



National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS
39529-6000
www.nssc.nasa.gov

NASA Shared Services Center Service Delivery Guide

NSSDG-9620-0001 Basic Version 1.0

Effective Date: August 27, 2012
Expiration Date: August 27, 2017

PAYROLL PROCESSING

Responsible Office: Financial Management Division

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 2 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

Approved by

/s/ Kenneth L. Newton
Kenneth L. Newton
Director, Service Delivery Directorate

October 24, 2012
Date

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 3 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

DOCUMENT HISTORY LOG

Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	08/27/2012	<ul style="list-style-type: none"> • Deleted Missing Timesheets, DOI notifies of missing timesheets • Deleted Transfer and Separation Report, DOI performs this • Delete Family Assistance Fund, DOI inputs allotments • Create Separate SDG's for Taxes and Leave Programs. • Document originated under NSSC-FM-SDG-0004 Payroll Time and Attendance SDG, and has been divided into three separate SDGs: NSSDG-9620-0001 Payroll Processing NSSDG-9620-0002 Leave Programs NSSDG-9620-0003 Awards and Taxes

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 4 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

TABLE OF CONTENTS

INTRODUCTION.....	6
PROCESS 1 - ALTERNATE WORK SCHEDULE (AWS) CHANGE REPORT	7
PROCESS 2 - BI-WEEKLY CLEAN-UP PROCESS.....	10
PROCESS 3 - BI-WEEKLY CLOSE-OUT	16
PROCESS 4 – “ERRORS AND MISSINGS”	40
PROCESS 5 - HOLIDAY CLOSE-OUT PROCESS.....	43
PROCESS 6 – LEAVE AND EARNINGS STATEMENT, SF1150S, OR EMPLOYEE DATA TRANSFERRED IN LIEU OF SF1150.....	47
PROCESS 7 – PAYMENT OF COMPENSATORY TIME.....	50
PROCESS 8 - PAYMENT OF CREDIT HOURS	53
PROCESS 9 - REISSUE OF PAYMENT.....	56
PROCESS 10 - SALARY GARNISHMENTS.....	59
PROCESS 11 - SETTLEMENTS: EEO AND NEGOTIATED SETTLEMENT PAYMENTS	61
PROCESS 12 - SUPPLEMENTAL PAYMENT REQUESTS	63
PROCESS 13 – OVERSEAS SET-UP	68
PROCESS 14 - PERIODIC UPDATES (BI-WEEKLY AND ANNUALLY)	75
PROCESS 15 - OVERSEAS EMPLOYEE RETURN PROCEDURES	80

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 5 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

PROCESS 16 - PRIOR PAY PERIOD ADJUSTMENTS 83

PROCESS 17 - HARDCOPY PRIOR PAY PERIOD ADJUSTMENTS..... 90

PROCESS 18 - EXPIRING PRIOR PAY PERIOD ADJUSTMENTS (PPPA) 94

METRICS 97

SYSTEM COMPONENTS 99

NEW SYSTEMS 100

CUSTOMER CONTACT CENTER STRATEGY 101

VISIO CROSS FUNCTIONAL FLOWCHART PROCESS FLOWS 102

APPENDIX A..... 117

APPENDIX B..... 118

APPENDIX C 121

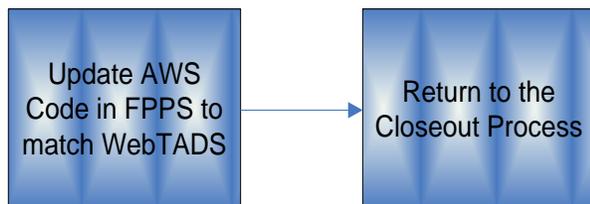
NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 6 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

Introduction

The NASA Shared Services Center Payroll Department reviews, validates, and delivers time and attendance data to the Department of the Interior (DOI) and acts as liaison between employees and the DOI. Furthermore, the NSSC generates supplemental payments, tracks and pays Payroll for overseas employees and processes Prior Pay Period Adjustments.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 7 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 1 - Alternate Work Schedule (AWS) Change Report



Roles & Responsibilities

The AWS report is a report used by the NASA Payroll Office (NPO) to determine necessary AWS code changes to Federal Personnel/Payroll System (FPPS).

WebTADS is updated daily from FPPS. The “AWS Code Change” report only shows entries for those employee’s whose work schedules and hourly totals do not match.

The NPO will use this report during the Closeout process to notify DOI via Message Form in WebTADS for Payment of Credit Hour Balance. For Payment of Credit Hours, refer to the Closeout Procedure.

Process 1- Alternate Work Schedule (AWS) Change Report		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Update the current AWS code in FPPS to match WebTADS. Note: This process is a part of the Closeout process. In order to change the AWS, the AWS report from the Closeout process must be referenced.	1.1. Log-on to FPPS via the Internet. https://securefpps.nbc.gov/ 1.1.a Job Aide α 1.2. Change the Alternate Work Schedule (AWCG). 1.2.a. Job Aide α Note: For a mapping of AWS codes, refer to the AWS codes file located on the NSSC shared N:\ drive at \\Nsscfs01p\nssc-shared\Payroll\Bi-weekly Payroll\AWS Tour Types.	1.1.a.i. Click [Logon] . 1.1.a.ii. Enter User ID & Password. 1.1.a.iii. Click [OK] . 1. 2.a.i. Type AWCG in the FPPS Command box in the upper right corner and click [Go] . Or

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 8 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

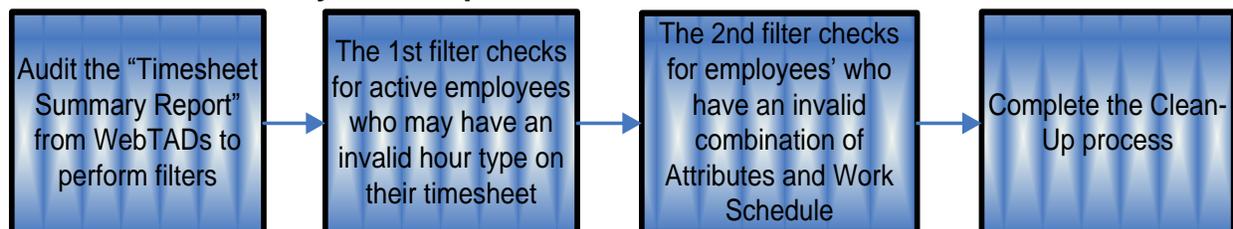
Process 1- Alternate Work Schedule (AWS) Change Report		
Roles and Responsibilities	Action	Tips
		<p>Click [Personnel], [Requesting Personnel Action], [Alternate Work Schedule Change (AWCG)].</p> <p>1.2.a.ii. Enter the employee's social security number (SSN).</p> <p>Note: The Effective Date should always be the first day of the pay period. In some instances, the first day of the pay period will not work, if this happens then search the employee's SF50/52 history (TRAC command) for the true Effective Date. If the SF 50/52 action is <u>not</u> complete, then contact HR to mature the action.</p> <p>1.2.a.iii. Click [OK].</p> <p>1.2.a.iv. Select the appropriate alternative work schedule code. (Should be N – Not Applicable)</p> <p>1.2.a.v. Change the hours schedule for Week 1 and Week 2 at the bottom of the screen to correspond with the hours from the AWS report.</p> <p>Note: This information is given in the second WebTADS Pay Period Column of the AWS Change Report and will</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 9 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 1- Alternate Work Schedule (AWS) Change Report		
Roles and Responsibilities	Action	Tips
	<p>Output: Updated the FPPS system with the proper Work Schedules.</p>	<p>correspond to the current pay period you are processing.</p> <p>1.2.a.vi. Select [OK]. When asked do you want to update, click [Yes].</p>
<p>Step 2</p> <p>[NSSC, Service Provider]</p> <p>Refer back to Process 3 – Bi-Weekly Close-Out.</p>	<p>Output: Returned to the Bi-Weekly Close-Out Process.</p>	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 10 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 2 - Bi-Weekly Clean-Up Process



Roles & Responsibilities

The clean-up procedure is processed bi-weekly on Day 13 of the Pay Period. The process schedule is subject to change based on a Holiday, but notification of change will be provided.

When conducting this process, please utilize the **Clean-Up checklist**, (Appendix A) as necessary.

Adobe Acrobat Professional will be used to consolidate all of the filters and results. Refer to the **Adobe Consolidation Procedure**, (Appendix C).

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Audit the "Timesheet Summary Report" from WebTADs to perform filters. Note: Any actions taken to correct the employee's attributes (i.e. changing the night diff. flag to yes) can only be changed on an unapproved timesheet.	1.1. Log-on to WebTADS via the Internet. 1.1.a. Job Aide α 1.2. Save and Open the "Timesheet Summary Report." 1.2.a. Job Aide α	1.1.a.i. Click Log In. 1.1.a.ii. Under Agency Access click on applicable Center. 1.2.a.i. Click [Reports] located on the toolbar. 1.2.a.ii. Scroll down to the "Administrative Reports" section. 1.2.a.iii. Click the  (Excel) icon by the "Timesheet Summary Report." 1.2.a.iv. Click [Save] when pop-up box appears. 1.2.a.v. Save to Desk Top.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 11 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	Action	Tips
	Output: Saved “Timesheet Summary Report” to desktop for Audit.	1.2.a.vi. Click [Open] .
<p>Step 2</p> <p>[NSSC, Service Provider]</p> <p>Identify and correct invalid hour types.</p> <p>The 1st filter checks for active employees who may have an invalid hour type on their timesheet.</p>	<p>2.1.a. Job Aide α</p> <ul style="list-style-type: none"> If the filter produces no data, <u>proceed to the next Step.</u> If the filter produces data, continue with the following: <p>2.2 Review the current timesheet for each employee listed as to inquire why they have an invalid hour type.</p> <p>2.2.a. Job Aide α</p>	<p>2.1.a.i. From the toolbar, select the following filter:</p> <p>[Invalid Hour Type] Filter</p> <p>2.1.a.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>2.1.a.iii. To capture results open a Word document.</p> <p>2.1.a.iv. Type Filter 1: then results or no results on top of Word document.</p> <p>2.1.a.v. Hold down the <u>CTRL and V</u> buttons simultaneously to copy under the text 1st filter. The copied image should appear.</p> <p>2.1.a.vi. Move back to the “Timesheet Summary Report.”</p> <p>2.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>2.2.a.ii Enter the employee’s Social Security number and click [Query].</p> <p>2.2.a.iii. Select the</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 12 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	Action	Tips
	<p>2.3 Use the employee's Attendance Code Group (ACG) code to verify the available hour types.</p> <p>2.3.a Job Aide α</p> <p>2.4. Delete the invalid hour type from the employee's timesheet.</p> <p>2.4.a. Job Aide α</p>	<p>applicable employee.</p> <p>2.2.a.iv. Once the Current timesheet appears, click on the  (Leave Balances) icon.</p> <p>2.2.a.v. Look up the ACG code located in the "WebTADS Attributes" section.</p> <p>2.2.vi. Refer to the ACG spreadsheet (located at \\Nsscfs01p\nssc-shared\Payroll\Bi-weekly Payroll\ACG Spreadsheets), which contains a list of all available hour types for each ACG code.</p> <p>2.2.a.vii. To get back to the employee's timesheet, click the  (Edit Timesheet) icon by the employee's name.</p> <p>2.3.a.i. Compare the hour types listed on the employee's timesheet to the hour types available under the employee's ACG code.</p> <p>2.4.a.i. Go to the incorrectly listed hour type.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 13 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	Action	Tips
	<p>2.5. Type Corrective Action information on the Filter 1 Word document and click [Save].</p> <p>Output: Completion of the 1st Filter.</p>	<p>2.4.a.ii. Click the red [X] by “Delete Project.”</p>
<p>Step 3</p> <p>[NSSC, Service Provider]</p> <p>Identify and correct invalid attribute and work schedule combination.</p> <p>The 2nd filter checks for employees who have an invalid combination of Attributes and Work Schedule.</p>	<p>3.1.a Job Aide α</p> <ul style="list-style-type: none"> If filter produces no data, <u>proceed to the next Step</u>. If filter produces data, continue with the following. <p>3.2 Review all employees’ timesheets to inquire why they have an invalid combination of Attributes and Work Schedule.</p> <p>3.2.a. Job Aide α</p> <p>Note: the ACG Descriptions located on</p>	<p>3.1.a.i. From the toolbar, select the following:</p> <p>[Attributes and work Filter] Filter</p> <p>3.1.a.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>3.1.a.iii. To capture results open the Word document.</p> <p>3.1.a.iv. Press <u>Ctrl and V</u> simultaneously to paste the results under the 2nd filter. The copied image should appear.</p> <p>3.1.a.v. Move back to the “Timesheet Summary Report.”</p> <p>3.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>3.2.a.ii. Enter the</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 14 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	Action	Tips
	<p>the Shared Drive should be utilized.</p> <p>3.3 Compare the Attributes, Pay Plan, and Work Schedule Code; making sure they match.</p> <p>3.3.a. Job Aide α</p> <p>3.4 Type Corrective Action information on the Filter 2 Word document and click [Save].</p> <p>3.5 Close the “Timesheet Summary Report”, <u>proceed to Step 4.</u></p> <p>Output: Completion of the 2nd Filter.</p>	<p>employee’s Social Security number and click [Query].</p> <p>3.2.a.iii. Select the applicable employee.</p> <p>3.2.a.iv. Once the Current timesheet appears, click on the  (Leave Balances) icon.</p> <p>3.2.a.v. Under the “WebTADS Attributes” section, check all of the employee’s Attributes.</p> <p>3.2.a.vi. Under the “Payroll Attributes” section, check the Pay Plan and Work Schedule Code.</p> <p>3.3.a.i. Refer to the ACG Descriptions (located on the shared drive), which contains a list of pay differences by ACG code.</p> <p>3.3.a.ii. Correct flags to N or Y based on the employees ACG number.</p>
Step 4	4.1. Make sure that all the Clean-up reports created in steps 2 and 3 are	Save the PDF on the N:/Drive in Payroll Folder >

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 15 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

Process 2 – Bi-Weekly Clean-Up Process		
Roles and Responsibilities	Action	Tips
[NSSC, Service Provider] Complete the Clean-up Process.	consolidated as a PDF and the information has been verified. Output: Completion of the Clean-Up Process and the consolidation into a PDF file.	year > Pay Period > Center.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 16 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 - Bi-Weekly Close-Out



Roles & Responsibilities

The Closeout procedure is used to catch any mistakes involving employees' timesheets.

The Closeout procedure is processed bi-weekly on Monday, day 2 of the Pay Period, and also on the Monday following the end of the pay period being processed. The process schedule is subject to change based on a Holiday, but notification of the change will be provided

Utilize the **Close-Out Checklist** (Appendix B) as the reports are completed.

Adobe Acrobat Professional will be used to consolidate all reports and their results. Refer to the **Adobe Consolidation Procedure**, (Appendix C).

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
<p>[Center WebTADS Administrator]</p> <p>Release WebTADS data to NSSC (Control Activity).</p> <p>Step 1</p> <p>[NSSC, Service</p>	<p>1.1. Log-on to WebTADS via the Internet.</p> <p>1.1.a Job Aide α</p>	<p>(Note: At the end of the pay-period, Center WebTADS Administrators lock WebTADS so that no further changes can be made to the system by the users and review the WebTADS time and attendance data for completeness and accuracy. The Center WebTADS Administrator works with the Center Payroll Administrator, employee, and/or employee supervisor to resolve any discrepancies.</p> <p>1.1.a.i. Click on Login.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 17 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
<p>Provider]</p> <p>Verify WebTADS status is in Lockout-NPO. (Control Activity)</p> <p>Note: Utilize the Close-Out Checklist.</p>	<p>1.2. Verify the Dashboard is locked.</p> <p>1.2.a Job Aide α</p> <ul style="list-style-type: none"> If Dashboard is locked, proceed to <u>Step 2</u>. If Dashboard is unlocked, <u>contact Center Payroll Office (CPO) to lock the dashboard</u>. Once CPO states that they locked the dashboard, go back to Step 1.2 to verify. <p>Output: Lockout status (Lockout – NPO) has been verified.</p>	<p>1.1.a.ii. Under Agency Access click on Center.</p> <p>1.2.a.i. Click [Administration] located on the toolbar.</p> <p>1.2.a.ii. Beside Dashboard, click the Go button.</p> <p>The following will be shown:</p> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p style="text-align: right;">Payroll check completed at 04/17/2006 10:56:35 by ***** (PP 04/02/2006 - 04/15/2006)</p> </div>
<p>Step 2</p> <p>[NSSC, Service Provider]</p> <p>Audit the “Holiday Reports.” (Control Activity)</p> <p>Note: Run the Holiday reports only if there is a Holiday in the pay period being processed.</p>	<p>2.1. Refer to the Close-Out Holiday Procedures on page 44.</p> <p>Output: Audited employee timesheets for Holiday eligibility.</p>	
<p>Step 3</p> <p>[NSSC, Service Provider]</p> <p>Audit the “AWS Report.” (Control Activity)</p> <p>The AWS report lists a</p>	<p>3.1. Save the “AWS Report.”</p> <p>3.1.a Job Aide α</p>	<p>3.1.a.i. Click [Reports] located on the toolbar.</p> <p>3.1.a.ii. Scroll down to the “Administrative Reports” section.</p> <p>3.1.a.iii. Select the “Alternative Work Schedule (AWS) report”</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 18 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
comparison of WebTADS attributes of the prior pay period and the current pay period.	<p>3.2. Compare the “Tour Type” column from the Previous Pay Period column to the Current Pay Period column; checking to see if the employee’s tour type can earn (or not earn) credit hours.</p> <p>3.2.a Job Aide α</p> <p>Note: Only F (flexible), M (Maxiflex), or V (Variable) tour types can earn credit hours.</p> <p>3.2.a.1. If F, M, or V is not found in the 1st column and found in the 2nd column, the employee went from a schedule that does not earn credit hours to a schedule that earns credit hours. Proceed to Step 4.</p> <p>3.2.a.2. If F, M, or V is found in the 1st column and not found in the 2nd column, the employee went from a schedule that earns credit hours to a schedule that does not earn credit hours. Therefore, the credit hour balance needs to be checked in FPPS.</p> <p>3.3. Check FPPS to determine if a Credit Hour balance exists.</p>	<p>by clicking the  (quick report) icon.</p> <p>3.1.a.iv. Click the [PDF icon].</p> <p>3.2.a.i. View the Previous Pay Period section; looking for the letters F, M, or V.</p> <ul style="list-style-type: none"> • If those letters are found in only 1 column proceed to step 3.3. • If those letters are not found, no action is necessary. <p>3.3.a.i. Log-on to FPPS. (https://securefpps.nbc.gov)</p> <p>3.3.a.ii. Enter User-ID and password.</p> <p>3.3.a.iii. Click on [FPPS</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 19 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>3.3.a Job Aide α</p> <p>3.3.a.1. If no balance appears, no action is necessary.</p> <p>3.3.a.2. If a balance appears, the credit hour balance needs to be paid in WebTADS via the Message form.</p> <p>3.4. Pay Credit Hours in WebTADS.</p> <p>3.4.a Job Aide α</p> <p>3.5. Change the AWS Code and Work Schedule in FPPS.</p> <p>3.5.a Job Aide α</p> <p>Output: Matched employee work schedules from WebTADS to FPPS and payed Credit Hours to</p>	<p>Production].</p> <p>3.3.a.iv. Enter LVVW code in the FPPS Command section in the top right-hand corner and click [GO].</p> <p>Or</p> <p>Click [Employee & Position Views], then click [Leave Record (LVVW)].</p> <p>3.3.a.v. Enter employee's Social Security number.</p> <p>3.3.a.vi. Enter the current Pay Period.</p> <p>3.3.a.vii. Click [OK].</p> <p>3.3.a.viii. Click [OK] to move through the leave screens until the Credit Hour screen appears.</p> <p>3.4.a.i. Refer to Payment of Credit Hours Procedure, in Process 8, Step 1.</p> <p>3.5.a.i. Refer to the AWS Change Report Procedure, in Process 1, Step 1.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 20 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	eligible employees.	
<p>Step 4</p> <p>[NSSC, Service Provider]</p> <p>Audit the “Timesheet Error Report.” (Control Activity)</p> <p>The “Timesheet Error Report” lists all Critical(s), Error(s), and Warning(s) shown on an employee’s timesheet.</p>	<p>4.1. Save the “Timesheet Error Report.”</p> <p>4.1.a Job Aide α</p> <ul style="list-style-type: none"> • If no data appears, no action is necessary. • If data appears, then research the description. <p>4.2. Review the “Descriptions” for each employee.</p> <p>4.2.a Job Aide α</p> <ul style="list-style-type: none"> • If the discrepancies are going to affect the employee’s pay, contact the CPO as the dashboard might need to be unlocked. Refer to Step 16. • If the discrepancies are not going to affect the employee’s pay, no action is necessary. 	<p>4.1.a.i. Click [Reports] located on the toolbar.</p> <p>4.1.a.ii. Scroll down to the “Errors and Warnings Payroll Reports” section.</p> <p>4.1.a.iii. Select “Timesheet Error” by clicking the  (quick report) icon.</p> <p>4.1.a.iv. Uncheck the “warning” box.</p> <p>4.1.a.v. Click [Submit]. Open in Excel by clicking on the Excel icon.</p> <p>4.1.a.vi. Highlight the data, and convert to a PDF; save the file to Desktop.</p> <p>4.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>4.2.a.ii. Enter the employee’s Social Security number and click [Query].</p> <p>4.2.a.iii. Select the applicable employee.</p> <p>4.2.a.iv. Once the Current</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 21 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	Output: Audited timesheet for discrepancies.	timesheet appears, review the timesheet for any discrepancies.
<p>Step 5</p> <p>[NSSC, Service Provider]</p> <p>Audit the “Duty Status Change Report.” (Control Activity)</p> <p>The “Duty Status Change Report” lists all changes in duty status which have been completed in FPPS and imported into WebTADS.</p>	<p>5.1. Save the “Duty Status Change Report.”</p> <p>5.1.a Job Aide α</p> <p>Note: This report is for informational purposes only and no action needs to be taken. This report shows employees start date and termination date within the current pay period.</p> <p>Output: Reviewed the Duty Status Change report.</p>	<p>5.1.a.i. Click [Reports] located on the toolbar.</p> <p>5.1.a.ii. Scroll down to the “Administrative Reports” section.</p> <p>5.1.a.iii. Select the “Duty Status Change Report” by clicking the  (Quick report) icon. Open in PDF by Clicking the PDF icon.</p> <p>5.1.a.iv. Save the Report.</p>
<p>Step 6</p> <p>[NSSC, Service Provider]</p> <p>Audit the “Center Voluntary Leave Transfer Program (VLTP) Report.” (Control Activity)</p> <p>The “Center VLTP Report” lists all the recipients on the Donated Leave Program.</p>	<p>6.1. Save and Open the “Center VLTP Report.”</p> <p>6.1.a Job Aide α</p>	<p>6.1.a.i. Click [Reports] located on the toolbar.</p> <p>6.1.a.ii. Scroll down to the “Administrative Reports” section.</p> <p>6.1.a.iii. Select the “Center VLTP Report” by clicking the  (Excel) icon.</p> <p>6.1.a.iv. Save to desktop.</p> <p>6.1.a.v. Click [Open]. Convert to PDF.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 22 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>6.2. Review the Error, Warning and Critical columns on the Center VLTP Report to verify that the employees have no critical errors or warnings.</p> <ul style="list-style-type: none"> • If no critical errors or warnings exist, no action is necessary. proceed to Step 7. • If there are critical errors or warnings, <u>proceed</u>. <p>6.3. Review the employee’s timesheet to view the critical errors and warnings.</p> <ul style="list-style-type: none"> • If the employee’s errors are non-pay affecting, then no action is necessary. Proceed to Step 7. • If the employee’s errors are pay affecting, <u>contact the CPO</u> as unlocking the dashboard might be necessary. Refer to Step 16. <p>Output: Audited the Center VLTP Report.</p>	<p>Note: Not all employees on this report will charge to a Donated Leave hour type in this pay period.</p>
<p>Step 7 [NSSC, Service Provider]</p>	<p>7.1. Save the “Pay Plan Change Report.”</p> <p>7.1.a Job Aide α</p>	<p>7.1.a.i. Click [Reports]</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 23 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
<p>Audit the “Pay Plan Change Report.”</p> <p>The “Pay Plan Change Report” lists the employee’s that have changed pay plans (i.e. GS to SES).</p> <p>(Control Activity)</p> <p>Note: For future reference to Pay Plans refer to the Pay Plan document located on the shared drive.</p>	<p>7.2. Compare the “Tour Type” column from the Previous Pay Period column to the Current Pay Period column; checking to see if the employee’s Pay Plan can earn (or not earn) Credit Hours.</p> <p>7.2.a Job Aide α</p> <p>7.2.a.1. If WD, WG, WL, WM, WN, WS, WT, GL, GM, or GS. is <u>not found</u> in the <u>1st column</u> and <u>found</u> in the <u>2nd column</u>, the employee went from a schedule that does not earn Credit Hours to a schedule that earns Credit Hours. <u>Proceed to Step 8.</u></p> <p>7.2.a.2. If WD, WG, WL, WM, WN, WS, WT, GL, GM, or GS. is <u>found</u> in the <u>1st column</u> and <u>not found</u> in the <u>2nd column</u>, the employee went from a schedule that earns Credit Hours to a schedule that does not earn Credit Hours.</p>	<p>located on the toolbar.</p> <p>7.1.a.ii. Scroll down to the “Administrative Reports” section.</p> <p>7.1.a.iii. Select the “Pay Plan Change Report” by clicking the  (quick report) icon.</p> <p>7.1.a.iv. Click the [PDF icon]. Save to N: Drive.</p> <p>7.2.a.i. Viewing the Previous Pay Period section; first look for the following pay plans WD, WG, WL, WM, WN, WS, WT, GL, GM, and GS.</p> <ul style="list-style-type: none"> • If those letters are not found, no action is necessary.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 24 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>Therefore, the <u>Credit Hour balance needs to be checked in FPPS.</u></p> <p>7.3. Check FPPS to determine if a Credit Hour balance exists.</p> <p>7.3.a Job Aide □</p> <p>7.3.a.1. If no balance appears, no action is necessary.</p> <p>7.3.a.2. If a balance appears, the <u>credit hour balance needs to be paid in WebTADS.</u></p> <p>7.4. Pay Credit Hours in WebTADS.</p> <p>7.4.a Job Aide α</p>	<p>7.3.a.i. Log-on to FPPS. (https://securefpps.nbc.gov)</p> <p>7.3.a.ii. Enter User-Id and password.</p> <p>7.3.a.iii. Click on [FPPS Production].</p> <p>7.3.a.iv. Enter LVVW code in the FPPS Command section in the top right-hand corner and click [GO], Or</p> <p>Click [Employee & Position Views], then click [Leave Record (LVVW)]</p> <p>7.3.a.v. Enter employee's Social Security number.</p> <p>7.3.a.vi. Enter the Current Pay Period.</p> <p>7.3.a.vii. Click [OK].</p> <p>7.3.a.viii. Click [OK] to move through the leave screens until the Credit Hour screen appears.</p> <p>7.4.a.i. Refer to the <u>Payment of Credit Hours</u> Procedure in Process 8.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 25 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	Output: Audited the Pay Plan Change Report and payment of Credit Hours as necessary.	
<p>Step 8</p> <p>[NSSC, Service Provider]</p> <p>Audit the “Wage Grade Report.”</p> <p>(Control Activity)</p> <p>The “Wage Grade Report” lists the employee’s that have a pay plan “WG”, commonly referred to as Wage Grade.</p>	<p>8.1. Open the “Wage Grade Report.”</p> <p>8.1.a Job Aide α</p> <p>8.2. Review the employee’s timesheet to confirm if <u>the last day the employee worked</u> was recorded on the second or third shift hour type.</p> <p>8.2.a Job Aide α</p> <p>8.2.a.1. If the employee’s last day was not worked on the second or third shift, return to the “Wage Grade Report” and select the next employee.</p> <p>8.2.a.2. If the employee’s last day was worked on the second shift, the FEGLI2 message must be applied to the employee’s timesheet. α</p> <p>8.2.a.3. If the employee’s last day was worked on the third shift, the FEGLI3 message</p>	<p>8.1.a.i. Click [Reports] located on the toolbar.</p> <p>8.1.a.ii. Scroll down to the “Standard Payroll Reports” section.</p> <p>8.1.a.iii. Select the “Wage Grade Report” by clicking the  (quick report) icon. Convert to PDF.</p> <p>8.2.a.i. Click on the employee name to go to the current period timesheet.</p> <p>Go to the top of the employee’s timesheet and click [FEGLI2].</p> <p>Go to the top of the employee’s timesheet and click [FEGLI3].</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 26 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>must be applied to the employee's timesheet. α</p> <p>Note: When checking the employee's timesheet, please remember that Shift 2 and Shift 3 can both apply to any hour type (i.e. AL2 or CTU3). The FEGLI message will be applied to the employee's timesheet and will be sent to DOI in the TAFILE to indicate the employee must pay a higher FEGLI rate.</p> <p>8.3. Upon completion of the report, highlight the report data; right click and convert to a PDF file.</p> <p>Output: Audited the Wage Grade Report.</p>	
<p>Step 9</p> <p>[NSSC, Service Provider]</p> <p>Prepare "Timesheet Summary Report" from WebTADS to perform filters. (Control Activity)</p>	<p>9.1. Save and Open the "Timesheet Summary Report."</p> <p>9.1.a. Job Aide α</p>	<p>9.1.a.i. Click [Reports] located on the toolbar.</p> <p>9.1.a.ii. Scroll down to the "Administrative Reports" section.</p> <p>9.1.a.iii. Click the  (Excel) icon by the "Timesheet Summary Report."</p> <p>9.1.a.iv. Click [Save] when pop-up box appears.</p> <p>9.1.a.v. Save to desktop.</p> <p>9.1.a.vi. Click [Open]. Save Active Employee</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 27 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	Output: Prepared Timesheet Summary Report to perform filters.	Count as a PDF.
Step 10 [NSSC, Service Provider] Capture Metrics information (Employee count).	10.1 This information is used for the Monthly Payroll Metrics “errors and missings”. 10.1.a. Job Aide α Output: Captured Monthly Payroll Metric Data.	10.1.a.i. Save the number of employees from step 9 to the N:/ Drive in Payroll folder >Monthly Payroll metrics > year > month > center > pay period.
Step 11 [NSSC, Service Provider] Identify unapproved timesheets for all active paid employees (including astronauts). (Control Activity)	11.1. The 1st filter checks for unapproved timesheets for all active paid employees including astronauts. 11.1.a. Job Aide α	11.1.a.i. From the toolbar, select the following: [Unapproved Timesheets] Filter 11.1.a.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously. 11.1.a.iii. Open a new word document. 11.1.a.iv. Click anywhere on the document; making sure the cursor is “blinking.” 11.1.a.v. Hold down the <u>CTRL and V</u> buttons

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 28 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>11.2. If the filter produces no data <u>proceed to the next step</u></p> <p>11.3. If the filter brings up data, review the current timesheet for all employees listed to inquire why they have unapproved timesheets.</p> <p>11.3.a. Job Aide α</p> <p>11.4. Once the Current timesheet appears, scroll down the timesheet and see if any hours have been entered.</p> <p>11.4.a.i. If the employee has hours, contact the CPO; unlocking the</p>	<p>simultaneously. The copied spreadsheet image should appear. Save the Word document to desktop.</p> <p>11.1.a.vi. Move back to the “Timesheet Summary Report.”</p> <p>11.3.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>11.3.a.ii. Enter the employee’s Social Security number and click [Query].</p> <p>11.3.a.iii. Select the applicable employee.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 29 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>dashboard might be necessary. Refer to Step 16.</p> <p>11.4.a.ii. If the employee has no hours on the timesheet, no action is needed.</p> <p>11.5. Type the corrective action on the Filter 1 Word document and click [Save].</p> <p>Output: Unapproved timesheets identified and resolved.</p>	
<p>Step 12</p> <p>[NSSC, Service Provider]</p> <p>Identify active employee who may have invalid hour type on timesheet. (Control Activity)</p>	<p>12.1. The 2nd filter checks for active employees who may have an invalid hour type on their timesheet</p> <p>12.1.a. Job Aide α</p>	<p>12.1.a.i. From the toolbar, select the following: [Invalid Hour Type] Filter</p> <p>12.1.a.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>12.1.a.iii. Go to the filter 1 word document.</p> <p>12.1.a.iv. Click anywhere on the document after filter 1; making sure the cursor is “blinking.”</p> <p>12.1.a.v. Hold down the <u>CTRL and V</u> buttons simultaneously. The</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 30 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<ul style="list-style-type: none"> If the filter produces no data <u>proceed to the next step</u> If the filter brings up data, continue with the following. <p>12.2. Review the current timesheet for all employees listed and research why they have an invalid hour type.</p> <p>12.2.a. Job Aide α</p> <p>12.3. Use the employee’s ACG code to verify the available hour types.</p> <p>12.3.a. Job Aide α</p> <ul style="list-style-type: none"> Compare the hour types listed on the employee’s timesheet to the hour types available under the 	<p>copied spreadsheet image should appear.</p> <p>12.1.a.vi. Move back to the “Timesheet Summary Report.”</p> <p>12.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>12.2.a.ii. Enter the employee’s Social Security number and click [Query].</p> <p>12.2.a.iii. Select the applicable employee.</p> <p>12.2.a.iv. Once the Current timesheet appears, click on the  (Leave Balances) icon.</p> <p>12.2.a.v. Look up the ACG code located in the “WebTADS Attributes” section.</p> <p>12.3.a.i. Refer to the <u>ACG spreadsheet</u> (located on the shared drive), which contains a list of all available hour types for each ACG code.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 31 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>employee's ACG code.</p> <p>12.4. Delete the invalid hour type from the employee's timesheet.</p> <p>12.4.a. Job Aide α</p> <p>12.5. Type the corrective action information on the Filter 2 Word document and click [Save].</p> <p>Output: Invalid hour types identified and resolved.</p>	<p>12.3.a.ii. To get back to the employee's timesheet click, the  (Edit Timesheet) icon by the employee's name.</p> <p>12.4.a.i. Go to the incorrectly listed hour type.</p> <p>12.4.a.ii. Click the red [X] by "Delete Project."</p>
<p>Step 13</p> <p>[NSSC, Service Provider]</p> <p>Ensure intermittent employees with hours have approved timesheet. (Control Activity)</p>	<p>13.1. The 3rd filter is to ensure that any intermittent employees' with hours have an approved timesheet.</p> <p>13.1.a Job Aide α</p>	<p>13.1.a.i. From the toolbar, select the following:</p> <p>[Intermittent Employees] Filter</p> <p>13.1.a.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>13.1.a.iii. Go to the Filter Word document.</p> <p>13.1.a.iv. Click anywhere on the document after Filter 2; making sure the</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 32 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<ul style="list-style-type: none"> If the filter produces no data <u>proceed to the next step</u> If filter produces data, continue with the following. <p>13.2. Review all employees' timesheets and consult with the CPO to see if it should be approved.</p> <p>13.2.a Job Aide α</p> <p>13.3. Type Corrective Action information on the Filter 3 word document and click [Save].</p> <ul style="list-style-type: none"> If the discrepancies are going to affect the employee's pay, contact 	<p>cursor is "blinking."</p> <p>13.1.a.v. Hold down the CTRL and V buttons simultaneously. The copied spreadsheet image should appear.</p> <p>13.1.a.vi. Move back to the "Timesheet Summary Report".</p> <p>13.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>13.2.a.ii. Enter the employee's Social Security number and click [Query].</p> <p>13.2.a.iii. Select the applicable employee.</p> <p><u>13.2.a.iv. Review the Intermittent employees' timecard for approved hours.</u></p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 33 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>the CPO as the dashboard might need to be unlocked. Refer to Step 16.</p> <p>Output: Intermittent employee timesheets reviewed and discrepancies resolved.</p>	
<p>Step 14</p> <p>[NSSC, Service Provider]</p> <p>Ensure no contractors have an approved timesheet.</p> <p>(Control Activity)</p>	<p>14.1. The 4th filter is to ensure that no contractors have an approved timesheet.</p> <p>14.1.a. Job Aide α</p> <ul style="list-style-type: none"> • If the filter produces no data <u>proceed to the next step.</u> • If filter produces data, continue 	<p>14.1.a.i. From the toolbar, select the following:</p> <p>[No Contractors] Filter</p> <p>14.1.a.i. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>14.1.a.ii. Open a new word document.</p> <p>14.1.a.iii. Click anywhere on the document; making sure the cursor is “blinking.”</p> <p>14.1.a.iv. Hold down the <u>CTRL and V</u> buttons simultaneously. The copied spreadsheet image should appear.</p> <p>14.1.a.v. Move back to the “Timesheet Summary Report.”</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 34 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>with the following.</p> <p>14.2. Review all employees' timesheets to ensure no contractors have been approved.</p> <p>14.2.a. Job Aide α</p> <ul style="list-style-type: none"> • If the contractor has hours, <u>contact the CPO</u>; unlocking the dashboard may be necessary. Refer to Step 16. • If the contractor has no hours recorded, then no action is necessary; proceed to the next Step. <p>14.3 Type the Corrective Action information on the Filter 4 word document and click [Save].</p> <p>Output: Contractor timesheets reviewed and resolved.</p>	<p>14.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>14.2.a.ii. Enter the employee's Social Security number and click [Query].</p> <p>14.2.a.iii. Select the applicable employee.</p> <p>14.2.a.iv. Once the Current timesheet appears, scroll down, verifying if the employee has entered any hours.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 35 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
<p>Step 15</p> <p>[NSSC, Service Provider]</p> <p>Ensure timesheets with zero hours have not been approved. (Control Activity)</p>	<p>15.1. The 5th filter is to ensure that any timesheets with zero hours have not been approved.</p> <p>15.1.a. Job Aide α</p> <ul style="list-style-type: none"> If the filter produces no data <u>proceed to the next step.</u> 	<p>15.1.a.i. From the toolbar, select the following: [Zero Hours]</p> <p>15.1.a.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>15.1.a.iii. Go to MS Word and open a new document.</p> <p>15.1.a.iv. Click anywhere on the document, making sure the cursor is “blinking.”</p> <p>15.1.a.v. Hold down the <u>CTRL and V</u> buttons simultaneously. The copied spreadsheet image should appear.</p> <p>15.1.a.vi. Move back to the “Timesheet Summary Report.”</p> <p>15.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>15.2.a.ii. Enter the employee’s Social Security number and click [Query].</p> <p>15.2.a.iii. Select the applicable employee.</p> <p>15.2.a.iv. Click the </p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 36 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<ul style="list-style-type: none"> • If filter produces data, continue with the following. <p>15.2. Review all employees' timesheets to ensure no NASA Employees' timesheets have been approved with zero hours.</p> <p>15.2.a. Job Aide α</p> <p>Note: Experts/Consultants (ACG 24, 25, & 26) should be the only timesheets with zero hours.</p> <p>15.3. Once the Current timesheet appears, verify if timecard is for a NASA Employee.</p> <ul style="list-style-type: none"> ◆ If the timesheet is not a NASA Employee (Experts/Consultants) then no action is necessary. ◆ If the timesheet is for a NASA Employee, <u>contact the CPO</u> as unlocking the dashboard might be necessary. Refer to Step 16. <p>15.4. Type the Corrective Action information on the Filter 5 word document and click [Save].</p>	<p>(Leave Balances) icon.</p> <p>15.2.a.v. Look at the ACG to verify if the person is a NASA employee.</p> <p>15.2.a.vi. Reference <u>ACG Spreadsheet</u> located on the shared drive.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>Output: Timesheets with zero hours reviewed and resolved.</p>	
<p>Step 16</p> <p>[NSSC, Service Provider]</p> <p>Steps for Unlocking the Dashboard.</p> <p>Note: When unlocking the dashboard, please be careful to get the problem resolved quickly because once unlocked the CPO has opportunity to make timesheet changes.</p> <p>WARNING! If you unlock the dashboard, you will be required to return to Step 1 of this process!</p>	<p>16.1. Review the problem and the solution with the CPO and determine the plan of action.</p> <p>Note: Unlocking the dashboard should only be used if necessary and there are sufficient pay affecting changes.</p> <p>16.2. Unlock the dashboard.</p> <p>16.2.a Job Aide α</p> <p>16.3. Once the problem is corrected, reestablish “Lock Mode.”</p> <p>16.3.a Job Aide α</p>	<p>16.2.a.i. Select “Administration” located on the toolbar.</p> <p>16.2.a.ii. Select the Dashboard by clicking the  button.</p> <p>16.2.a.iii. When the “Dashboard” appears, click the  button.</p> <p>16.3.a.i. Click [Administration] located on the toolbar.</p> <p>16.3.a.ii. Beside</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 38 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

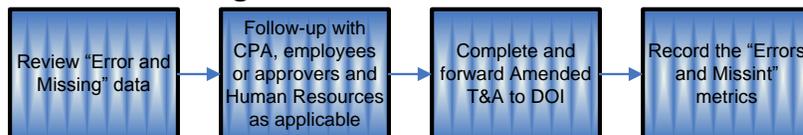
Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	<p>Output: WebTADS dashboard unlocked and re-locked after corrections.</p>	<p>Dashboard, click the  button.</p>
<p>Step 17</p> <p>[NSSC, Service Provider]</p> <p>Complete the Close-Out Process.</p>	<p>17.1. Adobe Consolidation procedure, appendix C. Save on the N:/Drive in Payroll Folder > Center > year > Pay Period.</p> <p>17.2. Click the Dashboard beside NPO.</p> <p>17.2.a. Job Aide α</p> <p>17.3. Make sure that all the Close-Out reports have been audited.</p> <p>Output: Completed the Close-Out Audit and consolidated the</p>	<p>17.2.a.i. Select “Administration” located on the toolbar.</p> <p>17.2.a.ii. Select the Dashboard by clicking the  button</p> <p>17.3.a.i. Payroll Supervisor or its delegate will review the close-out reports for accuracy and consistency.</p> <p>17.3.a.ii. Payroll Supervisor or its delegate will digitally sign the PDF closeout report.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 3 – Bi-Weekly Close-Out		
Roles and Responsibilities	Action	Tips
	reports.	
<p>Step 18</p> <p>[NSSC, Service Provider]</p> <p>Release WebTADS data to NASA Enterprise Applications Competency Center.</p> <p>[NEACC, WebTADS Administrator]</p> <p>Release WebTADS data to Department of Interior (DOI).</p>	<p>18.1. WebTADS locked to all users except the NEACC.</p> <p>18.2. Lock the dashboard.</p> <p>18.2.a Job Aideα</p> <p>Note: WebTADS data must be released to NEACC by 2:00 PM CST on the Monday following the close of the pay-period. If there is an upcoming holiday, the WebTADS data must be released by 2:00 PM CST on the Friday of the close of the pay-period.</p> <p>Once the NEACC ePayroll Office completes a review of the WebTADS file, it is released to DOI for pay processing.</p> <p>Note: WebTADS data must be released to DOI by 5:00 PM CST on the Monday following the close of the pay-period. If there is an upcoming holiday, the WebTADS data must be released by 5:00 PM CST on the Friday of the close of the pay-period.</p> <p>Output: WebTADS data released to the NEACC.</p>	<p>18.2.1.i Select “Administration” located on the toolbar.</p> <p>18.2.a.ii. Select the dashboard by clicking the  button.</p> <p>18.2.a.iii. When the “Dashboard” appears, click the “Lock” button.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 40 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 4 – “Errors and Missings”



Roles & Responsibilities

The NASA Payroll Office (NPO) bi-weekly “Errors and Missing” Process immediately follows the Department of Interior (DOI) pre-calculation process performed in the Federal Personnel Payroll System (FPPS). Once the NEACC ePayroll Office completes a review of the WebTADS closeout file, it is released to DOI for pay processing. DOI will run a pre-calculation process to identify any missing or timecards in error that must be corrected. DOI works jointly with the NPO to correct any error or missing timecard conditions. DOI runs the final Payroll calculation process once corrections are made.

Process 4 –Errors & Missings		
Roles and Responsibilities	Action	Tips/Notes
<p>[Department of Interior]</p> <p>DOI runs a pre-calculation process of the submitted timecards.</p>	<p>DOI reviews the edits for timecards that may need to be corrected and notifies the NSSC Customer Contact Center of any timecards that are missing or have errors.</p> <p>Output: Timecards are reviewed and the NSSC is notified of those timecards that are missing or have errors.</p>	
<p>[NSSC, Customer Contact Center]</p> <p>DOI runs a pre-calculation process of the submitted timecards.</p>	<p>The NSSC Customer Contact Center creates an incident ticket to include the “Errors and Missing” data and assigns the ticket to NSSC Payroll.</p> <p>Output: “Errors and Missing” data is received at the NSSC and is sent to NSSC Payroll.</p>	
<p>Step 1</p>	<p>1.1 Extract the data from the Incident ticket.</p>	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 41 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

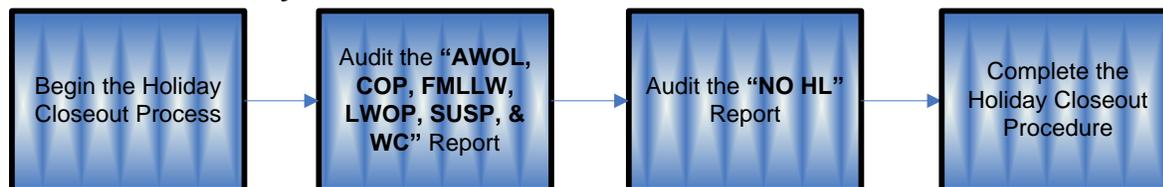
Process 4 –Errors & Missings		
Roles and Responsibilities	Action	Tips/Notes
<p>[NSSC, Service Provider]</p> <p>NSSC Payroll Office is notified of time cards which are missing or have errors. (Control Activity)</p>	<p>1.2. Log-on to WebTADS.</p> <p>1.2.a. Job Aide α</p> <p>1.3. Review the employee's timecard in WebTADS to determine what further action is required.</p> <p>1.3.a. Job Aide α</p> <p>Note: The NPO follows up with Center Payroll Administrators, employees and/or approvers, and Human Resources (HR) to resolve any outstanding issues.</p> <p>Output: Reviewed timecard.</p>	<p>1.2.a. Click on Login.</p> <p>1.2.a.ii. Under Agency Access click on Center.</p> <p>1.3.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>1.3.a.ii. Enter the employee's social security number and click [Query].</p> <p>1.3.a.iii. Select the applicable employee.</p> <p>1.3.a.iv. Once the Current timesheet appears, review the timesheet for any discrepancies.</p>
<p>Step 2</p> <p>[NSSC, Service Provider]</p> <p>The NPO completes a manual timecard correction, if applicable, and forwards to DOI via fax for input into FPPS. (Control Activity)</p>	<p>2.1. Complete an "Amendment Time & Attendance Federal Personnel Payment" Form.</p> <p>2.1.a. Job Aide \square</p> <p>Note: The Time and Attendance Amendment Form is located on the shared drive and should be utilized. A copy of the correction is maintained in Tech Doc.</p>	<p>2.1.a.i. Make sure all of the hours entered and their corresponding WBS (Work Breakdown Structure) codes are correctly filled out.</p> <p>2.1.a.ii. Make sure that the number of</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 42 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 4 –Errors & Missings		
Roles and Responsibilities	Action	Tips/Notes
	<p>2.2. Fax the Amended T&A to DOI for processing.</p> <p>2.3. Update Incident ticket with resolution and resolve.</p> <p>Output: Completed Errors and Missing.</p>	<p>hours fulfills the work schedule requirement. (80 hours for Full-time employees and the required number of hours for Part-time employees).</p> <p>2.1.a.iii. List the changes in the comment section.</p>
<p>Step 3</p> <p>[NSSC, Service Provider]</p> <p>NPO completes an “Errors and Missing” report. (Control Activity)</p>	<p>3.1. Enter the “Error and Missing” information on the Monthly Payroll Metrics report.</p> <p>Note: The report is located on the “N” drive under Payroll/Bi-weekly Payroll/ Monthly Payroll Metrics/year/center.</p> <p>Output: Captured monthly metrics.</p>	<p>3.1.a. List the employees name, error type, and resolution.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 43 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 5 - Holiday Close-Out Process



Roles & Responsibilities

The Holiday Closeout procedure is a series of reports that verify an employee’s eligibility in claiming Holiday Leave on his/her timesheet.

The Holiday procedure is used only when the pay period being processed includes a Holiday.

There is a chance that some of the reports will not list any employees

Adobe Acrobat Professional will be used to consolidate all reports and their results with the closeout reports. Refer to the **Adobe Consolidation Procedure, (Appendix C)**.

Process 5 – Holiday Close-Out Process		
Roles and Responsibilities	Action	Tips
<p>Step 1</p> <p>[NSSC, Service Provider]</p> <p>Audit the “AWOL, COP, FMLLW, LWOP, SUSP and WC” Report. (Control Activity)</p> <p>Note: This report lists all employees who have entered hours in Non-Paid Hour Types.</p>	<p>1.1. Save the “AWOL, COP, FMLLW, LWOP, SUSP and WC” Report.</p> <p>1.1.a. Job Aide α</p> <p>Note: This report should be used in conjunction with the “No Holiday” Report.</p> <ul style="list-style-type: none"> An employee is ineligible for Holiday Leave (HL), if they have LWOP the day before and after the Holiday. 	<p>1.1.a.i. Click [Reports] located on the toolbar.</p> <p>1.1.a.ii. Scroll down to the “Hour Type reports” section.</p> <p>1.1.a.iii. Click the A (advance report) icon.</p> <p>1.1.a.iv. Under the “Hour Type report” section, check the boxes next to</p> <ul style="list-style-type: none"> Absent Without Leave (AWOL); Continuation of Pay (COP); FMLA Leave Without Pay (FMLLW); Leave Without Pay

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 44 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 5 – Holiday Close-Out Process		
Roles and Responsibilities	Action	Tips
	<p>1.2. Review the “Hours Charged” column on each report.</p> <ul style="list-style-type: none"> • If an employee has 80 Non-Paid hours, then the employee is ineligible for HL, no action is necessary. • If the employee has less than 80, <u>review</u> the employee’s <u>timesheet</u> to verify if they are eligible or ineligible for HL. <p>1.2.a. Job Aide α</p> <ul style="list-style-type: none"> • If employee is ineligible for HL and did not claim HL, no change is necessary. <u>Proceed to Step 3.</u> • If employee is ineligible for HL and claimed HL, contact the CPO. Unlocking the Dashboard will be necessary. <u>Refer to Step 16</u> in the Close-Out Procedure. <p>Note: If a change is necessary, document on the PDF report the</p>	<p>(LWOP);</p> <ul style="list-style-type: none"> • Suspension (SUSP) ; • Workers Comp (WC). <p>1.1.a.v. Click the [Submit] button.</p> <p>1.1.a.vi. Click the  (Excel) icon.</p> <p>1.1.a.vii. When the pop-up box appears, click [Open], Save.</p> <p>1.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>1.2.a.ii. Enter the employee’s Social Security number and</p> <p>1.2.a.iii. Click [Query].</p> <p>1.2.a.iv. Select the</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 45 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

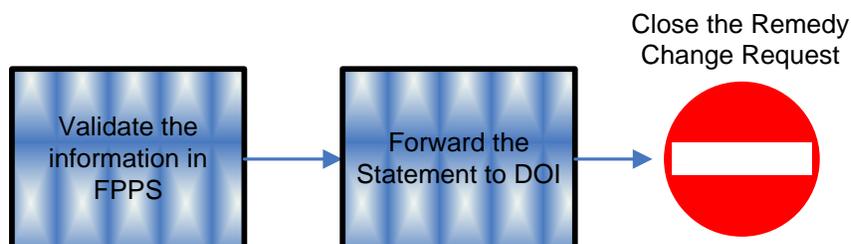
Process 5 – Holiday Close-Out Process		
Roles and Responsibilities	Action	Tips
	<p>action that was taken.</p> <p>Output: Holiday eligibility determined for those employees charging to non-payable hour types.</p>	<p>applicable employee.</p> <p>Note: Be sure to check the day before and the day after the Holiday. This may require you to check the employee’s timesheet from the previous pay period.</p>
<p>Step 2</p> <p>[NSSC, Service Provider]</p> <p>Audit the “No HL” Report. (Control Activity)</p> <p>Note: The “No HL Report” lists employees who have not claimed Holiday Leave on their timesheet.</p>	<p>2.1. Save the “No HL Report.”</p> <p>2.1.a. Job Aide α</p> <p>Note: If the employee is eligible for HL and did not charge HL, they will be listed on the No Holiday Report.</p> <p>2.2. Compare to the report printed in Step 1; if eligibility is still in question; review the employee’s timesheet to verify if they are eligible or ineligible for HL.</p> <p>2.2.a. Job Aide α</p> <ul style="list-style-type: none"> If employee is ineligible for HL and did not claim HL, no change is necessary. Proceed to 	<p>2.1.a.i. Click [Reports] located on the toolbar.</p> <p>2.1.a.ii. Scroll down to the “Hour Type Reports” section.</p> <p>2.1.a.iii. Click the  (advance report) icon.</p> <p>2.1.a.iv. Under the “Hour Type Report” section, check the box next to “No Holiday Charged (HL).”</p> <p>2.1.a.v. Click the [Submit] button.</p> <p>2.1.a.vi. Click the  (Excel) icon. When the pop-up box appears, click [Open]; Save.</p> <p>2.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>2.2.a.ii. Enter the</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 46 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 5 – Holiday Close-Out Process		
Roles and Responsibilities	Action	Tips
	<p>Step 3.</p> <ul style="list-style-type: none"> If employee is eligible for HL and claimed no HL, notify the CPO on Day 3 so the employee can generate a PPPA. Document on the PDF report any action that is taken. <p>Output: Holiday Eligibility determined for those employees who did not charge to Holiday Leave.</p>	<p>employee's Social Security number and click [Query].</p> <p>2.2.a.iii. Select the applicable employee.</p> <p>Note: Be sure to check the day before and the day after the Holiday. This may require you to check the employee's timesheet from the previous pay period.</p>
<p>Step 3</p> <p>[NSSC, Service Provider]</p> <p>Complete the Holiday Close-Out Procedure. (Control Activity)</p>	<p>3.1. Consolidate the Reports from step 1 and 2 above with the Close-Out Reports from Biweekly Close-Out process - Step 3 in PDF form.</p> <p>3.2. Refer back to Biweekly Close-Out process.</p> <p>Output: Consolidated Report in PDF format.</p>	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 47 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 6 – Leave and Earnings Statement, SF1150s, or Employee Data Transferred in Lieu of SF1150



Roles & Responsibilities

If an employee is transferring from one agency to another agency, the NPO will receive a current Leave and Earnings Statement.

DOI inputs all updated Leave Data in FPPS.

The Leave and Earnings Statements, SF1150s, or Employee Data Transferred-In Lieu of SF1150 documents will be emailed or faxed to the NPO from CPO or HR.

The NPO will receive the Leave and Earnings Statements via a change request in Remedy.

Process 6 – Leave and Earnings Statement, SF1150s, or Employee Data Transferred in Lieu of SF1150		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Validate that the employee is active in the Federal Personnel Payroll System (FPPS).	1.1 Log-on to FPPS. 1.1.a. Job Aide α 1.2. Verify the employee’s transfer. 1.2.a. Job Aide α ♦ If the employee’s Action is complete and/or the employee’s Location states Transfer, then proceed to Step	1.1.a.i. Access FPPS via the internet. https://securefpps.nbc.gov/ 1.1.a.ii. Click [Logon] . 1.1.a.iii. Enter User ID & Password. 1.1.a.iv. Click [OK] . 1.1.a.v. Click [FPPS Production] . 1.2.a.i. Type TRAC in the FPPS Command Box in the upper right corner and click [Go] .

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 48 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

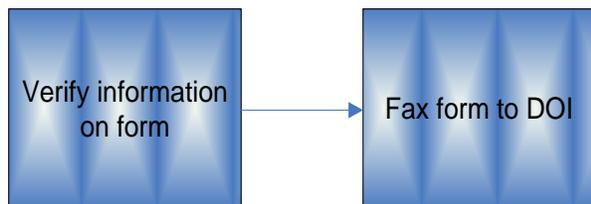
Process 6 – Leave and Earnings Statement, SF1150s, or Employee Data Transferred in Lieu of SF1150		
Roles and Responsibilities	Action	Tips
	<p>1.3.</p> <ul style="list-style-type: none"> ◆ If the employee’s Action is not complete and/or the employee’s Location does not state Transfer, then contact the CPO; hold form until correct. <p>1.3. Verify the employee’s Hire Date.</p> <ul style="list-style-type: none"> ◆ If the effective date is one day after the pay period end date, then proceed to Step 2. ◆ If the effective date is not within one day of pay period end date, contact CPO to receive the most current statement. <p>Note: If the most current statement has been received and the Hire Date</p>	<p>Or</p> <p>1.2.a.ii. Click [Employee & Position Views], and then click [Track SF52/SF50 (TRAC)].</p> <p>1.2.a.iii. Check the box next to “Separated.”</p> <p>1.2.a.iv. Enter the employee’s Last Name or Social Security Number.</p> <p>1.2.a.v. Click [OK].</p> <p>1.2.a.vi. Verify that the Action states Transfer.</p> <p>1.2.a.vii. Verify that the Location states Complete.</p> <p>1.2.a.viii. Record the employee’s Hire Date on the statement.</p> <p>1.2.a.ix. Click [Cancel] twice to and Log-off of FPPS.</p> <p>1.3.a. Compare the employee’s Hire Date with the Pay Period End Date provided on the statement.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 49 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 6 – Leave and Earnings Statement, SF1150s, or Employee Data Transferred in Lieu of SF1150		
Roles and Responsibilities	Action	Tips
	<p>in FPPS is not one day after the Pay Period End Date provided on the statement, there is a break in service. DOI will not accept a Leave and Earnings Statement – A SF1150 or Employee Data Transferred – In lieu of SF 1150 must be forwarded.</p> <p>Output: Information is verified.</p>	
<p>Step 2</p> <p>[NSSC, Service Provider]</p> <p>Forward the Statement to DOI.</p>	<p>2.1 Fax the form to DOI contacts.</p> <p>2.1.a. Verify DOI's input of leave balances in FPPS using command OTA or LVVW.</p> <p>Output: Form forwarded and leave balances verified.</p>	<p>2.1.a.i. If leave balances are not correct contact DOI payroll.</p>
<p>Step 3</p> <p>[NSSC, Service Provider]</p> <p>Close Remedy Service Request.</p>	<p>3.1. Resolve Remedy service request once Leave balances have been transferred.</p> <p>Output: FPPS Updated correctly/Resolved Remedy service request.</p>	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 50 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 7 – Payment of Compensatory Time



Roles & Responsibilities

Compensatory Time cannot be earned or used by all Pay Plans. For Example: GS, SES, etc.

Employee has to have 8 base hours per day or 40 base hours per week before they can earn Compensatory Time.

Reference NPR 3530; Chapter 3; Paragraph 3.3.4, 3.3.5 and 3.3.6

- Compensatory Time **must** be used no later than the end of the 26th pay period following the pay period in which it is earned. Employees who earned Compensatory Time prior to May 14, 2007, have up to three years to use the Compensatory Time. There are **no** other provisions to extend Compensatory Time beyond 26 pay periods.

Fair Labor Standards Act (FLSA)-nonexempt employees, unused Compensatory Time at the end of the 26th pay period will be paid out in the form of overtime at the rate in effect when the Compensatory Time was earned.

- **FLSA exempt** employees, unused Compensatory Time at the end of the 26th pay period; Compensatory Time that expires or unused Compensatory Time on the books when the employee leaves the Agency (e.g., the employee resigns, retires, or transfers to another Federal agency) will be forfeited unless the failure to take the Compensatory Time is due to an exigency of the service. Employees have up to 26 pay periods to use their Compensatory Time. Therefore, for an exigency of the service to exist, it must have lasted during the entire 26 pay periods. Additionally, there must be evidence that the employee officially requested and was denied the use of earned Compensatory Time during the 26 pay periods.

A POD A-3 (Payment of Compensatory Hours) form must be submitted to the NPO by CPO.

The NPO will receive this form via a Remedy Change Request or FAX.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 51 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

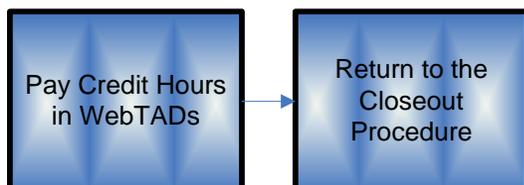
Process 7 – Payment of Compensatory Time		
Roles and Responsibilities	Action	Tips
<p>Step 1</p> <p>[NSSC, Service Provider]</p> <p>Verify the information recorded on POD A-3 form.</p>	<p>1.1. Log-on to FPPS.</p> <p>1.1.a. Job Aide <input type="checkbox"/></p> <p>1.2. Verify that the number of hours to be paid corresponds with the number of hours earned.</p> <p>1.2.a. Job Aide <input type="checkbox"/></p> <ul style="list-style-type: none"> ◆ If the hours and rate correspond or if FPPS has more hours, proceed to next Step. ◆ If the hours and rate do not correspond, and FPPS has less, correct the form and notify the CPO. 	<p>1.1.a.i. Log-on to FPPS. (https://securefpps.nbc.gov)</p> <p>1.1.a.ii. Click [Logon].</p> <p>1.1.a.iii. Enter User ID & Password.</p> <p>1.1.a.iv. Click [OK].</p> <p>1.1.a.v. Click [FPPS Production].</p> <p>1.2.a.i. Enter LVVW code in the FPPS command section in the top right-hand corner and click (OK).</p> <p>1.2.a.ii. Enter employees Social Security number (SSN).</p> <p>1.2.a.iii. Click (OK).</p> <p>1.2.a.iv. Click (OK) to move through the leave screens until you view the Comp Time screen.</p> <p>1.2.a.v. Verify that the number of Comp Time hours requested was earned and has expired.</p> <p>1.2.a.vi. Click (Cancel).</p> <p>1.2.a.vii. Verify the form is signed by a requestor and has an approver</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 52 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

Process 7 – Payment of Compensatory Time		
Roles and Responsibilities	Action	Tips
	Output: Form is reviewed for correctness.	signature.
Step 2 [NSSC, Service Provider] Forward the form.	2.1. Fax the form to DOI Contacts. Output: Form is forwarded.	
Step 3 [NSSC, Service Provider] Close the Remedy Service Request.	3.1. Review the employees Leave and Earning Statement in Employee Express to validate that the Comp time has been paid. 3.2. Resolve Remedy service request. Output: Service Request Resolved and Closed.	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 53 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 8 - Payment of Credit Hours



Roles & Responsibilities

The payment of Credit Hour Balances occurs when an employee changes their work schedule and/or their pay status. Refer to the AWS report (Process 3, Step 3) for applicable employees.

The Payment of Credit Hour Balances is processed during the Close-Out procedure: bi-weekly on Monday (Day 2) of the Pay Period. The process schedule is subject to change based on a Holiday, but notification of change will be provided.

Process 8 – Payment of Credit Hours		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Pay Credit Hours in WebTADS.	1.1. Log-on to WebTADS via the Internet. 1.1.a. Job Aide α 1.2. Access the Employee's Timesheet in WebTADS. 1.2.a. Job Aide α 1.3. Enter a "New Message Form" to	1.1.a.i. Click Login on main page. 1.1.a.ii. Under Agency Access choose applicable center from list of Centers. 1.2.a.i. At the top of the page, click the  (Employee Search) icon. 1.2.a.ii. Enter the employee's social security number and click [Query] . 1.2.a.iii. Select the applicable employee. 1.3.a.i. Click the 

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 54 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

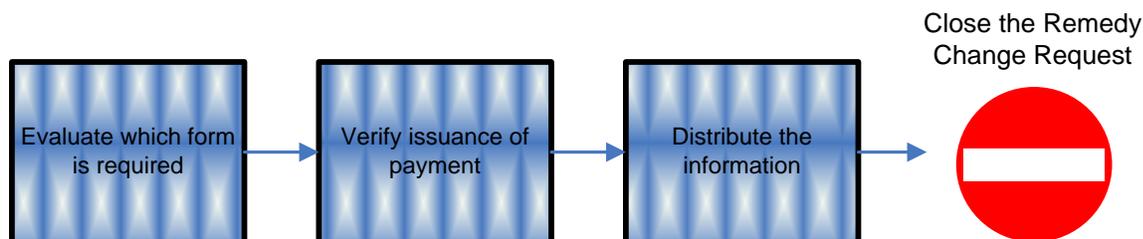
Process 8 – Payment of Credit Hours		
Roles and Responsibilities	Action	Tips
	Pay Credit Hours. 1.3.a. Job Aide α	<p>(Advanced Leave) icon.</p> <p>1.3.a.ii. A “New Message Form” page will appear.</p> <p>1.3.a.iii. Click on the [drop-down box] and select “Payment of Credit Hour Balance.”</p> <p>1.3.a.iv. Click [Submit].</p> <p>1.3.a.v. Enter the following justification: “__ Credit Hours paid because employee is ineligible to earn/use Credit Hours due to a change in work schedule or pay status.”</p> <p>1.3.a.vi. Enter the number of Credit Hours in the “Hours” box and click [Submit].</p> <p>1.3.a.vii. When asked if you are sure, review the information.</p> <ul style="list-style-type: none"> • If correct, then click [YES]. • If incorrect, then click [NO] and re-enter information. <p>1.3.a.viii. Click the  [Edit Timesheet] icon to return to the employee’s Timesheet.</p>
	1.4. Review the justification in the “Comments” section to verify if the transaction entered was accepted.	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 55 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

Process 8 – Payment of Credit Hours		
Roles and Responsibilities	Action	Tips
	<p>NOTE: Document on the AWS PDF report any action that is taken.</p> <p>1.5. Move back to the Closeout Procedure.</p> <p>Output: Payment of employee's Credit Hours initiated</p>	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 56 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 9 - Reissue of Payment



Roles & Responsibilities

A recertified or reissued payment is issued when: (1) a payee claims non-receipt of his/her U.S. Treasury check or when the payee's check has been lost, stolen, destroyed, mutilated or forged; or (2) when the agency determines that the payee is no longer entitled to the proceeds of the payment (for example, the payee died before the issue date of the check and the applicable proceeds of this payment will need to be issued to the designated beneficiary). Employee accountability is established by signing "Information for Reporting Non-Receipt of Hard Copy Salary Check" (POD A-11) form prior to receiving a recertified check. This statement states that the non-negotiated original check will be returned to DOI upon location. NPO will receive the POD A-11 form from the employee for processing. Upon completion of a non-receipt of payment form, a change request will be generated in Remedy by NPO.

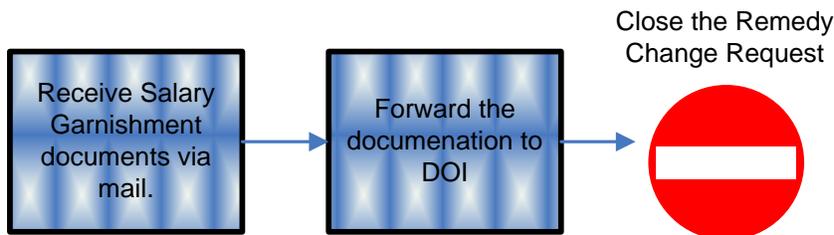
Process 9 – Reissue of Payment		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Evaluate which form is required.	1.1. Determine if a POD A-11 form for Non-Receipt of Hard Copy Salary Check or a POD A-12 form for Non-Receipt of DD/EFT Payment is required. <ul style="list-style-type: none"> If a POD A-11 is required, proceed to Step 2. If a POD A-12 is required, you will verify the information in FPPS to complete the information on form. Output: Form is reviewed.	
Step 2	2.1. Log-on to FPPS. 2.1.a. Job Aide α	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 58 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 9 – Reissue of Payment		
Roles and Responsibilities	Action	Tips
	verification.	
Step 3 [NSSC, Service Provider] Distribute the information.	3.1. Forward the documents as applicable. <ul style="list-style-type: none"> • Fax the POD A-11 or POD A-12 form to DOI contacts. • Forward the form to Document Imaging to be scanned in Techdoc. Output: The information is sent to DOI.	
Step 4 [NSSC, Service Provider] Close the Service Request in Remedy.	4.1. After the employee has received the funds the Remedy ticket will be resolved. Output: Closed the Remedy Service Request.	4.1.a. Verify with employee that they have received the funds.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 59 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 10 - Salary Garnishments



Roles & Responsibilities

There are two types of garnishment actions affecting Federal employees' pay:

- a. Child Support and/or Alimony (5CFR, Part 581); and
- b. Commercial (Private Debt) (5CFR, Part 582)

The legal process is any writ, order, summons, or other similar process in the nature of garnishment that orders an agency to withhold an amount from the pay of an employee and to make a payment of such withholding to a specified party to satisfy a legal obligation. The office designated to accept legal process for NASA employees' is the Department of the Interior. Upon receipt of Salary Garnishment documents, a remedy change request should be created by Document Imaging.

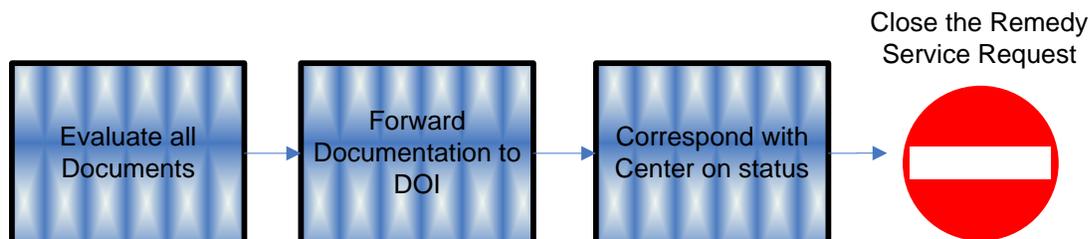
Process 10 – Salary Garnishments		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Receive and review a Salary Garnishment request.	1.1. Review the documents to verify employment. Output: Reviewed documents.	
Step 2 [NSSC, Service Provider] Forward the documentation to DOI.	2.1. Fax the documents to DOI. Output: Documents forwarded to DOI.	
Step 3 [NSSC, Service	3.1. Verify with DOI that they received the documents and resolve the	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 60 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

Process 10 – Salary Garnishments		
Roles and Responsibilities	Action	Tips
Provider] Close the Service Request in Remedy.	Remedy ticket. Output: Closed the Remedy Ticket.	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 61 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 11 - Settlements: EEO and Negotiated Settlement Payments



Roles & Responsibilities

EEO, and negotiated settlement payments may include several components, including back pay, back leave, compensable damages, and other damages.

Create a spreadsheet of all employees that have a settlement payment.

Payments might have to be worked through the Department of Interior. However, older payments will be paid through SAP.

Upon notification from the Center, a change request in Remedy will be created by Document Imaging.

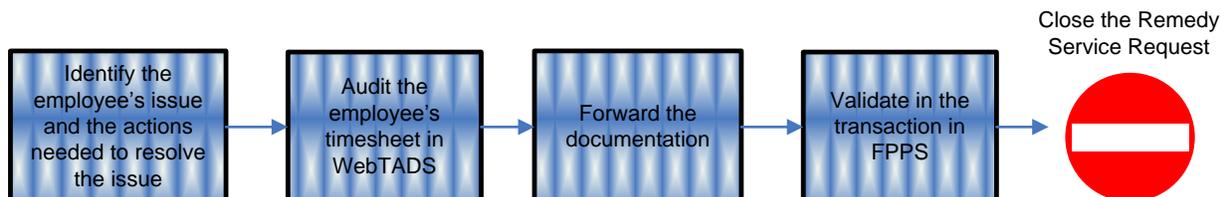
Process 11 – EEO and Negotiated Settlement Payments		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Evaluate the documents received.	1.1. Evaluate all documents received to determine what the settlement is for (leave, back pay or other) and if it is for an active employee. 1.2. Research if applicable. Output: Documentation evaluated.	
Step 2 [NSSC, Service Provider] Forward the documentation to the Department of Interior.	2.1. Fax the documentation to DOI:	Note: DOI may request additional information.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 62 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 11 – EEO and Negotiated Settlement Payments		
Roles and Responsibilities	Action	Tips
	Output: Documentation forwarded.	
Step 3 [NSSC, Service Provider] Correspond with the Center regarding status.	3.1. Notify Center of DOI's progress. (the sender of the original documentation) Output: Status updates provided	Note: Additional information may need to be requested from the Center.
Step 4 [NSSC, Service Provider] Close the Service Request in Remedy.	4.1. Resolve the Service Request in Remedy once the settlement payments have been made and verified in FPPS. Output: Closed the Remedy Service Request.	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 63 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 12 - Supplemental Payment Requests



Roles & Responsibilities

A Supplemental/Amended timesheet (also identified as a Paid Daily, Offline Payment or Retroactive Pay Adjustment) is a Timesheet that is filled out by NPO and sent to DOI. The purpose of this Hardcopy timesheet is to give DOI a hardcopy before the end of the Current Pay Period.

This type of timesheet is filled out when an employee's pay is greatly affected; usually when the PPPA deadline is missed (after Day 5) or when a previously accepted PPPA was not received/transferred to DOI correctly. The NPO is notified by the employee, supervisor, Center Payroll Office or by DOI that a supplemental payment is needed.

Payment on a Supplemental Timesheet will be received within 48 hours upon DOI's transaction into FPPS.

DOI's policy for issuing supplemental payments is a minimum of 8 hours.

A PPPA must be submitted in WebTADS prior to or after a Supplemental Timesheet is submitted. The PPPA and the Supplemental Timesheet must match.

Document Imaging will create a Service request in Remedy upon notification of a Supplemental Payment.

Process 12 – Supplemental Payment Requests		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Identify the employee's issue and the actions needed to resolve the issue. Note: If this payment is to be received promptly	1.1. Gather necessary information. (i.e., WBS code) 1.2. Complete an "Amendment Time & Attendance Federal Personnel Payment" Form. 1.2.a. Job Aide α	1.2.a.i. Make sure all of the

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 64 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

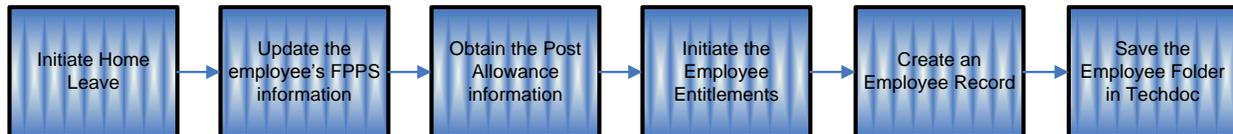
Process 12 – Supplemental Payment Requests		
Roles and Responsibilities	Action	Tips
<p>then the “Amendment Time and Attendance Federal Personnel Payment” Form must be labeled SUPPLEMENTAL PAYMENT.</p>	<p>Note: The Amended Time and Attendance Form located on the shared drive should be utilized.</p> <p>Output: Completed Supplemental Payment request form.</p>	<p>hours entered and their corresponding WBS (Work Breakdown Structure) codes are correctly filled out.</p> <p>1.2.a.ii. Make sure that the number of hours fulfills the work schedule requirement. (80 hours for Full-time employees and the required number of hours for Part-time employees).</p> <p>1.2.a.iii. List the changes in the comment section.</p>
<p>Step 2 [NSSC, Service Provider] Audit the employee’s timesheet in WebTADs.</p>	<p>2.1. Log-on to WebTADS via the Internet.</p> <p>2.1.a. Job Aide α</p> <p>2.2. Open Employee’s Timesheet in “Adjust Accept” mode.</p> <p>◆ If the timesheet is not in Adjust Mode, move to the Adjust</p>	<p>2.1.a.i. Click on Login on the main page.</p> <p>2.1.a.ii. Under Agency Access choose applicable center from list of Centers.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 67 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 12 – Supplemental Payment Requests		
Roles and Responsibilities	Action	Tips
<p>Step 3</p> <p>[NSSC, Service Provider]</p> <p>Forward the documentation.</p>	<p>3.1. Fax Supplemental Payment to DOI Contacts.</p> <p>Output: Form Forwarded to DOI for processing.</p>	
<p>Step 4</p> <p>[NSSC, Service Provider]</p> <p>Validate the transaction in FPPS.</p>	<p>4.1. Validate the next day that the Supplement Payment was processed.</p> <p>4.1.a. Job Aide α</p> <p>Output: Request validated.</p>	<p>4.1.a.i. Call DOI to verify that the supplemental was processed.</p> <p>4.1.a.ii. Contact employee and let them know when they can expect to see the funds in their bank account.</p>
<p>Step 5</p> <p>[NSSC, Service Provider]</p> <p>Close the Service Request in Remedy.</p>	<p>5.1. Once the payment has been validated the Service request is resolved.</p> <p>Output: Closed the Remedy Service Request.</p>	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 68 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 13 – Overseas Set-up



Roles & Responsibilities

NSSC Travel office should notify NSSC Payroll of employees that are to PCS overseas. This is done whenever an employee is transferred overseas for an extended period of time, usually for a period of at least one year. NPO will coordinate with NSSC Travel office for travel orders.

Home Leave is leave earned by overseas employees from the moment of arrival and allows employees to earn leave to return to the U.S. after two years of Foreign Service. Employees earn 15 days of home leave each year.

Form SF 1190 is used for change of station orders for Iraq or Afghanistan.

The aggregate salary for details in Afghanistan or Iraq is increased and manually entered by DOI.

Process 13 – Overseas Set-Up Procedures		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Initiate Home Leave.	1.1. Log-on to FPPS. https://securefpps.nbc.gov/ 1.1.a Job Aide α 1.2. Initiate the employee's Home Leave. 1.2.a Job Aide α Note: Per 5 CFR 630.601, Home Leave Code is set to 15 days. Home Leave will only be available to employees if an HR action allows the initiation.	1.1.a.i. Click [Logon] . 1.1.a.ii. Enter User ID & Password. 1.1.a.iii. Click [OK] . 1.1.a.iv. Click [FPPS Production] . 1.2.a.i. Enter HMIN in the command box in the upper right corner and click [OK] . Or Select [Personnel] , [Leave Maintenance] ,

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 69 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 13 – Overseas Set-Up Procedures		
Roles and Responsibilities	Action	Tips
	<p>Output: Home Leave Initiated in FPPS.</p>	<p>and [Initiate Home Leave (HMIN)].</p> <p>1.2.a.ii. Click [OK].</p>
<p>Step 2</p> <p>[NSSC, Service Provider]</p> <p>Update the employee's FPPS information.</p>	<p>2.1. Request carryover annual leave ceiling be raised to 360.</p> <p>2.1.a Job Aide α</p> <p>2.2. Update the employees address.</p> <p>2.2.a Job Aide α</p> <p>Note: Most employees use APO addresses. FPPS does not recognize these types of addresses as Foreign addresses.</p>	<p>Note: Overseas Employees are entitled to a Leave carryover of 360 hours instead of the 240.</p> <p>2.1.a.i. Email DOI Contacts and request that the employee's annual leave carryover ceiling be raised to 360.</p> <p>2.2.a.i. Communicate via email with the employee for the desired mailing address.</p> <p>2.2.a.ii. Type ADCG in the FPPS Command box in the upper right corner and click [Go].</p> <p>Or</p> <p>Click [Personnel], click [Employee/Position Maintenance], and then click [Change Address (ADCG)].</p> <p>2.2.a.iii. Enter employee's Social Security number.</p> <p>2.2.a.iv. Check the box next to Mail Address.</p> <p>2.2.a.v. Click [OK].</p> <p>2.2.a.vi. Enter the letter C</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 70 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 13 – Overseas Set-Up Procedures		
Roles and Responsibilities	Action	Tips
		<p>[Change] under Act. Click [OK].</p> <p>2.2.a.vii.</p> <ul style="list-style-type: none"> ◆ If the address is an APO address then, proceed to step 2.2.a.vi. ◆ If the address has a foreign street address, then click the [Change to Foreign Address] button and proceed to step 2.2.a.viii. <p>2.2.a.viii. Enter the address given.</p> <p>2.2.a.ix. Click [OK].</p> <p>2.2.a.x. When asked to update changes immediately, click [Yes].</p> <p>Output: FPPS employee information updated.</p>
<p>Step 3</p> <p>[NSSC, Service Provider]</p> <p>Obtain the Post Allowance information.</p>	<p>3.1. Obtain the employee's annual salary.</p> <p>3.1.a Job Aide α</p>	<p>3.1.a.i. Type TRAC in the FPPS Command Box in the upper right corner and click [Go].</p> <p>Or</p> <p>Click [Employee & Position Views], and then click [Track SF52/SF50 (TRAC)].</p> <p>3.1.a.ii. Check the box next to "Separated."</p> <p>3.1.a.iii. Enter the employee's Last Name or Social Security Number.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 71 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 13 – Overseas Set-Up Procedures		
Roles and Responsibilities	Action	Tips
	<p>3.1.a.iv. Click [OK].</p> <p>3.1.a.v. Highlight the last SF50/52 action.</p> <p>3.1.a.vi. Click [View].</p> <p>3.1.a.vii. When the pop-up box appears, check the box next to SF50/52 From/To Information.</p> <p>3.1.a.viii. Looking in the column labeled “To Information,” record the total salary.</p> <p>3.2. Obtain the employee’s at post Family Size information.</p> <p>3.2.a Job Aide α</p> <p>3.3. Obtain the allowance rate for the post.</p> <p>3.3.a Job Aide α</p> <p>Note: Post allowances shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting ½ cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the</p>	<p>3.2.a.i. Validate the at post family size through the Change of Station Orders.</p> <p>3.3.a.i. Access the Department of State’s website at the following URL:http://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1172</p> <p>3.3.a.ii. Determining the post allowance rate and differential will require the employee’s annual salary and family size.</p> <p>3.3.a.iii. Pull the appropriate size allowance rate charge.</p> <p>Note: The post allowance</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 72 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 13 – Overseas Set-Up Procedures		
Roles and Responsibilities	Action	Tips
	<p>number of days involved to obtain the rate for any other period. The rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period. Pay for each calendar day at post. This changes when there is a different number of family members at post, percentage applicable to post changes, or employee/family departs post.</p> <p>3.4. Setup an Employee Post Allowance Spreadsheet for the amount calculation. Check biweekly for State Department updates.</p> <p>3.4.a Job Aide α</p> <p>Note: In most cases, a spreadsheet will already be created. Therefore, an update will be required. The spreadsheet is maintained on the Shared Drive > Payroll >overseas folder.</p> <p>Output: Post Allowance information obtained and spreadsheet established.</p>	<p>payment tables for six family sizes are included in Section 229 of the DSSR Table of Contents tab.</p> <p>3.3.a.iv. Check the Table of Allowances (Section 920) for Allowances by Location to determine the current Post Allowance Rate and Differential.</p> <p>Note: Not all posts of duty have Post Differential (i.e., Russia has a post differential).</p> <p>3.3.a.v. Save the Post Allowances/Differentials screen shot to computer as a PDF.</p> <p>3.4.a.i. Create the spreadsheet from the Post Allowance Payment Tables collected from the Department of State's Website.</p> <p>3.4.a.ii. Include the calculation at the top of the table to be sent to Tech doc. See calculation in step 4.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 73 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

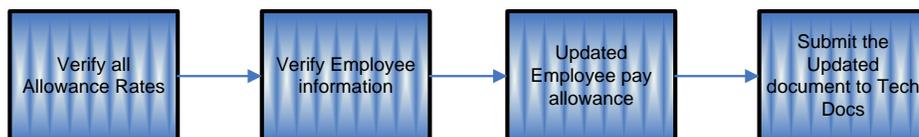
Process 13 – Overseas Set-Up Procedures		
Roles and Responsibilities	Action	Tips
<p>Step 4</p> <p>[NSSC, Service Provider]</p> <p>Initiate the Employee Entitlements.</p>	<p>4.1. Input the Post Allowance and/or the Post Differential.</p> <p>4.1.a Job Aide α</p> <p>Note: In order to calculate post allowance, take the number from the chart that you looked up on the Department of State Website that coordinates the Post Differential, salary range, and number of family members. http://www.state.gov/m/a/als/1736.htm</p> <p>Divide by 365 days. Take the amount found and multiply it by 14 days the result will be the biweekly amount to be input into FPPS.</p>	<p>4.1.a.i. Type ETIN in the FPPS Command box in the upper right corner and click [Go].</p> <p>Or</p> <p>Click [Pay], [Special Pay Maintenance], [Initiate Entitlements (ETIN)].</p> <p>4.1.a.ii. Enter the employee's Social Security number (SSN).</p> <p>4.1.a.iii. Check the box next to "Foreign Entitlements."</p> <p>4.1.a.iv. Click [OK].</p> <p>4.1.a.v. When the pop-up box appears, put an [X] next to "Foreign Post Differential-Worked" and "Foreign Post Allowance-Worked."</p> <p>4.1.a.vi. Click [OK].</p> <p>4.1.a.vii. Enter the Correct Effective Date.</p> <p>4.1.a.viii. Enter the Pay Code [42C] for Foreign Differential and [43D] for Foreign Allowance.</p> <p>Note: Not all posts of duty have Post Differential (i.e. Russia has a Post Differential).</p> <p>4.1.a.ix. Enter the <u>Amount</u> for Post Allowance and Enter the <u>Percentage</u> for</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 74 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 13 – Overseas Set-Up Procedures		
Roles and Responsibilities	Action	Tips
	<p>(amount found in chart)/365 Days =\$xx.xx per day/\$xx.xx per day * 14 days= \$xxx.xx biweekly.</p> <p>Output: Employee entitlements initiated.</p>	<p>Post Differential. 4.1.a.x. Click [OK].</p>
<p>Step 5</p> <p>[NSSC, Service Provider]</p> <p>Create an Employee Record and submit to Tech Docs.</p>	<p>5.1. Collect all the necessary documents and create an Employee Folder.</p> <p>5.1.a. Job Aide α</p> <p>Submit all necessary documents to Techdoc to create the Employee Folder.</p> <p>Output: Employee file created and archived in Tech Docs.</p>	<ul style="list-style-type: none"> ✓ State Department Allowance/Differential Rates. ✓ Employee Post Allowance Calculation.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 75 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 14 - Periodic Updates (Bi-Weekly and Annually)



Roles & Responsibilities

The State Department periodically updates the amount of allowances due to employees living and working overseas. The NPO checks the State Department Website for Biweekly Allowance update information. If allowance updates are present, the NPO adjusts the pay allowance and differentials in the Payroll system for the affected employee.

Process 14 – Periodic Updates		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Verify all Allowance Rates.	1.1. Log-on to the Department of State’s Website via the Internet. 1.1.a. Job Aide α Note: The post allowance tables are saved on the Shared drive in the payroll folder, under Overseas Employee / Tables. Choose the table that corresponds with the number of persons (there are 6 tables, i.e. 1 person, 2 persons...) Note: If the tables have changed, save	1.1.a.i. Access the Department of State’s website at the following URL: http://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1172 1.1.a.ii. Determining the Post Allowance Rate and Differential will require the employee’s annual salary and family size. See the procedure under Step 2 to check for pay updates. 1.1.a.iii. Check to see if the Post Allowance Tables have changed. 1.1.a.iv. Check the Allowances by Location to determine the current Post Allowance Rate

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 76 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 14 – Periodic Updates		
Roles and Responsibilities	Action	Tips
	<p>a PDF copy on the Shared drive in the payroll folder, under Overseas employee / Tables.</p> <p>Note: Not all posts of duty have post differential (i.e. Russia has a post differential). There is no calculation needed for the post differential.</p> <p>1.2. Update the Employee Post Allowance Spreadsheet for the allowance payment calculation.</p> <p>1.2.a. Job Aide α</p> <p>Output: Employee's Post Allowance entitlements updated.</p>	<p>and Differential.</p> <p>Note: In order to calculate Post Allowance, take the percentage from the Allowance by Location chart.</p> <p>Select the appropriate annual salary range and corresponding updated percentage.</p> <p>Take the referenced amount and Divide by 365 days. Take that amount found and multiply it by 14 days. The result will be the biweekly amount to be input into FPPS.</p> <p>(amount found in chart)/365 Days = \$xx.xx per day/\$xx.xx per day * 14 days= \$xxx.xx biweekly.</p> <p>1.2.a.i. Save the updated Post Allowance spreadsheet on computer desktop as a PDF.</p>
<p>Step 2</p> <p>[NSSC, Service Provider]</p>	<p>2.1. Verify any Pay Increase the employee has received.</p>	<p>2.1.a.i. Log into FPPS and Type TRAC in the FPPS Command Box in the upper right corner</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 78 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 14 – Periodic Updates		
Roles and Responsibilities	Action	Tips
	<p>action is required.</p> <ul style="list-style-type: none"> ◆ If the employee is in a different Salary Bracket, then proceed. <p>2.3. Update the Employee Post Allowance Spreadsheet using the new Salary Bracket.</p> <p>Output: Employee’s information verified and updated.</p>	
<p>Step 3</p> <p>[NSSC, Service Provider]</p> <p>Consolidate employee documents.</p>	<p>3.1. Consolidate the post allowance spreadsheet and biweekly locality pay allowance into a consolidated PDF.</p> <p>Output: Record consolidated.</p>	
<p>Step 4</p> <p>[NSSC, Service Provider]</p> <p>Update the Employee pay allowance record.</p>	<p>4.1. Input the Post Allowance in FPPS.</p> <p>4.1.a. Job Aide α</p>	<p>4.1.a.i. Type ETCG in the FPPS Command box in the upper right corner and click [Go].</p> <p>4.1.a.ii. Enter the employee’s Social Security number (SSN).</p> <p>4.1.a.iii. Check the box next to “Foreign Entitlements.”</p> <p>4.1.a.iv. Click [OK].</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 79 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 14 – Periodic Updates		
Roles and Responsibilities	Action	Tips
		<p>4.1.a.v. When the pop-up box appears, put an [X] next to “Foreign Post Allowance-Worked.”</p> <p>4.1.a.vi. Click [OK].</p> <p>4.1.a.vii. Under the “Action” column beside the changed <u>Post Allowance</u>, select Change from the drop-down box.</p> <p>4.1.a.viii. Click [OK].</p> <p>4.1.a.ix. Update the Correct Effective Date.</p> <p>4.1.a.x. Update the Amount.</p> <p>4.1.a.xi. Enter a Comment</p> <p>4.1.a.xii. Click [OK]</p>
<p>Step 5</p> <p>[NSSC, Service Provider]</p> <p>Submit the Updated documents to TechDoc.</p>	<p>5.1. Submit the documents to Tech Doc for scanning.</p> <p>5.1.a. Job Aideα</p> <p>Output: Updated the employee record.</p>	<ul style="list-style-type: none"> • State Department Biweekly Update. • Employee Post Allowance Worksheet.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 80 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 15 - Overseas Employee Return Procedures



Roles & Responsibilities

Center Human Resources (HR) should notify NSSC Payroll when an employee's duty station returns to the United States.

The NPO will coordinate with Center HR and the NSSC Travel Office to ensure that the employee is compensated correctly.

Process 15 – Employee Return Procedures		
Roles and Responsibilities	Action	Tips
<p>Step 1</p> <p>[NSSC, Service Provider]</p> <p>Return employee's attributes back to U.S. payroll standards.</p>	<p>1.1. Coordinate with the NSSC Travel Office. An automated email is received from the Travel office when an employee is returned to the US.</p> <p>1.2. Review the employee's SF50/52 activity.</p> <p>1.2.a. Job Aide α</p>	<p>1.1.a.i. . Review the following in Tech Doc Travel folder.</p> <ul style="list-style-type: none"> ✓ Copies of all Change of Station moves to/from Overseas. <p>1.2.a.i. Type TRAC in the FPPS Command Box in the upper right corner and click [Go].</p> <p>1.2.a.ii. Check the box next to "Separated."</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 81 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

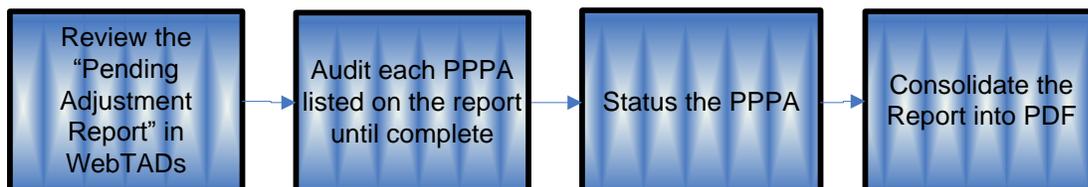
Process 15 – Employee Return Procedures		
Roles and Responsibilities	Action	Tips
	<p>Note: It is important that this action be initiated and completed once the employee returns. This action will stop the allowances and Home Leave accrual as to the effective date. However, if the employee reaches the US prior to the effective date the actual date should be entered into the Allowances and Home Leave accruals to stop on the actual date of arrival.</p> <p>1.3. Update the employee's Annual Leave Balances.</p> <ul style="list-style-type: none"> ◆ If the Annual Leave Balance meets or exceeds the 360 hour ceiling. <p style="text-align: right;">Job Aide α</p>	<p>1.2.a.iii. Enter the employee's Last Name or Social Security Number.</p> <p>1.2.a.iv. Click [OK].</p> <p>1.2.a.v. If the action for the employee has been entered, then proceed.</p> <p>1.2.a.vi. If the action for the employee has not been entered, then continue to check the employee's TRAC.</p> <p>Annual Leave Ceiling should remain 360. This will go down as leave is used until it reaches the 240.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 82 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 15 – Employee Return Procedures		
Roles and Responsibilities	Action	Tips
	<ul style="list-style-type: none"> If the Annual Leave Balance is less than the 360 hour ceiling but greater than the 240 hour ceiling. Job Aide α If the Annual Leave Balance is equal to or less than 240 hours. Job Aide α 	<p>Email DOI Contacts requesting that the Annual Leave Ceiling be set at the current balance.</p> <p>Email DOI Contacts and request that the Annual Leave Balances be set back to 240 hours.</p>
	<p>1.4. Update the employee's personal information. 1.4.a. Job Aide α</p> <p>Output: Returning the employee's attributes back to a U.S. payroll standard.</p>	<p>1.4.a.i. Communicate with the employee and remind them that they need to review their addresses, and banking information in Employee Express to ensure that they are accurate.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 83 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 16 - Prior Pay Period Adjustments



Roles & Responsibilities

A prior pay period adjustment (PPPA) is an adjustment submitted to change a timesheet's hours and/or labor codes from a prior pay period.

There are two types of PPPAs:

1. An adjustment that adjusts a timesheet within three pay periods from payment; and
2. An extended adjustment that adjusts a timesheet past three pay periods from payment (note that an extended adjustment can only adjust a timesheet as far back as twenty six pay periods).

PPPAs are processed daily from Thursday (Day 5) through Wednesday (Day 11) of the Pay Period.

When a PPPA is submitted by the employee, the employee can log-on to WebTADS and change, add, delete, and/or resubmit any changes to that PPPA. However, once the approver has approved the PPPA, the employee no longer has those capabilities.

The PPPA (both types) must be approved by a supervisor in WebTADS within 3 pay periods after the employee submits the adjustments. An extended adjustment requires a second level Center approval.

Type I adjustment is a leave or pay affecting adjustment.

Type II adjustments are labor code changes and approved at the center level and are not accepted by the NPO.

Upon rejection at any level, WebTADS automatically generates an email to the employee and approver.

Adobe Acrobat Professional will be used to consolidate all PPPAs. Refer to the Adobe Consolidation procedure.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 84 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

Process 16 – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
<p>[Employee]</p> <p>Submit PPPA in WebTADS.</p>	<p>When an employee wants to make a prior pay period adjustment (PPPA) to his/her hours or labor codes, he/she must submit a PPPA request in WebTADS.</p>	
<p>[Employee Supervisor]</p> <p>Approve PPPA and submit to NPO. (Control Activity)</p>	<p>The employee's supervisor reviews the PPPA in WebTADS. If the request is valid, the supervisor approves the PPPA in WebTADS and the request is routed to the NSSC Payroll Office (NPO).</p> <p>Note: In order to process the PPPA electronically, the employee's supervisor must approve the PPPA in WebTADS within 32 days of submission. After 32 days, the NPO cancels the request and a new request must be entered by the employee.</p>	
<p>Step 1</p> <p>[NSSC, Service Provider]</p>	<p>1.1. Log-on to WebTADS via Internet.</p>	<p>1.1.a.i. Click Login on main page.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 85 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 16 – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
Review the “Pending Adjustment Report” in WebTADS (Control Activity)	<p>1.1.a. Job Aide α</p> <p>1.2. Save the “Pending Adjustment Report”.</p> <p>1.2.a. Job Aide α</p> <p>Note: This spreadsheet shows the detail for each adjustment on the timesheet.</p> <p>1.3. Adjust the Report</p> <p>1.3.a. Job Aide α</p>	<p>1.1.a.ii. Under Agency Access choose applicable Center from list of Centers.</p> <p>1.2.a.i. Click [Reports] located on the toolbar.</p> <p>1.2.a.ii. Scroll down to the “Prior Pay Period Adjustment Reports” section.</p> <p>1.2.a.iii. Beside the “Pending Adjustment Report”, click the  (quick report) icon.</p> <p>1.2.a.iv. When the report comes up, remove the check from “Request” and click [Submit].</p> <p>1.2.a.v. Click the  (Excel) icon to export the spreadsheet in Excel. Save on Desktop.</p> <p>1.3.a.i. Perform an advanced filter on all unique records that only have one line per employee per pay period; double check the number of employee's with the Results: Approve = # number at the top of this spreadsheet.</p> <p>1.3.a.ii. Save the Excel to</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 86 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 16 – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
	Output: Report is reviewed and formatted.	N: Drive spreadsheet under: Centers\year\pay period.
<p>Step 2</p> <p>[NSSC, Service Provider]</p> <p>Audit each PPPA listed on the report until complete. (Control Activity)</p>	<p>2.1. From the report, open each employee's timesheet.</p> <p>2.1.a. Job Aide α</p> <p>Note: The adjustments that are waiting for 2nd level approval will show on this report. If an adjustment like this is encountered, skip it and proceed to the next adjustment as the NPO cannot audit the adjustment until it is approved.</p> <p>2.2. Verify that the PPPA listed on the report matches the PPPA on the employee's timesheet.</p> <p>Note: Typically, WebTADS retrieves the oldest dated PPPA first.</p> <p>Some exceptions:</p> <p>(1) The system will bring up an old PPPA (possibly from 2003), this is a system glitch.</p> <p style="text-align: center;">-or-</p>	<p>2.1.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>2.1.a.ii. Enter the employee's social security number and click [Query].</p> <p>2.1.a.iii. Select the applicable employee.</p> <p>2.1.a.iv. Once the current timesheet appears, click on the  (pending tasks) icon.</p> <p>Scroll down on the timesheet to the "Pending</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Responsible Office: Payroll	
SUBJECT: Payroll Processing	
Page 87 of 121	

Process 16 – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
	<p>(2) Additional approved PPPAs might be visible after the report has been printed; only accept those that appear on the printed report, the newly approved PPPA will be captured and audited the next time the report is run.</p> <p>2.3.a. Review the timesheet type 1 adjustment(s).</p> <p>2.3.b. Job Aide α</p> <p>Note: A Type 1 Adjustment is an hour type adjustment. A Type 2 Adjustment is a WBS change.</p> <p>Note: Sometimes employees will enter a type 2 adjustment in a type 1 adjustment mode. These must be rejected by the NPO.</p> <p>Output: Audited the PPPA.</p>	<p>adjustments/requests for this employee” section (below the comments section) and select the applicable PPPA date by clicking the  (adjust a previous timesheet) icon.</p> <p>2.3.a.i. Click the  (history) icon.</p> <p>2.3.a.ii. Scroll down to the “PPPA Review-Approved” section to view a summary of the hour type changes.</p> <p>Note: A change in payable hours will list a negative and positive number. The net effect of this change should be zero, unless the employee is adding earned hours or overtime.</p>
<p>Step 3</p> <p>[NSSC, Service Provider]</p> <p>Status the PPPA.</p>	<ul style="list-style-type: none"> If the PPPA requires a validation due to VLTP the timesheet must be audited prior to accepting. <p>3.1 Return to the employee’s timesheet.</p> <p>3.1.a Job Aide α</p>	<p>3.1.a Click on the  (Edit Timesheet) icon.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 88 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

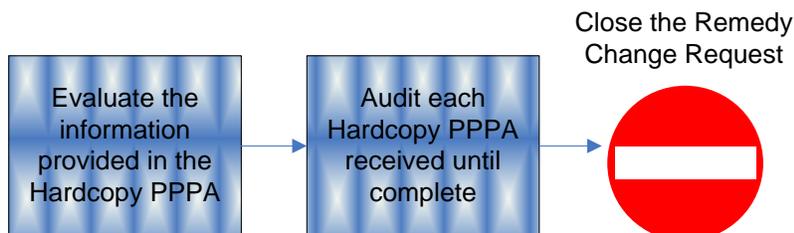
Process 16 – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
<p>Notify requestor of acceptance/rejection</p>	<p>3.2 Categorize the PPPA (Accept, Reject, or Pending).</p> <p>3.2.a Job Aide α</p> <p>Note: After the PPPA is processed, the (pending tasks) icon may still remain on the employee’s timesheet. If another PPPA is listed on the “Pending Adjustments Report” for this employee then, complete another audit. If the PPPA is not listed on the report then no action is required (the Adjustment will be captured and processed on the next Report).</p> <p>Note: Upon acceptance or rejection of the PPPA request by the NPO Service Provider, WebTADS automatically sends an email to the requestor and his/her approver.</p> <p>Output: Processed the PPPAs. Employee receives email that PPPA has been accepted.</p>	<p>3.2.a.i To Accept, click [Accept] at the top of the employee’s timesheet.</p> <p>3.2.a.ii.To Reject, add a comment that explains the reason for rejection and click [Reject] at the top of the employee’s timesheet.</p> <p>Note: Upon Rejection, the WebTADS system will generate an email to the employee and their approver.</p> <p>3.2.a.iii Upon completion click [Logout] and close WebTADS.</p>
<p>Step 4</p> <p>[NSSC, Service Provider]</p> <p>Consolidate the Report into PDF format.</p>	<p>4.1 Refer to the Adobe Consolidation procedure appendix C.</p>	<p>4.1.a. Save the PDF on the Shared Drive under Payroll folder>Year>Pay Period>Center.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 89 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

Process 16 – Electronic Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
	Output: Consolidated the report into a PDF.	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 90 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 17 - Hardcopy Prior Pay Period Adjustments



Roles & Responsibilities

Hardcopy PPPAs may be applicable for required changes to separated, “Z” status employee’s T&A as well; supporting documentation with a justification and approval from supervisor is required.

PPPAs are processed daily from Thursday (Day 5) through Wednesday (Day 11) of the Pay Period.

In order to enter a Hardcopy PPPA into WebTADS, you must have an Amended Hardcopy timesheet and a memo signed by the employee’s supervisor stating the changes.

There are two types of Hardcopy PPPAs:

- a. Type 1- payable hour changes; and
- b. Type 2- non-payable hour changes (WBS changes).

The CPO (Center Payroll Office) will forward (via fax) a Hardcopy Prior Pay Period Adjustment (PPPA) and Memo to the NPO.

The NPO will receive the Hardcopy PPPA via a change request in Remedy.

Process 17 – Hardcopy Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Evaluate the information provided in the Hardcopy PPPA. Note: Some NASA Centers do not always provide a corresponding memo.	1.1 Compare the employee’s adjustments on the Hardcopy PPPA versus the corresponding memo. <ul style="list-style-type: none"> • <u>If the memo and the Hardcopy PPPA correspond</u>, then proceed to Step 2.1 • <u>If the memo and the Hardcopy PPPA do not correspond</u>, then <u>contact the CPO</u>. 	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 92 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

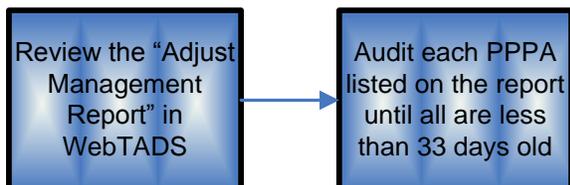
Process 17 – Hardcopy Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
	<p>of payable hours required will vary for part-time employees).</p> <p>Note: Hours can exceed 80 hours (for full time employees) if earned (credit or comp time) hours and/or overtime is charged.</p> <ul style="list-style-type: none"> • <u>If yes</u> proceed to Step 2.4. • <u>If no</u>, contact CPO; rejection may be necessary. <p>2.3. Verify that the original labor distribution on the PPPA matches the unedited timesheet in WebTADS.</p> <ul style="list-style-type: none"> • <u>If</u> the information is <u>correct</u>, then proceed to Step 2.4. • <u>If</u> the information is <u>incorrect</u> then, <u>send</u> the Hardcopy PPPA <u>back</u> to the CPO for correction. <p>2.4. Verify what kind of changes the employee is making to their timesheet.</p> <p>2.4.a. Job Aide α</p> <p>Note: A Type 1 Adjustment is an hour type adjustment. A Type 2 Adjustment is a WBS change.</p>	<p>2.4.a.i. Click the Accept button on the type 1 timesheet adjustment.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 93 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

Process 17 – Hardcopy Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
	<p>Note: Once NPO makes adjustment it is automatically approved in WebTADS and will not show up on report.</p> <p>Output: Audited and adjusted timesheet.</p>	
Step 3 [NSSC, Service Provider] Close Remedy Service Request.	3.1. Resolve Service request. Output: WebTADS Updated Correctly/Resolved Remedy Service Request.	

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 94 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 18 - Expiring Prior Pay Period Adjustments (PPPA)



Roles & Responsibilities

Prior pay period adjustments are “expired” when they have been pending for 33 days (or 2 pay periods) or longer.

An expiration of PPPA cancels the employee’s adjustments and converts the timesheet back to the data that was first submitted.

They are processed bi-weekly on Day 11 (Wednesday) of the Pay Period.).

On day 5 (Thursday of week 1) NPO sends an email to employees and approvers notifying them of any adjustment that has been pending for 27 days or longer. This is to let them know that it will be expired in 6 days if no action is taken to approve or reject.

Process 18 – Expiring Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
Step 1 [NSSC, Service Provider] Review the “ Adjust Management Report ” in WebTADS on day 5.	1.1 Log-on to WebTADS. 1.1.a. Job Aide α 1.2. View the “Adjust Management Report” Confirm the existence of any PPPAs 27 days or older. 1.2.a. Job Aide α <ul style="list-style-type: none"> If there are no PPPAs 27 days or older, then no action is required. 	1.1.a.i. Click Log In. 1.1.a.ii. Under Agency Access click on applicable center. 1.2.a.i. Click [Reports] located on the toolbar. 1.2.a.ii. Beside the “Adjust Management Report”, click the  (quick report) icon.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 95 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 18 – Expiring Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
	<ul style="list-style-type: none"> If there are PPPAs 27 days or older, then proceed to Step 1.3. <p>1.3. Send an email to the employee and approver stating that an adjustment is pending and if no action is taken to approve or reject, it will be expired in 6 days.</p> <p>Output: Reviewed the Adjust Management Report.</p>	
<p>Step 2</p> <p>[NSSC, Service Provider]</p> <p>Review the “Adjust Management Report” in WebTADS on day 11.</p> <p>Audit each PPPA listed on the report until complete.</p> <p>Note: On day 11, pending adjustments 33 days or older are expired.</p>	<p>2.1. Log into WebTADS</p> <p>2.1.a Job Aide α</p> <p>2.2. View the “Adjust Management Report” Confirm the existence of any PPPAs 33 days or older.</p> <p>2.2.a. Job Aide α</p> <p>2.3. Confirm the existence of any PPPAs 33 days or older.</p> <ul style="list-style-type: none"> If there are no PPPAs 33 days or older, then no action is required. 	<p>2.1.a.i. Click Log In.</p> <p>2.1.a.ii. Under Agency Access click on applicable Center.</p> <p>2.2.a.i. Click [Reports] located on the toolbar.</p> <p>2.2.a.ii. Beside the “Adjust Management Report”, click the  (quick report) icon.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 96 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Process 18 – Expiring Prior Pay Period Adjustments		
Roles and Responsibilities	Action	Tips
	<ul style="list-style-type: none"> If there are PPPAs 33 days or older, then proceed to Step 2.4. <p>Note: Make sure the expiration date is listed as days; not minutes, hours, or seconds. (i.e. 1.0<u>d</u>_ago=days ago, 3.2<u>h</u>_ago=hours ago, 2.0<u>m</u>_ago=minutes ago, and 87.9<u>s</u>_ago=seconds ago).</p> <p>2.4. Expire all PPPA transactions that are 33 days or older.</p> <p>2.4.a. Job Aide α</p> <p>Note: An email is automatically generated to all employees and their approvers notifying them that the PPPA was expired.</p> <p>Output: Expired adjustments that are 33 days or older.</p>	<p>2.4.a.i Under the history column, select “X” or “Expire PPPA.”</p> <p>2.4.a.ii Upon completion, log out of WebTADS.</p>

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 97 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Metrics

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Employee	Completes requests by contacting the Customer Contact Center, various forms, and/or electronic requests through NASA systems.	Employee's Supervisor/Approver Center Human Resources Office Center Payroll Office NSSC Payroll	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e. WebTADS) (where applicable). Goal = To track the timeliness of all requests made for efficient processing.
Supervisor/Approver	Completes requests on behalf of the employee by contacting the Customer Contact Center, various forms, and/or electronic requests through NASA systems.	Employee Center Human Resources Office Center Payroll Office NSSC Payroll	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e. WebTADS) (where applicable). Goal = To track the timeliness of all requests made for efficient processing.
Human Resources Office (NSSC and Center) AND Center Payroll Office	Forwards requests received from employees or their supervisors.	NSSC Payroll Office	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e., WebTADS) (where applicable). Goal = To track the timeliness of all requests made for efficient processing.
NSSC Payroll Office	To receive, review and/or forward requests as the process dictates.	Department of Interior's Payroll Office	Metric information will be captured by using generated Remedy Tickets and/or system reports (i.e.,

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 98 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
			WebTADS) (where applicable). Goal =To effectively capture accurate information/timelines and track all requests.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 99 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

System Components

IT System Title	IT System Description	Access Requirements	IT System Interfaces
FPPS and DataMart	Federal Payroll and Personnel System that supports all payroll and personnel actions for NASA.	User role for SP and CS	None
WebTADS	NASA Payroll Time and Attendance system responsible for recording employee's time.	User role for SP and CS	FPPS
Secure Payment System (SPS)	Federal Treasury system used to request payments to employees, outside agencies, etc.	User role for SP and CS	None
NEACC Remedy	Supports Marshall internal activities, metrics, etc.	User role for SP and CS	None
Historical Personnel Payroll System (HPPS)	NASA's Personnel and Payroll System that contains time keeping information for NASA employees prior to DOI conversion.	User role for SP and CS	None
Systems Applications Products (SAP)	NASA's accounting system that maintains NASA's accounting records.	User role for SP and CS	None
WAT	NASA's Web Access Tool that contains various Center reports for Payroll.	User role for SP and CS	None
Documentum	The Liaison Payroll Office's scanning system that houses employee requests and retirement records prior to NSSC transition.	User role for SP	None

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 100 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

New Systems

Generic System Title	Business Requirements for System	Access Requirements	IT System Interfaces
NSSC Remedy System	Supports NSSC internal activities, metrics, etc.	User role for SP and CS	None
Tech Doc	Houses all processing documents for the NSSC.	User role for SP and CS	None
Adobe Acrobat	Supports NSSC's internal processes by consolidating reports and various processing documents.	User role for SP and CS	None

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 101 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

Customer Contact Center Strategy

The NSSC Customer Contact Center can be reached via phone, fax or e-mail. Each call, fax or e-mail will initially be assigned as a "Level I" case. Upon any inquires, the Customer Contact Center will create a Remedy ticket and make every effort to answer the inquiry. In the event a question cannot be answered by the Customer Contact Center, the case will be elevated to "Level II"; which is the Payroll Office Service Provider (SP). Any inquires requiring a response from a Payroll Office Civil Servant (CS) will be routed to "Level III." All inquiries will be assigned by that Center's designated Payroll Technician.

For Email inquires: nssc-contactcenter@nasa.gov

For Fax inquires: 1-866-779-6772

For Phone inquires: 1-877-NSSC123 (or 1-877-677-2123)

For Web site information:

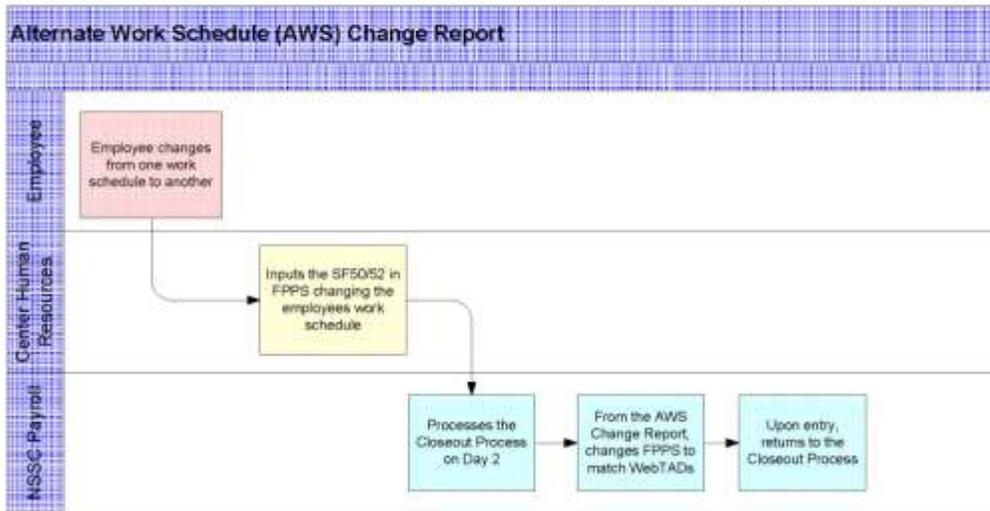
<https://www.nssc.nasa.gov/portal/site/customerservice/menuitem.70c15d886b124f7f0a0c69104dd72749/>

The NSSC Customer Contact Center will be provided a listing of the Payroll Office staff, and their areas of responsibility. Also, the Customer Contact Center will make references to DOI and Employee Express' Help Desk numbers and URL's and as well as other pertinent contact information.

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Responsible Office: Payroll	
SUBJECT: Payroll Processing	
Page 102 of 121	

Visio Cross Functional Flowchart Process Flows

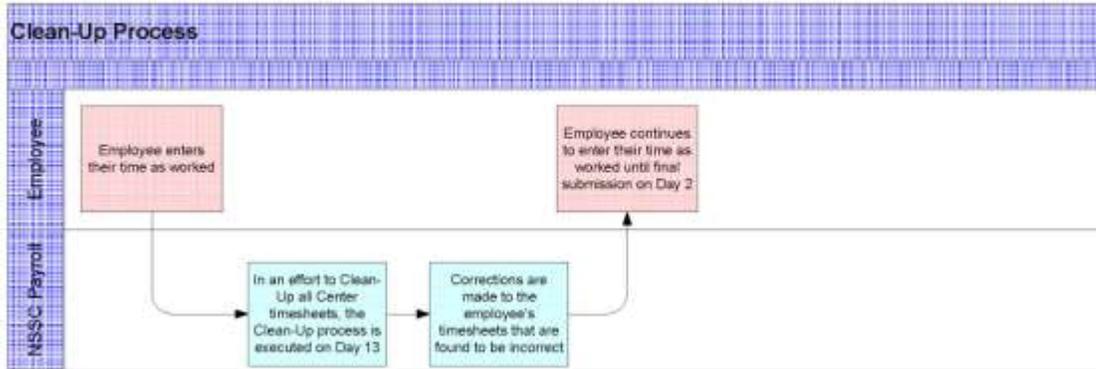
Alternate Work Schedule (AWS) Change Report



Responsible Office: Payroll

SUBJECT: Payroll Processing

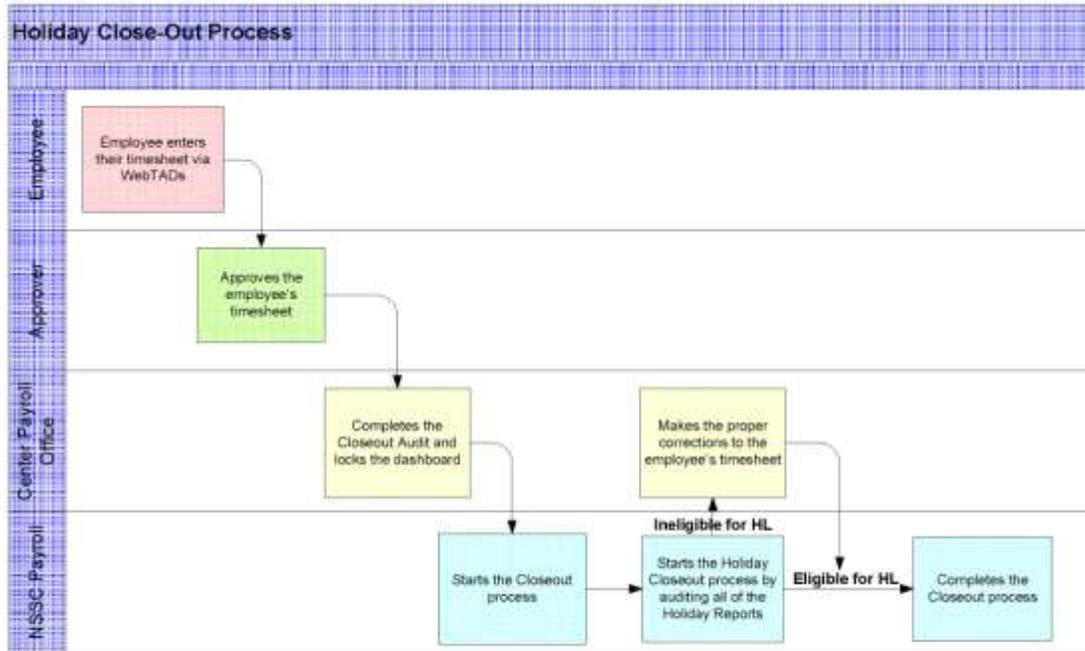
Clean-Up



Responsible Office: Payroll

SUBJECT: Payroll Processing

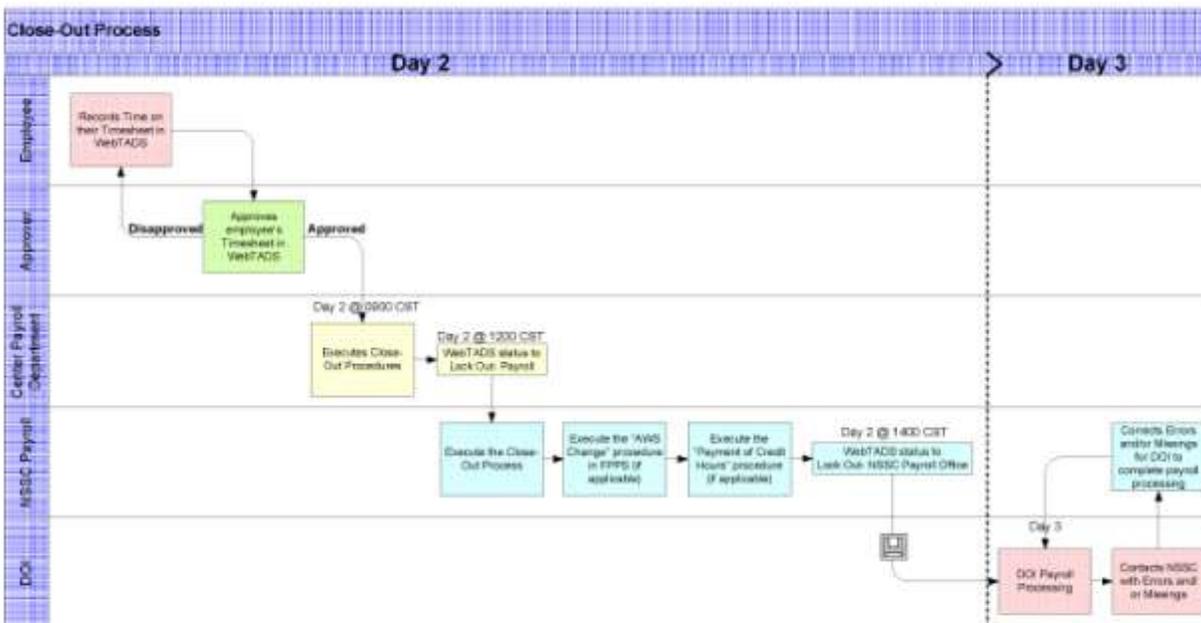
Close-Out Holiday



Responsible Office: Payroll

SUBJECT: Payroll Processing

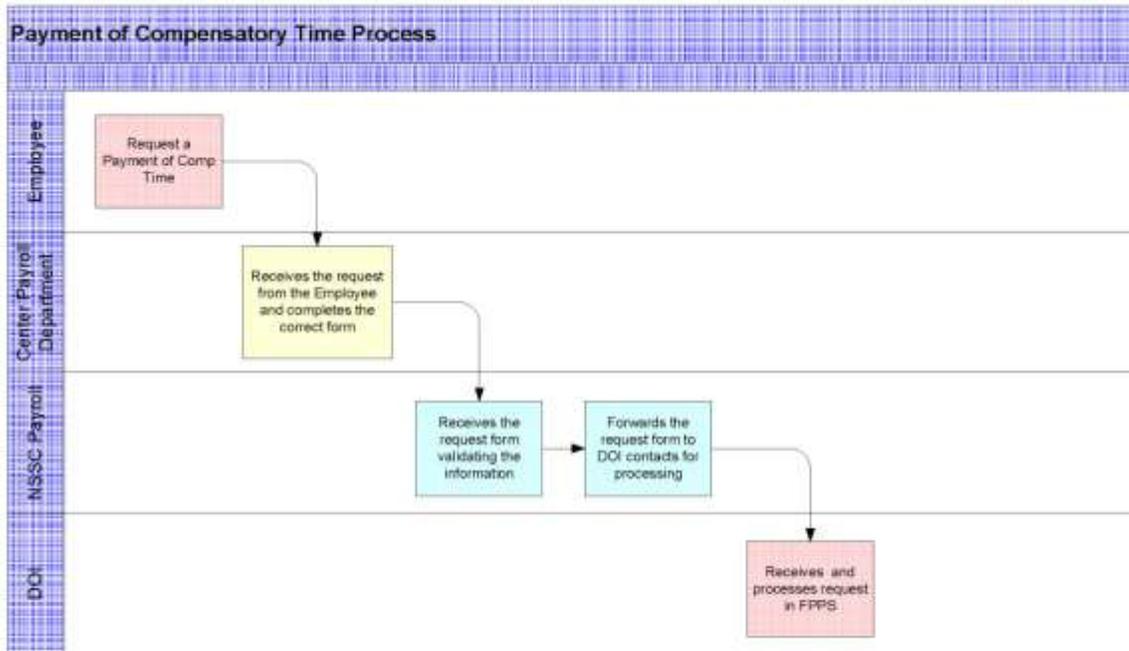
Close-Out



Responsible Office: Payroll

SUBJECT: Payroll Processing

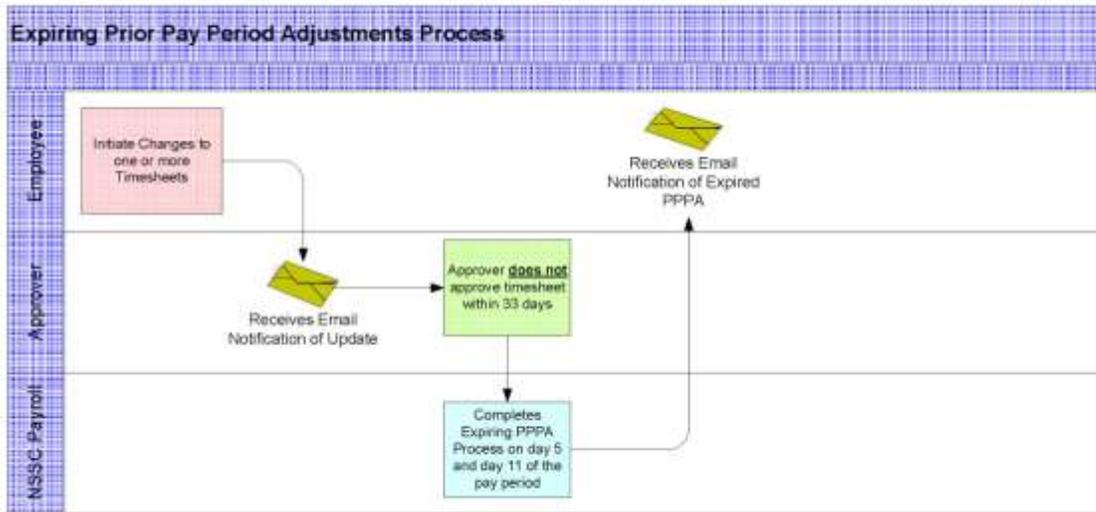
Compensatory Time- Payment of Compensatory Time



Responsible Office: Payroll

SUBJECT: Payroll Processing

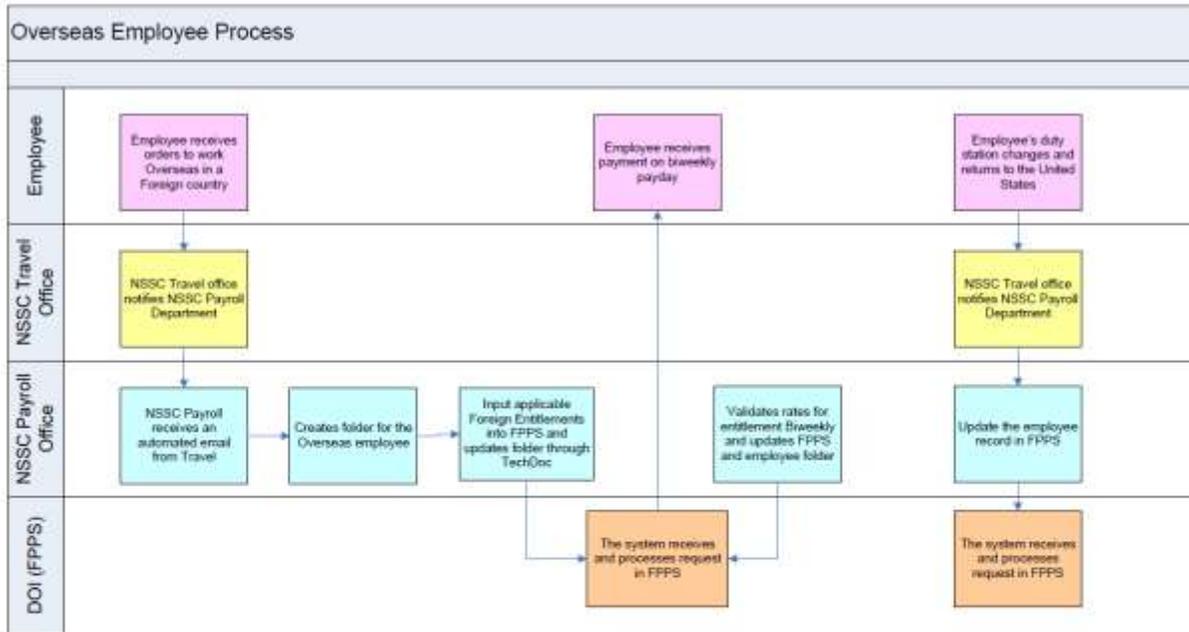
Expiring Prior Pay Period Adjustments



Responsible Office: Payroll

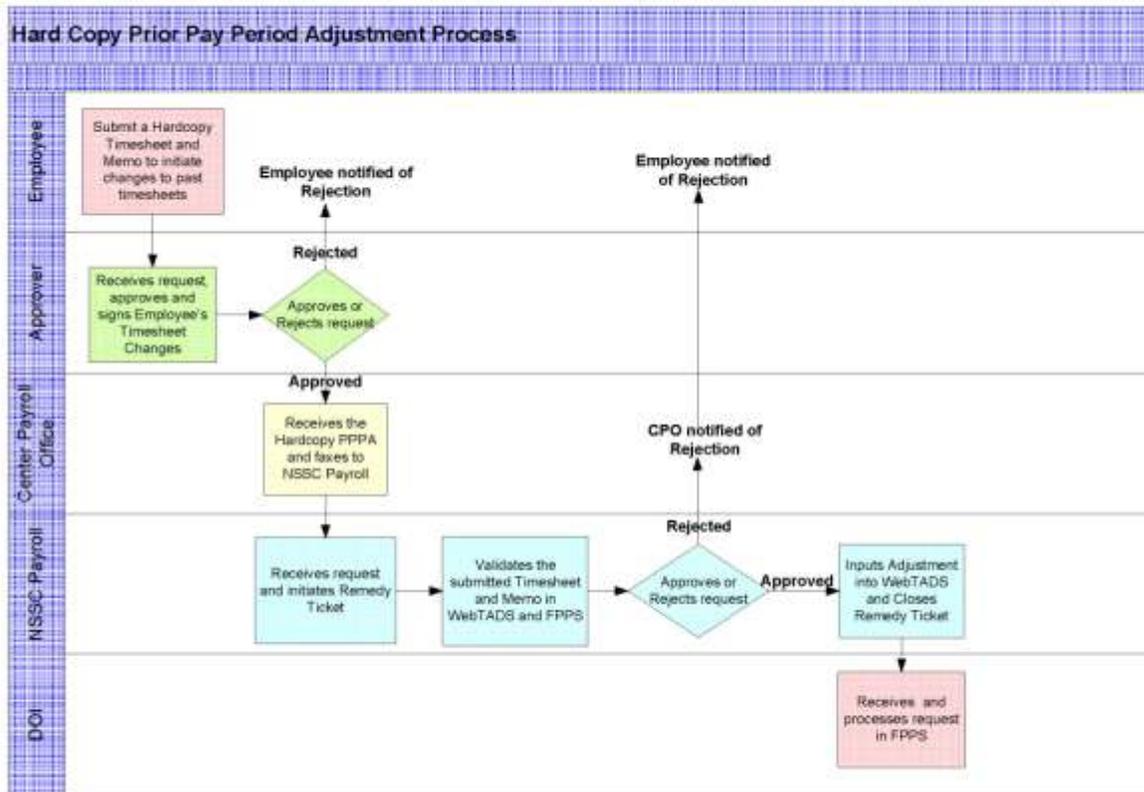
SUBJECT: Payroll Processing

Foreign Payroll



Responsible Office: Payroll
SUBJECT: Payroll Processing

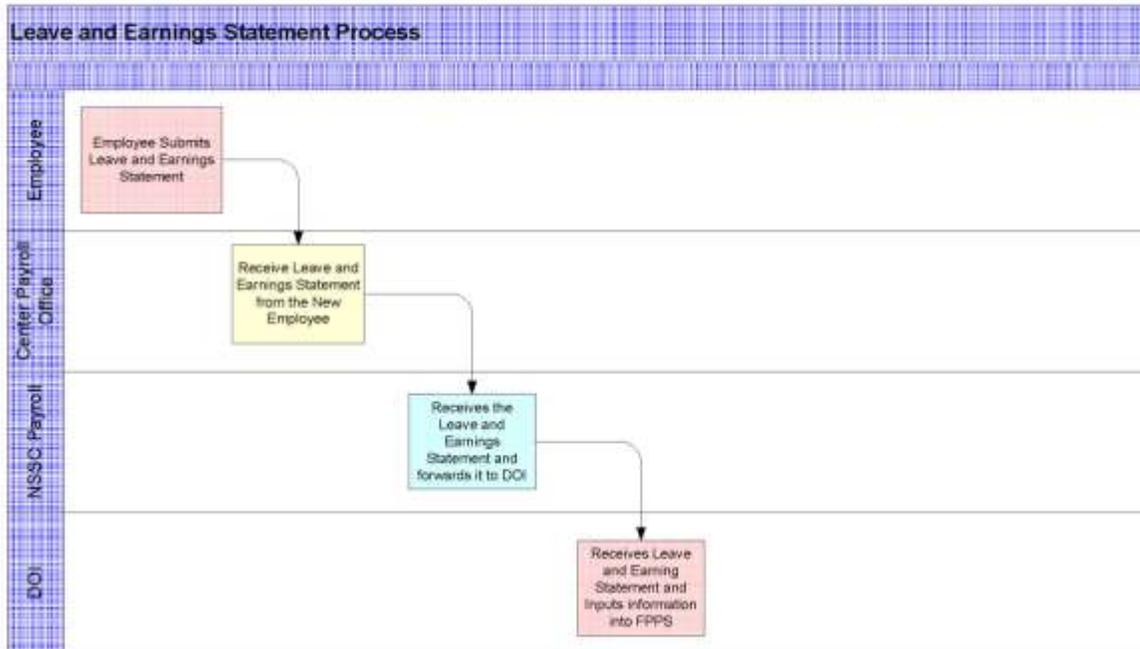
Hardcopy PPPA



Responsible Office: Payroll

SUBJECT: Payroll Processing

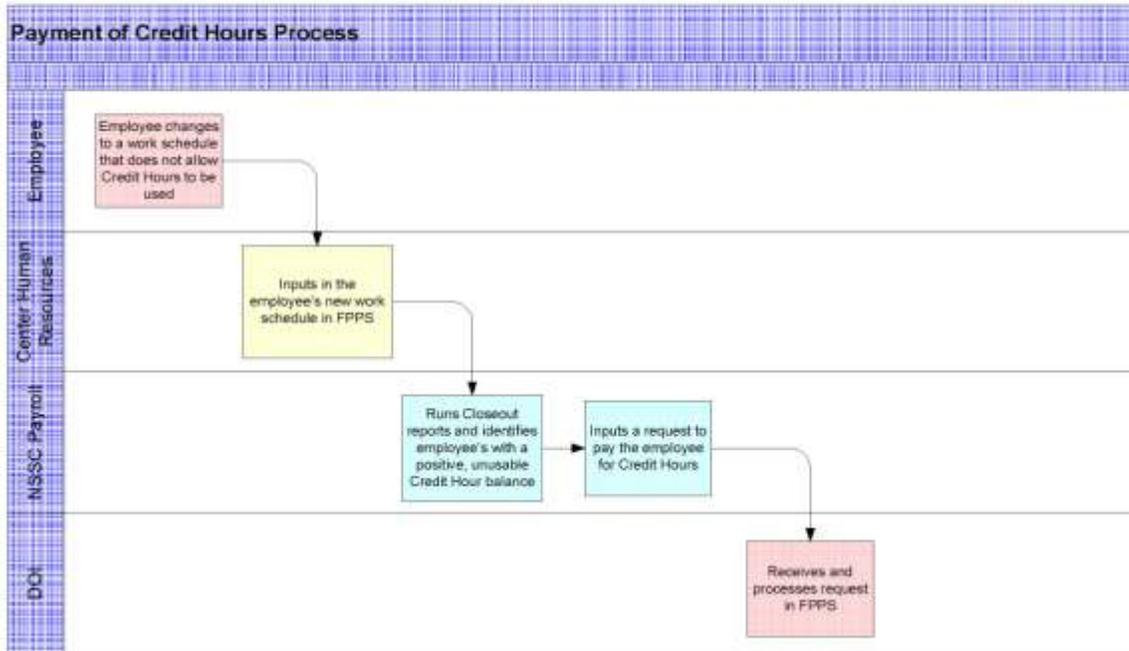
Leave and Earnings Statement



Responsible Office: Payroll

SUBJECT: Payroll Processing

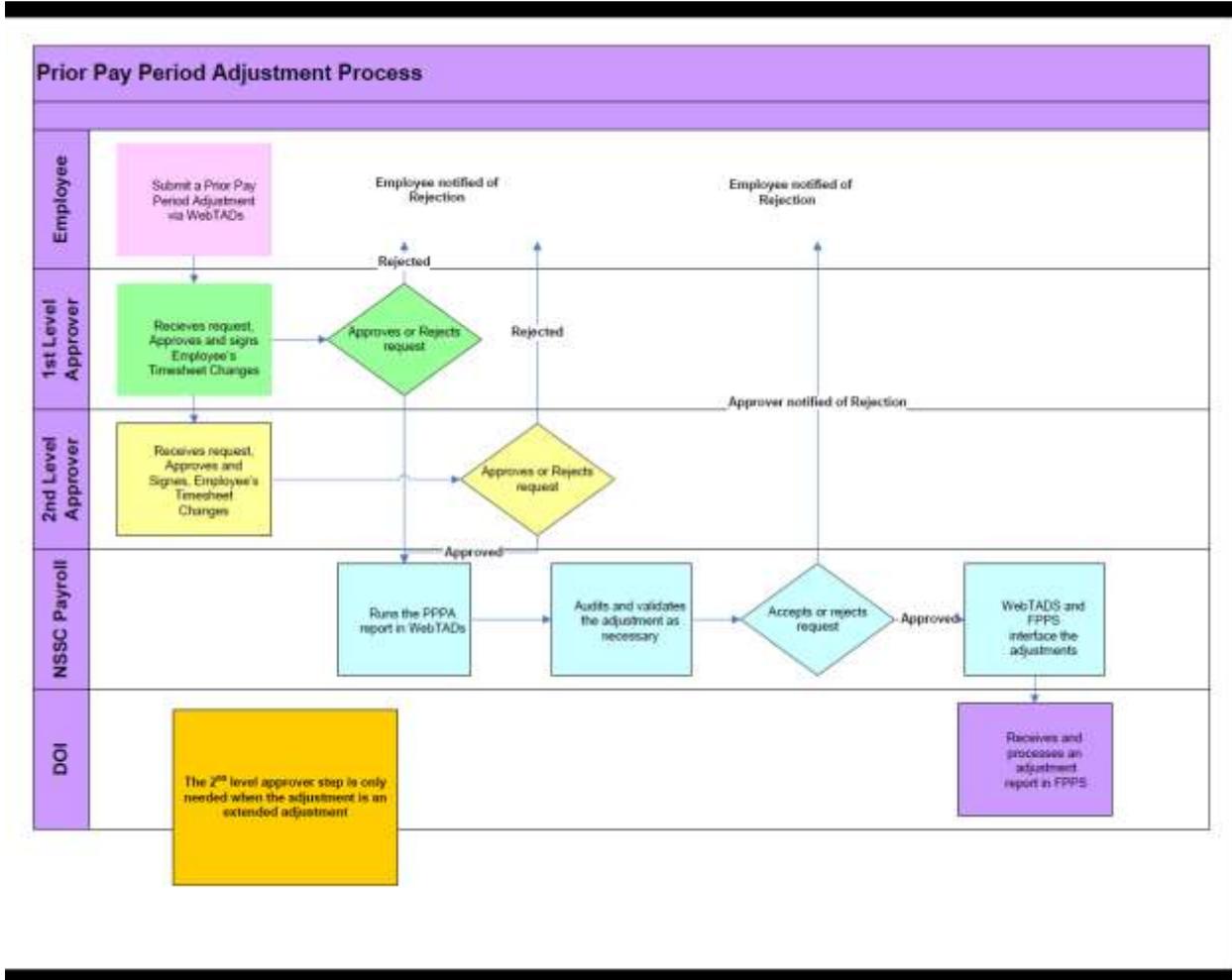
Payment of Credit Hours



Responsible Office: Payroll

SUBJECT: Payroll Processing

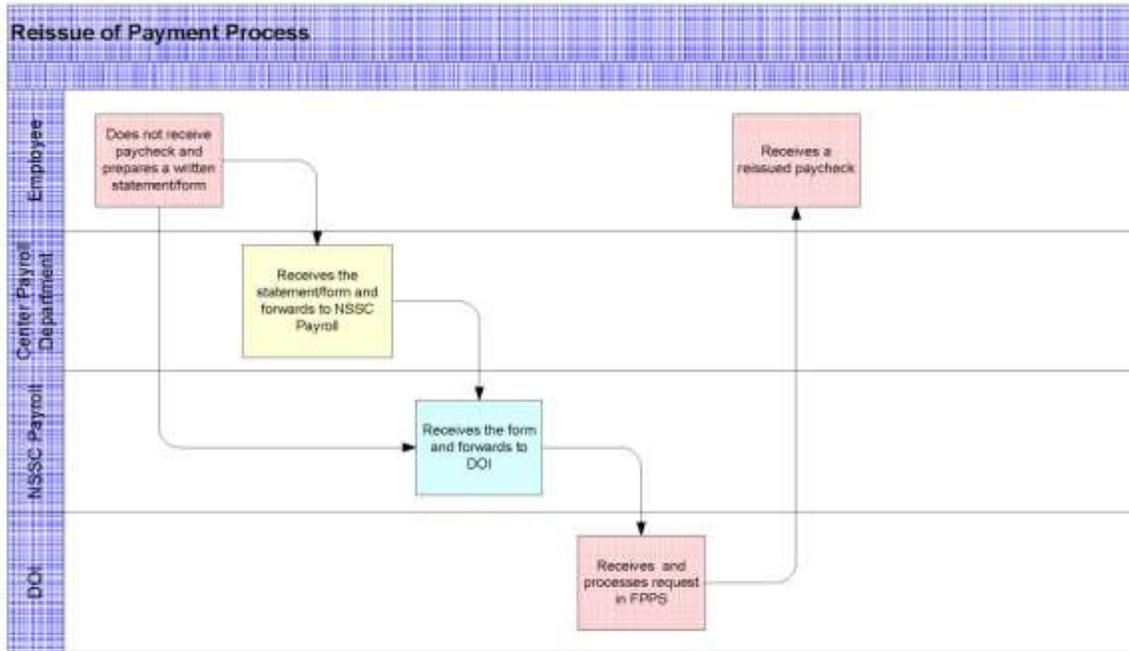
Prior Pay Period Adjustments



Responsible Office: Payroll

SUBJECT: Payroll Processing

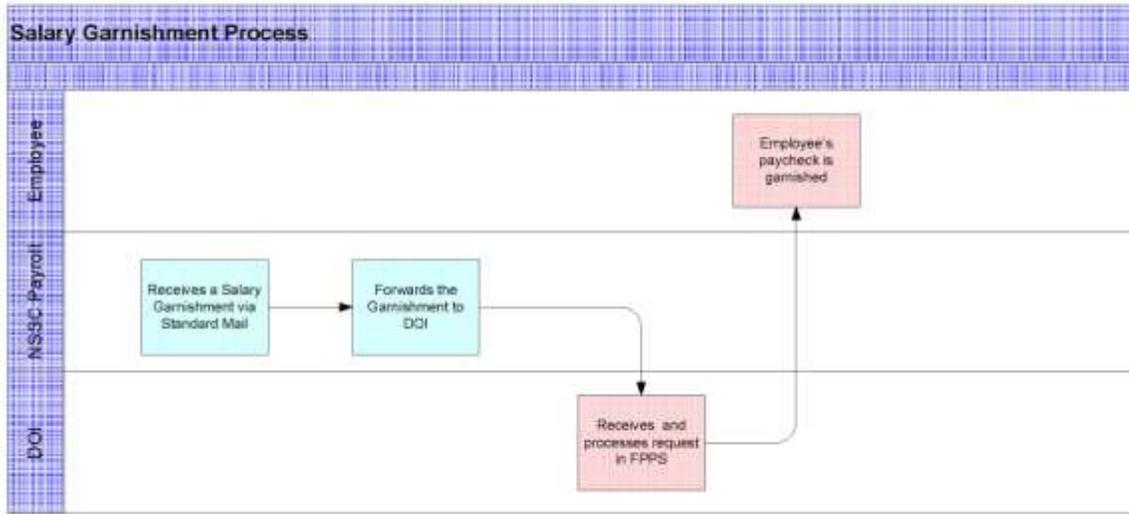
Reissue of Payment



Responsible Office: Payroll

SUBJECT: Payroll Processing

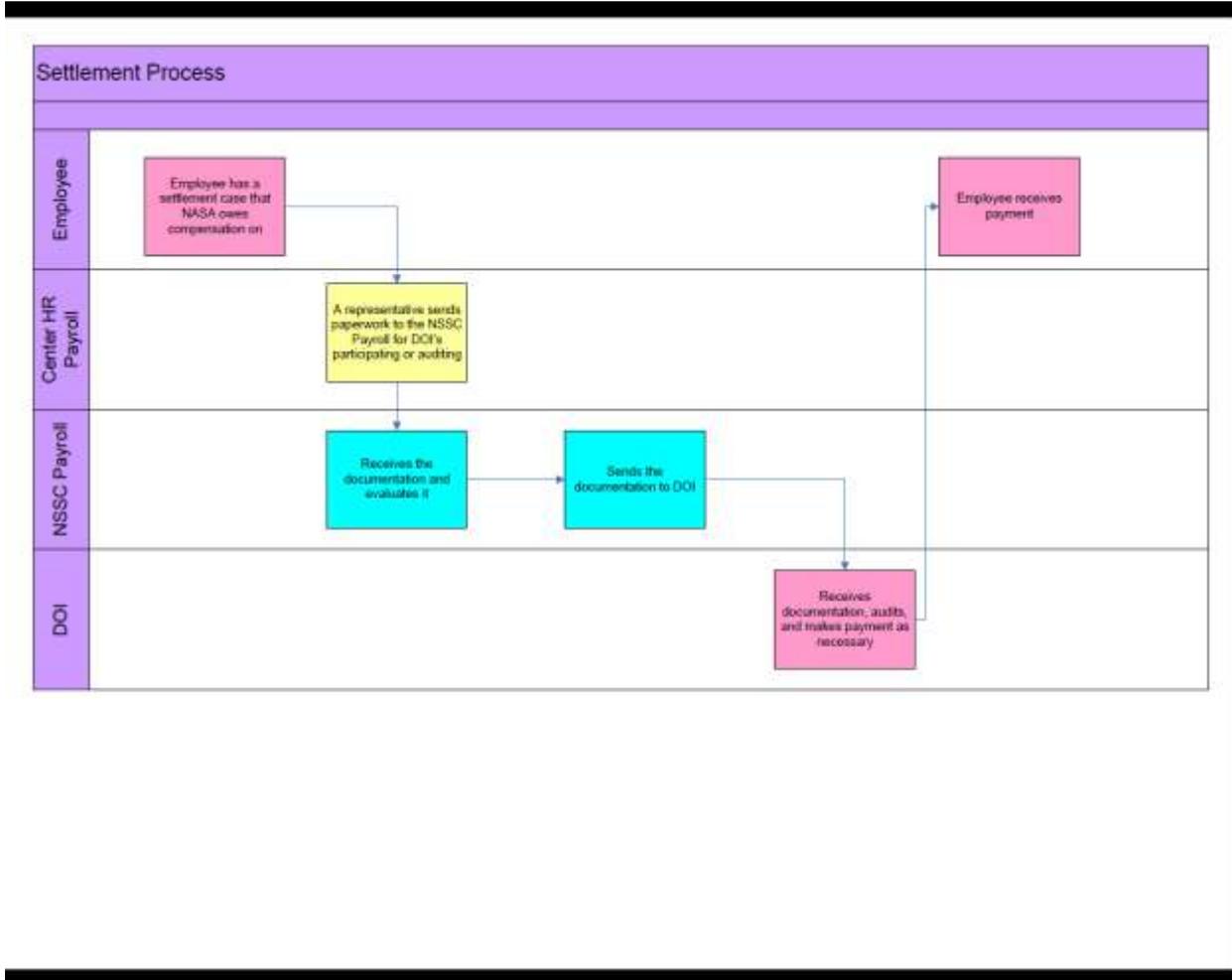
Salary Garnishments



Responsible Office: Payroll

SUBJECT: Payroll Processing

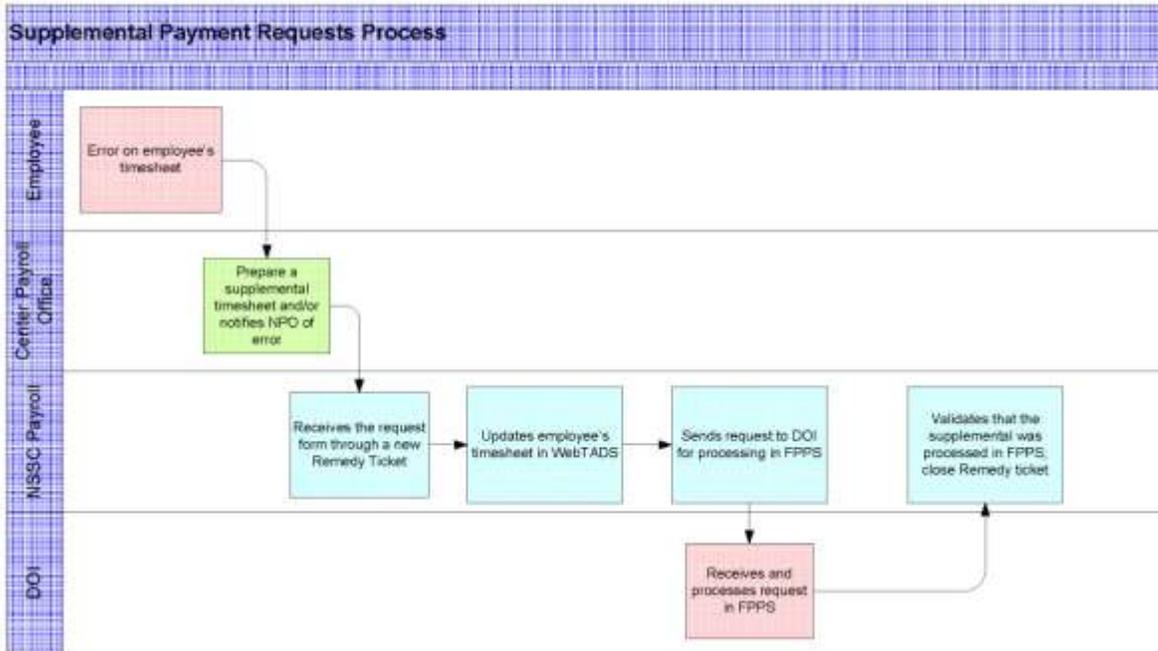
Settlements



Responsible Office: Payroll

SUBJECT: Payroll Processing

Supplemental Payment Requests



NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Responsible Office: Payroll SUBJECT: Payroll Processing	

APPENDIX B

NPO Time And Attendance Completion Checklist

Center: _____ PE _____

Processed By: _____ PP _____

For Holiday Payrolls Only

Hour Type Report

_____ Print AWOL- COP- FMLLW- LWOP- SUSP- WC

_____ Print No HL

Close-out Report

_____ Print AWS Change Report

-Make AWS code changes in FPPS

-Enter message form for Payment of
Credit Hour balance

_____ Print Timesheet Error Report

_____ Print Duty Status Change Report

_____ Print Center VLTP Report

_____ Print Pay Plan Change Report

_____ Print Wage Grade Report (FEGLI)

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0
	Number
	Effective Date: August 27, 2012
	Expiration Date: August 27, 2017
Page 119 of 121	
Responsible Office: Payroll	
SUBJECT: Payroll Processing	

Filters – Time Sheet Summary Report

_____ Capture active employee count.

_____ 1. The 1st filter checks for unapproved timesheets for all active paid employees, including astronauts.

- a. Duty Status ≠ Z
- b. WS Code ≠ I
- c. Filter on Approved = N
- d. Filter on Contractor Flag = N

_____ 2. The 2nd filter checks for active employees, who may have an invalid hour type on their timesheet.

- a. Duty Status ≠ Z
- b. Profile ACG OK = N

_____ 3. The 3rd filter is to ensure that any intermittent employees' with hours has an approved timesheet.

- a. Duty Status ≠ Z
- b. Filter by WS CODE = I
- c. Filter by Timesheet Hours ≠ 0
- d. Filter by Approved = N

_____ 4. The 4th filter is to ensure that no contractors have an approved timesheet.

- a. **Duty Status** ≠ Z
- b. . Filter by **Approved** = Y
- c. Filter by **Contractor Flag** = Y

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 120 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

_____ 5. The 5th filter is to ensure that any timesheet with zero hours has not been approved.

- a. Filter by **WS Code** \neq I
- b. Filter by **Timesheet Hours** $=$ 0
- c. Filter by **Approved** $=$ Y

NSSC Service Delivery Guide	NSSDG-9620-0001 Basic Version 1.0	
	Number	
	Effective Date:	August 27, 2012
	Expiration Date:	August 27, 2017
Page 121 of 121		
Responsible Office: Payroll		
SUBJECT: Payroll Processing		

APPENDIX C

Adobe Consolidation Procedures

1. Create a PDF from a Word Document or Excel Document
 - 1.1 Select Print from the drop down menu
 - 1.2 Select Adobe PDF from the Print options
 - 1.3 Rename the document and Click Save to the appropriate file folder
2. Consolidate all PDF's into one document
 - 2.1 Highlight all PDF documents to be consolidated
 - 2.2 Right click on Mouse, select combined Supported files in Acrobat Adobe
 - 2.3 Move PDF's up or down to place in correct ordering sequence and click Combine files
3. Save Consolidated PDF to "N" drive
 - 3.1 Rename the document and Click Save to save it in the correct file folder