



National Finance Center

U. S. Department of Agriculture

N E W O R L E A N S , L A

National Finance Center

**Government Employee
Services Division (GESD) Training**

***Administrative Billings and Collections (ABCO) Basic
Participant Guide***

Version 1.0

Updated as of January 21, 2014

Table of Contents

| | |
|---|-----------|
| Table of Contents | 1 |
| 1.0. Course Information | 1 |
| 1.1. Purpose | 1 |
| 1.2. Course Objectives | 1 |
| 1.3. Agenda | 2 |
| 1.4. Course Materials and Resources | 2 |
| 1.5. Ground Rules and Expectations | 3 |
| 2.0. Introduction to ABCO | 4 |
| 2.1. Chapter Overview | 4 |
| 2.2. Introduction to ABCO | 5 |
| 2.3. Main Functions of ABCOINQ | 6 |
| 2.4. Agency and NFC Responsibilities | 9 |
| 2.5. Federal Laws and Regulations | 12 |
| 2.6. Chapter Review | 15 |
| 3.0. ABCOINQ Access and Navigation Concepts | 17 |
| 3.1. Chapter Overview | 17 |
| 3.2. ABCOINQ Access | 17 |
| 3.3. ABCOINQ User Navigation | 22 |
| 3.4. ABCO Status Codes | 27 |
| 3.5. Chapter Review | 30 |
| 4.0. System Interfaces | 31 |
| 4.1. Chapter Overview | 31 |
| 4.2. Accessing the NFC Mainframe | 32 |
| 4.3. Relating NFC's Payroll/Personnel Processing System to ABCO | 34 |
| 4.4. PINQ Access, Relevance, and Navigation | 36 |
| 4.5. IRIS Access, Relevance, and Navigation | 45 |
| 4.6. SPPS Web Access, Relevance, and Navigation | 51 |

| | | |
|------|--|-----|
| 4.7. | Reporting Center Relevance | 59 |
| 4.8. | Chapter Review | 61 |
| 5.0. | Salary Overpayment Bills for Current Employees | 62 |
| 5.1. | Chapter Overview | 62 |
| 5.2. | Introduction to Salary Overpayments | 63 |
| 5.3. | Closing Out a Salary Overpayment Bill | 66 |
| 5.4. | Applying for a Waiver or Cancellation of the Debt | 75 |
| 5.5. | Chapter Review | 77 |
| 6.0. | FEHB Bills for Current Employees..... | 78 |
| 6.1. | Chapter Overview | 78 |
| 6.2. | Introduction to FEHB Bills..... | 79 |
| 6.3. | Closing Out a FEHB Bill..... | 82 |
| 6.4. | Cancellation of a FEHB Bill | 86 |
| 6.5. | Chapter Review | 90 |
| 7.0. | Salary Overpayments for Separated Employees | 92 |
| 7.1. | Chapter Overview | 92 |
| 7.2. | Introduction to Salary Overpayments for Separated Employees..... | 93 |
| 7.3. | Closing Out a Separated Employee’s Salary Overpayment Bill..... | 96 |
| 7.4. | Chapter Review | 97 |
| 8.0. | FEHB Bills for Separated Employees | 98 |
| 8.1. | Chapter Overview | 98 |
| 8.2. | Introduction to FEHB Bills for Separated Employees | 99 |
| 8.3. | Closing Out a FEHB Bill..... | 100 |
| 8.4. | Chapter Review | 102 |
| 9.0. | Procedures for Separated Employees with Other Indebtedness | 103 |
| 9.1. | Chapter Overview | 103 |
| 9.2. | Types of Other Indebtedness | 104 |
| 9.3. | Other Indebtedness Contact Resources | 105 |

| | | |
|-------|---|-----|
| 9.4. | Chapter Review | 106 |
| 10.0. | Leave Buy Back..... | 107 |
| 10.1. | Chapter Overview..... | 107 |
| 10.2. | Conversion of Annual and/or Sick Leave to LWOP..... | 108 |
| 10.3. | Buy Back of Advanced Annual/Sick Leave | 110 |
| 10.4. | Chapter Review | 111 |
| 11.0. | Garnishments Requested by Other Parties | 113 |
| 11.1. | Chapter Overview..... | 113 |
| 11.2. | Introduction to Garnishments Requested by Other Parties | 115 |
| 11.3. | Child Support and Alimony Payments | 117 |
| 11.4. | IRS Levies and IRS Payroll Deduction Agreements..... | 118 |
| 11.5. | Chapter 13 Bankruptcy | 121 |
| 11.6. | Commercial Garnishments..... | 123 |
| 11.7. | Chapter Review | 127 |
| 12.0. | Course Summary | 128 |
| 12.1. | ABCO Knowledge Check..... | 128 |
| 12.2. | Things to Remember..... | 129 |
| 12.3. | Course Accomplishments | 129 |
| 12.4. | Additional Resources | 130 |
| 13.0. | Appendices..... | 131 |
| 13.1. | Appendix A: Course Glossary..... | 131 |
| 13.2. | Appendix B: Acronym List | 133 |
| 13.3. | Appendix C: Table for Determining Bill Status Codes | 136 |
| 13.4. | Appendix D: Chapter 5 Forms and Letters..... | 137 |
| 13.5. | Appendix E: Chapter 6 Forms, Letters, and Calculations | 140 |
| 13.6. | Appendix F: Chapter 7 Forms and Letters | 144 |
| 13.7. | Appendix G: Chapter 10 Forms and Letters | 145 |
| 13.8. | Appendix H: Chapter 11 Forms, Letters, and Tables | 149 |



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1.0. Course Information

1.1. Purpose

This course introduces the main functions of the Administrative Billings and Collections (ABCO) system. The course provides an overview of the ABCO system, information on system-generated and manually-created bills, and responsibilities of customer Agencies in ABCO processes and debt collection and management.

1.2. Course Objectives

By the end of this course, you will be able to:

- Describe the ABCO system and its purpose
- Access and navigate within the ABCO Inquiry (ABCOINQ) System
- Describe how ABCO relates to the Payroll/Personnel Inquiry System (PINQ), Information/Research Inquiry System (IRIS), Special Payroll Processing System (SPPS) Web, and Reporting Center
- Describe the workflow processes related to current employees
 - Billing salary overpayments
 - Billing past due health benefits
- Describe the workflow processes related to separated employees
 - Billing salary overpayments
 - Billing past due health benefits
- Describe the workflow process for billing separated employees with other indebtedness
- Describe the workflow process for leave buy back
- Describe the workflow process for garnishments requested by other parties

1.3. Agenda

This course will include the following chapters:

| Chapter | Duration |
|--|------------|
| Welcome | 15 Minutes |
| Course Information | 15 Minutes |
| Introduction to ABCO | 30 Minutes |
| ABCOINQ Access and Navigation Concepts | 30 Minutes |
| System Interfaces | 1 Hour |
| Salary Overpayments for Current Employees | 1 Hour |
| Federal Employees Health Benefits (FEHB) Bills for Current Employees | 1 Hour |
| Salary Overpayments for Separated Employees | 30 Minutes |
| FEHB Bills for Separated Employees | 30 Minutes |
| Procedures for Separated Employees with Other Indebtedness | 30 Minutes |
| Leave Buy Back | 30 Minutes |
| Bills Requested by Other Parties | 30 Minutes |
| Course Summary | 15 Minutes |

1.4. Course Materials and Resources

You are provided with the following course materials to assist your learning:

- ABCO Basic System Participant Guide

1.5. Ground Rules and Expectations

Please follow these ground rules throughout the training:

- Sign the attendance sheet
- Feel free to ask questions
- Be respectful of other participants
- Keep us on schedule with timely returns from breaks
- Share your knowledge, experience, and ideas
- Use the “Parking Lot” to revisit discussion topics
- Give helpful feedback
- Turn off your cell phones and refrain from checking email

As you move through this participant guide, be sure to take note of the following special messages:

CAUTION: A text field bordered and shaded in red indicates a cautionary message. **CAUTION** messages advise you that failure to take or avoid a specified action could result in loss of data.

IMPORTANT: A text field bordered and shaded in green indicates a very important message. This type of message provides information essential to the completion of a task. Subsequent steps in a process are dependent on the correct data entry or actions specified in an **IMPORTANT** message. While other messages may provide helpful suggestions, you should always adhere to messaging labeled as **IMPORTANT**.

NOTE: A text field bordered and shaded in blue indicates a note. This type of message emphasizes or supplements important parts of the main text. A **NOTE** supplies information that may apply only in special cases.

TIP: A text field bordered and shaded in yellow indicates a helpful tip. This type of message helps you apply the techniques and procedures described in the text to their specific needs. A **TIP** suggests alternative methods that may not be obvious and helps you understand the benefits and capabilities of the product.

2.0. Introduction to ABCO

2.1. Chapter Overview

This chapter provides an introduction to the main functions and features of the ABCO system. It also explains Agency and National Finance Center (NFC) responsibilities in debt collection and management.

Chapter Objectives

By the end of this chapter, you will be able to:

- Explain the purpose of ABCO
- Describe the main functions that a user would perform in ABCO
- Describe the responsibilities of the Agency and of NFC in debt collection and management
- Explain how ABCO satisfies Federal laws and regulations regarding debt collection and management

The following terminology will be addressed in this chapter:

| Terminology | Description |
|--------------------|--|
| ABCO | Administrative Billings and Collections |
| DCIA | Debt Collection Improvement Act of 1996. DCIA amended the Debt Collection Act of 1982, which first issued regulations to govern the collection of debts owed to the U.S. Government. Both are widely-referenced regulations in debt collection and management. |
| SPPS Web | Online payroll/personnel database entry, adjustment, inquiry, and retrieval application. Agencies use this system to override the automated payment process and manually adjust an employee's payroll record, in the case of special processing conditions. |

2.2. Introduction to ABCO

Lesson Overview

This lesson provides an overview of ABCO's purpose and the debt collection and management process.

Lesson Objectives

By the end of this lesson, you will be able to:

- Summarize ABCO's purpose
- Identify the reasons that a bill is generated and created in the ABCO system

ABCO is a system that provides an automatic method for billing and collecting debts from Federal employees and other individuals or vendors having outstanding debts with the U.S. Government. ABCO records all collections through an automated system until the debt is satisfied. ABCO interfaces with the NFC's Payroll/Personnel System (PPS) to properly record billing and collection transactions.

IMPORTANT: ABCO services NFC's customer Agencies. It only monitors and records debts owed by current or separated employees that work for NFC customer Agencies. It does not monitor or record debts owed by all Federal employees.

Reasons for Bill Generation

Bills may be established in ABCO for collection of:

- Overpayments, erroneous payments, and/or duplicate payments that are processed in PPS,
- Any employee indebtedness that cannot be collected by offset in PPS,
- Other employee-related debts, such as damage to Government property, or failure to return Government property, and
- Voluntary collections received.

2.3. Main Functions of ABCOINQ

Lesson Overview

This lesson introduces the capabilities of the system and the functions that a user can perform within ABCOINQ.

Lesson Objectives

By the end of this lesson, you will be able to:

- Define the types of system-generated and manually-created bills
- List the different possible inquiries within ABCOINQ

Introduction to Bills in ABCO

There are two types of bills recorded and monitored in ABCO, including:

- System-generated bills, and
- Manually-created bills.

The following subsections describe each of these types in greater detail.

System-Generated Bills

The following table identifies and describes each type of bill system-generated in ABCO:

| Type of Bill | Description |
|---------------------|--|
| Salary Overpayments | These bills result from the processing of: <ul style="list-style-type: none"> • A personnel history correction, • Corrected Time and Attendance (T&A) record, • Internal NFC adjustment or NFC-29, or • Agency request for billing via SPPS Web. |

| Type of Bill | Description |
|--------------------------------------|---|
| Past Due Health Benefits from Salary | When an employee is on non-pay status and is covered by FEHB, there are two ways to collect the payment for the obligated premium: <ul style="list-style-type: none"> • The employee may continue paying premiums by sending payments to NFC, or • NFC will begin making deductions from the employee's salary when the employee returns to pay status. |

Manually-Created Bills

NFC's ABCO analysts establish manually-created bills for all non-system-generated bills. NFC creates these bills when:

- Agencies submit Form AD-343, Payroll Action Request,
- An authorized Agency contact person emails the designated ABCO inbox, or
- A payroll request is properly executed in SPPS Web.

When NFC receives a request from the Agency through one of these three ways, an ABCO analyst enters the information received from the Agency into ABCO. Form NFC-631na1, Bill for Collection, is then generated and sent to the debtor. In addition, when a Bill for Collection is generated for a non-salary related debt (e.g. travel, recertification, etc.), the Additional Information Regarding Employee Indebtedness letter, which explains the employee's rights under the Debt Collection Improvement Act (DCIA) of 1996, is also sent to the debtor.

Inquiry Capabilities in ABCOINQ

ABCOINQ was designed and implemented to provide the ability to directly query billing and collection data. ABCOINQ is the only method for Agencies to directly interact with ABCO. The system allows you to query accounting data related to revenues, refunds, or reimbursements for the Agency Reporting and General Ledger Systems. Agencies may navigate ABCOINQ to gather information regarding specific bill records. Situations where these inquiry capabilities would be helpful include:

- An employee contacts the Agency with questions or concerns about a specific bill or account.
- The Agency needs to monitor a bill or account.
- The Agency wants to see all receivables due.
- The Agency seeks to understand why a bill was created or generated.

ABCOINQ allows Agencies to complete the following inquiry options:

- View billing or collections data for debtor accounts,
- Review receivables for overpayments, erroneous payments, and/or duplicate payments,
- Review a list of receivables by social security number,
- Review collections and adjustment records,
- Review bill records, and
- Review receivable record details.

2.4. Agency and NFC Responsibilities

Lesson Overview

This lesson provides an overview of NFC and Agency responsibilities in relation to debt collection and management.

Lesson Objectives

By the end of this lesson, you will be able to:

- Determine NFC's responsibilities in debt collection and management
- Determine the Agency's responsibilities in debt collection and management

NFC Responsibilities

NFC assists Agencies in managing their delinquent debts to protect the U.S. Government's assets and in minimizing losses to comply with Federal laws and regulations regarding debt management. The following list includes the primary responsibilities of NFC:

- Process payroll,
- Process deductions from employees' pay and post to the accounts receivable records,
- Produce bills,
- Process requests for billing received from the Agency,
- Update waiver statuses,
- Verify if bills are unpaid and send bills to Claims, and
- Process refunds.

In addition, NFC sends Agencies a package on a monthly basis via email which includes:

- A standard letter regarding the Debt Management Improvement Plan,
- A listing of receivables that identifies all accounts requiring immediate Agency attention, and
- An explanation of the status codes that may be included on the list.

The debt(s) continue to recur monthly on this listing until the Agency takes the appropriate action on the debt, and the debt is cleared.

Agency Responsibilities

Each Agency is responsible for performing certain tasks and duties in debt management. The following list presents some of the most important responsibilities that an Agency must complete:

- Submit requests to waive or cancel debt,
- Approve or deny waivers,
- Submit corrected T&A records,
- Submit requests for billing employees through SPPS Web, Form AD-343, or properly designated inboxes,
- Process nature of action codes (NOACs) to update employee statuses,
- Request refunds, and
- Appoint authorized personnel for bill approvals, waivers, and cancellations.

It is also the responsibility of each Agency's authorized representative(s) to take appropriate action as needed on the following scenarios:

| Scenario | Responsibility |
|--------------------------|---|
| Suspension of Collection | <p>Agencies must properly monitor and collect debts. Agencies are not allowed to extend holds without restrictions, as this results in multiple suspensions of debt collection activity for excessive periods of time.</p> |
| Hardship Requests | <p>Agency: It is the Agency's responsibility to review and approve requests for a reduced amount of collection due to a financial hardship.</p> <p>NFC: As per the Agency's request, NFC will reduce the collection amount; however, the minimum amount allowed to be processed is \$50 per pay period. If the hardship request is received after collection procedures have commenced, NFC will honor the late request and adjust the garnishment amount for collections subsequent to the receipt of the hardship request.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: Any collections received by NFC prior to the hardship request, including payroll garnishments, will not be refunded.</p> </div> |

2.5. Federal Laws and Regulations

Lesson Overview

This lesson introduces the Federal laws and regulations that are relevant to debt management, debt collection, and employee rights and responsibilities.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain the importance and relevance of the Debt Collection Act and DCIA to debt management and collection
- List all laws and regulations in ABCO operations

Introduction to Federal Laws and Regulations

Multiple laws and regulations control the establishing, billing, and collecting of receivables, and in assisting customers with managing and understanding those receivables. It is important to understand these laws and regulations to ensure that Agencies act in accordance with policy.

Debt Collection Act of 1982

Salary offset is a collection procedure covered by the Debt Collection Act of 1982 (Public Law 97-365), which authorizes automatic deductions from indebted employees' pay. Included in the repayment of the debt are:

- Interest,
- Penalties, and
- Administrative costs.

The Act also:

- Allows for contracting of private collection services,
- Allows for disclosure of debt information to credit reporting services and the IRS (Internal Revenue Service),
- Permits collection of salary-related debts, program debts, and general indebtedness by offset against an employee's salary, and

- Prescribes standards to determine the amount(s) to be deducted.

The Act does not affect indebtedness collections covered by other statutes (i.e. child support, alimony, IRS tax levies, etc.).

DCIA of 1996

The Debt Collection Improvement Act (DCIA) of 1996 amended the Debt Collection Act of 1982 to further regulate debt management and collection. DCIA states that any debt that has been delinquent for more than 180 days should be referred to the Treasury Offset Program (TOP) and transferred to Treasury Cross-Servicing (Cross-Servicing). This regulation aims to both improve reporting and accelerate the processing of delinquent debts.

TOP, administered by the Bureau of the Fiscal Service's Debt Management Services, may result in the offset of an employee's Federal tax refund or offset of another U.S. Government-issued payment.

Office of Management and Budget's Circular No. A-129

The Office of Management and Budget's (OMB) Circular No. A-129 mandates that delinquent receivables older than two years be written off unless documented and justified to OMB in accordance with Treasury. For delinquent receivables under two years, the OMB Circular No. A-129 authorizes collection methods including the following:

- Demand letters,
- Administrative wage garnishment,
- Referring delinquent debts to TOP, and/or
- Transferring delinquent debts to Cross-Servicing.

Additional Applicable Laws and Regulations

The following table provides additional laws and regulations essential to debt management and collection policy:

| Legislation | Description |
|--------------------------------------|---|
| OMB Circular A-123 | <ul style="list-style-type: none"> • Provides for debt management and internal controls • Strengthens the requirements for conducting management’s assessment of internal control over financial reporting • Emphasizes the need for Agencies to integrate and coordinate internal control assessments |
| Federal Claims Collections Standards | <ul style="list-style-type: none"> • Clarifies procedures for debt collection • Updates with the passing of new and/or relevant legislation |

In addition, NFC frequently issues bulletins to aid in Agencies’ understanding of debt management services.

TIP: ABCO bulletins may be found at
https://www.nfc.usda.gov/Publications/ABCO/ABCO_home.html.

2.6. Chapter Review

Knowledge Check

1. List the two types of system-generated bills in ABCO.

- _____
- _____

2. List the three methods by which an Agency may request the establishment of a manually-created bill.

- _____
- _____
- _____

3. **True or False:** Garnishments cannot be established in ABCO for third party debts (i.e. debts owed to parties other than the Agency).

4. Mark the following statements as either **A** for Agency responsibility or **N** for NFC responsibility.
- _____ A. Process refunds
 - _____ B. Process deductions from employees' pay and post to the accounts receivable records
 - _____ C. Submit corrected T&A records
 - _____ D. Process payroll
 - _____ E. Approve or deny waivers
 - _____ F. Process NOACs to update employee status

Chapter Summary

Having completed this chapter, you are now able to:

- Explain the purpose of ABCO
- Describe the main functions that a user would perform in ABCOINQ
- Describe the responsibilities of the Agency and of NFC in debt collection and management
- Explain how ABCO satisfies Federal laws and regulations regarding debt collection and management

3.0. ABCOINQ Access and Navigation Concepts

3.1. Chapter Overview

This chapter introduces users to accessing and navigating within ABCOINQ. In addition, this chapter identifies and explains ABCO status codes.

Chapter Objectives

By the end of this chapter, you will be able to:

- Access ABCOINQ
- Navigate within ABCOINQ
- Identify ABCO status codes

3.2. ABCOINQ Access

Lesson Overview

This lesson explains how to obtain a login ID for ABCOINQ and how to access the system. It also identifies the ABCOINQ main menu options.

Lesson Objectives

By the end of this lesson, you will be able to:

- Request access to the ABCOINQ system
- Access the main menu of the ABCOINQ system
- Explain the ABCOINQ main menu options

Requests for ABCOINQ Access

ABCOINQ access security is designed to prevent unauthorized use of systems and databases. To access ABCOINQ, you must have sign on credentials and access to the NFC Mainframe.

Users must request access through their Agency Security Officers (ASO). This request for access should provide the following information:

- User name,
- User social security number (SSN),
- User ID,
- Agency name,
- User access request level,
- Telephone number, and
- Application name (i.e. ABCOINQ).

| Step | Action |
|------|--|
| 2. | Press Enter . The NFC Banner displays. |

```

=====
==  XX/XX/XX          SNX32702          T30N6711          PFI=HELP  ==
=====
==          NN  NN          FFFFFFFF          CCCCCCCC  ==
==         NNN  NN          FFFFFFFF          CCCCCCCC  ==
==        NNNN  NN          FF              CCC        ==
==       NN NN NN          FFFFFFFF          CCC        ==
==      NN  NNNN          FFFFFFFF          CCC        ==
==     NN   NNN          FF              CCCCCCCC  ==
==    NN    NN          FF              CCCCCCCC  ==
=====
==          National Finance Center          ==
==    Office of the Chief Financial Officer    ==
==    United States Department of Agriculture ==
=====
==          For Authorized Use Only          ==
==  ENTER USER ID = █          PASSWORD =          NEW PASSWORD?  N  ==
==                                     (Y or N) ==
==  ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU ==
==
==
=====

```

Figure 2: NFC Banner Screen

3.3. ABCOINQ User Navigation

This lesson introduces the different options on the ABCOINQ main menu screen. It also explains the information that can be accessed within each option.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain the basic navigational commands throughout ABCOINQ
- List the different options on the ABCOINQ main menu screen
- Explain the information that can be accessed within the different options

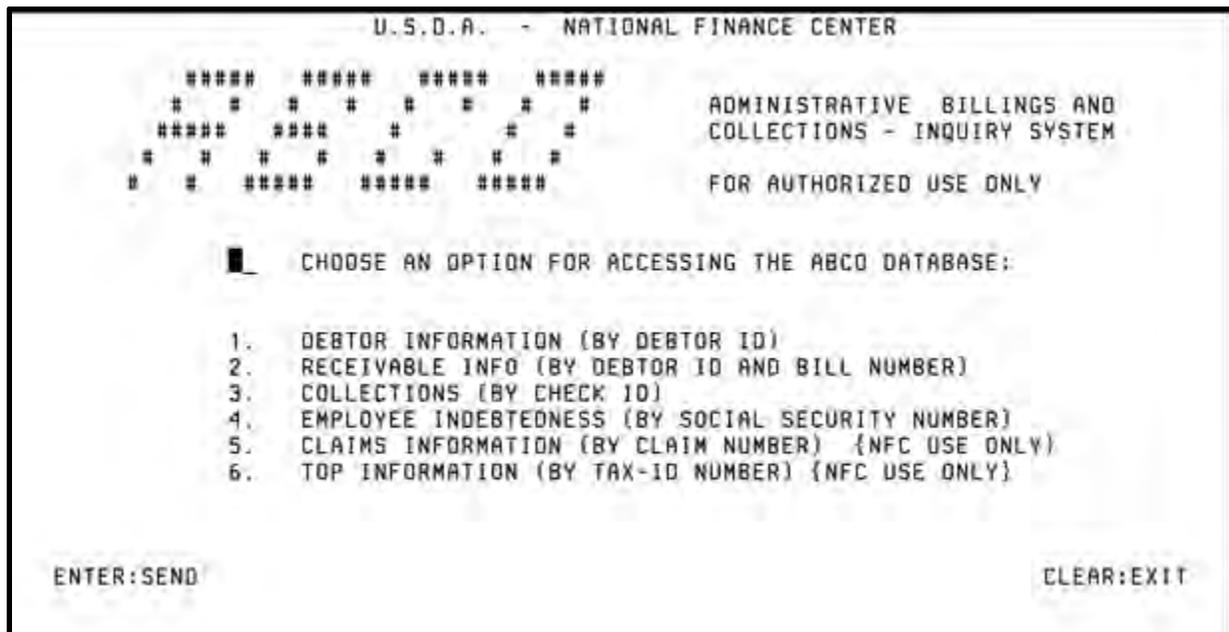


Figure 4: ABCOINQ Main Menu Screen

ABCOINQ Main Menu Section Definitions

The main menu displays a number of options to access different information within ABCOINQ. The table on the following page describes each main menu section:

| Main Menu Option | Definition |
|---|---|
| 1. Debtor Information (By Debtor ID) | This option is used to enter a particular debtor identification number and display the following system-generated information specific to the debtor number entered: <ul style="list-style-type: none"> • Name, • Address, and • Debtor type. |
| 2. Receivable Info (By Debtor ID and Bill Number) | After entering a debtor number and bill number for a receivable, this option is used to: <ul style="list-style-type: none"> • Display system-generated information specific to the bill number entered, and • View additional screens with information related to the debtor identification number and bill number. |
| 3. Collections (By Check ID) | This option is used to enter a check identification number for a specific collection account. The subsequent collection screen displays information on a collection for the specific bill number. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If a check identification number is not available, you may access the collection record from the bill record located at the receivable record through the Receivable Info option.</p> </div> |
| 4. Employee Indebtedness (By Social Security Number) | This option is used to enter a SSN for a specific debtor and to display all related debt and bill numbers. |
| 5. Claims Information (By Claim Number) | NFC use only to view information on a delinquent bill that has been sent to Claims. |
| 6. TOP Information (By Tax-ID Number) | NFC use only to view information on a delinquent bill that has been referred to TOP. |

Function Keys

Function keys are assigned to navigate within ABCOINQ. These function keys are typically listed on a separate pad or across the top of the keyboard.

NOTE: If you are using a laptop, the keys may be configured differently.

| Key | Description |
|--------|--|
| Delete | Press to exit Inquiry |
| Enter | Press to enter data into the system |
| Tab | Press to move cursor from field to field |
| F1 | Press to return to the MAIN MENU screen |
| F7 | Press to return to the previous record |
| F8 | Press to move to the next record |

Figure 5: RECEIVABLE RECORD Screen with Identified Navigation on the following page demonstrates where these options may be found on an ABCO screen.

| | | | | |
|--|--------------------|-------------------------|--------------------|-----------------|
| DATE | <u>XX/XX/XX</u> | USDA-NFC | TIME | <u>00:00:00</u> |
| ADMINISTRATIVE BILLINGS AND COLLECTIONS RECEIVABLE RECORD | | | | |
| DEBTOR NUMBER | | BILL NUMBER | | |
| KEY IN DEBTOR NO., BILL NO. AND PRESS ENTER | | | | |
| BALANCES: | RECVBL | ORIGINAL RECVBL AMT | | |
| | PRINCIPAL | | BATCH NUMBER | |
| | INTEREST | | UPDATE REF | |
| | PENALTY | | TAPE BILL IND | |
| | ADMIN COST | | | |
| PAID: | INTEREST | PROCESSED: | DATE | |
| | PENALTIES | | TIME | |
| | ADMIN COSTS | REGISTER: | NUMBER | |
| LAST PAY: | AMOUNT | | TYPE | |
| | TYPE | STATUS: | CODE | |
| | DATE | | DATE | |
| <u>CLEAR EXIT</u> | | <u>PF7 PRIOR RECVBL</u> | PF10 CLAIMS INFO | |
| <u>PF1 MENU</u> | PF4 ACCT W/COLLECT | <u>PF8 NEXT RECVBL</u> | PF11 DETAIL RECS | |
| PF2 NEXT PG | PF5 BILLS | PF9 DEBTOR INFO | PF12 EMPLOY INDEBT | |
| PF3 ACCTNG | PF6 DESC TEXT | | | |

Figure 5: RECEIVABLE RECORD Screen with Identified Navigation

ABCOINQ Navigation

Follow the steps below to access a specific main menu option from the ABCOINQ Main Menu.

| Step | Action |
|------|---|
| 1. | Enter the appropriate one-digit program number in the CHOOSE AN OPTION FOR ACCESSING THE ABCO DATABASE: field. |
| 2. | Press Enter . The screen for the selected option is displayed. |

Figure 6: DEBTOR RECORD Screen is an example of a landing page of one of the main menu options. In this case, the landing page for “Debtor Information” Main Menu Option is displayed.

```

DATE  XX/XX/XX          USDA-NFC          TIME  00:00:00
                ADMINISTRATIVE BILLINGS AND COLLECTIONS
                        DEBTOR RECORD

DEBTOR NO
DEBTOR NAME
DEBTOR ADDRESS

DEBTOR TYPE

                CLEAR, EXIT INQUIRY
PF1 MENU SCREEN          PF2 RECEIVABLE RECORD
                PF10 CLAIM RECORD

ENTER DEBTOR NUMBER

```

Figure 6: DEBTOR RECORD Screen

3.4. ABCO Status Codes

This lesson identifies different status codes in ABCO and provides an explanation of when each code is used.

Lesson Objectives

By the end of this lesson, you will be able to:

- List the different ABCO status codes used in debt management and collection
- Explain situations when each status code is used

Figure 7: RECEIVABLE RECORD Screen with Identified Status Code Field shows an example of where the status code would appear on a screen within the system.

| DATE | USDA-NFC | | TIME |
|--|---------------------|---------------------|--------------------|
| ADMINISTRATIVE BILLINGS AND COLLECTIONS RECEIVABLE RECORD | | | |
| DEBTOR NUMBER | | BILL NUMBER | |
| KEY IN DEBTOR NO., BILL NO., AND PRESS ENTER | | | |
| BALANCES: RECVBL | | ORIGINAL RECVBL AMT | |
| PRINCIPAL | | BATCH NUMBER | |
| INTEREST | | UPDATE REF | |
| PENALTY | | TAPE BILL IND | |
| ADMIN COST | | | |
| PAID: INTEREST | PROCESSED: DATE | | |
| PENALTIES | TIME | | |
| ADMIN COSTS | REGISTER: NUMBER | | |
| LAST PAY: AMOUNT | TYPE | | |
| TYPE | STATUS: CODE | | |
| DATE | DATE | | |
| CLEAR EXIT | | | |
| PF1 MENU | PF4 ACCT W/COLLECT | PF7 PRIOR RECVBL | PF10 CLAIMS INFO |
| PF2 NEXT PG | PF5 BILLS | PF8 NEXT RECVBL | PF11 DETAIL RECS |
| PF3 ACCTNG | PF6 DESC TEXT | PF9 DEBTOR INFO | PF12 EMPLOY INDEBT |

Figure 7: RECEIVABLE RECORD Screen with Identified Status Code Field

The following table lists and describes each status code that is applied to assist in determining what type of action is required on the bill:

| Code | Description |
|-------|--|
| CA | Cancellation; identifies that a cancellation has been applied. |
| CC | Claims repayment; identifies that the bill was sent to claims and is in repayment. |
| FE | Cancel FEHB bill; designates cancellation for all Departments. |
| HO | <p>Hold; identifies a delinquent debt that has been placed on hold as per your Agency's instruction.</p> <div data-bbox="418 667 1312 877" style="border: 1px solid green; padding: 5px;"> <p>IMPORTANT: A hold status can be placed on the account to suspend collections for two pay periods. If more than two pay periods are required to thoroughly research the account, an additional two pay period hold may be requested from a higher level of authority within the Agency.</p> </div> |
| WA | Waiver applied for; identifies that a waiver application has been submitted but approving documentation is still pending. |
| WC | Waiver sent from Claims; applies to bills that have been forwarded to Claims. |
| WO | <p>Write-off; indicates that it has been forwarded to Claims which can include Military Leave Without Pay (LWOP) to charge the Agency.</p> <div data-bbox="418 1255 1312 1297" style="border: 1px solid blue; padding: 5px;"> <p>NOTE: This is a USDA-only code.</p> </div> |
| WP | Waiver processed; identifies that a waiver has been approved and the debt is waived. |
| Blank | <p>Delinquent debt needs review; identifies that no action has been taken yet on the bill.</p> <div data-bbox="418 1560 1312 1696" style="border: 1px solid blue; padding: 5px;"> <p>NOTE: If collection from the employee should not be pursued, then Agencies should request a waiver, cancellation, or write-off.</p> </div> |

As previously discussed, NFC sends Agencies a package on a monthly basis via email which includes:

- A standard letter regarding the Debt Management Improvement Plan,
- A listing of receivables that identifies all accounts requiring immediate Agency attention, and
- An explanation of the status codes that may be included on the list.

These status codes are intended to assist the Agencies in managing their employees' outstanding debts.

3.5. Chapter Review

Knowledge Check

1. Fill in the blanks in the following sentences about the options on the ABCOINQ Main Menu.
 - A. The _____ option is used to enter a particular debtor number and display system-generated information.
 - B. The Employee Indebtedness option is used to enter a _____ for a specific debtor and to display related debt and bills.

2. Match the following ABCO codes with their correct status definitions:
 1. WA
 2. CA
 3. HO
 4. FE
 - A. Cancel ADJP Bill
 - B. Agency requested time to review bill
 - C. Waiver applied for
 - D. Cancel FEHB Bill

Chapter Summary

Having completed this chapter, you are now able to:

- Access ABCOINQ
- Navigate within ABCOINQ
- Describe ABCO status codes

4.0. System Interfaces

4.1. Chapter Overview

This chapter focuses on how NFC's PPS, PINQ, IRIS, SPPS Web, and the Reporting Center interact with and relate to ABCO. It also introduces the importance of using PINQ, IRIS, SPPS Web, and the Reporting Center for research and validation of bills in ABCO.

Chapter Objectives

By the end of this chapter, you will be able to:

- Describe the relationship between PPS and ABCO
- Describe ABCO's relationship with PINQ, IRIS, SPPS Web, and the Reporting Center
- Describe the process to perform ABCO research within PINQ, IRIS, and SPPS Web

| Step | Action |
|------|--|
| 2. | Press Enter . The NFC Banner displays. |

```

=====
==  XX/XX/XX          SNX32702          T30N6711          PF1=HELP  ==
=====
==                NN  NN          FFFFFFFF          CCCCCCCC  ==
==               NNN  NN          FFFFFFFF          CCCCCCCC  ==
==              NNNN  NN          FF              CCC      ==
==             NN  NN  NN          FFFFFFFF          CCC      ==
==            NN  NNNN          FFFFFFFF          CCC      ==
==           NN  NNN          FF              CCCCCCCC  ==
==          NN  NN          FF              CCCCCCCC  ==
=====
==          =====          =====          ==
==                National Finance Center                ==
==          Office of the Chief Financial Officer          ==
==          United States Department of Agriculture          ==
==          =====          =====          ==
==          For Authorized Use Only          ==
==  ENTER USER ID = █          PASSWORD =          NEW PASSWORD? N          ==
==                                     (Y or N)          ==
==  ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU          ==
==                                     ==
==                                     ==
==                                     ==
=====

```

Figure 9: NFC Banner Screen

| Step | Action |
|------|---|
| 3. | Enter your User ID in the ENTER USER ID field. |
| 4. | Enter your password in the PASSWORD field. |
| 5. | Enter the system abbreviation (PINQ or IRIS) you wish to access in the ENTER APPLICATION NAME field. |
| 6. | Press Enter . The respective system's Main Menu displays. |

4.3. Relating NFC's Payroll/Personnel Processing System to ABCO

Lesson Overview

This lesson focuses on how ABCO interfaces with PPS.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the relationship between PPS and ABCO

Introduction to PPS

This lesson provides an overview of PPS and the role that ABCO plays in it.

PPS is a database system that offers the following features:

- Allows the integration and sharing of an array of data records among many modular subsystems, and
- Consists of current- and prior-year Human Resources (HR) information for all NFC supported Agency employees. This information includes employee salary payment information, personnel actions, name and address information, etc.

The modular construction of PPS allows integration of payroll and personnel actions with other payment systems. ABCO is one of the many modular subsystems of PPS. The Payroll/Personnel System Flow, found in Figure 10: Payroll/Personnel System, illustrates how ABCO interfaces with the Payroll/Personnel Corporate Database.

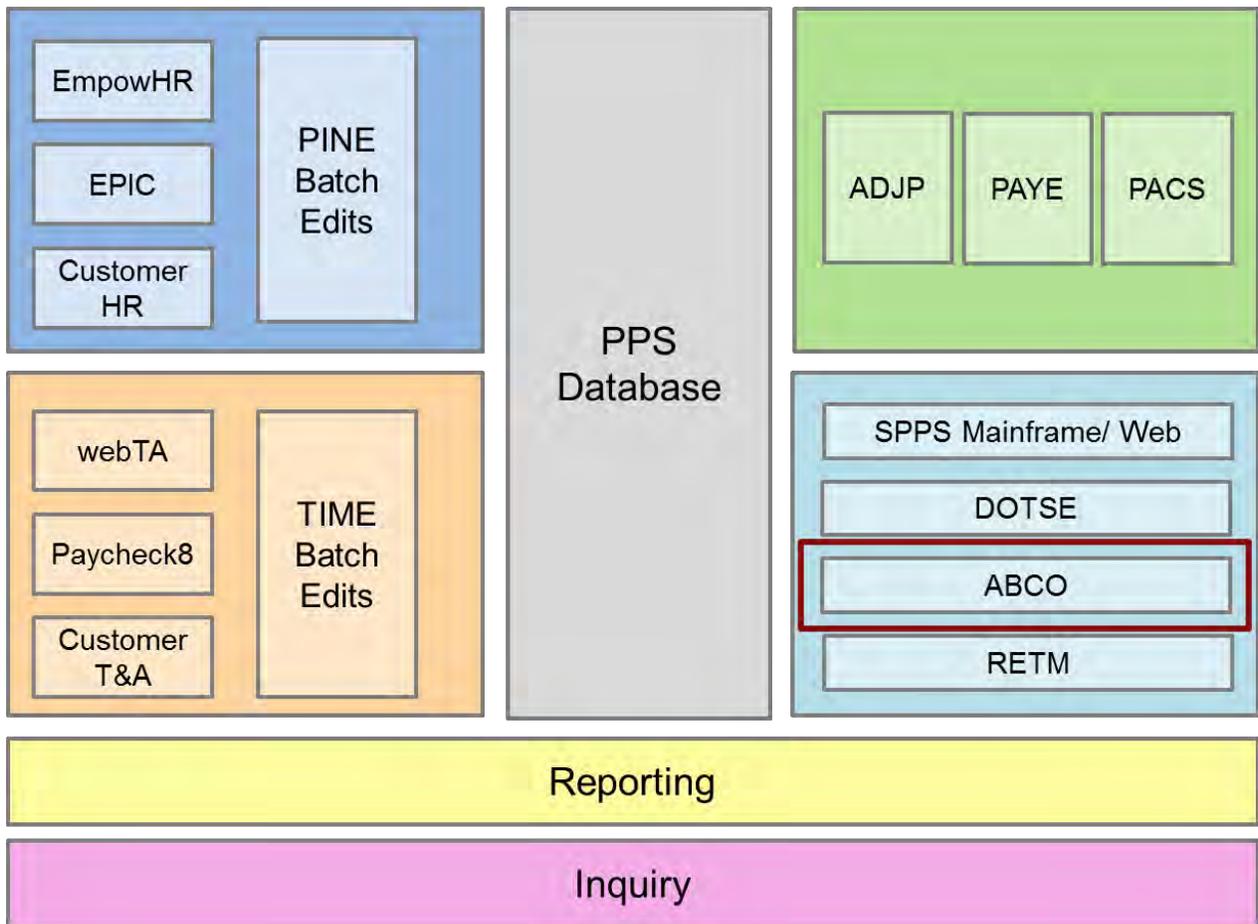


Figure 10: Payroll/Personnel System

ABCO provides accounting data related to revenue, refunds, or reimbursements for USDA’s Budget Cost and General Ledger Systems. ABCO provides automatic recording, aging, and reporting of receivables which eliminates the need for Agency period-end estimates. It interfaces with other systems to properly record billing and collection transactions. The following lessons discuss ABCO’s relationship with several of these systems within PPS.

4.4. PINQ Access, Relevance, and Navigation

Lesson Overview

This lesson focuses on how PINQ relates to ABCO, as well as how to navigate the menu options within PINQ.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the relationship between PINQ and ABCO
- Explain the purpose of PINQ and provide an overview of its functionality
- Navigate menu options within PINQ
- Describe the process to research T&A records

Introduction to Payroll/Personnel Inquiry System

PINQ provides inquiry capability to view current and historical payroll data, and provides access to current and prior payroll and personnel data, which allows processors to research T&A records that are associated with ABCO bills. PINQ contains data which is the result of the processing of T&A records and the computation of employees' pay.

PINQ stores data for the following periods:

- 26 pay periods for T&A data, and
- 25 pay periods for payroll and deduction data.

PINQ's Relevance to ABCO

Remember that the ABCO system automatically generates bills for salary overpayments, which can result from processing:

- A late personnel action,
- A corrected T&A record,
- An internal NFC Adjustment or NFC-29, or
- A request for billing via SPPS Web.

When working with a salary overpayment bill that resulted from a corrected T&A record, it is critical to research the T&A record changes to further understand the bill. Since PINQ stores T&A data, it is appropriate to research the T&A corrections in this system.

In addition, PINQ displays the health premiums that each employee pays. When working with a past due health benefits bill, it is appropriate to research the employee's portion of health premiums paid to the carrier.

PINQ is also used to research salary offset in collecting debts and payroll deductions for employee indebtedness (e.g. tax levies, bankruptcies, jury fees, etc.). If an employee elects payroll deductions, the payroll deductions appear in PINQ.

PINQ Menu

In order to access PINQ, you must enter PINQ into the Application Name on the NFC Banner Screen. Lesson 4.2 (Accessing the NFC Mainframe) provides detailed directions to access PINQ.

The PQ MENU, Figure 11: PQ000 consists of 29 programs, numbered 22 to 83, which contain current and historical payroll data. Program names are descriptive of the type of information contained in each menu option.

| | | | | |
|---|-----------------------------------|-------------------------------|----------------|-----------------|
| <u>PQ000</u> | <u>000000000</u> | <u>00 00</u> | <u>PQ MENU</u> | <u>XX/XX/XX</u> |
| <p><u>ENTER SSNO & PGM-NO - HIT ENTER-KEY!</u> <u>FOR PQ034 ENTER PGM NO. ONLY</u></p> | | | | |
| <u>22</u> PAYROLL HISTORY | <u>45</u> PACS EARNING LIMITATION | <u>55</u> PACS RETIREMENT | | |
| <u>23</u> TA HISTORY | <u>46</u> PACS APPROPRIATION CHG | <u>56</u> PACS THRIFT SAVINGS | | |
| <u>24</u> TA MISCELLANEOUS | <u>47</u> PACS DEDUCTIONS | <u>61</u> PACS ABOVE EARNINGS | | |
| <u>25</u> TA EXTENSIONS | <u>48</u> PACS LUMP SUM & LIMIT | <u>62</u> PACS TSP COLLECTION | | |
| <u>27</u> UNPAID | <u>49</u> PACS LEAVE | <u>64</u> PACS STATE TAX | | |
| <u>32</u> PAYROLL LISTING | <u>50</u> PACS BOND | <u>71</u> PACS UNION DUES | | |
| <u>34</u> NAME EMPLOYEE INQUIRY | <u>51</u> PACS RECEIPT ACCOUNTS | <u>75</u> PACS CITY TAX | | |
| | <u>52</u> PACS CHILD SUP/ALIMONY | <u>80</u> PACS FLEXFUND | | |
| <u>43</u> PACS PRORATED | <u>53</u> PACS HEALTH | <u>82</u> PACS COUNTY TAX | | |
| <u>44</u> PACS TRANSACTION | <u>54</u> PACS LIFE INSURANCE | <u>83</u> PACS ALLOTMENT | | |

Figure 11: PQ000 PQ MENU Screen

The top left portion of each PINQ screen provides the following data:

- PINQ program number (PQ0##),
- Employee's nine-digit SSN,
- Employee's two-digit Agency Code, and
- Two-digit pay period number.

The following table outlines the most commonly referenced PINQ programs in relation to ABCO, and provides a description of each:

| PINQ Program/ Description | Key Validation Fields and Processing Tips |
|--|---|
| <p>PQ032 PAYROLL-LISTING</p> <ul style="list-style-type: none"> • Used to research non-receipt of salary check • Displays an employee's current pay period plus 25 pay periods of pay data | <p>PQ032 stores basic gross-to-net data for a particular pay period that results in a pay check or Direct Deposit/Electronic Funds Transfer (DD/EFT) deposit.</p> <p>Corrected and revalidated T&As may be viewed on PQ032, even when they may or may not trigger a separate pay check. Cash awards and lump sum payments generate separate payments as net salary; however, if additional pay results from a corrected or revalidated T&A (or a bond carryover refund) it is included with the net salary deposit. Some transactions do not result in the disbursement of a check; instead, they are processed for update purposes only.</p> <p>The type of payment (Regular T&A, Corrected T&A, Cash Award, NFC29, etc.) is identified immediately above the employee's name.</p> <p>The order that payments and/or adjustments update to PQ032 is as follows:</p> <ul style="list-style-type: none"> • Corrected or revalidated T&As and NFC-29 adjustments display prior to gross-to-net salary payments. • Cash awards and lump sum payments display after gross-to-net salary payments. <p>Corrected T&A is shown as the type of payment for revalidated as well as corrected T&As.</p> |

| PQ032 222010001 90 15 09 | | PAYROLL-LISTING | | XX/XX/XX | |
|--------------------------|----------|-----------------|--------------------|-------------|-----------------|
| REGULAR T&A | | | | | |
| NAME | TRAINING | CARLOS | AGENCY | 90 | DO CD 3 |
| ADDRESS | | | PAY PLAN | GS | F/T |
| | | | GRADE/STEP | 11 | 10 |
| | | | DD/EFT | | |
| | | | HOURLY RATE | 35.14 | |
| DESG AGENT | 0000 | FLSA NO | COMPRESS WK | NO | BASE SAL |
| PAY PERIOD | | 15 | * * * * * | D E D U C T | I O N S * * * * |
| SAL RATE CODE | | PA | RETIREMENT | 196.78 | RETIRE PERCENT |
| HB CODE | 10 4 | 0 | LIFE INS | 11.40 | OPT INS |
| FGLI CODE | | H0 | HEALTH INS | 70.18 | BOND |
| SCHEDULE NO | | 9BA151 | FED TAX | 501 | 489.63 |
| BLOCK/BATCH | 55 | 150343 | STATE1 | 22 | 000 |
| CUR BOND REFUND | | .00 | STATE2 | 00 | 000 |
| 1ST WEEK HOURS | | 40.00 | CITY CD/TX | 0000 | .00 |
| 2ND WEEK HOURS | | 40.00 | CTY CD/TAX | 000 | .00 |
| TOTAL HOURS | | 80.00 | OASDI TAX | | .00 |
| | | | CHAR CONT | | .00 |
| | | | COMMISSARY | | .00 |
| GROSS PAY | | 3,069.38 | FIN ORG | | 111.00 |
| NET PAY | | 1,770.52 | CHILD/SUP & ALIM | | .00 |
| | | | THRIFT SAVINGS | | 168.67 |
| | | | FLEXFUND | | .00 |
| | | | ADVANCE | | .00 |
| | | | PERS-TAX-EXEMPT-CD | | 0 |
| | | | PRIVATE-TAX-CD | | 0 |
| | | | OTHER DED | | .00 |

Figure 12: PQ032 PAYROLL-LISTING Screen

| PINQ Program/ Description | Key Validation Fields and Processing Tips |
|--|--|
| <p>PQ046 PACS APPROPRIATION CHARGES</p> <ul style="list-style-type: none"> Used to research salary related inquiries | <p>PQ046 stores amounts paid to the employee by transaction code (TC) with corresponding rates and hours. It provides one screen of data related to each pay transaction code. It attaches dollar amounts to each TC and also prorates contributions such as the Government's portion of FEHB premiums.</p> <p>The PAY-TRAN-CODE field indicates which TC is reflected. Pay TCs not shown on the T&A, but derived by the system, are also reflected (TCs for cash award payments, allowances, administratively uncontrollable overtime, availability pay, etc.) and overtime under the Fair Labor Standards Act (FLSA) (the difference between the Title V and FLSA computations). It should also be noted that dollar values are assigned to TCs which are not actually being paid (comp leave earned, credit hours earned, and quarters deductions, etc.)</p> |

```

PQ046 222010001 90 25 09 PACS APPROPRIATION CHARGES XX/XX/XX
      TRAINING          CARLOS          HIST NO. 0001 RCD NO. 0001
PACS-DIFF OR PACS-PRO RECORDS NOT PRESENT HIT ENTER
* PACS APPROPRIATION CHARGES *
COVERED-BY-TA PP 25 YR 09
TRAN-DESCRIPTION
TRAN-PREFIX-TA          00 ACCTG-DIST-FLAG          0 ACCTG-DIST-FISC-YR-CD          1
PAY-TRAN-CODE          62 OASDI-CONTR-PRO          .00 ACCTG-DIST-APPN-CD          09
TRAN-SUFFIX-TA          0 FEGLI-CONT-PRO          .57 ACCT-STATION-CD          0010
TRAN-RATE              35.14 FEHB-CONT-PRO          15.57 LINE-NO          03
TRAN-HRS-WK-1          8.00 RET-CONT-PRO          19.68 TSP-BAS-CON-NF-PR          00
TRAN-AMT-WK-1          281.12 HIT-CONT-PRO          3.98 TSP-MAT-CON-NF-PR          00
TRAN-HRS-WK-2          .00 ANN-SHARE-PRO          .00
TRAN-AMT-WK-2          .00 RET-CONT-NF-PRO          .00 TRANS-HRS-AE-WK-1          00
TRAN-MEALS-CODE-TA     00 LI-CONT-NF-PRO          .00 TRANS-AMT-AE-WK-1          00
TRAN-MEALS-NO          0 HB-CONT-NF-PRO          .00 TRANS-HRS-AE-WK-2          00
TRAN-MEALS-AMT         .00 TS-CONT-NF-PRO          .00 TRANS-AMT-AE-WK-2          00
TRAN-FLAG              0 TS-BASIC-CON-PR          .00
TRAN-DIFF-PER          00 TS-MATCH-CON-PR          .00 * PACS DIFFERENTIAL *
SUB-OBJECT-CLASS      1101 PROF-RISK-CON-P          .00 DIFF-TRAN-CODE          00
ACCTG-DIST-SUB-LEV-CD NMC2PDLV          DIFF-TRAN-RATE          00
BUS-EVENT-TYPE-CODE          DIFF-TRAN-AMT-WK1          00
TREASURY-ACCT-SYMBOL          DIFF-TRAN-AMT-WK2          00
TREASURY-SYMBOL        12X4609          DIFF-SUB-OBJECT-CLASS      0000
    
```

Figure 13: PQ046 PACS APPROPRIATION CHARGES Screen

| PINQ Program/ Description | Key Validation Fields and Processing Tips |
|---|--|
| <p>PQ051 PACS RECEIPT ACCOUNTS</p> <ul style="list-style-type: none"> Used to research payroll deductions for employee indebtedness (e.g., tax levies, bankruptcies, jury fees, etc.) | <p>Most administrative billings are on a one-time basis with some accounts being liquidated by partial payments. Those liquidated by partial payment may be through payroll deductions. If so, a receipt account is established and deductions are made each pay period. These deductions display in PQ051, PACS Receipt Accounts.</p> |

```

PQ051  222010001  15 00  PACS RECEIPT ACCOUNTS  XX/XX/XX
                                     HIST NO 0001 RCD NO 0000
NO RECEIPTS FOR THIS HIST-HIT ENTER FOR NEXT HIST & RECEIPTS. 0307

COVERED-BY-TA          PP  00 YR  00

REC-ACCT-TYPE-CODE          00
REC-ACCT-ACCT-NO
DEDUCTS-OTHER              .00
BILL-NUMBER
FEEDER-SYSTEM-ID
REC-ACCT-TYPE-DISB          0
REC-ACCT-TAX-DEFERRED-CODE
  
```

Figure 14: PQ051 PACS RECEIPT ACCOUNTS Screen

PINQ Navigation

Follow the steps below to access a specific record from the PINQ Menu:

| | | | | |
|---|-----------------------------------|-------------------------------|---------|----------|
| PQ000 | 000000000 | 00 00 | PQ MENU | XX/XX/XX |
| <p>ENTER SSNO & PGM-NO - HIT ENTER-KEY! FOR PQ034 ENTER PGM NO. ONLY</p> | | | | |
| <u>22</u> PAYROLL HISTORY | <u>45</u> PACS EARNING LIMITATION | <u>55</u> PACS RETIREMENT | | |
| <u>23</u> TA HISTORY | <u>46</u> PACS APPROPRIATION CHG | <u>56</u> PACS THRIFT SAVINGS | | |
| <u>24</u> TA MISCELLANEOUS | <u>47</u> PACS DEDUCTIONS | <u>61</u> PACS ABOVE EARNINGS | | |
| <u>25</u> TA EXTENSIONS | <u>48</u> PACS LUMP SUM & LIMIT | <u>62</u> PACS TSP COLLECTION | | |
| <u>27</u> UNPAID | <u>49</u> PACS LEAVE | <u>64</u> PACS STATE TAX | | |
| <u>32</u> PAYROLL LISTING | <u>50</u> PACS BOND | <u>71</u> PACS UNION DUES | | |
| <u>34</u> NAME EMPLOYEE INQUIRY | <u>51</u> PACS RECEIPT ACCOUNTS | <u>75</u> PACS CITY TAX | | |
| | <u>52</u> PACS CHILD SUP/ALIMONY | <u>80</u> PACS FLEXFUND | | |
| <u>43</u> PACS PRORATED | <u>53</u> PACS HEALTH | <u>82</u> PACS COUNTY TAX | | |
| <u>44</u> PACS TRANSACTION | <u>54</u> PACS LIFE INSURANCE | <u>83</u> PACS ALLOTMENT | | |

Figure 15: PQ000 PQ MENU Screen

| Step | Action |
|------|--|
| 1. | Enter the employee's SSN in the SSNO field. |
| 2. | Enter the appropriate two-digit program number (PQXX) in the PG-NO field. |
| 3. | Enter the one or two-digit pay period being requested. |
| 4. | Press Enter . |

Research on the Same Employee in a Different PINQ Program

| Step | Action |
|------|---|
| 1. | Press Tab until the cursor is below the current program number. |
| 2. | Enter the appropriate two-digit program number (PQXX) below the current program number. <div style="border: 1px solid black; padding: 5px; display: inline-block;"> TIP: Enter "00" to access the PINQ Menu. </div> |
| 3. | Enter the one or two-digit pay period being requested, if it is different than the pay period being viewed. |
| 4. | Press Enter . |

Research a Different Employee in the Same PINQ Program

| Step | Action |
|------|---|
| 1. | Press Tab until the cursor is below the current SSN. |
| 2. | Enter the SSN for the employee being requested. |
| 3. | Press Enter . |

TIP: When switching PINQ programs or researching a different employee in the same PINQ program, it is not necessary to return to the first screen if the program has multiple screens.

TIP: Refer to the PINQ procedure manual at:
<https://www.nfc.usda.gov/publications/PINQ/PINQ.pdf> for further information on using PINQ.

4.5. IRIS Access, Relevance, and Navigation

Lesson Overview

This lesson provides an overview of IRIS and how it relates to ABCO. It also focuses on how to navigate IRIS using current and historical data menus to research and validate billing deductions.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the relationship between IRIS and ABCO
- Navigate menu options within IRIS
- Identify the relevant IRIS options for researching billing deductions

Introduction to IRIS

IRIS is a read-only inquiry system that provides access to current and prior payroll and personnel data within PPS, the system of record. Personnel actions and payroll documents apply to PPS, and are visible in IRIS when they pass all Personnel Input and Edit Subsystem (PINE) nightly batch edit process requirements and are effective in a prior or current pay period.

IRIS stores data for:

- At least two to three years with respect to Transaction History, and
- Ten years with respect to Personnel History.

IRIS' Relevance to ABCO

Payroll deductions can be verified within IRIS. In particular, users may research within IRIS to verify payments and deductions for the following situations:

- IRS Form 668-W, Notice of Intent of Levy on Wages, Salary, and Other Services,
- Chapter 13 Bankruptcy,
- IRIS Form 2159, Payroll Deduction Agreement,
- Commercial garnishments, and
- Past due health benefits while on a non-pay status.

IRIS Menu

In order to access IRIS, you must enter IRIS into the Application Name on the NFC Banner Screen. Lesson 4.2 (Accessing the NFC Mainframe) provides detailed directions to access IRIS.

The IRIS Menu, displayed in Figure 16: IR000 IRIS Menu Screen, provides six menus from which to choose once entering the system.

```

IIIIIIIIII      ** INFORMATION/RESEARCH INQUIRY SYSTEM **      XX/XX/XX  IR000
  II
  II              SSN 0000000000  SCREEN/MENU 000
  II
IIIIIIIIII      >> 100  CURRENT DATA MENU

RRRRRRRRRR      >> 200  TRANSACTION HISTORY MENU
RR      RR
RRRRRRRRRR      >> 300  RESTRICTED DATA MENU
RR      RR
RR      RR      >> 400  PAYROLL DATA MENU

IIIIIIIIII      >> 500  PERSONNEL HISTORY MENU
  II
  II              >> 600  NAME EMPLOYEE INQUIRY
  II
IIIIIIIIII

                ENTER SSNO (OPTIONAL) AND SCREEN NUMBER - PRESS ENTER.

SSSSSSSSSS
SS
SSSSSSSSSS
                SS              PF5 = HELP      PF6 = GLOSSARY      CLEAR = EXIT
SSSSSSSSSS

```

Figure 16: IR000 IRIS Menu Screen

ABCO research primarily takes place in 100 - Current Data Menu. The table on the following page provides information on the two most applicable screens contained within 100 - Current Data Menu for ABCO research.

| Menu | Description |
|---------------------------------------|---|
| IR114 RECEIPT ACCOUNTS | <p>This program displays receipt account information for indebted employees who have withdrawals to pay back debts. These can be commercial or government debts. The following fields are listed on this program:</p> <ul style="list-style-type: none"> • The amount per pay period, • The balance remaining, • Whether or not the deduction is voluntary or involuntary, • The type of debt, and • The account number. |

```

SSN 881060001  AG 90  * RECEIPT ACCOUNTS *  XX/XX/XX  IR114
SCREEN 000  NAME AMY  TRAINING

RECEIPT NUMBER 0000

AMOUNT PAID PER PP  .00  ACCOUNT NUMBER
BALANCE OWED  .00  ACCOUNT ESTABLISHED PP 00 YR 00
PERCENT DEDUCTION PER PP  .00  ACCOUNT STATUS 0
VOLUNTARY/INVOLUNTARY  PERSONAL EXEMPTION .00
TYPE CODE 00  ADDITIONAL PAYEE INFO

* PAYEE BANK INFORMATION *  * PAYEE NAME & ADDRESS *

ACCOUNT NUMBER
ACCOUNT TYPE
ACCOUNT ROUTE NUMBER 0000000000
ACCOUNT DISBURSEMENT TYPE 0

INQUIRY COMPLETE - NO RECEIPT ACCOUNT RECORDS PRESENT 0307
PF1 = SUB MENU  PF5 = HELP  ENTER = INQUIRY  CLEAR = EXIT
  
```

Figure 17: IR114 RECEIPT ACCOUNTS Screen

| Menu | Description |
|---|---|
| <i>IR125 PERSONNEL ACTIONS SUMMARY</i> | <p>This program displays a listing of personnel actions processed in the last year. This program is used in particular to validate if an employee is on non-pay status, based on NOAC 460, LWOP - Not to Exceed (NTE). The following fields are listed on this program:</p> <ul style="list-style-type: none"> • The pay period, • Year, • Effective date of the action, • Nature of action, • Agency, • Personnel Office Identifier (POI), • Batch number, and • User ID of the person who entered the action. |

| PROCESSED | | DOCUMENT | | | | | | |
|-----------|----|----------|------------------|---------|------|------|-------|---------|
| PP | YR | EFF-DATE | NATURE OF ACTION | | AGCY | POI | BATCH | USER-ID |
| 08 | 10 | 04 11 10 | 702 | N3M | 90 | 5317 | 6756 | NP214E |
| 01 | 10 | 01 03 10 | 894 | QWM ZLM | 90 | 5317 | 9960 | BEAR60 |
| 24 | 09 | 11 22 09 | 840 | | 90 | 5317 | 6752 | NP215E |
| 20 | 09 | 09 27 09 | 903 | 9BS | 90 | 5317 | 8881 | BUSCD |
| 15 | 09 | 07 19 09 | 903 | Z00 | 90 | 5317 | 8881 | BEAR10 |
| 13 | 09 | 06 21 09 | 846 | | 90 | 5317 | 5836 | NP088 |
| 01 | 09 | 01 04 09 | 894 | QWM ZLM | 90 | 5317 | 9960 | BEAR60 |
| 24 | 08 | 11 23 08 | 840 | | 90 | 5317 | 6797 | NP0050 |
| 20 | 08 | 09 28 08 | 847 | | 90 | 5317 | 6757 | NP0050 |
| 01 | 08 | 01 06 08 | 893 | Q7M | 90 | 5317 | 7777 | BEAR10 |
| 01 | 08 | 01 06 08 | 894 | QWM ZLM | 90 | 5317 | 9960 | BEAR60 |
| 24 | 07 | 11 26 07 | 849 | | 90 | 5317 | 5899 | NP025 |
| 21 | 07 | 10 14 07 | 780 | CGM | 90 | 5317 | 5868 | NP216 |
| 21 | 07 | 10 14 07 | 780 | CGM | 90 | 5317 | 5861 | NP0049 |
| 01 | 07 | 01 07 07 | 894 | QWM ZLM | 90 | 5317 | 9960 | BEAR60 |

PRESS PF8 FOR CONTINUATION OF PERSONNEL ACTION SUMMARY 0000
 PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT

Figure 18: IR125 PERSONNEL ACTIONS SUMMARY Screen

IRIS Navigation

To access an employee's record in IRIS, follow the steps below:

| Step | Action |
|------|---|
| 1. | Enter the employee's social security number in the SSNO field. |
| 2. | Enter the IRIS Menu/Screen number in the SCREEN NUMBER field. |
| 3. | Press Enter . The requested employee record displays. |

TIP: Refer to the IRIS procedure manual at:

<https://www.nfc.usda.gov/publications/IRIS/IRIS.pdf> for further information on using IRIS.

4.6. SPPS Web Access, Relevance, and Navigation

Lesson Overview

This lesson provides an overview of SPPS Web and how it relates to ABCO. It also focuses on how to navigate SPPS Web to view bills associated with records in ABCO.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the relationship between SPPS Web and ABCO
- Navigate menu options within SPPS Web
- Describe the process to research a bill generated in SPPS Web associated with a record in ABCO

Introduction to SPPS Web

SPPS Web is an online payroll/personnel database entry, adjustment, inquiry, and retrieval application. This tool is used by Agencies to override the automated payment process and manually adjust an employee's payroll record, in the case of special processing conditions. SPPS Web enables Agencies to enter, process, calculate, and disburse payments for employees who have a database record established in PPS.

As a result of payroll adjustments, funds are transferred to either the Federal employee or a third party.

NOTE: SPPS Web contains historical data from July 2000 to present. SPPS Web stores all Agency-requested manual payments and adjustments processed by NFC since Pay Period 14 of calendar year (CY) 2000.

SPPS Web's Relevance to ABCO

As you have learned in the Introduction to ABCO section, ABCO monitors employee debt and records all collections through an automated system until the debt is satisfied. SPPS Web is used to request billing which will be processed as a manually-created bill in ABCO.

When researching or validating a bill collection in ABCO, you can access SPPS Web to view the original request for billing an employee to understand why the employee was initially billed. Figure 19: Examples of Requests for Billing in SPPS Web below provides examples of requests for billing an employee in SPPS Web.

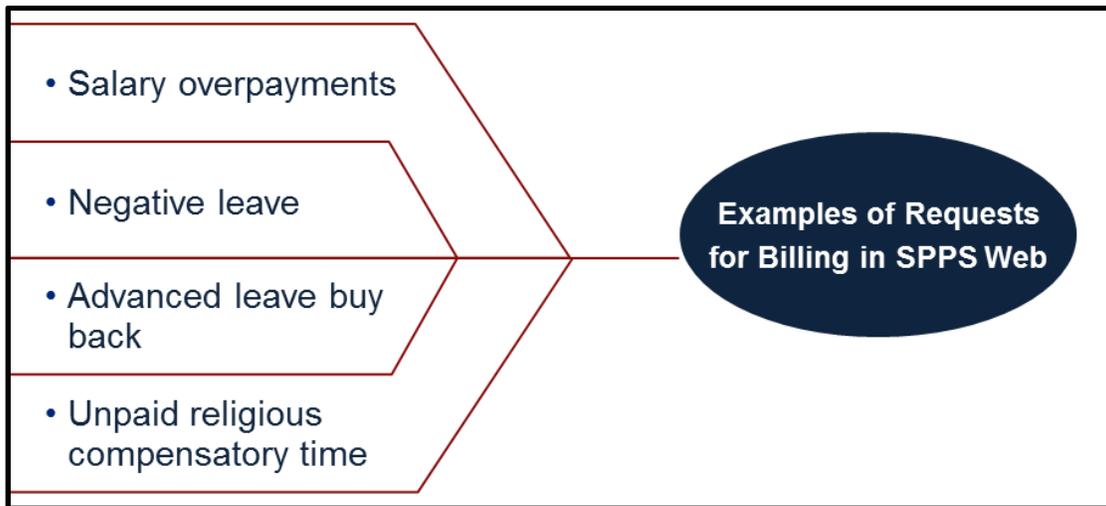


Figure 19: Examples of Requests for Billing in SPPS Web

Logging into SPPS Web

SPPS Web is a web-based application. You access SPPS Web through a web portal.

| Step | Action |
|------|--|
| 1. | Enter " www.nfc.usda.gov " in the Web browser Navigation Bar to access the NFC Home site. |
| 2. | Press Enter . The NFC Home page displays. |

Figure 20: NFC Home Site APPLICATION LAUNCHPAD

| Step | Action |
|------|--|
| 3. | <p>Click Special Payroll Processing System (SPPS) on the Application Launchpad. The U.S. Government Warning page displays.</p> <div style="border: 1px solid yellow; padding: 5px; margin: 10px 0;"> <p>TIP: SPPS Web can also be accessed by typing the Web address https://www.nfc.usda.gov/spps/ in the Navigation Bar of a Web browser.</p> </div> |

Figure 21: U.S. Government Warning Page

| Step | Action |
|------|---|
| 4. | Click Accept . The SPPS Web Log In page displays. |



Figure 22: SPPS Log In Page

| Step | Action |
|------|---|
| 5. | Enter your User ID in the User ID field. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: Your Log In credentials (User ID and Password) for SPPS Web are the same as for SPPS Mainframe.</p> </div> |
| 6. | Enter your password in the Password field. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>IMPORTANT: You can change your password at any time, but not more than once a day. Click Change Password to change your password.</p> </div> |
| 7. | Click Log In . The Database Selection page may display only if you process for more than one Agency. |



Figure 23: SPPS Web Database Selection Screen

| Step | Action |
|------|---|
| 8. | Select the appropriate Database for your Agency. The SPPS Web Home page displays. |

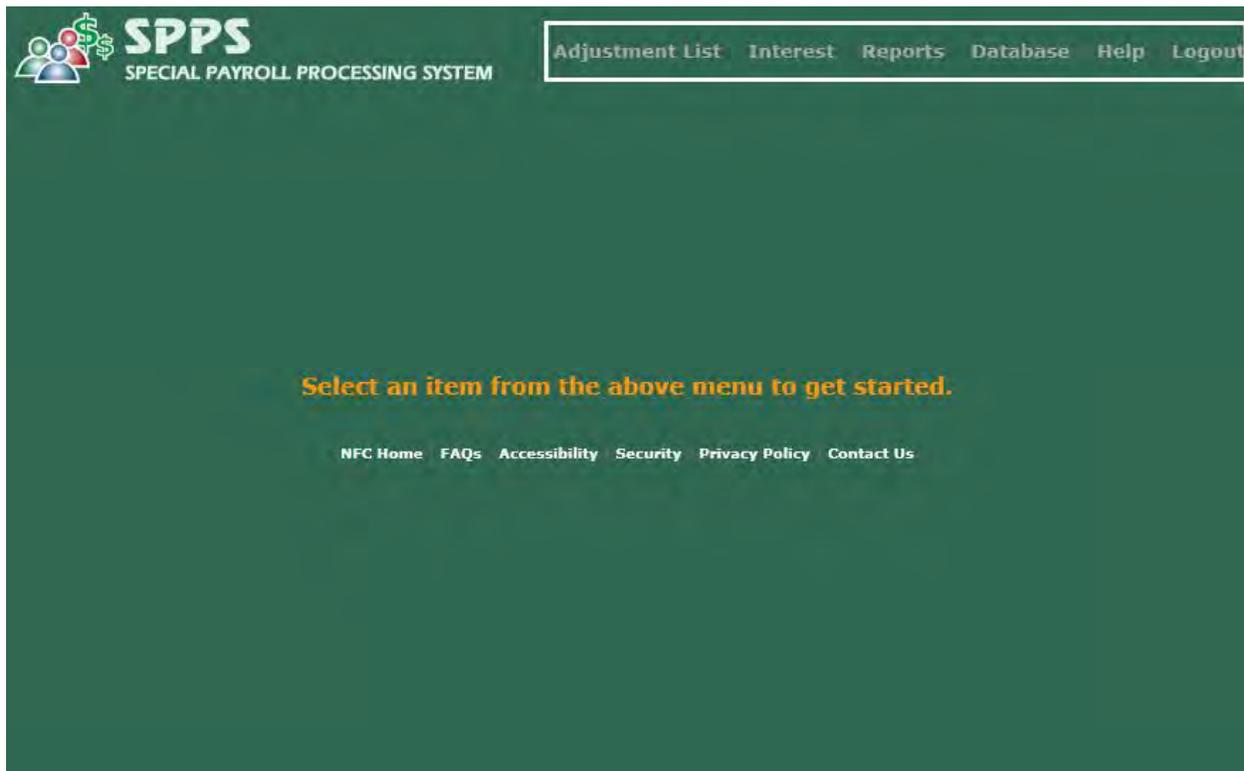


Figure 24: SPPS Web Home Page

If you do not have access to SPPS Web, you may request access through your ASO. Your request should include the following information:

- User name,
- User SSN,
- User ID,
- Agency name,
- User access request level,
- Telephone number, and
- Application name.

SPPS Web Navigation

The SPPS Web Menu Bar displays in the top right corner on all SPPS Web pages.

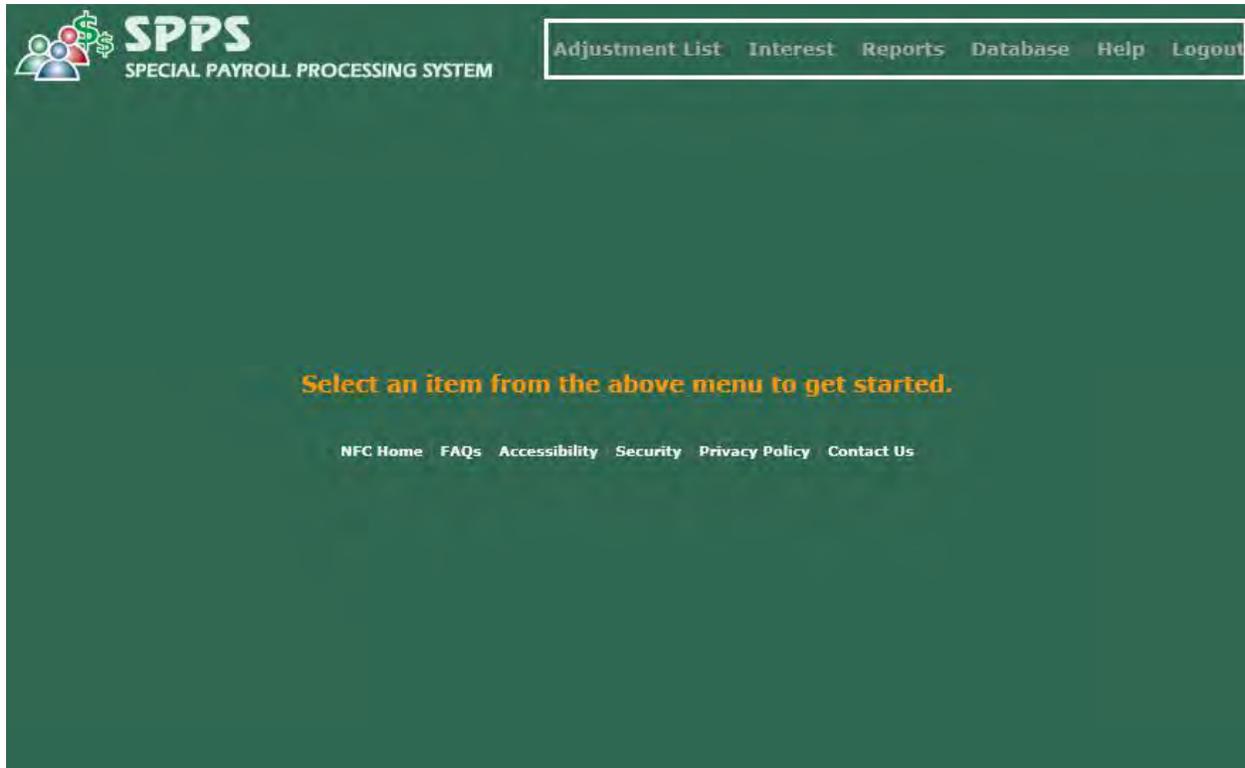


Figure 25: SPPS Web Menu Bar

Each menu bar displays menu options for processing and/or viewing transactions. When a menu option is selected, a specific action is initiated. The menu options vary based on your current page view and/or the function you are performing. To access any of the menu options, click on the menu name.

The SPPS Web Menu options are listed below:

| SPPS Home Page Menu Options | Description |
|--------------------------------|--|
| Adjustment List | Allows you to search for and add manual adjustments. |

| SPPS Home Page Menu Options | Description |
|-----------------------------|--|
| Interest (NFC Only) | Allows NFC users to view interest rates and dates used to calculate payment and adjustment transactions for Settlement Backpay adjustments processed in SPPS Web. This option is view-only for Agencies. |
| Reports | Allows you to request reports in SPPS Web. |
| Database | Allows you to select an alternate database, if you have security access to multiple databases. |
| Help | Allows you to view the SPPS Web Help page. |
| Logout | Allows you to log out of SPPS Web. |

Search for Existing Records

The following procedure explains how to search on an existing request for billing record within SPPS Web. All records can be searched through the Adjustment List menu option from the SPPS Web Menu Bar.

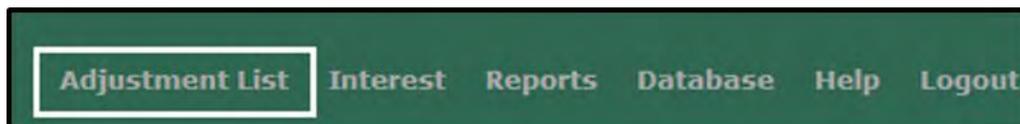


Figure 26: Adjustment List Menu Option

| Step | Action |
|------|--|
| 1. | Click Adjustment List on the SPPS Web Home page. |

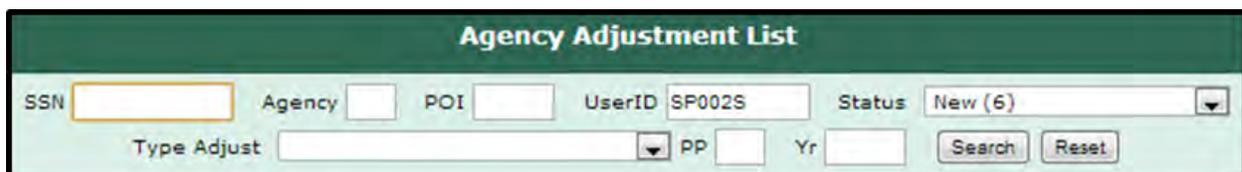
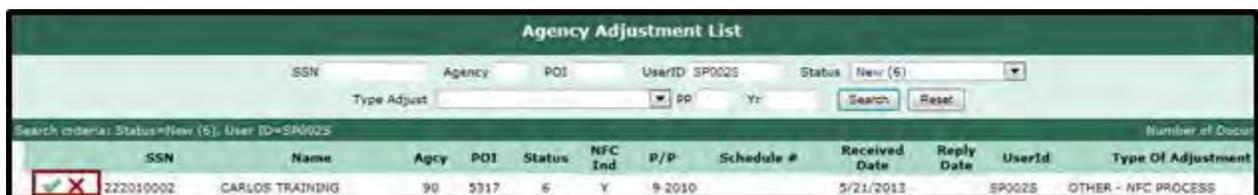


Figure 27: Agency Adjustment List Search Fields

| Step | Action |
|------|---|
| 2. | You can search for a transaction record by a specific: <ul style="list-style-type: none"> • SSN, • Organizational structure (Agency Code and POI), • User ID, • Type of adjustment (Type Adjust), • Pay period (PP), • Year (Yr), or • Status Code. Enter the appropriate search criteria on the Agency Adjustment List page. |
| 3. | Select the appropriate Status Code, if known. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: The Status Code indicates the action's payment processing status.</p> </div> |
| 4. | Click Search . The adjustments meeting the provided search criteria display. |
| 5. | Click on the desired adjustment to edit or view the record. |



| Agency Adjustment List | | | | | | | | | | | |
|---|-----------------|------|--------|--------|---------|---------|------------|---------------|------------|--------|---------------------|
| SSN | Agency | POI | UserID | SP0025 | Status | New (5) | | | | | |
| Type Adjust | | | PP | Yr | Search | Reset | | | | | |
| Search criteria: Status=New (5), User ID=SP0025 | | | | | | | | | | | Number of Docu |
| SSN | Name | Agcy | POI | Status | NFC Ind | P/P | Schedule # | Received Date | Reply Date | UserId | Type Of Adjustment |
| 222030002 | CARLOS TRAINING | 90 | 5317 | E | Y | 8 2010 | | 5/21/2013 | | SP0025 | OTHER - NFC PROCESS |

Figure 28: Adjustment Search Results

4.7. Reporting Center Relevance

Lesson Overview

This lesson provides an overview of the Reporting Center and how it relates to ABCO.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the relationship between the Reporting Center and ABCO

Introduction to the Reporting Center

The Reporting Center is an interactive NFC website that enables Agencies to produce predefined and customized reports. These reports can be viewed online, printed, saved to a folder, and/or displayed in a graphical format. Reports are arranged in a predefined format, and users have the option to customize reports based on certain selection criteria.

TIP: Please refer to the NFC Reporting course for more information on this system.

Reporting Center's Relevance to ABCO

When researching a bill, it is important to view the deduction amounts in an employee's paycheck. In these situations, the Reporting Center can provide the employee's Statement of Earnings and Leave report. In particular, the Reporting Center can provide the following information:

- The difference in an employee's pay between two pay periods as a result of the bill due to payroll deductions,
- The payments made by the employee each pay period once he or she has returned to pay status (in relation to bills created while employee is on non-pay status), and
- The employee's year-to-date gross pay total.

NFC often searches for employees' Statement of Earnings and Leave through this Reporting Center to verify and understand the debt deductions from their paychecks.

CAUTION: Not all Agencies have access to employees' Statements of Earnings and Leave through the Reporting Center and may need to request it from their internal Agency-specific systems and/or the employees themselves, if the Agency is assisting the employee to understand the bill.

4.8. Chapter Review

Knowledge Check

1. Match the appropriate PPS subsystem with the correct description:

- | | |
|--|---------------------|
| 1. Used to query employee payroll data | A. PINQ |
| 2. Used to produce predefined and customized reports | B. IRIS |
| 3. Used to provide access to payroll/personnel data and certain payroll document history | C. SPPS Web |
| 4. Used to manually adjust an employee's payroll record | D. Reporting Center |

2. Match the appropriate PINQ program screen with the correct description:

- | | |
|--|----------|
| 1. Used to research salary related inquiries | A. PQ032 |
| 2. Used to research payroll deductions for employee indebtedness (e.g., tax levies, bankruptcies, jury fees, etc.) | B. PQ046 |
| 3. Used to research detailed accounting, TC information, and deduction appropriations. | C. PQ051 |

Chapter Summary

Having completed this chapter, you are now able to:

- Describe the relationship between PPS and ABCO
- Describe ABCO's relationship with PINQ, IRIS, SPPS Web, and the Reporting Center
- Describe the process to perform ABCO research within PINQ, IRIS, and SPPS Web

5.0. Salary Overpayment Bills for Current Employees

5.1. Chapter Overview

This chapter provides an overview of the process to bill a current employee for a salary overpayment.

Chapter Objectives

By the end of this chapter, you will be able to:

- Articulate the purpose of a salary overpayment bill
- Identify the forms and letters relevant to salary overpayment bills
- Explain the ways in which a salary overpayment bill can be paid

The following terminology will be addressed in this chapter:

| Terminology | Description |
|---------------------|--|
| Disposable earnings | Any pay that remains after required deductions (income taxes, social security taxes, Federal retirement programs, premiums for life and health benefits, and any other deductions required by law) |

The following letters and forms will be addressed in this chapter:

| Letter/Form | Description |
|---|---|
| Form NFC-1100D, Notice of Intent to Offset Salary | Form sent by NFC to the Agency which communicates the current employee's salary overpayment bill |
| Form NFC-1101D, Repayment Agreement | Form sent by NFC to the Agency if the salary overpayment bill is a major indebtedness which indicates repayment options |
| Form AD-3041, ADJP Waiver/Cancellation Request | Official form that Agencies must complete to submit a request to waive, cancel, or adjust a debt to NFC |

5.2. Introduction to Salary Overpayments

This lesson provides an overview of billing salary overpayments for both minor and major indebtedness.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe when salary overpayment bills are generated
- Define minor and major indebtedness

Reasons for Salary Overpayment Bill Generation

We have learned that salary overpayment bills can be system-generated. In particular, salary overpayment bills result from the following actions:

- A personnel history correction,
- A corrected T&A record,
- An internal NFC adjustment through NFC-29, or
- A request for billing processed via SPPS Web.

Types of Salary Overpayment Debts

A salary overpayment debt falls into one of two categories depending on the debt amount, as defined in the following table:

| Category | Definition | Repayment options |
|--------------------|---|---|
| Minor indebtedness | Less than 15% of the employee's disposable earnings | Collected through a one-time payroll deduction |
| Major indebtedness | More than 15% of the employee's disposable earnings | Collected through a lump sum payment or multiple payroll deductions |

Bill Generation Schedule and Notification

Bills are generated on the 1st, 8th, 16th, and 24th of each month. When these bills are generated, NFC sends Forms NFC-1100D, Notice of Intent to Offset Salary, to each Agency. This form indicates the following items:

- The amount of the employee's debt,
- The nature of the debt,
- The employee's rights, and
- The interest percentage rate as determined by the Department of Treasury.

If the bill is a major debt, the Agency also receives Form NFC-1101D, Repayment Agreement. This form indicates the following items:

- The amount of the debt and related facts,
- The amount to be deducted each pay period,
- The pay period that deductions will begin, and
- The interest percentage rate as determined by the Department of Treasury.

NOTE: Interest is charged at the current rate established by Treasury, unless a Department allows a higher rate. Interest is charged on the unpaid balance every month, beginning with the second month after the date on the Notice of Intent to Offset Salary. Interest is not accrued on those debts paid in a lump sum on or before the pay period stated on the notice. The interest rate charged when the debt is computed remains at the fixed rate for the duration of the time used in repaying the debt.

You can view examples of Forms NFC-1100D for both minor and major debts and Form NFC-1101D in Appendix D: Chapter 5 Forms and Letters.

To recap, Figure 29: Forms Sent to Agencies for Salary Overpayments depicts the forms that are sent to the Agencies for the current employee's salary overpayment bill.

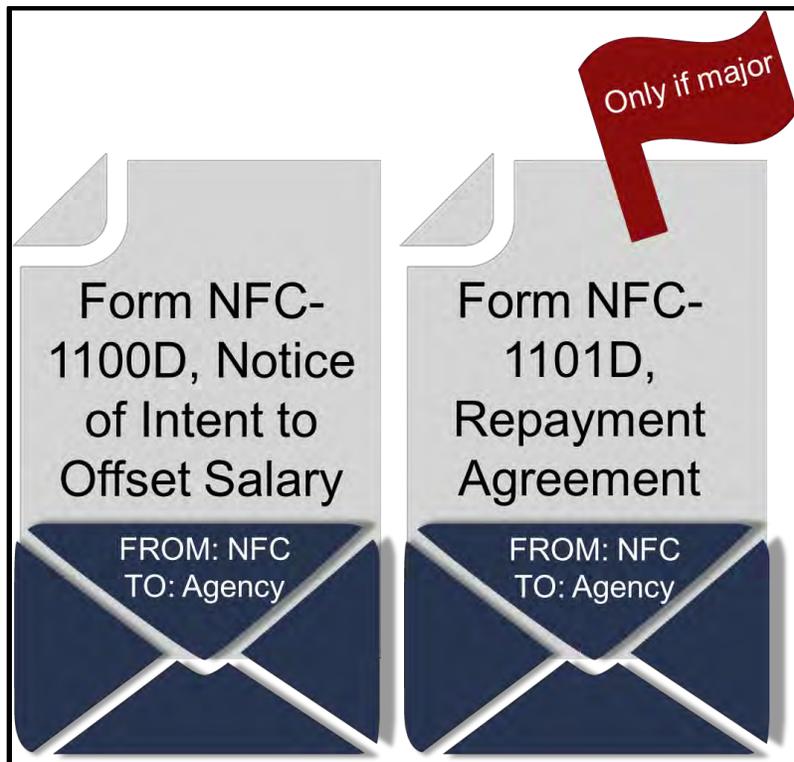


Figure 29: Forms Sent to Agencies for Salary Overpayments

5.3. Closing Out a Salary Overpayment Bill

This lesson describes the process of closing out a salary overpayment bill.

Lesson Objectives

By the end of this lesson, you will be able to:

- Determine when salary offset occurs to repay a bill
- Describe how to view a salary overpayment receivable record in ABCO

Employee Notification of the Salary Overpayment Bill

Upon Agency receipt of Form NFC-1100D, Notice of Intent to Offset Salary, the Agency must perform the following actions as identified in Figure 30:



Figure 30: Agency Actions after Receiving Forms NFC-1100D and NFC-1101D, As Applicable

The following table assigns an owner to each action item from the beginning of the process through waiver requests.

| Action | Owner |
|---|--------------|
| Complete and make a copy of Forms NFC-1100D and, as applicable, NFC-1101D | Agency |
| Identify an Agency POC for the employee | Agency |
| Forward Forms NFC-1100D and NFC-1101D, as applicable, to the employee at the earliest opportunity | Agency |
| Request a hearing or waiver for the bill within a thirty-day window which is counted from the day that NFC sends the Agency the form(s) | Employee |

Minor Indebtedness Salary Offsets

Remember from the previous lesson that a minor debt is less than 15% of the employee's disposable earnings. If the debt is considered a minor debt, a one-time salary offset will occur. The debt will be automatically deducted from the employee's salary in the second pay period following the 30-day waiting period which begins on the date of the notice.

The employee may view the adjustments on his or her Statement of Earnings and Leave for the pay period in which the bill is generated.

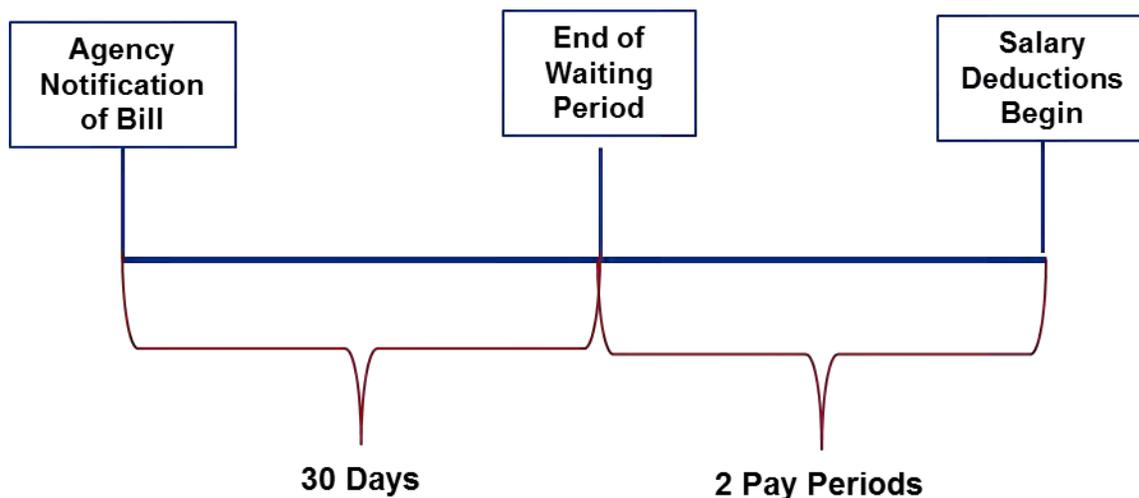


Figure 31: Salary Overpayment Bill Deduction Schedule

Major Indebtedness Salary Offsets

Remember from the previous lesson that a major debt is more than 15% of the employee's disposable earnings. If the debt is considered a major debt, the employee may repay it in the following ways:

- The Repayment Agreement (Form NFC-1101D) or a lump sum payment may be returned to NFC to resolve the debt.
- If NFC does not receive the Repayment Agreement or a lump sum payment, repayment deductions will begin in the second pay period following the end of the 30-day waiting period. Deductions will be made at the rate of 15% of disposable earnings, plus interest at the percentage rate as identified on Form NFC-1100D. Refer to the Figure 31: Salary Overpayment Bill Deduction Schedule to understand the timeline of the salary offset.

The employee may view the adjustments on his or her Statement of Earnings and Leave for the pay period in which the bill is generated.

Viewing the Receivable Record in ABCOINQ

Following salary offset, the system generates a receivable record that can be viewed in ABCOINQ. The following procedure explains how to view a receivable record in the system from the ABCOINQ main menu:

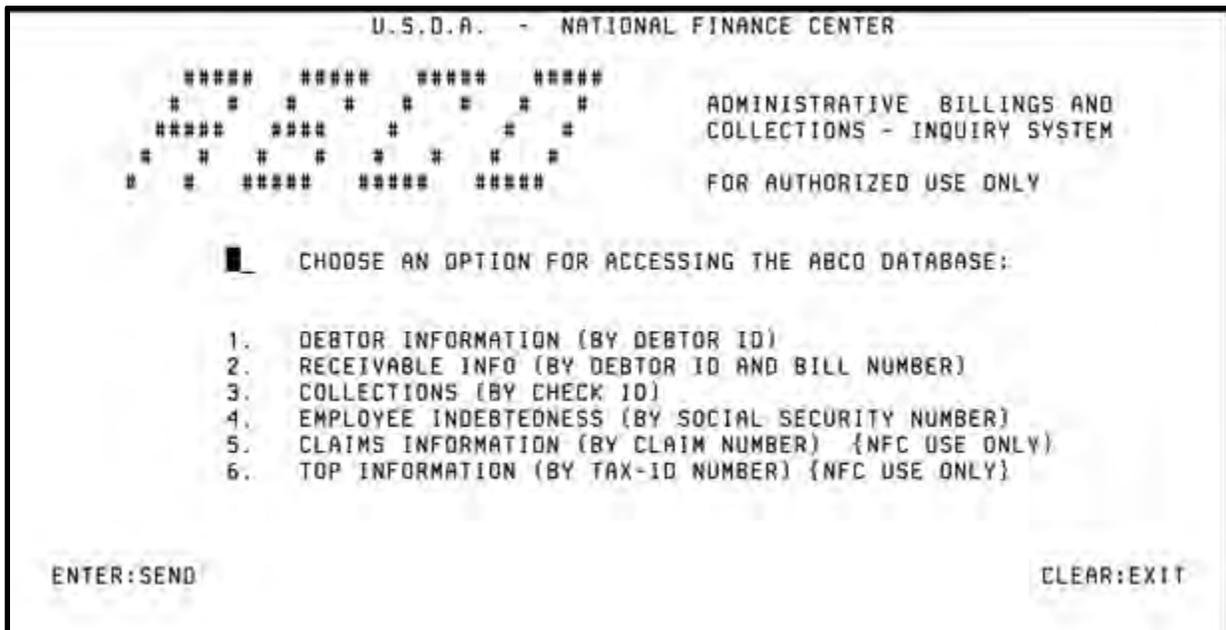


Figure 32: ABCOINQ Main Menu Screen

| Step | Action |
|------|--|
| 1. | Enter "4" in the CHOOSE AN OPTION FOR ACCESSING THE ABCO DATABASE: field. |
| 2. | Press Enter . The EMPLOYEE INDEBTEDNESS screen displays. |

```

DATE                USDA-NFC                TIME
ADMINISTRATIVE BILLINGS AND COLLECTIONS
EMPLOYEE INDEBTEDNESS                PAGE 0001

SOCIAL SECURITY NUMBER

DEBTOR NUMBER      DEBTOR NAME      BILL NO  BATCH  RECVBL-BALANCE
*****
*****

CLEAR, EXIT INQUIRY PF1 MENU SCREEN PF7 BACKWARD PF8 FORWARD ENTER
ENTER SOCIAL SECURITY NUMBER AND PRESS ENTER
  
```

Figure 33: EMPLOYEE INDEBTEDNESS Screen

| Step | Action |
|------|---|
| 3. | Enter the employee's nine-digit SSN in the SOCIAL SECURITY NUMBER field. |
| 4. | Press Enter . The list of bills for the requested employee displays. |

| | | | | |
|--|-------------|---------------|-----------|----------------|
| DATE | USDA-NFC | | | TIME |
| ADMINISTRATIVE BILLINGS AND COLLECTIONS | | | | |
| EMPLOYEE INDEBTEDNESS | | | | PAGE 0001 |
| SOCIAL SECURITY NUMBER | 123456789 | | | |
| DEBTOR NUMBER | DEBTOR NAME | BILL NO | BATCH | RECVBL-BALANCE |
| ***** | | | | |
| 20 123456789 | 92 | JOHN TRAINING | 314206552 | X13195 163.52 |
| ***** | | | | |
| CLEAR, EXIT INQUIRY PF1 MENU SCREEN PF7 BACKWARD PF8 FORWARD ENTER | | | | |
| ENTER SOCIAL SECURITY NUMBER AND PRESS ENTER | | | | |

Figure 34: EMPLOYEE INDEBTEDNESS Screen Results

| Step | Action |
|------|---|
| 5. | Enter "s" next to the applicable record. |
| 6. | Press Enter . The receivable record for the requested employee and bill number displays. |

| DATE | USDA-NFC | | TIME |
|--|--------------------|---------------------|-----------------------|
| ADMINISTRATIVE BILLINGS AND COLLECTIONS RECEIVABLE RECORD | | | |
| DEBTOR NUMBER | 123456789 | 92 | BILL NUMBER 314206552 |
| BALANCES: RECVBL | <u>183.52</u> | ORIGINAL RECVBL AMT | <u>183.52</u> |
| PRINCIPAL | <u>183.52</u> | | |
| INTEREST | <u>.00</u> | BATCH NUMBER | X13195 |
| PENALTY | <u>.00</u> | UPDATE REF SYSTEM | 13217 180651 |
| ADMIN COST | <u>.00</u> | TAPE BILL IND | N |
| PAID: INTEREST | <u>.00</u> | PROCESSED: DATE | 08 05 13 |
| PENALTIES | <u>.00</u> | TIME | 18:06:51 |
| ADMIN COSTS | <u>.00</u> | REGISTER: NUMBER | 348725 |
| LAST PAY: AMOUNT | <u>.00</u> | TYPE | 0040 |
| TYPE | | STATUS: CODE | |
| DATE | 00 00 00 | DATE | 00 00 00 |
| CLEAR EXIT | | | |
| PF1 MENU | PF4 ACCT W/COLLECT | PF7 PRIOR RECVBL | PF10 CLAIMS INFO |
| PF2 NEXT PG | PF5 BILLS | PF8 NEXT RECVBL | PF11 DETAIL RECS |
| PF3 ACCTNG | PF6 DESC TEXT | PF9 DEBTOR INFO | PF12 EMPLOY INDEBT |

Figure 35: Receivable Record Screen Page 1 of 2

Let's examine this receivable record more in-depth, starting with the bill number. The bill number format provides valuable information to understand why the bill was generated. The bill number format is YPP2##### and is determined by the following conditions:

| Position in Bill | Description | Example |
|----------------------------|---|---------------|
| First Digit | Determined by the calendar year in which the action that generated the bill was processed. | 3 (i.e. 2013) |
| Second and Third Digits | The pay period in which the action was processed. | 14 |
| Fourth Digit | 2 indicates a salary-related bill generated through PPS. <div style="border: 1px solid blue; padding: 5px; width: fit-content; margin: 5px auto;"> <p>NOTE: If the bill is a FEHB Bill, this digit will be a 1. If it is a digit other than 1 or 2, it is not a system-generated bill.</p> </div> | 2 |
| Fifth through Ninth Digits | System-generated numbers. | 06552 |

Let's take a look at the second page of the receivable record.

| Step | Action |
|------|--|
| 7. | Press F2 . The second page of the RECEIVABLE RECORD screen displays. |

| DATE | USDA-NFC | | TIME |
|--|-------------------------------|---------------------------------|------------------------------|
| ADMINISTRATIVE BILLINGS AND COLLECTIONS RECEIVABLE RECORD | | | |
| DEBTOR NUMBER | 123456789 | 92 | BILL NUMBER <u>314206552</u> |
| RRR CODE <u>B</u> | | RA TYPE 16 | GARNISH EST AMT 183.52 |
| RRR MOD <u>029</u> | | CLAIMS IND <u>N</u> | GARNISH PP AMT <u>.15</u> |
| ARB PROC | | REC/CLAIMS DATE <u>08 05 13</u> | YYP TO GARNISH 13 18 |
| PAYMENT REF | <u>NNYN231716700203532023</u> | | <u>14</u> |
| BILL AGING DT <u>08 08 13</u> | INTEREST RT <u>1.750</u> | LWOP EFF DATE <u>00 00 00</u> | |
| PAST DUE COUNT <u>0</u> | DO CODE | CUSTOMER ALC | |
| GOV <u>N</u> | MOP <u>5</u> | SF1080 <u>N</u> | INT <u>N</u> |
| ADMN <u>N</u> | MINC <u>N</u> | W2 <u>N</u> | BILL <u>0</u> |
| PEN <u>N</u> | ARB | EST <u>N</u> FFIS M | |
| BILL FREQUENCY | LWOP-ACT-DUTY | | |
| RECVBL SRC IND <u>2</u> | SYS-ACRONYM | PAYE | CLEAR, EXIT INQUIRY |
| PAYROLL REASON <u>2</u> | ONLINE-BATCH | | PF1 MENU SCREEN |
| GAR MAJ/MIN <u>1</u> | INVOLUN-PROC | | PF7 FIRST PAGE |

Figure 36: RECEIVABLE RECORD Screen Page 2 of 2

The fields on the second page of the **RECEIVABLE RECORD** screen provide information on the bill's repayment. The following table outlines the relevant fields to understand the receivable record:

| Field Name | Description |
|------------------------|--|
| REC/CLAIMS DATE | The date the bill was generated |
| YYP TO GARNISH | The pay period in which the deductions will begin (e.g. 2013, Pay Period 18) |
| GARNISH EST AMT | The estimated amount of deductions per pay period |

| Field Name | Description |
|---------------------------|---|
| <i>PAYMENT REF</i> | <p>Payment reference number. The first four positions are used to indicate the reason for the receivable:</p> <ul style="list-style-type: none"> • Y in the 1st position indicates the bill was generated due to a corrected T&A. • Y in the 2nd position indicates the bill was generated due to a supplemental T&A. • Y in the 3rd position indicates the bill was generated due to a corrected or late personnel action. • Y in the 4th position indicates the bill was generated due to an NFC-29, which can be viewed in SPPS Web. |

5.4. Applying for a Waiver or Cancellation of the Debt

This lesson describes the process of requesting a hearing or waiver of the debt.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain the process of applying for a hearing or waiver of a bill
- Identify the form necessary to submit a request to waive or cancel a debt

Employees may request a hearing or waiver of a bill. NFC must be notified in writing within 30 days of the billing date if the employee has requested a hearing or waiver. All requests must be dated and include the approving official's signature and title. Receipt of a request will suspend all collection activities until a decision has been made.

CAUTION: It is critical that Agencies send Form NFC-1100D to employees in a timely manner to allow employees to request a hearing or waiver, as appropriate. The thirty-day window begins on the day that NFC sends the form to the Agency, not when the Agency sends the form to the employee.

Form AD-3041, ADJP Waiver/Cancellation Request, is the official form that Agencies must complete to submit a request to waive, cancel, or adjust a debt. Agencies may submit Form AD-3041 in the following ways:

- Mail the form to NFC,
- Fax the form to ABCO, or
- Scan and email the form to the appropriate designated ABCO email box for the Agency.

TIP: To access Form AD-3041, navigate to <https://www.nfc.usda.gov/Forms/ad3041.pdf>

IMPORTANT: This form contains Personally Identifiable Information (PII), so take the proper precautions when submitting the form to ABCO so that this information is not compromised.

CAUTION: All hold requests must be received by NFC prior to the close of business on the Wednesday before the official Thursday payday.

If NFC receives a request to cancel the debt or receives information that the debtor has requested a waiver of the debt, the Agency may request an additional five pay period suspension of collection. NFC understands that some debts will require sensitive deliberations that will require additional time to resolve. As such, a waiver request or hearing request can be renewed every five pay periods until a decision concerning the debt has been determined. To avoid additional charges to the Agency and to conform with the DCIA, any money collected prior to the waiver request will not be refunded until a final decision has been determined regarding the debt.

IMPORTANT: All requests to cancel or waive a debt must be made by an authorized Agency representative. It is the responsibility of every Agency to update and maintain authorized contact types within the Table Management System (TMGT), Table 063.

5.5. Chapter Review

Knowledge Check

1. Which of the following is not a reason for the generation of a bill for salary overpayment?
 - A. Processing of personnel history correction
 - B. Corrected T&A record
 - C. E-mail from management
 - D. Internal NFC adjustment

2. **True or False:** Major indebtedness is classified as any debt more than 25% of disposable earnings.

3. Match the following steps in the waiver application process (1-3) with the responsible party (A-C).

- | | |
|---|----------|
| <ol style="list-style-type: none"> 1. Submits a corrected T&A, personnel history correction, request for billing in SPPS Web, or internal adjustment through NFC-29. | Employee |
| <ol style="list-style-type: none"> 2. Submits a request for a hearing or waiver the bill. | NFC |
| <ol style="list-style-type: none"> 3. Codes bill as WA which places the bill on hold for 5 pay periods as the waiver is deliberated. | Agency |

Chapter Summary

Having completed this chapter, you are now able to:

- Articulate the purpose of a salary overpayment bill
- Identify the forms and letters relevant to salary overpayment bills
- Explain the ways in which a salary overpayment bill can be paid

6.0. FEHB Bills for Current Employees

6.1. Chapter Overview

This chapter provides an overview of past due health benefits bills for current employees on non-pay status.

Chapter Objectives

By the end of this chapter, you will be able to:

- Articulate the purpose of a past due health benefits bill
- Identify the forms and letters relevant to past due health benefits bills
- Determine if a past due health benefits bill is pre-tax
- Explain the ways in which a past due health benefits bill can be paid

The following terminology will be addressed in this chapter:

| Terminology | Description |
|--------------------|-----------------------------------|
| FEHB | Federal Employees Health Benefits |
| LWOP | Leave Without Pay |
| AWOL | Absence Without Leave |

The following letters and forms will be addressed in this chapter:

| Letter/Form | Description |
|--|--|
| Form NFC-937, Notice of Intent to Recover Past Due Health Benefits From Salary | Form sent by NFC to the current employee, with a courtesy copy sent to the Agency, which communicates the employee's past due health benefits bill |
| Pre-tax FEHB Refund Form | NFC completed form to request a pre-tax refund for the employee; replacement of Form AD-343 |

6.2. Introduction to FEHB Bills

This lesson provides an introduction to bills for past due health benefits.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain health benefits payment options for employees on non-pay status
- Determine when NFC makes automatic deductions from an employee's salary for past due health benefits

Introduction to Past Due Health Benefits Bills

When an employee is on non-pay status and is covered by FEHB, the employee is obligated to continue payments for his or her share of the premiums. When an employee enters non-pay status, the Agency must complete the following actions:

- Process an SF-50 personnel action with the appropriate NOAC, and
- Include the one digit number indicating the correct employment status code on the SF-50, as displayed on IR101.

If the Agency does not process the personnel action, a T&A record must be submitted for each pay period indicating the particular TC depending on the type of non-pay status. The following table outlines the appropriate TCs for the T&A records:

| Type of Non-Pay Status | Appropriate TC |
|-------------------------------|-----------------------|
| LWOP | TC-71 |
| AWOL | TC-72 |
| Suspension | TC-73 |

After the Agency processes the personnel action or submits the T&A record, the payroll system sends the:

- Employee’s premium for FEHB to the carrier via the Office of Personnel Management (OPM), and
- Agency’s premiums for FEHB to the carrier via OPM.

The premium amount can be viewed on PQ032, as seen in Figure 37: PQ032 PAYROLL-LISTING Screen, Health Insurance Amount, below. This screen displays the payroll deduction in PINQ for the employee’s portion of the premium. Also displayed is the amount for the Receipt Account, as seen in the **OTHER DED** field.

| UNPAID | | RAY TRAINING | | AGENCY 93 | DO CD 3 |
|-----------------|-----------|-------------------------------------|--------|--------------------|----------|
| NAME | | | | PAY PLAN | GS F/T |
| ADDRESS | | | | GRADE/STEP | 07 07 |
| | | | DD/EFT | HOURLY RATE | 21.85 |
| DESG AGENT 0000 | FLSA YES | COMPRESS WK NO | | BASE SAL | 45604.00 |
| PAY PERIOD | 05 | * * * * D E D U C T I O N S * * * * | | | |
| SAL RATE CODE | PA | RETIREMENT | .00 | RETIRE PERCENT | .0080 |
| HB CODE 0 0 | 0 | LIFE INS | .00 | OPT INS | .00 |
| FEGLI CODE | Z5 | HEALTH INS | 62.15 | BOND | .00 |
| SCHEDULE NO | 0BH011 | FED TAX M00 | .00 | EXTRA FED | .00 |
| BLOCK/BATCH | 39 012013 | STATE1 06 M00 | .00 | EXTRA STATE1 | .00 |
| CUR BOND REFUND | .00 | STATE2 00 000 | .00 | EXTRA STATE2 | .00 |
| 1ST WEEK HOURS | .00 | CITY CD/TX 0000 | .00 | IMPRES FUND | .00 |
| 2ND WEEK HOURS | .00 | CTY CD/TAX 000 | .00 | HITS TAX | .00 |
| TOTAL HOURS | .00 | OASDI TAX | .00 | UNION DUES | .00 |
| | | CHAR CONT | .00 | MEALS | .00 |
| | | COMMISSARY | .00 | QUARTERS | .00 |
| GROSS PAY | .00 | FIN ORG | .00 | ADVANCE | .00 |
| NET PAY | .00 | CHILD/SUP & ALIM | .00 | PERS-TAX-EXEMPT-CD | 0 |
| | | THRIFT SAVINGS | .00 | PRIVATE-TAX-CD | 0 |
| | | FLEXFUND | .00 | OTHER DED | -62.15 |

Figure 37: PQ032 PAYROLL-LISTING Screen, Health Insurance Amount

PQ051, PACS Receipt Accounts, displays the PACS Receipt Account in PINQ established for a specific pay period as seen in Figure 38. There is a receivable for each consecutive pay period while the employee is on non-pay status.

| | | | | | |
|----------------------------|-----------|-------------|-----------------------|--------------|-------------|
| PQ051 | 123456789 | 93 13 08 | PACS RECEIPT ACCOUNTS | HIST NO 0002 | RCD NO 0001 |
| COVERED-BY-TA | | PP 13 YR 00 | | | |
| REC-ACCT-TYPE-CODE | | | 21 | | |
| REC-ACCT-ACCT-NO | | 36000000000 | | | |
| DEDUCTS-OTHER | | | -62.15 | | |
| BILL-NUMBER | | | | | |
| FEEDER-SYSTEM-ID | | | | | |
| REC-ACCT-TYPE-DISB | | | 0 | | |
| REC-ACCT-TAX-DEFERRED-CODE | | | Y | | |

Figure 38: PQ051 PACS RECEIPT ACCOUNTS Screen

6.3. Closing Out a FEHB Bill

This lesson describes the process of closing out a past due health benefits bill.

Lesson Objectives

By the end of this lesson, you will be able to:

- Determine when a salary offset occurs to repay the past due health benefits bill
- Describe how to view a past due health benefits receivable record in ABCOINQ

We have just seen the health benefits premium amounts in PQ032 and PQ051. PPS furnishes this information, the employee premium amount and receipt account, to ABCO. ABCO, in turn, establishes a receivable to bill and collect the employee's share of the premium. The employee is obligated to continue payments to the premiums using one of the following options:

- The employee may continue paying premiums by sending payments directly to NFC, or
- The employee may opt to wait until he or she is returned to pay status.

NOTE: Employees should contact their own Agency HR offices for additional details on tax implications when discussing options for repayment of premiums.

If the employee opts to wait until he or she is returned to pay status, NFC directly sends the employee Form NFC-937, Notice of Intent to Recover Past Due Health Benefits from Salary, once the employee returns. NFC also sends a courtesy copy of this letter to the Agency. An example of Form NFC-937 is found in Appendix E: Chapter 6 Forms, Letters, and Calculations.

If the employee does not pay the amount due or make other arrangements to satisfy the debt, NFC will begin making deductions from the employee's salary beginning the pay period following the due date (i.e. 30 days from the date on the Form NFC-937).

An accounts receivable record is established in ABCO as a result of the information received from PPS. Figure 39: provides an example of a receivable record.

| DATE | USDA-NFC | | TIME |
|--|--------------------------|----------------------|------------------------|
| ADMINISTRATIVE BILLINGS AND COLLECTIONS RECEIVABLE RECORD | | | |
| DEBTOR NUMBER | 123456789 | 92 | BILL NUMBER 805102742 |
| RRR CODE B | RA TYPE 21 | GARNISH EST AMT .00 | |
| RRR MOD | CLAIMS IND N | GARNISH PP AMT 62.15 | |
| ARB PROC | REC/CLAIMS DATE 03 24 08 | YPP TO GARNISH 08 17 | |
| PAYMENT REF | 9347162012112724930513 | | |
| BILL AGING DT | 08 01 08 | INTEREST RT 5.000 | LWOP EFF DATE 03 02 08 |
| PAST DUE COUNT | 0 | DO CODE | CUSTOMER ALC |
| GOV N | MOP 1 | SF1080 N | INT N |
| ADMN N | MINC N | W2 N | BILL 0 |
| PEN N | ARB | EST N | FFIS C |
| BILL FREQUENCY | LWOP-ACT-DUTY 2 | | |
| RECVBL SRC IND 2 | SYS-ACRONYM | PAYE | CLEAR, EXIT INQUIRY |
| PAYROLL REASON 1 | ONLINE-BATCH | | PF1 MENU SCREEN |
| GAR MAJ/MIN 1 | INVOLUN-PROC | | PF7 FIRST PAGE |

Figure 39: RECEIVABLE RECORD Screen

Let's examine this receivable record more in-depth, starting with the bill number. The bill number format provides valuable information to understand why the bill was generated. The bill number format is determined by the following conditions:

| Position in Bill | Description | Example |
|-------------------------|--|---------------|
| First Digit | Determined by the calendar year of the personnel action that generated the bill. | 8 (i.e. 2008) |
| Second and Third Digits | The first pay period of non-pay status. | 05 |
| Fourth Digit | 1 indicates a FEHB bill generated through PPS. NOTE: If the bill is a salary overpayment bill, this digit will be a 2. If the digit is a value other than a 1 or 2, it is not a system-generated bill. | 1 |

| Position in Bill | Description | Example |
|----------------------------|---------------------------|----------------|
| Fifth through Ninth Digits | System-generated numbers. | 02742 |

Next, let's take a look at three of the fields on the **RECEIVABLE RECORD** screen (Figure 39), which provide information on the bill's repayment. The following table outlines the relevant fields to understand the receivable record:

| Field Name | Description |
|------------------------------|--|
| <i>PAYMENT REF</i> | The last four digits of the value show the first and last pay periods of non-pay status (05-13). |
| <i>GARNISH PP AMT</i> | Amount to be deducted each pay period; equal to the premium amount of the first pay period of non-pay status. |
| <i>BILL AGING DT</i> | Date the bill was printed and mailed to the employee, in MM DD YY format. A copy is also mailed to the agency. The bill is generated when the employee returns to paid status or separates from service. |

Let's take a look at the receivable details for this bill:

| DATE | USDA-NFC ADMINISTRATIVE BILLINGS AND COLLECTIONS | | | | | TIME | | |
|--------------------|---|-----------------|-------------|-----------|---------|--------------|--------|----------------|
| RECEIVABLE DETAILS | | | PAGE 0001 | | | | | |
| DEBTOR NUMBER | 123456789 | 92 | BILL NUMBER | 805102742 | | | | |
| OBJ | CLS | EMP/EXT AMT | SRC | PROCESSED | CHG REF | CONT/ORG AMT | REG NO | HB/JV |
| ***** | | | | | | | | |
| 1205 | | 62.15 | | 071508 | 0813 | 145.04 | | 1041 |
| 1205 | | 62.15 | | 063008 | 0812 | 145.04 | | 1041 |
| 1205 | | 62.15 | | 061608 | 0811 | 145.04 | | 1041 |
| 1205 | | 62.15 | | 060208 | 0810 | 145.04 | | 1041 |
| 1205 | | 62.15 | | 051908 | 0809 | 145.04 | | 1041 |
| 1205 | | 62.15 | | 050508 | 0808 | 145.04 | | 1041 |
| 1205 | | 62.15 | | 042108 | 0806 | 145.04 | | 1041 |
| 1205 | | 62.15 | | 040708 | 0807 | 145.04 | | 1041 |
| 1205 | | 62.15 | | 032408 | 0805 | 145.04 | | 1041 |
| ***** | | | | | | | | |
| CLEAR EXIT INQUIRY | | PF1 MENU SCREEN | | PF7 BACK | | PF8 FORWARD | | PF9 RECEIVABLE |

Figure 40: RECEIVABLE DETAILS Screen

The following table outlines the relevant fields in the **RECEIVABLE DETAILS** screen to understand the receivable details:

| Field Name | Description |
|----------------------|---|
| EMP/EXT AMT | The amount of the employee's share of the premium |
| SRC PROCESSED | Date that the payment was processed |
| CHG REF | The first two digits indicate the year (i.e. 2008), while the third and fourth digits indicate the pay period (i.e. 13) |
| CONT/ORG AMT | The amount of the employer's share of the premium |
| HB/JV | The healthcare carrier's code |

6.4. Cancellation of a FEHB Bill

This lesson explains the considerations when cancelling a past due health benefits bill. It also describes the necessary calculations to determine if a past due health benefits bill payment was processed in pre-tax status.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain why past due health benefits bills may be cancelled
- Describe why pre-tax status impacts health benefits bills
- Identify the data necessary to make the pre-tax determination
- Perform the necessary calculations to discover if a payment was processed pre-tax

In certain situations, a FEHB bill may be cancelled. This may occur when the Agency delays in processing the employee's return to pay status, and the amount due is too high due to pay periods that should not have been included in the bill.

The appropriate NFC representative will make the change in ABCO; an example of which displays in Figure 41: Receivable Record - Cancelled FEHB Bill.

| DATE | USDA-NFC | TIME |
|--|--------------------------|-----------------------|
| ADMINISTRATIVE BILLINGS AND COLLECTIONS RECEIVABLE RECORD | | |
| DEBTOR NUMBER 123456789 | 92 | BILL NUMBER 805102742 |
| BALANCES: RECVBL .00 | ORIGINAL RECVBL AMT | 559.35 |
| PRINCIPAL .00 | BATCH NUMBER X08062 | |
| INTEREST .00 | UPDATE REF NF1061 | 08297 181525 |
| PENALTY .00 | TAPE BILL IND N | |
| ADMIN COST .00 | PROCESSED: DATE 03 24 08 | |
| PAID: INTEREST .00 | TIME 18:16:00 | |
| PENALTIES .00 | REGISTER: NUMBER 843877 | |
| ADMIN COSTS .00 | TYPE 0040 | |
| LAST PAY: AMOUNT .00 | STATUS: CODE FE | |
| TYPE | DATE 08 19 08 | |
| DATE 00 00 00 | | |
| CLEAR EXIT | | |
| PF1 MENU | PF4 ACCT W/COLLECT | PF7 PRIOR RECVBL |
| PF2 NEXT PG | PF5 BILLS | PF8 NEXT RECVBL |
| PF3 ACCTNG | PF6 DESC TEXT | PF9 DEBTOR INFO |
| | | PF10 CLAIMS INFO |
| | | PF11 DETAIL RECS |
| | | PF12 EMPLOY INDEBT |

Figure 41: Receivable Record - Cancelled FEHB Bill

Once cancelled, the **UPDATE REF** field displays the user ID of the individual who made the change. The **STATUS CODE** field displays FE for a FEHB bill cancellation. Additionally, in the **PAYMENT REF** field on the second page of the record, the number representing pay periods of LWOP are zeroed out.

After the cancellation of the bill updates in ABCO, a record is sent to the PPS to reverse the deduction(s) for pay periods impacted by the bill cancellation. This occurs on a 9E8282 schedule.

NOTE: NFC uses the 9E (e.g. 9E8282) schedule for manual pay adjustments.

Pre-Tax Calculation Formula

The following table explains the steps to determine if a deduction was pre-taxed using the HITS tax value. Please refer to Figure 42: PQ032 PAYROLL-LISTING Screen to determine the values used in the example.

| Step | Calculation | Example |
|------|---|----------------------------|
| 1. | Subtract the current health benefits premium paid by the employee from the gross pay amount. | $750.00 - 0 = 750$ |
| 2. | Subtract the past due health benefits premium paid by the employee from the gross pay amount. | $750.00 - 138.22 = 611.78$ |
| 3. | Multiply the amount by .0145. | $611.78 \times .0145$ |
| 4. | Compare the multiplied product with the HITS tax amount. If the value matches, the deduction was pre-taxed. | $8.87 = 8.87$ |

Refunding a Deduction that Was Not Pre-Taxed

If the calculations demonstrate that the deduction was not pre-taxed, Collections can process the refund. The ABCO system then processes the refund.

Refunding a Deduction that Was Pre-Taxed

If the calculations demonstrate that the deduction was pre-taxed, NFC will complete the Pre-Tax FEHB Refund Form. An example of this form is seen in Appendix E: Chapter 6 Forms, Letters, and Calculations. An entry is produced in the SPPS Web system to have the request for the pre-taxed refund processed.

If the deduction is under \$100, a refund will be processed through the ABCO system.

6.5. Chapter Review

Knowledge Check

1. List three of the values necessary to determine the pre-tax status of a past due health benefit bill payment.

- _____
- _____
- _____

2. For past due health benefits bill number 201192542, identify the following information based on the bill number:

_____ A. Calendar year of the personnel action that generated the bill

_____ B. System-generated numbers

_____ C. First pay period of LWOP

3. Which of the following cannot be found on the **RECEIVABLE DETAILS** screen in ABCO following the processing of the bill?

A. Health record

B. Carrier's premium code

C. Employee's share of the premiums

D. Each pay period of LWOP

Chapter Summary

Having completed this chapter, you are now able to:

- Articulate the purpose of a past due health benefits bill
- Identify the forms and letters relevant to past due health benefits bills
- Determine if a past due health benefits bill is pre-tax
- Explain the ways in which a past due health benefits bill can be paid

7.0. Salary Overpayments for Separated Employees

7.1. Chapter Overview

This chapter provides an overview of the process to bill a separated employee for a salary overpayment.

Chapter Objectives

By the end of this chapter, you will be able to:

- Explain why a salary overpayment bill is generated for a separated employee
- Identify a manually-created salary overpayment bill
- Identify the forms and letters relevant to salary overpayment bills to separated employees

The following letters and forms will be addressed in this chapter:

| Letter/Form | Description |
|--------------------------------------|--|
| Form NFC-631na1, Bill for Collection | Form sent by NFC to the separated employee which communicates the employee's salary overpayment bill |

7.2. Introduction to Salary Overpayments for Separated Employees

This lesson provides an overview of billing a separated employee for salary overpayments.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe a separated employee's obligation to pay for salary overpayments
- Explain why a salary overpayment bill is generated for a separated employee

Introduction to Salary Overpayment Bills for Separated Employees

If an employee separates from his or her Agency through resignation or death before collection of a debt is completed, any debt balance is automatically collected from any subsequent payments due to the indebted employee (e.g. final salary, lump sum payments, etc). In addition to salary offset, when an employee separates or retires from an Agency and leaves a debt, his or her retirement account can be levied for settlement of the account.

As we learned in Chapter 5, salary overpayment bills result from the following actions:

- The processing of a personnel history correction,
- A corrected T&A record,
- An internal NFC adjustment through NFC-29, or
- A request for billing processed via SPPS Web.

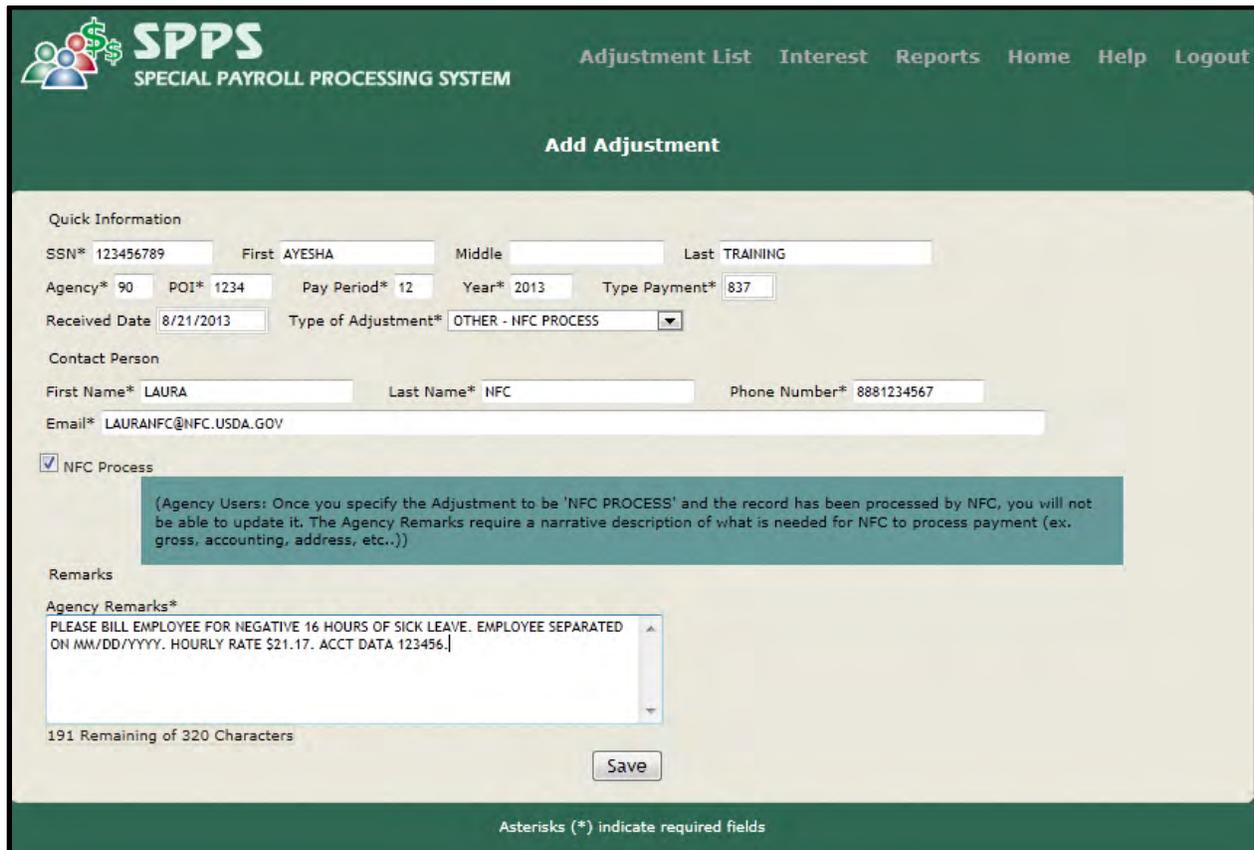
Scenario: Bill Request in SPPS Web

You have learned that an Agency can generate a salary overpayment bill through a request for billing in SPPS Web. After the bill is entered into SPPS Web, the following actions occur:



Figure 43: Request for Billing in SPPS Web Flow

Let's examine a request for billing submitted by the Agency in SPPS Web to understand a real-life example as seen in Figure 44: Request for Billing in SPPS Web.



SPPS
SPECIAL PAYROLL PROCESSING SYSTEM

Adjustment List Interest Reports Home Help Logout

Add Adjustment

Quick Information

SSN* 123456789 First AYESHA Middle Last TRAINING

Agency* 90 POI* 1234 Pay Period* 12 Year* 2013 Type Payment* 837

Received Date 8/21/2013 Type of Adjustment* OTHER - NFC PROCESS

Contact Person

First Name* LAURA Last Name* NFC Phone Number* 8881234567

Email* LAURANFC@NFC.USDA.GOV

NFC Process

(Agency Users: Once you specify the Adjustment to be 'NFC PROCESS' and the record has been processed by NFC, you will not be able to update it. The Agency Remarks require a narrative description of what is needed for NFC to process payment (ex. gross, accounting, address, etc..))

Remarks

Agency Remarks*

PLEASE BILL EMPLOYEE FOR NEGATIVE 16 HOURS OF SICK LEAVE. EMPLOYEE SEPARATED ON MM/DD/YYYY. HOURLY RATE \$21.17. ACCT DATA 123456.]

191 Remaining of 320 Characters

Save

Asterisks (*) indicate required fields

Figure 44: Request for Billing in SPPS Web

NFC takes this request for billing and creates a bill number associated with it. Let's learn more about the bill number format. The bill number format is determined by the following conditions:

| Position in Bill | Description | Example |
|--|--|--------------------|
| First Digit | Determined by the calendar year in which the bill is generated. | 8 |
| Second, Third, and Fourth Digits | Determined by the Julian date out of 365 days in which the analyst established the bill. | 212 (i.e. July 31) |
| Fifth Digit | <p>If it affects the employee's W-2, this will be a "W." If not, then this is determined by the Julian date again.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>NOTE: In the case that it is determined by a Julian Date, the Julian date will become the fifth, sixth, and seventh digits and there will be two system-generated numbers as the eighth and ninth digits.</p> </div> | W |
| Sixth, Seventh, Eighth, and Ninth Digits | System-generated numbers. | 0001 |

7.3. Closing Out a Separated Employee's Salary Overpayment Bill

This lesson describes the process of closing out a salary overpayment bill for a separated employee.

Lesson Objectives

By the end of this lesson, you will be able to:

- List the forms necessary in billing a separated employee for salary overpayments
- Describe the special considerations in regards to SF-2805

Collection of a Separated Employee's Salary Overpayment Bill

Now that we understand how NFC creates a bill for the salary overpayment, let's examine how the bill appears to the employee. After the Agency performs the action to generate a salary overpayment bill, NFC creates Form NFC-631na1, Bill for Collection. Form NFC-631na1 is sent to alert separated employees of their salary overpayment debts and can be seen in Appendix F: Chapter 7 Forms and Letters.

If payment is not received within 60 days, NFC forwards the bill to the Claims department for collection through the TOP.

7.4. Chapter Review

Knowledge Check

1. You receive an inquiry about salary overpayment bill number 9003W621 for a separated employee. Mark the following statements about the bill as true or false:

_____ The bill was established in 2006.

_____ The bill was established on January 3.

_____ The bill affects the separated employee's W-2.

2. Which form is sent to the separated employee when billing for a salary overpayment?

3. After how many days will NFC forward the debt to the Claims Section?

A. 14

B. 60

C. 25

D. 30

Chapter Summary

Having completed this chapter, you are now able to:

- Explain why a salary overpayment bill is generated for a separated employee
- Identify a manually-created salary overpayment bill
- Identify the forms and letters relevant to salary overpayment bills to separated employees

8.0. FEHB Bills for Separated Employees

8.1. Chapter Overview

This chapter provides an overview of bills generated for separated employees resulting from past due health benefits.

Chapter Objectives

By the end of this chapter, you will be able to:

- Identify the forms and letters specific to past due health benefits bills of separated employees
- Explain the ways in which a separated employee's past due health benefits bill can be closed out

The following letters and forms will be addressed in this chapter:

| Letter/Form | Description |
|--------------------------------------|--|
| Form NFC-631na1, Bill for Collection | Form sent by NFC to the separated employee which communicates the employee's past due health benefits bill |

8.2. Introduction to FEHB Bills for Separated Employees

This lesson provides an overview of the forms and letters relevant to the process of billing a separated employee for past due health benefits.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain why a past due health benefits bill is generated for a separated employee
- Describe a separated employee's obligation to pay for past due health benefits

Introduction to Past Due Health Benefits Bills for Separated Employees

When an employee is on non-pay status and is covered by FEHB, the employee is obligated to pay for his or her share of the premiums. When an employee enters non-pay status, the Agency must complete the following actions:

- Process an SF-50 personnel action with the appropriate NOAC, or
- Submit T&A records coded to reflect the employee's non-pay status.

In Chapter 6, we learned that the employee is obligated to continue payments to the premiums using one of the following options:

- The employee may continue paying premiums by sending payments directly to NFC, or
- The employee may opt to wait until he or she is returned to pay status.

However, it is possible that the employee separates while on non-pay status. In these situations, the employee is still obligated to repay the premiums.

8.3. Closing Out a FEHB Bill

This lesson explains the procedures to close out a bill generated due to past due health benefits for a separated employee.

Lesson Objectives

By the end of this lesson, you will be able to:

- List the forms necessary in billing a separated employee for past due health benefits

Collection of a Separated Employee's Past Due Health Benefits Bill

After the Agency has completed the necessary actions to separate an employee, NFC generates Form NFC-631na1, Bill for Collection, and sends it to alert separated employees of their past due health benefits debts.

If the debt is not paid within 30 days, NFC will forward the bill to OPM. OPM will attempt to collect the debt but after 60 days of non-payment, the bill is sent to Claims. This process is depicted in Figure 45: Separated Employee's Unpaid Past Due Health Benefits Debt Flow to OPM and Claims on the following page.

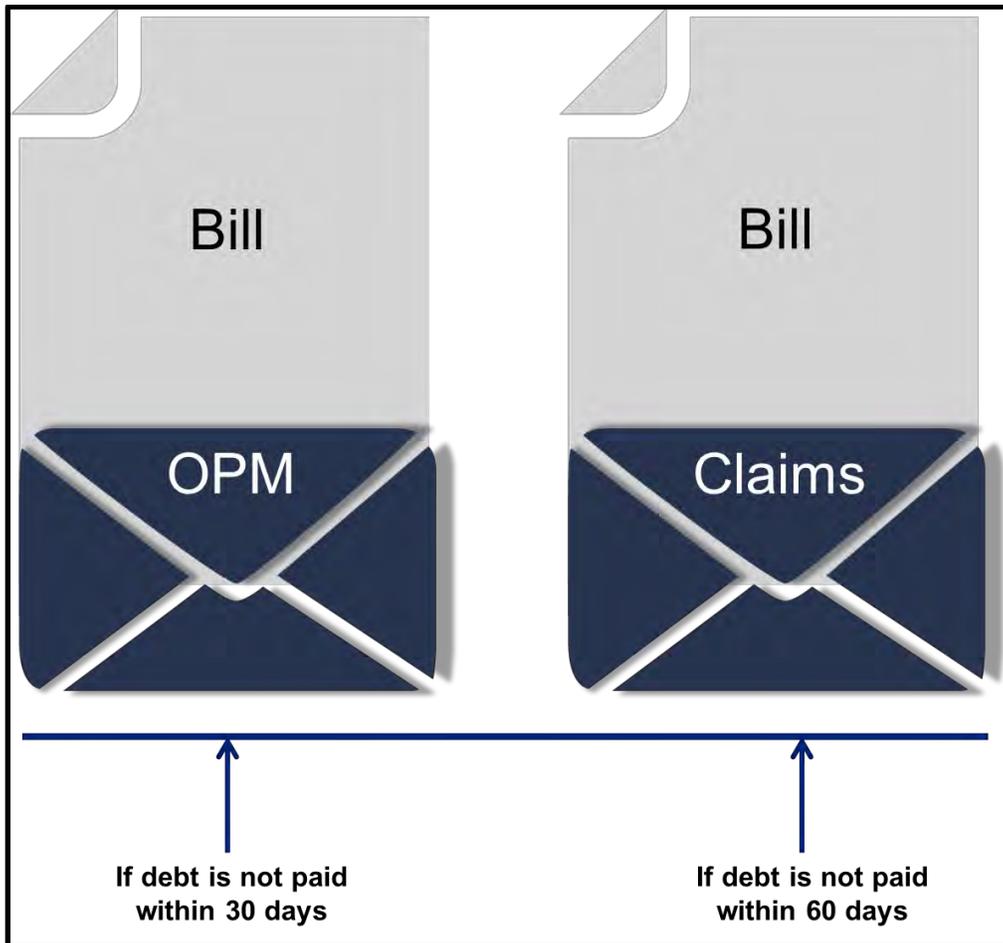


Figure 45: Separated Employee's Unpaid Past Due Health Benefits Debt Flow to OPM and Claims

8.4. Chapter Review

Knowledge Check

1. List the two forms necessary to flag a separated employee's retirement due to a past due health benefits bill.
 - _____
 - _____

2. If the debt is not satisfied, after how many days will NFC send the bill to OPM?
 - A. 14
 - B. 60
 - C. 25
 - D. 30

True or False:

- _____ A. Separated employees are not obligated to pay past due health benefits bills.
- _____ B. NFC sends Form 1100D to the separated employee to alert him or her of the past due health benefits debt.
- _____ C. The health benefits bill is immediately sent to Claims if the employee does not respond to NFC's initial contact within 30 days.

Chapter Summary

Having completed this chapter, you are now able to:

- Identify the forms and letters specific to past due health benefits bills of separated employees
- Explain the ways in which a separated employee's past due health benefits bill can be closed out

9.0. Procedures for Separated Employees with Other Indebtedness

9.1. Chapter Overview

This chapter explains the additional reasons an employee may be indebted to the U.S. Government after separating from an Agency. It also lists the proper procedures to collect the debt following separation.

Chapter Objectives

By the end of this chapter, you will be able to:

- List the types of debt an employee can owe once separated
- Contact the appropriate ABCO departments about non-return of equipment

9.2. Types of Other Indebtedness

This lesson identifies the types of employee debts due to the U.S. Government beyond salary overpayment and past due health benefits.

Lesson Objectives

By the end of this lesson, you will be able to:

- List the alternative ways an employee can be indebted to the U.S. Government upon separation

Introduction to Other Types of Indebtedness

There may be a variety of reasons for why an employee may be indebted to the U.S. Government upon separation. NFC commonly processes the following types of indebtedness:

- **Negative Leave.** An employee takes advanced annual leave and separates prematurely from the Agency before paying the advanced annual leave through accrual. Therefore, the employee is indebted to the Agency for the advanced leave taken.
- **Non-return of equipment.** An employee neglects to return equipment that was provided to him or her during the time of employment. This may include uniforms, weapons, laptops, etc.

9.3. Other Indebtedness Contact Resources

This lesson identifies the appropriate resources to contact when a separated employee is indebted for reasons other than salary overpayments or past due health benefits.

Lesson Objectives

By the end of this lesson, you will be able to:

- List the appropriate resources necessary to collect other types of debts from separated employees

Negative Leave Indebtedness

In order to collect the debt that resulted from a negative leave balance, the Agency must process a request through SPPS Web to establish a bill.

Non-Return of Equipment Indebtedness

In order to collect the debt resulting from the non-return of equipment, the Agency must contact the appropriate NFC contact. The following table indicates the appropriate ABCO e-mail box to send a request to establish the bill:

| Agency | E-mail Address |
|---------------------------------|--|
| Department of Agriculture | ABCO3AG@nfc.usda.gov |
| Department of Homeland Security | ABCO1HS@nfc.usda.gov |
| Department of Treasury | ABCO2TR@nfc.usda.gov |
| All other Departments | ABCO4OTHERS@nfc.usda.gov |

CAUTION: Only authorized personnel from the Agency (in TGMT) may contact the inbox and Contact Center. If they are not the POC, NFC will not respond to the inquiry.

9.4. Chapter Review

Knowledge Check

1. **True or False:**

- _____ A. Negative leave occurs when an employee takes advanced annual leave.
- _____ B. Agencies have the authority to bill a separated employee for the non-return of equipment.

2. Through which system should an Agency submit a request to bill a separated employee for negative leave?

- A. PINQ
- B. SPPS Web
- C. Reporting Center
- D. TINQ

3. On the line below, write the full NFC e-mail address that your Agency must contact to submit a request to bill an employee for the non-return of equipment.

Chapter Summary

Having completed this chapter, you are now able to:

- List what other types of debt an employee can owe once separated
- Contact the appropriate ABCO departments about non-return of equipment

10.0. Leave Buy Back

10.1. Chapter Overview

This chapter explains the process to convert annual and sick leave to LWOP. It also explains the process to buy back advanced leave.

Chapter Objectives

By the end of this chapter, you will be able to:

- Articulate the purpose of a leave buy back bill
- Identify the situations in which leave buy back bills are created
- Identify the forms and letters specific to leave buy back indebtedness
- Explain the process of converting annual and sick leave to LWOP
- Describe the process of buying back advanced leave

The following letters and forms will be addressed in this chapter:

| Letter/Form | Description |
|--------------------------------------|---|
| Form NFC-631na1, Bill for Collection | Form sent by NFC to the employee to communicate the employee's annual and/or sick leave or advanced leave buy back bill |
| Restoration of Leave Letter | Form sent by NFC to the Agency to request the restoration of the employee's leave after the employee has paid the bill |

10.2. Conversion of Annual and/or Sick Leave to LWOP

This lesson explains how an employee may convert annual/sick leave to LWOP.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain the process of converting annual/sick leave to LWOP
- Identify the forms and letters necessary in the process
- Explain the bill number format of an annual/sick leave conversion to LWOP

Introduction to Leave Conversion to LWOP Status

Let's examine a situation in which an employee would be billed for leave conversion. When an employee becomes sick or injured on the job, the employee may use annual and/or sick leave during his or her absence and recovery. If the Department of Labor Office of Workers' Compensation (DOL OWCP) approves the employee's Workers' Compensation claim, the employee may be entitled to convert the used annual and/or sick leave to LWOP.

If DOL OWCP deems the illness or injury as a valid Workers' Compensation claim, it will send NFC a check for its portion of the leave buy back. Upon receiving this check, NFC sends Form 631na1 Bill for Collection to the employee reflecting the balance due. The employee may repay this balance through the following methods:

- Lump sum payment, or
- Request for payroll deductions.

Form 631na1 Bill for Collection may be viewed in Appendix G: Chapter 10 Forms and Letters.

Manual Creation of an Annual and/or Sick Leave Conversion to LWOP Status

Note the bill number on the Form 631na1 Bill for Collection on Figure 58: Form NFC-631na1 Bill for Collection for Annual/Sick Leave Conversion in Appendix G: Chapter 10 Forms and Letters. NFC creates a bill and a bill number associated with the conversion to LWOP status to document the bill to the employee. Let's learn more about the bill number format. The bill number format is determined by the following conditions:

| Position in Bill | Description | Example |
|--|---|---------|
| First Digit | Determined by the calendar year in which the bill is generated. | 8 |
| Second and Third Digits | System-generated numbers. | 00 |
| Fourth and Fifth Digits | <p>"OW" for being an OWCP case.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>NOTE: If it is not an OWCP case, this would not be a leave buy back situation.</p> </div> | OW |
| Sixth, Seventh, Eighth, and Ninth Digits | System-generated numbers. | 0001 |

Leave Restoration

After the bill is paid, NFC sends the employing office a letter to restore the leave, as seen in Appendix G: Chapter 10 Forms and Letters. The Agency then adjusts the leave record and removes LWOP hours through TINQ. The timekeeper must also be notified in order to update the employee's master file for leave.

10.3. Buy Back of Advanced Annual/Sick Leave

This lesson explains the process of an employee voluntarily buying back advanced annual and/or sick leave.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the process of buying back advanced leave
- Identify the forms involved in the buy back of advanced annual/sick leave

Buy Back of Advanced Annual/Sick Leave

Employees may opt to voluntarily buy back advanced leave rather than pay advanced leave back through accrual. To process the employee's request to buy back advanced leave, the Agency submits a request for billing via SPPS Web. Payroll then processes the request on a 9E0675 schedule, and NFC manually establishes the bill.

NFC then submits Form NFC-631na1 to the employee to alert him or her of the amount owed. An example of NFC-631na1 may be seen in Appendix G: Chapter 10 Forms and Letters.

After the employee has paid the balance in full, ABCO notifies the Agency POI by letter as seen in Figure 61: Restoration of Leave for Advanced Leave Buy Back in Appendix G: Chapter 10 Forms and Letters. Upon notification, the Agency should restore the employee's leave record in TINQ. The timekeeper should also be notified to adjust the employee's T&A information to reflect the appropriate balance(s).

10.4. Chapter Review

Knowledge Check

1. Order the following steps in the process of an employee buying back leave.
 - _____ A. Timekeeper adjusts the employee's T&A information to reflect the appropriate balance(s).
 - _____ B. Agency submits request via SPPS Web for the employee to buy back leave.
 - _____ C. Agency restores the leave record in TINQ.
 - _____ D. ABCO manually establishes the bill.
 - _____ E. ABCO notifies the Agency POI of the payment by letter.

2. When is the letter for restoration of leave sent to the Agency?
 - A. Once balance due is paid
 - B. Two pay periods after billing
 - C. Beginning of a new fiscal year
 - D. Once the timekeeper creates a corrected T&A

3. Match the following steps in the process of converting to LWOP status (1-3) with the responsible party (A-C).

| | |
|---|-----------|
| 1. Adjusts the leave record and removes LWOP hours via TINQ | A. OWCP |
| 2. Sends Form-631na1 to the employee reflecting the balance due | B. NFC |
| 3. Sends NFC a check for their portion of the leave buy back | C. Agency |

Chapter Summary

Having completed this chapter, you are now able to:

- Articulate the purpose of a leave buy back bill
- Identify the situations in which leave buy back bills are created
- Identify the forms and letters specific to leave buy back indebtedness
- Explain the process of converting annual and sick leave to LWOP
- Describe the process of buying back advanced leave

11.0. Garnishments Requested by Other Parties

11.1. Chapter Overview

This chapter provides an overview of garnishments requested by third parties. It explains the role of NFC and the ABCO system in these third party garnishment requests.

Chapter Objectives

By the end of this chapter, you will be able to:

- Articulate ABCO's role in processing garnishments requested by other parties
- Describe the special considerations when handling child support and alimony payments
- Describe the special considerations when handling IRS levies
- Describe the special considerations when handling IRS payroll deduction agreements
- Describe the special considerations when handling Chapter 13 Bankruptcy bills
- Describe the special considerations when handling commercial garnishments

The following terminology will be addressed in this chapter:

| Terminology | Description |
|--------------------|--|
| IRS | Internal Revenue Service |
| Garnishment | Court order to obtain money for a third party debt |

The following letters and forms will be addressed in this chapter:

| Letter/Form | Description |
|--|--|
| IRS Tax Levy Letter | Letter sent by NFC to the employee to communicate the IRS tax levy and instructions for returning completed Form 668-W, Notice of Levy on Wages, Salary, and Other Income |
| Form 668-W Notice of Levy on Wages, Salary, and Other Income | Multi-part form used to levy an individual's wages; IRS sends the form to NFC, NFC only forwards Parts 2 through 5 to the employee, and the employee must return completed Parts 3 and 4 to NFC within three days of receipt |
| Form 2159 Payroll Deduction Agreement | Multi-part form used by an employee to initiate a payment installment agreement with the IRS through payroll deduction |
| Chapter 13 Bankruptcy Court Order | Letter sent by court to the Agency requesting garnishments from the employee's wages; Agency forwards this court order to NFC in conjunction with completed Form AD-343 |
| Form AD-343, Payroll Action Request | Form sent by Agency to NFC to request that NFC establish payroll deductions to satisfy an order for a Chapter 13 Bankruptcy Court Order or commercial garnishments |

11.2. Introduction to Garnishments Requested by Other Parties

This lesson introduces the concept of garnishments requested by third parties.

Lesson Objectives

By the end of this lesson, you will be able to:

- List the types of garnishments requested by other parties
- Explain NFC's role in third party garnishment management and collection

Examples of Third Party Garnishments

At times, the Agency may receive requests from third parties to collect a debt from an employee. Figure 46: Common Types of Third Party depicts the most common types of third party debts that NFC assists Agencies in managing and collecting.



Figure 46: Common Types of Third Party Garnishments

In the following lessons, we will examine each of these four types of third party garnishments more in depth.

NFC's Role in Third Party Garnishment Management and Collection

NFC's ABCO section performs various functions depending on the type of third party requested garnishment. NFC may complete the following actions:

- Manual processing of bills,
- Establishment of payroll deductions, and
- Establishment of receipt account.

IMPORTANT: The Agency is responsible for documenting third party debts in the HR system of record (e.g. EmpowHR, Entry, Processing, Inquiry, and Correction System [EPIC], or your Agency's HR system). Third party debts are recorded in these systems of record, not in ABCO.

11.3. Child Support and Alimony Payments

This lesson explains bills that are manually created due to child support and alimony payment debt.

Lesson Objectives

By the end of this lesson, you will be able to:

- List the reasons that a child support or alimony payment is manually processed
- Send the court order for the payments to the correct address
- Explain the role of the Agency POI in the child support and alimony payment process

Reasons for Manual Processing of Child Support and Alimony Payment Bills

NFC manually processes child support and alimony payment bills in certain situations. These situations occur when:

- The order stipulates that the deduction is a percentage of gross wages, or
- The employee has more than five separate orders.

When one of these conditions is present, NFC manually processes the child support and/or alimony payment bills.

Submission of Court Orders

To begin the manual processing of these bills, the Agency is responsible for sending the court orders to the proper address. The Agency must submit these court orders to the following address:

USDA-OCFO-NFC
Administrative Billings and Collections Section
P.O. Box 61765
New Orleans, LA 70161

Role of Agency POI

The designated Agency POI must complete the following responsibilities:

- Notify the employee by certified letter that deductions will begin effective the following pay period, and
- Notify the court if the deductions are discontinued due to LWOP or separation.

11.4. IRS Levies and IRS Payroll Deduction Agreements

This lesson explains the process when the IRS places a levy on an employee's pay. It also introduces IRS payroll deduction agreements.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain how the Agency notifies the employee and NFC of an IRS levy
- Determine how the deduction for the levy is calculated
- Determine when IRS payroll deductions are held from an employee's pay
- Explain the process to view IRS payroll deductions

IRS Levy Notification Process

Once the IRS has mandated a levy on an employee's wages, there are time sensitive steps to follow in order to notify the employee and begin making salary deductions.

Figure 47: IRS Levy Notification Process gives an outline of the necessary steps in the process:

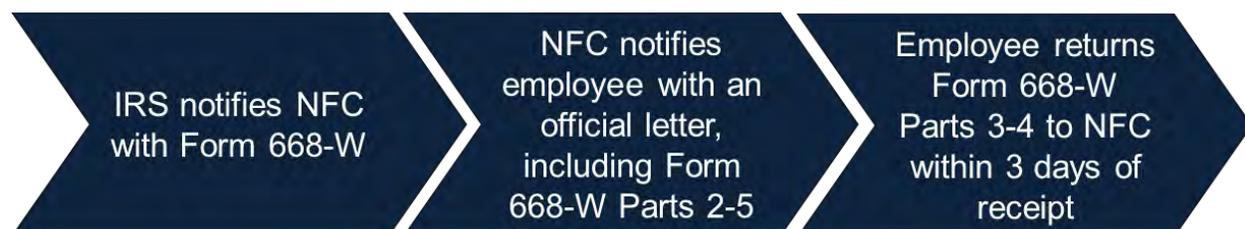


Figure 47: IRS Levy Notification Process

The IRS Tax Levy Letter explains Form 668-W and informs the recipient of when the deductions will begin. Form 668-W reveals the amount owed as well as explains the guidelines around the levy. Examples of the IRS Tax Levy Letters and Form 668-W Parts 1 and 3 may be found in Appendix H: Chapter 11 Forms, Letters, and Tables.

Therefore, NFC sends the following forms and letters to the employee as seen in Figure 48:

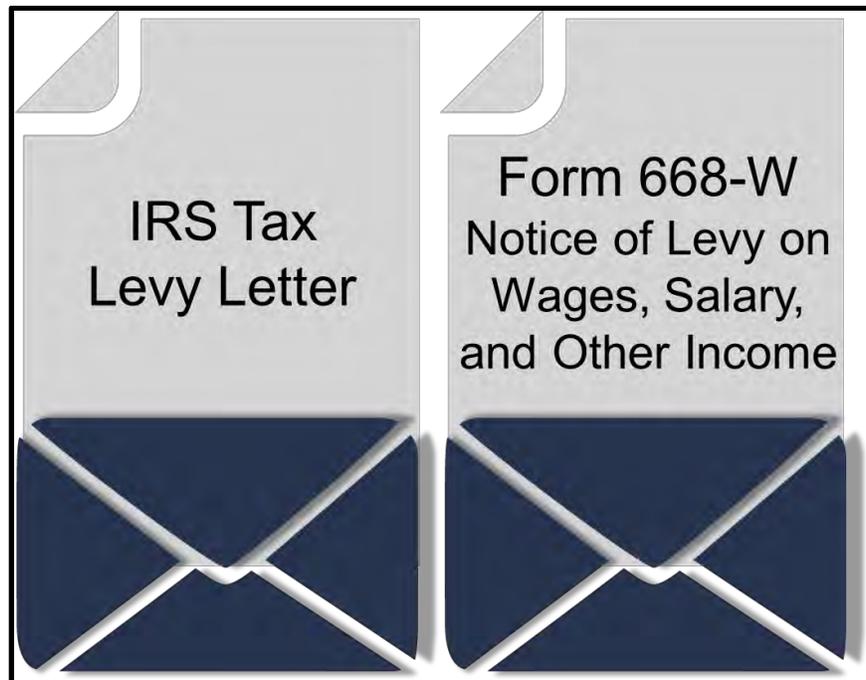


Figure 48: Letters and Forms Sent to a Current Employee for an IRS Levy

Employee Payment Process

After notifying the employee of the IRS levy, NFC will process his or her payroll in consideration to the IRS levy. If the hours worked are the same each pay period, the employee can be paid in PPS. If the employee is manually paid, the deduction for the levy is calculated using the Table for Figuring the Amount Exempted from the Levy, which is found in Appendix H: Chapter 11 Forms, Letters, and Tables.

IMPORTANT: If the employee does not return Form 668-W Parts 3-4 with his or her tax exemptions, the IRS instructs that the employee shall be considered as married filing a separate return with one exemption claimed on the statement.

Manual payments may be verified using SPPS Web. System-generated payments may be verified on IR114, Receipt Account type 55.

TIP: Refer to the SPPS Web course for additional information on using the system.

NOTE: Employees are unable to use the Employee Personal Page (EPP) to change Federal withholding while under an IRS levy.

IRS Payroll Deduction Agreements

The IRS may choose to enter into a payroll deduction agreement with the indebted employee. IRS Form-2159, seen in Appendix H: Chapter 11 Forms, Letters, and Tables, serves as the following documentation:

- Documents the agreement between the employee and the IRS for payroll deductions, and
- Authorizes NFC to take deductions from the employee's salary.

The agreement includes the following information:

- Employee's name,
- Employee's address,
- Employee's social security number,
- Total amount due, and
- Amount to be deducted each pay period.

Additionally, the employee must sign and date the agreement and provide the address to which payments are sent.

Making Deductions from an Employee's Pay

Deductions will begin the following pay period unless another date is specified. The deductions can be reviewed on IR114, Receipt Account type 40.

11.5. Chapter 13 Bankruptcy

This lesson explains the process of placing deductions on an employee's salary due to Chapter 13 Bankruptcy.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain the legal ordinance of billing employees after establishing Chapter 13 bankruptcy
- Describe the process of making deductions from an employee's pay based on Chapter 13 Bankruptcy

Chapter 13 Bankruptcy and Public Law 95-598

Chapter 13 Bankruptcy is guided by Public Law 95-598, November 6, 1978, which revised the Bankruptcy Act (covered in 11 USC 1325). Under this provision, a Federal bankruptcy court may order an employee of any entity to pay all or part of such income to the trustee.

NOTE: The definition of "entity" includes a U.S. Government unit. Bankruptcy orders received from a Federal bankruptcy court must be honored. These orders do not have to be referred to the Office of the General Counsel (OGC) for legal determination unless circumstances warrant a specific review by that office. The Agency personnel office will make this determination. The court order may specify that up to 100 percent of net salary may be withheld for purposes of bankruptcy.

Establishing Chapter 13 Bankruptcy Debts

Figure 49: Chapter 13 Bankruptcy Process gives an outline of the necessary steps in the process:



Figure 49: Chapter 13 Bankruptcy Process

A sample court order may be viewed in Appendix H: Chapter 11 Forms, Letters, and Tables.

After NFC processes the order, the employee's deduction can be tracked by viewing IR114, Receipt Account type 30.

11.6. Commercial Garnishments

This lesson explains the commercial garnishment billing process. It also explains the necessary forms, actions, and system interfaces for establishing commercial garnishments from an employee's pay.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain how employees are notified about commercial garnishment requests
- Explain how a receipt account is created
- Describe the method to view deduction records
- Determine if a deduction amount is within the limits

Introduction to the Commercial Garnishment Billing Process

Lastly, let's take a look at commercial garnishments. Agencies which have an agreement with NFC may submit Form AD-343 requesting that NFC establish payroll deductions to satisfy an order for commercial garnishments. Agency personnel must send the employee a letter of notification with the garnishment order attached. The letter must be mailed within 15 days after receipt of the order. The letter must include the following information:

- Amount owed,
- The pay period the garnishments will begin, and
- The amount to be garnished each pay period.

IMPORTANT: Deductions for all commercial garnishments combined are limited to 25% of disposable pay. If an employee pays child support for more than 25% of his or her disposable pay, the collection for the commercial garnishment cannot be made. The Agency must notify the court if the order cannot be honored due to other garnishments.

Form AD-343 Completion and Submission

In order for the AD-343 Form to be processed, it must be completely filled out. Form AD-343 is found below as well as in Appendix H: Chapter 11 Forms, Letters, and Tables.

| PAYROLL ACTION REQUEST | | 2. ADJUSTMENT PERIOD (inclusive) | | | |
|--|---|--|--|---|-----|
| | | FROM | | TO | |
| 1. | PERSONNEL OFFICE SEQUENTIAL REQUEST NUMBER | DATE | P/F | DATE | P/F |
| 3. | INSTRUCTIONS ON REVERSE OF AGENCY COPY PLEASE READ CAREFULLY | 4. FROM | | | |
| | | AGENCY CODE | PERSONNEL OFFICE IDENTIFIER | ACCT. STATION CODE | |
| | | AGENCY NAME AND MAILING ADDRESS | | | |
| | | ----- | | | |
| | | CITY | STATE | ZIP CODE | |
| | | 5. EMPLOYEE'S T&A CONTACT POINT | | | |
| | | 6. FLSA | | | |
| | | <input type="checkbox"/> EXEMPT | | <input type="checkbox"/> NON-EXEMPT | |
| | | 7. RETIREMENT COVERAGE CODE | | | |
| | | 8. TYPE EMPLOYMENT | | | |
| | | <input type="checkbox"/> FULL-TIME | <input type="checkbox"/> INTERMITTENT | <input type="checkbox"/> REEMPLOYED ANNUITANT | |
| 9. SOCIAL SECURITY NO. | 10. EMPLOYEE'S NAME (Last, First, Middle initial) | <input type="checkbox"/> PART-TIME | <input type="checkbox"/> ALTERNATE WORK SCHEDULE | | |
| 11. NATURE OF ACTION TO BE TAKEN | | 12. TERMINATED | | IF YES, DATE TERMINATED | |
| | | <input type="checkbox"/> NO | | <input checked="" type="checkbox"/> YES | |
| | | 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 | | | |

Figure 50: Form AD-343, Payroll Action Request

The following steps describe the process to complete and submit the AD-343:

| Step | Action |
|------|---|
| 1. | Indicate the pay period in which deductions should begin. |
| 2. | Enter the assigned Agency code. |
| 3. | Enter the assigned POI. |
| 4. | Enter the Agency name, address, city, state, and zip code. |
| 5. | Enter the employee's social security number. |
| 6. | Enter the employee's name. |
| 7. | Enter "Commercial garnishment" in the Nature of Action To be Taken field. |
| 8. | Enter the amount to be deducted each pay period, the address where the deduction should be sent, and the case number (if one was assigned) in the "Explanation of Circumstances Which Require This Action." |
| 9. | Enter the total amount to be collected in Block 14. |
| 10. | Enter Agency POC and telephone number. |
| 11. | Submit the AD-343 along with a copy of the court order to: USDA-National Finance Center Attn: ABCO Section P.O. Box 61765 New Orleans, LA 70161 |

Establishment of a Receipt Account

Upon receipt of AD-343, NFC will establish a receipt account to begin deductions. The account may be viewed on IR114, Receipt Accounts, where it will reflect account type 50, Commercial Garnishment, as well as the following tax levy account numbers:

- If the deduction is for a state tax levy, the Account Number will end in “ST.”
- If the deduction is for a city tax levy, the Account Number will end in “LO.”

Deductions may be viewed via the following two methods:

- On the employee’s Statement of Earnings and Leave under category “Other Deductions,” or
- On the PPS database on PQ032 as “Other Deductions.”

11.7. Chapter Review

Knowledge Check

1. List three examples of third parties that can request garnishments.

- _____
- _____
- _____

2. Which of the following reasons explains why a child support or alimony payment would be manually processed through the ABCO system? Circle all that apply.

- A. The order stipulates that the deduction is a percentage of gross wages.
- B. The employee's spouse is also employed by the agency.
- C. The employee has more than five separate orders.
- D. The employee has a bill assigned to him or her due to a past due health benefits or salary overpayment.

Chapter Summary

Having completed this chapter, you are now able to:

- Articulate ABCO's role in processing garnishments requested by other parties
- Describe the special considerations when handling child support and alimony payments
- Describe the special considerations when handling IRS levies
- Describe the special considerations when handling IRS payroll deduction agreements
- Describe the special considerations when handling Chapter 13 Bankruptcy bills
- Describe the special considerations when handling commercial garnishments

12.0. Course Summary

12.1. ABCO Knowledge Check

The following are questions to review the most important information from today's training:

1. What is the purpose of the ABCO system?
2. What are some examples of NFC responsibilities within ABCO? What are some examples of Agency responsibilities within ABCO?
3. What are the two types of system-generated bills?
4. What is the general process of notifying an employee of a salary overpayment bill?
5. What do the different fields within the bill format represent?
6. What are the other types of employee indebtedness?
7. What are examples of leave buy back situations?
8. What are examples of third parties that can request bills in ABCO?

12.2. Things to Remember

Please remember the following items when using ABCO and managing debts.

- Agency actions and requests determine when bills are established. NFC does not decide when to create bills for the employees.
- Agencies may cancel or waive bills with the proper documentation.
- Timeliness is essential in managing and collecting debts from employees. Agencies should forward forms and letters, as necessary, to the employee after receiving them from NFC.
- Read bulletins issued by NFC's ABCO section since changes in policy and law may affect your Agency in debt management and collection.
- Only approved Agency officials per Table 063 may contact NFC regarding debts and submit cancellation or waiver requests.

12.3. Course Accomplishments

Having completed this course, you are now able to:

- Describe the ABCO system and its purpose
- Access and navigate within the ABCO Inquiry (ABCOINQ) System
- Describe how ABCO relates to the Payroll/Personnel Inquiry System (PINQ), Information/Research Inquiry System (IRIS), Special Payroll Processing System (SPPS) Web, and Reporting Center
- Describe the workflow processes related to current employees
 - Billing salary overpayments
 - Billing past due health benefits
- Describe the workflow processes related to separated employees
 - Billing salary overpayments
 - Billing past due health benefits
- Describe the workflow process for billing separated employees with other indebtedness
- Describe the workflow process for leave buy back
- Describe the workflow process for garnishments requested by other parties

12.4. Additional Resources

For additional resources please contact/refer to the following:

- NFC Contact Center 1-855-NFC4GOV
- ABCO Procedures Manual <https://www.nfc.usda.gov/publications/ABCO/abco.pdf>
- ABCOINQ Procedures Manual
<https://www.nfc.usda.gov/publications/ABCOINQ/abcoinq.pdf>
- ABCO Bulletins https://www.nfc.usda.gov/Publications/ABCO/ABCO_home.html
- PINQ Procedures Manual <https://www.nfc.usda.gov/publications/PINQ/PINQ.pdf>
- Requester Console
<https://servicecenter.nfc.usda.gov/arsys/shared/login.jsp?/arsys/home/>

13.0. Appendices

13.1. Appendix A: Course Glossary

| Concept/Item | Description |
|-----------------------|--|
| Advanced Leave | Annual leave granted to be used before the time has accrued in the system |
| Chapter 13 Bankruptcy | When an individual declares bankruptcy, it allows them to develop a plan to repay all or part of their debts if they earn a regular income |
| Customer Agency | Agency that uses the ABCO system to bill employees |
| Garnishment | Court order to obtain money for a third party debt |
| Levy | Seizure of property to satisfy a debt |
| Major Indebtedness | Sum total of money owed is more than 15% of the employee's disposable earnings |
| Manually-Created Bill | A bill established by an ABCO analyst in the system due to a request from the Agency |
| Minor Indebtedness | Sum total of money owed is less than 15% of the employee's disposable earnings |
| Negative Leave | An employee takes advanced annual leave and separates prematurely from the Agency before paying the advanced annual leave through accrual |
| Receivable Record | Generated in ABCO after salary offset to view details about the bill |
| Refund | An employee may request this repayment if he or she erroneously paid the Agency on a past due health benefits bill |
| Reporting Center | Interactive NFC website that enables Agencies to produce predefined and customized reports |

| Concept/Item | Description |
|-----------------------|--|
| System-Generated Bill | A bill automatically generated in the ABCO system due to a salary overpayment or past due health benefit |
| Third Party Debt | A debt that is collected after an Agency receives a request from third party for collection |

13.2. Appendix B: Acronym List

| Acronym | Definition |
|---------|--|
| ABCO | Administrative Billings and Collections |
| ABCOINQ | Administrative Billings and Collections Inquiry System |
| ADJP | Adjustment Processing |
| ASO | Agency Security Officer |
| AWOL | Absence Without Leave |
| CC | Claims Repayment |
| CY | Calendar Year |
| DCIA | Debt Collection Improvement Act |
| DOL | Department of Labor |
| EPIC | Entry, Processing, Inquiry, and Correction System |
| EPP | Employee Personal Page |
| FEHB | Federal Employment Health Benefits |
| FLSA | Fair Labor Standards Act |
| GESD | Government Employee Services Division |
| HITS | Health Insurance Tax |
| IRIS | Information/Inquiry Research System |
| IRS | Internal Revenue Service |
| LWOP | Leave Without Pay |
| NFC | National Finance Center |
| NOA | Nature of Action |

| Acronym | Definition |
|---------|---|
| NOAC | Nature of Action Code |
| NTE | Not To Exceed |
| OASDI | Old Age, Survivor, and Disability Insurance |
| OGC | Office of the General Counsel |
| OMB | Office of Management and Budget |
| OPM | Office of Personnel Management |
| OWCP | Office of Workers' Compensations |
| PACS | Payroll Accounting System |
| PII | Personally Identifiable Information |
| PINE | Personnel Input and Edit Subsystem |
| PINQ | Payroll/Personnel Inquiry System |
| POC | Point of Contact |
| POI | Personnel Office Identifier |
| PP | Pay Period |
| PPS | Payroll/Personnel System |
| PQ00 | PINQ Menu |
| PQ032 | PINQ Menu |
| PQ046 | PACS Appropriation Charges |
| PQ051 | PACS Receipt Accounts |
| SF | Standard Form |
| SPPS | Special Payroll Processing System |

| Acronym | Definition |
|---------|---|
| SSN | Social Security Number |
| T&A | Time and Attendance |
| TC | Transaction Code |
| TINQ | Time Inquiry System |
| TMGT | Table Management System |
| TOP | Treasury Offset Program |
| USDA | United States Department of Agriculture |

13.3. Appendix C: Table for Determining Bill Status Codes

| Code | Description |
|-------|---|
| CA | Cancellation; identifies that a cancellation has been applied. |
| CC | Claims repayment; identifies that the bill was sent to Claims and is in repayment. |
| FE | Cancel FEHB bill; designates cancellation for all Departments. |
| HO | Hold; identifies a delinquent debt that has been placed on hold as per your Agency's instruction. |
| WA | Waiver applied for; identifies that a waiver application has been submitted; however, approving documentation is still pending. |
| WC | Waiver sent from Claims; applies to bills that had been forwarded to Claims. |
| WO | Write-off; indicates that it has been forwarded to Claims which can include Military LWOP to charge the Agency. |
| WP | Waiver processed; identifies that a waiver has been approved; the debt is waived. |
| Blank | Delinquent debt needs review; identifies that no action has been taken yet on the bill. |

13.4. Appendix D: Chapter 5 Forms and Letters

| | |
|---|---|
| NOTICE OF INTENT TO OFFSET SALARY | |
| EMPLOYEE NAME: REBECCA TRAINING BILL DATE: MM/DD/YYYY DEBTOR NUMBER: 123456789 BILL NUMBER: 314206552 | AGY - SON: 23-5320 ORG: 23-30-40-0000-00-00-00 AMOUNT OWED: \$183.52 ESTIMATED DEDUCTION AMOUNT: \$183.52 PP TO BEGIN DEDUCTIONS: 18 ANNUAL INTEREST RATE: 1.750 |
| Dear REBECCA TRAINING, | |
| According to our records, you have been overpaid a total of \$183.52 . This overpayment occurred due to CORRECTED TIME & ATTENDANCE REPORT processed in pay period 14 . This notice has been generated and we intend to deduct approximately \$183.52 from your bi-weekly pay starting in pay period 18 . This estimate is based upon your salary for the last pay period. These deductions will continue every pay period until the debt, accumulated interest and other costs are paid-in-full. This deduction may be up to 15 percent of your disposable pay, in accordance with the Debt Collection Improvement Act of 1996. | |
| If you agree that this debt is valid and you wish to have it paid in the manner stated above, no further action is necessary. If you agree that this debt is valid, but prefer to repay in one lump sum, please send your check or money order in the total amount of the bill within 30 days of this letter, payable to your agency, along with your signed Repayment Agreement to: | |
| USDA/National Finance Center Administrative Collections P.O. Box 790342 St. Louis, MO 63179-0342 | |
| If you would like to discuss other options for repayment, have any questions, or wish to exercise your rights as listed below, within 30 days from the date of this letter, please contact: | |
| Agency Contact > JANE AGENCY, 1-888-123-4567 | |
| As an employee, you have the following rights: | |
| <ul style="list-style-type: none"> ● To inspect and copy the records relating to the debt. ● To enter into a written agreement for a repayment schedule different from that proposed so long as your terms of repayment are agreeable with your agency. ● To request a hearing pursuant to 5 CFR 550.1104, 31 CFR Parts 900 - 903, the Debt Collection Improvement Act of 1996 as amended, and existing agency regulations. The hearing will consider the existence of the debt, the amount of the debt, and/or percentage of disposable pay to be deducted each pay period. The timely filing of a petition for a hearing will suspend collection proceedings. ● To a final decision on the hearing at the earliest practical date, but not later than 60 calendar days after you file your hearing petition. ● To request a waiver of salary overpayment and other applicable allowances under 5 USC 5584, 10 USC 2774, or 32 USC 716. You may also question the amount or validity of a salary overpayment or general debt by submitting a claim to your agency. ● To have any monies paid on or deducted for the debt which are later waived or found not owed to the United States to be promptly refunded to you unless there are applicable contractual or statutory provisions to the contrary. | |
| If you wish to petition for a hearing to dispute the existence or amount of the debt, or the amount of the payroll deduction, you must file a written request for a hearing within 15 calendar days from receipt of this letter. Your request will temporarily suspend collection action. Any knowingly false or frivolous statements, representation, or evidence may subject you to disciplinary procedures under 5 USC Chapter 75, 5 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 Department of Treasury's policy on the assessment and waiver of interest, penalties, and administrative costs can be found in 31 CFR Parts 900 - 904 and 31 USC 3717. These regulations permit the assessment of interest on the outstanding balance if the amount owed is not paid within 30 calendar days from the date of this notice and the assessment of administrative costs on delinquent debts, as well as penalties for each missed payment. | |
| If we do not hear from you within 30 calendar days from the date of this letter, we will begin deductions from your salary as described above. | |
| Administrative Billings and Collections Section | |
| Mail to > | REBECCA TRAINING 123 COURTHOUSE ROAD NEW ORLEANS, LA 70112 |
| FORM NFC-1100D (5/07) | |

Figure 51: Form NFC-1100D, Notice of Intent to Offset Salary, Minor Example

NOTICE OF INTENT TO OFFSET SALARY

| | |
|--------------------------------|--------------------------------------|
| EMPLOYEE NAME: MANUEL TRAINING | AGY - SON: 23-5320 |
| BILL DATE: MM/DD/YYYY | ORG: 23-30-40-0000-00-00-00-00 |
| DEBTOR NUMBER: 123456789 | AMOUNT OWED: \$773.20 |
| BILL NUMBER: 314206730 | ESTIMATED DEDUCTION AMOUNT: \$587.23 |
| | PP TO BEGIN DEDUCTIONS: 18 |
| | ANNUAL INTEREST RATE: 1.000 |

Dear MANUEL TRAINING,

According to our records, you have been overpaid a total of \$773.20. This overpayment occurred due to CORRECTED TIME & ATTENDANCE REPORT processed in pay period 14. This notice has been generated and we intend to deduct approximately \$587.23 from your bi-weekly pay starting in pay period 18. This estimate is based upon your salary for the last pay period. These deductions will continue every pay period until the debt, accumulated interest and other costs are paid-in-full. This deduction may be up to 15 percent of your disposable pay, in accordance with the Debt Collection Improvement Act of 1996.

If you agree that this debt is valid and you wish to have it paid in the manner stated above, no further action is necessary. If you agree that this debt is valid, but prefer to repay in one lump sum, please send your check or money order in the total amount of the bill within 30 days of this letter, payable to your agency, along with your signed Repayment Agreement to:

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

If you would like to discuss other options for repayment, have any questions, or wish to exercise your rights as listed below, within 30 days from the date of this letter, please contact:

Agency Contact > JANE AGENCY, 1-888-123-4567

As an employee, you have the following rights:

- To inspect and copy the records relating to the debt.
- To enter into a written agreement for a repayment schedule different from that proposed so long as your terms of repayment are agreeable with your agency.
- To request a hearing pursuant to 5 CFR 550.1104, 31 CFR Parts 900 - 903, the Debt Collection Improvement Act of 1996 as amended, and existing agency regulations. The hearing will consider the existence of the debt, the amount of the debt, and/or percentage of disposable pay to be deducted each pay period. The timely filing of a petition for a hearing will suspend collection proceedings.
- To a final decision on the hearing at the earliest practical date, but not later than 60 calendar days after you file your hearing petition.
- To request a waiver of salary overpayment and other applicable allowances under 5 USC 5584, 10 USC 2774, or 32 USC 716. You may also question the amount or validity of a salary overpayment or general debt by submitting a claim to your agency.
- To have any monies paid on or deducted for the debt which are later waived or found not owed to the United States to be promptly refunded to you unless there are applicable contractual or statutory provisions to the contrary.

If you wish to petition for a hearing to dispute the existence or amount of the debt, or the amount of the payroll deduction, you must file a written request for a hearing within 15 calendar days from receipt of this letter. Your request will temporarily suspend collection action. Any knowingly false or frivolous statements, representation, or evidence may subject you to disciplinary procedures under 5 USC Chapter 75, 5 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 Department of Treasury's policy on the assessment and waiver of interest, penalties, and administrative costs can be found in 31 CFR Parts 900 - 904 and 31 USC 3717. These regulations permit the assessment of interest on the outstanding balance if the amount owed is not paid within 30 calendar days from the date of this notice and the assessment of administrative costs on delinquent debts, as well as penalties for each missed payment.

If we do not hear from you within 30 calendar days from the date of this letter, we will begin deductions from your salary as described above.

Administrative Billings and Collections Section

Mail
to >

MANUEL TRAINING
123 COURTHOUSE ROAD
NEW ORLEANS, LA 70112

FORM NFC-1100D (5/07)

Figure 52: Form NFC-1100D, Notice of Intent to Offset Salary, Major Example

REPAYMENT AGREEMENT

| | |
|--------------------------------|--------------------------------------|
| DEBTOR NUMBER: 123456789 | AMOUNT OWED: \$773.20 |
| BILL NUMBER: 314206730 | ESTIMATED DEDUCTION AMOUNT: \$587.23 |
| ANNUAL INTEREST RATE: 1.000 | PAY PERIOD TO BEGIN DEDUCTIONS: 18 |
| EMPLOYEE NAME: MANUEL TRAINING | |

I understand that I owe the amount indicated above. Should I fail to return this repayment agreement, 15 percent of my disposable pay will be deducted beginning in the stated pay period. An estimate of this amount is shown above. Deductions will continue until the debt is completely repaid.

I also understand that if I decide to repay the amount owed by any method other than in a lump sum payment, interest at the rate indicated above will be charged on the unpaid balance every month, until the debt is paid in full.

I choose the following repayment plan (Check one):

1. My lump sum payment in the amount of \$_____ is enclosed.

IF YOU HAVE SELECTED OPTION 1, sign and return the agreement to the following address:

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

Include on your payment check or money order, your Social Security Number and bill number. Make your check or money order payable to your agency.

2. NFC may deduct from my salary the TOTAL amount owed in the pay period shown above in "Pay Period To Begin Deductions".

3. NFC may deduct from my salary the TOTAL amount owed one pay period prior to the pay period shown above in "Pay Period To Begin Deductions".

4. I do not want to pay it all at once. You may deduct \$_____ each pay period which is more than 15 percent of my disposable pay.

IF YOU HAVE SELECTED OPTIONS 2, 3, OR 4 sign and return the agreement to the following address:

USDA/National Finance Center
 Administrative Collections
 P. O. Box 61765
 New Orleans, LA 70161

5. I am unable to pay 15 percent of my disposable pay because of a financial hardship. You may deduct \$_____ (not less than \$50) each pay period. This repayment amount has been approved by my employing agency. (Signature of agency approving official is required below.)

IF YOU HAVE SELECTED OPTION 5, return the agreement signed by both you and the agency approving official and return to the following address:

USDA/National Finance Center
 Administrative Collections
 P. O. Box 61765
 New Orleans, LA 70161

EMPLOYEE'S SIGNATURE _____

DATE _____

APPROVING OFFICIAL'S AGREEMENT (REQUIRED FOR OPTION 5 ONLY)

I agree that the employee may repay the amounts as prescribed in Option 5 above.

AGENCY REPRESENTATIVE'S SIGNATURE _____

DATE _____

PRINT AGENCY REPRESENTATIVE'S NAME AND TITLE _____

PHONE _____

FORM NFC-1101D (REV. 5/13)

Figure 53: Form NFC-1101D, Repayment Agreement

13.5. Appendix E: Chapter 6 Forms, Letters, and Calculations

| Day-of-Year Table for Non-Leap Years | | | | | | | | | | | | Day-of-Year Table for Leap Years | | | | | | | | | | | | | |
|--------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| DATE | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | DATE | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| 1 | 1 | 32 | 60 | 91 | 121 | 152 | 182 | 213 | 244 | 274 | 305 | 335 | 1 | 1 | 32 | 61 | 92 | 122 | 153 | 183 | 214 | 245 | 275 | 306 | 336 |
| 2 | 2 | 33 | 61 | 92 | 122 | 153 | 183 | 214 | 245 | 275 | 306 | 336 | 2 | 2 | 33 | 62 | 93 | 123 | 154 | 184 | 215 | 246 | 276 | 307 | 337 |
| 3 | 3 | 34 | 62 | 93 | 123 | 154 | 184 | 215 | 246 | 276 | 307 | 337 | 3 | 3 | 34 | 63 | 94 | 124 | 155 | 185 | 216 | 247 | 277 | 308 | 338 |
| 4 | 4 | 35 | 63 | 94 | 124 | 155 | 185 | 216 | 247 | 277 | 308 | 338 | 4 | 4 | 35 | 64 | 95 | 125 | 156 | 186 | 217 | 248 | 278 | 309 | 339 |
| 5 | 5 | 36 | 64 | 95 | 125 | 156 | 186 | 217 | 248 | 278 | 309 | 339 | 5 | 5 | 36 | 65 | 96 | 126 | 157 | 187 | 218 | 249 | 279 | 310 | 340 |
| 6 | 6 | 37 | 65 | 96 | 126 | 157 | 187 | 218 | 249 | 279 | 310 | 340 | 6 | 6 | 37 | 66 | 97 | 127 | 158 | 188 | 219 | 250 | 280 | 311 | 341 |
| 7 | 7 | 38 | 66 | 97 | 127 | 158 | 188 | 219 | 250 | 280 | 311 | 341 | 7 | 7 | 38 | 67 | 98 | 128 | 159 | 189 | 220 | 251 | 281 | 312 | 342 |
| 8 | 8 | 39 | 67 | 98 | 128 | 159 | 189 | 220 | 251 | 281 | 312 | 342 | 8 | 8 | 39 | 68 | 99 | 129 | 160 | 190 | 221 | 252 | 282 | 313 | 343 |
| 9 | 9 | 40 | 68 | 99 | 129 | 160 | 190 | 221 | 252 | 282 | 313 | 343 | 9 | 9 | 40 | 69 | 100 | 130 | 161 | 191 | 222 | 253 | 283 | 314 | 344 |
| 10 | 10 | 41 | 69 | 100 | 130 | 161 | 191 | 222 | 253 | 283 | 314 | 344 | 10 | 10 | 41 | 70 | 101 | 131 | 162 | 192 | 223 | 254 | 284 | 315 | 345 |
| 11 | 11 | 42 | 70 | 101 | 131 | 162 | 192 | 223 | 254 | 284 | 315 | 345 | 11 | 11 | 42 | 71 | 102 | 132 | 163 | 193 | 224 | 255 | 285 | 316 | 346 |
| 12 | 12 | 43 | 71 | 102 | 132 | 163 | 193 | 224 | 255 | 285 | 316 | 346 | 12 | 12 | 43 | 72 | 103 | 133 | 164 | 194 | 225 | 256 | 286 | 317 | 347 |
| 13 | 13 | 44 | 72 | 103 | 133 | 164 | 194 | 225 | 256 | 286 | 317 | 347 | 13 | 13 | 44 | 73 | 104 | 134 | 165 | 195 | 226 | 257 | 287 | 318 | 348 |
| 14 | 14 | 45 | 73 | 104 | 134 | 165 | 195 | 226 | 257 | 287 | 318 | 348 | 14 | 14 | 45 | 74 | 105 | 135 | 166 | 196 | 227 | 258 | 288 | 319 | 349 |
| 15 | 15 | 46 | 74 | 105 | 135 | 166 | 196 | 227 | 258 | 288 | 319 | 349 | 15 | 15 | 46 | 75 | 106 | 136 | 167 | 197 | 228 | 259 | 289 | 320 | 350 |
| 16 | 16 | 47 | 75 | 106 | 136 | 167 | 197 | 228 | 259 | 289 | 320 | 350 | 16 | 16 | 47 | 76 | 107 | 137 | 168 | 198 | 229 | 260 | 290 | 321 | 351 |
| 17 | 17 | 48 | 76 | 107 | 137 | 168 | 198 | 229 | 260 | 290 | 321 | 351 | 17 | 17 | 48 | 77 | 108 | 138 | 169 | 199 | 230 | 261 | 291 | 322 | 352 |
| 18 | 18 | 49 | 77 | 108 | 138 | 169 | 199 | 230 | 261 | 291 | 322 | 352 | 18 | 18 | 49 | 78 | 109 | 139 | 170 | 200 | 231 | 262 | 292 | 323 | 353 |
| 19 | 19 | 50 | 78 | 109 | 139 | 170 | 200 | 231 | 262 | 292 | 323 | 353 | 19 | 19 | 50 | 79 | 110 | 140 | 171 | 201 | 232 | 263 | 293 | 324 | 354 |
| 20 | 20 | 51 | 79 | 110 | 140 | 171 | 201 | 232 | 263 | 293 | 324 | 354 | 20 | 20 | 51 | 80 | 111 | 141 | 172 | 202 | 233 | 264 | 294 | 325 | 355 |
| 21 | 21 | 52 | 80 | 111 | 141 | 172 | 202 | 233 | 264 | 294 | 325 | 355 | 21 | 21 | 52 | 81 | 112 | 142 | 173 | 203 | 234 | 265 | 295 | 326 | 356 |
| 22 | 22 | 53 | 81 | 112 | 142 | 173 | 203 | 234 | 265 | 295 | 326 | 356 | 22 | 22 | 53 | 82 | 113 | 143 | 174 | 204 | 235 | 266 | 296 | 327 | 357 |
| 23 | 23 | 54 | 82 | 113 | 143 | 174 | 204 | 235 | 266 | 296 | 327 | 357 | 23 | 23 | 54 | 83 | 114 | 144 | 175 | 205 | 236 | 267 | 297 | 328 | 358 |
| 24 | 24 | 55 | 83 | 114 | 144 | 175 | 205 | 236 | 267 | 297 | 328 | 358 | 24 | 24 | 55 | 84 | 115 | 145 | 176 | 206 | 237 | 268 | 298 | 329 | 359 |
| 25 | 25 | 56 | 84 | 115 | 145 | 176 | 206 | 237 | 268 | 298 | 329 | 359 | 25 | 25 | 56 | 85 | 116 | 146 | 177 | 207 | 238 | 269 | 299 | 330 | 360 |
| 26 | 26 | 57 | 85 | 116 | 146 | 177 | 207 | 238 | 269 | 299 | 330 | 360 | 26 | 26 | 57 | 86 | 117 | 147 | 178 | 208 | 239 | 270 | 300 | 331 | 361 |
| 27 | 27 | 58 | 86 | 117 | 147 | 178 | 208 | 239 | 270 | 300 | 331 | 361 | 27 | 27 | 58 | 87 | 118 | 148 | 179 | 209 | 240 | 271 | 301 | 332 | 362 |
| 28 | 28 | 59 | 87 | 118 | 148 | 179 | 209 | 240 | 271 | 301 | 332 | 362 | 28 | 28 | 59 | 88 | 119 | 149 | 180 | 210 | 241 | 272 | 302 | 333 | 363 |
| 29 | 29 | | 88 | 119 | 149 | 180 | 210 | 241 | 272 | 302 | 333 | 363 | 29 | 29 | 60 | 89 | 120 | 150 | 181 | 211 | 242 | 273 | 303 | 334 | 364 |
| 30 | 30 | | 89 | 120 | 150 | 181 | 211 | 242 | 273 | 303 | 334 | 364 | 30 | 30 | | 90 | 121 | 151 | 182 | 212 | 243 | 274 | 304 | 335 | 365 |
| 31 | 31 | | 90 | | 151 | | 212 | 243 | | 304 | | 365 | 31 | 31 | | 91 | | 152 | | 213 | 244 | | 305 | | 366 |

Figure 54: Julian Date Calendar

NOTICE OF INTENT TO RECOVER PAST-DUE HEALTH BENEFITS FROM SALARY

MM/DD/YYYY

RAY TRAINING
 123 COURTHOUSE ROAD
 NEW ORLEANS, LA 70112

Debtor
No: 123456789 **AG:** 93 **Employing Office:** 2724 **Bill No:** 805102742

Federal Employees Health Benefits Program regulations (part 890 of Title 5, Code of Federal Regulations) state that program enrollees are responsible for payment of the employee share of the cost of their enrollment for every pay period in which the enrollment continues. The regulations further provide that an employee is deemed to consent to withholdings from salary to cover past-due premiums for coverage which continued during pay periods for which there was no withholding of premiums.

Our records show that you are indebted as described below. If you want to remit your premium(s) directly, the check(s) should be made payable to Collections Officer, NFC. Mail check(s) to:

USDA, Office of the Chief Financial Officer
National Finance Center
Administrative Collections
P.O. Box 790342
St. Louis, MO 63179-0342

Your check(s) should be clearly identified "FEHBA Premiums" or enclose a copy of this letter. However, if you prefer not to make direct payments, please note that a recovery action from your salary will start soon. If you would prefer a different amount withheld from your salary or if you have any questions about this notice, contact your servicing Human Resources Management Office as soon as possible.

Unless other arrangements are made, these withholdings will begin automatically as shown. If you separate from service before the full amount due is recovered, your final salary payment will be used to complete recovery of the indebtedness. The remaining amount due, if any, will be recovered from any other monies owed to you by the Federal Government, such as amounts payable under the Civil Service Retirement System.

| | |
|---|---------------|
| Pay period(s) not covered by withholdings: | 05 through 13 |
| Total premiums required for these pay periods: | \$559.35 |
| Amounts you paid directly to agency: | \$.00 |
| Total amount due to date: | \$559.35 |
| Recovery from salary begins on pay period: | 17 |
| Installment(s): | 9 @ \$62.15 |
| Last installment: | \$.00 |

FORM NFC-937 (revised 7/08)

Figure 55: Form NFC-937, Notice of Intent to Recover Past Due Health Benefits from Salary

Pre-Tax Calculation Formula

The following table explains how to determine if a deduction was pre-taxed using the HITS tax value:

| Step | Calculation |
|------|---|
| 1. | Subtract the current health benefits premium paid by the employee from the gross pay amount. |
| 2. | Subtract the past due health benefits premium paid by the employee from the gross pay amount. |
| 3. | Multiply the amount by .0145. |
| 4. | Compare the multiplied product with the HITS tax amount. If the value matches, the deduction was pre-taxed. |

| | |
|-------------------------|---------------|
| NAME | TREY TRAINING |
| RECORD NUMBER | 624680 |
| SOCIAL SECURITY | 123456789 |
| BILL NUMBER | 310101593 |
| SYSTEM CODE | 92 |
| RA TYPE | 21 |
| AGENCY | 93 |
| SON | 3421 |
| T&A CONTACT POINT | 47 1620 10 40 |
| PP(S)/YR BEING REFUNDED | PP/YYYY |
| AMOUNT TO REFUND | 138.32 |
| LIAISON'S INITIALS | ES |

To Payroll/Personnel Processing Section:

Pre-tax FEHB Refund

This documentation serves as a replacement AD-343. 624680

SOCIAL SECURITY 123456789

NAME TREY TRAINING

AGENCY 93

SON 3421

T&A CONTACT POINT 47 1620 10 40

Please refund payroll deductions associated with pay period(s) PP/YYYY

Code 3-Current Year
Do NOT issue W-2C
REGULAR SCHEDULE

| IN line | | OUT line |
|--|------------------------|----------|
| 138.32 | GROSS | 138.32 |
| Please deduct applicable taxes and pay the net to employee | | |
| | ***RECEIPT ACCOUNT*** | 138.32 |
| \$ 0.00 | NET REFUND AFTER TAXES | 0.00 |

***Apply to RECEIPT ACCOUNT TYPE-CODE (OUT LINE) : 21
 with RECEIPT ACCOUNT ACCT NO : 270000000000

Remarks:

Please refund money erroneously deducted from the employee related to FEHB while in non-pay status. The refunds must be accomplished by Payroll because the original collections were payroll deducted, were pre-tax, and applied to a FEHB bill. ABCO does not have a mechanism for withholding taxes and getting the taxes to the taxing authorities, as the refund is taxable gross income.

If you have any questions, please call me.

Thanks,
Erika Sanders
 2-1370

Last updated 04/28/2010

Figure 56: Pre-tax FEHB Refund

13.6. Appendix F: Chapter 7 Forms and Letters

| BILL FOR COLLECTION | | | | | |
|--|----------------------------------|----------------------------------|--------------------------------|--|---------------------------------|
| <small>DEBTOR NUMBER</small> | <small>BILL NUMBER</small> | <small>SON</small> | <small>BILLING DATE</small> | For additional information, please call: YOUR FORMER AGENCY | |
| 123456789 | 8212W8212 | | MM/DD/YYYY | | |
| SEE REVERSE FOR IMPORTANT INFORMATION. | | | | | |
| <small>To protect the interest of the Government on amounts overdue, the Department of Treasury requires a late payment charge on all delinquent debts. Remittance for the Total Amount Due must be received on or before the Due Date. The interest rate to be applied to the past-due principal is determined quarterly by the Department of Treasury.</small> | | | | | |
| Please include your debtor and bill numbers on your remittance payable to the DEPT. OF HOMELAND SECURITY and mail to: USDA, NFC ADMINISTRATIVE COLLECTIONS P.O. BOX 790342 ST LOUIS, MO 63178 | | | | | |
| <small>PRIOR BALANCE</small> | <small>PAYMENTS RECEIVED</small> | <small>CREDIT ADJUSTMENT</small> | <small>AMOUNT PAST DUE</small> | <small>DEBIT ADJUSTMENT</small> | <small>CURRENT CHARGES</small> |
| .00 | .00 | .00 | .00 | .00 | 296.18 |
| Late payment charge is _____ % (per annum). <i>Total amount due must be received no later than:</i> | | | | <small>DUE DATE</small> | <small>TOTAL AMOUNT DUE</small> |
| | | | | MM/DD/YYYY | 296.18 |
| THIS BILL IS FOR 16 HOURS OF SICK LEAVE OVERDRAWN AT THE TIME OF YOUR SEPARATION ON MM/DD/YY | | | | | |
| \$388.72 GROSS - 11.09 FEDERAL TAX - 2.83 STATE TAX - 21.00 OASDI - 4.91 HIT \$296.18 BALANCE DUE | | | | | |
| PLEASE RETURN THIS PORTION WITH YOUR PAYMENT | | | | | |
| <small>DEBTOR NUMBER</small> | <small>BILL NUMBER</small> | <small>SON</small> | <small>DUE DATE</small> | <small>AMOUNT DUE</small> | <small>AMOUNT REMITTED</small> |
| 123456789 | 8212W8212 | | MM/DD/YYYY | 296.18 | \$ |
| Mail To: USDA, NFC ADMINISTRATIVE COLLECTIONS P.O. BOX 790342 ST LOUIS, MO 63178 | | | | | |
| <small>FORM NFC-631na1 (Revised 03/06)</small> | | | | | |

Figure 57: Form NFC-631na1 Bill for Collection, Salary Overpayment for Separated Employee

13.7. Appendix G: Chapter 10 Forms and Letters

| BILL FOR COLLECTION | | | |
|---------------------|-------------|-----|--------------|
| DEBTOR NUMBER | BILL NUMBER | SON | BILLING DATE |
| 123456789 | 900OW0001 | | MM/DD/YYYY |

For additional information, please call:
YOUR AGENCY

SEE REVERSE FOR IMPORTANT INFORMATION.
 To protect the interest of the Government on amounts overdue, the Department of Treasury requires a late payment charge on all delinquent debts. Remittance for the Total Amount Due must be received on or before the Due Date. The interest rate to be applied to the past-due principal is determined quarterly by the Department of Treasury.

Please include your debtor and bill numbers on your remittance payable to the
FOREST SERVICE

and mail to:
 USDA, NFC
 ADMINISTRATIVE COLLECTIONS
 P.O. BOX 790342
 ST LOUIS, MO 63178

| PRIOR BALANCE | PAYMENTS RECEIVED | CREDIT ADJUSTMENT | AMOUNT PAST DUE | DEBIT ADJUSTMENT | CURRENT CHARGES |
|---------------|-------------------|-------------------|-----------------|------------------|-----------------|
| .00 | .00 | .00 | .00 | .00 | 597.11 |

Late payment charge is % (per annum).

Total amount due must be received no later than:

| DUE DATE | TOTAL AMOUNT DUE |
|------------|------------------|
| MM/DD/YYYY | 597.11 |

TO CONVERT 104.25 HOURS SICK LEAVE, 8 HOURS ANNUAL LEAVE

| | |
|-----------|-------------|
| \$3082.39 | GROSS |
| - 24.66 | RET |
| - 154.12 | TSP |
| - 191.11 | OASDI |
| - 44.68 | HIT |
| - 9.00 | FEGLI |
| - 2069.70 | OWCP CHECK |
| \$ 597.11 | BALANCE DUE |

OWCP CASE #: 16-21531254
 PERIOD COVERED: MM/DD/YYYY THROUGH MM/DD/YYYY
 WE HAVE RECEIVED A CHECK FROM OWCP.
 THIS BILL IS ADVISING YOU OF THE BALANCE DUE.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

| DEBTOR NUMBER | BILL NUMBER | SON | DUE DATE | AMOUNT DUE | AMOUNT REMITTED |
|---------------|-------------|-----|------------|------------|-----------------|
| 123456789 | 900OW0001 | | MM/DD/YYYY | 597.11 | \$ |

Mail To:
 USDA, NFC
 ADMINISTRATIVE COLLECTIONS
 P.O. BOX 790342
 ST LOUIS, MO 63178

FORM NFC-631na1 (Revised 03/08)

Figure 58: Form NFC-631na1 Bill for Collection for Annual/Sick Leave Conversion

**U.S. Department of Agriculture
National Finance Center**Administrative Billings and Collections Section
P. O. Box 61765, New Orleans, LA 70161

Current Date

Subject: RESTORATION OF LEAVEEmployee: «EmpName»
SSN: «EmpSSN»
Period of Injury: «InjuryPeriod»
Type of Leave: «LeaveType»«AgencyName»
«Address»
«CityStateZip»

The subject employee has completed repayment covering the substitution of Leave Without Pay (LWOP) for paid leave.

Please prepare a Leave Audit (Form AD-717) through the current pay period, adjust the current Time and Attendance Report (T&A), and forward both to your agency servicing personnel office to adjust the leave record through the Time Inquiry System (TINQ). Also, notify the timekeeper of the pay period you are correcting TINQ to make the necessary corrections to the employee's master file for leave.

Any questions concerning this case should be directed to the:

National Finance Center
Financial Services Division
Payroll/Personnel Operations Section
P. O. Box 60000
New Orleans, LA 70160«ClerkName», Accounting Technician
Administrative Billings and Collections Section

Figure 59: Restoration of Leave Letter for Conversion of Annual/Sick Leave to LWOP

BILL FOR COLLECTION

| DEBTOR NUMBER | BILL NUMBER | SON | BILLING DATE |
|---------------|-------------|-----|--------------|
| 123456789 | 0082W0800 | | MM/DD/YYYY |

For additional information, please call:
YOUR AGENCY

SEE REVERSE FOR IMPORTANT INFORMATION.

To protect the interest of the Government on amounts overdue, the Department of Treasury requires a late payment charge on all delinquent debts. Remittance for the Total Amount Due must be received on or before the Due Date. The interest rate to be applied to the past-due principal is determined quarterly by the Department of Treasury.

Please include your debtor and bill numbers on your remittance payable to the
FARM SERVICE AGENCY

and mail to:

USDA, NFC
ADMINISTRATIVE COLLECTIONS
P.O. BOX 790342
ST LOUIS, MO 63178

| PRIOR BALANCE | PAYMENTS RECEIVED | CREDIT ADJUSTMENT | AMOUNT PAST DUE | DEBIT ADJUSTMENT | CURRENT CHARGES |
|---------------|-------------------|-------------------|-----------------|------------------|-----------------|
| .00 | .00 | .00 | .00 | .00 | 347.91 |

Late payment charge is % (per annum).

Total amount due must be received no later than:

| DUE DATE | TOTAL AMOUNT DUE |
|------------|------------------|
| MM/DD/YYYY | 347.91 |

TO BUY BACK 18.75 HOURS OF OVERDRAWN ADVANCE SICK LEAVE

| | |
|-----------|-------------|
| \$388.13 | GROSS |
| - 1.50 | FEDERAL TAX |
| - 9.03 | STATE TAX |
| - 24.06 | OASDI |
| - 5.83 | HIT |
| \$ 347.91 | BALANCE DUE |

YOU HAVE 90 DAYS TO PAY THIS BILL IN FULL OR HAVE YOUR AGENCY COMPLETE AN AD-343 PAYROLL ACTION REQUEST TO BEGIN AN INSTALLMENT PLAN OF NO LESS THAN \$25.00 A PAY PERIOD. IF ARRANGEMENTS ARE NOT MADE IN THE TIME ALLOTTED, THE BILL WILL BE CANCELLED AND RETURNED TO YOUR AGENCY.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

| DEBTOR NUMBER | BILL NUMBER | SON | DUE DATE | AMOUNT DUE | AMOUNT REMITTED |
|---------------|-------------|-----|------------|------------|-----------------|
| 123456789 | 0082W0800 | | MM/DD/YYYY | 347.91 | \$ |

Mail To:

USDA, NFC
ADMINISTRATIVE COLLECTIONS
P.O. BOX 790342
ST LOUIS, MO 63178

Figure 60: Form NFC-631na1 for Advanced Leave Buy Back



**U.S. Department of Agriculture
National Finance Center**
Administrative Billings and Collections Section
P.O. Box 61765, New Orleans, LA 70161

Current Date

Subject: RESTORATION OF LEAVE

Employee: «EmpName»
SSN: «EmpSSN»
Type Leave: «LeaveType»

«AgencyName»
«Address»
«CityStateZip»

The subject employee has completed repayment of advanced leave.

Please prepare a Leave Audit (Form AD-717) through the current pay period, adjust the current Time and Attendance Report (T&A), and forward both to your agency servicing personnel office to adjust the leave record through the Time Inquiry System (TINQ). Also, notify the timekeeper of the pay period you are correcting TINQ to make the necessary corrections to the employee's master file for leave.

Any questions concerning this case should be directed to the:

National Finance Center
Government Employee Services Division
Payroll/Personnel Operations Section
P. O. Box 60000
New Orleans, LA 70160

«ClerkName», Accounting Technician
Administrative Billings and Collections Section

Figure 61: Restoration of Leave for Advanced Leave Buy Back

13.8. Appendix H: Chapter 11 Forms, Letters, and Tables

 **U.S. Department of Agriculture
National Finance Center**
Administrative Billings and Collections Section
P.O. Box 61765, New Orleans, LA 70161

Current Date

Mr. John Training
123 Courthouse Road
New Orleans, LA 70112

Subject: IRS TAX LEVY

Dear Mr. John Training,

Enclosed are IRS Form 668-W (Notice of Levy on Wages, Salary, and Other Income) and a Statement of Personal Exemptions, which should be completed in accordance with instructions on the back of page 5. Upon completion, parts 2 and 5 should be retained for your records.

Within three (3) workdays from receipt of this letter, the remaining two parts 3 and 4 should be returned to us. If you do not return the completed Statement of Exemptions, your amount exempt from levy will be figured as if your filing status is married filing separate with only one exemption.

Deductions will start from your salary in Pay Period 17/2013 and continue until the levy is paid in full.

Return completed forms to: **National Finance Center
Administrative Billings and Collections Section
P.O. Box 61765
New Orleans, LA 70161**

If you have any questions, please contact the 800 number on the top of the levy. If you receive a release of levy or have any further questions, please contact Erika Sanders at FAX number 888-212-0528.

Figure 62: IRS Tax Levy Letter

| Form 668-W(c)(DO) (Rev. July 2002) | Department of the Treasury – Internal Revenue Service Notice of Levy on Wages, Salary, and Other Income | | | | | | | | | | | | | | | | | | | | |
|---|--|------------------------------|-------------------------|------------------------------|---------------------|-------|-------|------------|-----------|----------|-----------|-------|------------|-----------|----------|-----------|--|--|--|-------------------------|--------------------|
| DATE: REPLY TO: ACS Support PO BOX 24017 Fresno, CA 93779 TO: U.S. Department of Agriculture C/O USDA/NFC/ABCO PO BOX 61765 New Orleans, LA 70161 | TELEPHONE NUMBER OF IRS OFFICE: 1-800-829-7650 NAME AND ADDRESS OF TAXPAYER: Mr. John Training 123 Courthouse Road New Orleans, LA 70112 IDENTIFYING NUMBER(S): | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Kind of Tax</th> <th style="width: 15%;">Tax Period Ended</th> <th style="width: 20%;">Unpaid Balance of Assessment</th> <th style="width: 20%;">Statutory Additions</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td>1040A</td> <td>MM-DD-YYYY</td> <td>\$5519.75</td> <td>\$306.49</td> <td>\$5826.24</td> </tr> <tr> <td>1040A</td> <td>MM-DD-YYYY</td> <td>\$6601.14</td> <td>\$601.15</td> <td>\$7202.29</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">Total Amount Due</td> <td style="text-align: right;">\$13,028.53</td> </tr> </tbody> </table> | | Kind of Tax | Tax Period Ended | Unpaid Balance of Assessment | Statutory Additions | Total | 1040A | MM-DD-YYYY | \$5519.75 | \$306.49 | \$5826.24 | 1040A | MM-DD-YYYY | \$6601.14 | \$601.15 | \$7202.29 | | | | Total Amount Due | \$13,028.53 |
| Kind of Tax | Tax Period Ended | Unpaid Balance of Assessment | Statutory Additions | Total | | | | | | | | | | | | | | | | | |
| 1040A | MM-DD-YYYY | \$5519.75 | \$306.49 | \$5826.24 | | | | | | | | | | | | | | | | | |
| 1040A | MM-DD-YYYY | \$6601.14 | \$601.15 | \$7202.29 | | | | | | | | | | | | | | | | | |
| | | | Total Amount Due | \$13,028.53 | | | | | | | | | | | | | | | | | |
| We figured the interest and late payment penalty to <u>MM/DD/YYYY</u> | | | | | | | | | | | | | | | | | | | | | |
| <p>THIS ISN'T A BILL FOR TAXES YOU OWE. THIS IS A NOTICE OF LEVY TO COLLECT MONEY OWED BY THE TAXPAYER NAMED ABOVE.</p> <p>The Internal Revenue Code provides that there is a lien for the amount shown above. Although we have given the notice and demand required by the Code, the amount owed hasn't been paid. This levy requires you to turn over to us: (1) this taxpayer's wages and salary that have been earned but not paid, as well as wages and salary earned in the future until this levy is released, and (2) this taxpayer's other income that you have now or for which you are obligated.</p> <p>We levy this money to the extent it isn't exempt, as shown in the instructions. Don't offset money this person owes you without contacting us at the telephone number shown above for instructions.</p> <p>If you don't owe money to this taxpayer, please call us at the telephone number at the top of this form. Instead of calling us you may complete the back of Part 3, attach it as a cover to the rest of this form, and return all parts to IRS in the enclosed envelope.</p> <p>If you do owe money to this taxpayer, please see the back of this page for instructions on how to act on this notice.</p> | | | | | | | | | | | | | | | | | | | | | |
| Signature of Service Representative | Title Operations Manager, Collection | | | | | | | | | | | | | | | | | | | | |
| Part 1 — For Employer or other Addressee Catalog No. 157031 www.irs.gov Form 668-W(c)(DO) (Rev. 7-2002) | | | | | | | | | | | | | | | | | | | | | |

Figure 63: Notice of Levy on Wages, Salary, and Other Income Part 1

Form **668-W(c)(DO)**
 (Rev. July 2002)

 Department of the Treasury – Internal Revenue Service
Notice of Levy on Wages, Salary, and Other Income

 DATE:
 REPLY TO:
 ACS Support
 PO BOX 24017
 Fresno, CA 93779

 TELEPHONE NUMBER
 OF IRS OFFICE:
 1-800-829-7650

 NAME AND ADDRESS OF TAXPAYER:
 Mr. John Training
 123 Courthouse Road
 New Orleans, LA 70112

 TO:
 U.S. Department of Agriculture
 C/O USDA/NFC/ABCO
 PO BOX 61765
 New Orleans, LA 70161

IDENTIFYING NUMBER(S):

| Kind of Tax | Tax Period Ended | Unpaid Balance of Assessment | Statutory Additions | Total |
|-------------|------------------|------------------------------|---------------------|-----------|
| 1040 A | MM-DD-YYYY | \$5519.75 | \$306.49 | \$5826.24 |
| 1040 A | MM-DD-YYYY | \$6601.14 | \$601.15 | \$7202.29 |

Employer or Other Addressee: Please complete the back of this page.

Total Amount Due ▶ **\$13,028.53**

 We figured the interest and late payment penalty to MM/DD/YYYY
Statement of Exemptions and Filing Status (To be completed by taxpayer; instructions are on the back of Part 5)

 My filing status for my income tax return is (check one): Single; Married Filing a Joint Return;
 Married Filing a Separate Return; Head of Household; or Qualifying Widow(er) with dependent child

ADDITIONAL STANDARD DEDUCTION: _____ (Enter amount only if you or your spouse is at least 65 and/or blind.)

I certify that I can claim the people named below as personal exemptions on my income tax return and that none are claimed on another Notice of Levy. No one I have listed is my minor child to whom (as required by court or administrative order) I make support payments that are already exempt from levy. I understand the information I have provided may be verified by the Internal Revenue Service. Under penalties of perjury, I declare that this statement of exemptions and filing status is true.

| Name (Last, First, Middle Initial) | Relationship (Husband, Wife, Son, Daughter, etc.) | Social Security Number (SSN) |
|------------------------------------|---|------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Taxpayer's Signature

Date



Part 3 — Return to IRS

 Form **668-W(c)(DO)** (Rev. 7-2002)

Figure 64: Notice of Levy on Wages, Salary, and Other Income Part 3

| 1. Tables for Figuring Amount Exempt from Levy on Wages, Salary, and Other Income (Forms 668-W(ACS), 668-W(c)(DO) and 668-W(ICS)) The tables below show the amount of an individual's income that is exempt from a notice of levy used to collect delinquent tax in 2013 | | | | | | | | | | | | | | 2013 | |
|---|---|--------------------------|---------|----------|--------------|---------|---|-------------|---|---------|---------|---------|---------|---------|---------------------------------------|
| Filing Status: Single | | | | | | | Filing Status: Married Filing Joint Return (and Qualifying Widow(er)s) | | | | | | | | |
| Pay Period | Number of Exemptions Claimed on Statement | | | | | | | Pay Period | Number of Exemptions Claimed on Statement | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | More Than 6 | | 1 | 2 | 3 | 4 | 5 | 6 | More Than 6 |
| Daily | 38.46 | 53.46 | 68.46 | 83.46 | 98.46 | 113.46 | 23.46 plus 15 for each exemption | Daily | 61.92 | 76.92 | 91.92 | 106.92 | 121.92 | 136.92 | 48.92 plus 15 for each exemption |
| Weekly | 192.31 | 267.31 | 342.31 | 417.31 | 492.31 | 567.31 | 117.31 plus 75 for each exemption | Weekly | 309.62 | 384.62 | 459.62 | 534.62 | 609.62 | 684.62 | 234.62 plus 75 for each exemption |
| Biweekly | 384.62 | 534.62 | 684.62 | 834.62 | 984.62 | 1134.62 | 234.62 plus 150 for each exemption | Biweekly | 619.23 | 769.23 | 919.23 | 1069.23 | 1219.23 | 1369.23 | 469.23 plus 150 for each exemption |
| Semimonthly | 416.67 | 579.17 | 741.67 | 904.17 | 1066.67 | 1229.17 | 254.17 plus 162.50 for each exemption | Semimonthly | 670.83 | 833.33 | 995.83 | 1158.33 | 1320.83 | 1483.33 | 508.33 plus 162.50 for each exemption |
| Monthly | 833.33 | 1158.33 | 1483.33 | 1808.33 | 2133.33 | 2458.33 | 508.33 plus 325 for each exemption | Monthly | 1341.67 | 1666.67 | 1991.67 | 2316.67 | 2641.67 | 2966.67 | 1016.67 plus 325 for each exemption |
| Filing Status: Head of Household | | | | | | | Filing Status: Married Filing Separate Return | | | | | | | | |
| Pay Period | Number of Exemptions Claimed on Statement | | | | | | | Pay Period | Number of Exemptions Claimed on Statement | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | More Than 6 | | 1 | 2 | 3 | 4 | 5 | 6 | More Than 6 |
| Daily | 48.42 | 64.42 | 79.42 | 94.42 | 109.42 | 124.42 | 34.42 plus 15 for each exemption | Daily | 38.46 | 53.46 | 68.46 | 83.46 | 98.46 | 113.46 | 23.46 plus 15 for each exemption |
| Weekly | 247.12 | 322.12 | 397.12 | 472.12 | 547.12 | 622.12 | 172.12 plus 75 for each exemption | Weekly | 192.31 | 267.31 | 342.31 | 417.31 | 492.31 | 567.31 | 117.31 plus 75 for each exemption |
| Biweekly | 494.23 | 644.23 | 794.23 | 944.23 | 1094.23 | 1244.23 | 344.23 plus 150 for each exemption | Biweekly | 384.62 | 534.62 | 684.62 | 834.62 | 984.62 | 1134.62 | 234.62 plus 150 for each exemption |
| Semimonthly | 535.42 | 697.92 | 860.42 | 1022.92 | 1185.42 | 1347.92 | 372.92 plus 162.50 for each exemption | Semimonthly | 416.67 | 579.17 | 741.67 | 904.17 | 1066.67 | 1229.17 | 254.17 plus 162.50 for each exemption |
| Monthly | 1070.83 | 1395.83 | 1720.83 | 2045.83 | 2370.83 | 2695.83 | 745.83 plus 325 for each exemption | Monthly | 833.33 | 1158.33 | 1483.33 | 1808.33 | 2133.33 | 2458.33 | 508.33 plus 325 for each exemption |
| 2. Table for Figuring Additional Exempt Amount for Taxpayers at Least 65 Years Old and/or Blind | | | | | | | Examples | | | | | | | | |
| Filing Status | + | Additional Exempt Amount | | | | | | | | | | | | | |
| | | Daily | Weekly | Biweekly | Semi-monthly | Monthly | | | | | | | | | |
| Single or Head of Household | 1 | 5.77 | 28.85 | 57.69 | 62.50 | 125.00 | | | | | | | | | |
| | 2 | 11.54 | 57.69 | 115.38 | 125.00 | 250.00 | | | | | | | | | |
| Any Other Filing Status | 1 | 4.62 | 23.08 | 46.15 | 50.00 | 100.00 | | | | | | | | | |
| | 2 | 9.23 | 46.15 | 92.31 | 100.00 | 200.00 | | | | | | | | | |
| | 3 | 13.85 | 69.23 | 138.46 | 150.00 | 300.00 | | | | | | | | | |
| | 4 | 19.46 | 92.31 | 184.62 | 200.00 | 400.00 | | | | | | | | | |

* ADDITIONAL STANDARD DEDUCTION claimed on Parts 3, 4, and 5 of levy.

Publication 1494 (2013)

www.irs.gov

Catalog Number 11439T

Department of Treasury -- Internal Revenue Service

Figure 65: Tables for Figuring Amount Exempt from Levy on Wages

| | | | |
|---|---|--|--------------------------------|
| Form 2159 (Rev. January 2007) | Department of the Treasury — Internal Revenue Service Payroll Deduction Agreement (See instructions on the back of this page.) | | |
| TO: (Employer name and address) | | Regarding: (Taxpayer name and address) | |
| Contact Person's Name | Telephone (Include area code) | Social security or employer identification number (Taxpayer) (Spouse) | |
| EMPLOYER —See the instructions on the back of Part 2. The taxpayer identified above on the right named you as an employer. Please read and sign the following statement to agree to withhold amount(s) from the taxpayer's (employee's) wages or salary to apply to taxes owed. I agree to participate in this payroll deduction agreement and will withhold the amount shown below from each wage or salary payment due this employee. I will send the money to the Internal Revenue Service every: (Check one box.) <input type="checkbox"/> WEEK <input type="checkbox"/> TWO WEEKS <input type="checkbox"/> MONTH <input type="checkbox"/> OTHER (Specify) _____ Signed: _____ Title: _____ Date: _____ | | Your telephone number (Include area code) (Home) (Work or business) | |
| | | For assistance, call: 1-800-829-0115 (Business) or 1-800-829-8374 (Individual – Self-Employed/Business Owners), or 1-800-829-0922 (Individuals – Wage Earners) Or write: _____ Campus (City, State, and ZIP Code) Financial Institution(s) (Name and address) | |
| Kinds of taxes (Form numbers) | Tax Periods | Amount owed as of _____ \$ _____, plus all penalties and interest provided by law. | |
| I am paid every: (Check one): <input type="checkbox"/> WEEK <input type="checkbox"/> TWO WEEKS <input type="checkbox"/> MONTH <input type="checkbox"/> OTHER (Specify) _____ | | | |
| I agree to have \$ _____ deducted from my wage or salary payment beginning _____ until the total liability is paid in full. I also agree and authorize this deduction to be increased or decreased as follows: | | | |
| Date of increase (or decrease) | Amount of Increase (or decrease) | New installment payment amount | |
| | | | |
| Terms of this agreement —By completing and submitting this agreement, you (the taxpayer) agree to the following terms: <ul style="list-style-type: none"> • You will make each payment so that we (IRS) receive it by the monthly due date stated on the front of this form. If you cannot make a scheduled payment, contact us immediately. • This agreement is based on your current financial condition. We may modify or terminate the agreement if our information shows that your ability to pay has significantly changed. You must provide updated financial information when requested. • While this agreement is in effect, you must file all federal tax returns and pay any (federal) taxes you owe on time. • We will apply your federal tax refunds or overpayments (if any) to the amount you owe until it is fully paid. • You must pay a \$105 user fee, which we have authority to deduct from your first payment(s). • If you default on your installment agreement, you must pay a \$45 reinstatement fee if we reinstate the agreement. We have the authority to deduct this fee from your first payment(s) after the agreement is reinstated. • We will apply all payments on this agreement in the best interests of the United States. • We can terminate your installment agreement if: <ul style="list-style-type: none"> • You do not make monthly installment payments as agreed. • You do not pay any other federal tax debt when due. • You do not provide financial information when requested. • If we terminate your agreement, we may collect the entire amount you owe by levy on your income, bank accounts or other assets, or by seizing your property. • We may terminate this agreement at any time if we find that collection of the tax is in jeopardy. • This agreement may require managerial approval. We'll notify you when we approve or don't approve the agreement. | | | |
| Additional Terms (To be completed by IRS) | | Note: Internal Revenue Service employees may contact third parties in order to process and maintain this agreement. | |
| Your signature | | Title (If Corporate Officer or Partner) | Date |
| Spouse's signature (If a joint liability) | | | Date |
| Agreement examined or approved by (Signature, title, function) | | | Date |
| FOR IRS USE ONLY: | FOR IRS USE ONLY | | |
| | AGREEMENT LOCATOR NUMBER: _____ | | |
| | Check the appropriate boxes: | | |
| | <input type="checkbox"/> RSI "1" no further review | <input type="checkbox"/> AI "0" Not a PPIA | |
| | <input type="checkbox"/> RSI "5" PPIA IMF 2 year review | <input type="checkbox"/> AI "1" Field Asset PPIA | |
| <input type="checkbox"/> RSI "6" PPIA BMF 2 year review | <input type="checkbox"/> AI "2" All other PPIAs | | |
| Agreement Review Cycle: _____ | | | |
| Earliest CSED: _____ | | | |
| <input type="checkbox"/> Check box if pre-assessed modules included | | | |
| Originator's ID #: _____ | Originator Code: _____ | | |
| Name: _____ | Title: _____ | | |
| A NOTICE OF FEDERAL TAX LIEN (Check one box.) <input type="checkbox"/> HAS ALREADY BEEN FILED <input type="checkbox"/> WILL BE FILED IMMEDIATELY <input type="checkbox"/> WILL BE FILED WHEN TAX IS ASSESSED <input type="checkbox"/> MAY BE FILED IF THIS AGREEMENT DEFAULTS | | | |
| Part 2 — Employer's Copy | | Catalog No. 21475H | www.irs.gov |
| | | | Form 2159 (Rev. 1-2007) |

Figure 66: Form 2159 Payroll Deduction Agreement, Part 2 Employer's Copy

Entered:

Signed:

SO ORDERED



UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF MARYLAND
IN RE:

Case No. 09-2-7718 TJC
Chapter 13

Debtor(s)

EMPLOYER'S PAYMENT ORDER

IT APPEARING that
the debtor above named, has filed a plan under Chapter 13 of
Title 11, United States Code, and that said plan was confirmed
by this Court and,
That under the provisions of 11 U.S.C. Section 1325(c), any
entity from whom the debtor receives income shall pay all or
any part of such income to the Trustee as may be ordered by the
Court and a portion of the debtor's earnings from services are
necessary for the execution of the debtor's plan.

IT FURTHER APPEARING that debtor is employed by --
U S DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P O BOX 60000
NEW ORLEANS LA 70160
Attn: Payroll

IT IS ORDERED, that the employer shall deduct the sum of
\$ 221.00 MONTHLY on or before the 20th, from the debtor's
wages, salary or commission and pay the sum to --

NANCY SPENCER GRIGSBY, Trustee
P.O. BOX 853
MEMPHIS, TN 38101-0853
PHONE: (301) 805-4700

commencing with the first payment of wages, salary or
commission after receipt of this Order, until further Order

IT IS FURTHER ORDERED, that said employer notify said
Trustee if the employment of said debtor be terminated and the
reason for such termination;

PAGE NUMBER 1

023896

56305023921013

Figure 67: Sample Chapter 13 Bankruptcy Court Order Letter

| PAYROLL ACTION REQUEST | | 2. ADJUSTMENT PERIOD (Inclusive) | | | | |
|--|---|--|-----|---------------------------------|---------------|--|
| | | FROM | | TO | | |
| 1. | PERSONNEL OFFICE SEQUENTIAL REQUEST NUMBER | DATE | P/P | DATE | P/P | |
| 3. | | 4. FROM | | | | |
| INSTRUCTIONS ON REVERSE OF AGENCY COPY PLEASE READ CAREFULLY U.S. DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER PO BOX 60000 NEW ORLEANS LA 70160 | | AGENCY CODE | | PERSONNEL OFFICE IDENTIFIER | | |
| | | ACCT. STATION CODE | | AGENCY NAME AND MAILING ADDRESS | | |
| | | CITY | | STATE | ZIP CODE | |
| | | 5. EMPLOYEE'S T&A CONTACT POINT | | | | |
| 9. SOCIAL SECURITY NO. | | 10. EMPLOYEE'S NAME (Last, First, Middle Initial) | | | | |
| 11. NATURE OF ACTION TO BE TAKEN | | 8. FLSA | | | | |
| 13. EXPLANATION OF CIRCUMSTANCES WHICH REQUIRE THIS ACTION | | <input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT | | | | |
| | | 7. RETIREMENT COVERAGE CODE | | | | |
| 15. ACCOUNTING DATA TO BE CHARGED AND/OR CREDITED | | 8. TYPE EMPLOYMENT | | | | |
| | | <input type="checkbox"/> FULL-TIME <input type="checkbox"/> INTERMIT-TENT <input type="checkbox"/> REEMPLOYED ANNUITANT <input type="checkbox"/> PART-TIME <input type="checkbox"/> ALTERNATE WORK SCHEDULE | | | | |
| 16. ATTACHMENTS SUPPORTING OR AUTHORIZING THIS ACTION | | 12. TERMINATED IF YES, DATE TERMINATED | | | | |
| | | <input type="checkbox"/> NO <input type="checkbox"/> YES | | | | |
| 17. PERSON TO BE CONTACTED FOR ADDITIONAL INFORMATION | | CHECK MAILING ADDRESS OR DESIGNATED AGENT NUMBER | | | | |
| | | 14. GROSS AMOUNT OF ADJUSTMENT | | | | |
| 18. EMPLOYEE'S SIGNATURE AND DATE SIGNED (If Required) | | \$ | | | | |
| | | TELEPHONE (Area Code and Number) | | | | |
| 19. APPROVAL | | 18. EMPLOYEE'S SIGNATURE AND DATE SIGNED (If Required) | | | | |
| | | AUTHORIZED OFFICIAL'S SIGNATURE AND TITLE | | | DATE APPROVED | |

Figure 68: Form AD-343



U. S. Department of Agriculture
NEW ORLEANS, LA