D-2600

 April 16, 2021

Memorandum

To: Federal Personnel and Payroll System (FPPS) User Group Representatives

From: Christine Zertuche-Rocha, Chief //signed for by Lisa J. Puente//    Payroll Operations Division

Subject: Corrected: Paid Parental Leave (PPL) Implementation

Please ensure you share with your Human Resources offices, timekeepers, administrators, and all other appropriate staff.

This is a follow up to our user group communication dated September 10, 2020 with the subject “Follow up to Time and Attendance (T&A) Coding Interim Solution for Paid Parental Leave (PPL) Call on August 31, 2020”. On September 10, 2020, client agencies were instructed to code employee T&A records with FPPS pay codes and the associated payroll remarks for this leave type taken on or after October 1, 2020.

As a reminder, the below interim solution was utilized:

* Interior Business Center (IBC) will advance the restored Annual Leave (A/L) with a specific end date, to eliminate confusion, which will offset the leave taken. For employees using pay codes 08A and 08B, for purposes **other than** PPL, the agency must contact their Payroll Operation Branch, prior to the T&A submission, to ensure they are excluded from the advance restored leave process.
* Once the new pay codes for the PPL are available, IBC will require all corrections to be submitted in a specific pay period to ensure we can reverse the restored A/L advanced.

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| **Type of PPL to report** | **Pay Code** | **Pay Code Description**  | **Payroll Remarks** |
| Placement of Adoption | **08A** | Restored A/L for FMLA Adopt - Used | PPL Adoption Occurrence # |
| Placement of Foster Care | PPL Foster Care Occurrence # |
| Birth | **08B** | Restored A/L for FMLA Birth - Used | PPL Birth Occurrence # |

As of April 5, 2021, client agencies, except IBC hosted webTA customers, may begin using the following pay codes for PPL. In addition, client agencies may begin submitting corrected T&A records for prior pay periods (PP) to reflect the new pay codes for PPL. For webTA users only, as notified on February 3, 2021, the PPL enhancement for webTA has not been completed yet but is expected to be completed prior to PP 2021-12.

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| **New Pay Codes** | **Short Description**  | **Long Description**  |
| PA1 | ADOPT-USED 1ST | PAID PARENTAL ADOPTION LEAVE – USED (1ST OCCURRENCE) |
| PA2 | ADOPT-USED 2ND | PAID PARENTAL ADOPTION LEAVE – USED (2ND OCCURRENCE) |
| PA3 | ADOPT-USED 3RD | PAID PARENTAL ADOPTION LEAVE – USED (3RD OCCURRENCE) |
| PB1 | BIRTH-USED 1ST | PAID PARENTAL BIRTH LEAVE – USED (1ST OCCURRENCE) |
| PB2 | BIRTH-USED 2ND | PAID PARENTAL BIRTH LEAVE – USED (2ND OCCURRENCE) |
| PB3 | BIRTH-USED 3RD | PAID PARENTAL BIRTH LEAVE – USED (3RD OCCURRENCE) |
| PF1 | FOSTER-USED 1ST | PAID PARENTAL FOSTER LEAVE – USED (1ST OCCURRENCE) |
| PF2 | FOSTER-USED 2ND | PAID PARENTAL FOSTER LEAVE – USED (2ND OCCURRENCE) |
| PF3 | FOSTER-USED 3RD | PAID PARENTAL FOSTER LEAVE – USED (3RD OCCURRENCE) |
| PF4 | FOSTER-USED 4TH | PAID PARENTAL FOSTER LEAVE – USED (4TH OCCURRENCE) |
| PF5 | FOSTER-USED 5TH | PAID PARENTAL FOSTER LEAVE – USED (5TH OCCURRENCE) |

Once implemented, IBC non-webTA customer client agencies will have processing PPs 2021-08 through 2021-13 to submit corrected T&As to amend pay code(s) used during the interim solution to the applicable PPL pay code(s). IBC hosted webTA customers will have two PPs (2021-12 and 2021-13) to complete their corrected T&As. After PP 2021-13 the interim solution will be shut down completely and will not allow for any further amended T&As to recompute leave balances.

In PP 2021-14, the IBC will reverse out the restored A/L advanced. If corrected T&As are not completed with the PPL codes, the system will reverse out the advance leave causing leave conversions, which could result in debts.

IBC encourages client agencies to utilize IBC’s OBIEE “Time and Attendance’ dashboard to identify employees who participated in the PPL interim solution and will require corrected T&As.

**If using the OBIEE dashboard:**

1. Search for employees who indicated FPPS pay code pay code 08A and/or 08B on their time and attendance records with a corresponding “Payroll Remark”.
2. Review the “Payroll Remark” to ensure the proper crosswalk and coding of PPL related FPPS pay code is applied to the amended time and attendance record (e.g. Payroll Remark ‘PPL Adoption Occurrence #’ translates to FPPS pay code ‘08A’) as listed above.

**If employees have questions, they should contact the Customer Support Center (CSC) at the interim contact number: 720-673-9958 or via email at** **Payroll\_Helpdesk@ios.doi.gov****.**

**If User Group Representatives** have questions, they may contact any of the POB POCs listed below:

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|   | **Name** | **Phone Number** | **Email Address** |
| Branch Chief | Rebecca Romero | 303-969-7450 | Rebecca\_N\_Romero@ibc.doi.gov |
|   | Karen Galperin | 303-969-7409 | Karen\_A\_Galperin@ibc.doi.gov |
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