CIVILIAN PAYROLL Orientation

HQ Comptroller
Budget and Execution
Civilian Payroll Office

What We Do ….

- *Your Payroll Office* manages two applications:
  - the time and attendance system (DAI-OTL)
  - the payroll system (DCPS)

- *Your Payroll Office* inputs your EFT banking info and tax info. (You are paid by direct deposit.) After your Payroll Office inputs the banking and tax info the first time, you are responsible for maintaining it in MyPay.
  - Be sure your pay docs are completed correctly. If you live in VA, you should be paying VA state tax, not MD.
  - If you have a temporary address, you must ensure your state tax is correct.
  - If you will be living in MD, you must pay MD state tax plus the appropriate county tax.

- *Your Payroll Office* inputs leave balances when you transfer from a non-DFAS paying agency with no break in service.
  - If you are going to use leave during your first pay period, you should have your payroll office verify your leave balances. (Payroll can only input annual and sick leave.)

- *Your Payroll Office* re-stablishes your TSP loan re-payment when they are interrupted as a result of employee transfer to new agency.. If you have a TSP loan, be sure the loan is transferred timely. You are responsible for any missed payments.

- *Your Payroll Office* trains Timekeepers and Certifiers. They train YOU!

- OUR PAYROLL OFFICE ID NUMBER IS 97380600

Defense Agency Initiative – Oracle Time and Labor

What Is It?

- Time and attendance system implemented in 2021
- OTL Url: https://ebs.dai.csd.disa.mil
- Self-paced computer based training available online:
- UPK - DAI Global Model (disa.mil)
- Get to know your staff agency's Super timekeeper and Limited Timekeeper.
- Limited Timekeeper is first line help desk for time and attendance and pay inquiries.
- 1st pay period work schedule is typically AWS 0/Straight Schedule of Mon-Fri 8 hours

Employee Responsibilties

- Ensure payroll documents are current and accurate on your EOD date particularly mailing addresses
- Submit Manual Timecards to Supervisor/Timekeeper until Systems access authorized
- Request Systems Access
- Submit timecards for approval within requested timelines/prior to taking leave
- Co-ordinate with timekeepers/supervisors to ensure timecards approved within requested timelines

Employee Responsibilties

- Request and obtain approval from supervisors prior to using leave and report unscheduled absences •
- Ensure approval for all overtime and compensatory time in advance of the work being performed
- Perform attestation o Attestation refers to an employee affirming T&A information to be accurate o Employees should affirm each entry is correct and complete, e.g., Employee Time User in DAI or the equivalent in other T&A systems
- Record hours accurately o Employee may be subject to disciplinary and potential criminal charges for fraudulent claims

Employee Responsibilties

- Validate Leave and Earnings Statements (LES) to ensure accuracy, including leave balances and accruals
- Immediately notify your supervisor/DAO, timekeeper, or certifier of errors on LES
- Contact your in-house timekeeper or Customer Service Representative (CSR) for T&A assistance

Employee Responsibilities Continued

- Contact assigned Timekeeper for assistance

- **Note:**
  Unapproved timecards will not be transmitted to DFAS. This may result in a charge to available annual leave balance or Leave Without Pay (LWOP) Corrections can take 1-2 pay periods to resolve

Employee Responsibilities Continued

- Contact assigned Timekeeper for assistance

- **Note:**
  Unapproved timecards will not be transmitted to DFAS. This may result in a charge to available annual leave balance or Leave Without Pay (LWOP) Corrections can take 1-2 pay periods to resolve

Employee To Do List- For first pay period*

- Step 1- Log into OTL and ensure Employee Time User Responsibility and USMC Notifications are displayed in Navigator (landing page)
  - Only applies to employees who do have access to computer to enter time
  - If employee did not have access to SLDCADA, they may not have access to OTL (e.g. lacked a CAC PKI, email account in SLDCADA, or are new hires)
- Step 2- Put timecard into "working status" (make one change and save)
  - Modify timecard to add the EHO** and actual hours
  - Include clock hours if already required at command level
- Step 3- Enter actual TOD change Requests if OTL is incorrect
  - Notify your Timekeeper if you get an error with TOD change request
- Step 4- Absence and Premium Requests
  - Employees are still required to gain supervisor approval for Absence and Premium regardless of ability to request in OTL
  - Normally in OTL requests are required to be submitted prior to the event
  - Absence Requests are limited to 30 days out until further notice
- Step 5- At end of pay period, attest and submit timecard
- Optional- Email notification turned on by individual (review email address)

Key Points for Employees and Supervisors

- **EMPLOYEES WILL GET PAID**
- The URL for OTL will be sent to employees by Timekeeper after HQMC approves release of the URL
- Distribution of URL may be held until Wednesday or Thursday afternoon EST
    - Mass load of military supervisors is still pending
    - To allow Timekeepers to load employees into Timekeeper Groups
    - Allow Timekeepers to run reports and review for errors
- Employee ARMS status will NOT impact access to OTL to access timecard for the first pay period
- FOLLOW ARMS phasing plan – Timekeepers, Supervisors, IO, and other critical roles must be priority
- Please communicate via your Timekeepers – they will be the **critical communication link** to HQMC

Supervisor To Do List

- Step 1- Supervisors, when able to log into OTL, set up at least 3 proxies
  - Proxies must be identified as supervisors in DCPDS
  - One command level default proxy supervisor should be identified by supervisors to set up as a Proxy
  - Military supervisors will not be able to access OTL before Thursday 22 July
- Step 2- Email notification turned on by individual (check email address)
- Step 3- Check USMC notifications every morning to see employee requests
- Step 4- Approve TOD, Absence, and Premium Requests
  - Complete within 14 days to avoid escalation to employee's 2nd level supervisor
  - 14 days will be reduced to a lesser number of days
  - Once the 2nd level supervisor receives the request, the 1st level supervisor no longer can access the request
- Step 5- Approve employee amended and submitted timecards
  - Must address submitted timecards within 72 calendar hours or timecard will be escalated to employee's 2nd level supervisor and no longer be available to 1st level supervisor
  - During first pay period, employees will be notified by Timekeepers to hold off on submissions until 2nd week of pay period

Supervisor Responsibilities

Authority to Certify Time and Attendance

- Supervisor/DAO may be dual-hatted as a certifier
- Supervisor/DAO can be either civilian or military
- The certification of T&A constitutes authorization for the expenditure of government funds
- Each employee's T&A must be certified correctly by the employee's supervisor, acting supervisor, other equivalent official, or a higher-level manager authorized to act as an alternate certifier
- T&A certification approval is delegated to you by your Command
- Ensure you are properly trained on the T&A system used
- Ensure you are properly trained on all internal T&A policies
- T&A certification must be made individually for each employee, and a handwritten or automated signature must be provided for each time card

Supervisor Responsibilities

Authority to Certify Time and Attendance

- Recording and certifying T&A is made by the individual most knowledgeable of the time worked by the employee, either by personal observation or work output and the absence of the employee involved This is usually the immediate supervisor or another delegated official
- Ensure T&A is submitted in a timely manner according to the submission
- schedules established by your Major Command or Activity
- Follow all internal T&A policies established by your Major Command or
- Activity
- Make sure to keep your T&A certification credentials or any training requirements required by your Command up to date, i.e., letters of delegation, signature cards, DD Form 577 (if required), and annual refresher training, etc.
- Training would include this course and any others that your Command requires as a part of your certifying responsibilities or automated signature must be provided for each time-card

Supervisor Responsibilities

- Request Systems access (Request all roles)
- Notify Timekeepers of all new hires/separations/ management directed reassignments
- Review timecard substantiating documents

Supervisor Responsibilities Continued

- Ensure employee timecard submission in accordance with official work schedule
- Ensure employee timecard submission in accordance with official work schedule
- Establish at least 3 OTL proxies

Timekeeper Responsibilities

- Super Timekeepers:
  - Responsible for Employing Activity
  - Assist employees with obtaining systems access
  - Train Limited Timekeepers, Employees, Supervisors
- Limited Timekeepers:
  - Responsible for a work section – Primary POC

Time and Attendance Schedule

Routine Schedule:

Prior pay approval status NLT 1100 2nd Thursday
Employee Submit current pay period status NLT 1100 2nd Thursday
Supervisor Approval NLT 1100 2nd Friday
Final Pay period end correction Approval NLT 1100 1st Monday of new pay period

Accelerated Schedule (24 Hrs):

Prior pay approval status NLT 1100 2nd Wednesday
Employee Submit current pay period status NLT 1100 2nd Wednesday
Supervisor Approval NLT 1100 2nd Thursday
Final Pay period end correction Approval NLT 1100 2nd Friday

Note:
Unapproved timecards will not be transmitted to DFAS. This may result in a charge to available annual leave balance or Leave Without Pay (LWOP) Corrections can take 1-2 pay periods to resolve

Account Access

- See your Timekeeper to obtain a DAI account. (Must have CAC card first.)

- OTL Account Creation is a Two-Step Process:
- **Step 1 - Submit an Access Request in ARMS.**
- **Step 2 - Request OTL Role(s)**

Employees must complete a manual timesheet and turn in to Limited Timekeeper or supervisor each pay period until systems access to OTL is obtained

FAQs to Remember

- Defense Civilian Payroll System (DCPS) is the payroll system that produces your paycheck and LES.
- You will be paid on the 3rd Friday and every other Friday from then on. Some banks have pending deposit on Thursday. Funds are available on Friday. If payday is a holiday, you will be paid on Thursday.
- DCPS calculates your annual and sick leave balances and keeps track of all other leave
  - Sick Leave – all employees accrue 4 hours each pay period
  - Annual Leave – employees accrue either 4, 6, or 8 hours
  - You can use your leave in the first pay period you're hired – not recommended
  - **If you transferred in and need to use your leave immediately, see your Payroll Office to ensure your leave has transferred. (Provide copy of last LES with losing organization)**
- If you are a military reservist, you are entitled to 120 hours of military leave per fiscal year. Be sure you notify HR of your reserve status.
- Use the proper code in OTL when drilling and submit a copy of your military orders to your Limited Timekeeper and/or supervisor.
- When mobilizing to active duty provide HR and Civilian payroll a copy of all orders and modifications
- If you have a service-connected disability rating of 30% or higher and meet certain other criteria you may be entitled to up to 104 hours of Disabled Veteran Leave. Please see HR.

Questions To Ask Your Supervisor

Who is:

A. My limited timekeeper

B. My super timekeeper

Limited timekeepers are your first point of contact for all time and attendance and civilian payroll inquiries

What's Next?

- See your Timekeeper to obtain a DAI account.
  (Must have CAC card first.)

- Wait for your first pay check for your MyPay account.

- Once you have your MyPay account
  - Verify Home address, EFT, Federal and State Tax
  - Read your Leave and Earnings Statement (LES)
  - Set up Allotments
  - Download your W-2

Resource Links - PAGE 1 OF 2

The below links can be Copied and Pasted into your Browser. If you cannot Click on the Link.

DAI:

DAI OTL - https://ebs.dai.csd.disa.mil/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE

For Access to your Timecard.

DISA - https://miap.csd.disa.mil/portal.html

MyPay:-

MyPay - https://mypay.dfas.mil/#/

MyPay – For Access to your LES, Tax Statements, Debt Letters, etc.

This is where you can apply for Pay Changes e.g. Allotments, Direct Deposits, Federal Withholding (IRS Form W-4), Sate Withholding.

DFAS Resources:-

DFAS - Home - https://www.dfas.mil/

Affordable Care Act - https://www.dfas.mil/taxes/aca/

AskDFAS - Tax Statement Reissue Request - https://corpweb1.dfas.mil/askDFAS/custCategories.action?pgModId=5060

How to Read Your LES - https://www.dfas.mil/civilianemployees/understandingyourcivilianpay/LES/

Resource Links – Page 2 of 2

The below links can be Copied and Pasted into your Browser. If you cannot Click on the Link.

GRB Platform:-

GRB - https://civbenefits.dc3n.navy.mil/account/post-login

View/change enrollments, allotments.

Health Insurance (FEHB) – View your Coverage/Cost.

Federal Employees Group Life Insurance (FEGLI) Program - View your Coverage/Cost/Change Enrollment

Federal Dental and Vision Insurance Program (FEDVIP)

Thrift Savings Plan (TSP) – View/Change Allotments.

OPM - EOPF (Electronic Personnel Folder)

EOPF - https://opf.opm.gov/login/

EOPF, Access to all your Historical Personnel Actions throughout your Govt Career: SF50, SF52, SF28##(Benefits). SF1150(Payroll), TSP Enrollment.

BENFEDS:-

Benfeds - https://www.benefeds.gov/

Research, Enroll, Pay for voluntary benefits, Federal Employees Dental and Vision Insurance Program (FEDVIP).

Questions