**DATE:** **December 8, 2003**

**SUBJECT:** **PAYROLL OPERATIONS SECTION QUARTERLY TRAINING SESSIONS 2nd QUARTER - FY2004**

**TO:** **TRAINING COORDINATORS**

**FROM:** **LOUISE RICHARD**

Here are the descriptions of the four training sessions that will be presented for the second quarter of FY2004 by the Payroll Operations Section for all interested users. The class titles and dates are as follows:

**WASHINGTON, D.C. - CUSTOMER SUPPORT OFFICE**

| | | |
|---|---|---|
| TINQ | - February 4 – 5, 2004 | (2 days) |
| STAR | - February 18 – 20, 2004 | (3 days) |
| EPIC/HCUP | - March 2 – 5, 2004 | (4 days) |

**NEW ORLEANS, LA - NATIONAL FINANCE CENTER**

| | | |
|---|---|---|
| EPIC/HCUP | - March 16 – 19, 2004 | (4 days) |

Please remind all class participants that Credit Card information must be verified and for FFIS USERS who do not use Credit Cards, the **MO** and **CAN** reference numbers must be submitted before the start date of each class in order to guarantee their registration and to prevent overcrowded classes.

Please contact me at (504) 255-5418 if there are any questions.

******TINQ TRAINING******
**(NFC Course #2033)**

NFC will be presenting a 2-day training session on TIME INQUIRY LEAVE UPDATE SYSTEM (TINQ) from February 4, 2004 through February 5, 2004, which will include an overview of the TINQ system, review of reports relating to leave, review of individual TINQ screens, review of individual agency leave audits, and hands-on workshops. The training is scheduled to be held at the USDA/NFC's Customer Support Office, Room #1623, in the USDA's South Building at 14th & Independence Avenue SW, Washington, D.C. 20250 (Metro Stop - Smithsonian - take Independence Avenue exit). The training will begin at 8:30 a.m. and will end at 4:00 p.m. The class will be limited to 20 participants. The maximum cost will be $385 for each student; the final cost may be adjusted according to the number of participants.

**RESERVATION:** Credit Card information is required. Phone in your class reservation with your name, agency name/contact and number of participants to Louise Richard or Rosemary Moity at (504) 255-5418. You will need the Credit Card number; expiration date; billing address; name of cardholder and cardholder contact telephone number.

**FAX/MAIL SF-182:** SF-182s are required only for FFIS USERS who will not be using a Credit Card to pay for the course. Fax to (504) 255-6910 or mail a copy of the SF-182 to the Payroll Operations Section (POS) no later than two weeks prior to training:

USDA - National Finance Center
Payroll Operations Section #1
P.O. Box 60000
New Orleans, LA 70160
Attention: Rosemary Moity, Post A-40

**PLEASE NOTE:** Prior to the class start date, every Credit Card will be checked before confirmation is made to students who made reservations. We have been experiencing a problem of class overcrowding due to students reporting for class without confirmation. ***We may be required to refuse admission to anyone showing up without confirmation.*** Additionally, **for all FFIS Users if a Credit Card is not used, you must submit an SF-182**, and in the agency use block, your budget office needs to submit your FFIS reference document transaction code (MO and CAN reference numbers). Please be sure to notify us if a nominee is unable to attend. If your agency nominates an individual who does not attend and a substitute is not sent, your agency will be billed for the appropriate share of the expenses. Agencies may be limited to only two slots depending on the number of students attending from each agency. If special accommodations for students are required, please notify us when making the class reservation.

******STAR TRAINING******
**(NFC Course #2064)**

NFC will be presenting a 3 day STAR/T&A training session from February 18, 2004 through February 20, 2004, which will introduce the System for Time and Attendance Reporting (STAR). This will include logging on to STAR, data maintenance conversion, using STAR tables, processing regular, corrected and split T&A's, hands-on workshops, and much more. The training is scheduled to be held at the USDA/NFC's Customer Support Office, Room #1623, in the USDA's South Building at 14th & Independence Avenue SW, Washington, D.C. 20250 (Metro Stop - Smithsonian - take Independence Avenue exit). The training will begin at 8:30 a.m. and will end at 4:00 p.m. The class will be limited to 20 participants. The maximum cost will be $495 for each student; the final cost may be adjusted according to the number of participants.

**RESERVATION:** Credit Card information is required. Phone in your class reservation with your name, agency name/contact and number of participants to Louise Richard or Rosemary Moity at (504) 255-5418. You will need the Credit Card number; expiration date; billing address; name of cardholder and cardholder contact telephone number.

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******EPIC/HCUP TRAINING******
**(NFC Course #2065)**

NFC will be presenting a 4 day EPIC/HCUP training session from March 2, 2004 through March 5, 2004, which will include an overview of the Payroll/Personnel System, hands on workshops, review of subject areas such as PMSO, Personnel Actions and Payroll Document Processing, as well as providing basic operational information which includes requesting reports and correcting failed transactions. This session will also introduce HCUP which includes an overview of cancellations/corrections processing in the Payroll/Personnel System, specific details on HCUP processing, hands-on workshops, processing considerations with regard to updating personnel history, and much more. The training is scheduled to be held at the USDA/NFC's Customer Support Office, Room #1623, in the USDA's South Building at 14th & Independence Avenue SW, Washington, D.C. 20250 (Metro Stop - Smithsonian - take Independence Avenue exit). The training will begin at 8:30 a.m. and will end at 4:00 p.m. The class will be limited to 20 participants. The maximum cost will be $615 for each student; the final cost may be adjusted according to the number of participants.

**ELIGIBILITY REQUIREMENT: Some experience with the EPIC application; EPIC Tutorial; and/or the EPIC Transitional training**

**RESERVATION:** Credit Card information is required. Phone in your class reservation with your name, agency name/contact and number of participants to Louise Richard or Rosemary Moity at (504) 255-5418. You will need the Credit Card number; expiration date; billing address; name of cardholder and cardholder contact telephone number.

**FAX/MAIL SF-182:** SF-182s are required only for FFIS USERS who will not be using a Credit Card to pay for the course. Fax to (504) 255-6910 or mail a copy of the SF-182 to the Payroll Operations Section (POS) no later than two weeks prior to training:

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Payroll Operations Section #1
P.O. Box 60000
New Orleans, LA 70160
Attention: Rosemary Moity, Post A-40

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******EPIC/HCUP TRAINING******
**(NFC Course #2065)**

NFC will be presenting a 4 day EPIC/HCUP training session from March 16, 2004 through March 19, 2004, which will include an overview of the Payroll/Personnel System, hands on workshops, review of subject areas such as PMSO, Personnel Actions and Payroll Document Processing, as well as providing basic operational information which includes requesting reports and correcting failed transactions. This session will also introduce HCUP which includes an overview of cancellations/corrections processing in the Payroll/Personnel System, specific details on HCUP processing, hands-on workshops, processing considerations with regard to updating personnel history, and much more. The training is scheduled to be held at the National Finance Center, 13800 Old Gentilly Road, New Orleans, Louisiana, 70129. (Conference Room #2). The training will begin at 8:30 a.m. and will end at 4:00 p.m. The class will be limited to 20 participants. The maximum cost will be $300 for each student; the final cost may be adjusted according to the number of participants.

**ELIGIBILITY REQUIREMENT: Some experience with the EPIC application; EPIC Tutorial; and/or the EPIC Transitional training**

**RESERVATION:** Credit Card information is required. Phone in your class reservation with your name, agency name/contact and number of participants to Louise Richard or Rosemary Moity at (504) 255-5418. You will need the Credit Card number; expiration date; billing address; name of cardholder and cardholder contact telephone number.

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