D-2600

Memorandum

To: Federal Personnel and Payroll System User Group Members and Client Accounting Offices

From: Christine Zertuche-Rocha, Chief

 Payroll Operations Division

Subject: Time and Attendance (T&A) Coding: Interim Solution for Paid Parental Leave

This is a follow up to the user group communication dated August 18, 2020 with a subject of Paid Parental Leave (PPL). That communication advised the earliest possible Federal Personnel and Payroll System (FPPS) systematic solution associated with PPL may be implemented in April 2021, and until then, we are recommending an interim solution using existing FPPS pay codes for T&A reporting for this leave type taken on or after October 1, 2020.

The IBC’s client agencies use several different T&A systems and this interim solution may require the pay codes to be added, if they do not currently exist. In addition, each system may require unique handling of messages to payroll. Please give your timekeepers and/or administrators the applicable coding and remarks for your T&A system(s).

On or after October 1, 2020, for employees meeting all the requirements for authorization to take any of the three types of PPL, IBC recommends those employees charge their time to the below pay codes along with the associated payroll remark. For T&As that report these hours, IBC will advance the restored Annual Leave (A/L) which will offset the leave taken. The restored A/L will not exceed the 480 hours maximum of Family Medical Leave Act. Once the new pay codes for the PPL are available, employees will need to submit corrected T&As. When corrected T&As are received, the IBC will reverse the restored A/L advances.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of PPL to report** | **Pay Code** | **Pay Code Description**  | **Payroll Remarks** |
| Placement of Adoption | **08A** | Restored A/L for FMLA Adopt - Used | PPL Adoption Occurrence # |
| Placement of Foster Care | PPL Foster Care Occurrence # |
| Birth | **08B** | Restored A/L for FMLA Birth - Used | PPL Birth Occurrence # |

For employees using codes 08A and 08B for purposes other than PPL the agency must contact their Payroll Operation Branch (POB) Processing Section Supervisor (listed in the chart below\*) prior to the T&A submission to ensure they are excluded from the advance restored leave process.

To ensure that our clients receive this information and to answer any questions, the IBC team will hold a User Group Representatives call on Monday, August 31, 2020, at 12:30 pm MDT / 2:30 pm EDT. We are requesting questions in advance, no later than close of business August 26, 2020. Please email your questions to Christine Zertuche-Rocha, Payroll Operations Division Chief and Lisa Puente Deputy Chief at Christine\_L\_Zertuche@ibc.doi.gov and Lisa\_Puente@ibc.doi.gov. Having questions in advance will allow the IBC to be prepared to address on the call.

\*POB Branch Chief and Section Supervisors Contact List:

|  |  |  |  |
| --- | --- | --- | --- |
| **Agencies** | **Name** | **Office Phone Number** | **Email Address** |
| *Branch Chief*  | Rebecca Romero | 303-969-7450 | Rebecca\_N\_Romero@ibc.doi.gov  |
| Pay Processing Section 1 – ***Serviced Agencies -*** **BIA, SOL, FWS, CPSC, FLR, SSS, FERC, JMF, TDA, IAF, TIB, ADF, NASA, DCC, EDU, SCJ, USC, CFA, Casuals and PCLOB** | Karen Galperin | 303-969-7409 | Karen\_A\_Galperin@ibc.doi.gov |
| Pay Processing Section 2 - ***Serviced Agencies -*  NPS, OSM, BOE, ARC, CSB, NSF, SEC, HST, PT, HD, IMLS, UTC, NRC, ABMC, BSE, EXIM, FHFA, NARA, PDB, JFK**  | Monica Dybing | 303-969-7424 | Monica\_L\_Dybing@ibc.doi.gov |
| Pay Processing Section 3 - ***Serviced Agencies –*** **OS, ONRR, USG, BOR, OIG, OAS, BLM, PBGC, ITC, FTC, OPIC, UT, EEOC, ONH, VCT, MCC, EPA, OST**  | Brandi Hartman | 303-969-7475 | Brandi\_J\_Hartman@ibc.doi.gov |
| Pay Processing Section 4 - ***Serviced Agencies -*  SSA, NLRB, NTSB, PDS, DOT, FAA, IBWC, NMB, SLS, STB**  | Debbie Bentley | 303-969-6347 | Debbie\_S\_Bentley@ibc.doi.gov |