



# United States Department of the Interior

INTERIOR BUSINESS CENTER

Denver, CO 80235

D-2663

April 7, 2020

## Memorandum:

To: Youth Conservation Corps (YCC) Personnel Offices and Coordinators

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

Subject: Processing Procedures for YCC Enrollees

To help facilitate accurate and timely pay processing for enrollees in the upcoming YCC season, please review the following pay procedures and reminders.

The Federal Personnel and Payroll System (FPPS) is utilized for YCC personnel data upon employment of an enrollee. For all 2020 YCC enrollees, the Electronic Fund Transfer (EFT) and official correspondence address is entered as a part of the personnel update process. The Department of the Treasury has mandated that all government payments must be by EFT; waivers are allowed only under certain circumstances. The agency must submit a waiver request on behalf of the YCC employees; refer to 31 CFR 208.4 for waiver criteria. If entering a check destination in FPPS (for entry of a non-EFT payment address), you must enter a specific reason code.

The FPPS system will accurately process personnel actions with a future effective date. Verify the Social Security Number (SSN) with the enrollee, directly from their SSN card, if possible. Once the personnel master record is established, the timekeeper or coordinator can enter Time and Attendance (T&A) data. In order to establish a master T&A record for YCC enrollees, we recommend you use the same procedures currently used to establish a master record for other employees.

There are no edits to prevent personnel actions that extend or create appointments past September 30, 2020, nor is there an edit to prevent an enrollee from working or receiving payment in excess of 720 hours. Please monitor the number of hours an enrollee works and ensure T&A data is not submitted with hours after September 30, 2020. When the YCC enrollee separates from the program, FPPS will automatically generate a personnel action to separate the participant.

On April 28, and May 7, 2020, the Payroll Operations Division will present a thirty-minute training webinar for YCC processing. For information on these webinar sessions, please refer to the memorandum dated April 7, 2020. Attached are additional tips, information, and forms for use with the YCC Program; be sure to share this information with all YCC timekeepers. If you have any questions, please contact our Customer Support Center at (888) 367-1622.

Attachments (5)

**Attachment 1**  
**Tips for Proper Payroll Processing**

1. **Enrollee Information Sheet** - (A-30 -Attachment 2)

This form determines the delivery address of the Form W-2, wage and tax statement. It should be forwarded to the Payroll Operations Division for imaging after the data is entered in the FPPS. Leave and Earnings statements are accessible via Employee Express (EEX). Please ensure enrollees are provided this form upon separation to provide change of address prior to December 31, 2020 for Form W-2 mailing.

The system will automatically place all enrollees in a TAX EXEMPT status for federal tax. If the enrollee wants taxes deducted, he or she needs to complete Item 3 and a Form W-4 Employee's Withholding Allowance Certificate. (Note: The Cover Sheet [Attachment 3] is not needed with this form.)

2. **Payroll Processing Cover Sheet** - (A-31 -Attachment 3)

Use **only** when forwarding correspondence from the **enrollee** regarding non-receipt of direct deposit, a request for a pay audit, or identifying a payroll deduction problem.

3. **Payroll Deduction for Meals and Quarters**

If YCC employees are participating in the Meals program, please forward requests for payroll deductions **as soon as possible** to expedite the processing. Quarters should be entered via IQMIS for the participants.

4. **Transmitting T&As**

Use INYN (NPS) or INYF (FWS) when transmitting T&A data. Use of the IN10 or IN15 codes will fatal the YCC edits and your employees will not be paid timely through the system.

National Park Service (NPS- INYN) and Fish and Wildlife Service (FWS- INYF) should call the YCC Payroll Section immediately if hours were coded on a T&A, but the enrollee failed to report to duty for those hours. Forward a corrected T&A following this call.

5. **Points of Contact** (Updated - See Attachment 4)

6. **Timekeeper Information** (See Attachment 5)

Please share this information and forms with each timekeeper for your YCC accounts; at a minimum, furnish each timekeeper with copies of Attachments 4 and 5. If you have any additional questions, please contact our Customer Support Center at (888) 367-1622.

**Attachment 2**  
**A-30 YOUTH CONSERVATION CORPS-YCC**  
**Enrollee Information Sheet**

Mail Stop D-2663

Enrollee Starting Date: \_\_\_\_\_

Circle Agency: FWS NPS Region: \_\_\_\_\_

From: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
(Area Contact)

Org Code: \_\_\_\_\_

YCC Enrollee Name: \_\_\_\_\_

SSN: XXX-XX-\_\_\_\_\_

**1. OFFICIAL CORRESPONDENCE ADDRESS\*:**

Used to mail Wage and Tax Statement (W-2). Enter permanent home address.

Name: \_\_\_\_\_

Street Address/PO Box: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\*Any address changes must be provided prior to December 31 of the current year.

2. The Treasury Department announced as of February 28, 2013, the mandate to discontinue hard copy checks for Federal payments. Treasury allows for waivers only under certain circumstances. Refer to 31 CFR 208.4 for waiver criteria.

NET PAY MUST BE DEPOSITED ELECTRONICALLY TO A FINANCIAL INSTITUTION, COMPLETE AN SF-1199A, DIRECT DEPOSIT SIGN-UP FORM, OR A DEPOSIT SLIP AND FORWARD TO YOUR YCC COORDINATOR OR PERSONNEL OFFICE.

COMPLETE ITEM 3 AND THE CERTIFICATE ON THE FORM W-4 ONLY IF YOU WANT TAXES WITHHELD FROM YOUR PAY.

**3. STATE & LOCAL RESIDENCE INFORMATION**

To be used for authorization and calculation of state and local taxes.

City: \_\_\_\_\_

Check Box for Marital Status: ☐ Single ☐ Married

State: \_\_\_\_\_

Number of State Tax Exemptions: (if applicable) \_\_\_\_\_

County: \_\_\_\_\_

Signature: \_\_\_\_\_

Effective April 2020

Controlled Unclassified Information

Privacy Act Statement: This information is requested under the authority of 5 U.S.C. 5101; 31, U.S.C. 3512, et seq., 31 U.S.C. 1101, et seq., and Executive Order 9397 for the purpose of processing employee entitlements and voluntary or involuntary pay deductions. Information will be used to determine present and future entitlements, corrections for employee wages, tips, and other compensation, and report taxable fringe benefits. Information may be disclosed to authorized agency officials to facilitate processing of pay and entitlements, to the Internal Revenue Service for tax reporting, and other agencies and organizations as required to comply with Federal law and agency requirements as outlined in the routine uses in DOI-85, Payroll, Attendance, Retirement, and Leave Records, 83 FR 34156 (July 19, 2018), which may be viewed at <https://www.doi.gov/privacy/sorn>. Providing information is voluntary, however, failure to provide the requested information may delay processing for entitlements or payroll deductions.

**Attachment 3**  
**A-31 YOUTH CONSERVATION CORPS (YCC)**  
**PAYROLL PROCESSING COVER SHEET**

Date: \_\_\_\_\_

To: PAYROLL OPERATIONS DIVISION, D-2663

From:

\_\_\_\_\_  
Area Contact Name

\_\_\_\_\_  
Area Contact Telephone Number

Check Box for Agency ☐ FWS ☐ NPS

Region \_\_\_\_\_

\_\_\_\_\_  
Date YCC Enrollee Entered on Duty

\_\_\_\_\_  
YCC Enrollee Name

\_\_\_\_\_  
XXX-XX-  
Social Security #

PLEASE PROCESS/ANALYZE THE FOLLOWING: (Check Appropriate Box)

- ☐ \*Non-receipt of Direct Deposit (DD)/Electronic Funds Transfer (EFT). Enrollee did not receive DD/EFT issued in pay period number \_\_\_\_\_. (Correspondence from enrollee attached).
- ☐ Request is made for a pay audit. (Explain in remarks).
- ☐ Problem exists on payroll deduction. (Explain in remarks).
- ☐ Other (Explain in remarks.)

REMARKS:

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**\*NOTE:** Request for reissued payment requires both the enrollee's and the supervisor's signatures. (See format in Client Interface Guide, Appendix A, page A-09.)

**\*\*NOTE:** Refer to instructions in the Client Interface Guide for general information regarding reissued funds.

Effective August 2019

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**Attachment 4  
YCC Contact Listing**

<b>Question Regarding:</b>	<b>Contact Person</b>	<b>Telephone Number</b>	<b>Address</b>
Payroll Operations (National Park Service)	Janet Merriweather (Civilian Payroll Technician) Dale Sanderson (back-up)	(303) 969-7474	Payroll Operations Division PO Box 272030, D-2663 Denver, Colorado 80227-9030
Payroll Operations (Fish and Wildlife Service)	Eliot Moore (Civilian Payroll Technician)	(303) 969-7474	Payroll Operations Division PO Box 272030, D-2663 Denver, Colorado 80227-9030
Payroll Lead	Diana Trujillo	(303) 969-7474	Payroll Operations Division PO Box 272030, D-2663 Denver, Colorado 80227-9030
Payroll Supervisors	Jamie Bledsoe  Brandi Hartman	(303) 969-5026  (303) 969-7475	Payroll Operations Division PO Box 272030, D-2663 Denver, Colorado 80227-9030
Customer Support Center to include FPPS Personnel Issues	CSC Staff	(303) 969-7732 (888) 367-1622	Customer Support Center PO Box 272030, D-2605 Denver, Colorado 80227-9030
Payroll Fax Number	Attn: Janet Merriweather (NPS) Eliot Moore (FWS)	(303) 969-7429  (303) 969-7429	N/A

## Attachment 5 Timekeeper Information for YCC

### **T&A Coding Reminders:**

- Verify the **SSN** before entering it on the manually prepared T&A.
- Corrected T&As should always be completed and certified in Quicktime. If correcting current pay period, please contact your payroll representative for the processing procedure.
- Time worked that is 40 hours or less than 40 hours in a week is to be coded to regular time, Pay Code (PC) 010. Hours in excess of 40 hours in a week are to be coded to overtime, PC 110.
- Enrollees are **not** eligible for any type of leave, including Leave Without Pay (LWOP 101).
- Enrollees are **not** eligible for Continuation of Pay (COP), Night Differential, or Sunday Pay.
- Enrollees who do not work the holiday will receive pay under PC 050. If the enrollee works on a federal holiday, code this time to **holiday worked**, PC 051, in addition to coding PC 050.
- Enrollees 15 years of age are prohibited from working more than 8 hours per day and 40 hours per week in accordance with Child Labor Laws.

### **Helpful Hints:**

- The Payroll Operations Division YCC Mail Code is D-2663 for Fish and Wildlife Service **and** National Park Service **YCC** accounts.
- When transmitting T&A data, use **INYN (NPS)** or **INYF (FWS)**.
- Contact your YCC Branch Chief with questions about YCC enrollee entitlements.
- The system will automatically place all enrollees in a **TAX EXEMPT** status. If the enrollee wants taxes deducted, they need to complete a Form W-4. Claiming "single" with zero exemptions will deduct taxes from pay.
- If an enrollee is injured on the job, consult the personnel office for guidance on Workman's Compensation paid by the Department of Labor.
- Leave and Earnings Statements are produced for enrollees who are paid through the computer system. Wages paid in a supplemental payment will appear in the adjustment area of the statement when these hours are calculated through the system.
- Leave and Earnings Statements will be accessible in EEX.
- Designate an alternate contact person for T&A processing in your absence. This would be helpful if the payroll office has a need to contact your office during the T&A cycle.