



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
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FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-RM

[MAY 11 2015]

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 67, Managing the Civilian Payroll Time and Attendance (T&A) Process for U. S. Army Garrison Fort George G. Meade Employees

1. References:

a. DoD Financial Management Regulation 7000.14-R, Volume 8, Civilian Pay Policy May 2013.

b. Installation Management Agency Director's memorandum dated 8 September 2005, Subject: Automated Time and Attendance Production System (ATAAPS).

2. Purpose: To provide guidance to Garrison personnel who have input or approval responsibilities for T&A labor data of appropriated fund employees entered in the Automated Time and Attendance Production System (ATAAPS).

3. Customer Service Representatives (CSR) within the Resource Management Office (RMO) will:

a. Process requests for system access to ATAAPS. Access for employees, timekeepers and certifiers requires completion/submission of the following prerequisites:

(1) Certificate demonstrating completion of the DoD Cyber Awareness Challenge Training. Contact your activity's designated Information Management Officer (IMO) for guidance on obtaining this certificate.

(2) The employee's 10 digit Electronic Data Interchange Personal Identifier (EDIPI) number found on the back of the Common Access Card (CAC).

(3) A completed DD Form 2875 – System Authorization Access Request (SAAR); required only for garrison staff needing timekeeper permissions. This electronic form will be sent to the activity timekeeper with instructions for completion. Contact the CSR staff in paragraph 6 below for guidance on obtaining this form.

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b. Process or assist with the following civilian payroll changes (Note – the items marked with an “*” below can also be performed by the employee via <https://mypay.dfas.mil/>):

- (1) Charitable donations
- (2) Employee organization assignment
- (3) Tax withholdings (federal/state/local)
- (4) Mailing address
- (5) Financial institution allotments
- (6) EFT distribution of net pay
- (7) Defense Civilian Payroll System (DCPS) employee-level line of accounting
- (8) Organization-level line of accounting
- (9) Savings bonds allotments.

c. Provide DCPS reports to garrison activity timekeepers/directors.

d. Maintain individual employee payroll supporting files including in each:

- (1) Documents for taxes, charitable deductions, direct deposits and allotments
- (2) Court and military leave documents and verifications for certification
- (3) Copy of master employee record from DCPS
- (4) Employee accounting classification screen
- (5) Any other documentation affecting employees' pay mentioned in paragraph 3.b.

4. Garrison Directors, Supervisors and Staff Managers will:

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a. Depending upon your organization's automation capabilities, require personnel to either input their own T&A data, be responsible for the input of T&A data for specific employees (activity timekeepers) or a combination thereof. Separate guidance for activity timekeepers to use in performing reviews of T&A entries can be obtained from the CSR staff.

b. Require input of T&A data to be performed in accordance with referenced guidelines. Ensure that the entries input by employees, timekeepers and the system approvals thereof are a proper representation of employee time and attendance supported by both documentation of leave and formal approvals for occurrences of premium pay (i.e. overtime). These actions are the basis for authorizing the expenditure of government funds. Each employee's time and attendance report shall be certified correct via ATAAPS by the employee's supervisor, acting supervisor, or other activity designated representative with system access to act as an alternate certifier at the end of the pay period. Certification ordinarily shall not be made earlier than the last workday of a pay period. In some circumstances (such as when a legal holiday falls on a Friday or Monday), it is not practical to operate without an early cutoff. In these situations, additional controls will need to be in place to ensure that any unplanned change in attendance or absence that occurs after the supervisor's 'early' certification, is either identified and reported before pay computation or is reported for the next pay computation. The employee may input the corrected entries and submit a corrected OPM Form 71 (Request for Leave or Approved Absence) for such absence, as appropriate.

c. Respond timely to documentation requests made by CSRs for the following areas:

(1) Court Leave - In addition to a summons to appear for jury duty, employees are required to submit a certificate of attendance from the clerk of the court (DoDFMR, Volume 8, paragraph 051310) showing the inclusive dates of jury duty or witness service. The certificate should be submitted in the pay period in which the court leave is charged. If circumstances (e.g., continued jury duty) preclude submitting the certificate by the end of the pay period, then it should be submitted the first pay period the employee returns to work. Failure to provide the certificate of attendance by the following pay period after the employee returns to work will result in the charges to court leave being converted to annual leave.

(2) Military Leave - To substantiate military leave charges, an employee is required to submit a copy of the orders directing him or her to active military duty. In addition, all military leave (including inactive duty performed during normal workdays) must be supported by a certified verification of attendance indicating completion of duty upon return to duty from military leave (DoDFMR, Volume 8, paragraph 051806). Examples

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of acceptable verification documents include a signed memorandum from the unit Commander, or an unaltered copy of the member's military leave and earnings statement. The verification document must be submitted NLT one pay period following the return to duty. Failure to do so will result in the charges to military leave being converted to annual leave.

(3) Other: Provide the required documentation as specified in paragraph 3.a. above for ATAAPS user access. Contact the CSR staff to have the access form and preparation instructions emailed to you.

d. Annually review, test, document findings and complete the following Internal Control Checklist. This completed checklist will be forwarded to RMO's Internal Control Manager by 30 November of each year. The checklist can be obtained from the CSR staff.

e. Maintain Signature Cards (DD Form 577) for those personnel who certify employee T&A records in ATAAPS. Certifier signature cards are to only be appointed and approved by the respective organizational Director. However, the signature cards for Directors or Command Group staff performing ATAAPS certification duties will be approved by the Garrison Resource Management Officer. The certifier Form 577 can be obtained from the CSR staff.

f. Maintain Timecard, Leave Approval and Overtime or Compensatory Time Approval for each pay period for a period as required by reference 1 in paragraph a.1 above (currently no less than 6 calendar years and 3 months).

g. Document any occurrence of Annual Leave, Sick Leave or Compensatory Leave (as well as any occurrence of Administrative Leave greater than 59 minutes unrelated to Post closures) by completion and approval of a leave request.

5. CSR Section hours of operation:

Mon, Tues, Thurs	0800 -1600
Wednesday	1000 -1600
Friday	Closed – System is unavailable for inquires/transactions.

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6. CSR points of contact:

Ann Sawyer Voice: (301) 677-2623, ann.m.sawyer4.civ@mail.mil
Beverly Rogers Voice: (301) 677-7322, beverly.i.rogers.civ@mail.mil

For emergencies:

Phyllis Shaw Voice: (301) 677-6706, phyllis.j.shaw2.civ@mail.mil



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