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NASA Shared Services Center Service Delivery Guide

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AWARDS AND TAXES

Responsible Office: Payroll

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Basic	1.0	08/27/12	Document originated under NSSC-FM-SDG-0004 Payroll Time and Attendance SDG, and has been divided into three separate SDGs: NSSDG-9620-0001 Payroll Processing NSSDG-9620-0002 Leave Programs NSSDG-9620-0003 Awards and Taxes

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Introduction

The NASA Shared Services Center (NSSC) Payroll Department, posts Permanent Change of Station (PCS) and Extended TDY (ETDY) taxes, disburses Non-NASA awards, files and pays Federal and State withholding taxes for Non-NASA awards and Travel reimbursements for Intergovernmental Personnel Act (IPA) agreement personnel. NSSC Non-Monetary "Gift Card" Awards are also processed for tax purposes.

Non- Monetary Award "Gift Cards"

Roles & Responsibilities

Gift Cards are being given to NSSC employees as a non-monetary award. The tax information is collected and sent to the Department of the Interior (DOI). The normal payroll processing does not capture this information and DOI has to enter transaction taxes separately. Therefore, the NSSC Payroll Team will need to compile the information, reconcile it, and send it to DOI in an appropriate format to enter into the Federal Personnel and Payroll System (FPPS). DOI enters this data into FPPS before the payroll is processed for that pay period. This is a manual process.

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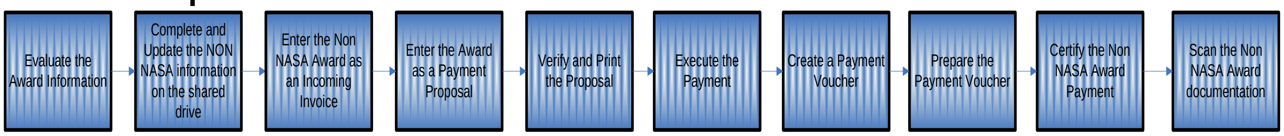
Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Civil Servant]** Complete the DOI Report of Taxable Fringe Benefits. Note: HR provides the name, WBS and dollar amount of the gift card. The SSN can be obtained from FPPS, and the WBS can be verified in WebTADS.	1.1.a.i Use the e-mail received from HR to enter the employee name, WBS and dollar amount. 1.1.a.ii Log on to FPPS, go to EHVW and review employee's retirement code. If employee is CSRS no FICA is withheld. Also obtain SSN. 1.1.a.iii Retrieve Gift Card tax Calculation spreadsheet from N:\Payroll\Giftcards Cal.xls. 1.1.a.iv Enter the grossed up amount as a 30A and the net amount as a 66B for the card. The net amount is the actual card value. 1.1.a.v Sign and date the form, fax completed form to DOI, Payroll Operations Division. 1.1.a.vi Generate a change request and attach the e-mail received from HR. 1.1.a.vii Scan completed report of taxable fringe benefits form and fax cover sheet to \\Nsscmfd01\nssc-mfdscan\Payroll as a PDF. Save PDF to N:\Payroll\GIFT CARDS\YEAR	

Roles and Responsibilities	Action	Tips
	1.1.a.viii Monitor employee pay record to ensure transaction is posted by DOI. 1.1.a.ix Print to Adobe PDF the onetime adjustment from FPPS. Attach it to the change request and save to N:\Payroll\GIFT CARDS\YEAR. 1.1.a.x Combine the PDFs of the fax cover sheet, the taxable fringe benefit form and the onetime adjustment screen from FPPS into one PDF and save to N:\Payroll\GIFT CARDS\YEAR. 1.1.a.xi Drop and drag the combined PDF into the Document Imaging - Gift Card Award folder found at the following location: \\Nsscfs01p\nssc-shared\Document Imaging\Payroll **Output:** Completed and submitted the Report of Taxable Fringe Benefits.	Note: you will need to check FPPS PDVW Screen for a onetime adjustment.

Non-NASA Awards

Roles & Responsibilities



Non-NASA Award Payment

Non-NASA Awards are only for those individuals who have <u>no records</u> in FPPS. These individuals are not employed by NASA or are former employees who separated/retired before FPPS implementation (August 2004).
All awards are processed by calendar year for tax purposes.
Form PODA -5 is received via a Remedy ticket.

Roles and Responsibilities	Action	Tips
[Center, HR Award Specialist] Submit POD A-5 and ZEPR document to NSSC. Step 1	The NASA Center HR Award Specialist completes the Non-NASA Employee Award Notification (POD A-5) and if applicable, the request for new vendor (ZEPR) document. The HR Award Specialist uses the NEACC Remedy system to submit these requests to the NASA Enterprise Applications Competency Center (NEACC). As necessary, the NEACC verifies the vendor information and establishes a new vendor in SAP. NEACC then forwards the Remedy ticket to the NSSC Payroll Office Service Provider. Note: If the awardee was employed by NASA on or after October 2004, the award is sent to the DOI, National Business Center (NBC) for processing through FPPS.	

Roles and Responsibilities	Action	Tips
[NSSC, Service Provider] Evaluate the Award Information.	1.1. Identify the award recipient. 1.1.a Job Aide α **Note: By looking at the Remedy ticket's entries, the award recipient might be identified as a military employee or a non-military employee.** ♦ If the employee is in FPPS, then the Remedy ticket must be **rejected** and the award returned to the sender. Job Aide α	1.1.a.i. Identify the award recipient as being one of the following: ♦ FPPS employee ♦ Historical Personnel and Payroll System (HPPS) employee ♦ Military Log-on to FPPS via the internet. Enter User-ID and password. Click **(OK)**. Click on **(FPPS Production)**. Enter **LVVW** code in the FPPS command section in the top right-hand corner and click **(OK)**. Enter employees social security number **(SSN)**. Click **(OK)**. ♦ If the employee does not appear, then proceed to the next bullet. ♦ If the employee appears, then reject the Remedy ticket. Log-on to HPPS. Enter User ID and Password. Press **[Enter]**. Place a **/** by CPO-PROD.

Roles and Responsibilities	Action	Tips
	♦ If the employee is in HPPS, then their retirement plan needs to be verified. Job Aide α ♦ Military employee has both HIT and FICA withheld.	Press **[Enter]** twice. Next to Option: type **1**. Press **[Enter]**. Next to Selection: type **2**. Enter User ID and Password Press **[Enter]**. Type in the correct Center ID By Command: type **PERSON** Enter the employee's social security number. Press **[Enter]**. Validate the retirement plan by identifying the following: In Retire Plan: ♦ **1**=CSRS (HIT only) ♦ **K**=FERS (FICA and HIT) ♦ **C**=Offset (FICA and HIT) ♦ **2**= (FICA and HIT) 1.2.a.i. Annotate the following on the POD A-5 form. **Gross:** Total Amount of Award **Fed (25%):** Amount **HIT (1.45%):** Amount **FICA (6.2%):** Amount **State (_ _):** Amount **Net:** Total Amount minus Fed, HIT, FICA, State Note: The State Withholding tax is based on the state of payment. Please note that

Roles and Responsibilities	Action	Tips
	1.2. Calculate the net payment. 1.2.a. Job Aide α **Output:** Calculated the Net award amount.	Texas and Fla. do not pay state taxes.
Step 2 **[NSSC, Service Provider]** Complete and Update the Non-NASA Employee Award spreadsheet on the shared drive at N:\Payroll\NON NASA AWARDS (Control Activity)	2.1. Access and update the Non-NASA Awards spreadsheet on the shared drive using the POD A-5. **Output:** Updated the Non-NASA spreadsheet.	

Roles and Responsibilities	Action	Tips
Step 3 **[NSSC, Service Provider]** Enter the Non-NASA Award in SAP as an Incoming Invoice.	3.1. Log into SAP. 3.1.a. Job Aide α 3.2. Enter as an Incoming Invoice by using command FB60. 3.2.a. Job Aide α	3.1.a.i. Enter User-id and Password. 3.1.a.ii. Click **[Enter]**. 3.2.a.i. Enter the Vendor number (which is always an 8000#). 3.2.a.ii. Enter the Invoice Receipt date (which is the posting date). Note: The invoice receipt date will need to be entered on this screen before any other data in order for the proper due dates to be calculated correctly. 3.2.a.iii. Enter the Invoice date (which is the posting date). 3.2.a.iv. Enter the Reference (Vendor's Invoice number-Non NASA Award). 3.2.a.v. Enter the Document Type (always EP (E-Payroll). 3.2.a.vi. Type this in or use the drop down menu. 3.2.a.vii. A vendor profile appears on the right; this information should match the form. 3.2.a.viii. Enter the Amount (net amount). 3.2.a.ix. Enter the Text –

Roles and Responsibilities	Action	Tips
		Non-NASA Award.
	3.3. Click in the G/L account box (Input the G/L information). 3.a. Job Aide α Note: The following columns will have to be input with information: G/L, Amount, Cost Center, Order, WBS Element, and Fund.	3.3.a.i. Enter the G/L. 3.3.a.ii. Tab to Amount and enter the amount. 3.3.a.iii. Tab to Cost Center and enter the cost center number. 3.3.a.iv. Tab to Order and enter the order number. 3.3.a.v. Tab to WBS Element and enter the WBS code. 3.3.a.vi. Tab to Fund and enter the fund number.
	3.4. Enter the Payment Information. 3.4.a. Job Aide α	3.4.a.i Click the **[Payment]** tab. Note: A message stating that Vendor # is subject to withholding taxes will appear on the bottom of the screen. Ignore this message. 3.4.a.ii Select the Payment Method **(D-for EFT and C-for Check).** 3.4.a.iii Select a Payment Method Supplement (if applicable; Center code).

Roles and Responsibilities	Action	Tips
	3.5. Once all line items are entered; Click the disk that represents Post. Note: If an error appears at the bottom left in red, make sure all your information is input correctly (i.e. you typed a O instead of a Zero (0)) If there are funding problems, back the posting out by clicking the yellow circle button and bring to the POC for your Center, so they can adjust the funding. Do not click the disk that has Park beside it. 3.6. A 2500# will be displayed on the bottom left hand corner; Record the number on the POD A-9 form. **Output:** Posted Invoice in SAP.	
Step 4 **[NSSC, Service Provider]** Create a Payment Proposal for the award.	4.1. Enter the Payment Proposal in SAP by using command ZF110_PRO 4.1.a. Job Aide α	4.1.a.i Enter the Run Date (current date). 4.1.a.ii Enter an Identification code. Note: The Identification code must always begin with an “EP” which distinguishes a payroll payment proposal. After EP, enter three additional characters (1& 2) represents the processor’s initials and (3) represents the number of Payment Proposals created. (i.e.

Roles and Responsibilities	Action	Tips
		EPDS1)
	4.2 Enter information to create Parameters. 4.2.a Job Aide α	4.2.a.i Click the **[Parameter]** tab. 4.2.a.ii Verify a Posting date **(current date)**. 4.2.a.iii Verify the date the Docs entered up to **(current date)**. 4.2.a.iv In the Payment Controls box, enter a Company Code **(NASA)**. 4.2.a.v Enter the Pmnt meths (D- for EFT and C- for Check). 4.2.a.vi Enter the Next p/date. Note: The Next p/date will always be a date that is one month and one day in the future; always 31 days from the current date from the payment proposal creation. This date will be the next day that the payment run is executed. ♦ If a holiday falls within this time, add an extra day. For example, if the date is 06/13/06, then the p/date is 07/13/06.
	4.3 Enter the batching information. 4.3.aJob Aide α Note: Placing all the forms in numerical order based on the Vendor's number is strongly	4.3.a.i Enter the Vendor (the first numerical sequenced vendor number). 4.3.a.ii Enter To (the last numerical sequenced vendor

Roles and Responsibilities	Action	Tips
	recommended.	number).
	4.4 Enter additional information. 4.4.a Job Aide α Note: To select the appropriate business area always select the center from which the payment proposal is ran so that only the center's unique invoice is pulled. The business area is designated by a 2-digit center code.	4.4.a.i Click the [Free Selection] tab. 4.4.a.ii To Enter a Field Name, click the **[drop-down menu]** and select Document Type. 4.4.a.iii Enter Values **(EP)**. 4.4.a.iv To enter a second Field Name, click the **[drop-down menu]** and select Business Area. 4.4.a.v Enter Additional Values **(center's unique code)**. 4.4.a.vi Click the [Additional Log] tab. 4.4.a.vii Click [Due date check]. 4.4.a.viii Click [Payment method selection in all cases] box. 4.4.a.ix Click [Line items of the payment document]. 4.4.a.x Enter the Vendors **{from/to}** (individual vendor's number; the "To" field on the form). 4.4.a.xi Click [Printout/data medium].
	4.5 Save data. 4.5.a Job Aide α Note: You will see a message stating that the run has been saved on mm/dd/yyyy.	4.5.a.i Click the **[Status]** tab. 4.5.a.ii Click [Proposal] button.

Roles and Responsibilities	Action	Tips
	4.6 Complete the proposal process. 4.6.a Job Aide α 4.7 Print the payment log. Note: To delete a proposal, pull the proposal select Edit on the toolbar. Click Proposal, Delete and then select Edit. Click Parameters and Delete. You must delete the parameters to delete the entire proposal. **Output:** Entered the Payment Proposal in SAP.	4.6.a.i In the dialog box, click **[Start Immediately]**. 4.6.a.ii Click **[Enter]** twice. 4.6.a.iii Click the **[Status]** tab. 4.6.a.iv Click the [Additional Log] tab. 4.6.a.v Click on the **[Proposal Run Log]** button at the bottom right.
Step 5 **[NSSC, Service Provider]** Verify and save the proposal.	5.1. Print the Proposal using transaction code **ZF110_PRO**. 5.1.a. Job Aide α	5.1.a.i Enter the **Run date.** 5.1.a.ii Enter the Identification Note: The end user can use the dropdown menu from the run date field and double click on the appropriate schedule if identification is not known. 5.1.a.iii Click **[Status]**. 5.1.a.iv Click **[Edit, Proposal, and Proposal List].**

Roles and Responsibilities	Action	Tips
		5.1.a.v Click **[Enter]**. 5.1.a.vi Click the **[Printer Icon] and save as a PDF**. Note: Printer icon is located on the top menu bar**.**
	Inform the Certification Processor that the payment proposal has been created and is ready for review.	
[NSSC, Civil Servant] Review & Verify Payment Proposal. (Control Activity*)*	5.2. Verify the proposal. 5.2.a. Job Aide α	5.2.a.i. Enter the **Run Date**. 5.2.a.ii. Enter the **Identification**. Note: Both the run date and the identification can be picked up simultaneously by going to the dropdown menu on the run date field and double clicking on the appropriate identification. 5.2.a.iii. Click **[Status]**. 5.2.a.iv. **Click [Display Proposal]**. Note: The display proposal is the field with the eyeglasses. 5.2.a.v. Drilldown to the necessary detail
	5.3. Review for correctness. 5.3.a. Job Aide α	5.3.a.i. Click **[Exit].** Note: Exit by clicking on the green arrow at the top of the menu screen. 5.3.a.ii. Click **[Edit Proposal**

Roles and Responsibilities	Action	Tips
	Output: Reviewed and Verified the payment proposal.	**Display log]**. Note: Ensure that the display log does not contain any error messages.
Step 6 **[NSSC, Civil Servant]** Execute the payment. (Control Activity)	6.1. Access Payment Proposal using transaction code **ZF110_PRUN**. 6.1.a. Job Aide α	6.1.a.i. Enter the **Run date** (current date). Note: The end user can use the dropdown menu from the run date field and double click on the appropriate schedule if identification not known. 6.1.a.ii. Enter the **Identification**. (EPXXX). 6.1.a.iii. Click **[Status]**. 6.1.a.iv. Click **[Schedule Payment Run]**. 6.1.a.v. Click **[Start immediately]**. 6.1.a.vi. Click **[Create payment medium]**. 6.1.a.vii. Click **[Schedule]**. 6.1.a.viii. Click **[Status]**. Note: The system displays a message that payment run has been carried out and completed.

Roles and Responsibilities	Action	Tips
	6.2. Access the Payment File using transaction code ZF110_PRUN. 6.2.a. Job Aide α	6.2.a.i Enter the Run Date**.** 6.2.a.ii Enter the Identification**.** Note: The end user can use the dropdown menu from the run date field and double click on the appropriate schedule if either of the above items is not known. 6.2.a.iii Click [Status]. 6.2.a.iv Click [Environment]. 6.2.a.v Click [Payment medium]. 6.2.a.vi Click [DME Administration]. Note: View the payment file for Treasury. Arrow back to payment run screen when viewing is complete.
	6.3. Obtain the Schedule Number using transaction code **ZSE16_FMTC_SCHNO.** 6.3.a. Job Aide α	6.3.a.i. Enter the **Run Date**. Note: If selection parameter labels are SAP technical names, and not field text (ex: screen displays "LAUFD" and "LAUFI" instead of "Run On" and "Identification"), the user should change his/her settings. Go to: Settings > User Parameters and the radio button for "Field Text". Click **[Enter]** to confirm selection. Click the tab for "Data Browser" in the pop up

Roles and Responsibilities	Action	Tips
		screen. Inside the box labeled "Keywords", click the radio button for "Field Text". Click **[Enter]** to confirm selection. 6.3.a.ii. Enter the **Identification**. 6.3.a.iii. Click **[Start Search]**. Note: The system will display a schedule number and all information relative to this particular payment run. 6.3.a.iv. Click **[Exit]**. 6.3.a.v. After you click **Edit/Payments/Payments List**; the list variant box will pop-up as normal. The Program field is where you will need to add the **"Z"** in order to get the next pop-up box with the option to choose whether or not you want to send out and email to the travelers. Note: This applies to the travel payment email notifications only and you should only have to enter this once and then it will be automatically populated in that field. If you certify more than just travel payments, you will get this pop-box for any payment run list that the user displays. However, it will NOT generate an email notification to any vendors except, the employee

Roles and Responsibilities	Action	Tips
	Output: Payment Proposal file executed and sent to Treasury.	vendors. If at a later date you do not want to get this pop-up box, simply remove the "Z".
Step 7 **[NSSC, Civil Servant]** Obtain and Save Pre-Edit Report from bReady. (Control Activity)	7.1. Log-on to bReady 7.2. Click the Systems tab and select the Web Access Tool. 7.3. Under the EAI folder select prod, then select cf and finally select the Award Center. 7.4. Under the Award Center select treasury_preedit. 7.5. Highlight the Pre-Edit report for your award payment and click the eye icon to view the report. 7.6. Click file and page setup to select the landscape view and save the report as an Adobe PDF document to the Award Proposal folder at \\Nsscfs01p\nssc-shared\Payroll\NON NASA AWARDS **Output:** Obtained and Saved Pre-Edit Report	Note: Also print the Pre-Edit report to provide to the NSSC Service Provider for input in the Secure Payment System (SPS).
Step 8 **[NSSC, Service Provider]** Prepare the payment voucher in the Secure Payment System (SPS).	8.1 Log-on to SPS. 8.1.a. Job Aide α 8.2. Enter the payment voucher. 8.2.a. Job Aide α	8.1.a.i Log-on to SPS. 8.1.a.ii Enter User-id and Password. 8.1.a.iii Click **[Enter]**. 8.2.a.i On the toolbar click the following: ♦ Schedules ♦ Create

Roles and Responsibilities	Action	Tips
	8.3 Save the Payment voucher just created. 8.3.a. Job Aide α 8.4. Print the Payment voucher.	8.2.a.ii When a pop-up box appears, select **[Schedule]** type (always SUMMARY). 8.2.a.iii Click **[Continue]**. 8.2.a.iv Using the Voucher data enter the following fields: ♦ RFC -SFC ♦ Office Number ♦ Schedule Number ♦ Total Number of Payments ♦ Payment Data (To Be dated) ♦ Summary Type Codes (always M) ♦ Subtype Code (always E) ♦ Control Number (from Pre-edit Report) 8.2.a.v Select Symbol **(Appropriation Summary)** and Amount Note: The Appropriation Summary is the Fund. 8.2.a.vi In the box above, click **[Add]**. 8.2.a.vii Select Schedule Remarks-Type of Award. 8.2.a.viii In the box above, click **[Add]**. 8.3.a.i On the toolbar click the following: ♦ Action ♦ Save 8.3.a.ii When a pop-up box appears, click **[OK]**.

Roles and Responsibilities	Action	Tips
	8.4.a Job Aide α 8.5 Submit to the Certifying Officer. 8.5.a Job Aide α **Output:** Created Payment in SPS.	8.4.a.i Click the **[blue arrow]** icon to Return to the Main Menu. 8.4.a.ii Highlight the Non NASA Award voucher. 8.4.a.iii On the toolbar click the following: ♦ Print ♦ Print Schedule details ♦ 8.4.a.iv When a pop-up box appears, click **[OK]**. 8.5.a.i Click the **[Blue box]** icon; making sure that it becomes grey. 8.5.a.ii Log-out of SPS. 8.5.a.iii Give all the documentation to the Certifying Officer.
Step 9 **[NSSC, Civil Servant]** Certify the Non-NASA Award payment in the Secure Payment System (SPS). (Control Activity)	9.1. Log-on to SPS using token. 9.2. Enter Credential PIN. Click OK. 9.3. Click and highlight schedule to be certified. 9.4. On the toolbar, click the Certify with viewing icon. 9.5. Review the schedule for correctness and then click the Certify schedule icon on the toolbar to complete the final certification. 9.6. If there is an error on the schedule click the reject icon on the toolbar and return to Service Provider for correction.	Note: Print the Schedule Details as an Adobe PDF and save to the Award Proposal folder at \\Nsscfs01p\nssc-shared\Payroll\NON NASA AWARDS

Roles and Responsibilities	Action	Tips
	Output: Certified the Non-NASA Award for payment.	
Step 10 **[NSSC, Service Provider]** Scan the Non-NASA Award documentation in Tech Doc	10.1. Retain and submit the documentation to Document Imaging - Tech Doc. 10.2. Close the Remedy ticket. **Output:** Documentation retention.	

Non-NASA Award/IPA Taxes

Federal and State Withholding taxes are submitted quarterly to the Internal Revenue Service and individual state revenue offices by the Certifying Officer. These taxes require quarterly federal and individual state tax returns to be completed by the Service Provider. State tax payments are made by requested check. All checks are requested through SPS by the Service Provider and are reviewed and certified the Certifying Officer (CS). All Non-NASA Awards/IPA tax payments are invoiced and posted using SAP. The Service Provider will compile a spreadsheet of the data that needs to be entered into SAP to create the invoice and payment clearing entries.

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** Extract State and Federal Tax Data (Control Activity)	1.1 Go to Non-NASA Awards file on Shared Drive 1.2 Copy data from **CENTERS** sheet to **FEDTAX** and **STATE TAX** sheets. ♦ Copy and paste totals for each NASA Center into columns on the **FEDTAX** and **STATE TAX** sheets in the workbook. **Output:** Complete Spreadsheets for Tax Filing and SAP input.	Click on **"Year Folder, ex. 2011"** Next, Click on **"Year – NON-NASA AWARDS", ex. 2011 NON-NASA AWARDS.** Choose the Excel Workbook for the correct tax quarter. Note: If you have employees with IPA agreements at HQ, you may have one also that is for the District of Columbia and one that is for the state of Va. Make sure all HQ amounts are consolidated for Federal, but separated for the State Tax sheet totals.
Step 2	2.1 Go to Non-NASA Awards file on Shared Drive	Note: Copy an SAP input

Roles and Responsibilities	Action	Tips
[NSSC, Service Provider] Create SAP input sheets	♦ Click on **"Year Folder, ex. 2011"** ♦ Click on **"Year – SAP Input Sheets", ex. 2011 SAP Input Sheets** ♦ Choose the Folder for the correct tax quarter. ♦ After retrieving a template SAP input sheet, prepare the sheets with the **FB60 and F-53** transaction data for each DOC (400#) for that QTR. ♦ Locate the DOC (400#) on the **CENTERS** sheet of the **NON-NASA AWARDS** workbook for that quarter. 2.2 Utilize SAP to gather data for SAP input sheets. ♦ In **SAP** - Use transaction code **FMZ3** to look up the data entry for each DOC (400#); this will give you the **REF#** and **FUND** information for the GL lines specified on the **CENTERS** sheet in the workbook. ♦ Using all data collected complete the SAP input sheets for each DOC (400#) for the quarter. ♦ Save each sheet as **PDF** in file for that QTR. **Output:** SAP input sheet in PDF.	sheet from the previous quarter to use as a template for the new quarter. Note: There will be three SAP input sheets for each DOC (400#). A state sheet, and two Federal sheets (one for the employee and one for the IRS, .1246 & .1284 lines)
Step 3 **[NSSC, Service Provider]**	3.1 Go to "**Non-NASA Awards"** file on Shared Drive at \\Nsscfs01p\nssc-shared\Payroll\NON NASA	

Roles and Responsibilities	Action	Tips
Filing Zero State Returns Electronically (Control Activity)	AWARDS ♦ Click on **"State Tax Passwords"** ♦ This Excel spreadsheet has all of the Website and log-in information for each state filed by the NSSC. ♦ Select the state website for each state that has **ZERO** to file for that quarter. 3.2 Complete electronic returns for each state with **ZERO** to report. ♦ Click on the website's **E-FILE** or Electronic filing link and complete a **$0.00** return for each using the log-in and password information provided in the spreadsheet on the shared drive. ♦ Print the return with confirmation number from each state to **PDF** and save to the shared drive under **"NON-NASA AWARDS" => "Year – Confirmations and Tax Returns" => "Year – State Filing and Payment" => "State"** ♦ Notify the Certifying Officer that you have completed the Zero returns for her review. **Output:** Zero Returns Complete.	**IMPORTANT NOTE:** A **ZERO** return is filed for the first two months of the quarter for the state of VA. The final month of the quarter, a paper return with the amount due is filed. VA is currently the only monthly state tax filing.
Step 4 **[NSSC, Service Provider]** Filing State Returns with	4.1 Go to Non-NASA Awards file on Shared Drive	Click on **"State Tax Passwords"** This Excel spreadsheet has all of the Website and log-in

Roles and Responsibilities	Action	Tips
a payment to submit (Control Activity)	4.2 Print Return Forms for State Returns with a payment amount to submit.	information for each state filed by the NSSC. Select the state website for each state that has a **DOLLAR AMOUNT** to file for that quarter. Print the return form and complete for each state necessary. Forms are as follows: AL – Form A-1 CA – Form DE9 DC – Form FR-900Q GA – Form G7 (Q) MD – Form MW506 OH – Form IT501 VA – Form VA-5 (Monthly)
	4.3 Complete returns for each state necessary and turn in to Certifying Officer.	Fill in required information on each form. The information is obtained from the **STATE TAX** sheet in the **NON-NASA AWARDS** workbook on the shared drive. Most states require the same information: **Number of employees whose wages had withholding tax.** **Amount of Income Tax**

Roles and Responsibilities	Action	Tips
		withheld for that state. **Any Penalty or Interest (there should be none; all returns must be filed on time. Also, the Federal Government is not subject to penalties or interest by Federal or State Tax entities.)** **Total Amount Due.** **Period (This is the quarter and year or month and year)** **Due Date (Each State has their own due dates).** **Name and Address (NASA Liaison Payroll Office, NASA Shared Service Center, Bldg 1111 C Road, Stennis Space Center MS 39529)** **Account No. (Account Numbers are listed on the "State Tax Passwords sheet on the shared drive).**
	Output: Completed returns submitted to Certifying Officer for review, signature and filing.	Submit returns to the Certifying Officer for review, signature, and certified mailing.
Step 5 **[NSSC, Service Provider]** Civil Servant sends Check Request information for State Tax Payments to Service Provider	Receive Remedy NSR notification from Certifying Officer to Request Checks from Department of Treasury	The Certifying Officer will create an **NSR** in **REMEDY** to begin the check request process. The **NSR** will include the **SCHEDULE NUMBER** for each payment provided by the Certifying Officer, the number of checks to be

Roles and Responsibilities	Action	Tips
(Control Activity)		requested, and the amount of each check. (This information should match the returns prepared and submitted to the Certifying Officer.)
Request a Treasury Check for State/Local Taxes. (Control Activity)	5.1 Log-on to SPS. 5.1.a Job Aide α	5.1.a.i Log-on to SPS. 5.1.a.ii Enter User-id and Password. 5.1.a.iii Click [Enter].
	5.2 Create a check request. 5.2.a Job Aide α	5.2.a.i On the toolbar click the following: ♦ Schedules ♦ Create 5.2.a.ii When a pop-up box appears, select **[Schedule]** type (always <u>REGULAR CHECK</u>) 5.2.a.iii Select the sub-type (always Misc) 5.2.a.iv Click [Continue]. 5.2.a.v Using the data given by the Certifying Officer enter the following fields: ♦ Office Number (always the Center specific Agency Location Code -ALC) ♦ Schedule Number (obtain from the “Year” State Tax Check Control Numbers Spreadsheet located on the shared drive) ♦ Agency ID (always NASA) ♦ Enclosure Code (always

Roles and Responsibilities	Action	Tips
	Note: Examples of State Payee Names are: DC Treasurer; Virginia Department of Taxation; Comptroller of Maryland, etc.	Direct Mail-1) ♦ Payment Amount ♦ Account(Fund) symbol ♦ Payee ID/TIN (always use **030553879**) ♦ Type of payment (always C) ♦ Payee name (use the applicable state name-on shared drive) ♦ Payee Address (as follows) Address line 1-NSSC ATTN: Payroll Department Address line 2- C Road, Bldg 1111 Address line 3-Stennis Space Center, MS 39529 5.2.a.vi Click [Create Payment]
	5.3 Save the Check Request. Job Aide α	5.3.a.i On the toolbar click the following: ♦ Action ♦ Save When a pop-up box appears, click **[OK]**.
	5.4 Submit to the Certifying Officer. 5.4.a Job Aide α	5.4.a.i Click the **[blue arrow]** icon to Return to the Main

Roles and Responsibilities	Action	Tips
	5.5 Repeat the steps above for additional check requests. 5.6 Give all the data back to the Certifying Officer.	Menu. 5.4.a.ii Highlight the Non-NASA Award voucher. 5.4.a.iii On the toolbar click the following: ♦ Print ♦ Print Schedule details 5.4.a.iv When a pop-up box appears, click **[OK]**. 5.4.a.v Click the **[Blue box]** icon; making sure that it becomes grey. 5.4.a.vi Log-out of SPS. Input completion notes in **NSR** and re-assign to Certifying Officer. Note: Print the Schedule Details as an Adobe PDF and save to the SPS State Check Certifications folder at \\Nsscfs01p\nssc-shared\Payroll\NON NASA AWARDS\YEAR
Step 6 **[NSSC, Civil Servant]** Certify hard copy check request in Secure Payment System (SPS) (Control Activity)	**Output:** Request a Check from Treasury. 6.1 Log-on to SPS using token. 6.2 Enter Credential PIN. Click OK. 6.3 Click and highlight check schedule to be certified. 6.4 On the toolbar, click the Certify with viewing icon. 6.5 Review the check schedule for correctness and then click the Certify schedule icon on the toolbar to complete the final certification. 6.6 If there is an error on the check schedule click the reject icon on the toolbar and return to Service Provider	

Roles and Responsibilities	Action	Tips
Step 7 **[NSSC, Service Provider]** Create Federal Return (Control Activity)	for correction. **Output:** Certified hard copy check request(s) in SPS. 7.1 Create Return for Quarterly Federal Tax Withholding - form 941. 7.1.a Job Aide α NOTE: A printable fill-in form can be found on the IRS.GOV website here, http://www.irs.gov/pub/irs-pdf/f941.pdf?portlet=3	Fill in as follows: **EIN 03-0553879** **Name: NASA LIASION PAYROLL OFFICE** **Address: BUILDING 1111, C ROAD; STENNIS SPACE CENTER, MS 39529** Check off which quarter you are reporting. The check boxes are located on the upper right side of the form 941. **1- Jan, Feb, March. 2- April, May, June. 3 - July, Aug, Sept. or 4 - Oct, Nov, Dec.** Fill in form 941: **Line 1 – No. of employees who received wages.** (This is the number of employees from the FEDTAX sheet of the current quarter's NON-NASA AWARDS workbook on the shared drive). **Line 2 – Wages** (this is the total gross wage amount from the FEDTAX sheet of the current quarter's NON-NASA AWARDS workbook on the shared drive.) **Line 3 – Income tax withheld from Wages** (this is the total Federal amount from the FEDTAX sheet of the current quarter's NON-NASA AWARDS workbook on the shared drive.) **Skip to line 5a – Taxable**

Roles and Responsibilities	Action	Tips
[NSSC, Service Provider]		**social security wages** **Col. 1** (this is the total **FICA wage** amount from the FEDTAX sheet of the current quarter's NON-NASA AWARDS workbook on the shared drive.) **Col. 2** (Col. 1 amt. multiplied by .104) **Line 5b – 0.00** **Line 5c – Taxable Medicare wages & tips** **Col. 1**(same as line 2) **Col. 2** (Col. 1 amt. multiplied by .029). **Line 5d – Enter Total of Col. 2 for lines 5a, 5b, & 5c.** **Line 5e – 0.00** **Skip to line 6e – Enter total lines 3, 5d, & 5e.** **Line 7 – Enter any adjustment (+/-) for rounding.** (Usually+/- a few pennies). **Line 8 – 0.00** **Line 9 – 0.00** **Line 10 – Total taxes after adjustments** (Enter total lines 6e – 9). **Line 11 – 0.00** **Line 12a – 0.00** **Line 12b – 0.00** **Line 13 – 0.00** **Line 14 – Balance Due** (Same as line 10). **Proceed to Page two.** **NOTE:** Make sure that the Name and EIN are filled in on the top of page two. **Line 16 –** Enter **"MU"** **Line 17 – Check off the**

Roles and Responsibilities	Action	Tips
Create Federal Return (continued)		**Second box, for monthly depositor the entire quarter. Enter tax liability for each month of the quarter.** (Divide the total from the FEDTAX sheet into thirds and enter each third into the box provided, then the total in the last box).
[NSSC, Civil Servant] Review, sign, scan and save Federal Return (Control Activity)	7.2 Print 941 return and provide to Certifying Officer. 7.3 Review Federal Return for correctness, sign and scan the signed return to save to the shared drive Payroll folder under **"NON-NASA AWARDS" =>"Year – Confirmations and Tax Returns" =>"Year –Federal Filing" =>Current Quarter.** **Output:** Form 941 is completed, saved and mailed certified to the IRS.	Note: Federal Return should be mailed certified mail to Department of Treasury, Internal Revenue Service, Ogden, UT 84201-0005
[NSSC, Civil Servant] Complete electronic payment of Federal taxes through the Electronic Federal Tax Payment System (EFTPS) (Control Activity)	7.4 Log-on to EFTPS: https://www.eftps.gov/eftps/index.jsp ♦ Enter the EIN 03-0553879, PIN for the ALC (Center) and your Internet Password, then click login. ♦ Click the Payments tab. ♦ Enter tax form number 941 and click next. ♦ Select the Federal Tax Deposit tax type and click next.	Note: The total amounts of Social Security and Medicare includes both the

Roles and Responsibilities	Action	Tips
	♦ Enter the total payment amount for that ALC, the quarter and year you are paying and then click next. ♦ Enter the total amount of Social Security, Medicare and Federal Tax Withholding, and then click next. ♦ Verify that all amounts for that ALC were input correctly and click Make Payment. ♦ Print the confirmation of payment page to Adobe and save to the shared drive Payroll folder under **"NON NASA AWARDS" =>"Year – Confirmations and Tax Returns" =>"Year –Federal Payment" =>Current Quarter.** Repeat the above steps for each ALC (Center) that you have a Federal Payment to be made.	employees and employers portion.
Step 8 **[NSSC, Service Provider]** Enter the Non NASA Award Taxes as Incoming Invoices.	**Output:** Electronic Payment of Federal Taxes completed. 8.1 Log into SAP. 8.1a **Job Aide** α 8.2 Enter the Taxes as an Incoming Invoice by using command FB-60 8.2.a Job Aide α	8.1.a.i. Enter User-id and Password. 8.1.a.ii. Click **[Enter]**. 8.2.a.i. Enter the Invoice date (which is the **posting date**). 8.2.a.ii. Enter the Document Type (always **KR** (Vendor

Roles and Responsibilities	Action	Tips
	Note: The SAP sheet referenced here is the SAP sheet created in Step 2 of this process.	Invoice)). 8.2.a.iii. Type this in or use the drop down menu. 8.2.a.iv. A vender profile appears on the right; this information should match the form. 8.2.a.v. Enter the Reference **(REF # Supplied on SAP sheet)**. 8.2.a.vi. Enter the Amount **(total dollar amount)**. 8.2.a.vii. Enter the Text - Quarter Year (i.e. 3rd Quarter 2006). And FEDERAL or STATE PMT NON NASA
	8.3 Click in the G/L account box (Input the G/L information). 8.3a Job Aide α Note: The following columns will have to be input with information: G/L, Amount, Business Center, Cost Center, Order, WBS Element, and Fund.	8.3.a.i. Enter the G/L (6100.1179 or another G/L given at the time of entry). 8.3.a.ii. Tab to Amount and enter the amount. 8.3.a.iii. Tab to the Business Center 8.3.a.iv. *Tab to Cost Center and enter the cost center number.* 8.3.a.v. *Tab to Order and enter the order number.* 8.3.a.vi. *Tab to WBS Element.* 8.3.a.vii. *Tab to Fund.*
	8.4 Check the status by clicking the gray box on the far left of the cell. 8.4.a Job Aide α	8.4.a.i A pop-up box should appear stating that “No Errors exist”. 8.4.a.ii. Click the green check.

Roles and Responsibilities	Action	Tips
	8.5 Once all line items are input; Click the disk that represents Post. Note: Do not click the disk that has Park beside it. 8.6 A 1900# will be displayed on the bottom left hand corner; Record the number on your form. **Output:** Created Invoice for the taxes in SAP.	Note: If an error appears at the bottom left in red then make sure all your information is input correctly (i.e. you typed a O instead of a Zero (0)). If there are funding problems, back the posting out by clicking the yellow circle button and bring to the POC for your Center, so they can adjust the funding.
Step 9 **[NSSC, Service Provider]** Post the taxes as Outgoing Payments.	9.1 Post the Outgoing Payments in SAP by using transaction code F-53. 9.1.a. Job Aide α Note: The SAP sheet referenced here is the SAP sheet created in Step 2 of this process	9.1.a.i Enter the Document Date (posting date). 9.1.a.ii. Enter the Reference number (Ref # supplied on SAP Sheet). 9.1.a.iii. Document Type; **EZ** 9.1.a.iv. Input the Document Header Text - Quarter Year (i.e. 3^{rd} Qtr. 2011) NON NASA Pmt. (choose Federal or State). 9.1.a.v. Input the Clearing Text- Employee name copied from FB60 entry.

Roles and Responsibilities	Action	Tips
		9.1.a.vi. On the "Bank Data" tab, enter the account in the Account box - **<u>1010.6100</u>**.- this account is the cash account. (Note that the GL is **1010.5215** for <u>Federal Taxes</u>) 9.1.a.vii. Enter the Total Amount. 9.1.a.viii. On the "Open Item" tab, enter the Vendor Number in the Account box. 9.1.a.ix. On the "Additional Selections" tab, check the circle next to Document Number. 9.1.a.x. Click **[Process Open Items]** button. Note: You will always get a yellow message at the bottom of the screen, always press Enter.
	9.2. Enter the 1900# to validate balances. 9.2.a Job Aide α	9.2.a.i. In the box next to "From", input the FB-60 1900# from the SAP Sheet. 9.2.a.ii. Click **[Process Open Items]** button. 9.2.a.iii. Check the "Not Assigned" box; making sure it totals zero.

Roles and Responsibilities	Action	Tips
	9.3 Click the disk that represents Post. 9.4 A 1500# will be displayed on the bottom left hand corner; Record the number on the SAP Sheet. **Output:** Created an Outgoing Payment in SAP.	
Step 10 **[NSSC, Service Provider]** Annual State Withholding Reconciliation	NOTE: An Annual Reconciliation must be filed AFTER the 4th QTR filings are complete each year. An annual reconciliation is done for each state filed. File **ZERO** Returns electronically 10.1. Go to "**Non-NASA Awards"** file on Shared Drive 10.2 Complete electronic returns for each state with **ZERO** to report.	Click on **"State Tax Passwords"** This Excel spreadsheet has all of the Website and log-in information for each state filed. Select the state website for each state that has **ZERO** filed for each quarter of that year. Click on the website's **E-FILE** or Electronic filing link and complete a **0.00** annual reconciliation for each using the log-in and password information provided in the spreadsheet on the shared

Roles and Responsibilities	Action	Tips
	Output: Zero Returns Complete.	drive. Print the return with confirmation number from each state to **PDF** and save to the shared drive under **"NON-NASA AWARDS" => "Year – Confirmations and Tax Returns" => "Year – State Filing and Payment" => "State"** Notify Certifying Officer of completion of zero returns.
[NSSC, Service Provider] Filing Annual Reconciliations (continued)	10.3. Complete remaining State Annual Reconciliations. 10.4. Go to **NON-NASA AWARDS folder on shared drive => YEAR => YEAR – ANNUAL SAP AWARD LISTING.** (This is a consolidated sheet with information from all four quarters, provided by Certifying Officer).	Select the state website for each state that has a **DOLLAR AMOUNT** to file for that year. See ANNUAL SAP AWARD LISTING for the year for all information.
	10.5 Print Return Forms for State Returns with an amount to submit. 10.6 Complete returns for each state necessary and turn in to Certifying Officer.	Print the return form and complete for each state necessary. Forms are as follows: AL – Form A-3 CA – Form DE 7 DC – Form FR-900B GA – Form 1003 MD – Form MW508 OH – Form IT941 VA – Form VA-6

Roles and Responsibilities	Action	Tips
[NSSC, Service Provider] Filing Annual Reconciliations (continued)	**NOTE:** Some states require a copy of the W-2's for employees in that state, ex. VA. Please check the form to see whether or not the state you are filing requires copies to be sent with the reconciliation. If W-2's are needed it will be indicated on the form.	Fill in required information on each form. The information is obtained from the **STATE TAX** sheet in the **ANNUAL SAP AWARD LISTING** workbook on the shared drive. Most states require the same information: **Number of Employees which that state tax was withheld.** **Amount of Income Tax withheld for that state.** **Any Penalty or Interest (there shouldn't be any; all returns must be filed on time.)** **Total Amount Due.** **Period (This is the year)** **Due Date (This is the last date of the month following the 4th quarter filing due date, FEB 28th).** **Name and Address (NASA Liaison Payroll Office, NASA Shared Service Center, Bldg 1111 C Road, Stennis Space Center MS 39529)** **Account No. (Account Numbers are listed on the "State Tax Passwords" sheet on the shared drive).**
[NSSC, Civil Servant] Review, sign, scan and save Annual	10.7 Review Annual Reconciliations for correctness, sign return and scan the signed return and W-2s attached (if applicable) to save to the shared	

Roles and Responsibilities	Action	Tips
Reconciliations (Control Activity)	drive Payroll folder under **"NON NASA AWARDS" =>"Year – Confirmations and Tax Returns" =>"Year –State Filing and Payment" =>State** **Output:** Annual Reconciliations are completed, saved and mailed to the appropriate State tax office.	
Step 11 **[NSSC, Service Provider]** Creating W-2's and W-3	11.1. Go to Social Security Administrations Website: http://www.ssa.gov/bso/bsowelcome.htm 11.2 Log-in to Business Services On-line.	Note: Log in Username and password supplied by the Certifying Officer.
	11.3 Creating W-2's.	Login with username and password. Check the **"I Accept"** box for terms and conditions. Click **"Report Wages to Social Security"** Click **"Submit/Resubmit Wage File, W-2 online, and W-2c online"** Under "Create Form W-2 online", Click "Enter Form W-2". Verify information, then click under **"For Whom are you filing"**: the "**I am filing Forms W-2 for my company's employees"**, then click **"Continue"**. **Address:** Change the address line 2 to: Bldg 1111, C Road and change the

Roles and Responsibilities	Action	Tips
[NSSC, Service Provider] Creating W-2's and W-3 (continued)	11.4 Input individual information for each W-2. **NOTE:** You will now begin inputting individuals name and information. You may enter 20 forms W-2 per W-3, using this system. Once you have done 20 you will start a new W-3 and continue until you have completed entering all individuals paid in that year. You will need to verify the employer address information and re-enter address corrections for each set of 50. **Note:** You can view and edit the W-2's in each report, just follow the button commands.	address City line to: Stennis Space Center; change the state to: MS and the zip Code to: 39529. Click the 941 (regular) radio button. Click "Continue", Save your entries and begin creating W-2's. Enter each person's SSN, Wages (gross amt of wages), Federal income Tax Withheld, Social Security (FICA) Wages, and Medicare (HIT) withheld. All information is provided on the **CENTERS** sheet of the **ANNUAL SAP AWARD LISTING** workbook. Enter the individual's name and mailing address. Check the Retirement Plan box. Input the State, State ID# (from previous year's W-2), State Wages no .00 needed and State income tax withheld. State ID#'s: AL = 0000609504 OH = 52667910 MD = 12456767 VA = 30-030553879F-001 CA = 80505209 GA = 2314375-LK Click the "New W-2" button

Roles and Responsibilities	Action	Tips
		to continue adding individuals. After inputting all W-2's, Certifying Officer should review before submitting.
[NSSC, Service Provider] Generating W-2's and submitting W-3's.	11.5 Submitting W-3 Reports and mailing W-2's. Note: Go into each Report (group of 20 W-2's) individually.	Press, **"View/Edit".** Click the **"Go to W-3"** button. Review W-3 and then click the **"Submit Wage Report"** button, then click **"OK".** The print box will appear, click **"Print"** to print the acknowledgement. Double click the PDF file provided on the acknowledgement and save the PDF file to the shared drive and print the W-2's. Click **"Continue".** Repeat steps for each W-3 report.
	11.6 Mailing W-2's Prepare Envelopes for each Employee's mailing address. **Exception –** JSC NON-NASA AWARD W-2's can all be mailed to JSC at 2101 NASA Parkway, Code LF251, Houston TX 77058 ATTN: Bridget Broussard-Guidry.	Mail the Employee copies 2, C and B. Mail copy one to the state with the Annual State Tax Reconciliation and keep Copy D for NSSC records.

Roles and Responsibilities	Action	Tips
	Output: W-2's and W-3 Submitted and mailed.	

PCS Taxes

Roles & Responsibilities

As payments for PCS are being made to employees, the tax information is being collected and sent to the DOI. The normal payroll processing does not capture this information and DOI has to enter PCS taxes into FPPS separately. Therefore, the NSSC Payroll Team will need to compile the tax information, reconcile it, and send it to DOI in an appropriate format to enter into FPPS. DOI enters this data into FPPS **before** the payroll is processed for that pay period. This is an electronic process.

DOI will pick up the tax file on the Wednesday (Day 11) of a Payroll Period. (i.e., the Wednesday before a PP ends). For this to happen in the correct timeframe, the tax file should be reconciled, formatted and the file placement complete by the Tuesday before a PP ends (Day 10). It takes the Competency Center one night to process the file for DOI pickup.

Roles and Responsibilities	Action	Tips
Step 1 **[NSSC, Service Provider]** Receive and review paid COS Travel Voucher and document paid COS travel voucher in the	NSSC Service Provider receives the Change of Station (COS) taxes withheld and final payment amount. 1.1. Open spreadsheet on shared (N:) drive. 1.2. Complete the DOI Tax Preparation (Current Pay Period) worksheet. (PCSBRK Spreadsheet)	1.2.a.i Use the PCS voucher information to

Roles and Responsibilities	Action	Tips
PCS Taxes Spreadsheet. (Control Activity) Note: PCS Vouchers are received from the PCS Travel Office in a .pdf format via Remedy ticket. Use the information attached in this Remedy ticket to complete the PCS Taxes Spreadsheet.	1.2.a. Job Aide α Note: MSFC is the only Center that may have split PCS Tax funding. Note: you will need to check the funding amounts after you have entered the taxable amounts from the voucher onto the spreadsheet. Note: Not all employees will have line 1284 or 1246. (i.e. Employees that are First Duty will not have a line# 1284. In this circumstance the withholdings will be entered under the voucher line. To verify a First Duty look at the employee's TA # for the letter F, this is usually the seventh character.	enter the SSN, Employee name, TA#, Funding document # and EOD (only if EOD is in the pay-period you are entering the voucher). Otherwise, put the voucher acronym in the EOD column. (i.e., Employee Enroute (EE) Sale (S), etc.). 1.2.a.ii Use the Funds Commitment Page in SAP to enter the line numbers for 6100.1284 and 6400.1246, and to check the funding amounts on all lines involved with the voucher. 1.2.a.iii Use the FB60 – Manual Input of Invoices for COS reimbursements to enter the Vendor, TA# (Travel Authorization), Funds Doc # (400#), G/L Account (General Ledger), Fund Line #, and Cost Center #. 1.2.a.iv Use the mLinqs PCS voucher to enter the Emp Hit, ST, State Tax, Emp FICA, Withholding, Subj to Tax, and Not Sub to Tax. Note: Prior to 2008 the voucher included a tax worksheet. Starting in 2008, there will just be the mLinqs PCS voucher.

Roles and Responsibilities	Action	Tips
		Usually the tax information needed will be on pages 1 and 3 of the mLinqs voucher. Note: All other cells on this spreadsheet have calculation formulas and do not need to be entered.
	1.3. Return the PCS Travel voucher via remedy.	
	1.3.a. Job Aide α	1.3.a.i. Make sure that the Net Voucher Amount on the Spreadsheet equals the Amount Paid on the voucher.
	Note: This may not always match. For example, a Taxable Storage over 30 days voucher (HHG) requires a Bill of Collection (BOC) be issued to the employee for the employee portion of payroll taxes. The employee doesn't actually receive a reimbursement.	1.3.a.ii. Return the Remedy ticket with entry comments to the appropriate PCS Travel contact.
	1.4. Complete the Consolidation Worksheet. (COS Spreadsheet)	
	1.4.a. Job Aide α	1.4.a.i. Copy only the Employee's SSN and tax deductions (one per individual).
		Note: An employee might have several PCS vouchers; therefore it is

Roles and Responsibilities	Action	Tips
	Output: PCS Spreadsheet updated.	only necessary to enter the total amount of each tax deduction on the consolidated spreadsheet.
Step 2 **[NSSC, Service Provider]** Audit the SSN, Center NN#, and FICA tax information in FPPS.	2.1 Log-on to FPPS via the internet. https://securefpps.nbc.gov 2.1.a. Job Aide α 2.2 Check the Retirement Status (FERS/CSRS) to ensure the appropriate FICA taxes have been taken out. (CSRS has no FICA withheld; CSRS Offset does have FICA withheld as does FERS.)	2.1.a.i. Enter User-ID and password. Click **[OK]**. 2.1.a.ii. Click on **[FPPS Production]**. 2.1.a.iii. Enter **LEVW** code in the FPPS Command section in the top right-hand corner and click **[GO]**. Or From the toolbar, select **[Employee and Position Views]**; then click **[Leave & Earning Statement (LEVW)]**. 2.1.a.iv. Enter employees social security number **(SSN)** and the tax year/pay period (i.e. 0526) you want to view. This should be the latest pay period available. 2.1.a.v. Click **[OK]**.

Roles and Responsibilities	Action	Tips
	2.3 Verify the Center (NN) of the employee. ♦ If the employee is at the same Center as the Spreadsheet, then proceed. ♦ If the employee is from a different Center then the Spreadsheet, then notate the spreadsheet, notify the SP Lead, and proceed. 2.4 Check to be sure the FICA limit has not been reached. ♦ If the FICA Limit has not been reached, proceed to the next step. ♦ If the FICA limit has been reached, zero out the entry on the spreadsheet, strike through the cells, notate the spreadsheet, and notify the SP Lead. **Output:** Verified data with FPPS.	
Step 3 **[NSSC, Service Provider]** Combine all Center Consolidation spreadsheets into one Consolidated Spreadsheet.	The NSSC Payroll Office Service Provider combines each Center consolidated COS information into one consolidated Microsoft (MS) Excel file. This documents the Federal, State, Social Security and Medicare withholdings for the voucher. 3.1. Copy the Blank Consolidated XXXX spreadsheet into the pay-period to be consolidated. Then rename to Consolidated YRPP. 3.2. Copy Each Center's consolidated information and insert copied cells into the Consolidated YRPP spreadsheet. 3.3. Check your total formulas at the	Note: you can delete the previous Pay periods consolidated file and text file off the thumb-drive, before saving the new one.

Roles and Responsibilities	Action	Tips
	bottom of the Consolidated YRPP spreadsheet. Delete all empty lines until formula line is right below last entry 3.4. Save the Consolidated YRPP spreadsheet to a thumb-drive without the total line. 3.5. Ensure the copy of the Consolidated YRPP spreadsheet on the thumb-drive is data sorted by Department and that the print area is set on the spreadsheet to cover all cells with information in them on the spreadsheet. **Output:** Consolidated Spreadsheets for submission.	Note: All cells that are set for print area must have information in them. If there is no money amount required for a cell, then place 0.00 as a place holder.
Step 4 **[NSSC, Service Provider]** Submit the Consolidated Spreadsheet and Forward the COS Tax File to the NEACC.	NSSC Payroll Office Service Provider documents COS Payments in a biweekly process. Each Tuesday before the end of a pay period the Excel file is prepared and converted to a computer language that DOI's Federal Personnel/Payroll System (FPPS) can accept and record. 4.1. Go to Internet Explorer and click on the Excel to PCS Format Converter file. 4.2. http://internal.nssc.nasa.gov/pcsconverter/excelpcstransform.aspx. Click browse, find the pay period consolidated file saved on the	Note: File will not convert properly if the excel file has not had the print area

Roles and Responsibilities	Action	Tips
	removable thumb-drive. 4.3. Click upload and ensure the file converted properly. Click save to file, and save the COS_OUTPUT.TXT file to the removable thumb-drive. The NSSC Payroll Office Service Provider loads the converted Excel file to the Web Access Tool (WAT) to forward to the NASA Enterprise Applications Competency Center (NEACC) 4.4. Log into the Web Access Tool. (WAT) https://wat.nasa.gov/ 4.5. In WAT click on the TFS → prod →epay_pcs. At the top of the page, click the up arrow to upload the COS_OUTPUT.TXT file from the thumb-drive to the WAT.	set and every cell is not filled with something. For example: all the states must be there and all cells either have a number or zeroes.
[NSSC, Service Provider] Submit payment file to DOI	The NEACC releases the tax payment file to DOI on the Wednesday before the end of a pay period.	Note: DOI will have the taxes in FPPS by the Thursday after the Pay Period ends.
[NSSC, Service Provider] Receive DOI Error Report from DOI via the NEACC to the NSSC Secure File Server. (Control Activity)	Usually on Thursday, the NSSC Payroll Office Service Provider reviews and resolves any discrepancies or fatal errors. 4.6 NSSC Payroll Office SP receives from NSSC IT Security Support – a New Files notification email. The COS error report is the file in	

Roles and Responsibilities	Action	Tips
	the Distribution/IEMP/IEMPPROD/PCS folder. Click the file name in the above folder that starts PCS. This will take you to the login screen for the Secure File Transfer website. 4.7 Enter your Launchpad username and password and click sign on. Under File Actions click Download; click Open and finally click Ok. Save the file to \\Nsscfs01p\nssc-shared\Payroll\PCS DOI tax\FY YYYY\PCS TAXES Pay Period. 4.8 Research any errors on the report and correct the COS entries as needed. **Output:** Submitted and error checked PCS taxes.	
Step 5 **[NSSC, Service Provider]** Post COS Taxes to SAP.	Usually on Wednesday after the end of a pay period, the NSSC Payroll Office Service Provider posts reported COS taxes into SAP and returns the COS voucher to the NSSC Travel Office. 5.1. Log into SAP. 5.1.a. Job Aide α 5.2. Using the Tax preparation worksheet, Enter the PCS Tax as an Incoming Invoice into SAP using command FB60 5.2.a. Job Aide α	5.1.a.i. Enter User-id and Password. 5.1.a.ii. Click **[Enter]**. 5.2.a.i. Enter the Vendor number. 5.2.a.ii. Enter the Invoice

Roles and Responsibilities	Action	Tips
		date (which is the posting date). 5.2.a.iii. Enter the Reference (T/A number). 5.2.a.iv. Enter the Document Type (always ZU (COS Invoice)). 5.2.a.v. Type this in or use the drop down menu. 5.2.a.vi. A vendor profile appears on the right; this information should match the SAP input form. 5.2.a.vii. Enter the Amount (total dollar amount). 5.2.a.viii. Enter the Text - Center PCS Taxes Month Year (i.e. GSFC PCS Taxes AUG 2006).
	5.3. Click in the G/L account box (Input the G/L information). 5.3.a. Job Aide α	5.3.a.i. Enter the G/L. 5.3.a.ii. Tab to Amount and enter the amount.
	Note: The following columns will have to be inputted with information: G/L, Amount, Cost Center, Order, Earmarked Funds, and Earmarked Funds Document Item.	5.3.a.iii. Tab to Cost Center and enter the cost center number. 5.3.a.iv. Tab to Order and enter the order number. 5.3.a.v. Tab to Earmarked Funds and enter the

Roles and Responsibilities	Action	Tips
	5.4. Once all line items are entered; Click the disk that represents Post. Note: If an error appears at the bottom left in red then make sure all your information is input correctly (i.e. you typed a O instead of a Zero (0)) If there are funding problems, back the posting out by clicking the yellow circle button and contact the Travel POC for the Center, so they can request an adjustment to the funding. Do Not click the disk that has Park beside it. 5.5. A 1900# will be displayed on the bottom left hand corner; Record the number on your SAP input form. **Output:** Posted PCS Tax invoice.	FC Document number (400#). 5.3.a.vi. Tab to Earmarked Funds doc items cell and enter the line number.
Step 6 **[NSSC, Service Provider]** Clear PCS Tax Invoice to Cash.	6.1 Clear PCS Tax Invoice using command F-53 6.1.a. Job Aide α	6.1.a.i Enter the Document Date (posting date). 6.1.a.ii Enter the Reference number (T/A number). 6.1.a.iii Document Type: **KZ** 6.1.a.iv Input the Document Header - Center PCS

Roles and Responsibilities	Action	Tips
	Note: You will always get a yellow message at the bottom of the screen. Press Enter through this message. 6.2 Enter the 1900# to validate balances. 6.2.a. Job Aide α 6.3 Click the disk that represents	Taxes Month Year (i.e. GSFC PCS Taxes AUG 2006). 6.1.a.v Input the Clearing Text (Customer's Name as it appears on the form). 6.1.a.vi On the "Bank Data" tab, enter the account in the Account box - 1010.6100-this account is the cash account. 6.1.a.vii Enter the Total Amount. 6.1.a.viii. On the "Open Item" tab, enter the Vendor Number in the Account box. 6.1.a.ix. On the "Additional Selections" tab, check the circle next to Document Number. 6.1.a.x. Click [Process Open Items] button. 6.2.a.i In the box next to "From", input the 1900# from the SAP input form. 6.2.a.ii Click [Process Open Items] button. 6.2.a.iii Check the "Not Assigned" box; making sure it totals zero.

Roles and Responsibilities	Action	Tips
	Post. 6.4 A 1500# will be displayed on the bottom left hand corner; Record the number on your SAP input form. **Output:** Cleared COS tax invoice to cash in SAP.	
Step 7 **[NSSC, Service Provider]** Update the PCS Spreadsheet.	7.1 Go back to your PCS spreadsheet and input the 1900# and the 1500#. **Output:** Updated PCS Spreadsheet.	
Step 8 **[NSSC, Service Provider]** Download and Reconcile Labor Cost Voucher (LCV). Provide COS Tax Payment Excel Spreadsheet to NSSC Fund Balance With Treasury (FBWT) and Center Agency Labor Distribution (ALDS) Labor Analysts. (Control Activity)	On the Thursday after the end of a pay period, the NSSC Payroll Office Service Provider downloads the LCV from the WAT. Also, using Datamart, the data entered by DOI is reconciled. The NSSC Payroll Office Service Provider reconciles the COS total from the LCV to the totals on the original Excel file from step 3. The NSSC Payroll Office Service Provider forwards a copy of the reconciled spreadsheet to the NSSC FBWT Service Provider and Center Labor analysts for their use in reconciliation. 8.1 Reconcile the data entered by DOI to ensure everything is correct using DataMart. (the Thursday after Pay calculation) 8.1 Job Aide α	8.1.a.i Log into FPPS DataMart via Web. https://dmart.nbc.gov/ 8.1.a.ii Logon as if you were in FPPS with your User ID and

Roles and Responsibilities	Action	Tips
		Password. 8.1.a.iii Click on the "NASA" folder 8.1.a.iv Click on the "NASA PAY" folder 8.1.a.v Scroll down list of folders and click on the "NASA PCS" folder. 8.1.a.vi Click on second Query button. (The blue bgy button) 8.1.a.vii Click on "Process" 8.1.a.viii The screen will come up as "Limit: Pay period2". Remove the pay period listed and enter the current pay-period. Click the green check. Click ok. 8.1.a.ix "Limit: Bureau 22" box appears. Highlight 0 and 00 and click remove. Then click select all and click ok. 8.1.a.x On the "Limit: Pay Code2" box click OK. 8.1.a.xi Once the report is up, click on the "PCS W/O CST LM" to pull up report to export to Excel. 8.1.a.xii Select File, Export,

Roles and Responsibilities	Action	Tips
		Section. There will be a pop up showing "Save". It will automatically give file name: NASAPCS. Add Pay Period on the end of the file name by Tax Year and then PP number (e.g., 201103) and SAVE to desk top.
	Note: Once the report is exported, the data will need to be manipulated to arrive at totals to match to the consolidated spreadsheet.	Note: This report gives you the Non-Taxable, Taxable, HIT, and FICA for the given Pay Period by Employee for ALL Centers.
	8.2 Retrieve and Save Labor Cost Voucher from the Web Access Tool (WAT) https://wat.nasa.gov/	Logon to WAT.
	8.2.a Job Aide α	8.2.a.i In WAT click on the ADOSS → FPPS Labor Cost. Double click on a Center. (You will have to run each Center separately.) Enter Tax Year/Pay Period – (e.g., 201103) and click search. 8.2.a.ii Highlight the file and click the eye icon above – report is brought up.

Roles and Responsibilities	Action	Tips
		8.2.a.iii Click Save a copy and save to the LCV folder in that Pay period on the N drive. Arrow back to where you select the Center and continue the above for each center.
	8.3 Reconcile the Labor Cost Voucher for a given Center to the Tax Spreadsheet for that Center. ♦ Keep going until each Center is done. If all centers balance, move to the next step. ♦ For those Centers out of balance, you will first want to see if any IPAC adjustments were done for the period being reported. If IPAC adjustment were complete, subtract the IPAC adjustment amount. **Output:** Reconciled PCS taxes.	Compare the Non-Taxable Earn (33A), Taxable Earn (33B), PCS FICA, PCS HIT, PCS Payment (66A) and the Total (which is compared to the PCS Invoice Amt) to the PCS Spreadsheet.
Step 9 **[NSSC, Service Provider]** COS Final Documentation and Provide FPPS Datamart Report for Tax Reconciliation. (Control Activity)	9.1 The NSSC Travel Service Provider completes a Quality Assurance review of the Employee's electronic record. 9.2 The NSSC Payroll Office Service Provider provides a report from FPPS Data Mart on a quarterly basis to the NSSC Travel Office Service Provider for COS tax reconciliation purposes. If necessary, the Travel Office	

Roles and Responsibilities	Action	Tips
	Service Provider resolves discrepancies with the NSSC Payroll Office and the Employee. **Output**: COS is final and ready for Tax Reconciliation.	

Extended TDY Taxes

Roles & Responsibilities

As payments for EXTDY are being made to employees, the tax information is being collected and sent to the DOI. The normal payroll processing does not capture this information and DOI has to enter EXTDY taxes separately. Therefore, the NSSC Payroll Team will need to compile the tax information, reconcile it, and send it to DOI in an appropriate format to enter into FPPS. DOI enters this data into FPPS **before** the payroll is processed for that pay period. This is an electronic process.

DOI will pick up the tax file on the Wednesday (Day 11) of a Payroll Period (i.e., the Wednesday before a PP ends). For this to happen in the correct timeframe, the tax file should be reconciled, formatted and the file placement complete by the Tuesday before a PP ends (Day 10). It takes the Competency Center one night to process the file for DOI pickup.

Extended TDY		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **[NSSC, Service Provider]**	1.1 Log-on to ETDY Database N:\TRAVEL\Domestic\EXTENDED TDY\ETDY Database	Enter Password Click **[OK]**
Complete Tax preparation form.	1.2 Click on the Open Extended TDY Database Shortcut	Under Main Menu Click Payroll Click Voucher View Under Payroll Open Items Click Pay Period drop-down box Click Select All Click Blanks Click **[OK]** Enter Pay Period to be reported to DOI
	1.3 Print Employee Taxes FB60-F53 Form	

Extended TDY		
Roles and Responsibilities	Action	Tips/Notes
	1.4 Print NASA Taxes FB60-F53 Form **Output:** Tax preparation form completed.	Click Switchboard Tab Click More Payroll Click Employee Tax FB60-F53 Form Enter Pay Period Click **[OK]** Click Switchboard Tab Click NASA Tax FB60-F53 Form Enter Pay Period Click **[OK]**
Step 2 **[NSSC, Service Provider]** Audit the SSN, Center NN#, and FICA tax information in FPPS.	2.1. Log-on to FPPS via the internet https://webfpps.nbc.gov	Enter User-ID and password. Click **[OK]**. Click on **[FPPS Production]**. Enter **LEVW** code in the FPPS Command section in the top right-hand corner and click **[GO]**. Or From the toolbar, select **[Employee and Position Views]**; then click **[Leave & Earning Statement (LEVW)]**.

Extended TDY		
Roles and Responsibilities	Action	Tips/Notes
	2.2 Check the Retirement Status (FERS/CSRS) to ensure the appropriate FICA taxes have been taken out. (CSRS has no FICA withheld; CSRS Offset does have FICA withheld as does FERS.) 2.3 Verify the Center of the employee. ♦ If the employee is at the same Center as the Spreadsheet, then proceed. ♦ If the employee is paid from a different Center than the cost center shown on the Employee Tax FB60-F53 Form, then notate that an IPAC is required. (Ex. IPAC – HQ to ARC – Salary paid by ARC) 2.4 Check to be sure the FICA limit has not been reached. ♦ If the FICA Limit has not been reached, proceed to the next step. ♦ If the FICA limit has been reached, zero out the entry on the spreadsheet, strike through the cells, notate the spreadsheet, and notify the Travel POC contact.	Enter employees social security number **(SSN)** and the tax year/pay period (i.e. 0526) you want to view. This should be the latest pay period available. Click **[OK]**.

Extended TDY		
Roles and Responsibilities	Action	Tips/Notes
	Output: Verified data to FPPS.	
Step 3 **[NSSC, Service Provider]** Consolidate Spreadsheet	3.1. Log-on to ETDY Database N:\TRAVEL\Domestic\EXTENDED TDY\ETDY Database 3.2 Click on the Open Extended TDY Database Shortcut **Output:** DOI Consolidated Report	Enter Password Click **[OK]** Under Main Menu Click **[Payroll]** Click **[DOI Report]** Follow prompts Click **[External Data]** Click Excel Click **[OK]** Save report on Shared drive (N:\) and removable thumb-drive.

Extended TDY		
Roles and Responsibilities	Action	Tips/Notes
Step 4 **[NSSC, Service Provider]** Submit the Consolidated Report	4.1 Go to Internet Explorer and click on the Excel to PCS Format Converter file. http://internal.nssc.nasa.gov/pcsconverter/excelpcstransform.aspx 4.2 Click browse, find the pay period consolidated file saved on the removable thumb-drive. Click upload and ensure the file conversion. Click save to file, and save the ETDY_OUTPUT.TXT file to the removable thumb-drive. 4.4 Log into WAT https://WAT.NASA.GOV 4.4 In WAT click on the TFS → prod →epay_pcs. At the top of the page, click the up arrow to upload the ETDY_OUTPUT.TXT file from the thumb-drive to the WAT. **Output:** Submitted Ext TDY tax file	Note: file will not convert properly if the excel file has not had the print area set and every cell is not filled with something. For example: all the states must be there and all cells either have a number or zeroes. File will be combined with PCS file for reconciliation and SAP postings. Note: Reference PCS Taxes section, steps 5, 6 and 7 to complete EXTDY SAP postings.

Metrics

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Employee	Completes requests by contacting the Customer Contact Center, various forms, and/or electronic requests through NASA systems.	Employee's Supervisor/Approver Center Human Resources Office Center Payroll Office NSSC Payroll	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e. WebTADS) (where applicable) Goal = To track the timeliness of all request made for efficient processing.
Supervisor/Approver	Completes requests on behalf of the employee by contacting the Customer Contact Center, various forms, and/or electronic requests through NASA systems.	Employee Center Human Resources Office Center Payroll Office NSSC Payroll	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e. WebTADS) (where applicable) Goal = To track the timeliness of all request made for efficient processing.
Human Resources Office (NSSC and Center) **AND** Center Payroll Office	Forwards requests received from employees or their supervisors.	NSSC Payroll Office	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e. WebTADS) (where applicable) Goal = To track the timeliness of all request made.
NSSC Payroll Office	To receive, review and/or forward requests as the process dictate.	Department of Interior's Payroll Office	Metric information will be captured by using generated Remedy Tickets and/or system

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
			reports (i.e. WebTADS) (where applicable) Goal=To effectively capture accurate information/timelines and track all requests.

System Components

IT System Title	IT System Description	Access Requirements	IT System Interfaces
FPPS and DataMart	Federal Payroll and Personnel System that supports all payroll and personnel actions for NASA.	User role for SP and CS	None
WebTADS	NASA Payroll Time and Attendance system responsible for recording employee's time.	User role for SP and CS	FPPS
Secure Payment System (SPS)	Federal Treasury system used to request payments to employees, outside agencies, etc.	User role for SP and CS	None
NEACC Remedy	Supports Marshall internal activities, metrics, etc	User role for SP	None
Historical Personnel/Payroll System (HPPS)	NASA's Personnel and Payroll System that contains time keeping information for NASA employees prior to DOI conversion.	User role for SP and CS	None
Systems Applications Products (SAP)	NASA's accounting system that maintains NASA's accounting records.	User role for SP and CS	None
Web Access Tool (WAT)	NASA's Web Access Tool that contains various Center reports for Payroll.	User role for SP and CS	None
Documentum	The Liaison Payroll Office's scanning system that houses employee requests and retirement records prior to NSSC transition.	User role for SP	None

Generic System Title	Business Requirements for System	Access Requirements	IT System Interfaces
NSSC Remedy System	Supports NSSC internal activities, metrics, etc	User role for SP and CS	None
Tech Doc	Houses processing documents for the NSSC	User role for SP and CS	None
Adobe Acrobat	Supports NSSC's internal processes by consolidating reports and various processing documents.	User role for SP and CS	None

Customer Contact Center Strategy

The NSSC Customer Contact Center (CCC) can be reached via phone, fax or e-mail. Each call, fax or e-mail will initially be assigned as a "Level I" case. Upon inquiry, the CCC will create a Remedy ticket and make every effort to answer the inquiry. In the event a question cannot be answered, the case will be elevated to "Level II"; which is the Payroll Office Service Provider (SP). Any inquiries requiring a response from a Payroll Office Civil Servant (CS) will be routed to "Level III". All inquiries will be assigned by that Center's designated Payroll Technician.

For E-mail inquiries: nssc-contactcenter@nasa.gov

For Fax inquires: 1-866-779-6772

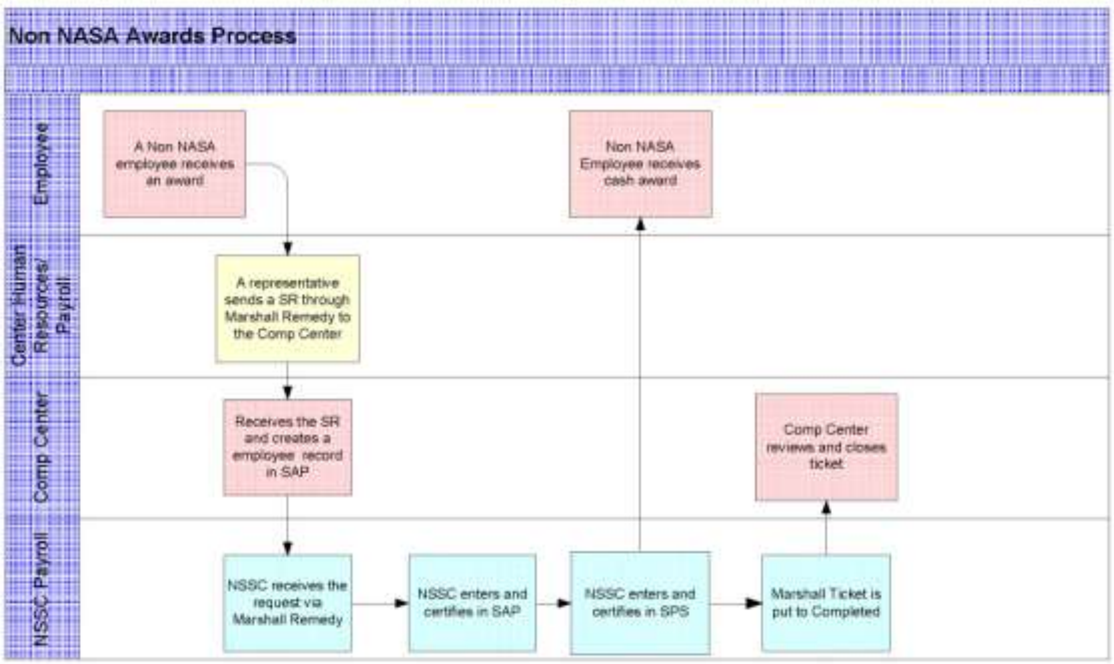
For Phone inquires**: 1-877-NSSC123 (or 1-877-677-2123)**

For Web site information:
https://www.nssc.nasa.gov/portal/site/customerservice/menuitem.70c15d886b124f7f0a0c69104dd72749/

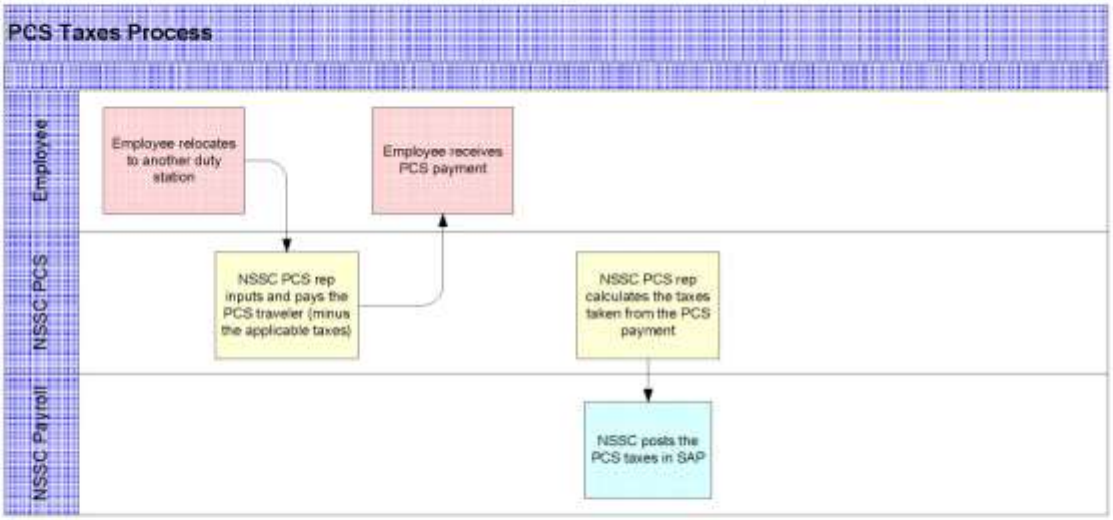
The CCC will be provided a listing of the Payroll Office staff, and their areas of responsibility. Also, the CCC will make references to DOI and Employee Express' Help Desk numbers and URL's and as well as other pertinent contact information.

Visio Cross Functional Flowchart Process Flows

Non-NASA Awards



PCS Taxes


PCS Taxes Process
Employee
NSSC PCS
NSSC Payroll
Employee relocates to another duty station
Employee receives PCS payment
NSSC PCS rep inputs and pays the PCS traveler (minus the applicable taxes)
NSSC PCS rep calculates the taxes taken from the PCS payment
NSSC posts the PCS taxes in SAP

APPENDICES

Non NASA Award

Process Overview

The Center awards an employee

↓

NSSC Payroll receives award documentation and inputs award in SAP

↓

Employee receives payment

Process General Information

Non-NASA Awards are only for those individuals who have no records in FPPS. These individuals are not employed by NASA or are former employees who separated/retired before FPPS implementation (August 2004).
This process is not any different than the vendor payment processor with the exception that the agency role will have the capability of paying invoices for all NASA centers.
All awards are processed by calendar year for tax purposes.
Forms referenced PODA-5 and request for new vendor (ZEPR Document). These forms will be sent from a Remedy ticket.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- [ ] Receive Non NASA award which generates Remedy Ticket
- [ ] Verify the form is complete
- [ ] Check retirement in FPPS and NPPS.
- [ ] Calculate the net payment award minus taxes
- [ ] Update Non NASA Awards Spreadsheet
- [ ] Log into SAP and Use FB60 to enter memo
- [ ] Enter award as a Payment Proposal using ZF110_PRO
- [ ] Print Proposal
- [ ] IG then executes payment using ZF110_PRUN
- [ ] Service provider then updates Voucher on share drive
- [ ] Service provider logs onto SPS and prepares payment voucher and sends back to IG
- [ ] IG then certifies SPS processing
- [ ] Service provider then completes Non NASA award submits completed award to Document Imaging and closes remedy ticket

PCS TAXES

Process Overview

Employee receives and accepts orders and move to new duty station

↓

NSSC Payroll posts taxes to SAP

↓

Employee receives payment of travel voucher

Process General Information

As payments for PCS are being made to employees, the tax information is being collected and sent to the Department of the Interior. The normal payroll processing does not capture this information and DOI has to enter PCS taxes separately. Therefore, the NSSC Payroll Team will need to compile the tax information, reconcile it, and send it to DOI in an appropriate format to enter into FPPS (the Federal Personnel and Payroll System). DOI enters this data into FPPS **before** the payroll is processed for that pay period.

The goal is to have DOI enter the tax information into the same month that it is entered into SAP.

DOI will need to **receive** the tax file on the Tuesday Day 10 of a Payroll Period. (i.e., the Tuesday before a PP ends). For this to happen in the correct timeframe, the tax file should be reconciled, formatted and an SR completed for file placement by the Monday before a PP ends (the day before). It takes the Competency Center one night to process the file for DOI pickup.

Process Checklist

Note: This Checklist needs to be used in conjunction with the Payroll Service Delivery Guide.

- ☐ The technician updates the PCS TAXES Spreadsheet located on the share drive
- ☐ The technician audits tax information in FPPS verifying OASDI limits
- ☐ The technician enters PCS Taxes into SAP using FB60 according to the information on the PCS TAXES spreadsheet located on the share drive
- ☐ The technician posts the PCS Taxes as outgoing payments using F-53 according to the information on the PCS Taxes spreadsheet located on the share drive
- ☐ The technician updates the PCS Spreadsheet on the Share drive with 19000# and 15000# from posting in SAP
- ☐ The technician provides updated spreadsheet to Certifying official
- ☐ The Certifying official then provides DOI with the updated tax information (This is an offline payment not made through the Department of Interior's FPPS that has been made prior to posting in SAP