

1. System Name: WMATA Payroll Records.
2. System Location: Carmen Turner Facility, 3500 Pennsy Drive, Hyattsville, MD 20785.
3. Categories of Individuals Covered by System: WMATA employees.
4. Categories of Records in the system: Names, addresses, marital status, tax status, home phone numbers, birth date, dependents, salary, bank information, garnishments, etc.
5. Principal Purpose: To accurately calculate pay, required tax withholdings and other deductions.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); B (Disclosure Incident to Requesting Information); C (Disclosure to Requesting Agency); D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); F (Disclosure to Contractors, Grantees and Others); G (Disclosures for Administrative Claims, Complaints, and Appeals); H (Disclosure in Connection with Litigation); and I (Disclosure to WMATA Unions); disclosures to the Internal Revenue Service and any state or local taxing body for imputing income, to the Social Security Administration, to child support enforcement agencies, to pension plans, to insurance providers, to state and local unemployment offices and to courts and creditors pursuant to court orders apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
  - Retrieved by**: By employee identification number and last name.
  - Storage**: Electronic Database.
  - Safeguards**: User ID and Password required.
  - Retention and Disposal**: Active for seven years after employment terminated, and then destroyed.
8. Systems Manager: Payroll Branch Manager in the Payroll Branch of the Office of Accounting.
9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001**. Requesters will be required to provide adequate identification, such as a driver's license, contractor identification card, or a government issued identification document. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website.
10. Records Source Categories: Employees, Federal, State and local agencies, and judgment creditors.