



## National Finance Center Customer Notification

# Timely Submission of Time and Attendance Data

January 4, 2018

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](mailto:NFCcontactcenter@nfc.usda.gov) or via the ServiceNow Customer Service Portal (CSP).