

Department of the Air Force

DAF Civilian Pay 2022 CSR Conference



**Ms. Kelly Kazmierski
Ms. Sarah Moore
SAF/FMF (AFAFO-F)
16 May 2022**



Agenda

■ Welcome

- POCs
- Goals
- SCRs

■ Tools and Resources

- Helpful Sites
- Order of Escalation

■ Updates

- DAF Business Rules May 2022
- 2021-2022 Changes
- Audit Concerns

■ System Access

- Annual Training
- Systems Access Requirements
- Systems Modifications
- Systems Termination
- Segregation of Duties

■ Reconciliations, Reminders, & Recommendations

- Required Reconciliations
- DCPS Reports
- DCPS Manual Entry
- Process Improvement

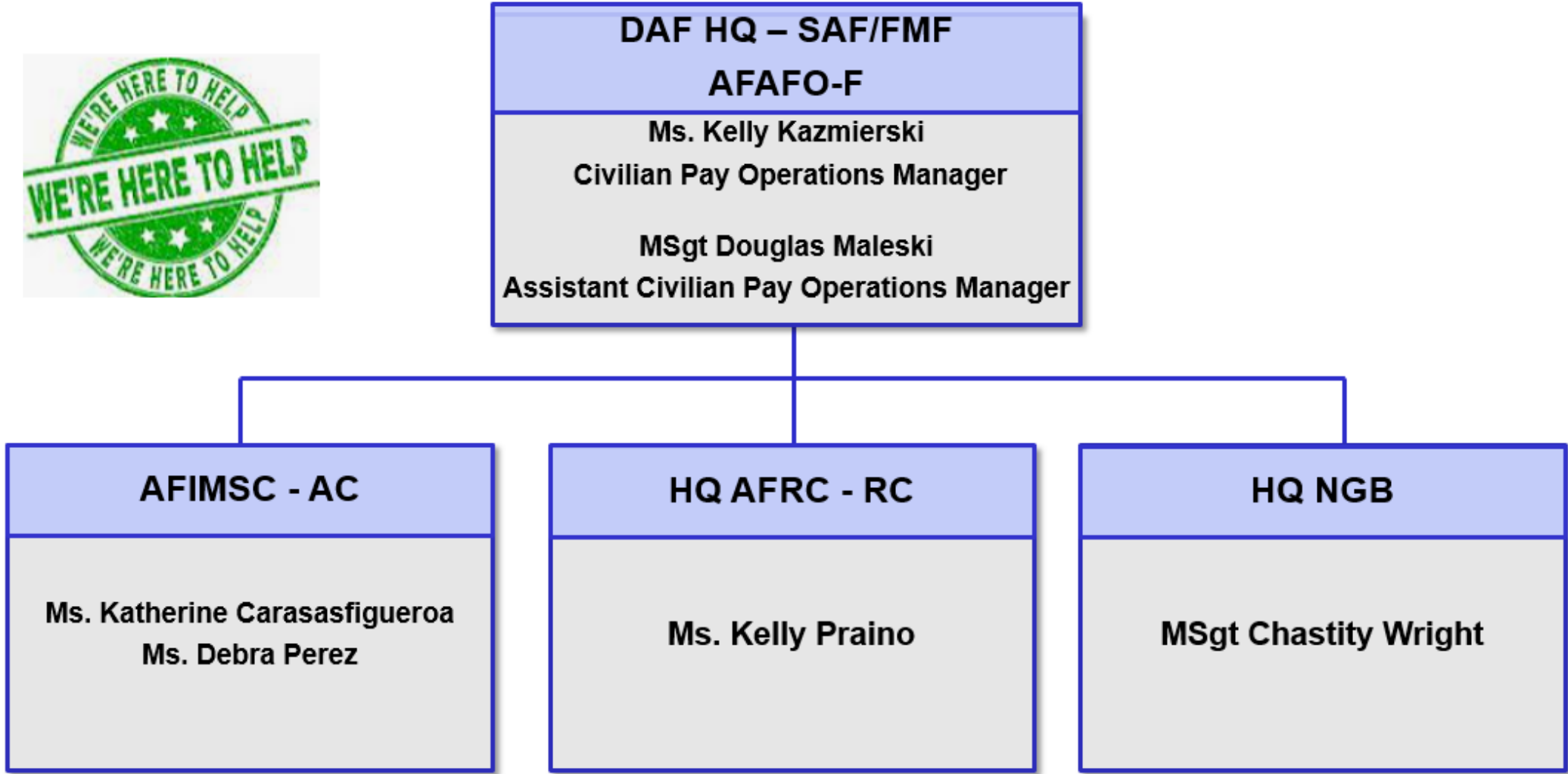


WELCOME

POCs, Goals, SCR's



Civilian Pay POCs





Goals

- **Improve Civilian Pay Program**
 - Timeliness & Accuracy
 - Training Opportunities
 - Process Improvement
 - Effective and Timely Communication
- **Foster Collaboration**
 - Ask Questions
 - Offer Ideas and Suggestions
 - Share Lessons Learned
- **Continuity**
 - Seamless Transition
 - Ultimate Goal is the Success of the Team
- **Ensure all DAF Civilians are Paid Timely and Accurately**





System Change Requests

■ **DATAAPS SCRs**

- 1. Retro time notification**
- 2. Reports by Database**
- 3. Labor Charges Report updates**
- 4. User Role Report**
- 5. LN purpose code requirement**
- 6. Leave documentation upload**
- 7. View only role**
- 8. Fitness leave by pay period**
- 9. Database banner view**

■ **DCPS SCRs**

- 1. SLRP Process Improvement**
- 2. Access limitation per User ID**
- 3. Reports export to Excel**
- 4. Certifier SSN replace with User ID**





TOOLS & RESOURCES

Training, Tools, Support



Tools and Resources

■ Training

- DFAS APAN: <https://wss.apan.org/public/DFASPS/default.aspx>
- DFAS Intelink: <https://intelshare.intelink.gov/sites/dfas/DCPS/SitePages/Manuals.aspx>
- DATAAPS: https://af.ataaps.csd.disa.mil/ataaps_AF3/help/Home.htm?cshid=446

■ DFAS Self-Service Reporting (SSR) Tool

- <https://intelshare.intelink.gov/sites/dfas/DCPS/SSRT/SitePages/Home.aspx>

■ DAF Comptroller Services Portal (CSP)

- <https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Inquiries.aspx>

■ DAF Civ Pay Office Support

- Active Component: Air Force Installation and Mission Support Center (AFIMSC)
 - AFIMSC.RMFS.CivilianPayWorkflow@us.af.mil
 - Reserve Component: HQ Air Force Reserve Command (AFRC) Civilian Pay Office
 - hqafrc.fmpq.civpay@us.af.mil
 - Air National Guard Component: HQ National Guard Bureau (NGB) Civilian Pay Office
 - NGB.FM.FM.Pay.Org@us.af.mil
-



Tools and Resources - APAN

■ DFAS APAN Webpage

■ FAQs, Helpful Links, CSR Workshop Briefings, etc.

DFAS Payroll Services One DFAS PS Public Site

Home

Welcome to the DFAS Indianapolis Payroll Services APAN Site

Welcome to the DFAS Indianapolis Payroll Services APAN Site

Frequently Asked Questions	CSR Workshop Briefings	Additional Information
Remedy Expectations	Quick Reference Documents	Topics by Remedy Title
Reference Links		

Thank you for visiting the DFAS Indianapolis Payroll Services APAN site. This site is designed with the needs of our customers in mind. We hope that you will find the information helpful in answering many of your customer service questions. For content suggestions or concerns please email: dfas.indianapolis-in/fvmbx.apan@mail.mil

Announcements

Current View Find an Item

Title	Modified
✓ FY22 Virtual CSR Workshops Save the Date	March 21

Helpful Links

Current View Find an Item

✓	URL	Notes
	Imaging Fax Cover Sheet	Use this link to build a Fax Cover Sheet for work items you wish to fax to DFAS. Items will index automatically into the
	Remedy	This link connects to the DFAS Remedy Action Request System
	Intelink Account Registration	
	DCPS Manuals	This link contains the Payroll Office Users Manual, DCPS New User Manual and the CSR Guides

	Intelink Account Registration	...
	DCPS Manuals	... This link contains the Payroll Office Users Manual, DCPS New User Manual and the CSR Guides
	DoD FMR	... This link brings you to DoD regulations- Civilian Pay is Volume 8; Debts is Volume 16, Chapter 4
	DoD Forms	... This link provides access to the DoD Issuances which provide general procedures for carrying out DoD policies
	OPM Website	... This link is for the Office of Personnel Management (OPM) and it provides a variety of guidances to include Federal benefits
	OPM Pay Tables	... This link provides the Salaries & Wages tables for GS, FWS, LEO and Senior and Executive
	Intelink	... This link connects you with DCPS training and information
	MIAP	... This link connects to Defense Civilian pay Systems (DCPS) Multi-Host Internet Access Portal (MIAP)
	DCPS Self Service Reporting Tool	... This link will take you to the DCPS Self Service Reporting Tool Home Page.
	DFAS.MIL	... This is a link to Defense Finance and Accounting Services for Civilian Employees.
	2022 Pay Period Calendar	... This link connects you to the 2022 Pay Period Calendar
	DD 2660 Instructions	... This link will take you to a set of DD2660 Instructions.
	DD 2660 (Blank)	... This link will take you to a blank DD2660.
	2022 Job Schedule	... This link will take you to a 2022 Job Schedule.
	2021 Job Schedule	... This link will take you to the 2021 Job Schedule.
	IRS 2020 W4 Form FAQ	... This link will take you to the IRS 2020 W4 FAQs.
	2021 Pay Period Calendar	... This link will take you to the 2021 Pay Period Calendar.
	DFAS PRO Systems	... This link will take you to a document that highlights the DFAS Systems and how to obtain access.
	SF-50	... This link contain additional information about SF50s.



Tools and Resources – IntelShare

■ DFAS IntelShare Webpage

■ Training, DCPS User Manual, Quick References, Forms, etc.

DEFENSE CIVILIAN PAY SYSTEM


DCPS Home	Payroll Offices	Manuals	RCD	Policies and Regulations
Tools Library	FAQs	Links	Training	Payroll Office Forms


DCPS Manuals and Guides

Due to the size of these manuals it is recommended that the PDF file be downloaded to your local drive and then opened. If a download is extremely slow or experiences a timeout, it is recommended that the file be downloaded during non-peak hours.

Some users report an issue with not being able to view the complete list of bookmarks in some documents such as the DCPS User Manual. This is a known issue that is outside of the control of DCPS I&T. Not all users are having the issue and not all PDFs are impacted. In all cases, the entire content of the manual is present even if the bookmarks are not displaying.

DCPS Manuals





[22-1 DCPS User Manual](#) - February 25, 2022

[22-1 DCPS Quick Reference Guide](#) - February 25, 2022

[22-1 Interface Specification Manual](#) - February 25, 2022

[22-1 Database Specification Manual](#) - February 25, 2022

[21-4 DCPS User Manual](#) - November 5, 2021

[21-4 DCPS Quick Reference Guide](#) - November 5, 2021

[21-4 Interface Specification Manual](#) - November 5, 2021

[21-4 Database Specification Manual](#) - November 5, 2021

[DCPS Security Standard Operating Procedures \(SSOP\)](#) - November 2021

DCPS Interface Specification Letters

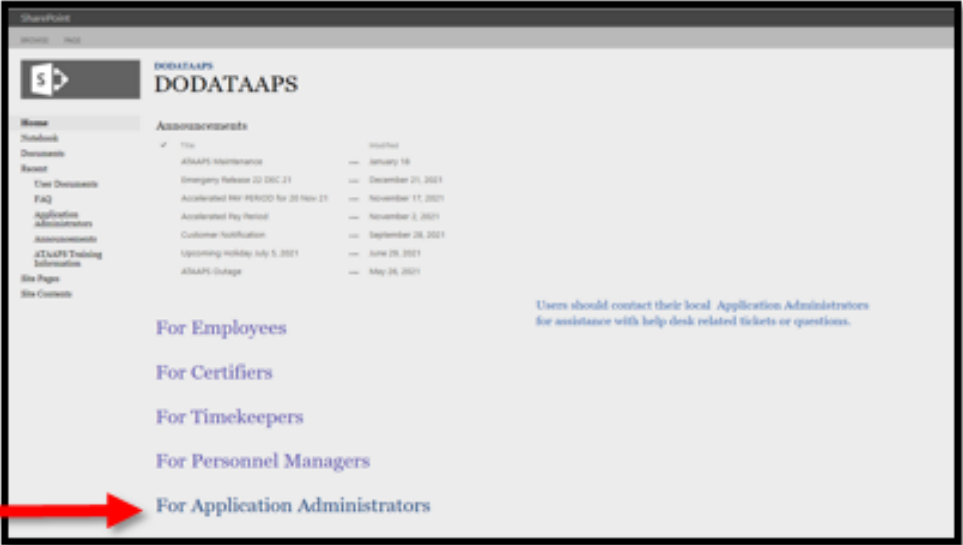
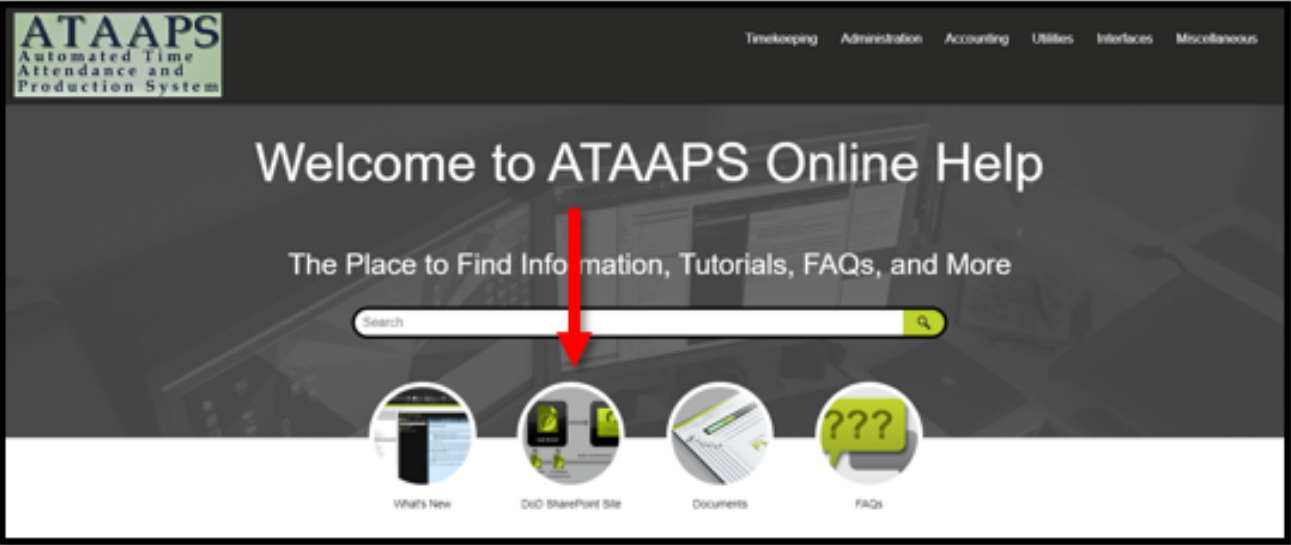
[H0319 Interface Specification Notification Letter](#)

[G0381 Interface Specification Notification Letter](#)



Tools and Resources - DATAAPS

■ ATAAPS SharePoint






Tools and Resources – SSR


■ DCPS Self Service Reporting (SSR) Tool

- All Installation CSRs must have and maintain access
- Accessible – Efficient – User Friendly
- Reduces need for many Remedy tickets

PRIVACY ACT - Controlled Unclassified Information (CUI)



Defense Civilian Pay System Self-Service Reports



Pay	Demographic	Miscellaneous
Aggregate Limitation Details Entitlements, Allowances and Incentives Pay Audit Pay History Pay Limitation Waiver	Employee Locator Employee Mailing Address Pay Rates and Appointment Data Customer Service & Time and Attendance Groups	Reconstructed Leave and Earnings Statement Record of Leave Data (SF-1150) Reissue SSA Special Pay Verification Form W-2 Reissue Self-Service Reporting IntelShare Access Report
Time and Attendance	Deductions	Retirement
Administrative Leave Continuation of Pay COVID-19 Leave Emergency Paid Leave (ARPA) Overtime	Federal Health Benefit Audit Federal Health Benefit Elections Federal, State, or Local Tax Data Life Insurance Audit Life Insurance Elections	Military Service Deposit Paid in Full Letter Reissue Military Service Deposit Payment History Details
Leave	Debt	Accounting
Leave Audit Leave History Leave Service Computation Date	Debt Case Balance and Payment History Debt Case History Details	Accounting Classification by Employing Activity Accounting Classification by Employing Organization Accounting Classification by Employee



Order of Escalation

- **Utilize installation resources first**

- Installation CSR and CPTS
- Tools and Resources

- **Escalate to component resources**

- CSP Tickets to AFIMSC, AFRC HQ, and NGB
- Component Org Boxes (email)

- **Request further escalation to AFAFO-F if not resolved**

- AFIMSC, AFRC, and NGB will elevate to AFAFO if needed
- AFAFO can elevate to DFAS Civ Pay Director or Liaison



❖ *Not all issues need to be expedited - Each one pushes all others behind*



UPDATES

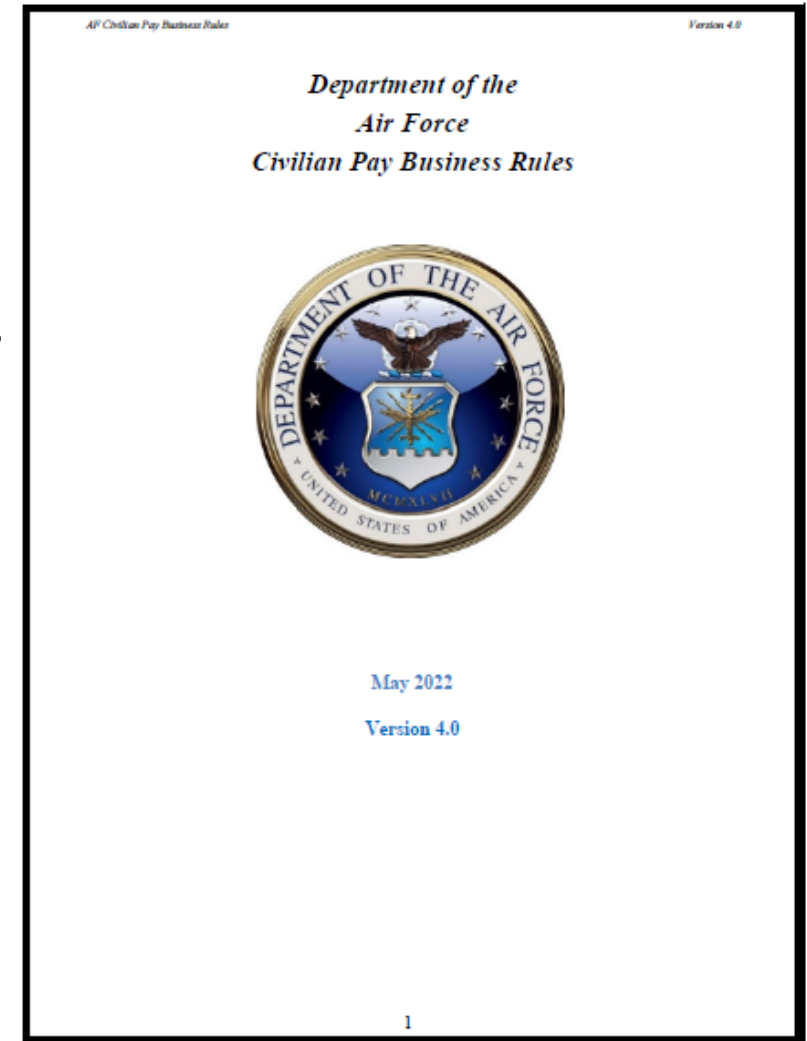
Changes, Audit Findings, Deficiencies



DAF Business Rules

■ May 2022 Updates

- Removed DFAS security training certificate
- Updated documentation retention:
 - 2 years 6 months for all reports and reconciliations
 - Included FAMS as method of document retention
- Updated DCPS Timekeeper requirements
 - Removed Key Signatory language
 - Added DCPS Timekeeper Training
- Added SSR access requirement for CSRs
- Updated Outstanding Leave Documentation Recon
- Updated Retirement Process Section
 - Updated EBIS to GRB





2021-2022 Changes

- **Paid Parental Leave**
 - Birth (DG), Adoption (DH), Foster Care (DI)
 - Parental Bereavement Leave (Leave Code Pending)
- **COVID-19**
 - Vaccine requirement paused
 - Office Quarantine (not sick)
 - Situational Telework (if telework ready)
 - Admin Leave if telework unavailable
- **Emergency Paid Leave – American Rescue Plan**
 - Effective 11 March – 30 September 2021
 - \$2,800+ biweekly limit exceeded requires timecard corrections
 - CSRs MUST work with supervisors and timekeepers to ensure corrections are made

A1C Numbered Messages: <https://usaf.dps.mil/sites/10097/A1C/numberedmessages/SitePages/Home.aspx>

DAF Covid-19 CC's Toolkit: <https://usaf.dps.mil/teams/COVID-19/SitePages/Home.aspx>



Audit Concerns

■ Primary Findings:

- Failure to provide documentation
- Incomplete/Inaccurate DD Form 2875
- Date of system access prior to date of required training certificates
- Date of system access prior to date of DD Form 577 or DD Form 2875
- Termination DD Form 2875 not completed/ Access not revoked
- Failure to provide proof of required reconciliations or reports

■ Primary Solutions:

- CSRs:
 - Must validate and maintain all system access documentation
 - Must ensure terminations and modifications are processed timely
 - Run, review, and take necessary action on all bi-weekly reports
- Civilian Pay Leads:
 - Provide training and guidance
 - Establish reminders for reconciliations
 - Promote Continuity





Audit Concerns

- ***We must maintain and provide documentation upon request!***
 - **DAF Civilian Pay Business Rules:**
 - **9.1.1. Civilian Payroll records are subject to site audit; all documents and records essential to an audit must be maintained and be available upon request.**
 - **9.1.2. Employing activities must establish a uniform practice to be followed as to the locations at which the T&A reports and related supporting documentation are to be maintained. T&A reports, together with approved applications for leave, overtime approvals, military order, jury duty certification, or other supporting documents, must be retained by the CSR, timekeeper, supervisor, or sent to a designated storage location.**
 - **9.1.4. The CSR maintains all documents used in establishing an employee's payroll account in DCPS. Additionally, any subsequent documents requiring manual input to DCPS will also be maintained (e.g., hard copy timecard, Direct Deposit Form, W-4, AF Form 3821).**
-



SYSTEMS ACCESS



Annual Training Requirements

Specialized PII

- All CSRs, Timekeepers, Certifying Officials MUST complete Specialized PII Training **annually**
- *Identifying and Safeguarding Personally Identifiable Information (PII)*
https://dl.cyber.mil/trn/online/disa_pii_v40_final_web/launch.html
 - Initial cert must be dated prior to system access
 - Training must be renewed annually to maintain access
 - **Annual training cert is an auditable document CSR is responsible to provide upon request**
- AFI 33-332, AF Privacy and Civil Liberties Program, 10 March 2020
 - 2.8.6.2. Specialized Training focuses on the privacy requirements for individuals or managers who maintain a System of Records (SORs) or manage PII on a regular basis.

DAO 101 Training

- Certifiers must complete DAO training **annually**
 - <https://usaf.dps.mil/sites/FMFC/SitePages/DAO.aspx>
-



System Access Requirements

System	Role	Training	Forms
DATAAPS	Application Administrators	<ul style="list-style-type: none">Specialized PIIATAAPS App Admin Part I v.20ATAAPS App Admin Part II v.20	DD Form 2875
	Timekeepers	<ul style="list-style-type: none">Specialized PIIATAAPS Timekeeper Training v.20	
	Certifiers	<ul style="list-style-type: none">Specialized PIIDAO 101ATAAPS Certifier v20.01	DD Form 577 (FAMS)
DCPS	CSRs	<ul style="list-style-type: none">Specialized PIIDCPS Security AwarenessTimekeeper Training*	SAAR in AMPS
	Timekeepers		
	Certifiers	<ul style="list-style-type: none">Specialized PIIDCPS Security AwarenessDAO 101	

❖ ***DAF Business Rules 2022 update added Timekeeper training for CSRs.**

❖ CSRs are responsible for reviewing all documentation *prior* to granting access, maintaining documentation, and validating annually every February.



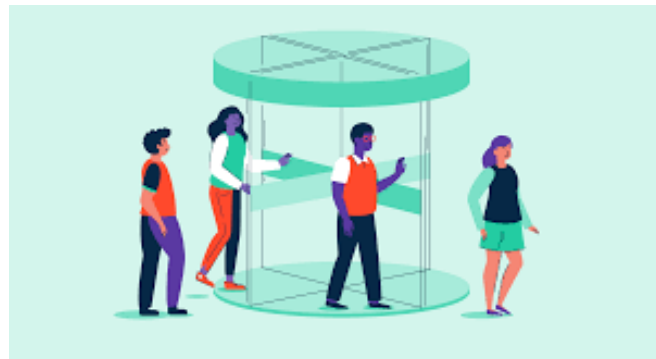
System Access Modifications

■ **DATAAPS**

- **Update 2875 immediately if the scope of responsibilities of a ATAAPS Application Administrator or Timekeeper change, and no longer need access to a particular UIC**
- **Certifiers DAO Appointment (DD-577) must be updated in FAMS if scope of responsibility changes**

■ **DCPS**

- **CSRs, Timekeepers, and Certifiers must submit AMPS role modification request if scope of responsibilities changes**





System Access Termination

When an employee is no longer performing duties requiring assigned system access:

- **ATAAPS**

- **Application Administrator or Timekeeper: Complete DD 2875 Deactivate form and terminate system access immediately**
- **Certifiers: Complete DD 577 Section IV Termination and terminate system access terminated**

- **DCPS**

- **CSR, Timekeeper, or Certifying Official: Complete AMPS role access termination**





System Access Termination

■ AF Civ Pay Business Rules 5.6.1.

- The installation CSR is responsible for all termination of civilian payroll system and application user accounts. A review of system credentials must be accomplished during the out-processing of both civilian and military individuals. The installation CSR must work with the **civilian and military** personnel office to be included on the virtual out-processing checklist as well as any hard copy civilian personnel out-processing checklist.

■ Turnover

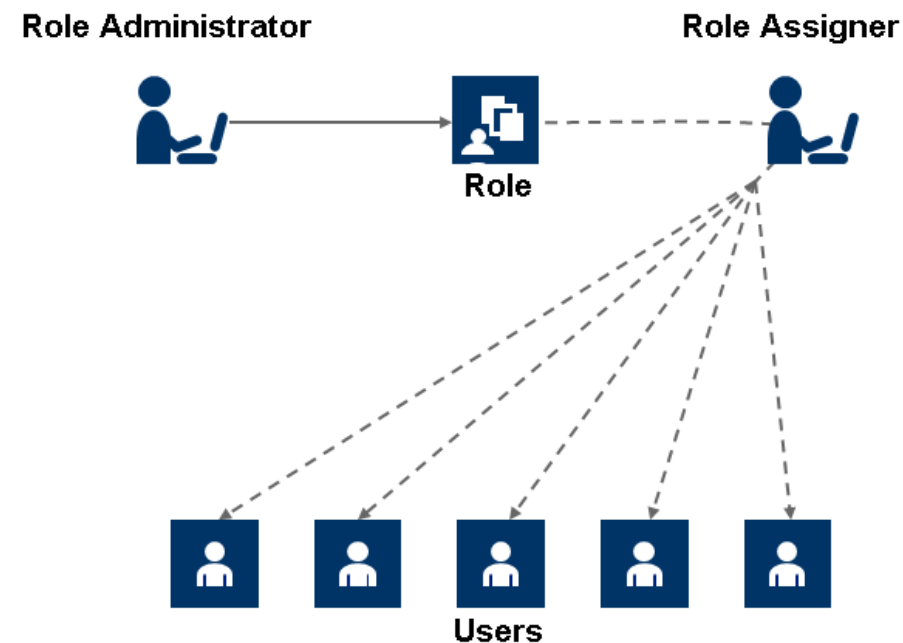
- It is critical that systems access and specific credentials to T&A applications (DCPS, DATAAPS, JOCAS II, DMAPS-TAAS) are terminated for all departing employees (mil/civ) to maintain the integrity of these applications
- *Best Practice: When a new Timekeeper or DAO request is submitted, ask who they are replacing to ensure you have processed that termination.*



Segregation of Duties

■ Segregation of Duties

- No one person will have duties performing all phases of a transaction from beginning to end without a review/oversight of some other person or persons
- No Timekeeper or Certifying Official is authorized to be Timekeeper and Certifying Official on same employee
 - CSRs must utilize the Timekeeper/Certifier Inquiry to ensure segregation of duties are maintained
- No Certifying Official may certify their own time
- CSRs will not assign capabilities to user allowing them to certify his/her own time





RECONCILIATION, REMINDERS, & RECOMMENDATIONS



Required Reconciliations

Reconciliation	Frequency	Document Retention	Responsible for Maintenance of Documentation
<u>Inactive DATAAPS User Accts >30 Days</u>	Monthly	2 years and 6 months*	CSR
<u>DTAAPS Application Administrator Access, DD 2875, and PII Cert</u>	Semi-Annually May/November	Duration of active role + 10 years after termination of account	CSR
<u>DCPS Application</u> AMPS now takes the place of DD 2875 and DD 2929 CSR/Timekeeper Access	Semi-Annually May/November	Duration of active role + 10 years after termination of account	CSR or Unit Timekeeper
<u>T&A Applications</u> DD Form 2875 Timekeeper Access	Annually/February	Duration of active role + 10 years after termination of account	CSR
<u>T&A Applications</u> DD Form 577, AO Training Cert, PII Training Cert, and Certifier Access	Annually/February	Duration of active role + 10 years after termination of account	CSR
<u>AF Form 3821</u>	Annually/October	Duration the employee is part of the org + 10 years	CSR or responsible FM Analyst

*** Updated in DAF Civilian Pay Business Rules V4 (May 2022)**



Biweekly Payroll Reports

- **Required payroll reports are listed in Ch 6 of Civ Pay Business Rules:**
 - **6.1 DCPS Reports**
 - **Missing Time/Created Leave Report (P6605R02)**
 - **Invalid Transaction Report (P6608R01)**
 - **Outstanding Leave Documentation Report (P6603R01)**
 - **Employee Activity/Organizational Change Report (P6656R01)**
 - **Master Employee Record (MER) Report – New Hire (P6643R01)**
 - **Manual Time and Attendance Entry Report (P6717R01)**
 - **6.2 ATAAPS Reports (*Timekeepers*)**
 - **Uncertified Employees Inquiry**
 - **RETRO Uncertified Employees Inquiry**
 - **Missing Time Inquiry**
-



Missing Time/Created Leave Report (P6605R02)

■ DAF Civilian Pay Business Rules:

- 6.1.1.2. **The Missing Time/Created Leave Report (P6605R02)** lists all employees within a Pay Block, Employing Activity, and Organization who did not report T&A for part or all of their regularly scheduled tour of duty. The date and hours missing are listed. *Frequency is as required and biweekly.*

REPORT NO. : P6605R02		MISSING TIME/CREATED LEAVE REPORT		PAGE 1	
REPORT DATE: 08/17/21 07:33		PAY PERIOD ENDING DATE 08/14/21		CREATED LEAVE	
T&A SITE: FNVB 00		T&A GROUP: 0000			
ACT	ORG CODE	SSN	NAME	DATE	HOURS
FMFM	FM1	XXX-XX-XXXX	DOE, JOHN Q.	08/14/21	80.00
REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY/WEEK/PAY PERIOD					
ORGANIZATION SUMMARY HRS					80.00
ACTIVITY SUMMARY HRS					80.00
T&A GROUP TOTAL HOURS					80.00
ACTION TAKEN: Validated time in ATAAPS. Timecard was not certified in ATAAPS prior to SDA run. Notified certifier and employee. Manually entered time in DCPS on mm/dd/yy.					



Invalid Transaction Report (P6608R01)

■ DAF Civilian Pay Business Rules:

- 6.1.1.3. **The Invalid Transaction Report (P6608R01)** lists all employees within Pay Block, Employing Activity, and Organization who had schedule data and T&A transactions rejected. The transaction, along with a descriptive error message is listed. **This is a mandatory report the CSR must review on a regular basis to ensure payroll transactions are processed timely and accurately.**

REPORT NO. : P6608R01		INVALID TRANSACTION REPORT		PAGE 1	
REPORT DATE: 07/29/21 20:54		PAY PERIOD ENDING DATE		RETRO	
T&A SITE: FMVB 00		TA GROUP: 0000			
ACT	ORG	SSN	NAME		
FMFM	XXXX	###-##-####	DOE, JOHN Q.		
DATE	EFF	WK	DY	JOB ORDER NUMBER	TYP HRS CD SFT CD OVRD SIGN IDC HRS/AMT E/H SIGN IDC N/D LASTHR INJNO ALTIDC
06/08/21	*	*	f		LH 0000800 0000 N
REMARKS 2032 EMPLOYEE INELIGIBLE FOR HOLIDAY CODE. TYP=R WKD=F AWS=1 HOL= DY=03 SPAN=4RETRO PAY PD END DATE 06/19/21					
DATE	EFF	WK	DY	JOB ORDER NUMBER	TYP HRS CD SFT CD OVRD SIGN IDC HRS/AMT E/H SIGN IDC N/D LASTHR INJNO ALTIDC
06/10/21	*	*	f		LH 0000300 0000 N
REMARKS 2032 EMPLOYEE INELIGIBLE FOR HOLIDAY CODE. TYP=R WKD=F AWS=1 HOL= DY=05 SPAN=4RETRO PAY PD END DATE 06/19/21					
Action Taken: Manually corrected holiday in DCPS on mm/dd/yy.					





Outstanding Leave Documentation Report (P6603R01)

■ DAF Civilian Pay Business Rules:

- 6.1.1.4. **Outstanding Leave Documentation Report (P6603R01)** provides CSR personnel with a detailed cumulative listing of all employees who have used leave requiring support documentation. The types of leave requiring documentation are court leave, military - D.C. Guard leave, law enforcement leave, and military leave. This report also identifies new employees with leave balances transferred from a Leave and Earnings Statement (LES) when the SF1150 is still pending receipt. The uncertified leave usages for each employee are listed in calendar date sequence. **Frequency is as required and biweekly.**

REPORT NO. : P6603R01		OUTSTANDING LEAVE DOCUMENTATION REPORT				PAGE 1	
REPORT DATE: 01/19/22 04:17		PAY PERIOD ENDING DATE 01/15/22					
CSR SITE: <u>FCDP 00</u>		CSR GROUP: 0000					
ACT	ORG	SSN	NAME	DATE	LEAVE TYPE CODE	HOURS	RECEIPT SF1150 PENDING
FFMM	FMFM	XXX-XX-XXXX	DOE JOHN Q	11/02/21	LC	6.00	
				11/03/21	LC	8.00	
		XXX-XX-XXXX	DOE JANE A	03/18/20	LM	4.00	
				05/13/20	LM	4.00	
				05/27/20	LM	4.00	
				06/08/20	LM	4.00	
				06/22/20	LM	8.00	
				10/02/20	LM	4.00	
ACTION TAKEN: Contacted Supervisor to obtain proof of court attendance for John Doe. Validation completed and cleared mm/dd/yy. Contacted supervisor to obtain proof of military attendance for Jane Doe. Validation completed and cleared mm/dd/yy.							



Outstanding Leave Documentation Report (P6603R01)

- CSRs must make every effort to secure required documentation to clear this report.
- Senior leadership must be made aware when an employee refuses or is unable to submit required documentation to substantiate their absence from work.
- CSRs should provide training to timekeepers and certifiers emphasizing responsibilities to review leave documentation prior to certification of timecard.
- CSRs will process a charge to annual leave in DCPS if the required documentation (e.g. Evidence of court attendance or military duty attendance) is not provided to the local payroll office within three pay periods of return to civilian status.

DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

April 28, 2022

MEMORANDUM FOR AFIMSC/RMF, AFRC/FM, and NGB/FM

FROM: SAF/FMF (AFAFO-F)
550 C Street West
Building 667, Second Floor
JBSA-Randolph, TX 78150

SUBJECT: Military Leave Validation

Due to audit requirements, DAF must have the ability to consistently provide required documentation to support all financial events, to include payments for civilian leave. DAF Civilian Pay Customer Service Representatives (CSRs) are mandated to clear the Outstanding Leave Documentation Report every pay period. Unfortunately, many CSRs are having difficulty obtaining the required documentation to support the use of military leave due to lack of documentation or confusion regarding document requirements currently outlined in AFI36-815 Enclosure 3.

Per DODI1400.25V630, AFI36-815, employees must provide administratively acceptable documentation for periods of duty 31 days or more to substantiate the leave. For periods of duty 30 days or less, employees must either provide administratively acceptable documentation or a self-certifying memorandum attesting they performed military duty during the period of military leave requested. If documentation is not provided to the local payroll office, supervisors may pursue corrective action for failure to comply with Air Force policy.

AFAFO-F is coordinating with AF/A1C to update this section of the AFI36-815. In the interim, effective immediately, when required documentation (e.g. evidence of military duty attendance) is not provided to the local payroll office within three pay periods of return to civilian status, a charge to annual leave will be processed by the CSR in Defense Civilian Pay System.

Questions regarding this topic may be addressed to AFIMSC, NGB HQ, or AFRC HQ. These offices will contact AFAFO-F for clarification if needed.

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Date: 2022.04.28 19:39:28
-0500
Eric I. Cuebas
Director, Air Force Accounting
and Finance Office – Finance

Financing the Fight



Employee Activity/Organizational Change Report (P6656R01)

■ DAF Civilian Pay Business Rules:

- 6.1.1.5. **Employee Activity/Organizational Change Report (P6656R01)** provides a listing of employing activity and/or organization updates for new hires, reassignments or separations. This report will serve as notification to the CSR to update employee level accounting information. **Frequency is as required and biweekly.** This report may also indicate a new or updated AF Form 3821 is needed.

REPORT NO. : P6656R01		EMPLOYING ACTIVITY/ORGANIZATION CHANGE REPORT			PAGE 1	
REPORT DATE: 01/11/22 22:54		PAY PERIOD ENDING DATE 01/15/22				
CSR SITE	FCDP 00					
CSR GROUP	0000					
EMPLOYING ACTIVITY	FFMM					
ORGANIZATION	FM					
SSN	TYPE	NAME	PRIOR ACTIVITY	PRIOR ORGANIZATION	DATE EFFECTIVE	PROCESSED DATE / TIME
XXX-XX-XXXX	N	DOE JANE Q			01/02/22	01/11/22
ACTION TAKEN: Validated AF 3821 is on file, and LOA accurately recorded in DCPS on mm/dd/yy.						



Manual Time and Attendance Entry Report (P6717R01)

■ DAF Civilian Pay Business Rules:

- 6.1.1.7. **Manual Time and Attendance Entry Report**- These reports capture all the manual Time and Attendance (T&A) entries made during the current pay period. The (P6717R01) is available for the Customer Service Representatives (CSRs) and the Timekeepers for their specific T&A site, to research and validate manual T&A entries and make corrections if necessary. **Frequency is as required and biweekly.**
- ****Negative/no data reports must also be maintained, though there is no action required.**


REPORT NO. : P6717R01				MANUAL TIME AND ATTENDANCE ENTRY REPORT								PAGE 1	
REPORT DATE: 01/18/22 22:59				PAY PERIOD ENDING DATE 01/15/22									
T&A SITE: FCDP 00				T&A GROUP: 0000									
ACTIVITY: FFMM				ORGANIZATION: XXXX									
AGENCY	MAJOR CLAIM	EMP ID	EMPLOYEE NAME	TIME CARD DATE	ACT CD	OLD CODE	NEW CODE	OLD DAYS/ HRS/AMT	NEW DAYS/ HRS/AMT	OLD ENV/HZ	NEW ENV/HZ	OLD NT/DIFF	NEW NT/DIF
AF	FM	xxx-xx-XXXX	DOE JOHN Q	12/31/21 A		LH		.00	8.00			.00	.00
				DATE CHANGED: 01/13/22		CHANGED BY: JANE L DOE				CPIUDLP			
				12/31/21 C	RG	LH		8.00	8.00			.00	.00
				DATE CHANGED: 01/18/22		CHANGED BY: JENNY J DOE				CPIUCA1			
				12/24/21 A		LH		.00	8.00			.00	.00
				DATE CHANGED: 01/13/22		CHANGED BY: JANE L DOE				CPIUDLP			
				12/24/21 C	RG	LH		8.00	8.00			.00	.00
				DATE CHANGED: 01/18/22		CHANGED BY: JENNY J DOE				CPIUCA1			
EMP TOTAL:				OLD HRS/DAYS/DOLLARS:		16.00		NEW HRS/DAYS/DOLLARS:		32.00			
CSR inputted time due to issue with personnel action & accelerated payroll. 04Jan2022 jld													



Master Employee Record (MER) Report – New Hire (P6643R01)

■ DAF Civilian Pay Business Rules:

- 6.1.1.6. **Master Employee Record (MER) Report – New Hire (P6643R01)** provides the payroll and CSR technician with a detailed report of new employee records that were established. The technicians will use this report to verify the appointment was entered correctly. **Frequency is as required and biweekly.**

REPORT NO. : P6643R01	MER REPORT - NEW HIRE	PAGE	1
REPORT DATE: 01/25/22 15:42	PERIOD ENDING 01/29/22		
		NO RECORDS GENERATED FOR THIS REPORT	

Negative/no data reports must also be maintained, though there is no action required.



REMINDER: DCPS Manual Entry

■ DAF Civilian Pay Business Rules:

- 2.3.2. The primary vehicle for T&A interfacing into DCPS will be through the Source Data Automation (SDA) file sent from an automated T&A application (e.g., DATAAPS, JOCAS II, and DMAPS-TA). **Every effort must be made to certify T&A within established timelines to avoid manual input into DCPS** by either a unit timekeeper or installation CSR. **Only on rare occasions should a CSR or timekeeper input an employee's T&A directly into DCPS.** These inputs may include an entire, partial or corrected timecard.
- 4.6.4.1. Adjustments made directly into DCPS can go back 26 pay periods for CONUS employees and 65 pay periods for OCONUS employees. Changes to a timecard outside of 26 pay periods must be accomplished through the local CSR. The CSR will gather all supporting documents pertaining to the prior pay period adjustment and submit via REMEDY to DFAS. **The CSR will only adjust prior pay period timecards with proper supporting documentation in DCPS when an employee or timekeeper is unable to input the adjustment in the T&A application.**
- 4.6.4.2. The employee must initiate prior pay period adjustments in DATAAPS (known as Retro Adjustments) for changes going back 26 pay periods. Adjustments outside of the 26 pay period window must be routed through the installation CSR for processing. A manual timecard signed by a supervisor with a DD Form 577 on file will be used as the source document for manual entry into DCPS.



Recommendations/Process Improvement

- **We Need Your Input!**
- **Submit Your Ideas/Input Through Your Supporting Civ Pay Office**
 - **DAF Business Rules**
 - **System Change Requests (SCRs)**
 - **Training Suggestions/Feedback**
- **Utilize Resources**
 - **CSR Conference Training**
 - **Network – Collaboration**
 - **Continuity**





Summary

- **Tools and Resources**
- **Updates**
- **System Access**
- **Reconciliations, Reminders, and Recommendations**
- **Most importantly:**



