

CORPORATION-11

SYSTEM NAME:

Employee Pay and Leave Record Files.

SYSTEM LOCATION:

Human Resources, Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, DC, 20525.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Corporation employees and former employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel actions including appointment, promotion and termination actions; savings bond applications; allotments; IRS tax withholdings, employment applications, and records regarding collections for overpayments; and time and attendance records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

GAO Policy and Procedures Manual; 31 U.S.C. 66(a); and the Budget and Accounting Procedures Act of 1950, as amended.

PURPOSE(S):

To provide a system whereby Corporation employees can track payroll and leave information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from these records is routinely provided: (1) To the U.S. Department of Treasury for payroll and savings bonds and other deduction purposes; (2) to the Internal Revenue Service for tax deductions; and (3) to participating insurance companies holding policies with respect to employees of the Corporation. Also, see General Routine Uses contained in Preliminary Statement.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders in locked metal file cabinets. Individual Time and Attendance records maintained by designated agency timekeepers are stored in locked metal file cabinets.

RETRIEVABILITY:

Records are by name in alphabetical order.

SAFEGUARDS:

Records are available to Corporation employees with a job related need.

RETENTION AND DISPOSAL:

Records are maintained for three (3) years after the end of the fiscal year in which an employee terminates employment and then retired to the Federal Records Center in accordance with General Accounting Office instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Payroll Supervisor, Corporation for National and Community Service, Human Resources, 1201
New York Avenue, NW., Washington, DC, 20525. Start Printed Page 4406

NOTIFICATION PROCEDURE:

See the Notification paragraph in the Preliminary Statement.

RECORD ACCESS PROCEDURES:

See the Access and Contest paragraph in the Preliminary Statement.

CONTESTING RECORD PROCEDURES:

See the Access and Contest paragraph in the Preliminary Statement.

RECORD SOURCE CATEGORIES:

Corporation employee to whom the record pertains.

EXEMPTION CLAIMED FOR THE SYSTEM:

None.