



National Finance Center

Customer Notification

Date of Notification: June 23, 2015

Subject: NFC's Independence Day Holiday Schedule

Database/Customer(s) Affected: All

Dear Customer:

In observance of the Independence Day Holiday, the National Finance Center (NFC) will be closed on Friday, July 3, 2015, including the NFC Contact Center. All NFC applications will remain available during the holiday and payroll/personnel processing will continue as scheduled.

As indicated in a January 22, 2015 Customer Notification entitled, NFC's 2015 PAYE Processing Schedule, customers were informed of the yearly processing schedule. As a reminder, the Pay Period 12 PAYE Processing Schedule is below:

The first PAYE pass for all databases will execute on **Wednesday, July 1, 2015.**

The second PAYE pass for all databases will execute on **Thursday, July 2, 2015.**

Due to this change, Pay Period 12 Time and Attendance may be transmitted as early as Friday, June 26, 2015, but should be submitted no later than COB Monday, June 29, 2015. Agencies are encouraged to inform their employees of this change.

As always, the NFC Operations and Security Center (OSC) will be available 24 hours per day, 7 days per week at **1-800-767-9641, 504-426-6435**, or via email to osc.etix@usda.gov.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact NFC's Contact Center at 1-855-632-4468, via Requestor Console, or via email to NFCcontactcenter@nfc.usda.gov.

"Tip of the Week"

Miscellaneous Payment - Severance Payment Option in SPPS Web

Agencies can now process Severance Payments through SPPS Web without NFC intervention. The Severance Payment option is listed in the drop-down menu under Miscellaneous Payment. Modifications were made to the Type Adjustment field located on the Miscellaneous Payment page.