



## National Finance Center Customer Notification

# T&A Point of Contact for Potential Government Shutdown

December 21, 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](mailto:Client.Management@nfc.usda.gov) by Close of Business (COB), **Friday, December 21, 2018:**

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

POCs must be listed on Table Management System (TMGT), authorized points of contact (Table 063) for your respective Agency. In the event your authorized representative(s) are not on TMGT Table (63) Agencies should take action to add their designated representative to Table 063 in order to conduct business on the Agencies' behalf.

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 CULPRT 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 either 1-855-632-4468; or via the ServiceNow Customer Service Portal (CSP).