



Welcome to the USAREUR, Civilian Pay Time and Attendance Course

<http://www.eur.army.mil/g1/content/CPD/docs/dcps/TrainingSchedule.pdf>

Upcoming Training:

Files are readily available for download: <http://www.eur.army.mil/g1/content/CPD/dcps/dcpsTrainingHandouts.html>
Download and review the files and ensure that your time and attendance process is in accordance with Audit Response and USAREUR time and attendance guidelines

SOP's are required as per Audit Response and DoD FMR Vol. 8, Chapter 2.

- Hours of Work
- Leave and Absence
- Audit Response

Training Times	
Timekeeper	0900 - 1600
Supervisor	0900 - 1200
Super User	0900 - 1200
NEPO	0900 - 1030
Audit Response	0900 - 1000

Note: Do you have a Time and Attendance Contingency Of Operations Plan (COOP) process in place?

Please keep your mic on mute at all times and only activate when you are ready to ask a question or provide feedback.
Please utilize the (Chat) pod If you do not have a mic and would like to ask a question or provide feedback.
If you are signing in as a guest please use your complete name.

This is no different from a classroom setting therefore please refrain from performing other duties not related to timekeeping while attending the course.

To receive a certificate please send an email to edgardo.d.burdios.civ@mail.mil

Edgardo Burdios
DSN: 537-1556



SBR 13.02 Payroll Exception Review

Control Activity:

Bi-weekly, a designated individual reviews the Missing Time Report and the Invalid Transaction Report from DCPS and resolves any identified payroll exceptions. This review is evidenced by the designated individual's signature and date on the exception reports.

Reports must be generated every pay period.
 Reports **can not** be generated for previous pay periods

Control Objective:

To ensure civilian payroll exceptions are reviewed and resolved during bi-weekly civilian payroll processing.

Owner	Designated individual, Customer Service Representative (CSR)
Frequency	Bi-Weekly
Document Retention	6 years, 3 months
Control Type	Preventive
Policy	DoD FMR 7000.14-R <ul style="list-style-type: none"> - Volume 8, Civilian Pay Policies and Procedures; Chapter 2: Time and Attendance. Section 0206, Adjustments and Corrections - Volume 8, Civilian Pay Policies and Procedures; Chapter 9: Records , Files, and Reports. Section 0902, Reports GAO-03-352G Maintaining Effective Control over Employee Time and Attendance Reporting

Timekeeper
as per DFAS Concept of Operations

CSR's only monitor outstanding or overdue reports and may provide assistance to timekeepers to resolve discrepancies.

Required Reports SBR 13.02

<https://dfas4dod.dfas.mil/systems/dcps/consolid/files/tnauserm.htm> (section F3)

- **Missing Time**
- **Invalid Transaction and retro invalid transaction**
- **Conversion of Hours**
- **Non Pay BEF/AFT #15** (must be generated when there is a holiday in a pay period)
- Call up these reports following input of time
- Correct discrepancies work with CSR
- Rerun the reports
- All discrepancies should be clear before close of business on Tuesday after end of pay period.

Message from the Indianapolis Civilian Payroll Office:
Help DFAS reduce the number of special pays by inputting time and attendance as early as possible. Work timekeeping reports promptly and follow up to ensure that issues have been resolved.

Required Reports SBR 13.02

Top 3 Invalid/Retro Invalid Errors

cod	text
1078	SCHEDULED HOURS IN SUP AND WORK SCHEDULE ARE NOT EQUAL
2032	EMPLOYEE INELIGIBLE FOR TYPE HOUR CODE .. TPY POS
2033	INVALID DUPLICATE DATES EFFECTIVE REPORTED
2034	EMPLOYEE'S REPORTED SHIFT CODE INVALID
2034	EMPLOYEE'S REPORTED SHIFT CODE INVALID
2038	NO EFFECTIVE SUPPLEMENTAL RECORD(S) FOUND
2062	EMPLOYEE REPORTED MORE HOURS THAN THE TOUR OF DUTY
2067	TA-EMPLOYEE STAT CODES INDICATE NO TIME SHOULD BE REPORTED
2105	CANNOT DETERMINE SHIFT CODE
2110	TOTAL BASE HOURS ARE GREATER THAN TOUR OF DUTY HOURS FOR WEEK 2
2111	TOTAL BASE HOURS ARE GREATER THAN TOUR OF DUTY HOURS FOR PAY PERI
2112	TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY
2113	TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR WEEK 1
2115	TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR PAY PD

- B. TIMEKEEPERS: Timekeepers are responsible for the recording of time and attendance (T&A) for their assigned organization. Time may be recorded using the DCPS On-Line T&A application, DCPS personal computer-based application, or an approved component-developed Source Data Automation (SDA) system.
1. RESPONSIBILITIES:
 - a. Establishes and changes employees' work schedules in DCPS.
 - b. Records daily time and attendance (T&A) data.
 - c. Performs data entry of T&A data at the site or, when access is not available, at an alternate site. Timekeeper notifies the payroll office and the chain of command prior to the first pass (the processing of employees who have reported T&A) when emergency time must be applied through the Customer Service Representative (CSR).
 - d. Monitors and corrects rejected T&A information shown in DCPS generated reports.
 - e. Obtains T&A certification from supervisors or authorized certifiers.
 - f. Provides data entry of T&A corrections (See Section I C.1.e.2 for SDA).
 - g. Provides CSR with updated security access using DD 2875 and DD 2929 as changes occur.
 - h. Submits corrections to T&A as required.
 - i. Reviews "missing time" T&A reports and inputs corrections as required.
 - j. Monitors the DFAS4DOD website (<https://dfas4dod.dfas.mil>) for the latest payroll guidance.

<https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpsmanuals.htm>

Required Reports SBR 13.02



Defense Civilian Pay System

DCPS Home	Payroll Offices	Manuals	POAs	Training	Payroll Office Forms
Policies & Regulations	Tools Library	FAQs	Links	Site Map	Help

Manuals

Opening the PDF files may take several minutes, depending on the speed of your Internet connection, it is recommended that the files be downloaded once and opened locally, rather than repeatedly accessed on line. If a download is extremely slow or experiences a timeout, it is recommended that the file be downloaded during non-peak business/Internet hours.

CSR User Manual	HRO User Manual	T&A User Manual
CSR Guides	DCPS Security SOP	Interface Specification
DCPS New User Instruction Manual		

[DFAS4DOD Home](#) | [DCPS Home](#)

Required Reports SBR 13.02



Defense Civilian Pay System

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T&A User Manual

Opening the PDF files may take several minutes, depending on the speed of your Internet connection, it is recommended that the files be downloaded once and opened locally, rather than repeatedly accessed on line. If a download is extremely slow or experiences a timeout, it is recommended that the file be downloaded during non-peak business/Internet hours.

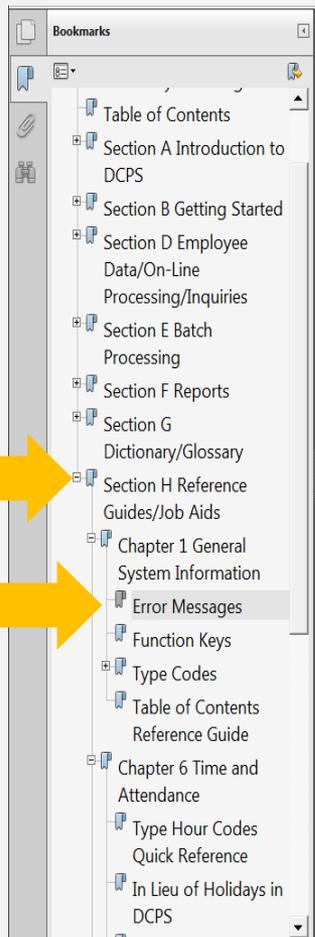
Description: Provides Time and Attendance personnel with the information necessary to use the system effectively.

https://dfas4dod.dfas.mil/systems/dcps/consolid/Manuals/TNAUSER/15-1_TnA.pdf

- [15-1 T&A User Manual](#) 04.05.2015 | PDF | 3.6MB
- [14-3 T&A User Manual](#) 11.16.2014 | PDF | 3MB
- [14-2 T&A User Manual](#) 07.27.2014 | PDF | 3MB
- [14-1 T&A User Manual](#) 04.06.2014 | PDF | 3.2MB

[DFAS4DOD Home](#) | [DCPS Home](#)

Required Reports SBR 13.02



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ERROR MESSAGES

All the Error Messages contained in DCPS are included on the following list and most have been shown without the abbreviations which might be displayed on a screen or printed on a report. Some messages are informational and some are only warnings to alert users to possible errors, e.g., 0035 PRESS ENTER TO CONTINUE PROCESSING and 0014 WARNING - VERIFY EMPLOYEE'S ENTITLEMENTS. True errors, e.g., 9000 INVALID VALUE IN FIELD(S) must be corrected prior to processing. No description will be shown for Error Messages that are self-explanatory.

Many messages contain a 'blank' which the program fills in with a value which is applicable at the time of the error. In this index the 'blank' is denoted by '***.' The possible values which may be inserted in the 'blank' are listed below the error message.

For example:

0021 WARNING - *** DEDUCTION PERIOD EXISTS
 *** CHAPTER 13
 *** COMMERCIAL DEBT



Conversion of Hours

REPORT NO. : P6607R01
REPORT DATE: 02/25/15 17:52

CONVERSION OF HOURS REPORT
PAY PERIOD ENDING DATE 02/21/15

PAGE 1

T&A SITE: W39DAA00

T&A GROUP: 0100

ACT ORG
WNH199 A1

SSN	NAME	DATE	CONVERTED		-----CONVERTED TO----->												
			CD	IDC	HRS	CD	IDC	HRS	CD	IDC	HRS	CD	IDC	HRS			
	MMED N	02/13/15	CF	L	8.00-	KA	L	8.00									

ORG SUMMARY	CF	8.00-	KA	8.00
-------------	----	-------	----	------

SSN	NAME	DATE	CONVERTED		-----CONVERTED TO----->												
			CD	IDC	HRS	CD	IDC	HRS	CD	IDC	HRS	CD	IDC	HRS			
	LE T	02/13/15	LS	L	4.00-	LA	L	4.00									

ORG SUMMARY	LS	4.00-	LA	4.00
-------------	----	-------	----	------

SSN	NAME	DATE	CD	IDC	HRS	CD	IDC	HRS	CD	IDC	HRS	CD	IDC	HRS
	HAEL M	02/10/15	CT	L	8.00-	LA	L	8.00						

ORG SUMMARY	CT	8.00-	LA	8.00
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ACTIVITY SUMMARY	CF	8.00-	KA	8.00	LS	4.00-	LA	12.00	CT	8.00-
------------------	----	-------	----	------	----	-------	----	-------	----	-------

SSN	NAME	DATE	CD	IDC	HRS	CD	IDC	HRS
	E D JR	02/20/15	CE		1.00-	CE	P	.12

ORG SUMMARY	CE	.88-
-------------	----	------

ACTIVITY SUMMARY	CE	.88-
------------------	----	------

T&A GROUP SUMMARY	CF	8.00-	KA	8.00	LS	4.00-	LA	12.00	CT	8.00-
	CE	.88-								

END OF REPORT



Did you know??? LWOP

Holiday During Pay Period. If the employee is in a **non-pay status** for any period less than his/her daily schedule on the day before and the day after the holiday, that employee will be printed on this report

Dec	28	29	30	31	01	02	03	04	05	06	07	08	09	10	Total
0730-1630	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	61.00
	RG	8.00	8.00	5.00					8.00	8.00	8.00	8.00	8.00		
	KA			3.00		8.00									11.00
	LH				8.00										8.00

```

V13.10  3:49:28  T&A REPORTS MENU  08/26/13
 9. INVALID TRANSACTION (NB000) NONE 27. NON PAY BEF/AFT WEEKEND NONE
10. INVALID TRANSACTION (NB010) NONE -----RETRO-----
11. INVALID TRANSACTION (NB020) NONE 28. INVALID TRANSACTION 08/25/13
12. CONVERSION OF HOURS (NB000) NONE 29. CONVERSION OF HOURS 08/21/13
13. CONVERSION OF HOURS (NB010) 08/13/13 30. NON PAY BEF/AFT NONE
14. CONVERSION OF HOURS (NB020) 08/14/13 31. SCHEDULE EDIT NONE
15. NON PAY BEF/AFT (NB000) NONE 32. ENV CALLBACK NONE

TA GROUP SJ2F PRINTER ID _____ PRINT OPTION (R/D) R
ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT OR <PF24> TO LOGOFF: _

```

The **Non Pay BEF/AFT report** must be generated, reviewed and cleared of any discrepancies every pay period and when a holiday is present in a pay period.

If the employee was not in a pay status on the **last hour the day before and on the first hour the day after the holiday, the employee is not entitled to the holiday leave.** The holiday will be rescinded from the employee by the payroll office changing the holiday to LWOP through T&A, which in turn will reprocess or trigger the retro process if in a prior pay period. If the pay period in which the holiday falls is not within the retro process cycle, adjustments will have to be made through the Leave Adjustment and the Pay Adjustment Programs.

Dec	28	29	30	31	01	02	03	04	05	06	07	08	09	10	Total
0730-1630	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	61.00
	RG	8.00	8.00	5.00					8.00	8.00	8.00	8.00	8.00		
	KA			3.00		8.00									11.00
	LH				8.00										8.00

If the LWOP hours for Wednesday Dec 31 is between 1530 -1630 and 0730 – 0830 on Friday Jan 02. The type hour code for Jan 01 must be changed to KA by the timekeeper. The Non Pay Certification Memo will be the authorization to make the change and kept as part of the payroll records for 6 years and 3 months.

Holiday on First or Last Day of Pay Period. If the holiday occurs on the first or last regular workday of the pay period and the employee was in a non-pay status for any period less than his/her daily schedule on the subsequent day following the holiday or the day preceding the holiday, that employee will be printed on this report. **The timekeeper must check if the employee was in a pay status the last hour before or the first hour after the holiday to determine if the employee is eligible to receive holiday leave.**



REPORT NO. P6620R01 EMPLOYEES IN NON PAY STATUS PRIOR/AFTER HOLIDAY

T&A SITE: WATL9800

T&A GROUP: MX20

ACTIVITY	ORG	SSN	NAME	PAY PD END DATE	DATE OF NON PAY
			Karson, Silyo	01/10/15	01/01/15

07.40

MASTER TIME HISTORY

06:04

03/11/15

SITE ID	TAG	ACT	ORG	EMPLOYEE ID	PPE DATE	NAME
DISPLAY	REVERSALS ?		N	CERTIFIER		
DATE	TY SG	AMOUNT	S E/H	NGT	DATE	INJ
WORKED	HR ID	/ HOURS	F OTH	DIF	ADJ	NO
			T			
12 29 14	RG	8.00	0			C40085756
12 30 14	RG	8.00	0			C40085756
12 31 14	KA	3.00	0			C40085756
12 31 14	RG	5.00	0			C40085756
01 01 15	LH	8.00	0			C40085756
01 02 15	KA	8.00	0			C40085756
01 05 15	KA	8.00	0			C40085756

<input type="checkbox"/> Compensatory time off					
<input type="checkbox"/> Other paid absence (specify in remarks)					
<input checked="" type="checkbox"/> Leave without pay	12/31/2014	12/31/2014	13:00	16:00	3.00

6. Remarks

7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand agency's procedures for requesting leave/approved absence (and provide additional documents required) and that falsification of information on this form may be grounds for disciplinary action.

7a. Employee Signature: Karson, Silyo

8a. Official action on request: Approved Disapproved

A corrected timecard must be generated to change the LH to KA. Employee is not eligible for Holiday Pay

DCPS Theater Support Office

Review the Time and Attendance USER manual prior to contacting your Customer Service Representative

<https://dfas4dod.dfas.mil/systems/dcps/consolid/files/tnauserm.htm>

Clay Kaserne, BLDG 1543, Wiesbaden, GERMANY

The site will be open for 30 minutes for questions and also time for downloading files.

To receive a certificate please send an email to:

edgardo.d.burdios.civ@mail.mil

