**National Finance Center**
**Customer Notification**

# Time and Attendance

August 11, 2020
Reference Number: NFC-1597158501

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 critical to ensuring a successful payroll processing cycle. All T&As should be validated, certified, and transmitted by close of business on the Tuesday following the end of the biweekly pay period.

Agencies who have 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.

Agencies are reminded to check the following reports to assist with T&A processing:

- CULP 0013–Active Full/Part-Time Employee T&A(s) Not Received by NFC Report.
    - Provides a list of active full/part-time employees whose T&A reports were not received by NFC for the current processing pay period.

- 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.

- CULP 0099–Error Analysis for T&A Processing (Missing Personnel Actions).

o 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.

Reviewing these and other CULP Reports 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 Agencies with identifying employees who may require a manual payment.

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

- Federated Service Now users: https://nfcerp.servicenowservices.com/
- Non-Federated Service Now users: https://nfcerp.servicenowservices.com/sp_ess/