

FHFA – 15

SYSTEM NAME:

Payroll, Retirement, Time and Attendance, and Leave Records.

SECURITY CLASSIFICATION:

Sensitive but unclassified.

SYSTEM LOCATIONS:

Federal Housing Finance Agency, 400 7th Street SW, Washington, D.C. 20024; and any alternate work site utilized by employees of the Federal Housing Finance Agency (FHFA) or by individuals assisting such employees; and Department of the Interior, Interior Business Center, 7301 W. Mansfield Avenue, Lakewood, CO 80235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This system contains records on current and former employees, detailees, interns, fellows, volunteers, persons who work at FHFA under the Intergovernmental Personnel Act, and current and former contractor personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

These records in the system contain the individual's name; home address; telephone numbers; Social Security number; organization code; pay rate; salary; grade; length of service; pay and leave records; source documents for posting time and leave attendance; deductions for Medicare; Old-Age, Survivors, and Disability Insurance (OASDI, also known as Social Security); bonds; Federal Employee Group Life Insurance; union dues; taxes; allotments; retirement; charities; Federal and commercial health benefits; Flexible Spending Account; Long Term Care Insurance; Thrift Savings Plan contributions; 401k plan contributions; award; shift schedules; pay differential; tax lien data; and wage garnishments; and any other information pertaining to payroll, retirement, time and attendance, and leave. The payroll, retirement and leave records described in this notice form a part of the information contained in the National Finance Center's integrated Personnel and Payroll System (PPS). Personnel records contained in PPS are covered under the government-wide systems of records notice published by the Office of Personnel Management (OPM/GOVT-1 and OPM/GOVT-5).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 302; The Federal Home Loan Bank Act (12 U.S.C. 1421–1449) and Federal Housing Enterprises Financial Safety and Soundness Act of 1992 (12 U.S.C. 4501, et seq.), as amended by the Housing and Economic Recovery Act of 2008, Public Law No. 110-289, 122 Stat. 2654 (2008).

PURPOSE(S):

The purpose of the system of records is for FHFA's operations for payroll, time and attendance, leave, insurance, tax, retirement, qualifications, and benefits; to prepare related reports to other Federal agencies including the Department of Treasury and the Office of Personnel Management; and to locate FHFA employees and determine such matters as their period of service, type of leave, qualifications, benefits, and pay.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside FHFA as a routine use as follows:

(1) When (a) it is suspected or confirmed that the security or confidentiality of the information in the system of records has been compromised; (b) FHFA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by FHFA or another agency or entity) that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in connection with FHFA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

(2) Where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local, foreign or a financial regulatory organization charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

(3) To any individual during the course of any inquiry or investigation conducted by FHFA, or in connection with civil or criminal litigation, if FHFA has reason to believe that the individual to whom the record is disclosed may have further information about the matters related therein, and those matters appeared to be relevant at the time to the subject matter of the inquiry.

(4) To any individual with whom FHFA contract to reproduce, by typing, photocopy or other means, any record within this system for use by FHFA and its employees in connection with their official duties or to any individual who utilized by FHFA to perform clerical or stenographic functions relating to the official business of FHFA.

(5) To members of advisory committees that are created by FHFA or by Congress to render advice and recommendations to FHFA or to Congress, to be used solely in connection with their official, designated functions.

(6) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations or in connection with criminal proceedings, when FHFA is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary.

(7) To the Department of Justice when (a) FHFA, or any component thereof; or (b) any employee of FHFA in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice or FHFA has agreed to represent the employee; or (d) The United States, where FHFA determines that litigation is likely to affect FHFA or any of its components, is a party to the litigation or has an interest in such litigation, and the use of such records by the Department of Justice or FHFA is deemed by FHFA to be relevant and necessary to the litigation provided, however, that in each case it has been determined that the disclosure is compatible with the purpose for which the records were collected.

(8) To a Member of Congress, to a Congressional staff member or to a Congressional Committee in response to an inquiry from the Member of Congress, the Congressional staff member or Congressional Committee made at the written request of the individual about whom the record is maintained.

(9) To contractor personnel, grantees, volunteers, interns, and others performing or working on a contract, service, grant cooperative agreement, or project for FHFA.

(10) To appropriate federal agencies and other public authorities for use in records management inspections.

(11) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

(12) To the Office of Management and Budget and the General Accountability Office when relevant and necessary to carry out their responsibilities or to perform other functions within their jurisdiction.

(13) To the Office of the Inspector General for investigation allegations of abuse or misconduct, or to perform other functions within the jurisdiction of the Office of the Inspector General.

(14) To the Department of Agriculture, National Finance Center to provide personnel, payroll, and related services and systems involving FHFA employees.

(15) To the Department of the Treasury, Bureau of the Public Debt to provide financial management services and systems, including local and temporary duty travel, involving FHFA employees.

(16) To the Internal Revenue Service and appropriate State and local taxing authorities.

(17) To appropriate Federal agencies to effect salary or administrative offsets, or for other purposes connected with the collection of debts owed to the United States.

(18) To the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services for the purpose of locating individuals to establish paternity, establish and modify orders of child support enforcement actions as required by the Personal Responsibility and Work Opportunity Reconciliation Act, the Federal Parent Locator System and the Federal Tax Offset System.

(19) To the Office of Child Support Enforcement for release to the Social Security Administration for verifying Social security numbers in connection with the operation of the Federal Parent Locator System by the Office of Child Support Enforcement.

(20) To the Office of Child Support Enforcement for release to the Department of Treasury for purposes of administering the Earned Income Tax Credit Program and verifying a claim with respect to employment in a tax return.

(21) To commercial benefit providers, carriers, vendors, contractor personnel, and agents to process claims and provide related administrative services involving FHFA employees.

(22) To any Federal, state, or local government agency compiling tax withholding, retirement contributions, or allotments to charities, labor unions, wage garnishments, and other authorized recipients.

(23) To any member of the public for employment verification at an employee's written request.

(24) To any judgment creditor for the purpose of wage garnishment.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

None.

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

STORAGE:

The records are maintained in electronic and paper format. Electronic records are stored in computerized databases. Paper and magnetic disk or tape records are stored in locked file rooms, locked file cabinets, or safes.

RETRIEVABILITY:

These records are retrieved by the individual's name, Social Security number, birth date, or some other personal identifier.

SAFEGUARDS:

Records are safeguarded in a secured environment. Buildings where records are stored have security cameras and 24 hour security guard service. Computerized records are safeguarded through use of access codes and other information technology security measures. Paper records are safeguarded by locked file rooms, locked file cabinets, or locked safes. Access to records is restricted to those who require the records in the performance of official duties related to the purposes for which the system is maintained.

RETENTION AND DISPOSAL:

The records are retained and disposed of in accordance with National Archives and Records Administration General Records Schedules and FHFA Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Human Resources Management, 400 7th Street SW, Washington, D.C. 20024, and any alternate work site utilized by employees of the Federal Housing Finance Agency (FHFA) or by individuals assisting such employees; and Department of the Interior, Interior Business Center, 7301 W. Mansfield Avenue, Lakewood, CO 80235.

NOTIFICATION PROCEDURE:

Direct inquiries to the Privacy Act Officer by mail at Federal Housing Finance Agency, 400 7th Street SW, Washington, D.C. 20024, or electronically at <https://www.fhfa.gov/AboutUs/FOIAPrivacy/Pages/Privacy.aspx> in accordance with the procedures set forth in 12 CFR part 1204.

RECORD ACCESS PROCEDURES:

Direct requests to the Privacy Act Officer by mail at Federal Housing Finance Agency, 400 7th Street SW, Washington, D.C. 20024, or electronically at <https://www.fhfa.gov/AboutUs/FOIAPrivacy/Pages/Privacy.aspx> in accordance with the procedures set forth in 12 CFR part 1204.

CONTESTING RECORD PROCEDURES:

Direct requests to the Privacy Act Appeals Officer by mail at Federal Housing Finance Agency, 400 7th Street SW, Washington, D.C. 20024, or electronically at

<https://www.fhfa.gov/AboutUs/FOIAPrivacy/Pages/Privacy.aspx> in accordance with the procedures set forth in 12 CFR part 1204.

RECORD SOURCE CATEGORIES:

Records source is from individuals on whom the records are maintained, official personnel records of individuals on whom the records are maintained, time and attendance records, withholding certificates, third-party benefit providers, and other pay-related records prepared by the individual or the Office of Human Resources.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.