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## ARC Monthly Bulletin – January 2009

### *Valuable information for ARC's customers*

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1. FY2010 Pricing and FY2011 Projections

The annual pricing exercise for ARC services is now underway. We encourage you to contact your customer service representative if there are major changes to your business that will affect your FY2010 service level. We are basing our prices on your agency's service activity between December 1, 2007, and November 30, 2008. As we have in the past, we will schedule conference calls with each of you during the month of April to communicate any changes to your FY2010 pricing and to provide a FY2011 estimate to be used in your budget submission. If you have any questions, please contact Michelle Yanok at [michelle.yanok@bpd.treas.gov](mailto:michelle.yanok@bpd.treas.gov) or 304-480-7236.

2. PRISM Training Scheduled for February

ARC provides quarterly PRISM refresher training at no additional charge to our customers to assist customers in their efforts to effectively integrate newly hired staff and meet other potential training needs. The PRISM Support Team will be conducting training the second week of February in Washington, D.C. Primary PRISM contacts have received training details via email. For more information, please contact PRISM Support at [prismsupport@bpd.treas.gov](mailto:prismsupport@bpd.treas.gov) or 304-480-8000 (Option 2).

3. Elimination of Time-in-Grade Restrictions

The Office of Personnel Management (OPM) recently issued final regulations that eliminate the 52-week time-in-grade requirement for promotions in the General Schedule. The regulations become effective on March 9, 2009. However, as OPM points out, the time-in-grade requirement is only one of the requirements for eligibility for promotion. To be eligible for promotion,

individuals must still have at least 52 weeks of specialized experience equivalent in difficulty to the next lower grade level or (in some cases) the equivalent education. Moreover, individuals must meet occupational qualification standard requirements and any additional job-related qualification requirements established for the position.

Eliminating the time-in-grade restriction does not alter management's responsibility to ensure that promotions are based on merit and the individual's relative knowledge, skills, and abilities for a particular position. Agencies may develop further guidance on this issue to ensure consistent application. In its oversight role, OPM will continue to review agency promotion actions for adherence to applicable requirements and identify necessary corrective actions.

For additional information, go to <http://edocket.access.gpo.gov/2008/pdf/E8-26559.pdf> or contact an ARC supervisory staffing specialist at 304-480-8342 or [fesbinquiries@bpd.treas.gov](mailto:fesbinquiries@bpd.treas.gov).

#### 4. Upgrade of webTA Time and Attendance System

Customers of ARC's webTA hosting services can look forward to an upgrade with new system features in the coming months. Plans are underway to roll out webTA version 3.8 to our various customers in stages, beginning with Public Debt. We plan to complete the upgrade with all customers by late spring. The upgrade will not affect our USDA customers.

Some of the enhancements in the new version include:

- Holidays and submitted leave requests will automatically populate on the timecard.
- Approved leave requests and premium pay requests will appear on the T&A Summary in a calendar format, clarifying the hours approved for each day of the pay period.
- Current leave balances will display on the supervisor's view of leave requests.
- The system will further comply with the Section 508 Amendment to the Rehabilitation Act of 1973.

For additional information about the webTA upgrade, contact your ARC pay and leave specialist at 304-480-8400 or [payroll@bpd.treas.gov](mailto:payroll@bpd.treas.gov).

#### 5. Tax Withholding on Relocation Payments Expands to More States

ARC's relocation services staff will expand state income tax withholding on relocation payments during 2009 to include additional states for ARC payment customers. Previously, only Ohio and West Virginia income taxes were withheld on taxable relocation payments.

Relocation services personnel targeted the top 25 relocation volume states to establish tax withholding accounts. A few of the states will not establish an account until we have an actual withholding liability. These and other states that we rarely relocate employees to will be established when the need arises. Nine states currently do not have a state income tax.

For more information, please contact Lee Buckingham at [lee.buckingham@bpd.treas.gov](mailto:lee.buckingham@bpd.treas.gov) or 304-480-8420.

#### 6. Bank Deposit Processes

Effective October 1, 2009, ARC will begin processing customer bank deposits using either Paper Check Conversion Over the Counter (PCC OTC) or Treasury's General Account Deposit Reporting Network (TGAnet) in response to Treasury's Future of Federal Deposits letter dated August 16, 2007 (<http://www.fms.treas.gov/cashlink/future-of-federal-deposit-08-16-07.pdf>), which explains Treasury's intent to replace the CASHLINK II reporting system with TRS (Treasury Reporting System) during fiscal year 2010. PCC OTC and TGAnet will effectively discontinue the paper SF-215 deposit ticket, providing a more convenient web-based environment for depositors, cash reporters, and reconcilers.

For information on PCC OTC, please visit <https://www.pccotc.gov/pccotc/pcc/usingpcc/about.htm>. Agencies must notify customers and vendors issuing checks to the agency of this deposit process before using PCC OTC to process their deposits. For a sample customer/vendor notification, please refer to Article 5 in our June 2008 bulletin ([https://arc.publicdebt.treas.gov/bulletins/2008/fsarcbulletin\\_200806.pdf](https://arc.publicdebt.treas.gov/bulletins/2008/fsarcbulletin_200806.pdf)).

TGANet will serve as a backup deposit application for PCC OTC deposits if a check cannot be converted to electronic debit. For information regarding TGANet, please visit Treasury's website at <http://www.fms.treas.gov/tganet/index.html>. ARC will convert all customer agencies using a manual deposit process to TGANet by September 30, 2009.

If you have any questions regarding ARC's implementation of either of these two deposit systems, please contact Mary Watson at [mary.watson@bpd.treas.gov](mailto:mary.watson@bpd.treas.gov) or 304-480-7044.

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