

Paycheck8 A Web-based Time and Attendance solution for the Federal market

The National Finance Center (NFC) offers Paycheck8, a Web-based, state-of-the-art Time and Attendance (T&A) Report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter time from anywhere they have an Internet connection. Paycheck8 has been recognized for its superior system design, functionality, and architecture.

Paycheck8 Functionality

Paycheck8 is designed to adapt to the business rules/roles of the Agency or Department and can be quickly configured for changes in procedures or protocols.

Standard functionality includes:

- Time Reporting and Time Variance Reporting including Overtime
- Leave and Leave Donation Reporting
- Incorporated Premium Pay and Leave Request Functionality
- Standard Work Hour Capture to ease Time Entry
- Use of Ad Hoc Reporting Capability
- Allowance for usage of multiple Account Codes/Classifications
- Standard Hour Reporting
- Elimination of System Redundant Resource Requirements

Paycheck8 Advantages

- User group representation
- Technical and functional help desk
- Coordination of system reviews and reporting in accordance with the Office of Management and Budget Circulars A-123 and A-127
- Application certification and accreditation
- Training support
- Bi-Directional Interface process between Paycheck8 and NFC's Payroll/Personnel System



Leave Request Summary

T & A Summary

- Daily transmittal of flat files from Personnel Input and Edit System (PINE) containing employee accession and separation information
- Leave balances and profile data updates through Bi-Weekly transmittal of flat files from Bi-Weekly Examination Analysis and Reporting System (BEAR)
- Canned reports and real time reporting
- Information Technology and database maintenance and upgrades
- System restoration and Disaster Recovery

Paycheck8 Roles

Paycheck8 Employee: (Includes supervisor functionality)

- Enter, edit, and submit T&A.
- Submit leave and premium pay requests
- Approve T&A and leave/premium pay requests (Supervisors only).
- View previously submitted T&As.

Paycheck8 Read Only:

- Employee role access.
- View of the Enter Time and Show History pages for any employee.

PayCheck8 Timekeeper:

- Employee role access.
- Work on assigned employee T&As.
- Override validation errors for submission to NFC.
- Access standard reports.

Paycheck8 Master Timekeeper:

- Employee role access.
- Work on any T&As for employees within the user's designated area.
- Override validation errors for submission to NFC.
- Access standard reports.

Paycheck8 Human Resource Administrator:

- Employee role access.
- Work on any T&As for employees within the user's designated area.
- Administer Employee Profiles (Paycheck Profile Manager).
- Access standard reports.

Supported Browsers

Paycheck8 is a Web-based application that can be accessed by logging in through a Web browser. As a USDA/NFC application, Paycheck8 supports using:

- ✓ Microsoft Edge
- ✓ Mozilla Firefox
- ✓ Apple Safari
- ✓ Google Chrome

Security

Security is paramount to NFC, and Paycheck8 was architecturally designed with security as a primary consideration. Various processes are used to protect the integrity of the data and the identity of the users, and eliminate the risk of outside penetration.

Online Resources

Procedure manuals and associated documentation are available on the NFC System Documentation Page (<https://help.nfc.usda.gov/>).

Contact Us



<https://www.nfc.usda.gov>



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