**WorkforceGPS**

**Transcript of Webinar**

**Pay.Gov Implementation**

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JENNIFER JACOBS: Again, we want to welcome you today's Pay.gov Implementation webinar. Now without further ado, I'd like to turn things over to our presenter today, Weiss Russell, senior accountant, U.S. Department of Labor Employment and Training Administration. Weiss?

WEISS RUSSELL: Thank you, Jennifer. Good afternoon, everyone, and welcome to the Pay.gov Implementation webinar hosted by the Office of Financial Administration with the U.S. Department of Labor. My name is Weiss Russell and I will be the presenter for this Pay.gov meeting.

Today we will discuss why we at the Department of Labor have decided to begin using Pay.gov and what it means for you, our customer. We will go over which types of payments can be made and other forms of electronic payments that can be used for certain situations, such as Payment Management System, also known as PMS.

We will walk through the Pay.gov site and demonstrate how to make a payment online and how you can find our agency. At the end of this webinar we will be taking questions and will hopefully answer each one as best we can. If we run out of time and you still have a question, please do not hesitate in sending us your question through the e-mail that will be provided at the end of this webinar. Please note that directions that our host has provided regarding questions and how to submit them through the WebEx portal.

Some of you may be asking the question why Pay.gov. Well, simply put, it's a safe platform anyone may use to submit payments to the federal government. Not only is it safe, it also assists federal agencies with tighter internal controls. Pay.gov allows users to pay through direct debit, credit cards, and even PayPal and Amazon accounts.

The form on the Pay.gov website provides our customers with the ability to schedule recurring, automatic payments through withdrawals from your respective account. To take advantage of the recurring payments feature, our customers will be required to create a Pay.gov account. To create the account, please follow the prompts that are provided through the Pay.gov website which we will be going over shortly.

This platform and the Pay.gov account that users can create will help everyone track payments that have been made without the anxiety of losing a check in the mail or a check being deposited into an incorrect account. Just recently, one check that was sent to us by a grantee was inadvertently deposited to another agency's account, another federal agency's account.

To correct that erroneous deposit it's going to take about a few weeks' worth of work, both from the bank itself and the other federal agency to correct the situation. This delay will result in reconciling differences in the account of the grantee that submitted the check and us here at ETA's Office of Financial Administration.

These are the types of situations that make Pay.gov so much more appealing to use. Not only is there no longer the issue of lost or over erroneously deposited checks but payments are settled more efficiently. Payments made through Pay.gov are received by the next business day. Although I strongly recommend that everyone create a Pay.gov account to track your payments.

An account is generally not necessary if you need to make a payment online; however, by creating an account, our customers will have more tools to track and manage payments that have been made. Some of the benefits of creating an account are the ease that is provided to save information submitted for one payment so it can be reused for other payments, and have stored bank and credit card account information automatically filled in when you make a payment.

Creating an account also gives the user control by allowing you to create your own easy to remember username and password; track payments and other Pay.gov activity performed while you are signed in, including payment and status; schedule future automatic payments where allowed; and cancel payments before they are processed. These are all the benefits of creating your own account.

On the next slide, as far as types of payments that are accepted, some of the types of payments that are accepted are listed here that can be paid through Pay.gov. They are, but not limited to the following: rent and royalty payments that are due to the U.S. Department of Labor; any court ordered restitution payments; Freedom of Information payments that are due to the U.S. Department of Labor; any refunds that may be due back to a contract that you may have with the Department of Labor; canceled or expired grants that are older than five years, for example, a grant that is from fiscal year '12 or older may be paid through Pay.gov.

Grants that have closed or canceled since fiscal year '13 through fiscal year '18 will be discussed on the next slide. Disallowed cost determinations and single audit determinations and other three items mentioned on this slide must be paid through Pay.gov.

If we look at this slide where it says active grants, it tells you use the Payment Management System as far as active grants are concerned. So, in this case, your grant or your contract is not canceled or expired and is younger than five years, so anything after fiscal year '13 would be considered younger than five years.

If you go into the Payment Management System, which I will be referring to as PMS from now on, and you notice that your grant says it's closed or you are unable to see the grant that you would like to make the refund payment to, please, according to this slide, send us an e-mail at eta-arteam@DOL.gov and provide the full subaccount information and request that the grant be reopened to you so that you can submit your payment. We will process all incoming e-mails within 48 business hours.

Once that is done, we will then e-mail you notification that the grant has been reopened and that you may go ahead and submit your refund through PMS. Then you would follow step two. You would make the payment and the return to funds through PMS. Once you do that, step three, the payment, will be posted by the U.S. Department of Health and Human Services to the respective grant that you have designated.

If your grant is an inactive grant, such as any grants from fiscal year '12 and prior, then your payment should be made through Pay.gov only, and not through PMS. In this case, your grant year contract is more than five years expired or canceled; please use Pay.gov and submit your payment. Your payment will then be processed through Treasury and we will receive your payment the next business day here at the Department of Labor.

As far as the Pay.gov website navigation is concerned, it is fairly simple. Step one, you would go into Pay.gov on the hyperlink that is described or written over here on this slide. We'll go over these screenshots, but we will also take a live navigation through the website as well. When you go into Pay.gov and you see this screen, you click on make a payment or you can search the Labor Department via find agency or typing in Labor or U.S. Department of Labor Department – however you want it worded – and then click search.

Once you do that you will see the following screens. You will see that DOL ETA General Payments is listed there as a form that you may use to submit payments. At this point you would click on continue to the form, and when you do so, it'll take you straight to the form where the payments will be made and your information will be uploaded.

However, going back to this screen, if you searched through find an agency, you will see the following screen and you can scroll down, as far as the alphabet is concerned, and you will see Labor, DOL Employment and Training Administration. You can then go ahead and click on that and it'll take you back to where the other button was going to take you as well, as far as the form is concerned, to get to DOL ETA general payments. When you get to this screen, all it is telling you is that these are the accepted payment methods that are allowable through Pay.gov.

Go ahead and click continue on the form and it'll take you to this screen. This is very simple. All you need to do – it's self-explanatory – fill in all the required information. In the payment description you can give any description as to why you are sending this payment. Please do not just submit a payment without any description as to what the payment is for. We have received those in the past. In this bottom you can write down that this is for grant ABC 12345AB0 and indicate that that grant is expired or canceled, and we will go ahead and credit your account accordingly.

Once you fill out all the information here, you click on continue and it'll take you to the next screen. However, at this point we will take a pause and we will go ahead and go into a live navigation of the website.

On this screen – again, going back to the screenshots, we can click on find an agency on the top far ribbon and then we will click on the letter L on the alphabet line and you will see that the very first one on the top on the L is the DOL Employment and Training Administration. Once you click on that, it'll take you to the next screen, which is DOL ETA general payments. When you get here, you click on continue to the form, and, again, all it's telling you here is that these are the methods of payment that you can choose through Pay.gov. Then click on the red ribbon. Continue to the form.

Then over here we simply plug in all the information. In company name we can type in ABC because that's a required field. Then your next required field is your name. You can say John Doe. Then the phone number, you can plug in anything, and your e-mail address, preferably your work e-mail address where you can be reached at in case we have any questions regarding the payment that you are submitting. As you can see, when the numbers were added, there's a feature on here that will not allow you to submit the form if you do not have the proper amount of digits for your phone.

Then on the next line we'll go in and put in the payment amount. Let's say $1. In the next two drop-down menus you have year and quarter. Year would be 2018; that's where we're in now. Then quarter, please keep in mind that the quarter relates to federal fiscal year quarter. In this case, we are currently in the third quarter, but it'll go ahead and give you the month. The month – we're in between April and June – we'll click on that one. Then payment description, you can write in anything in here as it relates to the payment. Then you can click on continue.

Then on this screen you can attach a file. Let's say you are submitting this payment because of disallowed costs where a final termination was given to you through an audit. You can attach the PDF file of that audit to your payment here so that we can see how this payment is being applied based on your audit, or you could attach any other documentation you wish here. The maximum allowable is 15 MB. In this case, let's say we don't have anything to attach, we click on next.

Over here we plug in how you wish to pay. You can use a debit or credit card through your firm or agency or you can use a bank account, which everybody chooses to use. At the same time, like I said, once you've created an account through Pay.gov, you can set up recurring payments through that bank account and ACH. If we click on bank account and then we click on next on the ribbon, it will take us to this screen where we plug in all the pertinent information as far as the checking account or the bank account that will be used.

In this screen is where we stop as far as navigation is concerned because we do not wish to proceed any further because once we plug in the information here and we scroll down to the bottom there is a submit button and once you review and submit the payment, the payment will then go to the next screen. If we scroll back up we see that the steps are there, so the next screen is review and submit. Once you click submit on step three, you're step four, you will receive a confirmation that your payment has been accepted and sent over to the Department of Labor.

That's it. That's as easy as it gets for using Pay.gov. Again, we went live with this effective June 1st of this year. Any physical paper checks that we receive after June 1st will be returned back to all senders with a kindly reminder to use Pay.gov.

If you have any questions, please. Any comments? If there are no questions and if there are no comments, the information on the file share tab on your screen has today's PowerPoint and the EPI guidance; the EPI is the Electronic Payment Initiative that we are taking here at the Department of Labor.

If you download that information, which has already been mailed out I think two times, you have some frequently asked questions and other information as far as our e-mail address and directions and screenshots on how to make payments within Pay.gov. Please make use of all that, and if anyone has any questions, please e-mail us at the eta-arteam@DOL.gov web address and we will address them as quick as possible.

However, we do have one question before we end the meeting. The question is: once you make the return in Pay.gov, do you make any entries in PMS? If the grant is younger than five years, which means within the past five years it has been active and it's still within the five-year range, those payments are to be made by you through PMS.

When that happens, the U.S. Department of Health and Human Services will be posting and making the entries in PMS; we over here at the Department of Labor will not. We are taking all the payments that are older than five years, for example, FY'12, FY'11 and '10 and so on and so forth. When we receive those payments for a grant, we do not make any entries in PMS for those refunds. I hope that answered the question.

Again, if you would like to ask a more detailed question or a very specific question, the e-mail address is on your screen; please make use of it. It appears that there are no other questions. There are no other comments. Again, everyone, if you do come up with questions or you would like to reach out please use that e-mail address and we will get back to you with an answer.

I hope everybody enjoyed this Pay.gov meeting. It was fairly dry, however, quick, but very informative and I hope everyone makes good use of it. Again, this is very helpful for everyone involved. Thank you and have a good day.

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