



National Finance Center Customer Notification

Announcing Upcoming Quarterly Training Sessions

December 31, 2019

Reference Number: NFC-1577735908

The National Finance Center's (NFC) Training and Communications Branch (TCB) is now accepting enrollment for instructor-led quarterly training sessions. Courses will take place on the following tentative dates, at the USDA Client Services Office (CSO) located in Washington, D.C. These courses will equip participants with the appropriate knowledge, skills, and abilities to access and perform essential functions within the Administrative Billing and Collections (ABCO), Web-based Special Payroll Processing System (SPPS Web), Special Payroll Processing System (SPPS) Mainframe, Time Inquiry Leave Update System (TINQ), Insight, Entry, Processing, Inquiry, and Correction System (EPIC) and History Correction Update Processing System (HCUP) applications. Participants will also gain insight into how each system relates to other NFC Payroll, Personnel, and Inquiry Systems. Interested individuals are encouraged to register.

To register, email a completed [registration form](#) and [SF-182](#). All students must refer to their respective agency's budget/finance department for payment information and ensure the forms include the Agency Location Code (ALC), Treasury Account Symbol (TAS) and Business Even Type Code (BETCs). All forms should be emailed to the NFC Training Mailbox at nfc.training@usda.gov.

Cancellation Policy: An Agency may cancel a student from a scheduled session up to 1 week before the start of the course. If we receive a cancellation less than 5 business days prior to the start of the course, the Agency will be billed for that student. The Agency can make student substitutions at its own discretion.

Pricing information for the classes can be found on the NFC University Pricing page or at the following link: [Training Course Pricing](#).

2nd Quarter

- EPIC Classroom Course – January 14-16, 2020
- HCUP Classroom Course – February 11-13, 2020
- Insight Classroom Course – February 25-27, 2020
- ABCO Classroom Course – March 23, 2020
- TINQ Classroom Course – March 24, 2020
- SPPS Web Classroom Course – March 25, 2020
- SPPS Mainframe Classroom Course – March 26, 2020

3rd Quarter

- EPIC Classroom Course – April 21-23, 2020
- HCUP Classroom Course – May 19-21, 2020
- Insight Classroom Course – June 2-4, 2020
- ABCO Classroom Course – June 29, 2020
- TINQ Classroom Course – June 30, 2020

4th Quarter

- SPPS Web Classroom Course – July 1, 2020
- SPPS Mainframe Classroom Course – July 2, 2020
- EPIC Classroom Course – July 14-16, 2020
- Insight Classroom Course - July 28-30, 2020
- HCUP Classroom Course – August 11-13, 2020
- ABCO Classroom Course – September 21, 2020
- TINQ Classroom Course – September 22, 2020
- SPPS Web Classroom Course – September 23, 2020
- SPPS Mainframe Classroom Course – September 24, 2020