

## **Payroll and Personnel System (USDA/NFC/PPS)**

### **PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY**

**System Name:** Payroll and Personnel System (USDA/NFC/PPS)

**Managing Office:** Office of Human Capital and Talent Management

**Date PIA Completed:** June 8, 2018

### **OVERVIEW**

The National Finance Center (NFC) is a Shared Service Center under the OPM Human Resources Line of Business. The U.S. Department of Agriculture (USDA) relies on its information technology systems, including the Payroll/Personnel System (PPS), to accomplish its mission of providing cost-effective and reliable services to the USDA, other Federal agencies, and the public at large. The PPS, categorized as a major application, consists of personnel and payroll data needed to conform to all applicable laws, government regulations and procedures, and the needs of USDA and agencies in carrying out their personnel management responsibilities. USAID uses NFC PPS pursuant to Interagency Agreement (IAA) NFC-17-AM01 for the Agency's personnel and payroll processing.

### **AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)**

5 U.S.C. 1301, 1302, 2951, 3372, 3392, 4118, 5504, 8347; Executive Orders 9397, as amended. The Foreign Assistance Act of 1961, 22 U.S.C. section 2151 *et seq.*; 22 U.S.C. sections 2385 and 2386.

### **INFORMATION COLLECTION (WHAT)**

NFC/PPS collects names, Social Security Numbers, dates of birth, home addresses, work email addresses, employment records, financial records, education records, sex or gender information, race and ethnicity information, and citizen records from USAID Direct Hire employees.

### **INFORMATION COLLECTION (WHY)**

PII is collected to record, process, and report the personnel and payroll data for USAID. Authorized users that have access to NFC/PPS use the information to validate that an employee's personnel and payroll data has flowed successfully from HRConnect or Entry, Processing, Inquiry, and Correction System (EPICS). With NFC being the system of record, accurate and successful personnel and payroll actions ensure that payroll processes and employees are paid on time and accurately.

## **AGENCY INTENDED USE**

USAID uses the PII in the system to process payroll and personnel actions. Information from NFC is extracted by Agency-authorized users to keep USAID's internal systems that are housed within AIDnet up to date, such as Employee Information Management System (EIMS), Business Intelligence Solution (BIS), ServiceNow, and Payroll Account Database.

## **INFORMATION SHARING**

PII is shared outside of USAID with the Office of Personnel Management (OPM) and the USDA's National Finance Center.

NFC/PPS access is provided to the U.S. Department of the Treasury NFC Liaison Team. The purpose for providing access is for the NFC Liaison Team to provide support to USAID through its use of Treasury's HRConnect system as the Agency's front-end system that feeds to NFC/PPS nightly for processing.

## **NOTICE OF OPPORTUNITIES FOR CONSENT**

Provision of PII is mandatory to carry out Agency personnel and payroll functions.

## **SYSTEM OF RECORDS NOTICE (SORN)**

- [USAID-01 Foreign Service Personnel Records](#), 80 FR 11387, April 2, 2015;
- [USAID-16 Employee Time, Attendance, and Payroll Records](#), 80 FR 481, February 5, 2015;
- [OPM/GOVT-1, General Personnel Records](#), 77 FR 73694, January 10, 2013;
- [USDA/OP-1, Personnel and Payroll System for USDA Employees Customer Agency](#).