National Finance Center
Customer Notification

Date of Notification: October 18, 2013

Subject: Update to Guidelines for Processing of T&As in Pay Period 20

Database/Customer(s) Affected: All

Dear Customer:

The National Finance Center will run a normal processing schedule for Pay Period 20 with the first pass of PAYE on Thursday, October 24, 2013 and the second pass on Friday, October 25, 2013. The EFT Settlement Date for first pass of PAYE will remain Monday, October 28, 2013. The following provides guidelines for the processing of T&As in Pay Period 20 to ensure all employees are paid in Pay Period 20 for both PP20 T&As and PP19 corrected T&As. Agencies should use these guidelines to develop their specific employee/timekeeper instructions if required.

- For exempted employees, Agencies should continue to submit T&As using normal time and attendance procedures.
- For furloughed employees, the following applies:
  - Agencies should submit PP19 corrected T&As to account for the entire pay period in a pay status (replace TC-74 furlough with the pay transaction code normally used by each employee to report their time). The corrected T&A will result in the employee's PP19 gross pay being recalculated with appropriate deductions. The net difference will be paid to the employee.
  - Agencies should submit PP20 T&As to account for the entire pay period. Employees should record hours actually worked on October 17-19, 2013 using the normal T&A procedures and pay transaction codes for reporting time worked, premium pay, etc. Normal procedures should also be followed to record leave.
  - Monday October 14, 2013 should be recorded as a Holiday.

- Due to normal processing, as defined in the important note below, agencies should process T&As in following order:
  - PP19 corrected T&As
  - PP20 T&As
- Agencies should certify all T&As prior to COB Wednesday, October 23, 2013.

Important Note:

It is NFC's intention to ensure all employees are paid in Pay Period 20 for both PP20 T&As and PP19 corrected T&As. Per normal processing the following applies:

In the first pass:

- If both the PP19 corrected T&A and PP20 T&A are processed in the first pass, both will be paid.
- If the PP19 corrected T&A is processed without a PP20 T&A, the system will defer the PP19 corrected T&A to the second pass.
- If the PP20 T&A is processed and the PP19 corrected T&A is not, the system will only pay based on the PP20 T&A and the PP19 corrected T&A will be deferred to Pay Period 21.

In the second pass:

- If both the PP19 corrected T&As and PP20 T&A are processed in the second pass, both will be paid.

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