


General Information		
PTA / PIA Name:	HRSA - PAMP - QTR3 - 2025 - HRSA1446054	PTA / PIA ID: 3913430
Component Name:	HRSA - Personnel Action and Payroll Management	ATO Boundary Name: Personnel Action and Payroll Management
Overall Status:	Complete 	# of Days - Open: 174
Submitter:		Submit Date: 11/24/2025
Next Assessment Date:	N/A	Expiration Date: 1/1/2100
Office:		OpDiv: HRSA
Security Categorization:	Moderate	
Make PIA available to Public?:	No	PIA Required: Yes
General 01:	Identify the Enterprise Performance Lifecycle Phase of the system.	Operations and Maintenance
General 02:	Is this a FISMA-Reportable system?	Yes
General 03:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?	Yes
General 04:	ATO Date or Planned ATO Date.	9/3/2024
General 05:	Is the system or electronic information collection, agency or contractor operated?	Contractor
History Log:	View History Log	

Privacy Threshold Analysis		
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PTA 01:	Point of Contact (POC) Name	Rebecca Andam Michael Makinde
PTA 01A:	POC Title and Organization	ISSO, HRSA
PTA 01B:	POC Email Address	randam@hrsa.gov
PTA 01C:	POC Phone Number	301-370-9562
PTA 02:	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)
PTA 02A:	Describe in further detail any changes to the system that have occurred since the last PIA.	No changes since last PTA

PTA 03:	Is the data contained in the system owned by the agency or contractor?	Agency
PTA 04:	Please give a brief overview of the purpose of the system by describing what the functions of the system are and how the system carries out those functions in support of HHS.	<p>Personnel Action and Payroll Management system (PAPM) 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.</p>
PTA 05:	List and/or describe all the types of information that are collected, maintained, and/or shared by the system regardless of whether that information is PII and how long that information is stored.	<p>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 User name Payroll data FTE hour data</p>
PTA 05A:	Are user credentials used to access the system?	Yes
PTA 05B:	Please identify the type of user credentials used to access the system.	<p>HHS User Credentials HHS/OpDiv PIV Card</p>
PTA 06:	Describe why each type of information is collected, maintained, and/or shared by the system. Specify what information is collected about each category of individual.	<p>The PAPM web application collects HR/Personnel inf HRSA employees. Additionally it stores the Full-Time hours worked and the Payroll information for all Civil Commissioned Corp. (CC) HRSA employees.</p> <p>The table below shows the various categories of info related employee types for each –</p> <p>Data</p> <p>Raw FTE Data & Personnel Details</p> <p>Raw Payroll Civil Service (CS) and Commissioned Corp data</p>

Final FTE Employee records

Final Payroll CS and CC records

FTE and Payroll Worksheets, Bureau Worksheets

Worksheet Archives

FTE and Payroll CAN Adjustments

Draft Personnel Actions and Final Personnel Actions

CAN, Budget Lines and Budget Line Groups

Staffing Run and Officer Roster imports

Bureau Worksheet workflow transition information

Workflow email notifications and reminders

Draft & General Comments

User Action/Audit Logs

Error Logs

PTA 07:	Does the system collect, maintain, use, or share PII?
PTA 08:	Does the system include a website or online application?
PTA 08A:	Provide the URL(s).
PTA 08B:	Are any of the website or online applications accessible by the public (including publicly accessible log in pages)?

Yes

Yes

Prod: <https://papm.hrsa.gov>

QA: <https://papmqa.hrsa.gov>

No

PTA 09:	Describe the purpose of the website, who has access to it, and how users access the web site (via public URL, log in, etc.). Please address each element in your response.	<p>Purpose: Personnel Actions and Payroll Management (PAPM) is a web-based application bringing together the HRSA employees from various bureaus and offices to track, manage, and project both CS &CC employee's FTE hours and payroll costs from all budget lines with pay/FTE funds in HRSA.</p> <p>Access: The Office of Budget and Finance and OIT administrators have access to the website</p>
PTA 10:	Does the website have a posted privacy notice?	Yes
PTA 11:	Does the website contain links to non-federal government websites external to HHS?	No
PTA 12:	Does the website use web measurement and customization technology?	No
PTA 13:	Does the website have any information or pages directed at children under the age of thirteen?	No
PTA 14:	Does the system have a mobile application?	No
PTA 20:	Are any third-party websites or applications (TPWA) associated with the system?	No
PTA 21:	Does this system use artificial intelligence (AI) tools or technologies?	No

Privacy Impact Assessment

Privacy Impact Assessment

PIA 22:	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Identifying Numbers Social Security Number Biographical Information Name Date of Birth Employment Status/History Military Status/History Contact Information Email Address (Business)
PIA 23:	Indicate the categories of individuals about whom PII is collected, maintained, or shared.	Employees/HHS Direct Contractors
PIA 24:	Indicate the approximate number of individuals whose PII is maintained in the system.	500 – 4,999

PIA 25:	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 be 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 26:	Describe any secondary uses for which the PII will be used (e.g., testing, training, or research).	NA. PAPM does not use PII for secondary use.
PIA 27:	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID. If the Taxpayer IDs collected are only for businesses include that in your response.	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 27A:

Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID. If the Taxpayer IDs collected are only for businesses, you may respond N/A.

Category

Regulatory Information

Collection

Code of Federal Regulations (annual edition)

SuDoc Class Number

AE 2.106/3:31/

Contained Within

Title 31 - Money and Finance: Treasury
Part 103 - FINANCIAL RECORDKEEPING AND REPORTING OF CURRENCY AND FOREIGN TRANSACTIONS
Subpart C - Records Required To Be Maintained
Section 103.34 - Additional records to be made and retained by banks.
Subtitle B - Regulations Relating to Money and Finance
Chapter I - MONETARY OFFICES,DEPARTMENT OF THE TREASURY

Date

July 1, 2004

Citation Text

38 FR 2175, Jan. 22, 1973, as amended at 38 FR 3509, Feb. 7, 1973; 43 FR 21672, May 19, 1978; 52 FR 11444, Apr. 8, 1987; 68 FR 25109, May 9, 2003

Federal Register References

38 FR 2175, 38 FR 3509, 43 FR 21672, 52 FR 11444, 68 FR 25109

United States Code Reference

22 U.S.C. 288

PIA 28:

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 29:

Are records in the system retrieved by one or more PII data elements?

Yes

PIA 29A:

Please specify which PII data elements are used to retrieve records.

SSN, Name, Address, DOB Employment status

PIA 29B:	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 30:	Identify the sources of PII in the system.	Government Sources Within the OPDIV Other HHS OPDIV
PIA 31:	Is there an Office of Management and Budget (OMB) information collection approval number?	No
PIA 31B:	Explain why an OMB information collection approval number is not required.	PAPM does not require an OMB approval number.
PIA 32:	Is the PII in the system shared directly with other organizations outside the system's Operating Division?	No
PIA 33:	Is the submission of PII by individuals voluntary or mandatory as defined in the Privacy Act?	Voluntary
PIA 34:	Describe the method in place to notify and obtain consent from individuals whose PII will be collected. If no prior notice is given or consent cannot be obtained, explain why.	There is no process in place to for individuals to opt-out of the collection of their personal information. PAPM is a reporting systems that extracts existing data containing PII from the HHS Human Resource Office.
PIA 35:	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). If they cannot be notified or have their consent obtained, explain why.	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 36:	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 37:	Describe the process in place for periodic reviews of the system to ensure the integrity, availability, accuracy, and relevancy of the PII in the system. 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 38:	Identify who will have access to the PII in the system.	Users Administrators Developers Contractors
PIA 38A:	Select the type of contractor.	HHS/OpDiv Direct Contractors
PIA 38B:	Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?	Yes

PIA 39:	Provide the reason why each of the groups identified in 38 needs access to PII.	<p>Users access: Review data and prepare reports</p> <p>Administrators access: System Operations and Maintenance</p> <p>Developers access: System Operations and Maintenance</p> <p>Contractors access: Direct contractors develop and maintain the system database, stored data, and system functions</p>
PIA 40:	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 41:	Describe the technical methods in place to allow those with access to PII to access only the minimum amount of information necessary to perform their job.	PAPM restricts user access based on roles and privileges pertaining to each specific Bureaus.
PIA 42:	Identify the general security and privacy awareness training provided to system users (system owners, managers, operators, contractors and/or program managers) 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 43:	Describe the training system users receive above and beyond general security and privacy awareness training.	NA
PIA 44:	Describe the process and guidelines in place for the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).	National Archives and Records Administration (NARA) General Records Schedule records (GRS) 1.3 item 20 automatically deleted after 6 years.
PIA 45:	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.

Review and Comments

OpDiv Privacy Analyst Review

Privacy Analyst Review Decision:	Approved	Privacy Analyst Review Date:	12/10/2025
Privacy Analyst Review Comments:		# of Days - PA Review:	16

SOP Review

SOP Review Decision:	Approved	SOP Review Date:	12/16/2025
SOP Review Comments:		# of Days - SOP Review:	6

Agency Privacy Analyst Review

Agency Privacy Analyst Review Decision:	Approved	Agency Privacy Analyst Review Date:	12/17/2025
Agency Privacy Analyst Review Comments:	<p>Reviewer: Nestor Villafuerte</p> <p>12/17/2025 Comment(s) were updated, this PIA is ready for SAOP review and approval.</p> <p>11/20/2025 Please see comment and update accordingly:</p> <p>PIA-44: Per NARA, GRS 25 was superseded by 2.8 which is Employee Ethic records. Also GRS 20 was superseded by 5.1 and 5.2 electronic records. Please get with your record management officer to determine which retention schedule is appropriate.</p>	# of Days - APA Review:	1

SAOP Review

SAOP Review Decision:	Approved	SAOP Review Date:	12/22/2025
SAOP Review Comments:		# of Days - SAOP Review:	5

SAOP Signature

Date	User	Type	Name	Original Value	New Value
12/22/2025 12:58 PM	BAUR, VANESSA	Signature	SAOP (Email PIN)		Content Signed

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

Comments

Question Name	Submitter	Date	Comment	Attachment
PIA 44	Data Feed Service, pta_pia_HSRSA_Release	11/24/2025	Updated to "National Archives and Records Administration (NARA) General Records Schedule records (GRS) 1.3 item 20 automatically deleted after 6 years".	
PIA 44	BLAND, CRYSTAL	11/24/2025	Updated to "National Archives and Records Administration (NARA) General Records Schedule records (GRS) 1.3 item 20 automatically deleted after 6 years".	