D2663

April 7, 2021

Memorandum

To: Federal Personnel and Payroll System (FPPS) User Group Representatives

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

Subject: Upcoming Webinar: Federal Personnel and Payroll Processing (FPPS) Processing: Youth
         Conservation Corps (YCC) Processing Procedures – A WebEx Webinar

For all National Park Service and Fish and Wildlife Service Personnel involved in YCC processing, the Payroll Operations Division (POD) is requesting that you attend one of the following webinar sessions (each session will cover the same content):

Youth Conservation Corps Processing Procedures

Session 1: Duration: 30 minutes
           Date: Thursday, May 06, 2021
           Time: 9:30 to 10:00 am MDT (11:30 am to 12:00 pm EDT)

Session 2: Duration: 30 minutes
           Date: Thursday, May 13, 2021
           Time: 1:00 to 1:30 pm MDT (3:00 am to 3:30 pm EDT)

Description:
This course is intended to inform and improve the process of enrolling YCC participants in FPPS. The training includes roles and responsibilities, rules and regulations, deductions, and timesheet coding.

Target Audience:

Personnel, Timekeepers, Housing Administrators and anyone involved in the YCC process.

Each webinar is limited to 90 registrants. If necessary, POD will host additional sessions.

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 *720-673-9958 (interim contact number)* or by email at Payroll_Helpdesk@ios.doi.gov.