

Committee for Agriculture Payroll/Personnel Systems (CAPPS)

January 21, 2015, CAPPS Meeting Notes

I. Welcome – Tracey Hoolahan, Acting Chief, Client Management Branch (CMB), GESD

II. Review of Action Items – Tracey Hoolahan, Acting Chief, CMB, GESD

A Customer Notification will be issued when the revised System Change Request (SCR) form is available.

III. OPM Community-Wide Projects

- **Project# 685780, FEHB Benefits for Step-children of Same Sex Partners who cannot be Claimed as Tax Dependents** – Pat Martin, Systems Requirements Branch (SRB), GESD

This project was implemented PP01, 2015. Currently, thirty-five (35) states are accepting Same Sex Marriage.

- **Project# 766433, FEHB Self Plus One Enrollment** – Pat Martin, SRB, GESD

FEHB Self plus One system changes to add the new codes will be implemented for the 2015 Open Season. The new codes will be effective January 1, 2016.

- **Project# 786155, New Phased Retirement Program** – Pat Martin, SRB, GESD

The Phased Retirement project is on schedule for PP06, 2015. An email will be sent to the CAPPS community once the Functional Requirement Document (FRD) has been posted to NFC's Home Page.

- **Project# 876959, FEHB Eligibility to Seasonal, Intermittent, and Temporary Employees (Affordable Care Act)** – Pat Martin, SRB, GESD

This project was implemented PP01, 2015.

- **Project# 847315, NFC Affordable Care Act IRS New Requirements** - Pat Martin, SRB, GESD

IRS has implemented two (2) new forms for the Affordable Care Act project.

- Form1095C is the Employer
- Form1094C is the Employee

IRS has not provided a date for completion of the two (2) new forms.

A Customer Notification regarding Internal Revenue Code (IRC) Section 6056 designation of responsibilities was issued on January 16, 2015. The agencies were required to complete the designation form and return to NFC by close of business Thursday, January 22, 2015. All forms must include the agency's Employer Identification Number (EIN) and signed by someone at the department level. NFC will sign off on each form and submit to OPM.

CFPB, inquired does small agencies not on the list required to submit the designation form? Pat will follow-up with OPM and provide a response.

IV. Update Project# 847285, 2014 W-2s Issuance – Carey Turner, Chief, Tax and Benefits Processing Branch (TBPB) GESD

NFC issued 697,000 W-2s and began mailing them to employees on Friday, January 16, 2015. Additionally, W-2s were posted to Employee Personal Page (EPP) and the Reporting Center. If the W-2s has not been posted then the W-2 is in suspense which; requires manual intervention. All W-2s should be released no later than January 30, 2015.

For inquiries regarding W-2s, agencies are requested not to contact NFC Contact Center (NCC) before Monday, February 2, 2015. For those employees separated from service more than ninety (90) days should contact their servicing employer.

V. Project# 217553, Acceleration of Bi-Weekly Salary Payments - Joe Henley, Certification and Disbursement Branch (CDB), GESD

In PP06, 2015, NFC will change the Paper Check date to match the Electronic Funds Transfer (EFT) date. Paper checks will be dated the first business day after payroll weekend (the same as EFT payments). This date change does not affect the official pay day it will remain the second Thursday after the end of the pay period. A Customer Notification will be issued regarding these changes.

VI. Insight-Enterprise Reporting - John Faciane, Web Application Branch (WAB), GESD

Insight is in a stabilization period until March 2015. We are in the process of fine tuning the data and assessing system performance. Currently, we are in the second week of testing Workforce Profile.

An Agency inquired when the training schedule would be available. Tracey advised, NFC is currently working on the training schedule and it should be issued shortly.

VII. Payroll/Personnel Operations Branch - Helen Young, Associate Director, Payroll Operations Directorate (POD), GESD

Agencies were provided the NFC Contact Center Incident Management Process Flow Chart for review. Helen requested for agencies to review the process and encouraged them to follow up on incidents submitted to NCC. Several methods can be used to

inquire on established incidents (Remedy Requestor Console, phone and email). We highly recommend that agencies utilize, Remedy Requestor Console. Inquiries that require immediate attention can be sent to the GESD Escalation mailbox at nccescalation@nfc.usda.gov and the incident number should be included on the request.

Helen stated the 1st Pass of PAYE for **Treasury** will be delayed for PP02, 03, 04, 05, and 07, 2015. Only the 2nd Pass of PAYE will be modified in PP12 (4th of July Holiday) and PP17 (Labor Day Holiday).

FMCS asked will the schedule change for PP25. Helen advised PAYE for New Year's will be accelerated and will run on Wednesday and Thursday...

Helen thanked everyone for providing their T&A's early for the holidays. Additionally, agencies were reminded to submit T&A's by the Tuesday following the end of the pay period.

VIII. Access Management Branch – Lisa Stafford, Chief, AMB, Information Technology Services Division (ITSD)

In November 2014, NFC hosted their 1st Quarterly ASO User Group Meeting in New Orleans, Louisiana. There were sixty-seven (67) Non-NFC ASOs that attended the meeting.

Lisa announced that several individuals were recognized for outstanding achievement and possessing the qualities that exemplify excellence. These employees carried out the duties and responsibilities of a National Finance Center Agency Security Officer with thoroughness and accuracy in addition to the other duties required by their employing agencies:

- Amy Martz, Department of Justice/Bureau of Prisons
- Holly Burnside, Department of Treasury/Bureau of the Fiscal Service
- Jackie Smith, Department of Treasury/Internal Revenue Service
- Rachel Whitney, Department of Agriculture/Natural Resources Conservation Service
- Wesley Burton, Department of Agriculture/Forest Service

Lisa advised the presentations from the meeting are available on NFC's Home Page under the Security Corner.

As of October 2012, Security Access Requests, took twenty and a half (20½) days to process. As of December 2014 the average process time was three and a half (3½) days for a request to be completed. NFC had 91% reduction in the number of expedite request from December 2012 – December 2014.

A notice was issued on January 7, 2015, regarding expansion of the Inactivity Process to Web Applications. Currently, the ASOs are receiving the inactive notices. However, on February 9, 2015, NFC will begin enforcing its Inactive Accounts Policy for the Web

application accounts. This will mirror the Inactive Accounts process in place for Mainframe Application Accounts.

In accordance with this policy, users are required to log on at least once every 30 days. Beginning February 9, 2015, accounts of users who have not logged in to Web applications (SALL, DPRW, FUND, FSDE, ITRS, OFEE, PADS, RPTC and HIPS) may be suspended or deleted. Users will also be notified of the resulting account status if a valid email address has been provided. Lisa requested the ASO's assistance with providing valid email addresses for employees.

Failure to comply will result in the following:

- 30-Day Inactivity Warning: User accounts that have been inactive for 30 days will be listed on a report by NFC.
- 60-Day Suspension: User accounts that have been inactive for 60 days will be disabled by NFC.
- 120-Day Deletion: User accounts that have been inactive for 120 days will be deleted by NFC.

The Training Schedule is posted on the website and ASOs can register for multiple sessions. In addition, electronic registration has been implemented for training. Lisa also advised the User Group meetings are from 10:00 a.m. not 1:00 p.m. CST. The meetings are as follows:

- February 18, 2015
- May 20, 2015
- August 19, 2015
- November 18, 2015

IX. User Group Updates – Randy Macabitas, CMB, GESD

- **EmpowHR User Group**
The EmpowHR User Group meeting was held Tuesday, October 7, 2014. The group discussed the Project# 680717, Changing the Service Computation Date (SCD) Retire Date without changing the SCD Leave Date and Project# 857084, EmpowHR Multiple Actions in an Accession Pay Period. This project is scheduled for testing PP04, 2015 and scheduled for release in PP06, 2015. The next meeting is scheduled for April 7, 2015.
- **EPIC User Group**
The EPIC User Group meeting was held on Tuesday, October 7, 2014. The group discussed the Project #290996, Debt Management Improvement - Debt Management Enhancements to NFC's Employee Personal Page (EPP). This project is scheduled for testing PP04, 2015 and scheduled for release in PP06, 2015. The next meeting is scheduled for Tuesday, April 7, 2015.
- **Reports User Group**

The Reports User Group meeting was held on Thursday, October 9, 2014. The group was provided an update on Insight regarding Workforce Profile testing. The next meeting is scheduled for Thursday, April 9, 2015.

- **T&A User Group**

The T&A User Group meeting was held on Thursday, October 9, 2014. The group discussed Project# 421130, Additional Statement of Earnings and Leave (SEL) – This project is scheduled for testing PP04, 2015 and scheduled for release in PP06, 2015. The FRD has been posted to NFC's Home Page. The next meeting is scheduled for Thursday, April 9, 2015.

X. Lagniappe – Tracey Hoolahan, Acting Chief, CMB, GESD

- **Project #865292 – 2014 Personal Benefits Statements**

In a previous customer notification the requirements should have been submitted to GESD REQUEST mailbox at NFC.GESDREQUEST@nfc.usda.gov by December 15, 2014. Testing in CUAT is scheduled to begin March 2, 2015 and should conclude March 13, 2015.

- **Project #880381 – 2015 Annual Pay Raise**

The NOA 894's were processed on January 17, 2015. EmpowHR updates were processed on Sunday, January 18, 2015. A notification was sent out to both PPS and EmpowHR customers.

- NFC is working on the training schedule and upon completion the schedule will be posted to NFC's Home Page.
- The FESI test window will begin on February 3, 2015, through March 27, 2015.
- The next CAPPs meeting will be held on Wednesday, April 15, 2015.

XI. Agency Comment Period

There were no questions.

XII. Closing Remarks – Tracey Hoolahan, Acting Chief, CMB, GESD

Tracey thanked everyone for attending. Meeting adjourned.

CAPPS Participants	NFC Staff
Jermaine Cooper (DOJ)	Tracey Hoolahan
Robin Patterson (LOC)	Pat Martin
Marlo Blue (NEH)	Joe Henley
Ron Alexander (SI)	John Faciane
Romona Smalls (USCAVC)	Terre Duffy
David Toth (FCA)	Carey Turner
Kathy McDuffie (NEA)	Ed Dozier
Darius Jamshidi (DM/OHRM)	Helen Young
Jim Hoebel (DOC)	Lisa Stafford
Oswald White (USPTO)	James Morrissey
Kathryn Vivenzio (USPTO)	Frank Joshua
Cheri Alsobrook (USDA)	Gary LeBoeuf
Faith Berenson (CFPB)	Austin Martin
Melanie Nini (DHS)	Rick Culotta
Hans Krein (DOL)	Billy Dantagnan
Shirley Sprinkle (DOL)	Anh Lewellen
Denis McGurin (HUD)	Wendy Moore
Rose Brady (HUD)	Shavon Butler
Shanyta Ingram (FMCS)	Freddie Morris
Angela Greer (DHS)	Client Management Branch Personnel
Melanie Meany (DHS)	
Angela Cooper (USCP)	
Vicki Marrs (AFRH)	
Cynthia Bryant (LOC)	
Linda Gardara (ARC)	
Jennifer Johnson (IRS)	
Stephanie Forster TR)	
Carman Montero (DOJ)	
Catherine Clark (DHS/FEMA)	