**WorkforceGPS**

**Transcript of Webinar**

**Pay.Gov Implementation AR Team**

**Tuesday, June 23, 2020**

*Transcript by*

*Noble Transcription Services*

*Menifee, CA*

JON VEHLOW: Hey now and welcome to today's webinar. My name is Jon Vehlow and I'm here if you need anything technically speaking. Hopefully you won't need to hear too much from me, but if you do have any technical questions, please let us know in that chat window on the bottom left-hand side of your screen.

That chat window is also where we'd like you to introduce yourself now. Just a note, you may use that chat box to ask our presenters any questions you may have during the webinar. You'll also notice that we have a copy of today's presentation uploaded in that FileShare window in the bottom right-hand side of your screen.

You can download that at any time throughout today's presentation. So again, if you haven't already done so, if you're just joining us, please make sure to introduce yourself in that welcome chat. Again, we'll have that chat up throughout today's webinar where you can type in your questions or comments at any time.

Welcome to "Pay.Gov Implementation AR Team." So without further ado, I'd like to kick things off to our moderator today, Weiss Russell, accountant Office of Financial Administration, U.S. Department of Labor Employment and Training Administration. Weiss, take it away.

WEISS RUSSELL: Thank you, Jonathan. Good morning, 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 the 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 your agency. At the end of this webinar, we will be taking questions and we'll 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 email that will be provided at the end of this webinar.

Please note that directions – the – please note the directions that our host has provided regarding questions and how to submit them through the WebEx portal. Well, 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 and better internal controls for our customers too. 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 recurrent payment 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 other federal agencies – 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 to us here at the ETA's Office of Financial Administration.

While that was an error on the part of the payee, it still shows you the amount of time it takes to go in and correct an error. These are the types of the – oh, I'm sorry about that, I should've moved this over. So there are different 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, it only helps.

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 or 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 user name and password, track payments on other Pay.Gov activity performed while you're signed in, including payment 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 this slide, as far as types of payments that are accepted, some of the types of payments that are accepted are listed here and can be paid through Pay.Gov.

They are but not limited to the following, rent and loyalty 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 and expired grants that are older than 5 years, for example, a grant from fiscal year 12 or older, can be paid through Pay.Gov or even 2015 and older.

So these are the types of payments that we take on Pay.Gov but it's not limited to it, these are just examples. The use of the Payment Management System really is not something that contracts deal with. So this part of the slide we will go ahead and skip since this presentation is geared towards the Office of Job Corps and all of the customers that hold contracts with the Office of Job Corps.

As far as the Pay.Gov website navigation is concerned, it is fairly simple. Step one, you would go into the Pay.Gov on the hyperlink that is described or written over here on this slide right here. 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, however you want it worded and then click search. You will find the Department of Labor here.

Indeed this is the slide where you can do the search on labor, Labor Department, Department of Labor, however you want to do it. Once we move into this slide – this web page we will see that the DOL ETA general payments is listed here as a form that you may use to submit your 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. Now, going back over here if you searched through find an agency, you will see this screen and you can scroll down as far as the alphabet is concerned and you will see a 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 the DOL ETA general payments page. When you get to this screen, all it is telling you is that these are the types of payments that are accepted and allowable through Pay.Gov.

So on this screen, once we click on continue on the form it'll take you to this screen. This is very simple. All you need to do, pretty self-explanatory, is fill in all the required information. In the payment description on the bottom, a big box, you can give any description as to why you're sending this payment.

Please do not just submit a payment without any description as to what the payment is for, this only delays your payment being credited to your account. We have received those in the past and it does take a while to process.

So in this bottom area, you can write down that this is for contract number XYZ and it is funds that are excess or however you want to word it, whether it's disallowed costs, if it's an audit fund, however you want to word your return you would use this box on the bottom to do it.

Once you fill out all the information here you click on continue and it'll take you to the next screen. So what I'm going to do now is I'm going to go ahead and show a live navigation of the website.

MR. VEHLOW: And Weiss, we can see the screen now, it showed up.

MR. RUSSELL: Perfect. So this is going to be the Pay.Gov screen. It's https:paydotgov, that's it and if you're on a completely blank one, you just type Pay.Gov and it'll automatically bring you here to this page. When you are here, if you do not know where we are located, again, over here is find an agency or you could do a search.

So if we do find an agency, we go down to L or Labor Department and you will see that it's right here. So if we click on that, it takes us to this page to confirm that you are going to be going to this form, the DOL ETA general payments page, you click on continue and as we click on continue, again, this is that page that I showed you guys earlier where it shows you the accepted payment methods through Pay.Gov.

These are the four different types of payment methods you can make and then you continue to the form. Once you continue to the form you have five steps to complete in order for your payment to be processed. Over here for the Office of Job Corps and any contract holder that is trying to return payments, your payment type can be any one of these based on your situation.

The majority of it, if it's excess funds, you would click on reimbursement, your contract number in this field, you can place all 9s and in the payment description is where you would type in that this is for contract DOL 123 and once all of this is filled out we go to the next page, it'll ask us for payment information.

These are all required – all the ones with the star are required fields. So if we fill this out, we go to the next page and when we go to this page, you will have to pick which way your payment method will be, whether it's a bank account or a debit or credit card. So if we choose bank account, we move to next right over here, we'll try to make a $3.00 payment.

You would click on the date and the earliest date for that payment to be processed would be 6/29. The few days that this is lingering around your payment will be processed the next day within 24 hours, however, treasury has instilled an extra 5 days on top of that to ensure that there's no fraud activity going on on the website.

So your payment will be received the next day, however, it will come into our account on the 29th. So you would place in all your information, select you’re account type, so it's business checking or whatever it may be, you fill out your routing number, your account number and you would review and submit payment right here and it'll take you to the next page where it'll allow you to confirm your payment.

Unfortunately, I can't get past this part just because I have no other information to provide over here, but that – those are the steps that you would take to make a payment online through Pay.Gov. As you can see, it is extremely easy and efficient and plenty of internal controls as far as safety is concerned both for yourself and for the Department of Labor.

Now, we will go back to the presentation. So that's it. That's as easy as it gets for using Pay.Gov. Again, we went live with this effective June, 2018 for ETA. We are going live for this for the Office of Job Corps effective July 1, 2020, which is only about a week and a few days away.

Any physical paper checks that we receive after July 1st will be returned back to the sender with a timely-friendly reminder to use Pay.Gov, however, due to COVID, that process may be implemented at a later timeframe, but we do encourage everyone to use Pay.Gov as best as possible.

If you have any questions or any comments, please go ahead and use the screen in asking your questions and we will do the best we can to answer anything that comes up. The first question we have is how does OJC, the Office of Job Corps, know that the payment is made? For example, with liquidated damages.

So when you go through the Pay.Gov website and in the payment description box you state that this payment is for liquidated damages based on XYZ, whatever other description you put after that, that form will be received by us within 24 hours and when we receive that, we will notify the Office of Job Corps of an incoming liquidated damages payment and notify the Office of Job Corps of the payee and the amount that has been sent in.

So it's very simple. Again, this Pay.Gov site will assist both customers and the Department of Labor in efficiency. There's going to be no more lost checks, no more checks that take weeks to arrive, this will be a 24-hour process, fast, quick and efficient. Another question we have that has been posed is who will you notify [inaudible] regions or a Job Corps point of contact?

The person that I notify once we receive payments for the Office of Job Corps at the national office will be the director of the Office of Job Corps here at the national office and then the – it would be at the director's discretion on who they feel also needs to be notified whether they're in the regions or in the national office.

Well, I just want to let you all know as well as the – or as our moderator has stated in the beginning, the information on this PowerPoint is available now to you on the bottom of the screen, today's PowerPoint and it will also be made available within three business days.

The information that is on this presentation please use it. There are emails and information. There are also facts on our electronic payment initiatives guidance form that is also attached and in that, our email address is stated as eta-arteam@dol.gov.

If you have any further questions, concerns or anything that is related to Pay.Gov or a payment that you need to make, you may feel free to go ahead and please email us directly at that email link. Again, if you would like to ask a more detailed question, email us. And at this point, it appears that there are no other questions, there are no comments.

Again, everyone, if you do come up with questions or you would like to reach out, please use the email address and we will get back to you with an answer. I hope everyone enjoyed this Pay.Gov meeting. It was fairly dry, however, it's very informative and I hope everyone makes good use of it.

And there are – there's another question that has been posed, are the slides available to send to the contractors? Yes. So within three business days, our moderator will be sending you a link that will contain both the presentation, the recording of this presentation, all the documents related to this presentation and an executive summary.

That link will be made public as long as you request it. So please email us and I will go ahead and provide that link to you so that you may share it with whomever you deem would benefit from this training. So we will go ahead and – let me see here, I think I may have it here. There it is. There is our address if you need to go ahead and please email us there at that email address.

All accounts receivable transactions and emails should be directed to that email address and again, all emails will be answered within 48 business hours. I hope everyone enjoyed the presentation. I hope you all have a great day. Stay safe during this COVID crisis and if you have any questions, please do not hesitate in reaching out.

We are here to help you. We are in this together and we can only move forward and be as efficient as possible through teamwork. Thank you and have a great day. I pass it on to Jon Vehlow.

MR. VEHLOW: Well, thank you so much, Weiss. And I just want to thank –

(END)