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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |   | JOB NUMBER<br><i>71-412-06-3</i>   |  |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408   |   | DATE RECEIVED<br><i>1-17-2006</i>  |  |
| 1. FROM (Agency or establishment)<br><br>U.S. Environmental Protection Agency  |   | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |  |
| 2. MAJOR SUBDIVISION<br><br>Office of the Chief Financial Officer  |   |  |  |
| 3. MINOR SUBDIVISION<br><br>Office of Financial Services   |   |  |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><br>Constance Downs   | 5. TELEPHONE<br><br>202-566-1640  | DATE<br><i>3.7.06</i>  | ARCHIVIST OF THE UNITED STATES<br><b>WITHDRAWN</b> |
| 6. AGENCY CERTIFICATION<br>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,<br><br><input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |   |  |  |
| DATE<br><i>12/29/05</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Constance Downs</i><br>Constance Downs | TITLE<br>Acting Records Officer  |  |
| 7. Item No.  | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION                                 | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY)                   |
|  | EPA 300 People Plus(PPL)  |  | <b>WITHDRAWN</b><br><i>3-3-06</i>                  |
|  | <b>WITHDRAWN</b>  |  |  |
|  | <i>cc none</i>  |  |  |

**This schedule is under development and MAY NOT be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.**

## EPA Records Schedule 300

**Status:** Development, 12/27/2005

**Title:** PeoplePlus (PPL)

**WITHDRAWN**

**Program:** Financial Management

**Applicability:** Agency-wide

**NARA Disposal Authority:**

- Pending

**Description:**

The PeoplePlus system consists of two applications. One application performs human resources functions, including the full range of personnel transactions, benefits and entitlements documentation, organization data and functional account code data. The other application performs payroll and time and labor functions.

Initially, data was migrated from the EPA Payroll System (EPAYS) and Human Resources Management System (HR PRO). In production, employee transaction data, organization data, and time and labor data are keyed into the system.

System outputs include reports in hard copy format required for ongoing reporting for the Office of Personnel Management's Civil Personnel Data file, electronic employee data that is used to validate employee data in the National Directory System LDAP, process employee payroll, report employee data to EPA management officials and ad hoc reports requested by users.

The system is replacing EPAYS, HR Pro, Electronic Time Sheet (ETS), Time and Attendance Personnel/Payroll Data Entry System (TAPP), Labor Distribution, and the Combined Payroll and Redistribution System (CPARS). The system links with the Integrated Financial Management System (IFMS).

**Disposition Instructions:**

**Item a:** Electronic software program and supporting documentation

- Disposable
- Keep for length of time necessary to ensure the retention and usability of the electronic data throughout the approved retention period, then delete when superseded or obsolete.

**Item b:** Input

- Disposable

- Delete when data has been transferred and verified.

**Item c: Personnel related data****WITHDRAWN**

- Disposable
- Maintain individual records up to 5 years after termination of employment, then delete.

**Item d: Financial related data**

- Disposable
- Maintain individual records up to 56 years after completion of action, then delete.

**Item e: Time and attendance data**

- Disposable
- Delete/destroy after GAO audit or when 6 years old, whichever is sooner.

**Item f: Leave data**

- Disposable
- Delete/destroy after GAO audit or when 3 years old, whichever is sooner.

**Item g: Output and reports**

- Disposable
- File with related records and follow instructions for related records.

**Guidance:**

The Office of the Chief Financial Officer, Office of Financial Management and the Office of Administration and Resources Management, Office of Human Resources are responsible for implementing the disposition for items a, c, d, e, f, and g. Disposition for Input (item b) is the responsibility of the office entering the data. Disposition of item g is the responsibility of the office maintaining the records.

Documentation such as approved work schedules, overtime/compensatory time requests, maxiflex work records, signed copies of PeoplePlus time and attendance certification reports, PeoplePlus time card summary reports, and related time and attendance records should be maintained in accordance with item e.

Documentation related to leave and leave applications, including leave transfers, requests for restored leave and similar documents, are to be maintained in accordance with item f.

A standardized summary report generated by the Superfund Cost Recovery Package Imaging On-line System (SCORPIOS) will serve as EPA's official payroll documentation in support of Superfund and Oil Spill cost recovery rather than the Payroll Distribution Time Sheets used with PeoplePlus. SCORPIOS is scheduled as EPA 052.

The record copy of electronic forms submitted for approval via the E-Forms and WebForms systems must be printed and filed in the paper recordkeeping system after approval (or filed in the electronic

recordkeeping system when implemented). The E-Forms system is covered by EPA 004.

Official leave records prepared upon transfer or separation of employees are filed in the Official Personnel Folder (OPF), covered in EPA 553 - Official Personnel Folders (OPF) - Civilian, or EPA 554 - Agency Personnel Folders - Public Health Service Commissioned Corps Personnel.

The Integrated Financial Management System (IFMS) is scheduled as EPA 054, and its predecessor, the Financial Management System (FMS) is scheduled as EPA 053. HR-Pro is covered by EPA 568 and EPAYS by EPA 573.

**Reasons for Disposition:**

The system has been developed in response to the Government Performance and Results Act (GPRA) and the Government Management Reforms Act (GMRA). The retention meets all program and administrative needs.

**Custodians:**

Office of the Chief Financial Officer, Office of Financial Services

- **Contact:** Milton Brown
- **Telephone:** 202-564-0373

Office of Administration and Resources Management, National Human Capital Strategy Division

- **Contact:** Antonio Branham
- **Telephone:** 202-564-6290

**Related Schedules:**

EPA 004, EPA 053, EPA 054, EPA 090, EPA 276, EPA 279, EPA 280, EPA 281, EPA 282, EPA 283, EPA 284, EPA 289, EPA 553, EPA 554, EPA 560, EPA 561, EPA 565, EPA 572, EPA 573

**Previous NARA Disposal Authority:**

**Entry:** 04/08/2002

**EPA Approval:** Pending

**NARA Approval:** Pending

WITHDRAWN