

Hardware and Software Requirements

- A personal computer (PC) with Internet capabilities.

NOTE: Browser specifications are found within specific applications.

- Security access.

Access to PPS

System access is controlled to provide protection for software and data resources. The security and integrity of the PPS database are supported through the use of user identification (ID) numbers and passwords. Access authority must be requested from the Agency's Security Officer.

Procedures

Procedure manuals and associated material are available on the NFC Home Page (www.nfc.usda.gov) under Publications. Under the Publications ribbon, select Human Resources and Payroll Processing (HRPAY) and search for Payroll/Personnel System Overview for a PPS introduction.

Need More Information?

To find out more about security, equipment, hardware, and software requirements, contact NFC's Contact Center personnel at:

P.O. Box 60000
New Orleans, Louisiana 70160-0001
1-855-NFC-4GOV
1-855-632-4468

For more information on individualized tools (webTA, Paycheck8, Insight, etc.), see our suite of brochures at https://www.nfc.usda.gov/Publications/HR_Payroll/Brochures/Brochures_home.php.



United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center

Payroll/ Personnel System



Payroll/ Personnel System

The core for the National Finance Center's (NFC) payroll offering is in its integrated, in-house developed and maintained Payroll/Personnel System (PPS). The ability to maintain this system in-house affords NFC the flexibility to adapt to unique client needs and requirements that are not routinely available in mainstream Federal payroll or within independent organizations.

PPS provides the stability of a competitively priced, integrated payroll/personnel baseline service that is flexible enough to provide additional programming and support for clients with special and unique payroll servicing needs.

PPS also offers compensation management, payroll services, and reporting via state-of-the-art access for employees with Employee Personal Page (EPP) and Employee Self Service (ESS);

premier Human Resources (HR) and technical help desk support for customers; and superior data analytics reporting capabilities.

PPS uses data obtained from EmpowHR, EPIC Web (or other customer front-end HR systems) and webTA or Paycheck8 to calculate pay based on various pay rules established by the Office of Personnel Management (OPM) and the customer.

PPS's payroll certification services include:

- Providing accurate and timely certification of all salary payment schedules for the daily manual payroll process and the automated bi-weekly payroll processing cycle, including net salary payments and all payments related to employee withholdings and Agency contributions.
- Researching and resolving all employee claims of non receipt related to electronic funds transfer (EFT) salary payments.
- Reconciling payment cancellations to Treasury credits.

Additionally, PPS facilitates various types of off-cycle payments and collections for indebtednesses and distributes the funds to the employee and outside entities as needed. The system also provides output to the customers via accounting files covering the

labor distribution costs related to payroll and numerous reports necessary for Agency managers and HR personnel to monitor costs, tenure changes, and other management reporting needs.

PPS supports compensation management, payroll processing, and reporting functions to include:

Compensation Management

- Producing gross to net salary data for disbursement and transmission.
- Provides the capability to view and print earnings and leave statements.
- Displays Wage and Tax Statement (W-2) information.

Payroll Processing

- Automated billing and debt collection.
- Centralized offset program.
- Agency assistance of employee debt management.
- Processing employee benefits.
- Payroll adjustments.

Reporting

NFC's PPS utilizes information to generate formatted reports on an "as-needed" basis.