

Department of the Interior Departmental Manual

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Part 367: PAY/PERS System

Chapter 1: PAY/PERS System and Payroll Management Structure

Originating Office: Office of Personnel Policy

This chapter has been given a new release number.* No text changes were made.

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1.1 PAY/PERS System and Payroll Operations Management Structure. This chapter describes the management structure of the Department of the Interior (DOI) Payroll/Personnel System (PAY/PERS) and consolidated payroll operations. The structure consists of: The DOI Management Committee; Policy, Budget, and Administration (PBA) Support Offices; DOI Agent (Bureau of Reclamation); and the Management Operations Center activities directly concerned with PAY/PERS System Management, Payroll and Personnel Research and Development, and Payroll Operations matters.

1.2 DOI Management Committee. The DOI PBA Management Committee (Committee) is the policy setting body for the Departmentwide administrative/management activities. The Committee exercises control through decisions and policy direction on such facets as budget, long-range planning, new users, and research and development projects. The Assistant Secretary - PBA who serves as chairperson is the final authority for decisions and policy direction. The Committee chairperson makes the final decision on policy matters. The PBA policy oversight and technical direction in these areas are carried out through the responsible PBA support offices. The policy interests of each bureau are represented by its participation on the Committee. Bureau representation on the Committee is through the Assistant Director for Administration (or equivalent) as determined by the Assistant Secretary - PBA.

1.3 PBA Support Offices. The PBA offices responsible for providing Departmental policy and technical support to the management of the PAY/PERS System and Payroll Operations are: The Office of Budget (POB), Office of Financial Management (PFM), Office of Information Resources Management (PIR), and the Office of Personnel (PPM). POB provides the policy oversight and support necessary to coordinate the required budget formulation and preparation. PFM provides oversight guidance and technical direction on PAY/PERS System and Payroll Operations accounting matters. PIR provides oversight guidance and technical direction on all information resources and related matters. PPM provides oversight guidance and technical support on pay administration and personnel-related matters.

1.4 DOI's Agent. The Bureau of Reclamation (WBR), in coordination with PBA, acts as the Department's agent in converting the Committee's policy decisions and directions into operational activity. These activities are managed specifically by the Management Operations Center under direction of the Assistant Commissioner - Administration, WBR. The WBR, as the Department's agent for management and operation of the PAY/PERS System and consolidated payroll function, is assigned the following responsibilities:

A. To develop annually, in concert with the Department's annual fiscal year budget call, an integrated program planning document and budget; and present the budget for the budget year to the Committee in January of each year, followed up with a budget update in July of each year. The budget presented in January, as well as the July update, will cover the current fiscal year and the following two fiscal years. Budget updates will be based upon the most recent actual cost data available.

B. To execute the approved program planning document and budget within established targets.

C. To develop, maintain, and operate the PAY/PERS System, and make the necessary modifications and enhancements mandated by law, regulations, DOI, and/or regulatory agency policies.

D. To administer and manage the consolidated Payroll Operations for the Department of the Interior.

E. To perform research and development of payroll and personnel operations and develop recommendations for long-range planning and implementation.

F. To bill and collect from each user, on a cost-reimbursable basis, its share of the PAY/PERS System and consolidated Payroll Office operating costs not covered under funding authority previously transferred to WBR, and to provide quarterly financial reports to the Committee.

G. To coordinate unresolved user group concerns or issues impacting the PAY/PERS System and consolidated Payroll Operations and present recommendations to the Committee.

H. To ensure that the duties and responsibilities of the Departmental System Manager for PAY/PERS payroll records under the Privacy Act of 1974 are properly assigned and documented, and that the System is operated in accordance with the Department's Privacy Act regulations (43 CFR Part 2, Subpart D) and Part 383 of the Departmental Manual.

1.5 Management Operations Center. WBR's Denver-based organization operates the following activities under its management structure:

A. PAY/PERS System Management. Includes development, maintenance, and operation of the PAY/PERS System; training, documentation, and support to user organizations;

and interaction with the Users Group on short-range problem solving and information exchange.

B. Payroll and Personnel Research and Development. Includes acting on priorities established by the Committee to plan for meeting future payroll and personnel system needs, analysis of the feasibility of various options, development of cost-benefit analyses, and developing recommended courses of action designed to meet long-range user needs.

C. Payroll Operations. Includes responsibility for carrying out payroll operations on behalf of all DOI organizations, maintenance of necessary automated systems and organizational liaison to assure quality of service and efficiency of operations, and interaction with the Users Group on operational problems and exchange of information.

1.6 **Users Group.** The Users Group is composed of representatives from the various users including representation from PFM and PPM. The group's primary areas of interest are: dealing with operational issues common to the members of the group, providing advice and recommendations on immediate and near-future concerns, and exchanging information about system and payroll operations. These representatives typically advise their bureaus and offices on issues, problems, and needs requiring policy-level action. Appendix 1 to this chapter is a copy of the charter for the Users Group.

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Appendix 1

PAY/PERS AND PAYROLL OPERATIONS USERS GROUP CHARTER

I. Purpose

- A. Identify and resolve problems common to the user community.
- B. Provide recommendations on issues and problems, including interpretation of changes to payroll law, to the Management Operations Center of WBR.
- C. Exchange information concerning user problems and initiatives.
- D. Provide advice, assistance, and feedback to bureau management.
- E. Provide feedback to PAY/PERS System and Payroll Operations Management.
- F. Participate in field testing of System changes, training materials, user documentation, and changes to operational procedures and practices.

II. Organization

- A. Membership. - One representative from the personnel and finance functions or appropriate

designee for each PAY/PERS user bureau and agency. The PAY/PERS System and DOI Payroll Operations will be represented as necessary by the agenda. In addition, the Users Group will include representatives from PFM and PPM to ensure that Departmental needs are addressed at User Group meetings.

B. Meeting location and frequency. - Location to be established by availability of adequate facility and proximity to attendees. Meetings are to be held quarterly where necessary, but not less than semi-annually.

C. Staff support. - WBR will provide staff assistance and support to the Users Group as needed including written reports of meetings/activities to be provided to all members.

D. Meeting minutes. - Formal minutes of all Users Group meetings will be prepared and disseminated to each member and the DOI Management Committee.

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