

DEPARTMENT OF THE INTERIOR
Privacy Impact Assessment – FPPS

June 15, 2008

NAME OF PROJECT: Federal Personnel and Payroll System
BUREAU: Office of the Secretary
PROJECT'S UNIQUE ID: 010-00-01-07-01-1226-24

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:

- 1) Does this system contain any personal 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
- Employee Common 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

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

- Social Security Numbers
- Name
- User IDs

Yes. The Retirement Sub System contains the following personal information about individuals:

- Social Security Numbers
- Name
- Age

a. Is this information identifiable to the individual¹?

Yes. The information is identifiable to the individual.

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 in the FPPS C&A (Certified and Accredited) system 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?

¹ “Identifiable Form” – According to the OMB Memo M-03-22, this means information in an IT system or online collection: (1) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors).

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.

The purpose of the Quicktime application is to input, validate, and certify time and attendance data for transmission to a payroll application (e.g. FPPS application). The Quicktime application permits employee entry of time, as well as traditional timekeeper data entry. The application provides for extensive editing to assure that data meets relational edits and regulatory requirements. Quicktime provides numerous reports for employees, timekeepers, certifiers, and administrators.

The purpose of the Retirement Sub System is to retain personnel and payroll transactions, used to generate and store retirement card information. The information is then passed to OPM upon the employee's retirement.

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

The legal authority for the FPPS and Quicktime applications and the Retirement Sub System 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, 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 and Quicktime applications include employees, emergency workers, contractors and volunteers of executive branch and independent agencies, government corporations, commissions, panels, councils, and foundations, emergency contacts for volunteers, and retired Federal employees of clients serviced by FPPS in the Retirement Sub System.

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).

Categories of individuals covered in the Quicktime application currently include employees of Department of the Interior and non-Interior bureaus/agencies.

Categories of individuals covered in the Retirement Sub System include employees, of executive branch and independent agencies, government corporations, commissions, panels, councils, and foundations, and retired federal employees of clients serviced by FPPS.

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 from the individual or other sources as follows:

- Personnel data is taken from the individual or from previous employment records. 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.
- 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 employee 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 FSA/Feds 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.

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

- The initial personnel information on each employee is provided from interface files from the FPPS application or entered on-line by the administrator.
- Employee information is updated by Administrators and Timekeepers.
- Time and attendance data, including cost structure information, is entered by employee or timekeepers based on employee work effort during a pay period.
- Employee leave and profile data is updated from interface files from the FPPS application.

The information in the Retirement Sub System is taken from the FPPS application and from input from the Payroll Operations Division (including corrections or information from prior agencies).

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 Labor Relations Authority
Federal Retirement Thrift Investment Board
Federal Trade Commission
Harry S. Truman Scholarship Foundation
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.

The following entities are currently using Quicktime to enter and certify their T&A data:

Bureau of Indian Affairs, Department of the Interior
Bureau of Land Management, Department of the Interior
Consumer Product Safety Commission

Federal Retirement Thrift Investment Board
Fish & Wildlife Service, Department of the Interior
Institute of Museum and Library Sciences
International Trade Commission
Millennium Challenge Corporation
Minerals Management Service, Department of the Interior
National Park Service, Department of the Interior
National Transportation Safety Board
Office of Inspector General, Department of the interior
Office of the Secretary, Department of the Interior
Office of the Solicitor, Department of the Interior
Office of Surface Mining, Department of the Interior
Pension Benefit Guaranty Corporation
Public Defender Service of the District of Columbia
Securities and Exchange Commission
The Presidio Trust
U.S. African Development Foundation
U.S. Geological Survey, Department of the interior

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

Retirement Sub System: The same entities listed above for the FPPS application also provide data for the Retirement Sub System.

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 C&A system applications.

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

Data is not collected from any third party source for the FPPS or Quicktime applications.

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

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

For the Quicktime application, the following information is collected from the employee:

- Time and Attendance data

For the Retirement Sub System, the system does not obtain information directly from employees.

Data from the general public for the FPPS C&A system 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?

For the FPPS application, the use of the data is both relevant and necessary to process and report personnel actions and to calculate and report employee pay.

For the Quicktime application, the use of the data is both relevant and necessary to process and report time and attendance data.

For the FPPS Retirement Sub System application, the use of the data is both relevant and necessary to process and report personnel actions and to calculate and report retiree benefits.

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) 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 the 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. (Quicktime contains no voluntary information.)

On behalf of clients, and for its own employees, the NPC 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 the FPPS C&A system. No employee consent is needed prior to meeting those reporting requirements.

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