



## National Finance Center Customer Notification

# T&A Point of Contact for Potential Government Shutdown

January 19, 2018

Dear Customer:

In preparation for a potential Government shutdown, the National Finance Center (NFC) is seeking your assistance to obtain pertinent information about your respective Agency Time and Attendance (T&A) practices. This information will be helpful to ensure T&As are processed in a timely manner.

Identify Points of Contact (POC) from your respective Agency that will be available to answer T&A related questions. Please provide the following information to the [Client.Management@nfc.usda.gov](mailto:Client.Management@nfc.usda.gov) by close of business (COB), **Friday, January 19, 2018**:

- Name
- Phone Number (desk and government cell number if applicable)
- Email Address

POCs must be listed on TMGT, Table 063 for your respective Agency. Please send Table 063 updates to [NFC.TMGT@nfc.usda.gov](mailto:NFC.TMGT@nfc.usda.gov), if your designated representative is not currently listed on Table 063.

During this time, NFC will have limited resources; therefore, Agencies should confirm transmitted T&A files have been received by NFC. Additionally, Agencies should review the Rejected T&A Report on the Reporting Center or applicable CULPRPT reports for rejected T&As.

**Federal employees with questions concerning this notification should contact their Servicing Personnel Office.** Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at 1-855-NFC-4GOV (1-855-632-4468), or via ServiceNow Customer Service Portal (CSP) or via email to [NFCcontactcenter@nfc.usda.gov](mailto:NFCcontactcenter@nfc.usda.gov).