

Committee for Agriculture Payroll/Personnel Systems (CAPPS)

April 15, 2015, CAPPS Meeting Notes

- I. **Welcome** – Tracey Hoolahan, Chief, Client Management Branch (CMB), GESD
- II. **Recent Personnel Changes** – Helen Young, Payroll Operations Directorate (POD), GESD announced Tracey Hoolahan was selected as the Chief for the Client Management Branch (CMB), GESD
- III. **Review of Action Items** – Tracey Hoolahan, Chief, CMB, GESD

The new System Change Request (SCR) is currently being piloted. Once the pilot period is completed the new form will be implemented. A customer notification will be issued when the revised SCR form is available.

IV. **OPM Community-Wide Projects**

- **Project# 766433, FEHB Program: Self Plus One Enrollment** – Pat Martin, Systems Requirements Branch (SRB), GESD

Changes will be in place for 2015 Open Season (11-9-15 – 12-7-15). Self Plus One enrollment only covers an enrollee and one eligible family member. NFC has not received the cost for Self Plus One Enrollment however; we expect to have this information by October.

Changes will be made to accept the new enrollment codes ending in “3” or “6” as follows:

- The FEHB enrollment code that ends in “3” correspond to each plan’s enrollment codes ending with “1” or “2.”
 - The FEHB enrollment code that ends in “6” correspond to each plan’s enrollment codes ending with “4” or “5.”
- **Project #1000867, FEHB Program Self Plus One: Limited Enrollment Period**
Pat Martin, SRB, GESD

Enrollees in the Federal Employees Health Benefits (FEHB) Program will have their first opportunity to elect Self Plus One enrollment during the 2015 Open Season (enrollment codes will be effective 1-1-16). However, the new Self Plus One enrollment type is a change unprecedented in the FEHB Program; therefore, OPM is planning to allow certain enrollment changes during a Limited Enrollment Period from February 1, 2016 through March 31, 2016.

The new QLE code (1Z) is associated with changes made in conjunction with the Limited Enrollment Period.

Q: An agency inquired when testing would begin?

A: NFC advised a CAPPS Notice will be sent providing testing information.

- **Project# 847315, NFC Affordable Care Act IRS New Requirements** – Pat Martin, SRB, GESD

The IRS two (2) new forms were discussed.

- Form 1094-C is the Employer Form and should be completed by every department/agency. The form requires the Employer Identification Number (EIN) is required and should be entered in block #2. A CAPPS and Customer Notification was sent requesting this information.
- Form 1095-C is the Employee Form that states the employee was offered coverage. The Agency' Point of Contact telephone number should be entered in block #10 of the form. In the event there are questions regarding the forms the employees will be provided their agency's contact number to call.

Q: Was a notice sent providing this information?

A: Yes. A Customer Notification and CAPPS Notice were issued. In addition, NFC will be reaching out to individual agencies that have not provided a completed 1094-C.

V. Central Accounting Reporting System (CARS) Initiative – Kim Montz, Customer Service Directorate (CSD), GESD

Treasury' CARS(formerly the Government Wide Accounting System) initiative will require NFC to modify our systems to meet the mandate of reporting in the new 24-position component Treasury Account Symbol (TAS) format, which also includes the addition of a new 8-position field called the BETC (Business Event Type Code). The BETC will track the type of activity being reported (i.e. payments, collections, investments, etc.).

Currently all Payments, Collections and IPAC activity is reported on a monthly basis on the SF-224 Statement of Transactions to Treasury. In order to be CARS compliant, each Payment, Collection and IPAC transaction will need to be classified (reported to Treasury) when received or initiated using the new component TAS and BETC.

NFC has modified over 30 applications (systems) to validate and/or report TAS/BETC data on all types of transactions (Payments, Collections and IPACS) and are simultaneously performing unit and system integration testing. Many of the system changes to incorporate the TAS and BETC component will be transparent to the users but there are some changes that will impact the Accounting and HR community.

The new BETC field will be added to the SPPS Web application screens that currently include the accounting code field. The agencies users will have the opportunity to test the screen changes beginning April 27th through May 8th. A CAPPS notice dated April 10, 2015, was distributed to agencies regarding Customer User Acceptance Testing. A

bulletin will be provided that will include detailed information regarding the system modifications.

Q: Will a listing be provided with the codes?

A: There is a dropdown option in SPPS that includes the codes. There are three (3) codes to select from and guidance on how to select the appropriate code will be discussed in the CUAT meetings and on the notice that will be issued prior to CUAT testing.

Q: Is testing is open to all agencies or specific to Treasury?

A: Testing is open to all agencies.

Q: Will these changes affect the T&A System?

A: No. The T&A System will not be impacted.

VI. Insight-Enterprise Reporting - Tracey Hoolahan, Chief, Client Management Branch (CMB), GESD

NFC is in the process of defining the necessary requirements to capture daily T&A data for Build 3. We recently increased the Provisioning Limits to 20. This change will assist agencies that cross service other agencies. NFC is planning to host an Insight Work Shop this summer (June /July timeframe) to provide hands on assistance with converting Focus reports to Insight.

Q: Will there be a cost for the Work Shop?

A: A fee will not be charged for the Work Shop.

VII. Payroll/Personnel Operations Directorate - Helen Young, Associate Director, Payroll Operations Directorate (POD), GESD

The BETC Code is new to SPPS Web and agencies should become familiar with the changes and are encouraged to participate in the CARS SPPS Web testing.

A Customer Notification was sent on April 10, 2015 regarding Timely Submission of Time and Attendance Data. T&As should be transmitted by close of business on the Tuesday following the end of the bi-weekly pay period. It's important we receive timely submissions in order for NFC to process T&As timely and accurately.

A Customer Notification was sent February 2, 2015 regarding the Annual Emergency Time and Attendance (T&A) Transmission Authorization Letter. This information is important in the event of an emergency. Agencies that have not submitted their letters should do so at this time. The Client Management Branch will be reaching out to those agencies that have not responded.

Payroll has begun processing Dual Rate Annual Lump Sum Payments. We have approximately four thousand (4,000) payments to process and have completed 55% of the payments. Payroll expects to complete the remaining payments within the next 3-4 weeks.

The Payroll/Personnel Operations Directorate announced two new Personnel Changes. Sharon McGary will replace Clara Roques as Section Head within NFC's Contact Center and Jeanne Chapman, was selected as the new Section Head for CV06 within Payroll Operations.

Payroll has received several returned Earnings & Leave Statements (E&L). Agencies should remind employees to submit an address change when they move to ensure the system is updated timely.

VIII. Access Management Branch – Lisa Stafford, Chief, AMB, Information Technology Services Division (ITSD)

Implementation for Role Based Access has started and currently the Internal Revenue Service (IRS) is in process and National Telecommunications and Information Administration (NIST) will be next for implementation. The other agencies who meet the criteria for Phase I should email nfc.rba@usda.gov if they are interested in the Role Based Access. A schedule is in place for implementation which includes the smaller agencies first and then those agencies with similar roles.

The Role Based Guide is located on the NFC web site Security Corner and there are six (6) phases. It takes about forty- five (45) days to go through the process. NFC will provide the ASO with a list of their employees to assist with determining the roles required for access.

The last ASO user group meeting was held on February 18, 2015 and the notes are posted on the Security Corner. The next meeting is scheduled for May 20, 2015.

IX. User Group Updates – Tracey Hoolahan, Chief, Client Management Branch (CMB), GESD

- **EmpowHR User Group**

The EmpowHR User Group meeting was held Tuesday, April 7, 2015. An overview was provided on Table Management updates. The next meeting is scheduled for July 7 2015.

- **EPIC User Group**

The EPIC User Group meeting was held Tuesday, 7 2015. A presentation on Special Payment Processing (SPPS) Mainframe was provided. The next meeting is scheduled for Tuesday, July 7, 2015.

- **Reports User Group**

The Reports User Group meeting was held Thursday, April 9, 2015. Stabilization for Insight was completed March 20, 2015. NFC is currently gathering requirements to begin capturing daily T&A data for Build 3. The group was

advised NFC plans to host an Insight Work Shop meetings this summer (June/July timeframe). This work shop will provide hands on assistance with converting Focus reports to Insight. The next meeting is scheduled for Thursday, July 9, 2015.

- **T&A User Group**

The T&A User Group meeting was held Thursday, April 9, 2015. Internal testing is currently taking place for webTA 4.2. USDA agencies plan to implement this summer and Non USDA agencies will follow.

NFC has paused Paycheck 8 implementations to add a few enhancements to the application.

- Phase 1 - Project 421130 – Reformatting of Earnings and Leave Statement for Leave balances for Credit hours, Religious Comp and Travel Comp was implemented in PP06.
- Phase 2 - Project 859707 – Reformatting the Earnings and Leave Statement. The requirements are still being developed to include; Accrued and Used Leave for Credit Hours, Religious and Travel Comp, Time off Awards and Restored Annual Leave.

X. Lagniappe – Tracey Hoolahan, Acting Chief, CMB, GESD

NFC expects to distribute a Customer Survey within the next 30 days. NFC will be reaching out for Point-of- Contacts to participate in the survey.

XI. Agency Comment Period

An issue was raised concerning SF-50s displaying blank descriptions for certain Nature of Actions (NOA) in PP06. NFC has corrected the issue and resent corrected files for PP06 to eOPF and reloaded data to Remote Forms Queuing System.

The next CAPPs meeting will be held on Wednesday, July 15, 2015.

XII. Closing Remarks – Tracey Hoolahan, Acting Chief, CMB, GESD

Tracey thanked everyone for attending. Meeting adjourned.

<u>CAPPS Participants</u>	<u>NFC Staff</u>
Gwendolyn Holmes (CSOSA)	Tracey Hoolahan
Mia Lawson (NEH)	Pat Martin
Kirk Rush (OSC)	Michael Ferrara
LaMarsha DeMarr (SBA)	John Faciane
Romona Smalls (USCAVC)	Terre Duffy
David Toth (FCA)	Joe Vitale
D.J. Patterson (TTA)	Alisa Wells
Tara Stoney (PSA)	Helen Young
Jim Hoebel (DOC)	Lisa Stafford
Crystal Armstrong (DM/OHRM)	Ronald Douglas
Kathryn Vivenzio (USPTO)	Frank Joshua
Cheri Alsobrook (USDA)	Adrienne Riviere
Faith Berenson (CFPB)	Nance Pierce
Melanie Nini (DHS)	Cheri Landry
Hans Krein (DOL)	Lawrence Landry
Shirley Sprinkle (DOL)	Anh Lewellen
Cynthia Barnes (RD)	Wendy Moore
Sharon Dawkins (TR)	Shavon Butler
Takisha Jackson (DHS)	Freddie Morris
Angela Greer (DHS)	Tangie White
Melanie Meany (DHS)	Kim Montz
Angela Cooper (USCP)	Client Management Branch Personnel
Tamaria Rambert (DOC)	
Jermaine Cooper (DOJ)	
Linda Gardara (ARC)	
Jennifer Johnson (IRS)	
Stephanie Forster TR)	
Carman Montero (DOJ)	
Catherine Clark (DHS/FEMA)	
LaTasha Mason (USCP)	
Karen Queen (DOJ)	
Linda Beard (ARC)	
Deborah Berry (FCC)	