

SPPS Web Minimum Hardware and Software Requirements

- A personal computer with Internet capabilities.
- Access to the Internet with a Microsoft Internet Explorer browser of 6.0 or higher or Netscape with a browser of 6.2.x.
- Printer capable of printing Web pages.
- An NFC user ID with access to SPPS Web.

Request for Access

To request access to SPPS Web, contact your agency NFC Security Officer. The agency Security Officer should e-mail or fax an access request to NFC's Information Systems Security Office with the appropriate information.

Request for Procedures

Comprehensive online help is available on each window by clicking [?]. This help is intended to replace the hardcopy procedure for SPPS Web. The help text is also available in procedure format on the NFC home page (www.nfc.usda.gov). To view and/or print this procedure, go to the NFC home page and click the **Pubs & Forms** icon. At the **Pubs & Forms** left hand menu, click **List By Title/Chapter** and search for Title 1, Chapter 8, Section 3, Special Payroll Processing System for Web (SPPS Web), on the list provided.

Questions about SPPS Web

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

Customer Support
National Finance Center, USDA
ATTN: CS-1206
P.O. Box 60000
New Orleans, LA 70160-0001
504-255-5230
email: customer.support@usda.gov



Special Payroll
Processing System



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

SPPS Web



The Special Payroll Processing System for Web (SPPS Web) is a Web-based application that allows establishment, adjustment, inquiry, retrieval, and deletion of certain manual payment and adjustment transactions. These transactions include:

- Cash awards/Special bonuses that cannot be processed in one of the Payroll/Personnel front-end entry systems
- Settlement back payments
- Compensatory time payments
- Credit hours payments
- Annual/Restored leave payments that cannot be processed in one of the Payroll/Personnel front-end entry systems
- Miscellaneous payments (allowances, differentials, bonuses, and payments)
- Student loan repayments

SPPS Web is accessed from a Web browser, providing easy-to-use Web navigation.

Main Features of SPPS Web

- Process and maintain subject-matter manual payment and adjustment transactions on the SPPS database.
- Access manual payment and adjustment transactions for a separated employee.
- Calculate gross to net amount adjustments.
- Validate accounting codes against the Management Account Structure Codes System (MASC).
- Release a record to NFC for processing.

- View and print NFC-29 computations and pay adjustment transactions.
- View and print reports by request.
- View interest rates and dates for calculating settlement back payments.
- Retrieve online help for each SPPS Web window.

SPPS Web Advantages

- The database resides at NFC, allowing backup and archive functions to be performed by NFC.
- Version updates and built-in help documentation are maintained by NFC and immediately available to users.
- SPPS Web can be accessed from any computer with Internet capabilities and a valid NFC user ID.
- The number of telephone inquiries to NFC by the agency will be reduced.



SXH001 Miscellaneous Pymt - Microsoft Internet Explorer

Miscellaneous Payment

Save Address Computation Certify Approval Pymt Inquiry Last Updated Print Close ?

Employee
 SSN: 000000000 AMY S FRIEND AG: AJ POB: 3030

Address Checked Balance Indicator Computation Checked Certified By: XXXX Approved By: XXXX

Accounting
 42069000000

Act Point
 AJ State: 11 City: 0010 Unit: 69 Timekeeper: 00
 Person First: FRED Last: WALK Phone Number: 00000000

00 TC: 52 Suffix: 8 Type of Allowance: LIFE CYCLE ACCT TAXABLE

42069000000

0.00 Rate: 0.00
 .0000 Post Dif: .0000

Gross: 500.00 Net Amt: 326.75

----- Tax Deductions -----

Federal <input type="radio"/> Tax Calc <input checked="" type="radio"/> Flat Rate	State <input type="radio"/> Tax Calc <input checked="" type="radio"/> Flat Rate	City <input type="radio"/> Tax Calc <input checked="" type="radio"/> Flat Rate	County <input type="radio"/> Tax Calc <input checked="" type="radio"/> Flat Rate
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Sample of Miscellaneous Payment screen