



## National Finance Center Customer Notification

### It's T&A Time!

February 8, 2023

Reference Number: NFC-1675806909

Dear Customer:

This notice serves as a reminder to all Agencies of the requirement for timely submission of Time and Attendance (T&A) data.

- All T&As should be validated, certified, and transmitted by close of business on the Tuesday following the end of the biweekly pay period.
- Personnel actions should be processed early to ensure inclusion in the anticipated pay processing cycle.
- Leave audits should be done periodically to ensure the employee's record in the Payroll Processing System (PPS) is reconciling with the T&A system.

Any Agency with specific questions regarding their employees' T&As should work with their local timekeeper, master timekeeper, supervisor, or Human Resources office. The timely submission of timecards is the responsibility of all employees, supervisors, and timekeepers to avoid delays in payroll processing and receipt of pay. To ensure the most accurate and efficient payroll processing, please make sure time entries are properly coded for tour of duty, leave, and telework.

Reviewing the following CULPRPT reports and taking the appropriate actions **during** the execution of PAYE will result in timely and accurate salary payments to your employees. Reviewing these reports **after** the execution of PAYE will assist you with identifying employees who may require a manual payment.

**CULP 0013**—Active Full/Part-Time Employee T&A(s) Not Received by the National Finance Center (NFC) Report. Provides a list of active full/part-time employees whose T&As were not received by NFC for the current processing pay period.

