



# United States Department of the Interior

INTERIOR BUSINESS CENTER  
Denver, CO 80235

D-2662

March 27, 2023

Memorandum:

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

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

Subject: **Action Required:** Processing Procedures for YCC Enrollees

To help facilitate accurate and timely payment 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 2023 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. A valid Social Security Number (SSN) is required, so we recommend verifying it 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. 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 29, 2023, nor is there an edit to prevent an enrollee from working or receiving payment for more than 720 hours. Please monitor the number of hours the enrollee works and ensure T&A data is not submitted with hours after September 29, 2023. When the YCC enrollee separates from the program, FPPS will automatically generate a personnel action to separate the participant.

On May 4 and May 11, 2023, 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 March 28, 2023. Attached are tips, a contact listing, and timekeepers information, to be shared with all YCC timekeepers.

If you have any questions, please contact the Customer Support Center at 866-367-1272 (new number effective March 10, 2023) or by email at [Payroll\\_Helpdesk@ios.doi.gov](mailto:Payroll_Helpdesk@ios.doi.gov).

Attachments (3)

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

**1. Enrollee Information Sheet**

[POD-30 Youth Conservation Corps \(YCC\) Enrollee Information Sheet](#) should be forwarded to us for imaging as applicable for record retention.

- Prior to termination, please verify with each enrollee that their mailing address is accurate within FPPS as that is the address used for mailing their Form W-2, Wage and Tax Statement. If an update is needed, it should be entered in FPPS no later than December 26, 2023.
- The system will automatically place all enrollees in a Tax-Exempt status for federal tax. If the enrollee would like to have taxes withheld, they will need to complete a [Form W-4 Employee's Withholding Allowance](#) through Employee Express (EEX) or through their Servicing Personnel Office.

**2. Payroll Processing Cover Sheet**

Use [POD-31 Youth Conservation Corps \(YCC\) Payroll Processing Cover Sheet](#) **only** when forwarding correspondence from the **enrollee** regarding 1. non-receipt of direct deposit, 2. a request for a pay audit, and/or 3. identifying a payroll deduction problem.

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

If YCC enrollees 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 Internet Quarters Management Information System (iQMIS).

**4. Transmitting T&As**

Use INYN (National Park Service (NPS)) or INYF (Fish Wildlife Service (FWS)) when transmitting T&A data. Use of the IN10 or IN15 codes will fatal the YCC edits, and the enrollees will not be paid timely through the system. If an enrollee fails to report to duty for the hours reported on a T&A, it is necessary to immediately contact the applicable Payroll contact(s) on Attachment 2 (YCC Contact Listing). Following the notification, a [POD-01 Amended Time and Attendance Report](#) should be provided.

**5. Points of Contact**

Attachment 2, YCC Contact Listing provides our Payroll contacts for your use.

**6. Timekeeper Information and Helpful Hints** (See Attachment 3)

Please share this information and all attachments with each timekeeper.

If you have any questions, please contact the Customer Support Center at 866-367-1272 (new number effective March 10, 2023) or by email at [Payroll\\_Helpdesk@ios.doi.gov](mailto:Payroll_Helpdesk@ios.doi.gov).

**Attachment 2  
YCC Contact Listing**

| <b>Question Regarding:</b>                                     | <b>Contact Person</b>                                    | <b>Telephone Number/Email Address</b>  | <b>Address</b>   |
|--|--|--|--|
| Payroll Operations<br>(National Park Service)                  | Dale Sanderson   | (303) 969-7474<br>dale_sanderson@ibc<br>.doi.gov   | Payroll Operations<br>Division<br>PO Box 272030, D-2662<br>Denver, Colorado 80227-<br>9030 |
| Payroll Operations<br>(Fish and Wildlife<br>Service)           | Eliot Moore  | (303) 969-7474<br>eliot_moore@ibc.doi<br>.gov  | Payroll Operations<br>Division<br>PO Box 272030, D-2662<br>Denver, Colorado 80227-<br>9030 |
| Payroll Lead   | Mackenzie<br>Kahley                                      | (303) 969-7474<br>mackenzie_kahley@<br>ibc.doi.gov   | Payroll Operations<br>Division<br>PO Box 272030, D-2662<br>Denver, Colorado 80227-<br>9030 |
| Payroll Supervisors  | Rebecca Deatley<br><br>Brandi Hartman                    | (303) 969-7485<br>rebecca_deatley@ib<br>c.doi.gov><br><br>(303) 969-7475<br>brandi_j_hartman@i<br>bc.doi.gov | Payroll Operations<br>Division<br>PO Box 272030, D-2662<br>Denver, Colorado 80227-<br>9030 |
| Customer Support Center<br>to include FPPS<br>Personnel Issues | CSC Staff  | (866) 367-1272<br>Payroll_Helpdesk@i<br>os.doi.gov   | Customer Support Center<br>PO Box 272030, D-2605<br>Denver, Colorado 80227-<br>9030        |
| Payroll Fax Number   | Attn:<br>Dale Sanderson<br>(NPS)<br>Eliot Moore<br>(FWS) | (303) 969-7272<br><br>(303) 969-7272   | N/A  |

## **Attachment 3 Timekeeper Information and Helpful Hints**

### **Timekeeper Information/Reminders:**

- Corrected T&As should always be completed and certified in QuickTime. If correcting the current pay period, please contact the applicable Payroll contact(s) in Attachment 2 for the processing procedure.
- Time worked that is 40 hours or less a week is to be coded to regular time, Pay Code (PC) 010. Hours in excess of 40 hours a week are to be coded to overtime, PC 110.
- Enrollees are **not** eligible for any type of leave, including Leave Without Pay.
- Enrollees are **not** eligible for Continuation of Pay, Night Differential, or Sunday Premium.
- Enrollees who do not work the holiday will receive payment under Holiday Not Worked PC 050. If the enrollee works on a Federal holiday, they need to code **both** PCs Holiday Worked PC 051 and Holiday Not Worked 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.
- We highly recommend having an alternate timekeeper, should the primary be out. This would be helpful if the payroll office has a need to contact your office during the T&A cycle.

### **Helpful Hints:**

- 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 (LES):
  - Can be accessed through EEX
  - Wages paid as a supplemental payment will appear in the adjustment area of the LES