

Acronyms

ATO - Authorization to Operate
 CAC - Common Access Card
 FISMA - Federal Information Security Management Act
 ISA - Information Sharing Agreement
 HHS - Department of Health and Human Services
 MOU - Memorandum of Understanding
 NARA - National Archives and Record Administration
 OMB - Office of Management and Budget
 PIA - Privacy Impact Assessment
 PII - Personally Identifiable Information
 POC - Point of Contact
 PTA - Privacy Threshold Assessment
 SORN - System of Records Notice
 SSN - Social Security Number
 URL - Uniform Resource Locator

General Information

PIA ID:	1439654	Title:	HRSA - Personnel Action and Payroll Management
PIA Name:	HRSA - PAMP - QTR1 - 2022 - HRSA794758		
OpDiv:	HRSA		

PTA

PTA - 1A:	Identify the Enterprise Performance Lifecycle Phase of the system	Operations and Maintenance
PTA - 1B:	Is this a FISMA-Reportable system?	Yes
PTA - 2:	Does the system include a website or online application?	No
PTA - 3:	Is the system or electronic collection, agency or contractor operated?	Agency
PTA - 3A:	Is the data contained in the system owned by the agency or contractor?	Agency
PTA - 5:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?	Yes
PTA - 5A:	If yes, Date of Authorization	11/15/2019
PTA - 6:	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)
PTA - 7:	Describe in further detail any changes to the system that have occurred since the last PIA	There have been no changes to the system since the last PIA.
PTA - 8:	Please give a brief overview and purpose of the system by describing what the functions of the system are and how the system carries out those functions?	Personnel Action and Payroll Management system (PAMP) provides, in a single location, personnel and payroll information drawn directly

from the official systems of record for both Commissioned Corps (CC) and Civil Service (CS) employees. Systems of record include the Business Intelligence Information System (BIIS) and the Accounting For Pay System (AFPS), both of which have their own Privacy Impact Assessments. On the personnel, or Full Time Equivalent (FTE), side, some important elements are equal employment opportunity (EEO) information such as pay plan, grade, series, step, position title, employment status, education record, administrative code, common accounting number (CAN), and regular and overtime hours worked by the employee. On the payroll side, several data elements are available, including pay date, gross pay, net pay, gross expenditures, and pay period. The system generates year-to-date payroll information monthly and quarterly, as requested by the user. Timeliness is ensured through regular extracts from time-attendance and payroll servers; the extracts are timed with the running of the official payroll programs.

PTA - 9:	List and/or describe all the types of information that are collected (into), maintained, and/or shared in the system regardless of whether that information is PII and how long that information is stored.	PAPM collects, maintains and shares: Name SSN Date of Birth Position Title Grade and Series Pay plan Education Records Salary Military Status Employment Status Administrative code Common accounting number Username Payroll data FTE hour data
PTA -9A:	Are user credentials used to access the system?	Yes
PTA - 9B:	Please identify the type of user credentials used to access the system.	HHS User Credentials HHS/OpDiv PIV Card
PTA - 10A:	Are records in the system retrieved by one or more PII data elements?	Yes
PTA - 10B:	Please specify which PII data elements are used.	Name, Phone Number, Social Security Number, Address
PTA - 11:	Does the system collect, maintain, use or share PII?	Yes

PIA

PIA - 1:	Indicate the type of PII that the system will collect or maintain	Social Security Number Name E-Mail Address Phone numbers Education Records Military Status Date of Birth Employment Status
PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared	Employees/ HHS Direct Contractors
PIA - 3:	Indicate the approximate number of individuals whose PII is maintained in the system	Above 2000

PIA - 4:	For what primary purpose is the PII used?	Personnel Action and Payroll Management (PAPM) users in the Office of Budget (OB) use PII to identify employees, research their employee status and personnel actions, and apply changes to their projected payroll and Full time employee (FTE) hours. HRSA Bureaus review and edit worksheets with employee PII within the PAPM system and check for accuracy of data. The Bureau Analysts are only able to view and edit data specific to their own Bureau. User credentials are collected to control who can access the system. PAPM does not have application-level user credentials, and relies on HRSA network user credentials instead.
PIA - 5:	Describe any secondary uses for which the PII will be used (e.g. testing, training or research)	PAPM will not use PII for testing and training.
PIA - 6:	Describe the function of the SSN/Taxpayer ID.	PAPM extracts data from different systems, and because the format of the employee name is different in each source system, the only common factor for identifying employees is the SSN. Therefore, PAPM uses the SSN to maintain employee records of payroll and FTE data. There may also be multiple employees with the same name, in which case the SSN is used to identify each employee.
PIA - 6A:	Cite the legal authority to use the SSN	Chief Financial Officer Act of 1990 E-Government Act of 2002
PIA - 7:	Identify legal authorities, governing information use and disclosure specific to the system and program	Chief Financial Officer Act of 1990 Privacy Act of 1974 Federal Information Security Management Act of 2002 19 CFR 163 Record Keeping of Sensitive Data OMB Memoranda M-99-20 OMB Circular A-123 and A-130 NIST SP 800-14
PIA - 8:	Provide the number, title, and URL of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or indicate whether a new or revised SORN is in development.	09-90-0020 Suitability for Employment Records SORN history: 58 FR 28880 (5/17/93); updated 59 FR 55845 (11/9/94), *83 FR 6591 (2/14/18) [Exempt based on (k)(5); see 40 FR 47406 & 40 FR 41140]
PIA - 9:	Identify the sources of PII in the system	Government Sources Within the OPDIV Other HHS OPDIV
PIA - 9A:	Identify the OMB information collection approval number or explain why it is not applicable.	PAPM does not require an OMB approval number.
PIA - 10:	Is the PII shared with other organizations outside the system's Operating Division?	No
PIA - 11:	Describe the process in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason	The publication of a Systems of Records Notice in the Federal Register notifies individuals that their personal information will be collected.
PIA - 12:	Is the submission of PII by individuals voluntary or mandatory?	Voluntary

PIA - 13:	Describe the method for individuals to opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason	There is no process in place to for individuals to opt-out of the collection of their personal information. PAPM is a reporting system that extracts existing data containing PII from the HHS Human Resource Office.
PIA - 14:	Describe the process to notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of original collection). Alternatively, describe why they cannot be notified or have their consent obtained	There is no process in place to notify individuals to their consent for use of their PII when major changes occur to the system. The collection of their personal information is extracted from the HHS Human Resource Office and import into PAPM for Payroll reports. Information is collected by Human Resource office when people are hired.
PIA - 15:	Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain why not	Individuals can contact the HRSA Human Resource Office if they have concerns about their PII.
PIA - 16:	Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy. Please address each element in your response. If no processes are in place, explain why not	The accuracy of the PII entered into the Human Resource (HR) is validated during the data entry process outside of the PAPM application. PAPM received data from the HR system. PAPM continually validates the integrity, accuracy, availability, and relevancy of the PII received and verified during these quality audits.
PIA - 17:	Identify who will have access to the PII in the system and the reason why they require access	Users Developers Contractors
PIA - 17A:	Provide the reason of access for each of the groups identified in PIA-17 Users are provide access: Review data and prepare reports Administrators are provide access: System Operations and Maintenance Developers are provide access: System Operations and Maintenance Contractor are provide access: Direct contractors develop and maintain the system database, stored data, and system functions	
PIA - 17B:	Select the type of contractor	HHS/OpDiv Direct Contractor
PIA - 18:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII	PAPM is a role based application. Access to PII is determined by the system owners and what functions are necessary to perform user task.
PIA - 19:	Describe the technical methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job	PAPM restricts user assess based on roles and privileges pertaining to each specific Bureaus.
PIA - 20:	Identify training and awareness provided to personnel (system owners, managers, operators, contractors and/or program managers) using the system to make them aware of their responsibilities for protecting the information being collected and maintained	PAPM users are required to take the HRSA IT General User's Security, and Privacy yearly training.
PIA - 23:	Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific NARA records retention schedule(s) and include the retention period(s)	National Archives and Records Administration (NARA) General Records Schedule 25 - records automatically deleted after 6 years. HRSA

General Support Systems (GSS) is responsible for this activity. The storage, handling, and destruction of PAPM media is the responsibility of HRSA Office of Information Technology (OIT) and is covered in the June 2003 HRSA OIT GSS Local Area Network System Security Plan. A procedure for marking PAPM reports, such as —“Time Sensitive Information Subject to Change,” “Limited Official Use,” —is currently in place. General Schedule 2 1.A and General Schedule 20 Item 12A.

PIA - 24:

Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response

The security of the system falls under HRSA General Support Services (GSS), which abides by all rules and regulations regarding system security and integrity, vulnerability scanning, data storage and backup, and data encryption. Access to the system is only permitted within the HRSA network, which is controlled by GSS through the use of Personal Identity Verification (PIV) cards. However, only approved user accounts are allowed access to the system. PAPM user accounts must be approved by the user's bureau supervisor and the PAPM Information System Security Officer (ISSO). Additionally, PAPM users must agree and adhere to the PAPM Rules of Behavior before being granted system access.