



Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 14-PGRMD-019

DATE June 4, 2014

RESOURCE MANAGEMENT DIVISION

SUBJECT: Procedures for the Department of Defense Education Activity's Bi-Weekly Time and Attendance Review

- References:
- (a) DoD 7000.14-R, "Department of Defense Financial Management Regulation," June 2011, Volume 8
 - (b) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013
 - (c) Defense Civilian Pay System (DCPS) Customer Service Representative (CSR) User's Manual, Release 13-3¹, November 17, 2013

1. PURPOSE. This Procedural Guide documents the proper processes and procedures used for the Department of Defense Education Activity's (DoDEA) bi-weekly review of time and attendance (T&A) processed by DCPS.

2. APPLICABILITY. This Procedural Guide applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDEA Pacific), (hereafter collectively referred to as "DoDEA Area Directors"); and, all DoDEA District Superintendents, school administrators, supervisors, Human Resources (HR) specialists, and financial management specialists/technicians (also referred to as CSRs). All DoDEA employees will adhere to the procedures described in this Procedural Guide.

3. DEFINITIONS. See Glossary.

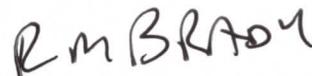
4. GUIDANCE. DoDEA will perform bi-weekly reviews to ensure the T&A processed in DCPS is complete and to confirm the payroll process for DoDEA employees is supported with complete and valid documentation. The week following the end of the pay period, DoDEA

¹ Copies of this document can be found on the Internet at
https://dfas4dod.dfas.mil/systems/dcps/consolid/Manuals/CSRUSER/13-3_CSR.pdf

reviews and reconciles DCPS-generated reports that identify erroneous transactions, display missing data and errors for the current pay period, and catalog retroactive T&A adjustments. T&A records and files will be managed according to DoD 7000.14-R (References (a)), DoD Instruction 5010.40 (Reference (b)), and the Defense Civilian Pay System (DCPS) Customer Service Representative (CSR) User's Manual (Reference (c)).

5. PROCEDURES. See Enclosure 1.

6. EFFECTIVE DATE. This Procedural Guide is effective immediately.



Robert M. Brady
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Enclosures

1. Procedures

Glossary

ENCLOSURE 1

PROCEDURES

1. DODEA AREA DIRECTORS AND HEADQUARTERS (HQ) RESOURCE MANAGEMENT DIVISION (RMD). The DoDEA Area Directors and the HQ RMD, under the authority, direction, and control of the Director, DoDEA, shall use the appropriate supervisory chain (i.e. Area HR Advisors) to direct CSRs to validate T&A through reports and quality control. These procedures include Virtual School employees.

2. CSRS. Financial specialists and technicians, collective referred to as CSRs, are responsible for conducting bi-weekly reviews and reconciliations of DCPS reports.

a. The week following the end of a pay period, the CSR runs the Invalid Transaction Report and the Missing Time Report in DCPS. As a note, the DCPS payroll records for DoDEA are housed in two databases. The CSRs are assigned access to each database based on their serviced population. The ZKA database contains records for DoDEA employees assigned to stateside locations and U.S. territories, while the ZFR database contains records for DoDEA employees assigned overseas.

b. The CSR reviews the Invalid Transaction Report and Missing Time Report before each bi-weekly payroll process is finalized. This typically occurs the Tuesday following the end of the pay period, but the cycle may be accelerated if needed (i.e. holidays or weather-related emergencies). The CSR analyzes the reports and notes discrepancies or errors in T&A, coding structure, retroactive corrections, and data entry.

c. The CSR communicates with individual employees, supervisors, and certifiers (officials authorized to approve time in the supervisor's absence) regarding any changes or issues that may affect employee pay.

d. After resolving all discrepancies, the CSR ensures DCPS is updated and error-free before finalizing the bi-weekly payroll.

e. Once the review is finalized, the bi-weekly payroll in DCPS is ready to be processed by the Defense Finance and Accounting Services (DFAS). Payroll processing is controlled automatically by DFAS.

f. The CSR maintains a copy of the initial report and attaches supporting documentation used to resolve discrepancies, including e-mails, corrected time cards, and Memoranda for the Record (MFRs). The CSR also prints and attaches the final report to the package, certifying that no T&A errors persist.

g. The CSR retains the bi-weekly review, reports, and supporting documentation for each pay period for at least six years and three months. The file can be electronic or hard copy so long as the file plan is documented appropriately.

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

CSR	Customer Service Representative
DCPS	Defense Civilian Pay System
DDESS/DoDDS-Cuba	Domestic Dependent Elementary and Secondary Schools (and Cuba)
DFAS	Defense Finance and Accounting Services
DoD	Department of Defense
DoDDS	Department of Defense Dependents Schools
DoDDS-E	Department of Defense Dependents Schools-Europe
DoDEA	Department of Defense Education Activity
DoDEA-Pacific	Department of Defense Dependents Schools-Pacific (including Guam)
HQ	Headquarters
HR	Human Resources
MFR	Memorandum for the Record
RMD	Resource Management Division
T&A	Time & Attendance

PART II. DEFINITIONS

Invalid Transaction Report. This report displays exceptions and inconsistencies in T&A data for the current pay period, as well as errors between the reported T&A and the payroll and personnel information in DCPS. This report includes invalid retroactive transactions.

Missing Time Report. This report compares missing time exceptions from DCPS to the recorded T&A. The Missing Time Report informs the CSRs of specific employees in the system with missing time or no time entered for the current pay period.