

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
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Payroll/Personnel System Overview (PPSO)

TITLE I
Payroll/Personnel Manual

CHAPTER 1
Payroll/Personnel System Overview (PPSO)

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About This Procedure

This procedure provides an overview of the National Finance Center's (NFC's) Payroll/Personnel System.

How The Procedure Is Organized

The major sections of this procedure are described below:

[Introduction](#) describes the integrated Payroll/Personnel System and provides related background information.

[Payroll/Personnel Processing](#) describes the processing of transactions by the agency/bureau and NFC.

[Nonautomated Processing](#) describes payroll/personnel transactions not processed in the Payroll/Personnel System.

[Payroll/Personnel Applications](#) describes the subsystems of the Payroll/Personnel System, as well as, alternate methods of entering data (e.g., Employee Express). This section also describes other systems that interface with the Payroll/Personnel System.

[Exhibits](#) contains illustrations of the payroll/personnel processing cycle and flow of payroll/personnel transactions entered by the agency/bureau and the processing of these transactions by NFC.

[Appendixes](#) contains reference information, such as the order of precedence for deductions, an outline of the Payroll/Personnel Manual, and a list of acronyms and terms.

[Heading Index](#) provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications in the form of bulletins or amendments. This procedure and all related bulletins and amendments are listed in the NFC External Publications Index. The NFC Publications Index is now available on the NFC home page (www.nfc.usda.gov).

Request For Procedures

To request the paper procedural documentation or to change your address for publications, submit Form AD-1083, Address/Report Information Input, to NFC at the address identified on the AD-1083.

Electronic online help is available for NFC payroll/personnel Windows and Web applications and is intended to replace the paper version documentation of the Windows applications. Online help

is designed in a Windows format, providing mouse-driven, point-and-click functionality, field level help, etc.. The paper version may still be ordered for Windows applications by submitting an AD-1083.



Note When a new version of an NFC payroll/personnel Windows and Web applications are released, the online-help is automatically updated with the changes; however, agencies/bureaus that have received the paper version of the documentation must submit another AD-1083 to request the updated paper version.

Request For Software

Software for payroll/personnel Windows application EPIC is available (1) by File Transfer Protocol (FTP) download, (2) through the NFC Download Center on the NFC home page (www.nfc.usda.gov).

NFC payroll/personnel applications can be accessed through one of the following methods:

- If you do not have a user ID and password for the FTP server, contact your agency Information Technology (IT) office. The IT office should submit Form AD-1128, Request for Electronic Downloading of Software From NFC, to the address identified on the AD-1128. NFC will then send you instructions for using the FTP server. A user ID and password for the FTP server will be included with these instructions. The AD-1128 can be ordered from the Consolidated Forms and Publications Distribution Center at **301-436-8450**, or by writing to them at 3222 Hubbard Road, Landover, Maryland 20785.
- If you already have a user ID and password for the FTP server, either follow the instructions for using the FTP server or access the Download Center on NFC's home page. The Download Center will link you to the FTP server. The NFC payroll/personnel Windows applications are located in the Paypers folder on the FTP server.
- To obtain the NFC payroll/personnel Windows applications on CD-ROM or diskette, submit Form AD-1083. The AD-1083 can also be ordered from the Consolidated Forms and Publications Center at **301-436-8450**, or by writing to them at 3222 Hubbard Road, Landover, Maryland 20785.

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about any payroll/personnel application (including help with unusual conditions), contact Payroll/Personnel Call Center at **504-255-5230**.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For access to any payroll/personnel application, contact your agency's ADP security officer.

For questions about this procedure, contact the Publications and Communications Branch at **504-426-5322**.

Introduction

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

This section presents the following topics that relate to Payroll/Personnel System:

[Integrated System](#)

[Personnel Actions](#)

[Payroll Transactions](#)

[Time And Attendance Reporting](#)

[Inquiry](#)

[Reports](#)

[Security](#)

Integrated System

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

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

Personnel Actions

With Title 5 CFR, Office of Personnel Management's (OPM's) Guide to Processing Personnel Actions, and OPM's Central Personnel Data File (CPDF) requirements as its foundation, personnel actions are processed simultaneously with payroll documents to form a comprehensive payroll/personnel history. Payroll/Personnel System uses this history (maximum of 26 pay periods) to make retroactive pay adjustments and retrieve employee information automatically. Personnel actions can be entered in the system as they are received, regardless of the effective date. They are held until the effective processing pay

period. The system incorporates edit messages, including validation of the social security number, agency code, date of last nature of action code, and salary information. These controls ensure the accuracy of reports generated and the accuracy of salary payments.

For more information on processing personnel actions, see [Payroll, Personnel, And Position Data](#).

Payroll Transactions

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



Note

[Appendix A, Order of Precedence for Deductions](#), lists the order in which deductions are withheld when the employee's gross pay is not sufficient to permit all deductions authorized.

For more information on processing payroll transactions, see [Payroll, Personnel, And Position Data](#).

Time And Attendance Reporting

Time and attendance data includes the number of hours worked each pay period, leave earned and used, and allowance and differential entitlements. Transaction codes (TC's) are used on the Time and Attendance Report (T&A) to record the number of hours worked, leave used and earned, and allowance and differential entitlements. T&A data is prepared, certified, and electronically submitted to NFC from agency locations after the close of each pay period for pay computations. The T&A is then processed and edited through the T&A Validation System (TIME) and the data is applied to the Payroll/Personnel System database.

For more information on processing T&A's, see [Time And Attendance Data](#).

Inquiry

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

For more information on these inquiry systems, see [Verifying Data](#).

Reports

The current and historical information related to personnel, pay, leave, employment status, and statistical information is available to prepare personnel and other related reports. System

output ranges from payroll and bond tapes to reports such as organization and position listings, retirement eligibility listings, average grade level trend reports, and personnel status reports.

For more information on reports, see [Reporting](#).

Security

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

System access is controlled to provide protection for software and data resources. The security and integrity of the Payroll/Personnel System database are supported through the use of user identification numbers (User ID's) and passwords. Access authority must be requested from the agency's security officer.

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

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

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

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

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

For information about access security, including User ID's, passwords, and obtaining access to a specific system, see NFC/Agency Liaison and Security Access in Title VI, Chapter 1, Section 1.

Payroll/Personnel Processing

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

The payroll/personnel processing period revolves around a 2-week cycle. For an illustration of the daily processing of payroll/personnel transactions, see the [Payroll/Personnel Processing Cycle \(Exhibit 1\)](#). Payroll and personnel transactions are entered and transmitted during the 2-week cycle, and employees' time is recorded and transmitted at the end of the 2-week cycle. The payroll/personnel processing cycle consists of:

- The entry and transmission of payroll/personnel data by the agency/bureau
- The processing of the data by NFC through the Payroll/Personnel System

For an illustration on the flow of payroll/personnel transactions entered by the agency/bureau and the processing of these transactions by NFC, see [Payroll/Personnel Processing Flow \(Exhibit 2\)](#).

This section presents the following topics that relate to the processing of payroll and personnel transactions:

[Data Entered By The Agency/Bureau](#)

[Data Processed By NFC](#)

[Verifying Data](#)

[Reporting](#)

[Other System Interfaces](#)

[Accounting](#)

Data Entered By The Agency/Bureau

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

For more information, see:

[Payroll, Personnel, And Position Data](#)

[Time And Attendance Data](#)

[Special Payroll Processing System](#)

[Employee Self Service \(ESS\)](#)

Payroll, Personnel, And Position Data

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

- Entry, Processing, Inquiry, and Correction System (EPIC)
- Employee Self Service (EPP ESS)
- Front-end System Interface (FESI)
- Human Capitol Management System (*EmpowHR*)

Position data is entered through one of the following systems:

- Position Management System (PMSO)
- FESI
- Human Capitol Management System (*EmpowHR*)



Note

Agencies/bureaus should update personnel, payroll, and position data in the system as soon as possible so that the data applies to the Payroll/Personnel System database before the execution of the Payroll Processing System (PAYE).

Certain data (e.g., pay plans, etc.) that are entered in the above systems are verified in the Table Management System before they are accepted as valid data. For more information, see the TMGT procedure (Title I, Chapter 2).

Payroll, personnel, and position data is edited in the Personnel Edit Subsystem (PINE). This data must pass PINE edits before it is applied to the Payroll/Personnel System database. For more information on PINE, see [Personnel Edit Subsystem \(PINE\)](#).

Time And Attendance Data

Time and Attendance (T&A) data is entered in NFC's Web-Based System for Time and Attendance Reporting (STAR Web), or an agency's time and attendance system through FESI. T&A data is electronically received from locations every 2 weeks to NFC. The data is edited in the front-end system before transmission is then further edited when processing through the T&A Validation System (TIME). TIME processes on the first Sunday of the pay period until the final pass of PAYE completes. For more information on see STAR Web procedure (Title 1, Chapter 7) or Front-End System Interface (FESI) procedure (Title 1, Chapter 22).



Note

T&A's should be completed and transmitted to NFC as soon as possible. All T&A's should be transmitted to NFC no later than the Tuesday following the last day of the pay period.

Special Payroll Processing System

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

- Generates a payment record which is certified at NFC.

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

For more information, see the Mainframe/Block SPPS procedure (Title I, Chapter 8, Section 1), SPPSWIN (Title 1 Chapter 8, Section 2), or SPPS Web Based Version (Title 1, Chapter 1, Section 3).

Employee Self Service

The Employee Self Service (ESS) option provides employees the ability to make online change requests to their residence address, federal and state tax withholding, financial allotments, direct deposit, health insurance, savings bond, and Thrift Savings Plan (TSP) contribution information effective for the current or future pay period. Each agency must elect to offer their employees this option before they can begin using this feature of the EPP.

Data Processed By NFC

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

For more information, see

[Personnel Edit Subsystem \(PINE\)](#)

[T&A Validation System \(TIME\)](#)

[Adjustment Processing System \(ADJP\)](#)

[Payroll Processing System \(PAYE\)](#)

[Bi-Weekly Examination Analysis And Reporting \(BEAR\)](#)

Personnel Edit Subsystem (PINE)

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

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

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

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

- EPIC
- *EmpowHR*
- FESI

Suspense reports are available through the following systems:

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

The suspense reports provide the actual errors that prevent documents from applying to the Payroll/Personnel System database as well as other suspense-related information. The PINE Edit Messages procedure, Title I, Chapter 10, Section 2, is documentation that should be used when correcting PINE edits.



Note

For detailed information on the above subsystems, see [Payroll/Personnel Applications](#).

T&A Validation System (TIME)

TIME performs all editing and validating necessary for acceptance of T&A data for payment. TIME utilizes the Payroll/Personnel System database and table files in the edit validation process. T&A's data must pass the TIME edits before it is applied to the Payroll/Personnel System database.

Adjustment Processing System (ADJP)

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

Form AD-343, Personnel Action Request, may be required for certain adjustments (e.g., back pay with interest, Thrift Savings Plan Adjustments, etc.). Also, an AD-343 must be submitted for adjustment to pay for employment with a previous agency regardless of the adjustment period. Payroll/Personnel System will not automatically recompute these adjustments. If the adjustment period exceeds 25 pay periods, whether the employee was underpaid or overpaid by the current or previous agency, the current agency must submit an AD-343 for processing. For more information, see [Nonautomated Processing](#).

Payroll Processing System (PAYE)

At the end of each pay period, payroll, personnel, and T&A data, as mentioned above, are processed through the Payroll Processing System (PAYE). PAYE is a calculated system that performs complicated computation routines. PAYE processes on the first Thursday and Friday or as workflow demands after the pay period closes. PAYE:

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

Bi-Weekly Examination Analysis And Reporting (BEAR)

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

Verifying Data

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

For more information, see:

[Payroll/Personnel Inquiry System \(PINQ\)](#)

[Information/Research Inquiry System \(IRIS\)](#)

[Time Inquiry - Leave Update System \(TINQ\)](#)

[Statement Of Earnings And Leave System \(EARN\)](#)

[W-2 Online Processing System \(WTWO/\(W2WIN\)\)](#)

[Employee Personal Page \(EPP\)](#)

Payroll/Personnel Inquiry System (PINQ)

PINQ allows customers to view employee pay data in the Payroll/Personnel System database. The data displayed in PINQ is the result of payroll/personnel transactions

processed in Payroll/Personnel System. PINQ provides immediate access to one calendar year of employee payroll data. For more information, see the PINQ procedure (Title VI, Chapter 4, Section 1).

Information/Research Inquiry System (IRIS)

IRIS allows customers to view both current and historical payroll/personnel data. IRIS will replace the Payroll/Personnel Inquiry System (PINQ). The data displayed in IRIS is the result of payroll/personnel transactions processed in the Payroll/Personnel System. IRIS is used to provide immediate access to at least 1 year of current and 5 years of historical personnel and certain payroll document history. For more information, see the IRIS procedure (Title I, Chapter 15).

Time Inquiry - Leave Update System (TINQ)

TINQ allows customers to view employees' leave records. TINQ is also used to transfer leave data from donors to approved leave recipients participating in the Leave Sharing Program. For more information, see the TINQ procedure (Title I, Chapter 7, Section 4).

Statement Of Earnings And Leave System (EARN)

EARN allows personnel offices to view and print up to 26 pay periods of Form AD-334, Statement of Earnings and Leave on behalf of the employee. EARN also updates the year-to-date file each pay period. For more information, see the EARN procedure (Title I, Chapter 20, Section 6).

W-2 Online Processing System (WTWO)/(W2WIN)

WTWO/W2WIN allows personnel offices to view the employee's W-2, Wage and Tax Statement. In addition, corrected W-2 information is also displayed in WTWO/W2WIN when a corrected W-2 is issued.



Note

There are 2 systems available with which to view employee's W-2 data. They are:

- Block mode version. For more information, see the WTWO System (Block Mode Format procedure (Title I, Chapter 21).
- Windows version. The Windows version of the W-2 System also allows personnel offices to print a W-2. For more information, see the WTWO System (Windows version) procedure (Title I, Chapter 27).

Employee Personal Page (EPP)

EPP allows employees to view their payroll, leave, travel, life insurance, health insurance, savings bonds, and other personal information via the Internet. EPP is available on the NFC home page (www.nfc.usda.gov). Employees who use EPP are assigned a personal identification numbers (PIN) for access authorization.



Note

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

Reporting

Payroll/Personnel System generates recurring reports relating to pay, leave, employment status, etc. These reports are produced from information stored in Payroll/Personnel System database. NFC currently provides data via standard, printed paper reports, electronic data transfer, microfilm, microfiche, CD-ROM, optical disk access, and downloads. For exhibits of the recurring reports, see the Payroll/Personnel Output procedure (Title I, Chapter 20, Section 5).

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

For more information, see

- [FOCUS Reporting System \(FOCUS\)](#)
- [Report Generator System \(CULPRPT\)](#)
- [Reduction In Force System \(RIF\)](#)
- [Reporting Center](#)

FOCUS Reporting System (FOCUS)

FOCUS is an enhanced reporting system used to create reports using data elements from the Payroll/Personnel System. For more information, see the FOCUS procedure (Title VI, Chapter 5, Section 4).

Report Generator System (CULPRPT)

CULPRPT is an online reporting system used to generate formatted payroll and personnel related reports. For more information, see the CULPRPT procedure (Title I, Chapter 20, Section 1).

Reduction In Force System (RIF)

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

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

The information on the retention registers is obtained from the Payroll/Personnel System database to provide current and future personnel data according to user-specified selection criteria. For more information, see the RIF procedure (Title I, Chapter 20, Section 3).

Reporting Center

The Reporting Center is an interactive Web page which allows managers, personnel specialists, and other employees of Federal agencies serviced by NFC to generate Administrative Reports, Financial Reports, Personnel Action Reports, and Workforce Reports.

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

Other System Interfaces

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

For more information, see:

[Table Management System \(TMGT\)](#)

[Administrative Billings And Collections \(ABCO\)](#)

[Treasury Offset Program \(TOP\)](#)

[Retirement Application System \(RETM\)](#)

[Security Entry And Tracking System \(SETS\)](#)

[Travel System \(TRVL\)](#)

[Unemployment Compensation For Federal Employees System \(UCFE\)](#)

[Thrift Saving Plan System \(TSPS\)](#)

[Federal Employee Health Benefits, Centralized Enrollment Clearinghouse System \(CLER\)](#)

Table Management System (TMGT)

Payroll/Personnel System uses data contained in TMGT to validate values and descriptions for selected data elements used in the Payroll/Personnel System, Financial, and Administrative Systems. TMGT also determines certain payroll/personnel functions (e.g., used by PAYE to determine schedule number). TMGT allows customers to inquire, update, request reports, and view documentation data for the various tables used in the application programs and produces mailing labels. For more information, see the TMGT procedure (Title I, Chapter 2).

Administrative Billings And Collections System (ABCO)

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

Treasury Offset Program (TOP)

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

Retirement Application System (RETM)

RETM keeps track of all retirement deductions, provides the capability of adding, modifying, reporting, and querying. A report of the amount of retirement that was deducted during the year is generated on an Individual Retirement Record, SF-2806 (CSRS)/SF-3100 (FERS), and submitted to OPM with the employee's retirement package. RETM maintains service history and retirement payroll data in a master record. This master record interfaces with the tracking record that is entered by the agencies/bureaus. For more information, see the RETM procedure (Title I, Chapter 9, Section 2).

Security Entry And Tracking System (SETS)

SETS is used to complete and track security clearances and investigations for applicants, contractors, consultants, volunteers, and employees. SETS interfaces with the Payroll/Personnel System and PMSO to access individual payroll/personnel and position data and is updated after the processing of PINE. When PINE has completed, any changes to position data resulting in the processing of a personnel action or a change in certain data elements in PMSO will systematically update the personnel information in SETS. For more information, see the SETS procedure (Title I, Chapter 6).

Travel System (TRVL)

NFC's TRVL interfaces with the Payroll/Personnel System. Moving allowances processed in TRVL are updated in the Payroll/Personnel System so the amount can be recorded on the employee's W-2, Wage and Tax Statement. For more information, see the TRVL procedure (Title II, Chapter 2, Section 1).

Unemployment Compensation For Federal Employees System (UCFE)

UCFE is used to provide immediate access to payroll and personnel data required in the completion of employment verifications and unemployment forms. UCFE data consists of data retrieved from the Payroll/Personnel System database and data entered via the UCFE Input function. UCFE maintains information for current employees within the last 12 quarters. For more information, see the UCFE procedure (Title I, Chapter 14).

Thrift Saving Plan System (TSPS)

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

Federal Employee Health Benefits, Centralized Enrollment Clearinghouse System (CLER)

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

Accounting

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

For more information, see:

[Payroll Accounting System \(PACS\)](#)

[Foundation Financial Information System \(FFIS\)](#)

Payroll Accounting System (PACS)

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

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

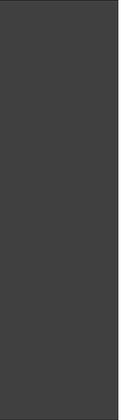
- the computation of employee benefits
- the conversion of transaction codes to object classification codes for updating to the Central Accounting System
- the distribution of monies from employee deductions
- the validation of accounting data and treasury symbols
- the balancing of employee records (i.e., gross pay to net pay)

PACS reporting is considered to be the back-end processing of payroll information. After PACS accounting has computed and processed the data, the reporting side handles the distribution of monies such as charitable contribution and state and Federal taxes (*excluding financial allotments*), which are reported to outside entities. PACS reporting provides a wide

array of external and internal reports and forms. These reports/forms are disseminated to various entities, such as client agencies, other Federal agencies and departments, health and life insurance carriers, etc.

Foundation Financial Information System (FFIS)

FFIS is a fully integrated financial package that is designed to meet stringent budget and funds control needs, as well as complex multi-fund accounting and reporting needs. For more information, see the FFIS Manual (Title IX).



Nonautomated Processing

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

This section presents the following topics that relate to nonautomated processing.

[Manually Paid Employees](#)

[Manual Salary Adjustments](#)

[Document Tracking System \(DOTSE\)](#)

Manually Paid Employees

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

- Dual Appointments
- Child Care and Alimony
- Commercial Garnishment
- Executive Appointments
- Overseas Employees
- Employees Paid Semimonthly
- Employees Assigned to One Agency and Paid by Another
- Employees Paid Partially or Entirely in Foreign Currency
- Employee Whose Pay Exceeds \$99.99 per hour

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

- Bankruptcy
- Delinquent Educational Loans
- IRS Tax Levies

For more information, see the Nonautomated Processing procedure (Title I, Chapter 11).

Manual Salary Adjustments

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

- Employee Indebtedness (except for separated employees which are processed in the Special Payroll Processing System (SPPS))
- Advances in Pay
- Cash Awards
- Hardship Cases
- Recertifications
- Special Lump Sum Payments
- Restoration Cases
- Bureau of Employment Compensation Cases
- Miscellaneous Adjustments (e.g., health benefits, life insurance premiums, membership dues, etc.)
- Deposits for Military Service Credit
- Civilian Service Credit Deposits for Periods of Reemployment
- Salary Adjustment after 26 Pay Periods
- Thrift Savings Plan (TSP) Financial Hardship Inservice Withdrawals
- Death Gratuity Payments

For more information, see the Nonautomated Processing procedure (Title I, Chapter 11).

Document Tracking System (DOTSE)

To accomplish the manual payment process:

Agencies complete Form AD-343, Payroll Action Request, or other support documentation and transmit these transactions via the Documents Tracking System (DOTSE). NFC will calculate and process the adjustment based on the agency's entry. NFC then updates DOTSE with the applicable information pertaining to the adjustment processing. For more information, see the DOTSE procedure (Title I, Chapter 18).

Agencies also use DOTSE to (1) view the status of all inquiries (i.e., telephone and written) received at NFC and (2) view the status of all manual payments received at NFC.

Payroll/Personnel Applications

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

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



Note

Also included in the list of payroll/personnel applications are those alternate methods of entering data on other systems that interface with PPS.

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

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

Bi-Weekly Examination Analysis and Reporting (BEAR). BEAR analyzes payroll and personnel transactions that occurred during the processing of the pay period. It sets up the current pay period for payroll- and personnel-related information and closes out the prior pay period. This process is repeated for each pay period. BEAR generates a multitude of end-of-pay-period report notifications and generates certain personnel actions.¹

Document Tracking System (DOTSE). DOTSE is an online database management system used to track manually processed transactions, process recertified payments, and enter track written inquiries received at NFC.

Employee Personal Page. EPP is web-based system which provides employees with secure electronic access to their earnings and leave statements, W-2 statements, travel data, health insurance, life insurance, savings bond information, leave calculator, and other key personal data. EPP is available on the NFC home page at www.nfc.usda.gov.

Employee Self Service. ESS provides the employee the ability to make online change requests to their residence address, federal and state tax withholding, financial allotment, direct deposit, health insurance, savings bonds, and TSP information for current and future pay periods.

Entry, Processing, Inquiry, And Correction System (EPIC). EPIC is a Windows-based payroll/personnel entry, correction, inquiry, and retrieval database system. EPIC allows customers to: (1) enter payroll and personnel transactions; (2) correct transactions that have failed the database edits; (3) execute status and suspense reports; (4) delete and restore transactions; (5) view future and current payroll/personnel transactions to be processed; and (6) cancel and change history records; and roll back applied documents.

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

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

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

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

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

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

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

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

Payroll Processing System (PAYE). PAYE performs the complicated computation routines required to produce gross net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through the Payroll Accounting System. PAYE updates the PPS database to reflect salary payments as well as employee's leave. PAYE processes twice, which is on the first Thursday and Friday after the pay period. Payroll schedules are submitted to Treasury within 2 days after PAYE processes.¹

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

Permissions System (PRMS). PRMS is an entry system displayed in a Windows environment used to give certain roles to perform functions in the processing of data.

Personnel Edit Subsystem (PINE). PINE edits personnel actions, position data, and payroll transactions entered through NFC's entry systems, EEX, and FESI before they are applied to the PPS database. Actions that fail PINE edits are placed in SINQ/EPIC. The PINE messages, with requirements for corrective action, are described in Chapter 10, Section 2, Personnel Edit Subsystem (PINE) Edit Messages.¹

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

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

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

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

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

Retirement Processing System (RETM). RETM keeps track of processing of applicants for retirement benefits in the event of an employees (1) retirement, (2) DEATH, OR (3) separation with a request for a refund of retirement contributions. NFC submits the application along with the SF 2808 (CSRS)/SF-3100(FERS) and is submitted to OPM. These applications along with other related document are reviewed by the agency personnel office.

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

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

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

System for Time and Attendance Reporting (STAR Web). STAR is a web-based application that is used to prepare, and mark transmitted time and attendance data to be picked up by the NFC process TIME.

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

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

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

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

Thrift Savings Plan System (TSPS). TSPS handles recordkeeping for the 401(k) type retirement plan in accordance with the Federal Employee's Retirement System Act.

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

Unemployment Compensation for Federal Employees System (UCFE). UCFE is used to provide information on payroll and separation data that is required in the completion of state unemployment forms.

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

W-2 Online Processing System (WTWO). WTWO displays W-2 information for (1) all salary payments processed in the PPS database or processed manually, (2) moving allowances processed in the Travel System (TRVL), and (3) Forest Service Casual Employee Time Reporting System (CETR) payments processed for Federal and non-Federal employees. In addition, corrected W-2 information is also displayed in WTWOINQ when a corrected W-2 is issued.

WTWO System. WTWO is a Windows application that displays W-2 information for (1) all salary payments processed in the PPS database or processed manually, (2) moving

allowances processed in the Travel System (TRVL), and (3) Forest Service Casual Employee Time Reporting System (CETR) payments processed for Federal and non-Federal employees. In addition, corrected W-2 information is also displayed in WTWO when a corrected W-2 is issued. Agencies/bureaus can print a copy of the W-2.

¹ADJP, BEAR, PAYE, PINE, and TIME are NFC batch processes that play an important role in the processing of personnel actions, T&A Reports, and payroll documents during the pay period.

Exhibits

This section contains the following exhibits:

- [1. Personnel Processing Payroll/ Cycle](#)
- [2. Payroll/Personnel Processing Flow](#)

1. Payroll/Personnel Processing Cycle

The Payroll/Personnel Processing Cycle is illustrated in below. This particular sample diagram illustrates the daily processing of payroll/personnel transactions effective for Pay Period 24 which is processed in Pay Period 25. Listed below is a key to the Payroll/Personnel Processing Cycle.

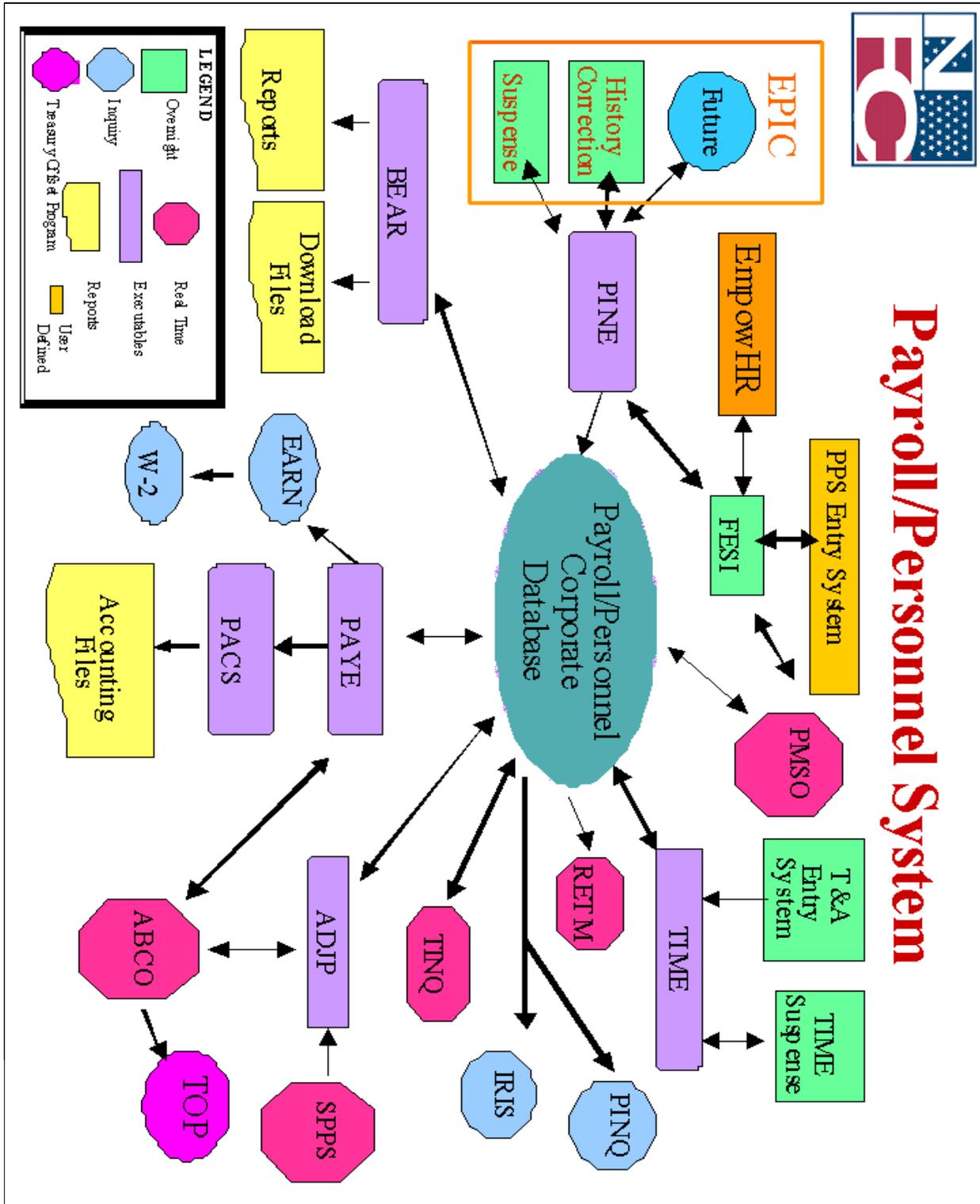
Symbol	Description
	Payroll/Personnel transactions are processed through PINE every Monday through Friday and the first Saturday of each pay period. The first pass of PINE for the current pay period processes on the second Monday of the pay period. Note: These transactions must be entered before the first pass of PAYE which is the first Thursday or Friday of the following pay period.
	Time and Attendance (T&A) Reports are processed through TIME on the first Monday through Saturday of the following pay period. T&A's must be transmitted before the first pass of PAYE which is the first Thursday or Friday of the following pay period. Note: All T&A's should be transmitted to NFC no later than the Tuesday following the last day of the pay period.
	PAYE is processed on the first Thursday and Friday.Saturday after the pay period.
	BEAR processes on the second Sunday after the pay period.
	Direct Deposit/Electronic Funds Transfer (DD/EFT) payday is the second Monday of the following pay period.
	Payday (official) is the second Thursday of the following pay period.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	PP24 First Pass PINE 				PP24 T&A'S Entered & Transmitted 		PP24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	 	 	 	  	  	 PP24 	PP25
T & A's Entered, Transmitted, Edited, and Corrected →							
 PP24 BEAR	 EFT Payday			PP24  Payday			

2. Payroll/Personnel Processing Flow

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



Appendixes

This section contains the following appendixes:

[A. Order Of Precedence For Deductions](#)

[C. List Of Acronyms And Terms](#)

A. Order Of Precedence For Deductions

1. Uniform Service COLA
2. Retirement Deductions Deferred
3. Retirement Deductions Non-Deferred
4. Thrift Savings Plan Deductions Deferred
5. Thrift Savings Plan Deductions Non-Deferred
6. Health Benefits Deductions Deferred
7. Health Benefit Deductions Deferred (*receipt account*)
8. Long-Term Disability (FDIC only)
9. Social Security Deductions
10. Medicare Deductions
11. Federal Income Tax Deductions
12. Health Benefits Deductions Non-Deferred
13. Flexfund Deductions
14. FEGLI (*excluding optional*)/Non-Federal Life Insurance Deductions
15. State/Panama Income Tax Deductions
16. City Tax Deductions
17. County Tax Deductions
18. Federal Income Tax Extra Deductions
19. State/Panama Income Tax Extra Deductions
20. City Tax Extra Deductions
21. County Tax Extra Deductions
22. Travel Advances
23. Travel (*separated employees*)
24. Bankruptcy (*established Indebtedness*)
25. Receipt Account Deductions (*adjustments*)
26. Meals
27. Quarters
28. Commissary Deductions
29. Imprest Fund
30. Occupational Privilege Tax
31. Other Deductions (*salary overpayments and salary offsets*)
32. Garnishment for Alimony and Child Support Court Cost Amount
33. Garnishment for Alimony and Child Support Deduction Amount
34. Garnishment for Alimony and Child Support Arrears Deduction Amount
35. Garnishment for Commercial Debt
36. Optional Life Insurance Premium Deductions (1)
37. Optional Life Insurance Premium Deductions (2)
38. Optional Life Insurance Premium Deductions (3)
39. Membership Dues Deductions (*includes parking fees*)
40. Charitable Contribution Deductions
41. Receipt Account Deductions (*separated employees or less than \$10*)
42. U.S. Savings Bonds
43. Discretionary Allotments
44. Financial Organization Allotments
45. Thrift Savings Plan Loan Collections

B. List Of Acronyms And Terms

ABCO	Administrative Billings and Collection System
ADJP	Adjustment Processing System
BEAR	Bi-Weekly Examination Analysis and Reporting System
CETR	Forest Service Casual Employee Time Reporting System
CFR	Code of Federal Regulations
CPDF	Central Personnel Data File
CULPRPT	Payroll/Personnel Report Generator System
PCB	Publications and Communications Branch
DD/EFT	Direct Deposit/Electronic Funds Transfer
DOTSE	Document Tracking System
EARN	Statement of Earnings and Leave System
EMCP	Employee System
EMPR	Employment Reporting System
EPIC	Entry, Processing, Inquiry, and Correction System
EPP	Employee Personal Page
ESS	Employee Self Service
FESI	Front-end System Interface
FOCUS	FOCUS Reporting System
FPM	Federal Personnel Manual
HCUP/EPIC	History Correction Update Processing System
IRIS	Information/Research Inquiry System
ORS	Internal Revenue Service
ISPF	Interactive System Productivity Facility
IT	Information Technology
LIST	Locator Information System
MASC	Management Account Structure Codes System
NEMP	Name Employee Database
NFC	National Finance Center
NOAC	Nature of Action Code
OPM	Office of Personnel Management
PACS	Payroll Accounting System
PAYE	Payroll Processing System
PC	Personal Computers
PEPL	Personnel Processing System
PHIS	Personnel History Information System
PIN	Personal Identification Number
PINE	Personnel Edit Subsystem
PINQ	Payroll/Personnel Inquiry System
PMSO	Position Management System

PPS	Payroll/Personnel System
PRMS	Permission System
RETM	Retirement Processing System
RFQS	Remote Forms Queuing System
RIF	Reduction In Force System
SCD	Service Computation Date
SETS	Security Entry and Tracking System
SINQ/EPIC	Suspense Inquiry and Correction System
SPPS	Special Payroll Processing System
STAR Web	System for Time and Attendance Reporting (Web-Based)
T&A	Time and Attendance Report
TC	Transaction Code
TDY	Temporary Duty
TIME	T&A Validation System
TINQ	Time Inquiry - Leave Update System
TMGT	Table Management System
TOP	Treasury Offset Program
TRVL	Travel System
TSP	Thrift Savings Plan
TSPS	Thrift Savings Plan System
UCFE	Unemployment Compensation for Federal Employees System
USER-ID	User Identification Number
VPS	VTAM Printer Support System
WTWO	WTWO System (Windows version)
WTWOINQ	W-2 Online Processing System (block mode version)

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