



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2680

September 1, 2020

Memorandum

To: Federal Personnel and Payroll System User Group Representatives

From: Christine Zertuche-Rocha, Chief //signed//
Payroll Operations Division

Subject: Upcoming Microsoft Teams Virtual Training: Federal Personnel and Payroll System (FPPS)
Payroll Training

For our Interior Business Center (IBC) customers, the Payroll Operations Division is offering FPPS virtual trainings. The IBC is offering three virtual trainings for FPPS Processing: Payroll Leave and Operational Procedures, Payroll Master Update, and Leave Share. Sign-up for each virtual training closes on October 5, 2020. The cost for each virtual training is \$175.00 and payment should be received two weeks prior to the date of training. Each virtual training will consist of 2 sessions and each session will be 2 – 3 hours each.

FPPS Payroll Leave and Operational Procedures Virtual Training

Tuesday October 20, 2020 9:00am – 11:00pm and 1:00pm – 3:00pm MDT

Description:

This virtual training provides an overview of timekeeper procedures. Topics covered during the virtual training include rules and regulations related to pay and leave procedures, work schedules, hazard pay, and FPPS pay codes. Attendee will learn and practice time and attendance (T&A) preparation, amendments to the T&A, and navigating the T&A process in FPPS using applicable commands.

Target Audience:

This virtual training is appropriate for supervisors and timekeepers involved in the time and attendance process.

FPPS Payroll Master Update Virtual Training

Wednesday October 21, 2020 8:00am – 11:00am and 1:00pm – 4:00pm MDT

Description:

This virtual training provides an overview of the FPPS commands used to initiate and maintain payroll transactions comprising the employee's payroll master record. FPPS menu options covered include Employee/Position Maintenance, Special Pay Maintenance, and View Pay Detail. Attendee will practice inputting changes to an employee's address, taxes, entitlement, and voluntary deduction records.

Target Audience:

This virtual training is appropriate for Human Resources personnel, supervisors and personnel responsible for payroll master record input and changes.

FPPS Leave Share Virtual Training

Thursday October 22, 2020 8:00am – 11:00am and 1:00pm – 4:00pm MDT

Description:

This virtual training provides an overview of the FPPS commands used to initiate and maintain payroll transactions for the leave share program. It will include how to initiate and maintain leave share recipient and donor records in FPPS. Also covered will be how to interpret leave share information on employee leave views in FPPS as well as on the leave and earnings statement.

Target Audience:

This virtual training is appropriate for Human Resources personnel, supervisors and timekeepers involved in the management or timekeeping of the leave share program.

Registration and Payment Information

Each Microsoft Teams virtual training is limited to 16 registrants. Payment options are available within HR Academy under the tab titled "Payment Information." Registrant may use an SF182 or government credit card for payment. If registrant is unable to attend, the Agency may provide a substitute to attend the virtual training.

1. Log into HR Academy at <https://hracademy.ibc.doi.gov/login/index.php>
2. You will need to have an account for this website. Don't have an account? Select the 'Create New Account' button at the bottom of this webpage.
3. Once you have created an account, you can click on the 'Courses' tab at the top of the page and find the course(s) that you would like to attend.
4. Select the class and click on the 'Enroll Me' tab.
5. You will receive an email from HR Academy stating you have been enrolled in the class, but you will need to sign-up for the class to complete the process.
6. To sign-up for the class please navigate to the course page and select the 'Sign-up' link and follow the instructions.

If you have login or technical issue in HR Academy, please contact the Customer Support Center at (888) 367-1622. If you have questions regarding the Microsoft Teams virtual training or are making a substitution, please contact: Matthew Neyer at 303-969-5587 or matthew_neyer@ibc.doi.gov