



National Finance Center Customer Notification

Timely Submission of Time and Attendance Data

August 31, 2017

Dear Customer:

We would like to remind all agencies of the requirement for submission of Time and Attendance (T&A) data. Timely receipt of T&As by the National Finance Center (NFC) is very important since it impacts employees' pay.

All T&As should be validated, certified and transmitted by close of business on the Tuesday following the end of the bi-weekly pay period.

Compliance with this requirement will ensure employees receive salary payments as scheduled. For additional information, please refer to the publication *T&A Processing-Time and Attendance Instructions (TNAINST)* located on NFC's web page.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; via email to NFCcontactcenter@nfc.usda.gov or via SNOW Customer Service Portal (CSP).