

Redacted PPS Privacy Impact Assessment (PIA)

Description of the System:

The NFC Payroll/Personnel System (PPS) is responsible for the comprehensive, automated, accurate and timely actions necessary for recording, processing and reporting the personnel and payroll data for USDA, NFC and other Federal agencies. PPS subsystems provide extensive management controls for NFC staff oversight of these PPS actions. PPS services approximately 650,000 USDA employees and over 100 other Federal agencies. PPS is a full service, integrated payroll/personnel system offering a full range of personnel and payroll processing. PPS processes personnel actions; awards; allotments; bonds; performance appraisals; health and life insurance; thrift savings plan; tax documents; severance pay; leave records; and payroll related financial reporting operations. PPS is currently covered under the Systems of Record Notice (SORN) OP-1.

The PPS includes the processing of the SF-52, Requests for Personnel Action, awards, allotments, bonds, performance appraisals, health and life insurance, thrift savings plan, tax documents, severance pay, leave records, and payroll-related financial reporting operations for the entire Department of Agriculture and numerous other Federal and non-Federal departments on a biweekly basis. The PPS maintains employee data beginning with the hiring of the employee through separation/retirement.

PPS is an integrated system, linking personnel action processing and payroll activities. PPS uses a database concept that permits integration and sharing of data records among many modular subsystems. The database consists of current and prior salary payment information, personnel actions, name and address information, and time and attendance data. These records are maintained so that information can be accessed randomly. As personnel actions and payroll documents are processed, updated data replaces existing data elements on the PPS database.

Users of the system include all employees who are serviced by the system to find out their personal information to HR and hiring managers who keep track of hiring, firing, position categorization, etc. Payroll department employees use the output of the system to ensure that the proper checks are distributed as well as tax information and retirement information.

Depending on the usage of the system, users can interface with PPS via SuperSession, web browsers, custom time and attendance systems, or custom client applications. Information can flow into the system in a variety of ways. It can be from batch imports from agency financial systems or it can be from manual and automated inputs via the aforementioned methods.

Input applications include: EPIC, EPP ESS, FESI, EmpowHR, PMSO, and STAR Web. Once the information has been processed on the mainframe it can be outputted through a variety of reports and data files.

USDA PRIVACY IMPACT ASSESSMENT FORM

Output applications include: FOCUS, CULPRIT, RIF, TMGT, ABCO, TOP, RETM, SETS, TRVL, UCFE, and TSPS.

There is a current PIA on file at NFC. To request a full version of the PPS PIA, please contact:

Name: Donna Speed
Title: Chief, Personnel Applications Branch
Agency: USDA, National Finance Center (NFC)
Address: 13800 Gentilly Road
New Orleans, LA 70129
Phone: (504) 426-1177
E-mail: Donna.Speed@usda.gov

Name: Debby Tatum
Title: Chief, Payroll Applications Branch
Agency: USDA, National Finance Center (NFC)
Address: 13800 Gentilly Road
New Orleans, LA 70129
Phone: (504) 426-1100
E-mail: Debby.Tatum@usda.gov