

Payroll/Personnel Processing Cycle Chart Legend

The Payroll/Personnel Processing Cycle is illustrated below. This sample diagram illustrates the daily processing of the payroll/personnel transactions which revolves around a 2-week cycle. Listed below are the symbols and descriptions of the Payroll/Personnel Processing Cycle.

Symbol	Description
PINE	<p>Payroll/Personnel transactions are processed through the Personnel Input and Edit System (PINE) every Monday through Friday of each pay period. The first pass of PINE for the current pay period processes on the second Monday of the pay period.</p> <hr/> <p>Note: These transactions must be entered before the first pass of the Payroll Computation System (PAYE) which is the first Thursday or Friday of the following pay period.</p> <hr/>
TIME	<p>Time and Attendance (T&A) reports are processed through the Time and Attendance Validation System (TIME) on the first Sunday through the first Friday of the following pay period.</p> <hr/> <p>Note: All T&As should be transmitted to the National Finance Center (NFC) no later than the Tuesday following the last day of the pay period.</p> <hr/>
PAYE	PAYE is processed on the first Thursday and Friday.
BEAR	Bi-Weekly Examination Analysis and Reporting System (BEAR) processes on the second Sunday of the pay period.
DD/EFT	Direct Deposit/Electronic Funds Transfer (DD/EFT) payday is the second Monday of the following pay period.

Payday	Payday (official) is the second Thursday of the following pay period.
MyEPP	My Employee Personal Page (MyEPP) provides employees self-service access to their personal information and the ability to view and make changes to their salary and benefit information without having to submit change requests to their Agency personnel office.

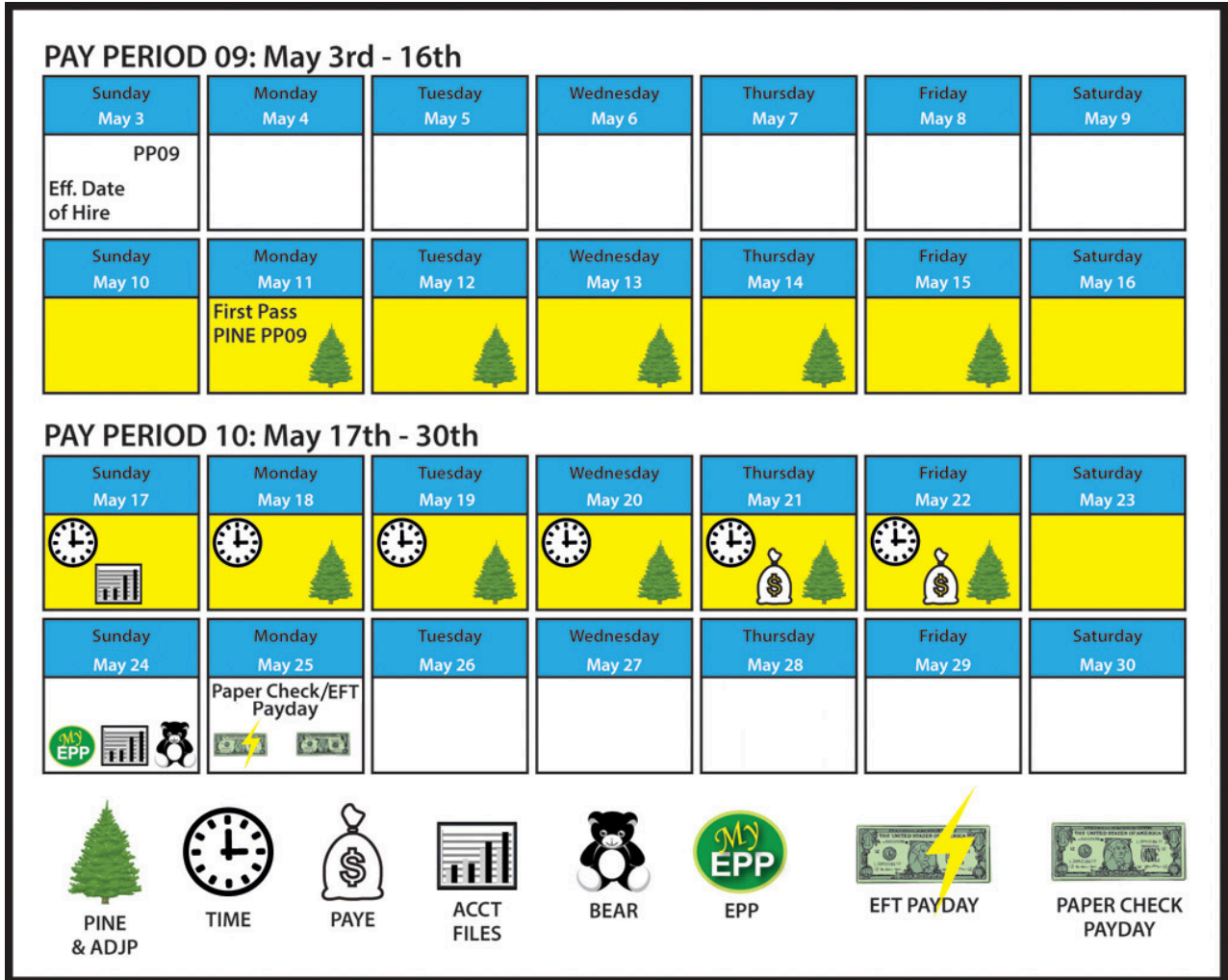


Figure 1: Payroll Personnel Processing Cycle