your staff. If you have any questions or need additional information, please contact John E. Cihota, Deputy Assistant Inspector General for Finance and Pricing, or Lorie Nelson, Director, Finance, at 703-248-2100.

Attachment

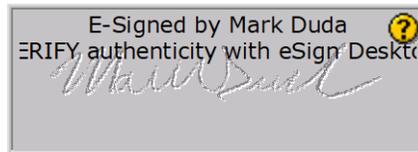
cc: Corporate Audit Response Management



September 10, 2019

**MEMORANDUM FOR:** HONORABLE NORBERT E. VINT  
ACTING INSPECTOR GENERAL  
U.S. OFFICE OF PERSONNEL MANAGEMENT

DENNIS D. COLEMAN  
CHIEF FINANCIAL OFFICER  
U.S. OFFICE OF PERSONNEL MANAGEMENT



**FROM:** Mark W. Duda  
Assistant Inspector General for Audit  
U.S. Postal Service Office of Inspector General

**SUBJECT:** Attestation Report – Independent Report on Employee Benefits, Withholdings, Contributions, and Supplemental Semiannual Headcount Reporting Submitted to the U.S. Office of Personnel Management (Report Number FT-AT-19-001)

This report presents the results of our performance of the procedures agreed upon by the Inspector General and the Chief Financial Officer of the U.S. Office of Personnel Management (OPM) (Project Number 19BG008FT000).

At the request of the OPM Office of Inspector General, we performed the agreed-upon procedures in accordance with attestation standards established by the American Institute of Certified Public Accountants and generally accepted government auditing standards. The purpose of this report is to assist OPM in assessing the reasonableness of health benefits, life insurance, and retirement withholdings and contributions; and enrollment information submitted via the headcount report. This report is not suitable for any other purpose.

We were not engaged to perform, and did not perform, an examination or review, the objective of which would have been the expression of an opinion or conclusion, respectively, on the withholdings and contributions for health benefits, life insurance, and retirement, and enrollment information. Accordingly, we do not express such an

opinion or conclusion. Had we performed additional procedures, we might have found other matters that we would have reported.

If you have any questions or need additional information, please contact John E. Cihota, Deputy Assistant Inspector General for Finance and Pricing, or Lorie Nelson, Director, Finance, at 703-248-2100.

Attachment

cc: Michael R. Esser  
Nicole E. Brown-Fennel

## Table of Contents

Introduction/Objective.....	1
Background.....	1
Finding #1: Health Benefit Subscription Rate .....	2
Finding #2: Life Insurance Election Form .....	2
Finding #3: Military Deposits Headcount .....	3
Finding #4: Optional Life Insurance Withholdings.....	3
Appendix A: Additional Information .....	5
Scope and Methodology .....	5
Prior Audit Coverage .....	6
Appendix B: Agreed-Upon Procedures Results .....	8
Attachment A: Agreed-Upon Procedures .....	9

## Introduction/Objective

This report presents the results of our performance of the procedures agreed upon by the Inspector General and the Chief Financial Officer of the U.S. Office of Personnel Management (OPM) (Project Number 19BG008FT000). The report responds to the U.S. Office of Management and Budget's (OMB) requirement to assist OPM in assessing the reasonableness of employee withholdings and U.S. Postal Service contributions reported in the *Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement* for the payroll periods ended August 31, 2018, October 12, 2018, and March 1, 2019; and the enrollment information reported in the *Supplemental Semiannual Headcount Report* (headcount report) for September 2018 and March 2019.

Our objective was to assist the OPM in assessing the reasonableness of Postal Service employee health benefits, life insurance, and retirement withholdings; Postal Service benefit contributions; and enrollment information submitted via the headcount report by the Postal Service. See [Appendix A](#) for additional information about this engagement.

## Background

Postal Service management is responsible for withholdings and contributions reported in the *Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement*, and the enrollment information reported in the headcount report. The sufficiency of the agreed-upon procedures is solely the responsibility of the OPM's Inspector General and Chief Financial Officer. Consequently we make no representation regarding the sufficiency of the agreed-upon procedures either for the purpose for which this report has been requested or any other purpose. See [Attachment A](#) for a description of the procedures.

This attestation engagement is an annual requirement of the OMB's Circular Number A-136, *Financial Reporting Requirements*, and Bulletin 19-01, *Audit Requirements for Federal Financial Statements*. The OPM administers health, life insurance, and retirement benefits for federal agencies.

Postal Service Accounting Services in Eagan, MN, is responsible for calculating, disbursing, and reporting employee withholdings and Postal Service contributions for health benefits, life insurance, and retirement. As of March 1, 2019, the Postal Service employed more than 641,000 people (about 482,000 with benefits).

During each of the three payroll periods we reviewed,<sup>1</sup> the Postal Service withheld an average of more than \$96 million and contributed over \$312 million toward benefits. The Postal Service transmitted these funds to the OPM via the Retirement and Insurance

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<sup>1</sup> These periods covered 51,278 employees who declined health benefits and 642 employees who declined life insurance coverage in all three pay periods reviewed.

Transfer System (RITS) and prepared the *Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement* for each payroll period detailing the amount associated with each benefit category. Additionally, the Postal Service submitted the headcount report to the OPM detailing the number of employees associated with each benefit category for September 2018 and March 2019.

## **Finding #1: Health Benefit Subscription Rate**

We could not verify health benefit employee withholdings and agency contributions<sup>2</sup> to the official subscription rates issued by the OPM for three of 25 employees who elected the same health benefit plan.<sup>3</sup> The methodology specified by the OPM to verify health benefit employee withholdings and agency contributions requires comparison to the official subscription rates issued by OPM. However, the OPM did not include the health benefit plan on the official subscription list.<sup>4</sup>

We found this issue in our prior audit,<sup>5</sup> and the OPM provided the health benefit subscription rates directly to us for calendar year (CY) 2018. Since all three employees were within the scope of CY 2018, we used the subscription rates the OPM previously provided to verify employee withholdings and agency contributions and found no exceptions. Our scope did not include employees who elected that health benefit plan during CY 2019; however, the OPM continues to exclude the health benefit plan and the subscription rates from its website.

## **Finding #2: Life Insurance Election Form**

We could not verify the life insurance election for one of 25 employees<sup>6</sup> because the Life Insurance Election Form was not in the electronic Official Personnel Folder (eOPF).<sup>7</sup> Life Insurance Election Forms are the original source documents that initiate withholdings, contributions, changes, and cancellations in payroll records. The OPM requires the Postal Service to maintain life insurance records as permanent records. The Postal Service Human Resources Shared Service Center (HRSSC)<sup>8</sup> was also unable to locate the form; however, we were able to locate Postal Service Form 50, Notification of Personnel Action. The Postal Service uses these forms for processing elections.

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<sup>2</sup> Procedure 2.f.

<sup>3</sup> National American Postal Workers Union Health Plan.

<sup>4</sup> The health benefits official subscription rates are published on OPM's [website](#).

<sup>5</sup> *Independent Report on Employee Benefits, Withholdings, Contributions, and Supplemental Semiannual Headcount Reporting Submitted to the Office of Personnel Management* (Report Number [FT-AT-18-001](#), dated September 7, 2018).

<sup>6</sup> Procedure 2.i.

<sup>7</sup> The eOPF documents an individual's employment history. Generally, when a document is scanned into eOPF, the scanned image becomes the official record of the document.

<sup>8</sup> The national operational and processing center for personnel actions located in Greensboro, NC. The HRSSC also provides a call center staffed by Human Resources specialists and provides self-service options that employees use to manage their benefits.

HRSSC could not explain why the employee’s Life Insurance Election Form was missing. However, as a result of our engagement, HRSSC personnel completed a “Federal Employees’ Group Life Insurance (FEGLI): Missing Document – Note to File” to serve as the official record of the employee’s election.

### Finding #3: Military Deposits Headcount

Recalculating the two headcount reports,<sup>9</sup> we determined the Postal Service erroneously reported Civil Service Retirement System (CSRS), Federal Employee Retirement System (FERS), and FERS-Further Revised Annuity Employees (FRAE) military deposits headcount on the March 2019 headcount report. Our analysis showed the Postal Service overstated these headcounts by 125 enrollees in March 2019, which exceeded the OPM’s reportable threshold.<sup>10</sup> Postal Service management stated that this occurred due to erroneous manual data entries. The Postal Service added new comments and data source descriptions to avoid future manual entry errors. We found no issues with the September 2018 headcount report. See [Table 1](#) for a breakdown of the headcounts and variances.

**Table 1. Military Deposits, March 2019 Headcount Report**

Line Item	Enrollees Per Headcount Report	Enrollees Per OIG Recalculation	Variance	Variance Percentage <sup>11</sup>
CSRS	65	56	9	13.85%
FERS	1,589	1,494	95	5.98%
FERS-FRAE	930	909	21	2.26%
<b>Total</b>	<b>2,584</b>	<b>2,459</b>	<b>125</b>	<b>4.84%</b>

Source: March 2019 headcount report and Postal Service Payroll Systems.<sup>12</sup>

### Finding #4: Optional Life Insurance Withholdings

Our recalculation of FEGLI Option C – Family Life Insurance<sup>13</sup> withholdings reported on the *Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement*, differed by 4.1 percent from the Postal Service’s reported amount.<sup>14</sup> This variance occurred primarily because the Postal Service included prior period payroll adjustments in the reported amount. The methodology specified by the OPM to calculate Option C – Family Life Insurance withholdings<sup>15</sup> does not account for prior period payroll adjustments. Postal Service management stated that these adjustments are a common occurrence. When we accounted for prior payroll period adjustments, the

<sup>9</sup> Procedure 5.c.

<sup>10</sup> No difference noted for dollar amount of military deposits deductions made by the enrollees.

<sup>11</sup> The OPM allowed a 2 percent tolerance.

<sup>12</sup> All employees are compensated bi-weekly through the payroll systems, and all pay compensation rules and employee pay history are maintained there.

<sup>13</sup> Option C - Family Life Insurance may be elected to cover eligible family members. Up to five multiples may be elected. A multiple is equal to \$5,000 for a spouse or \$2,500 for a dependent child.

<sup>14</sup> Procedure 6.d.

<sup>15</sup> Rate for the age group multiplied by the number of multiples chosen.

variance was within the allowable threshold. See [Table 2](#) for FEGLI Option C – Family Life Insurance withholdings variance.

**Table 2. FEGLI Option C – Family Life Insurance Withholdings Variance**

FEGLI Option	Payroll Period Ending	Employee Withholdings	OIG Recalculation	Variance	Variance Percentage <sup>16</sup>	Prior Period Payroll Adjustments	Variance with Payroll Adjustments
C	August 31, 2018	\$573,464	\$596,956	\$23,492	4.10%	\$17,452	1.05%

Source: Postal Service OIG analysis of *Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement* data, Postal Service Payroll Systems; and adjustments amount provided by the Postal Service.

As a result of our engagement, the Postal Service took corrective action on two of the four findings identified in this report related to Life Insurance Election Form and Military Deposits Headcount. The Health Benefit Subscription Rate finding is a result of an OPM omission. The Optional Life Insurance Withholdings finding is a result of methodology differences recognized by the OPM. Neither of these findings require Postal Service corrective action. See [Appendix B](#) for a summary of all the agreed-upon procedures performed.

We were not engaged to perform, and did not perform, an examination or review, the objective of which would have been the expression of an opinion or conclusion, respectively, on the withholdings and contributions for health benefits, life insurance, and retirement, and enrollment information. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, we might have found other matters to report.

The purpose of this report is to assist the OPM with assessing the reasonableness of health benefits, life insurance, and retirement withholdings and contributions, and enrollment information submitted via the headcount report. This report is not suitable for any other purpose.

This report is provided for information only and requires no management action. We offered no recommendations.

<sup>16</sup> The OPM allowed a 2 percent tolerance.

## Appendix A: Additional Information

### Scope and Methodology

To accomplish our objective, we applied the agreed-upon procedures to the payroll periods ending August 31, 2018, and March 1, 2019, coinciding with the headcount reports for September 2018 and March 2019, respectively. We randomly selected another payroll period, ending October 12, 2018, for additional testing.

We confirmed RITS data by verifying payroll source documents. We reviewed personnel documents for 45 employees to verify salaries, retirement, and the election or non-election of health benefits and life insurance. For all employees, we independently calculated employee withholdings, Postal Service contributions, and enrollment information for health benefits, life insurance, and retirement. We compared the results to actual employee withholdings and Postal Service contributions submitted to the OPM to determine whether differences existed.

We conducted this engagement from April through September 2019 in accordance with generally accepted government auditing standards and the American Institute of Certified Public Accountants attestation standards. We discussed our observations and conclusions with management officials on August 20, 2019, and included their comments where appropriate.

We relied on computer-generated data from the Postal Service's Payroll Systems. To validate the data, we traced the basic pay and benefit categories for selected employees to supporting documentation and compared the results to the computer-generated data. We determined that the data were sufficiently reliable for the purposes of this report.

Prior Audit Coverage

Report Title	Objective	Report Number	Final Report Date
<p><i>Independent Report of Employee Benefits, Withholdings, Contributions, and Supplemental Semiannual Headcount Reporting Submitted to the Office of Personnel Management</i></p>	<p>Help the OPM assess the reasonableness of employee benefit withholdings and Postal Service benefit contributions in the <i>Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement</i>, as well as enrollment information in the <i>Supplemental Semiannual Headcount Report</i>.</p>	<p>FT-AT-18-001</p>	<p>9/7/2018</p>
<p><i>Independent Report of Employee Benefits, Withholdings, Contributions, and Supplemental Semiannual Headcount Reporting Submitted to the Office of Personnel Management</i></p>	<p>1. Help the OPM assess the reasonableness of employee benefit withholdings and Postal Service benefit contributions in the <i>Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement</i>, as well as enrollment information in the <i>Supplemental Semiannual Headcount Report</i>.</p> <p>2. Confirm CFC program accounting codes and payroll data with OPM records.</p>	<p>FT-AR-17-011</p>	<p>9/12/2017</p>

Report Title	Objective	Report Number	Final Report Date
<p><i>Independent Report of Employee Benefits, Withholdings, Contributions, and Supplemental Semiannual Headcount Reporting Submitted to the Office of Personnel Management</i></p>	<p>1. Help the OPM assess the reasonableness of employee benefit withholdings and Postal Service benefit contributions in the <i>Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement</i>, as well as enrollment information in the <i>Supplemental Semiannual Headcount Report</i>.</p> <p>2. Confirm CFC program accounting codes and payroll data with OPM records.</p>	<p>FT-AR-16-009</p>	<p>9/21/2016</p>

## Appendix B: Agreed-Upon Procedures Results

Procedure	Finding
<b>1. Compare RITS submission data to the payroll information by performing the following procedures.</b>	
1.a	No Exceptions
1.b	No Exceptions
1.c	No Exceptions
<b>2. Perform detail testing of a random sample of transactions as follows.</b>	
2.a	No Exceptions
2.b	No Exceptions
2.c	No Exceptions
2.d	No Exceptions
2.e	No Exceptions
2.f	See Finding #1: <a href="#">Health Benefit Subscription Rate</a>
2.g	No Exceptions
2.h	No Exceptions
2.i	See Finding #2: <a href="#">Life Insurance Election Form</a>
2.j	No Exceptions
<b>3. Randomly select a total of 10 employees who do not have Health Benefits withholdings from the payroll information corresponding to the three RITS submissions selected above and perform the following for each employee selected.</b>	
3.a	No Exceptions
3.b	No Exceptions
<b>4. Randomly select 10 employees who do not have Life Insurance withholdings from the payroll information corresponding to the three RITS submissions selected above and perform the following for each employee selected.</b>	
4.a	No Exceptions
4.b	No Exceptions
<b>5. Calculate the headcount reflected on the September 2017 and March 2018 Semiannual Headcount Report selected, by following the methods below.</b>	
5.a	No Exceptions
5.b	No Exceptions
5.c	See Finding #3: <a href="#">Military Deposits Headcount</a>
<b>6. Calculate employer and employee contributions for Retirement, Health Benefits, and Basic Life Insurance.</b>	
6.a	No Exceptions
6.b	No Exceptions
6.c	No Exceptions
6.d	See Finding #4: <a href="#">Optional Life Insurance Withholdings</a>

See [Attachment A](#) for a full description of each procedure.

## Attachment A: Agreed-Upon Procedures

### SECTION 11

#### AGREED-UPON PROCEDURES

#### EMPLOYEE BENEFITS, WITHHOLDINGS, CONTRIBUTIONS AND SUPPLEMENTAL SEMIANNUAL HEADCOUNT REPORTING SUBMITTED TO THE OFFICE OF PERSONNEL MANAGEMENT

##### OBJECTIVE

To assist the Office of Personnel Management (OPM) in assessing the reasonableness of Retirement, Health Benefits, and Life Insurance withholdings and contributions as well as enrollment information submitted via the Semiannual Headcount Report.

##### BACKGROUND

The Agreed-Upon Procedures (AUPs) relating to the submission to OPM of withholdings/contributions for Retirement, Health Benefits, and Life Insurance relate to the use of the Retirement and Insurance Transfer System (RITS). RITS is the authorized method of submitting withholding and contribution information to OPM. Agency payroll providers (APPs) that are technically unable to transmit benefit information to OPM via RITS may continue to submit withholdings and contributions via the hard copy SF-2812 (and SF-2812-A), "Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement" to OPM. The AUPs to be applied to those APPs submitting withholdings and contributions to OPM via the hard copy SF 2812 forms are similar to those for RITS.

## REQUIRED DOCUMENTATION/PROCEDURES

For employee benefit withholding and contributions:

- obtain the APP's September 2018 and March 2019 Semiannual Headcount Reports submitted to OPM and a summary of RITS submissions for September 2018 and the current fiscal year.

For each program (retirement, health and life):

- select a total of three RITS submissions for September 2018 and the current FY 2019; the selection will include one with the September 2018 Semiannual Headcount Report, one with the March 2019 Semiannual Headcount Report, and a 3rd between October 1, 2018 and August 31, 2019.
- Obtain payroll information for the periods covered by the RITS submissions selected.

*Note: Hereinafter, the term “payroll information” refers to all payroll information, whether it is a payroll register, payroll data files, or other payroll support data.*

1. Compare RITS submission data to the payroll information by performing the following procedures (Note: For cross-servicing agencies, if the internal controls are the same for all agencies serviced, it is only necessary to perform this procedure for one agency.):
  - 1.a. Recalculate the mathematical accuracy of the payroll information.
  - 1.b. Recalculate the mathematical accuracy of each RITS submission for the payroll information recalculated in Procedure 1.a.
  - 1.c. Compare the employee withholding information at the aggregate level for Retirement, Health Benefits, and Life Insurance (as adjusted for reconciling items) shown on the payroll information obtained in Procedure 1.a. to the related amounts shown on the RITS submission for the corresponding period.

Report any differences for each of the Retirement, Health Benefits, and Life Insurance (categories) for Procedure 1.c. that are over 1 percent of the aggregate amount reported for each of the three categories. Obtain and document an explanation from a management official, including the official's name, telephone number, and an email address for the differences above the 1 percent threshold.

2. Perform detail testing of a random sample of transactions as follows:
  - 2.a. Randomly select 25 individuals who were in the payroll system for all three of the RITS submissions selected above that meet these criteria:
    - covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS);
    - enrolled in the Federal Employees Health Benefits Program;

- covered by Basic Life Insurance; and
  - covered by at least one Federal Employees' Group Life Insurance (FEGLI) optional coverage (option A, B, or C).
- 2.b. Obtain the following documents, either in electronic or hard copy format, from the Official Personnel File (OPF) for each individual selected in Procedure 2.a. Hard copies can be originals or certified copies.
- SF-50 "All Notifications of Personnel Actions" covering the pay periods in the RITS submissions chosen;
  - SF-2809 "The Health Benefits Election Form" covering the pay periods in the RITS submissions chosen or, if applicable, obtain a report (through the agency personnel office) from the agency's automated system that allows participants to change benefits (for example, Employee Express), for any Health Benefits transactions in that system for the individuals selected in Procedure 2.a. (note: a new SF-2809 is needed only if an employee is changing health benefit plans, ); and
    - For Health Benefits, compare date of the payroll transaction with date on the certified copy of the SF-2809 or the agency's automated system report obtained above to identify whether the health benefit information to be used in Procedure 2.f. covers the pay periods in the RITS submissions chosen.
  - SF-2817 "The Life Insurance Election Form" covering the pay periods in the RITS submission chosen (note: a new SF-2817 is needed only if an employee is changing life insurance coverage).
- 2.c. For each individual selected in Procedure 2.a., compare the base salary used for payroll purposes and upon which withholdings and contributions generally are based to the base salary reflected on the employee's SF-50. Report any differences resulting from this procedure and obtain management's explanation for the differences.
- 2.d. For Retirement for each individual selected in Procedure 2.a., compare the retirement plan code from the employee's SF-50 to the plan code used in the payroll system. Report any differences resulting from this procedure and obtain management's explanation for the differences.
- 2.e. For each individual selected in Procedure 2.a., calculate the retirement amount to be withheld and contributed for the plan code from the employee's SF-50, by multiplying the base salary from the employee's SF-50 by the official withholding and contribution rates required by law. Compare the calculated amounts to the actual amounts withheld and contributed for the retirement plan. Report any differences and obtain management's explanation for the differences.
- 2.f. For Health Benefits for each individual selected in Procedure 2.a., compare the employee withholdings and agency contributions to the official subscription rates issued by

OPM for the plan and option elected by the employee, as documented by an SF-2809 in the employee's OPF or automated system that allows the participant to change benefits (for example, Employee Express.) Report any differences resulting from this procedure and obtain management's explanation for the differences. The Health Benefits rates can be found on OPM's website at <http://www.opm.gov/insure/health/rates/index.asp>.

2.g. For Life Insurance for each individual selected in Procedure 2.a., confirm that Basic Life Insurance was elected by the employee by inspecting the SF-2817 documented in the employee's OPF. Report any differences resulting from this procedure and obtain management's explanation for the differences.

2.h. For each individual selected in Procedure 2.a., calculate the withholding and agency contribution amounts for Basic Life Insurance using the following:

- For employee withholdings: Round the employee's annual base salary up to the nearest thousand dollars and add \$2,000. Divide this total by 1,000 and multiply by the rate required by law. The Life Insurance rates are on OPM's website at <http://www.opm.gov/insure/life/rates/index.asp>.
- For agency contributions: Divide the employee withholdings calculated above by two.

Compare the calculated employee withholdings and agency contributions to the actual amounts withheld and contributed for Basic Life Insurance. Report any differences resulting from this procedure and obtain management's explanation for the differences.

2.i. For Life Insurance for each individual selected in Procedure 2.a., compare optional coverage elected as documented on the SF-2817 in the employee's OPF to the optional coverage documented in the payroll system. Report any differences resulting from this procedure and obtain management's explanation for the differences.

2.j. For each individual selected in Procedure 2.a., calculate the withholding amounts for optional life insurance using the following methods:

- For Option A: Locate the employee's age group using the age groups provided for Option A in the FEGLI Program Booklet. <https://www.opm.gov/healthcare-insurance/life-insurance/reference-materials/federalbooklet.pdf>. The withholding amount to be used is the rate listed in the FEGLI Program Booklet for that age group. Compare the calculated amount to the amount withheld for Option A Life Insurance. Report any differences resulting from this procedure and obtain management's explanation for the differences.
- For Option B: Inspect the SF-2817 to obtain the number of multiples chosen for Option B. Locate the employee's age group using the age groups provided for Option B in the FEGLI Program Booklet. Round the employee's annual rate of

basic pay up to the next 1,000, divide it by 1,000, and then multiply it by the rate for the respective age group. Multiply this amount by the number of multiples chosen for Option B Life Insurance. Compare the calculated amount to the amount withheld for Option B Life Insurance. Report any differences resulting from this procedure and obtain management's explanation for the differences.

- For Option C: Inspect the SF-2817 to obtain the number of multiples chosen for Option C. Locate the employee's age group using the age groups provided for Option C in the FEGLI Program Booklet. Multiply the rate for the age group by the number of multiples selected for Option C Life Insurance. Compare the calculated amount to the amount withheld for Option C Life Insurance. Report any differences resulting from this procedure and obtain management's explanation for the differences.

3. Randomly select a total of 10 employees who do not have Health Benefits withholdings from the payroll information corresponding to the three RITS submissions selected above and perform the following for each employee selected.

3.a. Obtain SF-2809s covering the pay periods in the RITS submissions chosen, either in electronic or hard copy format, from the selected employee's OPF or, if applicable, obtain a report (through the agency personnel office) from the agency's automated system that allows participants to change benefits (for example, Employee Express), for any Health Benefit transactions in that system for the individuals selected. Hard copies can be originals or certified copies. Inspect the documentation (that is, the SF-2809 or the agency's system-generated report) to identify whether health benefits coverage was not elected. This can be identified in the following ways.

- An absence of an SF-2809 in the OPF and no election of coverage made through the agency's automated system that allows participants to change benefits (for example, Employee Express); or
- An SF-2809 in the OPF with Section E checked (indicating cancellation of coverage) and no later election of coverage through the agency's automated system that allows participants to change benefits (for example, Employee Express); or
- Cancellation of coverage through the agency's automated system that allows participants to change benefits (for example, Employee Express) and no later election of coverage with an SF-2809.

3.b. Compare the result in Procedure 3.a. to the RITS submissions. Report any differences resulting from this procedure and obtain management's explanation for the differences.

4. Randomly select 10 employees who do not have Life Insurance withholdings from the payroll information corresponding to the three RITS submissions selected above and perform the following for each employee selected.

- 4.a. Obtain the SF-2817s covering the pay periods in the RITS submissions selected, either in electronic or hard copy format, from the selected employee's OPF. Hard copies can be originals or certified copies. Inspect the SF-2817 to identify whether the employee waived or cancelled Basic Life Insurance coverage.
- 4.b. Compare the result in Procedure 4.a. to the RITS submissions. Report any differences resulting from this procedure and obtain management's explanation for the differences.
5. Calculate the headcount reflected on the September 2018 and March 2019 Semiannual Headcount Report selected, by following the methods below.
- 5.a. Obtain existing payroll information (from procedure 1.a.) that supports each Supplemental Semiannual Headcount report. If existing payroll data are not available, obtain a payroll system query that summarizes detailed payroll data supporting each Supplemental Semiannual Headcount Report, as listed below:
- Benefit Category (see Semiannual Headcount Report).
  - Dollar Amount of withholdings and contributions.
  - Number Enrolled (deductions made or no deductions).
  - Central Personnel Data File Code.
  - Aggregate Base Salary.
- 5.b. Recalculate the headcount reflected on each Semiannual Headcount Report. If an electronic file is not available, use the suggested method below to recalculate the headcount:
- estimate the number of employees per payroll register page by counting the employees listed on several pages,
  - count the number of pages in the payroll register, and
  - multiply the number of employees per page by the number of pages, or count (using a computer audit routine) the number of employees on the payroll data file for the period.
- 5.c. Compare the payroll information obtained in Procedure 5.a. and the calculated headcount from Procedure 5.b. to the information shown on each respective Semiannual Headcount Report. Report any differences (for example, gross rather than net) greater than 2 percent. Obtain a management official name, telephone number, an email address, and an explanation for the differences.
6. Calculate employer and employee contributions for Retirement, Health Benefits, and Basic Life Insurance as described below:
- 6.a. Calculate employer and employee contributions for the three pay periods selected in Procedure 1.a., as described below:
- i. Multiply the CSRS and FERS payroll base by the withholding and employer contribution rates required by law.



between the estimated amount and the actual amount reported on the RITS submission that are greater than 5 percent of the amounts on the RITS submission, and obtain management's explanation for the differences.

6.d. Calculate the Option A, Option B and Option C Basic Life Insurance coverage withholdings for the three pay periods selected by using the detail payroll reports used to reconcile the RITS reports in Procedure 1 on page 2. In addition to the information used for Procedure 1, the reports should include the employee's date of birth, annual rate of basic pay, and number of multiples selected for Option B and C. Note: While similar to Procedure 2.j., the calculation for this procedure is for the entire amount reported on the RITS submissions for the three pay periods selected, as opposed to the sample of 25 employees in Procedure 2.j.

- i. Multiply the number of employees in each age group by the appropriate rate for Option A in accordance with the rates for age groups provided in the FEGLI Program Booklet.
- ii. Compare the result in Procedure 6.d.i. to the amounts for Option A reported on the RITS submissions. Report any differences (for example, gross rather than net) greater than 2 percent of the amounts on the RITS submission, and obtain management's explanation for the differences.
- iii. Segregate the reports for Option B and Option C insurance into the age groups shown in the FEGLI Program Booklet. For Option B, round the employee's annual rate of basic pay up to the next 1,000, then divide it by 1,000, and then multiply this amount by the rate for the age group, then multiply this by the number of multiples:  
  
(Annual rate of basic pay (rounded up) /1,000\*rate\*multiples).  
  
For Option C, multiply the rate for the age group by the number of multiples chosen for each employee.
- iv. Compare the result in Procedure 6.d.iii. to the amounts for Option B and Option C, respectively, reported on the RITS submissions. Report any differences (for example, gross rather than net) greater than 2 percent of the amounts on the RITS submission for Option B or Option C, and obtain management's explanation for the differences.

## INSTRUCTIONS

(From the Office of Management and Budget's *Bulletin No. 19-01, Audit Requirements for Federal Financial Statements*, dated October 4, 2018)  
[https://www.whitehouse.gov/wp-content/uploads/2017/11/bulletin\\_19\\_01.pdf](https://www.whitehouse.gov/wp-content/uploads/2017/11/bulletin_19_01.pdf)

### **SECTION 11: AGREED-UPON PROCEDURES: RETIREMENT, HEALTH BENEFITS, AND LIFE INSURANCE WITHHOLDINGS/CONTRIBUTIONS AND SUPPLEMENTAL SEMIANNUAL HEADCOUNT REPORT SUBMITTED TO THE OFFICE OF PERSONNEL MANAGEMENT (OPM)**

11.1 The Agreed-Upon Procedures (AUPs) will be performed annually in accordance with AT-C 215, *Agreed-Upon Procedures Engagements*, and GAGAS Chapter 5. The AUPs are designed to assist OPM in assessing the reasonableness of the Retirement, Health Benefits, and Life Insurance withholdings/contributions as well as semiannual headcount information submitted by agencies. The sufficiency of the procedures is solely the responsibility of the Inspector General and the Chief Financial Officer of OPM and will be applied to the 12 months ended August 31 of each year.

11.2 Refer to <https://www.opm.gov/our-inspector-general/payroll-office-agreed-upon-procedures/> for the current AUPs required by OPM.

11.3 The auditor of each payroll provider will apply the AUPs separately (1) for each entity designated as subject to the CFO Act in Appendix A, and (2) each entity not designated as subject to the CFO Act that has 30,000 or more employees.

11.4 Although the auditor must perform the AUPs separately for each applicable entity, the auditor will combine the results into a single report.

11.5 The auditor of the payroll provider is the auditor responsible for the purpose of performing the AUPs. The auditors of customer agencies will participate to the extent necessary to ensure that the AUPs are performed effectively and within the established time frames.

11.6 In light of the migration of payroll servicing responsibilities under the e-Payroll initiative, the payroll provider as of March 31 will be responsible for assuring that the AUPs are performed and reported upon.

11.7 The report on the performance of the AUPs will be submitted **no later than October 1**. To the extent practical, management's comments on the auditor's findings will be included in the report.

11.8 If a specific AUP cannot be performed, the auditor must propose to OPM's OIG in writing no later than *July 15* at the address in 11.10 an alternative procedure that would

accomplish the AUPs' objectives. In addition, auditors will notify OPM's OIG by *September 1* of any other anticipated difficulties in completing the procedures and submitting the required report by **October 1**.

11.9 The auditor of the payroll provider is required to report all findings to OPM by adhering to AT-C 215 and GAGAS Chapter 5. This will assist and enhance OPM's ability to track each finding for all agencies.

11.10 Agencies will submit three copies of the report on the application of these procedures to OPM's OIG at the address below or, alternatively, may email the report as a PDF attachment to [Nicole.Brown-Fennell@opm.gov](mailto:Nicole.Brown-Fennell@opm.gov), with a copy to [FinancialBALs@opm.gov](mailto:FinancialBALs@opm.gov).

U.S. Office of Personnel Management  
Office of Inspector General  
Room 6400  
1900 E Street, N.W.  
Washington, DC 20415  
Attention: Nicole E. Brown-Fennell