UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State Offices Except AL, GA, and TN

Training Covering the Transfer of CO Employee Personnel and Payroll Functions to NFC

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.

FSA completed the implementation of the transfer of CO employees in the 3 pilot States of AL, GA, and TN effective with pay period 12. Now that the pilot study has been successfully completed, the national rollout to the remaining 47 States, Puerto Rico, and the Virgin Islands will begin with NFC's 2-week training course covering the systems used to support personnel and payroll operations.

B
Purpose

This notice:

- informs State Offices of the national rollout training covering NFC's personnel and payroll systems

- provides instructions related to:

  - when, where, and who should attend the training
  - how to register for the training
  - reserving hotel space
  - what to bring to the training course
  - what to expect from the training.

Disposal Date	**Distribution**
January 1, 2000	All State Offices except AL, GA, and TN

1   Overview (Continued)

C
Contact

If there are questions about this notice, contact Debbie Barker at 703-305-1309 or David Nichols at 703-305-1300.

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2   National Training Scheduled

A
Introduction

The nationwide rollout of the personnel and payroll function transfer from the County Office Administrative Expense System to the NFC systems will begin with a 2-week training session provided by personnel from NFC. This 2-week "train the trainer" session will provide training attendees with the information and skills needed to further train their respective County Office administrative program technicians on how to:

* process payroll actions
* report the biweekly time and attendance activity through PC-Tare.

B
When and Where Is the Training?

Training attendees must plan to arrive on July 11, 1999, at the training location to be ready to begin course work on the morning of July 12, 1999. Training will continue through July 23, 1999. Attendees should not plan departing flights until after 2:00 p.m. to allow for a final morning meeting on July 23, 1999. The planned agenda for the training session is contained in Exhibit 1.

The training will be provided at:

> Wyndham Hotel Miami-Biscayne Bay
> 1601 Biscayne Boulevard
> Miami, Florida 33132
> 305-374-0000

The hotel is:

* located above the Omni International Mall in downtown Miami
* only 15 minutes from Miami's International Airport.

Attendees arriving at the airport can take a taxi at $18 each way or Super Shuttle at $9.00 each way per person from the airport to the hotel. Because the hotel is located in an area with ample alternative food services, rental cars should not be necessary.

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2 National Training Scheduled (Continued)

C
Who Should Attend the Training Session?

Space has been set aside for up to 3 people to attend this training from each State. The State Office should select the attendees considering the following criteria.

- One person should be the person who will be responsible for processing and recording all CO employee personnel actions after the function transfer.

- One person should be the person who will be responsible for supporting and further training County Office personnel on how to use and record data into NFC's payroll systems and operate PC-Tare.

- The third person can be anyone who will support these efforts. It is suggested by NASCOE that State Offices consider adding a CO employee as the third person.

D
Registering for the Training

When the State Office training attendees have been identified:

- complete the registration form contained in Exhibit 2
- FAX the registration form to the Function Transfer Team at 703-305-1144.

The Transfer Team will use the information on the registration form to provide the needed security and passwords with NFC to have access to the NFC training database.

Travel expenses related to this training should be charged as follows.

Employees	Charge Against
State Offices	Washington-controlled travel
CO's	County Office's administrative expense allocation

3 Actions Required by Training Attendees

A
Making Reservations at the Hotel

The Wyndham Hotel has set aside a block of rooms for FSA for this training. Training attendees need to contact the hotel and confirm their rooms by July 9, 1999. After July 9, the Wyndham will release the block of rooms and attendees can reserve rooms on a first-come, first-served schedule.

3   Actions Required by Training Attendees (Continued)

A
Making
Reservations at
the Hotel
(Continued)

Reserve rooms by calling the Wyndham Hotel directly at 305-374-0000 and requesting reservations. Inform Reservations that the attendee is with the USDA Training Group, and provide the hotel with the requested credit card information. The hotel room will cost $71 per night, excluding taxes.

B
Selecting
Training Test
County Offices

Training attendees, working with the State Administrative Office and Automation Coordinator, shall select up to 20 local County Offices to participate in the initial parallel test of the national rollout process beginning on July 19, 1999. These County Offices must have:

• new PC's available with PC-Tare loaded
• an operational telecommunication's transmission process.

Note: ITSD will provide additional instructions for supporting PC-TARE.

The State Office shall provide a list of the selected County Offices with the registration form contained in Exhibit 2. The information requested will allow the Transfer Team to request security ID's and passwords for the selected County Office's administrative program technician, who will be responsible for entering and transmitting the test time and attendance files.

These selected County Offices will also prepare the Dataload Worksheets for Personnel/Payroll contained in Exhibit 3 for each CO employee and COC member being paid or expected to be paid before the end of July. These worksheets will be used by training attendees to data load the payroll and personnel elements not available in the conversion file provided by KCMO for the training parallel test.

The goal is for each State to have about 100 employee records to data load and process during the training session.

C
What Should
Training
Attendees Bring
to the Course?

Training attendees shall bring:

• the Dataload Worksheets for the approximately 100 CO employees and COC members that will be data entered during the training course

• any personnel actions that occurred during pay period 12 or 13.

3   Actions Required by Training Attendees (Continued)

D
What Should
Attendees Expect
from the
Training?

Training attendees should expect to receive and carry home more than a 3-inch binder of instructional material prepared by NFC. This instructional material will be supplemented by hands-on experience in:

- entering data into NFC's personnel and payroll systems

- correcting data not meeting validations

- obtaining various reports concerning the activity entered and accepted by NFC systems.

United States Department of Agriculture - National Finance Center

Farm Service Agency
Miami, FL
July 12 - July 23, 1999
8:30 a.m. - 4:00 p.m.

Monday, July 12, 1999
      Welcome and Introductions
      Payroll/Personnel System Overview
      Directives and Analysis Overview
      (Lunch)
      Inquiry Systems Training/Overview/Workshops (PINQ, IRIS, FINQ)
      Electronic Access Overview and Sign On Procedures
      Table Management System Overview/Workshops (TMGT)

Tuesday, July 13, 1999
      Review
      Position Management Training (PMSO)
      PMSO Workshop
      (Lunch)
      Personnel Actions Process System (PACT)
      Payroll Remote Entry System (PRES)
      Training/Workshop

Wednesday, July 14, 1999
      Review
      PACT/PRES Entry Training/Workshop
      (Lunch)
      PACT/PRES Entry Training (Continued)

Thursday, July 15, 1999
      Review
      PACT/PRES Entry Training
      (Lunch)
      Report Generation Training/Workshop (CULPRPT, RFQS, ISPF, FOCUS)

Friday, July 16, 1999
      Review
      PACT/PRES Entry Training
      (Lunch)
      PACT/PRES Entry Training (Continued)

United States Department of Agriculture - National Finance Center

Farm Service Agency
Miami, FL
July 12 - July 23, 1999
8:30 a.m. - 4:00 p.m.

Monday, July 19, 1999
    Review
    PACT/PRES Entry Training
    (Lunch)
    Error Suspense Correction Training (SINQ)
    History Correction Update Processing System (HCUP) Overview

Tuesday, July 20, 1999
    Review
    Error Suspense Correction Workshop
    (Lunch)
    Error Suspense Correction
    Entry, Processing, Inquiry and Correction System (EPIC) Demonstration

Wednesday, July 21, 1999
    Review
    Error Suspense Correction (Continued)
    (Lunch)
    Error Suspense Correction

Thursday, July 22, 1999
    Review
    Error Suspense Correction
    Time Inquiry & Leave Update System (TINQ) Overview
    (Lunch)
    Training Review - Operational Processing Schedule
    Operations Training Overview

Friday, July 23, 1999
    Review
    Quiz
    Evaluations

State Office Registration Form

Personnel/Payroll Function Transfer Training
July 12 - 23, 1999
Miami, Florida

1.   Response for _____ State Office

2.   List Training Attendees in the following table:

Name	Position	Phone Number	SSN for Security and Password Purposes

3.   Form prepared by: Name: _____

                             Position:_____

                             Telephone No.:_____

4.   FAX this completed 2-page registration form to Debbie Barker at 703-305-1144 as soon as possible, but no later than **July 6, 1999.**

Continued on the next page

State Office Registration Form (Continued)

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Personnel/Payroll Function Transfer Training
July 12 - 23, 1999
Miami, Florida

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5.   Response for _____ State Office

6.   List the selected test County Offices in this table:

County Name	County Number	Administrative Technician's Name	Administrative Technician's SSN

Dataload Worksheet for Personnel/Payroll _____

State and County Code _____

Employee SSN: _____   **Employee Name:** _____

Position Title: _____COC need only complete pages 1 and 2.

(Pres 096)   **Direct Deposit of Net Pay**   Not Applicable [   ]

Circle One below for Type of Account: Depositor Account Number: _____

        Checking   Or   Savings   Bank Routing Number: _____

(Pres 130)   **Federal Tax Certificate (W-4)**   Not Applicable [   ]

Filing Status: _____   Number of Allowances Claimed: _____

Additional Withholding Amount: _____

(Pres 140)   **State Tax Withholding Certificate**   Not Applicable [   ]

Numeric Taxing State Code: _____   Number of Allowances: _____

Additional Withholding Amount: _____   Marital Status: _____

(Pres 151)   **County Income Tax Certificate**   Not Applicable [   ]
                    (FMS-7311 or a specific county tax form)

Taxing County's State Code: _____   Taxing County's County Code: _____

Is employee a resident of county where employed?   Yes   or   No

Percent of annual compensation for services performed outside the county: _____

Number of Allowances Claimed: _____   Other Allowances: _____

Dataload Worksheet for Personnel/Payroll (Continued) _____

State and County Code _____

Employee SSN: _____   Employee Name: _____

(PMSO)   **Duty Station if Not Located in Payrolling Office**   Not Applicable [   ]

State _____   City _____   County Code _____

(City Geographic Locator Code can be found on the Internet at "http://www.gsa.gov")

(Pres 150)   **City Income Tax Certificate**   Not Applicable [   ]
(FMS-7311 or a specific city tax form)

Taxing City's State Code: _____   Taxing City's City Code: _____

Is employee a resident of city where employed?   Yes   or   No

Percent of annual compensation for services performed outside of the city: _____

Number of Allowances Claimed: _____   Other Allowances: _____

(Pres 131)   **Earned Income Credit (EIC)**   Not Applicable [   ]
Advance Payment Certificate (W-5)

Eligible for EIC: Yes or No

If married, does spouse have a certificate in effect with any employer?   Yes   or   No   or   Not Married

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(NFC)   **Pending Adjustments Due Agency**   Not Applicable [   ]

Total Amount Due Agency: _____

Terms of Withholding Agreement: _____

Dataload Worksheet for Personnel/Payroll (Continued)

State and County Code _____

Employee SSN: _____   **Employee Name:** _____

(Pres 160)   **Annual/Sick/Military Leave Record**   Not Applicable [   ]

	Annual	Sick
Leave Balance at Beginning of PP 1 * (Cannot exceed 240)	_____*	_____
Current Year Leave Earned	_____	_____
Current Year Leave Taken	_____	_____
Leave Balance at end of PP 13	_____	_____
LWOP or Furlough During Current Year	_____	
If any LWOP or furlough, Date of Last WGI	_____	
AWOL or Suspension Since Last WGI	_____	
Military Leave Taken During Current Year	_____	
Leave Donated this Year	_____	
Donated Leave Received this Year	_____	

(Pres 165)   **Restored Annual Leave**   Not Applicable [   ]

Year Restored	_____	_____
Restored Leave Hours in Year Listed Above	_____	_____
Restored Leave Used	_____	_____
Restored Leave Balance by Year Listed	_____	_____

Dataload Worksheet for Personnel/Payroll (Continued) _____

State and County Code _____

Employee SSN: _____   **Employee Name:** _____

(TINQ)	**Part-Time Carry Over Hours**	Not Applicable [ ]

Annual PT carry over hours at end of PP 13   _____

Sick PT carry over hours at end of PP 13   _____

(TINQ)	**Compensatory Time**	Not Applicable [ ]

Comp Time at Beginning of PP 1   _____

Comp Time Earned   _____   Hourly Salary
When Earned: _____

Comp Time Used   _____

Comp Time Balance at end of PP 13   _____

(Pres 031)	**Intermittent Days Worked**	Not Applicable [ ]

If an intermittent employee, enter the number of pay status days
worked since the last WGI was effective.   _____

(Pres 095)	**Financial Allotment One (must be whole dollars)**	Not Applicable [ ]

Circle Type of Account: Checking   or   Savings   Depositor Account Number: _____

Amount of Allotment: _____   Bank Routing Number: _____

(Pres 095)	**Financial Allotment Two (must be whole dollars)**	Not Applicable [ ]

Circle Type of Account: Checking   or   Savings   Depositor Account Number: _____

Amount of Allotment: _____   Bank Routing Number: _____

Dataload Worksheet for Personnel/Payroll (Continued) _____

State and County Code _____

Employee SSN: _____   **Employee Name:** _____

(Pres 086)   **NASCOE Dues Withholding**   Not Applicable [   ]

Does employee have FSA-444 on file for NASCOE dues withholding?   Yes   or   No

Bi-Weekly Deduction Amount _____

(Pres 102)   **NASCOE Supplemental Insurance From JM Marketing**   Not Applicable [   ]

Biweekly Deduction Amount: _____

Transaction Code   1   Plan Code   36   Coverage Code   00   Retroactive Adjustment   N
Effective Date   07-04-99

(Pres 170)   **Savings Bond Election (SBD-2090)**   Not Applicable [   ]

Attach a copy of the election form(s).   Verify owner, co-owner, and beneficiary blocks are filled out completely and correctly.   Minimum bond face value for Series EE is $100.

(Pres 088)   **Combined Federal Campaign**   Not Applicable [   ]

State Code: _____   City Code: _____   Amount Per PP: _____

Dataload Worksheet for Personnel/Payroll (Continued)

State and County Code _____

Employee SSN: _____   **Employee Name:** _____

(Pres 195)   **Court Ordered Child Care or Alimony**   Not Applicable [   ]

Bi-weekly Amount: _____ or Percentage of Earnings: _____ Not to Exceed _____

Court Costs: Total Amount _____ Amount per PP until completed: _____

Arrears: Total Amount _____

Amount per PP until completed _____ or Percentage of Earnings: _____ NTE: _____

Maximum Percent Allowed by Law: _____

Case Number Assigned by Court: _____

Name of Recipient: _____

Address: _____

City, State, Zip Code: _____

For payment by EFT: Type of Account: Checking   or   Savings

Account Number: _____   Bank Routing Number: _____

Dataload Worksheet for Personnel/Payroll (Continued)

State and County Code _____

Employee SSN: _____   **Employee Name:** _____

(NFC)	**Other Payroll Related Items**	Not Applicable [ ]

Attach the related documents for the following payroll related withholdings:

TSP Loan - TSP-22

Court Ordered Bankruptcy - court document

IRS Levy - copy of the levy

Commercial Garnishment - copy of the approved garnishment

Mandatory US Debt - copy of documentation

Voluntary US Debt - copy of agreement

Continued on the next page

Dataload Worksheet for Personnel/Payroll (Continued)

State and County Code _____

Employee SSN: _____   Employee Name: _____

(PACT)   **Latest Date Employee Entered Present Grade (NOT WGI)**

Date (MM-DD-YY): _____

(Required for all permanent and temporary employees, including field assistants)

(PACT)   **Education Info:** (See pages 9 and 10 of this exhibit)

Education Level Code: _____
(*Conversion file will be defaulted to 04; entry in PACT only required if code is greater than 04.*)

Complete next 2 items when education level is 10, 13, or higher.

Instructional Program Code: _____

Calendar Year Degree Received: _____

(PACT)   **Creditable Military Service:**

Years and Months (YYMM):_____

At time of appointment, the total years and months of military service that is creditable for annual leave accrual purposes and creditable for retirement for CSRS.

(PACT)   **Uniform Service Status:**

Code:_____
(*Conversion file will be defaulted to 0; entry in PACT only required if code is greater than 0.*)

0 = None	1 = Ready Reserve	2 = Standby Reserve 3 = National Guard
4 = Retired Military - Regular		5 = Retired Military - Non-Regular

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EDUCATION LEVEL CODES

04 = High School graduate or certificate of equivalency
07 = Some college - less than one year
08 = One year college
09 = Two years college, no degree
10 = Associate degree
11 = Three years college
12 = Four years college, no degree
13 = Bachelor's degree
14 = Post Bachelor's - no additional degree
15 = First professional (Example: D.D.S.   D.M.D. LL. J.D. M.D. B.D. D.V.M. etc.)
17 = Master's degree
18 = Post Master's - no additional degree
21 = Doctorate degree
22 = Post Doctorate

INSTRUCTIONAL PROGRAM CODES

010101 = Agricultural Business and Management
020101 = Agriculture/Agricultural Sciences
030101 = Natural Resources Conservation
040201 = Architecture
080708 = Marketing
090101 = Communications
110101 = Computer and Information Sciences
130101 = Education
140101 = Engineering
160101 = Foreign Languages and Literatures
190101 = Home Economics
220199 = Law and Legal Studies
230101 = English Language and Literature
260101 = Biology
270101 = Mathematics
380101 = Philosophy
390101 = Biblical and Other Theological Languages and Literatures
400101 = Physical Sciences
420101 = Psychology
430103 = Criminal Justice/Law Enforcement
450101 = Social Sciences
450601 = Economics
450801 = History
480199 = Drafting
500101 = Visual and Performing Arts
500903 = Music
510401 = Dentistry
511201 = Medicine (M.D.)
511601 = Nursing (R.N.)
513011 = Veterinary Practice/Medicine
519999 = Health Professions and Related Sciences
520101 = Business
520399 = Accounting
520801 = Finance
511699 = Nursing, Other