



National Finance Center Customer Notification

T&A Point of Contact for Potential Government Shutdown

February 7, 2018

Dear Customer:

In preparation for a potential government shutdown, the National Finance Center (NFC) is seeking your assistance to obtain pertinent information about your respective Agency Time and Attendance (T&A) practices. This information will be helpful to ensure T&As are processed in a timely manner.

Identify Points of Contact (POC) from your respective Agency that will be available to answer T&A related questions. Please provide the following information to the Client.Management@nfc.usda.gov by Close of Business (COB), **Thursday, February 8, 2018:**

- Name
- Phone Number (desk and government cell number if applicable)
- Email Address

POCs must be listed on TMGT, Table 063 for your respective Agency. Please send Table 063 updates to NFC.TMGT@nfc.usda.gov, if your designated representative is not currently listed on Table 063.

During this time, NFC will have limited resources; therefore, Agencies should confirm transmitted T&A files have been received by NFC. Additionally, Agencies should review the Rejected T&A Report on the Reporting Center or applicable CULPRPT reports for rejected T&As.

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-NFC-4GOV (1-855-632-4468), or via ServiceNow Customer Service Portal (CSP) or via email to NFCcontactcenter@nfc.usda.gov.