



National Finance Center Customer Notification

Time and Attendance

July 5, 2018

Dear Customer:

This notice serves as a reminder to all Agencies of the requirement for the submission of Time and Attendance (T&A) data. Timely receipt of T&A(s) by the National Finance Center (NFC) is very important since it impacts the employee's pay. All T&A(s) should be validated, certified and transmitted by close of business on the Tuesday following the end of the bi-weekly pay period. For additional information, please refer to the publication, T&A Processing Time and Attendance Instructions (TNAINST) which is found on the NFC web page.

The payroll/personnel processing cycle is the timeframe during which Agencies record and transmit employee payroll/personnel data to NFC for processing through the Payroll/Personnel System (PPS). The cycle runs for a 2-week pay period. The payroll/personnel cycle consists of:

- Entry, transmission, and correction of payroll/personnel data by the Agency.
- Entry and transmission of T&A data by the Agency.
- Correction of T&A(s) by NFC.
- Processing of this data by NFC.

As always, the NFC Operations and Security Center (OSC) will be available 24 hours per day, 7 days per week at 1-800-767-9641, 504-426-6435, or via email to OSC.ETIX@usda.gov.

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; or via ServiceNow Customer Service Portal (CSP).