

March 25, 2014

PCard-02-2014: Updated Procedure for Separation of Service Report

This information is being sent on behalf of Felando (Phil) Johnson, Program Manager, Charge Card Service Center

APCs,

The CCSC has updated the procedure for the Separation of Service Report, that is sent out monthly to APCs, identifying purchase cardholders who may have left the agency. To help streamline the process the CCSC has added drop-down choices for appropriate responses on the monthly spreadsheets the CCSC sends out. Starting March 31, 2014 (the April Report) APCs will be expected to choose an appropriate response for the report from the drop-downs on Column A "Status." APCs will then return their completed report with a response for each user. The language for the updated procedure is below.

The response choices in the Excel Spreadsheet will be limited to:

- Closed (T9) and Removed Profile
- Current Employee

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1	Status	Report Purch
2		IDERSO AN
3	Closed (T9) and Removed Profile Current Employee	POND DEF
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Updated Procedure:

APCs,

A **Separation of Service Report** has been created to identify employees who have left the department. On a monthly basis the CCSC will send the APCs a separation report for review that identifies employees who are no longer employed with their agency, but still have active purchase cards and user profiles in Access Online. The Separation of Service Report has been created with account information from Access online that is cross-referenced with information from the USDA Human Resource Department.

As an oversight effort please review the attached list identifying active purchase cards in Access Online of those employees who have separated from the department.

Action Required by the APC:

- Terminate (T9) any purchase cards in Access Online tied to an employee who is no longer employed with your agency, and then, remove the user profile from Access Online.
- Confirm to the CCSC that corrective action has been taken by **Tuesday, April 15, 2014**. **Confirmation should be captured in the attached spreadsheet and sent back with your response (use the drop-**

down in Column A “Status”). Confirmation spreadsheets for each agency report should be sent to [CCSC Inbox](#). Any submissions missing responses will be returned to the APC for completion.

If you have any further questions on this process, please send an e-mail to the [CCSC Inbox](#).

Thanks,
CCSC