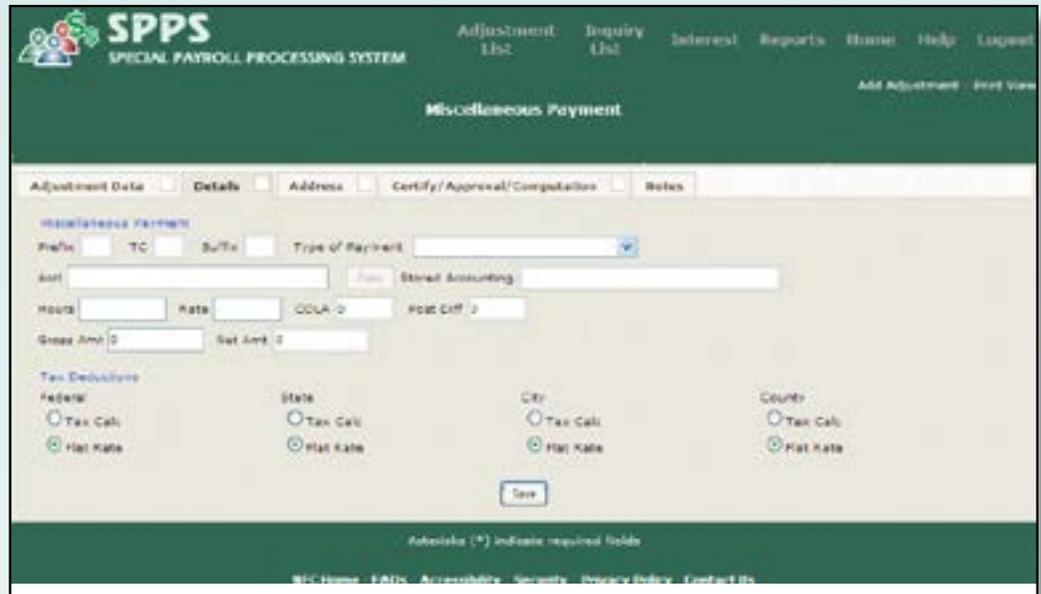# SPPS Web Special Payroll Processing System

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.

Supported Browsers

SPPS Web is a Web-based application that can be accessed by logging in through a Web browser. As a USDA/NFC application, SPPS Web supports using:

- ✅ Internet Explorer 9 and above
- ✅ Chrome
- ✅ Safari
- ✅ Firefox

Security

Various processes are used to protect the integrity of the data, identity of the users, and eliminate the risk of outside penetration. SPPS Web automatically signs users off the application after a defined period of inactivity.

Request for Access

To access SPPS Web, you must have authorized security clearance. Users must request access through their Agency's security officer.

Online Resources

Comprehensive online help is available on each window by selecting HELP. 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, select HR and Payroll Clients from the MyNFC drop-down menu on the NFC homepage. At the HR and Payroll Clients page, select the Publications tab and select Manual Pay Processing (MANPAY) category and select Web-based Special Payroll Processing System (SPPS Web).

Contact Us

✉ Email: **GESDMARKETING@nfc.usda.gov**

🌐 **https://www.nfc.usda.gov**

🗺 **USDA, National Finance Center
13800 Old Gentilly Road
New Orleans, LA 70129**

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE CHIEF FINANCIAL OFFICER
NATIONAL FINANCE CENTER

SPPS