



# United States Department of the Interior

INTERIOR BUSINESS CENTER  
Denver, CO 80235

D-2680

June 5, 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: Leave Share Procedures and Conversions – A WebEx Webinar

For our Interior Business Center customers, the Payroll Operations Division is offering two webinar sessions (each session will cover the same content):

**Session 1:** Duration: 1 Hour  
Date: Thursday July 16, 2020  
Time: 8:00 – 9:00 am MDT

**Session 2:** Duration: 1 Hour  
Date: Thursday July 30, 2020  
Time: 1:00 – 2:00 pm MDT

### **Description:**

This webinar provides a non-agency specific overview of leave share. Topics covered during the webinar include rules and regulations, conversions, special accounts, advanced leave, and FPPS pay codes pertaining to time and attendance.

### **Target Audience:**

This webinar is appropriate for Human Resources personnel, supervisors, and timekeepers involved in the management or timekeeping of the leave share program.

### **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: Gregory Hoyt at 303-969-6338 or [Gregory\\_Hoyt@ibc.doi.gov](mailto:Gregory_Hoyt@ibc.doi.gov)