Privacy Impact Assessment (PIA)
(Public Version)

EXIM Federal Personnel Payroll System (FPPS) and QuickTime

Version 1.0

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Introduction

The Export-Import Bank of the United States (EXIM) requires PIAs to be created and maintained on all IT systems that collect, store, process or transfer personally identifiable information (PII).

The system owner has completed this assessment in compliance with Section 208 of the E-Government Act of 2002 ("E-Gov Act"), 44 U.S.C. § 3501, Office of the Management and Budget (OMB) Memorandum 03-22, "OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002.

Name of the system: EXIM Federal Personnel Payroll System (FPPS)

System Description:
FPPS is a comprehensive, mainframe-based, integrated online/real-time personnel and payroll system developed and operated by the U.S. Department of the Interior's Interior Business Center (IBC). FPPS processes EXIM's personnel, payroll, and time and labor data to facilitate payments, benefits, and pensions. FPPS also provides personnel and payroll data to the FPPS Datamart application which EXIM uses to perform queries and report on FPPS information.

QuickTime is a web-based application developed and maintained by the U.S. Department of the Interior's Interior Business Center (IBC). QuickTime is a web-based application that allows employee and timekeeper entry of time through a sign-in and sign-out time method or a traditional timesheet. It operates as a nimble application, with a bidirectional interface with the Federal Personnel Payroll System (FPPS) to exchange employee profile and pertinent personnel and payroll information along with time and attendance data to support an employee's pay. It is configured to support agency unique requirements to ensure compliance with federal laws, regulations, and agency business processes. It maintains integrity in labor cost allocations to support the agency budget and reporting process by editing time entries against the agency's labor cost system to ensure that each individual employee's time is being charged against authorized labor accounts.

Legal Authority:
5 CFR Part 297and 5 CFR part 253

Characterization of the Information Collected:

- **Describe all uses of the PII:**

    FPPS: The information collected and maintained in this system is used to support a full suite of human resources and payroll functions for EXIM personnel. FPPS also processes PII to manage regulatory requirements such as specialized pay, garnishments, and special appointment programs. PII is used for fiscal operation for payroll, time and attendance, leave,

insurance, tax, retirement, debt, budget, and cost accounting programs; to prepare related reports for the Department of Treasury and OPM.

QuickTime: The information collected is used to create employee's accounts in the QuickTime system. Time and attendance data is collected from the employee.

- **From whom will the information be collected?**

   FPPS: The source of the information is the Individual/employee, HR staff personnel and other: state courts for garnishments. The source document is created by the HR staff, and the accuracy of the data is based on the information provided by the employee. The HR staff is responsible for ensuring the information that is manually entered into FPPS is accurate.

   QuickTime: The source of the information is the Individual/employee, FPPS system and administrators. The information is entered by the administrator or pulled over from the FPPS application and other sources, as follows:

   1) The initial personnel information on each employee is provided from interface files from the FPPS application or entered on-line by the administrator.

   2) Employee information is uploaded by Administrators and Timekeepers.

   3) Time and attendance data, including cost structure information, is entered by employees or timekeepers based on employee work effort during a pay period.

   4) Employee leave and profile data is updated from interface files from the FPPS application.

- **What specific data will the system collect?**

   The following PII is collected and maintained in this system:

   • Financial transaction information: direct deposit, health savings, and financial allotments, bank routing code, account number, account type, deduction amount, association dues deduction.

   • FEHB information: FEHB enrollment code, date of birth, premium conversion information, relationship type, marital status, gender, dependent/spouse information (name, SSN, address, date of birth, phone number, email address).

   • Thrift Savings Plan/Roth information: dollar amount, percentage amount, future eAective date.

   • CFC information: charity code, deduction amount, annual charity amount, work phone, work email, work address, agency bureau, home email

• Federal and state tax information: marital status, number of exemptions, additional deduction amount

• Address transaction-related information: paycheck/home mailing address (street, city, state, zip code, county).

• Disability indicator: disability categories and associated impairments

• Ethnicity and race: ethnicity and race category

• Emergency contact information: home phone number, email address.

• Federal Employees Group Life Insurance: Basic, Option A, Option B, Option C.

• Beneficiary information: Name, SSN, DOB, and home address.

• Involuntary debt: garnishments or child support payments.

• Court order information.

• Back Pay Information.

• Employee information: name, citizenship, gender, birth date, place of birth and marital status

• Time and attendance data is collected from the employee.

- **With whom will the information be shared, both within EXIM and externally?**

  FPPS: Information is not shared outside of EXIM.

  QuickTime: The employee's User ID information is shared with the timekeeper, certifier, and administrator.

Privacy Risks and Mitigation Strategies:

- **Does the system derive new data or create previously unavailable data about individuals through aggregating or consolidating this data with data from other sources? Yes [ ]   No [X]   *If so, explain below*:**

- **For data that is collected other than directly from the user, how is the integrity and accuracy of the data collection assured?**

  This system has been assessed and authorized in accordance with applicable federal information security requirements. All security controls have been implemented, tested, and evaluated in alignment with the NIST Risk Management Framework (RMF) as defined in NIST Special Publications 800-37, 800-53, and associated guidance. The organization has completed a comprehensive Security Assessment Report (SAR) and

Plan of Action and Milestones (POA&M) in accordance with NIST SP 800-53A and maintains continuous monitoring activities consistent with NIST SP 800-137.

The Assessment and Authorization process complies with OMB Circular A-130, OMB Memorandum M-17-25, and all relevant federal policies governing the management of federal information systems. An Authorizing Official (AO) has reviewed the security posture and risk determination and has issued an Authorization to Operate (ATO) contingent upon ongoing adherence to federal cybersecurity requirements. The system is subject to continuous monitoring, annual assessments, and periodic updates, ensuring ongoing compliance with NIST and OMB standards.

- **Describe the retention periods for data in this system:**

  FPPS: The records are cut off at the end of the tax year and destroyed 7 years after cutoff. The copied data is used for printing and mailing specific forms and is retained and disposed of at the end of the contract performance as indicated below.

  QuickTime: QuickTime is covered under General Records Schedule (GRS) 2, "Payrolling and Pay Administration Records". Time and attendance source records include any record upon which leave is based. NARA's General Records Schedule 2, item 6 indicates that records may be destroyed after 3 years. Items 7 and 8 indicate that records may be destroyed after 6 years.

Privacy Act Applicability; System of Records Notice (SORN) Requirement:

- **Is information retrieved from the system by using a name or a "unique identifier", or other PII linked to an individual?**
  FPPS: Information (PII) is retrieved by the employee's full name, SSN and Employee Common Identifier (ECI).

  QuickTime: Information (PII) is retrieved by the employee's name or User ID.

- **Is this system operated under a System of Records Notice (SORN) either specific to this system, or part of another SORN? Yes [X]   No [ ]**

  The SORN is listed in the Federal Register as 82 FR 20878

To contact the EXIM Bank Senior Agency Official for Privacy (SAOP) use:
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