

For: State and County Offices

**Information Required for Transfer of County Office Personnel and Payroll Functions to NFC**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

Notice FI-2287 advised State and County Offices that plans were being developed to move County Office personnel and payroll processing from the County Office Administrative Expense System to NFC. Parallel testing is nearing completion in the pilot States of Alabama, Georgia, and Tennessee. The pilot States are implementing the transfer of functions in pay period 12. Nationwide parallel testing is scheduled to begin July 12, 1999, and full implementation is currently scheduled for pay period 21.

Preliminary information must be collected to assign user ID numbers and passwords for all payrolling County Offices.

**B**

**Purpose**

This notice:

- includes a form necessary to establish user ID numbers at NFC
- identifies manuals and publications that State and County Offices will receive
- provides dates for State Office training.

**C**

**Contact**

If there are any questions about this notice, contact Debbie Barker, FMD, at 703-305-1309.

<p><b>Disposal Date</b></p> <p>January 1, 2000</p>	<p><b>Distribution</b></p> <p>State Offices except AL, GA and TN; State Offices relay to County Offices</p>
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## 2 **Establishing User ID Numbers and Passwords for Personnel and Payroll Processing**

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### **A**

#### **Access to NFC Systems**

NFC systems are secure and require that a user ID number and password be entered to gain access to the systems. The KCMO security officer is responsible for assigning user ID numbers and initial passwords for State and County Office employees. A person must have a user ID number and password established on the NFC system to do either of the following:

- access the personnel and payroll systems
  - transmit T&A data.
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### **B**

#### **Request for User ID Number and Password**

All payrolling County Offices must identify a timekeeper to enter T&A data and process payroll-related documents. An alternate timekeeper may be identified as necessary. Use Exhibit 1 to identify the timekeeper, and alternate timekeeper, if applicable.

All State Offices must identify the State Office employees that will need access to the NFC systems to input personnel documents and perform inquiries and corrections. Use Exhibit 1 to identify those State Office employees that will input personnel actions or have responsibility for personnel and payroll functions.

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### **C**

#### **Completing Exhibit 1**

Exhibit 1 must be completed for all State and County Office employees that require access to the NFC systems. If the employee has an NITC or NFC ID number currently assigned, the current ID number may be granted access to the necessary systems for Agency “CE”. If the employee does not have an NITC or NFC ID number currently assigned, the KCMO security officer will assign the necessary ID numbers. A printer ID number was previously assigned for all offices that are connected to the LAN/WAN. NFC reports will print to this printer ID number.

All County Offices must have access to NFC, NITC, PRES/PACT, and IRIS. All State Offices must have access to all systems except FIRM, UCFE, and TRAI.

POI is 99SS, where “SS” is the numeric 2-digit State code. The Organization Level Number for:

- County Offices is “4”
  - State Offices is “3”.
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**2 Establishing User ID Numbers and Passwords for Personnel and Payroll Processing (Continued)**

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**C**

**Completing Exhibit 1 (Continued)**

The T&A contact point must be completed for all payrolling County Offices. The T&A contact point is "CE SS CITY". "CE" is the Agency code that identifies County Offices as CO employees. "SS" is the numeric 2-digit State code. "CITY" is the 4-digit city Geographic Locator Code.

**Note:** The Geographic Locator Code is assigned by GSA and consists of the State code, city code, and county code. Geographic Locator Codes can be found on the Internet at "<http://www.gsa.gov/glc/glcsrch.htm>". For example, "190930015" is displayed for Boone, Iowa. The State code is "19", the city code is "0930", and the county code is "015".

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**3 NFC Reports and Publications**

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**A**

**Address and T&A Contact Point Established at NFC**

For payrolling County Offices to receive the PC-Tare software and NFC manuals for timekeepers, the T&A contact point has been added to the NFC table. The manuals and software will be sent by NFC.

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**B**

**Reports To Be Sent to County Offices**

Payrolling County Offices will receive 3 standard reports.

- Report number TIME3201, Error Analysis by Contact Point, provides a list of T&A report conditions corrected by NFC during the processing of salary payments. It is produced each pay period when an error is detected. Timekeepers should use this report as a review, with emphasis on eliminating future errors.
  - Report number TIME4004, Leave Error Report, provides a list of leave discrepancies between the Payroll/Personnel data base and the T&A report. The report identifies year-to-date totals from the Payroll/Personnel data base and the leave balances from the latest T&A processed. The report should be reviewed and the leave records audited to determine the correct leave balances.
  - Report number BEAR2001, Notification of Change in Earned Annual Leave Status, provides a list of employees who will obtain an increase in the number of annual leave hours earned each pay period. The report projects the change 2 pay periods in advance. The timekeeper will update the T&A master record to record the change in annual leave earning category the pay period the change is effective.
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### 3 NFC Reports and Publications (Continued)

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#### C

##### **Procedure Manuals, Publications, and Software for County Offices**

NFC publishes manuals similar to FSA handbooks, and bulletins similar to FSA notices. Bulletins identify which manual the bulletin should be filed with. The software for entering T&A data is PC-Tare. The manuals, bulletins, and PC-Tare software will be mailed to County Offices.

County Offices will receive the following NFC manuals.

- 2-PM, Title 1, Chapter 1, Payroll/Personnel System Overview. This manual provides a brief description of the various systems used to process personnel and payroll, and how the systems interface.
- 2-PM, Title 1, Chapter 5, Payroll/Personnel Remote Entry System (PRES). This manual provides detailed instructions for entering payroll-related items in PRES, and describes the validities applied to the data. The payroll-related items described in this manual will be entered at the County Office.
- 2-PM, Title 1, Chapter 7, Section 1, Time and Attendance Instructions. This manual provides general instructions on T&A reporting, and information about the system codes used in NFC.
- 2-PM, Title 6, Chapter 10, PC-Tare for Timekeepers. This manual provides detailed instructions for the authorized timekeeper to access and use PC-Tare.

Existing FSA handbooks in the PM and FI series may be revised to provide any supplemental information that is specific to FSA.

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#### D

##### **Reports and Manuals for State Offices**

State Offices have already been added to the NFC tables as personnel offices, and will receive all Titles of NFC's 2-PM manual. A review of the NFC records indicated that some State Offices currently receive various NFC manuals and publications. State Offices may use AD-1083 to discontinue those publications that are duplicate.

HRD and FMD have selected a series of NFC-produced reports that are essential to State Offices in performing personnel office activities. The selected reports are not available on-line, or require further processing. After the conversion, State Offices will have access to the reporting systems at NFC to pull up additional information on-line.

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## Notice FI-2372

### 4 State Office Training Scheduled

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#### A

#### Purpose of Training

A 2-week training session is being scheduled for State Office employees. This training session provides detailed instructions on using the various NFC systems for personnel and payroll. Training will be conducted during the parallel test so that State Offices will have their County Office employee's data file to practice with. State Offices will be expected to train County Offices on using the payroll system.

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#### B

#### Dates of Training

The nationwide State Office training session is currently scheduled for July 12 through July 23, 1999. State Offices are permitted to have 3 people from the State attend the training session. Further details will be provided when the plans are finalized.

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### 5 Action

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#### A

#### County Office Action

County Offices shall:

- complete Exhibit 1 for the designated timekeeper, and alternate, if any

**Note:** FAX the completed form to the State Office by June 24, 1999.

- review the NFC procedures for PC-Tare so that the timekeeper will be prepared to enter T&A data for testing in pay period 12 when advised to do so.
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#### B

#### State Office Action

State Office shall:

- ensure that Exhibit 1 is received from all payrolling County Offices
  - complete Exhibit 1 for those State Office employees requiring access to NFC systems
  - after all forms have been received, send the completed forms to Anthony J. Capo, Information System Security Program Manager at KCMO, using overnight mail.
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Request for County Office Personnel/Payroll User ID Number

**REQUEST FOR COUNTY OFFICE PERSONNEL/PAYROLL USER ID**

Name (Last, First, MI): \_\_\_\_\_ SSN: \_\_\_\_\_

Office Telephone Number: \_\_\_\_\_ Is this a Federal employee? Yes or No

FSA State and County Code: \_\_\_\_\_

User's Current Logon ID's, if any, for:

NITC: \_\_\_\_\_ (Example CO1xxxx)

NFC: \_\_\_\_\_ (Example CAxxxx)

Printer ID Number: \_\_\_\_\_ (Example Uxxxx or RMTxxx)

Office Name and Address (including Zip Code):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applications/Systems User Requires Access To:

<input checked="" type="checkbox"/> NFC	<input checked="" type="checkbox"/> NITC	<input type="checkbox"/> FIRM	<input type="checkbox"/> PCTARE
<input checked="" type="checkbox"/> PRES/PACT	<input type="checkbox"/> SINQ	<input type="checkbox"/> PACT	<input type="checkbox"/> TMGT
<input type="checkbox"/> MANLOG	<input type="checkbox"/> PEP51	<input type="checkbox"/> PMSO	<input type="checkbox"/> PMRS
<input type="checkbox"/> PINQ	<input type="checkbox"/> SPPS	<input type="checkbox"/> UCFE	<input type="checkbox"/> RETM
<input type="checkbox"/> RIFR	<input type="checkbox"/> HINQ	<input type="checkbox"/> TRAI	<input type="checkbox"/> TINQ
<input checked="" type="checkbox"/> IRIS	<input type="checkbox"/> FOCUS	<input type="checkbox"/> CULPRPT	<input type="checkbox"/> FINQ
<input type="checkbox"/> LIST	<input type="checkbox"/> DOTSE		

POI: \_\_\_\_\_ Organization Level Number: \_\_\_\_\_ T&A Contact Point: \_\_\_\_\_

OFFICIAL SIGNATURES OF APPROVAL

Signature of State Executive Director \_\_\_\_\_

Signature of Security Liaison \_\_\_\_\_

Note: This form is available on the BBS Forms Library. The filename is "couserid.pdf".