



# Department of Veterans Affairs

## Financial Policy

### Volume XV

### Payroll

### Chapter 1

### Payroll: Overview

Approved:

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Date

Financial Policies and Procedures  
Payroll: Overview

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## 0101 OVERVIEW

This chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding VA's payroll administration. VA's payroll operations include functions performed by VA employees and VA's payroll provider. VA local payroll staff is responsible for a wide variety of tasks that are essential for VA to keep operating efficiently and effectively.

This chapter focuses on those responsibilities assigned to the local payroll staff and timekeepers. VA provides basic pay, premium pay, incentives, and pays allowances to eligible employees and withholds mandatory deductions from all payments. Refer to Volume XV, Chapter 6, *Payroll: Payments*, for a more detailed discussion on various types of payroll payments. VA provides agency contributions for eligible employees for retirement benefits, health benefits, life insurance and other non-wage benefits. Refer to Volume VI, Chapter 7, *Federal Employees' and Veterans' Benefits Liabilities*, for more details on these related payroll costs. Appendix A provides a variety of payroll reference sources with web links, where applicable.

Under the E-Government Act of 2002, E-Payroll Initiative, Federal agencies' payroll operations were consolidated among four payroll service providers. The Office of Management and Budget (OMB) selected the Defense Finance and Accounting Service (DFAS) to process VA's payroll transactions. As of September 13, 2009, VA had completed conversion to DFAS. Appendix B provides the dates of conversion for each local station to assist local payroll with researching, resolving and making decisions for payroll computations (e.g., back pay), as pay processing guidelines for pay periods prior to conversion require special action.

## 0102 POLICIES

### 010201 PAYROLL ADMINISTRATION

A. Payroll staff will enter employee data into VA's payroll application system and transmit payroll information to its payroll provider. Both VA and its payroll provider are responsible for maintaining system requirements in compliance with all applicable laws and regulations. Refer to Volume III, Chapter 5, *Payroll Operations and Accounting*, for more details on the specific roles and responsibilities of both VA and its payroll provider.

B. VA's payroll provider will disburse employee payroll, make payments to other Federal agencies for wage-related expenses, generate data for the preparation of the employee's annual Form W-2, *Wage and Tax Statement*, charge all appropriations and cost centers, and report all payroll-related financial information to appropriate authorities on behalf of VA. Payroll and adjustment transactions will be processed through the Defense Civilian Pay System (DCPS), which is the payroll provider's payroll system.

010201.01 **AUTHORITY.** VA will establish payroll policies in accordance with Title 5 U.S.C. Part III, Employees, Subparts A through H, and Title 38 U.S.C Part V, Boards, Administrations and Services.

A. The administration of the payroll function is performed by unit timekeepers, supervisors, local payroll, the Austin Information Technology Center (AITC), the Financial Services Center (FSC), and VA's payroll provider. Roles, responsibilities and activities for each are described in this chapter.

B. VA will adhere to all Federal guidance, rules, and/or regulations when performing any type of payroll administration activity affecting VA employees, including:

- Collection of time and attendance data;
- Computation and payment of salaries/wages;
- Documenting leave activity;
- Withholding taxes and other deductions;
- Recording employee payroll activity;
- Reporting all income items, including the value of any in-kind income; and
- Other functions relating to computing and processing employee payroll.

C. VA will not disclose payroll records or information derived from them without the written permission of the employee.<sup>1</sup> Time and attendance records are protected by the Privacy Act of 1974. Only the timekeepers responsible for the maintenance of a specific record should have access to the individual record. These records can be reviewed either by the employee, the employee's supervisors, or VA's payroll operations.

D. VA will ensure that its payroll provider adheres to all terms and conditions of its interagency agreement with VA to perform VA's payroll transactions.

E. VA will observe daylight-saving time in those localities where it is in effect. Employees working on a tour when daylight-saving time goes into effect, and whose tour of duty is thereby shortened one hour, will be charged one hour of leave for the hour lost. Employees working on a tour when standard time goes into effect will be credited with the number of hours they are actually on duty (26 Comp. Gen. 921). See Appendix C for additional information.

010201.02 **UNIT TIMEKEEPERS.**

A. Appropriate VA officials will delegate the authority of timekeepers to designated employees. Local payroll staff will be notified of the designation of each timekeeper and file the appropriate documents to record the designation.

1. The field station Director/Assistant Director or the Service or Division Chief, if delegated the authority, will designate an employee as a timekeeper. The designation

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<sup>1</sup>Refer to 5 U.S.C. 552a for some exceptions that apply to disclosure requirements.

will be routed to the Chief of the local Finance Activity for concurrence, indicating such designation(s) and effective dates.

2. The employee will be designated by name, rather than title, and the designation will be forwarded to the local payroll staff for filing.

3. The selection of timekeepers will be restricted to persons who are completely reliable, stable in their positions and worthy of the responsibility placed upon them. The selection will be restricted to those employees who are in a position to devote the necessary time to the function at the start and end of their regular tour of duty. Since the receipt of time and attendance cards within specific deadlines must be enforced, the Fiscal Officer has the authority to recommend that tours of duty of unit timekeepers be changed when they cannot meet set deadlines.

B. Timekeepers are responsible for the preparation, maintenance and timely submission of any official time and attendance records and reports for each affected employee whose record has been assigned to their jurisdiction. Generally, a timekeeper or an alternate timekeeper will not be permitted to maintain his/her own time and attendance report. Exceptions may be made in those instances where it has been determined that this is an impractical requirement due to such factors as a lack of clerical personnel, leave status of the unit timekeeper, or an alternate timekeeper. The timekeeper is responsible for keeping his/her alternate fully and completely informed as to the location of the time and attendance reports, subsidiary records, manuals and written instructions since they must be accessible at all times.

C. A timekeeper, while performing the functions of that position, is under the direction of the local payroll staff for time and attendance recording matters. Accordingly, timekeepers will generally seek answers to specific time and attendance questions from their local payroll offices. The timekeeper's VA organizational supervisor must allow sufficient time for the timekeeper to post the time and attendance records on a daily basis.<sup>2</sup> In no case should the function become "full time," since the number of employees whose attendance a unit timekeeper can personally observe at the start of a tour of duty is limited.

D. VA will ensure that one or more employees, who have been trained as a timekeeper, will always be available within the section, unit, or group, to act as an alternate unit timekeeper in the absence of the designated unit timekeeper. All designations and selections of alternate unit timekeepers will be in accordance with the same procedures as for unit timekeepers. An alternate timekeeper must assist in the maintenance of time and attendance records and reports often enough that he/she is qualified to keep time independently when required to do so. The alternate timekeeper will generally maintain the time and attendance records and reports of the designated unit timekeeper.

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<sup>2</sup> VA timekeepers will record attendance information on a daily basis; however, advanced posting will be necessary at the end of the pay period in order to meet timecard transmission deadlines.

010201.03 SUPERVISORS. Supervisors are responsible for administering the leave policies and regulations for employees under their supervision. This includes but is not limited to<sup>3</sup>:

- Ensuring that unit timekeepers are promptly notified concerning matters that must be known in order to maintain accurate and complete time and leave records;
- Ensuring that unit timekeepers have sufficient time for daily maintenance of time and attendance records, and for completing such records at the end of the pay period in sufficient time to ensure timecards are certified by the deadline set by the local payroll office.
- Ensuring each employee's time and attendance record is reviewed for accuracy of information entered, and ensuring every record is properly certified.

010201.04 LOCAL PAYROLL.

A. Local payroll staff will use DCPS, along with applicable VA automated systems, including VA's Time and Attendance (T&A) system and the Personnel and Accounting Integrated Data (PAID) system, to perform relevant tasks relating to payroll. Master records for each employee are established and maintained by the human resources (HR) office.

B. Local payroll staff will ensure:

1. Prompt and proper payment is made to all persons entitled to be paid, in compliance with applicable laws, regulations, and legal decisions. Only those employees entitled to compensation and benefits (e.g., premium pay, military leave) receive them, based on accurately reported time and attendance information and payroll transactions;
2. Accounting for and disposition of all appropriate pay, leave, allowances, deductions, other employment-related financial transactions and payments is accurate;
3. Adequate segregation of duties exists for authorization of pay and entitlements, certification of payments, payroll computation, recording of payroll data in the accounts, and review of payroll transactions.

No employee may be assigned the timekeeper role and at the same time be assigned to the first level or second level supervisory role for that TL unit. No employee may post timekeeping data on an employee time and attendance record and also take supervisory action on the same TL unit record under either supervisory level role. There are no exceptions or waivers to this policy.

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<sup>3</sup> For additional supervisory responsibilities, refer to VA Handbook 5011, *Hours of Duty and Leave*.

4. All payroll-related documents and files are properly maintained. This includes retention of records according to VA's Records Retention Schedule. Time and attendance source documents must be retained for 6 years. Hard-copy OPM Form 71 or equivalent must be retained for 3 years.

C. Local payroll staff is responsible for conducting training as follows:

1. **Timekeeper Training.** Local payroll staff will provide initial timekeeper training for a newly appointed unit timekeeper within 30 days of their appointment; this training must occur prior to local payroll granting access to assigned time and leave units. Thereafter, on an annual basis, local payroll staff shall conduct refresher training for all unit timekeepers. Additional training should be provided when determined to be necessary to maintain the highest possible degree of proficiency in all timekeeping and leave recording matters. Such responsibility includes the dissemination, interpretation, and explanation of all new instructions and procedures relating to time and leave.

2. **Supervisor Training.** Local payroll staff will provide training to a newly appointed supervisor (first level approval) or certifying official (second level approval) prior to granting access to assigned time and leave units. This training will include, at a minimum, instruction for the supervisor and/or certifying official menu and an explanation on how timecard processing affects pay and leave.

3. **Part-time Physician Training for Adjustable Work Schedule.** Local payroll staff will ensure that new part-time physicians who have been approved for an adjustable work schedule are properly trained on the use of the Electronic Subsidiary Record (ESR).

D. Local payroll staff has the authority and responsibility to perform periodic desk audits of all timekeepers on a semi-annual basis, or more frequently where indicated. The desk audits will ensure proper management of the preparation and maintenance of time and attendance records and reports, and any records subsidiary thereto, handled by unit timekeepers. If a desk audit reveals unsatisfactory timekeeping practices and conditions, a report will be made to the timekeeper's supervisor, through the facility Director and over the signature of the Fiscal Officer. See Appendix D for guidance containing timekeeper audit criteria.

E. When a payroll-related issue arises concerning a former VA employee, local payroll staff will research available payroll records and reports. If additional records or reports are required, local payroll should contact the local HR office which has access to the former employee's Official Personnel File (OPF), for assistance, and/or the FSC for additional assistance regarding payroll transaction history.

#### 010202 LABOR DISTRIBUTION

A. VA will implement a labor distribution functionality to enhance the proper alignment of employees' time worked and associated salary and benefits costs with the proper appropriation.

B. VA will be able to conduct specific cost analyses, prepare budgets and perform operational evaluations based on how salary and benefits information is attributed to where employees actually worked.

010203 VERIFICATION OF PAYROLL-RELATED ACTIVITIES. VA will ensure that payroll-related activities are reviewed/verified at each field station. Some of the more significant activities include the following:

- Establish Control Point (CP) functions to control data being sent to/from the data processing facility;
- Designate individuals to serve as station contact points/liaisons for controlling payroll activity to/from data processing facilities;
- Ensure the data processing facility is informed of the current designated station contact points/liaisons;
- Verify/release personnel actions on a daily basis through the CP;
- Verify payment computation actions;
- Verify payroll-related adjustments; and
- Review all reports prepared by VA and the Payroll Provider for completeness and accuracy of leave and pay entitlements.

010204 PROCESSING CYCLE AND SCHEDULE. Local payroll staff will adhere to all payroll processing and master record update schedules as stated in Appendix E and the supplement appendices E1-E4.

010205 EMPLOYEE CLEARANCE PROCESS.

A. Local payroll staff, in coordination with the local HR office for employee clearance purposes, will ensure an employee's final salary payment action is not processed unless and until the employee has been determined to be free of any unpaid obligations to the Federal Government or has made sufficient arrangements with VA to satisfy such obligations after leaving VA.

B. VA stations will use VA Form 3248, *Employee's Clearance from Indebtedness*, to verify clearance from indebtedness to the Federal Government before authorizing release of an employee's final salary payment by the Payroll Provider.

## **0103 AUTHORITY AND REFERENCES**

[010301 5 U.S.C. Chapter 55, Pay Administration](#)

010302 5 U.S.C. 552a, The Privacy Act of 1974

010303 5 U.S.C. Part III, Employees, Subparts A through H

010304 38 U.S.C. Part V, Boards, Administrations and Services

010305 5 C.F.R. 550, Pay Administration (General)

010306 5 C.F.R. 551, Pay Administration Under the Fair Labor Standards Act

010307 VA Handbook 5007, Pay Administration

010308 VA Office of Financial Policy, Publications Library

## **0104 ROLES AND RESPONSIBILITIES**

010401 The Secretary or Deputy Secretary will ensure that effective and efficient financial policies and systems for payroll administration are established.

010402 The Assistant Secretary for Management/Chief Financial Officer (CFO) oversees all financial management activities relating to the Department's programs and operations, as required by the Chief Financial Officers Act of 1990 and 38 U.S.C. 309. Responsibilities include the direction, management and provision of policy guidance and oversight of VA's financial management personnel, activities and operations. The CFO establishes financial policy, systems and operating procedures for all VA financial entities and provides guidance on all aspects of financial management.

010403 Under Secretaries, Assistant Secretaries, Chief Financial Officers, Fiscal Officers, Chiefs of Finance Activities, Chief Accountants and other key officials are responsible for ensuring compliance with the financial policies and procedures set forth in this chapter. The appropriate VA key officials, working through the CFOs, will provide and/or arrange for training for fiscal/finance office employees and timekeepers in policy and procedures relating to automated and manual systems for employee pay, leave, allowances, and deductions.

010404 The Assistant Secretary for Human Resources and Administration will (through the Deputy Assistant Secretary for Human Resources Management) advise Under Secretaries, Assistant Secretaries, Other Key Officials, and field stations managers and supervisors of legal and policy requirements and authorities relating to employee pay, leave, allowances, and deductions, excluding taxes.

010405 The Employees Accounts Section is commonly referred to as Local Payroll. A brief summary of responsibilities for this section includes: ensuring facility training and support is provided to timekeepers and supervisors for time and attendance (T&A) reporting, ensuring biweekly T&A data and daily master record update transactions are

transmitted timely, and ensuring employees receive appropriate pay and leave entitlements. For additional responsibilities, refer to section 010201D above.

010406 The Director, AITC, or designee specified in writing by name and position, will ensure timely transmission of VA timecard data to VA's payroll provider, creation of payroll reports, and storage of payroll data/reports. Accounting/payroll processing documents (e.g., for retirement corrections) will be prepared, as needed, in accordance with applicable laws, regulations, and VA or Department of the Treasury (Treasury) policy.

010407 The Director, FSC, or designee specified in writing by name and position, will ensure that payroll activity is generated and processed as needed, to include Tier 1 payroll support services. Accounting/payroll processing documents will be prepared, as needed, in accordance with applicable laws, regulations, and VA or Treasury policy.

010408 DFAS, one of four e-Payroll providers, is VA's designated payroll provider. DFAS processes payroll and makes all employee deductions and disbursements, generates leave and earnings statement file and W-2s (Wage and Tax Statement), charges VA appropriations and cost centers, and reports all payroll-related financial information to the Department of the Treasury (Treasury) on behalf of VA.

010409 Facility directors will ensure appropriate local controls, policies, and procedures are established and followed to ensure compliance with all laws, regulations, and policy covering payroll and related HR issues.

010410 Chiefs, Human Resources Management Service will provide appropriate levels of advice and assistance to employees, beneficiaries, supervisors, and fiscal/finance employees regarding laws, regulations, and policy covering HR issues, including interpretation of rules relating to hours of duty, pay, leave, and authorization of deductions from pay. They will also ensure HR data is accurately and timely entered into automated HR systems that integrate with payroll systems.

010411 Facility Agent Cashiers will follow established VA policy and procedures for payroll-related collections not made through payroll deduction. Facility Agent Cashiers will receive and distribute employee salary checks as directed by payroll, and will follow established VA policy and procedures for returning any unclaimed salary checks.

010412 Service/Division Chiefs will designate an adequate number of unit timekeepers and alternates by memorandum to the Fiscal/Finance Officer indicating names (position is not sufficient for this purpose), status (timekeeper or alternate or removal from timekeeper function), and effective date.

010413 Supervisors and other leave-approving officials, as authorized in VA Directive 5011, section 3 f, and VA Handbook 5011, Part III, Chapter 1, section 2 b, are accountable for the recording of work time and absence of employees for whom they are responsible, including leave approval and certification of attendance through

appropriate time and attendance collection procedures or automated systems. For additional responsibilities besides those described in VA Handbook 5011, refer to section 010201C above.

010414 Timekeepers will prepare and maintain time and attendance records and reports for each employee whose record has been assigned to their jurisdiction. Timekeepers remain under the administrative supervision of the supervisor of their own organizational element while performing the "additional duties" relating to preparation and maintenance of time and attendance records and reports. However, timekeepers are under the technical supervision of the Employee Accounts Section with regard to time and attendance reporting requirements affecting employee leave and pay entitlements. For additional responsibilities, refer to section 010201B above.

## **0105 PROCEDURES**

### **010501 PAYROLL ADMINISTRATION**

010501.01 TIMEKEEPERS. The unit timekeeper is responsible for the following duties:

A. Establish tours of duty record for the pay period for those employees with scheduled hours; and

B. Enter an employee's time or dollar amount into VA's T&A system, including tour exceptions (e.g., overtime, compensatory time, holiday hours worked).

NOTE: Part-time physicians who are on an adjustable work schedule are required to record their own time on a daily basis following VA guidelines. VA timekeepers will only post time in VA's T&A system when these physicians are not able to enter their time at the end of the pay period and timecards must be processed, or if the supervisor has indicated the employee is absent without official leave (AWOL). Refer to Volume XV, Chapter 5, *Payroll: Leave*, for additional information.

C. Correct errors affecting employee's time and attendance in VA's T&A system, i.e., incorrect charge of leave or failure to reflect premium pay/night differential for time worked. Once a correction is entered, the timekeeper will advise the employee's supervisor of the correction so the supervisor can approve the change. Upon supervisory approval, the corrected timecard will be automatically forwarded to local payroll for corrective action.

D. Maintain T&A records and reports for employees within their assigned T&L unit(s).

E. Notify supervisors if an employee has not submitted an electronic leave request or completed a written OPM Form 71.

F. Advise the local HR office upon confirming that an employee has been or will be in a non-pay status for 7 consecutive days or more (refer to 010612 for definition of non-pay status).

010501.02 SUPERVISORS. Supervisors are responsible for administering the leave policies and regulations for employees under their supervision to include the following:

A. Maintain awareness of legal and policy requirements and authorities relating to employee pay, leave, allowances, and deductions, excluding taxes, to provide proper guidance to timekeepers and other employees.

B. Allow timekeepers sufficient time to post time and attendance records to ensure the accuracy and completeness of employee-related time and attendance data entered into automated systems.

C. Review time and attendance records for employees under their control and supervision for accuracy and completeness, and approve all time and attendance corrections prior to certification.

D. Approve and certify automated time and attendance in VA's automated T&A system through electronic signature. Approve and certify paper time and attendance records as applicable, e.g., payment for accrued leave during military deployment when no electronic timecard is available.

E. Ensure the employee's electronic (or paper) timecard is certified by a supervisor having leave-approving authority. A supervisor or certifying official does not have the authority to approve or certify their own timekeeping information, that of an immediate family member, other close relative, or other individual whose relationship may create the appearance of a conflict of interest. To evaluate potential conflict of interest, consider the prospect of personal relationship information being exposed to public scrutiny (see [5 C.F.R. 2635.501, Impartiality in Performing Official Duties](#)).

010501.03 LOCAL PAYROLL. Local payroll staff is responsible for a wide range of tasks to ensure the accuracy and completeness of VA biweekly payroll to include the following:

A. Establish time and attendance records in the VA T&A system for each employee, and maintain proper controls to ensure the accuracy of information entered in time and attendance records by unit timekeepers.

B. Review timecard changes entered by timekeepers to determine what corrective action, if any, is necessary. Corrective action may require either a pay or a leave account adjustment. Local payroll staff will resolve the corrective actions, once verified, as follows:

1. For pay periods **AFTER** the station's conversion to VA's payroll provider:

- For timecard changes less than 26 pay periods old, the required timecard changes must be entered into DCPS accordingly;
  - For timecard changes greater than 26 pay periods old, the required timecard changes must be submitted by remedy ticket; appropriate documentation should be included for the changes submitted.
2. For pay periods **PRIOR** to the station's conversion to VA's payroll provider:
- If the change affects the employee's leave balance, a remedy ticket must be submitted instructing the payroll provider to correct the employee's leave balance at the time of conversion;
  - If the change affects the employee's pay and there is a debt owed, a DD Form 2481, *Request for Recover of Debt Due the United States by Salary Offset*, must be completed and submitted to the payroll provider;
  - If the change affects the employee's pay and the employee is entitled to payment, a Modified R transaction must be submitted for the amount of pay due.
- C. Review all payroll-related records and reports generated from PAID and DCPS to ensure correctness of leave and pay entitlements. Any errors or other discrepancies identified in these automated records and reports should be corrected by the local payroll staff by entering the proper data into DCPS. HR may need to be notified if HR action is required to correct a discrepancy (e.g., not-to-exceed date is incorrect) that will affect an employee's pay.
- D. Ensure timecards are certified for transmission to AITC by VA's established deadlines.

#### 010502 LABOR DISTRIBUTION FUNCTIONALITY

Labor distribution functionality and procedural guidance are listed in Appendix F.

010503 VERIFICATION OF PAYROLL-RELATED ACTIVITIES. VA will review and verify all payroll-related activities at each field station to include the following:

##### A. Establish Control Point (CP) Functions.

1. A CP function will be set up within each station's Finance Activity to control all input data that will be submitted by local stations to VA's data processing facility and vice versa, i.e., any data processed and sent back to the station from data processing as well as data received for processing.
2. A single CP function may be assigned to serve more than one station.

3. These input/output controls apply to mass changes that are made by VA's data processing facility as well as those that may be made by stations, such as for changes to master records for several employee deductions (e.g., Combined Federal Campaign deductions).

4. CP functions will review payroll-related forms for completeness and accuracy prior to being processed through VA's payroll accounting system, and will note any discrepancies that the local payroll staff will need to resolve, and make changes such as name changes or name code changes. These control procedures will ensure that data submitted to the VA payroll provider is correct.

B. Designate station contact points to serve as a control link between VA and data processing, including both the payroll provider's and internal VA facilities.

- Station contact points should be appointed to serve as control links with the payroll provider, the AITC and the FSC. These individuals will provide effective checks to assure the accurate processing of payroll data.
- Station contact points will ensure that all data provided for payroll purposes has been considered in the processing of payroll and that the output from payroll processing is accurate, containing no unauthorized alterations of transactions or records during the various processing stages.

C. Communicate with the data processing facility. Station directors are required to keep VA's data processing facility notified of the CP contact points and VA's designated payroll accounting system liaison officers. This will enable the data processing facility personnel to maintain current knowledge on those who are authorized to provide input data requiring processing or to receive output from the processing facility.

D. Verify payroll-related transactions.

1. Personnel Actions.

a. Local payroll staff and the local HR office will verify that all personnel actions on affected VA employees have been properly authorized and processed, and that fiscal records contain information on all accession and/or separation actions, as reflected in the personnel actions.

b. Appropriate Fund Control Point (FCP) numbers will be assigned to all accessions and will be changed when a different FCP number is required.

c. Local payroll staff will resolve any discrepancies relating to payroll-related transactions that may affect an employee. The payroll staff person resolving the discrepancies will note any corrective actions taken, and sign/date the document

supporting the corrective actions. These signed documents will be retained in accordance with VA's Records Retention Schedule.

**2. Payment Computations.**

a. Local payroll staff, or other offices as necessary outside the finance activity, will verify selected items that are used for pay computation purposes (e.g., rates contained in the master records in VA's payroll accounting system) on a semi-annual basis; required records and reports are generated at the end of February and August.

b. Some items requiring verification are: living quarters, subsistence, parking/garage fees, uniform allowances, OASDI/Medicare, special salary adjustment/fringe benefits, non-standard salary rates, and health benefit indicator codes. For more details on actual procedures, refer to Appendix G.

**3. Adjustments.**

a. Local payroll staff will verify that all pay adjustments and recording transactions processed during each payroll processing cycle have been made.

b. Payroll personnel will resolve all discrepancies noted from their verifications. The employee resolving the discrepancies will note corrective actions taken, and sign/date the document supporting the overall verification process.

c. Signed documents will be retained in accordance with VA's Records Retention Schedule.

**E. Review payroll and T&A records and reports.**

- Biweekly payroll reports, automatically generated by the payroll provider, are available in DCPS.
- Additional payroll reports can be generated by the AITC and are available in the Roger Software Development (RSD) system.
- Refer to Appendix I for detailed explanation of the reports.

**010504 PROCESSING CYCLE AND SCHEDULE.** Local payroll staff will adhere to the payroll processing and master record edit and update (EU) cycles (refer to Appendices E1-E4).

**010505 EMPLOYEE'S CLEARANCE PROCESS**

A. Local payroll staff, in coordination with the local HR office for employee clearance purposes, will ensure the employee is notified of pending debt and advises the employee of the available options to satisfy the debt after leaving VA. VA stations will

use a modified version of VA Form 3248CO, Employee's Clearance from Indebtedness, to document notice of employee separation to offices with required action such as removing systems access and recovering issued equipment. Instruction for local form development is available on VA Form 3248CO.

B. Local payroll staff will notify their local Finance Activity of the employee debt. For any new debt discovered in the clearance process, the employee will be notified and provided due process in accordance with OFP Volume XII, *Debt Management*.

#### **010506 ADDITIONAL POLICY AND PROCEDURES INFORMATION**

For additional information and more detailed financial policies and procedures on specific payroll subjects not covered in this chapter, refer to other chapters in this volume as follows:

- Chapter 2, Payroll: Allowances
- Chapter 3, Payroll: Awards and Incentives
- Chapter 4, Payroll: Deductions
- Chapter 5, Payroll: Hours of Duty and Leave
- Chapter 6, Payroll: Payments
- Chapter 7, Payroll: Retirement Contributions
- Chapter 8, Payroll: Thrift Savings Plan

#### **0106 DEFINITIONS**

010601 Agency Locator Code (ALC). A unique symbol assigned by Treasury for reporting purposes. It can be in the form of three digits for Regional Financial Centers, four digits for Non-Treasury Disbursing Offices and eight digits for reporting entities. In most cases, the first two digits of an eight-digit ALC identify the department or agency, the next two digits identify the bureau and the last four digits identify the particular agency account section within the bureau.

010602 Alternate Timekeeper. Alternate timekeepers must assist in maintaining time and attendance records and reports often enough that they are qualified to keep time independently when required to do so. In addition, the alternate timekeeper will generally maintain the time and attendance record and report of the designated timekeeper.

010603 Biweekly Pay Period. A biweekly pay period consists of two consecutive calendar weeks (beginning on a designated Sunday). Pay periods are numbered consecutively, beginning with the first full biweekly pay period in the calendar year.

010604 Control Point (CP). The basic objective of the CP function is to control the proper flow of input data being furnished to VA's data processing facility and output data being returned to the submitting stations from the data processing facility.

010605 Defense Civilian Pay System (DCPS). A system owned and operated by VA's payroll provider used to process VA's payroll.

010606 Fund Control Point (FCP) Function. The financial element existing ONLY in the Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) system which corresponds to the Accounting Classification Code Structure (ACCS) number in VA's Financial Management System (FMS); also refers to the division of monies to a specified service, activity or purpose from an appropriation.

- Accounting Classification Code Structure (ACCS). A classification structure that consists in a series of codes/numbers that provide the means for categorizing financial information along several dimensions to support financial management and reporting functions. This structure is consistent with the U.S. Standard General Ledger that supports VA's budget, accounting and reporting processes by providing consistent financial information for budget formulation, budget execution, programmatic and financial management, performance measurement and financial statement preparation.

010607 Leave Without Pay (LWOP). A temporary non-pay status and non-duty status (or absence from a pre-scheduled tour duty) granted at the employee's request.

010608 Mainframe Payroll Application. VA's current automated system, comprised of a centralized payroll, personnel actions, records, and reports, and a centralized general ledger and cost accounting system for personal services.

010609 Master Record. A record that contains all relevant personnel and fiscal data with respect to each VA employee (e.g., rates of pay, deductions). The master record is updated on a regular basis to reflect accessions, changes and separations.

010610 myPay. A web-based system used by VA's Payroll Provider which allows VA employees to manage and/or change personal data, e.g., tax exemptions, address, allotments, and Thrift Savings Plan elections, and also permits the employee to view their leave and earnings and W-2 statements (website: <https://mypay.dfas.mil/mypay.aspx>).

010611 Newly-Appointed. Refers to an employee who is either new to the VA system, transfers to a new facility within VA, or is newly-appointed to timekeeper, supervisor, or certifying official duties.

010612 Non-Pay Status. Employment status wherein the employee does not receive pay for reasons such as agency furloughs and extensions of furloughs, placements in LWOP status and extensions of LWOP, suspensions, placement of seasonal employees in non-pay and non-duty status at the end of a peak workload period, sabbaticals for employees in the Senior Executive Service, and any absent-uniformed service action (38 U.S.C. Chapter 43).

- **Absent - Uniformed Service.** Employee is absent (whether in pay or non-pay status) to perform duty with the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. Chapter 43). This may also be referred to as Leave Without Pay – Uniformed Service (LWOP-US).
- **Furlough.** The placement of an employee in a temporary non-pay and non-duty status (or absence from duty) because of lack of work or funds, or for other non-disciplinary reasons.
- **Sabbatical.** An absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience.
- **Seasonal Employee.** An employee who works on an annual recurring basis and for less than 2,080 hours per year.
- **Suspension.** The placement of an employee in a temporary non-pay status and non-duty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry.

010613 On-Line Data Entry (OLDE). Input system screens that stations use to enter data into the PAID application.

010614 OPM Form 71. The official form to be completed by employees to request leave or other approved absences. It may be either a fillable electronic version, which is on VA's automated T&A system, or a hard copy version.

010615 Official Time and Attendance Report. Refers to either a VA Form 5631, *Time and Attendance Report*, which has been approved and certified by a supervisor with appropriate authority, or an automated T&A report approved and certified electronically by a supervisor with appropriate authority via VA's authorized automated T&A collection system.

010616 Payroll Accounting. A portion of payroll operations that includes disbursing payments, charging the appropriation, making necessary adjustments and reporting expenses at the close of the fiscal year. For the purposes of VA action, payroll accounting includes the monthly accruals of salaries and benefits, the reconciliation of the Fund Balance with Treasury, and end of year financial statement reporting.

010617 Payroll Operations. The entire process necessary to issue an employee's paycheck, including entering employee data, charging time, establishing basic pay and making appropriate deductions, disbursing payments, charging the appropriation, making necessary adjustments and reporting expenses at the close of the fiscal year.

010618 Payroll Provider. An OMB-selected entity that processes VA's payroll transactions, using its own system for such processing.

010619 Personnel and Accounting Integrated Data (PAID) System. VA's mainframe application that supports VA HR and payroll and benefits processes. For payroll purposes, PAID is used to process data for time and attendance and current VA payroll reporting requirements. PAID is a batch-driven system with nightly data processing runs and biweekly payroll runs.

010620 Remedy Ticket. A system used by VA's payroll provider. Remedy tickets are used for communication, which is tracked, between VA and its payroll provider. Remedy tickets are used to request or correct items, i.e., entitlements or personnel records, to request assistance with problems that cannot be resolved through regular payroll processing, and to communicate information to the payroll provider, e.g., employee debt payments or military service deposits.

010621 Standard Form (SF) 50. The standard form used to make notification of official personnel actions

010622 Standard Form (SF) 52. The standard form used to make requests for personnel actions (e.g., establish a new employee in the system or authorize changes in employment status, such as a promotion).

010623 Station Contact Points/Liaisons. VA employees who have been designated to act as liaison with the payroll provider and VA's data processing facilities for payroll purposes.

## **0107 RESCISSIONS**

010701 VA Directive 4100, Payroll Administration

010702 MP-6, Part V, Supplement 2.2, Time and Leave and Coding of Time and Attendance Reports

010703 MP-6, Part V, Supplement 2.3, Chapter 13, Miscellaneous PAID Procedures

010704 MP-6, Part V, Supplement 2.4, Chapter 1, Introduction

010705 MP-6, Part V, Supplement 2.4, Chapter 2, Processing and Control of Input

010706 MP-6, Part V, Supplement 2.4, Chapter 3, VA Data Transmission System and Intra-VA Telecommunication Network Transmission

010707 MP-6, Part V, Supplement 2.4, Chapter 4, Control and Distribution of Output

010708 MP-6, Part V, Supplement 2.4, Chapter 5, Miscellaneous

010709 OF Bulletin 09047E2.07 Revisions to Master Record Edit and Update Processing Schedule

010710 OF Bulletin 08E2.07D Payment Run Processing Schedule for DFAS

010711 OF Bulletin 07GA2.17 Labor Distribution Corrections for Office of Information and Technology

010712 OF Bulletin 06GA2.20 Payment Run Processing Cycle Schedule

010713 OF Bulletin 04GA2.05 Labor Distribution Functionality

010714 OF Bulletin 02GA2.05 Employee's Clearance from Indebtedness

### 0108 QUESTIONS

Questions concerning these payroll policies and procedures should be directed as follows:

VHA  
VBA  
All Others

VHA CFO Payroll Helpline (10A3A) (Outlook)  
VAVBAWAS/CO/241C/PAYROLL (Outlook)  
Payroll Policy (Outlook)

### 0109 REVISIONS

Section	Revision	Office	Effective Date
010201.03	Clarified footnote #3 on HR policy supervisory responsibilities coverage.	OFP (047G)	January 2018
010201.04	1) Allow supervisors to control TL access, and 2) allow the same supervisor to enter both system approvals (Supervisor and TL Approver). Changes support VATAS process enhancement.	OFP (047G)	January 2018
010501.02, Supervisors, Paragraph E	Added control that supervisors may not certify their own timecard or that of a family member, close relative, or other individual whose relationship may create the appearance of a conflict of interest.	OFP (047G)	July 2017
010505	Revised Employee's Clearance Process	OFP (047G)	July 2017

Section	Revision	Office	Effective Date
010201.04	Clarified segregation of duties requirements	APS (047GA)	July 2014
0104	Updated R&R section edits to match other chapters	APS (047GA)	July 2014

## APPENDIX A: PAYROLL-RELATED REFERENCES

### Website Resources

- VA Human Resources Library
  - <http://vaww1.va.gov/ohrm/HRLibrary/HRLibrary.htm>
- Defense Civilian Pay System (DCPS)
  - <https://dfas4dod.dfas.mil/systems/dcps/consolid/INDEX.htm>
- VA's Automated Systems: Payroll and Accounting Integrated Data (PAID) and Enhanced Time and Attendance (ETA) – see PAID User Manual
  - <http://www.va.gov/vdl/application.asp?appid=51>
- Financial Content Management (FCM): Pay history data storage and retrieval system
  - <https://vaww.fcm-paid.aac.va.gov/EosThinClient/tree/eos>
- Part-Time Physician Adjustable Work Hours System
  - [http://vaww.va.gov/vhapublications/ViewPublication.asp?pub\\_ID=2953](http://vaww.va.gov/vhapublications/ViewPublication.asp?pub_ID=2953)
- OPM Pay Administration Fact Sheets and other guidance links
  - <http://www.opm.gov/oca/pay/index.asp>

**APPENDIX B: LISTING OF STATIONS AND CONVERSION DATES**

This appendix provides the dates of conversion for each station, to assist local payroll with researching, resolving and making decisions for payroll computations (e.g., back pay), because pay processing guidelines for pay periods prior to conversion require special action.

<b>VA CONVERSION DATES TO DFAS (IN ORDER BY STATION #)</b>								
<b>Stn. No.</b>	<b>Conv Date</b>		<b>Stn No.</b>	<b>Conv Date</b>		<b>Stn No.</b>	<b>Conv Date</b>	
101	2/15/2009		328	5/25/2008		402	7/5/2009	531
103	2/15/2009		329	5/25/2008		405	7/5/2009	534
104	8/20/2006		330	5/25/2008		436	7/5/2009	537
105	8/20/2006		331	5/25/2008		437	4/26/2009	538
116	7/5/2009		333	5/25/2008		438	4/26/2009	539
200	8/20/2006		334	5/25/2008		442	7/5/2009	540
201	5/25/2008		335	5/25/2008		452	4/26/2009	541
281	8/20/2006		339	5/25/2008		459	2/15/2009	542
282	5/25/2008		341	5/25/2008		460	7/5/2009	544
284	5/25/2008		343	10/28/2007		463	9/13/2009	546
301	5/25/2008		344	5/25/2008		501	4/26/2009	548
304	5/25/2008		345	5/25/2008		502	9/13/2009	549
306	5/25/2008		346	5/25/2008		503	7/5/2009	550
307	5/25/2008		347	5/25/2008		504	4/26/2009	552
308	5/25/2008		348	5/25/2008		506	7/5/2009	553
309	5/25/2008		349	5/25/2008		508	2/15/2009	554
310	5/25/2008		350	5/25/2008		509	2/15/2009	556
311	5/25/2008		351	5/25/2008		512	11/9/2008	557
313	5/25/2008		354	5/25/2008		515	7/5/2009	558
314	5/25/2008		355	5/25/2008		516	9/13/2009	561
315	5/25/2008		358	9/13/2009		517	2/15/2009	562
316	5/25/2008		362	5/25/2008		518	7/5/2009	564
317	5/25/2008		372	5/25/2008		519	4/26/2009	565
318	5/25/2008		373	5/25/2008		520	9/13/2009	568
319	5/25/2008		376	5/25/2008		521	2/15/2009	570
320	5/25/2008		377	5/25/2008		523	7/5/2009	573
321	5/25/2008		389	5/25/2008		526	2/15/2009	575
322	5/25/2008		392	5/25/2008		528	4/26/2009	578
323	5/25/2008		393	5/25/2008		528D	4/26/2009	580
325	5/25/2008		394	5/25/2008		528F	4/26/2009	581
326	5/25/2008		395	5/25/2008		528N	4/26/2009	583

<b>VA CONVERSION DATES TO DFAS (IN ORDER BY STATION #)</b>										
<b>Stn. No.</b>	<b>Conv Date</b>		<b>Stn No.</b>	<b>Conv Date</b>		<b>Stn No.</b>	<b>Conv Date</b>		<b>Stn No.</b>	<b>Conv Date</b>
327	5/25/2008		397	2/15/2009		529	7/5/2009		585	4/26/2009
586	9/13/2009		654	2/15/2009		761	4/26/2009		825	7/5/2009
589	4/26/2009		655	7/5/2009		762	4/26/2009		828	7/5/2009
590	2/15/2009		656	4/26/2009		763	4/26/2009		830	7/5/2009
593	11/9/2008		657	4/26/2009		764	4/26/2009		831	2/15/2009
595	7/5/2009		658	2/15/2009		765	4/26/2009		832	7/5/2009
596	11/9/2008		659	2/15/2009		766	4/26/2009		833	11/9/2008
598	9/13/2009		660	7/5/2009		767	4/26/2009		835	11/9/2008
600	11/9/2008		662	4/13/2008		768	5/25/2008		838	11/9/2008
603	11/9/2008		663	9/13/2009		774	5/25/2008		839	11/9/2008
605	11/9/2008		664	11/9/2008		775	10/28/2007		842	7/5/2009
607	4/26/2009		666	7/5/2009		776	7/5/2009		843	2/15/2009
608	7/5/2009		667	9/13/2009		777	8/20/2006		844	7/5/2009
610	7/5/2009		668	9/13/2009		785	11/9/2008		846	7/5/2009
612	2/15/2009		671	9/13/2009		786	2/15/2009		847	7/5/2009
613	11/9/2008		672	9/13/2009		786	2/15/2009		849	2/15/2009
614	11/9/2008		673	9/13/2009		787	5/25/2008		851	7/5/2009
618	4/26/2009		674	9/13/2009		788	5/25/2008		852	4/26/2009
619	2/15/2009		675	9/13/2009		789	5/25/2008		856	11/9/2008
620	2/15/2009		676	4/26/2009		791	7/5/2009		858	7/5/2009
621	11/9/2008		678	4/26/2009		792	11/9/2008		859	2/15/2009
623	9/13/2009		679	2/15/2009		794	7/5/2009		860	11/9/2008
626	11/9/2008		687	9/13/2009		796	11/9/2008		864	11/9/2008
629	9/13/2009		688	11/9/2008		797	11/9/2008		865	11/9/2008
630	2/15/2009		689	7/5/2009		798	11/9/2008		866	7/5/2009
631	7/5/2009		691	11/9/2008		799	11/9/2008		867	11/9/2008
632	2/15/2009		692	9/13/2009		802	11/9/2008		868	2/15/2009
635	9/13/2009		693	7/5/2009		803	4/26/2009		870	7/5/2009
636	4/26/2009		695	4/26/2009		804	7/5/2009		871	7/5/2009
637	2/15/2009		700	2/15/2009		805	2/15/2009		872	11/9/2008
640	2/15/2009		702	4/26/2009		806	7/5/2009		874	2/15/2009
642	7/5/2009		705	8/20/2006		809	7/5/2009		876	2/15/2009
644	4/26/2009		707	4/26/2009		810	7/5/2009		879	7/5/2009
646	7/5/2009		730	2/15/2009		813	7/5/2009		883	11/9/2008
648	9/13/2009		741	2/15/2009		815	2/15/2009		884	4/26/2009
649	4/26/2009		742	2/15/2009		817	7/5/2009		886	4/26/2009
650	7/5/2009		756	4/26/2009		818	7/5/2009		888	7/5/2009

VA CONVERSION DATES TO DFAS (IN ORDER BY STATION #)										
Stn. No.	Conv Date		Stn No.	Conv Date		Stn No.	Conv Date		Stn No.	Conv Date
652	2/15/2009		757	7/5/2009		821	4/26/2009		892	11/9/2008
653	9/13/2009		760	4/26/2009		823	4/26/2009		894	4/26/2009
895	4/13/2008		909	7/5/2009		918	7/5/2009		927	2/15/2009
897	4/26/2009		910	7/5/2009		919	7/5/2009		928	7/5/2009
898	11/9/2008		911	7/5/2009		920	7/5/2009		929	2/15/2009
899	2/15/2009		912	7/5/2009		921	2/15/2009		930	2/15/2009
901	11/9/2008		913	2/15/2009		922	2/15/2009		931	7/5/2009
904	4/26/2009		914	4/26/2009		923	7/5/2009			
906	7/5/2009		915	4/26/2009		924	7/5/2009			
907	7/5/2009		916	7/5/2009		925	7/5/2009			
908	2/15/2009		917	4/26/2009		926	7/5/2009			

NOTE: Station numbers on this list existed prior to conversion to the VA payroll provider; station numbers created after September 13, 2009, are not listed above since they are post-conversion.

The embedded document below will print the above chart on one page.



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Overview\_App B Stns

## APPENDIX C: DAYLIGHT SAVING TIME AND STANDARD TIME

### A. General Information

In the U.S., Daylight Saving Time (DST) begins at 2:00 a.m. local time, on the second Sunday in March. On the first Sunday in November, areas on DST return to Standard Time (ST) at 2:00 a.m. When DST begins, clocks are set ahead one hour. At the end of DST, clocks are set back one hour.

### B. Time and Attendance Posting Instruction

#### 1. Daylight Saving Time (SPRING FORWARD)

Clocks are turned forward one hour. In conjunction with DST, timekeepers and supervisors must use the following criteria when posting timecards for affected employees:

- (a) Employees on duty when the change to DST occurs, must be charged one hour of annual leave or LWOP to compensate for the shortened tour. If annual leave is not available, then the charge will be made to LWOP.
- (b) Employees assigned to the tour when the change occurs, but who are in a leave status, must be charged the full number of hours necessary to account for the entire scheduled tour of duty for that day.
- (c) Premium pay entitlement including night differential, Sunday premium, weekend premium and/or on-call pay may be reduced by one hour in accord with the shortened tour.

For employees on a standby tour when the change occurs, that tour will be reduced by one hour. In addition, if the employee is performing standby duty on a 24-hour tour, then the sleep period will be reduced by one hour.

All those affected by DST should have the following remark noted on their timecards: "**Change to DST 2 a.m.**".

#### 2. Standard Time (FALL BACK)

DST will end at 2:00 a.m. local time on the first Sunday in November. Clocks are set back one hour. In conjunction with ST, timekeepers and supervisors must use the following criteria when posting timecards for affected employees:

- (a) **Full-time employees working** a shift inclusive of 2:00 a.m. on Sunday morning will need to have one hour of OT posted at the end of their tour. Title 38 nurses should

have the time remarks code "*Tour Coverage*" entered to pay Sunday and Night Differential premiums for the hour of OT. Hybrid occupation employees should have the time remarks code "*OT/CT with Premiums*" entered to pay Sunday premium for the hour of OT.

(b) **Part-time employees working** a shift inclusive of 2:00 a.m. on Sunday morning will need to have one hour of unscheduled or OT, as appropriate, posted at the end of their tour.

Employees performing on-call duty during this period are entitled to an additional hour of on-call.

Employees performing standby duty during this period will have their standby duty increased by one hour.

If the additional hour on a standby tour occurs during the sleep period, sleep time will be increased by one hour.

All those affected should have the comment "**Change to Standard Time**" noted in the remarks section of the timecard.

**APPENDIX D: TIMEKEEPER AUDIT CRITERIA**

This appendix is under development.

**APPENDIX E: PROCESSING SCHEDULES**

Appendix E-1: Payment Run Processing Cycle Schedule

Appendix E-2: Payroll Processing Schedule

Appendix E-3: Edit and Update Processing Schedule

Appendix E-4: End-of-Month Processing Schedule

**APPENDIX E-1: PAYMENT RUN PROCESSING CYCLE SCHEDULE**

2nd Thursday 5:30 p.m. Eastern Standard Time (EST)	5:30 p.m. EST: The deadline for entering corrected time and attendance (T&A) changes for pay periods prior to conversion through modified R transactions in PAID is the second Thursday of a pay period. Local payroll staff should submit adjustments as early as possible in the pay cycle to allow time to correct transaction problems.
2nd Friday COB	On the last Friday of a pay period, payroll stations are required to transmit all timecards to the AITC by close of business (COB) for all employees. There are no exceptions. No timecards can be returned.
2nd Saturday	End of pay period. Edit 10 processes all VA stations; AITC transmits the Source Data Automation (SDA) file to the payroll provider for processing.
1st Sunday	On the first Sunday of a pay period the payroll provider will process VA's transmitted timecard data, which will generate the Missing Time/Created Leave Report, and the Invalid Transaction Report.
1st Monday 5:30 p.m. EST	Payroll office staff must review the payroll provider's Missing Time/Created Leave Report and the Invalid Transaction Report, and correct any discrepancies by entering and releasing the corrected data in DCPS. Prior pay period adjustments/corrections for the pay period being processed must be entered by the timekeepers in VA's T&A system, approved by the supervisor, certified by the approving official, and sent to payroll for processing. Upon receipt of the timecard record, payroll office staff must enter and release the corrected information in the DCPS no later than Monday, 5:30 p.m. EST, to allow for corrections to be processed within the current pay cycle.
1st Tuesday 5:30 p.m. EST	Payroll office staff must review the payroll provider's Conversion of Hours Report, the Missing Time/Created Leave Report, and the Invalid Transaction Report, and correct any discrepancies by entering and releasing the corrected data in DCPS. Discrepancies not cleared by Tuesday, 5:30 p.m. EST, may result in an erroneous payment to the employee.
1 <sup>st</sup> Wednesday	DCPS is available for input.
1 <sup>st</sup> Thursday	Payroll reports for the previous pay period are available in Roger Software Development (RSD).
1 <sup>st</sup> Friday	VA official pay day.

**APPENDIX E-2: PAYROLL PROCESSING SCHEDULE**

WEEK 1							
PROCESS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	PAID	PAID	PAID	PAID	PAID	PAID	PAID
		Enter Modified R	Enter Modified R		Edit and Update Enter Modified R	Edit and Update Enter Modified R	Edit and Update
	DCPS	DCPS	DCPS	DCPS	DCPS	DCPS	DCPS
	Zero Pass/ Daily/ Retro	1 <sup>st</sup> Pass Daily/ Retro	Final Pass	Retro	Daily	Daily/ Retro	Daily
REPORTS	RSD	RSD	RSD	RSD	RSD	RSD	RSD
		OLDE Release (M254) EU Transactions (MOL3) OLDE Reject (MOLD) PAID/FMS FCP (MFCP) EU OLDE RPO List (MOL2) EU SF50 (M50E) Non SF50 List (MEP6) Trans. To DCPS (MEPT) DFAS SF50 Error List (MEP1) Tran Stat Report (MEPD) Processed Tran (ME49) NON SF50 REJ (MEP5) N SF50 TR (MF5N) Returns Rejected (MF5R) MyPay Daily (MEXD)	PAID/FMS FCP (MFCP)	PAID/FMS FCP (MFCP)	N SF50 TR (MF5N)  PAID/FMS FCP (MFCP)	OLDE Release (M254) EU Transactions (MOL3) OLDE Reject (MOLD) PAID/FMS FCP (MFCP) EU OLDE RPO List (MOL2) EU SF50 (M50E) Non SF50 List (MEP6) Trans. To DCPS (MEPT) DFAS SF50 Error List (MEP1) Tran Stat Report (MEPD) Processed Tran (ME49) NON SF50 REJ (MEP5) N SF50 TR (MF5N) Returns Rejected (MF5R) MyPay Daily (MEXD)	

WEEK 1							
	DCPS	DCPS	DCPS	DCPS	DCPS	DCPS	DCPS
		(After Zero Pass) Invalid Transaction (SDA)  Invalid Transaction (NB000)  Conv. of Hours (NB000)  Missing Time  Retro Invalid Transaction  Retro Conversion. of Hours	(After 1 <sup>ST</sup> Pass) Missing Time (NB010)  Invalid Transaction (NB010) Conv. of Hours(NB010)  Retro Invalid Transaction Retro Conversion of Hours	(After Final Pass) Missing Time (NB020) Invalid Transaction (NB020) Conv. of Hours (NB020)	Retro Invalid Transaction  Retro Conversion of Hours MyPay Invalid	New Hire Report  MyPay Invalid	

WEEK 2							
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>PROCESS</b>	PAID	PAID	PAID	PAID	PAID	PAID	PAID
		Edit and Update Enter Modified R	Edit and Update Enter Modified R	Edit and Update Enter Modified R	Edit and Update Enter Modified R Modified R Transactions Transmitted to DCPS	Edit and Update Enter Modified R Timecards Due	Edit and Update
	DCPS	DCPS	DCPS	DCPS	DCPS	DCPS	DCPS
		Daily/ Retro	Daily	Daily/ Retro	Daily	Daily	
	RSD	RSD	RSD	RSD	RSD	RSD	RSD
<b>REPORTS</b>		OLDE Release (M254)  EU Transactions (MOL3)  OLDE Reject (MOLD)  PAID/FMS FCP (MFCP)	OLDE Release (M254)  EU Transactions (MOL3) OLDE Reject (MOLD)  PAID/FMS FCP (MFCP)	OLDE Release (M254)  EU Transactions (MOL3) OLDE Reject (MOLD)  PAID/FMS FCP (MFCP)	OLDE Release (M254)  EU Transactions (MOL3) OLDE Reject (MOLD)  PAID/FMS FCP (MFCP)	OLDE Release (M254)  EU Transactions (MOL3) OLDE Reject (MOLD)  PAID/FMS FCP (MFCP)	

WEEK 2						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	RSD	RSD	RSD	RSD	RSD	RSD
	EU OLDE RPO List (MOL2) EU SF50 (M50E) Non SF50 List (MEP6) Trans. To DCPS (MEPT) DFAS SF50 Error List (MEP1) Tran Stat Report (MEPD) Processed Tran (ME49) NON SF50 REJ (MEP5) N SF50 TR (MF5N) Returns Rejected (MF5R) MyPay Daily (MEXD)	EU OLDE RPO List (MOL2) EU SF50 (M50E) Non SF50 List (MEP6) Trans. To DCPS (MEPT) DFAS SF50 Error List (MEP1) Tran Stat Report (MEPD) Processed Tran (ME49) NON SF50 REJ (MEP5) N SF50 TR (MF5N) Returns Rejected (MF5R) MyPay Daily (MEXD)	EU OLDE RPO List (MOL2) EU SF50 (M50E) Non SF50 List (MEP6) Trans. To DCPS (MEPT) DFAS SF50 Error List (MEP1) Tran Stat Report (MEPD) Processed Tran (ME49) NON SF50 REJ (MEP5) N SF50 TR (MF5N) Returns Rejected (MF5R) MyPay Daily (MEXD)	EU OLDE RPO List (MOL2) EU SF50 (M50E) Non SF50 List (MEP6) Trans. To DCPS (MEPT) DFAS SF50 Error List (MEP1) Tran Stat Report (MEPD) Processed Tran (ME49) NON SF50 REJ (MEP5) N SF50 TR (MF5N) Returns Rejected (MF5R) MyPay Daily (MEXD)	EU OLDE RPO List (MOL2) EU SF50 (M50E) Non SF50 List (MEP6) Trans. To DCPS (MEPT) DFAS SF50 Error List (MEP1) Tran Stat Report (MEPD) Processed Tran (ME49) NON SF50 REJ (MEP5) N SF50 TR (MF5N) Returns Rejected (MF5R) MyPay Daily (MEXD)	
DCPS	DCPS	DCPS	DCPS	DCPS	DCPS	DCPS
	Retro Invalid Transaction Retro Conversion of Hours New Hire Report MyPay Invalid	Retro Invalid Transaction Retro Conversion of Hours New Hire Report MyPay Invalid	New Hire Report MyPay Invalid	Retro Invalid Transaction Retro Conversion of Hours New Hire Report MyPay Invalid	New Hire Report MyPay Invalid	

The embedded document below will print the above chart on 2 pages:



Processing schedule  
- appendix.pdf

**APPENDIX E-3: EDIT AND UPDATE (EU) PROCESSING SCHEDULE MASTER RECORD PROCESSING CYCLE**

Local payroll staff and the local HR office must input and release Online Data Entry (OLDE) master record transaction updates to Central Systems for processing during the timeframes reflected in the schedule below. Any master record transaction updates released after the second Saturday of the pay period deadline with a day number of the previous pay period will reject. Master record transaction updates and corrections for rejected transactions released after the second Saturday deadline will not be processed until the first Thursday of the new pay period.

<b>MASTER RECORD CODING EU CYCLE ALL TIMES LISTED ARE CENTRAL TIME</b>		
Weekday	EU Deadline*	Remark
1 <sup>st</sup> Sunday thru 1 <sup>st</sup> Wednesday	N/A	No master record EU cycle
1 <sup>st</sup> Thursday	6:00 p.m.*	
1 <sup>st</sup> Friday	9:00 p.m.*	
1 <sup>st</sup> Saturday	N/A	No master record EU cycle
2 <sup>nd</sup> Sunday	N/A	No master record EU cycle
2 <sup>nd</sup> Monday	6:00 p.m.*	
2 <sup>nd</sup> Tuesday	6:00 p.m.*	
2 <sup>nd</sup> Wednesday	6:00 p.m.*	
2 <sup>nd</sup> Thursday	6:00 p.m.*	
2 <sup>nd</sup> Friday	9:00 p.m.*	
2 <sup>nd</sup> Saturday	6:00 p.m.*	Final master record EU cycle prior to pay run

**\*OLDE system is taken down at this time and will be available after 4:30 a.m. the following day.**

**APPENDIX E-4: END OF MONTH (EOM) PROCESSING SCHEDULE AND END OF MONTH CORRECTION (EOMC) SCHEDULE**

The EOM AND EOMC processing schedules for OLDE are presented below. These schedules are for all VA field stations.

<b>EOM and EOMC PROCESSING SCHEDULE</b>		
	<b>WEEK 1</b>	
<b>If the EOM is:</b>	<b>EOM</b>	<b>EOMC</b>
Sunday	Thursday	Friday
Monday	Thursday	Friday
Tuesday	Thursday	Friday
Wednesday	Thursday	Friday
Thursday	Thursday	Friday
Friday	Thursday	Friday
Saturday	Friday	Week 2 – Monday

<b>EOM and EOMC PROCESSING SCHEDULE</b>		
	<b>WEEK 2</b>	
<b>If the EOM is:</b>	<b>EOM</b>	<b>EOMC</b>
Sunday	Week 1 – Friday	Monday
Monday	Week 1 – Friday	Monday
Tuesday	Monday	Tuesday
Wednesday	Tuesday	Wednesday
Thursday	Wednesday	Thursday
Friday	Wednesday	Thursday
Saturday	Friday	Saturday

**APPENDIX F: LABOR DISTRIBUTION CODES**

This appendix is under development.

**APPENDIX G: VERIFICATION PROCEDURES FOR PAY AND DEDUCTIONS**

This appendix is under development.

## **APPENDIX H: OVERVIEW OF PAYROLL REPORTS**

This appendix is under development.

**APPENDIX I: GUIDANCE ON EMPLOYEE'S CLEARANCE FROM INDEBTEDNESS**

This appendix is under development.

**APPENDIX J: INVOLUNTARY ORDERS FOR EMPLOYEE SALARY OFFSET**

This appendix is under development.