

Table 063 Contacts

Table 063 in the Tables Management System contains the names of agency personnel who contact NFC about payroll/personnel adjustments and/or related matters. The names of agency personnel signing any written documentation are contained in Table 063 by POI. Documents without authorized signatures are returned to the submitting agency. Individuals placing telephone inquiries are also contained in Table 063. If the individual making the inquiry is not contained in Table 063, no information is released. The number of authorized individuals is limited to the number acceptable for each Contact Type in the automated Table 063.

Contact Types

Table 063 contains the following Contact Types:

01 T&A Representative: Individuals authorized to assist NFC personnel in processing time and attendance (T&A) documents that are in suspense or missing.

02 Recertification: Individuals authorized to request recertified payments.

03 Table Management Updates: Individuals of an agency who authorize NFC personnel to process TMGT change requests.

04 Quick Service Request: Individuals who authorize the manual processing of a quick service payment when (1) an employee is terminated, (2) payment has already been made through the automated Payroll/Personnel System or manual payment process, and (3) an employee was not paid for a prior pay period but has since received a payment for a subsequent pay period.

06 Agency/POI Representative: Individuals with global access who are authorized to query and/or submit the payroll/personnel payment and document data of all employees within the agency/POI.

07 AD-343, Payroll Action Request: Individuals authorized to request manual payments, including limited payability.

09 Agency Representative: Individuals representing the Agency in the Department's User Groups and authorized to query and/or submit payroll/personnel payments and document data for employees of their agency.

10 CAPPS Representative: Individuals of the Committee for Agriculture Payroll/Personnel Systems who are authorized to query and/or submit the payroll/personnel payment and document data applicable for all employees in their respective departments.

NFC Processing Tips

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11 Payroll/Personnel Inquiry (Telephone/Written): Individuals authorized to query and/or submit payroll/personnel data relating to Requests for Information, Benefits, Bonds, Leave, Limited Payability, Pay, Processing Error Messages and TSP.

12 Mail Contact: Individuals authorized to assist NFC in resolving payroll/personnel matters relating to mail and/or addresses.

How to Update Table 063

Agency representatives with update authority can enter the Department/Agency/Bureau Contact information in TMGT. Agency representatives desiring update authority to Table 063 may contact their agency's NFC security officer.

Agencies that do not have representatives with update authority, may e-mail the TMGT update request to: NFC.TMGT@nfc.usda.gov. Be sure to attach a copy of the appropriate contact screen print that contains the data to be added to Table 063.

To ensure that all change requests are officially authorized, NFC will only process a request from an authorized agency representative. Please ensure that each e-mail request includes the following: Department/Agency name, designated representative name, e-mail address, phone number and the pre-filled screen print attachment.