Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 12-21, Addition of New Table in the Table Management System (TMGT)

Date: September 21, 2012

To: Subscribers of all Title I Publications (Payroll/Personnel)

Subscribers of all Title 3 Publications (ABCO)

This bulletin is being issued to inform users that in Pay Period 20, the National Finance Center (NFC) will add a new table to the Table Management System (TMGT). This new table, TMGT Table 113, Agency Contact for Intent to Offset Salary Notice, provides Agencies with the capability to enter contact information in the Agency Contact/Address field which will be displayed on the Form NFC-1100D, Notice of Intent to Offset Salary. The information entered in the TMGT Table 113, Agency Contact/Address field cannot exceed 90 characters and will be formatted to print only 1 line on the notice. This information provides the debtor with contact information regarding the debt. Currently, the notice does not display any information in this area. It is up to the Agency to either leave the area blank or write or stamp the appropriate contact information. Instructions on accessing the inquiry, update, and report screens in TMGT Table 113 can be found in the attached Procedures to Access the Table Management System (TMGT) Table 113, Agency Contact for Intent to Offset Salary Notice.

Agency Responsibility

It will be the Agency's responsibility to update and maintain their Agency Contact/Address information. If nothing is entered in the table, the notice will print with a blank line in the Agency Contact area.

Note: All updates to TMGT Table 113 must be completed by the Agency. Any request submitted to the *NFC.TMGT@nfc.usda.gov* email box to update TMGT Table 113 will be returned to the sender.

Security Access

Agencies who currently have update authority should enter the contact information in the Agency Contact/Address field. Agencies who require update authority must request access

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to the TMGT tables through their Agency's NFC security officer. The security access request should provide the following information:

User name

User identification (ID)

Telephone number

Application name (TMGT) Table 063

User access request level

Online add, change, and/or delete of TMGT data for Agency

Online inquiry for TMGT

Online report request of TMGT data

Procedures

The procedure manual for this application, which is available online at the NFC Web site, will be updated to include the information in this bulletin. To view and/or print this procedure, go to the *NFC Home Page* (*http://www.nfc.usda.gov*) and click the *Publications* link at the top of the page. At the Publications page's right-hand menu, click *Procedures by Acronym* or *Procedures by Title/Chapter* then search on the list provided for TMGT.

Inquiries

NFC will implement Phase 1 of the Consolidated Help Desk (CHD) Initiative, the NFC Contact Center, effective October 1, 2012. The Contact Center will provide Agencies with a single point of entry for customer inquiries via multiple channels of communication such as telephone, Web, and email. The NFC Contact Center will be implemented in three phases as outlined below.

Until implementation of Phase 1 on October 1, 2012, authorized contacts with questions about this information should contact the Payroll/Personnel Call Center at **1-800-981-3026** or **1-504-426-6455**; the *EmpowHR* Help Desk at **1-888-367-6955**, **1-504-426-1670**, or email address *nfcempowhr@usda.gov;* or the webTA Hosting Plus Help Desk at **1-888-265-8369**, **1-504-426-6270**, or email address *webtahelpdesk@nfc.usda.gov*. After October 1, 2012, authorized contacts for the systems listed above should telephone the NFC Contact Center at **1-855-NFC-4GOV** (**1-855-632-4468**) or submit a requester console inquiry.

In Phase 2, June 2013, the Administrative Billings and Collections System's (ABCO) Inquiry line and the Direct Premium Remittance System's (DPRS) Help Desk will be implemented into the NFC Contact Center. Until this date, authorized contacts with questions about this information should contact either the ABCO Inquiry line at **1-504-255-5344** or email the Agency's assigned

email address at the following: Department of Homeland Security Customers: *abco1hs@nfc.usda.gov*, Department of Treasury Customers: *abco2tr@nfc.usda.gov*, Department of Agriculture Customers: *abco3ag@nfc.usda.gov*, or all other Agencies: *abco4others@nfc.usda.gov*. The DPRS Help Desk can be contacted at **1-800-242-9630** or email address *nfc.dprs@usda.gov*.

In Phase 3, December 2013, the Federal Employees Health Benefits, Centralized Enrollment Clearinghouse System's (CLER) Help Desk will be implemented into the NFC Contact Center. Until this date, authorized contacts with questions about this information should contact the CLER Help Desk at **1-504-255-3270** or email address *nfc.cler@usda.gov*.

RANDY L. SPEED, Director
Government Employees Services Division

Attachment

N F C   B U L L E T I N

Procedures to Access the Table Management System (TMGT) Table 113, Agency Contact for Intent to Offset Salary Notice

To access this system, you must:

1. Sign on to the National Finance Center's (NFC) Mainframe. The NFC Mainframe Warning screen is displayed. See Figure 1 below.

Figure 1: NFC Mainframe Warning Screen

2. Press **Enter** to display the NFC Banner screen. See Figure 2 below.

Figure 2: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (e.g., NF0999). Press **Tab**.

Field	Description/Instruction
Password	Type your password. (Your password is not displayed on the screen.) Press **Tab**.
New Password	The system generates "*N*".
	If you are not changing your password, press **Tab**. If you are changing your password, complete the steps for changing your password as described under Changing Your Password located in the Table Management System's (TMGT) procedures.
Enter Application Name	Type the application's acronym **TMGT** and press **Enter** to go directly to that system.

4. Press **PF8** to scroll forward through the TMGT table numbers to locate TMGT Table 113, Agency Contact for Intent to Offset Salary Notice. See Figure 3 below.

```
TM000IO              UNITED STATES DEPARTMENT OF AGRICULTURE        Current Date
                     OFFICE OF THE CHIEF FINANCIAL OFFICER          PAGE:  000012
                            NATIONAL FINANCE CENTER

TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

        NUMBER               DESCRIPTION
        ------      --------------------------------------------------
        112         PCIP HEALTH BENEFIT CARRIER NAME/ADDRESS AND RATES
        113         AGENCY CONTACT FOR INTENT TO OFFSET SALARY NOTICE
        128         PAY PERIODS AND CORRESPONDING DATES BY YEAR




        ENTER FUNCTION AND TABLE NUMBER                    AND PRESS ENTER
                     FOR AUTHORIZED USE ONLY
                  NO MORE RECORDS SELECTED

CLEAR = EXIT    PF5 = HELP    PF7 = BACKWARD    PF8 = FORWARD    ENTER = PROCESS
```

Figure 3: Table Management System Main Menu Screen

5. Enter the applicable function listed below to complete the desired task:

Step	Description
Type I113	*(I)nquiry* of the current contact entries.
Type U113	*(U)pdate* to the Agency Contact/Address field. **Note:** Please note that the Agency Contact/Address is limited to 90 characters. See Figure 4 below.
Type R113	*(R)eport* displaying the current Agency Contact/Address information. See Figure 5 below.

```
TM113U0             TABLE MANAGEMENT UPDATE TABLE 113      Current Date
              AGENCY CONTACT FOR INTENT TO OFFSET SALARY NOTICE   PAGE: 0000001

*ACTION:       (A)DD  (M)ODIFY  (D)ELETE  (R)EACTIVATE     USER-ID:
                                                          DATE-CHANGED:
 *DEPT-CODE:            *AGENCY/BUREAU:                    *POI:

BEG-EFF-DATE: MM  DD  YY          LAST-EFF-DATE: MM  DD  YY

AGENCY CONTACT/ADDRESS:     (ENTER UP TO 90 CHARACTERS)




DEPARTMENT:




                    ENTER DATA AND PRESS ENTER TO PROCESS
     CLEAR=EXIT     PF1=MAIN     PF2=113 DOCM    PF3=113 RPTS    PF4=113 INQY
     PF5=HELP                    PF6=REFRESH                     ENTER=PROCESS
```

Figure 4: Table Management Update Table 113 Screen

```
TM113R0             TABLE MANAGEMENT REPORTS TABLE 113        Current Date
              AGENCY CONTACT FOR INTENT TO OFFSET SALARY

 ENTER DATA FOR REPORT REQUESTED:

 FROM   DEPT-CODE:      AGENCY/BUREAU:       POI:

 TO     DEPT-CODE:      AGENCY/BUREAU:       POI:

       SELECT TYPE OF REPORT:

          PRINT ACTIVE
          PRINT HISTORY
          PRINT ALL


 VIEW REPORT BEFORE PRINTING?   N    (DEFAULT IS N)

 ROUTING INFORMATION: NAME                     REMOTE ID


                    ENTER DATA AND PRESS "ENTER" TO PROCESS
     CLEAR=EXIT     PF1=MAIN     PF2=113 DOCM    PF4=113 INQY     PF6=REFRESH
                                 ENTER=PROCESS
```

Figure 5: Table Management Reports Table 113 Screen