USDA National Finance Center
Customer Notification

It's T&A Time!

December 13, 2023
Reference Number: NFC-1702421011

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.

Active Full/Part-Time Employees - T&A's Not Received by NFC
T&A Contact Point Sequence
As Of:
For Pay Period
Controlled Unclassified Information (CUI)
Employing Office:

Agency	Contact Point	SSNO	Name	POI	Last Paid	PP	Gr/St	Phone #

CULP 0053 – NFC Error Analysis by Contact Point Report. Provides a list of employees with T&A edit errors needing correction in the current pay processing cycle.

Error Analysis by Contact Point (CULP0053)
Controlled Unclassified Information (CUI)
Agency:
Date Prepared: **For Pay Period**

Contact Point	E/O	Name	SSNO	P/P on TA	Msg #	Error Message Description
					117	ADVANCED LEAVE USED NOT CODED
					348	T&A CODED FINAL - NO SEPARATION ACTION
					107	BASE HOURS WORKED EXCEEDED 80 FOR THE PAY PERIOD
					235	TOUR OF DUTY NOT BALANCED

CULP 0099 – Error Analysis for T&A Processing (Missing Personnel Actions). Provides a list of T&As with missing personnel actions which require an action to be taken by the personnel office before the T&A can process.

Error Analysis for T&A Processing (CULP0099)
Missing Personnel Actions
Controlled Unclassified Information (CUI)
Agency:
Date Prepared: **For Pay Period** **Pass No. 1**

Contact Point	E/O	Name	SSNO	Org	P/P on TA	Msg #	Error Message Description
						167	NTE DATE EXCEEDED

Contact Point Total T&A's: 1 **Total Errors: 1**

TIME Edit Messages As a reference, TIME edit messages can be found here.

Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-632-4468 or submit a request in the ServiceNow Customer Service Portal using the following links:

- Federated ServiceNow Users: https://nfcbsm.servicenowservices.com/
- Non-Federated ServiceNow Users: https://nfcbsm.servicenowservices.com/sp_ess