



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2663

April 7, 2020

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 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 is offering two webinar sessions:

Session 1: Duration: 30 minutes

Date: Tuesday, April 28, 2020

Time: 1:30 to 2:00 pm MDT (3:30 pm to 4:00 pm EDT)

Session 2: Duration: 30 minutes

Date: Thursday, May 7, 2020

Time: 9:30 to 10:00 am MDT (11:30 am to 12:00 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. Each session will cover the exact same content.

Target Audience:

This course is appropriate for Human Resources personnel, Timekeepers, Housing Administrators, and anyone involved in the YCC process.

If you would like to attend, please register no later than 5 business days prior to each session. Please do not delay in registering, as these webinars fill up quickly and are limited to 90 registrants each.

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