



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: Voluntary Deduction Interface File (IFIL0282)
for the Federal Personnel and Pay System (FPPS)

For our Interior Business Center customers, the Payroll Operations Division (POD) is offering the following Voluntary Deduction File (IFIL0282) webinar sessions.

Voluntary Deduction File (IFIL0282) – WebEx Webinar

Session 1: 1 Hour

Date: Thursday, June 20, 2019

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

Session 2: 1 Hour

Date: Thursday, June 27, 2019

Time: 8:00 am to 9:00 am MDT (10:00 am to 11:00 am EDT)

Description:

This course is intended to provide an effective way to submit voluntary deductions for mass entries into FPPS. This interface file eliminates the need for manual input and allows deductions to be sent on a file that is directly loaded to FPPS. This webinar will instruct clients on how to use the Voluntary Deduction File and how to view the Voluntary Deduction File Load Error Report (PYRL0184). The Voluntary Deduction file can be used for the following pay codes:

Pay Code	Description
AD1	Association Dues
DA1	Discretionary Allotment
FIT	Fitness Deduction (BG00)
HSA	Health Savings Allotment Pretax
HSC	Health Savings Catch-up Contributions Pretax
JSA	Judicial Survivors Annuity
OPA	OPIC Parking Subsidy - Taxable
OPC	OPIC Flex Fund – Dependent Care
OPF	OPIC Flex Fund – Health
SA1	Savings Allotment
TFB	Transportation Fringe Benefit
TNT	Non – Taxed Transportation Deduction

Target Audience:

This course is appropriate for Human Resources and any personnel involved in the Voluntary Deduction 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.