



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2600

May 16, 2019

Memorandum

To: FPPS User Group Representatives

From: Linda Rihel-Todd, Chief //signed//
Payroll Operations Division

Subject: Agency Hard Copy Check Recipients

On February 28, 2013, U.S. Department of the Treasury announced the mandate to discontinue hard copy checks for Federal payments. The Treasury Electronic Fund Transfer (EFT) regulation 31 CFR part 208 (<https://www.law.cornell.edu/cfr/text/31/part-208>) requires all Federal payments to be made by EFT. The Treasury has engaged with us again to focus on elimination of all hard copy check distributions. We are encouraging the Treasury to work with external entities for involuntary and voluntary deductions sent to Federal, State, and Local taxing authorities and various other Federal agencies that garnish employees' pay.

Since 2012, the Payroll Operations Division (POD) has been working with our customer agencies, unions, vendors and Treasury to eliminate hard copy checks. The Federal Personnel and Payroll System (FPPS) has significantly reduced the number of checks issued. The net salary checks and deductions can be established as EFT by our customer agencies. The POD is still issuing checks to employees for net salary payments, organizations for Union and Association dues, and third parties for voluntary and involuntary allotments. POD will continue to work with "external" entities on remove the number of checks being issued.

We request your assistance in this effort to eliminate hard copy checks and focus on the employee's net salary payments. As of Pay Period 2019-10, the POD issued 80 hard copy checks for net salary payments. Attached is a report that shows the current count for each agency.

Agencies may execute Datamart queries to identify employees who currently don't have an EFT account established in FPPS and who are set up to receive a mailed net salary check. Below are the instructions on how to identify such employees:

Under Dashboards, select "Combined File," then select "Comb Ad Hoc" as the base query and execute the query for your agency.

- *At the bottom of the results, select "Analyze."*
- *From the Employee Folder;*

§ *Select EFT Routing Number and add to the Filters and change the criteria to "is NULL."*

§ *Execute the query with the appropriate information for your organization.*

Treasury allows for waivers only under certain circumstances. Refer to 31 CFR 208.4 (<https://www.law.cornell.edu/cfr/text/31/208.4>) for waiver criteria. Agencies are responsible for

ensuring waiver approvals comply with the regulations referred to above. Please review your agency information and evaluate if the waiver approval is still applicable.

Agencies may execute a Datamart query to identify employees who have an EFT waiver. Under Dashboards, select "Combined File," then select "Check Destination and EFT Waiver" as the base query and execute the query for your agency. Under "Additional Views", select various pivots or table to view the details.

The EFT waiver report will reflect a higher count for agencies compared to the attached mailed check report. This is due to active employees who have not recently received net pay. Many active employees with an EFT waiver indicator are in pay plan EF "consultant", pay basis equals WC "without compensation", are in a non-pay-status, or may need to have a separation action completed e.g. appointment not-to-exceed date has not been extended.

We recommend that you distribute this memorandum and information to your SPO and Payroll Coordinators/Liaisons. Please notify all employees who are currently not set up for EFT and are receiving hard copy checks by June 30, 2019. Impacted employees may utilize Employee Express (EEX) www.employeexpress.gov to update their net check destination to EFT. Our goal is to eliminate all mailed checks to employees by September 30th. Employees who have questions regarding a change to their EFT distribution may call the Customer Support Center at 1-888-367-1622.

Attachment

Agency	Count
HD00	1
IN05	4
IN06	9
IN08	1
IN10	27
IN15	5
ED00	4
EP00	2
SCDC	11
SM04	1
SZ00	10
TD03	5
Total	80