



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2680

March 30, 2020

Memorandum

To: Federal Personnel and Payroll System User Group Representatives

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

Subject: Upcoming Webinar: Federal Personnel and Payroll System (FPPS) Processing:
Environmental Hazard Coding for General Schedule and Wage Grade employees – A WebEx
Webinar

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

Session 1: Duration: 1 Hour
Date: Thursday, May 7th, 2020
Time: 8:00 a.m. – 9:00 a.m. MDT

Session 2: Duration: 1 Hour
Date: Tuesday, May 19th, 2020
Time: 1:00 p.m. – 2:00 p.m. MDT

Description:

This webinar provides an overview of how to properly code time and attendance (T&A) records with environmental hazard for both General Schedule and Wage Grade employees.

Target Audience:

This webinar is appropriate for supervisors and timekeepers involved with employees utilizing environmental hazard coding on their T&A.

Registration Information

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.

7. Once registration is completed you will receive a confirmation email that will include the presentation link.
8. 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 login or technical issues in HR Academy, please contact the Customer Support Center at (888) 367-1622. If you have questions regarding the webinar, you may contact: Ashley Rivera at 303-969-5762 or Ashley_rivera@ibc.doi.gov