

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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EMS TRANSMISSION
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To: SPOs

From : Director, National Human Resource Management Center

Subject: FPPS Payroll Functions Training

DD: 10/09/98

Payroll Operations will be conducting a one day FPPS Payroll Functions course. The dates of the classes are October 20, 22, 29, 1998 from 8:30 a.m. until 4:00 p.m. at the Denver Federal Center, Building 50, Denver, Colorado.

This training is for employees who will be processing personnel/payroll documents. Some of the commands that will be covered will be:

ETIN/ETCG Entitlements, COLA
PMIN/PMCG Charity
TXIN/TXCG Taxes
VDIN/VDCG Voluntary Deductions (Bonds, Allotments, etc.)

Each State Personnel Office can send two employees. Class size is limited to 12 students per class. To enroll students, please phone Melissa Dukes at (303) 236-6689, or email her by October 9, 1998. Give the names of those who will be attending, and their first and second choice of the class dates.

Signed
Linda D. Sedbrook
Director

Authenticated
Darlene Robitaille
Secretary

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