



# **FPPS User Group Meeting**

## **June 15 - 16, 2021**

***Virtually hosted by the  
Interior Business Center (IBC)***

### **Day One**



# WebEx Basics

**Mute/Unmute your audio**

**Turn Video Camera On/Off**

**Participant List**

**Chat**

**Leave Meeting**





# Welcome

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**Rob Crest**

**Chief, Personnel and Payroll Systems Division**



# Tuesday – June 15, 2021

Time (MT)	Topic	Presenter
08:30 am.	Welcome	Rob Crest
	Agenda / Action Items	Lorraine Manzanares
08:45 – 9:15	HR Directorate	Julie Bednar
09:15 – 09:30	Systems Migrations and Services Division	Terrie Smigiel
09:30 – 10:00	Training and Performance Support Branch	Don Garcia
10:00 – 10:30	Customer Support Center	Terrence Link
10:30 – 10:45	<i>Break</i>	
10:45 – 11:45	Payroll Operations Division	Christine Zertuche-Rocha
11:45 – 12:00	Employee Express	Dana Bryning
12:00 – 01:00 pm.	<i>Lunch</i>	
01:00 – 01:30	Release 21.02 / 21.03 Enhancements	Rachel Lizana / Arnold Baca
01:30	Wrap-up	Rob Crest



# Wednesday – June 16, 2021

Time (MT)	Topic	Presenter
08:30 – 08:45 am.	Recap	Rob Crest
	Personnel Payroll Systems Division	Rob Crest
08:45 – 09:45	Enhancement Prioritization Workshop for Release 22.01	Lorraine Manzanares
09:45 – 10:00	<i>Break</i>	
10:00 – 11:00	Human Resources Management System Division Application Management & Tech Services Branch	Ralph Giesler
	Datamart	Mike Pratt
11:00 – 12:00 pm.	<i>Lunch</i>	
12:00 – 01:00	ARC/BFS Dashboard Demo	Zach Yearwood
01:00 – 01:30	Customer Forum	---
01:30	New Action Items	Lorraine Manzanares
	Wrap-Up	Rob Crest

FPPS Release Dates
Release 21.02 (August 06, 2021)
Release 21.03 (December 10, 2021)
Release 22.01 (April 01, 2022)

Future Meetings/Locations
September 21-22, 2021: <i>Denver, CO (if allowed)</i>
February 22-23, 2022: <i>Host Needed</i>
June 14-15, 2022: <i>Host Needed</i>
September 20-21, 2022: <i>Host Needed</i>

<b>*Enhancement Prioritization Workshop Teleconference for Release 22.01 Wednesday, June 09, 2021, 08:00 am. MT</b>
Telephone: (877) 987-0507
Code: 316291#



# Action Item Responses

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**Lorraine Manzanares**



# Action Items – February 2021

## 1. Closed

Send training job aids to the User Group Reps. Duane Lee (DOT)

### ***Response:***

HR Academy Job Aids for Access memorandum to UGR was sent on March 04, 2021. Don Garcia (TPSB)

## 2. Pending

WebFPPS - Chrome & Edge Support. Desiree Gaiser (NASA) / Rob Crest (IBC)

## 3. Pending

FPPS fields that are not used are creating data integrity issues. Terrie will get additional information. Terrie Smigiel (IBC)

## 4. Closed

Work with Han (EDU) to assist in identifying requirements to create a report that includes the Hidden Status transactions and eliminate duplicate data rows for the same transaction number in the results. Han Yount

***Response:*** The Datamart team worked with Han Yount and resolved this issue March 2021. Rick Friend (AMTSB)

# Action Items – September 2020

## 1. Pending

Not receiving email notifications when actions are in user's que. Duane Lee (DOT), Zack Yearwood (NARA/ARC), YZ (NSF) / The upcoming email notification enhancement may fix the issues that you are experiencing. We will reach out to you individually to get examples of what you are experiencing. Kathy Wagner (IBC – PCLB)

## 2. Pending

Is there a report that displays employees whose leave was lost? Kathy Haley (NASA) / Arnie Baca (IBC – PSB)

## 3. Pending

Is there or can there be a warning notice for new hires that are employed by a different agency that is also on FPPS? The issue is accession actions causing havoc for losing agency when they are initiated before the separation action has been processed. Have also seen separated employees drop out of OBIEE Reports. YZ (NSF) Hugh (SEC) / Communication should occur between the two agencies to avoid this problem. Will need specific details to research the separated employees report. Kathy Wagner (IBC – PCLB)

# Action Items – June 2020

## 1. Pending

Request to send a list of pay codes to UGRs. Samantha Walkes (IMLS)  
*June 2020 Update:* Some of our pay codes can be found in the T&A manuals and Interface Guides. When OPM guidance is issued and IBC has evaluated such guidance, a UGR memo will be distributed to provide details of the interim solution. Arnie Baca (IBC – PSB) *Will remain open until provided to UGR.*



# Action Items – February 2020

## 1. Pending

Robotics – Schedule another meeting / teleconference to address “next steps”

*June 2021 Update:* IBC HRD is excited about moving forward with Robotic Process Automation (RPA). We have drafted an RPA Governance Procedure, and it is currently under review. Also, IBC HRD does not have a formal RPA office established to work RPA initiatives currently. However, HRD has initiated a RPA project request with an RPA office within the IBC to work our first RPA project. Based in part on the success of this RPA project, IBC HRD leadership will decide on a formal path forward regarding RPA. IBC chose to work on its first RPA project which will provide benefits for all our clients. The internal HRD RPA project underway is on the important W2 Testing and Validation Process. IBC should know more about our RPA Governance Procedure and the W2 Testing and Validation Process status by August 2021. Therefore, IBC looks forward to providing an update to the FPPS UGRs at the September 2021 FPPS UGR meeting. *Tom Larson (IBC)*



# **Human Resources Directorate (HRD)**

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**Julie Bednar**

**Associate Director, IBC HRD**





# Topics

- **What's going on in the Shared Services Universe?**
- **DOI HR IT Roadmap**
- **IBC Projects**
- **What has IBC been doing during the past year?**
- **Reminders**

# What's Going on in the Shared Services Universe?

- **Office of Personnel Management (OPM) Human Resources Line of Business (HR LOB)**
  - New OPM organization called Office of Human Capital Data Management and Modernization
  - Includes HR LOB, HR Systems (e.g., USA Staffing, eOPF)
- **GSA HR QSMO**
  - New focus on data standards and helping Shared Service Providers with IT Systems Modernization projects
- **NewPay**
  - Minimally Viable Product available for use
  - Work Schedule and Leave Management (WSLM) Status

Why does this matter to me?

Data driven decisions start with good data.

HR Offices hold the keys to accurate employee data.

# DOI HR IT Roadmap

- **DOI's Human Resources Information Technology Roadmap**
- **Refreshed in 3<sup>rd</sup> quarter of Fiscal Year 2021**
- **Business Needs**
- **Roadmap Projects**

Why does this matter to me?

Many of these business needs and projects align with interests shared by IBC's clients at the 2020 Customer Executive Advisory Board Meeting.

# DOI HR IT ROADMAP

## Business Needs

- Continue to provide a dynamic learning and performance management environment of training and development opportunities for the general workforce. Establish a strong infrastructure to support continued training, development and performance management.
- Evaluate current and new solutions and implement revised approaches for case management.
- Identify and implement business processes appropriate for the development of HR automated solutions that span the entire employment lifecycle and provide a common user experience.
- Ensure that automated systems support federal government human resources requirements and mission requirements.
- Assess the need for modernizing and maintaining HR information technology system(s).
- Provide self-service tools that address the diverse information and mission needs of our employees.
- Advance the implementation of DOI information sharing environment (knowledge sharing) while ensuring protection of data.

# DOI HR IT Roadmap

## Roadmap Projects Proposed

1. **FPPS Modernization \***
2. **Payroll and Personnel Management \***
3. **Talent Management \***
4. **Case Management**
5. **Employee Community Portal**
6. **Business Intelligence \***
7. **System Integration \***
8. **Robotic Process Automation \***
9. **HR Records Management**
10. **Accountability and Evaluation**
11. **Survey Tool**

\* Denotes IBC alignment with current services provided to shared clients



# IBC Projects

- Information Technology Optimization Portfolio Management (ITOP)
- Human Resources Management Systems Solutions Request for Information (HRMSS RFI)
- Time and Attendance Business Case
- webFPPS Updates
- IBC HR Systems Integration Framework (HR SIF) Update via Mulesoft
- Robotic Process Automation
- Payroll Process Automation
- FedTalent

Why does this matter to me?

IBC is working towards increased automation efficiencies that will make your use of IBC's systems and services easier & more effective.

# What has IBC been doing during the past year?

- Maximum telework with uninterrupted support to our clients
- Families First Coronavirus Response Act (FFCRA)
- OASDI/Social Security Tax Deferral
- American Rescue Plan Emergency Paid Leave (EPL)
- Projects shared in prior slide
- On-boarded new clients across several service lines

Why does this matter to me?

You have been working hard during this unusual year.

IBC has been working hard as well for you and the employees in your agencies.

Please share information gained at this User Group meeting to make your job and our job easier.



# Reminders

- **Settlement Processing (and associated audits) – 35-day turnaround from date of receipt by IBC**
- **Additional Reminders Shared at FPPS User Group Meeting:**
  - **New Union Chapters – if your agencies have any new union chapters established and the union wants to arrange union dues deductions via payroll allotments, please inform IBC soonest so we can make systemic changes.**
    - **Note: New Executive Order encouraging increased union activities at federal agencies**
  - **Contacts at IBC – as User Group Representatives, you have special access to multiple contacts at IBC. If you have reached out to an IBC contact, but have not heard back, feel free to reach out to your Client Advocate, HRD AD (Julie Bednar) or Deputy AD (Doug Pokorney). If one of our team members is out of the office, we regularly have back-up contacts available to assist you.**

# Questions?





# **Systems Migration and Services Division**

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**Terrie Smigiel**  
**Chief, Systems Migration and  
Services Division**



# Client Activity

- **Gap Analysis – Complete**
  - **Library of Congress**
    - FPPS/Payroll Operations, Quicktime, WTTS/EODS, Affiliate Tracking System (AWTS)
- **Migrations**
  - **Barry Goldwater Scholarship Foundation (BGSF)**
    - FPPS/Payroll Operations, HR Operations, WTTS/EODS, Personnel Security
  - **Privacy and Civil Liberties Oversight Board (PCLOB)**
    - FedTalent Learning Management

# Client Activity (*continued*)

## Migrations (continued)

- **Bureau of Fiscal Service – Personnel Security Clients**
  - Denali Commission
  - Armed Forces Retirement Home
  - US Access Board
  - Security and Financial Crimes Enforcement Network (FINCEN)
  - Office of Government Ethics (OGE)
- **Business Case for potential moves from webTA to Quicktime being routed for approval. Approved by IBC Director, Departmental Office, Associate Chief Information Officer. Currently with the Acting Assistant Secretary, Policy Management & Budget, Rachael Taylor**

# 7600 A & B

- **7600 A & B to be used for FY22 Inter-agency agreements (IAA)**
- **First step towards G-Invoicing scheduled for implementation in October 2022**
- **IBC will generate the 7600 A and B prepopulated along with a supplement document listing services being received**
- **<https://www.fiscal.treasury.gov/g-invoice/resources.html#admin>**



# SMSD Team

## Terrie Smigiel

Chief, Systems Migration & Services  
Division  
(303) 969-7216  
Teresa\_A\_Smigiel@ibc.doi.gov

## Chris Vasquez

Management & Program Analyst  
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New  
Employee

## Mishell English

Client Advocate  
(303) 969-5193  
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## Mike Ballinger

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## Don Garcia

Chief, Training and Performance  
Support Branch  
(303) 969-7232  
Donald\_J\_Garcia@ibc.doi.gov





# **Training Update**

# **HR Academy Resources**

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**Don Garcia**

**Chief, Training and Performance Support Branch**





# Upcoming FPPS SPO Courses

- June 14 - 17 (Bluezone)
- July 19 - 22 (Bluezone)
- September 13 – 16 (Web)

All courses are virtual from 10am – 2pm Mountain Time



# Upcoming OBIEE Courses

- June 23 (Beginner)
- August 2 - 5 (Advanced)

All courses are virtual from 10am – 2pm Mountain Time



# Upcoming FPPS Security Courses

- August 23 - 26 (Bluezone)
- September 20 – 23 (Web)

All courses are virtual from 10am – 2pm Mountain Time



# **Upcoming WTTS for HR Specialists Courses**

- August 17 – 19

All courses are virtual from 10am – 2pm Mountain Time

# Which Course is Right for Me?

Are you in HR? These courses may interest you!

- FPPS SPO
- OBIEE Consumer or Author
- WTTS for HR Specialists

# Which Course is Right for Me?

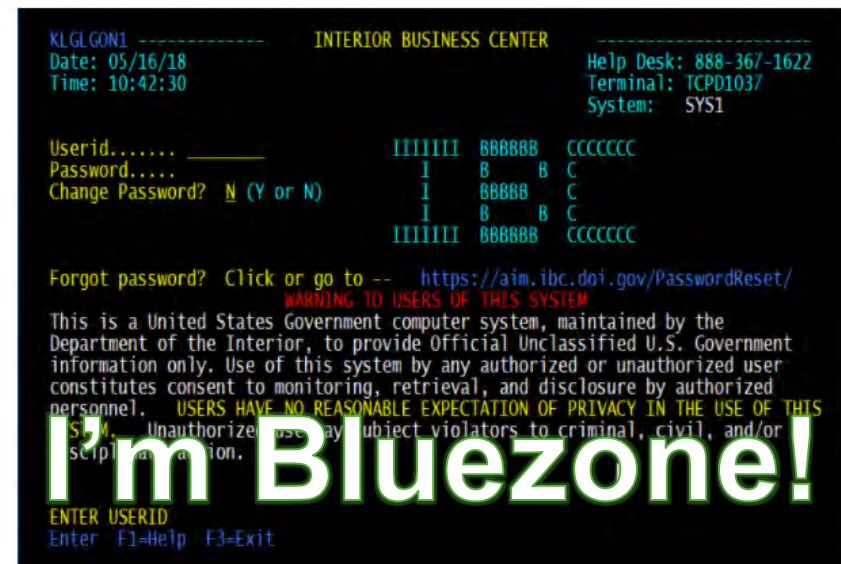
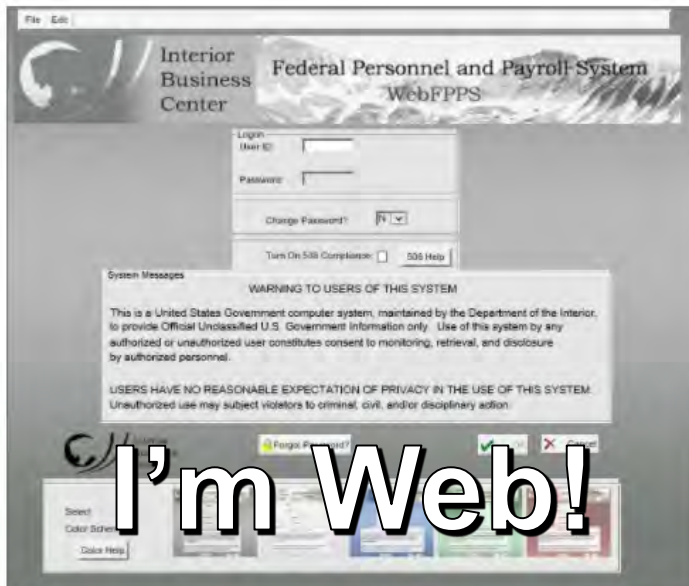
The following courses require more elevated roles and privileges:

- FPPS Security
- OBIEE Author Advanced
- OBIEE Publisher
- OBIEE Scheduler



# Web versus Bluezone

Follow your Agency guidance for which version of FPPS you should take training for. Not sure which one is which?





# Self-Paced Online Training

Don't have time to attend training? Take these courses at your own pace at no charge!

- Employee Express
- FedTalent Learner
- FedTalent Course Creator
- FedTalent Editing Trainer
- FedTalent Staff Manager
- FPPS Leave Share

# Self-Paced Online Training

Don't have time to attend training? Take these courses at your own pace at no charge!

- FPPS Self Password Reset
- OBIEE Consumer
- OBIEE Scheduler
- OBIEE Beginner (Webinar also required)
- Quicktime Administrator
- Quicktime Certifier

# Self-Paced Online Training

Don't have time to attend training? Take these online web-based courses at your own pace at no charge!

- Quicktime Timekeeper
- Quicktime Employee
- SUPV Command
- Web FPPS SPO
- Web FPPS Requesting Office
- Web FPPS Security

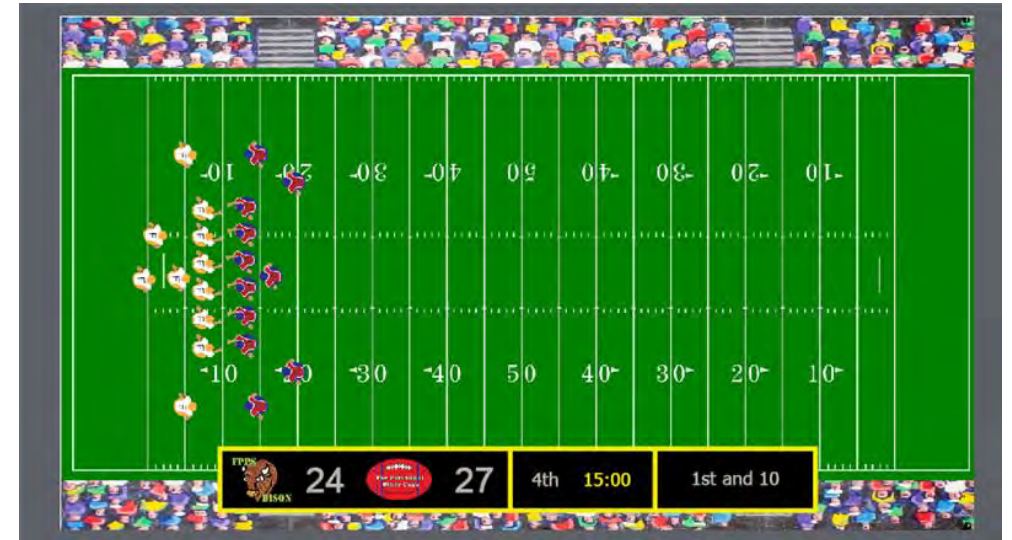


# FPPS Football

The FPPS Bison Football Team is playing for the Championship in the Personnel Bowl! You've been brought in as their coach to help them score a touchdown and win the big game!

You'll be answering FPPS related questions to help the team move down the field.

Are you ready to take on the challenge and become the ultimate FPPS champion?



# The Adventures of Sam SPOC

Sam SPOC is a Security Point of Contact for his office and an FPPS Detective. Every other month, he will have a new mystery to solve, whether it's tracking down an SF-52, or figuring out why someone doesn't have access to a certain command.

This interactive web-based training tests your knowledge as a Security Administrator in FPPS and uses critical thinking to lead Sam in the right direction and solve the mystery!





# FPPS and Quicktime Jeopardy

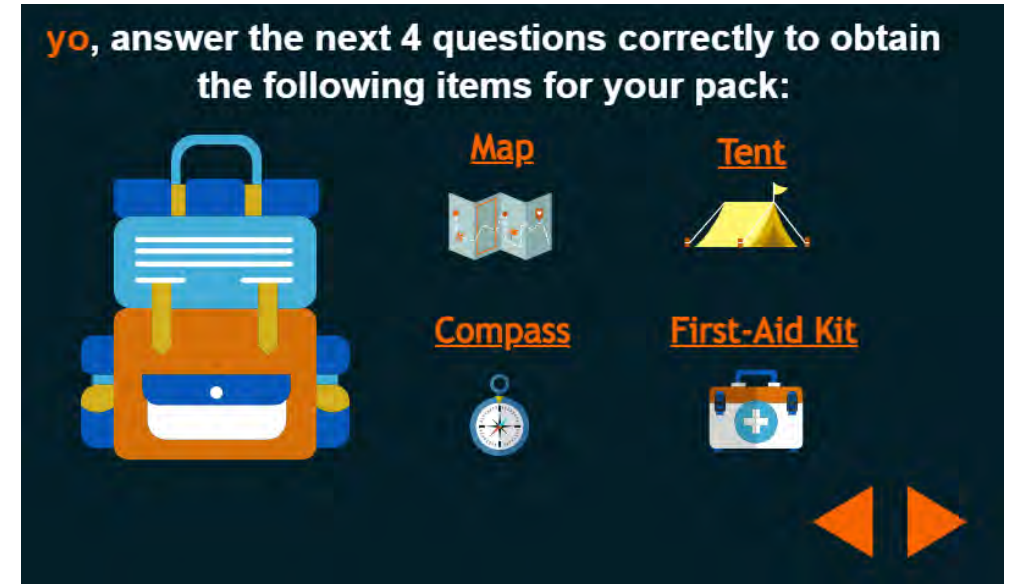
Continue testing your knowledge of FPPS and Quicktime with our interactive Jeopardy games! Great as an individual learner or even in a group! I'll take 'have fun' for \$500!



FPPS Commands	FPPS Screens	FPPS Actions	SPO for thought	General FPPS
100	100	100	100	100
300	300	300	300	300
500	500	500	500	500

# OBIEE Adventure

Help our OBIEE mountain man collect everything necessary for his trip by answering OBIEE Beginner questions about the system. Hope you've been paying attention to your unconstrained queries!!!



# FPPS Screen Navigation

Having trouble figuring out what all the fields mean when you are processing an action in the SPO? This Web-Based Training allows you to navigate and identify the definitions and applications of all fields on the SPO Processing screens! Available in Web and Bluezone flavors.

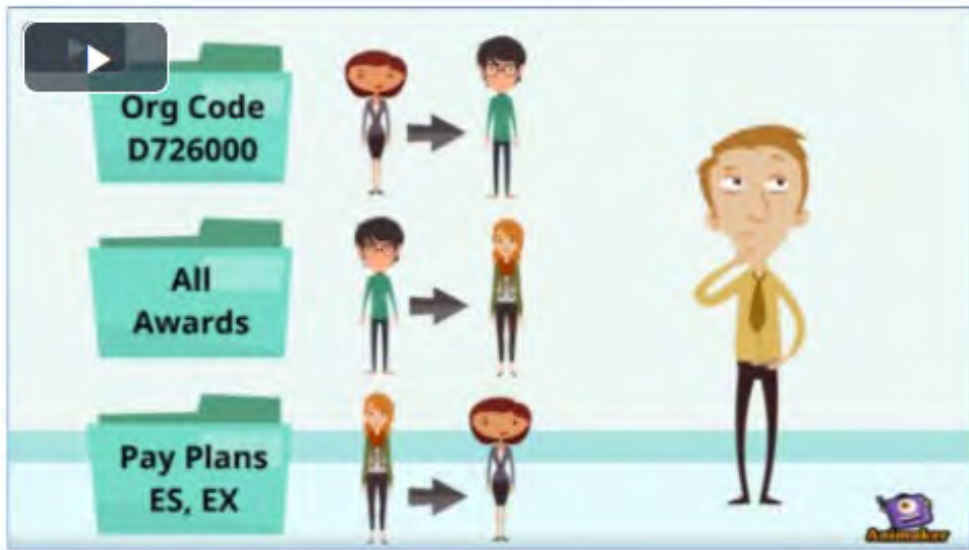
The screenshot displays the 'Main Menu (Screen Navigation)' window. At the top, a purple header bar contains the title 'Main Menu (Screen Navigation)' and the instruction 'Select a screen below to view the fields and learn more!'. Below this, a 'Screen Selection' section features a 'Select All Screens' checkbox. Two columns of checkboxes list various screen categories: Notes, Mailing Address, Position Action, Position Maintenance Information, Personnel Action Information, SF50/52 From/To Information, SF50 Remarks And Inserts, Allow/Diff, Rating Of Record, Retained, IMT, Severance Pay, Award Information, Agency Unique Information, Requesting Office Information, Resign/Retirement Remarks, Position SF50/52 Information, Position OF8 Information, SF50/52 NOA/LAC Information, SF50/52 Position/Employee Information, Rno, Benefits, Security, Dates, WGI, Appointment Limit Information, Change Hours Scheduled, and Foreign Language Data. The bottom of the window includes the Interior Business Center logo and an 'EXIT' button.

Screen Selection	
<input type="checkbox"/> Notes	<input type="checkbox"/> Requesting Office Information
<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Resign/Retirement Remarks
<input type="checkbox"/> Position Action	<input type="checkbox"/> Position SF50/52 Information
<input type="checkbox"/> Position Maintenance Information	<input type="checkbox"/> Position OF8 Information
<input type="checkbox"/> Personnel Action Information	<input type="checkbox"/> SF50/52 NOA/LAC Information
<input type="checkbox"/> SF50/52 From/To Information	<input type="checkbox"/> SF50/52 Position/Employee Information
<input type="checkbox"/> SF50 Remarks And Inserts	<input type="checkbox"/> Rno, Benefits, Security
<input type="checkbox"/> Allow/Diff, Rating Of Record	<input type="checkbox"/> Dates, WGI, Appointment Limit Information
<input type="checkbox"/> Retained, IMT, Severance Pay	<input type="checkbox"/> Change Hours Scheduled
<input type="checkbox"/> Award Information	<input type="checkbox"/> Foreign Language Data
<input type="checkbox"/> Agency Unique Information	



# We've Got Videos!

Did you know we have short training videos to explain concepts like unconstrained queries, route paths, and more? Check out the home page for the latest cinematic adventure!





# Training and Performance Support Branch

- Bridget O'Keefe
- Mike Smigiel
- Myranda Whitesides
- Lorraine Manzanares
- Chris Garrison
- Amir Drissi
- John Hyduke
- Jada Groeschel



# Questions?

Don Garcia

Chief, Training and Performance  
Support Branch

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(303) 280-9309





# **Customer Support Center (CSC)**

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**Terrence Link**  
**Application Support Supervisor**





# Agenda

- **Operational information**
- **Service Levels and Impacts**
- **CSC Customer Survey Figures**
- **Questions**

# Operational Information

- **Phone availability (720) 673-9958**
  - 6am to 5:30pm MST Monday through Friday
    - Returned to normal hours from the temporary 5am – 5:30pm MST
  - Call queues can be found at:  
[www.doi.gov/ocio/customers/csc](http://www.doi.gov/ocio/customers/csc)
- **We are still 100% remote!**
  - 11k Payroll Incidents resolved in the 2nd Quarter 2021 (close to 45% of 26k FYTD of Payroll's volume)

# Staffing/Operational Information

- [FPPS\\_Helpdesk@ios.doi.gov](mailto:FPPS_Helpdesk@ios.doi.gov) (Personnel Processing)
- [Payroll\\_Helpdesk@ios.doi.gov](mailto:Payroll_Helpdesk@ios.doi.gov)
- [Quicktime\\_helpdesk@ios.doi.gov](mailto:Quicktime_helpdesk@ios.doi.gov)
- [Performance\\_doitalent@ios.doi.gov](mailto:Performance_doitalent@ios.doi.gov) (DOI Only)
- [FedTalent@ios.doi.gov](mailto:FedTalent@ios.doi.gov)
- [CSC\\_IT\\_services\\_helpdesk@ios.doi.gov](mailto:CSC_IT_services_helpdesk@ios.doi.gov) (SPOC and referrals)



# Personnel/Payroll Service Levels and Impacts

## Where we have thrived!

- We have responded to emails within two hours 98% of the time
- Payroll - 83.0% FLR FYTD
- CSC FPPS bi-weekly meetings

## Service Level Opportunities

- We have responded to emails within two hours 98% of the time
- Payroll - 83.0% FLR FYTD
- CSC FPPS bi-weekly meetings

# Customer Experience and Survey Improvements

- HR Customer Experience Improving
  - May 2021 – 90%
- All customer comments are welcomed by the CSC
  - Every negative feedback is followed up with a phone call if contact is requested (however we may reach out when not requested)
  - Surveys are also tools to monitor employee performance and allow for coaching opportunities







# Questions?

**Terrence Link, Application Support Supervisor**

**[Terrence\\_Link@ios.doi.gov](mailto:Terrence_Link@ios.doi.gov)**

**[Customer\\_Support\\_Center\\_Managers@ios.doi.gov](mailto:Customer_Support_Center_Managers@ios.doi.gov)**



# Payroll Operations Division

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**Christine Zertuche-Rocha**

Chief, Payroll Operations Division

**Lisa Puente**

Deputy Chief, Payroll Operations Division

**Rebecca Romero**

Chief, Payroll Operation Branch



# 2021 Holiday Schedule for T&A Reporting

- One business day early submission of timesheets to ensure EFT and official pay dates are met
  - Pay Period 2021-14 July 3, 2021
  - Pay Period 2021-21 October 9, 2021
  - **Pay Period 2021-23 November 6, 2021 (early calculate for All pay groups)**
  - **Pay Period 2021-24 November 20, 2021 (early calculate for All pay groups)**
  - **Pay Period 2021-26 December 18, 2021 (early calculate for All pay groups)**
- **Please take special note of this schedule and mark your calendars accordingly.**
- **How can you help:** Ensure your field offices are aware of the early T&A submission.
- **2021 earnings year** has 26 PPs from December 20, 2020, through December 18, 2021, official pay date December 28, 2021.
- **Leave year** has 26 PPs from January 3, 2021, through January 1, 2022; PPs 2021-02 through PP 2022-01



# 2021 PAYROLL SCHEDULE

**JANUARY**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**APRIL**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**JULY**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**OCTOBER**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**FEBRUARY**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**MAY**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**AUGUST**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**NOVEMBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MARCH**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**JUNE**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**SEPTEMBER**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**DECEMBER**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

BOLD underline indicates END of Pay Period

Monthly Pay Period

Federal Holiday

T&A Collections

Biweek

Monthly CALC

Payroll Monthly

Quarterly

Personnel Monthly

Quarterly

Saturdays No COB

Release

# POD Communications Payroll Topics



## March:

- Memo: Tax Changes Implemented Pay Period (PP) 2021-05 (MN, NM and MD, OH local taxes)
- Memo: Federal Employee Health Benefits Open Season and Terminating Plans – 3/8/21
- Memo: March 2021 Headcount – 3/8/21
- Memo: Upcoming Webinar: Federal Personnel and Payroll System (FPPS) Processing: Environmental Hazard Coding for General Schedule and Wage Grade employees – A WebEx Webinar – 3/15/21
- Emergency Federal Employee Leave Fund FPPS – 3/22/21 (PPSD & POD)

## April:

- Memo: Upcoming Webinar: Federal Personnel and Payroll System (FPPS) Processing: Family Medical Leave Act (FMLA) and Federal Employee Paid Leave Act (FEPLA) - A WebEx Webinar – 4/1/21
- Memo: Tax Changes Implemented Pay Period (PP) 2021-07 CO (State), MD (State and County) – 4/2/21
- Memo: Consolidated Appropriations Act, 2021 Pay Related Legislative Changes – 4/7/21
- Youth Conservation Corps (YCC) Federal Personnel and Payroll System (FPPS) Processing Procedures Webinar – 4/8/21
- POD and Agency Point of contact list updates – 4/8/21
- Memo: Paid Parental Leave (PPL) Implementation – 4/12/21
- Updated Versions of Manuals and Guides - April 14, 2021 (Message of the day)
- Memo: Corrected: Paid Parental Leave (PPL) Implementation – 4/16/21
- Memo: Tax Changes Implemented with FPPS Release 21.01 - Pay Period (PP) 2021-08 (Federal) – 4/19/21



# POD Communications Payroll Topics (*continued*)

## May:

- Memo: Time and Attendance (T&A) Coding for Federal Employees Performing Work in Support of the Unaccompanied Children Program – 5/7/21
- American Rescue Plan Act - Emergency Paid Leave (EPL) Interim Solution – 5/5/21 (PPSD & POD)
- Memo: Upcoming Webinar: Federal Personnel and Payroll (FPPS) Processing: Duty Station Change and Taxes – A WebEx Webinar – 5/17/21

## Upcoming:

- Early Submission of Time and Attendance (T&A) Files for Labor Day Holiday
- Fiscal Year (FY) Appropriations, Intra-governmental Payment and Collections (IPAC) Charges, Trading Partner Agreements (TPAs) and Leave Accruals
- Fiscal Year End Processing

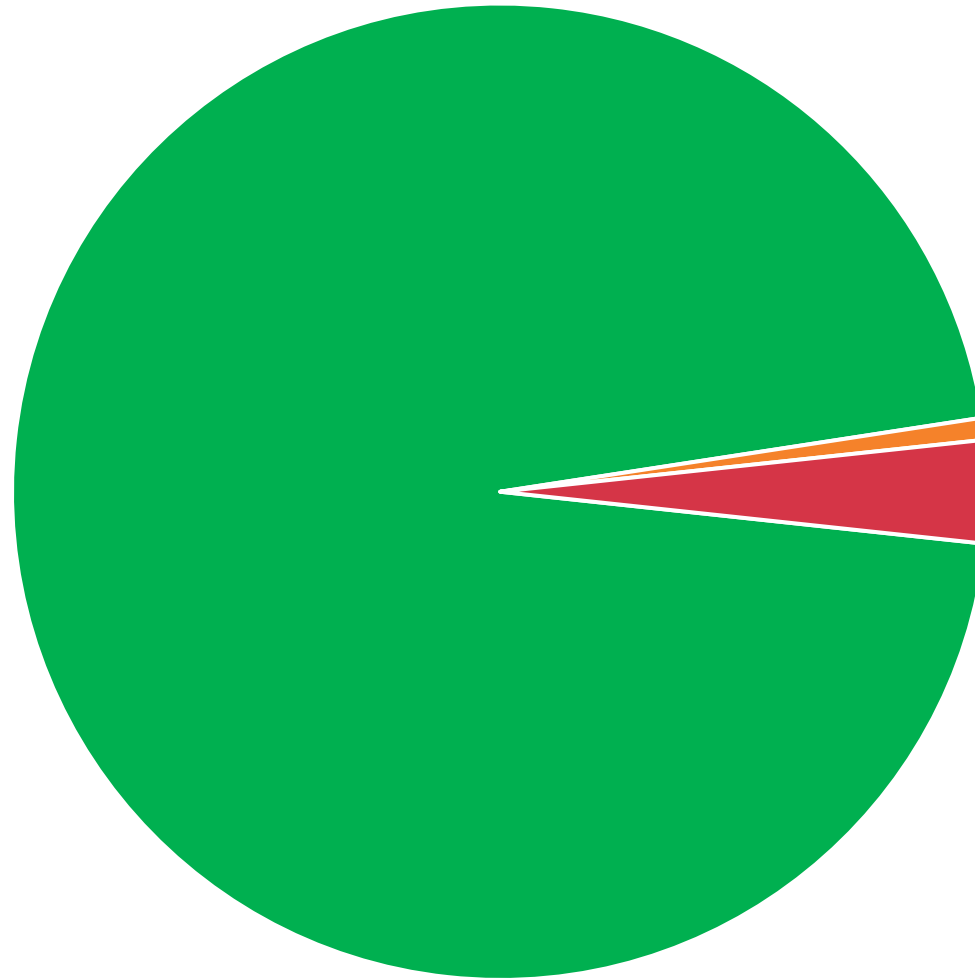




# LES Counts for All Clients

LES Mail Count June 3, 2021

LES Mail Indicator	Count
N	226,305
W	1,710
Y	8,027



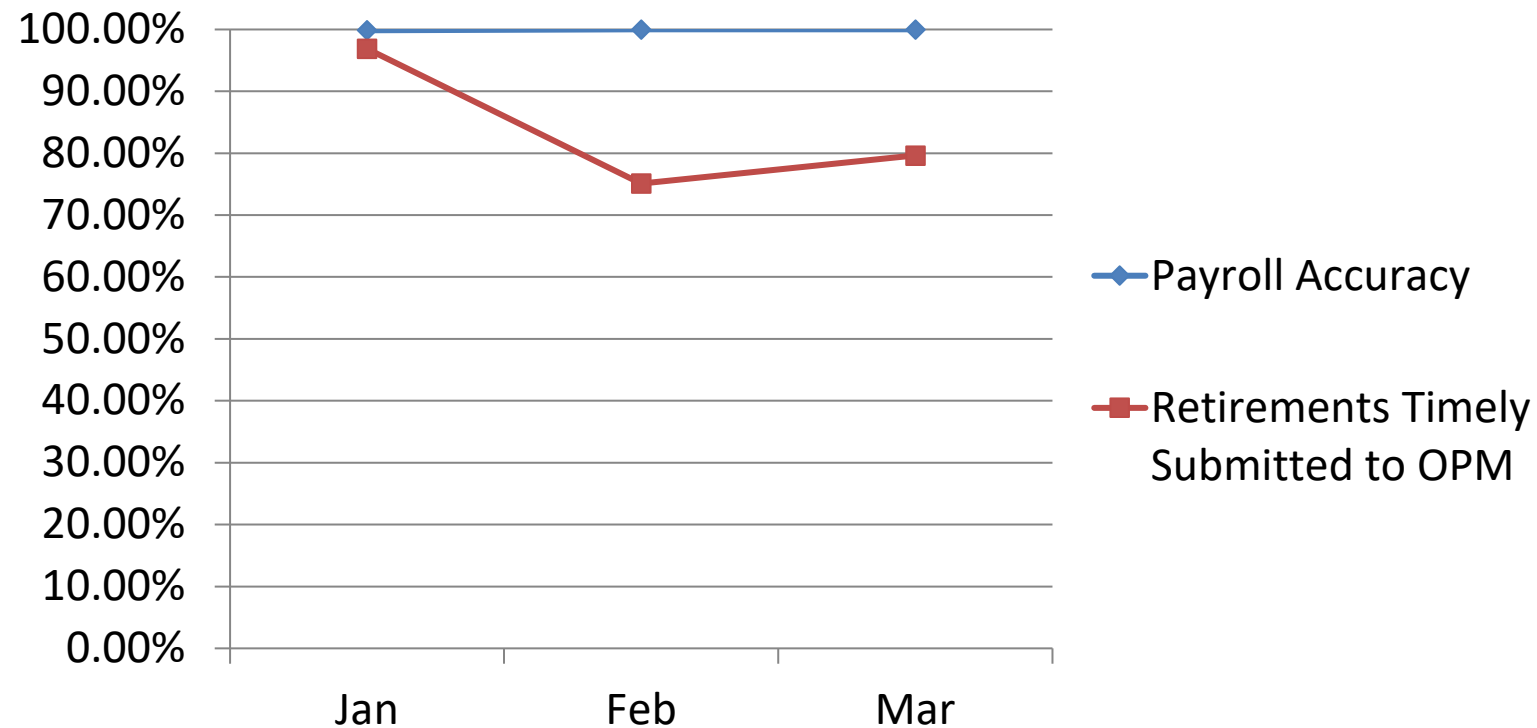
Mailed  
LES's  
went up  
1,400  
While  
Waivers  
went  
down

# LES Counts For All Clients

LES Mail Ind	Count
N	226,305
W	1,710
Y	8,027



# 2021 2nd Quarter Performance Metrics



	Jan	Feb	Mar	Metric Goal
Payroll Accuracy	99.86%	99.99%	100.00%	99.80%
Retirements Timely Submitted to OPM	96.87%	75.10%	79.63%	85.00%

\*Metric not met due to late submission by SPOs

# Retirement Metrics

Month	Type 1 Retirements	Overall Timeliness to OPM	BPB Timeliness to OPM
January 2021	2014 Total 63 late 42 SPO, 21 BPB	96.87%	98.96%
February 2021	486 Total 121 late 101 SPO, 20 BPB	75.10%	95.88%
March 2021	481 Total 98 late 82 SPO, 16 BPB	79.63%	96.67%
April 2021	670 Total 80 late 67 SPO, 13 BPB	88.06%	98.06%



# **Payroll Operations Branch**

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**Rebecca Romero**

**Branch Chief, Payroll Operations Branch**





# Payroll Operations Branch Realignment

POB





# Prior to Realignment

- 4 Processing Sections
- Branch Chief Team

Section 1

Section 2

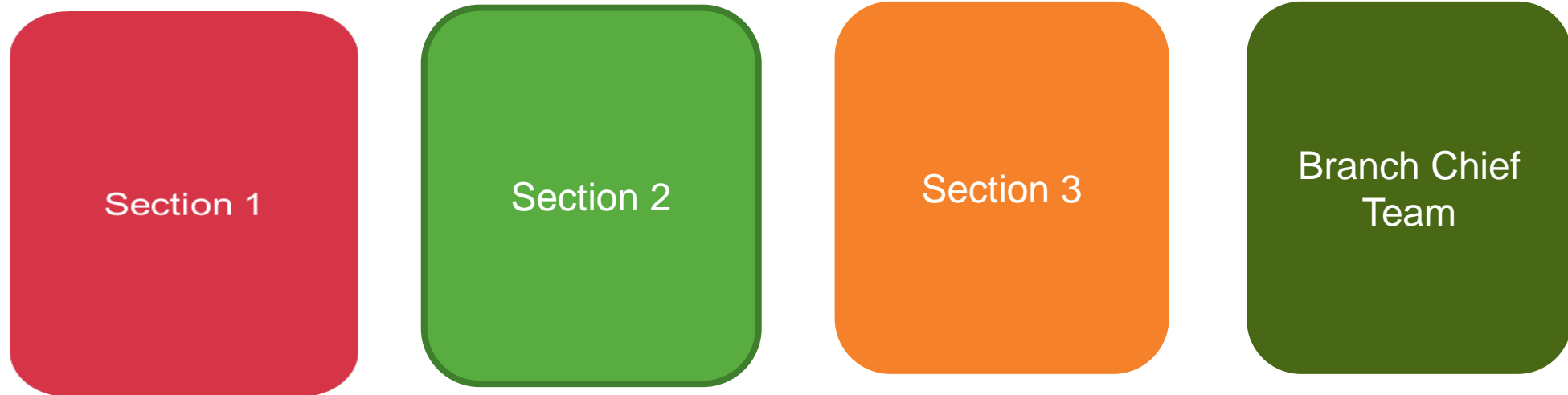
Section 3

Section 4

Branch  
Chief  
Team

# After Realignment

- **3 Processing Sections**
- **Branch Chief Team with Dedicated Section Supervisor for Special Projects**



# How Does This Help?

- More Consistency
- More Collaboration
- More Support
  - Leads will increase in each Section from 4 to 6
  - Dedicated On the Job Trainer positions in each Section
  - Payroll Specialists increase from 2 to 3 in each Section\*
  - First Line Supervisors will increase from 2 to 3 in each Section\*
  - Section Supervisor dedicated to special projects and training coordination



# Section 1- Supervisor Team

- **Karen Galperin - Section Supervisor**
  - Karen\_A\_Galperin@ibc.doi.gov
    - Link: [Karen\\_A\\_Galperin@ibc.doi.gov](mailto:Karen_A_Galperin@ibc.doi.gov)
- **Nonna Greenberg - First Line Supervisor**
  - Nonna\_Greenberg@ibc.doi.gov
    - Link: [Nonna\\_Greenberg@ibc.doi.gov](mailto:Nonna_Greenberg@ibc.doi.gov)
- **Greg Fritzler - First Line Supervisor**
  - Gregory\_Fritzler@ibc.doi.gov
    - Link: [Gregory\\_Fritzler@ibc.doi.gov](mailto:Gregory_Fritzler@ibc.doi.gov)
- **Vacant - First Line Supervisor**

# Section 1 Clients

ADVISORY COUNCIL ON HISTORIC PRESERVATION	CHEMICAL SAFETY & HAZARD INVEST BOARD	FEDERAL LABOR RELATIONS AUTHORITY	NASA	THRIFT INVESTMENT BOARD
AFRICAN DEVELOPMENT FOUNDATION	COMMISSION OF FINE ARTS	FISH & WILDLIFE SERVICE	NATIONAL SCIENCE FOUNDATION	TRADE AND DEVELOPMENT AGENCY
ARTIC RESEARCH COMMISSION	CONSUMER PRODUCT SAFETY COMMISSION	HARRY S. TRUMAN SCHOLARSHIP FOUNDATION	PRESIDENT TRUST CORP	U.S. GEOLOGICAL SURVEY
BUREAU OF INDIAN AFFAIRS/ BUREAU OF INDIAN EDUCATION	DC COURTS	INSTITUTE OF MUSEUM & LIBRARY SERVICES	PUBLIC INTEREST DECLASSIFICATION BOARD	U.S. HOLOCAUST MEMORIAL MUSEUM
BUREAU OF LAND MANAGEMENT	FEDERAL ENERGY REGULATORY COMMISSION	INTER-AMERICAN FOUNDATION	SECURITIES AND EXCHANGE COMMISSION	U.S. TAX COURT
CASUAL	FEDERAL HOUSING FINANCE AGENCY	JAMES MADISON MEMORIAL	SELECTIVE SERVICE SYSTEM	

# Section 2 Supervisor Team

- **Brandi Hartman - Section Supervisor**
  - Brandi\_J\_Hartman@ibc.doi.gov
    - Link: [Brandi\\_J\\_Hartman@ibc.doi.gov](mailto:Brandi_J_Hartman@ibc.doi.gov)
- **Allison Best - First Line Supervisor**
  - Allison\_L\_Best@ibc.doi.gov
    - Link: [Allison\\_L\\_Best@ibc.doi.gov](mailto:Allison_L_Best@ibc.doi.gov)
- **Becky Deatley - First Line Supervisor**
  - Rebecca\_Deatley@ibc.doi.gov
    - Link: [Rebecca\\_Deatley@ibc.doi.gov](mailto:Rebecca_Deatley@ibc.doi.gov)
- **Vacant-First Line Supervisor**



## Section 2 Clients

AMERICAN BATTLE MONUMENT	EXPORT IMPORT BANK OF US	NUCLEAR REGULATORY COMMISSION	PENSION BENEFIT GUARANTY CORPORATION
BUREAU OF OCEAN & ENERGY MANAGEMENT	FEDERAL TRADE COMMISSION	OFFICE OF INSPECTOR GENERAL	US INTERNATIONAL DEVELOPMENT FINANCE CORPORATION
BUREAU OF RECLAMATION	INTERNATIONAL TRADE COMMISSION	OFFICE OF NAVAJO/HOPI INDIAN RELOCATION	UTAH RECLAMATION MIGRATION CONSERVATION
BUREAU OF SAFETY & ENVIRONMENT	MILLENNIUM CHALLENGE CORPORATION	OFFICE OF SURFACE MINING	YOUTH CONSERVATION CORPORATION
DEPARTMENT OF EDUCATION	NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	OFFICE OF THE SECRETARY	
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	NATIONAL PARK SERVICE	OFFICE OF THE SOLICITOR	

# Section 3 Supervisor Team

- **Monica Dybing - Section Supervisor**
  - Monica\_L\_Dybing@ibc.doi.gov
    - Link: [Monica\\_L\\_Dybing@ibc.doi.gov](mailto:Monica_L_Dybing@ibc.doi.gov)
- **Ruth Scheid - First Line Supervisor**
  - Ruth\_Scheid@ibc.doi.gov
    - Link: [Ruth\\_Scheid@ibc.doi.gov](mailto:Ruth_Scheid@ibc.doi.gov)
- **Bryan Mayhew - First Line Supervisor**
  - Bryan\_Mayhew@ibc.doi.gov
    - Link: [Bryan\\_Mayhew@ibc.doi.gov](mailto:Bryan_Mayhew@ibc.doi.gov)
- **Vacant- First Line Supervisor**

## Section 3 Clients

DC PUBLIC DEFENDERS' OFFICE	DEPARTMENT OF TRANSPORTATION	NATIONAL LABOR RELATIONS BOARD	NATIONAL TRANSPORTATION SAFETY BOARD
INTERNATIONAL BOUNDARY WATER COMMISSION	NATIONAL MEDIATION BOARD	SOCIAL SECURITY ADMINISTRATION	SURFACE TRANSPORTATION BOARD

# Branch Chief Team

- **Rebecca Romero - Branch Chief**
  - Rebecca\_N\_Romero@ibc.doi.gov
    - Link: [Rebecca\\_N\\_Romero@ibc.doi.gov](mailto:Rebecca_N_Romero@ibc.doi.gov)
- **Debra Bentley - Section Supervisor**
  - Debbie\_S\_Bentley@ibc.doi.gov
    - Link: [Debbie\\_S\\_Bentley@ibc.doi.gov](mailto:Debbie_S_Bentley@ibc.doi.gov)
- **Payroll Specialist**
- **Verification of Employment Clerks**

# How to Submit Documents to POB for Processing





# Secure Transport

- The Secure Transport (ST) Web Client allows the exchange of various types of information from Clients to Payroll Operation Division (POD) and vice versa.
- It is a completely secure way to transmit Personally Identifiable Information (PII) – Data does not need to be encrypted, to transfer information through Secure Transport.
- Security Access is needed to utilize Secure Transport
  - To get started please contact: [POD\\_SACS\\_SAS@IBC.DOI.GOV](mailto:POD_SACS_SAS@IBC.DOI.GOV)

# New Secure Email

**POD\_POB\_WIP@ibc.doi.gov**

Link: [POD\\_POB\\_WIP@ibc.doi.gov](mailto:POD_POB_WIP@ibc.doi.gov)

- Attachments sent to this email address *need to be encrypted. Do not type PII in the email itself.*
  - Encryption password, to open the attachment/s, will need to be sent in a separate email using the same Subject.
- All documents sent to this email address are distributed to POB for processing within one business day.



# Paid Parental Leave

- **The new Paid Parental Leave pay codes are active**
  - **PA1**, Paid Parental Adoption Leave – Used (1st Occurrence)
  - **PA2**, Paid Parental Adoption Leave – Used (2nd Occurrence)
  - **PA3**, Paid Parental Adoption Leave – Used (3rd Occurrence)
  - **PB1**, Paid Parental Birth Leave – Used (1st Occurrence)
  - **PB2**, Paid Parental Birth Leave – Used (2nd Occurrence)
  - **PB3**, Paid Parental Birth Leave – Used (3rd Occurrence)
  - **PF1**, Paid Parental Foster Leave – Used (1st Occurrence)
  - **PF2**, Paid Parental Foster Leave – Used (2nd Occurrence)
  - **PF3**, Paid Parental Foster Leave – Used (3rd Occurrence)
  - **PF4**, Paid Parental Foster Leave – Used (4th Occurrence)
  - **PF5**, Paid Parental Foster Leave – Used (5th Occurrence)

See Time and Attendance Guide Chapter 8.30:

<https://www3.ibc.doi.gov/services/hr/payroll/manuals/docs/TARReferenceGuide.pdf>

# **Paid Parental Leave (continued)**

- **Client Agencies will have through processing pay period 2021-13 to submit corrected T&As to amend the pay code(s) used during in interim solution.**
- **In pay period 2021-14, IBC will reverse out the restored A/L advanced that was used for the interim solution.**
- ***Please submit T&A correction to avoid any hardship or debt to employees.***

# Upcoming Webinars

In June, a User Group memo was sent for the “Federal Personnel and Payroll (FPPS) Processing: Duty Station Change and Taxes – A WebEx Webinar”.

Both sessions will cover the same content:

- **Session 1:** Duration: 1 Hour
  - Date: Tuesday, June 15, 2021
  - Time: 10:00 – 11:00 a.m. MDT
- **Session 2:** Duration: 1 Hour
  - Date: Monday, June 28, 2021
  - Time: 1:00 – 2:00 p.m. MDT



We are currently working on dates yet for AUO/EAP – further communication forthcoming

Sign up at <https://hracademy.ibc.doi.gov/login/>





# Upcoming Virtual Training

## IBC Payroll Courses October 2021

The following courses are available to clients through DOI Learn  
(see course link for times and availability)

- **FPPS Pay and Leave**

- **Objectives:** Understand FPPS pay code;. Apply rules and regulations for appropriate T&A coding for basic codes to more advance premium and differential codes; Competence in T&A preparation and the amend T&A process and navigation of the FPPS T&A system and applicable commands.
- **Target Audience:** New and experienced timekeepers.

- **FPPS Payroll Update Training**

- **Objectives:** FPPS menu options include Employee/Position Maintenance, and Special Pay Maintenance. Interpretation of the Pay Detail View (PDVW) is also provided. Input changes to an employee's address, tax, entitlement, and voluntary deduction records.
- **Target Audience:** Employees responsible for FPPS functionality, navigation, and commands used for Payroll Master Record input and changes.

# Upcoming Virtual Training (continued)

## IBC Payroll Courses October 2021 (continued)

- **FPPS Leave Share Training**

- **Objectives:** Initiate and maintain Leave Share Recipient and Leave Share Donor records in FPPS. Interpret leave share information on employee leave views in FPPS and on the Leave and Earnings Statement (LES).
- **Target Audience:** Employees responsible for FPPS functionality, navigation, and commands used for Leave Share input and changes.

Sign up at **<https://hracademy.ibc.doi.gov/login/>**

# **Payroll Fraud and Safeguarding Sensitive PII**



# Payroll Fraud

- As a reminder, last year we issued a memo dated July 16, 2020, with the subject “Change to Manual Processing of Employee Banking and Address Change Requests”
  - <https://ibc.doi.gov/sites/default/files/HRD/files/Change-to-Manual-Processing-of-Employee-Banking-and-Address-Change-Requests.pdf>





# Payroll Fraud (continued)





# Safeguarding Sensitive Personally Identifiable Information (PII)

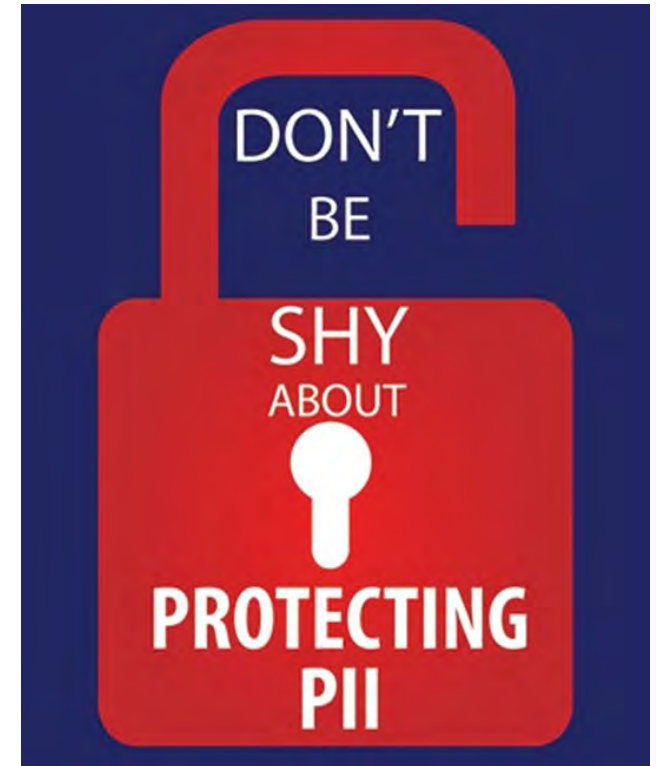


# Action Taken



# Tips for Safeguarding PII

- **Collecting and Accessing Sensitive PII**
- **Safeguarding Sensitive PII**
- **Mailing Sensitive PII**
- **Emailing Sensitive PII**
- **Sharing Sensitive PII**
- **Disposing of Sensitive PII**
- **Report a Privacy Breach Quickly**



# Privacy “DOs”



## **DO:**

- **Encrypt sensitive PII during storage and transmission, including authorized portable media and email attachments**
- **Protect SSNs by removing them from forms, reports, emails, databases, or truncating, masking, or redacting SSNs where feasible**
- **Securely mail PII via mailing or courier service that has tracking capability**
- **Verify accuracy of changes to employee records – ensure changes are made to correct employee**



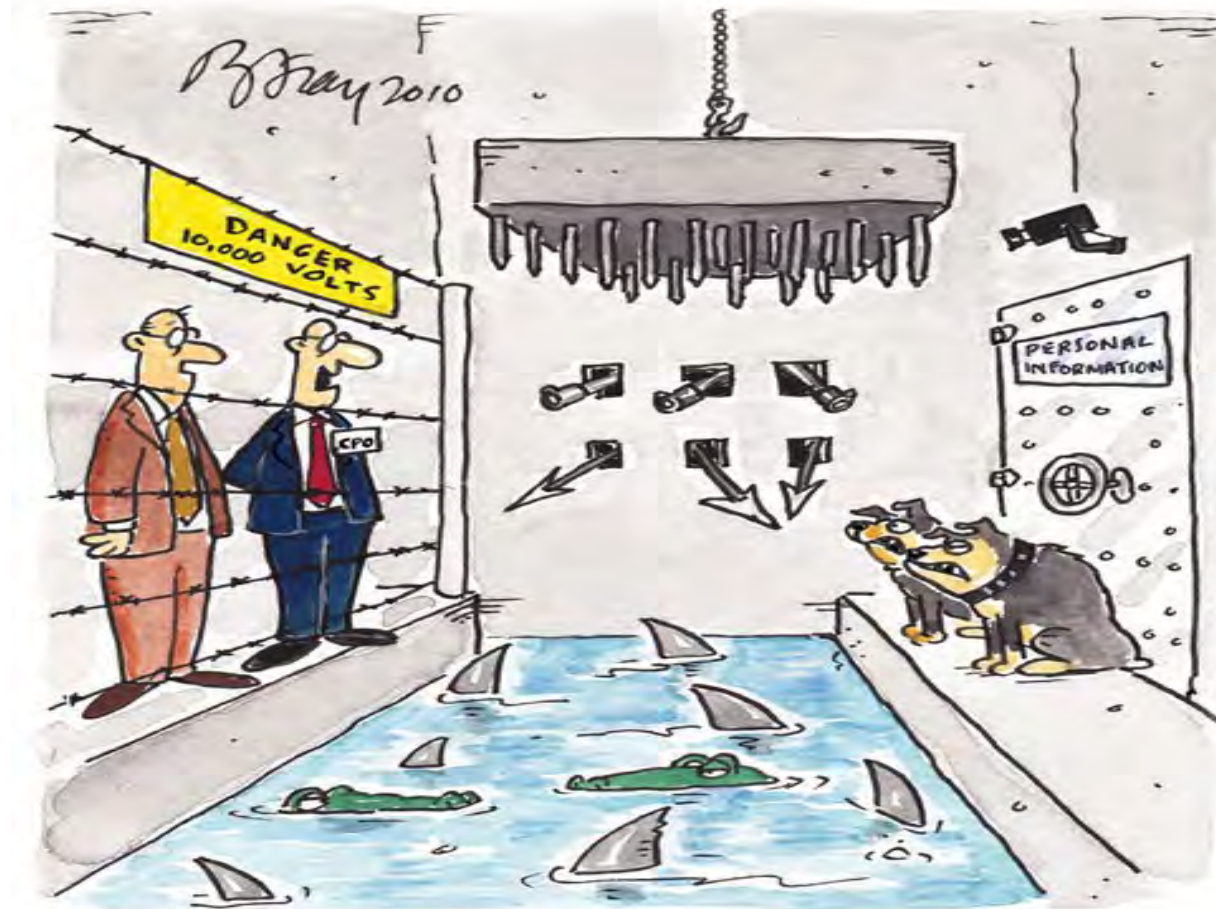
# Privacy “Don’ts”



- **DON'T use personal equipment or portable storage devices, such as thumb drives and external hard drives, to store PII**
- **DON'T use personal email accounts to transmit PII - Only transmit PII via official DOI accounts to authorized recipients**
- **DON'T post PII on Internet, Intranet, or shared drives without proper authorization**



# Tips for Safeguarding PII (continued)



"I THINK YOU'LL FIND OUR SAFEGUARDS  
FOR PROTECTING YOUR PERSONAL  
INFORMATION MORE THAN ADEQUATE!"

# Questions?



# OPM Agreed Upon Procedures Audit

## KPMG Engagement with IBC, UGR, SOL

- UGR HR contacts were included in the distribution of the announcement/introduction letter. UGR HR and the Federal Agency IG contacts were invited to the AUP Entrance conference
- The Entrance conference was held for May 19, 2021.
- Agencies subject to the AUP  
DOI, EDU, DOT, EPA, NASA, NSF, NRC, SSA
- AUP audit began May 2021 running through August 31, 2021; August the **report** is issued to the OPM IG and CFO.
- Agencies included in the audit are required to provide KPMG requested artifacts including user access, data requests and explanation of differences within specific deadlines.
- If there are agency contact changes, please notify the KPMG and IBC
- We appreciate agency support in adhering to all deadlines, etc.





# Timeline and Critical Deadlines

- **Planning – May 19<sup>th</sup>: Entrance Conference**
- **Testing – May 19<sup>th</sup> through July 15<sup>th</sup>**
  - Communication of differences identified by KPMG July 16<sup>th</sup>
- **Reporting**
  - July 16<sup>th</sup> through August 31<sup>st</sup>
  - Provide draft report and statement of differences letter to agencies July 30<sup>th</sup>
  - Comments on draft report/letter from agencies August 6<sup>th</sup>
  - Provide signed management representation letter August 31<sup>st</sup>
    - Issue final report August 31<sup>st</sup>



# Payroll Automation - Enhancements

- **Virtual Fax – completed**
- **POD Workflow Enhancements (Rules Engine)**
  - Internally automatically assign tasks, such as recomp, EEX, eventually incoming paper request
  - Additionally, POD will be work upgrading the following to work in conjunction with our ADS:
    - **Intelligent Optical Character Recognition (IOCR)**
      - This will require agencies to utilize our fillable forms in CIG – This is a benefit to the agencies, as there is more traceability.
    - **Workflow Software addition**
- **Employee Self Service**
  - Researching an employee self-service module for further payroll process automation of unique items that Employee Express currently does not cover, such as voluntary deduction or entitlements, such as Fringe benefits, etc.
  - Leverage no additional cost for licenses
    - **Steps taken:**
      - Change request submitted to Employee Express
      - A second walk through of the CR at the May 2021 EEX meeting
        - Currently waiting on EEX for level of effort and potential costing



# Pay.gov Status

- Fully Implemented Pay.gov in August 2020

Day Range	<u>Scanned</u> checks	<u>Credit</u> Card	ACH	PayPal	Amazon	<u>Total</u> Pay.gov
7/5 - 8/2	145	82	19	4	0	105
8/3 - 9/2	198	246	24	5	0	275
9/3 - 9/18	97	66	27	7	0	100
1/10/21 - 2/10/21	182	224	87	16	0	327
2/11/21 – 3/4/21	112	131	54	3	2	190
3/5/21- 4/4/21	157	140	46	5	1	192
4/5/21 – 5/4/21	160	131	52	6	1	190
5/5/21 – 6/4/21	126	173	16	9	0	198

- Employees are using Pay.gov for both salary debts and to pay off Military Service Deposits

# Open Panel Discussion



## Payroll Operation Division:

- **POD would like send out a survey, approximately one month prior to the next User Group, to see what topics you would be interested in talking about**
- **Employee Paid Leave – any questions**
- **IRS to Resume Levying Federal Payments Effective July 15, 2021**
  - The temporary suspension of the Internal Revenue Service (IRS) Federal Payment Levy Programs (FPLP) from the levy match process will end on July 15, 2021. The U.S. Department of the Treasury, Bureau of the Fiscal Service, will resume the levy match process for FPLP. The first match file containing levies will be transmitted in the next cycle following the July 15, 2021, date. Please direct any questions or concerns to the [federaloffsets@fiscal.treasury.gov](mailto:federaloffsets@fiscal.treasury.gov)

# Payroll Operations Division

## Base Level Services

### Payroll Operations Division (POD)

- **Client Migrations - Payroll Integration Manager**
- Represents Payroll Processes/Procedures for Migrating Clients
- Identifies Gaps; Recommends Change Requests or Best Business Practices
- Identifies Agency Uniques
- Plans for Training Coordination/ Resource Allocation
- Provides On-sight Support for Parallels and Agency Implementations

### Payroll Operations

- Resolution of Time and Attendance Editing
- Backpay, Settlement Processing, and Leave Buy Back
- Pay and Leave auditing & Retroactive Adjustments
- Certify SF-1150s and Leave Lump Sum Payments
- Calculate Request for Bill of Collections
- Calculation of Reservist Differentials
- Process Deceased Beneficiary Claims
- W2 Updates and Corrections
- Off-Cycle payments
- Tier 2 Customer Inquiries

### Benefits Processing

- Maintain Retirement Records
- Retirement Packages to OPM
- Health Benefits reconciliations
- Carrier Liaison FEHB, Benefeds
- TSP/Roth Contributions, Agency Matching, Reject Resolution
- USERRA Calculations
- Military Service Deposits Calculations/Processing and Maintenance
- Tier 2 Customer Inquiries

**Your focus:**

**Your mission.**

**Our focus:**

**You.**

### Client Agencies

- Employee Self Management via Employee Express & FEBS

#### Submission of:

- Time and Attendance and Amendments
- Personnel Action Processing

#### Requests for:

- Backpay and Settlement
- Pay and Leave auditing
- Deceased Beneficiary Claims
- W2 updates and Corrections

### Debt Management

#### External Debts

- Garnishments, Tax Levies, Bankruptcies
- Treasury Offset Program
- Federal Agency Debt

#### Salary Related Debt

- Employee Notifications
- Due Process and Voluntary Repayment Agreements
- Involuntary Deductions
- Debt Reporting, Collections, Waivers, Cancelled, Written Off
- Tier 2 Customer Inquiries

### Payroll Accounting

- Payroll Certification
- Cash Collections
- IPACs Transfer of Funds for Payroll Charges; Payroll Summary reconciliation

#### Taxes and Collections

- Tax Accounting, Disbursement and reconciliation
- W2 processing and reissues
- 1099 processing to include reissues
- Debt Waiver Processing
- Tier 2 Customer Inquiries

### Payroll Systems Management Branch

- Maintains the Alpha Data System (ADS) which houses all Frontend Applications
- Security - Provides SPOC support for FPPS, FBMS, Quicktime, Treasury, NFC, for POD
- Document Imaging - Scan and index all documents entered in the Document Imaging System
- Provides Quicktime Support for IN01
- PC/Printer Support - Trouble shoot printer issues and PC issues related to the Frontend

### System Analysis & Client Support

- Client Payroll Training
- Audit Liaison SSAE16, AUP, FISMA, Investigations
- Maintenance of Payroll Guides/Manuals/Web Page
- Support for Agency Responses to FOIA, Congressionals, etc.







# Employee Express

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**Dana Bryning**

**Personnel and Client Liaison Branch  
Personnel and Payroll Systems Division**





# Employee Express May Sprint 2021

## May 1, 2021, Sprint

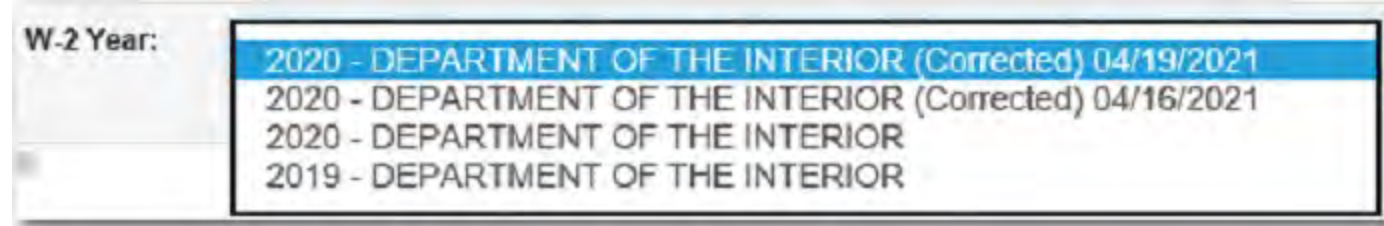
- An error message was added to the Direct Deposit and all Allotment modules when a user enters an account number with all zeroes
- Print Multiple ELS - New feature on the Admin site allows Admins to view multiple Leave and Earnings Statements per employee
  - Search by SSN or Name
  - Added to all Admins if they currently have the 'On Behalf Of Function' (as of 6/7/2021, EEX is still working on rolling this out to all Admins)

# Employee Express May Sprint 2021 (continued)

## May 01, 2021, Sprint

- W-2 Module – Allow multiple W2Cs to display for one year

The date in the drop down will display when the file was loaded into EEX



W-2 Year:

2020 - DEPARTMENT OF THE INTERIOR (Corrected) 04/19/2021
2020 - DEPARTMENT OF THE INTERIOR (Corrected) 04/16/2021
2020 - DEPARTMENT OF THE INTERIOR
2019 - DEPARTMENT OF THE INTERIOR

# Employee Express Change Requests

- **EEX continues weekly meetings with OPM HI on the upcoming Phases to the new flow for FEHB (NASA and DOI – pilot agencies)**
  - Currently working on the new path for **Information Only** – Change Family member information workflow
  - Three changes will be allowed
    - Add Family member to the existing Self and Family plan
    - Remove ineligible Family member from existing plan
    - Change Date of Birth or Name of a Family member from an existing plan
  - Documentation is required
  - This action will flow to the EEX Admin site for approval or rejection

# Employee Express Change Requests (continued)

- **Modify the EEX files sent to eOPF with additional data fields (TSP & FEHB)**
  - Listed below are most of the new fields that EEX will have to capture from the user or through an Admin file for TSP and/or FEHB
    - EMPLOYEE-SIGNATURE
    - SIGNATURE-DATE
    - EMPLOYEE-EMAIL
    - DAYTIME-TELEPHONE
    - REMARKS
    - RECEIVED-DATE
    - EFFECTIVE-DATE

# Employee Express Change Requests (continued)

- PERSONNEL-TELEPHONE
- AGENCY-SYSTEM-NAME
- AGENCY-SYSTEM-ADDRESS1
- AGENCY-SYSTEM-ADDRESS2
- AUTHORIZING-OFFICIAL
- AUTHORIZED-OFFICIAL-SIGNATURE



# Employee Express Change Requests (*continued*)

- **Entitlements**

- A suggestion was submitted to add an Entitlements module. This would include a third-party review and a transaction report.
- Working with EEX to get a level of effort cost estimate.

- **Leave Bank**

- A suggestion was submitted to add a module where employees can sign up for the Leave Bank.
- Working with the agency on requirements and will work with FPPS to see if it is feasible.

# Employee Express Change Requests (*continued*)

- **Federal Employees Health Benefits (FEHB)**
  - EEX is working to resolve an issue on the FEHB History Reports found during last Open Season. Dependent information was missing from the file sent to eOPF. **(DOI and NASA only)**
  - EEX has identified the records missing.
  - eOPF is in the process of backing out the bad records and then EEX will send the file with the correct information for eOPF to load.

# Employee Express Ongoing

- Continue to remind employees on the process to submit Help Desk tickets to EEX. The old phone number and email [EEXHelp@opm.gov](mailto:EEXHelp@opm.gov) have been deactivated.
- Marketing Materials – The Half Sheet Card incorporates information about new employees and the EEX Help Desk. If any agency would like these Cards, please send me an email with the count and an address to send them.



# **Release 21.02 - Personnel**

## **August 06, 2021**

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**Rachel Lizana**

**Acting, Personnel and Client Liaison Branch**  
**Personnel and Payroll Systems Division**



# 21.02 Release (August 6, 2021) Personnel

- **ENHC0035926 - Personnel Security Access to FPPS**
  - In MASS will allow users with certain access to be able to update one employee or multiple employee's security clearance data without using social security numbers.
- **ENHC0035843 - SEC: Request for IFIL0321 to add ECI and accept ECI or SSN**
  - Allows users to submit the IFIL0321 by using the SSN or ECI.



# Release 21.02 (August 06, 2021) Personnel





# Release 21.02- Payroll

(August 06, 2021)

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**Arnold Baca**  
**Payroll Systems Branch**  
**Personnel and Payroll Systems Division**



# Release 21.02 (August 6, 2021) Payroll

## ENHC0035281 – (All Clients) FECA/COP Start Date (UGR)

- Still allows FECA/COP to be initiated via timesheet submission.
  - Created a new field “COP Start Date” to indicate the first date FECA was coded on a timesheet.
- Allow end users the ability to modify the field “Date of Injury” within FPPS Command CPIN/CG, if timesheet submission is not the actual date of injury.
  - The Date of Injury field will auto populate the field “COP End Date”

# **Release 21.02 (August 6, 2021) Payroll**

## **ENHC0035975 – (PTR Only) Allow Sick Leave Donations for Voluntary Leave Transfer Program (Leave Share) (Agency Regulatory)**

- Allows PTR employees to donate of Sick Leave in 15-minute increments to the Voluntary Leave Transfer Program.
  - Provided the employee maintains a 240-hour Sick Leave balance.
- Allows for Sick Leave donations to occur beginning in Processing Pay Period 2021-17.



# **Release 21.02 (August 6, 2021) Payroll**

**ENHC0036071 – (All Clients) 2021 W2 Process Changes  
(Regulatory)**

**ENHC0036108 – (All Clients) 2021 ACA Process Changes  
(Regulatory)**



# Release 21.02 (August 6, 2021) Payroll

## ENHC0036067 – (All Clients) Update Field Value For Treasury PAM File (Regulatory)

- FPPS was modified to send “DISGF” on Treasury Disbursement files
  - Net Check
  - Net EFT
  - Long Term Care
  - Child Support
  - Government Credit Card Offset
  - Flexible Spending
  - Dental Vision

# **Release 21.02 (August 6, 2021) Payroll**

## **ENHC0036166 – (All Clients) Display OAD Collection on LES (Regulatory)**

- If an employee has a collection to pay back the deferred OASDI withholdings from 2020
  - The collection will display on the Leave and Earnings Statements under deductions section.

# **Release 21.02 (August 6, 2021) Payroll**

## **ENHC0036200 – (All Clients) FPPS Changes For American Rescue Plan Act (Regulatory)**

- FPPS will create one new pay code 'EPL'
- FPPS will apply the limits.
  - \$2,800 biweekly or prorated for parttime work schedules
  - 600 Hour Aggregate or prorated for parttime work schedules
- Will be available for any employee in a leave accruing status.



# Release 21.02 (August 06, 2021) Payroll

## Questions?

Additionally, please feel free to use the following PSB common Email Box  
for:

Inquiries, Issues, Table Updates, etc.

**IBC\_PSB@IBC.DOI.GOV**



# **Release 21.03 - Personnel**

## **(December 10, 2021)**

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**Rachel Lizana**

**Acting, Personnel and Client Liaison Branch**  
**Personnel and Payroll Systems Division**







## **21.03 Release (December 10, 2021) Personnel**

- **ENHC0035636 - Updating ESCS for Senior Executives and Schedule C Employees**
  - Automation of the Senior Executives and Schedule C employees in the Executive Schedule C System (ESCS) to meet OPM annual reporting.

## 21.03 Release (December 10, 2021) Personnel

- **ENHC0036104 - Warning Message When Processing a Performance Based Award without a Current Rating of Record**

Create an edit to provide a warning when processing a rating based award as follows:

" No current Rating of Record for Period 1"

if NOA = 840 and Award Type = A1 or NOA = 846 and

Award Type = A2 and Rating of Record for Period 1 data fields are blank.

No change to edit currently programmed for NOA 892.

## 21.03 Release (December 10, 2021) Personnel

- **ENHC0036242 - Add Work Schedule "R" to SF113G**
  - Add work schedule "R" to the select criteria of the SF113G reports in the part-time category count. PERS0002, IFIL0173, IFIL0178 and IFIL0268. (Regulatory)

## **21.03 Release (December 10, 2021) Personnel**

- **ENHC0035380 - – (All Clients) Add 'Change' Option on FREN to Open Student Loan Vendor Field on 817. Users will be able to change vendor information on NOAC 817. (UGR Priority, this has been moved from release 21.02 to 21.03)**

# Release 21.03 (December 10, 2021) Personnel







# Release 21.03 - Payroll

(December 10, 2021)

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**Arnold Baca**

**Payroll Systems Branch**

**Personnel and Payroll Systems Division**



# Release 21.03 (December 10, 2021) Payroll

## ENHC0035366 – (All Clients) Identify and Capture What U.S. Code, Federal Regulation, or Legal Authority Each (IBC)

- Create fields within a table that will allow clients to input the following information:
  - Governing Titles (e.g., Title 5)
  - Governing Legal Authorities (e.g., 26USC)
  - Funding authorities
- These fields need to be captured by department, allow for multiple alphanumeric entries per field, retain historical input by effective date, allow for reporting via Datamart and/or Supernatural.

# **Release 21.03 (December 10, 2021) Payroll**

## **ENHC0035370– (All Clients) Experts and Consultants (Regulatory)**

- Experts and consultants are not entitled to premium pay but are entitled to regular/daily pay if hours are worked on a day.
- FPPS should not fatal the T&A when more than 80 hours are reported for the pay period.

# Release 21.03 (December 10, 2021) Payroll

## ENHC0035601 – (All Clients) Expired Comp Time During Government Shutdown (Regulatory)

- Currently no way to prevent Expired Comp Time from being paid out during a shutdown.
  - Goal is to build a table to control the payment
- Need to account for how to pay out Comp time for “Exempt” employees (people who usually do not get Comp time paid)

# **Release 21.03 (December 10, 2021) Payroll**

## **ENHC0035954 – (All Clients) FEMA Related Work Exemptions and New Annual Aggregate Cap (Regulatory)**

- Separate Premium Pay related to FEMA versus Premium Pay for Non-FEMA.
- Bypass Biweekly limitations and apply a higher Annual limitation for FEMA versus Non-FEMA related pay.
- One possible solution we are evaluating is creating a new “Secondary Rate” indicator to be submitted on a timesheet.



# **Release 21.03 (December 10, 2021) Payroll**

## **ENHC0036002 – (DOT Only) Addition of Excused Leave Codes Applicable To Payment of Pay Code RSP (Agency Regulatory)**

- Need to remove existing edits preventing the additional leave pay code from being applicable.
- How do we account for future growth of these Excused Leave pay codes.



# **Release 21.03 (December 10, 2021) Payroll**

**ENHC0036072 – (All Clients) W2 Reconciliation (Regulatory)**

**ENHC0036183 – (All Clients) ACA Reconciliation (Regulatory)**

# Release 21.03 (December 10, 2021) Payroll

## **ENHC0036120 – (All Clients) Student Loan Taxable Wages / CARES ACT 2020 (Regulatory)**

- The first \$5,250.00 of a Student Loan Payment is to be treated as non-taxable wages.
  - Accounting for multiple payments being processed within the tax year.
- Currently this benefit is only available until 2025, then FPPS must no longer any wages as non-taxable wages.



# **Release 21.03 (December 10, 2021) Payroll**

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# Wrap Up

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**Rob Crest**

