



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2680

August 16, 2019

Memorandum

To: FPPS User Group Representatives

From: Christine Zertuche-Rocha, Chief //signed for by Lisa J. Puente//
Payroll Operations Division

Subject: Upcoming Webinar - Federal Personnel and Payroll Systems (FPPS) Processing: Leave Bank Procedures and Conversions

For our Interior Business Center customers, the Payroll Operations Division is offering two webinar sessions:

Session 1: Duration: 1 Hour

Date: Tuesday, September 24, 2019

Time: 8:00 a.m. to 9:00 a.m. MDT (10:00 a.m. to 11:00 a.m. EDT)

Session 2: Duration: 1 Hour

Date: Thursday, October 10, 2019

Time: 1:00 p.m. to 2:00 p.m. MDT (3:00pm to 4:00 p.m. EDT)

Description:

This course provides a non-agency specific overview of Leave Bank procedures including rules and regulations; conversions, special accounts, advanced leave and FPPS pay codes as it pertains to time and attendance. Each session will cover the same content.

Target Audience:

This webinar is appropriate for Human Resources personnel, Supervisors and Timekeepers involved in the management or timekeeping of the Leave Bank Program.

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 questions regarding the webinar, you may contact Greg Hoyt (303) 969-6338 or email at: gregory_hoyt@ibc.doi.gov