National Finance Center
Customer Notification

Timely Submission of Time and Attendance Data

Notification Date: January 7, 2016

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 are to contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-NFC-4GOV (1-855-632-4468); via the Internet using Remedy Requester Console or via email to NFCcontactcenter@nfc.usda.gov.