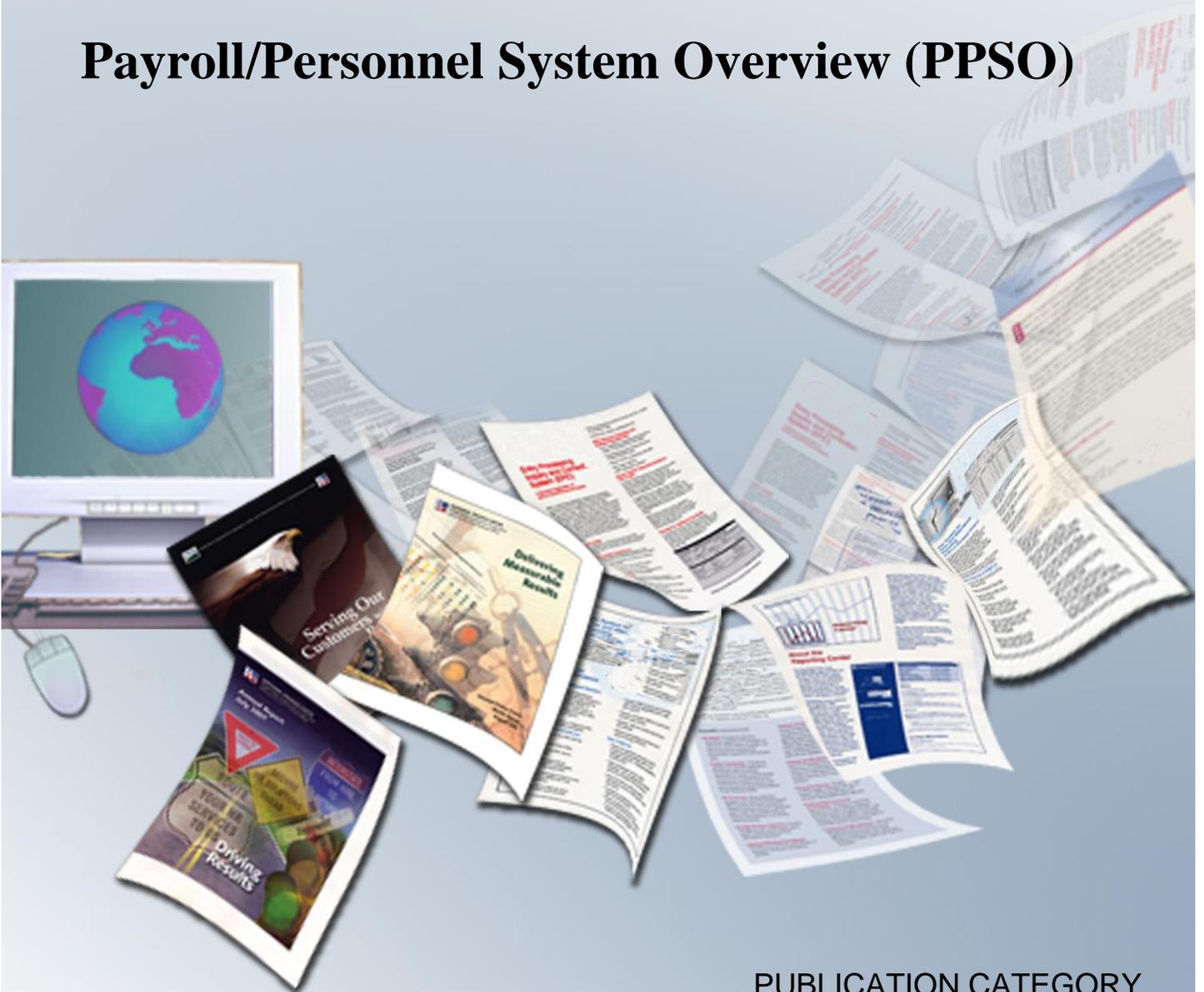




# Payroll/Personnel System Overview (PPSO)



PUBLICATION CATEGORY  
HR and Payroll Processing

PROCEDURE MANUAL  
Payroll/Personnel System Overview (PPSO)





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## Latest Update Information

The following changes have been made to the Payroll/Personnel System Overview (PPSO) procedure:

Section	Description of Change
PPSO Procedure Manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.





## Introduction

The National Finance Center's (NFC) Payroll/Personnel System (PPS) is a full-service integrated payroll/personnel system offering the full range of personnel and payroll processing. PPS includes the processing of the Standard Form (SF) 52, Request for Personnel Action, awards, allotments, performance appraisals, health and life insurance, Thrift Savings Plan (TSP), tax documents, severance pay, leave records, and payroll-related financial reporting operations for the entire United States Department of Agriculture (USDA) and numerous other Federal and non-Federal Departments on a biweekly basis. PPS maintains employee data beginning with the hiring of the employee through separation/retirement.

This section includes the following topics:

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## Integrated System

PPS is an integrated system, linking personnel action processing and payroll activities. PPS uses a database concept which permits the integration and sharing of data records among many modular subsystems. The database consists of current and prior salary payment information, personnel actions, name and address information, and Time and Attendance (T&A) data. These records are maintained so that information can be accessed randomly. As personnel actions and payroll documents are processed each pay period, updated data replaces existing data elements on the PPS database.

The system also interfaces with accounting systems and various other administrative systems, which facilitates reporting processes.

## Personnel Actions

With Title 5 CFR, Office of Personnel Management's (OPM) Guide to Processing Personnel Actions, and OPM's Central Personnel Data File (CPDF) requirements as its foundation, personnel actions are processed simultaneously with payroll documents to form a comprehensive payroll/personnel history. PPS uses this history (maximum of 26 pay periods) to make retroactive pay adjustments and retrieve employee information automatically. Personnel actions



can be entered in the system as they are received, regardless of the effective date. They are held until the effective processing pay period. The system incorporates edit messages, including validation of Social Security number, Agency code, date of last nature of action code, and salary information. These controls ensure the accuracy of reports generated and the accuracy of salary payments.

For more information on processing personnel actions, see *Payroll, Personnel, and Position Data* (on page 8).

## Payroll Transactions

PPS computes pay for employees who are under many different pay plans. Miscellaneous deductions including taxes, retirement, Social Security, health and life insurance, charitable contributions, union dues, and allotments to financial organizations are automatically processed through the system upon receipt of appropriate documentation from the Agencies/employees. In addition, salary deductions such as tax levies, child support, and alimony are processed. Through interfaces with other administrative systems, collections can be made for salary overpayments.

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Note: *Order of Precedence for Deductions (Appendix A)* (on page 31), lists the order in which deductions are withheld when the employee's gross pay is not sufficient to permit all deductions authorized.

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For more information on processing payroll transactions, see *Payroll, Personnel, and Position Data* (on page 8).

## Time and Attendance Reporting

T&A data includes the number of hours worked each pay period, leave earned and used, and allowance and differential entitlements. Transaction codes (TC) are used on the T&A report to record the number of hours worked, leave used and earned, and allowance and differential entitlements. T&A data is prepared, certified, and electronically submitted to NFC from Agency locations after the close of each pay period for pay computations. The T&A report is then processed and edited through the T&A Validation System (TIME) and the data is applied to the PPS database.

For more information on processing T&As see *Time and Attendance (T&A) Data* (on page 8).

## Inquiry

Once the payroll/personnel and T&A data has been successfully processed, it can be verified by accessing various inquiry systems.



For more information on these inquiry systems, see *Verifying Data* (on page 13).

## Reports

The current and historical information related to personnel, pay, leave, employment status, and statistical information is available to prepare personnel and other related reports. System output ranges from payroll to reports such as organization and position listings, retirement eligibility listings, average grade-level trend reports, and personnel status reports.

For more information on reports, see *Reporting* (on page 14).

## Security

NFC secures access to the data residing in PPS. Multiple layers of stringent security measures are in place to secure data on NFC's mainframe. The data residing on the mainframe is protected using CA-Top Secret Security software.

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.

NFC is responsible for securing not only the data residing on the mainframe computer, but also the connectivity to the mainframe computer. Connectivity to NFC's mainframe computer is either local or remote. Remote access includes any access through a line not physically connected to the mainframe computer. NFC supports the following types of remote access:

- Transmission Control Protocol/Internet Protocol (TCP/IP)
- Connect/Direct
- Web Server
- Point-to-Point Leased Lines
- NFC USDA Intranet
- X.25 Connection

Remote access to sensitive data must be made through a secure connection using encryption technology. NFC supports the following secure connections:

- Firewall to Firewall
- Gateway to Gateway
- SecuRemote Client to Checkpoint Firewall



- Entrust/SecuRemote Client to NFC
- Direct Connect (Line/Router)

The PPS database contains "sensitive data" (i.e., data that requires special or extra protective measures); therefore, all remote connections to NFC for the purpose of accessing the PPS database will be required to connect using a secure connection.

For more information about access security, including user IDs, passwords, and obtaining access to a specific system, contact your Agency Security Officer.



## Payroll/Personnel Processing

As previously mentioned, PPS is an integrated system that links personnel action processing and payroll activities. PPS is comprised of various subsystems that (1) are menu driven, (2) provide online entry and query functions, (3) perform edits to ensure that data entry meets established specifications, and (4) provide reports. These applications interface with each other to form the integrated PPS. The system, which calculates payroll in 2-week cycles, processes both electronically-entered and system-generated actions (i.e., within-grade increase). Adjustments affecting salary can be processed systematically for up to 26 pay periods. Agencies may receive standardized reports, execute ad hoc FOCUS reports against any of the 900 data elements maintained in the PPS database, and utilize the Reporting Center to formulate reports.

The payroll/personnel processing period revolves around a 2-week cycle. For an illustration of the daily processing of payroll/personnel transactions, see *Payroll/Personnel Processing Cycle (Exhibit 1)* (on page 27). Payroll and personnel transactions are entered and transmitted during the 2-week cycle, and employees' times are recorded and transmitted at the end of the 2-week cycle. The payroll/personnel cycle consists of:

- The entry and transmission of payroll/personnel data by Agency/Bureau
- The processing of the data by NFC through PPS

For an illustration on the flow of payroll/personnel transactions entered by the Agency/Bureau and the processing of these transactions by NFC, see *Payroll/Personnel Processing Flow (Exhibit 2)* (on page 29).

This section includes the following topics:

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### Data Entered by the Agency/Bureau

During each 2-week pay period, Agencies enter payroll and personnel transactions using a variety of entry systems.

For more information see:

<b>Payroll, Personnel, and Position Data</b> .....	<b>8</b>
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<b>Time and Attendance (T&amp;A) Data .....</b>	<b>8</b>
<b>Special Payroll Processing System (SPPS) .....</b>	<b>9</b>
<b>Employee Self-Service (ESS).....</b>	<b>9</b>

### ***Payroll, Personnel, and Position Data***

Payroll and personnel transactions may be entered through the following systems:

- Web-based, Entry Processing, Inquiry, and Correction System (EPIC Web)
- Employee Self-Service (ESS)
- Front-End Systems Interface (FESI)
- Human Capital Management System (EmpowHR)

Position data is entered through one of the following systems:

- Position Management System Operations (PMSO)
- FESI
- Human Capital Management System (EmpowHR)

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Note: Agencies/Bureaus should update personnel, payroll, and position data in the system as soon as possible so that the data applies to the PPS database before the execution of the Payroll Computation System (PAYE)

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Certain dates (i.e., pay plans) that are entered in the above systems are verified in the Table Management System before they are accepted as valid data. For more information, see the Table Management System (TMGT) procedure manual located under the Research and Inquiry publication category on the Publications page of the NFC Web site.

Payroll, personnel, and position data is edited in the Personnel Input and Edit System (PINE). This data must pass PINE edits before it is applied to the PPS database. For more information on PINE, see *Personnel Input and Edit System (PINE)* (on page 11).

### ***Time and Attendance (T&A) Data***

T&A data is entered in NFC's Web-based System for Time and Attendance Reporting (STARWeb), webTA, or an Agency's T&A system through FESI. T&A data is electronically received from locations every 2 weeks to NFC. The data is edited in the front-end system before transmission, then further edited when processing through TIME. TIME processes on the first Sunday of the pay period until the final pass of PAYE completes.



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Note: T&As should be completed and transmitted to NFC as soon as possible. All T&As should be transmitted to NFC no later than the Tuesday following the last day of the pay period.

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### ***Special Payroll Processing System (SPPS)***

Payments for quick service payments, final salary payments for indebted employees, and payments to the estate of deceased employees are transmitted to NFC by utilizing SPPS, Mainframe/Block Mode Format or SPPS Web. SPPS performs the following functions:

- Generates a payment record which is certified at NFC.
- Calculates payroll and other forms of compensation as part of PPS on a daily cycle.
- Accesses data necessary to perform routine edits, calculates payments, and obtains employee address information from the PPS database.
- Feeds collection and receivable records to Administrative Billings and Collections System (ABCO) for accounting purposes.
- Identifies and deletes records for archival.

For more information, see the Special Payroll Processing System Mainframe/Block Mode Format (SPPS) procedure manual or Special Payroll Processing System (SPPS Web-based Version) procedure manual located under the Manual Pay Processing publication category on the Publications page of the NFC web site.

### ***Employee Self-Service (ESS)***

The ESS option provides employees the ability to make online change requests to their residence address, Federal and State tax withholdings, financial allotments, direct deposit, health insurance, and TSP contribution information effective for the current or future pay period. Each Agency must elect to offer their employees this option before they can begin using this feature of the Employee Personnel Page (EPP).





## Data Processed by NFC

The data transmitted from Agencies to NFC is processed in NFC's internal processing systems. These systems edit, reject/accept, or retain/release transactions, then updates the PPS database. Other internal systems (1) process adjustments, (2) calculate payroll, (3) produce output data that is disseminated to Agencies and the Office of Personnel Management (OPM), and (4) prepare the database for the next pay period processing.

This section includes the following topics:

<b>Personnel Input and Edit System (PINE)</b> .....	11
<b>Time and Attendance Validation System (TIME)</b> .....	12
<b>Adjustment Processing System (ADJP)</b> .....	12
<b>Payroll Computation System (PAYE)</b> .....	12
<b>Bi-Weekly Examination Analysis and Reporting System (BEAR)</b> .....	13

### ***Personnel Input and Edit System (PINE)***

As previously mentioned, all payroll/personnel and position data is edited in PINE. PINE edits data released from EPIC, PMSO, FESI, and EmpowHR before it is applied to the PPS database and compares the employee's database record to the data being entered. PINE processes personnel actions and payroll transactions Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period.

Payroll/personnel transactions that pass PINE edits with a current or prior effective pay period are sent to the Personnel Processing System (PEPL) to update the PPS database.

Payroll/personnel transactions that pass the PINE edits and have future effective dates are sent to the future file. These transactions remain in future file until the processing of the effective pay period. During the effective pay period these transactions are re-edited in PINE and either applied to the PPS database or sent to suspense.

Personnel actions and payroll transactions that do not pass PINE edits (regardless of the effective pay period) are placed in suspense, and a PINE message appears on the Listing of Personnel Error Messages Report. Customers should refer to this report and access one of the following systems to correct any discrepancy(ies):

- EPIC
- EmpowHR
- FESI

Suspense reports are available through the following systems:



- EPIC
- Payroll/Personnel Report Generator System (CULPRPT)
- Table Management Inquiry, Table 022, Payroll/Personnel Document Report

The suspense reports provide the actual errors that prevent documents from applying to the PPS database as well as other suspense-related information. The PINE Edit Subsystem Edit Messages procedure is documentation that should be used when correcting PINE edits. See the PINE procedure manual located under the HR and Payroll Processing publication category on the Publications page of the NFC web site.

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Note: For detailed information on the above subsystems, see *Payroll/Personnel Applications* (on page 23).

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### ***Time and Attendance Validation System (TIME)***

TIME performs all editing and validating necessary for acceptance of T&A data for payment. TIME utilizes the PPS database and table files in the edit validation process. T&A data must pass the TIME edits before it is applied to the PPS database.

### ***Adjustment Processing System (ADJP)***

ADJP provides for automatic handling of a variety of payroll adjustments. This system revalidates T&A reports and late personnel actions, performs the debit and credit routine, calculates the difference, and compensates or collects the data accordingly. The automatic adjustment period is 25 prior pay periods plus the current processing pay period for a total of 26 pay periods that can be adjusted.

Form AD-343, Personnel Action Request, may be required for certain adjustments (e.g., back pay with interest, TSP adjustments, etc.). Also a Form AD-343 must be submitted for adjustment to pay for employment with a previous Agency regardless of the adjustment period. PPS will not automatically recompute these adjustments. If the adjustment period exceeds 25 pay periods, whether the employee was underpaid or overpaid by the current or previous Agency, the current Agency must submit a Form AD-343 for processing. For more information, see *Non-Automated Processing* (on page 21).

### ***Payroll Computation System (PAYE)***

At the end of each pay period, payroll, personnel, and T&A data, as mentioned above, are processed through PAYE. PAYE is a calculation system that performs complicated computation



routines. PAYE processes on the first Thursday and Friday, or as workflow demands after the pay period closes. PAYE performs the following functions:

- Computes the employee's gross pay.
- Applies applicable deductions.
- Applies adjustments.
- Calculates the net amount due.
- Prepares data for subsequent issuance of the salary payments issued by the Department of the Treasury.
- Processes and reports, to appropriate organizations, the deductions for Federal, State, city, and county taxes; savings allotments; charitable contributions; membership dues; etc.
- Updates the PPS database.
- Feeds data to the Statement of Earnings and Leave (EARN) System.
- Creates accounting records processed through the accounting system.

### ***Bi-Weekly Examination Analysis and Reporting System (BEAR)***

BEAR analyzes payroll and personnel transactions that occurred during the processing of the pay period. BEAR sets up the current pay period for payroll- and personnel-related information and closes out the prior pay period. This process is repeated for each pay period. BEAR generates a multiple of end-of-pay-period report notifications and generates certain personnel actions (i.e., within-grade increase).

## **Verifying Data**

Once the data has been successfully processed, it can be verified by accessing various inquiry systems.

For more information see:

<b>Payroll/Personnel Inquiry System (PINQ)</b> .....	<b>14</b>
<b>Information/Research Inquiry System (IRIS)</b> .....	<b>14</b>
<b>Time Inquiry - Leave Update System (TINQ)</b> .....	<b>14</b>
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### ***Payroll/Personnel Inquiry System (PINQ)***

PINQ allows customers to view employee pay data in the PPS database. The data displayed in PINQ is the result of payroll/personnel transactions processed in PPS. PINQ provides immediate access to 1 calendar year of employee payroll data. For more information, see the PINQ procedure manual located under the Research and Inquiry publication category on the Publications page of the NFC Web site.

### ***Information/Research Inquiry System (IRIS)***

IRIS allows customers to view both current and historical payroll/personnel data. The data displayed in IRIS is the result of payroll/personnel transactions processed in PPS. IRIS is used to provide immediate access to at least 1 year of current and 5 years of historical personnel and certain payroll document history. For more information, see the Information/Research Inquiry System (IRIS) procedure manual located under the Research and Inquiry publication category on the Publications page of the NFC Web site.

### ***Time Inquiry - Leave Update System (TINQ)***

TINQ allows customers to view and make corrections to employees' leave records. TINQ is also used to transfer leave data from donors to approved leave recipients participating in the Leave Sharing Program. For more information, see the Time Inquiry - Leave Update System (TINQ) procedure manual located under the Research and Inquiry publication category on the Publications page of the NFC Web site.

### ***Employee Personal Page (EPP)***

EPP allows employees to view their payroll, leave, life insurance, health insurance, and other personal information via the Internet. EPP is available on the NFC Home Page ([www.nfc.usda.gov](http://www.nfc.usda.gov)). Employees who use EPP are assigned a personal identification number (PIN) for access authorization.

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Note: The amount of information available for each employee will depend upon the services provided to that particular employee's Agency.

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## **Reporting**

PPS generates recurring reports relating to pay, leave, employment status, etc. These reports are produced from information stored in the PPS database. NFC currently provides data via standard,



printed paper reports; electronic data transfer; microfilm; microfiche; CD ROM; optical disk access; and downloads. For exhibits of the recurring reports, see the Payroll/Personnel Output (PPO) procedure manual located under the Reporting publication category on the Publications page of the NFC Web site.

There are several other resources for which reports can be obtained for payroll/personnel data.

For more information see:

<b>FOCUS Reporting System (FOCUS)</b> .....	<b>15</b>
<b>Payroll/Personnel Report Generator System (CULPRPT)</b> .....	<b>15</b>
<b>Reduction-in-Force System (RIF)</b> .....	<b>15</b>
<b>Reporting Center</b> .....	<b>16</b>

### ***FOCUS Reporting System (FOCUS)***

FOCUS is an enhanced reporting system used to create reports using data elements from PPS. For more information, see the FOCUS procedure manual located under the Reporting publication category on the Publications page of the NFC Web site.

### ***Payroll/Personnel Report Generator System (CULPRPT)***

CULPRPT is an online reporting system used to generate formatted payroll-and personnel-related reports. For more information, see the Payroll/Personnel Report Generator System (CULPRPT) procedure located under the Reporting publication category on the Publications page of the NFC Web site.

### ***Reduction-in-Force System (RIF)***

RIF is an online report generator system that produces retention registers. Retention registers provide a list of competing employees within a competitive level who are grouped by tenure, veteran preference, and length of service augmented by performance credit. The retention registers are sorted by grade, tenure group, and/or service computation date (SCD) into competitive levels using the following services:

- Appointing authority within the excepted service
- Type of work schedule
- Grade or pay band
- Occupational series



- Pay schedule
- Supervisory code

The information on the retention registers is obtained from the PPS database to provide current and future personnel data according to user-specified selection criteria. For more information, see the Reduction-in-Force System (RIF) procedure located under the HR and Payroll Processing publication category on the Publications page of the NFC Web site.

### **Reporting Center**

The Reporting Center is a Web-based application page which allows managers, personnel specialists, and other employees of Federal Agencies serviced by NFC to generate Administrative Reports, Financial Reports, and Workforce Reports.

Reporting Center reports are arranged in a predefined format and have the option to create customized reports based on certain selection criteria. Reports can be downloaded into a spreadsheet format and statistical type reports can also be viewed in a graphic format. The data that appears on the Reporting Center windows is governed by the user's security access profile which can be restricted to certain organizational levels up to global organizational view. The data sources for the Reporting Center are various systems such as Payroll Time and Attendance, Personnel History, Online Payment and Collection Tracking and Reconciliation System (OTRS)/Intra-governmental Payment and Collection (IPAC), Telephone System, and Financial Statement Data Warehouse.

### **Other System Interfaces**

After the 2-week payroll/personnel cycle is complete, PPS updates other NFC systems to produce statistical reports, etc.

For more information see:

<b>Table Management System (TMGT)</b> .....	17
<b>Administrative Billings and Collections System (ABCO)</b> .....	17
<b>Treasury Offset Program (TOP)</b> .....	17
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<b>Federal Employees Health Benefits, Centralized Enrollment Clearinghouse System (CLER)</b> .....	18



### ***Table Management System (TMGT)***

PPS uses data contained in TMGT to validate values and descriptions for selected data elements used in PPS, Financial, and Administrative Systems. TMGT also determines certain payroll/personnel functions (i.e., used by PAYE to determine schedule number). TMGT allows customers to inquire, update, request reports, and view documentation data for the various tables used in the application programs and produces mailing labels. For more information, see Table Management System (TMGT) procedure located under the Research and Inquiry publication category on the Publications page of the NFC Web site.

### ***Administrative Billings and Collections System (ABCO)***

The interface with ABCO allows for the collection of outstanding debts due the Government. ABCO also provides periodic reports to Agencies when a collection is made in PPS. PPS provides ABCO with the amount collected each pay period. ABCO also interfaces with the Treasury Offset Program (TOP).

### ***Treasury Offset Program (TOP)***

TOP is a centralized offset program administered by the Financial Management Service's (FMS) Debt Management Services (DMS) to collect debts and delinquent debts owed to Federal Agencies, and reduction of tax refund by amount of the debts. FMS disburses Federal payments, such as Federal tax refunds, for Agencies making payments (known as "payment agencies"), such as the Internal Revenue. "Creditor Agencies", such as the Department of Education, submit debts to FMS for collection and inclusion in TOP and certify for collection offset. If the debtor is separated and is a Federal employee, ABCO sends a due-process letter to advise the debtor of NFC's intent to enter a debt into TOP. The debtor information is sent to ABCO from PAYE and/or ADJP.

### ***Retirement Processing System (RETM)***

RETM keeps track of all retirement deductions and provides the capability of adding, modifying, reporting, and querying. A report of the amount of retirement that was deducted during the year is generated on an Individual Retirement Record, SF 2806 Civil Service Retirement System (CSRS)/SF 3100 Federal Employees Retirement System (FERS), and submitted to OPM with the employee's retirement package. RETM maintains service history and retirement payroll data in a master record. This master record interfaces with the tracking record that is entered by the Agencies/Bureaus. For more information, see the Retirement Processing System (RETM) procedure located under the Retirement Processing publication category on the Publications page of the NFC Web site.



### ***Security Entry and Tracking System (SETS)***

SETS is used to complete and track security clearances and investigations for applicants, contractors, consultants, volunteers, and employees. SETS interfaces with PPS and PMSO to access individual payroll/personnel and position data and is updated after processing of PINE. When PINE has completed, any changes to position data resulting in the processing of a personnel action or change in certain data elements in PMSO will systematically update the personnel information in SETS. For more information, see the Security Entry and Tracking System (SETS) procedure manual located under the Reporting publication category on the Publications page of the NFC Web site.

### ***Travel Entry and Inquiry (TRVL) System***

Associate Chief Financial Officer for Financial Systems (ACFO-FS), TRVL System interfaces with PPS. Moving allowances processed in the TRVL system are updated in PPS so the amount can be recorded on the employee's Wage and Tax Statement (W-2). For more information, see the Travel System (TRVL) procedure (Title II, Chapter 2, Section 1) located under Procedures by Title/Chapter on the Publications page of the Financial Management Services (FMS) Web site.

### ***Thrift Savings Plan System (TSPS)***

TSP is a retirement savings plan for civilians who are employed by the U.S. Government and members of the Uniformed Services. Each pay period PPS provides TSP data to TSPS. The data provided to TSPS includes information such as: deductions withheld for TSP each pay period, TSP loan repayment information, adjustments to the employee's TSP account, and address information.

### ***Federal Employees Health Benefits, Centralized Enrollment Clearinghouse System (CLER)***

CLER receives electronic Federal Employees Health Benefits (FEHB) enrollment data from health insurance carriers and Federal payroll offices on a quarterly basis. The CLER database stores, maintains, processes, edits, and combines the data from the carriers and compares it to the data from the payroll offices.



## Accounting

PPS also contains data needed for updating various accounting systems after the 2-week payroll/personnel cycle is complete.

For more information see:

<b>Payroll Accounting System (PACS)</b> .....	<b>19</b>
<b>Financial Management Modernization Initiative (FMMI) System</b> .....	<b>19</b>

### ***Payroll Accounting System (PACS)***

PACS is an internal financial management system of NFC. PACS processes over 500,000 accounts. The system computes and reconciles payroll appropriation charges, feeds information to other systems, and produces numerous external and internal reports and Standard Forms. PACS has two distinct, functional sides: accounting and reporting.

PACS accounting is referred to as the front-end processing of payroll information which includes:

- Computation of employee benefits
- Conversion of transaction codes to object classification codes for updating to the Central Accounting System
- Distribution of monies from employee deductions
- Validation of accounting data and treasury accounting symbols
- Balancing of employee records (i.e., gross pay to net pay)

PACS reporting is considered to be the back-end processing of payroll information. After PACS accounting has computed and processed the data, the reporting side handles the distribution of monies such as charitable contribution and State and Federal taxes (excluding financial allotments), which are reported to outside entities. PACS reporting provides a wide array of external and internal reports and forms. These reports/forms are disseminated to various entities, such as client Agencies, other Federal Agencies and Departments, health and life insurance carriers, etc.

### ***Financial Management Modernization Initiative (FMMI) System***

FMMI is a state-of-the art software package that provides online, real-time transaction capability that impacts every Agency and Staff Office in USDA; it is designed to meet stringent budget and funds control needs, as well as complex multi-fund accounting and reporting needs.





## Non-Automated Processing

NFC's integrated PPS has a manual payment process to cover those instances where special payments and deductions cannot be processed in PPS.

This section includes the following topics:

<b>Manually Paid Employees</b> .....	<b>21</b>
<b>Manual Salary Adjustments</b> .....	<b>21</b>

### Manually Paid Employees

Employees receiving active salaries who cannot be paid in the automated PPS are paid through a manual pay process. Manually paid employees include the following categories:

- Dual Appointments
- Child Care and Alimony
- Commercial Garnishment
- Overseas Employees
- Employees Assigned to One Agency and Paid by Another

Certain employees who do not work a regular tour of duty are paid through a manual pay process. The employee's regular tour of duty is defined by using the past five pay periods as a basis. These manually paid employees include the following categories:

- Bankruptcy
- Delinquent Educational Loans
- Internal Revenue Service Tax Levies

For more information, see the Non-Automated Processing procedure manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.

### Manual Salary Adjustments

Certain salary adjustments and other payments are also processed manually. These adjustments/payments include, but are not limited to:

- Employee Indebtedness (except for separated employees which are processed in SPPS)



- Advances in Pay
- Hardship Cases
- Special Lump Sum Payments
- Restoration Cases
- Office of Workers' Compensation Programs (OWCP) Cases
- Miscellaneous Adjustments (e.g., health benefits, life insurance premiums, membership dues, etc.)
- Deposits for Military Service Credit
- Civilian Service Credit Deposits for Periods of Reemployment
- Salary Adjustment after 26 Pay Periods
- TSP Financial Hardship Inservice Withdrawals
- Death Gratuity Payments

For more information, see the Non-Automated Processing procedure manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.



## Payroll/Personnel Applications

PPS is comprised of various subsystems that (1) are menu driven, (2) provide online entry and query functions, (3) perform edits to ensure that data entry meets established specifications, and (4) provide reports. These applications interface with each other to form the integrated PPS.

Following are descriptions of the subsystems used for data entry, inquiry, correction, and reporting of data in PPS.

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Note: Also included in the list of Payroll/Personnel applications are those alternate methods of entering data on other systems that interface with PPS.

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**Adjustment Processing System (ADJP).** ADJP provides for automatic handling of a variety payroll adjustments.\*

**Administrative Billings and Collections System (ABCO).** ABCO provides for an automatic method for billing and collecting debts from Federal employees and other individuals or vendors having outstanding debts with the Government. Once the receivable is established, ABCO monitors the debt and records all collections through an automated system until the debt is satisfied. ABCO interfaces with PPS and other USDA systems to properly record billing and collection transactions.

**Bi-Weekly Examination Analysis and Reporting System (BEAR).** BEAR analyzes payroll and personnel transactions that occurred during the processing of the pay period. It sets up the current pay period for payroll-and-personnel-related information and closes out the prior pay period. This process is repeated each pay period. BEAR generates a multitude of end-of-pay-period report notifications and generates certain personnel actions.\*

**Employee Personal Page (EPP).** EPP is a Web-based system which provides employees with secure electronic access to their Earnings and Leave Statements, Wage and Tax Statements (W-2), travel data, health insurance, life insurance, leave calculator, and other key personal data. EPP is available on the NFC Home Page at [www.nfc.usda.gov](http://www.nfc.usda.gov).

**Employee Self-Service (ESS).** ESS provides the employee the ability to make online change requests to their residence address, Federal and State tax withholding, financial allotment, direct deposit, health insurance, and TSP information for current and future pay periods.

**Front-End Systems Interface (FESI).** FESI is the interface between an Agency's front-end entry system and NFC's PPS. These Agency front-end entry systems are used to enter position, personnel, time and attendance, and selected payroll transactions. After entry, the transactions are batch transmitted to NFC for processing in PPS.

**FOCUS Reporting System (FOCUS).** FOCUS is a comprehensive information reporting system. FOCUS utilizes data contained in one or more databases to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.



**Information/Research Inquiry System (IRIS).** IRIS is an online inquiry system that provides immediate access to at least 1 year of current and 5 years of historical payroll/personnel data. IRIS will replace PINQ. The data displayed in IRIS is the result of payroll/personnel transactions processed in PPS.

**Interactive System Productivity Facility (ISPF).** ISPF is a programming tool which provides access to partitioned data and sequential data sets. ISPF can be used to view, browse, and edit a wide range of utilities. ISPF includes a feature that allows customers to monitor the status of jobs that are executed and view data before printing.

**Locator Information System (LIST).** LIST is a directory that provides Agency personnel offices with locator data (names, addresses, telephone numbers, and building location) and certain pertinent personnel information on employees from PPS. Various reports are also produced and can be viewed from the system.

**Management Accounting Structure Codes System (MASC).** MASC provides customers with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for the edits, references, reports, and identifiers used in application programs. This support information (e.g., descriptions, accounting codes, activity codes, Treasury symbols, etc.) ensures that NFC maintains a high degree of data integrity and validity. Therefore, it is important that MASC contain up-to-date and accurate data.

**Name Employee Database (NEMP).** NEMP contains data as it relates to the employee that is accessed by other systems.

**Payroll Accounting System (PACS).** PACS is an internal financial management data collection and reporting system that provides numerous internal and external forms. It also has the capability to correct forced-released accounting data.

**Payroll Computation System (PAYE).** PAYE performs the complicated computation routines required to produce gross net salary for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through the Payroll Accounting System. PAYE updates the PPS database to reflect salary payments as well as employee's leave. PAYE processes twice, which is on the first Thursday and Friday after the pay period. Payroll schedules are submitted to Treasury within 2 days after PAYE processes.\*

**Payroll/Personnel Inquiry System (PINQ).** PINQ is used to view employee pay and personnel data in the PPS database. The data displayed in PINQ is the result of payroll/personnel transactions processed in PPS.

**Personnel Input and Edit System (PINE).** PINE edits personnel actions, position data, and payroll transactions entered through NFC's entry systems, Employee Express (EEX) and FESI, before they are applied to the PPS database. Actions that fail PINE edits are placed in Suspense Inquiry System (SINQ)/EPIC. The PINE messages, with requirements for corrective action are described in Chapter 10, Section 2, Personnel Edit Subsystem (PINE) Edit Messages.\*



**Personnel History Information System (PHIS).** PHIS is a database that currently stores 7 years or more of historical payroll and personnel data. This system allows customers to retrieve personnel actions so that correction/cancelations can be processed.

**Position Management System Operations (PMSO).** PMSO is a position-oriented database management system that gives customers the ability to add, change, inactivate, reactivate, and delete positions. Position data is entered through PMSO and linked internally with employee data during the processing of PINE when a personnel action is processed to update the PPS database. PMSO also provides report generation and online inquiry capabilities.

**Reduction-in-Force System (RIF).** RIF is an online, report generator system that produces retention registers for an Agency planning a reduction in force. The retention register provides a list of competing employees within a competitive level who are grouped by tenure, veterans preference, length of service augmented by performance credit, etc.

**Remote Forms Queuing System (RFQS).** RFQS allows for the online viewing and/or printing, at remote site destinations, of certain payroll and personnel output forms tickler reports.

**Payroll/Personnel Report Generator System (CULPRPT).** CULPRPT is a reporting system that utilizes information in the PPS database to generate formatted reports on an "as-needed" basis. Agencies can retrieve specific data for their employees in predefined report formats. CULPRPT reports are currently available to all Agencies and are categorized into two types of reports: (1) Payroll/Personnel Reports and (2) Error Suspense Reports. The information on these reports is obtained from the PPS database.

**Retirement Processing System (RETM).** RETM keeps track of processing of the applicants for retirement benefits in the event of an employee's (1) retirement, (2) death, or (3) separation with a request for a refund of retirement contributions. NFC submits the application along with the SF 2806 (CSRS)/SF 3100(FERS) to OPM. These applications along with other related documents are reviewed by the Agency personnel office.

**Security Entry and Tracking System (SETS).** SETS is used to track security clearances and investigations performed by OPM and other investigating Agencies. SETS also tracks the billing associated with the investigative services. SETS interfaces with PPS and PMSO to access individual payroll/personnel and position data. SETS is updated after PINE executes.

**Statement of Earnings and Leave (EARN).** EARN provides personnel offices access to employees' Statements of Earnings and Leave (also referred to as an E&L Statement). Personnel offices may view and print up to 26 pay periods of earnings and leave data; print an online copy of the E&L Statement; and request an official copy of Form AD-334, Statement of Earnings and Leave, on behalf of the employee.

**Time and Attendance Online Suspense Correction and Document Addition System (TSUS).** TSUS is an online suspense correction system used by NFC personnel to correct T&A reports that failed the TIME edits.



**Time and Attendance Validation System (TIME).** TIME reads, collects, edits, and validates T&A data transmitted to the payroll office. TIME executes on the Sunday after the close of the pay period to release all T&A documents that were transmitted to NFC. TIME runs daily throughout the processing week and multiple times at the end of a processing week. \*

**Table Management System (TMGT).** TMGT contains valid values and descriptions for selected data elements used in the payroll/personnel, financial, and administrative systems. TMGT allows customers to inquire, update, request reports, and view documentation data for the various tables used in the application programs. TMGT also produces certain labels.

**Time Inquiry - Leave Update System (TINQ).** TINQ is an online leave entry and correction system used to update leave data. It is also used to transfer leave data from donors to approved leave recipients participating in the Leave Sharing Program. Changes are reflected in IRIS/PINQ immediately.

**Thrift Savings Plan System (TSPS).** TSPS handles recordkeeping for the 401(k)-type retirement plan in accordance with the FERS Act.

**Travel Entry and Inquiry (TRVL) System.** The TRVL System is used to process travel authorizations, travel advances, and travel vouchers for temporary duty (TDY), foreign, and relocation travel. Moving allowances processed in the TRVL System are also updated in PPS so the amount can be recorded on the employee's W-2.

**VTAM Printer Support System (VPS).** VPS is a software package used for printer control. The customer is allowed to monitor and control VPS-specifically defined 3270 type printer.

**Web-based Entry, Processing, Inquiry, and Correction System (EPIC Web).** EPIC Web is used to enter payroll and personnel transactions, correct transactions that have failed the database edits, execute status and suspense reports, delete and restore transactions, and view future and current payroll/personnel transactions to be processed.

**Web-based Special Payroll Processing System (SPPS Web).** SPPS is a Web-based data processing system used to process quick service payments, final salary payments for indebted employees, and payments to the estate of a deceased employee.

**Web-based System for Time and Attendance Reporting (STARWeb).** STARWeb is a Web-based application that is used to prepare and mark transmitted T&A data to be picked up by the NFC process TIME.

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\* ADJP, BEAR, PAYE, PINE, and TIME are NFC batch processes that play an important role in the processing of personnel actions, T&A reports, and payroll documents during the pay period.

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## Exhibits

This section includes the following topics:

**Payroll/Personnel Processing Cycle (Exhibit 1) .....27**  
**Payroll/Personnel Processing Flow (Exhibit 2).....29**

### Payroll/Personnel Processing Cycle (Exhibit 1)

The Payroll/Personnel Processing Cycle is illustrated below. This particular sample diagram illustrates the daily processing of the payroll/personnel transactions which revolves around a 2-week cycle. Listed below are the symbols and descriptions to the Payroll/Personnel Processing Cycle.

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Note: The official payday is the second Thursday of the following pay period.

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Symbol	Description
 <b>PINE</b>	<p>Payroll/Personnel transactions are processed through the Personnel Input and Edit System (PINE) every Monday through Friday of each pay period. The first pass of PINE for the current pay period processes on the second Monday of the pay period.</p> <hr/> <p>Note: These transactions must be entered before the first pass of the Payroll Computation System (PAYE) which is the first Thursday or Friday of the following pay period.</p> <hr/>
 <b>TIME</b>	<p>Time and Attendance (T&amp;A) Reports are processed through the Time and Attendance Validation System (TIME) on the first Sunday through the first Friday of the following pay period.</p> <hr/> <p>Note: All T&amp;As should be transmitted to the National Finance Center (NFC) no later than the Tuesday following the last day of the pay period.</p> <hr/>
 <b>PAYE</b>	<p>PAYE is processed on the first Thursday and Friday.</p>
 <b>BEAR</b>	<p>Bi-Weekly Examination Analysis and Reporting System (BEAR) processes on the second Sunday of the pay period.</p>
 <b>DD/EFT</b>	<p>Direct Deposit/Electronic Funds Transfer (DD/EFT) settlement date is the second Monday of the following pay period.</p>



Symbol	Description
Paper Check	Paper Check date is the second Monday of the following pay period.

## Payroll/Personnel Processing Cycle

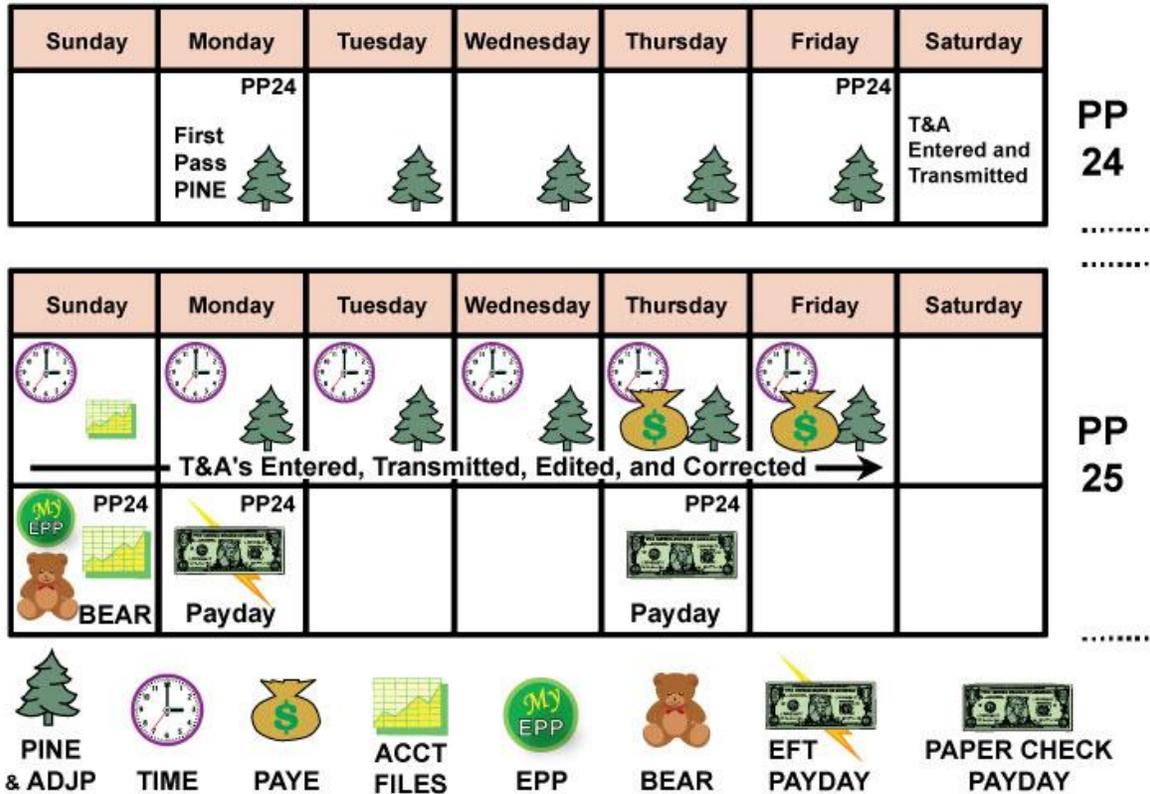


Figure 1: Payroll/Personnel Processing Cycle



## Payroll/Personnel Processing Flow (Exhibit 2)

The Payroll/Personnel Processing Flow is a diagram illustrating the flow of the payroll/personnel transactions entered by the Agency/Bureau and the processing of these transactions by NFC.

### HRLOB Solutions Flowchart

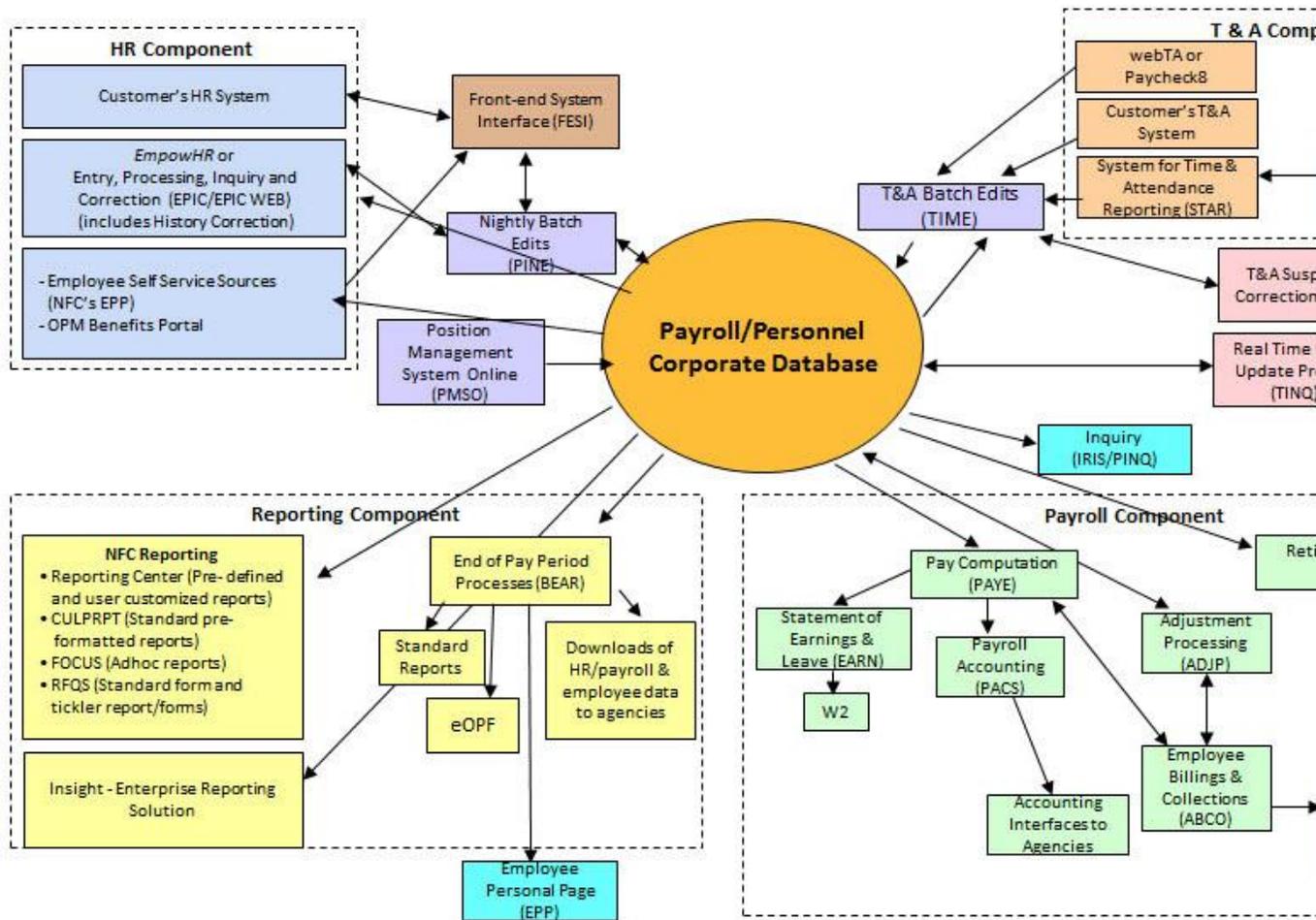


Figure 2: Payroll/Personnel Processing Flowchart





## Appendixes

This section includes the following topics:

<b>Order of Precedence for Deductions (Appendix A)</b> .....	<b>31</b>
<b>List of Acronyms and Terms (Appendix B)</b> .....	<b>33</b>

### Order of Precedence for Deductions (Appendix A)

<b>Number</b>	<b>Item</b>
1	Retirement
2	Old Age, Survivors, and Disability Insurance (OASDI) (Social Security)
3	Hospital Insurance Tax (HITS)
4	Federal Tax
5	Health Benefits (basic)
6	Life Insurance (basic)
7	State Tax
8	City Tax
9	County Tax
10	Meals
11	Quarters
12	Commissary
13	Imprest Fund
14	Occupational Privilege Tax
15	Tax Levy
16	Receipt Accounts
17	Child Support and Alimony (Court Costs)
18	Child Support and Alimony (Deductions)
19	Child Support and Alimony (Arrears)



20	Bankruptcy
21	Commercial Garnishment
22	Demand Letter
23	Travel Separation
24	Flexfund (Health Care)
25	Health Benefits (Vision)
26	Health Benefits (Dental)
27	Health Savings Account (HSA)
28	Life Insurance Option A
29	Life Insurance Option B
30	Life Insurance Option C
31	Long Term Care
32	Flexfund (Dependent Care)
33	Long Term Care Disability (Federal Deposit Insurance Corporation)
34	Extra Federal Tax
35	Extra State Tax
36	Extra City Tax
37	Extra County Tax
38	Thrift Savings Plan (Financial Allotment)
39	Thrift Savings Plan Deductions
40	Thrift Savings Plan Deductions (Catch-Up)
41	Military Service Deposits
42	Association Dues
43	Union Dues
44	Charitable Contributions
45	Receipt Accounts (if separated or less than (\$10)
46	Discretionary Allotments



- 47 Financial Allotments
- 48 Thrift Savings Plan (Collections)

## List of Acronyms and Terms (Appendix B)

ABCO	Administrative Billings and Collections System
ADJP	Adjustment Processing System
BEAR	Bi-Weekly Examination Analysis and Reporting System
CETR	Casual Employees Time Report System (Forest Service)
CFR	Code of Federal Regulations
CPDF	Central Personnel Data File
CULPRPT	Payroll/Personnel Report Generator System
DD/EFT	Direct Deposit/Electronic Funds Transfer
DMS	Debt Management Services
EARN	Statement of Earnings and Leave
EMCP	National Finance Center Employee Component
EmpowHR	Human Capital Management System
EPIC	Entry, Processing, Inquiry, and Correction System
EPP	Employee Personal Page
ESS	Employee Self-Service
FESI	Front-End System Interface
FMMI	Financial Management Modernization Initiative System
FMS	Financial Management Services
FOCUS	Online FOCUS Ad Hoc Reporting System
HCUP	History Correction Update Processing System
IRIS	Information/Research Inquiry System
IRS	Internal Revenue Service



ISPF	Interactive System Productivity Facility
IT	Information Technology
LIST	Locator Information System
MASC	Management Accounting Structure Codes System
NEMP	Name Employee Database
NFC	National Finance Center
NOA	Nature of Action
NOAC	Nature of Action Code
OPM	Office of Personnel Management
PACS	Payroll Accounting System
PAYE	Payroll Computation System
PC	Personal Computers
PEPL	Personnel Processing System
PHIS	Personnel History Information System
PIN	Personal Identification Number
PINE	Personnel Input and Edit System
PINQ	Payroll/Personnel Inquiry System
PMSO	Position Management System Operations
PPS	Payroll/Personnel System
RETM	Retirement Processing System
RFQS	Remote Forms Queuing System
RIF	Reduction-in-Force System
SCD	Service Computation Date
SETS	Security Entry and Tracking System
SPPS	Special Payroll Processing System
STARWeb	Web-based System for Time and Attendance Reporting (STAR)
T&A	Time and Attendance



TC	Transaction Code
TCB	Training and Communications Branch
TDY	Temporary Duty
TIME	Time and Attendance Validation System
TINQ	Time Inquiry - Leave Update System
TMGT	Table Management System
TOP	Treasury Offset Program
TRVL	Travel Entry and Inquiry
TSP	Thrift Savings Plan
TSPS	Thrift Savings Plan System
user ID	User Identification
VPS	VTAM Printer Support System





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