

PRIVACY IMPACT ASSESSMENT

National Finance Center Payroll/Personnel System (NFC PPS)

April 2013

FDIC External System

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System Overview

The U.S. Department of Agriculture (USDA) National Finance Center (NFC) operates an integrated payroll and personnel system, and provides automated payroll and accounting services to federal agencies. NFC serves as the official payroll provider for the Federal Deposit Insurance Corporation (FDIC) and other government agencies.

NFC's Payroll/Personnel System (PPS) is an online database that maintains employee personnel records, time and attendance reports, and processes a biweekly payroll for over 600,000 employees of various federal agencies, including the FDIC. The system is comprised of various subsystems and applications that interface with each other to share data records, provide online entry and query functions, perform edits to assure that data entry meets established specifications, and provide reports.

NFC PPS interfaces with the FDIC Corporate Human Resources Information System (CHRIS) as well as CHRIS Time & Attendance (CHRISTA) modules to process personnel actions, payroll, and time and attendance transactions for FDIC employees. As part of these transactions, CHRIS securely transmits the following types of sensitive personally identifiable information (PII) about FDIC employees to NFC: employee names, Social Security Numbers (SSNs), home addresses, review ratings, position information, and time and attendance data.

NFC processes the CHRISTA data, issues paychecks to FDIC employees, and securely transmits an electronic file of a post-payroll data back to the FDIC Payroll Bridge System (PBS)¹. The NFC file contains the output from the CHRISTA data, along with additional data provided by NFC, such as employee name, home address, and wages/salary. In addition, NFC also transmits an electronic file to CHRIS, as a result of processing of personnel actions. The file transmitted to CHRIS includes sensitive PII about FDIC employees, including their full name, dates of birth, SSN, home address, and bank routing information.

Users of the NFC system include all employees who are serviced by the system to review their personal information, as well as authorized agency HR and hiring managers who keep track of hiring, firing, position categorization, etc. for employees of their respective agencies. Authorized Finance/Payroll department employees use the output of the system to ensure that the proper checks are distributed, as well as tax information and retirement information.

Personally Identifiable Information (PII) in NFC PPS

NFC PPS contains personally identifiable information (PII) and non-PII from FDIC employees such as: full name, SSN, date of birth, home address, non-work email address, educational records, financial records, employment history, employee ID number, military status and/or records and answers to security questions. This information is collected from FDIC CHRIS, individual FDIC employees, and authorized FDIC Division of Administration (DOA) Human Resources (HR) staff.

¹ The Payroll Bridge System (PBS) is the back-end system of FDIC's payroll process. Within FDIC, the Division of Finance (DOF) uses PBS to accurately record payroll expense and accrual data to the New Financial Environment (NFE), the FDIC's General Ledger (GL), as well as to calculate monthly accruals and create reports and data files of post payroll data for each FDIC payroll cycle.

Purpose & Use of Information in NFC PPS

The data in NFC PPS is both relevant and necessary for the purpose for recording, processing, and reporting payroll and personnel data for FDIC employees. The employee's SSN² and all associated PII are necessary in order to calculate and process payroll and withholdings for FDIC employees.

Sources of Information in NFC PPS

Information contained within NFC PPS is derived from various sources:

FDIC Employees: FDIC employees have access to review and update their personal information manually in the NFC Personnel/Payroll System via the "Employee Personal Page" (EPP), a web-based, self-service portal operated by NFC. EPP allows FDIC employees to view their Earnings and Leave (E&L) Statements, W-2s, and current benefits information. Employees may also use EPP to make changes to their home address, Federal and State tax withholdings, Financial Allotments, Direct Deposit, Health Insurance Elections, Saving Bonds, and Thrift Savings Plan (TSP) contribution information by using the online Self-Service options available on the EPP website.

FDIC Division of Administration/Human Resources (DOA/HR) Staff:

Authorized FDIC DOA/HR staff members directly input FDIC employee information into the NFC Personnel/Payroll System. Authorized DOA/HR staff manually input Health Benefits information, Banking (EFT) information, and TSP allotments directly into the NFC payroll system, as well as any late employee performance ratings or changes to previously transmitted ratings.

Nearly all personnel actions are processed in FDIC CHRIS and transmitted to NFC, where they pass through a series of NFC edits. Historical corrections, however, need to be entered into NFC Personnel/Payroll System using the NFC History Correction Update Processing System (HCUP)³. Authorized FDIC DOA/HR staff members are provided online access to HCUP to manually correct or update personnel data pertaining to FDIC employees.

Corporate Human Resources Information System (CHRIS): CHRIS is used by the Division of Administration (DOA) for human resource management and administration. CHRIS interfaces with the NFC Personnel/Payroll System for purposes of processing payroll/personnel actions for FDIC employees. The CHRIS Human Resources (HR) module exports Position data and HR transactions to NFC, and imports Personnel and Position data from NFC for reconciliation purposes. The CHRIS Employee Performance Ratings interface to NFC transmits FDIC employee review ratings to NFC as often as necessary; however, any late employee

² SSNs for FDIC employees are initially provided to NFC by CHRIS and may be manually corrected or updated by authorized FDIC/DOA HR staff. Additionally, FDIC employees are required to enter their SSNs for authentication purposes when establishing a new user account to access the NFC Employee Personal Page (EPP).

³ The History Correction Update Processing System (HCUP) is an online entry system of the U.S. Department of Agriculture (USDA), designed for updating personnel history data. HCUP allows correction and cancellation of historical personnel actions which exist in the Personnel History Information System (PHIS) database. It also allows for the entry of late, newly required, and replacement personnel actions, in PHIS. PHIS is a database that stores 7 years of historical payroll and personnel data. HCUP is a subsystem of the NFC PPS.

performance ratings, or changes to previously transmitted ratings, are manually entered into NFC by authorized FDIC DOA/HR staff.

CHRIS Time & Attendance (CHRISTA): The CHRIS Time & Attendance (CHRISTA) system contains all of the employee's timesheet information, for the purpose of reporting and analysis of the data. The CHRISTA/NFC interface passes employee time and attendance transactions to the NFC. The employee's SSN is and all associated PII are necessary in order to calculate and process payroll and withholdings for FDIC employees.

Notice & Consent

Individuals do not have the opportunity to opt out of providing their data or consenting to particular uses of their information. CHRIS is FDIC's system of record to request, approve, and track Personnel/Payroll actions that are then sent to the USDA NFC PPS for processing. The employee's SSN is required in order for CHRIS to interface with the NFC's system, and all associated PII data is necessary in order to calculate payroll and withholdings for FDIC employees.

Access to Data in NFC PPS

Access to NFC PPS is determined on a "need to know" basis. Individual FDIC employees have access to review and update their own personal data in the NFC Personnel/Payroll System (PPS) using the NFC Employee Personal Page (EPP). Authorized DOA Human Resources staff have access to enter and update FDIC employees' personnel and payroll data. NFC employees and contractors may have access to process, maintain and secure the information on behalf of the FDIC.

Information collected by the NFC PPS is owned by each customer agency. The agency determines the use and sharing of the information. NFC processes, maintains, and secures the information on behalf of the customer agencies; in this capacity, NFC employees and contractors may be granted access to PII data in PPS on a "need to know" basis.

In addition, a user's access to data is determined based on the user's respective job requirements and managerial approval. Access is based on the individual's assigned work requirements, job function, and the principle of least privilege, which refers to granting the minimum required system resources to a user that enables them to perform their duties. Access to FDIC data in NFC PPS is requested and determined by authorized FDIC personnel/payroll employees who submit the data to NFC. NFC grants authority to use/access PPS to individual users at the request of the agencies approved by the user's computer security officer or other designated official. The system/agency security officers handle all requests for any information pertaining to user accounts/access based on supervisory requests.

Data Sharing

Other Systems that Share or Have Access to Data in the System:

System Name	System Description	Type of Information Processed
FDIC Corporate Human Resources Information System (CHRIS)	CHRIS is a Commercial Off-The-Shelf (COTS) Human Resource Management System for U.S. Federal Government agencies. CHRIS supports all human resource functions.	Employee name, date of birth, SSN, home address, and bank routing information
CHRIS Time and Attendance (CHRISTA)	CHRISTA extracts employee and organization tree information from the CHRIS system and provides the employee's time and attendance records to the NFC/PPS interface.	Employee time and attendance records
FDIC Payroll Bridge System (PBS)	PBS is the back-end system of FDIC's payroll process. NFC PPS provides PBS post-payroll data.	Employee name, home address, SSNs, hours worked/leave taken, and wages/salary
NFC PPS Payroll Processing (PAYE)	An NFC PPS subsystem that generates accounting records and updates the PPS database to reflect salary payments and employee leave balances.	Employee name, SSN, DOB, and home address
NFC FOCUS Reporting System	An NFC PPS subsystem designed to produce personnel/payroll reports for the Office of Personnel Management (OPM) and other offices.	Employee name, SSN, DOB, and home address
New Financial Environment (NFE)	NFE processes and records financial, budgetary, procurement, contractual, and investment data at the Corporate and Receivership levels.	Payments made by FDIC to AIs and Compliance Monitoring Contractors

Data Accuracy in NFC PPS

Data is collected directly from FDIC systems or entered manually by individual FDIC employees or authorized FDIC DOA/HR staff. FDIC employees are responsible for providing accurate data. The NFC PPS has data validation routines built into the interface that checks for required fields, data types, and data ranges. Additionally, the business logic layer processes data before it is committed to the database, checking the data against business logic for accuracy and consistency.

Data Security for NFC PPS

Within FDIC, the Program Managers/Systems Owners, ISA/MOA Signatories, and Division/Office Information Security Managers (ISMs) for the FDIC systems (i.e., CHRIS, PBS) that interconnect with NFC are collectively responsible for assuring proper use of the data. In addition, it is every FDIC user's responsibility to abide by FDIC data protection rules which are outlined in the FDIC's Information Security and Privacy Awareness training course which all employees take annually and certify that they will abide by the corporation's Rules of Behavior for data protection.

Additionally, NFC is responsible for assuring proper use of the data. An Information Sharing Agreement and Memorandum of Agreement have been executed between FDIC and NFC's Chief Information Officer to establish the policies and procedures for

sharing and protecting FDIC data, and to delineate responsibility and overall accountability for ensuring the proper handling of data by NFC personnel who have access to the data. All NFC personnel with access to the data are responsible for protecting privacy and completing required privacy/security training. Access to data is restricted based on the principles of least privilege and "need to know." Additionally, NFC access control procedures, role based security of the application, and agency reporting of individual access and utilization are implemented to help mitigate the risks of agency individuals with improper access.

NFC PPS is a U.S. Government information system provided by and supported by U.S. Department of Agriculture (USDA). NFC complies with the National Institute of Standards and Technology (NIST) and the Federal Information Security Management Act (FISMA) to ensure that data is protected from unauthorized access, malicious or inadvertent modification, disclosure, and disruption. NFC PPS uses a Virtual Private Network (VPN) to protect the data exchanged between FDIC and NFC. NFC PPS has security controls in place that are tested annually and an independent assessment is performed every three years or when changes are made to the system.

System of Records Notice (SORN)

NFC PPS operates under the USDA/OP-1, *Personnel and Payroll System for USDA Employees Customer Agency*.

Contact Us

To learn more about the FDIC's Privacy Program, please visit:
<http://www.fdic.gov/about/privacy/>.

If you have a privacy-related question or request, email Privacy@fdic.gov or one of the [FDIC Privacy Program Contacts](#). You may also mail your privacy question or request to the FDIC Privacy Program at the following address: 3501 Fairfax Drive, Arlington, VA 22226.

