
ARC Monthly Bulletin November 2016
Valuable information for ARC's customers

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1. FY17 Pricing Transparency

Our FY17 Pricing Transparency file is now finalized. This customer insight into budget and pricing detail was initiated last year. Our FY16 Pricing Transparency file compared 2015 vs 2016 data. The new file continues the same format and compares 2016 vs 2017 data. Details include: direct and indirect budget, cost model methodology, direct FTE distribution, and ultimately pricing by each of our administrative services.

The presentation of data is provided via two tables. First, the budget table portrays budget detail by object class and direct labor breakdown. Second, the customer allocation and price tables then walk by customer those same budget dollars to customer prices. To assist with customer consumption, a reference guide and walkthrough is included at the start of the file.

Links to the Pricing Transparency can be found on the right side of our homepage under "Shortcuts" and within the "Quality & Value" section link from our homepage.

For additional information, contact your customer service representative.

2. Fiscal Year 2017 Interagency Agreements

We would like to extend our appreciation to all of our customers for a productive and successful 2016. We thank all our customers for working with us to review and sign the FY 17 interagency agreements prior to October 1. We look forward to another successful year servicing our customers.

For additional information, contact Michael Satterfield at 304-480-5527 or Michael.Satterfield@Fiscal.Treasury.Gov.

3. Oracle Discoverer Reporting Tool Replacement Update

We have selected Oracle Business Intelligence Extended Edition (OBIEE) as the product to replace Oracle Discoverer for ad hoc and functional reporting needs. We will begin design and development of reports in November 2016. An internal project team has been formed to work with customers on their transition and is currently documenting a transition project schedule. The roll-out will consist of multiple implementations over the next 18 months. Internal ARC users will be transitioned first followed by external customers. During the transition Oracle Discoverer will remain available for reporting purposes. A decommission date for Oracle Discoverer will be established after all customers have been transitioned to the new reporting tool set.

For additional information, contact David Eddy at David.Eddy@Fiscal.Treasury.Gov or Amy Stephens at Amy.Stephens@Fiscal.Treasury.Gov.

4. Oracle Discoverer viewer Virtual Training

We will provide Oracle Discoverer Viewer refresher training to assist our customers in their efforts to effectively transition newly hired staff and meet other potential training needs. This training is provided to our customers at no additional charge. We will conduct virtual Discoverer training sessions November 15-16, 2016. All current Discoverer Viewer users will receive information, via email, about how to sign up for the virtual classes.

For additional information, contact Oracle Support at OracleSupportTeam@Fiscal.Treasury.Gov or 304-480-8000 (Option 3).

5. 1099 Process

That time of year is quickly approaching, Tax Time! In an effort to provide a smooth 1099 reporting process, we are implementing a new procedure effective in the 2016 tax reporting window. Once the applicable reports are retrieved and verified, customers will receive the listing of 1099s that we will file on their behalf for approval. If any additional transactions need to be reported that are not included on the report received from ARC1099, the customer will be responsible for supplying all applicable information to us before corrections will be made.

Be sure to review IRS Publication 1220 for new taxable BOCs. It is crucial to have the correct BOC for all transactions as our 1099 process is BOC driven. Remember to submit your Convenience Check Logs (all payments need to be included even if the payment does not meet the \$600 threshold) to ARC1099@Fiscal.Treasury.Gov by December 31. Please be sure the template submitted is complete and includes full mailing address and TIN.

For additional information about the ARC 1099 reporting process, contact Jennifer McCutcheon at 304-480-8529 or ARC1099@Fiscal.Treasury.Gov.

6. FY 2017 Hiring Goals

Hiring activities traditionally slow down this time of year and increase significantly in the third and fourth quarters of the fiscal year. Now is the ideal time to be proactive and avoid the last minute push to meet your FY 17 hiring goals. If you already know you will be filling certain jobs or have vacant positions, we encourage you to submit your classification and recruitment actions now. Even if you don't currently have an urgent hiring need, it is the perfect time to review existing position descriptions and job analyses to see if any updates need to be made.

Based on FY 16 data for all our customers, the time-to-hire process is averaging around 120 days. As you can see, bringing on new employees can be a lengthy process. Please encourage

and message to your agency Supervisors and Managers to initiate any approved recruitment activities for FY 17 as soon as possible. If you have any questions about how to submit a specific request for your customer agency, contact the Staffing/Classification Call Center at 304-480-5111.

7. No Change to the Thrift Savings Plan (TSP) Contribution Limits for Tax Year 2017

The TSP regular contribution limit for tax year 2017 will remain \$18,000. Employees may contribute Traditional (pre-tax), Roth (after-tax), or a combination of both to reach the regular TSP limit. For Federal agencies paid through the National Finance Center—including all of ARC's HR customers—tax year 2017 spans from December 11, 2016, through December 9, 2017. To distribute \$18,000 over the entire tax year, employees should elect to contribute \$693 per pay period to the TSP. Employees should make this election between November 27 and December 10, 2016, for the change to begin with the new tax year.

Employees who will be age 50 or older during 2017 may also contribute up to an additional \$6,000 as TSP “catch-up” contributions—only if regular TSP contributions for the tax year will total \$18,000. To distribute \$6,000 over the entire tax year, employees should elect to contribute \$231 per pay period. This election should also be made between November 27 and December 10, 2016. Please note that a new "catch-up" election must be made each tax year.

Our Employee Benefits Branch will provide 2017 TSP Contribution Limit notices for all customers to send to their employees. In the meantime, if you have benefits related questions, contact the Benefits Service Center at Benefits@Fiscal.Treasury.Gov, 304-480-8275 or 1-866-868-4357 (toll free).

8. Job Aids and Quality Survey Implementation

We recently developed Hiring Job Aids and Quality Surveys to help streamline and improve the Classification/Hiring Process.

The job aids identify the roles and responsibilities for the steps in the hiring process, while providing an estimated amount of time that it should take to complete each step. Please have your employees, business partners, customer consultants, etc. reference these job aids when working through actions and in future training offerings.

You may access the job aids on our customer website at the following link:
<https://arc.fiscal.treasury.gov/services/human-resources/staff-and-classification-job-aids/>.

We have also developed a series of customer surveys that will help us enhance the customer's experience during the classification, job analysis, hiring, and selection processes. We will use the data from the surveys to pinpoint specific areas of the process in need of improvement.

These job aids and surveys will be embedded in the e-mails that hiring officials receive via the PAWS system at various stages in the process. These updates were implemented in PAWS the week of October 10th.

For additional information, contact Gerrod Negley at Gerrod.Negley@Fiscal.Treasury.Gov.

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