United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2680

May 24, 2019

Memorandum

To: FPPS User Group Representatives

From: Linda Rihel-Todd, Chief   //signed for by Lisa J Puente//
          Payroll Operations Division

Subject: Upcoming Webinar: Entitlement Interface File (IFIL0284) for the Federal Personnel and
                Payroll System (FPPS)

For our Interior Business Center customers, the Payroll Operations Division (POD) is offering the
following Entitlement Interface File (IFIL0284) webinar sessions.

Entitlement Interface File (IFIL0284) – WebEx Webinar

Session 1: 1 Hour
          Date: Thursday, June 20, 2019
          Time: 8:00 am to 9:00 am MDT (10:00 am to 11:00 am EDT)

Session 2: 1 Hour
          Date: Thursday, June 27, 2019
          Time: 1:00 pm to 2:00 pm MDT (3:00 pm to 4:00 pm EDT)

Description:
This course is intended to provide an effective way to submit entitlement payments for mass
entries into FPPS. This interface file eliminates the need for manual input and allows
entitlements to be sent on a file that is directly loaded to FPPS. This webinar will instruct clients
on how to use the Entitlement File and how to view the Entitlement File Load Error
Report (PYRL0182). The Entitlements file can be used for the following pay codes:

Pay Code	Description
EFB	Fringe Benefit
EPT	Parking - Taxable
ETT	Transportation - Taxable
FMG	Fannie Mae/Freddie Mac Gym Reimbursement
LCP	Life Cycle Payment
PCR	TSA Pre-Check Reimbursement
TVL	Travel Stipend
PLC	Pro Licensing/Certification Reimbursement
PLI	Pro Liability/Certification Reimbursement

Target Audience:
This course is appropriate for Human Resources and any personnel involved in the Entitlements Interface File process.

If you would like to attend, do not delay in registering, as these webinars fill up quickly and are limited to 90 registrants each. To sign up for this webinar through HRACADEMY, please go to https://hracademy.ibc.doi.gov/login/ no later than 5 business days prior to each session.   If you do not have an account yet, please follow these steps:

- Scroll to the bottom of the homepage and select the "Create new account" button.
- You must use your Official Government email address to sign up.
- You will receive an email asking you to confirm your new account request by clicking on the link in the email.
- You will receive another email from the system administrator confirming your account.
- Once you have completed these steps you may login to the site and go to the "Courses" tab at the top of the homepage.
- In the search box, type the word "FPPS Processing".
- You may then sign up for the webinar and immediately receive a confirmation email which will include the presentation link and audio information.
- Two days prior to the live webinar, you will receive an additional email reminder that includes the information for joining the webinar.

If you have HR Academy login or technical issues, please contact the Customer Support Center at (888) 367-1622. If you have login or technical issues during the live webinar, please contact Gregory Hoyt at (303) 969-6338 or gregory_hoyt@ibc.doi.gov.