

NSF -10

System Name:

Employee's Payroll Jacket.

System Location(s):

National Science Foundation, Division of Financial Management, Payroll Section, 4201 Wilson Boulevard, Arlington, VA 22230.

Categories of Individuals Covered by the System:

NSF current and former employees (including consultants).

Categories of Records in the System:

Personnel actions, Federal and State Withholding Certificates, Bond Authorizations, Health Benefit Forms, Life Insurance Forms, Allotment Forms, and other similar items related to an employee's pay and deductions.

Authority for Maintenance of the System:

5 U.S.C. Part III, Government Organization and Employees; Department of the Treasury Fiscal Requirements Manual; GAO manual, Title 6--Pay, Leave and Allowances

Purpose(s):

This system enables the NSF to maintain all data which apply to the salary, taxes, benefits and withholdings of each NSF employee and consultant in a single location, and ensures that appropriate salary adjustments are made.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Information from this system may be disclosed to:

1. Health insurance carriers for identifying employees covered by plan.
2. Other agencies upon transfer of employee to identify charitable allotments.
3. Financial institutions for the purpose of direct deposit.
4. The Department of Treasury for the purpose of locating missing bonds or paychecks.

5. The Department of Treasury and to the taxing authorities in the employee's state of residence (W-4 Forms).

6. The NSF Payroll System, which is described in NSF-22. The routine uses listed there are also applicable to this record system.

7. Another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to the judicial or administrative proceeding.

8. The Department of Justice, to the extent disclosure is compatible with the purpose for which the record was collected and is relevant and necessary to litigation or anticipated litigation, in which one of the following is a party or has an interest: (a) NSF or any of its components; (b) an NSF employee in his/her official capacity; (c) an NSF employee in his/her individual capacity when the Department of Justice is representing or considering representing the employee; or (d) the United States, when NSF determines that litigation is likely to affect the Agency.

9. Contractors, grantees, volunteers, experts, advisors, and other individuals who perform a service to or work on or under a contract, grant, cooperative agreement, or other arrangement with or for the Federal government, as necessary to carry out their duties.

10. The Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services Federal Parent Locator System (FPLS) and Federal Tax Offset system:

For use in locating individuals and identifying their income sources to establish paternity, establish and modify orders of support and for enforcement.

For release to the Social Security Administration for verifying social security numbers in connection with the operation of the FPLS by the Office of Child Support Enforcement.

For release to the Department of Treasury for purposes of administering the Earned Income Tax Credit Program (Section 12, Internal Revenue Code of 1986) and verifying a claim with respect to employment in a tax return.

11. Representatives of the General Services Administration and the National Archives and Records Administration who are conducting records management inspections under the authority of 44 U.S.C. 2904 and 2906.

12. Officials of labor organizations recognized under 5 U.S.C. chapter 71, when relevant and necessary to their duties of exclusive representation.

13. The Merit Systems Protection Board or the Office of the Special Counsel in connection with appeals, investigation of alleged or possible prohibited personnel practices, and such other functions promulgated in 5 U.S.C. 1205 and 1206 or as may be authorized by law.

14. The Department of Labor in connection with an employee claim for compensation or an injury or illness.

15. The American Federation of Government Employees and Local 3403 in connection with union dues paid by members.

16. To the extent any of these records are duplicative of those described in OPM/GOVT-1 (General Personnel Records), the routine uses described therein are also applicable.

Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Paper records maintained in file folder.

Retrievability:

Alphabetically by last name of employee.

Safeguards:

NSF employs security guards. Building is locked during non-business hours when guard is not on duty. Room in which records are kept is locked during non-business hours.

Retention and Disposal:

Destroyed five years after termination of employment.

System Manager(s) and Address(es):

Director, Division of Financial Management, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

Notification Procedure:

The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR part 613.

Record Access Procedures:

See "Notification" above.

Contesting Record Procedures:

See "Notification" above.

Record Source Categories:

NSF Personnel Office, and forms prepared by individual employees.

Systems Exempted from Certain Provisions of the Act:

None.