



DCMA Manual 4301-06

DCMA CIVILIAN PAY

**Office of Primary
Responsibility:**

Stewardship Capability

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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," implements policy, assigns responsibility, and defines procedures for civilian payroll operations for DCMA.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to all DCMA employees involved in the civilian payroll process unless higher-level regulations, policy, guidance, or agreements take precedence.

1.2. POLICY. This manual defines DCMA's financial policies and procedures regarding payroll operations and time and attendance. It further establishes the Agency's procedures to maintain effective internal controls to ensure all time and attendance is proper, accounted for, and certified.

a. The Defense Agencies Initiative (DAI) Oracle Time and Labor (OTL) is the Agency's approved tool used for the entry, attestation and certification of time and labor for its employees.

b. The Agency uses the Defense Finance and Accounting Service (DFAS) to process DCMA's civilian employee payroll. DFAS runs bi-weekly civilian payroll through the Defense Civilian Pay System (DCPS), and generates Leave and Earnings Statements (LES) that are available online via myPay. Additionally, DFAS is responsible for granting and maintaining DCPS user accounts for Agency Customer Service Representatives (CSRs) and timekeepers.

c. DCMA utilizes the Defense Civilian Personnel Data System (DCPDS), the DoD civilian Total Force (TF) Directorate automated system. DCPDS supports DCMA's entire civilian TF life cycle, to include processing several key transactions and providing diverse information. Those capabilities include (1) acquiring and assigning civilian personnel; (2) training and development of civilian personnel; (3) sustaining and managing compensation; (4) managing organizations; (5) supporting benefits management; and (6) separation or termination of civilian personnel. DCPS provides TF management through DCPDS for TF specialists and CSRs. The processes and controls for establishing, maintaining and updating the employee's personnel file are completed through personnel actions. The processes and controls performed for reconciling pay and personnel data systems are through payroll reconciliation. The processes and controls for data exchanged or interfaced with systems external to DCPDS, DAI OTL and DCPS are through interfaces and data feeds.

d. The Hire to Retire end-to-end business process encompasses the business functions and activities necessary to recruit, in-process, develop, retain, and out-process employees. Business functions include providing employee benefits, recording time and attendance, performing payroll activities, training and developing personnel, garnishing wages, and collecting and paying taxes.

e. DCMA personnel are hereby directed to execute the policies, protocols, and processes set forth in this manual in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. AGENCY DIRECTOR. The DCMA Director will:

- a. Unless delegated, be the final authority for payroll operations and reporting by representing DCMA with leadership, receiving guidance, and providing decisions as required.
- b. Approve new and updated policy publications relevant to the execution of the DCMA payroll mission.

2.2. EXECUTIVE DIRECTOR, FINANCIAL AND BUSINESS OPERATIONS/COMPTROLLER. The Executive Director, Finance and Business will:

- a. Manage resource planning, programming, budgeting and execution of DCMA funding for the execution of civilian pay and ensure adherence to policies and procedures in accordance with DoD 7000.14-R, DoD Financial Management Regulation, Volume 8, "Civilian Pay Policy," Government Accountability Office guidance, and all applicable local, internal and external payroll guidance.
- b. Delegate authority to the Finance and Business Systems Payroll (FBSP) Branch to execute the Agency's portion of the bi-weekly pay process in DAI and to complete all reporting requirements, both internal and external, including, but not limited to, any necessary reports to DFAS, the Office of the Secretary of Defense, and Congress.

2.3. FINANCE AND BUSINESS SYSTEMS DIVISION. The Finance and Business System Division Chief will:

- a. Oversee civilian payroll policy for DCMA civilian employees in coordination with internal and external agencies.
- b. Oversee the recording of time and attendance via DAI OTL.
- c. Disseminate civilian payroll and time and attendance policy and procedures throughout the Agency.

2.4. FINANCE AND BUSINESS SYSTEMS PAYROLL BRANCH. The FBSP Branch Supervisor must:

- a. Process all Time and Attendance (T&A) inquiries and/or corrections.
- b. Perform table maintenance in DCPS for the Agency.
- c. Process the Source Data Automation (SDA) outbound file bi-weekly to process approved timecards for payment.

d. Clear all payroll Unmatched Disbursements and Gross Pay File variances before end-of-month closure.

e. Provide payroll guidance to DCMA employees, supervisors, limited timekeepers and management.

2.5. FINANCE AND BUSINESS SYSTEMS OPERATIONS BRANCH. The Finance and Business Systems Operations Branch Supervisor must:

a. Inform the Agency of DAI system software upgrades and system downtime.

b. Coordinate and implement software upgrades impacting DCMA.

c. Maintain and assist with user account access in DAI OTL for authorized users.

d. Assist with DAI timecard or interface issues and escalate any issues that cannot be resolved at the Agency level to the Defense Logistics Agency (DLA) Project Management Office (PMO).

e. Troubleshoot user system errors.

f. Provide DAI OTL training to DCMA personnel.

g. Maintain initial and refresher OTL training records.

h. Establish initial user accounts and maintain status on system access.

2.6. DEFENSE LOGISTICS AGENCY PROJECT MANAGEMENT OFFICE. The DLA PMO responsibilities include:

a. Validating that the Gross Pay File interface from DCPS has processed successfully in DAI.

b. Detecting file-level transmission and/or validation errors.

c. Performing and maintaining DAI system security and backup functions, and informing DCMA Payroll of any system security status.

d. Notifying DCMA Payroll when the DAI database is locked for maintenance and upgrades.

e. Addressing any system issues not resolved at the Agency level.

2.7. DEFENSE FINANCE AND ACCOUNTING SERVICE. DFAS responsibilities include:

a. Maintaining DCPS.

b. Ensuring compliance with all applicable laws and regulations, and with guidance issued by the Office of Personnel Management, Federal and other taxing authorities, Department of Treasury, Department of State and the Department of Labor.

c. Supporting all functions related to the processing, administration and distribution of checks, electronic funds transfer payments, myPay, financial returns and other treasury/financial reporting.

d. Processing pay, entitlements and leave for Federal civilian employees.

2.8. DEFENSE CONTRACT MANAGEMENT AGENCY SUPERVISOR. The DCMA Supervisor must:

a. Administer leave policies and regulations for employees under their supervision.

b. Ensure employees' T&A records are reviewed for accuracy of information entered, supporting documentation is attached in DAI, accurate project and tasks are selected, and timecards are approved.

c. Provide guidance to employees on the use of projects, tasks, and process codes.

d. Ensure a minimum of two delegates are available to approve T&A records in their absence.

e. Ensure limited timekeepers and employees complete the training for system access as required.

f. Approve Tour of Duty (TOD)/work schedule for employees in DAI OTL. This must occur before employees may begin recording T&A on their timecard. Ensure applicable telework agreements are attached to the TOD.

2.9. LIMITED TIMEKEEPER. The evolution of the T&A system has reduced or even eliminated timekeeper's duties and shifted responsibilities to the employees or supervisors. The limited timekeeper, if required, is responsible for assisting supervisors in recording and verifying employees' work time and absences; in the absence of the employee and/or supervisor, the DCMA limited timekeeper must:

a. Record T&A in DAI OTL in the absence of the employee or employee's supervisor.

b. Maintain complete and accurate T&A records.

c. Serve as the alternate Point of Contact (POC) for all mass communication for payroll issues from the Payroll Branch, i.e., change in payroll procedures, office closures, accelerated payroll, updated guidance, etc.

d. Receive or run the recurring DCPS or DAI reports to identify exceptions and errors, and

communicate corrections needed to identified employees, supervisors and management.

e. Serve as the local subject matter expert and POC for employees and supervisors who have questions regarding DAI OTL.

f. Locate substantiating documentation for auditors when/if not readily available in DAI within required timelines.

g. Ensure the employee's previous pay period timecards remain in an approved status.

h. Ensure timecards are submitted and approved in a timely manner and prior to pay processing. The limited timekeeper must monitor and review the DAI Timecard Summary Report for employees with a timecard in the following status: not entered, rejected, and submitted.

2.10. EMPLOYEE. The DCMA employee must:

a. Create a TOD which is a recurring work schedule that assists the supervisor in planning and allocating resources effectively.

b. Electronically enter their T&A in DAI and ensure all projects and tasks are correct for time worked, and leave is requested and approved in the time keeping system.

c. Ensure supporting documentation such as leave requests, telework approvals and similar documentation is attached to timecards. Likewise, Telework Agreements and regular and recurring Authorized Time for Fitness (ATF) requests should be attached to the TOD.

d. Submit T&A issues or questions via the DCMA 360 FBSP Payroll Inquiries Inbox.

e. Ensure timecards are not deleted.

2.11. SPECIAL PROGRAMS, MISSION SUPPORT OFFICE CUSTOMER SUPPORT REPRESENTATIVE. The Special Programs CSR, supporting the Special Programs Command only, must:

a. Provide "over-the-counter" liaison support for employees with pay problems.

b. Perform debt, leave and pay audits for pay issues, and work with TF prior to referring an issue to DFAS.

c. Submit researched, yet unresolved pay and leave issues, to DFAS via a Remedy ticket.

2.12. CUSTOMER SERVICE REPRESENTATIVE. The CSR will:

a. Provide customer support for employees with pay problems for members, timekeepers and certifiers.

- b. Ensure employee on-boarding payroll forms are updated in DCPS.
- c. Troubleshoot pay issues, and work with TF to resolve these issues prior to referring them to DFAS.
- d. Submit researched, yet unresolved pay and leave issues to DFAS via a Remedy ticket.
- e. Perform required out-processing actions prior to the employee's final separation date when notified of a pending separation/retirement of an employee.

SECTION 3: DCMA PAYROLL – EMPLOYEE TIME AND ATTENDANCE

3.1. OVERVIEW. When an employee is in the process of onboarding, there will be several actions that are performed by DCMA Civilian Payroll in order for the employee to properly record their T&A. In accordance with DoD 7000.14-R, “DoD Financial Management Regulation, Volume 8, “Civilian Pay Policy,” Chapter 2, “Time and Attendance (T&A),” timekeeping is a critical function which may be performed by the individual employee, timekeeper, supervisor or a combination of these individuals. The timekeeping function requires the accurate and timely recording of T&A data and the maintenance of related documentation.

3.2. ESTABLISHING CERTIFIERS AND TIMEKEEPERS. The certification of T&A is an authorization for the expenditure of government funds. Each employee’s T&A must be certified as correct by the employee’s supervisor, acting supervisor, or other designated representative authorized to act as an alternate certifier at the end of the pay period. Certification is a mandatory function. Under the guidelines of financial systems’ segregations of duties, a certifier cannot be assigned timekeeping authority in DAI OTL. Entering time and certifying by the same user is not authorized.

a. Supervisors or designated officials may be appointed as certifiers or alternate certifiers (delegate/proxy). Certifiers may be civilian or military personnel. Contractors cannot be appointed as certifiers as they cannot authorize the expenditure of government funds.

b. Certifiers must ensure all T&A has been entered into DAI OTL and certified by the close of business on the last work day of the pay period. Any corrections or adjustments to the current pay period must be completed by 12:00 p.m. Eastern Standard Time (EST) on the first Monday following the end of the pay period unless accelerated pay procedures are announced.

c. Limited timekeepers may be civilian, contractor, or military personnel.

3.3. EMPLOYEE ASSIGNMENT IN DEFENSE CIVILIAN PAYROLL SYSTEM.

Assignment of an employee within DCPS is accomplished by the Master Employee Record only when a Standard Form (SF) 50, “Notification of Personnel Action,” has successfully interfaced with DCPS.

a. The employee must be assigned to the correct organization in DCPS as it is in DCPDS, with the start date as the beginning of the current pay period or using the employee’s respective Entrance On Duty date no later than the Tuesday following the end of each pay period to avoid employee payroll issues.

b. The default project and task codes are assigned to each employee according to the employee’s identified Unit Identification Code, Organization, and Appropriation Code.

3.4. DEFENSE AGENCIES INITIATIVE SYSTEM AUTHORIZATION ACCESS REQUEST.

In order for an employee to record T&A, the employee must gain access to DAI using the process defined in DCMA Manual (DCMA-MAN) 4301-05, Vol. 9, “Financial

Systems and Interfaces: Defense Agencies Initiative User Management” located on the Resource Page.

a. Unless the employee will be performing transactions within DAI (e.g., Budget Reimbursements), the employee will only need to apply for the Employee Time User DCMA role using the System Authorization Access Request (DD Form 2875) and DAI role request procedure.

b. If the employee will be performing other transactions within DAI, DCMA-MAN 4301-05, Vol. 9 provides procedures for requesting additional roles.

3.5. TOUR OF DUTY. The employee creates a TOD/work schedule in DAI and it is approved by the supervisor. Once the TOD is completed and approved, the employee may enter T&A on the timecard.

a. Changes to a TOD/work schedule occur when an employee makes a material change to duty hours.

b. Changing from a Maxi-Flex schedule to a compressed or a standard/fixed work schedule will result in credit hours being paid to the employee.

c. An employee will notify their supervisor in advance of changing their TOD and/or submitting leave requests in order for the supervisor to plan and allocate resources appropriately.

d. The limited timekeeper must make approved schedule changes prior to entering T&A for an employee.

3.6. EMPLOYEE TIME AND ATTENDANCE DOCUMENTATION. Employees must record their T&A in DAI OTL. It is the employee’s responsibility to ensure proper documents are attached to the timecard for processing and recordkeeping purposes.

a. The supervisor must review the timecard for accuracy and ensure approval of requests for absence, leave, and premium time are fully supported within the supervisor’s records. This must be accomplished for each employee within the time frame identified by FBSP.

b. Proper supporting documentation for the bi-weekly pay period consists of original source documents that demonstrate that there is prior approval of leave, premium time, authorization to perform ad-hoc telework, temporary/permanent change of work schedule, or that approval is granted as soon as possible after the event, e.g., in the case of unforeseen sick leave. The documentation demonstrates the existence of important internal controls over civilian payroll expenses, and such features must be maintained to comply with DCMA’s internal control program to support auditability. Supervisors must be able to clearly demonstrate these controls are being followed through maintenance of proper timekeeping records. Documentation must be attached to the employee’s timecard in DAI OTL. Supervisors and employees must redact all Personally Identifiable Information and Protected Health Information on all supporting documentation.

(1) Medical documentation is between the employee and the approving supervisor. This information should not be attached to the approved leave request.

(2) Supervisors of Bargaining Unit Employees may refer to the DCMA Collective Bargaining Agreement Article 20 for requirements on the documentation of leave requests.

c. Other supporting documentation for leave include, but are not limited to:

(1) Summons to jury duty.

(2) Jury duty certificates of attendance.

(3) Military orders for members of a reserve component.

(4) Verification of military service.

(5) All Hands e-mail messages detailing excused absence in the event of inclement weather or disaster.

(6) Other similar supporting documents.

d. Premium hours include overtime, holiday work, and compensatory time earned. Compensatory time for travel and credit hours are not premium hours, but compensatory time must be requested and accounted for in the same manner as premium hours. All premium time, compensatory time for travel, and credit hours must be approved in advance or as soon after it is earned or utilized as practicable, and the approval must be retained with timekeeping records. Premium hours must be requested using DAI Premium Request. For example, a travel compensatory time estimate is requested in DAI using DAI Premium Request. When travel is completed, the employee will use the Travel Comp Worksheet to document the actual hours for the supervisor to approve and then the employee will attach this document to the timecard.

e. For employees on Maxi-Flex schedules, the employee must provide supervisors with their intended hours of work for approval and planning purposes. Should a material deviation occur thereafter (e.g., a change in duty day/Regular Day Off or a change in the number of hours worked per day which is not reflected in the employee's TOD), the approval of the revised work schedule must be documented, as with all work schedules, and accompany the supporting documentation for the respective pay period.

SECTION 4: TIME AND ATTENDANCE APPROVAL

4.1. OVERVIEW. Supervisors and limited timekeepers are this section's targeted audience. An employee is restricted from approving their own time within DAI OTL.

4.2. TIME AND ATTENDANCE APPROVAL. Supervisors are responsible for the T&A they approve and must have knowledge of the time worked and absence of the employee for whom approval is given.

- a. Only those individuals who have been properly designated as proxies or delegates are authorized to certify T&A records.
- b. An employee is never authorized to approve their own T&A in DAI OTL.
- c. Supervisors must verify leave balances in DAI Absence Management before approving leave. If leave balances are insufficient, the supervisor must notify the employee of the deficiency and discontinue approval unless the employee has requested advanced or emergency leave.

(1) Leave balances of newly appointed DCMA employees will not be visible in the DAI OTL database during the first pay period of their appointment; therefore, supervisors must rely on the employee's most recent LES, which is generally from the previous pay period, as a guide for approving requested leave. Additionally, the employee must ensure a copy of their latest LES is provided to the TF Specialist during onboarding and/or to their respective CSR as leave balances are not always automatically transferred between agencies. This delay in reporting could result in leave without pay if certain leave balances are not updated in DCPS prior to the employee's request for leave.

(2) The supervisor may approve advanced leave requests at their discretion. If there is any doubt an employee will not return to a duty status, advanced leave must not be approved as this could result in a collection action. When approving advanced annual leave, the supervisor cannot approve more than the total number of hours an employee will accrue from the effective date of the request to the end of the current leave year. The approval of advanced sick leave may not exceed 240 hours or 30 days. When the advanced leave has been approved, the employee's supervisor, or designated official for the activity, must send the documented approved request to the FBSP DCMA 360 Payroll Inquiries Inbox for processing by the CSR in DCPS.

- d. The supervisor must ensure T&A errors, if any, are corrected by the employee prior to approval.
- e. Ordinarily, timecard approval should not occur earlier than the last workday of a pay period to allow for accountability of unexpected leave or premium time. However, approval for DCMA employees may commence as early as the second Wednesday of the pay period. An exception is when known factors make this impractical, such as a legal holiday occurring on the last Friday of the pay period or the following Monday, when a foreseeable condition such as inclement weather or natural disaster exists, or when an employee is taking extended leave and

will be unavailable to submit their timecard. Particular care will be taken with approval of planned premium time that will occur after approval. The supervisor must confirm the scheduled premium time was in fact worked as planned. Unapproved T&A in DAI OTL will not pass to DCPS.

SECTION 5: PAYROLL CORRECTIVE ACTIONS

5.1. DEFENSE CIVILIAN PAYROLL SYSTEM TIME AND ATTENDANCE

CORRECTIONS. If the supervisor is unable to approve T&A in DAI OTL prior to the payroll interface, then a signed manual/paper timecard must be forwarded to the CSR for direct input into DCPS. DAI should be updated as soon as possible.

a. The CSR must account for all missing T&A and clear invalid transactions that may have occurred when the SDA file was processed in DCPS.

b. The CSR must contact the employee and/or the employee's supervisor directly to obtain necessary documentation to update missing time, clear an invalid transaction, or process an advanced leave request as indicated by the Conversion of Hours Report.

c. The CSR must simultaneously process prior pay period adjustments and make corrections/changes to T&A for the current pay period in DAI and DCPS.

(1) Current Pay Period Adjustments. Employees must notify their supervisor when T&A adjustments are required for a given pay period. A corrected timecard must be submitted for the supervisor's approval. The supervisor must approve the changes or corrections. The supervisor's approval may be either a digital or wet signature before the timecard is uploaded in DAI. All corrected timecards should be submitted on the Tuesday following the end of a given pay period by 1300 EST for final SDA interface.

(2) Prior Pay Period Adjustments. Changes occur when T&A for the current pay period has been processed and a change is required to update the previously reported payroll data. T&A data must reflect the proper and accurate accounting of an employee's actual T&A and leave. Once the adjustment is noted, the following must occur:

(a) Employee must certify the DAI OTL timecard and submit it to their supervisor, ensuring all personally identifiable information has been redacted.

(b) Supervisor must review and approve the adjusted timecard in DAI OTL.

SECTION 6: RETENTION OF RECORDS

6.1. RECORDS RETENTION. Upon completion of T&A certification, all approved timecards with required documentation are stored in DAI and retained for a minimum of seven years. Schedules or agreements that are superseded or revoked also will be maintained for a minimum of seven years. A request to establish/change a TOD/work schedule, Telework Agreements, and ATF documentation must be maintained as separate master records by the employee. Temporary requests to establish/change a TOD/work schedule must be maintained with the timekeeping records they pertain to (within the affected pay period). Documented records must be attached to an employee timecard and maintained in the designated DAI Enterprise Resource Planning (ERP) system.

a. Civilian Payroll records are subject to audit. All documents and records essential to an audit will be maintained and available upon request in the designated DAI ERP system. Source documents include, but are not limited to:

- Approval of requests for leave/approved absence (to include leave applications for jury and military duty)
- Approval of requests for premium pay or overtime
- Compensatory Time for Travel Worksheet
- Approval of TOD/work schedules
- Telework Agreements attached to TOD
- Approval of ATF requests
- Approval of situational telework

b. Instructions for the retention of key supporting documentation is found in DoD 7000.14-R, Financial Management Regulation, Volume 1, “General Financial Management Information, Systems and Requirements,” Chapter 9, “Financial Records Retention.” Additionally, document retention policy requirements are set forth in the National Archives and Records Administration (NARA), General Records Schedule 2.4: Employee Compensation and Benefits Records. If unsure of document retention period, contact the local records management office.

c. The CSR maintains all documents used in establishing an employee’s payroll account in DCPS. Additionally, any subsequent documents requiring manual input into DCPS will also be maintained (e.g., hardcopy timecard, Direct Deposit Standard Form 1199A (EG), and W-4 Employee’s Withholding Allowance Certificate) in accordance with DCMA Instruction (DCMA-INST) 809, “Records Management.”

SECTION 7: INTERNAL CONTROLS

7.1. INTERNAL CONTROLS. Internal controls have been established to prevent unauthorized changes to completed T&A reports.

- a. Changes may be made only by the employee, limited timekeeper or supervisor.
- b. The timecard is still required to be certified by the supervisor/proxy/delegate.
- c. In the event a manual change is required, the supervisor must submit a signed, manual Attestation Timecard to the Payroll CSR for processing.

7.2. ORACLE TIME AND LABOR AVAILABILITY. DAI OTL will remain available for 26 consecutive pay periods. Supervisors and limited timekeepers are to ensure all employee timecards remain in an approved status and are not deleted.

- a. All timecards with attached substantiating documentation must be approved by 12:00 p.m. EST on the first Monday following the end of the pay period (unless the pay period is accelerated) to allow time for FBSP to transmit the SDA file via File Transfer Protocol to the DFAS Payroll Office.
- b. FBSP must send notification via email to include record count sent when transmitting the SDA to DFAS.
- c. The DFAS Payroll Office sends an email notification to confirm receipt of the number of records that have interfaced with DCPS.

SECTION 8: EMERGENCY/CONTINGENCY PROCEDURES

8.1. CONTINUITY OF OPERATIONS PLAN. During a contingency when input of T&A is not possible (e.g., a lapse in appropriations, system failure, weather emergency, etc.), the CSR will work with the Crisis Action Team and the respective activities' timekeepers to determine impacted employees and follow the Agency's Continuity of Operations Plan (COOP) to ensure timely payroll processing.

a. DCMA Payroll will contact the DFAS Indianapolis Payroll Office and the DAI PMO to submit T&A using their procedures.

b. When the emergency is over and the system is available, employees, supervisors and timekeepers will be provided instructions on making necessary corrections.

c. Once individual timecards are corrected and submitted, the supervisor reviews the timecards for accuracy and certifies them.

d. If the contingency continues for a prolonged period of time, FBSP will follow the Agency's COOP procedures.

GLOSSARY

G.1. DEFINITIONS.

Accelerated Pay. Occurs when T&A certification is due earlier than normal because, for example, a holiday falls on the day that the SDA file must be submitted and/or DFAS or DCMA has announced early pay processing.

Certifiers. Individuals designated for certifying T&A records for an activity.

Close Date. The employee's effective separation date.

CSR. Payroll Team members with assigned CSR duties who will coordinate between DCMA timekeepers and the DFAS Payroll Office.

DCPDS. Defense-wide automated human resources information and transaction processing system.

DCPS. The official system used to store, record, and update employee payroll information and to view payroll reports.

DD Form 2875. System Authorization Access Request form used to request access to DAI.

Direct Deposit Standard Form 1199A (EG). Form used for direct deposit of paycheck.

Gross Pay Reconciliation File. A file containing unpaid accrued leave liability summary, dollar values of contingent liability for unused leave, Medicare/Old Age, Survivors and Disability Insurance information, fringe costs at a summary level by the employing activity and accounting activity Fiscal Station Number.

Limited Timekeepers. Individuals designated to enter complete and accurate T&A for employees assigned to their team(s) in the absence of the employee.

SDA. The digital collection of the bi-weekly T&A pay file which is transmitted to the DFAS Payroll Office.

Standard Form 50 (SF 50). Form used for notification of personnel actions.

W4. Employee's withholding allowance certificate.

GLOSSARY

G.2. ACRONYMS.

ATF	Authorized Time for Fitness
COOP	Continuity of Operations Plan
CSR	Customer Service Representative
DAI	Defense Agencies Initiative
DCPDS	Defense Civilian Personnel Data System
DCPS	Defense Civilian Payroll System
DFAS	Defense Finance and Accounting Service
DLA	Defense Logistics Agency
ERP	Enterprise Resource Planning
EST	Eastern Standard Time
FBSP	Finance and Business Systems Payroll Branch
LES	Leave and Earnings Statement
OTL	Oracle Time and Labor
PMO	Project Management Office
POC	Point of Contact
SDA	Source Data Automation
T&A	Time and Attendance
TF	Total Force Directorate
TOD	Tour of Duty

REFERENCES

- Collective Bargaining Agreement between Defense Contract Management Agency and American Federation of Government Employees Council 170, August 1, 2019
- DCMA Instruction 809, "Records Management," May 1, 2011
- DCMA Manual 4301-05, Vol. 9, "Financial Systems and Interfaces: Defense Agencies Initiative User Management," April 1, 2019
- DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- DoD 7000.14-R, DoD Financial Management Regulation, Volume 1, "General Financial Management Information, Systems, and Requirements
- National Archives and Records Administration (NARA), General Records Schedule 2.4: Employee Compensation and Benefits Records, December 2017