

For: All CO Employees, Except AL, GA, and TN

Transferring CO Employee Personnel and Payroll Functions to NFC Pay Period 21

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

FSA management agreed to transfer the personnel and payroll functions for CO employees to systems operated by NFC to comply with recommendations from OIG. OIG cited FSA for maintaining a redundant system with NFC that contributed to additional costs being borne by the Department to operate and maintain duplicate personnel and payroll systems.

As of October 8, the remaining 47 States, Puerto Rico, and the Virgin Islands, have completed the training of individual County Offices on processing payroll actions directly into NFC's mainframe systems and time and attendance (T&A) record through PC-Tare and are now ready to prepare for the move to production.

B

Purpose

This notice:

- advises State and County Office employees that the CO employees' payroll and personnel functions are transferred to NFC effective October 10, 1999
- provides a schedule of events to implement the personnel and payroll function transfer to NFC
- announces that a Command Center is being established at NFC to provide technical assistance to State Offices during the data load process
- requests that States work with their County Offices to modify the Job Control Language (JCL) to a production mode instead of a test mode.

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<p>Disposal Date</p> <p>January 1, 2000</p>	<p>Distribution</p> <p>State Offices, except AL, GA, and TN; State Offices relay to applicable CO Employees</p>
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1 Overview (Continued)

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Contact

If there are questions about this notice, contact the Command Center according to paragraph 5, asking for either Debbie Barker, Barbara Boyd, or David Nichols.

2 Timeframe for Transfer of Personnel and Payroll Functions

A

Introduction

The transfer of CO Personnel and Payroll Functions to NFC is effective October 10, 1999. The State Office is the servicing personnel office for all CO employees. Notice PM-2128 required that County Offices send OPF's for the CO employees to the State Office to facilitate the change in servicing personnel offices. NFC is the payroll office effective pay period 21.

This paragraph provides a timeframe for data loading and payroll processing during the implementation.

B

Conversion Files Sent to NFC

KCMO provided NFC with 6 conversion files that establish individual positions and contain the personnel information captured on the COE mainframe in KCMO for all employees and COC members. The conversion file is as of the end of pay period 19, and contains such information as:

- SSN
- residence address shown in the Producer Name and Address file
- type of appointment
- SCD
- NTE date, if applicable
- grade and step
- locality pay code
- date of last WGI
- annual leave category
- retirement code
- health insurance code
- basic and optional life insurance elections
- TSP election data
- date of birth.

The data is as of pay period 19 because of the timeframe necessary to create the conversion file and run the file through the various NFC systems for validation and updating to the data base. The State Office will data load any changes necessary to the conversion file for personnel actions that were effective in pay period 20.

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2 Timeframe for Transfer of Personnel and Payroll Functions (Continued)

C

**Data Load
Worksheets**

Payroll related items that are input on the system 36, but not maintained on the mainframe in KCMO, must be entered through NFC's PRES system. Notice FI-2392 provided data load worksheets that must be completed for all CO employees in the County Office to capture this information for data load into the NFC system. The information on the data load worksheets is as of the end of pay period 20, and the beginning pay period 21.

The data load of this information will ensure that all voluntary deductions are withheld and properly paid, and that leave balances on the data base agree with leave brought forward on the T&A record.

D

**Timeframe for
Pay Period 21**

The following table shows the timeframe for implementation of the change in personnel and payroll functions.

Date	Action
10/7/99	KCMO provides the conversion file of all employees and COC members to NFC.
10/9-12/99	NFC processes the conversion file through various NFC systems for validation.
10/13/99	NFC notifies KCMO of any errors in the conversion file that should be corrected in the conversion file.
10/14/99	KCMO makes corrections and provides second conversion file to NFC.
10/15 and 10/18/99	NFC processes corrected conversion files and updates the NFC data base. SING error reports are produced. State Offices may begin data loading payroll related documents, but all documents must be placed in hold status. Note: The NFC system will not be available 10/16-17/99 because of regularly scheduled maintenance.

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2 Timeframe for Transfer of Personnel and Payroll Functions (Continued)

D
Timeframe for
Pay Period 21
(Continued)

Date	Action
10/19-24/99	<p>State Offices shall take the following actions.</p> <ul style="list-style-type: none"> • Receive SINQ reports and begin processing corrections to remove errors from SINQ. Effective dates are 10/10/99, with an authentication date of 10/11/99. • Data load all personnel actions that occurred in pay period 20. All actions are effective 10/10/99. Authentication dates are 10/10/99 for accessions and 10/11/99 for corrections to the conversion record. • Data load all personnel actions that are effective in pay period 21. Actions are effective 10/10/99, with an authentication date of 10/12/99. • Data load all payroll related documents. Payroll related documents are effective pay period 21. <p>Note: The NFC system will be available from 8:00 a.m. until 5:00 p.m. central time on October 23 and 8:00 a.m. until 4 :00 p.m. central time on October 24. Any changes will be announced through the BBS forum "NFC_PP".</p>
10/25-26/99	County Offices transmit pay period 21 T&A data using PC-Tare under production mode.
10/25-28/99	State Offices continue data load of personnel and payroll documents.
10/27-28/99	<p>NFC contacts State Offices for missing T&A files.</p> <p>Note: The PAYE process first run is 10/28/99 p.m.</p>
10/29/99	NFC contacts State Offices for those employees not paid in first pass of PAYE.
10/30/99	Second pass of PAYE is run.
11/1/99	Salary payments made by EFT are transmitted to financial institutions.
11/2/99	Employee's account has been updated if payment is by EFT.
11/4/99	Salary payments made by paper check are received by employee.

3 Preparing PC-Tare X-mit Diskette

A
Changing JCL to Production

County Offices must change the JCL in PC-Tare from “TEST” to “PROD” before transmitting pay period 21 T&A’s. Before entering PC-Tare to change the JCL, County Offices must edit the “Xmit-p.dat” file in notepad to remove the period between the “N2” and their printer number on the fourth line. If this period is not removed first, the JCL will be corrupted. The following table provides the instructions for changing the JCL in PC-Tare after removing the period. For more complete instructions, see BBS Library “Releases”. The documents are “pctrjcl1.doc” and “pctrjcl2.doc”.

Step	Action
1	Open PC-Tare.
2	At the PC-Tare banner, press the ALT key and the U key at the same time.
3	Enter the password “PAYDAY”, and PRESS “Enter”. If this is not the correct password, enter the password “CHANGE”, and PRESS “Enter”.
4	ENTER “2”, Fields for XMIT Job Control Language. Do not PRESS “Enter”.
5	ENTER “1” to View/Save. Do not PRESS “Enter”.
6	ENTER “1” at the “Input Field Number to Change” prompt, and PRESS “Enter”.
7	ENTER “PROD”, and PRESS “Enter”. The cursor will move to line 5.
8	Change “FP” in line 5 to “FC”, and PRESS “Enter”. Note: Line 5 should read “FCTAREX9”.
9	Type a zero “0” to finish.
10	Review the JCL on the screen, and enter “Y” if it is correct. Enter “N” if incorrect, and make necessary changes.
11	PRESS “F2 “ until you exit out of PC-Tare.

After editing the JCL in PC-Tare, County Offices must edit the “X-mit-p.dat” file to replace the period between the “N2” and their printer number on the fourth line. **Do not** go back in PC-Tare to look at the JCL after editing the JCL in notepad.

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3 Preparing PC-Tare X-mit Diskette (Continued)

B

Transmission Instructions

Instructions for transmitting the PC-Tare T&A's may be found on BBS under the Library "Releases". The file name is "transmit.doc". It is important that the steps on pages 5 and 11 of the document be followed closely.

If the County Office experiences problems in transmitting the X-mit file, the State Office should contact the National Help Desk at 1-800-255-2434.

C

State Office Transmission of County Office X-Mit File

If the County Office is not able to transmit the X-mit file to NITC, the State Office may transmit the file for the County Office. The State Office user ID's have security access to transmit any county in the State. County Offices may send the file to the State Office as an attachment to a BBS message, or mail a diskette using overnight mail on Monday. The file must be transmitted by Tuesday.

4 User ID's and Passwords at NFC and NITC

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Expiration of CE ID's

All user ID's that begin with "CE" are no longer valid at NFC. The "CE" user ID's were only established for the testing period.

B

Valid CA ID's

All "CA" user ID's established are valid at NFC beginning October 12, 1999. The password at NFC is the password that was established when the ID was assigned. The first time a user signs on to the NFC banner, the user must enter the assigned password and immediately change the password to what ever the user elects to use. Passwords must be 6 to 8 characters long, and are valid for 35 days.

Note: It is suggested that users establish the same password for their CA ID in both NITC and NFC.

C

Expired or Suspended Passwords

The password for CA user ID's expire after 35 days. The user ID is suspended if an invalid password is entered in 3 attempts. If a user ID password is expired or suspended, the user should contact a KC Telecommunications Security Officer at 816-926-6537.

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5 Command Center Established During Initial Implementation

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Purpose of Command Center

A Command Center is being established at NFC to assist State Offices during the 2-week initial implementation period, October 18 through 29, 1999. The purpose of the Command Center is to have a team of experts in every field of the NFC systems available at 1 phone number to answer questions. The Command Center team will consist of:

- David Nichols, FMD, FSA Project Manager
- Barbara Boyd, HRD, Personnel Leader
- Debbie Barker, FMD, Payroll Leader
- Margaret Prell, NFC, NFC Project Manager
- Cynthia Simon, NFC, NFC Project Coordinator.

Representatives from each of the NFC systems will be assigned to work in the center to answer questions on entering data in the NFC system. The Command Center team will be monitoring SINQ reports and T&A transmissions.

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Command Center Phone Numbers

The Command Center will be located in a large conference room at NFC. The telephone lines are:

- 504-255-6446 (main number)
- 504-255-6447
- 504-255-6448
- 504-255-6449.

Questions and examples of problems may be FAXed to the Command Center.

Note: The FAX number is 504-255-5525.
In the attention line, put FSA Implementation Team.

6 Personnel and Payroll Functions on the System 36

A

T&A Process Disabled

The ability to create/edit current T&A's in the System 36 Personnel/Payroll application is being disabled effective with pay period 21. The system will allow T&A's from prior pay periods to be entered if a T&A does not already exist.

All salary and wage payments must be issued through the NFC system beginning pay period 21.

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6 Personel and Payroll Functions on the System 36 (Continued)

B

Processing Personnel Actions

No current personnel actions should be processed on the System 36. Corrections to prior actions may be processed to print FSA-50 for filing in OPF. Refer to 28-PM for instructions on processing corrections.

Instructions will be provided at a later date for any actions necessary in closing out the existing EDF.

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Processing Payroll Corrections

Payroll corrections will be processed on the System 36 through the remainder of the calendar year. Refer to 115-FI (Rev. 4), for processing any payroll corrections necessary. If the correction results in an amount due the employee, issue a payment using T/C "OW". If the correction results in an amount that the employee owes the Agency, the employee may make payment to the County Office. Deposit the refund using code "OTHREF". If the employee prefers to have the amount withheld from future salary, notify NFC of the overpayment.

D

Payment of Withholdings Prior to PP 21

All amounts withheld from an employee's salary payment through pay period 20 shall be paid by the County Office, using the appropriate T/C. See 115-FI (Rev 4), paragraph 224 H, for a list of T/C's.

If an employee's savings bond withholdings is not sufficient to purchase the bond, refund the amount withheld to the employee using T/C "BP".

7 Future State Office Training

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Operational Procedures Training

National Rollout Operational Training will be provided by NFC to 2 administrative people from each State. This is a hands-on training session that focuses on special 1-time events in personnel actions; such as employee deaths, retirements, manual pay, and terminations. This is a 3-day course and is targeted to occur sometime in FY 2000. The training date has not been established at this time.
