

Department of the Interior
Privacy Impact Assessment

Name of Project: Federal Personnel and Payroll System

Bureau: Office of the Secretary

Project's Unique ID (Exhibit 300): 010-00-01-07-01-1245-24

A. CONTACT INFORMATION:

- 1) **Who is the Bureau/Office Privacy Act Officer who reviewed this document?** (Name, organization, and contact information)

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B. SYSTEM APPLICATION/GENERAL INFORMATION:

The Federal Personnel and Payroll System (FPPS) Major Application (MA) consists of the Federal Personnel and Payroll System application, the Quicktime application, the Web FPPS application, the Retirement Sub System, the Datamart (a data warehouse), the Kronos© webTA application, and the QuickSAR application,. The Web FPPS application is a GUI based means to access the FPPS application. This PIA pertains to FPPS and WebFPPS ("FPPS application"), as each other application has its own PIA.

- 1) **Does this system contain any information about individuals?**

Yes. The FPPS application contains the following personal information about individuals:

- Social Security Numbers
- Name
- Employee Common Identifier
- Home Address
- Phone Numbers
- Emergency Contact information of Volunteers
- Medical and Family Leave
- Education
- Ethnicity and Race
- Disability Code
- Marital Status
- Age
- Involuntary Debt (e.g. garnishments, child support)
- Court Orders
- Back Pay
- Individual bank routing numbers and account numbers
- User IDs

- a. **Is this information identifiable to the individual**

Yes. The information is identifiable to the individual.

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b. Is the information about individual members of the public

Yes. The information may be about members of the public if the individual is a federal retiree, emergency worker, volunteer, contractor or individual designated as an emergency contact of a volunteer.

c. Is the information about employees

Yes. The information is about employees of the Federal Government. Therefore, this PIA is included as part of the DOI IT Security C&A process and the OMB Exhibit 300.

2) What is the purpose of the system/application?

The purpose of the FPPS application is to process personnel and payroll transactions including time and attendance data used to generate salary payments and perform required reporting. This system supports personnel/payroll processing for numerous unique client agencies, including independent agencies, government corporations, commissions, panels, councils and foundations.

2a) List all minor applications or sub-components that are hosted on this system and covered under this privacy impact assessment (if the minor application has a separate PIA, please note below):

MINOR APPLICATION NAME	PURPOSE	PII? (Yes/No)
Quicktime application	An online web-based time and attendance application. WebTA is owned and developed by Kronos but is hosted at NBC's Denver Data Center and offered to new and existing NBC customers.	Yes
Web FPPS application	A web-enabled presentation of the FPPS. WebFPPS incorporates screen scraper technology which captures the 3270 screens and presents them in a graphical user interface (there is no data in WebFPPS). This leverages the legacy system by allowing access using supported web browser software over the NBC's secure wide-area network.	No
Retirement Sub System	Used to create retirement cards and reports, and to update retirement records for DOI, NRC, EEOC, NSF, SEC, DOT, NASA, SSA, TIB, PDS, and FERC. Access to the programs is limited to FPPS and POD staff.	Yes
Datamart	An online web-based reporting environment that can be used by FPPS clients and other clients.	Yes
QuickSAR	A user interface to the StarTeam database used input, track and manage Software Action Request (SAR) change management documentation throughout its life cycle, including all Change Requests (CRs), Problem Reports (PRs) and Data Requests (DRs) for the FPPS, WebFPPS, webTA and Quicktime systems.	Yes
FPPS New Client Conversion	A process and the associated systems for accepting personnel and/or payroll system data from new clients or their providers, converting the data to FPPS format, validating the data, and then moving the data into the FPPS system.	Yes
Kronos© webTA	An online web-based time and attendance application. WebTA is owned and developed by Kronos but is hosted at NBC's Denver Data Center and offered to new and existing NBC customers.	Yes

The Quicktime, Retirement Sub-System, Datamart, QuickSAR/StarTeam, FPPS New Client Conversion and Kronos webTA applications have separate PIAs. WebFPPS contains no data and does not have a separate PIA.

3) What legal authority authorizes the purchase or development of this system/application?

The legal authority for the FPPS application is defined in the Office of Management and Budget Circular A-127, Policies and Standards for Financial Management Systems. This Circular is issued pursuant to the Chief Financial Officers Act (CFOs Act) of 1990, P.L. 101-576 and the Federal Managers' Financial Integrity Act of 1982, P.L. 97-255 (31 U.S.C. 3512 et seq.); and 31 U.S.C. Chapter 11.

C. DATA IN THE SYSTEM:

1) What categories of individuals are covered in the system?

Categories of individuals covered in the FPPS application include employees, emergency workers, contractors and volunteers of executive branch and independent agencies, government corporations, commissions, panels, councils, and foundations, and emergency contacts for volunteers.

The FPPS application processes employees under a wide range of pay authorities covering individuals under the General Pay Schedule, Title 4 (National Park Service Law Enforcement), Title 5 (Government Organization and Employees), Title 6 (Bureau of Indian Affairs Contract Educators), OPM approved pay plans, and public laws unique to FPPS application clients (e.g., Presidio Trust, Casuals, Overseas Private Investment Corporation, Securities and Exchange Commission, and Department of Transportation).

2) What are the sources of the information in the system?

a. Is the source of the information from the individual or is it taken from another source? If not directly from the individual, then what other source?

The information in the FPPS application is taken indirectly from the individual and other sources as follows:

- Personnel data is taken from the individual or from previous employment records. This data is or was previously entered by the Requesting and Servicing Personnel Office.
- Time and Attendance data is taken from the employee or emergency worker. Data is entered by the employee, emergency worker, or timekeeper. Data is entered through: (1) the FPPS application on-line time and attendance commands, (2) client owned/maintained time and attendance applications, (3) the Quicktime application, or (4) Kronos® webTA.
- Payroll transactions are taken from the client agency/bureau. The agency/bureau or NBC's Payroll Operations Division enters the transactions.
- Employee transactions are received from Employee Express. The transactions are entered by employees through the OPM self-help Employee Express system.
- Employee transactions are received from the Federal Retirement Thrift Investment Board's Thrift Savings Plan application. The transactions are entered by employees through the TSP website self-help system.
- Employee transactions for Flexible Spending Accounts (FSAs) are received from the Long Term Care Partners/Benefeds Portal. The transactions are entered by employees through the FSAFeds website self-help system.

- Employee transactions for Long Term Care Insurance are received from the Long Term Care Partners. The transactions are entered by employees through the LTCFeds website self-help system.
- Employee transactions for Dental and Vision Benefits are received from the Long Term Care Partners/Benefeds Portal. Transactions are entered by employees through the Benefeds website self-help system.

b. What Federal agencies are providing data for use in the system?

FPPS application: The following entities use the FPPS application to maintain their personnel and payroll data:

Advisory Council on Historic Preservation
African Development Foundation
Arctic Research Commission
Chemical Safety and Hazard Investigation Board
Commission of Fine Arts
Consumer Product Safety Commission
Department of Education
Department of the Interior
Department of Transportation
Equal Employment Opportunity Commission
Federal Energy Regulatory Commission
Federal Labor Relations Authority
Federal Retirement Thrift Investment Board
Federal Trade Commission
Harry S. Truman Scholarship Foundation
Institute of Museum and Library Sciences
Inter-American Foundation
International Trade Commission
James Madison Memorial Fellowship Foundation
Millennium Challenge Corporation
National Aeronautics and Space Administration
National Commission of Libraries & Information Science
National Labor Relations Board
National Science Foundation
National Transportation Safety Board
Nuclear Regulatory Commission
Office of Navajo and Hopi Indian Relocation
Overseas Private Investment Corporation
Pension Benefit Guaranty Corporation
Presidio Trust
Public Defender Service for the District of Columbia
Securities and Exchange Commission
Selective Service System
Social Security Administration
U.S. Holocaust Memorial Council
U.S. Forest Service
U.S. Trade and Development Agency
Utah Reclamation Mitigation Conservation Commission
Valles Caldera National Preserve

Other Department of Interior bureaus and other agencies may be added in future years.

c. What Tribal, State and local agencies are providing data for use in the system?

No Tribal, State, and local agencies are providing data for use in the FPPS application.

d. From what other third party sources will data be collected?

Data is not collected from any other third party source for the FPPS application.

e. What information will be collected from the employee and the public?

FPPS does not obtain information directly from employees. Please reference C.2.a for sources of data.

Data from the general public for FPPS is collected from volunteers, emergency workers, and contractors and may include address and emergency contact information.

D. ATTRIBUTES OF THE DATA:

1) Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

The use of the data is both relevant and necessary to process and report personnel actions and to calculate and report employee pay.

2) Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?

FPPS derives new data elements that represent pay calculation, such as gross pay, net pay, withheld taxes, leave accruals, leave balances, etc. The information will be maintained in FPPS with source data.

3) Will the new data be placed in the individual's record?

Yes, the new data will be placed in the individual's record.

4) Can the system make determinations about employees/public that would not be possible without the new data?

No, the new data will not enable additional determinations.

5) How will the new data be verified for relevance and accuracy?

The data is verified through edits established to validate the data.

6) What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.)

Client organizations and NBC itself provide opportunity for employees to decline providing voluntary types of information that would normally be entered into FPPS. Specific policies and guidance for that opportunity are defined by each client organization.

On behalf of clients, and for its own employees, NBC provides statutory and regulatory reports to various Federal entities including the Office of Personnel Management. Those reporting requirements are outlined in Service Level Agreements with client users of FPPS. No employee consent is needed prior to meeting those reporting requirements.

Clients have access to all of their respective employee's information in FPPS. An employee's ability to consent to a particular use is governed by the policies of the individual client organizations.

E. MAINTENANCE AND ADMINISTRATIVE CONTROLS:

1) What are the retention periods of data in this system?

FPPS data is covered under General Records Schedule 1 "Civilian Personnel Records" and Schedule 2, "Payrolling and Pay Administration Records" and under DOI Office of the Secretary (OS) Schedules 1400 and 7551.

For the FPPS application, retirement data is retained in an auditable date/time stamped condition as long as the employee is in an active pay status. Personnel, Payroll, and Time and Attendance data is retained in an auditable date/time stamped condition supporting payments disbursed through the Department of Treasury for a period of time that will be defined in the new schedule. Currently, the application supports research of personnel, pay, and time and attendance data back to September 14, 1997 - the date the FPPS application was deployed.

2) What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?

Retirement records in FPPS will be purged in July of any given year for employees who became inactive in the prior year. Example: if an employee separates in January 2008, his or her data will be purged in July of 2009. Personnel, Payroll, and Time and Attendance data supporting payments disbursed through the Department of Treasury will be retained for a period of time described in the appropriate GRS schedule. Currently, the system supports research of personnel, pay, and time and attendance data back to September 14, 1997 - the date the FPPS application was deployed.

Procedures for disposing of data in FPPS is fully documented in the GRS schedule as well as the DOI OS records schedule items 1400 and 7551.

3) Under which Privacy Act systems of records notice does the system operate? Provide number and name.

The Privacy Act system of records notices that cover this system are the Payroll, Attendance, Retirement, and Leave Records – Interior, Office of the Secretary – DOI 85; Interior Personnel Records – Interior, DOI-79; and OPM/GOVT-1 (government-wide system for general personnel records maintained by the Office of Personnel Management).

Each government agency using FPPS is responsible for their own system of records notice covering the collection of data at their agency.

4) If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain.

The system is not being modified.