

Comptroller

**FINANCIAL MANAGEMENT FOR PAYROLL**

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BY ORDER OF THE DIRECTOR



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**AUTHORITY:** Defense Commissary Agency Directive Management Program is established in compliance with DOD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

**MANAGEMENT CONTROLS:** This directive contains Management Control provisions that are subject to evaluation and testing as required by DeCAD 70-2, Management Control Program and as scheduled in DeCAD 70-3, Management Control Plan. The Management Control Review Checklist to be used by assessable unit managers to conduct the evaluation and test management controls is at Appendix D.

**HOW TO SUPPLEMENT:** Regions may supplement this directive with prior approval of HQ, DeCA.

**APPLICABILITY AND SCOPE:** This directive applies to the Defense Civilian Pay System (DCPS) used in DeCA Headquarters, Field Operating Activities, CONUS and OCONUS Regions, CDCs and Commissaries. Applicable interfaces and payroll/personnel related information is included.

**HOW TO OBTAIN COPIES:** Document is available on the DeCA Intranet site at [www.deca.gov](http://www.deca.gov).

**SUMMARY:** This directive provides detailed guidance and procedures for the DCPS operating requirements in support of DeCA Headquarters, the Regional Resource Management Offices, the Field Operating Activities, CDCs, and the Commissaries.

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**SUPERSEDES:** DeCAD 70-9, July 26, 1996

**OFFICE OF PRIMARY RESPONSIBILITY (OPR):** HQ DeCA/RM

**COORDINATORS:** HQ DeCA/RM/RMH/SSI/IG/DOH, CONUS and OCONUS Regions, DFAS-PE/CH/CO

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## CHAPTER 1

### GENERAL INFORMATION

#### 1-1. PURPOSE.

a. This directive was developed to help all managers, timekeepers, payroll clerks and technicians in the Comptroller/ Resource Management Divisions and the Field Operating Activities, understand the Defense Civilian Pay System (DCPS) and its interfaces with the Personnel and Accounting systems. The directive will also outline the responsibilities of managers, timekeepers, payroll clerks and technicians under DCPS.

b. This directive will include payroll related guidance and policy applicable to DeCA Headquarters; Field Operating Activities; Regional Resource Management and Personnel Divisions; the Human Resources Operations Division (HROD), Alexandria, VA; Defense Finance Accounting Services, Pensacola (DFAS-PE) and Charleston (DFAS-CH); timekeepers and certifiers. This directive applies to all personnel paid by the Defense Commissary Agency.

**1-2. POLICY.** Civilian payroll services will be provided by a designated Defense Finance and Accounting Services (DFAS) Operating Location (OPLOC). Region and Field Operating Activities will have Customer Service Representatives (CSRs) that will perform internal payroll functions and act as a liaison between the employee and the respective servicing Civilian Payroll Office.

a. Civilian payroll support for the DeCA Headquarters, CONUS Regions and commissaries (i.e. 50 states and Puerto Rico), and the Field Operating Activities, will be provided by DFAS-PE using the Defense Civilian Pay System (DCPS). DeCA organizations that are in the CONUS pay system will input T&A using DCPS on-line. All associated payroll costs will be electronically transmitted to DFAS-CO for posting to the DeCA accounting records.

b. Civilian payroll support for the OCONUS commissaries managed by CONUS regions is provided by DFAS-CH. Input of T&A for DeCA employees is accomplished by a DeCA timekeeper or a host installation appointed timekeeper/CSR. All associated payroll costs will be electronically transmitted to DFAS-CO for posting to the DeCA accounting records.

c. Civilian payroll support for the OCONUS European Region and commissaries is provided by DFAS-CH. Input of T&A for DeCA commissary employees is accomplished by the host installation appointed timekeeper/CSR. Region T&A is accomplished by a DeCA timekeeper/CSR. All associated payroll costs will be electronically transmitted to the Subsistence Finance and Accounting Office Europe for posting to the DeCA accounting records.

d. Civilian personnel support for the DeCA Headquarters, CONUS Regions and commissaries, Guam, and the Field Operating Activities is provided by HQ Personnel (RMH) and the HROD in conjunction with the respective Region Personnel offices.

e. Civilian personnel support for DeCA OCONUS commissaries will be provided by the host installation's servicing personnel office.

f. The Accounting Directorate of DeCA and Region Headquarters will act as a liaison between the DFAS-PE and CH, HROD, commissaries and districts. The payroll functions will be performed by a Region CSR or host installation CSR for employees paid from the DCPS payroll system. A CSR from the Financial Management Business Unit (RMF), Fiscal Services Division (RMFS) will perform the payroll function for the DeCA Headquarters and the FOAs.

**1-3. RESPONSIBILITIES.**

a. All supervisors/managers will appoint an individual and alternate timekeeper to ensure accurate input of time and attendance and prompt forwarding of payroll/time and attendance documents for employees in accordance with this directive.

b. The timekeeper will ensure timekeeping and exceptions for employees are accurate and current. Supervisors will ensure that changes to payroll and personnel entitlements and benefits are forwarded to the appropriate office in accordance with this directive.

c. All responsible CSRs will receive and process employee requested changes in DCPS in accordance with this directive.

d. The DFAS-PE and CH Civilian Payroll Division will effect necessary changes to DCPS to ensure timely and accurate pay and leave is processed for DeCA employees. DFAS-PE and CH will ensure that applicable reports are published for use by CSRs, DeCA management and higher authority.

**1-4. APPLICABILITY.** This directive is applicable to DeCA Headquarters, Regional Resource Management Divisions, the Field Operating Activities, Commissary Managers, and all DeCA employees in general.

## CHAPTER 2

### THE DEFENSE CIVILIAN PAY SYSTEM (DCPS)

**2-1. GENERAL.** The DCPS payroll system is the standard Department of Defense Civilian Pay System designed to maintain pay and leave entitlement records, deductions and withholdings, T&A data and other pertinent personnel and pay data.

**2-2 DMC.** The Defense Mega Center, Mechanicsburg, PA will provide computer operations support for the civilian payroll systems used by DFAS Pensacola (DFAS-PE) and Charleston (DFAS-CH) to support DeCA. The Central Design Activity, Pensacola (DFAS-FSAPE) will provide software support for the DFAS payroll system used by DeCA. The computer center will be located in Pensacola, FL and it will be operated by DMC.

#### **2-3. DCPS SYSTEM INTERFACES.**

a. DCPS is a non-integrated payroll system that employs all pay and pay related data. DCPS processes data through specified functional components. The system is designed to allow on-line updates of employee data until the payroll office has determined that all updates and T&A data have been entered and the payroll is ready to run its batch processing (payroll closeout).

b. DCPS will provide a variety of output data via system interfaces to the payroll office, personnel office, employing activity and accounting offices. Accounting interfaces provide data to accounting systems. Personnel interfaces provide data to and receive data from the Defense Civilian Personnel Data System (DCPDS). Payroll interfaces provide specific payroll data to the applicable employing activity. Also, the system provides for daily, weekly and biweekly reporting of payroll data to applicable Accounting activities.

#### **2-4. THE PERSONNEL INTERFACE.**

a. Personnel data will be provided by DCPDS via a nightly interface process or on exception, by the servicing payroll office.

b. The HROD, Alexandria, VA is responsible for coordinating with DFAS-PE and CH any unprocessed official personnel actions, erroneous transactions, or any other type of deficiency which could result in an erroneous, unprocessed, delayed, or late salary payment or an erroneous leave account. They will process in DCPDS all approved personnel actions and will ensure that the database record is in full agreement with the personnel action at the time of issuance.

#### **2-5. THE PAYROLL INTERFACE.**

a. The U. S. General Accounting Office (GAO) requires that suitable control procedures be incorporated in each system to provide effective checks for assuring the accurate processing of payroll data. Such procedures are necessary to assure that all data are considered in the processing and that results of the processing are accurate, and that no unauthorized alterations are made to transactions and records during the various processing stages. Input requirements for DCPS may originate with the Payroll

Office, CSR, timekeepers and the Human Resources Office. Output requirements for DCPS include standard reports and interfaces with Personnel and Accounting systems.

b. T&A and labor exceptions within DCPS are recorded on a daily/weekly/biweekly basis via DCPS online for individuals residing in the databases. DFAS-PE/CH will pass T&A hours from DCPS to DBMS on a weekly basis (CONUS) or biweekly (OCONUS).

c. For CONUS sites, hours input for week one of the payperiod must be processed by 1700 EST on the Monday following the close of week one. Hours for week two must be processed by 1700 EST on the Monday following the end of the pay period. In cases where there is an accelerated pay, CSRs will advise of adjusted cutoff dates for processing T&A. Actual hours input will be transmitted from DCPS to DBMS to generate the month end accrual as appropriate. Time and attendance for intermittent/part-timers (100% reporters) and employees with a maxi-flex schedule should be recorded daily.

d. For OCONUS sites, time and attendance is recorded by closeout of the payperiod. These biweekly hours will be transmitted from DCPS to DBMS or STANFINS, as appropriate. End of the month estimate files are sent to the applicable accounting activity to record the end of the month accrual. Time and attendance for intermittent/ part-timers (100% reporters) and employees with a maxiflex schedule should be recorded daily.

## **2-6. THE ACCOUNTING INTERFACE.**

a. CONUS. All pay and pay related data are electronically transferred from DCPS (payroll) to DBMS (accounting) weekly and biweekly. Every Monday there is a weekly pass of T&A data, which will update the accounting records with the appropriate Job Order Number (JON) data. This weekly file is known as the Labor Extension File. Exceptions to this process occur only when there is an established accelerated payperiod. Biweekly, the actual payroll data is transmitted to DBMS. This file is known as the Gross Pay File (GPF). The GPF contains T&A exceptions along with other pay related adjustments that occurred during the two-week payperiod. The accounting update is accomplished via an established interface process between the two systems.

b. OCONUS. All pay and pay related data are electronically transferred from DCPS to DBMS (for OCONUS commissaries with a CONUS Region oversight) and to STANFINS (for DeCA Europe). T&A, exceptions and pay related adjustments are transmitted on a biweekly basis to the applicable accounting system. This file is known as the GPF. The accounting update is accomplished via an established interface process with the accounting systems.

c. Transactions fed from DCPS to DBMS include employee assigned and other than assigned organization and cost code, assigned tour of duty and work schedule information. DBMS cycles (in accordance with published monthly schedules) will update the Cost Subsystem files for hours data and costing on labor reports which output weekly, biweekly, quarterly, at end of month, calendar year and fiscal year. Such reports satisfy managerial and fiscal accounting requirements.

d. Labor and Leave JONs are maintained in DCPS. Labor JONs are entered into the employees Individual Work Schedule. Leave JONs are systematically pulled in based on the Type Hour code entered into DCPS. JONs are updated and monitored by the applicable CSR. Every CONUS employee’s work schedule must contain the appropriate JON. The DCPS 30 position JON is used to pass labor transactions to DBMS. The following format is required:

<u>Position #</u>	<u>Data Element</u>
1-2	Activity Code
3-7	Office
8-12	Basic Cost Account
13	Labor Type
14-16	Local Unique
17	Office Task Type Code
18-23	DBMS Job Order Number (optional)
24-30	Blank

The Office Task Type Code is used to determine if an employee’s assigned task is being performed or an “other than assigned” task is being performed. This code will be either an “A” for assigned or “O” for other than assigned. One of these codes must be used when on-line input is processed in DCPS.

e. The CSR is responsible for building the employee work schedule/default work schedule JON and the default leave JONs in DCPS at the lowest possible organizational level during the initial conversion to DCPS or when a new organization is created. Defaults leave JONs require the following format:

- L\* = default paid leave (99201)
- K\* = default for LWOP (99202)
- C\* = default for Comptime taken (99203)
- XX = default for all other (99204)

The make up of the default leave JON should include - activity code/organization code/5-position cost code/3000A.

**2-7. SERVICE DISRUPTION NOTIFICATION PROCEDURE.**

a. This procedure identifies responsibility and points of contact for requesting and acquiring problem resolution for security, terminal network communications, input transactions, report distribution problems and system problems. It is imperative that key individuals identified for the areas described herein are responsible for both the assigned and implied duties inherent to their positions. Accordingly, this information on disruption notification procedures for DBMS/DCPS should facilitate communication between the host and client sites, promote a meaningful, effective method for problem solving, and provide for points of contact for intra-agency coordination.

b. Host Site Definitions (DFAS).

(1) DFAS Charleston and Pensacola, our servicing Payroll Offices, are responsible for system security. Each respective office provides a physically secure system facility in consonance with governing security regulations.

(2) Schedulers are persons responsible for the accomplishment of definitive, comprehensive controls that ensure the timely execution of all processing. They determine scheduling priorities among application tasks in a shared environment. DFAS-CO/ATQ is the responsible office for scheduling DBMS cycles. DFAS-PE/FSA is the responsible office for the scheduling of DCPS system cycles. DFAS-EU Accounting office is the responsible office for the scheduling of STANFINS cycles.

c. Client Site Definitions (DeCA).

(1) DBMS/DCPS Project Officer. HQ DeCA FAS is responsible for the coordination of all DCPS/ DBMS system activities at the client site.

(2) Local ADP Office. DeCA HQ or Regional Information Management Office (or designated Field Operating Activity) is responsible for receipt, printing and distribution of DCPS/DBMS products at the client site.

(3) TELECOM Office. DeCA HQ CII (Communications Office) is responsible for operational stability of client site teleprocessing hardware and software.

(4) Security Officer/TASO. Each Region and HQ/FOA has an assigned security POC that is responsible for obtaining, maintaining and forwarding DCPS/DBMS access forms accordingly.

d. DCPS/DBMS Connectivity Problems.

(1) When user is unable to log on to DCPS/DBMS, the initial contact should be with the local Information Management Office to determine internal connectivity problems. If no internal problem exists the user should contact the DeCA Customer Assistance Office to report the problem for resolution by applicable Point of Contact. The DeCA Customer Assistance Office number to call for assistance is (804) 734-8140 or DSN 687-8140.

e. DeCA's Points of Contact.

**DeCA Headquarters**

Project Officer

COM: (804) 734-8793/8794

CSR/Security

(804) 734-8460

DSN: 687

FAX: 687-8243

**Eastern Region**

Accounting Office  
COM: (757)284 -3054  
CSR/Security  
(757) 284-3059/3054  
FAX: 757-284-3097

**Midwest Region**

Accounting Office  
COM: (210)925-6815/2616  
CSR/Security  
(210) 925-2640  
DSN: 945  
FAX: 945-2620/2629

**Western/Pacific Region**

Accounting Office  
COM: (916)569-4879  
CSR/Security  
(916) 569-4880  
DSN: 839  
FAX: 839-4855

**European Region**

Accounting Office  
COM: 011 49 631 3523 238  
CSR/Security  
DSN: 489-7180 ext. 238  
FAX: 011 49 631 3523 239

## CHAPTER 3

### DCPS/DBMS CYCLES AND TABLE MAINTENANCE

**3-1. PAYROLL AND ACCOUNTING CYCLES.** This chapter outlines the system processing cycles and maintenance required by DCPS/DBMS to perform personnel, payroll, cost and appropriated accounting functions.

**3-2. PERSONNEL CYCLE.** Within the framework of a biweekly payperiod, DCPDS passes data to DCPS on a nightly basis. The pass between systems is accomplished via an interface process. The data included in the pass updates the employee's pay record accordingly in DCPS. All processing during this cycle is based on information already in the system and any input based on personnel actions requested. Before the pass occurs, there are a number of determinations that are made concerning each employee's current eligibility for Change In Tenure Group, Within Grade Increases and other pay related actions. Records are also checked for the presence of extended non-pay time and supporting information where applicable.

**3-3. TABLE MAINTENANCE.** Prior to processing any input in DCPS, DCPDS and DBMS, all necessary Table Maintenance must be accomplished. New tables should be built or updated on an as needed basis. However, they must occur before any personnel and/or pay actions are processed. Table update information must be provided to the appropriate office in order to ensure accurate payroll processing. To preclude an erroneous and/or duplicate input of data, the following tables require maintenance:

a. DCPS tables must contain all organizational data. This data will include activity code, organization code, accounting classification, site identification, T&A group number (TAG) and CSR site identification. Maintenance of these local tables is the responsibility of HQ Accounting Directorate. All Central Pay tables (applicable to all DCPS customers) are maintained by the servicing payroll office.

b. The DBMS Master Account Record (MAR) update is also required for all activity/organization changes and additions pertaining to DeCA. Individual information for employees and positions must match the information contained on the MAR. The MAR is a critical part of the DBMS Resource Administration /Cost subsystem. Organization and Cost Code updates to the MAR are the responsibility of the DeCA Region Accounting Office. Agency data listed on the MAR is established and updated by HQ Accounting Directorate and/or DFAS-CO. The MAR is applicable to CONUS and OCONUS Regions with CONUS oversight.

c. DCPDS Table 30 must also contain all activity/organization and other related data. This table is maintained by the HROD for CONUS sites and by servicing Personnel Offices for OCONUS sites. The information within this table produces the organizational data that reflects on official personnel documents. Organizational updates must be provided to the appropriate personnel office in a timely manner to ensure efficient processing of personnel actions.

d. Table maintenance in STANFINS is accomplished by DFAS-IN. These tables must contain DeCA organizational data to properly interface in to the accounting records.

e. All organization changes must be inclusive in all affected (DCPDS/DCPS/DBMS or STANFINS) non-integrated systems for a successful interface and accurate financial data.

### 3-4. COST SUBSYSTEM AND APPROPRIATION ACCOUNTING.

a. CONUS. The accounting records for payroll are not maintained by DCPS; payroll cost information is transferred from DCPS to the accounting system, the Defense Business Management System (DBMS). On a monthly basis, DFAS-CO Systems Office provides a calendar that identifies all system processing cycles that are scheduled for each day. These cycles, or “runs”, are processed to update and maintain the DeCA cost and accounting records. Payroll data are reflected on reports generated from several of these cycles. Some pertinent payroll related cycles are:

(1) Performance Weekly (PERFWKY). This is a weekly cycle which updates the accounting records with payroll data that has been input by timekeepers in CONUS (note that currently for OCONUS our pay system interfaces biweekly and does not have this cycle). This cycle runs each Wednesday and includes the data from the previous week that was passed from DCPS at the close of each Monday (weekly reporters). This cycle updates DeCA accounting records and produces a report of those entries that rejected during the interface to DBMS. These records generally reject because the organization or cost code is invalid. This report (DPYN350A) is available at the Regions through the On-line Reporting System (ORS). The DPYN350A that is available during the second week of the payroll cycle contains records from the first week; corrections can be made based on this report before the payroll period is final, if they are done before the last DCPS pass (the report you receive during the first week of a pay period contains records from the previous week, which was a previous pay period and therefore can not be corrected before the end of that payroll cycle). The timely correction of errors will greatly improve the accuracy of our accounting records, and allow the Budget offices to accurately project costs. Records with erroneous activity and cost codes now will pass into our accounting records, even though they are shown as rejects. This data will be inaccurate unless the rejects are corrected in a timely manner.

(2) Interface Cost Biweekly (ICSTBW). This cycle runs every two weeks and is based upon pay data from DCPS. This cycle produces reports used to capture the cost of a pay period, such as the UPCA820A- Detailed Payroll/Cost Data, and the UPCC760A- Summary Budget Project Data. In order to prepare timely end of month reports, DFAS also uses an Estimated Interface Cost Biweekly and the Reconciliation Biweekly when needed. When the file from DCPS has not been received, DFAS processes an estimate using data from a previously processed actual biweekly. When the actual data is later processed, DBMS reverses out the estimated data and a Reconciliation report is processed. When the actual Gross Pay file is received, the cost history is adjusted to reflect the actual payroll data.

(3) Interface Cost End- of- Month (ICSTEOM). This cycle updates the accounting system for the period after the last completed biweekly pay period until the end of the month when there is a split pay period (which occurs most months). DBMS creates an accrual of labor expenses for this period. This accrual is an estimate and is updated when the next Cost Biweekly cycle is run. This cycle is required to update reports that will assign costs to a specific month, even though the biweekly payroll cycle does not usually correspond with the last day of the month (for accounting purposes, it is essential to match the payroll expenses to the month when the costs were incurred).

(4) Cost Final (COSTFIN). This cycle finalizes the payroll data for the month, and is based upon actual data passed from DCPS, any estimates to the last bi-weekly pay period to meet the reporting deadline, and the end of month accrual. It updates the official accounting records with monthly and fiscal year to date data (it runs after the Cost End of Month, mentioned above, as it updates that cycle’s estimates with actual data, if available). This cycle generates a number of reports (to include an end of the month UPCC760A, Summary Budget Project Data), and passes data to other systems to update our official financial and cost accounting records. The estimates are adjusted by the actual data in the

next cost bi-weekly. Note that end of the month reports could contain up to two estimates of labor expenses- one for the bi-weekly pay period and one for the end of month accrual period.

b. OCONUS. OCONUS payroll files for DeCA Europe are transmitted from DCPS to STANFINS biweekly; OCONUS payroll files for the Pacific Rim and some other OCONUS locations are transmitted from DFAS-Charleston to DBMS on a biweekly basis. Foreign National payroll related costs are processed into the accounting systems (DBMS and STANFINS) via a Miscellaneous Obligation Document.

## CHAPTER 4

### TIME AND ATTENDANCE REPORTING

**4-1. EMPLOYEES.** Each DeCA employee is responsible for completing the DeCAF 70-4 (Individual Daily Time and Attendance Record) with hours worked, leave taken and other exceptions during each 2-week pay period.

**4-2. SUPERVISORS.**

a. Each DeCA supervisor is responsible for approving or denying all categories of leave. Compensatory time and overtime must be requested/approved in advance. He/she must also ensure that leave granted is properly recorded in DCPS.

b. Supervisors must establish a reliable method to account for daily time worked by his/her employees (i.e. Side 2 - DeCA 70-4, daily time log, etc.)

c. Supervisors may not request, suggest, authorize, or take any action that may imply approval of gratuitous overtime on the part of employees.

d. Supervisors may grant annual leave, LWOP, accrued compensatory time, or excuse reasonable tardiness for employees who experience commuting delays due to acts or actions beyond their control.

e. Supervisors may grant annual leave, accrued compensatory time, or LWOP without prior approval when severe or life threatening weather conditions prevent employees from reporting to or returning home from work.

f. When the host installation is closed (for severe weather, bomb threats, etc.), the supervisor shall excuse absences without charge to leave for all employees affected, whether or not leave was previously approved. (Leave cannot be charged for non-work days even if previously approved.)

g. When employees are released due to inclement weather, bomb threats, facility malfunctions, etc., only the employees that are presently on duty receive administrative leave. An employee who is on leave at the time of the announced release will not receive administrative leave.

h. Supervisors should continue to keep the current status for employees on LWOP for pending disability retirement or receipt of Workers' Compensation, military leave, on suspension, or in a non-pay status the workday before and after the installation closure.

i. Supervisors may excuse absences without charge to leave for all employees on duty at the time of dismissal (due to the installation being closed for that time period) even if the employee was scheduled to take leave later in the day.

j. Supervisors may grant annual leave, accrued compensatory time, excused absence, or LWOP to avoid hardship to employees who leave after official notice of dismissal, but before official departure time for the period remaining until official departure time.

k. Supervisors may grant annual leave, accrued compensatory time or LWOP, or charge AWOL (if appropriate) to employees who leave before official notice of dismissal for the period remaining until end of regular workday.

l. For employees scheduled to return from leave during the dismissal period, supervisors may grant excused absences from the time scheduled to return to duty in the same manner as absences of employees on duty when dismissed. Charge appropriate leave until scheduled return.

m. For employees scheduled to report for work before the dismissal, but who don't report, supervisors may grant annual leave or LWOP at the employee's request if they call in to request it. A charge to AWOL may be done if the employee does not call in and request such leave. (Make exceptions only in unusual situations)

**4-3. TIMEKEEPERS.** Each DeCA timekeeper is responsible for maintaining and recording T&A in DCPS. This includes entering, updating and correcting all T&A transactions annotated on each employee's DeCAF 70-4, and changing an employee's work schedule as requested/approved on DeCAF 70-92 (DeCA Work Schedule Establish/Change Request) or as documented by the appropriate manager/supervisor. Timekeepers must also ensure that applicable supporting documentation is present with signed timesheet before record is certified by the supervisor (i.e., Work Schedule Change form, Application for leave, medical backup). To ensure all cost data is captured in the DCPS to DBMS interface file, all employee records must have T&A processed no later than 1700 every Monday. When T&A is not processed for an employee, the payroll data is understated and inaccurately reflected on the accounting/cost reports for the period.

**4-4. CERTIFIERS.** Currently, DeCA does not electronically certify T&A on line in DCPS. In the absence of electronic certification and to ensure accountability, accuracy and reliability of pay records, supervisors/certifiers must follow the "off-line" certification process. (Figure 4-1)

- a. Log on to the DCPS
- b. At the T&A Menu, select Item 6, Accepted T&A Inquiry
- c. At the Accepted T&A screen, enter TAG NO, ACTIVITY and ORG Code (when certifying for your assigned org) or SSN (when certifying by individual)
- d. Compare the DeCA 70-4 (Individual Daily Time and Attendance Record) entries to what is shown on the Accepted T&A screen as DCPS input
- e. Annotate each Accepted T&A screen print with "Certified By"; Sign and date (recommend that certifiers also print their name)
- f. Attach the certified Accepted T&A screen print with completed DeCAF 70-4. File this and any other documentation for six years or until audited, whichever occurs first.

It is the certifier's responsibility to perform this function. Certifiers must **not** loan or share unique DCPS user IDs/passwords with timekeepers or secretaries to certify the accuracy of employees T&A. Sharing this information is in violation of both the security and internal control requirements. In the absence of the normal certifier, an alternate certifier within the same T&A group must be identified. Although certifiers can also input T&A, separation of duties must exist between the timekeeper and certifier/supervisor.

**4-5. CUSTOMER SERVICE REPRESENTATIVES (CSRs).** Liaison Office (LO) CSRs have access to all employees assigned to their Site ID. However, it is the responsibility of each timekeeper to process T&A for their assigned employees during the 2-week pay period. The CSR is available for back-up timekeeping if there is a system failure. All CSRs must review the DCPS Missing T&A report and strongly encourage timekeepers to input time in a timely manner. If a new hire's personnel data has not interfaced into DCPS by closeout Monday, the CSR can assist the timekeeper with T&A processing.

When the CSR is required to input T&A for another timekeeper, a copy of the timesheet must be emailed or faxed so that all entries are input directly from the timesheet. The CSR will sign as the timekeeper on the timesheet provided. The signed timesheet should be mailed back to the requesting timekeeper for retention. All supporting documentation is filed in the employees' permanent record.

**4-6. FORMS** (most forms are available electronically).

Figure 4-1, Off-Line Certification Screen

```

V99.30
SITE ID TAG ACT ORG EMPLOYEE ID DATE NAME
DECAHQ00 0016 LB FA
DISPLAY REVERSALS? N CERTIFIER
TYP
CAL DATE WK DY HR HOURS JOB ORDER E/H LST NGT INJ ALT
OTH HR SFT DIF NO IDC
05 08 00 1 2 RG 8.00 LBFA 952013000A N
05 09 00 1 3 RG 8.00 LBFA 952013000A N
05 10 00 1 4 RG 8.00 LBFA 952013000A N
05 11 00 1 5 RG 8.00 LBFA 952013000A N
05 12 00 1 6 RG 8.00 LBFA 952013000A N
05 15 00 2 2 RG 8.00 LBFA 952013000A N
05 16 00 2 3 RG 8.00 LBFA 952013000A N
05 17 00 2 4 LS 8.00 N
05 18 00 2 5 RG 8.00 LBFA 952013000A N
05 19 00 2 6 RG 8.00 LBFA 952013000A N
    
```

2128 NO T/A AVAILABLE AFTER WK 2 DY 6

Certified by: \_\_\_\_\_

Date: \_\_\_\_\_

a. DeCA Form 70-92, DeCA Work Schedule Establish/Change Request, May 98, (Figure 4-2). This form identifies the days and hours an employee works along with other pertinent organizational data. Currently, this form is mostly applicable above store level only due to variation of work schedules/shifts at store level.

b. DeCA Form 70-4, Individual Daily Time and Attendance Record, May 98, (Figure 4-3). This form is used to record hours worked, leave taken and other timekeeping exceptions during a 2 week pay period. It should be completed and signed by the employee verifying the hours/leave to be processed by the timekeeper. Sign-in/out times can be recorded on side 2 of the DeCAF 70-4 (optional).

c. DeCA Form 70-5, Request for Overtime Authorization, Section I, Sep 91 (Figure 4-4). This form is used to request/approve overtime and/or compensatory time to be worked and to record actual time worked.

d. DeCA Form Letter, Request for Advance/ Restored Leave, (Figure 4-5). This form is used to request advancement of annual or restored leave.

e. DeCA Form 50-63 (DeCAF 50-63)/Standard Form 71 (SF-71 new), Application for Leave (Figure 4-6). The DeCAF 50-63 is used to request leave, and can be accompanied by a physician's or personal certification of illness. DeCAF 50-63 is required under the following circumstances:

(1) If a medical or personal certificate (employee's signature on the DeCAF 50-63) is required for sick leave of more than three consecutive workdays. The medical certificate may be attached to the DeCAF 50-63 instead of having the physician complete the certificate on the back of the form (required).

(2) When any type leave extends into another pay period (optional).

(3) When sick leave is substituted for annual leave while employee is on approved annual leave (required).

(4) If extended annual or restored annual leave is taken (required).

(5) If extended Leave Without Pay (LWOP) up to 31 days is taken (required).

(6) When any type leave is requested (optional).

The use of a DeCAF 50-63 does not preempt employees from signing the T&A Record on the first day of return to duty. Supervisors/managers should refer to local Collective Bargaining Agreements (CBA) for further requirements on the use of the DeCAF 50-63.

g. Pay and Leave Adjustments/Corrections, DeCA Form 70-38, (Figure 4-7), will be used to report leave adjustments and/or corrections. Section A is for hours charged in error and Section B is for correct hours. When adjusting one day's T&A or adding premium pay, you only need to show the corrections for the particular day that you need to correct. Section C contains the hours code and a total recap of the pay period. Regular hours plus any paid leave can never exceed 80 hours on a full-time employee. The authorized official should certify, date the form and ensure that the completed form is faxed to the responsible CSR for corrections/adjustments in DCPS.

DeCA WORK SCHEDULE ESTABLISH/CHANGE REQUEST <small>(For use of other forms, see DeCAD 70-9; OPR 1a RM)</small>									
<b>PRIVACY ACT STATEMENT:</b> Purpose and uses of SSN provided is for identification and routine input into the automated payroll system in order to change employee's assigned matrix code. Disclosure is voluntary.									
<b>PART A: Employee Request</b> I request to establish/change my work schedule to the following:									
<input type="checkbox"/> Regular: 8 hours per day, 10 days per pay period <input type="checkbox"/> Alternate Work Schedule: 5-4/9 (8 9-hour days; 1 8-hour day; 1 day off per pay period)									
EMPLOYEE ID	EFFECTIVE DATE	ACTIVITY	ORG	EMPLOYEE NAME					
SUP DATE EFF	EMP STA CD	GRUNGR IDC		EMP TYPE CD	WORK SCHEDULE				
ACTION CODE	ARE YOU SURE?	START/END TIME							
SCD DATE EFF	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	AWS							
PAY PERIOD TOUR OF DUTY									
WEEK 1 SHIFT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY DAY 7	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NIGHT DIFF									
WEEK 2 SHIFT								SUN PAY DAY 14	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NIGHT DIFF									
STANDING JON								TIMECARD DEST	
UNGRADED EMPLOYEE:	ROTATING SHIFT IDC								
EMPLOYEE'S SIGNATURE	ROTATING SHIFT HOURS	(1)	(2)	(3)	SUPERVISOR'S SIGNATURE				

DeCA Form 70-92 May 1998  
 Supervisor: DeCAF 50-407 until May 1987 when it obsolete.  
 This form was established by DeCAF 50-407 until May 1987 when it obsolete.

Figure 4-2, DeCAF 70-92, DeCA Work Schedule Establish/Change Request

\*\*\*HANDLE IN ACCORDANCE WITH THE PRIVACY ACT, TITLE 5, SECTION 952a, TO THE U.S. CODE\*\*\*

### INDIVIDUAL DAILY TIME AND ATTENDANCE RECORD TIME CARD FORMAT 1

*(Reference of Data, Form, and DeCAF 70-2, OPR is RM.)*

<b>EMPLOYEE ID</b>		<b>TAGNO.</b>	<b>ACTIVITY</b>	<b>ORG</b>	<b>EMPLOYEE NAME</b>			<b>PERIOD START</b>	<b>PERIOD ENDING</b>	<b>SEQ NO.</b>						
000-00-0000		0016	LB	FAS	JANE B. TIME			06-07-2000	06-20-2000							
<b>STD JON</b>	<b>WEEK 1</b>							<b>WEEK 2</b>								
	<b>AWS</b>	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THR</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THR</b>	<b>FRI</b>	<b>SAT</b>	
		1	2	3	4	5	6	7	1	2	3	4	5	6	7	
<b>TOUR</b>			8	8	8	8	8			8	8	8	8	8		
<b>TYP/SFT</b>																
<b>GRADED ND</b>																
<b>WEEK</b>	<b>DAY</b>	<b>TYPE HOUR</b>	<b>HOURS</b>	<b>JOB ORDER NUMBER</b>						<b>ENV HAZ</b>	<b>LST DR</b>	<b>TMP SVT</b>	<b>NIGHT DIFP</b>	<b>INJ NO.</b>	<b>START TIME</b>	<b>INIT</b>
1	2	LA	8 10													
2	3	LS	4 10													
<b>TIMEKEEPER SIGNATURE</b>								<b>EMPLOYEE SIGNATURE</b>								

CA - Religious Time Taken	HA - Holiday worked (graded)	LA - Annual Leave	LP - Restored Leave (2d shift)	LS - Sick Leave	ON - OT Scheduled but Worked	RB - Regular Hours worked (2d shift)	SB - Sunday worked (2d Shift)
CB - Credit Hours Earned	HB - Holiday worked (2d shift)	LB - Advanced Annual Leave	LD - Restored Leave (2d shift)	LM - Non-Work Point (Double Substitution)	OB - Overtime Scheduled	RB - Regular Hours worked (2d shift)	SB - Sunday worked (2d Shift)
CC - Comp Time Served	HF - Holiday worked (1st shift)	LC - Casual Leave	LE - Restored Leave (1st shift)	LN - Time Off Leave Award	OU - Overtime Unscheduled	SB - Sunday worked (1st shift)	TC - Sunday worked (1st Shift)
CD - Comp Hours Used	HC - Leave Without Pay (LWOP)	LG - Advanced Leave	LR - Restored Leave (1st shift)	OL - OT Additional FLSA Hours	OV - Regular Hours (1st Shift) worked	TC - Sunday worked (1st Shift)	UD - Sunday worked Pay Graded
CE - Religious Time Earned (LWOP)	HD - ADPCL	LH - Holiday Leave	LS - Restored Leave (1st shift)	OO - OT Ball Bank	PD - Regular Hours (graded) worked	UD - Sunday worked (1st Shift)	
CF - Comp Time Taken	HE - ADPCL	LD - Military Leave	LT - Restored Leave (1st shift)				
CG - Holiday worked (1st shift)	HD - ADPCL	LE - Administrative	LU - Restored Leave (1st shift)				

DeCAF Form 70-4, May 1998

Supersedes DeCAF 70-4, Jan 1994; previous edition is obsolete.

This form was electronically designed by DeCASAAP using InForms Designer.

Figure 4-3, DeCAF 70-4, Individual Daily Time and Attendance Record

	IN	OUT	IN	OUT	IN	OUT
SUN						
MON						
TUE	8:00am	5:00pm				
WED	8:00am	5:00pm				
THU	8:00am	5:00pm				
FRI	8:00am	5:00pm				
SAT						
SUN						
MON	8:00am	12:00pm				
TUE	8:00am	5:00pm				
WED	8:00am	5:00pm				
THU	8:00am	5:00pm				
FRI	8:00am	5:00pm				
SAT						
<p>CERTIFICATION: Attendances and absences certified correct. Overtime approved in accordance with existing laws and regulations for non-exempt FLSA. I did not suffer or permit any overtime work other than as reported for this pay period.</p>						
						<p>_____            AUTHORIZED SIGNATURE</p>

DeCA Form 70-4, May 1998

Figure 4-3, DeCAF 70-4, Individual Daily Time and Attendance Record, Page 2



MEMORANDUM FOR RESOURCE MANAGEMENT, ATTN: CSR

SUBJECT: REQUEST FOR ADVANCE LEAVE OR RESTORED LEAVE

REF: DoD Financial Management Regulation, Vol 8, Chapter 05

1. In compliance with the provision of reference advance annual\_\_\_\_, sick \_\_\_\_\_ or restored \_\_\_\_\_ leave has been approved for the below listed employee:

Name:

SSN:

Activity Code/Organization Code:

Leave to begin:

Leave to end:

Hours requested:

Reason:

2. I have been advised as a condition for advancing this leave, that upon separation from the federal government, any unliquidated advance leave will be recovered from my accumulated retirement deduction prior to any refund.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Director's Signature/Date

Figure 4-5, DeCA Memorandum, Request for Advance Leave or Restored Leave

<b>Request for Leave or Approved Absence</b>					
1. Name <i>(Last, First, Middle Initial)</i>			2. Employee or Social Security Number - -		
3. Organization					
<b>4. Type of Leave/Absence</b>					<b>5. Family and Medical Leave</b>
Check appropriate box(es) and enter date and time below:  <input type="checkbox"/> Accrued Annual Leave <input type="checkbox"/> Restored Annual Leave <input type="checkbox"/> Advance Annual Leave  <input type="checkbox"/> Accrued Sick Leave <input type="checkbox"/> Advance Sick Leave Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other  <input type="checkbox"/> Compensatory time off <input type="checkbox"/> Other paid absence <i>(specify in remarks)</i> <input type="checkbox"/> Leave without pay	Date		Time		If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, (FMLA), please provide the following information:  <input type="checkbox"/> I hereby invoke my entitlement to family and medical leave for:  <input type="checkbox"/> Birth/Adoption/Foster care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self  <i>Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.</i>
	From	To	From	To	
6. Remarks					
7. <b>Certification:</b> I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.					
7a. Employee signature				7b. Date signed	
8a. Official action on request <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Approved                             <input type="checkbox"/> Disapproved                         </div> <i>(If disapproved, give reason. If annual leave, initiate action to reschedule.)</i>					
8b. Reason for disapproval					
8c. Employee signature				8d. Date signed	
<b>Privacy Act Statement</b>					
Section 6311 of Title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job-connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or to the General Services Administration in connection with its responsibilities for records management.					
Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to Title 31, Section 7701. Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.					

Figure 4-6, DeCAF 50-63, Application For Leave



h. Lockout Request Format (Figure 4-8) serves as an alternative method for a CSR to report a user lockout and/or to request a reset in DCPS. The primary method is via the DCPS Action Request System (REMEDY). CSRs should see the appropriate DFAS site for access. The DCPS user will contact their servicing HQ/Region CSR to identify the problem. The CSR will submit the action request via REMEDY providing the user information and identifying the sign-on problem. The action is systemically submitted to the servicing Customer Service Payroll Technician at DFAS-PE or DFAS-CH for processing. Once corrected DFAS will advise the originating CSR.

i. DCPS User Security Access Questionnaire (Figure 4-9), is used to set up/change/delete DCPS users. Part 1 identifies the user information and level of access required. It is completed by the employee and servicing CSR and requires an employee and supervisor signature and date. The DCPS-User Id/Password Authorization form must accompany the questionnaire. This form provides user with terminal responsibilities for safeguarding the access to DCPS. The user is required to sign acknowledging that he/she has read and understands the terminal responsibilities.

#### 4.7 GENERAL DEFINITIONS.

a. **PAY PLAN.** A two position code that designates the pay category under which an employee is being paid. Each category is a grouping of jobs in which the same method of rate determination and pay administration applies. Each plan provides for a separate wage scale, which can be found on the SF-50.

##### PAY PLAN CODE

GS-General Schedule Employees

WG-Wage System Employees (Non Supervisory)

WS-Wage System Employees (Supervisory)

ES-Senior Executive Service (SES)

b. **WORK SCHEDULE CODE.** A one-position code that indicates the time basis on which an employee is scheduled to work. This code is reflected on the SF50.

##### CODE

**F** Full-time

**H** Full-time(On Call)

**J** Intermittent(Seasonal)

**Q** Part-time (Seasonal)

**S** Part-time (Job Sharer)

##### CODE

**G** Full-time (Seasonal)

**I** Intermittent

**P** Part-time

**R** Part-time (On-Call)

**T** Part-time (Seasonal Job Sharer)

Figure 4-8, Security Lockout Request Format

**SECURITY LOCKOUT REQUEST**  
**Defense Commissary Agency**  
**Region:**

**Date:**  
**Log #:**

To: DFAS Pensacola  
 Attn:

From: DeCA/  
 Attn:

DSN:  
 FAX:  
 Comm:

DSN:  
 FAX:  
 Comm:

Comsy	User Id	Phone #	Message	Comments	For Pensacola Only	
					Reset	Password
	ZKAU		Password Invalid Signon Flag Access Denied			
Comsy	User Id	Phone #	Message	Comments	For Pensacola Only	
	ZKAU		Password Invalid Signon Flag Access Denied			



**DCPS – USER ID / PASSWORD AUTHORIZATION**

I am requesting logon access to the Defense Civilian Pay System at: \_\_\_\_\_  
*Operating Location*

This logon id will be used by me exclusively for: \_\_\_\_\_  
*Write in Reason(CSR Input, T&A Input, HRO View)*

ACCESS REQUESTED FOR DCPS DATABASE: **ZKA** ZG2 ZFA ZFR (Please indicate)

**\*\*ACTIONS TAKEN VIA THIS LOGON ID ARE SUBJECT TO BEING MONITORED AND WILL BE LOGGED\*\***

*(Please Print)*

User's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

User's SSN: \_\_\_\_\_

Site Activity/UIC: \_\_\_\_\_ Email: \_\_\_\_\_

**TERMINAL USER RESPONSIBILITIES**

1. MEMORIZE YOUR PASSWORD. DO NOT maintain written copies of your password.
2. DO NOT DIVULGE YOUR PASSWORD(S) TO ANY OTHER PERSON. This userid is for your exclusive use. Protect your keyboard and screen while entering your password.
3. Use ONLY YOUR OWN USERID and PASSWORD.
4. DO NOT LEAVE YOUR TERMINAL UNATTENDED WHILE LOGGED ON.
5. IF YOUR PASSWORD IS COMPROMISED notify your cognizant Terminal Area Security Office (TASO) immediately. If you have no TASO notify the DCPS Customer Support Division.
6. PASSWORDS. Each person issued an account is responsible for maintaining their own password. Initial passwords for all new accounts are issued in an expired state and must be change during your initial logon. Passwords must contain between 6 and 8 alphanumeric characters and are valid for a maximum of 90 days after being changed by the user. Passwords SHOULD NOT consist of easily identifiable words or be uniquely identifiable to you (such as your child's name or your favorite sports team).
7. This account is issued for the PERFORMANCE OF OFFICIAL DUTIES ONLY. Any other use is strictly prohibited.
8. All DCPS production data contains sensitive unclassified information that is subject to protection from disclosure under the Privacy Act of 1974. All hardcopy or other output containing such data must be safeguarded and disposed of properly. No controlled unclassified information shall be stored on a PC at any time.
9. Provide your TASO or Payroll Office Security Officer with a copy of this form.

**USER CERTIFICATION**

I have read the above terminal user responsibilities and understand my obligations.

\_\_\_\_\_  
Date User Signature

**DCPS ISSO/COORDINATOR ISSO/CSR SITE SECURITY AUTHORIZATION**

User briefed on DCPS security Policy on \_\_\_\_\_  
Date Authorized Signature

LOGON ID: \_\_\_\_\_ USERID/Password Issued On: \_\_\_\_\_

Figure 4-9, DCPS User Security Access Questionnaire

c. **SHIFT CODES.** A one position code that identifies a particular shift rate that an employee is entitled to be paid.

DCPS Shift Codes

0	-	Graded Employee
1	-	First Shift - Ungraded employee
2	-	Second Shift - Ungraded employee
3	-	Third Shift - Ungraded employee
4	-	Rotating Shift - Ungraded

d. **Organization/Department.** A descriptive name which identifies an organizational element; i.e., Accounting and Finance Division, Accounting Branch, Management Support Center.

e. **Regular Time.** Regular hours worked is the number of hours actually worked each day within a normal assigned tour of duty.

f. **Overtime.** Overtime hours worked are those beyond the 40 hours in a week or 8 hours in a day in a pay status, and work on a holiday outside of the regularly scheduled tour of duty. A minimum of two hours overtime pay is provided for full time employees who are called back to perform work after the close of the duty day, or on a non-workday. Record hours/minutes (15 minute increments) in the exception area of the DeCAF 70-4.

(1) Overtime must be authorized on DeCA Form 70-5, Request for Overtime Authorization/Approval, Sep 91 (Figure 4-4), before reporting as being worked. In cases where advance approval is not feasible (due to circumstances), this form must be completed immediately after overtime is worked. The Directors will be responsible for authorization/approval of overtime at the headquarters and the Commissary Officer in the stores. Any corrections to the overtime/compensatory time posted on the T&A record must be updated in DCPS.

(2) Compensatory Time may be granted to accommodate workload in lieu of overtime payment. Time must be recorded in 15-minute increments.

(3) Compensatory time cannot be granted in lieu of Holiday Pay.

(4) The number of hours for which overtime rates are payable is computed separately for each week. Any work less than a 15-minute increment will not be carried over from one day to another.

(5) Overtime will not be paid for meal periods.

(6) For those employees on the 5-4/9 Plan, work performed outside an employee's compressed work schedule **AND** in excess of 9 hours in a day or 80 hours in a biweekly pay period is overtime work.

g. **Night Differential.** GS employees (full and part-time) working between 6 p.m. and 6 a.m. may receive night differential pay at the rate of 10 per cent of the hourly basic rate. The night hours must be a part of the employee's regularly scheduled tour of duty.

(1) Intermittent GS employees with no regular tour of duty are not eligible for night differential. However, they are eligible if on a temporary assignment to a regular tour of duty with night work.

(2) Night differential is also payable for overtime work performed between 6 p.m. and 6 a.m. when such overtime work is scheduled in advance of the administrative work week.

(3) Employees regularly scheduled to receive night differential will also receive this pay on paid holidays.

(4) Employees may receive night differential for a period of paid leave only when the total amount of leave for the pay period (night and day hours) is less than 8 hours.

(5) Night differential is not authorized for any period covered by a lump sum leave payment.

(6) Report hours/minutes in "Night Diff" column on the DeCAF 70-4.

(7) An employee normally on night work but temporarily assigned a day tour is still entitled to the night differential except when receiving certain training covered and approved as an exception.

(8) Part-time GS employees are eligible for night differential for each 15 minutes of work between 6 p.m. and 6 a.m.

h. HOLIDAY.

(1) Holidays worked must be approved and coordinated between supervisor and employee.

(2) Record actual holiday hours/minutes worked (15 minutes increments) in the Type Hour column as Code H\* (based on shift).

(3) A full-time employee on the 5-4/9 Plan who performs **NON-OVERTIME** work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday, not to exceed 9 hours.

(4) Work on a holiday must be paid; compensatory time is not permitted.

(5) Standby or Intermittent employees receive straight rates; no holiday premium is authorized.

(6) Part-time employees are **NOT** entitled to Holiday Pay **UNLESS** the Holiday falls on their scheduled workday.

(7) Rules for observing holidays in conjunction with an employees regular day off (RDO) in the administrative workweek. The administrative workweek for DeCA can be defined as the calendar week, beginning at 0001 hours on Sunday and running through 2400 hours on Saturday.

HOLIDAY FALLS ON

Employee's regularly scheduled workday

Employee's RDO (except Sunday)

Sunday (which is the RDO)

EMPLOYEE OBSERVES

That day

Previous workday\*\*

Next workday

\*\* When a holiday falls on Monday, an employee's regularly scheduled day off for commissary employees working a Tuesday through Saturday schedule, tours of duty may be changed so that Tuesday becomes their regular day off, and Monday (rather than Saturday) is their designated holiday. If essential

to operations, employees regularly scheduled day off may be changed to another day within the administrative workweek in accordance with the collective bargaining agreement.

(9) If an employee works on the legal holiday, and the holiday is a normal scheduled work day, the timekeeper must record the hours worked in the "Type Hour" column as H\* (based on shift); not as regular hours.

(10) Employees ordered to work on their holiday and refusing to do so may be charged absent without leave, and disciplinary action may be considered.

i. DESIGNATED DAY OFF. (in lieu of holiday)

(1) When legal holidays designated by law fall on Saturday, the designated in lieu of holiday for full time employees scheduled to work Monday through Friday is the Friday before the holiday.

(2) For employees with a work schedule that includes Saturday, their holiday is that Saturday.

(3) Part-time employees are **NOT** entitled to pay for in lieu of holidays and when they work an in lieu of holiday they receive straight time pay.

(4) When part-time employees are prevented from working on an in lieu of holiday because their place of employment is closed in observance of a holiday, they are not entitled to pay without charge to leave. These employees may be asked to take annual leave. As an alternative to annual leave, a part-time employee's work schedule can be changed to allow the employee to work another day within the administrative work week.

(5) A final option that is available for part-time employees, if the budget allows, is to give part-time employees excused absences for the number of hours they would have worked except for the in lieu of holiday. Excused absences, in these circumstances, will only be authorized by the DeCA Deputy Director for Headquarters and FOA employees, or Region Directors for Region and commissary employees.

j. COMPENSATORY TIME (Compensatory Time Worked). Employees entitled to overtime pay may request compensatory time off in lieu of overtime (time off equal to time worked). Generally, GS employees paid at a basic rate of pay in excess of the maximum rate of pay for a GS-10, shall be granted compensatory time off. The compensatory time will be equal to the amount of time spent in irregular or occasional overtime work instead of being paid overtime.

(1) Compensatory time worked must be authorized on a DeCA Form 70-5, Request for Overtime Authorization/Approval. The employee will post the hours worked in Type Hour column of the DeCAD 70-4.

(2) Compensatory time in lieu of paid overtime may be granted.

(3) Compensatory time cannot be granted in lieu of Holiday Pay.

(4) Record hours/minutes (15 minutes increments) in the "Type Hour" column as Code CE.

(5) Compensatory time worked to offset time taken for religious observances is reported as Code CR. This time may be worked either before or after the period of time off. Compensatory time

off for religious observances cannot be transferred from one installation/agency to another. Employees will be paid at their regular hourly rates of pay for the compensatory overtime worked for this purpose.

(6) Compensatory time must be used within 26 pay periods from when the time was worked. If not taken within those 26 pay periods, time will be paid as overtime. The overtime rate in effect at the time the work was done will be the pay rate used for pay purposes.

(7) Compensatory time earned at one installation cannot be transferred to another installation or agency. The losing installation or agency must pay the employee for all compensatory time still to his or her credit.

(8) Compensatory time earned at a DeCA CONUS Region will transfer between CONUS Regions.

k. SUNDAY WORKED.

(1) Full time GS or wage grade employees are entitled to 8 hours Sunday Premium Pay if any part of the scheduled tour of non-overtime duty falls between midnight Saturday and midnight Sunday.

(2) Employees who have a regularly scheduled tour of duty which includes a shift beginning on Saturday and ending Sunday, and a shift that begins on Sunday and ends on Monday, is entitled to Sunday Premium Pay for both days worked.

(3) Full time employees on a compressed work schedule who performs non-overtime work during a period of duty which includes Sunday, are entitled to Sunday pay for the entire period of duty on that day.

(4) Employees who are regularly scheduled to work on Sunday, but who do not work and take annual or sick leave instead, are not entitled to premium pay for the "scheduled" Sunday work hours. Employees are required to actually perform work.

(5) Part-time and Intermittents are not entitled to Sunday premium pay.

(6) Report hours/minutes for Sunday worked as "Type Hour" code S\* (based on employees shift).

l. ENVIRONMENTAL AND HAZARDOUS DUTY PAY.

(1) Hazardous Duty Pay.

(a) Currently, no positions supported by DeCA qualify for hazardous pay. When circumstances result in an entitlement to hazardous pay, the hours/minutes will be recorded in the "ENV HAZ" column as Code E\* (based on conditions).

(b) Hazardous duty pay is not included as part of the employee's basic rate of pay for computation of other premium pay, nor the amount of retirement, TSP and life insurance deductions.

(c) Hazardous pay is payable for all hours in a pay status on the day of exposure.

(2) Environmental Differential Pay (EDP)

(a) Enter the number of hours/minutes of environmental differential entitlement in the "Type Hour" column as Code F\* (based on conditions).

(b) Environmental differential is payable for actual exposure or for all hours in a pay status. Contact your local Personnel office for specific questions regarding the EDP entitlement.

#### 4-8. INSTRUCTIONS FOR COMPLETION OF DeCAF 70-4.

1. **Employee ID** - Enter employee Social Security Number.
2. **Tag No.**- Enter Time and Attendance Group Number (4 Positions)
3. **Activity** - Enter one of the following: LB=HQs, LP=Eastern, LF=Midwest, LS=FOA,LT=Western
4. **Org** - Enter employee's assigned organization code (i.e, RDRA, RMH)
5. **Employee Name** - Self Explanatory
6. **Period Start** - Enter 1<sup>st</sup> Day of Pay Period (always Sunday)
7. **Period Ending** - Enter Last Day of Pay Period (always Saturday)
8. **Seq No** - N/A
9. **Std JON** - Standard payroll Job Order Number consists of activity/or code/Cost code. The JON determines where the labor costs will be charged.
10. **Hours of Work** - Enter start/end time (i.e. 7-3:30)
11. **AWS** - Enter applicable Alternate Work Schedule Code (See T&A Users Manual for a list).
12. **Tour** - Enter # of hours worked each day per work schedule/tour.
13. **Typ/Sft** - Enter Shift code (1,2,3), if applicable.
14. **Graded ND** - Enter night differential hours for graded employees working between 6:00 pm and 6:00 am.
15. **Week** - Enter week # (1,2) for exceptions
16. **Day** - Enter day # (1-7) of exceptions
17. **Type Hour** - Enter codes for exceptions (annual leave, sick leave, etc.) as found at bottom of form. See T&A Users Manual for inclusive list.
18. **Hours** - Enter whole number and/or 15 minute increments converted to hundredths (i.e.,4.75)
19. **Job Order Number** - Enter JON applicable to area/project that is other than assigned.
20. **Env Haz** - Enter Hazard duty/FFL codes (see T&A manual for specific codes applicable).
21. **Last Hour** - Not applicable for DeCA
22. **Temp Shift** - Enter shift code if other than assigned on work schedule (1,2,3). Will override assigned shift.
23. **Night Diff** - Enter number of ND hours worked when required.
24. **Inj No.** - Enter following 1<sup>st</sup> date that job injury occurs using MM/DD
25. **Start Time** - N/A
26. **Init** - Enter initials if making changes
27. **Timekeeper Signature** -Timekeeper signs to indicate all time and attendance has been processed in DCPS as disclosed on this form.
28. **Employee Signature** - Employee must sign at the end of the payperiod to indicate hours/exceptions disclosed were actually worked.
29. **Sign In/Out Form (optional)**- Enter actual time in/out. This is no longer a GAO requirement. Authorized Signature is optional. The required signature must be included on the off-line certification screen print.

#### 4-9. GENERAL GUIDANCE ON USE OF INDIVIDUAL TIME AND ATTENDANCE RECORD (DeCA FORM 70-4).

- a. The individual Time and Attendance Record is prepared to record hours worked, leave taken, and exceptions to the daily scheduled work assignment of each employee. A properly verified DeCA Form 70-4 must be maintained for data entry into the DCPS on line system.
- b. It is essential that each form accurately reflect attendance and absences, as well as information pertaining to all categories of premium pay.
- c. Forms must be adequately supported by other documents, such as sick leave certification, military leave orders, and certificates of attendance, for the pay period during which the leave was taken or the hours were worked. The record must be retained by supervisors/timekeepers.
- d. Supervisors or their designated persons will review the daily record of time to ensure all information is accurate. The DCPS Security System is designed so that only authorized persons will have access to DCPS for timekeeping and verification/off line certification of T&A.
- e. As a basis for payment, the completed, signed form and related supporting documentation will be maintained in a central file at each location where the certification occurs, and secured after each pay period.
- f. These central files will be a designated secured location at each HQ/FOA directorate, commissary and division level. The specific location and security container will be left to the discretion of the applicable DeCA activity.
- g. Time and attendance records and all supporting documents will be kept available for audit or for six years and 3 months, whichever occurs first.

#### **4-10. GENERAL POSTING INSTRUCTIONS.**

- a. Posting hours to the Individual Daily Time and Attendance Record, DeCA Form 70-4, will be made in black or blue ink; pencil will not be accepted. Do not erase or use correction tape or fluid. If an employee makes an error when signing in, he should draw a single line through the incorrect entry such that the line can still be read, then write the correct figure above or beside the error. Along with the employee's signature on the DeCA70-4, he/she should initial any manual corrections. DeCA Form 70-4 will be completed by either the employee, the timekeeper, the supervisor or a combination of these persons. With observation, operational awareness and required documentation, the supervisor will be able to verify an employee's time worked, presence or absence.
- b. The SSN should not be entered on DeCA Form 70-4 until the end of the pay period or until such time when no one other than the employee, timekeeper, and certifier has access to the forms. To enter time and attendance data into the DCPS system without using the employee's SSN, timekeepers and certifiers can use the sequential method for input of exceptions and certifications. For those timekeepers/certifiers who want to access the DCPS system using an employee's SSN, a separate list containing the employee's name and SSN should be maintained in a secured location by the authorized timekeeper or certifier.
- c. When posting Time and Attendance into DCPS, the timekeeper should be careful to post the correct hours worked, leave hours along with other documented exceptions. The timekeeper is responsible for current pay period adjustments and corrections to time and attendance input up until the established cutoffs. If there are adjustments/corrections required after the established cutoffs, the supervisors and/or servicing CSR should make the change. Once adjustments are completed, the supervisor must certify the time and attendance IAW the off-line certification process outlined in this directive.

d. To facilitate more accurate and efficient payroll processing and leave records, timekeepers should review the T&A records at the end of the pay period prior to inputting the final data into DCPS for the following:

- (1) Correct tour of duty and shift.
- (2) The Individual Daily Time and Attendance Record, DeCA Form 70-4, has been fully completed and signed by the employee.
- (3) Supporting documents, such as DeCAF 50-63's, copies of orders, Commanding Officer's certification for military leave, statements from the clerk for jury duty, etc., are attached to T&A Sheets.

e. Certification (accepted time and attendance) signed by the authorized supervisor verifies that:

- (1) Attendance and absences shown in the DCPS are in agreement with what the employee has entered on the DeCA Form 70-4.
- (2) Absences have been approved in the category indicated.
- (3) Overtime was properly approved.
- (4) The employee is entitled to be paid for hours shown in the various categories.
- (5) The tour of duty or shift correctly reflects hours worked.
- (6) Both the employee and the timekeeper have signed the T&A record.

**4-11. NEW EMPLOYEES.** Supervisors/Managers must ensure that payroll forms for all employees (whether new to DeCA or transfers) are forwarded to the appropriate CSR on the day of in-processing or as soon as possible thereafter.

**4-12. SEPARATED/DECEASED EMPLOYEES.** Timekeepers will update the employee's T&A status code in the DCPS Work Schedule screen for those employees who leave the agency. Input of the applicable T&A status code with the separation (effective) date will **STOP** the automatic generation of hours. It is extremely important for the timekeeper to enter the actual date of separation as the effective date, failure to do so can result in overpayment to the separating employee and a liability to the agency.

a. For separated or deceased employees, access the Work Schedule Change screen in DCPS (selection #5) to update the T&A status code. Input the employees' last day to work as the effective date, action code of "C" and T&A Status code of "P- Pending or X- Deceased". These entries will ensure that time is not generated for the individual after that date.

b. Notify the CSR and HROD immediately that the employee no longer works at your Activity.

c. The appropriate Region point of contact should coordinate with their servicing Personnel office to ensure separated employees are deleted from DCPDS/DCPS in a timely manner.

**4-13. POSTING CHANGES IN TOUR OF DUTY.** Post changes during the pay period as they occur. If changes do not extend beyond the end of the pay period, annotate the new hours and effective dates on an attached DeCA Form 70-4. The supervisor must sign the annotation. If changes extend beyond the end of the pay period, notify the employee and the designated CSR. Changes in tour should be for a period of 2 weeks and be initiated at least 2 weeks in advance with an effective day at the beginning of a pay period.

**4-14. ENTERING TIMES OF DAY.** When required by the supervisor, the starting and ending times for time worked and absences are posted on side 2 of the DeCA Form 70-4. Employees should use military time when signing in and out on DeCA Form 70-4 to differentiate between personnel work shifts and tours of duty. If all personnel within a branch, division, directorate, etc., are on first shift (where regular hours are between 0800 and 1500), then the use of military time is not a requirement. However, if there is even one person within a branch, division, or directorate that works on second or third shift (where regular work hours fall between 1500 and 2400 for second shift, and between 2300 and 0800 for third shift), then the use of military time for all personnel is necessary to show this distinction. Time should be recorded to reflect the number of hours/minutes of leave taken and the number of hours/minutes worked in the appropriate columns. On side 1 of the DeCA 70-4, record exceptions by drawing a diagonal line through the applicable day, then annotating the corrected information in the exception area of the form. Do not input T&A in advance unless advised of an accelerated pay period.

**4-15. POSTING HOURS ABSENT.** All leave must be annotated in the exception area of the DeCAF 70-4. This portion of the T&A Record affects the pay of the employee and is the basis for maintaining the leave record. Therefore, the importance of accuracy cannot be overemphasized. When recording any leave category for part of a day, employees must enter in the exception area only the actual hours they were absent. DCPS will adjust scheduled hours once the T&A is processed. Additionally, when a pre-approved absence is discovered to have exhausted the leave hours available for the period (e.g., annual leave or sick leave), **DO NOT** correct the T&A Record to show a non-pay status. DCPS will convert hours based on an established hierarchy (Figure 4-10).

**4-16. LUNCH PERIODS.** The normal lunch period is 30 minutes, however, this time can be extended with the employee working additional hours beyond the normal daily tour or signing for leave.

**4-17. RECORDING SHIFTS.** Record the shift for all Federal Wage Grade employees as follows, when majority of regular hours are:

SHIFT CODES

REGULAR HOURS	CODE	DESCRIPTION	DIFFERENTIAL
Between 0800 and 1500	1	Shift 1	0%
Between 1500 and 2400	2	Shift 2	7 1/2%
Between 2300 and 0800	3	Shift 3	10%

**4-18. SHIFT DIFFERENTIAL.** The shift differential (WGS Employees) is payable for the entire shift when five or more hours of the regularly scheduled shift (including meals periods) occur during the specified hours.

a. Shift differential is also payable for any period of paid leave, such as annual, sick, court, funeral, military, holiday, excused absence, and while on TDY status.

b. Part-time wage grade employees who work a regularly scheduled shift of 8 hours or less are entitled to shift differential. However, more than half of the hours they work must be on second or third shift.

**4-19. CHARGING ANNUAL and SICK LEAVE.** Annual and sick leave will be charged in 15 minute increments (converted to hundredths), subject to supervisory approval. T&A records will account for all hours in the basic work week, including overtime/compensatory time approved in advance of the performing work week.

a. ANNUAL LEAVE.

(1) Record hours/minutes of annual leave taken as “Type Hour” code LA.

(2) Employees should annotate T&A record in black or blue ink for annual leave used. If the T&A record is not annotated, employees should submit a DeCAF 50-63 (Application for Leave) to the supervisor the first day the employee returns to duty. The T&A record must be signed by the employee to properly document leave taken. By doing so, the timekeeper can accurately record leave in DCPS.

b. SICK LEAVE.

(1) Record hours/minutes of sick leave taken as “Type Hour” code LS.

(2) Employees should annotate T&A record in black or blue ink for annual leave used. If the T&A record is not annotated, employees should submit a DeCAF 50-63 (Application for Leave) to the supervisor the first day the employee returns to duty. The T&A record must be signed by the employee to properly document leave taken. By doing so, the timekeeper can accurately record leave in DCPS.

(3) The approving authority for requests of advance sick leave is the Commanders/Directors or designee for Region and commissary employees, and Staff Directors for HQ/FOA personnel.

The system does all conversions on employees due to an insufficient leave balance of some type.

**EXAMPLE - Conversion Hierarchy Chart**

TYPE OF LEAVE USED OR REQUESTED	COMP LEAVE	ANNUAL LEAVE WITH USE OR LOSE	ANNUAL LEAVE WITH NO USE OR LOSE	RESTORED LEAVE (OLDEST ACCOUNT FIRST)	LEAVE WITHOUT PAY	DONATED LEAVE FOR FAMILY	DONATED LEAVE FOR EMPLOYEE	REINSTATED LEAVE
ANNUAL LEAVE	1			2	5	4		3
SICK LEAVE	2	1	5	3	7		6	4
COMP TIME		1	4	2	5			3
MILITARY LEAVE	2	1	5	3	6			4
RESTORED LEAVE***	2	1	4		5			3
TRAUMATIC INJURY					1			
LAW EN-FORCEMENT LEAVE	2	1	5	3	6			4
HOME LEAVE	2	1	5	3	6			4
SHORE LEAVE	2	1	5	3	6			4
TEACHERS LEAVE**					1			
REINSTATED LEAVE**	2	1	4	3	5			
CREDIT HOURS	2	1	5	3	6			4
RELIGIOUS LEAVE*	2	1	5	3	6			4
TIME OFF AWARDS***	2	1	5	3	6			4

\* Allows 40 hours for Navy and 80 hours for Army/Air Force advanced before conversion.

\*\* Reinstated leave is not in the system at this time.

\*\*\* All restored leave will be used prior to converting to annual leave, except an employee's use or lose annual leave, starting with the oldest account first.

Figure 4-10, Conversion Hierarchy Chart

**4-20. FAMILY LEAVE ACTS.**

a. **The Family and Medical Leave Act (FMLA)** became effective on August 5, 1993. The Act provides up to 12 administrative work weeks of paid and/or unpaid leave within a 12 month period. Contact your HQ RMH for further details regarding the FMLA program.

(1) Family and Medical Leave is available to employees who have completed 12 months or more of continuous service. Temporary, intermittent, and military duty are not credited toward meeting the 12- month service requirement. Up to 6 months of the 12 month requirement can be LWOP.

(2) Employees may elect to continue their Federal Employee Health Benefits (FEHB) coverage, but must make arrangements to pay the employee portion when Family/Medical LWOP is being used. FEHB coverage is limited to 1 year on LWOP.

(3) Employees are permitted up to 12 weeks of FML for the following reasons:

- Birth and care of a newborn child
- Serious health condition of a close family member
- Adoption or foster care arrangements, and/or
- Serious health condition that prevents an employee from performing work requirements

(4) When possible FMLA leave should be scheduled 30 days in advance of the requirement. Agencies may require the health care provider to document the medical condition of the employee or their relatives.

(5) In DCPS, the timekeeper should record leave taken under FMLA using code D\*(A,B,C,D - based on reason). Refer to the CSR manual for an explanation of the codes. The applicable FMLA code should be entered in the "ENV HAZ" column. In order to initialize systemic tracking of FMLA leave usage, the CSR must be provided documentation that identifies the start date of such leave.

b. **The Family Friendly Leave Act (FFLA)** allows employees to be granted sick leave for: (a) the care of a family member who is incapacitated by a medical or mental condition or attend to a family member receiving medical, dental, or optical examination or treatment; or (b) provide care for a family member with a serious health condition; or (c) make arrangements necessitated by the death of a family member or attend the funeral of a family member. This Act was expanded on June 20, 2000 permitting federal employees to use up to 12 weeks of sick leave each year to provide care to a family member with a serious health condition. The amounts of sick leave allowed for the above mentioned purposes are set forth below:

(1) Full-time employees may use up to 5 days (40 hours) accrued sick leave per leave year for purposes as described in b (a) and b(c). Up to an additional 8 days (64 hours) may be used for these same purposes provided the employee maintains a minimum 80 hour sick leave balance in their sick leave account. The maximum amount of leave that can be used for these purposes may not exceed 104 hours (13 days).

(2) A full-time employee who is caring for a family member with a serious health condition may use up to 480 hours (12 weeks) subject to maintaining the 80 hours minimum sick leave balance. If any sick leave has already been used for the above mentioned family care purposes, the amount will be subtracted from the 480 hours maximum this is allowed per year.

(3) Part-time employees' entitlements for these purposes will be prorated based on the number of hours they work each week.

(4) In DCPS, the timekeeper should record leave taken under FFLA using codes D\* (E, F –based on reason). Refer to the CSR manual for an explanation of the codes. The FFLA code should be entered in the “ENV HAZ” column.

**4-21. TIME OFF AWARDS.** Time Off Awards (TOAs) may be granted by a supervisor as an incentive award instead of a monetary award. Time-off awards are processed through the servicing personnel offices the same as other types of awards. The supervisor can grant employees up to a maximum of 80 hours time off within one leave year, in increments of one hour or more, based on achievements. The maximum one-time award for a single achievement is 40 hours off. Immediate supervisors may approve one day off on their own authority. The recipient will have 1 year from the effective date of the action to use this award. TOAs are not transferred between organizations. There are no provisions for restoring TOAs.

a. Time-off Award leave is recorded using code "LY" in the Type Hours column of the DeCA 70-4.

b. For part-timers and employees with uncommon tours of duty, the maximum amount of time off that can be granted during the leave year is equal to one-half the average number of hours of work in the employees biweekly scheduled tour of duty for a single achievement.

**4-22. ADMINISTRATIVE LEAVE.** Administrative leave includes excused absences from duty without loss of pay and without a charge to leave. Some common instances of various conditions where administrative leave may be granted include but is not limited to:

- a. Voting or registration.
- b. Donation of blood.
- c. Civil Service examinations.
- d. Attendance at conventions or conferences as an official representative of the employing activity, where the attendance of the employee will better serve the interest of the federal service.
- e. Emergency rescue or protective work.
- f. Closing of installation or activity.

Record hours/minutes in 15-minute increments using code “LN”. The purpose for which administrative leave was granted may be noted in the exception area of the DeCAF 70-4.

**4-23. MILITARY LEAVE.** (Type Hour Code LM)

a. Military leave is granted to an employee for the purpose of performing active duty and active or inactive duty for training. Military leave should be charged according to the employee’s work schedule. Military leave may be charged in one hour increments and leave will not be charged for periods of non-duty (such as weekends).

b. Eligible employees serving under permanent or temporary indefinite appointments, temporary appointments pending establishment of a register, term appointments, or temporary appointments of 1 year or more are not to exceed 15 calendar days of military leave. Temporary appointments of less than 1 year, temporary appointments not to exceed 1 year, and intermittent employees are not entitled to military leave.

c. Part-time career employees (16- to 32- hour tour per week) are entitled to military leave on a prorated basis. Determine the prorated number of days by dividing 40 into the number of hours in the employee regularly scheduled workweek for that fiscal year and multiplying by 15.

d. A copy of the orders and the Commanding Officer's certification for the period the military leave was performed must be provided to the supervisor/timekeeper to support the charge to military leave, and then filed for auditing purposes. This certification should be provided no later than the end of the pay period following the one in which the military leave ends, to preclude a charge to annual leave.

e. Military leave unused in a fiscal year may be carried over to the next fiscal year, not to exceed 15 days.

f. When a member of the reserve component or National Guard is ordered to perform full time active duty for law enforcement, an additional 22 workdays of military leave in the calendar year is authorized. The 22 days of military leave for law enforcement is converted to 176 hours and charged in units of hours on the same basis as annual and sick leave. For example, if the employee's regularly scheduled tour of duty is four 10-hour days on Tuesday through Friday and he or she is on active duty for law enforcement purposes on Tuesday and Wednesday, the employee should be charged 20 hours of military leave for law enforcement (note: the available military leave balance for law enforcement is now 156 hours, i.e., 176 less 20 hours).

g. An employee is entitled to military leave if he or she is on active duty or inactive duty (IAW DFAS HQ memo, dated February 9, 2000). When an employee is required to attend weekend drills or training while in an inactive status, the employee is not entitled to military leave.

h. Employees are authorized to use leave or compensatory time in lieu of military leave for an entire period of active duty or for the beginning period of active duty prior to the charging of military leave. If an employee's active duty extends from one fiscal year to the next and the military leave is exhausted before the end of the first fiscal year, the employee may continue to use leave or compensatory time at the beginning of the next fiscal year.

#### **4-24. COMPENSATION DISABILITY (CONTINUATION OF PAY).**

a. Compensation Disability Traumatic Injury. Pay Status, Code "LU/LT". An employee injured on the job may be granted continuation of pay for a period not to exceed 45 calendar days after the injury, when the employee files a claim under the Federal Employees Compensation Act. This 45 days must be used within 45 days of the first return to duty following the injury. Code "LU" is entered in the TYPE HOUR column for the day in which the injury occurs. This entry will create the injury number, succeeding days should be coded as "LT" with the applicable injury number.

b. Compensation Disability. Non-pay Status, Code "KD". An employee injured on the job may elect to receive workers' compensation in lieu of being charged sick leave. The employee will remain on the roles in a non-pay status until such time that he/she returns to duty or is removed for inability to perform.

c. All timekeeping actions involving compensation disability must be coordinated with the appropriate supervisor and worker's compensation liaison office.

**4-25. HOLIDAY LEAVE.** Record in DCPS using Code "LH", for all employees entitled to the holiday. The following designates those employees who are not eligible for holiday leave:

- a. Wage Grade employees on an appointment limited to 90 days or less, unless the employee has been employed for a continuous period of 90 days under one or more appointments, without a break in service.
- b. Intermittent employees.
- c. Part-time employees for whom the holiday is not a scheduled workday.
- d. Employees in a non-pay status, both before and after the holiday.

**4-26. COURT LEAVE.** Record in DCPS using Code “LC”, in increments of 1 hour.

a. T&A for an employee that performs witness service in an official capacity will be recorded as official duty. If the employee performs witness service in a non-official capacity, time is recorded as annual leave or LWOP. While serving in an non-official capacity, the employee is entitled to fees and expenses related to such service.

b. Fees received for jury duty and witness service during duty hours must be turned in to the servicing CSR. The employee may keep mileage allowances. If a state has defined the amounts received as expenses/allowances rather than fees, the employee may keep reimbursements for these expenses/allowances. The court must clearly identify fees versus expenses/allowances, otherwise all monies are collected as fees. An employee may choose to waive or refuse to accept jury duty fees, however, he/she is still liable for fees they would have received. Employees performing such duties during a non-workday, which is outside their regular tour of duty and for which federal salary is not paid, and on holidays for which they would have been excused, may retain fees.

c. When fees are required to be turned in, submit the endorsed check along with signed court documentation to the appropriate CSR. The CSR is responsible for ensuring that fees turned in are submitted to the proper Payroll Office. The fees will be accounted for on a DD Form 1131, Cash Collection Voucher, and will be credited to the employing activity’s appropriation. This documentation should be maintained for audit.

d. Court (jury) leave may not be granted on days when the employee is excused from serving. The employee must submit a copy of the summons, court order or subpoena to the supervisor as far in advance as possible. When the court service is completed, the employee must ensure that he/she receives the proper documents to certify attendance.

e. Verification of Court Leave will show inclusive dates of jury duty or witness service and the amount of fees paid. Witness service on behalf of federal, state, or local government in a nonofficial capacity is authorized court leave. The certificate of attendance must be maintained with the T&A record. If this is not possible, a notation will be made. If the employee fails to submit the required documentation within a reasonable time period after service, T&A can be charged to annual leave, LWOP or AWOL as determined appropriate by the supervisor.

f. An employee is entitled to regular pay while on court leave. Regular pay refers to pay received based on a regularly scheduled tour of duty in a bi-weekly payperiod (this may include Sunday premium, night or shift differential, regularly scheduled overtime pay, holiday pay, etc.)

g. Intermittent employees are not entitled to court leave.

**4-27. ABSENT WITHOUT LEAVE (AWOL).** Record in DCPS using Type Hour Code “KC” (in 15-minute increments). This is leave without pay that has not been authorized by the employee's supervisor.

**4-28. SUSPENSION.** Record in DCPS using Type Hour Code “KB” (in increments of 30-minutes). Suspension is the placement of an employee in a temporary non-pay and non-duty status for disciplinary reasons. A SF-50, Notification of Personnel Action, must be issued for all suspensions.

**4-29. FURLOUGH.** Record in DCPS as Type Hour Code “KE”(in increments of 1 hour). Furlough is the placement of an employee in a temporary non-pay and non-duty status on a continuous or non-continuous basis because of a lack of work, funds or for other non-disciplinary reasons. A SF-50 must be issued for furlough. In cases where the furlough period will exceed 30 consecutive days or more than 22 workdays if on a continuous basis, reduction-in-force (RIF) procedures will be implemented.

**4-30. LEAVE WITHOUT PAY (LWOP).** Record in DCPS as Type Hour Code “KA” (in increments of 30-minutes). Leave without pay is requested by the employee and requires a DeCAF 50-63, Application for Leave.

**4-31. RESTORED ANNUAL LEAVE.** Hours chargeable to restored annual leave will be recorded in DCPS as Type Hour Code “LP/LQ/LR”.

- a. The time limit for exhausting restored leave is 2 years.
- b. Restored annual leave is not included in and does not increase the maximum annual leave carryover for an employee.
- c. If an employee separates before using all restored leave (and before the time limit expires), the remaining leave will be included in the lump-sum payment at the current hourly rate.

**4-32. BASE REALIGNMENT AND CLOSURE (BRAC) LEAVE.** This is leave retained by employees affected by base closures. BRAC leave is posted as Restored Leave. Specific questions on the BRAC leave policy should be directed to your appropriate servicing Personnel Office.

**4-33. EXCUSED ABSENCES FOR RELOCATION PURPOSES.** An employee may be excused for a reasonable time to make personal arrangements and to transact personal business directly related to a permanent change of station which is in the interest of the government, provided that such business or arrangements cannot be transacted outside the employee's regular working hours. This includes such things as making arrangement for the packing and unpacking of household goods and obtaining driver's license, auto tags, and passports. The maximum number of excused workdays granted by the losing or gaining duty station is left to the discretion of the immediate supervisor.

**4-34. TEMPORARY DUTY (TDY).** If employees are on temporary duty, the hours worked and the hours of leave will be recorded on the T&A form by the employee's supervisor; or the employee may complete the T&A form at their temporary duty site and fax the signed sheet to their immediate supervisor at the permanent duty location. A DeCAF 50-63 will support all leave taken by employees while in a TDY status. When the supervisor completes the T&A form in the absence of the employee, the T&A form will be verified, reconciled and signed by the employee on the first day of return to duty.

**4-35. SUPPORTING DOCUMENTATION REQUIRED FOR LEAVE TAKEN.**

<u>CATEGORY</u>	<u>DOCUMENTATION REQUIRED</u>
Annual Leave	Employee's signature or DeCAF 50-63
Sick Leave (3 Days or less)	Employee's signature or DeCAF 50-63 (medical evidence may Be required if notification is not provided in writing)

Sick Leave (More than 3 Days)	Doctor's statement and DeCAF 50-63 or employee's self certification
Court Leave	Copy of summons; Signed Court documentation; any jury fees paid to the employee (where required)
Military Leave	Copy of military orders and statement from Military Commander certifying period military service was performed.
Compensatory Leave Used	Employee's signature or DeCAF 50-63
LWOP Requested by Employee	DeCAF 50-63
Religious Leave Used	Employee's signature or DeCAF 50-63
Holiday Leave	NONE
Holiday Worked	NONE, must be approved in advance.
Administrative Leave	NONE
AWOL	NONE
Suspension	SF-50
Compensation Disability Traumatic Injury (Pay Status)	Must be coordinated/approved by servicing CPO; medical evidence required
Compensation Disability (Nonpay Status)	Must be coordinated/approved by servicing CPO; medical evidence and SF50
Furlough	SF-50
BRAC Leave	Employee's signature or DeCAF 50-63
Family Medical/ Family Friendly Leave	DeCAF 50-63, annotate reason in Block 6 (Remarks) and whether it is Family Medical/Friendly Leave; Include supporting medical documentation

**4-36. VOLUNTARY LEAVE TRANSFER PROGRAM.** DeCA Personnel Offices (RMHP) manage the Voluntary Leave Transfer Program (VLTP). This program allows one civilian employee to transfer his or her accrued annual leave to another employee who needs the leave because of a medical emergency.

a. **COORDINATION .** It is essential that actions taken by the applicable servicing Personnel Office are coordinated closely with the appropriate CSR.

b. Approved requests (as well as all requests to donate leave) must be submitted to the applicable CSR. The CSR will forward requests to DFAS-PE or DFAS-CH to record into DCPS. (see Figure 4-11/12/13)

c. Specific questions regarding this program should be addressed to the appropriate servicing personnel office.

# Leave Recipient Application Under The Voluntary Leave Transfer Program

Optional Form 630  
June 1989  
U.S. Office of Personnel Management  
FPM Chapter 630

1. Applicant's Name (Last, First, Middle) Doe, Jane L.	2. Social Security Number 999-99-9999	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level Cash Clerk, 2109, GS005/04		
5. Name of Organization (Agency, Department, Office, Division, Branch, etc.) DeCA Headquarters, FAS		6. Payroll Office Number 9999

I was in a 3-car pile up on I95. My collar bone and several ribs were broken.

8. Individual Affected by Medical Emergency (Check One) <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Employee's Family Member	9. Date Medical Emergency Began 08-04-2000	10. Date Medical Emergency Ended (or is Expected to End) 08-31-2000
---	---	--

11. Name of Physician Who Will Verify the Medical Emergency (Attach documentation from the physician (or other appropriate expert) showing the diagnosis, prognosis and duration of the illness.)  
Dr. John Doe

12. What is the Applicant's Leave Balance as of End of Last Pay Period? 40 hrs	13. How Many Hours of Leave Without Pay Have Been Used for This Medical Emergency? None
---	--

14. Does the Applicant Want a Description of the Medical Emergency Distributed to Servicing Personnel Offices so that Other Employees May Donate Leave to the Account?  No  Yes If "YES," Provide the Description Below.  
Same as #7 above

Check, if the Applicant Does Not Wish to Have Name Used With the Description or Disclosed to Anyone Except Supervisor, the Supervisory Channel and the Deciding Official, and Individuals Who Maintain the Program.

15. Name of Individual Completing the Application (If Applying on Behalf of the Applicant) Jane L. Doe	Relationship to Applicant Self	Telephone Number (804) 732-0000
---	-----------------------------------	------------------------------------

16. I Certify that the Above Statements are True.  
Signature of Applicant or Individual Applying on Behalf of the Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

### Privacy Act Statement

Participation in this program is voluntary; however, solicitation of this information is authorized by P.L. 100-568 (October 31, 1988). The information furnished will be used to identify records properly associated with the application to become a leave recipient. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Executive Order 12958 (November 22, 1993) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application.

17. First Level Supervisor's Recommendation, Signature, and Date Signed  <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	18. Deciding Official's Decision, Signature and Date Signed  <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
---	---

**REPRODUCE LOCALLY**

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Figure 4-11, Optional Form 630, Leave Recipient Application-Under The Voluntary Leave Transfer Program

Attachment 3 to FPM Letter 630-33

Optional Form 630-A  
 June 1989  
 U.S. Office of Personnel Management  
 FPM Chapter 630

**Request To Donate Annual Leave To Leave Recipient (*Within Agency*)  
 Under The Leave Transfer Program**

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of leave I am transferring also is not more than half the hours I will earn this year. I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave

remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, U.S.C., on the date the medical emergency terminates.

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

**Privacy Act Statement**

This program is voluntary; however, solicitation of this information is authorized by P.L. 100-568 (October 31, 1988). The information furnished will be used to identify records properly associated with the leave donation. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law.

rule, or regulation; or to another agency or court when the Government is party to a suit. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the request to donate leave.

TO BE COMPLETED BY LEAVE DONOR		
1. Name (Last, First, Middle)  Banana, Pepper B.	2. Social Security Number  000-00-9999	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level  Accountant, 510, GS-11/02		
5. Name of Organization (Agency, Department, Office, Division, Branch, etc.)  DeCA-Hqs/FSS		
6. Amount of Annual Leave as of End of Last Pay Period  280 hrs	7. Amount of Leave Projected to Forfeit This Leave Year as of End of Last Pay Period  40 hrs	8. Amount of Annual Leave To Be Transferred  40 hrs
9. Individual's Name or Identification Number to Whom Leave is Being Donated  Jane L. Doe DeCA-Hqs/FSS Fort Lee, VA 23801		
10. Signature		Date Signed

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Army-Fort Lee, VA 6219-91-200-1

Figure 4-12, Optional Form 630-A, Request To Donate Annual Leave To Leave Recipient (Within Agency)

Optional Form 630-B  
June 1999  
U.S. Office of Personnel Management  
FPM Chapter 630

Attachment 4 to FPM Letter 630-33

### Request To Donate Annual Leave To Leave Recipient (Outside Agency) Under The Leave Transfer Program

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of leave I am transferring also is not more than half the hours I will earn this year.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave

remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 83 of title 5, U.S.C., on the date the medical emergency terminates.

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

#### Privacy Act Statement

This program is voluntary; however, solicitation of this information is authorized by P.L. 100-568 (October 31, 1988). The information furnished will be used to identify records properly associated with the leave donation. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law.

rule, or regulation; or to another agency or court when the Government is party to a suit. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the request to donate leave.

PART A - TO BE COMPLETED BY LEAVE DONOR		
1. Name (Last, First, Middle) Banana, Pepper B.	2. Social Security Number 000-00-9999	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level Accountant, 510, GS-11/02	5. Relationship of Leave Donor to Leave Recipient (if any) None	
6. Leave Donor's Agency (Agency, Department, Office, Division, Branch, etc.) DeCA-HQS/FSS		
7. Amount of Annual Leave as of End of Last Pay Period 280 hrs	8. Amount of Leave Projected to Forfeit This Leave Year as of End of Last Pay Period 40 hrs	9. Amount of Annual Leave To Be Transferred 40 hrs
10. Leave Recipient's Name, Agency, Agency's Address, Organization (Agency, Department, Office, Division, Branch, etc.) Jane L. Doe DeCA-HQS/FSS Fort Lee, VA 23801		
11. Leave Donor's Signature		Date Signed
PART B - TO BE COMPLETED BY EMPLOYING AGENCY OF LEAVE DONOR		
INSTRUCTIONS: Upon completion and approval of this form, forward a copy to the leave recipient's employing agency as soon as possible so that the transfer of leave can take place.		
12. Enter the Amount of Annual Leave to Be Credited to the Leave Recipient's Annual Leave Account		40 hrs
13. If the agency is waiving the maximum limitations for leave donation under the Voluntary Leave Transfer Program, describe the special circumstance that warrants the waiver. N/A		
14. Name of Agency Contact Who Can Provide Further Information Mr. Stu Fox		Telephone Number (804) 734-9999
I certify that the leave donor currently has sufficient annual leave in his/her annual leave account to make a donation for the requested amount of annual leave and that the amount of the donation does not exceed the maximum limitations for leave donation under the voluntary leave transfer program.		Signature of Authorizing Official and Date Signed

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Figure 4-13, Optional Form 630-B, Request To Donate Annual Leave To Leave Recipient (Outside Agency)

## CHAPTER 5

### RESOURCE MANAGEMENT DIVISION PAYROLL FUNCTIONS

#### 5-1. GENERAL.

a. The Resource Management Divisions, Accounting Branch (RDRA)/Liaison Office (LO) for the Region Headquarters and the DeCA Fiscal Services Division of the Financial Management Business Unit (S) will serve as the focal point for requests related to payroll issues. These offices will coordinate requests with the applicable DFAS Center. DFAS-PE handles CONUS inquiries and DFAS-CH handles OCONUS inquiries. The CSR will ensure each payroll related request for action received is entered into the individual's folder and that the action is resolved. All problems/concerns should be properly documented for resolution and retention.

b. The applicable CSR will review available history on line for initial assessment of pay/leave problem. DCPS maintains pay, leave and time history data on line for 26 pay periods. Pay/leave problems greater than 26 pay periods will be forward to the servicing DFAS office for research and resolution. CSRs will act as a liaison between the timekeeper/employee and the servicing Personnel Office and DFAS center.

#### 5-2. THE PRIVACY ACT.

a. The CSR will ensure that under provisions of Title 5, United States Code, the privacy of an individual is protected through orderly containment and handling of personal data, forms, and reports.

b. Under Section 552a, the collection of an employee's Social Security Number is authorized by Executive Order 9397. Furnishing the information is voluntary, but failure to provide this information may result in a delay of pay.

c. The primary use of this information is by management and the CSRs to establish payroll system documentation for DCPS. Additional disclosure of the information may be furnished to other government agencies in the performance of their official duties.

#### 5-3. RECEIPT OF PAYROLL DOCUMENTS.

a. Personnel actions recorded in DCPDS, by the HROD, that affect an employee's pay interfaces with DCPS within a two/three day cycle. It is essential that commissary and region management process SF52s, performance awards and other documents that affect an employee's pay during the first week of the payroll cycle. Allotments, bonds, other deductions and withholding exemption forms can be obtained from the appropriate CSR. New employees must complete applicable pay related documents, then provide to commissary/Region POC who will submit to the responsible CSR for processing into DCPS.

b. Employees paid by DFAS-PE or DFAS-CH should make inquiries as follows:

(1) Employees will notify their immediate supervisor of all payroll problems/inquiries.

(2) The immediate supervisor will forward the inquiry to the applicable CSR and ensure that the timekeeper is informed as appropriate.

(3) The CSR will contact DFAS-PE or DFAS-CH by phone, fax or email.

(4) If the problem is not resolved in a timely manner, the CSR will notify DeCA/RMAS for further guidance.

(5) The CSR will notify the employee or appropriate point of contact of the status of the inquiry as soon as they receive it, either in writing, by phone, or by fax-whichever method is suitable for the situation.

c. The CSR receives the following types of payroll documents from all employees of supported activities and elements, reviews them for accuracy and inputs the information into the DCPS.

- (1) Allotments to Financial Organizations
- (2) US Savings Bond Deductions
- (3) Charity Deductions
- (4) Electronic Funds Transfer
- (5) Union Dues (Input/Cancellation)
- (6) Change in Mailing Address
- (7) Changes in Tax Deductions (federal, state, local)
- (8) Jury Duty Notification/Confirmation and Payment Collection (Attach to time sheet)
- (9) Military Assignment Orders for Reserve Duty or Military Certificate of Attendance (Attach to time sheet)
- (10) Advanced (Sick & Annual) /Restored Leave Letter
- (11) Transfer in Annual/Sick Leave (last LES from previous duty station should be used to establish balances).

**5-4. EMSS.** DFAS introduced the Employee Member Self Service (EMSS) system on March 1, 2000. EMSS allows employees to view and make limited changes directly to their own pay accounts via the internet (<http://emss.dfas.mil>) or by phone using the Interactive Voice Response System (IVRS) at 1-877-363-3677. Currently, IVRS is available to CONUS employees only.

**5-5. EFT.** DoD FMR, requires all new employees to comply with the Direct Deposit and/or Electronic Funds Transfer (DD/EFT) as the standard method of payment within DoD for pay of personnel. This policy covers all categories of DeCA personnel.

a. DeCA considers the requirement to participate in DD/EFT as a reasonable condition of employment for civilians, including those who through a competitive selection are promoted or reassigned.

b. DD/EFT is a payment method that allows individuals to have their net pay sent directly to their account of choice (checking, savings, etc.) at their designated financial institution. DD/EFT participants benefit from increased security of the transaction (no check to be lost or stolen); automatic deposit of their money at the opening of business on the payment date; and the elimination of special trips to deposit or cash Treasury checks. DoD benefits by eliminating the costs of printing, mailing, and processing individual checks.

- c. Applicable DD/EFT forms must be submitted to the appropriate CSR for proper updates to DCPS.

**5.6 RESPONSIBILITIES.** DeCA Directors or his/her designee:

- a. Ensure all personnel are made aware of and comply with EFT provisions.
- b. Monitor DD/EFT participation.
- c. Monitor waiver actions.
- d. Where authorized, ensure reimbursements are made to civilian employees who incur charges due to the government's failure to accurately and timely deposit pay in their DD/EFT accounts.
- e. Provide information for reporting purposes to DFAS Centers when so requested.

**5-7. APPLICABILITY.** DD/EFT provisions apply to all DoD personnel.

**5-8. WAIVERS.**

a. Waivers may be granted to an individual when it is determined that payment by EFT will cause a hardship. Hardships may be due to physical or mental disability; geographic, language, or literacy barriers; or financial hardships. Authorized waivers can also be granted in certain other situations as outlined in the DoD FMR, Volume 8. Waivers should be requested by individuals through their designated authority. Individuals, who fail to establish a DD/EFT account or to secure a waiver from the appropriate authority, can be subject to administrative action. Generally, waivers should be temporary in nature.

b. For civilian employees, the approving authority for waivers is the appointing authority. The approval of waivers is subject to the control of the Director of the servicing DFAS Center.

c. The request for a waiver will normally be in writing, but designated authorities may accept oral requests under unusual circumstances. The employee must provide adequate documentation or rationale to support the waiver request.

d. The designated authority will notify the DFAS Center and the HROD in writing when a waiver has been granted along with its expiration date.

e. The designated authority will monitor approved waivers for expiration dates and to determine if the waivers need to be extended. The payroll office and the HROD are to be notified in writing of extended or terminated waivers.

**5-9. REQUIREMENTS.**

a. DD/EFT enrollment is required within the first 30 days of employment for new DoD employees, including those previously employed, or competitively selected for promotion or reassignment.

b. All vacancy announcements will advise applicants that DD/EFT is a condition of employment.

c. Employees will be advised during in-processing that DD/EFT enrollment is a condition of employment, and that they may be subject to administrative action for failure to enroll or request approval for a waiver.

d. Supervisors will monitor participation and ensure compliance with applicable guidelines.

**5-10. ENROLLMENT DOCUMENTATION.**

a. Standard Form (SF) 1199A, Direct Deposit Sign-Up, is the preferred method of enrollment in DD/EFT. (Figure 5-1)

b. Sections 1 and 2 of the SF-1199A will be completed by the employee.

c. Section 3 must contain information on the financial institution selected by the employee.

d. Distribution of the SF-1199A is prescribed on the bottom of the form. However, employees should provide hard copy to their assigned commissary/Region POC who will fax or mail the copy to the appropriate CSR. The employee's financial institution is not responsible for providing a copy to the servicing CSR.

**5-11. ALLOTMENTS.** DD/EFT is the preferred method for paying all allotments and should be used whenever possible. For CONUS employees, DCPS can only accept two allotments per individual. OCONUS employees may have up to 13 allotments. DD/EFT is required for allotments to a financial institution participating in the Federal Reserve System (FRS).



**5-12. VERIFICATION OF SOCIAL SECURITY DATA.** The Internal Revenue Service (IRS) and the Social Security Administration (SSA) have implemented an automated system to ensure that employers are properly reporting the name and social security number (SSN) of employees.

a. A completed Employees's Withholding Allowance, Form W-4, must be submitted with the initial employment with DeCA, and each time there is a change.

b. If an employee does not have a social security card, the Form W-4 must indicate "**APPLIED FOR**" in the number block. A new Form W-4 must be submitted upon receipt and verification of the new social security card.

c. No strike-overs will be allowed on the Form W-4. A new form must be completed when an error is made.

e. Supervisors must inform all employees of their responsibility to ensure their name and SSN are correct on all pay and personnel documents.

**5-13. UNION DUES.** All DeCA employees requesting voluntary allotment for payment of employee organization dues will complete Standard Form 1187, Request and Authorization for Voluntary Allotment of Compensation for Payment of Employee Organization Dues.

a. Union dues will become effective in accordance with union agreement.

b. Servicing CSR will update employee records with applicable local union code for deduction. A copy of the SF-1187 is retained in the employee's CSR pay folder.

c. Any union problems or concerns regarding dues should be referred to the applicable union representative for resolution.

**5-14. AWARD CHECKS.** Award payments will be distributed with the regular payroll cycle and the employee will receive payment in the same manner as his/her net pay. Although awards are included in the regular payroll disbursement, taxes are deducted from the award amount separately then added to the regular taxes. The Leave and Earnings Statement (LES) will disclose a statement "Net Pay includes award net of \$s. Cash awards will be processed through DCPDS by the HROD via the SF52 process which will interface with DCPS and paid accordingly.

**5-15. MISSING PAYCHECKS/RECERTIFIED CHECKS.**

a. The DeCA payday for CONUS employees is the first Friday following the end of the pay period. If an employee does not receive his/her paycheck **delivered through the mail system** to a designated address by Thursday following the payday, the employee should contact their CSR or designated commissary POC immediately. The CSR will immediately contact, via telephone or e-mail the applicable DFAS pay technician for action. After receiving the proper documents, the pay technician will coordinate with DFAS-CL Disbursing Office, to determine what actions are required.

b. The CSR or designated POC in conjunction with the employee must complete DD Form 2660, Statement of Claimant Requesting Recertified Check. The CSR will further determine if the employee is established in DCPS, verify the check mailing address with the employee, and forward appropriate documents to the applicable DFAS pay technician. If the employee is not in DCPS, the CSR will coordinate with the servicing Personnel Office to flow the appropriate action via DCPDS or obtain a SF-50 for submission to DFAS-PE\CH for payment. The CSR must also request a copy of the employee's signed timesheet (DeCAF 70-4) for input into DCPS. Once the employee information is updated in

DCPS, the CSR can process the T&A so that employee can be paid on time. The employee should receive their hard copy check via the mail within 3-7 days.

c. If an employee's **EFT payment** isn't received following the end of the pay period, the employee will contact the CSR or designated commissary POC immediately. The CSR should first verify banking information to ensure that input was entered correctly. The CSR will then contact the DFAS pay technician via telephone or email to report the missing funds transfer. The DFAS pay technician will coordinate with the DFAS-CL Disbursing Office to determine the cause for noncredit of the account. The DFAS office will reissue the EFT once the reject is received from the bank. If no bank information is available, a manual check is printed and mailed to the employee. The reissued EFT payment should be received by the bank within 48-72 hours.

**5-16. SPECIAL PAYS.** Employees who receive less than 90% of their pay or in cases where non-receipt of full pay causes a financial hardship, can request a special pay be processed. The employee should advise the appropriate CSR or designated commissary POC of non-receipt of full pay. The CSR will complete the DFAS Special Payment Authorization form (identifying hours that the employee was not paid) and forward to the servicing DFAS office for processing. The CSR must receive a copy of a signed DeCAF 70-4 in order to input the T&A properly. The special pay form must have proper authorization before being forwarded to DFAS for processing. Once processed, the employee should receive payment within 48-72 hours if EFT, and within 3-7 days if by mail.

**5-17. TIME AND ATTENDANCE CERTIFICATION.** On Monday following the end of the payperiod, the CSR will review the Missing Time/Created Leave Report (P6605R02) and the Conversion of Hours Report (P6607R01) to determine problems with employee pay which would cause a manual transaction by the DFAS-PE/CH. The review and correction of employee data for the biweekly closeout will be coordinated with the HROD and DFAS-PE/CH to ensure accuracy of payroll computations. DeCA management will ensure off-line certification of the employee's accepted T&A. DeCA management must ensure that a certifier is available for inquiries on the Monday after the pay period ends. The certifier will ensure the necessary changes to any employee's time recorded in the system. This will aide in minimizing the number of manual pay transactions that may be required of DFAS-PE/CH.

**5-18. REPORTING COSTS FOR MILITARY EMPLOYEES.** DeCA will record military expenses outside of DCPS. Currently a MIPR is issued to the services and/or installation for reimbursement of salaries or services provided by the military assigned to DeCA. The MIPR is committed, obligated and expensed monthly. The services are usually billed quarterly on a 1080 bill and the bill is paid when received. If an adjustment to the MIPR is required it is accomplished at yearend. DeCA FB will provide DeCA RM a copy of the monthly/quarterly billing to update costs as received. Based on this documentation RMAS will provide DFAS-CO Accounting the applicable Region cost codes to charge/transfer actual military expenses against.

## CHAPTER 6

### THE DEFENSE FINANCE AND ACCOUNTING SERVICE

**6-1. GENERAL OVERVIEW.** The Defense Finance and Accounting Service was established to provide all accounting and financial support for the agencies of the Department of Defense. The Directorate of Financial Services DFAS-PE and DFAS-CH are responsible for civilian employees' payroll. DFAS-CO is responsible for travel claims, contractor payments and maintaining the accounting records for the agencies serviced.

#### **6-2. CONCEPT OF OPERATIONS FOR PAYROLL ENTITLEMENT.**

a. All civilian pay functions are the responsibility of the Civilian Payroll Division. Each DFAS payroll technician is responsible for ensuring all serviced employees are paid timely, accurately, and in accordance with prescribed laws and regulations. Payroll technicians will contact the applicable DeCA CSR, to coordinate missing or erroneous T&A data. DeCA certifiers are responsible for reviewing and certifying the accuracy of their employees' T&A. Once the T&A data has been certified (off-line), verbal changes will not be accepted. This certified data will only be changed when adjustments are received in writing or facsimile, signed by the supervisor. The Division will review the output, reconcile the payroll, and notify Disbursing to release the pay checks and Leave and Earnings Statements.

b. U.S. Savings Bonds will be mailed to the address designated on the bond inscription. There will be no change in the bond issue dates.

c. Enrollments/cancellations for union dues will be processed in accordance with the applicable collective bargaining agreement.

d. Employee questions concerning pay will be directed to the appropriate CSR or designated commissary POC. Sensitive payroll inquiries (e.g., child support, tax levies, bankruptcy, etc.) should be directly addressed to the DFAS payroll technicians, by the employee.

g. Payroll change data, i.e., address changes, bank changes, W-4 Forms, etc. must be received by the CSR, before the current pay period ends, to be processed for that pay period. Employees also have the option to use EMSS to make limited changes.

**6-3. REPAYMENT OF OVERPAYMENTS.** The debt recovery process will be a dual function with the DFAS payroll technician and the DeCA employee.

When DeCA or DFAS has identified that an employee was overpaid there are four ways to collect debts owed to the United States by civilian employees:

- (1) The employee consents to pay or permit withholdings from pay.
- (2) The Government collects involuntarily from the employee's current salary or pay where authorized by statute.
- (3) The Government collects involuntarily by offset from any other amounts payable to the employee by the Government where authorized by statute; or
- (4) The Government files suit in court against the employee.

The DFAS payroll technician will calculate the debt, and determine the installment repayment amount, normally 15% of the employees pay when greater than \$50.

**6-4. MAINTENANCE OF PAY HISTORY DATA.** DFAS-CH and DFAS-PE are responsible for the maintenance of all official pay records. They maintain employee files that contain the supporting documentation for all permanent payroll change transactions and respond to all official requests for employee pay records.

**6-5. DOCUMENT SUBMISSIONS TO DFAS-PE and DFAS-CH.** Payroll actions originated by the employee will be maintained by the applicable CSR. Actions initiated by the HROD via DCPDS will interface with DCPS. External actions originating from outside DeCA should also be forwarded directly to the DFAS. Some examples are:

a. HROD to DFAS:

- (1) SF-50, Notification of Personnel Action
- (2) SF-1150, Record of Leave Data (see item d)
- (3) Labor Decisions (grievances, EEO, MSPB, etc.)
- (4) Personnel Corrections (improper pay)

b. External Actions:

- (1) Court Orders (child support, bankruptcy, pay records)
- (2) Tax Levies
- (3) Requests For Pay/Leave Data
- (4) Employee Indebtedness

c. All pay changes are processed upon receipt, by the applicable DFAS office.

d. The losing civilian pay Office will complete the SF1150 and then forward to the respective gaining civilian pay office (if it is within Department of Defense (DoD)). If the gaining office is outside of DoD, the SF1150 will be forwarded to the losing DoD Human Resource Office for inclusion in the official personnel folder.

**6-6. PAYROLL REPORTS.** All DFAS generated reports are automatically transmitted to the appropriate CSR on a biweekly basis. CSR and Timekeeper reports are generated as requested. (See Figures 6-1 and 6-2)

Figure 6-1, CSR Menu Chart

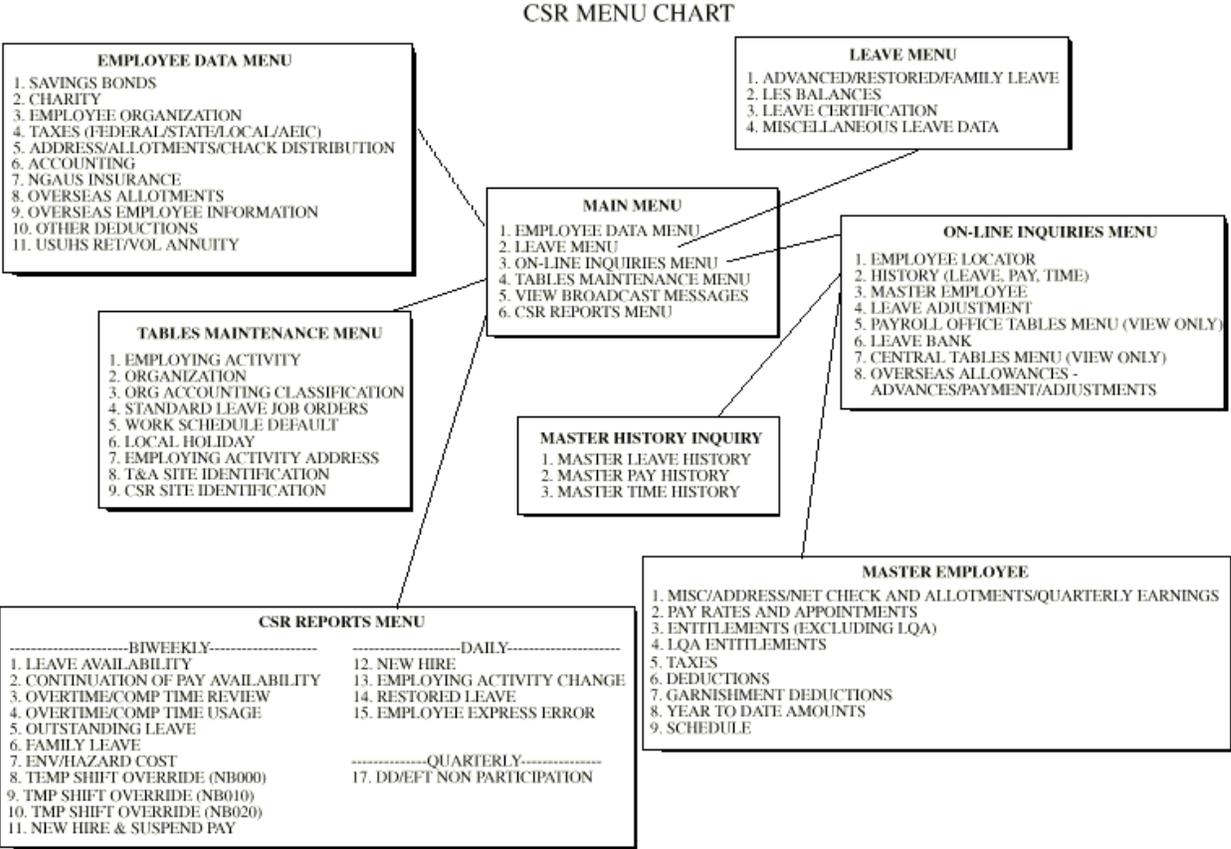


Figure 6-2, Time and Attendance Menu

### TIME AND ATTENDANCE MENU

- TIME AND ATTENDANCE MENU**
1. TIMECARD FORMAT 1 - SEQUENTIAL
  2. TIMECARD FORMAT 2 - INDIVIDUAL
  3. TIMECARD FORMAT 2 - SEQUENTIAL
  4. TIMECARD FORMAT 2 - INDIVIDUAL
  5. WORK SCHEDULE CHANGE
  6. ACCEPTED T&A INQUIRY
  7. EXCESSIVE TIMECARD EXCEPTION
  8. RETROACTIVE T&A INQUIRY
  9. HISTORY (TIME) - SEQUENTIAL
  10. T&A REPORTS MENU
  11. VIEW BROADCAST MESSAGES
  12. T&A FOR CERTIFICATION

- T/A REPORTS MENU**
- |  |  |
|--|--|
| <p>-----DALY-----</p> <ol style="list-style-type: none"> <li>1. MISSING TIME<br/>PROCESSING DATE ____</li> <li>2. CONTROL OF HOPURS<br/>PROCESSING DATE ____</li> <li>3. INVALID TRANSACTION (SDA)</li> <li>4. INVALID TRANSACTION (ND020)</li> </ol> <p>-----BIWEEKLY-----</p> <ol style="list-style-type: none"> <li>5. MISSING TIME (NB010)</li> <li>6. MISSING TIME (NB020)</li> <li>7. CONTROL OF HOURS (NB010)</li> <li>8. CONTROL OF HOURS (NB020)</li> <li>9. INVALID TRANSACTON (NB000)</li> <li>10. INVALID TRANSACTION (NB010)</li> <li>11. INVALID TRANSACTION (NB020)</li> <li>12. CONVERSION OF HOURS (NB000)</li> <li>13. CONVERSION OF HOURS (NB010)</li> <li>14. CONVERSION OF HOURS (NB020)</li> </ol> | <p>-----BIWEEKLY-----</p> <ol style="list-style-type: none"> <li>15. NON PAY BEF/AFT (NB000)</li> <li>16. NON PAY BEF/AFT (NB010)</li> <li>17. NON PAY BEF/AFT (NB020)</li> <li>18. SCHEDULE EDIT (NB000)</li> <li>19. SCHEDULE EDIT (NB010)</li> <li>20. SCHEDULE EDIT (NB020)</li> <li>21. ENV CALLBACK (NB000)</li> <li>22. ENV CALLBACK (NB010)</li> <li>23. ENV CALLBACK (NB020)</li> <li>24. RELIGIOUS COMPTIME</li> <li>25. TIMESHEET'S</li> </ol> <p>-----RETRO-----</p> <ol style="list-style-type: none"> <li>26. INVALID TRANSACTIONS</li> <li>27. CONVERSION OF HOURS</li> <li>28. NON PAY BEF/AFT</li> <li>29. SCHEDULE EDIT</li> <li>30. ENV CALLBACK</li> </ol> |
|--|--|

**APPENDIX A**

**PUBLICATIONS REFERENCED**

DCPS-UM-04 DCPS Time and Attendance Users Manual

DoD FMR DoD Financial Management Regulation, Volume 8—Civilian Pay and Policy Procedures, August 1999 ([www.dfas.mil](http://www.dfas.mil))

DeCAD 50-5 DeCA Flexitime System

DFAS-HQ/FMP memorandum, Feb 15, 2000, subject: Transfer of the SF 1150(Record of Leave Data) Within the Department

**APPENDIX B****TYPE HOUR CODES QUICK REFERENCE**

RG	Regular, (Graded)
RF	Regular, First Shift (Ungraded)
RS	Regular, Second Shift (Ungraded)
RT	Regular, Third Shift (Ungraded)
RX	Regular, Emergency Time (System Generated From History Table Only)
OS	Overtime, Scheduled
OU	Overtime, Unscheduled (Not Valid on RDO)
OX	Overtime, Unscheduled Exception
OC	Overtime, Callback
OA	Additional FLSA Hours
ON	Overtime Scheduled, Not Worked – Court/Military Leave/Continuation of Pay/ Date of Death
SG	Sunday Work (Graded)
SF	Sunday Work, First Shift (Ungraded)
SS	Sunday Work, Second Shift (Ungraded)
ST	Sunday Work, Third Shift (Ungraded)
HG	Holiday Work (Graded)
HF	Holiday Work, First Shift (Ungraded)
HS	Holiday Work, Second Shift (Ungraded)
HT	Holiday Work, Third Shift (Ungraded)
HC	Holiday Work, Callback

**LEAVE HOURS - PAID**

LA	Annual
LB	Advanced Annual
LC	Court
LF	Forced Annual
LG	Advanced Sick – Not allowed for TOF Involuntary in Panama – EMT-TYP-CD
LH	Holiday
LN	Administrative
LP	Annual, Restored #3
LQ	Annual, Restored #2
LR	Annual, Restored #1
LS	Sick – Not Allowed for – TOF Involuntary in Panama – TYP-CD =A
LT	Traumatic Injury (COP) – Not allowed for Post Treaty Non-U.S. Citizens in P-EMT-TYP-CD=J
LU	Date of Traumatic Injury
LV	Excused Absence
LX	Nonwork, Paid (Day of Death or Sabbatical)
LY	Time Off Award (Leave)

LEAVE HOURS – (NON-PAID) ALL LEAVE WITHOUT PAY CODES

KA LWOP  
KB Suspension  
KC AWOL  
KD Office of Worker Compensation Program (OWCP) – Not allowed for EMT-TYP-CD+J  
KE Furlough  
KF Non-duty, within regular schedule (this code will be removed from DCPS shortly per DFAS HQ, when code is removed, system will change KF code in history to KA)

COMPENSATORY HOURS

CC Compensatory Time Callback  
CE Compensatory Time Earned  
CT Compensatory Time Taken  
CA Religious Compensatory Time Taken  
CR Religious Compensatory time Earned  
CD Credit Hours Earned  
CN Credit Hours Taken

ENVIRONMENTAL/HAZARD CODES (GS Pay Status/WG – Actual Exposure)

ED Dirty Work  
EE Cold Work  
EF Hot Work

REPRESENTATIONAL HOUR

BA Negotiations  
BD Labor/Management Relationship  
BK Grievance and Appeals

FAMILY LEAVE CODE\*\*

DA Birth of son/daughter or care of newborn  
DB Adoption or foster care  
DC Care for spouse, son, daughter, or parent with a serious health condition Negotiations  
DD Serious health donation of employee  
DE FFL Family Care/Bereavement  
DF Adoption related purposes

\*\*Family leave codes will be reported with the applicable leave codes (LS, LA, LB, LG, KA, LQ, LR, CT and CN).

ALTERNATE WORK SCHEDULE (AWS) CODES

0 Not On AWS  
1 Flexitour\*  
2 Gliding Schedule\*  
3 Variable Day Schedule&  
4 Variable Week Schedule\*  
5 Maxiflex\*  
6 Compressed Work Schedule\*\*

\* Schedule permits use of credit hours at Activity discretion.

SHIFT CODES ASSIGNED

0	Graded Employee*
1	First Shift – Ungraded employee
2	Second Shift – Ungraded employee
3	Third shift – Ungraded employee
4	Rotating Shift – Ungraded employee and LM and LT type hour codes on RDO days*

\* This is the default value for graded employees. It is system generated.

\*\* It is a system generated code and appears on the timecard on the regular day off for rotating shift employees. For graded and ungraded to be input in TMT-SFT field for type hour codes of LM (military leave) and LT (traumatic injury) on regular days off (RDO) on AWS codes of 3, 4, 5, & 7. On all other AWS codes, the system sets the “4” when applicable.

WORK SCHEDULE CODES

F	Full-time
G	Full-time - Seasonal
H	Full-time - On Call
I	Intermittent
J	Intermittent - Seasonal
P	Part-time
Q	Part-time - Seasonal
R	Part-time - On Call
S	Part-time Job Sharer
T	Part-time Seasonal Job Sharer

T&A STATUS CODES

A	Active
P	Pending Separation*
X	Deceased**

\*The effective date of the status change must be the employee's date of separation.

\*\*The effective date of the status change must be the date of the employee's death.

EMPLOYEE STATUS CODEMEANING TO T&A

A	-	Active	Current Time Expected
B	-	Suspension	Generates KB, All Other - T&A Codes Rejected
C	-	Cop-Light Duty - (SF50)	Current Time Expected
D	-	Extended Sick Leave	Generates LS - (SF50 or DeCAF 50-63)
F	-	Furlough - (SF50)	Generates KE. A-U Other T&A Codes Rejected
K	-	Extended -LWOP - (DeCAF 50-63)	Generates KA But Does Not Display
L	-	Extended -LWOP - (SF50)	Generates KA AU Other T&A Codes Rejected
P	-	Date Of Separation	Rejects All T&A Received (Date Effective + 1 Day)
S	-	Severance	Rejects All T&A Received
T	-	Appointment Canceled	Rejects All T&A Received
V	-	Sabbatical - (SF50)	Generates LX. All Other T&A Codes Rejected
W	-	Extended - OWCP (SF50)	Generates KD. All other T&A Codes Rejected
X	-	Date of Death	Rejects All T&A Received (Date Effective + 1 Day)

Z - Severance (Deceased) Rejects All T&A Received

EMPLOYEE TYPE CODES

- A Transfer of Function - Involuntary (Panama)
- B Senior Executive Service (SES)
- C Consultant/Expert (Intermittent With A Daily Pay Rate)
- E Executive
- J Post Treaty (Panama)
- R Regular - Graded And Ungraded Employees
- S Standby Premium
- U Administrative Uncontrollable Overtime Annual Premium
- W Foreign National – Regular

## APPENDIX C

### TYPE HOUR CODES

- RG Straight time pay for graded employees regardless of scheduled hours worked.
- RF Straight time pay for ungraded employees who work first shift.
- RS Straight time plus 7.5 % shift pay for ungraded employees who work second shift.
- RT Regular - Straight Time plus 10% shift pay for ungraded employees who work third shift.
- RX Regular - Emergency Time. May be input for employee when situation precludes receipt of actual T&A. May be input to local holiday table for all of a payroll office, an Activity, or an organization.
- OS Scheduled Overtime. Additional work hours scheduled in advance, as defined in FPM 610. Graded employees' night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by the system. If the overtime was worked on a regularly scheduled workday, the shift code is used to determine the overtime rate. If the overtime was worked on a non workday, the shift code from the previous workday is used to compute the overtime rate.
- OU Unscheduled Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610. Night Differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by the system. If an employee's AWS code is 3, 4 or 7, this code is not permitted unless valid regular hours are also reported for the same day.
- OX Unscheduled Overtime Except-Ion. This code can be used on a nonscheduled workday. This code is also used to report overtime for employees on an intermittent work schedule.
- OC Callback Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to for additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will determine which shift is payable to ungraded employees who work overtime callback.
- OA Additional FLSA Hours. This code is used when the hours are considered "hours of work" under under FLSA only. This includes time spent traveling during regular hours of work on a nonwork day.
- ON Overtime Scheduled But Not Worked. This entitlement exists when an employee was unable to work scheduled overtime because of military leave, court leave, traumatic injury leave, or on date of death.

- SG Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during the administrative workweek. T&A will edit to ensure that Sunday Premium is payable to this employee.
- SF Sunday pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.
- SS Sunday pay, including shift differential, for full-time ungraded second shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.
- ST Sunday pay, including shift differential, for full-time ungraded third shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.
- HG Holiday pay for graded employees who work on the holiday.
- HF Holiday pay for ungraded first shift employees who work on the holiday.
- HS Holiday pay plus shift differential for ungraded second shift employees who work on the holiday.
- HT Holiday pay plus shift differential for ungraded third shift employees who work on the holiday.
- HC Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will default to the shift code assigned unless a temporary shift override is input.

#### LEAVE HOURS - PAID

- LA Annual Leave. This code can also be used to advance annual leave, if the distribution has a blanket leave authorized, a "3" is set in the blanket leave advance indicator of the organization record or if an employee has a preauthorized advance leave amount, a "2" is set in the blanket leave advance indicator. This code when used with an injury number will be counted as one (1) day of COP. NOTE: For employees on donated leave for "family emergency", this code must be input and the system will convert to donated.
- LB Advanced Annual Leave. This code is used if an Activity has approved advanced annual leave coming in on the timecard. A "I" is set in the blanket leave advance indicator of the organization record.
- LC Court Leave.
- LF Forced annual leave. The usage of this code is the same as for regular annual leave (code la). This code gives management the option of distinguishing between annual leave directed to be taken and annual leave used at the request of the employee.

- LG Advanced Sick Leave - Not allowed for EMP-TYP-CD=A
- LH Holiday Leave -Employees with AWS codes 0, 1, 2, 6, and 8 (fixed tours) will have holiday, leave set in their scheduled tour if the holiday occurs on a regularly scheduled workday. If the holiday occurs on a non-scheduled workday, the holiday leave code must be entered on the designated "in lieu of" holiday. The number of holiday leave or holiday worked hours for AWS code 6 cannot exceed the scheduled hours for that day.
- LN Administrative Leave.
- LP Restored Annual leave Account 3. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave accounts 1 and 2 are insufficient, the system will default to this code. At the end of the leave year any remaining balance will be moved to leave code.
- LQ Restored Annual Leave Account 2. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave account 1 is insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LR.
- LR Restored Annual Leave Account 1. This is the oldest account in the employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via time and attendance. At the end of the leave year of forfeiture, any balance remaining in this account will be forfeited and cannot be restored again.
- LS Sick Leave. This code can also be used to advance sick leave if employee has preauthorized amount set in master employee record and no sick leave is available. This code when used with an injury number will be counted as one (1) day of COP. NOTE: I For employees on donated leave for 'self emergency' this code must be input and the system will convert to donated. Not allowed or EMP-TYP-C- D =A.
- LT Absence because of a traumatic injury covered under the provisions of Continuation of Pay (COP). Requires injury number. Do not use on date of injury. (SEE LU)
- LU Date Of Injury. Hours of non-work due to traumatic injury, chargeable to administrative leave. Do not use after date of injury. (SEE LT) Do not use injury number. May be reported without hours if applicable.
- LV Excused absence on a regularly scheduled workday such as excused absence due to tardiness. Employee may be excused for tardiness under Title 5, but the period excused is not includable under FLSA.
- LX Periods of nonwork which are payable under Title 5 such as date of death, or sabbatical. If employee status code equals "V~" for sabbatical leave, T&A will generate this code. If generated, this code may not be overridden.
- LY Time off award (leave) given in lieu of cash award. (Up to scheduled hours biweekly per year – on regular employee would be 80 hrs).

LEAVE HOURS – NONPAID LEAVE WITHOUT PAY

- KK Leave Without Pay. If the employee status code equals "K" or "L" for extended LWOP, T&A will generate this code. If generated for "L", this code may not be overridden. If generated for "K", this code can be overridden.
- KB Suspension. If the employee code equals "B" for suspension, T&A will generate this code. If generated, this may not be overridden, unless the employee has been changed to Employee Status Code "P" or XI.
- KC AWOL This code is used for unauthorized absences.
- KD OWCP. Employee is in a nonpay status due to receiving compensation from the office of worker's compensation programs. If employee status code equals "W~" for extended OWCP, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P~" or ~'X". Leave is accrued/prorated in accordance with the FPM. These nonpay hours are not included in the nonpay hours used for leave accrual reduction or counted in hours of nonpay for within grade increases.
- KE Furlough - Lack Of Work. If employee status code equals "F~" for furlough, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P" or XI.

COMPENSATORY HOURS

- CC Compensatory Time Callback - Input the actual time worked. If less than the 2 hour minimum, the system will calculate the difference between actual time and 2 hours for pay purposes as applicable and will record 2 hours to the compensatory time balance.
- CE Compensatory Time Earned. This is the actual number of hours worked as irregular or occasional overtime that are entered in the employee's compensatory earned account to be used at a later time as compensatory time off.
- CT Compensatory Time Taken - This is compensatory time off in lieu of payment for an equal number of hours worked.
- CA Religious Compensatory Time Taken. This code will reduce any available earned religious time balance. If no balance of earned hours is available, up to 40 hours will be advanced.
- CR Religious Compensatory Time Earned. This is time worked at the request of the employee to offset time off for religious reasons. If the religious comp balance is a credit amount, the time worked will reduce that credit. If the employee separates with an unused balance, the balance is paid as part of lump sum at the straight time rate.
- CD Credit Hours Earned. Employee must have an alternate work schedule of 1-5 and be approved at Activity level. Maximum of 24 hours upon activity approval. These hours are in excess of the basic work requirement but within the biweekly tour of duty. Any separation payment will be at straight time.

CN Credit Hours Used. This code will reduce any available credit hours earned balance by the used amount.

ALTERNATE WORK SCHEDULE(AWS) CODES

- 0 Not on AWS - Employee has a standard workweek schedule which consists of five 8 hour days, 40 hours each week, 80 hours biweekly. Employees with this code are not considered to be on an alternate work schedule.
- 1 Flexitour - A flexible schedule which consists of five ~8-hour days, 40 hours each week, and 80 hours biweekly. A fixed arrival time is established for each employee. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.
- 2 Gliding Schedule. The employee has a basic workweek requirements of ~5- 8 hour days, 40 hours each week, and 80 hours biweekly. The employer may vary arrival and departure times without notification. Credit hours may be authorized for the schedule.
- 3 Variable Schedule. The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The employee may vary arrival and departure times and length or the workday without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.
- 4 Variable Week Schedule. The employee has a basic work requirement of 80 hours biweekly. The employee may vary arrival and departure times, and length of workday and workweek without notification. Credit hours are authorized for this schedule. Hours in a week will be assumed by the system to have been at the employees request and should be reported as credit hours. FLSA will be computed on a biweekly basis.
- 6 Compressed Schedule. The employee has a basic work requirement of work 80 hours biweekly. The hours in a week can vary, but the number of regular hours each workday must be scheduled. This is also known as the 5-4-9 plan. The employee may work ~9-hour days during 8 days of the biweekly pay period and an 8-hour day on the 9th day to complete 80 hours for the pay period. The tenth day is an off-day. Provided below is an example of biweekly computation:

WK #1 --4 - 9 Hour days and 1 - 8 Hour day = 44 Hour week  
WK #2 --4 - 9 Hour days =36 Hour week = 80 Hours biweekly

**APPENDIX D**

**DEFENSE CIVILIAN PAY SYSTEM (DCPS)  
MANAGEMENT CONTROL REVIEW CHECKLIST**

**TASK:** Comptroller/Resource Management/Financial Management

**SUBTASK:** Civilian Pay

**THIS CHECKLIST:** Civilian Employee Time and Attendance

**ORGANIZATION:**

**ACTION OFFICER:**

**REVIEWER:**

**DATE COMPLETED:**

**ASSESSABLE UNIT:** DeCA Staff Directors/Office Chiefs, Region Division/Office Chiefs, Business unit Managers, Zone Managers, CDC Managers and Commissary Officers. The assessable unit managers responsible for completing this checklist are the senior managers of the assessable units as listed in the MCP.

**IMPLEMENTATION:** This checklist must be used within 120 days of initial publication and every year thereafter.

**EVENT CYCLE 1.** Analyze the DCPS New Hire Listing to ensure all pertinent employee data is recorded in DCPS for accurate and timely payment.

**Risk:** The employee's pay record may not provide proper entitlement.

**Control Objective:** Ensure the employee is established in DCPS correctly and timely.

**Control Technique:**

1. The HROD or servicing OCONUS personnel office will generate SF-50's based on manual data or input into the PPI database.
2. CSR obtain/verify employee data.
3. CSRs will establish an employee folder for each new hire and maintain an active file for any changes to the official DCPS record.

Test Question:

1. Is an employee folder established for each employee?

Response: YES\_\_\_ NO\_\_\_ NA\_\_\_

2. Does the CSR ensure all New Hire transactions are updated with the applicable corrections?

Response: YES\_\_\_ NO\_\_\_ NA\_\_\_

**EVENT CYCLE 2.** The employee is assigned a work schedule by a supervisor.

Risk: Improper work schedule assignment increases risk of improper payment and increases labor exception reporting requirements.

Objective: The work schedule is established by the supervisor to maximize efficiency and minimize exception reporting.

Control Technique:

1. Define the work schedule, both days and hours that the employee will be assigned.

2. If no standard tour exists, you may:

- a. Assign the individual a daily schedule of flexible hours.
- b. Assign the individual total hours in the second Saturday.
- c. Assign the individual to the closest schedule for the total hours entitled.

Test Question:

1. Does the employee's assigned work schedule agree with the current hours entitled to work?

Response: YES\_\_\_ NO\_\_\_ NA\_\_\_

Remarks:\*

2. Does the timekeeper labor exception the employee's days off, and time worked outside of the assigned work schedule, as required?

Response: YES\_\_\_ NO\_\_\_ NA\_\_\_

Remarks:\*

3. Is the employee shift/differential considered in the most efficient operation when assigning the work schedule?

Response: YES\_\_NO\_\_NA\_\_

Remarks:\*

4. Does the supervisor ensure that time certified agrees with approved/assigned schedule?

Response: YES\_\_NO\_\_NA\_\_

Remarks:\*

**EVENT CYCLE 3.** The employee will enter all time/exceptions, daily to the Individual Daily Time and Attendance Record, DeCA Form 70-4. The employee will indicate premium hours worked and sign the T&A form at the end of the pay period.

Risk: Time and Attendance Records will not properly reflect an employee's actual entitlement and leave usage which can lead to erroneous payments and pay/leave history.

Objective: Records will be maintained of time worked, premium hours of entitlement, and leave taken by the employee on a biweekly T&A record which will be held by the organization for audit purposes or the required retention period.

Control Technique:

1. A T&A record will be established each biweekly pay cycle for each individual. The employee will post all exceptions to the T&A record. The employee will sign the T&A record at the end of the pay period, certifying the accuracy of the entries. Required documentation (i.e. DeCAF 50-63 Leave authorization, military orders) will be attached.

2. The T&A record will be reviewed by the supervisor for regular hours, premium hours, and leave/absences recorded, and compared to the entries in the DCPS. The certifying official will validate the entries on the T&A record by completing the off-line certification process the end of the pay period.

3. The organization will maintain the T&A records for six years or until they are audited.

Test Question:

1. Is each employee required to record on the T&A record all exceptions from their regular work schedule?

Response: YES\_\_NO\_\_NA\_\_

Remarks:\*

2. Does the employee sign the T&A record at the end of the pay period?

Response: YES\_\_NO\_\_ NA\_\_

Remarks:\*

3. Does the supervisor/certifying officer review the T&A record for regular hours, premium hours, and leave/absences recorded, and sign agreement to the entries on the T&A sheet?

Response: YES\_\_NO\_\_ NA\_\_

Remarks:\*

4. Is the T&A sheet maintained until audit or a period of six years?

Response: YES\_\_NO\_\_ NA\_\_

Remarks:\*

**EVENT CYCLE 4.** The employee's time is entered into DCPS by the timekeeper and certified by the supervisor. When processed in DCPS, hours will generate for employees with a work schedule. 100% input is required for intermittent or employees without a work schedule.

Risk: The DCPS system will not properly reflect an employee's entitlement/leave/cost.

Objective: Entries from the employee's DeCAF 70-4 is recorded in the DCPS weekly cycle to ensure proper entitlement, leave and cost reporting. Care is taken to ensure collusion is not allowed among the three parties certifying.

Control Techniques:

1. The timekeeper must enter employee time worked prior to COB each Monday. The timekeeper will use the T&A record to input T&A into DCPS.

2. At the end of the pay period, timekeepers will verify their manual input from the T&A record to what is in DCPS. Upon agreement of the data on the T&A record and the data in DCPS, the timekeeper will sign the T&A record.

3. Premium entitlement and leave will be entered on the DeCAF 70-4.
4. The supervisor will view and certify (off-line) the DCPS input to the signed DeCAF 70-4. Errors discovered at this time will be corrected on-line.
5. Errors/changes discovered after certification will be immediately forwarded under the signature of the supervisor to the CSR for the earliest correction to the member entitlement/leave and cost history.
6. The CSR will pull the employee folder and analyze the history to ensure the action has not been previously corrected and is appropriate. Where applicable, the change will be forwarded to DFAS for correction to entitlement/pay/leave and cost records. A suspense will be maintained to ensure corrections are completed.

Test Question:

1. Does the timekeeper enter employee time the next available daily DCPS cycle, and does the timekeeper use the employee's DeCAF 70-4 to input time into DCPS?

Response:     YES\_\_\_NO\_\_\_NA\_\_\_  
Remarks:\*

2. Does the timekeeper sign the DeCAF 70-4 at the end of the pay period after validating that the DeCAF 70-4 and DCPS are in agreement?

Response:     YES\_\_\_NO\_\_\_NA\_\_\_  
Remarks:\*

3. Does the supervisor approve premium hours/pay entitlement?

Response:     YES\_\_\_NO\_\_\_NA\_\_\_  
Remarks:\*

4. Is labor exceptioning kept to a minimum through proper work schedule?

Response:     YES\_\_\_NO\_\_\_NA\_\_\_  
Remarks:\*

5. Does the supervisor review time input in to DCPS prior to certification, and make on-line corrections if needed?

Response: YES\_\_ NO\_\_ NA\_\_  
Remarks:\*

6. Does the supervisor certify in accordance with written procedures documented in this directive?

Response: YES\_\_ NO\_\_ NA\_\_  
Remarks:\*

7. Is the supervisor aware of the possibilities of fraud, waste and abuse when certifying the DCPS time and attendance for an employee and attentive to the possibilities of collusion?

Response: YES\_\_ NO\_\_ NA\_\_  
Remarks:\*

8. Does the supervisor encourage the employee to pay strict attention to paid entitlement, and to report any discrepancies in pay immediately for correction? Does the supervisor advise employees of their responsibility to ensure pay documents are accurate to avoid liabilities?

Response: YES\_\_ NO\_\_ NA\_\_  
Remarks:\*

9. Are corrections to the DeCAF 70-4 certified by the supervisor and faxed immediately to the region?

Response: YES\_\_ NO\_\_ NA\_\_  
Remarks:\*

10. Does the CSR acknowledge receipt of faxed information, pull the employee folder, log the transaction, review, analyze and forward the problem to DFAS under cover and establish a suspense file?

Response: YES\_\_ NO\_\_ NA\_\_  
Remarks:\*

11. Does DFAS provide the CSR with acknowledgement faxed documents when requested?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

Remarks:\*

12. Does the CSR follow up on the progress of the employee correction and advise the Commissary Officer/employee of the status?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

Remarks:\*

13. Does the CSR notify DeCA Headquarters of unresolved payroll problems?

Response: YES \_\_\_ NO \_\_\_ NA \_\_\_

Remarks:\*

**EVENT CYCLE 5.** The employee separates by resignation, transfer, or retirement.

Risk: The employee will separate without proper documentation in the DCPS. Hours will continue to generate which can lead to undue entitlement paid the employee.

Objective: Ensure the employee is separated in DCPS and documentation is forwarded to the HROD or servicing CPO to initiate separation from the agency.

Control Technique:

1. Upon notice of separation, the timekeeper will change the employees' status code to "P" indicating time should not be processed for this employee.
2. Documentation will be promptly forwarded to the HROD or the servicing CPO for separation from the agency.

Test Question:

1. Is the proper status code and separation date entered into DCPS by the timekeeper to stop the generation of scheduled hours ?

Response:     YES \_\_\_ NO \_\_\_ NA \_\_\_  
Remarks:\*

2. Does the manager process SF-52 actions promptly?

Response:     YES \_\_\_ NO \_\_\_ NA \_\_\_  
Remarks:\*

3. Does the manager encourage swift and timely actions by the HROD or the servicing CPO and get good response?

Response:     YES \_\_\_ NO \_\_\_ NA \_\_\_  
Remarks:\*

4. Does management, the HROD and the servicing CPO process separations and retirements and initiate SF-50s in a timely manner ?

Response:     YES \_\_\_ NO \_\_\_ NA \_\_\_  
Remarks: \*

\* Explain rationale for YES responses or provide cross-references where rationale can be found. For NO responses, cross-reference to where corrective action plans can be found. If response is NA, explain rationale.

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I attest that the above-listed management controls provide reasonable assurance that DeCA resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the management controls for this subtask throughout DeCA are adequate.

Comptroller  
FUNCTIONAL PROPONENT

I have reviewed this subtask within my organization and have supplemented the prescribed management control review checklist when warranted by unique environmental circumstances. The controls prescribed in this checklist, as amended, are in place and operational for my organization (except for the weaknesses described in the attached plan, which includes schedules for correcting the weaknesses).

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ASSESSABLE UNIT MANAGER  
(Signature)