National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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Non-Automated Processing (NONAUTO)

PUBLICATION CATEGORY
Manual Pay Processing

PROCEDURE MANUAL
Non-Automated Processing

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Latest Update Information

The following changes have been made to the Non-Automated Processing procedure:

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

Overview

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

- Dual Appointments
- Child Care and Alimony
- Commercial Garnishments
- Overseas Employees
- Employees assigned to one Agency and paid by another
- Bankruptcy
- Delinquent Educational Loans
- Internal Revenue Service Tax Levies

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

- Employee Indebtedness
- Student Loan Repayment Program
- Advances in Pay
- Cash Awards
- Hardship Cases
- Recertifications
- Special Lump Sum Payments
- Compensatory Time Payments for Fair Labor Standards Act (FLSA) Nonexempt Employees
- Restoration Cases
- Office of Workers' Compensation Program (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 Adjustments beyond 26 pay periods

- Thrift Savings Plan (TSP) Financial Hardship In-Service Withdrawal Refunds
- Death Gratuity Payments

In some cases, a personnel action must be processed through the Entry Processing, Inquiry, and Correction System (EPIC), Front-End Systems Interface (FESI), or EmpowHR before the adjustments/payments are processed through the Web-based Special Payroll Processing System (SPPS Web).

If a ***Form AD-343, Payroll Action Request (Exhibit 1)*** (on page 68), is submitted, applicable support documentation must be attached to the AD-343 when it is submitted. Support documents include items such as Time and Attendance (T&A) Reports, repayment plans, or a copy of the last personnel action. These supporting documents are required for long resolution payments (e.g., Within-Range-Increase (WRI), Retirement Code Changes, etc.). The AD-343 is not processed if the required attachments are not submitted or if the authorizing official's signature is missing.

Note: The authorizing official's name must appear in Table 063, Department/Agency/Bureau Contact. For more information see the Table Management System (TMGT) procedure.

If the adjustment, other than for a miscellaneous deduction (i.e., retirement, TSP, health benefits, and life insurance premiums), is within 26 pay periods, a corrected T&A or retroactive payroll/personnel document must be processed through one of the automated systems (e.g., EPIC, EmpowHR, or FESI). For information on processing miscellaneous deductions, see ***Miscellaneous Adjustments*** (on page 19).

When NFC completes the Special Payroll Processing System (SPPS) adjustment, Agencies can print the document from SPPS. The remarks section, located on the first page of the SPPS Adjustment, provides a summary of the action for all corrections. The Agency can provide a copy of the computation page in lieu of the AD-334, Statement of Earnings and Leave to the employee, if requested. All information from the SPPS adjustment is updated in the Payroll/Personnel Inquiry System (PINQ) or Information/Research Inquiry System (IRIS) after Payroll Computation System (PAYE) runs for the processing pay period.

Allow approximately 7 business days from the submission of the information in SPPS for the adjustment to be processed. Some adjustments may take longer to process due to their complexity. If the adjustment is not completed in the specified time, refer to the SPPS "Note" section for comments or contact the NFC Contact Center for a status.

If an employee transfers with a Government debt, the gaining Agency is notified by the losing Agency of the debt and is required by law to continue recovery of the debt. If an employee transfers to another Department or Agency that is payrolled by the National Finance Center (NFC), with an established Administrative Billing and Collections System (ABCO) bill, deductions continue automatically. See ***Repayment Methods*** (on page 34) under Employee Indebtedness.

Payments (checks, money orders, cashier's checks) attached to the AD-343 to liquidate indebtedness should be made payable to the employee's Department or Agency. The payment must show the employee's Social Security number (SSN) and indicate what the payment is for.

Inquiries can be submitted through SPPS or an AD-343. After the AD-343 is submitted but before it is processed, the Agency can correct or cancel the document by calling NFC's Call Center. SPPS can also be used for status updates.

If the AD-343 or the SPPS request has been processed, another AD-343 or SPPS request must be submitted to correct or cancel the adjustment.

Manually Paid Employees

To designate a manually paid employee, the Agency must submit a Standard Form (SF) 50-B, Notification of Personnel Action, with Special Employee Code 35 in Block 75 and enter all other payroll documents and personnel actions in EPIC Web, EmpowHR, or the Agency FESI. The Agency also provides mailing instructions. To make any adjustments or changes (FEHB, FEGLI, TSP, etc.) or to terminate a manual pay status, the Agency must submit an AD-343 or SPPS adjustment along with any other documentation.

All adjustments to a manually paid employee's leave records must be processed through the Time Inquiry-Leave Update System (TINQ). For more information, see the TINQ procedure.

This section includes the following topics:

Dual Appointments

Employees with dual appointments (pay from more than one position), within the same Agency, must be paid manually for one of the appointments. To process a manual payment for these employees, the Agency must enter an SPPS Web request for processing with **"PRIORITY"** as the first word of the request. The request should indicate that the employee is to be paid manually, list the transaction codes and hours to be paid, and list the deductions that is to be withheld from the payment.

The following are basic provisions for the employees with dual appointments:

- There is no restriction on the number of appointments an individual may hold at any one time, only upon the number of hours for which he/she may be paid.
- An individual is not entitled to receive basic pay for more than 40 hours a week (unless under an authorized alternative work schedule (AWS) for which the limitation would be 80 hours in a pay period.
- An individual may not be paid from two sources for the same hours.
- An employee on leave without pay (LWOP) may also accept and be paid for another Federal position.
- An individual holding dual appointments is entitled to receive premium pay for work in excess of 40 hours in a week (80 hours in a pay period if under an authorized AWS).

***Exceptions to the Stated Provisions are*:**

- It does not apply to pay from a position for services rendered under emergency conditions, relating to health, safety, protection of life or property, or national emergency.
- It does not apply to pay received from more than one expert or consultant position if the pay is not for the same hours of the same day.
- It does not apply to pay consisting of fees paid on a non-time basis.
- United States Code 39 USC 1001 permits an individual to be paid concurrently as an employee of the Postal Service (other than as a member of the Board of Governors of the Postal Rate Commission) and as an employee of any other Federal Agency without regard to 5 USC 5533.
- It does not apply to part-time or intermittent employment in positions for which special salary rates have been established under 5 USC 5305. It does not apply to part-time or intermittent employment as a foreign language instructor, translator, or interpreter, or any other position which requires the knowledge and use of one or more foreign languages.
- It does not apply to part-time or intermittent employment as a counselor in connection with the summer youth opportunity program in the Washington, D.C., area.

Agencies may grant additional exceptions when necessary employment needs could not otherwise be readily met.

Processing of Benefits for Dual Appointments

Leave

Leave is accrued separately in each Agency/Department and may be used only in the Agency/Department where it was earned. Modifications to the employee's leave records are accomplished in TINQ.

Retirement

If an employee holds more than one position and any one of those positions is covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS), the combined base salary from all positions would be subject to withholdings for retirement. Retirement deductions are withheld for each appointment. The employee receives service credit for all calendar time spent under one or more covered appointments but will not receive additional credit for simultaneous appointments.

Life Insurance

An employee who holds more than one position and is eligible for life insurance coverage under any one appointment must elect coverage under all or none of the appointments. If the employee elects coverage, his/her annual salary for insurance purposes will be the combined base salary from all appointments. The Agency that pays the higher of the salaries should contact the other personnel office, confirm the salaries paid, and assume responsibility for withholding all of the required premiums from the salary which they pay. The Agency that pays the highest salary must also provide the Government contribution for the basic insurance based on the total amount of basic coverage the employee has from all covered positions.

Health Benefits

Health benefits coverage is processed in the same manner as life insurance coverage. The employee must elect coverage under all or none of the covered appointments. If an employee, whose enrollment is being continued because he/she is on LWOP, temporarily accepts another position, the first personnel office should transfer the enrollment to the second personnel office. If the employee is still carried in LWOP status when the second position is terminated, the enrollment should be transferred to the first personnel office.

Decennial Census Employees With Dual Appointments

Certain Federal employees who accept a second appointment to perform intermittent decennial census duties receive an exemption from continuity of coverage requirements for Federal retirement, health insurance, and life insurance benefits. Employees retain retirement and insurance benefits under their primary Federal jobs. Deductions are not withheld from the Bureau of the Census and the U.S. Department of Commerce earnings.

Child Care and Alimony

An employee's T&A must be processed manually if the employee requests to deduct a percentage of the gross wages or if the employee has more than five child care records. (All other child care and alimony deductions can be processed in EPIC Web, EmpowHR*,* or FESI.) To begin the deductions, submit a ***Form AD-747, Child Care or Alimony Deductions (Exhibit 2)*** (on page 69), and the court order authorizing the deductions.

If the child care and alimony deductions are voluntary, submit an AD-343 with a statement from the employee authorizing the deductions. The deductions will continue until another AD-343 is submitted with a statement to discontinue the deductions. Indicate in Block 13 the pay period the employee requests the deductions to begin and the amount requested to be deducted each pay period. The request must include an address where the check is to be sent, or the bank routing number, and the applicable account number for the payments being made through electronic funds transfer. The case number, if one has been assigned, should also be included.

The employee is paid manually, whether the deductions are voluntary or involuntary. The Agency can stop the deductions. To stop either voluntary or involuntary deductions, the Agency should contact ABCO and send the authorization to the following address:

ABCO Billings Unit
National Finance Center, USDA
P O Box 61765
New Orleans, Louisiana 70161

Commercial Garnishments

NFC is authorized to process commercial garnishments in accordance with Public Law 103-94. Before collection of the commercial garnishment begins, Agencies must first have the garnishment orders reviewed by their legal staff or other authorized official to verify that the orders conform to current regulations.

After the review is completed, the Agency personnel office must send the employee a letter of notification with the garnishment attached. The notification letter must be mailed within 15 days after the receipt of the order. It must state:

- The total amount owed
- The pay period in which the garnishment begins
- The amount garnished each pay period

After the orders are reviewed, the Agency must submit the AD-343 marked **`Commercial Garnishment`** with the garnishment order attached for processing. The AD-343 must state the pay period the garnishment is to begin and the dollar amount or percentage of the garnishment. Use Fax number **1-888-212-6343** or mail to:

ABCO Billings Unit
National Finance Center, USDA
P.O. Box 61765
New Orleans, Louisiana 70161
ATTN: COMMERCIAL GARNISHMENT

The pay period the garnishment begins is the pay period selected by the Agency as long as the garnishment is received by NFC 1 week prior to the end of the effective pay period. Garnishment received after that time will be effective the following pay period.

Commercial garnishments may be no more than 25 percent of the total disposable earnings for any pay period, unless it is for a State or local tax levy. There is no limit on these garnishment orders. If the employee is also being garnished for child support and/or alimony payments, the total disposable earnings are calculated prior to the child care and alimony garnishment. If a garnishment for child care and alimony is equal to or greater than 25 percent of the employee's total disposable earnings, no commercial garnishment is deducted. The garnishment order is returned to the Agency if this occurs.

In the cases of multiple commercial garnishments, if the first-received commercial garnishment is greater than or equal to 25 percent of the disposable earnings, only that commercial garnishment is processed until the full amount of the debt is recovered. The second-received commercial garnishment is returned to the Agency. After the first-received commercial garnishment is recovered, the second-received commercial garnishment should be processed. Personnel offices are responsible for monitoring the balance of the garnishment in the IRIS Program IR114, Receipt Accounts.

If the first-received commercial garnishment is less than 25 percent of the disposable earnings, the first-received commercial garnishment should be recovered in one pay period. The second-received commercial garnishment begins the same pay period (not to exceed 25 percent less the first-received commercial garnishment).

Processing Commercial Garnishment for Separating Employees

An employee separating from Federal service must be paid manually if the employee is due pay as defined in 5 CFR 582.102 (e.g., backpay award, lump sum payment, severance payment, buyout payment) and has a commercial garnishment in effect.

To ensure that the commercial garnishment is withheld from the employee's final payment(s), follow the instructions below:

- Do not electronically transmit the T&A. If the T&A has been transmitted, immediately notify the Payroll/Personnel Operations Section to delete the T&A from the system.
- Submit a request in SPPS Web with detailed instructions as soon as it is known that the employee is separating.
- Fax or email all documentation to Payroll/Personnel Operations Section.

Student Loan Repayment Program

The Student Loan Repayment program provides Agencies the authority to repay student loans of Federal employees as an incentive to recruit and retain highly qualified personnel. Departments/Agencies are responsible for developing and implementing their policy/plan for determining eligibility and monitoring the Student Loan Repayment Program (questions regarding eligibility should be referred to the Office of Personnel Management (OPM)). This includes monitoring the $10,000 calendar year maximum benefit and the $60,000 maximum career benefit.

The student loan repayment will be issued to the lending institution through electronic transfer (EFT); therefore, the employee is responsible for obtaining the lending institution's EFT routing number and an appropriate loan account number, so the student loan repayment is applied correctly. It is suggested that Agencies confirm the following information with the lending institution and/or the employee before submitting the data to NFC for payment.

- Outstanding student loan balance
- Lending institution account number (i.e., specifically linked to the employee's student loan account number)
- Lending institution's EFT routing number

To process a student loan repayment, the Agency can process this payment in SPPS Web.

If the employee is separated, the Agency should submit a request through SPPS Web for NFC to process and include the necessary information listed below:

- Lump sum amount for the student loan repayment
- Accounting data to be charged
- Lending institution account number (i.e., specifically linked to the employee's student loan account number)
- Name of the lending institution for the student loan
- Lending institution's EFT routing number

Each lump sum transaction will be edited in NFC's SPPS to limit the amount of that individual transaction to the $10,000 calendar year maximum benefit imposed by OPM regulations. NFC's SPPS tracks multiple transactions, for the same person, to limit the total amount of payments to the $10,000 maximum calendar year benefit and the $60,000 maximum career benefit imposed by OPM regulations.

Even though NFC's SPPS will edit the $10,000 calendar year maximum benefit and the $60,000 maximum career benefit, the Agency authorizing the benefit is still responsible for ensuring that the student loan repayment regulations are adhered to. This includes monitoring and tracking the

$10,000 and $60,000 maximum benefits, as well as ensuring that the student loan repayments do not exceed the outstanding student loan balance.

Agencies must also monitor the calendar year and career maximum benefits for employees who transfer into PPS and have already had student loan repayments. PPS does not capture student loan repayments that were made by the prior Agency not serviced by NFC.

To assist Agencies with monitoring and tracking the student loan repayments, NFC will provide Agencies, upon request, with all payment data pertaining to student loan repayments processed through NFC's SPPS. Inquiries on student loan repayments can be submitted through SPPS.

The student loan repayment will be disbursed as a lump sum payment. The lump sum payment is considered supplemental wages; therefore, the appropriate taxes are withheld from the lump sum payment. The flat-rate method will be used to calculate the amount of tax withholding. Federal tax is computed at 25 percent of the gross amount, State and local taxes are computed at 2 percent, and medicare and Social Security at their current rate.

The following budget object classification codes (BOCC) will be used for the student loan repayment:

- BOCC 1298, Student Loan Repayment, Gross Amount
- BOCC 8191, Student Loan Repayment, Net Amount

Transaction code (TC) 56, Prefix 00, Student Loan Pmt-Benefit will display in the Statement of Earnings and Leave (EARN) System and on the employee's Form AD-334, Statement of Earnings and Leave, in the pay period the student loan repayment is processed.

The lump sum amount of the student loan repayment (supplemental wages) is included in the following boxes on the employee's Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement:

- Box 1, Wages, Tips, Other Compensation
- Box 3, Social Security Wages
- Box 5, Medicare Wages and Tips

The supplemental wages will also be included in the State, city, and county wage boxes, as applicable, and the taxes withheld will be reported in the applicable boxes on the W-2.

The PINQ program, PQ32, Payroll Listing, may be used to verify the student loan repayment.

Advances in Pay

Agencies may authorize advances in pay to assist employees in paying expenses that are normally incurred as a result of relocating to a new geographic area and/or starting a new job. The situations are described below.

For more information see:

Employees Assigned to Foreign Posts

An Agency head may provide for an advance payment when an evacuation is ordered and the employee is prevented from performing the duties of the position. The employee must have held the position immediately before issuance of the evacuation order. The advance payment of pay, allowance, and/or differentials must cover a period of not more than 30 days. The advance payment of pay, allowances, and/or differentials is at rates currently authorized with respect to the employee on the date the advance payment is made. The authorized rates may not exceed the rates to which the employee was entitled immediately before issuance of the departure order.

The Foreign Service Act of 1980 provides that up to 3 months pay may be paid in advance to an employee upon assignment of the employee to a post in a foreign area. The request for the advancement may be initiated upon receipt of the travel orders but not more than 45 days prior to or not more than 60 days after arrival at the overseas assignment.

Repayment of this advance is to be made by payroll deductions. The full advance will be repaid in not more than 18 pay periods; however, employees may elect a repayment schedule of less than 18 pay periods.

Maximum advance of pay for which an employee is eligible is calculated on the basis of the employee's biweekly base salary minus mandatory deductions, provided the repayment schedule can be met.

The Agency can process the advance payment in SPPS Web.

After the advance of pay is processed in SPPS Web, PPS automatically sets up an ABCO bill to collect the advance over 18 pay periods.

Newly Appointed Employees

The head of an Agency may provide for the advance payment of basic pay, in one or more installments covering not more than two pay periods, to an employee who is newly appointed to a position in the Agency.

The maximum amount of pay that may be advanced to an employee is based on the rate of biweekly basic pay to which the employee is entitled on the date of his/her appointment with the Agency, reduced by the amount of any allotments or deductions that would normally be deducted from the employee's first regular salary payment.

An advance payment may be made to an employee no earlier than the date of appointment with the Agency and not later than 60 days after the date of appointment.

The Agency establishes a recovery period for each employee to repay an advance payment. The recovery period cannot be longer than 14 pay periods beginning on the date the advance payment is made to the employee. If a longer period for recovery is necessary to avoid exceeding the limitation on deductions, recovery may be accomplished under salary offset procedures. Upon written request, an employee may elect a recovery period of less than 14 pay periods.

Before making an advance payment, the Agency must provide the employee with a statement indicating that he/she may prepay all or part of the balance of the advance payment at any time before the money is due, including instructions as to where and how such prepayments may be made.

To process an advance payment, the Agency can process this payment in SPPS Web.

The Agency must use ***Miscellaneous Payments*** format and select ***Foreign/New Hire Advance non-taxable***, from the drop-down menu. The system will automatically set up a bill for collection in ABCO for 18 pay periods. The Agency should contact ABCO for any adjustments to the collection period.

Hardship Cases

A hardship case is defined as a new employee who would face a financial hardship if he/she had to wait the usual 2-week interval before receiving the first salary payment. The first salary payment for any new employee may be expedited when the Agency believes that the employee's financial situation justifies the special handling. The Agency may request payment for any number of days the employee works in the initial pay period, provided an approved T&A is submitted for the time worked. However, a payment cannot be made in advance of the time the pay was earned. See ***Advances in Pay*** (on page 14).

Hardship cases are processed manually because the payment is for a pay period ahead of the one being processed in PPS. A split T&A is required when the payment is for a partial pay period.

To process a hardship case, the Agency must submit a request through SPPS Web.

Miscellaneous Adjustments

There are some cases when adjustments to an employee's salary must be manual. These are for the following:

- Retirement
- TSP
- Health Insurance Benefits
- Life Insurance Premiums
- Membership Dues
- Within-Range Increases (WRI)

This section includes the following topics:

Retirement

SPPS Web is used to process adjustments to an employee's retirement record. A correction is necessary if:

- The employee was automatically converted to FERS but should have been coded CSRS Offset and a retroactive transfer to FERS may or may not have been applied for and approved.
- The reverse of the above and the employee was not given an opportunity to transfer to FERS.
- An employee is rehired and is incorrectly coded CSRS or CSRS Offset instead of FERS.
- The reverse of the above occurred when the employee was rehired or transferred in and a retroactive transfer to FERS may or may not have been requested and approved.
- An employee with CSRS or CSRS Offset retirement coverage rehired after a break in service of more than 3 days, was not afforded the opportunity to transfer to FERS, and a retroactive transfer to FERS is approved.

Note: Retirement-coverage codes and TSP contributions corrections are nearly always linked together. Before processing corrections to retirement-coverage codes, carefully review the employee's TSP account. In most instances involving retirement-coverage corrections, adjustments to the employee's TSP account will be required, including possible payment of TSP lost earnings.

When a Retirement Coverage Code (RCC) is corrected in EPIC Web, EmpowHR or FESI, PPS will revalidate the database records for the past 26 pay periods. If the period of correction extends prior to the 26 pay period range, a request for manual adjustment must be submitted in SPPS Web with the following:

- Detailed explanation of the RCC change
- Inclusive period of the adjustment
- Employee's TSP record

If the RCC is a Federal Erroneous Retirement Coverage Corrections Act (FERCCA) case, the following hard-copy documents must be submitted to NFC, Attention FERCCA Group:

- AD-343, identifying it as a FERCCA case, stating the RCC change; the inclusive dates of adjustment, if TSP is to be adjusted; and Agency accounting code.
- Copies of the corrected SF 50s.
- Copy of the employee's FERCCA election form.
- Copy of the SF 2806 or SF 3100, Individual Retirement Record, (prior to conversion to NFC), if applicable.
- Copy salary data (prior to conversion to NFC), if available.

Employees Transferred to International Organizations

In cases involving employees who transferred to international organizations, payments and contributions to the retirement and group life insurance funds are based on the rate of pay the employee would have received if he/she had not transferred to an international organization. Therefore, the Agency must establish when a transferred employee would have received a WRI or general pay increase. The Agency must also take into account any promotions made during the period of the transfer.

Any FERS employee who is presently employed under a transfer to an international organization abroad and who has not been given the right to elect continuation of FERS coverage must be given the opportunity to elect FERS. As of January 1995, in cases where a CSRS Offset employee continued CSRS coverage, the employee must revert to CSRS Offset coverage. FERS employees who elect coverage will be responsible for retirement contributions retroactive to the transfer to the international organization. CSRS employees reverting to CSRS Offset must have their payroll records adjusted to reflect CSRS Offset contributions.

Due to the above conditions, the Federal Insurance Contribution Act (FICA) tax is mandatory for all CSRS Offset and FERS employees on a section 3582 transfer to an international organization. Whether or not the employee elects retirement coverage, the employee is no longer exempt from FICA tax during international organization service. Since FICA is mandatory, employees who were eligible to retroactively continue FERS or CSRS Offset coverage (regardless of the election decision) are subject to FICA tax retroactive to January 1, 1995.

For more information see:

Mandatory FICA Coverage

FERS and CSRS Offset employees involved in a transfer to an international organization are required to continue their FICA coverage (including Old-Age Survivors and Disability Insurance (OASDI) tax and Medicare tax) if:

- The employee was employed at a Federal Agency and subject to FICA immediately prior to transfer, and
- The employee has reemployment rights.

FICA coverage applies regardless of where the service with the international organization is actually performed. While employed by an international organization, an employee's FICA tax, retirement, and life insurance contributions are based on the amount of pay the employee would have received had he/she not transferred to an international organization.

Collection of Taxes

Individuals covered by Social Security taxes (FERS or CSRS Offset) prior to the transfer to an international organization must pay Social Security taxes to their former employing Agency as if they had remained employed at the Federal Agency.

NFC serves as the office for computing, accounting for, and depositing in the respective trust funds all employee payments required to protect the benefits of a transferred employee, and for accounting for and depositing in the respective trust funds all Agency contributions.

There are three Classifications of International Organization Employees:

1. IO (International Organization)

2. Presidential/Political Appointees
3. IPA (Inter-Governmental Personnel Act detail-State government or university)

Agency Responsibilities

Provides NFC the Information as Follows:

- Introduction/Congratulatory letter to the employee (this includes how long the employee will be on assignment).
- Benefits letter (Election form for Retirement, Federal Employee Health Benefits (FEHB) and Federal Employees' Group Life Insurance (FEGLI)).
  - Agency is responsible for informing IO employees of open seasons.
  - If employee does not elect the benefits, FERS employee must pay the mandatory FICA taxes (Social Security and Medicare).
  - The form must be completed before the employee goes on assignment.
  - Employee will be billed using Federal salary, not IO salary.

Note: The Human Resources (HR) office and/or the Benefits Office will need to counsel employees who transfer to an IO about their benefits, monies, taxes, etc. before they leave.

- Annual Leave Lump Sum, Compensatory Time, and other type of payments due to the employee before entering an IO assignment.
- Extension letter, if any.
- Nature of Action-352 PZM (impacts retirement records).
- Pay adjustments. WRI must be done at the beginning of the year since the salary increases impact billing the employee in a timely manner.
- Appropriation codes (current and all future fiscal years).
- Current folder for IO employees.
  - The address especially must be kept current which will impact billings and Wage and Tax Statements (W-2).
  - Agency must handle cancelation of IO employees' benefits when payments are not received by the end of the year.
- Personnel specialist contact information.
- Official documentation letter, needed at the end of the employee's international assignment.

- Agency must notify NFC regarding the return to duty, resignation, or retirement. Email may be used as a substitute for the notification. Personnel action is needed to terminate the employee. In addition, pay any payments due to the employee that were not done before the employee left on the assignment.

Note: Agencies are to remind their IO employees that: Checks received in December will not allow for the "timeliness" for end-of-year benefits processing and accurate W-2 reporting.

NFC Responsibilities

- Emails/faxes mail bills to the Agency "Personnel Specialist" who will then forward to the employee.
- Provides Agency with mailing address for IO benefits payments that are received in Administrative Billings and Collections (ABCO) which is:

  USDA/OCFO/NFC/GESD/GDISB/ABCO
  Attention: IO Benefits Payment
  P. O. Box 61765
  New Orleans, Louisiana 70161

Note: Collection technicians will send email to Benefits Section notifying of the check and the amount received from IO employee.)

For inquires regarding IOs, please contact the Benefits Processing Section via email at *NFCIO@nfc.usda.gov.*

Thrift Savings Plan (TSP)

For more information see:

Automatic Enrollment

Employees who are appointed or reappointed to a Federal position are subject to the automatic enrollment provision of Public Law 111-31, of 2009, as supported by the Thrift Savings Plan Bulletin 10-7. This applies to all newly hired employees who are covered by FERS or CSRS. Unless the employee selects his/her own contribution amount, 3 percent of his/her basic pay will be contributed to the G-fund per pay period.

Example

Employee was placed in 3 percent automatic enrollment due to an Agency error, and he/she wished to contribute a fixed amount or a percentage not equal to 3 percent. The Agency should make the necessary changes to the employee's record in the NFC's PPS to reflect the correct amount or percentage.

- If the employee's desired amount was less than 3 percent and the employee would like a refund of the excess amount, the Agency's NFC representative should forward a request to the NFC TSP Liaison Group at: *NFCTSP@nfc.usda.gov* or fax a copy of the request to **303-274-3913**, requesting that due to Agency error, an employee refund is due. Please supply the amount of the error and the pay period(s) in which the error(s) occurred. Do not send these requests through SPPS Web.
- If the employee's desired amount was more than 3 percent and the employee would like to make-up the difference of the 3 percent and the desired amount, then the Agency's NFC representative should forward a request to the NFC TSP Liaison Group at: *NFCTSP@nfc.usda.gov* or fax a copy of the request to **303-274-3913**.

Agency Responsibilities

- Determines how many pay periods that the employee missed TSP employee contributions.
- Determines the dollar amount or the percentage that the employee wanted to contribute for the missed pay periods.
- Prior to sending the request to NFC, ensures that the Employee's TSP contributions have started in the system.

Provides NFC the Information as Follows:

The request should include the employee's name, the pay periods, the total amount of TSP employee contributions, and the contact information for the Agency representative. The NFC TSP Liaison will contact the Agency for the SSN.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), the employee has the right to be reemployed in his/her civilian job if he/she leaves their job to perform active duty service in the military. The employee has the right to make-up any missed TSP employee contributions that were missed while serving on an active duty status in the military.

Example

The employee returned from military active duty status to his/her civilian job; and the employee would like to make-up the missed TSP employee contributions.

Agency Responsibilities

- Provides the TSP bulletin from the TSP Web site to the employee via *www.tsp.gov* and accesses the TSP Bulletin for Agency TSP Representatives, Revision of the TSP Fact Sheet, and TSP Benefits That Apply to Members of the Military Who Return to Federal Service.
- Submits Form TSP-41, Notification to TSP of Nonpay Status, for all military personnel upon their return to civilian duty. Form TSP-41 can be downloaded from the TSP Web site at *www.tsp.gov* and submitted to the fax number listed on the front of the form.

Note: NFC does not process the TSP-41 document; therefore, it is imperative that the information goes to the correct location as indicated on the form.

Provides NFC the Information as follows:

Request submitted to NFC TSP Liaison Group, by faxing to **303-274-3913** or emailing to *NFCTSP@nfc.usda.gov*. The request should include the employee's name, the time period that the person was on military leave, the base pay for the period of time the employee was on leave, and the contact information for the Agency representative. An NFC TSP Liaison Representative will contact the Agency for the SSN. The request should also indicate if the employee is interested in re-paying the missed TSP employee contributions.

- If the employee has a military account, a request should indicate:
  - Yes - The person has a military account.
  - No - The person does not have a military account.

Note: The Agency is responsible for ensuring that the military employee contributions were not deducted from incentive, special, or bonus pay.

- If the Military LWOP information was entered into the NFC mainframe, enter:
  - Yes - No action required.

- No - The applicable personnel actions need to be processed to document the pay period the employee was deployed and returned from military leave.

- If the employee want funds to go to the "G" Fund, submit a request indicating:
  - Yes
  - No

An NFC TSP liaison will retrieve the employee's TSP military year-to-date (YTD) totals and TSP transaction history. The information will be used to calculate the amount of the Agency 1 percent contributions for FERS employees and the missed TSP employee contributions for both FERS and CSRS if the employee wishes to make retroactive contributions. This information will be sent to the Agency for the employee to review and determine if he/she wishes to make up the missed TSP employee contributions.

Note: FERS employees will receive Agency matching funds only if the contributions were made to his/her military account or an election to make retroactive payments are executed. Once the retroactive election is executed, Agency matching funds will be deposited along with the collection schedule.

Employee Data Record (EDR) Request

At a request of the Agency or the Payroll Operations Branch, any records that did not update at TSP after the effective pay date will be manually included with the current Miscellaneous Journal Voucher. Most EDR requests are initiated due to an address change, TSP-service computation date (SCD) correction, or employment code and date (separation information) correction.

Example

An employee separated, and TSP is currently reporting the employee in an active employment status.

Agency Responsibilities

Submits a request to NFCTSP@nfc.usda.gov. The request should include the employee's name, the effective date of the separation, and the contact information for the Agency representative. The NFC TSP Liaison Representative will contact the Agency for the SSN. The data records will be manually submitted to TSP for updating.

TSP Financial Hardship In-Service Withdrawals

An employee who takes a financial hardship in-service withdrawal from his/her TSP account are not eligible to contribute to TSP for 6 months after the withdrawal is disbursed. Therefore, employee contributions, including catch-up contributions, will stop for a 6-month period. In addition, Agency matching contributions will not be deposited, since the employee is not eligible to contribute to TSP during this period. Agency automatic (1 percent) contributions will continue for FERS employees during this period.

Employees are eligible to contribute to TSP the first full pay period after the 6-month noncontribution period. Resuming an employee contribution is not automatic; the employee must make an election to resume contributions to his or her account. TSP Bulletin 03-14, dated July 3, 2003, provides detail information on the hardship in-service withdrawal program.

Example

The employee received a letter from TSP, stating that their employee contributions can resume as of a specific date.

Agency Responsibilities

Enters a TSP-1 into the database to remove the "hardship" status code from the employee's record. The employee is eligible the next full pay period; however, the document should not be entered until the prior pay period has been processed (the Monday after payroll weekend).

Note: The employee can process their own TSP-1 in EPP. The system will generate an automatic cancellation if the non-contributing period has not expired.

TSP Loan Updates (Federal Loans)

When a TSP loan is disbursed, TSP will notify the payroll office immediately to begin deducting loan payments from the employee's salary each pay period. However, if the loan deductions are not initiated, the Agency should follow the instructions below to start or stop a loan deduction.

Example

An employee transferred from another Federal Agency and has indicated that his/her loan deduction is not being deducted from his/her pay.

Agency Responsibilities

- Retrieves the loan information from the employee.
- Forwards the information to NFC's TSP Liaison Group, by faxing to **504-426-9769** (landline) or **303-274-3913** (PC Fax) or by emailing to *NFCTSP@nfc.usda.gov*.
- If the employee missed any loan payments, directs the employee to go to *www.tsp.gov* to obtain a manual loan payment coupon and sends any missed payments directly to TSP, using the address listed on the face of the loan coupon.

- Reviews IRIS Program IR120, Thrift Savings Loans, the Thursday before PAYE runs to verify that the loan has been updated and automatic payments have been established for the next payroll.

Note: It is the employee's responsibility to check his/her Earnings and Leave Statement to be sure the loan payments have started and the correct amount is deducted each pay period.

Health Benefits

If an adjustment is needed for health benefits premiums (i.e., the health benefits premium rates must be adjusted), make the necessary corrections in EPIC Web, EmpowHR, or Agency FESI. Any adjustments that must be made should be submitted through SPPS Web. For more information, see Epic Web, EmpowHR, or Agency FESI and SPPS Web procedures.

Life Insurance Premiums

If an adjustment is needed for life insurance premiums (e.g., the employee changes from one plan to another or a part-time employee erroneously paid full-time employee rates), process a personnel action in Epic Web, EmpowHR, or Agency FESI. Any adjustments that must be made should be submitted through SPPS Web. For more information, see the Epic Web, EmpowHR, or Agency FESI and SPPS Web procedures.

Membership Dues

If membership dues are collected from an employee who had previously canceled his/her membership, make the necessary corrections in EPIC Web, EmpowHR, or Agency FESI. Any adjustments that must be made should be submitted through SPPS Web. For more information, see EPIC Web, EmpowHR, or Agency FESI and SPPS Web procedures.

Within-Range Increases (WRI)

If an employee is entitled to a retroactive WRI, process a personnel action in EPIC Web, EmpowHR, or Agency FESI. If the database is not updated two pay periods after the personnel action is processed, the adjustment should be submitted through SPPS Web. For more information, see EPIC Web, EmpowHR, or Agency FESI and SPPS Web procedures.

Note: Do not enter information in SPPS Web until the employee's master record is changed.

Employee Indebtedness

Employee's indebtedness is collected by offsetting the employee's salary. The Debt Collection Act of 1982 and Debt Collection Improvement Act of 1996 permits the collection of a Federal debt by salary offset from an employee who is indebted to the United States. The Act permits collection of salary-related debts, program debts, and general employee indebtedness by offset against an employee's current financial salary. The Act does not affect current procedures for the collection of indebtedness of child care, alimony, IRS tax levies, etc., covered by another statute. If a separated employee is indebted and the employee's records are still on the IRIS 100 screens, the indebtedness can be processed in the SPPS Mainframe System. Once the records has passed to history, the SPPS Mainframe System cannot be used, and the Agency needs to submit a request through SPPS Web.

To initiate salary offset or biweekly deductions because of a travel overpayment, educational loan, etc., the indebted employee's Agency must submit an AD-343 or written notification to NFC. It is the Agency's responsibility to give the employee due process before the bill is established. NFC begins deductions from the employee's salary each pay period. The amount of the indebtedness and the amount deducted per pay period depends on whether the indebtedness is major (15 percent of the disposable earnings) or minor (less than 15 percent of disposable earnings collected in a one-time pay deduction through salary offset).

If the Agency requests NFC to issue the salary offset notice, NFC reviews and calculates the debt. An employee must receive a Form NFC-1100D, Notice of Intent to Offset Salary, or other Departmental form at least 30 days before the offset deductions begin. The notice must include:

- A statement that either NFC, the Agency head, or the designee has reviewed the records relating to the debt and determined that a debt is owed, the amount of the debt, and related facts.
- A statement that the Agency intends to deduct not more than 15 percent for United States indebtedness, or 25 percent for a third party commercial garnishments, from the employee's current disposable pay until the debt, accrued interest, and other costs are paid.
- The amount, frequency, proposed beginning date of the deduction, and the duration of the deductions.
- An explanation of the requirements concerning the current interest rate. Interest is charged at the current rate established by the Department of Treasury (Treasury) and is updated twice a year. Interest is charged on the unpaid balance every month, beginning with the second month after the Notice of Intent to Offset Salary was sent to the employee. Interest is not accrued on those debts paid in a lump sum in the pay period stated on the notice. The interest rate charged when the debt is computed remains at a fixed rate for the duration of the time used in repaying the debt.

The Notice of Intent to Offset Salary also explains the following employee rights:

- The records relating to the debt are available for inspection, and the employee may request a copy of these records.

- The employee has the right to enter into a written repayment agreement different from the one proposed, if the terms are agreeable with the head of the Agency or designee.
- The employee may request a hearing.
- The method and the time period petitioning a hearing.
- The hearing official will consider the existence of the debt, amount, and the percentage of disposable earnings to be deducted, and that collections proceedings stop when a request for a hearing has been filed within 30 calendar days from the date of the salary offset or within the timeframe established by the employee's Department.
- A final decision on the hearing is issued at the earliest practical date, but not later than 60 calendar days from the date the petition was filed unless the hearing officer grants a delay in the proceedings.
- An employee knowingly submitting false or frivolous statements, representation, or evidence may be subjected to disciplinary procedures under 5 USC Chapter 75 and CFR Part 752; penalties under the False Claims Act, 31 USC 3729-3731; or criminal penalties under 18 USC 286, 287, 1001, and 1002.
- The employee may request a waiver of salary overpayment under 5 USC 5584, 10 USC 2774, or 32 USC 716, and that employee may also question the amount or the validity of a salary overpayment or general debt by submitting a claim according to Agency instructions.
- An employee is promptly refunded any amount paid or deducted for a debt later waived or found not valid unless there are applicable contractual or statutory provisions to the contrary.
- The name, address, and phone number of an official who can be contacted concerning the indebtedness.

This section includes the following topics:

Treasury Offset Program

In accordance with the provisions of the Debt Collection Improvement Act 1996, Department of the Treasury Financial Management Service, through the Treasury Offset Program (TOP), is responsible for the collection of delinquent debts. All debts owed to Federal Agencies along with past-due child support are eligible for salary offset.

For more information see:

Verification of Information

After the offset occurs, the deduction will appear on the Employee's Form AD-334, with one of the following transaction codes:

- Transaction code 99, Suffix 51, TOP Child Support Delinquent Debt
- Transaction code 99, Suffix 52, TOP Federal Delinquent Debt

Information concerning an employee's salary offset may be viewed in PINQ Program PQ051, PACS Receipt Accounts, and IRIS Program IR114, Receipt Accounts.

Salary Overpayments

If an overpayment is made, the employee must be notified of the debt in writing before deductions can begin. If an indebted employee is separating from the Agency, the personnel office must immediately notify Payroll/Personnel Operations Section via email, telephone, or fax, followed by a request submitted through SPPS Web. The Agency can also establish an SPPS Mainframe Indebtedness package to capture the net pay of final payments. Collection is made from the final salary, lump sum payment, and/or retirement contributions. The personnel office must submit proper documentation at the earliest possible date for timely processing.

Salary overpayment offset letters are notices generated through the Administrative Billings and Collections System (ABCO). They are generated with the submission of a corrected T&A, a corrected or late personnel action, an NFC internal adjustment, or an AD-343 processed directly through ABCO.

The salary offset letter given to the employee is one of the following:

- Form NFC-1100D, Notice of Intent to Offset Salary, or other Department form
- Form NFC-1101D, Repayment Agreement
- Form NFC-631na1, Bill for Collection

The NFC-1101D must be attached to an indebtedness of more than 15 percent giving the amount owed, the amount to be deducted each pay period, the pay period the deduction will begin, and the annual rate of interest.

If the repayment agreement or a lump sum payment is not received within 30 days from the date of the notice, deductions will begin in the second pay period following the 30-day waiting period at 15 percent of the disposable earnings plus interest at the current rate.

If salary overpayment debt is not repaid in the same year it is incurred, the outstanding amount is added to the employee's W-2 for the current year.

Health Benefits/LWOP Indebtedness

Agencies are required to provide employees entering LWOP status, or whose pay is insufficient to cover their FEHB premium payments, written notice of their opportunity to continue their FEHB coverage. The written notice provides the options of continuing or terminating FEHB coverage. The enrollments of the employees who do not return a signed form to their employing office within 31 days after the day they receive the notice will be terminated. The Agency must then process an SF 2810, Notice of Change in Health Benefits Enrollment, to cancel the employee's FEHB enrollment. The termination is retroactive to the end of the last pay period in which the premium was withheld from pay.

If an employee chooses to continue FEHB coverage while on LWOP, he/she will be responsible for repayment of FEHB premium payments upon return to pay status. ABCO will generate Form NFC-937, Notice of Intent to Recover Past Due Health Benefits From Salary, and send it to the employee upon return to pay status.

Employees who are prevented by circumstances beyond their control from timely returning a signed form to the employing office are protected by a temporary extension of coverage and may request reinstatement of their coverage. Employees who elect to terminate their enrollment may enroll upon their return to pay status.

When an employee is in LWOP status pending disability retirement approval, Remarks Code 211, LWOP Pending Approval of Disability Retirement Application, must be used on the personnel action to prevent issuance of a bill to the employee for FEHB premiums. When an employee is on LWOP status due to an on-the-job injury, Remarks Code N10, (To) or (Expected To) Be Paid Under 5 USC 81, must be used to prevent the issuance of a a bill.

Repayment Methods

The debt may be repaid by either payroll deductions or a cash payment (check or money order) for the full amount. If the employee has signed Form NFC-1101D, Repayment Agreement, he/she can have the total amount deducted in a single pay period on or before the pay period specified on the agreement. The employee may have less than 15 percent deducted, but not less than $25, if the Agency's approving official determines that the 15 percent deduction would create an extreme financial hardship on the employee. In this situation, the approving official's signature and title must be on the Repayment Agreement. The authorized official must be in TMGT, Table 063. It is the responsibility of every Agency to update and maintain authorized contact types within TMGT, Table 063, Department/Agency/Bureau Contact types. For more information regarding TMGT, Table 063, refer to Bulletin Number 12-26, Updated Changes to Table Management System (TMGT) Authorized Point of Contact, dated October, 4, 2012. Specific details in the repayment of debts are listed below:

- If NFC issues the notice of a debt that is less than 15 percent of the employee's disposable pay, the full amount is automatically deducted in the second pay period after the 30-day waiting period has expired or in a pay period requested by the Agency.
- If the employee's debt exceeds 15 percent of the disposable pay and he/she does not sign the Repayment Agreement or has not paid the debt in full, 15 percent of the disposable pay is deducted from the employee's pay until the debt is repaid. The deductions begin on the second pay period after the 30-day waiting period has expired.
- If two or more debts have been incurred, the total deductions cannot exceed 15 percent disposable pay unless the employee consents in writing to larger amount.

If the employee chooses to repay the debt in a lump sum, the check or money order should be attached to the Repayment Agreement and forwarded to the following address:

USDA/National Finance Center
Administrative Collections
P. O. Box 790342
St. Louis, Missouri 63179-0342

The amount of the offset deduction is automatically adjusted if an indebted employee receives a reduction in basic pay that would cause the current deductions to exceed 15 percent of disposable earnings or if he/she receives an increase in pay that would cause the current deductions to be less than 15 percent of disposable earnings.

Indebtedness to Other Agencies

When an NFC-payrolled employee is indebted to another Federal Agency, also payrolled by NFC, the employee's salary will be offset if NFC or the employing Agency receives an AD-343 or written notification containing the following information, whichever is applicable:

- That the employee owes the debt and that the former Agency has complied with regulations in 5 USC 5514 and 5 CFR Part 550, Agency regulations, and other applicable regulations.
- That the Department has certified to the indebtedness, including the amount of the debt.
- That the employee was given the due-process entitlements required by law.

When NFC receives written notification to offset, the employee is provided with written notification unless the AD-343 states that employing Agency has already notified the employee with the amount of the deduction and the effective pay period.

Repayment of Advanced Leave

Under certain specified conditions, an employee may be required to refund the value of advanced leave. In these instances, the repayment must be calculated on the basis of the exact amount of gross pay that the employee received for this leave. The repayment may be made by personal check, cashier's check, money order, or by salary deductions. Appropriate adjustments to the employee's leave record are made by NFC after the refund is accomplished.

If the employee is separating from the Agency, an SPPS Mainframe Indebtedness package can be be established to capture the net pay of final payments (final T&A and Lump Sum Payments) to apply toward the debt. After the package has been established, the Agency can then submit a request in SPPS Web with instructions. If SPPS Mainframe cannot be utilized, the Agency should submit the request through SPPS Web and should **not** process any final payments, such as Lump Sum Payment for annual leave. The Agency must include specific instructions in the SPPS Web request.

If the employee has executed an installment agreement and regular recurring salary, deductions will be made to liquidate the advanced leave and a copy of the approved agreement must be sent to NFC.

An employee can also repay advanced sick leave through offset of equal number of hours from his/her annual leave balance.

Office of Workers' Compensation Programs (OWCP) Cases

According to the Federal Employees' Compensation Act (FECA), civilian employees of the United States are entitled to compensation benefits and medical treatment for disability arising from traumatic injury or occupational disease sustained in the performance of duty and recurrence of disability.

FECA provides that an employee's regular pay may be continued for up to 45 calendar days following a job-related injury due to disability and/or medical treatment through continuation of pay (COP). COP is documented by processing a T&A report or a personnel action.

- T&A Report

  A T&A must be prepared each pay period when an employee sustains traumatic injury and is expected to return to work within 30 days of the date of injury. Record the injury leave under Transaction Code (TC) 67, OWCP Injury Leave. See the T&A procedure for more information.

- Personnel Action

  A personnel action must be prepared for leave without pay Nature of Action Code (NOAC) 460/Q3K if an employee sustains a traumatic injury and is **not** expected to return to work within 30 days of the injury date.

This section includes the following topics:

Transferring Health Benefits Enrollment

When an employee is in a nonpay status as a result of an on-the-job-injury, his/her health insurance premiums are paid by OWCP.

Follow the instructions below to transfer the health benefits enrollment to OWCP:

When Owcp Contacts the Agency to Approve the Claim, the Agency Will:

1. Process a personnel action with the NOAC 460 and Authority Code Q3K. After the personnel action is processed, do not submit T&As while the employee is on LWOP.

2. Access EPIC, EmpowHR, or FESI to enter information from the SF 2810, Notice of Change in Health Benefits Enrollment, and transfer FEHB coverage to OWCP. Enter the applicable TC and Event fields.

When OWCP Does Not Contact the Agency to Approve the Claim, the Agency Will:

1. Contact OWCP before the employee reaches 10 months of LWOP or LWOP-pending OWCP to obtain claim status and information.

2. Follow the steps above once the claim is approved.

Note: FEHB coverage cannot be continued if an employee reaches 26 consecutive pay periods of LWOP or LWOP-pending OWCP. If either condition occurs, the Agency will receive an NFC-1125, Notice to Cancel FEHB Enrollment. Upon receipt of the NFC-1125, the Agency should process an SF 2810 to terminate the health insurance.

When the employee returns to duty on a full-time basis, FEHB coverage must be transferred back to the employing Agency. On EPIC, EmpowHR, or FESI enter, the applicable TC and Event fields.

Leave Buy Back (LBB)

Employees who are entitled to injury compensation may elect to use sick leave and/or annual leave, pending approval of the injury claim by OWCP, to avoid possible interruption of income. If the employee uses leave and the compensation claim is approved, he/she may arrange with the personnel office to buy back the leave used and have it recredited to his/her account by changing the leave status to LWOP. The Agency should review and become familiar with the current Department of Labor, OWCP, LBB procedures.

Leave Buy Back (LBB) Process

Below is a synopsis of the LBB process:

1. The employee requests to repurchase leave used for medical care or disability resulting from a job-related injury or condition.

2. The Agency gives the employee Form CA-7, Claim for Compensation on Account of Traumatic Injury (and Form CA-7a, Time Analysis Form, if applicable) to complete.

3. After the CA-7 is completed and certified by the Agency and the employee, (1) the Agency calculates the amount and forwards the package directly to OWCP or (2) the Agency requests that NFC calculate the amount before sending the package to OWCP.

Note: Go to paragraph 4 if forwarding the package directly to OWCP.

- If NFC is to calculate the amount, the Agency submits, via U.S. mail, the completed Form CA-7 to:

  USDA, OCFO, National Finance Center
  Payroll Processing Branch
  P.O. Box 60000
  New Orleans, Louisiana 70160

- Upon receipt of Form CA-7, NFC completes Form CA-7b, as follows:
  - All of Section I, Agency Estimate of FECA Entitlement.

  Note: Compensation is paid at two-thirds of the employee's base pay if there are no eligible dependents or three-fourths with one or more dependents, as indicated on the CA-7.

  - Lines H (11), I (12), and J (13) of Section II, Agency Certification
- The CA-7b is transmitted to the Agency via fax within 5 working days. To expedite the process, please indicate your fax number on your CA-7 transmission so that NFC can transmit the CA-7b via fax.
- The Agency reviews NFC's calculation and, if in agreement, signs on the line designated for the Signature of the Agency Official. The Agency also completes the Employing Agency Address for Check block. If the Agency disagrees with the calculation, the Agency notifies NFC via fax of the discrepancy.
- The employee completes and signs Section III, Employee Claim.
- The Agency forwards the package to OWCP.

4. OWCP approves the claim, then forwards the applicable approval form letter, CA-1208 or CA-1208a to the employee: OWCP forwards the compensation check and applicable documentation to the address specified on the CA-7b.

5. The employee elects the repayment method. The employee may elect to repay in installments through payroll deductions: the requested amount is deducted each pay period until the bill is paid in full. The employee may also elect to pay the full amount by check or a one-time payroll deduction.

6. The Agency submits the OWCP package to NFC, Payroll/Personnel Operations Section. Listed below are the documents that must be included in the package.

   - Form CA-7 and CA-7a or CA-7b
   - Form Letter CA-1208 or CA-1208a
   - Form AD-343

Note: Do not submit T&A reports, leave audits, or copies of personnel actions.

7. NFC verifies the information and issues a bill.

8. After the debt has been paid in full, NFC notifies the Agency in writing. The Agency must restore the leave in the database using TINQ. Do not submit corrected T&As to change the annual and/or sick leave to LWOP.

Note: Agencies can enroll in Employee's Compensation Operations and Management Portal (ECOMP) for electronic form filing. ECOMP is a Web-based application accessible via the Department of Labor's public Internet site *www.ecomp.dol.gov*. Through this portal, Federal workers and their employers may:
(1) Electronically file incident reports and workers compensation forms. (2) Track the exact status of any form or document submitted via ECOMP. (3) Electronically upload and submit documents to existing DFEC case files.

Deposits for Military Service Credit

An employee who served honorably in the uniformed services after December 31, 1956, and is under a Federal retirement system (CSRS, CSRS Offset or FERS) after October 1, 1986, receives credit for post 1956 military service at the time of retirement only if a deposit for the military service is made before the retirement date. Please refer to Chapters 22 and 23 of OPM's CSRS and FERS Handbook.

The military service deposits are submitted on the Form AD-343. The Agency must complete Blocks 4 through 17 and Block 19.

If an Employee Elects to Pay in a Lump Sum:

The check or money order should be made payable to USDA/National Finance Center.

Enter the following on the AD-343:

Block 11

- **Establish and close out SF-2806 (CSRS) or SF-3100 (FERS)**.
- **Individual Retirement Record for Military Service Deposit**.

Block 13

- **Employee wishes to pay military service deposit for the period of __through__. In the amount of $__. Enter on Duty (EOD) date is __. Interest Accrual Date (IAD) is __.**

If an Employee Elects to Pay by Payroll Deductions:

When the Agency is assuming the responsibility, the collection can be processed in EPIC, EmpowHR, or FESI. If the Agency elects to have NFC handle the collections:

Enter the following on the AD-343:

Block 11

- **Establish SF 2806 or SF 3100 for military service deposit by payroll deductions.**

Block 13

- **Employee wishes to pay military service deposit for the period of __ through __. Deduct $__ per pay period until deductions total $__ plus required interest. Interest Accural Date is __.**

Block 18

- **`Employee signature (or a separate memo authorizing the payroll deductions).`**

Note: The minimum payroll deduction allowed is $25.

If an Employee Elects to Pay by Installment Check Payments:

Complete the AD-343 like a lump sum payment except for Block 13:

Enter the following on the AD-343:

Block 13

- **`Employee wishes to pay for military service deposit for the period __through __ via installment check payments until payments total $__ plus any required interest. Enter on Duty date is __. Interest Accural Date is __.`**

All required documents must be submitted with the initial installment payment. Subsequent payments should include an AD-343 and remittance check.

Note: The minimum amount allowed for each installment payment is $50.

Attach the following documents to the AD-343 (list in Block 16):

- SF 2803 and SF 2803A CSRS or SF 3108 and SF 3108A FERS, Application to Make Service Credit Payment (must have employee's original signature).
- OPM-1514, Military Deposit Worksheet (or an equivalent if the Agency has automated the process).
    - Calculate the correct percentages.
        - FERS 3 percent of military earnings (1999 = 3.25 percent; 2000 = 3.40 percent)
        - CSRS 7 percent of military earnings (1999 = 7.25 percent; 2000 = 7.40 percent)
    - USERRA calculations: provide worksheet of calculation.
- DD-214, Certificate of Release or Discharge from Active Duty, or other official service statement.
- RI 20-97, Estimated Earnings During Military Service.
- Check or money order if paying via check payment.

Send AD-343 and All Applicable Documents for Deposits for Military Service Credit to:

Regular Mail:

National Finance Center
Military Deposit and Reconciliation Section
P. O. Box 60002
New Orleans, Louisiana 70160

Overnight Mail:

National Finance Center
Military Deposit and Reconciliation Section
13800 Old Gentilly Road
New Orleans, Louisiana 70129

Civilian Service Credit for Periods of Reemployment

Reemployed CSRS or CSRS-Offset annuitants who wish to receive a supplemental annuity for any service on or after October 1, 1982, must pay an amount equal to the regular retirement deductions. An AD-343 must be submitted with the following documents attached to cover the retroactive period:

- Screen print of HINQ Program 02, List of Personnel/Payroll Actions, showing that the corrective action and all intervening actions for the past 26 pay periods have been processed.
- A copy of the SF 50-B, Notification of Personnel Action, changing the retirement coverage code.

For payments by check, enter **Deposit for Civilian Service Credit - CSRS (or CSRS-Offset) Retirement for reemployed annuitant** in Block 11 of the AD-343. In Block 13, show the complete service history during the current period of service as a reemployed annuitant. Make the check payable to the **U.S. Department of Agriculture** and include the employee's SSN and the notation Civilian Service Deposit. List the check as an attachment in Block 16.

For payment through payroll deductions, enter **Deposit by deductions for civilian service credit under CSRS (CSRS-Offset) retirement** in Block 11 of the AD-343. In Block 13, show the complete service history of the current period of service as a reemployed annuitant. Show the amount to be deducted each pay period (minimum of $25).

Note: Civilian service deposits or redeposits by employees for other military deposits or reemployed annuitants are billed directly by OPM.

Lump Sum Payments

Lump sum payment cases are normally processed through EPIC, EmpowHR, or FESI. However, there are instances when these payments must be processed manually.

- The amount to be paid is over $99,999.99.
- The employee is deceased.
- The employee is indebted.
- A full-time employee changed to an intermittent status.
- A terminated employee is rehired with a break in service.
- The employee has dual rates.

To process the lump sum payment, the Agency must submit a request in SPPS Web.

- Verify the lump annual leave hours and prepare an AD-717, if there is a leave discrepancy.
- Verify that the personnel action has applied to terminate the employee in order to generate the SF 1150, Record of Leave Data.
- Insure that the employee has no outstanding indebtedness and prepare an AD-343 if indebtedness exists.
- Enter the accounting data to be charged.
- Check the projection date of annual leave to determine dual rates and locality pay.
- Check the employee's final pay rate to determine dual rates and locality pay.

Note: If the lump sum days carry over into the new pay rates, the prorated days must be paid at the new rate. Example: An employee separated on December 21 with an annual leave balance of 128 hours. The annual leave would be extended through January 12. Pay Period 1 begins on January 8. All workdays prior to January 8 would be paid at the current rate. All workdays on or after January 8 would be paid at the new rate.

NFC is obligated to satisfy any and all indebtedness (e.g., travel, advanced leave, unfulfilled service agreement, destruction of Government property, etc.) before the lump sum payment can be paid. Any and all outstanding debts are deducted from the "net" amount due the employee. If the outstanding debts exceed the "net" amount of the lump sum leave payment, NFC will attempt to satisfy the outstanding debts from the final salary and, as a last resort, the employee's retirement account.

This section includes the following topics:

Repayment of Lump Sum Leave

Agencies must submit a request through SPPS Web when a repayment of unexpired lump sum leave is required. An employee who previously received a lump sum payment for annual leave and is reemployed in a position that is not excepted by 5 USC 6301(2) prior to expiration of the period covered by the lump sum payment, must repay an amount equal to the unused portion of the annual leave. The repayment may be made by personal check, cashier's check, money order, or salary deduction. Checks and money orders can be mailed to:

ABCO Billings Unit
National Finance center, USDA
P.O. Box 61765
New Orleans, Louisiana 70161
Attention: Collections

The amount of the repayment is the gross compensation for the period before deductions for Federal and State tax withholdings or FICA taxes. The repayment must be based on the rate of pay received by the employee when the lump sum payment was made.

Note: The out-of-pocket expense for the employee's repayment can sometimes be reduced by tax credits if the lump sum payment was processed within 3 years of the bill processing. When the Agency submits the request to collect, NFC Payroll will determine if tax credits are applicable.

Compensatory Time Payments for Fair Labor Standards Act (FLSA) Nonexempt Employees

Compensatory time payments are normally processed through PPS. However, compensatory time payments for FLSA nonexempt employees must be processed manually.

Note: PPS currently records the hourly rate of overtime for compensatory time earned at the Title 5 rate. Therefore, if a FLSA nonexempt employee earns compensatory time at a higher FLSA overtime rate and that compensatory time is later liquidated, the compensatory time payment must be processed manually.

To process a compensatory time payment for an FLSA-nonexempt employee, the Agency should submit the request through SPPS Web.

Agencies are reminded to include the following information:

- Compensatory time hours to be paid
- Accounting data to be charged
- Reason for manual payment (higher FLSA-overtime rate)

Note: NFC will determine the higher FLSA-overtime rate for the compensatory time payment. The rate fields in the IRIS Program 139, Compensatory Leave and Rates, and the TINQ Program 05, Comp Leave & Comp-Oth-Rt, contain the Title V-overtime rate and not the higher FLSA-overtime rate. Therefore, Agencies should not use the rates displayed on IRIS Program 139 and TINQ Program 05 in determining the higher FLSA-overtime rate for compensatory time payments for FLSA-nonexempt employees.

The PINQ Program PQ032, Payroll Listing, may be used to verify the compensatory time payment.

Cash Awards

Most cash awards are processed through EPIC, EmpowHR, or FESI. However, cash awards for separated employees who have been off the database for more than three pay periods (without a current record in IRIS) or employees in one Agency receiving an award from another Agency must be processed manually.

To process a manual cash award, the Agency must submit the request in SPPS Web.

Cash award payments are subject to tax deductions. Federal tax is computed at 25 percent of the gross amount. State and local taxes are computed at 2 percent. Medicare and Social Security are also deducted when applicable.

Death Gratuity Payment

Effective September 30, 1996, Department and Agency heads have the authority to pay up to $10,000 as a death gratuity payment to the personal representative of an employee who dies from injury sustained in the line of duty.

At the Agency's discretion, the gratuity is payable to the personal representative of any Federal employee who has died from an injury sustained in the line of duty on or after separation from service, if the death is a result of an injury sustained in the line of duty. However, if the Department or Agency determines that the employee's death was the result of willful misconduct, the gratuity would not be paid. The Department or Agency making the claim must submit a request through SPPS Web containing the name and SSN of both the deceased employee and the person(s) receiving the payment along with the payment amount.

In addition to the death gratuity payment, there are three other payments that must be considered by the Department or Agency in determining the amount of the payment.These payments are as follows:

- $200 payable by OWCP for reimbursement of the costs of termination of the decedent's status as an employee of the United States.
- Up to $800 payable by OWCP for funeral and burial expenses in cases of employees who die as a result of performance in the line of duty.
- Up to $10,000 paid to provide reimbursement of burial costs and related out-of-pocket expenses for employees killed in the line of duty while working for an Agency that receives appropriations under Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1995 and thereafter.

The total amount paid, including the death gratuity payment, may not exceed $10,000. If a personal representative(s) has already received funds from one or more of the above-listed authorities and the total amount is less than $10,000, Departments or Agencies may make additional payments up to $10,000. It is the responsibility of the Department or Agency to contact OWCP to determine the amount of any payments that may have been previously made.

IRS has ruled that a death gratuity payment, while not subject to Federal income tax withholding, is fully subject to Federal income tax if the death occurred on or after August 20,1996. If the death occurred earlier, a $5,000 exclusion will generally apply. The applicable IRS Form 1099 will be issued to the recipient(s).

This section includes the following topics:

Restoration Cases

An employee is entitled to statutory restoration rights when he/she is erroneously separated from the Agency by termination, retirement, or discharge and later is restored or reinstated to the job due to cancelation of the termination, retirement, or discharge. Retroactive payments are due the employee for the period of removal and are paid when the proper documentation is received from the Agency.

To process the restoration, the Agency must submit the request through SPPS Web and follow up with the supporting documentation below:

- Form AD-343 with the employee's name and SSN, an explanation of the payment in Block 13, the employee's address, and accounting data to be charged in Block 15.
- Copies of T&As or worksheets showing hours in lieu of the T&As.
- Copies of all personnel actions showing any changes in pay status due to WRIs, promotions, TSP, etc., during the period covered by the restoration.
- Any outside earnings - gross wages earned during the period covered by the restoration from outside sources.
- A statement from the employee if no outside wages were earned.
- A statement from the Agency as to whether health benefit insurance and TSP premiums should be deducted from the payment.

If the employee received a lump sum payment for annual leave at the time of separation, this can be restored by submission of ***Form AD-582, Authorization of Restored Leave Under P.L. 93-181 or P.L. 94-172 (Exhibit 3)*** (on page 70). The employee must pay for the number of hours being restored. The AD-582 must also include any hours of annual leave the employee would have earned during the period covered by the restoration. NFC computes the sick leave record.

Interest on Back Pay

The interest on backpay must be computed manually. The Agency must submit a request in SPPS Web after making a determination that interest is due. The SPPS Web request is only for payment of the interest due. A personnel action must be processed first to process backpay for 26 pay periods. NFC computes the backpay (including interest) based on the biweekly amounts and pay dates.

Pre-Death Life Insurance Benefits

Employees and annuitants enrolled in the Federal Employees Group Life Insurance (FEGLI) Program have a choice in receiving pre-death life insurance benefits.

- They can assign their Basic and all optional insurance (except Option C) to a viatical settlement firm in exchange for approximately 60-85 percent of the face value of the coverage.

  OR

- They can elect full (full Basic benefits, discounted by an approximately 6 percent factor) or partial (a percentage of their Basic benefits, discounted in multiples of $1,000) Living Benefits.

This section includes the following topics:

Assignment to a Viatical Settlement Firm (VSF)

Terminally ill Federal employees and annuitants enrolled in the FEGLI Program with life expectancies of 24 months or less can assign their insurance to a viatical settlement firm (VSF). This assignment applies to Basic and Option A and Option B. No death benefit will be payable to their survivors.

Either all of the FEGLI coverage or none of it must be assigned. Although all of the FEGLI coverage must be assigned, it does not have to be assigned to the same person or firm. The assignment must be made in percentages of the total insurance.

Assigning benefits transfers ownership of the employee/annuitants's FEGLI coverage to the viatical settlement firm. The assignment is irrevocable. Upon a valid assignment of FEGLI insurance coverage, all SF 2823s, Designations of Beneficiary, completed by the insured, both before and after the effective date of the assignment, become void.

The FEGLI Program requires that employees and annuitants continue to pay FEGLI premiums through withholdings from their paycheck or annuity, even after the employee or annuitant has assigned his/her insurance to a VSF or anymore else. The VSF may agree to reimburse the employee or annuitant directly for any premiums paid.

Processing Instructions

The employee must contact a VSF and sign a release form. Once the release form has been signed, the VSF forwards the release from the personnel office with a request for additional information about the employee's life insurance coverage. After all information has been provided to the VSF, the employee is contacted with a settlement offer. If the employee accepts the offer, he/she completes Form RI 76-10, Assignment of Federal Employee's Group Life Insurance, signs the form, and has the signature witnessed in writing by two people.

The RI 76-10 is returned to the personnel office and is placed in the employee's Official Personnel File (OPF). File the RI 76-10 on the right side of the OPF.

Death in Service

If the employee dies prior to retirement, send the original RI 76-10 to the Office of Federal Employees Group Life Insurance (OFEGLI) and a copy to OPM. The original SF 2823s must be sent to OFEGLI along with the FE-6, Claim for Death Benefits, and death certificate. The address for submitting documents to OFEGLI is:

Office of Federal Employees' Group Insurance
200 Park Avenue
New York, New York 10166-0188

Retirement

If an employee retires, send the original RI 76-10 to OPM, along with all other documents relating to the assignment of the life insurance. In addition, Agencies must send all copies of the SF 2823 contained in the employee's OPF.

If the employee is ineligible to continue life insurance in retirement, the SF 2819, Notice of Conversion Privilege, must be sent to the assignee(s). A list of the assignees' names and addresses must be attached to the SF 2819 sent to OPM.

For more information, see the Processing Retirement Documents procedure.

Living Benefits

Living Benefits are life insurance benefits paid to an individual while he/she is still living, rather than paid to a beneficiary or survivor upon the insured individual's death. Basic benefits paid before death are available if the employee or annuitant has been diagnosed as terminally ill with a life expectancy of 9 months or less. Living Benefits applies only to Basic life insurance.

An employee may elect either full Living Benefits (i.e., all of his/her Basic benefits), or partial Living Benefits (expressed as a multiple of $1,000).

Note: Annuitants can elect only a full Living Benefit. Living Benefits can be elected only once. A subsequent increase in salary **does not** give the employee entitlement to additional Basic insurance. If an employee elects full Living Benefits, he/she has no more Basic insurance. If an employee elects partial Living Benefits; he/she cannot later elect additional Living Benefits from the remaining Basic insurance.

Living Benefits cannot be retracted. If the certifying doctor's prognosis is wrong and the employee lives longer than the expected nine months, the employee **does not** have to repay the Living Benefits. If the employee or annuitant elects full or partial Living Benefits, their optional insurance, if any, is unaffected and is available for payment to their beneficiary(ies) upon their death.

If full Living Benefits are elected, then premiums for Basic insurance stop. If partial Living Benefits are elected, then premiums for Basic insurance are prorated depending on the dollar value of the remaining Basic benefit.

Living Benefits election has no effect on an individual's designation of beneficiary. Option A benefits, Option B benefits, and any remaining Basic benefit for employees who have elected partial Living Benefits will be paid to an individual's designated beneficiary or, in the absence of designation, according to the statutory order of precedence.

Changes in withholdings and contributions are effective at the end of the pay period in which the payment is cashed or deposited.

Processing Instructions

The employee must contact OFEGLI at **1-800-633-4542** for Form FE-8, Claim for Living Benefits. With the FE-8, OFEGLI sends a calculation sheet so the employee can determine the amount of Basic insurance available to him/her. The employee completes Part A of the FE-8 and his/her doctor completes Part B. The employee then sends the form back to OFEGLI.

When OFEGLI receives an employee's application for Living Benefits, it will send or fax the Agency an FE-8A, Certification for FEGLI Living Benefits for Employees. The Agency must certify whether the employee is enrolled in basic insurance, whether the employee has assigned his/her insurance, and the amount of the employee's current annual basic pay.

The FE-8A must have dual certification; i.e., it must be certified by both a personnel and a payroll official. It is critical that this certification be completed and returned promptly. Mail the original FE-8A to the following address:

USDA, OCFO, National Finance Center
Payroll Processing Branch
P.O. Box 60000
New Orleans, Louisiana 70160

NFC completes the payroll certification, faxes the completed FE-8A to OFEGLI, and mails the original document to OFEGLI.

If OFEGLI approves the Living Benefits, OFEGLI sends the employee a check, along with Form FE-8C, Explanation of Benefits. When the employee cashes or deposits the check, the Living Benefits election is complete. OFEGLI then sends the FE-8C to both the Agency personnel office and NFC. If an employee elects partial Living Benefits, OFEGLI notifies the Agency of the amount of the employee's Basic Insurance Amount (BIA) on the FE-8C. If OFEGLI does not approve the Living Benefits, OFEGLI notifies both the employee and the employing office.

When the Agency receives the FE-8C, a personnel action must be processed with one of the following:

NOAC 805/Elected Full Living Benefits
Legal Authority DPM
Remark B67/Elected full Living Benefits on (enter date from FE-8C). Post-election Basic Insurance Amount is (enter amount from FE-8C). Not eligible to assign insurance.

or

NOAC 806/Elected Partial Living Benefits
Legal Authority DPM
Remark B68/Elected partial Living Benefits on (enter date from FE-8C). Post-election Basic Insurance Amount is (enter amount from FE-8C). Not eligible to assign insurance. Must elect "no reduction" at retirement.

Note: When the employee elects Living Benefits, there is no change to the employee's FEGLI coverage code or to the employee's Optional Insurance coverage and withholdings.

After the personnel action is processed, the Agency should submit a request through SPPS Web to stop Basic insurance withholdings when an employee elects full Living Benefits, or prorate the Basic insurance premiums when an employee elects partial Living Benefits.

Agencies must specify whether the employee elected partial Living Benefits or full Living Benefits.

Death in Service

If an employee dies prior to separation, in addition to the normal paperwork, attach the FE-8A and the FE-8C to the SF 2821, Agency Certification of Insurance Status.

If the employee dies prior to retirement, NFC sends the original RI 76-10 to OFEGLI and a copy to OPM.

For more information, see Death Claims

Retirement

If the employee has elected partial Living Benefits and retires, if he/she is not eligible to carry life insurance into retirement, the Agency must provide the employee with the SF 2819. Regardless of the Living Benefits election, the employee must also be provided with the SF 2818, Continuation of Life Insurance Coverage, to complete.

If the employee retires, send the original RI 76-10 to OPM, along with all other documents relating to the assignment of the life insurance. In addition, Agencies must send all copies of the SF 2823 contained in the employee's OPF.

If the employee is ineligible to continue life insurance in retirement, the SF 2819 must be sent to the assignee(s). A list of names and addresses must be attached to the SF 2819 that is sent to OPM.

For more information, see the Processing Retirement Documents procedure.

Note: For additional information on pre-death life insurance benefits, see FEGLI Booklet RI 76-21.

Inquiries

The NFC Contact Center is the single point of entry for customer assistance for Agency-authorized servicing personnel.

Phone: Call 1-855-NFC4GOV(**1-855-632-4468**)

Web: Submit incidents via the Internet using the Requester Console user ID. Users can submit incidents 24x7 except for scheduled maintenance periods.

Callers who are hearing or speech impaired:

Federal Relay Services
Online: *www.federalip.us*
VRS: **877-709-5798**
TTY: **800-877-8339**

Additional NFC Contact support information can be found below.

- Agency Address Changes
- Employee Personal Page (EPP)
- EmpowHR
- EPIC Web
- eOPF
- FEHB
- FERCCA
- HCUP
- Manual payments
- Military leave
- Non-Receipt of Pay Inquiries
- Payroll/Personnel System Support
- Processing Tips
- Quick Service Request (QSR)
- Requester Console Support
- Suspense Corrections
- Time and Attendance (STARWeb and webTA)

- Table Management Updates
- Wage and Tax Statement (W-2) Inquiries

Written Inquiries

Written inquiries include, but are not limited to, requests for payroll listings and reprints of the SF 1150, Leave Data Transfer.

Effective April 22, 2013, Agencies will be required to submit written inquiry requests through Remedy Requester Console. This process change will allow NFC to accurately monitor and track all written inquiries. To transition, the Payroll Processing Branch will continue to receive and process written inquiry requests submitted using SPPS Web through Sunday, April 21, 2013. Agencies should take this transition time to obtain Remedy Requester Console access for employees who need to submit written inquiries. Request access as follows:

- The authorized Agency contact must submit the access request to the NFC Contact Center for processing. The request should contain your name, Agency name, telephone number, and email address and must be submitted to *NFCcontactcenter@nfc.usda.gov*.
- The NFC Contact Center will verify that the individual making the request has been authorized by their Agency to make inquiries to NFC and is listed for their respective Agency on TMGT Table 063, Contact Type "01", EmpowHR Inquiry Contact, or Contact Type "06", Payroll/Personnel Inquiry Contact.
- Once verification is complete, the request will be processed and a return email will be sent confirming access.

Effective April 22, 2013, the Written Inquiry option will be removed from SPPS Web and a Remedy Console entry will be used for written inquiry requests. These requests will be processed by the NFC Contact Center. NFC recommends immediate submission of access requests so Agencies will not experience any delays once the new process begins.

Federal employees with questions concerning this change should contact their Servicing Personnel Office.

This section includes the following topics:

TMGT Table 063, Department/Agency/Bureau Contact

TMGT Table 063, Department/Agency Bureau Contact, lists the name and address of the individual authorized to submit an AD-343, AD-354, any written documentation used to process recertifications, quick service requests, limited payability, and actions involving special personnel.

Documents without authorized signatures are returned to the submitting Agency without being processed.

Any individual making telephone inquiries must also be named in Table 063. Information is given to authorized individuals only.

Employees of Departments with update authority can enter changes in TMGT. Departments without update authority must submit an email to NFC using the following email address: *NFC.TMGT@nfc.usda.gov*. Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

For more information, see the Table Management System (TMGT) procedure.

Submission of Forms Through SPPS Web

Form AD-343 that do not require supporting documentation can be submitted through SPPS Web (on the NFC Home Page at *www.nfc.usda.gov)*. Payroll actions (e.g., settlement cases, court decrees, Merit Systems Protection Board (MSPB) decisions, FERCCA cases, etc.) that require supporting or source documents must be submitted in paper copy to:

USDA, OCFO, National Finance Center
Payroll Processing Branch
P.O. Box 60000
New Orleans, Louisiana 70160

Exhibits

This section includes the following topics:

Form AD-343, Payroll Action Request (Exhibit 1)

PAYROLL ACTION REQUEST

2. ADJUSTMENT PERIOD *(Inclusive)*

FROM		TO	
DATE	P/P	DATE	P/P

1. ◀ PERSONNEL OFFICE SEQUENTIAL REQUEST NUMBER

3. ***INSTRUCTIONS ON REVERSE OF AGENCY COPY***
PLEASE READ CAREFULY

4. FROM

AGENCY CODE	PERSONNEL OFFICE IDENTIFIER	ACCT. STATION CODE

AGENCY NAME AND MAILING ADDRESS

CITY	STATE	ZIP CODE

U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
PO BOX 60000
NEW ORLEANS LA 70160

5. EMPLOYEE'S T&A CONTACT POINT

6. FLSA
☐ EXEMPT ☐ NON–EXEMPT

7. RETIREMENT COVERAGE CODE

8. TYPE EMPLOYMENT
☐ FULL-TIME ☐ INTERMIT-TENT ☐ REEMPLOYED ANNUITANT
☐ PART-TIME ☐ ALTERNATE WORK SCHEDULE

9. SOCIAL SECURITY NO.

10. EMPLOYEE'S NAME *(Last, First, Middle Initial)*

11. NATURE OF ACTION TO BE TAKEN

12. TERMINATED
☐ NO ☐ YES IF YES ▶ DATE TERMINATED

CHECK MAILING ADDRESS OR DESIGNATED AGENT NUMBER

13. EXPLANATION OF CIRCUMSTANCES WHICH REQUIRE THIS ACTION

14. GROSS AMOUNT OF ADJUSTMENT
$

15. ACCOUNTING DATA TO BE CHARGED AND/OR CREDITED

16. ATTACHMENTS SUPPORTING OR AUTHORIZING THIS ACTION

17. PERSON TO BE CONTACTED FOR ADDITIONAL INFORMATION

TELEPHONE *(Area Code and Number)*

18. EMPLOYEE'S SIGNATURE AND DATE SIGNED *(If Required)*

19. APPROVAL

AUTHORIZED OFFICIAL'S SIGNATURE AND TITLE	DATE APPROVED

FORM AD–343 (USDA) (REV. 11/95)

Figure 1: Form AD-343, Payroll Action Request

Form AD-747, Child Care or Alimony Deductions (Exhibit 2)

CHILD CARE OR ALIMONY DEDUCTIONS

1 AGENCY CODE	2 EMPLOYING OFFICE	3 CASE NUMBER	4 SOCIAL SECURITY NUMBER	5 TRANSACTION CODE 1 = ADD 2 = CHANGE 3 = CANCEL	6 EMPLOYEE NAME *(Last, First, Middle Initial)*

7 DUTY STATION	8 EMPLOYEE NOTIFICATION *(Check One)*	
	☐ EMPLOYEE NOTIFIED IN PERSON OR BY CERTIFIED MAIL WITHIN 15 DAYS OF RECEIPT OF COURT ORDER.	☐ EMPLOYEE NOTIFIED IN PERSON OR BY CERTIFIED MAIL OF ANY CHANGES.

9 DEDUCTIONS You are hereby directed to deduct the following in accordance with a court order on file in this office effective →	9 PAY PERIOD	YEAR
A Court ordered pay period deduction (1) Dollar amount	9a(1) $	
(2) Percentage of applicable earnings	9A(2)	%
(3) Not to exceed dollar amount per pay period	9A(3) $	
B Court Cost (1) Total amount	9B(1) $	
(2) Amount collectable per pay period	9B(2) $	
C Arrears (1) Total amount	9C(1) $	
(2) Amount collectable per pay period	9C(2) $	
(3) Percentage of applicable earnings per pay period	9C(3)	%
(4) Not to exceed dollar amount per pay period	9C(40) $	

10 NAME AND ADDRESS OF COURT OFFICIAL OR RECIPIENT OF DEDUCTION

NAME			
1ST LINE ADDRESS			
2ND LINE ADDRESS			
CITY	STATE	ZIP CODE	11 EMPLOYEE CASE NUMBER ASSIGNED BY COURT *(To appear on Check)*

12 REMARKS

13 AUTHORIZATION

SIGNATURE OF AUTHORIZED OFFICIAL	TITLE	DATE

NOTE: Request must be received at the National Finance Center no later than Monday of the week in which the pay period follows in order to be effective for a particular pay period. Later receipts will be processed the following pay period.

FORM AD-747 (USDA) (REV. 10/92)

Form AD-582, Authorization of Restored Leave Under P.L. 93-181 or P.L. 94-172 (Exhibit 3)

FORM AD-582
(5-78)

UNITED STATES DEPARTMENT OF AGRICULTURE

AUTHORIZATION FOR RESTORED ANNUAL LEAVE UNDER P.L. 93-181 OR P.L. 94-172

1. NAME *(Last - First - Middle)*	2. AGENCY CODE	3. EMPLOYING OFFICE CODE

4. TOTAL AMOUNT OF ANNUAL LEAVE RESTORED *(Hours)*	5. SOCIAL SECURITY NO.

6. RESTORED ANNUAL LEAVE DUE TO *(Circle Appropriate Code(s))*

		NO. OF HOURS
PUBLIC EXIGENCY	1	
SICKNESS	2	
ADMINISTRATIVE ERROR	3	
UNWARRANTED-UNJUSTIFIED PERSONNEL ACTION	4	
BASED ON SF-1150	5	

7. ACTION CODE *(Insert X)*

- 1 -- NEW OR ADDITIONAL ☐
- 2 -- REPLACEMENT ☐
- 3 -- DELETE ☐

8. LEAVE TO BE USED

BEGINNING DATE ____ ENDING DATE ____

9. SIGNATURE *(Authorizing Official)* AND TITLE	10. DATE APPROVED

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