Electronic Payment Initiative
General Guidance

Employment and Training Administration
Introduction

Effective June 1, 2018, the U.S. Department of Labor (DOL), Employment & Training Administration (ETA) will no longer accept paper checks for many types of incoming funds. ETA has completed an initiative with the U.S. Department of the Treasury to accept electronic payments in lieu of paper checks. Incoming payments including returns and recoveries to DOL will now be made via Pay.gov.

Pay.gov

Electronic payments through Pay.gov are deducted directly from your bank account on the payment date. It is reliable, safe and convenient. It provides mutual benefits to the customer and ETA such as timely and convenient payments, reduced process requirements and mitigating lost or stolen checks in the mail. The DOL is eliminating the costs associated with a paper check system. While ETA receives payments in a more timely, convenient and precise manner with reduced processing requirements, you will no longer have to worry about lost or stolen checks. The web address for making electronic payments is:


Payments that can be made through Pay.gov are limited to the following types:

- Rent and Royalty payments
- Court ordered restitution payments
- Freedom of Information (FOIA) fees
- Accounts Payable refunds
- Cancelled/expired Grants (older than five years)
- Disallowed cost determinations
  - Single Audit Determinations and settlements after appeals process
  - Close-out Refunds from Grants and Contracts
  - Refunds from Grants and Contracts
  - Overpayments from Grants and Contracts

Payment Management System

Grantees returning funds to their respective grants shall use the Payment Management System (PMS) to submit payments. This process is the same as a drawdown within PMS.

The Electronic Payment Initiative (EPI) is a prompt, effective and reliable method for sending payments. We look forward to your participation in the EPI program. If you have any questions concerning the EPI program, please contact us at the following email address: ETA-ARTeam@dol.gov.
Grant Status

- **ACTIVE Grants**

1. Your grant/contract is not cancelled/expired and is younger than five years
   - Contact ETA through ETA-ARteam@dol.gov and provide the full sub-account information to request that the grant be re-opened for you to submit your payment.
2. Payment/Return of funds should be made through PMS
3. Payment will be posted by the US Department of Health and Human Services to the grant

- **INACTIVE Grants/Contracts**

1. Your grant/contract is cancelled/expired and older than five years
2. Payment/Return of funds should be made through Pay.gov
3. Payment(s) will be sent to Treasury accordingly

Pay.gov Site Navigation

Step 1: Go to [www.pay.gov](http://www.pay.gov)
Step 2: Click on **“FIND AN AGENCY”** or use the search field to locate the U.S. Department of Labor.

If the search option was selected, the following page will load. Once loaded, select **“DOL ETA General Payments”** by clicking on the red **“Continue to the Form”** button.
Step 2 (continued): If the “FIND AN AGENCY” option is selected, click on the letter “L” and select the option identified below.

- Labor (DOL): Employment and Training Administration
- Labor (DOL): Mine Safety and Health Administration (MSHA)
- Labor (DOL): Occupational Safety and Health Administration (OSHA)
- Labor (DOL): Wage and Hour Division (WHD)

Step 3: Click on “Continue to the Form” again.
Step 4: Enter all of the pertinent information as requested by the form. In the payment description section, please describe the reason for the payment. If a grant is involved, ensure that the full grant number and the sub-account are referenced, for example, AA12345-AB0.

Once all information is entered, click “Continue”.

Follow the prompts to enter payment information and submit the form.
Frequently Asked Questions

1. Is payment through Pay.gov secure?
   
   Pay.gov is the convenient and fast way to make secure electronic payments to Federal government agencies. Many common forms of payment are accepted, including credit cards, debit cards, and direct debit.

2. When will the agency receive my payment?
   
   Payments are generally settled and received by an agency on the next business day after submission. For example, if you make your payment during the day on Monday, the agency will receive your payment on Tuesday. If your payment was due on Monday, it will be late. If your payment was due on Tuesday and Tuesday is a holiday, your payment will not be received until Wednesday.

3. Can I upload PDF files along with my payment?
   
   Yes, a maximum 15MB of PDF files may be uploaded with your payment.

4. Is Pay.gov the U.S. Government agency you are paying?
   
   No, Pay.gov only accepts payments on behalf of an agency and sends them out for processing. Pay.gov only keeps track of payments made on Pay.gov.
   
   You must contact the applicable agency for information such as the total amount you owe, total amount paid, refunds, and other pertinent information.

5. Should I create a Pay.gov account?
   
   You do not need to have a Pay.gov account to make most payments, but with an account you have access to more tools to manage and track your payments. If you have recurring payments to be made, you are encouraged to create a Pay.gov account.

6. Is there a charge for using Pay.gov?
   
   No. Pay.gov is a free service.

7. Who may I contact for assistance?
   
   You may reach out to ETA at the following email address for assistance, ETA-ARteam@dol.gov. All emails are answered within 48 hours.

8. I am returning funds for a cost disallowance? If it gets redeposited into our account, is it acceptable to us to draw down those funds again?
   
   No, ETA will make a corresponding adjustment to de-obligate the grant award in the amount of the refund.

9. May I make Interest Income payments through Pay.gov?
   
   Yes, up to $500. Any amounts exceeding that must be returned directly to the U.S. Treasury.