



National Finance Center Customer Notification

Time and Attendance

July 30, 2019

Reference Number: NFC-1564504685

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) must be validated, certified, and transmitted by close of business on the Tuesday following the end of the bi-weekly pay period.

If you have any questions, please contact your local timekeeper, master timekeeper, supervisor, or Human Resource 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. Please make sure you are properly recording your time and using the correct codes for tour of duty, leave, and telework.

T&A submitters are required to check the following reports:

- CULP 0013 – Active Full/Part-Time Employee T&A(s) Not Received by NFC
- CULP 0099 – Error Analysis for T&A Processing

Reviewing these and other CULP Reports on a daily basis will result in timely and accurate salary payments to your employees.

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**, or via email to osc.etix@usda.gov.

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).