

Committee for Agriculture Payroll/Personnel Systems (CAPPS)

July 15, 2015, CAPPS Meeting Notes

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

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

A current status was provided for the Action Items resulting from the April 15, 2015 CAPPS meeting. Once the action items are closed the community will be notified.

III. **OPM Community-Wide Projects**

- **Project# 766433, FEHB Program: Self Plus One Enrollment** – Mike Ferrera, Web Requirements Branch (SRB), GESD

The Office of Personnel Management (OPM) will be implementing a new Self Plus One enrollment type under the Federal Employees Health Benefits Program (FEHB). The Self Plus One enrollment type will cover an enrollee and one designated family member.

Benefits Administration Letters 14-203 and 14-213 mandates that agencies and payroll offices must modify their systems to process Self Plus One enrollments for the 2015 FEHB Open Season, which begins on November 9, 2015. NFC is currently developing the requirements for the system modifications to accommodate the new Self Plus One Enrollment type. The system modifications should be implemented by Pay Period 22 for the 2015 Open Season enrollments.

Q: Agency inquired if the implementation date changed from PP22/15 to PP 21/15?

A: NFC will confirm the implementation pay period and provide a response. **Action Item**

Q: Agency inquired if they will receive two pay periods for testing?

A: NFC will confirm testing dates. **Action Item**

Q: When will the FRD be posted to NFC's website?

A: The requirements are still in the development phase. Once completed, a CAPPS Notice will be issued. **Action Item**

Q: Agency inquired if detailed information can be provided regarding the CUAT Testing process?

A: NFC will include additional clarification regarding testing procedures in the CAPPS Notice.

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

Agencies electing to designate NFC Reporting Responsibilities on their behalf should submit the required Designation Form to NFC.

On July 8, 2015 a CAPPs Notice was issued regarding IR Code Section 6056 Reporting. NFC requested a contact telephone number for Form 1095-C (line 10) for employees to call their respective Department/Agency with any questions.

NFC will issue a Bulletin to explain the codes and how to complete the forms using the codes.

Q: When will the Bulletin be issued?

A: The Bulletin will be provided once the FRD is issued. The requirements for the FRD are still in the development phase and expected to be completed by November or December 2015.

- **Project# 735244, Electronic Form W-2** – Ronald Douglas, WRB, GESD

NFC is developing requirements that will provide employees the option in Employee Personal Page (EPP) to stop receiving W-2 statements through the mail.

There are several advantages of the Electronic Form W-2. It offers greater security for PII data contributes to paper reduction and provides employees the flexibility to select electronic vs paper option. The default option will be to continue receiving the W-2 statement by mail.

Q: Can employees continue to receive W-2s by mail?

A: If an employee does not elect to go paperless then NFC will continue to mail a paper W-2 statement.

In order to be in Compliance with IRS regulation 31.6051-1, EPP will display the disclosure information and request employees to confirm their selection. Employees will retain the option to change their election in EPP until the end of pay period 24 of each year.

The Electronic Forms W-2 will be provided by the same due date as the paper Forms W-2. If an employee is no longer employed with the government, the W-2 statement will be mailed to the last address listed in the Payroll/Personnel System.

IV. Enterprise Human Resources Integration (EHRI) Error Reports - Pat Martin, SRB, GESD

A CAPPS Notice was issued on October 24, 2014, regarding Office of Personnel Management (OPM) Outreach Program for Federal Agencies.

As a reminder OPM will be contacting the agencies POCs directly to discuss Data Quality Reporting. Agencies can obtain a copy of their EHRI Error reports by contacting their Client Management liaisons. NFC is working with OPM to place the EHRI Report on NFC's Reporting Center in the near future.

V. Central Accounting Reporting System (CARS) Initiative – Kim Montz, Customer Service Directorate (CSD), GESD

Kim provided an overview of the handout “Central Accounting Reporting System (CARS) Initiative” of SPPS Web Screen changes for Manual Pay Processing Users (SPPS WEB). It was stated SPPS Web will be modified to require a new field called BETC on all screens that contain the accounting code field (see slides 5-11). The BETC value defines the type of transaction that is being processed. A BETC value will be required in addition to the accounting code. On the Agency use screens, a BETC value can be selected from the BETC drop-down list which will include the following:

DISB (Gross Disbursement)

DISBCA (Payments for Obligations of Closed Accounts)

DISBBCA (Gross Disbursement for Budget Clearing Accounts)

Kim advised that once the effective pay period for these changes is determined, a customer bulletin will be distributed. In addition, the procedure manual for the SPPS Web application, which is available online at the NFC Web site, is being updated to include this information.

The following screens were covered regarding the SPPS Web Data Entry Screens that will change:

Annual/Restored

Cash Awards/Special Bonus

Compensatory Time

Credit Hours

Miscellaneous Payment

Settlement Backpay

Student Payment

VI. Insight-Enterprise Reporting - Tracey Hoolahan, Chief, Client Management Branch (CMB), GESD

NFC will host the first Insight Work Shop meeting for advance FOCUS users the week of July 27, 2015. NFC will have subsequent meetings for others users in the future.

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

- **NCC Escalation Procedure** - James (Jim) Morrissey, Chief, NFC Contact Center (NCC), GESD

An overview of the NFC Contact Center (NCC) Fact Sheet was provided. There are three ways to contact NCC.

- Remedy Requester Console (RRC) which is available to customers 24/7/365. The advantage of using RRC is that an incident number is issued immediately.
- Email NCC directly at (NFCcontactcenter@nfc.usda.gov) to request an incident number to be established. Customers should expect to receive an initial response within 2 business days.
- Contact NCC via phone (1-855-NFC-4GOV or 1-855-632-4468) during normal business hours Monday – Friday 6:30 a.m. to 5:30 p.m. Central Standard Time (CST).

NCC Escalation mailbox is (NCCESCALATION@nfc.usda.gov) is available to escalate previously established incidents to NCC management. The incident number should be included on the subject line of the email.

- **Remedy Requestor Usage**

An overview of the Remedy Requester Console Quick Reference was provided on how new requests are created, attaching documents, and how customers can review the status of their incidents.

Q: Can a customer receive emails regarding the status of an incident they did not initiate?

A: No. Only the person who initiates the incident will receive the emails. However, you can send an email to NCC to have an alternate person's name included in the notes of the ticket.

Q: What is the turnaround time for obtaining Remedy Requester Console access?

A: For general access, no longer than five business days.

Q: Can agencies have a pre-selected password set up for PII documents?

A: Yes. Agencies can contact Client Management for the process.

- **Timely Submission of T&A Report** – Frank Joshua, Payroll Processing Branch (PaPB), GESD

As a reminder a Customer Notifications regarding Timely Submission of Time and Attendance Data is sent out Bi-Weekly. T&A's should be transmitted by close of business on the Tuesday following the end of the bi-weekly pay period. It is important to receive timely submissions for NFC to process T&A's timely and accurately.

VIII. Access Management Branch – Ivan Jackson, Sr., Associate Director, Information Technology Security, ITSD

An overview was provided on Cyber Security.

- **Access Management Update**, Gail Alonzo-Shorts, Acting Chief, Access Management Branch (AMB), ITSD

Due to high level of complaints, the SecureAll Inactivity Process has been temporarily disabled to allow the developers and security team to analyze the process and research issues.

The ASO User Group meeting was held on May 20, 2015, and over 140 attendees participated in the meeting. The notes are posted on the Security Corner.

NFC External Access Request Forms will be mandatory. The forms will be categorized as Mainframe Application and Web Application Forms. There are significant changes being made to the forms and ASOs will be required to take at least one refresher training annually.

The development of a RoleBase Security Access (RBA) checklist is in progress and the estimated completion time is mid-August 2015. The RBA Checklist will support ASOs in working with internal personnel (i.e. functional managers) to assess organizational access requirements by sub-agency functional organizational duties.

IX. User Group Updates – Tracey Hoolahan, Chief, Client Management Branch (CMB), GESD

- EmpowHR User Group
- EPIC User Group
- Reports User Group
- T&A User Group

X. Lagniappe – Tracey Hoolahan, Chief, Client Management Branch (CMB), GESD

Tracey announced the 2015 NFC Customer Satisfaction Campaign will begin within the next few weeks. Notifications will be distributed to our Department/Agency Points of

Contacts providing the details on the upcoming sessions. We encouraged your participation.

Agency Comment Period

There were no questions.

The next CAPPs meeting will be held on Wednesday, October 21, 2015.

XI. Closing Remarks – Tracey Hoolahan, Chief, Client Management Branch (CMB), GESD

Tracey thanked everyone for attending. Meeting adjourned.

<u>CAPPs Participants</u>	<u>NFC Staff</u>
Gwendolyn Holmes (CSOSA)	Tracey Hoolahan
Mia Lawson (NEH)	Pat Martin
Kirk Rush (OSC)	Michael Ferrara
LaMarsha DeMarr (SBA)	John Faciane
Romona Smalls (USCAVC)	Terre Duffy
David Toth (FCA)	Joe Vitale
D.J. Patterson (TTA)	Alisa Wells
Tara Stoney (PSA)	Helen Young
Jim Hoebel (DOC)	Lisa Stafford
Crystal Armstrong (DM/OHRM)	Ronald Douglas
Kathryn Vivencio (USPTO)	Frank Joshua
Cheri Alsobrook (USDA)	Adrienne Riviere
Faith Berenson (CFPB)	Nance Pierce
Melanie Nini (DHS)	Cheri Landry
Hans Krein (DOL)	Lawrence Landry
Shirley Sprinkle (DOL)	Anh Lewellen
Cynthia Barnes (RD)	Wendy Moore
Sharon Dawkins (TR)	Shavon Butler
Takisha Jackson (DHS)	Freddie Morris
Angela Greer (DHS)	Tangie White
Melanie Meany (DHS)	Kim Montz
Angela Cooper (USCP)	Client Management Branch Personnel
Tamaria Rambert (DOC)	
Jermaine Cooper (DOJ)	
Linda Gardara (ARC)	
Jennifer Johnson (IRS)	
Stephanie Forster TR)	

Carman Montero (DOJ)	
Catherine Clark (DHS/FEMA)	
LaTasha Mason (USCP)	
Karen Queen (DOJ)	
Linda Beard (ARC)	
Deborah Berry (FCC)	