Monthly Bulletin

December 2023

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ConcurGov Travel System User Training

Thursday, December 14, 2023
1:00p – 4:00p EST

[Register Here](#)

GENERAL

ARC Customer Portal Update

ARC has begun planning and early development for Payroll Accounting functionality in the oneARC Portal. In scope Payroll Accounting transaction types include Rejection, Correction, Default, Mapping, Journal Entry for Customer Approval, Customer Procedure Review, Valid File Posted, and Year-End Accrual.

To keep you informed, ARC is planning a Payroll Accounting Customer Engagement session for December 14, 2023 from 2:00 PM to 3:00 PM. During this time, we plan to share the vision of what the oneARC Portal will become and intake your feedback.

If you are interested in attending, please contact David.Drennen@fiscal.treasury.gov or Jacob.Oberlin@fiscal.treasury.gov.

Upcoming Changes in Take Home Pay

Many employees will notice changes in their net pay during the upcoming months for a variety of reasons. Changes in Flexible Spending Accounts (FSAs), Thrift Savings Plan (TSP), Federal Employees Health Benefits (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP) and Combined Federal Campaign (CFC) contributions could impact the amount of take-home pay in the coming weeks. Also, Federal, state, and local tax changes could impact net pay.

A more detailed description of changes in take home pay will be posted in early January on your agency's ARC customer access page at https://arc.fiscal.treasury.gov/customer_access_pages.htm.

For Open Season questions, employees should contact ARC as outlined below:

Agency	Contact
CFPB	Email: CFPBHROps@fiscal.treasury.gov Phone: 304-480-8000, Option 4
NARA	Email: NARAHR@fiscal.treasury.gov Phone: 304-480-8998
All Other Agencies	Email: Benefits@fiscal.treasury.gov Phone: 866-868-4357 (toll free)

Thrift Savings Plan Contribution Limits for Tax Year 2024

The TSP maximum deferral limit for regular TSP contributions [combination of Traditional (pre-tax) and Roth (after-tax)] has increased to **$23,000** for the 2024 tax year. The TSP Catch-up limit for participants turning age 50 or older in 2024 remains **$7,500**. The 2024 tax year begins **December 17, 2023**, and ends **December 14, 2024**.

Employees under age 50 who wish to contribute the **maximum** to regular TSP for the 2024 tax year should make a new election for **$885** per pay period. Employees who are age 50 (or turning age 50 in 2024) and wish to contribute the **maximum** regular TSP **AND** Catch-up for the 2024 tax year should make the new election for **$1,174** per pay period. As a reminder, there is no longer a separate election for Catch-up contributions. **More detailed information will be shared for distribution to employees before the end of the current tax year.**

Employees are required to use their agency's self-service system to make TSP contribution elections/changes. NARA employees should use Employee Express and employees of all other ARC clients should use the Employee Personal Page (EPP).

For TSP Inquiries:

CFPB employees can email CFPBHROps@fiscal.treasury.gov or call 304-480-8000 (option 4).

NARA employees can email NARAHR@fiscal.treasury.gov or call 304-480-8998.

All other employees can email Benefits@fiscal.treasury.gov or call 866-868-4357.

Government Purchase & Fleet Card

NOTABLE DATES

12/04/2023	December Statement becomes new
12/19/2023	December Statement Auto Close
12/25/2023	Happy Holidays!

IMPORTANT INFORMATION

HOLIDAY GUIDANCE

With the holidays approaching, Cardholders should login to Citi and reallocate transactions prior to time off for the holidays. Approving Officials will also need to ensure that any transactions ready for approval should be approved and closed prior to any time off for holidays. This will ensure that transactions do not auto-close on December 19th.

FY24 FIRST QUARTER ACCRUALS

If your agency has quarterly purchase card accruals, please read the following reminder:
To properly account for purchases you are currently making, which will appear on your December recent statement, each transaction must be allocated to a valid GL Code (ASC) or obligation no later than close of business (COB) Friday, December 29, 2023. Any disputes should be reallocated to the Dispute String.

These purchases and obligations will be recorded as an expense and liability in the quarter-end financial statements. If the transactions are not reallocated prior to COB, December 29, they may not be accrued.

REMOVAL OF FY23 VALUES

At the end of November, FY 2023 values including funds and BFYs were removed. As a reminder, when values are removed from Citi, the strings containing those values will disappear as well.

DIFFERENCE BETWEEN CARD PROGRAM AND ACCOUNTING CARD PROGRAM

While the purpose of Card Program and Accounting Card program revolve around purchase cards, some of the services provided by each team are very different. Below are just some primary responsibilities and services provided by each team:

Accounting Card Program (acctgcardprogram@fiscal.treasury.gov)	Card Program (CardProgram@fiscal.treasury.gov)
➤ Process purchase card invoices through interface and ensure invoices are paid within Prompt Payment Act guidelines ➤ Verify proper approval of transactions, rejections, and corrections ➤ Process correction requests in Oracle due to incorrect reallocations ➤ Reconcile corporate account statements monthly ➤ Add, Modify, & Delete general ledger code segments in Citi ➤ Posts quarterly rebate receipts ➤ Quarterly and/or Annual accrual entries	➤ Set up or new cardholders and approving officials ➤ Annual Audits ➤ Increasing purchase card account limits ➤ Adding MCC codes to purchase cards ➤ Closing cardholder and approving official accounts ➤ Hierarchy changes ➤ Name changes ➤ Convenience Check questions ➤ Questions concerning the purchase case regulations

ONEARC PORTAL REFRESHER TRAINING

If anyone is need of new user or refresher training for the oneARC Portal, please send an email to AcctgCardProgram@fiscal.treasury.gov. There will be multiple training opportunities available over the coming weeks, don't miss your chance.

TIPS & REMINDERS

CUSTOM G/L CODES

Did you know that you can modify your Custom GLs in Citi? If you require help on this, there is a video guide available on the Customer Access Page (https://arc.fiscal.treasury.gov/login/) called General Ledger Code Maintenance Video Guide that will walk you through step by step how to manage your Custom GLs.

If a transaction is rejected during processing in Oracle because of a CV Rule violation, Cardholders should delete or modify the Custom G/L Code within CTMS under Custom G/L Maintenance to avoid future errors.

ONEARC PORTAL HELP DESK

When submitting a request within the OneARC Portal, questions can be directed to OneARCNotifications Team at **onearcnotifications@fiscal.treasury.gov** or (304) 480-8000, option 8.

AUTO CLOSE

74 # of Cardholder Statements that Auto Closed in December (Combined total for all agencies)

Reminder: even though transactions can be reconciled/reallocated and approved on the day they post to a statement in CTMS with Daily Pay, ALL transactions on a statement must be reconciled/reallocated <u>and</u> approved by the scheduled Auto Close date, or the statement will automatically be closed by CTMS.

Hint: The monthly Auto Close date can be found on the 2023 Purchase & Fleet Card Schedule located on the Customer Access Page under Financial Information > Guidance & Reference >Purchase & Fleet Cards.

PROCUREMENT
PRISM Requisitioner Training
The PRISM Support Team will be conducting **Virtual PRISM Requisitioner Training** during the month of January; the course will be provided at the dates/times below, with two options to accommodate varying work schedules.

Requisition Training – Option# 1
MON 01/08/2024
10:00am EST – 4:00pm EST
https://attendee.gotowebinar.com/register/6606251124384225877

Requisition Training – Option# 2
TUE 01/09/2024
10:00am EST – 4:00pm EST
https://attendee.gotowebinar.com/register/5475786037743069020

Please use the links above to self-register for these classes.

Each one-day course provides Requisitioners with training that illustrates both basic and advanced requisition processes within the PRISM application. Topics being covered include:

• Single-funded Requisitions
• Requisition Amendments
• Requisitions for Modification

Training will be conducted in GoToWebinar. Use the links above to register for one of the courses. Once your registration information has been provided, a confirmation email will be sent to your email address. The GoToWebinar application is compatible with Google Chrome or Microsoft Edge.

Users are encouraged to complete a brief survey at the conclusion of the training session.

Please contact the PRISM Support Team with any questions or concerns.

PROCUREMENT

Management Changes

Amber Hitt, pictured below, has been selected as our newest Branch Manager within ARC's Division of Procurement Services and will serve as the Branch Manager of the Treasury Acquisitions Branch (TAB). Amber's career includes over 14 years of Federal experience, across multiple areas within ARC and the Bureau of the Fiscal Service. Amber has 12 years of dedicated service in the acquisition profession, holds a FAC-C professional certification, and recently completed an aligning credential for leadership in the acquisition workforce. Amber also provided four months of service in 2023 to the Office of Strategy and Transformation to assist in operational development, establishment, and refinement.

With Amber consuming the Branch Manager role in TAB, Tina White will transition as the Branch Manager from TAB to the Non-Treasury Acquisitions Branch (NTAB). Tina will fill behind Missy Forbes who is retiring at the end of this year.