What is Campus Support?

After the Submission Processing (SP) consolidation mail will still be received in Fresno. The Campus Support function will process all receipts, correspondence, and remittances once Fresno SP consolidates.

- It is estimated that Fresno's mail receipts will decrease by approximately 70% or more after consolidation.
- The Campus Support function will assume all residual mail processing functions after the SP consolidation and be responsible for processing all incoming and outgoing mail.
- Campus Support will report to the Site Coordinator in Accounts Management.
- **The stand-up date for Campus Support will be August 2, 2021.** Training will begin on July 19, 2021. This date is subject to change based on building occupancy availability.
- All Campus Support positions will be located in the Northpointe Building, 3211 S Northpointe Dr, Fresno, CA.

The average work day of a Campus Support employee will be very similar to the duties currently performed by Receipt & Control employees.

- Campus Support will be in the NorthPointe building located at 3211 S Northpointe Dr, Fresno, CA.
- Incoming mail will still be extracted and sorted at Tingle Tables.
- Due to the lower volume of mail, employees may perform various duties throughout the course of their workday such as:
  - ✓ Extraction & Candling
  - ✓ Processing outgoing mail
  - ✓ Working files requests
  - ✓ Transshipping
  - ✓ Processing Undeliverables
  - ✓ Reviewing outgoing C-Letters
  - ✓ Performing Correspondence Imaging duties
  - ✓ Depositing remittances

There are some differences between current mail processing procedures and Campus Support duties.

- Due to the decreased volume of mail, only one SCAMPS machine will be moved to NorthPointe, with less sorters, and the MUFFY machine is not used.
- Slicers are used as a back-up to open mail, and outgoing mail requiring enclosures are hand stuffed.
- Payments will be processed using the Remittance Strategy – Paper Check Conversion (RS-PCC) system. Advantages to using RS-PCC include:
  - o Paper checks are converted to an electronic transaction using scanners.
  - o Checks are destroyed 60 days after scanning.
  - o Checks are deposited the day they are received.
  - o Float time and transshipping costs are reduced.

What does this mean to me?

Approximately, 150+ positions have been announced on USAJobs for the Campus Support function.

Position Title	Pay Plan - Series Grade	PD	Qty	Announce #
Management Assistant	GS-344-06	93503	1	20OGD-WIN0691-0344-06
Lead Mail File Clerk	GS-305-05	92047	3	20OGD-WIB0693-0305-05
Lead Mail File Clerk (Seasonal)	GS-305-05	92047	1	20OGD-WIB0695-0305-05
Lead Remit Perf Clerk	GS-503-05	97725	2	20OGD-WIB0702-0503-05
Remit Perf Clerk	GS-503-05	95188	3	20OGD-WIB0692-0503-05
Remit Perf Clerk (Seasonal)	GS-503-05	95188	1	20-OGD-WIB0694-0503-05
Mail & File Clerk	GS-305-04	91198	45	20OGD-WIB0687-0305-04
Mail & File Clerk (Seasonal)	GS-305-04	91198	52	20OGD-WIB0690-0305-04
Remit Perf Clerk	GS-503-04	97724	33	20OGD-WIB0703-0503-04
Remit Perf Clerk (Seasonal)	GS-503-04	97724	10	20OGD-WIB0704-0503-04
Department Manager (Perm)	IR-340-02	93839	1	20OGD-WIM0686-0340-02
Supervisory Mail & File Clerk	IR-305-11	91667	3	20OGD-WIM0701-0305-11
Supervisory Mail & File Clerk (Seasonal)	IR-305-11	91667	1	20OGD-WIM0705-0305-11
Supervisory Remit Perf Clerk	IR-503-11	91673	2	20OGD-WIM0706-0503-11

- Since Campus Support will not stand up until August 2, 2021, selected employees will not actually be placed in the position until after the final VERA/VSIP open window is completed (April 2021 or shortly after). The employees who are selected will have a firm job offer with the understanding that the action (either a lateral move or a promotion to a higher grade) would not be effective until April 2021 or shortly after. Campus Support training begins on July 19, 2021.

If you need help visit the Career Opportunity & Resource Engagement (CORE) room or contact wispemployeefocus@irs.gov