



Paycheck8



PUBLICATION CATEGORY
T&A Processing

PROCEDURE MANUAL
Paycheck8



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System Overview

Paycheck8 is a Web-based 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 is used to prepare and submit T&As to the National Finance Center (NFC) for processing. Transaction Codes (TC), along with Transaction Descriptors (TD), and leave type tables are used in Paycheck8.

Through the use of Paycheck8 and local telecommunications capabilities, employees and timekeepers prepare T&As on personal computers (PC) meeting the minimum hardware requirements. Once approved, the T&As are picked up on scheduled build files and transmitted to NFC for processing via an Internet connection. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Paycheck8 allows for both the timekeeper and/or the employee to enter and submit T&A data on a daily basis throughout the pay period.

Note: Paycheck8 requires all time be entered in military time (24-hour clock) ranging from 0000 (midnight) to 2400 (the next midnight). All time is further broken into quarter hour increments (e.g., 0700, 0715, 0730, 0745, 0800).

Paycheck8 is used to:

- Maintain a personal information record for each employee at a specific T&A contact point. This record contains employee-related information needed T&A reporting.
- Display current T&A status on the Time and Attendance Detail page.
- Gather data entered for the purpose of recording attendance and leave and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the timekeeper to enter and submit an employee's T&A if the employee is not available.
- Establish a default schedule for an employee so that only absences from work or changes in the tour of duty must be entered.
- Enter leave.
- Record cost accounting.
- Select Prefix, TC, Suffix, Descriptor, and Accounting Codes from drop-down lists.
- Maintain tables at the Agency level.



- Enter corrected/split/final T&As.
- Perform certain edits to determine if the data is correct.
- Provide T&A-related reports.
- Provide a **Show Current T&A** option which allows a T&A to be viewed at any point in the process.

T&As are processed through TIME which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and T&As in question are placed in an error suspense file. T&A errors are corrected by NFC and are again processed through TIME. After T&As pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of T&As is necessary because of the impact on the employee’s pay. T&As should be completed on the last day of the pay period and be processed as soon as possible. T&As should be transmitted to NFC no later than the Tuesday following the last day of the pay period.

Agencies may obtain information concerning updates to the Payroll/Personnel database through the Information/Research Inquiry System (IRIS) and the Payroll/Personnel Inquiry System (PINQ). For more information about IRIS and PINQ, see the IRIS and PINQ procedure manuals located under the Research and Inquiry publications category on the Publications page of the NFC Web site.

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Paycheck8 Roles

Roles are assigned in Paycheck8 by the Agency ConnectHR Administrator or the Agency Paycheck8 Role Administrator. The Agency Security Officer requests access for an Agency ConnectHR Administrator by either sending an email to the Information Systems Security Office (ISSO) or by sending a fax to **504-426-9704** which must contain the Security Officer's signature. At least 2 weeks should be allowed for the request to be processed.



There are two sets of roles:

1. ConnectHR Roles - give the user access to ConnectHR only and allows for Role Assignment and other Administrative functions in Paycheck8.
2. Paycheck8 Roles - give the user access to Paycheck8 with defined functions.

The following roles are available in ConnectHR:

Agency ConnectHR Administrator (Tier 4)

- Assigns roles to any tier below the assigned role tier.
- Disables an employee.
- Manages passwords for employees.
- Resets employees security questions.
- Removes employees.
- Accesses reports.
- Modifies the welcome message on Paycheck8.

Agency Paycheck8 Role Administrator (Tier 3)

- Assigns roles to any tier below the assigned role tier.

The following roles are available in Paycheck8:

Employee (Tier 2)

- Enters, edits, and submits T&A.
- Submits leave and premium pay requests.
- Approves T&As and leave and premium pay requests (if defined as a supervisor).

Note: Supervisor is not a Paycheck8 Role, but users can be defined as supervisors. This allows the user to approve T&As and leave and premium pay requests.

Employee plus Read (Tier 2)

- Employee role access.
- Read only ability to search for and view data for all employees within the Agency.

Timekeeper (Tier 2)

- Employee plus Read role access.



- Enters, edits, and submits T&A and leave and premium pay requests for employees within access defined organizational structures.
- Overrides validation errors for submission to NFC within access defined organizational structures.
- Accesses standard reports.

Master Timekeeper (Tier 2)

- Employee plus Read role access.
- Enters, edits, and submits T&A and leave and premium pay requests for all employees.
- Overrides validation errors for submission to NFC for all employees.
- Accesses standard reports.
- Accesses Administrative Functions.
 - Manages Paycheck8 Alert Messages.
 - Views Paycheck8 configuration parameters.
 - Manages the Job Control Language (JCL) (Built Info) for each client.

Human Resources (HR) Administrator (Tier 2)

- Master Timekeeper role access.
- Employee Management.
 - Finds/Edits/Clones employee profiles.
 - Creates new profiles.

Agency Change Client (Tier 2)

- Ability to access other Agencies within a defined Department.

Agency Accounting Administrator (Tier 2)

- Employee role access.
- Accesses accounting functions.

VLTP Administrator (Tier 2)

- Employee role access.
- Access VLTP functions.



Related Systems

Paycheck8 data is displayed and/or interfaces with the systems and/or applications described below.

Adjustment Processing System (ADJP). ADJP provides automatic handling for a variety of payroll adjustments. This system processes adjustments based on data received on corrected T&As and late personnel actions.

Employee Personal Page (EPP). EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information. It also displays news items from the Agency or National Finance Center (NFC). EPP further allows employees to link to other sites, such as TSP, OPM, etc. The Self Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information.

FOCUS Reporting System (FOCUS). FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

Information/Research Inquiry System (IRIS). IRIS is used for researching personnel-related inquiries received from employees and other sources. IRIS provides immediate access to at least 1 year of current and 5 years of historical personnel data and certain payroll document history.

Insight. Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions.

Management Account Structure Codes System (MASC). MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in Paycheck8 are edited against MASC.

Payroll Processing System (PAYE). Using the data entered in Paycheck8 and the related personnel information from the database, PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from ADJP, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments, as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, adjustments, retirement, etc.

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data enter in Paycheck8 is displayed in PINQ after it passes the TIME edits.



Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

Reporting Center (RPCT). RPCT is a Web-based reporting application on the Application Launchpad on the NFC home page. RPCT offers Administrative, Financial, Personnel, and Workforce reports. The Leave Error report is used by timekeepers and is available in RPCT.

Time and Attendance Validation System (TIME). The initial processing of T&As is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the T&A in question is placed in an error suspense file. The T&A is corrected at NFC and is processed through TIME again. After the T&A passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Table Management System (TMGT). TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in Paycheck8 are in TMGT Table 032, Transaction Codes.

Time Inquiry Leave Update System (TINQ). TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected T&As. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program (VLTP) and the Voluntary Leave Bank Program (VLBP), or the Emergency Leave Transfer Program (ELTP).

Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To access this information, go to the **HR and Payroll Clients** page from the **MyNFC** drop-down menu on the NFC homepage. Click the **Publications** tab in the center ribbon. Select **T & A Processing**, then select **TNAINST** or **TIME Edit Messages**.

Hardware Requirements

A PC with Internet capabilities and an Internet Explorer browser of 8.0 or higher, and accessible via compatible browsers Chrome, Safari, Firefox, etc. are the hardware requirements to access Paycheck8.



Record Retention Requirements

For T&A data electronically transmitted to NFC, Agencies must maintain the certified T&A report and all appropriate supporting documentation for a 6-year period in compliance with General Records Schedule (GRS)-2 and the General Accounting Office (GAO) audit requirements.

NFC will maintain the personal payment history required in Fair Labor Standards Act (FLSA) cases and court-ordered restorations as cited in the supplemental authorization NC1-16-79-5 to GRS-2.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

Agency:

- Requests security access to Paycheck8 for Agency ConnectHR Administrator. The Agency ConnectHR Administrator grants Paycheck8 access for all Agency Paycheck8 roles.
- Enters T&A data for each employee, as required by law and regulations.
- Transmits T&As to NFC by established timeframes. (T&As should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.)
- Corrects leave errors.
- Monitors T&A related status reports and takes measures to reduce T&A rejections and leave errors.
- Monitors T&As received by NFC to account for all active and full-time employees.
- Maintains TC and Leave tables.

National Finance Center:

- Processes T&A data within established timeframes.
- Edits T&A data.
- Reviews T&A edit error messages and corrects the T&A. Contacts the Agency for assistance as necessary.
- Monitors T&As received to account for all active and full-time employees.
- Provides reports.

Timekeeper:

- Performs T&A functions.



Supervisor:

- Reviews and approves/declines leave, comp time, and premium pay requests.
- Reviews and approves employee T&As.

Employee:

- Documents information on a daily basis in accordance with his/her Agency policy.
- Certifies T&A information in accordance with his/her Agency policy, but no later than the Monday after the close of the pay period.

Reporting Capabilities

Paycheck8 offers reports according to assigned roles and are available to the following roles:

- Timekeeper
- Master Timekeeper
- HR Administrator
- Agency ConnectHR Administrator

For more information on reporting within Paycheck8 (including examples of each report), see **Reports** (on page 158).

Note: For information on reports with ConnectHR (including examples of each report), see **Viewing Reports** (on page 324) in **Agency ConnectHR Administration** (on page 289).

RPCT provides the following reports to assist Agencies in processing T&As.

- Leave Error Report - Lists employees with leave discrepancies. Discrepancies occur when the employees leave balance(s) on the payroll/personnel database and those on the T&A report for a particular pay period do not match. This report is produced each pay period a leave discrepancy exists.
- T&A Error Analysis - Lists employee identifies T&A errors corrected by NFC during the processing pay period.
- T&A Missing Personnel Actions - Lists T&As with missing personnel actions which require an action to be taken by the personnel office before the T&A can process.
- T&A Reject Report - Lists the total number of T&As, valid T&As, rejected T&As, and the percentage of rejected T&As by Department, Agency, and pay period.
- T&A YTD (year-to-date) Reject Report - Lists the total number of T&As, valid T&As, rejected T&As, and the percentage of rejected T&As by Department, Agency, and pay period from the first pay period of the chosen year through the selected pay period.



- T&As Not Received by NFC - Lists active full/part-time employees whose T&As were not received by NFC for the current processing pay period. This report should be generated and reviewed on the Tuesday, Wednesday, Thursday, and Friday mornings after all known T&As have been electronically transmitted to NFC.

Access Requests

Access to Paycheck8 is granted to Agency ConnectHR Administrators and individual access is granted at the Agency Leave. To obtain Agency ConnectHR Administrator access, the Agency Security Officer must submit a properly completed request for security access via Remedy Requester Console (<https://servicecenter.nfc.usda.gov/arsys/home>). At least 2 weeks should be allowed for the request to be processed.

Getting Started in Paycheck8

Paycheck8 can be accessed via NFC's Application Launchpad or using eAuthentication.

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Starting Paycheck8

To Start Paycheck8:

1. Log on to the Internet.
2. Connect to the NFC home page at *www.nfc.usda.gov*.
3. Select the HR/Payroll Client page from the My NFC drop-down menu.



4. On the Application Launchpad, click **Paycheck8**. The Paycheck8 Login page is displayed.

Paycheck8
USDA

Login Help

Paycheck8 is a National Finance Center time and attendance system. It allows you to access your T&A report at any time from any location.

Choose one of two methods to login securely to Paycheck8.

To use eAuthentication credentials as the login method, click on the eAuthentication button to be temporarily transferred to the eAuthentication web site. Proceed as that site instructs. You will be returned to Paycheck8 when the eAuthentication process is successful.

To use your Paycheck8 credentials enter your user name and password and then click the Log In button.

For assistance with your Paycheck8 credentials, use the Forgot Your User Name link or Forgot Your Password link near the end of the page.

If you have not created your Paycheck8 credentials, select the Establish User Name and Password link near the end of the page.

Paycheck8 Login

eAuthentication Login

To log into Paycheck8 with eAuthentication, please click the eAuthentication button.

[eAuthentication](#)

User Name/Password Login

To log into Paycheck8 with your user name and password provide them and click the Log In button.

User Name: *

Password: *

[Log In](#)

Need assistance with credentials?
[Forgot Your User Name?](#)
[Forgot Your Password?](#)

Need to create credentials?
[Establish User Name and Password](#)

Figure 1: Paycheck8 Login Page

5. Click **eAuthentication** to login if your Agency accesses Paycheck8 using eAuthentication.

OR

Complete the fields as follows:

Field	Instruction
User Name	Enter your Paycheck8 user name.
Password	Enter your Paycheck8 password.



6. Click **Log In**. The Rules of Behavior page is displayed.

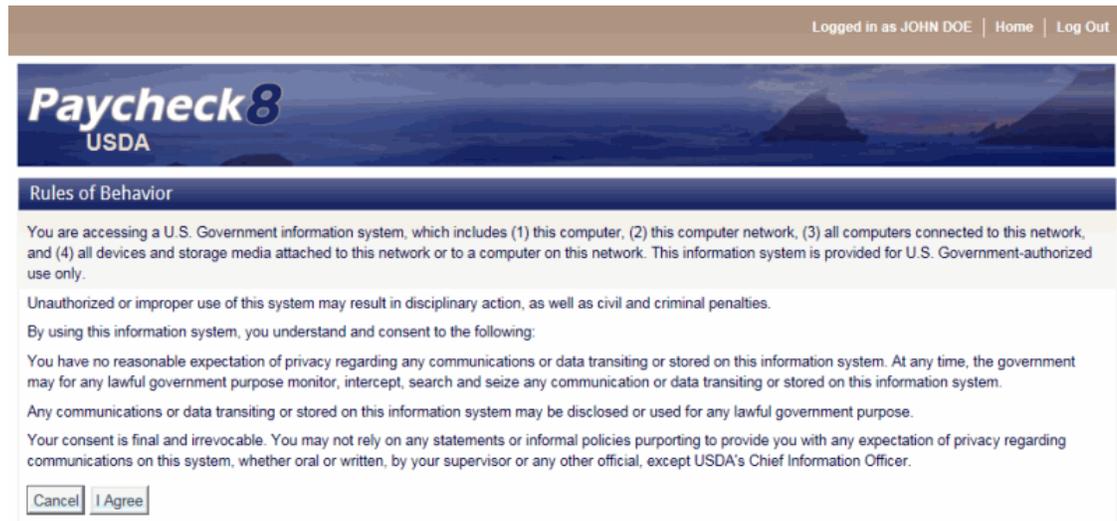


Figure 2: Rules of Behavior Page

Note: If this is the first time accessing Paycheck8, you will be prompted to create credentials.

7. Click **I Agree**. The Paycheck8 main menu page is displayed.



To Create Credentials:

1. Select **Paycheck8** from the Application Launchpad. The Paycheck8 Login page is displayed.

Paycheck8
USDA

Login Help

Paycheck8 is a National Finance Center time and attendance system. It allows you to access your T&A report at any time from any location.

Choose one of two methods to login securely to Paycheck8.

To use eAuthentication credentials as the login method, click on the eAuthentication button to be temporarily transferred to the eAuthentication web site. Proceed as that site instructs. You will be returned to Paycheck8 when the eAuthentication process is successful.

To use your Paycheck8 credentials enter your user name and password and then click the Log In button.

For assistance with your Paycheck8 credentials, use the Forgot Your User Name link or Forgot Your Password link near the end of the page.

If you have not created your Paycheck8 credentials, select the Establish User Name and Password link near the end of the page.

Paycheck8 Login

eAuthentication Login

To log into Paycheck8 with eAuthentication, please click the eAuthentication button.

[eAuthentication](#)

User Name/Password Login

To log into Paycheck8 with your user name and password provide them and click the Log In button.

User Name: *

Password: *

[Log In](#)

Need assistance with credentials?
[Forgot Your User Name?](#)
[Forgot Your Password?](#)

Need to create credentials?
[Establish User Name and Password](#)

Figure 3: Paycheck8 Login Page

2. Under Need to create credentials?, click **Establish User Name and Password**. The Create An Account page is displayed.

Paycheck8
USDA

Create An Account

If you entering the application for the first time, this process will take you through creating a User Name and Password for Paycheck8.

If you plan to use another authentication method, such as eAuthentication, go back to the Login Screen and select that option.

If you are a new employee, you may have already created credentials through the eForms On-Boarding Process. If this is the case, go back to the Login Screen and enter the credentials you created in eForms.

If you cannot remember your User Name or Password, use the Assistance on the Login Screen.

First Name: *

Last Name: *

Date of Birth: * Month: Day: Year:

Last 4 Digits of SSN: *

[Continue](#)

[Return to the Paycheck8 Login screen](#)

Figure 4: Create an Account Page



3. Complete the fields as follows:

Field	Instruction
*First Name	<i>Required</i> Enter your first name.
*Last Name	<i>Required</i> Enter your last name.
*Date of Birth	<i>Required</i> Select your date of birth from the month, day, and year drop-down lists.
*Last 4 Digits of SSN	<i>Required</i> Enter the last four digits of your Social Security number (SSN).

4. Click **Continue**. If Paycheck8 is able to locate your employee record, you will need to complete the criteria listed to create your credentials. Your work email address is populated from your employee record.



Note: If Paycheck8 is unable to locate your employee record, you will receive the system message *An employee cannot be found.*

Paycheck8
USDA

Create An Account

Success! With the information you provided, we were able to locate your employee record.
Use the form to create your login credentials for Paycheck8.

User Name: * User name is required

Password: * Password is required

Password Confirmation: * Repeat password is required

Work email Email Address: * john.doe@usda.gov

Security Question 1: *
Who is your favorite cartoon character? [v]
Answer: *
Security Question 1 Answer is required

Security Question 2: *
Who is your favorite cartoon character? [v]
Answer: *
Security Question 2 Answer is required

Security Question 3: *
Who is your favorite cartoon character? [v]
Answer: *
Security Question 3 Answer is required

Security Question 4: *
Who is your favorite cartoon character? [v]
Answer: *
Security Question 4 Answer is required

Security Question 5: *
Who is your favorite cartoon character? [v]
Answer: *
Security Question 5 Answer is required

Create Account

[Return to the Paycheck8 Login screen](#)

Figure 5: Create an Account Page - Continued

5. Complete the fields as follows:

Field	Instruction
*User Name	<i>Required</i> Enter a Paycheck8 user name according to the User Name Requirements.
*Password	<i>Required</i> Enter a Paycheck8 password according to the Password Requirements.



Field	Instruction
*Password Confirmation	<i>Required</i> Enter the password again to confirm.
*Security Question 1 - 5	<i>Required</i> Select five security questions from the drop-down list.
*Answer	<i>Required</i> Answer the five selected security questions.

6. Click **Create Account**. The Paycheck8 main menu page is displayed.

Paycheck8 Alert Messages

Paycheck8 displays Alert Messages on the main menu page. These messages communicate important news and T&A related information.

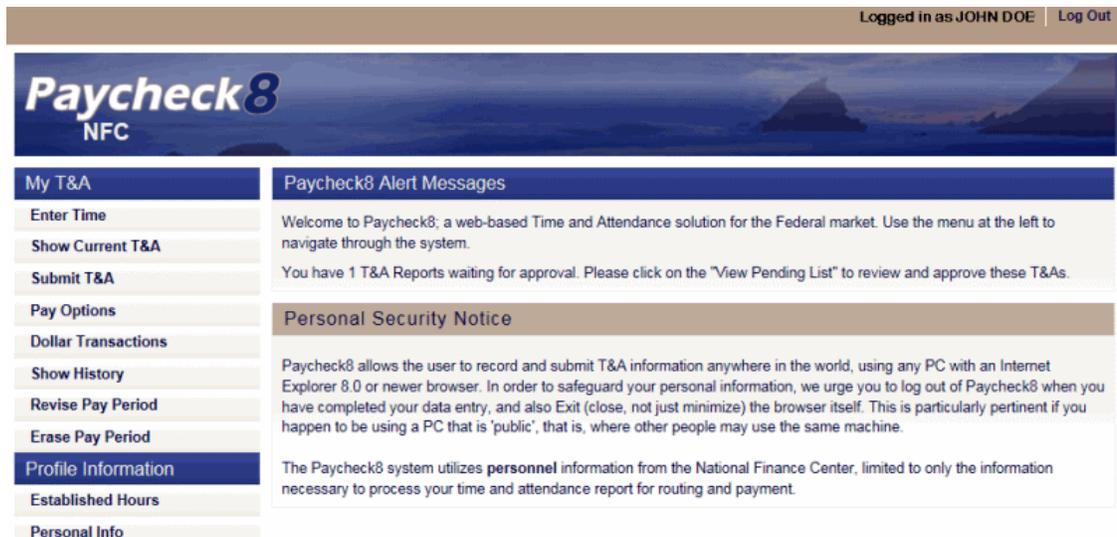


Figure 6: Paycheck8 Alert Messages

Exiting Paycheck8

To exit Paycheck8, click **Log Out** from any page.



Retrieving/Resetting Forgotten Credentials

To Retrieve Forgotten User Name:

1. Select **Paycheck8** from the Application Launchpad. The Paycheck8 Login page is displayed.

Figure 7: Paycheck8 Login Page

2. Under Need assistance with credentials?, click **Forgot Your User Name?**. The Forgot Your User Name? page is displayed.

Figure 8: Forgot Your User Name? Page

3. Complete the Email Address field as follows:

Field	Instruction
-------	-------------



Field	Instruction
*Email Address	<i>Required</i> Enter your email address.

4. Click **Continue**. A system message is displayed stating that your User Name was sent to the email address entered.



Figure 9: Email Sent Message

5. Check email for Paycheck8 email containing user name.

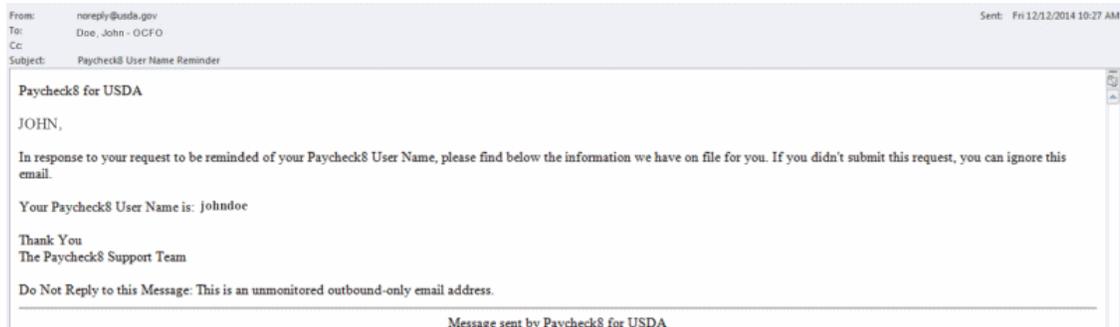


Figure 10: Email from Paycheck8



To Reset Forgotten Password:

1. Select **Paycheck8** from the Application Launchpad. The Paycheck8 Login page is displayed.

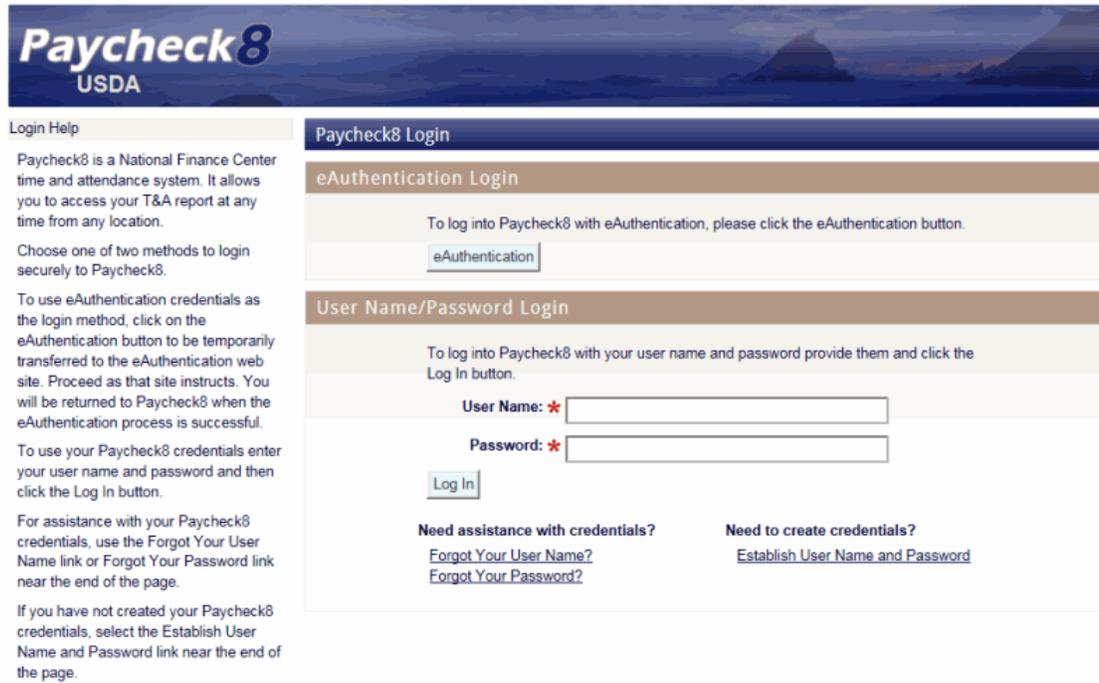


Figure 11: Paycheck8 Login Page

2. Under Need Assistance with credentials?, click **Forgot Your Password?**. The Forgot Your Password? page is displayed.

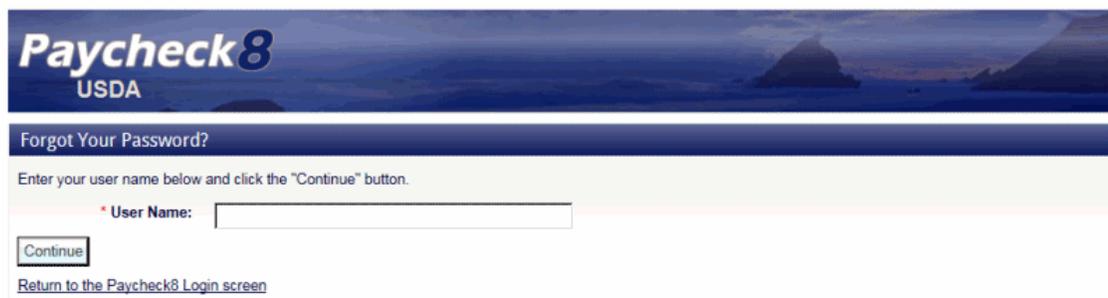


Figure 12: Forgot Your Password? Page

3. Complete the field as follows:

Field	Instruction
*User Name	<i>Required</i> Enter your Paycheck8 user name.



- Click **Continue**. The user's Security Questions are displayed.

The screenshot shows the 'Forgot Your Password?' page for Paycheck8 USDA. It features a blue header with the logo and a dark blue background image of a coastline. Below the header, the text reads: 'Forgot Your Password? Before we can issue you a temporary password, please answer the following security question:'. There are three numbered questions, each with a text input field and a red asterisk indicating it is required. The questions are: 1.) What is your Mother's Maiden Name?, 2.) What is your favorite pet's name?, and 3.) What is your best friend's last name?. At the bottom, there is a 'Continue' button and a link to 'Return to the Paycheck8 Login screen'.

Figure 13: Forgot Your Password? Page - Security Questions

- Complete the fields as follows:

Field	Instruction
*Answers 1 - 3	<i>Required</i> Enter the answers to the security questions.

- Click **Continue**. The email address selection is displayed.

The screenshot shows the 'Forgot Your Password?' page for Paycheck8 USDA. It features a blue header with the logo and a dark blue background image of a coastline. Below the header, the text reads: 'Forgot Your Password? Please select the email address you would like your temporary password to be sent to and click the "Continue" button.'. There is a radio button next to the email address 'john.doe@usda.gov'. At the bottom, there is a 'Continue' button and a link to 'Return to the Paycheck8 Login screen'.

Figure 14: Email Address Selection

- Select your email address.



8. Click **Continue**. The temporary password sent message is displayed.



Figure 15: Temporary Password Sent Message

9. Check email for temporary password. Upon logging in to Paycheck8, you will be prompted to create a new password.

To Reset Forgotten Security Questions:

Security questions can only be reset by an Agency ConnectHR Administrator.

1. Contact your Agency ConnectHR Administrator to request security questions reset. The Agency ConnectHR Administrator will request security questions reset and Paycheck8 will email the employee.
2. Check email for reset confirmation.

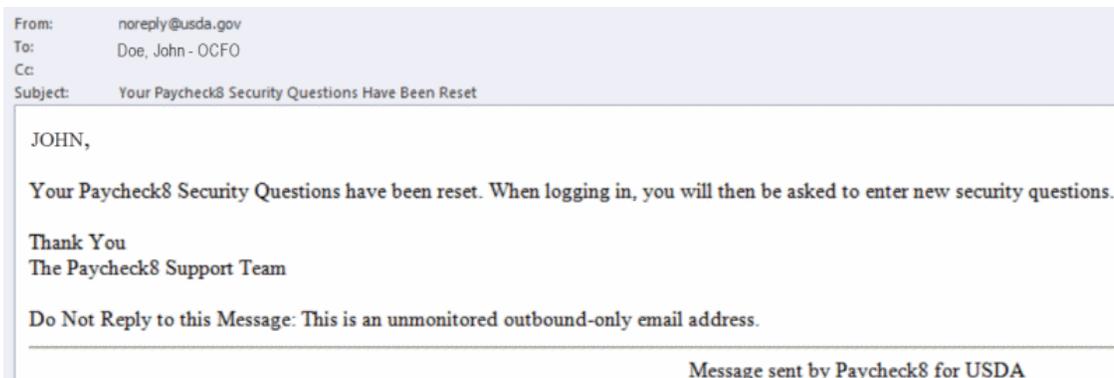


Figure 16: Security Questions Reset Email



3. Log in to Paycheck8. The Complete Profile page will be displayed, and you will be required to select and answer new security questions.

Complete Profile

Some required information is not complete. Please provided the additional required information below.
Please complete all security questions.

* Security Question 1:	Who is your favorite cartoon character?	
* Answer:		
* Security Question 2:	Who is your favorite cartoon character?	
* Answer:		
* Security Question 3:	Who is your favorite cartoon character?	
* Answer:		
* Security Question 4:	Who is your favorite cartoon character?	
* Answer:		
* Security Question 5:	Who is your favorite cartoon character?	
* Answer:		

Save

Figure 17: Complete Profile Page

4. Click **Save**. The Paycheck8 main menu page will be displayed.

Paycheck8 Main Menu

The Paycheck8 Main Menu displays various menu options. The options displayed for each user depend upon the assigned role of the user.



Note: When an Agency ConnectHR Administrator or a Paycheck8 Role Administrator logs in, a My Paycheck8 Administration menu is displayed on the right side. For more information see *Agency ConnectHR Administration* (on page 289).

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

- My T&A
 - Enter Time
 - Show Current T&A
 - Submit T&A
 - Pay Options
 - Dollar Transactions
 - Show History
 - Revise Pay Period
 - Erase Pay Period
- Profile Information
 - Established Hours
 - Personal Info
- Leave Information
 - Leave Balances
- Donated Leave
 - Make a Donation
 - Request Donated Hours
- Other Information
 - Request Leave
 - Request Premium Pay
- Access Privileges
 - Change Employee
 - Change Client
- Approvals
 - View Pending List
 - View Status List
 - View Leave Requests
 - View Premium Pay Requests
 - View Pending Recipient List
- Reports
 - View a Report
- Administration
 - Employee Management
 - Donated Leave Management
 - Account Management

Paycheck8 Alert Messages

Welcome to Paycheck8; a web-based Time and Attendance solution for the Federal market. Use the menu at the left to navigate through the system.

Personal Security Notice

Paycheck8 allows the user to record and submit T&A information anywhere in the world, using any PC with an Internet Explorer 8.0 or newer browser. In order to safeguard your personal information, we urge you to log out of Paycheck8 when you have completed your data entry, and also Exit (close, not just minimize) the browser itself. This is particularly pertinent if you happen to be using a PC that is 'public', that is, where other people may use the same machine.

The Paycheck8 system utilizes **personnel** information from the National Finance Center, limited to only the information necessary to process your time and attendance report for routing and payment.

Figure 18: Paycheck8 Main Menu Page

Paycheck8 Navigating Features

Paycheck8 is designed in a Web format, providing mouse-driven, point-and-click functionality. It is recommended that pop-up blockers be turned off when using Paycheck8.



Navigation menus are available above the banner, as well as to the right and left of the Welcome Message.

- The My Links menu displays applications/databases/systems to which the user has access.
- The My Paycheck8 Administration menu includes links to the administrative functions available to the user.
- The menu above the banner includes the Employee's name, as well as links to the Home page and Log Out.

Paycheck8 Drop-Down Lists

Paycheck8 pages and/or menu options are accessed by using the drop-down lists. The drop-down lists that appear on each page depend on what action the user is taking.



My T&A

The My T&A menu contains eight options which allow users to perform all T&A functions, including entering time and submitting T&As for transmission to NFC. Users are able to update various pay options, such as AUO and earnings limitations. Users can also submit final and corrected T&As through this menu.

This section includes the following topics:

Entering Time	25
Viewing Current T&A	41
Submitting a T&A	43
Viewing Pay Options	45
Entering Dollar Transactions	49
Viewing T&A History	51
Correcting a T&A	52
Deleting a T&A	54

Entering Time

Enter Time allows users to enter T&A information for past, present, and future pay periods. Time entry for any pay period may be entered at any time, but must be signed and approved sequentially, otherwise the T&A will reject. For transaction code definitions, see the TNAINST procedure. To access this procedure, go to the **HR and Payroll Clients** page from the **MyNFC** drop-down menu on the NFC homepage. Click the **Publications** tab in the center ribbon. Select **T&A Processing**, then select **TNAINST**.



1. Select **Enter Time** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail page is displayed and defaults to the current date.

Figure 19: Time and Attendance Detail Page

The fields displayed on this page reflect the data on file with Paycheck8 from NFC's daily feed. The fields and their descriptions are shown below.

Field	Description
Time sheet for	Displays the employee's name.
Day	Displays the current day. To change, type the applicable date, use the day arrows to scroll, or select the day from the calendar. <u>Note: The current pay period is highlighted, as well as the current day in a contrasting color.</u>
Month Year	Displays the current day. To change, click on the left facing arrow to view the preceding month or the right arrow to view a future month.
Pay Period	Displays the pay period.



Field	Description												
Time sheet for	Displays the employee's name.												
Revision	Displays the revision of the T&A. Valid values are Original , Corrected1 , Corrected2 , etc.												
Status	<p>Displays the current status of the T&A. T&As can be edited at any time until the build pick-up, but must go through all five processes.</p> <p>Valid values are:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>Not started</td> <td>No data entered</td> </tr> <tr> <td>Not submitted</td> <td>Data entered, not submitted</td> </tr> <tr> <td>Submitted</td> <td>Submitted for approval</td> </tr> <tr> <td>Approved</td> <td>Approved by supervisor</td> </tr> <tr> <td>Processed</td> <td>Completed and submitted for processing</td> </tr> </tbody> </table>	Value	Definition	Not started	No data entered	Not submitted	Data entered, not submitted	Submitted	Submitted for approval	Approved	Approved by supervisor	Processed	Completed and submitted for processing
Value	Definition												
Not started	No data entered												
Not submitted	Data entered, not submitted												
Submitted	Submitted for approval												
Approved	Approved by supervisor												
Processed	Completed and submitted for processing												
Tour	Displays the employee's tour of duty.												
Pay Plan	Displays the employee's pay plan.												
Work Schedule	Displays the employee's work schedule. Click the work schedule value and select from the drop-down list to change the work schedule for the current pay period.												
FLSA Status	Displays the employee's FLSA Status.												
NTE Date	Displays the employee's not-to-exceed (NTE) date, if applicable.												
Supervisor	Displays the employee's Supervisor.												
Approver	Displays the employee's approver, if applicable. If no approver has been designated, Not Set is displayed.												

2. Complete the remaining fields as follows:



Field	Instruction
Prefix	<p>Select the transaction code prefix from the drop-down list, if applicable. Prefixes are limited to special situations as defined for your Agency; only some transaction codes with prefix combinations are accepted; leave blank if not required.</p> <hr/> <p>Note: Click Prefix to view Prefix meanings and other information regarding prefixes. To close the detail, click Close Notes.</p>
Suffix	<p>Select the transaction code suffix from the drop-down list, if applicable. Suffixes are limited to special situations as defined for your Agency; only some transaction codes with suffix combinations are accepted; leave blank if not required.</p> <hr/> <p>Note: Click Suffix to view Suffix meanings and other information regarding suffixes. To close the detail, click Close Notes.</p>
Desc	<p>Select the transaction code Descriptor from the drop-down list, if applicable. Descriptor codes are limited to special situations as defined for your Agency. Only some transaction codes with descriptor combinations are accepted; leave blank if not required.</p> <hr/> <p>Note: Click Desc to view descriptor meanings and other information regarding descriptor codes. To close the detail, click Close Notes.</p>
Accounting	<p>Select the appropriate accounting code from the drop-down list. A valid accounting code is required on all time line entries. Accounting information is specific per Agency requirement and must be valid in MASC.</p>
TC	<p>Select the applicable transaction code from the drop-down list. The transaction code must be consistent with your employment status, appointment, work schedule, tour, and pay plan.</p>
Start	<p>Enter the four-digit start time. The start time can range from 0000 to 2345 and must be at least 15 minutes prior to the associated stop time. Time must be entered in a minimum of quarter hours; the last two positions must be 00, 15, 30, or 45.</p>
Stop	<p>Enter the four-digit stop time. The stop time can range from 0015 to 2400 and must be at least 15 minutes after the associated start time. Time must be entered in a minimum of quarter hours; the last two positions must be 00, 15, 30, or 45.</p>

3. Click **Save** in the Action field. If there are no errors, the entry line is saved.



Note: If one or more errors are detected, the entry line is not saved, the line remains in edit mode, and an error message is provided. You must correct the error and click **Save** before the time entry line will be stored.

OR

Click **Cancel** if you begin a time entry and realize that you do not wish to continue, or have made an error.

Once the first time entry has been saved on a T&A, the T&A is considered active and will be available for viewing.

The screenshot shows the 'Time and Attendance Detail' page for user JOHN DOE. It includes a calendar for March 2016 with the 7th highlighted. Below the calendar is a table of time entries for Monday, March 07, 2016. The table has columns for #, Prefix, Suffix, Desc, Accounting, TC, Start, Stop, and Action. Two entries are shown, both for '01 Regular Time' from 0800 to 1200 and 1230 to 1630. Below the table is a 'Current Information Summary' section with a table showing Base Hours, Total Hours, and Leave information.

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
8.00	8.00	8.00	8.00	8.00	8.00	8	4	0	0	0

Figure 20: Time and Attendance Detail Page - Day Entered

The Current Information Summary section contains summary information for the current pay period. These hours are updated as needed each time a Time Entry line is added, changed, or deleted.

The fields and descriptions are as follows:

Base Hours	Description
Day	Displays the base hours entered for the day.



Base Hours	Description
Day	Displays the base hours entered for the day.
Week	Displays the base hours entered for the week.
Total	Displays the total base hours entered for the pay period.
Total Hours	Description
Day	Displays the total hours entered for the day.
Week	Displays the total hours entered for the week.
Total	Displays the total hours entered for the pay period.
Leave	Description
Sick	Displays the sick leave hours available.
Comp	Displays the compensatory hours available.
Comp Travel	Displays the compensatory travel hours available.
Credit	Displays the credit hours available.

To Copy Days:

Copy Day allows users to copy Established Hours on to other day(s) of the week within the current pay period. This process will overwrite any hours already recorded for the target day(s).



2. Click **Copy Day** on the Time and Attendance Detail page. The Copy Hours page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours

Copy Hours

You have requested copying the hours you recorded for today. This process will overwrite any hours you have already recorded for the target day(s). Click the "Copy Hours" button to continue or the "Cancel" button to cancel the copying.

Today's hours

Prefix	Suffix	Desc	Accounting	TC	Start	Stop
			169RXC3XJTBDK0000	01 Regular Time	0800	1200
			169RXC3XJTBDK0000	01 Regular Time	1230	1630

	S	M	T	W	T	F	S	Week	Weekend
Week 1	<input type="checkbox"/>								
Week 2	<input type="checkbox"/>								

Figure 22: Copy Hours Page

3. Check the boxes of the days to be copied for Weeks 1 and 2.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours

Copy Hours

You have requested copying the hours you recorded for today. This process will overwrite any hours you have already recorded for the target day(s). Click the "Copy Hours" button to continue or the "Cancel" button to cancel the copying.

Today's hours

Prefix	Suffix	Desc	Accounting	TC	Start	Stop
			169RXC3XJTBDK0000	01 Regular Time	0800	1200
			169RXC3XJTBDK0000	01 Regular Time	1230	1630

	S	M	T	W	T	F	S	Week	Weekend
Week 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Week 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 23: Copy Hours Page - Days Copied



- Click **Copy Hours**. The Time and Attendance Detail is displayed showing the Current Information Summary with the total hours copied.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8
 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay
- Access Privileges**
- Change Employee

Time and Attendance Detail

Time sheet for JOHN DOE 03/07/2016

Pay Period: 5 (03/06/16 - 03/19/16) << DAY DAY >>

Revision: Original

Status: **Not submitted**

Tour: FullTime

Pay Plan: GS

Work Schedule: **Maxi flex**

FLSA Status: Exempt

NTE Date:

MARCH 2016

S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

[Copy Day](#)

[Copy Established Hours](#)

[Copy Requests](#)

[Add/View Remarks](#)

Supervisor: JANE DOE

Approver: Not set

Monday, March 07, 2016

Monday, March 07, 2016									
#	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action	
1				169RXC3XJTBK0000	01 Regular Time	0800	1200	Edit Delete	
2				169RXC3XJTBK0000	01 Regular Time	1230	1630	Edit Delete	

01 Regular Time

Current Information Summary

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
8.00	40.00	80.00	8.00	40.00	80.00	8	4	0	0	0

Figure 24: Time and Attendance Detail Page - Days Copied

To Copy Established Hours:

Copy Established Hours allows users to copy Established Hours onto the T&A for the current pay period. This process will overwrite any hours already recorded on the T&A.



1. Select **Enter Time** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail page is displayed and defaults to the current date.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A Enter Time Show Current T&A Submit T&A Pay Options Dollar Transactions Show History Revise Pay Period Erase Pay Period Profile Information Established Hours Personal Info Leave Information Leave Balances Donated Leave Make a Donation Request Donated Hours Other Information Request Leave Request Premium Pay Access Privileges Change Employee	<div style="background-color: #0056b3; color: white; padding: 2px;">Time and Attendance Detail</div> <p>Time sheet for JOHN DOE 03/21/2016</p> <p>Pay Period: 6 (03/20/16 - 04/02/16) << DAY DAY >></p> <p>Revision: MARCH 2016</p> <p>Status: Not started</p> <p>Tour: FullTime</p> <p>Pay Plan: GS</p> <p>Work Schedule: Maxi flex</p> <p>FLSA Status: Exempt</p> <p>NTE Date:</p> <div style="text-align: center; margin-top: 10px;"> <table border="1" style="border-collapse: collapse; font-size: 8pt;"> <tr><td colspan="7" style="background-color: #0056b3; color: white;">MARCH 2016</td></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>28</td><td>29</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> </table> </div> <div style="margin-top: 10px;"> <p style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">Monday, March 21, 2016</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8pt;"> <thead> <tr><th colspan="7" style="background-color: #0056b3; color: white;">Monday, March 21, 2016</th></tr> <tr><th>#</th><th>Prefix</th><th>Suffix</th><th>Desc</th><th>Accounting</th><th>TC</th><th></th></tr> </thead> <tbody> <tr><td colspan="7" style="text-align: center;">There are no records for this day.</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>01 Regular Time</td><td style="text-align: right;">Save Cancel</td></tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <p style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">Current Information Summary</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8pt;"> <thead> <tr> <th colspan="3">Base Hours</th> <th colspan="3">Total Hours</th> <th colspan="5">Leave</th> </tr> <tr> <th>Day</th><th>Week</th><th>Total</th> <th>Day</th><th>Week</th><th>Total</th> <th>Annual</th><th>Sick</th><th>Comp</th><th>Comp Travel</th><th>Credit</th> </tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>0</td> <td>0</td><td>0</td><td>0</td> <td>8</td><td>4</td><td>0</td><td>0</td><td>0</td> </tr> </tbody> </table> </div>	MARCH 2016							S	M	T	W	T	F	S	28	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	Monday, March 21, 2016							#	Prefix	Suffix	Desc	Accounting	TC		There are no records for this day.												01 Regular Time	Save Cancel	Base Hours			Total Hours			Leave					Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit	0	0	0	0	0	0	8	4	0	0	0
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0	0	0	0	0	0	8	4	0	0	0																																																																																																					

Figure 25: Time and Attendance Detail Page - Copy Established Hours

2. Click **Copy Established Hours** on the Time and Attendance Detail page. The Copy Established Hours page is displayed.



Note: All established hours are selected by default. Uncheck any hours that you do not want copied or uncheck the box at the top to deselect all hours.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8
NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Request Leave

Request Premium Pay

Access Privileges

Change Employee

Copy Established Hours

You have requested copying your established hours. This process will overwrite any hours you have already recorded for any day that has a selection. Click the "Copy Hours" button to continue or the "Cancel" button to cancel the copying.

<input checked="" type="checkbox"/>	Date	Prefix	Suffix	Desc	Accounting	TC	Start	Stop
<input checked="" type="checkbox"/>	3/21/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
<input checked="" type="checkbox"/>	3/21/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
<input checked="" type="checkbox"/>	3/22/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
<input checked="" type="checkbox"/>	3/22/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
<input checked="" type="checkbox"/>	3/23/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
<input checked="" type="checkbox"/>	3/23/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
<input checked="" type="checkbox"/>	3/24/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
<input checked="" type="checkbox"/>	3/24/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
<input checked="" type="checkbox"/>	3/25/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
<input checked="" type="checkbox"/>	3/25/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
<input checked="" type="checkbox"/>	3/28/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
<input checked="" type="checkbox"/>	3/28/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
<input checked="" type="checkbox"/>	3/29/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
<input checked="" type="checkbox"/>	3/29/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
<input checked="" type="checkbox"/>	3/30/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
<input checked="" type="checkbox"/>	3/30/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
<input checked="" type="checkbox"/>	3/31/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
<input checked="" type="checkbox"/>	3/31/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
<input checked="" type="checkbox"/>	4/1/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
<input checked="" type="checkbox"/>	4/1/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630

Copy Hours
Cancel

Figure 26: Copy Established Hours Page



1. Select **Enter Time** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail page is displayed and defaults to the current date.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay
- Access Privileges**
- Change Employee

Time and Attendance Detail

Time sheet for JOHN DOE

Pay Period: 5 (03/06/16 - 03/19/16)

Revision: [03/07/2016]

Status: **Not started**

Tour: **FullTime**

Pay Plan: **GS**

Work Schedule: **Maxi flex**

FLSA Status: **Exempt**

NTE Date:

<< DAY DAY >>

MARCH 2016

S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Supervisor: **JANE DOE**

Approver: **Not set**

[Copy Day](#)
[Copy Established Hours](#)
[Copy Requests](#)
[Add/View Remarks](#)

Monday, March 07, 2016

#	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action
There are no records for this day.								

01 Regular Time [Save](#) [Cancel](#)

Current Information Summary

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
0	0	0	0	0	0	8	4	0	0	0

Figure 28: Time and Attendance Detail Page

2. Click **Copy Requests** on the Time and Attendance Detail page. The Leave and Premium Pay Requests page is displayed.



Note: All requests are selected by default.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information
- Established Hours
- Personal Info
- Leave Information
- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours

Leave and Premium Pay Requests

<input checked="" type="checkbox"/>	Date	Status	Details	Start	Stop	Hours
Leave						
<input checked="" type="checkbox"/>	3/7/2016	Approved	Prefix: Suffix: Descriptor: TC: 61 Annual Leave Accounting: 169RXC3XGPADK0000	0800	0900	1.00
Premium Pay						
<input checked="" type="checkbox"/>	3/8/2016	Approved	Prefix: Suffix: Descriptor: TC: 21 OT Premium Pay Accounting: 169RXC3XGPADK0000	1600	1700	1.00
<input checked="" type="checkbox"/>	3/9/2016	Approved	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000	1600	1800	2.00
<input checked="" type="checkbox"/>	3/15/2016	Approved	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000	1600	1700	1.00

Figure 29: Leave and Premium Pay Requests Page

- Uncheck the box under Leave and Premium Pay requests to deselect all requests or uncheck any requests that you do not want copied.



2. Click **Add/View Remarks** on the Time and Attendance Detail page. The Time and Attendance Detail page is displayed with the Remarks section active.

The screenshot shows the Paycheck8 Time and Attendance Detail page for user JOHN DOE. The page is titled "Time and Attendance Detail" and includes a navigation menu on the left with options like "My T&A", "Profile Information", "Leave Information", and "Access Privileges". The main content area displays details for a time sheet for JOHN DOE, including the pay period (03/06/16 - 03/19/16), status (Not submitted), and tour (FullTime). A calendar for MARCH 2016 is shown, with Friday, March 18, 2016, selected. The Remarks section is active, showing a text box with the comment: "All overtime and comp time was earning working on the Paycheck8 procedure." Below the text box are "Save Remarks" and "Cancel" buttons. At the bottom, there is a "Current Information Summary" table.

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
8.00	40.00	80.00	8.00	41.00	84.00	7.00	4	3.00	0	0

Figure 32: Time and Attendance Detail Page - Remarks

3. Enter applicable remarks.
4. Click **Save Remarks**. Remarks will show in Remarks section on the T&A.

Viewing Current T&A

Show Current T&A opens a read-only display of the T&A for the pay period in which you are currently working.



1. Select **Show Current T&A** from the My T&A menu on the Paycheck8 main menu page. The View T&A page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Request Leave

Request Premium Pay

Access Privileges

Change Employee

Approvals

View Pending List

View Status List

View Leave Requests

View Premium Pay Requests

View Pending Recipient List

Reports

View a Report

Administration

Employee Management

Donated Leave Management

Account Management

View T&A

Print | Cancel

JOHN DOE: Pay Period 9 - 2016

Base Hours: 80.00	Overtime: 0.00	Annual Used: 0.00
Total Hours: 80.00	Comp Earned: 0.00	Sick Used: 0.00
NTE:	Credit Earned: 0.00	Comp Used: 0.00
1039 Balance:		Credit Used: 0.00

NFC **Time and Attendance Record**

Employee Name: JOHN DOE	SSN: XXX-XX-XXXX	Pay Period and Year: 9 2016
Admin Unit: 00	T&A Contact Point:	Pay Period Date:
Unit & Section: 00 - 0000	2216904056	5/1/2016 - 5/14/2016
Tracking Number: 3646		Official: 0

Established Work Week and Hours:

Remarks:

Daily Hours

Accounting	Trans Code	5/1 Sun	5/2 Mon	5/3 Tue	5/4 Wed	5/5 Thu	5/6 Fri	5/7 Sat	Total	5/8 Sun	5/9 Mon	5/10 Tue	5/11 Wed	5/12 Thu	5/13 Fri	5/14 Sat	Total	Grand Total
169RXC3XJTBDK0000	01	8.00	8.00	8.00	8.00	8.00	8.00	40.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00	80.00
Base		8.00	8.00	8.00	8.00	8.00	8.00	40.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00	80.00
ALL		8.00	8.00	8.00	8.00	8.00	8.00	40.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00	80.00

Clock Hours

Time In:																		
Time Out:																		
Pay Plan: G S	From	0800	0800	0800	0800	0800				0800	0800	0800	0800	0800				
Wk Sch: M	To	1600	1600	1600	1600	1600				1600	1600	1600	1600	1600				
Tour: FullTime	From																	
Hours: 80.00	To																	
A/L Cat: 8	From																	
SYD: 12/28/2014	To																	
NTE:	From																	
Appt Lmt:	To																	
MI Lv Lmt: 0	From																	
RSEL:	To																	
Oath: Y	From																	
FinalFLSA: N0	To																	

Leave

	Bright Fwd	Accrued	Available	Used	Balance		Bright Fwd	Accrued	Available	Used	Balance
Annual	208.00	8.00	216.00		216.00	MI Regular					
Sick	606.00	4.00	600.00		600.00	MI Emergency					
Comp						Home					
Comp Trl						Furlough					
Credit						Appt Limit					
LWOP						C/O Annual					
AWOL						C/O Sick					
Suspended						Days in Pay Status					
Restored						Other					
Religious Comp											

Other

Quarters:	Split T&A ^N	Status Start:	Status End:	COLA:
Remote Site				
Allowance:				
	AUO Percent:	AUO Week 1:	AUO Week 2:	Foreign:
Commissary Account	Commissary Amount	Imprest Account	Imprest Amount	Travel Account
				Travel Amount

Note: The penalty for an employee found guilty of falsification of a payroll document for personal gain is removal (DPM 751, Appendix A). If convicted in a court of law, the individual is subject to a fine of not more than \$10,000 or imprisonment of not more than 6 years, or both.

I CERTIFY THAT THE ABOVE INFORMATION ON HOURS WORKED AND LEAVE USED IS TRUE AND ACCURATE.

Employee's Signature	Date	Supervisor's Signature	Date

PRIVACY ACT NOTICE
Section 5311 of the 5 USC authorizes collection of this information. It is used to record and approve your time and attendance and determine your pay. Use of a SSN is authorized by EO 13197. Failure to provide the required information may result in delayed payment.

Figure 33: View T&A Page

2. Click **Print** to print the T&A.



OR

Click **Cancel** to return to the Time and Attendance Detail page.

Submitting a T&A

Submit T&A displays all active T&As that have not yet been verified and submitted.

1. Select **Submit T&A** from the My T&A menu on the Paycheck8 main menu page. The Submit T&A page is displayed.



Figure 34: Submit T&A Page



2. Click **View** to verify and submit the applicable T&A for approval. The Submit T&A page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information
- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours
- Other Information
- Request Leave
- Request Premium Pay
- Access Privileges
- Change Employee
- Approvals
- View Pending List
- View Status List
- View Leave Requests
- View Premium Pay Requests
- View Pending Recipient List
- Reports
- View a Report
- Administration
- Employee Management
- Donated Leave Management
- Account Management

Submit T&A

Remarks:

JOHN DOE: Pay Period 5 - 2016

Base Hours: 80.00	Overtime: 1.00	Annual Used: 1.00
Total Hours: 84.00	Comp Earned: 3.00	Sick Used: 0.00
NTE:	Credit Earned: 0.00	Comp Used: 0.00
1039 Balance:		Credit Used: 0.00

NFC **Time and Attendance Record**

Employee Name: JOHN DOE	SSN: XXX-XX-XXXX	Pay Period and Year: 5 2016
Admin Unit: 00	T&A Contact Point: 2216904056	Pay Period Date: 3/6/2016 - 3/19/2016
Unit & Section: 00 - 0000	Tracking Number: 3306	Official: 0

Established Work Week and Hours:

Remarks: All overtime and comp time worked on was the Paycheck8 procedure.

Daily Hours

Accounting	Trans Code	3/6 Sun	3/7 Mon	3/8 Tue	3/9 Wed	3/10 Thu	3/11 Fri	3/12 Sat	Total	3/13 Sun	3/14 Mon	3/15 Tue	3/16 Wed	3/17 Thu	3/18 Fri	3/19 Sat	Total	Grand Total
169RX/C3X/TBDBK0000	01		7.00	8.00	8.00	8.00	8.00		39.00		8.00	8.00	8.00	8.00			40.00	79.00
169RX/C3X/TBDBK0000	21			1.00					1.00									1.00
169RX/C3X/TBDBK0000	32				2.00				2.00			1.00						3.00
169RX/C3X/GPADK0000	81		1.00						1.00									1.00
Base			8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00			40.00	80.00
ALL			8.00	8.00	10.00	8.00	8.00		43.00		8.00	8.00	8.00	8.00			41.00	84.00

Check Hours

Time In:	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19
Time Out:														
Pay Plan: GS	From:	0600	0730	0730	0800	0800			0800	0730	0800	0800	0800	
Wk Sch: M	To:	1200	1200	1200	1200	1200			1200	1200	1200	1200	1200	
Tour: FullTime	From:	1230	1230	1230	1230	1230			1230	1230	1230	1230	1230	
Hours: 80.00	To:	1630	1600	1600	1630	1630			1630	1600	1630	1630	1630	
AIL Cat: 8	From:	0800												
S/D: 12/28/2014	To:	0900												
NTE:	From:													
Appt Lmt:	To:													
Mil Lv Lmt: 0	From:													
RSEL:	To:													
Oath: Y	From:													
FinalFLSA: N/D	To:													

Leave

	Bright Fwd	Accrued	Available	Used	Balance		Bright Fwd	Accrued	Available	Used	Balance
Annual	152.00	8.00	160.00	1.00	159.00	Mil Regular					
Sick	240.00	4.00	244.00		244.00	Mil Emergency					
Comp	15.00	3.00	18.00		18.00	Home					
Comp Tit						Furlough					
Credit						Appt Limit					
LWOP						S/O Annual					
AWOL						S/O Sick					
Suspended						Days in Pay Status					
Restored						Other					
Religious Comp											

Other

Quarters:	Split T&A: N	Status Start:	Status End:	COLA:
Remote Site Allowance:	AUO Percent:	AUO Week 1:	AUO Week 2:	Foreign:
Commissary Account:	Commissary Amount:	Imprest Account:	Imprest Amount:	Travel Account: Travel Amount:

Note: The penalty for an employee found guilty of falsification of a payroll document for personal gain is removal (DPM 751, Appendix A). If convicted in a court of law, the individual is subject to a fine of not more than \$10,000 or imprisonment of not more than 6 years, or both.

I CERTIFY THAT THE ABOVE INFORMATION ON HOURS WORKED AND LEAVE USED IS TRUE AND ACCURATE.

Employee's Signature	Date	Supervisor's Signature	Date

PRIVACY ACT NOTICE:
 Section 8311 of Title 5 USC authorizes collection of this information. It is used to record and approve your time and attendance and determine your pay. Use of a SSN is authorized by 5C 3307. Failure to provide the required information may result in delayed payment.

Figure 35: Submit T&A Page



3. Click **Submit T&A Report** to submit the T&A to the supervisor for approval. Emails are sent to both the employee and supervisor to confirm the submission. If the employee's supervisor has appointed a designated alternate, the alternate will receive an email as well.

Note: If there are validation errors, the Submit T&A page will display showing the validation errors. Click **Override Validation Failure(s) and Submit** to override the errors. Select **Enter Time** to return to the T&A and correct the errors.

Viewing Pay Options

Pay Options allow the user to administer additional types of information to be associated with the T&A Detail. The Pay Options displayed are dependent on the employee's profile.

Note: Prior to entering any pay option information, it is important to verify that the information being entered into the T&A is for the pay period to which it applies. Paycheck8 defaults to the current pay period and date when you log in. To administer pay options to a previous or future pay period, return to the Enter Time page and select a date within the pay period in which you want to make pay option changes.



1. Select **Pay Options** from the My T&A menu on the Paycheck8 main menu page. The Pay Options page is displayed for the pay period selected.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information
- Established Hours
- Personal Info
- Leave Information
- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours
- Other Information
- Request Leave
- Request Premium Pay
- Access Privileges
- Change Employee
- Approvals
- View Pending List
- View Status List
- View Leave Requests
- View Premium Pay Requests
- View Pending Recipient List
- Reports
- View a Report
- Administration
- Employee Management
- Donated Leave Management
- Account Management

Pay Options - Pay Period: 6

Administratively Uncontrollable Overtime

AUO Percent Save

Authorization of Overtime

Overtime Authorization Detail Save

Earnings Limitation Emergency Exception (Fire, etc.)

Set to 4 when temporarily posted to an emergency

RSEL value 0 - WG employees - Compute annual FEGLI coverage amount Save

FLSA Status Change

FLSA value No Changes to FLSA Save

Split T&A

Please enter the end date for your status change. The status start date will be set to the following day.

Split Day No split Save

Status Start

Please select the effective day of your accession/hire action.

Start Day Save

Final T&A

Please select Yes if this is your Final T&A

Final T&A No Save

COLA

COLA Not Set [Start COLA](#) [Stop COLA](#)

Foreign Post

Foreign Post Not set [Start Foreign Post](#) [Stop Foreign Post](#)

Figure 36: Pay Options Page

2. Complete the fields as follows:



Field	Instruction
Administratively Uncontrollable Overtime	Instruction
AUO Percent	Select the AUO percentage from the drop-down list. The percentage is dependent upon the employee's action entitlement. Valid values are 00 , 10 , 15 , 20 , 25 , and 99 .
Action	Click Save .
Authorization of Overtime	Instruction
Overtime Authorization Detail	Enter the overtime authorization number (provided by your supervisor) in the Overtime Authorization Detail field. This field has a 23-character limit. Note: A record of Authorization of Overtime will be displayed on the T&A Report within the Remarks field. The record will precede any other remarks entered.
Action	Click Save .
Earnings Limitation Emergency Exception (Fire, etc.)	Instruction
RSEL (Regular Schedule Earnings Limitation) Value	This field is used for two purposes. For GS employees, this field indicates the employee's ability to exceed the biweekly earnings limitation for that pay period. To allow this, select 4 from the drop-down list. For WG employees, the data in this field is used to calculate the annual FEGLI coverage amount based on the shift of the pay period worked. For this function, select the applicable shift code from the drop-down list. Valid values are: 0 - WG employees - Compute annual FEGLI coverage amount based on the first shift. 2 - WG employees - Compute annual FEGLI coverage amount based on second shift. 3 - WG employees - Compute annual FEGLI coverage amount based on third shift. 4 - WG employees - Compute annual FEGLI coverage amount based varied shift.
Action	Click Save .



Field	Instruction
FLSA Status Change	Instruction
FLSA Value	Select the applicable FLSA value from the drop-down list. Valid values are: No Change to FLSA 1st Week Non-Exempt 2nd Week Non-Exempt Both Weeks Non-Exempt
Action	Click Save .
Split T&A	Instruction
Split Day	Select the applicable end day from the drop-down list. The status start date will be set to the following day. <u>Note: A split T&A is prepared when a change occurs during the pay period and different variables are applied to part of the pay period.</u>
Action	Click Save .
Status Start	Instruction
Start Day	Select the applicable start day of the accession/hire action from the drop-down list.
Action	Click Save .
Final T&A	Instruction
Final T&A	Select whether or not this is a final T&A from the drop-down list. Valid values are Yes and No .
Action	Click Save .
COLA	Description/Instruction
COLA	Indicates whether or not the employee is receiving COLA (cost-of-living allowance). <u>Note: The T&A will display an S after COLA is started.</u>
Action	Click Start COLA to start. Click Stop COLA to stop.



Field	Instruction
Foreign Post	Description/Instruction
Foreign Post	Indicates whether or not the employee is receiving Foreign Post Differential. <u>Note: The T&A will display an S after Foreign Post is started.</u>
Action	Click Start Foreign Post to start. Click Stop Foreign Post to stop.

Entering Dollar Transactions

Dollar Transactions is used to add the following dollar transactions:

- Commissary
- Fringe Benefit (Noncash)
- Fringe Benefit (Parking)
- Fringe Benefit (Transit Pass)
- Imprest
- Incentive Pay
- Meals
- Remote Worksite
- Sales Commission
- Services Payment
- Tips/Cash Received
- Travel Reimbursable
- Uniform Allowance
- Uniform Allowance (Non Tax)



To Add Dollar Transactions:

1. Select **Dollar Transactions** from the My T&A menu on the Paycheck8 main menu page. The Dollar Transactions page for the current pay period is displayed.



Figure 37: Dollar Transactions Page

2. Click **Add** to enter the dollar transaction. The Enter Dollar Transaction page is displayed.

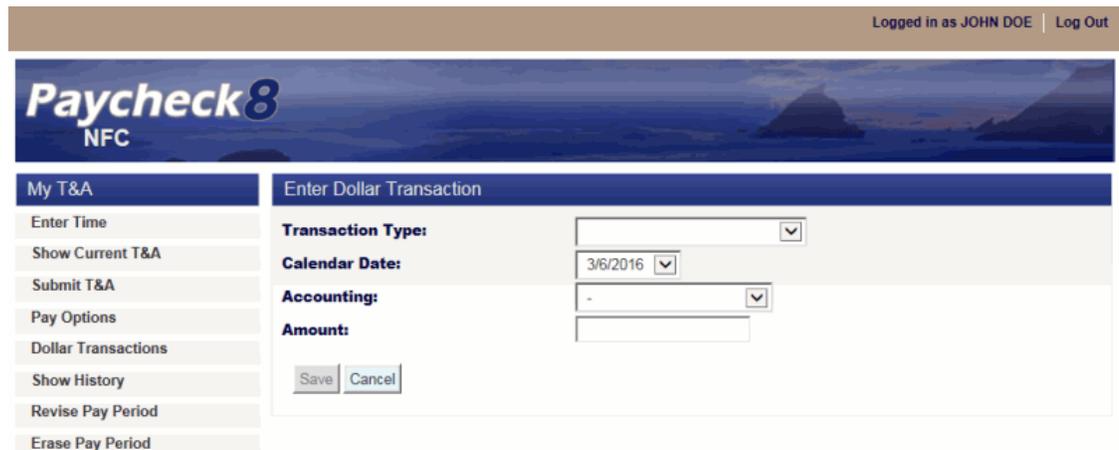


Figure 38: Enter Dollar Transaction Page

3. Complete the fields as follows:

Field	Instruction
Transaction Type	Select the applicable transaction type from the drop-down list.
Calendar Date	Select the applicable date from the drop-down list.
Accounting	Select the applicable accounting code from the drop-down list.
Amount	Enter the transaction dollar amount.



- Click **Save**. The Dollar Transactions page for the current pay period is displayed.

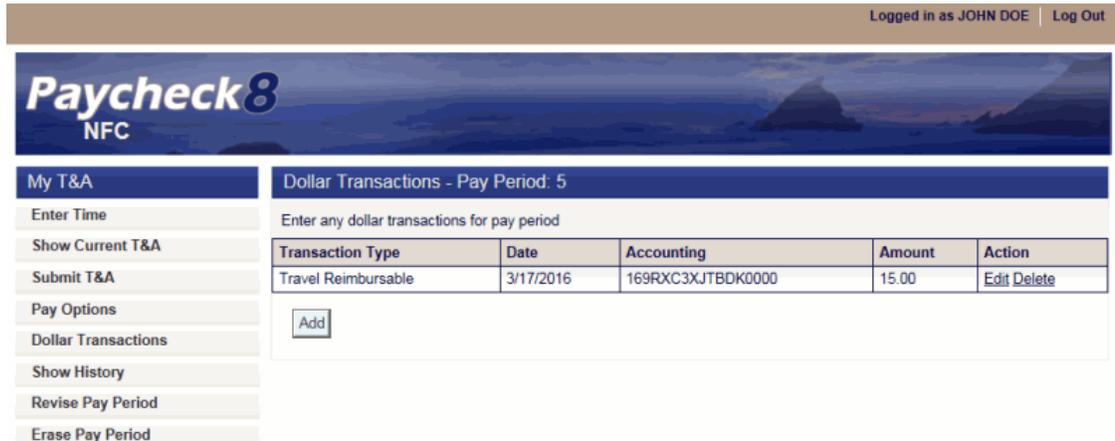


Figure 39: Dollar Transactions Page - Transaction Added

Viewing T&A History

Show History provides access to historic T&As and defaults to current year history T&As. To view historic T&A Reports, select the appropriate year from the drop-down list.

To See T&A History:

- Select **Show History** from the My T&A menu on the Paycheck8 main menu page. The Review Past T&A Reports page is displayed.

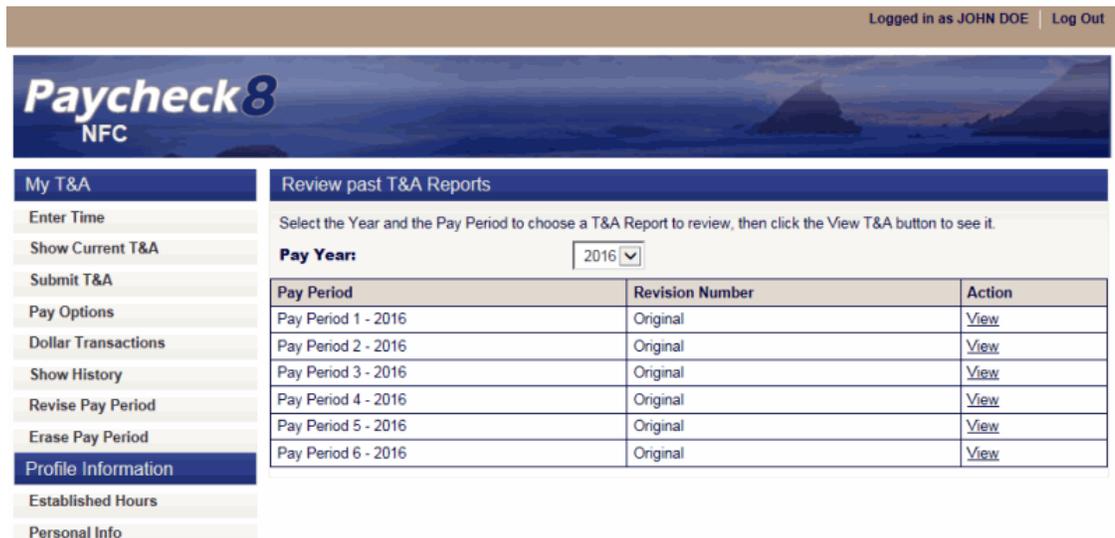


Figure 40: Review Past T&A Reports Page

- Click **View** next to the pay period to view. The selected T&A will be displayed.
- Click **Print** to print a copy of the T&A.



- Click within the pay period to activate.

Time and Attendance Detail

Time sheet for: JOHN DOE
 Pay Period: 5 (03/06/16 - 03/19/16)
 Revision: Original
 Status: Processed
 Tour: FullTime
 Pay Plan: GS
 Work Schedule: **Maxi flex**
 FLSA Status: Exempt
 NTE Date:

03/07/2016

MARCH 2016

S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Monday, March 07, 2016

#	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action
1				169RXC3XJTBDK0000	01 Regular Time	0800	1200	Edit Delete
2				169RXC3XJTBDK0000	01 Regular Time	1230	1630	Edit Delete

Current Information Summary

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
8.00	8.00	8.00	8.00	8.00	8.00	8	4	0	0	0

Figure 42: Time and Attendance Detail Page - Pay Period Activated

- Select **Revise T&A** from the My T&A menu. The Revise Time and Attendance page for the selected pay period is displayed.

Revise Time and Attendance - Pay Period: 5

You have chosen to revise your T&A for Pay Period 5. This will create a Corrected T&A for entry and submission. Click the Revise T&A button to continue or the Cancel button to return.

Revise T&A Cancel

Figure 43: Revise Time and Attendance Page



- Click **Revise T&A**. The Time and Attendance Detail page for the selected pay period is displayed showing **Corrected 1** in the Revision field.

Time and Attendance Detail

Time sheet for JOHN DOE
 Pay Period: 6 (03/20/16 - 04/02/16)
 Revision: **Corrected 1**
 Status: **Not submitted**
 Tour: **FullTime**
 Pay Plan: **GS**
 Work Schedule: **Maxi flex**
 FLSA Status: **Exempt**
 NTE Date:

Calendar: MARCH 2016
 28 29 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31 1 2

Monday, March 21, 2016

#	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action
1				169RXC3XGPADK0000	01 Regular Time	0800	1200	Edit Delete
2				169RXC3XGPADK0000	01 Regular Time	1230	1630	Edit Delete

Current Information Summary

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
8.00	40.00	80.00	8.00	40.00	80.00	8	4	0	0	0

Figure 44: Time and Attendance Detail Page - Corrected 1

- Make the applicable corrections.
- Select **Submit T&A** from the My T&A menu.
- Click **View** next to the corrected T&A. The selected T&A is displayed.
- Click **Submit T&A Report** to submit the T&A for approval.

Deleting a T&A

Erase Pay Period allows users to delete all previously entered T&A Detail for a specific pay period before it is transmitted to NFC.



To Delete T&As:

1. Select **Enter Time** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail page for the current pay period is displayed.

Logged in as ROBERT DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information
- Established Hours
- Personal Info
- Leave Information
- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours
- Other Information
- Request Leave
- Request Premium Pay
- Access Privileges
- Change Employee
- Approvals
- View Pending List
- View Status List

Time and Attendance Detail

Time sheet for **ROBERT DOE**

Pay Period: 3 (02/07/16 - 02/20/16)

Revision: Original

Status: Submitted

Tour: FullTime

Pay Plan: GS

Work Schedule: **Maxi flex**

FLSA Status: Exempt

NTE Date:

02/08/2016

<< DAY DAY >>

FEBRUARY 2016						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

Copy Day
Copy Established Hours
Copy Requests
Add/View Remarks

Supervisor: JANE DOE
Approver: Not set

Monday, February 08, 2016

Monday, February 15, 2016 is a Federal Holiday; please ensure the hours worked are coded accurately for the Holiday.

Monday, February 08, 2016									
#	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action	
1				169RXC3XJTBDK0000	01 Regular Time	0800	1200	Edit Delete	
2				169RXC3XJTBDK0000	01 Regular Time	1230	1630	Edit Delete	

01 Regular Time Save Cancel

Current Information Summary

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
8.00	40.00	80.00	8.00	40.00	80.00	6	4	0	0	0

Figure 45: Time and Attendance Detail - Erase Pay Period

2. If you are not in the pay period that you want to delete, scroll through the calendar to reach the pay period.
3. Click any day within the desired pay period to activate.



4. Select **Erase Pay Period** from the My T&A menu. The Erase Time and Attendance page for the selected pay period is displayed.

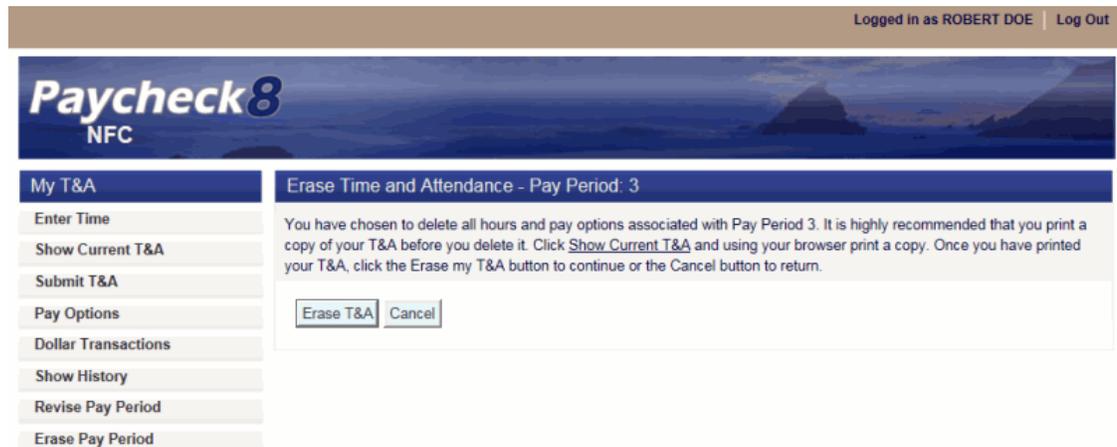


Figure 46: Erase Time and Attendance Page

5. Click **Erase T&A**. A confirmation message is displayed.

Note: If you erase the T&A, all stored information in Pay Options will be removed. Before starting a new T&A, you must re-establish the information in Pay Options.

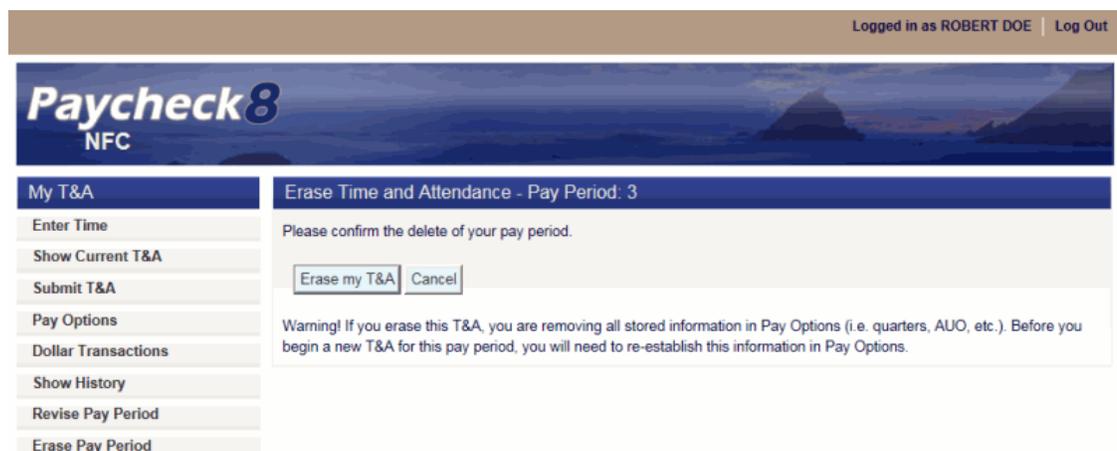


Figure 47: Erase Time and Attendance Page - Confirmation

6. Click **Erase my T&A**.
7. Select **Show History** from the My T&A menu to verify the deletion.



Profile Information

The Profile Information menu contains options which allow users the ability to build established hours and to view personal information. Users are also allowed to edit certain fields on the Personal Information page, such as accounting, AUO (administratively uncontrollable overtime) percent, and default work schedule.

This section includes the following topics:

Establishing Default Hours	57
Viewing Personal Information	63

Establishing Default Hours

Established Hours allows users the ability to establish a standard two-week pay period, which can be copied onto future T&As.

To use this feature, for each day you must indicate the Week, Day, Accounting, TC, Start, Stop, and, if applicable, a Prefix, Suffix, and/or Descriptor.

Note: If your work day includes a break, enter two lines of time to record each set of hours.



To Create Established Hours:

1. Select **Established Hours** from the Profile Information menu on the Paycheck8 main menu page. The Established Hours (Regularly Scheduled Administrative Work Week) page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Profile Information

- Established Hours**
- Personal Info

Leave Information

- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours

Other Information

- Request Leave
- Request Premium Pay

Established Hours (Regularly Scheduled Administrative Work Week)

Established Hours allows users to create a standard Pay Period, which can be copied onto future T&A Reports at the click of a button. To add a line of time, select the 'Week', 'Day', 'Accounting', 'TC', 'Start' time, and 'Stop' time; as applicable include a 'Prefix', 'Suffix', and/or 'Descriptor'. Click 'Add' to save the line of time. If hours are consistent throughout the Pay Period, click the 'Copy Day' button. Select the days to copy the hours to and click the 'Copy' button.

NOTE: If your work day includes a break, enter two lines of time to record each set of hours before using the 'Copy Day' button. To copy, edit or delete a single line of time, click the desired Action adjacent to the time entry. To clear all entries, click the 'Clear All Hours' button.

Week	Day	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action
1	Sun				-	01			Add Cancel

Week 1

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
No established hours.									
Sub Total								0	

Week 2

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
No established hours.									
Sub Total								0	

Total Hours : 0

Copy Day Clear All Hours

Figure 48: Established Hours (Regularly Scheduled Administrative Work Week) Page

2. Complete the fields as follows:

Field	Instruction
Week	Select the applicable week from the drop-down list.
Day	Select the beginning day of your work week from the drop-down list.
Prefix	Select a transaction code prefix from the drop-down list, if applicable.
Suffix	Select a transaction code suffix from the drop-down list, if applicable.
Desc	Select a transaction code descriptor from the drop-down list, if applicable.
Accounting	Select the required accounting code from the drop-down list.
TC	Select the applicable transaction code from the drop-down list.



Field	Instruction
Start	Enter the four-digit start time. The start time can range from 0000 to 2345 and must be at least 15 minutes prior to the associated stop time. Time must be entered in a minimum of quarter hours; the last two positions must be 00 , 15 , 30 , or 45 .
Stop	Enter the four-digit stop time. The stop time can range from 0000 to 2345 and must be at least 15 minutes after the associated start time. Time must be entered in a minimum of quarter hours; the last two positions must be 00 , 15 , 30 , or 45 .

- Click **Add**. The first line of time entered is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Request Leave

Request Premium Pay

Established Hours (Regularly Scheduled Administrative Work Week)

Established Hours allows users to create a standard Pay Period, which can be copied onto future T&A Reports at the click of a button. To add a line of time, select the 'Week', 'Day', 'Accounting', 'TC', 'Start' time, and 'Stop' time; as applicable include a 'Prefix', 'Suffix', and/or 'Descriptor'. Click 'Add' to save the line of time. If hours are consistent throughout the Pay Period, click the 'Copy Day' button. Select the days to copy the hours to and click the 'Copy' button.

NOTE: If your work day includes a break, enter two lines of time to record each set of hours before using the 'Copy Day' button. To copy, edit or delete a single line of time, click the desired Action adjacent to the time entry. To clear all entries, click the 'Clear All Hours' button.

Week	Day	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action
1	Mon				159RSC1XAGHPA0000	01			Add Cancel

Week 1

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
Monday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Sub Total								4.00	

Week 2

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
No established hours.									
Sub Total								0	

Total Hours : 4.00

Copy Day Clear All Hours

Figure 49: Established Hours Page - Line Added

Note: Click **Edit** to edit the information or click **Delete** to delete the line added.

- Repeat Steps 2 and 3 above until the first day is complete.
- Click **Copy** to copy only the specific line to other defined days of the week within the pay period.



OR

Click **Copy Day** to copy established hours to other defined days of the week within the pay period.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8 NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Request Leave

Request Premium Pay

Access Privileges

Change Employee

Change Client

Approvals

View Pending List

View Status List

View Leave Requests

View Premium Pay Requests

View Pending Recipient List

Established Hours (Regularly Scheduled Administrative Work Week)

Established Hours allows users to create a standard Pay Period, which can be copied onto future T&A Reports at the click of a button. To add a line of time, select the 'Week', 'Day', 'Accounting', 'TC', 'Start' time, and 'Stop' time; as applicable include a 'Prefix', 'Suffix', and/or 'Descriptor'. Click 'Add' to save the line of time. If hours are consistent throughout the Pay Period, click the 'Copy Day' button. Select the days to copy the hours to and click the 'Copy' button.

NOTE: If your work day includes a break, enter two lines of time to record each set of hours before using the 'Copy Day' button. To copy, edit or delete a single line of time, click the desired Action adjacent to the time entry. To clear all entries, click the 'Clear All Hours' button.

Week	Day	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action
1	Mon				159RSC1XAGHPA0000	01			Add Cancel

Week 1

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
Monday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Monday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Sub Total								8.00	

Week 2

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
No established hours.									
Sub Total								0	

Total Hours : 8.00

[Copy Day](#) [Clear All Hours](#)

Copy Established Hours

Select day to copy Week 1 : Monday

	S	M	T	W	T	F	S	Week	Weekend
Week 1	<input type="checkbox"/>								
Week 2	<input type="checkbox"/>								

[Copy](#) [Cancel](#)

Figure 50: Established Hours Page - Copy Day



6. Check the boxes for the specific days to copy the established hours.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay
- Access Privileges**
- Change Employee
- Change Client
- Approvals**
- View Pending List
- View Status List
- View Leave Requests
- View Premium Pay Requests
- View Pending Recipient List

Established Hours (Regularly Scheduled Administrative Work Week)

Established Hours allows users to create a standard Pay Period, which can be copied onto future T&A Reports at the click of a button. To add a line of time, select the 'Week', 'Day', 'Accounting', 'TC', 'Start' time, and 'Stop' time; as applicable include a 'Prefix', 'Suffix', and/or 'Descriptor'. Click 'Add' to save the line of time. If hours are consistent throughout the Pay Period, click the 'Copy Day' button. Select the days to copy the hours to and click the 'Copy' button.

NOTE: If your work day includes a break, enter two lines of time to record each set of hours before using the 'Copy Day' button. To copy, edit or delete a single line of time, click the desired Action adjacent to the time entry. To clear all entries, click the 'Clear All Hours' button.

Week	Day	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action
1	Mon				159RSC1XAGHPA0000	01			Add Cancel

Week 1

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
Monday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Monday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Sub Total								8.00	

Week 2

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
No established hours.									
Sub Total								0	

Total Hours : 8.00

Copy Established Hours

Select day to copy Week 1 : Monday

	S	M	T	W	T	F	S	Week	Weekend
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Week 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Figure 51: Established Hours Page - Copy Established Hours



- Click **Copy**. The Established Hours page displays the hours copied.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Request Leave

Request Premium Pay

Access Privileges

Change Employee

Change Client

Approvals

View Pending List

View Status List

View Leave Requests

View Premium Pay Requests

View Pending Recipient List

Reports

View a Report

Administration

Employee Management

Donated Leave Management

Established Hours (Regularly Scheduled Administrative Work Week)

Established Hours allows users to create a standard Pay Period, which can be copied onto future T&A Reports at the click of a button. To add a line of time, select the 'Week', 'Day', 'Accounting', 'TC', 'Start' time, and 'Stop' time; as applicable include a 'Prefix', 'Suffix', and/or 'Descriptor'. Click 'Add' to save the line of time. If hours are consistent throughout the Pay Period, click the 'Copy Day' button. Select the days to copy the hours to and click the 'Copy' button.

NOTE: If your work day includes a break, enter two lines of time to record each set of hours before using the 'Copy Day' button. To copy, edit or delete a single line of time, click the desired Action adjacent to the time entry. To clear all entries, click the 'Clear All Hours' button.

Week	Day	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action
1	Mon				159RSC1XAGHPA0000	01			Add Cancel

Week 1

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
Monday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Monday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Tuesday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Tuesday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Wednesday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Wednesday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Thursday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Thursday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Friday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Friday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Sub Total								40.00	

Week 2

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
Monday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Monday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Tuesday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Tuesday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Wednesday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Wednesday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Thursday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Thursday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Friday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Friday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Sub Total								40.00	

Total Hours : 80.00

Copy Day | Clear All Hours

Figure 52: Established Hours Page - Copy Days

- Review the table to ensure the hours established are correct.

Note: To edit specific lines of time, click the applicable button. Click **Clear All Hours** to clear all Established Hours.

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Viewing Personal Information

Personal Info allows an employee to view their personal information and to edit certain fields. Click **Personal Info** to view personal information under the Profile Information menu, to view the Personal Information page.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8

NFC

My T&A	Personal Information
<ul style="list-style-type: none"> Enter Time Show Current T&A Submit T&A Pay Options Dollar Transactions Show History Revise Pay Period Erase Pay Period <li style="background-color: #0056b3; color: white;">Profile Information Established Hours Personal Info <li style="background-color: #0056b3; color: white;">Leave Information Leave Balances <li style="background-color: #0056b3; color: white;">Donated Leave Make a Donation Request Donated Hours <li style="background-color: #0056b3; color: white;">Other Information Request Leave Request Premium Pay <li style="background-color: #0056b3; color: white;">Access Privileges Change Employee Change Client <li style="background-color: #0056b3; color: white;">Approvals 	<p>Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.</p> <p>Employee Name: JOHN DOE</p> <p>SSN: XXX-XX-1111</p> <p>EmpowHR ID:</p> <p>Employee Email: john.doe@usda.gov</p> <p>Supervisor: JANE DOE</p> <p>Approver: Not set</p> <p>Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER</p> <p>Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR</p> <p>Section: GOVT EMPLOYEES SERVICES DIVISION</p> <p>Contact Point: 2216904056 LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV</p> <p>Designated Alternate: Not set Change</p> <p>Accounting: <input type="text" value="169RXC3XJTBDK000"/></p> <p>AUO Percent: <input type="text" value="10"/></p> <p>Default Work Schedule: <input type="text" value="Standard"/></p> <p>Work Schedule Description: <input type="text"/></p> <p>Does your shift cross over midnight? <input type="text" value="No"/></p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Print"/> </p> <p style="font-size: small;">You must click the Save button before leaving this page or any changes will NOT be saved.</p>

Figure 53: Personal Information Page

Below is a description of the fields that cannot be edited by an employee.

Field	Description
Employee Name	Displays the employee's name.
SSN	Displays the employee's SSN with the first five digits masked.
EmpowHR ID	Not applicable.
Employee Email	Displays the employee's email address.
Supervisor	Displays the employee's supervisor.
Approver	Displays the person allowed to approve the employee's T&A, if set by the



Field	Description
	supervisor as a designated alternate.
Agency	Displays the employee's Agency.
Sub-unit	Displays the employee's 2nd level organizational structure.
Section	Displays the employee's 3rd level organizational structure.
Contact Point	Displays the employee's contact point number.

Below is a description of the fields that can be edited by an employee.

Field	Description
Designated Alternate	Displays the supervisor's designated alternate, if set, and can only be edited by a supervisor. If the supervisor has not set a designated alternate, the field displays Not Set .
Accounting	Displays the default accounting code, if set.
AUO	Displays the employee's AUO percentage, if applicable.
Default Work Schedule	Displays the employee's work schedule.
Work Schedule Description	Displays the employee's work schedule description, if entered.
Does your shift cross midnight?	Displays whether or not the employee's shift crosses midnight, if applicable.



To Set or Change Designated Alternate:

1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A	Personal Information
Enter Time	Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.
Show Current T&A	Employee Name: JOHN DOE
Submit T&A	SSN: XXX-XX-1111
Pay Options	EmpowHR ID:
Dollar Transactions	Employee Email: john.doe@usda.gov
Show History	Supervisor: JANE DOE
Revise Pay Period	Approver: Not set
Erase Pay Period	Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Profile Information	Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Established Hours	Section: GOVT EMPLOYEES SERVICES DIVISION
Personal Info	Contact Point: 2216904056 LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV
Leave Information	Designated Alternate: Not set Change
Leave Balances	Accounting: 169RXC3XJTBDK000 ▾
Donated Leave	AUO Percent: 10 ▾
Make a Donation	Default Work Schedule: Standard ▾
Request Donated Hours	Work Schedule Description: <input type="text"/>
Other Information	Does your shift cross over midnight? No ▾
Request Leave	<input type="button" value="Save"/> <input type="button" value="Print"/>
Request Premium Pay	You must click the Save button before leaving this page or any changes will NOT be saved.
Access Privileges	
Change Employee	
Change Client	
Approvals	

Figure 54: Personal Information Page



2. Click **Change** next to the Designated Alternate field on the Personal Information page. The Designated Alternate search section is displayed.

The screenshot shows the Paycheck8 Personal Information page. The user is logged in as JOHN DOE. The page has a navigation menu on the left with categories like My T&A, Profile Information, Leave Information, etc. The main content area is titled 'Personal Information' and contains fields for Employee Name, SSN, EmpowHR ID, Employee Email, Supervisor, Approver, Agency, Sub-unit, Section, and Contact Point. The 'Designated Alternate' field is set to 'Not set' with a 'Close' link. Below this is a search section with the instruction 'Search by last name, or last name plus other details.' and input fields for First name, Last name, Email Address, SSN, and an Inactive checkbox. There are also buttons for Search, Clear, and Close. At the bottom of the search section are buttons for Save and Print, and a note: 'You must click the Save button before leaving this page or any changes will NOT be saved.'

Figure 55: Personal Information Page - Designated Alternate Search

3. Complete the search fields as described below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of of the employee's first name.
Last name	Enter at least two letters of the employee's last name.



Field	Instruction
Email Address	Enter the employee's email address.
SSN	Enter the employee's Social Security number (SSN).
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The employee search result is displayed.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Profile Information

- Established Hours
- Personal Info

Leave Information

- Leave Balances

Donated Leave

- Make a Donation
- Request Donated Hours

Other Information

- Request Leave
- Request Premium Pay

Access Privileges

- Change Employee
- Change Client

Approvals

- View Pending List
- View Status List
- View Leave Requests
- View Premium Pay Requests
- View Pending Recipient List

Reports

- View a Report

Administration

- Employee Management
- Donated Leave Management

Personal Information

Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.

Employee Name: JOHN DOE
SSN: XXX-XX-1111
EmpowHR ID:
Employee Email: john.doe@usda.gov
Supervisor: JANE DOE
Approver: Not set
Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Section: GOVT EMPLOYEES SERVICES DIVISION
Contact Point: 2216904056
 LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV
Designated Alternate: Not set [Close](#)

Search by last name, or last name plus other details.

First name
Last name
Email Address
SSN
Inactive

[Search](#) [Clear](#) [Close](#)

Employee	Email Address	Action
ROBERT DOE	robert.doe@usda.gov	Change

Accounting:
AUO Percent:
Default Work Schedule:
Work Schedule Description:
Does your shift cross over midnight?

[Save](#) [Print](#)

You must click the Save button before leaving this page or any changes will NOT be saved.

Figure 56: Personal Information Page - Designated Alternate Search Results



5. Click **Change** next to the employee being designated as alternate. The Personal Information page is displayed with the Designated Alternate listed.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A	Personal Information
Enter Time	Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.
Show Current T&A	Employee Name: JOHN DOE
Submit T&A	SSN: XXX-XX-1111
Pay Options	EmpowHR ID:
Dollar Transactions	Employee Email: john.doe@usda.gov
Show History	Supervisor: JANE DOE
Revise Pay Period	Approver: Not set
Erase Pay Period	Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Profile Information	Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Established Hours	Section: GOVT EMPLOYEES SERVICES DIVISION
Personal Info	Contact Point: 2216904056 LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV
Leave Information	Designated Alternate: ROBERT DOE Change Clear
Leave Balances	Accounting: -
Donated Leave	AUO Percent: -
Make a Donation	Default Work Schedule: Standard
Request Donated Hours	Work Schedule Description:
Other Information	Does your shift cross over midnight? No
Request Leave	<input type="button" value="Save"/> <input type="button" value="Print"/>
Request Premium Pay	You must click the Save button before leaving this page or any changes will NOT be saved.
Access Privileges	
Change Employee	
Change Client	
Approvals	

Figure 57: Personal Information Page - Designated Alternate

Note: Only a user designated as a supervisor can set a Designated Alternate. Once set, that designated alternate is shown as Approver on any employee under that supervisor.

6. Click **Save**. The Designated Alternate change is saved.



To Set or Change Default Accounting:

1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A	Personal Information
Enter Time	Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.
Show Current T&A	Employee Name: JOHN DOE
Submit T&A	SSN: XXX-XX-1111
Pay Options	EmpowHR ID:
Dollar Transactions	Employee Email: john.doe@usda.gov
Show History	Supervisor: JANE DOE
Revise Pay Period	Approver: Not set
Erase Pay Period	Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Profile Information	Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Established Hours	Section: GOVT EMPLOYEES SERVICES DIVISION
Personal Info	Contact Point: 2216904056 LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV
Leave Information	Designated Alternate: Not set Change
Leave Balances	Accounting: 169RXC3XJTBDK000
Donated Leave	AUO Percent: 10
Make a Donation	Default Work Schedule: Standard
Request Donated Hours	Work Schedule Description:
Other Information	Does your shift cross over midnight? No
Request Leave	<input type="button" value="Save"/> <input type="button" value="Print"/>
Request Premium Pay	You must click the Save button before leaving this page or any changes will NOT be saved.
Access Privileges	
Change Employee	
Change Client	
Approvals	

Figure 58: Personal Information Page

2. Select the applicable accounting code from the drop-down list to use as default accounting on the T&A.

Note: Valid MASC accounting codes must be added by the Agency Accounting Administrator before default accounting can be stored.



3. Click **Save**. The selected accounting code is saved.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay
- Access Privileges**
- Change Employee
- Change Client
- Approvals**

Personal Information

Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.

Employee Name: JOHN DOE
SSN: XXX-XX-1111
EmpowHR ID:
Employee Email: john.doe@usda.gov
Supervisor: JANE DOE
Approver: Not set
Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Section: GOVT EMPLOYEES SERVICES DIVISION
Contact Point: 2216904056
LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV
Designated Alternate: ROBERT DOE [Change](#) [Clear](#)
Accounting: 169RXC3XAGPA0000
AUO Percent: -
Default Work Schedule: Standard
Work Schedule Description:
Does your shift cross over midnight? No

You must click the Save button before leaving this page or any changes will NOT be saved.

Figure 59: Personal Information Page - Change Accounting

To Change AUO Percent:

Note: This field is only visible for employees eligible to work AUO.



1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A	Personal Information
Enter Time	Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.
Show Current T&A	Employee Name: JOHN DOE
Submit T&A	SSN: XXX-XX-1111
Pay Options	EmpowHR ID:
Dollar Transactions	Employee Email: john.doe@usda.gov
Show History	Supervisor: JANE DOE
Revise Pay Period	Approver: Not set
Erase Pay Period	Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Profile Information	Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Established Hours	Section: GOVT EMPLOYEES SERVICES DIVISION
Personal Info	Contact Point: 2216904056 LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV
Leave Information	Designated Alternate: Not set Change
Leave Balances	Accounting: 169RXC3XJTBDK000 ▾
Donated Leave	AUO Percent: 10 ▾
Make a Donation	Default Work Schedule: Standard ▾
Request Donated Hours	Work Schedule Description: <input type="text"/>
Other Information	Does your shift cross over midnight? No ▾
Request Leave	<input type="button" value="Save"/> <input type="button" value="Print"/>
Request Premium Pay	You must click the Save button before leaving this page or any changes will NOT be saved.
Access Privileges	
Change Employee	
Change Client	
Approvals	

Figure 60: Personal Information Page

2. Select the AUO Percent from the drop-down list. Valid values are 00, 10, 15, 20, 25, and 99.
3. Click **Save**. The selected AUO Percent is saved.



To Change Default Work Schedule:

1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A	Personal Information
Enter Time	Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.
Show Current T&A	Employee Name: JOHN DOE
Submit T&A	SSN: XXX-XX-1111
Pay Options	EmpowHR ID:
Dollar Transactions	Employee Email: john.doe@usda.gov
Show History	Supervisor: JANE DOE
Revise Pay Period	Approver: Not set
Erase Pay Period	Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Profile Information	Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Established Hours	Section: GOVT EMPLOYEES SERVICES DIVISION
Personal Info	Contact Point: 2216904056 LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV
Leave Information	Designated Alternate: Not set Change
Leave Balances	Accounting: 169RXC3XJTBDK000 ▾
Donated Leave	AUO Percent: 10 ▾
Make a Donation	Default Work Schedule: Standard ▾
Request Donated Hours	Work Schedule Description: <input type="text"/>
Other Information	Does your shift cross over midnight? No ▾
Request Leave	<input type="button" value="Save"/> <input type="button" value="Print"/>
Request Premium Pay	You must click the Save button before leaving this page or any changes will NOT be saved.
Access Privileges	
Change Employee	
Change Client	
Approvals	

Figure 61: Personal Information Page

2. Select the applicable work schedule from the drop-down list. Defaults the first time you use Paycheck8. This is the default work schedule that will be effective for all pay periods unless changed, or the Work Schedule is changed for the specific pay period as a one-time change.

Note: Pay period data must be erased before changing the work schedule for the current pay period. If the T&A contains data, the work schedule may only be changed for the subsequent pay period.

3. Click **Save**. The Default Work Schedule is saved.



To Change Work Schedule Description:

1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A	Personal Information
Enter Time	Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.
Show Current T&A	Employee Name: JOHN DOE
Submit T&A	SSN: XXX-XX-1111
Pay Options	EmpowHR ID:
Dollar Transactions	Employee Email: john.doe@usda.gov
Show History	Supervisor: JANE DOE
Revise Pay Period	Approver: Not set
Erase Pay Period	Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Profile Information	Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Established Hours	Section: GOVT EMPLOYEES SERVICES DIVISION
Personal Info	Contact Point: 2216904056 LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV
Leave Information	Designated Alternate: Not set Change
Leave Balances	Accounting: 169RXC3XJTBDK000 ▾
Donated Leave	AUO Percent: 10 ▾
Make a Donation	Default Work Schedule: Standard ▾
Request Donated Hours	Work Schedule Description: <input type="text"/>
Other Information	Does your shift cross over midnight? No ▾
Request Leave	<input type="button" value="Save"/> <input type="button" value="Print"/>
Request Premium Pay	You must click the Save button before leaving this page or any changes will NOT be saved.
Access Privileges	
Change Employee	
Change Client	
Approvals	

Figure 62: Personal Information Page

2. Enter the work schedule description in the field.



3. Click **Save**. The Work Schedule Description is saved.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay
- Access Privileges**
- Change Employee

Personal Information

Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.

Employee Name: JOHN DOE
SSN: XXX-XX-1111
EmpowHR ID:
Employee Email: john.doe@usda.gov
Supervisor: JANE DOE
Approver: Not set
Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Section: GOVT EMPLOYEES SERVICES DIVISION
Contact Point: 2216904056
LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV
ROBERT DOE [Change](#) [Clear](#)
Designated Alternate:
Accounting: 169RXC3XAGPA0000
AUO Percent: 10
Default Work Schedule: Maxi flex
Work Schedule Description: Variable workweek hours within an 80-hour pay period.

You must click the Save button before leaving this page or any changes will NOT be saved.

Figure 63: Personal Information Page - Change Work Schedule Description

To Change Your Shift Crossing Midnight Information:

Note: This field is only visible for wage shift employees and defaults to **No**.



1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A	Personal Information
Enter Time	Listed below is the personal information on file with Paycheck8. You may change some of this information as allowed with links, dropdown lists, and text boxes below. If any other information should be changed, please see your supervisor.
Show Current T&A	Employee Name: JOHN DOE
Submit T&A	SSN: XXX-XX-1111
Pay Options	EmpowHR ID:
Dollar Transactions	Employee Email: john.doe@usda.gov
Show History	Supervisor: JANE DOE
Revise Pay Period	Approver: Not set
Erase Pay Period	Agency: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Profile Information	Sub-unit: NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
Established Hours	Section: GOVT EMPLOYEES SERVICES DIVISION
Personal Info	Contact Point: 2216904056 LA-NEW ORLEANS USDA GOVERNMENT EMPLOYEE SRVC DIV
Leave Information	Designated Alternate: Not set Change
Leave Balances	Accounting: 169RXC3XJTBDK000
Donated Leave	AUO Percent: 10
Make a Donation	Default Work Schedule: Standard
Request Donated Hours	Work Schedule Description:
Other Information	Does your shift cross over midnight? No
Request Leave	<input type="button" value="Save"/> <input type="button" value="Print"/>
Request Premium Pay	You must click the Save button before leaving this page or any changes will NOT be saved.
Access Privileges	
Change Employee	
Change Client	
Approvals	

Figure 64: Personal Information Page

2. Select **No** or **Yes** from the drop-down list in the Does your shift cross over midnight? field.
3. Click **Save**. The selection is saved.



Leave Information

The Leave Information menu has only one menu option, **Leave Balances**, which allows users to view the Detailed Leave Information page showing current information for all leave types. These balances show only accruals while waiting for transmission to NFC. After transmission, the leave balances will be the actual balances. The number of hours to be earned for the remainder of the leave year is also displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A	Detailed Leave Information																																																																																															
Enter Time	This information in the Accrued column is valid as of Pay Period 2. New information is normally available as of the second Monday of the current Pay Period.																																																																																															
Show Current T&A																																																																																																
Submit T&A																																																																																																
Pay Options																																																																																																
Dollar Transactions																																																																																																
Show History																																																																																																
Revise Pay Period																																																																																																
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Established Hours																																																																																																
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View Pending Recipient List																																																																																																
Reports																																																																																																
View a Report																																																																																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Leave Type</th> <th style="width: 15%;">Accrued</th> <th style="width: 15%;">Earned</th> <th style="width: 15%;">Available</th> <th style="width: 15%;">Used</th> <th style="width: 15%;">Balance</th> </tr> </thead> <tbody> <tr> <td>Annual*</td> <td>0.00</td> <td>4.00</td> <td>4.00</td> <td>0.00</td> <td>4.00</td> </tr> <tr> <td>Sick*</td> <td>0.00</td> <td>4.00</td> <td>4.00</td> <td>0.00</td> <td>4.00</td> </tr> <tr> <td>Comp</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>CompTravel</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Credit</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>LWOP</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>AWOL</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Suspension</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Restored</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>CompRelig</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>MilReg</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>MilEmg</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Home</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>TimeOff</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> <p>*Remaining earnable hour this year - Annual: 96 - Sick: 96.</p> <p>If you are concerned that there is an error in any of your leave balances, learn how to verify balances and correct mistakes on the Leave Balance FAQ .</p> <p>Accrued: Hours earned and carried over from previous Pay Periods and, possibly, years. Earned this Pay Period: Hours projected to be earned in the current Pay Period. Available: The sum of Accrued and Earned this Pay Period. Used this Pay Period: Hours entered in the current Pay Period. Balance estimate: Available minus Used this Pay Period.</p>						Leave Type	Accrued	Earned	Available	Used	Balance	Annual*	0.00	4.00	4.00	0.00	4.00	Sick*	0.00	4.00	4.00	0.00	4.00	Comp	0.00	0.00	0.00	0.00	0.00	CompTravel	0.00	0.00	0.00	0.00	0.00	Credit	0.00	0.00	0.00	0.00	0.00	LWOP	0.00	0.00	0.00	0.00	0.00	AWOL	0.00	0.00	0.00	0.00	0.00	Suspension	0.00	0.00	0.00	0.00	0.00	Restored	0.00	0.00	0.00	0.00	0.00	CompRelig	0.00	0.00	0.00	0.00	0.00	MilReg	0.00	0.00	0.00	0.00	0.00	MilEmg	0.00	0.00	0.00	0.00	0.00	Home	0.00	0.00	0.00	0.00	0.00	TimeOff	0.00	0.00	0.00	0.00	0.00
Leave Type	Accrued	Earned	Available	Used	Balance																																																																																											
Annual*	0.00	4.00	4.00	0.00	4.00																																																																																											
Sick*	0.00	4.00	4.00	0.00	4.00																																																																																											
Comp	0.00	0.00	0.00	0.00	0.00																																																																																											
CompTravel	0.00	0.00	0.00	0.00	0.00																																																																																											
Credit	0.00	0.00	0.00	0.00	0.00																																																																																											
LWOP	0.00	0.00	0.00	0.00	0.00																																																																																											
AWOL	0.00	0.00	0.00	0.00	0.00																																																																																											
Suspension	0.00	0.00	0.00	0.00	0.00																																																																																											
Restored	0.00	0.00	0.00	0.00	0.00																																																																																											
CompRelig	0.00	0.00	0.00	0.00	0.00																																																																																											
MilReg	0.00	0.00	0.00	0.00	0.00																																																																																											
MilEmg	0.00	0.00	0.00	0.00	0.00																																																																																											
Home	0.00	0.00	0.00	0.00	0.00																																																																																											
TimeOff	0.00	0.00	0.00	0.00	0.00																																																																																											

Figure 65: Detailed Leave Information Page



Donated Leave

The Donated Leave menu contains options which allow users to to donate leave to an approved leave recipient in the (VLTP) and/or donate leave to the Voluntary Leave Bank Program (VLBP), whichever is applicable to the Agency. This menu also allows the user to submit an application for approval to request leave donations from the applicable program.

Any employee may:

- Apply to become a recipient of donated hours.
 - View the status of the request.
 - View the details of the request.
 - Edit at least some of the details of the pending request.
- Use hours received from donors.
- Apply to donate hours to an approved leave recipient.
 - View the status of the donation offer(s).
 - View the details of any of pending donation offer(s).
 - Edit at least some of the details of the pending donation offer(s).
 - Decide how to handle refunded donated hours.

A supervisor may (for those in chain of command):

- Approve or disapprove requests for donated hours (as a recommendation to the VLTP Administrator).
 - View the status of requests for donated hours.
 - View the details of any recipient requests.

This section includes the following topics:

Making a Leave Donation	77
Requesting Donated Hours	90

Making a Leave Donation

Make a Donation allows users to make a new donation to a VLTP recipient or the VLBP and view existing donation records. Users are also allowed to review historic donation details or take action on pending donation refunds. Pending donation refunds are donations which were returned to the donor by the VLTP Administrator.



To View Current or Historic Leave Donations:

1. Select **Make a Donation** from the Donated Leave menu on the Paycheck8 main menu page. The Make a New Donation page is displayed and shows leave donation requests for the current year.

Note: Requests in pending status may be edited. Requests in approved or rejected status may only be viewed.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances

Make A New Donation

Below is a list of previous donations. To make a new leave donation, click either the Add VLTP Donation button or the Add VLBP Donation button below. VLTP Donations are made directly to active VLTP recipients, while VLBP Donations are made to a Leave Bank Program.

Existing Leave Donation Requests

Select the Year to review. Narrow the search by selecting a specific status. Requests in pending status may be edited. Requests in approved or rejected status may only be viewed.

Pay Year: 2016 ▾

Status: All ▾

Recipient name	Program	Active dates	Leave Type	Pay Period Approved	Donated hours	Status	Action
JOHN DOE	VLTP	04/18-05/27	Annual		8.00	Pending	Edit

[Add VLTP Donation](#) [Add VLBP Donation](#) [Cancel](#)

Figure 66: Make a New Donation Page

2. To view historic requests, complete the fields as follows:

Field	Instruction
Pay Year	Select the year of the donated leave requests to review from the drop-down list.
Status	Select the status of the donated leave requests to review from the drop-down list. Valid values are All , Approved , Pending , and Rejected .



- The historic requests are displayed. If no requests are found, the message, *There are no leave donations for the selected year and status*, is displayed.

Logged in as JANE DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances

Make A New Donation

Below is a list of previous donations. To make a new leave donation, click either the Add VLTP Donation button or the Add VLBP Donation button below. VLTP Donations are made directly to active VLTP recipients, while VLBP Donations are made to a Leave Bank Program.

Existing Leave Donation Requests

Select the Year to review. Narrow the search by selecting a specific status. Requests in pending status may be edited. Requests in approved or rejected status may only be viewed.

Pay Year: 2015

Status: All

Recipient name	Program	Active dates	Leave Type	Pay Period Approved	Donated hours	Status	Action
There are no leave donations for the selected year and status.							

[Add VLTP Donation](#) [Add VLBP Donation](#) [Cancel](#)

Figure 67: Make a New Donation Page - Historic Search

To Make a VLTP Donation:

- Select **Make a Donation** from the Donated Leave menu on the Paycheck8 main menu page. The Make a New Donation page is displayed.

Logged in as JANE DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances

Make A New Donation

Below is a list of previous donations. To make a new leave donation, click either the Add VLTP Donation button or the Add VLBP Donation button below. VLTP Donations are made directly to active VLTP recipients, while VLBP Donations are made to a Leave Bank Program.

Existing Leave Donation Requests

Select the Year to review. Narrow the search by selecting a specific status. Requests in pending status may be edited. Requests in approved or rejected status may only be viewed.

Pay Year: 2016

Status: All

Recipient name	Program	Active dates	Leave Type	Pay Period Approved	Donated hours	Status	Action
There are no leave donations for the selected year and status.							

[Add VLTP Donation](#) [Add VLBP Donation](#) [Cancel](#)

Figure 68: Make a New Donation Page



2. Click **Add VLTP Donation**. The Make a New VLTP Donation page is displayed with a list of approved recipients. Users may search for a specific recipient by typing the recipients name in the search box. Users may also sort any column in ascending or descending order.

Logged in as JANE DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info

Make a New VLTP Donation

The Voluntary Leave Transfer Program (VLTP) allows you to make donations to active leave recipients. Select a recipient below.

Recipient Selection

The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Search for specific name or text:

Name	Active Dates	Donation Period	Nature and Severity	Hours Needed	Action
JOHN DOE	04/18-05/27	04/13-05/27	Knee replacement	40.00	Select

Figure 69: Make a New VLTP Donation Page - Recipient Selection

3. Click **Select** in the Action field of the employee to receive the leave donation. The page now displays the recipient's information and requires the donation specifics.

Logged in as JANE DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation

Make a New VLTP Donation

The Voluntary Leave Transfer Program (VLTP) allows you to make donations to active leave recipients. Select a recipient below.

Recipient Selection

The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Recipient: JOHN DOE [Change](#)

Nature and Severity: Knee replacement

Donation Specifics

Leave Type: Annual

Hours Donating:

Accounting: -

Figure 70: Make a New Donation Page - Donation Specifics

4. Complete the fields as follows:



Field	Instruction
Leave Type	Select the leave type to donate from the drop-down list. Valid values are Annual and Restored .
Hours Donating	Enter the number of hours to donate.
Accounting	Select the accounting code from the drop-down list.

- Click **Submit**. The Make a New Donation page is displayed with the new donation shown. Donations will remain in a pending status until approved by the VLTP administrator. Donations may be edited as long as they are in a pending status. Donations in an approved status may be viewed, but not edited. The donated hours will be deducted when the T&A is processed.

Logged in as JANE DOE | [Log Out](#)

Paycheck8
NFC

My T&A	Make A New Donation																
Enter Time Show Current T&A Submit T&A Pay Options Dollar Transactions Show History Revise Pay Period Erase Pay Period	<p>Below is a list of previous donations. To make a new leave donation, click either the Add VLTP Donation button or the Add VLBP Donation button below. VLTP Donations are made directly to active VLTP recipients, while VLBP Donations are made to a Leave Bank Program.</p> <p style="background-color: #d9ead3; padding: 2px;">Existing Leave Donation Requests</p> <p>Select the Year to review. Narrow the search by selecting a specific status. Requests in pending status may be edited. Requests in approved or rejected status may only be viewed.</p> <p>Pay Year: <input type="text" value="2016"/></p> <p>Status: <input type="text" value="All"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Recipient name</th> <th>Program</th> <th>Active dates</th> <th>Leave Type</th> <th>Pay Period Approved</th> <th>Donated hours</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>JOHN DOE</td> <td>VLTP</td> <td>04/18-05/27</td> <td>Annual</td> <td></td> <td>8.00</td> <td>Pending</td> <td>Edit</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Add VLTP Donation"/> <input type="button" value="Add VLBP Donation"/> <input type="button" value="Cancel"/> </p>	Recipient name	Program	Active dates	Leave Type	Pay Period Approved	Donated hours	Status	Action	JOHN DOE	VLTP	04/18-05/27	Annual		8.00	Pending	Edit
Recipient name	Program	Active dates	Leave Type	Pay Period Approved	Donated hours	Status	Action										
JOHN DOE	VLTP	04/18-05/27	Annual		8.00	Pending	Edit										
Profile Information																	
Established Hours																	
Personal Info																	
Leave Information																	
Leave Balances																	

Figure 71: Make a New Donation Page - New Donation Shown



To Make a VLBP Donation:

1. Select **Make a Donation** from the Donated Leave menu on the Paycheck8 main menu page. The Make a New Donation page is displayed

Logged in as JANE DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances

Make A New Donation

Below is a list of previous donations. To make a new leave donation, click either the Add VLTP Donation button or the Add VLBP Donation button below. VLTP Donations are made directly to active VLTP recipients, while VLBP Donations are made to a Leave Bank Program.

Existing Leave Donation Requests

Select the Year to review. Narrow the search by selecting a specific status. Requests in pending status may be edited. Requests in approved or rejected status may only be viewed.

Pay Year: 2016 ▼

Status: All ▼

Recipient name	Program	Active dates	Leave Type	Pay Period Approved	Donated hours	Status	Action
There are no leave donations for the selected year and status.							

[Add VLTP Donation](#) [Add VLBP Donation](#) [Cancel](#)

Figure 72: Make a New Donation Page

2. Click **Add VLBP Donation**. The Make a New VLBP Donation page is displayed with a list of active leave banks. Users may search for a specific leave bank by typing the leave bank name in the search box. Users may also sort the column in ascending or descending order.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info

Make a New VLBP Donation

The Voluntary Leave Bank Program (VLBP) allows you to make donations to Leave Banks. Select a Leave Bank for your donation below.

Leave Bank Selection

The table displays Leave Banks accepting leave donations. Use the search box to locate a specific Leave Bank or sort the table ascending or descending by any column. Select a Leave Bank with the link in the Action column.

Search for specific name or text:

Leave Bank Name	Action
Medical Emergency	Select

Figure 73: Make a New VLBP Donation Page



3. Click **Select** in the Action field of the applicable leave bank. The page now displays the leave bank selection and requires the donation specifics.

Figure 74: Make a New VLBP Donation Page - Donation Specifics

4. Complete the fields as follows:

Field	Instruction
Leave Type	Select the leave type to donate from the drop-down list. Valid values are Annual and Restored .
Hours Donating	Enter the number of hours to donate.
Accounting	Select the accounting code from the drop-down list.



5. Click **Submit**. The Make a New Donation page is displayed with the new donation shown. Donations will remain in a pending status until approved by the VLTP administrator. Donations may be edited as long as they are in a pending status. Donations in an approved status may be viewed, but not edited. The donated hours will be deducted when the T&A is processed.

Logged in as JANE DOE | [Log Out](#)

Paycheck8

NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Make A New Donation

Below is a list of previous donations. To make a new leave donation, click either the Add VLTP Donation button or the Add VLBP Donation button below. VLTP Donations are made directly to active VLTP recipients, while VLBP Donations are made to a Leave Bank Program.

Existing Leave Donation Requests

Select the Year to review. Narrow the search by selecting a specific status. Requests in pending status may be edited. Requests in approved or rejected status may only be viewed.

Pay Year:

Status:

Recipient name	Program	Active dates	Leave Type	Pay Period Approved	Donated hours	Status	Action
JOHN DOE	VLTP	04/18-05/27	Annual		8.00	Pending	Edit
Medical Emergency	Leave Bank	04/13-12/31	Annual		4.00	Pending	Edit

Figure 75: Make a New Donation Page - VLBP Donation Shown



To Take Action on a Pending Refund:

1. Select **Make a Donation** from the Donated Leave menu on the Paycheck8 main menu page. The Make a New Donation page is displayed showing a donation refund.

Logged in as DONALD DOE | [Log Out](#)

Paycheck8
 NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Make A New Donation

Below is a list of previous donations. To make a new leave donation, click either the Add VLTP Donation button or the Add VLBP Donation button below. VLTP Donations are made directly to active VLTP recipients, while VLBP Donations are made to a Leave Bank Program.

Existing Leave Donation Requests

Select the Year to review. Narrow the search by selecting a specific status. Requests in pending status may be edited. Requests in approved or rejected status may only be viewed.

Pay Year:

Status:

Recipient name	Program	Active dates	Leave Type	Pay Period Approved	Donated hours	Status	Action
JOHN DOE	VLTP	02/29-03/22	Annual	Pay Period 7 - 2016	2.00	Approved	View

Donation refunds pending election decision

These refunds of donated hours are waiting your decision on how to handle the refund.

Recipient name	Active Dates	Donated hours	Refunded hours	Action
JOHN DOE	02/29-03/22	2.00	2.00	Refund

Figure 76: Make a Donation Page - Refunded Donations



- Click **Refund**. The Donated Leave Refund Selection page is displayed showing the previous donation information and the refund election function.

Figure 77: Donated Leave Refund Selection Page

- The following fields are displayed:

Field	Description
Previous Recipient Name	Displays the recipient's name.
Reason	Displays the reason for the medical emergency.
Active Dates	Displays the active dates of the emergency.
Total Donated Hours	Displays the total number of hours donated to the recipient.
Refund Amount	Displays the amount of the refund.

- Complete the remaining field as follows:

Field	Instruction
Refund Selection	Select the option to apply the refunded leave. Valid values are Current Annual Leave , Next Year Annual Leave , and Donate to another recipient .



- Click **Submit**. If **Donate to another recipient** is selected, the Recipient Selection section is displayed.

Logged in as DONALD DOE | [Log Out](#)

Paycheck8

NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Request Leave

Request Premium Pay

Access Privileges

Change Employee

Approvals

View Pending List

View Status List

View Leave Requests

View Premium Pay Requests

View Pending Recipient List

Donated Leave Refund Selection

A designated recipient of your donated leave is no longer in need. Original donation details and the refunded amount are shown below.

Previous Donation information

Previous Recipient Name: JOHN DOE

Reason: Knee replacement

Active Dates: 02/29-03/22

Total Donated Hours: 2.00

Refund Election

You must select what to do with the refund: (1) apply it to your current Annual Leave balance; (2) add it to your next year's Annual Leave; or, (3) donate it to another recipient (whom you will select).

Refund Amount: 2.00

Refund Selection:

Current Annual Leave

Next Year Annual Leave

Donate to another recipient

Recipient Selection

The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Search for specific name or text:

Name	Active Dates	Donation Period	Nature and Severity	Hours Needed	Action
JOHNNY DOE	04/14-05/18	04/14-05/18	Broken leg	59.00	Select
ROBERT DOE	04/17-07/23	04/14-07/23	Hip replacement	40.00	Select

Figure 78: Donated Leave Refund Selection Page - Recipient Selection



- Click **Select** adjacent to the new recipient's name. The Recipient Selection is displayed.

Logged in as DONALD DOE | Log Out

Paycheck8

NFC

- My T&A
 - Enter Time
 - Show Current T&A
 - Submit T&A
 - Pay Options
 - Dollar Transactions
 - Show History
 - Revise Pay Period
 - Erase Pay Period
- Profile Information
 - Established Hours
 - Personal Info
- Leave Information
 - Leave Balances
 - Donated Leave**
 - Make a Donation
 - Request Donated Hours
- Other Information
 - Request Leave
 - Request Premium Pay
- Access Privileges
 - Change Employee
- Approvals
 - View Pending List
 - View Status List
 - View Leave Requests

Donated Leave Refund Selection

A designated recipient of your donated leave is no longer in need. Original donation details and the refunded amount are shown below.

Previous Donation information

Previous Recipient Name:	JOHN DOE
Reason:	Knee replacement
Active Dates:	02/29-03/22
Total Donated Hours:	2.00

Refund Election

You must select what to do with the refund: (1) apply it to your current Annual Leave balance; (2) add it to your next year's Annual Leave; or, (3) donate it to another recipient (whom you will select).

Refund Amount:	2.00
Refund Selection:	<input type="radio"/> Current Annual Leave <input type="radio"/> Next Year Annual Leave <input checked="" type="radio"/> Donate to another recipient

Recipient Selection

The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Recipient:	JOHNNY DOE Change
Nature and Severity:	Broken leg

Figure 79: Donated Leave Refund Selection Page - Recipient Selected



- Click **Submit** to finalize the election. The Make a Donation page is displayed with the donation listed.

Logged in as DONALD DOE | [Log Out](#)

Paycheck8
NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Make A New Donation

Below is a list of previous donations. To make a new leave donation, click either the Add VLTP Donation button or the Add VLBP Donation button below. VLTP Donations are made directly to active VLTP recipients, while VLBP Donations are made to a Leave Bank Program.

Existing Leave Donation Requests

Select the Year to review. Narrow the search by selecting a specific status. Requests in pending status may be edited. Requests in approved or rejected status may only be viewed.

Pay Year:

Status:

Recipient name	Program	Active dates	Leave Type	Pay Period Approved	Donated hours	Status	Action
JOHN DOE	VLTP	02/29-03/22	Annual	Pay Period 7 - 2016	2.00	Approved	View

Donations redirected to another

These refunded donations have been proffered to another recipient and are awaiting administrative action.

Status	Previous recipient name	New recipient name	Active dates	Donated Hours	Action
Pending	JOHN DOE	JOHNNY DOE	04/14-05/18	2.00	View

Figure 80: Make a New Donation Page - Donations Redirected to Another



8. Click **View** to review the donation details. Donations redirected to another employee details are displayed to review.

The screenshot shows the Paycheck8 NFC web application interface. At the top right, it indicates the user is logged in as DONALD DOE with a Log Out link. The main header features the Paycheck8 NFC logo. On the left is a navigation menu with categories like My T&A, Profile Information, Leave Information, and Donated Leave. The main content area is divided into sections: Previous Recipient, New Recipient, and Donation Specifics. The Previous Recipient section shows details for JOHN DOE, including his nature and severity (Knee replacement), active dates (02/29-03/22), and a total donation amount of 2.00. The New Recipient section shows details for JOHNNY DOE, including his active dates (04/14-05/18), nature and severity (Broken leg), and hours still needed (59.00). The Donation Specifics section shows a refunded donation amount of 2.00.

Previous Recipient	
Previous Recipient Name:	JOHN DOE
Nature and Severity:	Knee replacement
Active Dates:	02/29-03/22
Total Donation Amount:	2.00

New Recipient	
New Recipient Name:	JOHNNY DOE
Active Dates:	04/14-05/18
Nature and Severity:	Broken leg
Hours Still Needed:	59.00

Donation Specifics	
Refunded Donation Amount:	2.00

Figure 81: Donations Directed to Another Employee Details Page

Requesting Donated Hours

Request Donated Hours allows users to complete and submit the Application to Become a Leave Recipient Under VLTP and VLBP. Users are also allowed to view previously submitted requests.

Note: Pending requests may be edited until approved by a VLTP Administrator. Approved requests are view only.



To Request Donated Hours Under VLTP:

1. Select **Request Donated Hours** from the Donated Leave menu on the Paycheck8 main menu page. The View Existing Recipient Requests page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information
- Established Hours
- Personal Info
- Leave Information
- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours

View Existing Recipient Requests

Click the Select link to view request details. Requests which have been approved may not be edited but some edits are allowed for those still pending approval.

Original Active Dates	Current Active Dates	Program	Needed Hours	Donated Hours	Pending Hours	Status	Action
There are no requests at this time							

[Add VLTP Request](#) [Add VLBP Request](#)

Figure 82: View Existing Recipient Requests Page



2. Click **Add VLTP Request**. The New Donated Leave Recipient Request page is displayed.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8

NFC

- My T&A
- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay
- Access Privileges
- Change Employee
- Change Client
- Approvals
- View Pending List
- View Status List
- View Leave Requests
- View Premium Pay Requests
- View Pending Recipient List
- Reports**
- View a Report
- Administration**
- Employee Management
- Donated Leave Management
- Account Management

New Donated Leave Recipient Request

Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program

Please provide all requested information on this form to apply to become a leave recipient under the VLTP program. If your application is approved, you will be eligible for leave donations.

Employee Name:	JOHN DOE
Last 4 SSN:	1111
Employee ID:	
Job Title:	PROG ANAL
Pay Plan:	GS
Grade/Pay Level:	12

Name Of Organization:
DM, OFFICE OF THE CHIEF FINANCIAL OFFICER | NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR | GOVT EMPLOYEES SERVICES DIVISION | CLIENT SERVICES DIRECTORATE (CSD) | TRAINING AND COMMUNICATIONS BRANCH (TCB) | SEC 2 - PUBLICATIONS

Office Phone Number:

Details regarding the medical emergency

Nature and severity:

Type of Emergency:

Date began/will begin:

Date ended/expected to end:

Name of physician:

Description option: Applicant does not want a description distributed.

Name disclosure option: Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.

Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant:

Annual Leave Balance:

Sick Leave Balance:

LWOP Hours:

Individual completing the application (if applying on behalf of the employee applicant)

Individual's last name:

Individual's first name:

Individual's relationship to employee:

Individual's telephone:

By submitting this form I certify that the information provided is true.

Privacy Act Statement

Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Figure 83: New Donated Leave Recipient Request Page

3. Complete the applicable Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program fields as follows:



Field	Description/Instruction
Employee Name	Displays the employee name.
Last 4 SSN	Displays the last 4 digits of the employee's SSN.
Employee ID	Not applicable.
Job Title	Displays the employee's job title.
Pay Plan	Displays the employee's pay plan.
Grade/Pay Level	Displays the employee's grade.
Name of Organization	Displays the literal name of the employee's organizational structure.
Office Phone Number	Enter the office telephone number.

4. Complete the Details regarding this medical emergency fields as follows:

Field	Instruction
Nature and severity	Enter the nature and severity of the medical emergency.
Type of Emergency	Select the type of emergency from the drop-down list. Valid values are Personal Medical Emergency and Family Medical Emergency .
Date began/will begin	Enter the date the medical emergency began or will begin.
Date ended/expected to end	Enter the date the medical emergency ended or is expected to end.
Name of physician	Enter the name of the physician for the medical emergency.
Description option	Check this box if applicant does not want a description of the medical emergency distributed.
Name disclosure option	Check this box if applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant	Enter the description applicant wishes to have distributed to other employees in leave request.
Annual Leave Balance	Enter the applicant's annual leave balance.
Sick Leave Balance	Enter the applicant's sick leave balance.



Field	Instruction
LWOP Hours	Enter the applicant's leave without pay balance.

5. Complete the Individual completing the application (if applying on behalf of the employee applicant) fields as follows:

Field	Instruction
Individual's last name	Enter the last name of the individual completing the application on behalf of the employee, if applicable.
Individual's first name	Enter the first name of the individual completing the application on behalf of the employee, if applicable.
Individual's relationship to employee	Enter the relationship of the individual completing the application to the individual, if applicable.
Individual's telephone	Enter the telephone number of the individual completing the application on behalf of the employee, if applicable.

6. Click **Submit**. The View Existing Recipient Requests page is displayed with request in a pending status awaiting approval. Requests will remain in a pending status until approved by the VLTP administrator. Requests may be edited as long as they are in a pending status. Requests in an approved status may be viewed, but not edited.

Logged in as JOHN DOE | [Log Out](#)

[My T&A](#)
[Enter Time](#)
[Show Current T&A](#)
[Submit T&A](#)
[Pay Options](#)
[Dollar Transactions](#)
[Show History](#)
[Revise Pay Period](#)
[Erase Pay Period](#)

View Existing Recipient Requests

[New Donated Leave Recipient Request](#) | [View Existing Recipient Requests](#)

Click the Select link to view request details. Requests which have been approved may not be edited but some edits are allowed for those still pending approval.

Original Active Dates	Current Active Dates	Program	Needed Hours	Donated Hours	Pending Hours	Status	Action
06/04-07/17		VLTP	0	0	0	Pending	Edit

Figure 84: View Existing Recipient Requests Page - Request Pending



To Request Donated Hours Under VLBP:

1. Select **Request Donated Hours** from the Donated Leave menu on the Paycheck8 main menu page. The View Existing Recipient Requests page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours

View Existing Recipient Requests

Click the Select link to view request details. Requests which have been approved may not be edited but some edits are allowed for those still pending approval.

Original Active Dates	Current Active Dates	Program	Needed Hours	Donated Hours	Pending Hours	Status	Action
There are no requests at this time							

[Add VLTP Request](#) [Add VLBP Request](#)

Figure 85: View Existing Recipient Requests Page



2. Click **Add VLBP Request**. The New VLBP Recipient Request page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

<p>My T&A</p> <p>Enter Time</p> <p>Show Current T&A</p> <p>Submit T&A</p> <p>Pay Options</p> <p>Dollar Transactions</p> <p>Show History</p> <p>Revise Pay Period</p> <p>Erase Pay Period</p> <p>Profile Information</p> <p>Established Hours</p> <p>Personal Info</p> <p>Leave Information</p> <p>Leave Balances</p> <p>Donated Leave</p> <p>Make a Donation</p> <p>Request Donated Hours</p> <p>Other Information</p> <p>Request Leave</p> <p>Request Premium Pay</p> <p>Access Privileges</p> <p>Change Employee</p> <p>Approvals</p> <p>View Pending List</p> <p>View Status List</p> <p>View Leave Requests</p> <p>View Premium Pay Requests</p> <p>View Pending Recipient List</p> <p>Reports</p> <p>View a Report</p> <p>Administration</p> <p>Employee Management</p> <p>Donated Leave Management</p> <p>Account Management</p>	<div style="background-color: #0056b3; color: white; padding: 2px;">New VLBP Recipient Request</div> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 5px;">Leave Bank Selection</div> <p>The table below displays VLBP Leave Banks. Select which Leave Bank you are applying to. Use the search box to locate a specific Leave Bank or sort the table ascending or descending by any column.</p> <p>Search for specific name or text: <input style="width: 100px;" type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Leave Bank Name</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>Medical Emergency Leave Bank</td> <td>Select</td> </tr> </tbody> </table> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 5px;">Application to become a Leave Recipient Under the Voluntary Leave Bank Program</div> <p>Please provide all requested information on this form to apply to become a leave recipient under the Voluntary Leave Bank Program. If your application is approved, you will be eligible for leave hours from the Leave Bank.</p> <p>Employee Name: JOHN DOE</p> <p>Last 4 SSN: 1111</p> <p>Employee ID:</p> <p>Job Title: Prog Anal</p> <p>Pay Plan: GS</p> <p>Grade/Pay Level: 12</p> <p>Name Of Organization: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER</p> <p>Office Phone Number: <input style="width: 100px;" type="text"/></p> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 5px;">Details regarding the medical emergency</div> <p>Nature and severity: <input style="width: 150px;" type="text"/></p> <p>Type of Emergency: <input type="text" value="Select an Emergency Type"/></p> <p>Date began/will begin: <input style="width: 100px;" type="text"/></p> <p>Date ended/expected to end: <input style="width: 100px;" type="text"/></p> <p>Name of physician: <input style="width: 100px;" type="text"/></p> <p>Description option:</p> <p><input type="checkbox"/> Applicant does not want a description distributed.</p> <p><input type="checkbox"/> Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.</p> <p>Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant: <input style="width: 150px; height: 30px;" type="text"/></p> <p>Annual Leave Balance: <input style="width: 100px;" type="text"/></p> <p>Sick Leave Balance: <input style="width: 100px;" type="text"/></p> <p>LWOP Hours: <input style="width: 100px;" type="text"/></p> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 5px;">Individual completing the application (if applying on behalf of the employee applicant)</div> <p>Individual's last name: <input style="width: 100px;" type="text"/></p> <p>Individual's first name: <input style="width: 100px;" type="text"/></p> <p>Individual's relationship to employee: <input style="width: 100px;" type="text"/></p> <p>Individual's telephone: <input style="width: 100px;" type="text"/></p> <p>By submitting this form I certify that the information provided is true.</p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> <div style="font-size: 8pt; margin-top: 10px;"> <p>Privacy Act Statement</p> <p>Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.</p> </div>	Leave Bank Name	Action	Medical Emergency Leave Bank	Select
Leave Bank Name	Action				
Medical Emergency Leave Bank	Select				

Figure 86: New VLBP Recipient Request Page



- Click **Select** next to the applicable leave bank. The Leave Bank Selection is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A	New VLBP Recipient Request
Enter Time	Leave Bank Selection
Show Current T&A	You can change your Leave Bank selection by clicking the change link.
Submit T&A	Leave Bank Name: Medical Emergency Leave Bank Change
Pay Options	Application to become a Leave Recipient Under the Voluntary Leave Bank Program
Dollar Transactions	Please provide all requested information on this form to apply to become a leave recipient under the Voluntary Leave Bank Program. If your application is approved, you will be eligible for leave hours from the Leave Bank.
Show History	Employee Name: JOHN DOE
Revise Pay Period	Last 4 SSN: 1111
Erase Pay Period	Employee ID:
Profile Information	Job Title: PROG ANAL
Established Hours	Pay Plan: GS
Personal Info	Grade/Pay Level: 12
Leave Information	Name Of Organization: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Leave Balances	Office Phone Number: <input type="text"/>
Donated Leave	Details regarding the medical emergency
Make a Donation	Nature and severity: <input type="text"/>
Request Donated Hours	Type of Emergency: <input type="text" value="Select an Emergency Type"/>
Other Information	Date began/will begin: <input type="text"/>
Request Leave	Date ended/expected to end: <input type="text"/>
Request Premium Pay	Name of physician: <input type="text"/>
Access Privileges	Description option: <input type="checkbox"/> Applicant does not want a description distributed.
Change Employee	Name disclosure option: <input type="checkbox"/> Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Approvals	Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant: <input type="text"/>
View Pending List	Annual Leave Balance: <input type="text"/>
View Status List	Sick Leave Balance: <input type="text"/>
View Leave Requests	LWOP Hours: <input type="text"/>
View Premium Pay Requests	Individual completing the application (if applying on behalf of the employee applicant)
View Pending Recipient List	Individual's last name: <input type="text"/>
Reports	Individual's first name: <input type="text"/>
View a Report	Individual's relationship to employee: <input type="text"/>
Administration	Individual's telephone: <input type="text"/>
Employee Management	By submitting this form I certify that the information provided is true.
Donated Leave Management	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
Account Management	Privacy Act Statement Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Figure 87: New VLBP Recipient Request Page - Leave Bank Selection

- Complete the applicable Application to become a Leave Recipient Under the Voluntary Leave Bank Program fields as follows:



Field	Description/Instruction
Employee Name	Displays the employee name.
Last 4 SSN	Displays the last 4 digits of the employee's SSN.
Employee ID	Not applicable.
Job Title	Displays the employee's job title.
Pay Plan	Displays the employee's pay plan.
Grade/Pay Level	Displays the employee's grade.
Name of Organization	Displays the literal name of the employee's organizational structure.
Office Phone Number	Enter the office telephone number.

5. Complete the Details regarding this medical emergency fields as follows:

Field	Instruction
Nature and severity	Enter the nature and severity of the medical emergency.
Type of Emergency	Select the type of emergency from the drop-down list. Valid values are Personal Medical Emergency and Family Medical Emergency .
Date began/will begin	Enter the date the medical emergency began or will begin.
Date ended/expected to end	Enter the date the medical emergency ended or is expected to end.
Name of physician	Enter the name of the physician for the medical emergency.
Description option	Check this box if applicant does not want a description of the medical emergency distributed.
Name disclosure option	Check this box if applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant	Enter the description applicant wishes to have distributed to other employees in leave request.
Annual Leave Balance	Enter the applicant's annual leave balance.
Sick Leave Balance	Enter the applicant's sick leave balance.



Field	Instruction
LWOP Hours	Enter the applicant's leave without pay balance.

- Complete the Individual completing the application (if applying on behalf of the employee applicant) fields as follows:

Field	Instruction
Individual's last name	Enter the last name of the individual completing the application on behalf of the employee, if applicable.
Individual's first name	Enter the first name of the individual completing the application on behalf of the employee, if applicable.
Individual's relationship to employee	Enter the relationship of the individual completing the application to the individual, if applicable.
Individual's telephone	Enter the telephone number of the individual completing the application on behalf of the employee, if applicable.

- Click **Submit**. The View Existing Recipient Requests page is displayed with the request in a pending status awaiting approval. Requests will remain in a pending status until approved by the VLTP administrator. Requests may be edited as long as they are in a pending status. Requests in an approved status may be viewed, but not edited.

Figure 88: View Existing Recipient Requests Page - Leave Bank Request



Other Information

The Other Information menu contains options which allow users to request and view leave and premium pay requests.

This section includes the following topics:

Requesting Leave	101
Requesting Premium Pay	115

Requesting Leave

Request Leave allows users to add a new leave request and to edit and/or delete pending and approved leave requests.



To Add a Leave Request:

1. Select **Request Leave** from the Other Information menu on the Paycheck8 main menu page. The Leave Request Display page is displayed and lists current and future pay period leave requests.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

- My T&A
 - Enter Time
 - Show Current T&A
 - Submit T&A
 - Pay Options
 - Dollar Transactions
 - Show History
 - Revise Pay Period
 - Erase Pay Period
- Profile Information
 - Established Hours
 - Personal Info
- Leave Information
 - Leave Balances
- Donated Leave
 - Make a Donation
 - Request Donated Hours
- Other Information
 - Request Leave**
 - Request Premium Pay

Leave Request Display

Leave Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Leave Requests' link.

[Search Leave Requests](#)

Dates	Status	Days	Total hours	Action
There are no requests at this time				

Figure 89: Leave Request Display Page



- Click **Add**. The Enter Leave Request page is displayed.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8
NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Request Leave

Request Premium Pay

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

Prefix	Suffix	Desc	TC	Start	Stop
▼	▼	▼	50 Credit Hours Used ▼		

Start Date:

Stop Date:

[Load Accounts](#)

Current Information Summary

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
0	0	0	0	0	0	4	4	0	0	0

[Return to Leave Request page](#)

Figure 90: Enter Leave Request Page

- Complete the fields as follows:

Field	Instruction
Prefix	Select the transaction code prefix from the drop-down list, if applicable.
Suffix	Select the transaction code suffix from the drop-down list, if applicable.
Desc	Select the transaction code descriptor from the drop-down list, if applicable.
TC	Select the leave transaction code from the drop-down list.
Start	Enter the four-digit start time. The start time can range from 0000 to 2345 and must be at least 15 minutes prior to the associated stop time. Time must be entered in a minimum of quarter hours. The last two positions must be 00 , 15 , 30 , or 45 .
Stop	Enter the four-digit stop time. The stop time can range from 0015 to 2400 and must be at least 15 minutes after the associated start time. Time must be entered in a minimum of quarter hours. The last two positions must be 00 , 15 , 30 , or 45 .



Field	Instruction
Reason	Select the reason for the sick leave request from the drop-down list. <u>Note: This field is only visible for sick leave.</u>
Start Date	Select the start date for the leave request from the calendar or enter the date.
Stop Date	Select the stop date for the leave request from the calendar or enter the date.

- Click **Load Accounts**. The valid accounting codes are loaded onto the Enter Leave Request page, and the Include and Remarks fields are displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay
- Access Privileges
- Change Employee
- Approvals

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

Prefix	Suffix	Desc	TC	Start	Stop
			62 Sick Leave	1200	1600

Reason: Other

Start Date: 02/22/2016

Stop Date: 02/22/2016

Accounting: -

Include:

S	M	T	W	T	F	S	Week	Weekend
<input checked="" type="checkbox"/>								

Identify the specific days in the date range using check boxes.

Remarks:

Add Change Dates

Current Information Summary

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
0	0	0	0	0	0	4	4	0	0	0

Return to Leave Request page

Figure 91: Enter Leave Request Page - Load Accounts

- Complete the remaining fields as follows:

Field	Instruction
Accounting	Select the applicable accounting code from the drop-down list.



Field	Instruction
Include	Uncheck any days to exclude from the leave request.
Remarks	Enter any remarks for the supervisor regarding request.

- Click **Add**. A summary of the leave request is displayed in a draft status for verification.

Note: Click **Add request** to add additional leave requests before submitting.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

You must submit request before an approver will see the request(s).

Date	Status	Details	Start	Stop	Action
2/22/2016	Draft	Prefix: Suffix: Descriptor: TC: 62 Sick Leave Accounting: 169RXC3XGPADK0000 Reason: Other Remarks: Doctor appointment.	1200	1600	Edit Delete

[Add request](#)

Figure 92: Enter Leave Request Page - Draft Status

- Click **Submit**. The leave request is submitted to the supervisor to approve or decline and displays in a pending status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Leave Request Display

Leave Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Leave Requests' link.

[Search Leave Requests](#)

Dates	Status	Days	Total hours	Action
02/22 (16)	Pending	1	4.00	Edit Delete

Figure 93: Leave Request Display Page - Pending Status



To Edit a Leave Request for Current or Future Pay Periods:

1. Select **Request Leave** from the Other Information menu on the Paycheck8 main menu page. The Leave Request Display page is displayed and lists current and future pay period leave requests.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Leave Request Display

Leave Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Leave Requests' link.

[Search Leave Requests](#)

Dates	Status	Days	Total hours	Action
02/22 (16)	Approved	1	4.00	Edit Delete
02/26 (16)	Pending	1	8.00	Edit Delete

Figure 94: Leave Request Display Page

Note: You cannot edit an approved leave request. You must delete the request and reenter it correctly.

2. Click **Edit** next to the pending leave request. The Enter Leave Request page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

Date	Status	Details	Start	Stop	Action
2/26/2016	Pending	Prefix: Suffix: Descriptor: TC: 61 Annual Leave Accounting: 169RXC3XGPADK0000 Remarks: Vacation day	0800	1600	Edit Delete

[Add request](#)

Figure 95: Enter Leave Request Page - Edit Pending



- Click **Edit**. The Start and Stop fields are now active and can be edited.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

Date	Status	Details	Start	Stop	Action
2/26/2016	Pending	Prefix: Suffix: Descriptor: TC: 61 Annual Leave Accounting: 169RXC3XGPADK0000 Remarks: Vacation day	<input type="text" value="0800"/>	<input type="text" value="1600"/>	Update Return to Leave Request page

[Add request](#)

Figure 96: Enter Leave Request Page - Edit Times

- Make applicable changes.
- Click **Update**. The leave request is changed and displays in a draft status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

You must submit request before an approver will see the request(s).

Date	Status	Details	Start	Stop	Action
2/26/2016	Draft	Prefix: Suffix: Descriptor: TC: 61 Annual Leave Accounting: 169RXC3XGPADK0000 Remarks: Vacation day	0900	1700	Edit Delete

[Add request](#)

Figure 97: Enter Leave Request Page - Draft Status



- Click **Submit**. The leave request is submitted to the supervisor to approve or decline and displays on the Leave Request Display page in a pending status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Leave Request Display

Leave Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Leave Requests' link.

[Search Leave Requests](#)

Dates	Status	Days	Total hours	Action
02/22 (16)	Approved	1	4.00	Edit Delete
02/26 (16)	Pending	1	8.00	Edit Delete

Figure 98: Leave Request Display Page

To Edit a Pending Leave Request from a Previous Pay Period:

- Select **Request Leave** from the Other Information menu on the Paycheck8 main menu page. The Leave Request Display page is displayed and lists current and future pay period leave requests.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Leave Request Display

Leave Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Leave Requests' link.

[Search Leave Requests](#)

Dates	Status	Days	Total hours	Action
03/07 (16)	Pending	1	1.00	Edit Delete

Figure 99: Leave Request Display Page



2. Click **Search Leave Requests** from the Leave Request Display page. The Leave Request Search page is displayed and includes leave requests for 30 days prior.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8
 NFC

My T&A	Leave Request Search																				
<ul style="list-style-type: none"> Enter Time Show Current T&A Submit T&A Pay Options Dollar Transactions Show History Revise Pay Period Erase Pay Period <li style="background-color: #0056b3; color: white;">Profile Information Established Hours 	<p>To find a Leave Request specify the date range within which to search.</p> <p>Start Date: <input style="width: 100px;" type="text" value="2/14/2016"/></p> <p>Stop Date: <input style="width: 100px;" type="text" value="3/15/2016"/></p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Cancel"/> </p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Dates</th> <th>Days</th> <th>Total</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>02/22 (16)</td> <td>1</td> <td>4.00</td> <td>Approved</td> <td>Edit</td> </tr> <tr> <td>02/26 (16)</td> <td>1</td> <td>7.00</td> <td>Pending</td> <td>Edit</td> </tr> <tr> <td>03/07 (16)</td> <td>1</td> <td>1.00</td> <td>Pending</td> <td>Edit</td> </tr> </tbody> </table>	Dates	Days	Total	Status	Action	02/22 (16)	1	4.00	Approved	Edit	02/26 (16)	1	7.00	Pending	Edit	03/07 (16)	1	1.00	Pending	Edit
Dates	Days	Total	Status	Action																	
02/22 (16)	1	4.00	Approved	Edit																	
02/26 (16)	1	7.00	Pending	Edit																	
03/07 (16)	1	1.00	Pending	Edit																	

Figure 100: Leave Request Search Page

3. Complete the fields as follows:

Note: Complete these fields if the leave request is prior to the last 30 days and is not listed.

Field	Instruction
Start Date	Select the start date of the search from the calendar or enter the date.
Stop Date	Select the stop date of the search from the calendar or enter the date.



4. Click **Search**. Leave requests for the date range are displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances

Leave Request Search

To find a Leave Request specify the date range within which to search.

Start Date:

Stop Date:

Dates	Days	Total	Status	Action
01/25 (16)	1	2.00	Deleted	Edit
02/01 (16)	1	4.00	Approved	Edit
02/22 (16)	1	4.00	Approved	Edit
02/26 (16)	1	7.00	Pending	Edit
02/04 (16)	1	1.00	Pending	Edit
02/08-02/11 (16)	4	32.00	Pending	Edit
03/07 (16)	1	1.00	Pending	Edit

Figure 101: Leave Request Search Page - Search Results

5. Click **Edit** next to the applicable leave request. The Enter Leave Request page is displayed showing the leave request summary.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

Date	Status	Details	Start	Stop	Action
2/4/2016	Pending	Prefix: Suffix: Descriptor: TC: 62 Sick Leave Accounting: 169RXC3XGPADK0000 Reason: Other Remarks: Not feeling well.	1500	1600	Edit Delete

[Add request](#)

Figure 102: Enter Leave Request Page - Request Summary



- Click **Edit**. The Start and Stop fields are now active and can be edited.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

Date	Status	Details	Start	Stop	Action
2/4/2016	Pending	Prefix: Suffix: Descriptor: TC: 62 Sick Leave Accounting: 169RXC3XGPADK0000 Reason: Other Remarks: Not feeling well.	1500	1600	Update Return to Leave Request page

[Add request](#)

[Return to Leave Request page](#)

Figure 103: Enter Leave Request Page - Edit Times

- Make applicable changes.
- Click **Update**. The leave request is changed and displays in a draft status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

You must submit request before an approver will see the request(s).

Date	Status	Details	Start	Stop	Action
2/4/2016	Draft	Prefix: Suffix: Descriptor: TC: 62 Sick Leave Accounting: 169RXC3XGPADK0000 Reason: Other Remarks: Not feeling well.	1400	1600	Edit Delete

[Add request](#)

[Submit](#) [Return to Leave Request page](#)

Figure 104: Enter Leave Request Page - Updated Leave Request



- Click **Submit**. The leave request is submitted to the supervisor and the Leave Request Search page is displayed showing the edited leave request in a pending status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances

Leave Request Search

To find a Leave Request specify the date range within which to search.

Start Date:

Stop Date:

Dates	Days	Total	Status	Action
01/25 (16)	1	2.00	Deleted	Edit
02/01 (16)	1	4.00	Approved	Edit
02/22 (16)	1	4.00	Approved	Edit
02/26 (16)	1	7.00	Pending	Edit
02/04 (16)	1	2.00	Pending	Edit
02/08-02/11 (16)	4	32.00	Pending	Edit
03/07 (16)	1	1.00	Pending	Edit

Figure 105: Enter Leave Request Page - Pending Edited Leave Request

To Delete a Previous Pay Period Leave Request:

Note: The only action for an approved or declined leave request is delete. The leave request will not be deleted off of the T&A or the database, but only marked in a deleted status.

- Select **Request Leave** from the Other Information menu on the Paycheck8 main menu page. The Leave Request Display page is displayed and lists current and future pay period leave requests.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Leave Request Display

Leave Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the "Search Leave Requests" link.

[Search Leave Requests](#)

Dates	Status	Days	Total hours	Action
03/07 (16)	Pending	1	1.00	Edit Delete

Figure 106: Leave Request Display Page



2. Click **Search Leave Requests** from the Leave Request Display page. The Leave Request Search page is displayed and includes leave requests for 30 days prior.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours

Leave Request Search

To find a Leave Request specify the date range within which to search.

Start Date:

Stop Date:

Dates	Days	Total	Status	Action
02/22 (16)	1	4.00	Approved	Edit
02/26 (16)	1	7.00	Pending	Edit
03/07 (16)	1	1.00	Pending	Edit

Figure 107: Leave Request Search Page

3. Complete the fields as follows:

Note: Complete these fields if the leave request is prior to the last 30 days and is not listed.

Field	Instruction
Start Date	Select the start date of the search from the calendar or enter the date.
Stop Date	Select the stop date of the search from the calendar or enter the date.



4. Click **Search**. Leave requests for the date range are displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances

Leave Request Search

To find a Leave Request specify the date range within which to search.

Start Date:

Stop Date:

Dates	Days	Total	Status	Action
01/25 (16)	1	2.00	Deleted	Edit
02/01 (16)	1	4.00	Approved	Edit
02/22 (16)	1	4.00	Approved	Edit
02/26 (16)	1	7.00	Pending	Edit
02/04 (16)	1	1.00	Pending	Edit
02/08-02/11 (16)	4	32.00	Pending	Edit
03/07 (16)	1	1.00	Pending	Edit

Figure 108: Leave Request Search Page - Search Results

5. Click **Edit** next to applicable leave request. The Enter Leave Request page is displayed showing the leave request summary.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

Date	Status	Details	Start	Stop	Action
2/22/2016	Approved	Prefix: Suffix: Descriptor: TC: 62 Sick Leave Accounting: 169RXC3XGPADK0000 Reason: Other Remarks: Doctor appointment.	1200	1600	Delete

Figure 109: Enter Leave Request Page - Delete Request



- Click **Delete**. The leave request will not be deleted off of the T&A or database, but only marked in a deleted status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information

Enter Leave Request

To Request Leave, enter the leave details below. When complete, click the Add button, review the day-by-day details, and click the Submit button when ready.

Date	Status	Details	Start	Stop	Action
2/22/2016	Deleted	Prefix: Suffix: Descriptor: TC: 62 Sick Leave Accounting: 169RXC3XGPADK0000 Reason: Other Remarks: Doctor appointment.	1200	1600	Delete

[Return to Leave Request page](#)

Figure 110: Enter Leave Request Page - Deleted Status

- Click **Return to Leave Request page** to verify the deletion.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information
- Established Hours
- Personal Info
- Leave Information
- Leave Balances

Leave Request Search

To find a Leave Request specify the date range within which to search.

Start Date:

Stop Date:

Dates	Days	Total	Status	Action
01/25 (16)	1	2.00	Deleted	Edit
02/01 (16)	1	4.00	Approved	Edit
02/22 (16)	1	4.00	Deleted	Edit
02/26 (16)	1	7.00	Pending	Edit
02/04 (16)	1	2.00	Pending	Edit
02/08-02/11 (16)	4	32.00	Pending	Edit
03/07 (16)	1	1.00	Pending	Edit

Figure 111: Leave Request Search Page - Deleted Status

Requesting Premium Pay

Request Premium Pay allows users to add a new premium pay request and to edit and/or delete pending and approved premium pay requests.



To Add a Premium Pay Request:

1. Select **Request Premium Pay** from the Other Information menu on the Paycheck8 main menu page. The Premium Pay Request Display page is displayed and lists current and future pay period premium pay requests.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay

Premium Pay Request Display

Premium Pay Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Premium Pay Requests' link.

[Search Premium Pay Requests](#)

Dates	TC	Days	Total	Status	Action
03/08 (16)	21	1	1.00	Pending	Edit Delete
03/09 (16)	32	1	1.00	Pending	Edit Delete

Figure 112: Premium Pay Request Display Page



- Click **Add**. The Enter Premium Pay Request page is displayed.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8

NFC

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Enter Premium Pay Request

To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."

Prefix	Suffix	Desc	TC	Start	Stop
▼	▼	▼	14 Hazard Pay ▼		

Start Date:

Stop Date:

[Load Accounts](#)

Current Information Summary

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
0	0	0	0	0	0	8	4	0	0	0

[Return to Premium Pay Request page](#)

Figure 113: Enter Premium Pay Request Page

- Complete the fields as follows:

Field	Instruction
Prefix	Select the transaction code prefix from the drop-down list, if applicable.
Suffix	Select the transaction code suffix from the drop-down list, if applicable.
Desc	Select the transaction code descriptor from the drop-down list, if applicable.
TC	Select the applicable premium pay transaction code from the drop-down list.
Start	Enter the four-digit start time. The start time can range from 0000 to 2345 and must be at least 15 minutes prior to the associated stop time. Time must be entered in a minimum of quarter hours. The last two positions must be 00 , 15 , 30 , or 45 .
Stop	Enter the four-digit stop time. The stop time can range from 0015 to 2400 and must be at least 15 minutes after the associated start time. Time must be entered in a minimum of quarter hours. The last two positions must be 00 , 15 , 30 , or 45 .
Start Date	Select the start date of the leave request from the calendar or enter the date.



Field	Instruction
Stop Date	Select the stop date of the leave request from the calendar or enter the date.

- Click **Load Accounts**. The valid accounting codes are loaded onto the Enter Premium Pay Request page, and the Include and Remarks fields are displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A | Enter Premium Pay Request

Enter Time | To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."

Show Current T&A | Prefix | Suffix | Desc | TC | Start | Stop

Submit T&A | [] | [] | [] | 32 Comp Time Earned | [] | []

Pay Options | Start Date: 03/15/2016

Dollar Transactions | Stop Date: 03/15/2016

Show History | Accounting: 169RXC3XJTBDK0000

Revise Pay Period | Include: S M T W T F S Week Weekend

Erase Pay Period | [] [] [] [] [] [] [] [] [] []

Profile Information | Remarks: Identify the specific days in the date range using check boxes.

Established Hours | [] [] [] [] [] [] [] [] [] [] []

Personal Info | [] [] [] [] [] [] [] [] [] [] []

Leave Information | [] [] [] [] [] [] [] [] [] [] []

Leave Balances | [] [] [] [] [] [] [] [] [] [] []

Donated Leave | [] [] [] [] [] [] [] [] [] [] []

Make a Donation | [] [] [] [] [] [] [] [] [] [] []

Request Donated Hours | [] [] [] [] [] [] [] [] [] [] []

Other Information | [] [] [] [] [] [] [] [] [] [] []

Request Leave | [] [] [] [] [] [] [] [] [] [] []

Request Premium Pay | [] [] [] [] [] [] [] [] [] [] []

Access Privileges | [] [] [] [] [] [] [] [] [] [] []

Change Employee | [] [] [] [] [] [] [] [] [] [] []

Current Information Summary

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
0	0	0	0	0	0	8	4	0	0	0

Return to Premium Pay Request page

Figure 114: Enter Premium Pay Request - Load Accounts

- Complete the remaining fields as follows:

Field	Instruction
Accounting	Select the applicable accounting code from the drop-down list.
Include	Uncheck any days to exclude from the premium pay request.
Remarks	Enter any remarks for the supervisor regarding request.

- Click **Add**. A summary of the premium pay request is displayed in a draft status for verification.



Note: Click **Add request** to add additional premium pay requests before submitting.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A | Enter Premium Pay Request

Enter Time | To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."

Show Current T&A | You must submit request before an approver will see the request(s).

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information | Add request

Established Hours

Personal Info

Date	Status	Details	Start	Stop	Action
3/15/2016	Draft	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3X, JTBDK0000 Remarks: Paycheck8 procedure.	1600	1700	Edit Delete

Figure 115: Enter Premium Pay Request Page - Draft Status

7. Click **Submit**. The premium pay request is submitted to the supervisor to approve or decline and displays on the Premium Pay Request Display page in a pending status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A | Premium Pay Request Display

Enter Time | Premium Pay Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Premium Pay Requests' link.

Show Current T&A | [Search Premium Pay Requests](#)

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information | Add

Dates	TC	Days	Total	Status	Action
03/15 (16)	32	1	1.00	Pending	Edit Delete
03/08 (16)	21	1	1.00	Pending	Edit Delete
03/09 (16)	32	1	1.00	Pending	Edit Delete

Figure 116: Premium Pay Request Display Page - Pending Status



To Edit a Premium Pay Request for Current or Future Pay Periods:

1. Select **Request Premium Pay** from the Other Information menu on the Paycheck8 main menu page. The Premium Pay Request Display page is displayed and lists current and future pay period premium pay requests.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay

Premium Pay Request Display

Premium Pay Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Premium Pay Requests' link.

[Search Premium Pay Requests](#)

Dates	TC	Days	Total	Status	Action
03/08 (16)	21	1	1.00	Pending	Edit Delete
03/09 (16)	32	1	1.00	Pending	Edit Delete

Figure 117: Premium Pay Request Display Page

Note: You cannot edit an approved premium pay request. You must delete the request and reenter it correctly.



2. Click **Edit** next to the applicable premium pay request. The Enter Premium Pay Request page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
 NFC

My T&A	Enter Premium Pay Request					
Enter Time Show Current T&A Submit T&A Pay Options Dollar Transactions Show History Revise Pay Period Erase Pay Period	To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."					
	Date	Status	Details	Start	Stop	Action
	3/9/2016	Pending	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000 Remarks: Paycheck8	1600	1700	Edit Delete
	Add request <div style="text-align: center; border: 1px solid gray; padding: 2px;">Return to Premium Pay Request page</div>					

Figure 118: Enter Premium Pay Request Page - Edit Pending

3. Click **Edit**. The Start and Stop fields are now active and can be edited.

Logged in as JOHN DOE | Log Out

Paycheck8
 NFC

My T&A	Enter Premium Pay Request					
Enter Time Show Current T&A Submit T&A Pay Options Dollar Transactions Show History Revise Pay Period Erase Pay Period	To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."					
	Date	Status	Details	Start	Stop	Action
	3/9/2016	Pending	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000 Remarks: Paycheck8	<input style="width: 40px;" type="text" value="1600"/>	<input style="width: 40px;" type="text" value="1700"/>	Update Cancel
	Add request <div style="text-align: center; border: 1px solid gray; padding: 2px;">Return to Premium Pay Request page</div>					

Figure 119: Enter Premium Pay Request Page - Edit Times

4. Make applicable changes.



- Click **Update**. The premium pay request edited and shown in a draft status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info

Enter Premium Pay Request

To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."

You must submit request before an approver will see the request(s).

Date	Status	Details	Start	Stop	Action
3/9/2016	Draft	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000 Remarks: Paycheck8	1600	1800	Edit Delete

Add request

Figure 120: Enter Premium Pay Request Page - Edited

- Click **Submit**. The premium pay request is submitted to the supervisor to approve or decline and displays on the Premium Pay Request Display page in a pending status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**

Premium Pay Request Display

Premium Pay Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Premium Pay Requests' link.

[Search Premium Pay Requests](#)

Dates	TC	Days	Total	Status	Action
03/15 (16)	32	1	1.00	Pending	Edit Delete
03/08 (16)	21	1	1.00	Pending	Edit Delete
03/09 (16)	32	1	2.00	Pending	Edit Delete

Figure 121: Premium Pay Request Display Page - Submitted



To Edit a Pending Premium Pay Request from a Previous Pay Period:

1. Select **Request Premium Pay** from the Other Information menu on the Paycheck8 main menu page. The Premium Pay Request Display page is displayed and lists current and future premium pay requests.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay

Premium Pay Request Display

Premium Pay Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Premium Pay Requests' link.

[Search Premium Pay Requests](#)

Dates	TC	Days	Total	Status	Action
03/08 (16)	21	1	1.00	Pending	Edit Delete
03/09 (16)	32	1	1.00	Pending	Edit Delete

Figure 122: Premium Pay Request Display Page



2. Click **Search Premium Pay Requests** from the Premium Pay Request Display page. The Premium Pay Request Search page is displayed and includes premium pay requests for 30 days prior.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A	Premium Pay Request Search																														
<ul style="list-style-type: none"> Enter Time Show Current T&A Submit T&A Pay Options Dollar Transactions Show History Revise Pay Period Erase Pay Period <li style="background-color: #003366; color: white;">Profile Information Established Hours Personal Info 	<p>To view a Premium Pay Request, populate the search field.</p> <p>Start Date: <input type="text" value="2/15/2016"/></p> <p>Stop Date: <input type="text" value="3/16/2016"/></p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Cancel"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Dates</th> <th>Status</th> <th>TC</th> <th>Days</th> <th>Total</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>02/23 (16)</td> <td>Approved</td> <td>32</td> <td>1</td> <td>2.00</td> <td style="text-align: center;">Edit</td> </tr> <tr> <td>03/15 (16)</td> <td>Pending</td> <td>32</td> <td>1</td> <td>1.00</td> <td style="text-align: center;">Edit</td> </tr> <tr> <td>03/08 (16)</td> <td>Pending</td> <td>21</td> <td>1</td> <td>1.00</td> <td style="text-align: center;">Edit</td> </tr> <tr> <td>03/09 (16)</td> <td>Pending</td> <td>32</td> <td>1</td> <td>2.00</td> <td style="text-align: center;">Edit</td> </tr> </tbody> </table>	Dates	Status	TC	Days	Total	Action	02/23 (16)	Approved	32	1	2.00	Edit	03/15 (16)	Pending	32	1	1.00	Edit	03/08 (16)	Pending	21	1	1.00	Edit	03/09 (16)	Pending	32	1	2.00	Edit
Dates	Status	TC	Days	Total	Action																										
02/23 (16)	Approved	32	1	2.00	Edit																										
03/15 (16)	Pending	32	1	1.00	Edit																										
03/08 (16)	Pending	21	1	1.00	Edit																										
03/09 (16)	Pending	32	1	2.00	Edit																										

Figure 123: Premium Pay Request Search Page

3. Complete the fields as follows:

Note: Complete these fields if the leave request is prior to the last 30 days and is not listed.

Field	Instruction
Start Date	Select the start date of the premium pay request search from the calendar or enter the date.
Stop Date	Select the stop date of the premium pay request search from the calendar or enter the date.



- Click **Search**. The premium pay requests for the date range is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
 NFC

My T&A	Premium Pay Request Search																																				
<ul style="list-style-type: none"> Enter Time Show Current T&A Submit T&A Pay Options Dollar Transactions Show History Revise Pay Period Erase Pay Period <li style="background-color: #0056b3; color: white;">Profile Information Established Hours Personal Info <li style="background-color: #0056b3; color: white;">Leave Information 	<p>To view a Premium Pay Request, populate the search field.</p> <p>Start Date: <input type="text" value="1/15/2016"/></p> <p>Stop Date: <input type="text" value="3/16/2016"/></p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Cancel"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th>Dates</th> <th>Status</th> <th>TC</th> <th>Days</th> <th>Total</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>01/25 (16)</td> <td>Pending</td> <td>32</td> <td>1</td> <td>1.00</td> <td style="text-align: center;">Edit</td> </tr> <tr> <td>02/23 (16)</td> <td>Approved</td> <td>32</td> <td>1</td> <td>2.00</td> <td style="text-align: center;">Edit</td> </tr> <tr> <td>03/15 (16)</td> <td>Pending</td> <td>32</td> <td>1</td> <td>1.00</td> <td style="text-align: center;">Edit</td> </tr> <tr> <td>03/08 (16)</td> <td>Pending</td> <td>21</td> <td>1</td> <td>1.00</td> <td style="text-align: center;">Edit</td> </tr> <tr> <td>03/09 (16)</td> <td>Pending</td> <td>32</td> <td>1</td> <td>2.00</td> <td style="text-align: center;">Edit</td> </tr> </tbody> </table>	Dates	Status	TC	Days	Total	Action	01/25 (16)	Pending	32	1	1.00	Edit	02/23 (16)	Approved	32	1	2.00	Edit	03/15 (16)	Pending	32	1	1.00	Edit	03/08 (16)	Pending	21	1	1.00	Edit	03/09 (16)	Pending	32	1	2.00	Edit
Dates	Status	TC	Days	Total	Action																																
01/25 (16)	Pending	32	1	1.00	Edit																																
02/23 (16)	Approved	32	1	2.00	Edit																																
03/15 (16)	Pending	32	1	1.00	Edit																																
03/08 (16)	Pending	21	1	1.00	Edit																																
03/09 (16)	Pending	32	1	2.00	Edit																																

Figure 124: Premium Pay Request Search Page

- Click **Edit** next to applicable premium pay request. The request summary is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
 NFC

My T&A	Enter Premium Pay Request												
<ul style="list-style-type: none"> Enter Time Show Current T&A Submit T&A Pay Options Dollar Transactions Show History Revise Pay Period Erase Pay Period 	<p>To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th>Date</th> <th>Status</th> <th>Details</th> <th>Start</th> <th>Stop</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1/25/2016</td> <td>Pending</td> <td> Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000 Remarks: Paycheck8 procedure. </td> <td>1600</td> <td>1700</td> <td style="text-align: center;">Edit Delete</td> </tr> </tbody> </table> <p style="text-align: center;">Add request</p> <p style="text-align: center;"><input type="button" value="Return to Premium Pay Request page"/></p>	Date	Status	Details	Start	Stop	Action	1/25/2016	Pending	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000 Remarks: Paycheck8 procedure.	1600	1700	Edit Delete
Date	Status	Details	Start	Stop	Action								
1/25/2016	Pending	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000 Remarks: Paycheck8 procedure.	1600	1700	Edit Delete								

Figure 125: Enter Premium Pay Request Page - Request Summary



- Click **Edit**. The Start and Stop fields are now active and can be edited.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Enter Premium Pay Request

To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."

Date	Status	Details	Start	Stop	Action
1/25/2016	Pending	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000 Remarks: Paycheck8 procedure.	1600	1700	Update Cancel

[Add request](#)

[Return to Premium Pay Request page](#)

Figure 126: Enter Premium Pay Request Page - Edit Times

- Make applicable changes.
- Click **Update**. The Premium Pay Request is changed and displays in a draft status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info

Enter Premium Pay Request

To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."

You must submit request before an approver will see the request(s).

Date	Status	Details	Start	Stop	Action
1/25/2016	Draft	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000 Remarks: Paycheck8 procedure.	1600	1800	Edit Delete

[Add request](#)

[Submit](#) [Return to Premium Pay Request page](#)

Figure 127: Enter Premium Pay Request Page - Times Edited



9. Click **Submit**. The premium pay request is submitted to the supervisor to approve or decline and displays on the Premium Pay Request Search page in a pending status.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information
- Established Hours
- Personal Info
- Leave Information

Premium Pay Request Search

To view a Premium Pay Request, populate the search field.

Start Date:

Stop Date:

Dates	Status	TC	Days	Total	Action
01/25 (16)	Pending	32	1	2.00	Edit
02/23 (16)	Approved	32	1	2.00	Edit
03/15 (16)	Pending	32	1	1.00	Edit
03/08 (16)	Pending	21	1	1.00	Edit
03/09 (16)	Pending	32	1	2.00	Edit

Figure 128: Premium Pay Request Search Page - Edited Request

To Delete a Previous Pay Period Premium Pay Request:

Note: The only action for an approved or declined premium pay request is delete. The premium pay request will not be deleted off of the T&A or the database, but only marked in a deleted status.



1. Select **Request Premium Pay** from the Other Information menu on the Paycheck8 main menu page. The Premium Pay Request Display page is displayed and lists current and future pay period premium pay requests.

Logged in as JOHN DOE | Log Out

Paycheck8

NFC

- My T&A
 - Enter Time
 - Show Current T&A
 - Submit T&A
 - Pay Options
 - Dollar Transactions
 - Show History
 - Revise Pay Period
 - Erase Pay Period
- Profile Information
 - Established Hours
 - Personal Info
- Leave Information
 - Leave Balances
- Donated Leave
 - Make a Donation
 - Request Donated Hours
- Other Information
 - Request Leave
 - Request Premium Pay

Premium Pay Request Display

Premium Pay Requests on file with Paycheck8. Please note: only requests from the current Pay Period forward will appear. To view historic requests, click the 'Search Premium Pay Requests' link.

[Search Premium Pay Requests](#)

Dates	TC	Days	Total	Status	Action
03/08 (16)	21	1	1.00	Pending	Edit Delete
03/09 (16)	32	1	1.00	Pending	Edit Delete

Figure 129: Premium Pay Request Display Page



2. Click **Search Premium Pay Requests**. The Premium Pay Request Search page is displayed and includes premium pay requests for 30 days prior.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information
- Established Hours
- Personal Info

Premium Pay Request Search

To view a Premium Pay Request, populate the search field.

Start Date:

Stop Date:

Dates	Status	TC	Days	Total	Action
02/23 (16)	Approved	32	1	2.00	Edit
03/15 (16)	Pending	32	1	1.00	Edit
03/08 (16)	Pending	21	1	1.00	Edit
03/09 (16)	Pending	32	1	2.00	Edit

Figure 130: Premium Pay Request Search Page

3. Complete the fields as follows:

Note: Complete these fields if the leave request is prior to the last 30 days and is not listed.

Field	Instruction
Start Date	Select the start date of the search from the calendar or enter the date.
Stop Date	Select the stop date of the search from the calendar or enter the date.



4. Click **Search**. Premium Pay Requests for the date range are displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information

Premium Pay Request Search

To view a Premium Pay Request, populate the search field.

Start Date:

Stop Date:

Dates	Status	TC	Days	Total	Action
01/25 (16)	Pending	32	1	1.00	Edit
02/23 (16)	Approved	32	1	2.00	Edit
03/15 (16)	Pending	32	1	1.00	Edit
03/08 (16)	Pending	21	1	1.00	Edit
03/09 (16)	Pending	32	1	2.00	Edit

Figure 131: Premium Pay Request Search Page

5. Click **Edit** next to the applicable premium pay request. The Enter Premium Pay Request page is displayed showing the premium pay request summary.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Enter Premium Pay Request

To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."

Date	Status	Details	Start	Stop	Action
2/23/2016	Approved	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000 Remarks: Paycheck8 procedure.	1600	1800	Delete

Figure 132: Enter Premium Pay Request Page - Delete Request



- Click **Delete**. The premium pay request will not be deleted off of the T&A or database, but only marked in a deleted status.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Enter Premium Pay Request

To Request Premium Pay, enter the details below. When the entry is complete, click "Submit."

Date	Status	Details	Start	Stop	Action
2/23/2016	Deleted	Prefix: Suffix: Descriptor: TC: 32 Comp Time Earned Accounting: 169RXC3XJTBDK0000 Remarks: Paycheck8 procedure.	1600	1800	Delete

[Return to Premium Pay Request page](#)

Figure 133: Enter Premium Pay Request Page - Deleted Status

- Click **Return to Premium Pay Request page** to return to the Premium Pay Request Search page to verify the deletion.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information

Premium Pay Request Search

To view a Premium Pay Request, populate the search field.

Start Date:

Stop Date:

Dates	Status	TC	Days	Total	Action
01/25 (16)	Pending	32	1	2.00	Edit
02/23 (16)	Deleted	32	1	2.00	Edit
03/15 (16)	Pending	32	1	1.00	Edit
03/08 (16)	Pending	21	1	1.00	Edit
03/09 (16)	Pending	32	1	2.00	Edit

Figure 134: Premium Pay Request Search Page - Deleted Status



Access Privileges

The Access Privileges menu contains options which allow users to access to view and edit another employee's information, if granted access to do so. This menu also allows users, with the Agency Change Client role, the ability to change among Agencies within a defined Department.

This section includes the following topics:

Changing Employee	133
Changing Client	137

Changing Employee

Change Employee allows users to create or edit T&As for delegated employees.



To Change Employee:

1. Select **Change Employee** from the Access Privileges menu on the Paycheck8 main menu page. The Edit Another's T&A Report page is displayed. If the user is allowed to create or edit T&As for delegated employees, the Employee Search section will be visible. If the user is not allowed this permission, the Employee Search section will not be visible.

Figure 135: Edit Another's T&A Report Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.



- Click **Search**. The Edit Another's T&A Report page is displayed with search results.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay

Edit Another's T&A Report

You are allowed to create or edit T&A Report information for the people in this table. You may use the "Work on" link adjacent to the name to begin working on that employee's T&A Report.

[Go back to my T&A](#)

Employee	Email Address	Action
You do not have access to anyone's T&A.		

Employee Search

Search by last name, or last name plus other details.

First name

Last name

Email Address

SSN

Inactive

Employee	Email Address	Action
JOHN DOE	john.doe@usda.gov	Select
JOHNNY DOE	johnny.doe@usda.gov	Select

Figure 136: Edit Another's T&A Report Page - Search Results

- Click **Select** next to applicable employee. The Paycheck8 main menu page for the selected the employee is displayed. The Logged in as field (upper right-hand corner) displays the name of the employee whose T&A is being entered.

Logged in as JANE DOE working as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info

Paycheck8 Alert Messages

Welcome to Paycheck8; a web-based Time and Attendance solution for the Federal market. Use the menu at the left to navigate through the system.

Your current T&A Report is unsigned. There are 5 days left until the end of the Pay Period.

Personal Security Notice

Paycheck8 allows the user to record and submit T&A information anywhere in the world, using any PC with an Internet Explorer 8.0 or newer browser. In order to safeguard your personal information, we urge you to log out of Paycheck8 when you have completed your data entry, and also Exit (close, not just minimize) the browser itself. This is particularly pertinent if you happen to be using a PC that is 'public', that is, where other people may use the same machine.

The Paycheck8 system utilizes **personnel** information from the National Finance Center, limited to only the information necessary to process your time and attendance report for routing and payment.

Figure 137: Paycheck8 Main Menu Page - Logged in an Another Employee



- Select **Enter Time** from the My T&A menu to enter time for the selected employee. The Time and Attendance Detail page for the selected employee is displayed.

Logged in as JANE DOE working as JOHN DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay
- Access Privileges**
- Change Employee

Time and Attendance Detail

Time sheet for **JOHN DOE** 05/02/2016

Pay Period: 9 (05/01/16 - 05/14/16) << DAY DAY >>

Revision: MAY 2016

Status: **Not started**

Tour: **FullTime**

Pay Plan: **GS**

Work Schedule: **Maxi flex**

FLSA Status: **Exempt**

NTE Date:

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

[Copy Day](#)

[Copy Established Hours](#)

[Copy Requests](#)

[Add/View Remarks](#)

Supervisor: **JANE DOE**

Approver: **Not set**

Monday, May 02, 2016

Monday, May 02, 2016								
#	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action
There are no records for this day.								
					01 Regular Time			Save Cancel

Current Information Summary

Base Hours			Total Hours			Leave				
Day	Week	Total	Day	Week	Total	Annual	Sick	Comp	Comp Travel	Credit
0	0	0	0	0	0	8	4	0	0	0

Figure 138: Time and Attendance Detail Page - Logged in as Another Employee

- Enter time for employee.



7. Select **Change Employee** to return to the Edit Another's T&A Report page.

Logged in as JANE DOE working as JOHN DOE | Log Out

Paycheck8

NFC

- My T&A
- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information
- Established Hours
- Personal Info
- Leave Information
- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours

Edit Another's T&A Report

You are allowed to create or edit T&A Report information for the people in this table. You may use the "Work on" link adjacent to the name to begin working on that employee's T&A Report.

[Go back to my T&A](#)

Employee	Email Address	Action
You do not have access to anyone's T&A.		

Employee Search

Search by last name, or last name plus other details.

First name

Last name

Email Address

SSN

Inactive

[Search](#) [Clear](#)

Figure 139: Edit Another's T&A Report Page - Go Back to my T&A

8. Click **Go back to my T&A** to return to your T&A.

Changing Client

Change Client is used by users with the Agency Change Client role to access other Agencies for which they cross-service.



To Change Client:

1. Select **Change Client** from the Access Privileged menu on the Paycheck8 main menu page. The Switch Client page is displayed.

The screenshot displays the Paycheck8 interface. At the top right, it indicates the user is logged in as JANE DOE with a Log Out link. The main header features the Paycheck8 NFC logo. On the left, a vertical navigation menu lists various options, with 'Change Client' at the bottom. The main content area is titled 'Switch Client' and includes a sub-header: 'Switch clients with Paycheck8. Use the drop down arrow below to select a Client. Then, click the Switch Client button.' Below this, there is a 'Client:' label, a dropdown menu currently showing 'NFC', and a 'Switch Client' button.

Figure 140: Switch Client Page

2. Select the Agency to access from the drop-down list.



3. Click **Switch Client**. The Paycheck8 main menu page is displayed for the Agency selected.

Logged in as JANE DOE | Log Out

Paycheck8

Federal Agency

- My T&A
 - Enter Time
 - Show Current T&A
 - Submit T&A
 - Pay Options
 - Dollar Transactions
 - Show History
 - Revise Pay Period
 - Erase Pay Period
 - Profile Information
 - Established Hours
 - Personal Info
 - Leave Information
 - Leave Balances
 - Donated Leave
 - Make a Donation
 - Request Donated Hours
 - Other Information
 - Request Leave
 - View Leave Requests
 - Request Premium Pay
 - View Premium Pay Requests
 - Access Privileges
 - Change Employee
 - Change Client

Paycheck8 Alert Messages

Welcome to Paycheck8; a web-based Time and Attendance solution for the Federal market. Use the menu at the left to navigate through the system.

Your current T&A Report is unsigned. There are 9 days left until the end of the Pay Period.

Personal Security Notice

Paycheck8 allows the user to record and submit T&A information anywhere in the world, using any PC with an Internet Explorer 8.0 or newer browser. In order to safeguard your personal information, we urge you to log out of Paycheck8 when you have completed your data entry, and also Exit (close, not just minimize) the browser itself. This is particularly pertinent if you happen to be using a PC that is 'public', that is, where other people may use the same machine.

The Paycheck8 system utilizes **personnel** information from the National Finance Center, limited to only the information necessary to process your time and attendance report for routing and payment.

Figure 141: Switch Client Page - Client Switched



Approvals

The Approvals menu contains options which allow supervisors the ability to view submitted T&A Reports pending approval. It also provides a list highlighting the current status of all T&A Reports for which they are responsible. From this menu, supervisors are able to view and approve pending requests, including leave, premium pay, and leave recipient.

This section includes the following topics:

Viewing the Pending T&A List	141
Viewing the T&A Status List	144
Managing Leave Requests	146
Managing Premium Pay Requests	151
Managing the Pending Leave Recipient List	155

Viewing the Pending T&A List

View Pending List is used by supervisors to view T&A Reports that are pending approval for employees reporting to them.

To View Pending T&As:

1. Select **View Pending List** from the Approvals menu on the Paycheck8 main menu page. The T&A Reports Pending Your Approval page is displayed.



Note: If there are any designated employees assigned to you, they will be listed in a designated employee section below your direct reports.

Logged in as JANE DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Profile Information

- Established Hours
- Personal Info

Leave Information

- Leave Balances

Donated Leave

- Make a Donation
- Request Donated Hours

Other Information

- Request Leave
- Request Premium Pay

Access Privileges

- Change Employee

Approvals

- View Pending List

T&A Reports Pending Your Approval

Direct Reports

T&A Reports that have been submitted for your review and decision to approve or decline. Click on the "View" link adjacent to a name to view and act on that T&A Report.

<input type="checkbox"/>	Employee Name	Email	SSN	Pay Period	Year	Revision	Action
<input type="checkbox"/>	AMY DOE	amy.doe@usda.gov	XXX-XX-0013	8	2016	Original	View
<input type="checkbox"/>	GARY DOE	gary.doe@usda.gov	XXX-XX-0012	8	2016	Original	View

Designated Employees

The people in this table are currently designated to you.

<input type="checkbox"/>	Employee Name	Email	SSN	Pay Period	Year	Revision	Action
<input type="checkbox"/>	DONALD DOE	donald.doe@usda.gov	XXX-XX-0007	8	2016	Original	View

Figure 142: T&A Reports Pending Your Approval Page



- Click **View** next to the name of the employee of the T&A Report to review. The employee's T&A is displayed.

Logged in as JANE DOE | [Log Out](#)

T&A Reports Pending Your Approval

My T&A

Enter Time

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Request Leave

Request Premium Pay

Access Privileges

Change Employee

Approvals

View Pending List

View Status List

View Leave Requests

View Premium Pay Requests

View Pending Recipient List

Reports

View a Report

Remarks:

GARY DOE: Pay Period 8 - 2016

Base Hours: 80.00	Overtime: 0.00	Annual Used: 5.00
Total Hours: 80.00	Comp Earned: 0.00	Sick Used: 0.00
NTE:	Credit Earned: 0.00	Comp Used: 0.00
1039 Balance:		Credit Used: 0.00

NFC	Time and Attendance Record	
Employee Name: GARY DOE	SSN: XXX-XX-XXXX	Pay Period and Year: 8 2016
Admin Unit: 00	T&A Contact Point: 2216904056	Pay Period Date: 4/17/2016 - 4/30/2016
Unit & Section: 00 - 0000	Tracking Number: 3625	Official: 0

Established Work Week and Hours:

Remarks:

Daily Hours														Grand Total		
Accounting Code	Trans Sun	4/17 Mon	4/18 Tue	4/19 Wed	4/20 Thu	4/21 Fri	4/22 Sat	4/23 Sun	4/24 Mon	4/25 Tue	4/26 Wed	4/27 Thu	4/28 Fri	4/29 Sat	4/30 Sun	Grand Total
169RYC3X/JTBDK0000	1.01	8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00
Base		8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00
ALL		8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00

Leave

	Bright Fwd	Accrued	Available	Used	Balance		Bright Fwd	Accrued	Available	Used	Balance
Annual		4.00	4.00	5.00	-1.00	MI Regular					
Sick		4.00	4.00	4.00	4.00	MI Emergency					
Comp						Home					
Comp Tri						Furlough					
Credit						Appt Limit					
LWOP						C/O Annual					
AWOL						C/O Sick					
Suspended						Days in Pay Status					
Restored						Other					
Religious Comp											

Donated Leave

	Pay Period	Year to date	Leave Received	Begin	End	Added	Used	Balance
Donated Annual	5.00	7.00						
Donated Restored	0	0						

Other

Quarters:	Split T&A: N	Status Start:	Status End:	COLA:
Remote Site Allowance:		AUO Week 1: 0.00	AUO Week 2: 0.00	Foreign:

Commissary Account	Commissary Amount	Imprest Account	Imprest Amount	Travel Account	Travel Amount
--------------------	-------------------	-----------------	----------------	----------------	---------------

Note: The penalty for an employee found guilty of falsification of a payroll document for personal gain is removal (DPM 751, Appendix A). If convicted in a court of law, the individual is subject to a fine of not more than \$10,000 or imprisonment of not more than 6 years, or both.

I CERTIFY THAT THE ABOVE INFORMATION ON HOURS WORKED AND LEAVE USED IS TRUE AND ACCURATE.

Employee's Signature	Date	Supervisor's Signature	Date

PRIVACY ACT NOTICE
 Section 0311 of this LUCI authorizes collection of this information. It is used to record and approve your time and attendance and determine your pay. Use of a SSN is authorized by EO 6907. Failure to provide the required information may result in delayed payment.

Electronically submitted by GARY DOE, mailed to JANE DOE 4/25/2016 1:51:23 PM (Central Time)

Figure 143: T&A Reports Pending Your Approval Page - Approve T&A Report



3. Review the T&A detail.
4. Click **Approve T&A Report**.

OR

Click **Reject T&A Report**.

Note: Remarks must be entered if the T&A Report is rejected. The employee will be notified through email of the action taken. The email includes any remarks the Supervisor/Approver may have added.

Viewing the T&A Status List

View Status List is used by supervisors to view the status of current T&As for employees reporting to them.



To View T&A Status List:

1. Select **View Status List** from the Approvals menu on the Paycheck8 main menu page. The T&A Status for the pay period is displayed.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

My T&A | T&A Status for Pay Period 6

Enter Time | Direct Reports

Show Current T&A

Submit T&A

Pay Options

Dollar Transactions

Show History

Revise Pay Period

Erase Pay Period

Profile Information

Established Hours

Personal Info

Leave Information

Leave Balances

Donated Leave

Make a Donation

Request Donated Hours

Other Information

Request Leave

Request Premium Pay

Access Privileges

Change Employee

Approvals

View Pending List

View Status List

The people in this table are your direct reports.

Employee Name	Email	SSN	Status	NTE Date
AMY DOE	amy_doe@usda.gov	XXX-XX-0013	Not submitted	
DONALD DOE	donald_doe@usda.gov	XXX-XX-0014	Submitted	
GARY DOE	gary_doe@usda.gov	XXX-XX-0012	Not started	
JOHN DOE	john_doe@usda.gov	XXX-XX-1111	Submitted	
JOHNNY DOE	johnny_doe@usda.gov	XXX-XX-0006	Submitted	
JULIE DOE	julie_doe@usda.gov	XXX-XX-0008	Submitted	
ROBERT DOE	robert_doe@usda.gov	XXX-XX-0001	Submitted	

Figure 144: T&A Reports Pending Your Approval - Status List

Valid Status values are:

Value	Meaning
Not Started	The employee has not entered any time for the pay period.
Not Submitted	The employee has entered time for the current pay period, but has not submitted the T&A.
Submitted	The employee has completed the T&A detail and submitted the T&A for approval.
Approved	The T&A was submitted and approved.
Processed	The T&A has been sent to TIME for validation and processing.



Note: Rejected T&A Reports are returned to Not Submitted status.

Managing Leave Requests

View Leave Requests is used by supervisors to respond to pending leave requests submitted for approval and view historic leave requests.



To Manage Pending Leave Requests:

1. Select **View Leave Requests** from the Approvals menu on the Paycheck8 main menu page. The Pending Leave Requests page is displayed showing pending leave requests awaiting action by the supervisor in a list and calendar view. The calendar view defaults to Week, but can be displayed in Day, Week, Month, or Work Week view by clicking the appropriate option. The calendar view displays leave requests of all statuses.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Profile Information

- Established Hours
- Personal Info

Leave Information

- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours

Other Information

- Request Leave
- Request Premium Pay

Access Privileges

- Change Employee

Approvals

- View Pending List
- View Status List
- View Leave Requests
- View Premium Pay Requests
- View Pending Recipient List

Reports

Pending Leave Requests

Submitted Leave Requests awaiting your review and action. Please take action to Approve or Decline each request.

<input type="checkbox"/>	Employee	Dates	Status	Days	Total	Action
<input type="checkbox"/>	JOHN DOE	02/04	Pending	1	2.00	Approve Decline View Sync
<input type="checkbox"/>	JOHN DOE	02/08-02/11	Pending	4	32.00	Approve Decline View Sync
<input type="checkbox"/>	JOHN DOE	02/26	Pending	1	7.00	Approve Decline View Sync
<input type="checkbox"/>	ROBERT DOE	02/26	Pending	1	4.00	Approve Decline View Sync

Calendar View: February, 2016

Day	Week	Month	Work Week			
31	01 Feb	2	3	4	5	6
	J. DOE (A)			J. DOE (P)		
7	8	9	10	11	12	13
	J. DOE (P)	J. DOE (P)	J. DOE (P)	J. DOE (P)		
		R. DOE (A)				
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	J. DOE (D)	R. DOE (A)			J. DOE (P)	
					R. DOE (P)	
28	29	01 Mar	2	3	4	5

Figure 145: Pending Leave Request Page

Each request in the calendar view displays one of the following values next to the requester's name. The value represents the status of the request. Valid values are:

Value	Meaning
(A)	Approved



(P) Pending

(D) Declined

Note: From the calendar view, supervisors can double-click the appropriate leave request to view, approve, or decline.

The following fields are displayed in the Pending Leave Request list:

Field	Description
Employee	Displays the name of the employee requesting leave.
Dates	Displays the dates of the leave request.
Status	Displays pending status.
Days	Displays the number of days included in the leave request.
Total	Displays the total number of hours in the leave request.
Action	Displays the available actions for the leave request.

2. Click **View** to see additional details about the leave request. After reviewing, you may approve or decline the request by clicking the appropriate button.

Date	Status	Details	Start	Stop
2/4/2016	Pending	Prefix: Suffix: Descriptor: TC: 62 Sick Leave Reason: Other Remarks: Not feeling well.	1400	1600

Figure 146: Approve Leave Request Page

OR

Click **Approve** to approve the leave request. The Pending Leave Request page is displayed with the leave request removed from the list and showing a value of **(A)** in the calendar view.



OR

Click **Decline**. The Approve Leave Request page displays with the remarks field activated. You must enter an explanation for declining the leave request.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info

Approve Leave Request

Leave Request detail for JOHN DOE awaiting your review and action. Please take action to Approve or Decline.

Date	Status	Details	Start	Stop
2/26/2016	Pending	Prefix: Suffix: Descriptor: TC: 61 Annual Leave Remarks: Vacation day	0900	1600

Please enter explanation for declining request(s).

Too many employees scheduled off.

Figure 147: Approve Leave Request Page - Explanation for Decline

3. Click **Save Remarks and decline request(s)**. The Pending Leave Request page is displayed with the leave request removed from the pending list and showing a value of **(D)** on the calendar view.



To Sync Leave Requests:

Click **Sync** to display a calendar view of Leave Requests. You may view requests by day, week, month, or work week.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay
- Access Privileges**
- Change Employee
- Approvals**
- View Pending List
- View Status List
- View Leave Requests
- View Premium Pay Requests
- View Pending Recipient List

Pending Leave Requests

Submitted Leave Requests awaiting your review and action. Please take action to Approve or Decline each request.

<input type="checkbox"/>	Employee	Dates	Status	Days	Total	Action
<input type="checkbox"/>	JOHN DOE	02/08-02/11	Pending	4	32.00	Approve Decline View Sync
<input type="checkbox"/>	ROBERT DOE	02/26	Pending	1	4.00	Approve Decline View Sync

[Approve](#) [Decline](#)

◀ today ▶ Day Week **Month** Work Week

February, 2016

31	01 Feb	2	3	4	5	6
	J. DOE (A)			J. DOE (A)		
7	8	9	10	11	12	13
	J. DOE (P)	J. DOE (P)	J. DOE (P)	J. DOE (P)		
		R. DOE (A)				
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	J. DOE (D)	R. DOE (A)			J. DOE (D)	
					R. DOE (P)	
28	29	01 Mar	2	3	4	5

Figure 148: Sync Calendar Page

Each request will display one of the following values next to the requester's name. The value represents the status of the request. Valid values are:

Value	Meaning
(A)	Approved
(P)	Pending
(D)	Declined



Managing Premium Pay Requests

View Premium Pay Requests is used by supervisors to respond to pending premium pay requests submitted for approval and view historical premium pay requests.

To Manage Pending Premium Pay Requests:

1. Select **View Premium Pay Requests** from the Approvals menu on the Paycheck8 main menu page. The Pending Premium Pay Requests page is displayed showing pending premium pay requests awaiting action by the supervisor in a list and calendar view. The calendar view defaults to Week, but can be displayed in Day, Week, Month, or Work Week view by clicking the appropriate option. The calendar view displays leave requests of all statuses.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period

Profile Information

- Established Hours
- Personal Info

Leave Information

- Leave Balances
- Donated Leave
- Make a Donation
- Request Donated Hours

Other Information

- Request Leave
- Request Premium Pay

Access Privileges

- Change Employee

Approvals

- View Pending List
- View Status List
- View Leave Requests
- View Premium Pay Requests
- View Pending Recipient List

Reports

- View a Report

Administration

Pending Premium Pay Requests

Below is a list of the Pending Premium Pay Requests that have been submitted for your review. Please take action to Approve/Decline the request.

<input type="checkbox"/>	Employee	Dates	Status	TC	Days	Total	Action
<input type="checkbox"/>	ROBERT DOE	04/04	Pending	32	1	2.00	Approve Decline View Sync
<input type="checkbox"/>	ROBERT DOE	04/05	Pending	32	1	1.00	Approve Decline View Sync
<input type="checkbox"/>	JOHN DOE	04/08	Pending	21	1	1.00	Approve Decline View Sync

◀ today ▶ Day **Week** Month Work Week

4/3/2016 - 4/9/2016

8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm	R. DOE (P)	J. DOE (A)	R. DOE (P)		J. DOE (P)	

⬇ Show 24 hours...

Figure 149: Pending Premium Pay Requests Page



Each request in the calendar view displays one of the following values next to the requester's name. The value represents the status of the request. Valid values are:

Value	Meaning
(A)	Approved
(P)	Pending
(D)	Declined

Note: From the calendar view, supervisors can double-click the appropriate leave request to view, approve, or decline.

The following fields are displayed in the Pending Premium Pay Requests list:

Field	Description
Employee	Displays the name of the employee requesting premium pay.
Dates	Displays the dates of the premium pay request.
Status	Displays pending status.
TC	Displays the transaction code of the premium pay.
Days	Displays the number of days included in the premium pay request.
Total	Displays the total number of hours in the premium pay request.
Action	Displays the available actions for the premium pay request.

2. Click **View** to see additional details about the premium pay request. After reviewing, you may Approve or Decline the request by clicking the appropriate button.

Figure 150: Approve Premium Pay Request Page



OR

Click **Approve** to approve the premium pay request. The Pending Premium Pay Requests page is displayed with the premium pay request removed from the list and showing a value of **(A)** in the calendar view.

OR

Click **Decline** to decline the premium pay request. the Approve Premium Pay Request page now contains a remarks box. You must enter an explanation for declining the premium pay request.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info

Approve Premium Pay Request

Premium Pay request detail Premium pay requests for JOHN DOE awaiting your review and action. Please take action to Approve or Decline.

Date	Status	Details	Start	Stop
4/8/2016	Pending	Prefix: Suffix: Descriptor TC: 21 OT Premium Pay Remarks: Paycheck8 procedure.	1630	1730

Please enter explanation for declining request(s).

No overtime funds. Change to comp time.

Figure 151: Approve Premium Pay Request Page - Explanation for Decline

3. Click **Save Remarks and decline request(s)**. The Pending Premium Pay Requests page is displayed with the premium pay request removed from the pending list and with a value of **(D)** in the calendar view.



To Sync Premium Pay Requests:

Click **Sync** to display a calendar view of premium pay requests. You may view requests by day, week, month, or work week.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

My T&A	Pending Premium Pay Requests																																																																
<ul style="list-style-type: none"> Enter Time Show Current T&A Submit T&A Pay Options Dollar Transactions Show History Revise Pay Period Erase Pay Period Profile Information Established Hours Personal Info Leave Information Leave Balances Donated Leave Make a Donation Request Donated Hours Other Information Request Leave Request Premium Pay Access Privileges Change Employee Approvals View Pending List View Status List View Leave Requests View Premium Pay Requests View Pending Recipient List 	<p>Below is a list of the Pending Premium Pay Requests that have been submitted for your review. Please take action to Approve/Decline the request.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input type="checkbox"/></th> <th>Employee</th> <th>Dates</th> <th>Status</th> <th>TC</th> <th>Days</th> <th>Total</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>ROBERT DOE</td> <td>04/05</td> <td>Pending</td> <td>32</td> <td>1</td> <td>1.00</td> <td>Approve Decline View Sync</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Decline"/> </p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;"> ◀ ▶ today Day Week Month Work Week </p> <p style="text-align: center; background-color: #f0f0f0; padding: 2px;">April, 2016</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>27</th><th>28</th><th>29</th><th>30</th><th>31</th><th>01 Apr</th><th>2</th> </tr> </thead> <tbody> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td></td><td>R. DOE (A) J. DOE (A)</td><td>R. DOE (P)</td><td></td><td></td><td>J. DOE (D)</td><td></td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> </tbody> </table> </div>							<input type="checkbox"/>	Employee	Dates	Status	TC	Days	Total	Action	<input type="checkbox"/>	ROBERT DOE	04/05	Pending	32	1	1.00	Approve Decline View Sync	27	28	29	30	31	01 Apr	2	3	4	5	6	7	8	9		R. DOE (A) J. DOE (A)	R. DOE (P)			J. DOE (D)		10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
<input type="checkbox"/>	Employee	Dates	Status	TC	Days	Total	Action																																																										
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17	18	19	20	21	22	23																																																											
24	25	26	27	28	29	30																																																											

Figure 152: Sync Calendar Page - Premium Pay Requests

Each request in the calendar view displays one of the following values next to the requester's name. The value represents the status of the request. Valid values are:

Value	Meaning
(A)	Approved
(P)	Pending
(D)	Declined



Managing the Pending Leave Recipient List

View Pending Recipient List is used by supervisors to respond to pending leave recipient requests submitted for approval. Supervisory approval is considered a recommendation to the VLTP Administrator for the employee's participation in the program.

To Manage the Pending Recipient List:

1. Select **View Pending Recipient List** from the Approvals menu on the Paycheck8 main menu page. The Pending Requests for Donated Leave page is displayed.

Logged in as ROBERT DOE | Log Out

Paycheck8

NFC

My T&A

- Enter Time
- Show Current T&A
- Submit T&A
- Pay Options
- Dollar Transactions
- Show History
- Revise Pay Period
- Erase Pay Period
- Profile Information**
- Established Hours
- Personal Info
- Leave Information**
- Leave Balances
- Donated Leave**
- Make a Donation
- Request Donated Hours
- Other Information**
- Request Leave
- Request Premium Pay
- Access Privileges**
- Change Employee
- Approvals**
- View Pending List
- View Status List
- View Leave Requests
- View Premium Pay Requests
- View Pending Recipient List

Pending Requests for Donated Leave

Donated Leave requests awaiting your review and action. Select one or more requests to process and please provide a reason for a decline.

Select desired recipient:

Employee Name	Program	Begin Date	End Date	Nature and severity	Action
AMY DOE	Leave Bank	03/03/2016	04/08/2016	Pregnancy complications.	Select

Figure 153: Pending Requests for Donated Leave



2. Click **Select** next to the request to view. The Recipient Request is displayed.

Logged in as ROBERT DOE | Log Out

Paycheck8 NFC

My T&A	VLBP Recipient Request
Enter Time	Please approve or decline this request. The employee below is applying for the Voluntary Leave Bank Program.
Show Current T&A	Leave Bank Name: Medical Emergency Leave Bank
Submit T&A	Application to become a Leave Recipient Under the Voluntary Leave Bank Program
Pay Options	Employee Name: AMY DOE
Dollar Transactions	Last 4 SSN: 0013
Show History	Employee ID:
Revise Pay Period	Job Title:
Erase Pay Period	Pay Plan: WG
Profile Information	Grade/Pay Level:
Established Hours	Name Of Organization: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Personal Info	Office Phone Number: 555-555-5555
Leave Information	Details regarding the medical emergency
Leave Balances	Nature and severity: Pregnancy complications
Donated Leave	Type of Emergency: Personal Medical Emergency
Make a Donation	Date began/will begin: 3/3/2016
Request Donated Hours	Date ended/expected to end: 4/8/2016
Other Information	Name of physician: Dr. Green
Request Leave	Description option: <input type="checkbox"/> Applicant does not want a description distributed. <input type="checkbox"/> Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Request Premium Pay	Name disclosure option: <input type="checkbox"/> Employee experiencing pregnancy complications. <input type="checkbox"/> Ordered on bed rest.
Access Privileges	Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant:
Change Employee	Annual Leave Balance: 0.00
Approvals	Sick Leave Balance: 0.00
View Pending List	LWOP Hours: 0.00
View Status List	Individual completing the application (if applying on behalf of the employee applicant)
View Leave Requests	Individual's last name: Jane
View Premium Pay Requests	Individual's first name: Doe
View Pending Recipient List	Individual's relationship to employee: Supervisor
Reports	Individual's telephone: 555-55-5555
View a Report	Supervisor Remarks:
	By submitting this form I certify that the information provided is true.
	<input type="button" value="Approve"/> <input type="button" value="Decline"/> <input type="button" value="Cancel"/>
	Privacy Act Statement Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Figure 154: VLTP Recipient Request Page

3. Click **Approve** to approve the request and forward to the VLTP Administrator for final approval.



OR

Click **Decline** to decline the request. You must enter an explanation for declining the request.



Reports

The Reports menu has one menu option, **View a Report**, which allows authorized users to generate various T&A related reports. There is a report tool bar on each report which allows the user to preview the report, print the report, and/or export the report in other common PC formats.

For more information see:

Running the T&A Status Report	158
Running the T&A Summary Report.....	161
Running the T&A Transaction Code Report.....	164
Running the Appointment Limitation Report	167
Running the Quarters Report	171
Running the Quarters Summary Report	174
Running the VLTP Summary Report.....	177
Running the Timekeeper Employee Report.....	179

Running the T&A Status Report

TA Status generates a report which provides a description of the employee's current T&A status. This report is available to the 8th organizational level.

To Run the T&A Status Report:

1. Select **View a Report** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

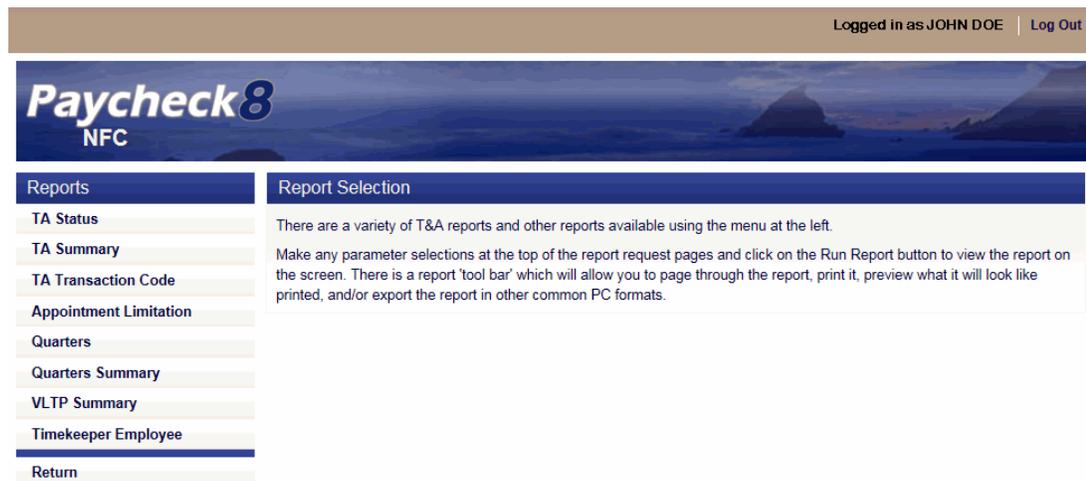


Figure 155: Report Selection Page



Click **TA Status**. The Timesheet Status Report page is displayed.

Figure 156: Timesheet Status Report Page

2. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop down list.
Org Code	Displays the organizational structure as it is selected from the drop-down lists. Click Close to close the search lists.
Agency	Select the Agency code from the drop-down list.
RSA (Region/Section/Area)	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list.
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.



Field	Description/Instruction
Level 8	Select the 8th level organizational structure from the drop-down list.

3. Click **Run Report**. The Paycheck8: T&A Status Report is displayed.

Logged on as JOHN DOE | Log Out

Paycheck8
NFC

Reports

- TA Status
- TA Summary
- TA Transaction Code
- Appointment Limitation
- Quarters
- Quarters Summary
- VLTP Summary
- Timekeeper Employee
- Return

Timesheet Status Report

Please select the parameters defined below, and click Run Report.
[Change Parameters](#)

1 of 1 | Export to the selected format | Export

Paycheck8: T&A Status Report

Org Level: 907020040020200000

First Name	Middle Name	Last Name	Description
JANE		DOE	Not started
JANET		DOE	Not started
JOHN		DOE	Not started
ROBERT		DOE	Not started

Run by: JOHN DOE | Page 1 of 1

Figure 157: Paycheck8: T&A Status Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.



Option	Description
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the T&A Summary Report

TA Summary generates a report which provides an overall summary containing the number of employees within the specified Organizational Structure Level; current count of T&A status for the Organizational Structure; T&A revision details (i.e., count of Original and Corrected T&As). This report is available to the 8th organizational level.

To Run the T&A Summary Report:

1. Select **View a Report** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

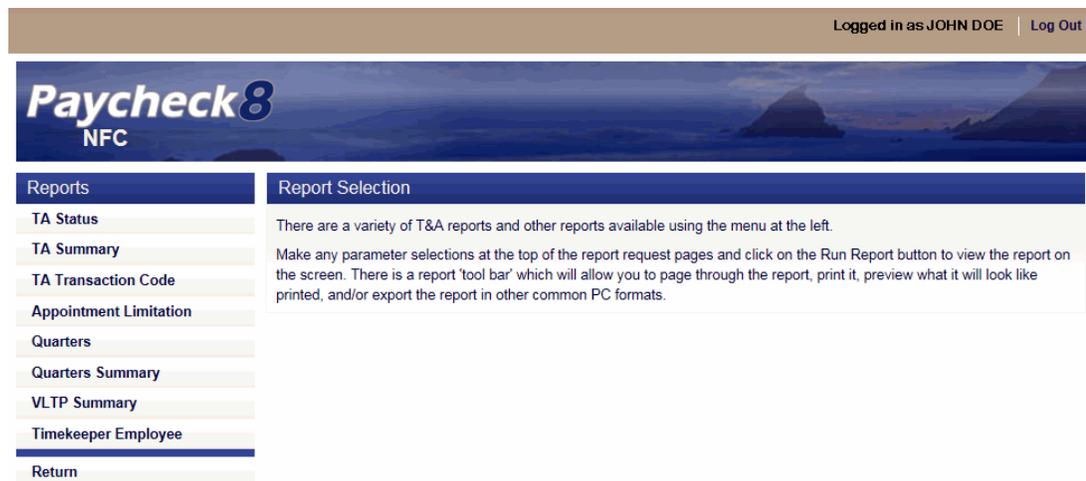


Figure 158: Report Selection Page



- Click **TA Summary**. The Timesheet Summary Report page is displayed.

Figure 159: Timesheet Summary Report Page

- Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click Close to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.



Field	Description/Instruction
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

4. Click **Run Report**. The Paycheck8: T&A Summary Report is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Reports

TA Status

TA Summary

TA Transaction Code

Appointment Limitation

Quarters

Quarters Summary

VLTP Summary

Timekeeper Employee

Return

Timesheet Summary Report

Please select the parameters defined below, and click Run Report.

[Change Parameters](#)

Export to the selected format | Export | Print

Paycheck8: T&A Summary Report

Org Level: 907020040020200000							
Employees	Not Started	Not Submitted	Submitted	Approved	Processed	Original	Revised
18	18	0	0	0	0	0	0

Run by: JOHN DOE | Page 1 of 1

Figure 160: Paycheck8: T&A Summary Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.



Option	Description
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the T&A Transaction Code Report

TA Transaction Code generates a report which provides transaction code usage details on the specified transaction code combination. This report is available to the 8th organizational level.

To Run the T&A Transaction Code Report:

1. Select **View a Report** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

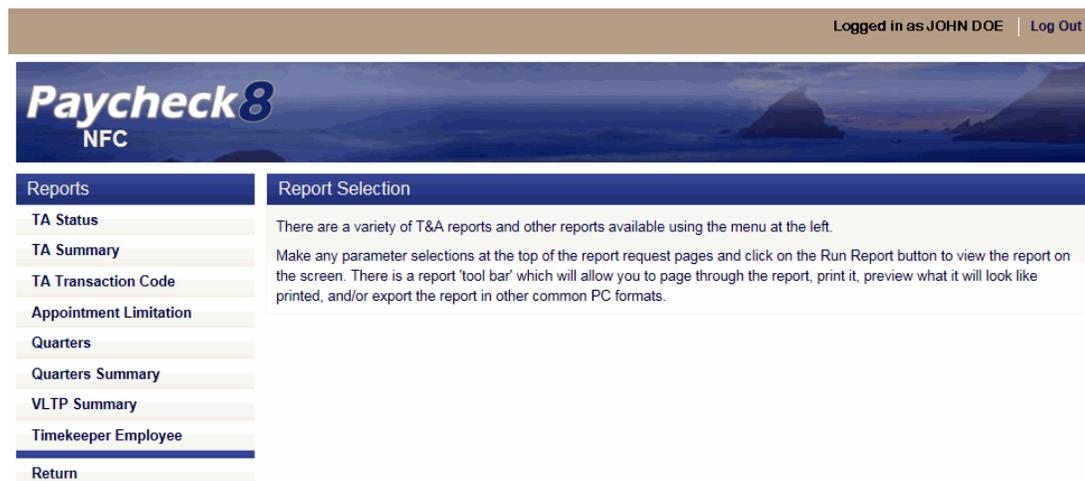


Figure 161: Report Selection Page



- Click **TA Transaction Code**. The Timesheet Transaction Code Report page is displayed.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8
 NFC

Reports

Timesheet Transaction Code Report

Please select the parameters defined below, and click Run Report.

Pay Year:

Pay Period:

OrgCode: 90- 70- 20- 0400- 20- 20- 00- 00 [Close](#)

Agency:

RSA:

Unit:

Subunit:

Level 5:

Level 6:

Level 7:

Level 8:

Org Description:
 DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
 NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
 GOVT EMPLOYEES SERVICES DIVISION
 CLIENT SERVICES DIRECTORATE (CSD)
 TRAINING AND COMMUNICATIONS BRANCH (TCB)
 SEC 2 - PUBLICATIONS

Prefix:

Suffix:

Descriptor:

Transaction Code:

◀ ▶ ⏪ ⏩ 0 of -- >
Export to the selected format Export

Figure 162: Timesheet Transaction Code Report

- Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click Close to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.



Field	Description/Instruction
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.
Prefix	Select the Prefix code from the drop-down list, if applicable.
Suffix	Select the Suffix code from the drop-down list, if applicable.
Descriptor	Select the Descriptor code from the drop-down list, if applicable
Transaction Code	Select the Transaction Code for the report from the drop-down list.

4. Click **Run Report**. The Paycheck8: T&A Transaction Code Report is displayed.

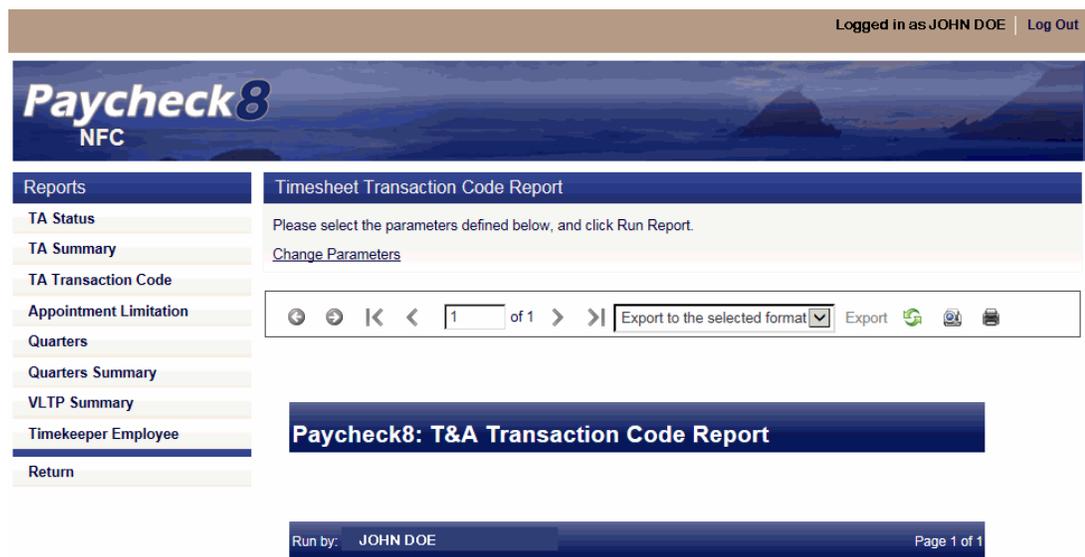


Figure 163: Paycheck8: T&A Transaction Code Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.



Option	Description
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the Appointment Limitation Report

Appointment Limitation generates a report which provides information on employees with appointment expiration dates and hours/days/dollars associated with the employees. This report is available to the 8th organizational level.



To Run the Appointment Limitation Report:

1. Select **View a Report** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.



Figure 164: Report Selection Page

2. Click **Appointment Limitation**. The Appointment Limitation Report page is displayed.

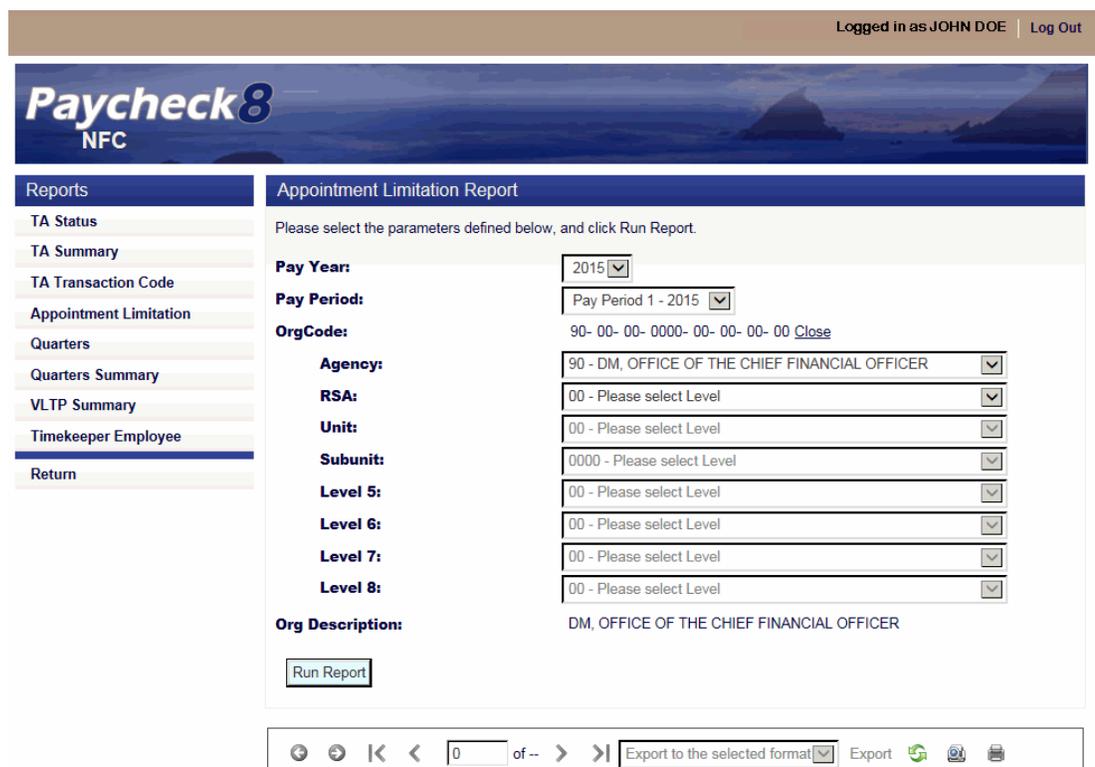


Figure 165: Appointment Limitation Report Page

3. Complete the fields as follows:



Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click Close to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.



- Click **Run Report**. The Paycheck8: Appointment Limitation Report is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Reports

Appointment Limitation Report

TA Status

TA Summary

TA Transaction Code

Appointment Limitation

Quarters

Quarters Summary

VLTP Summary

Timekeeper Employee

Return

Please select the parameters defined below, and click Run Report.

[Change Parameters](#)

1 of 1

Export to the selected format

Export

Paycheck8: Appointment Limitation Report

Org Level: 907020040020200000						
First Name	Middle Name	Last Name	Effective Date	Description	Used	NTE Date
JANE		DOE	3/9/2014 12:00:00 AM	700 Hours	0.00	

Org Level: 907020040030200000						
First Name	Middle Name	Last Name	Effective Date	Description	Used	NTE Date
ROBERT		DOE	3/9/2014 12:00:00 AM	1039 Hours	0.00	

Run by: JOHN DOE

Page 1 of 1

Figure 166: Paycheck8: Appointment Limitation Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.



Option	Description
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the Quarters Report

Quarters generates a report which provides information on employees currently on quarters and the amount claimed within the pay period selected. This report is available to the 8th organizational level.

To Run the Quarters Report:

1. Select **View a Report** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

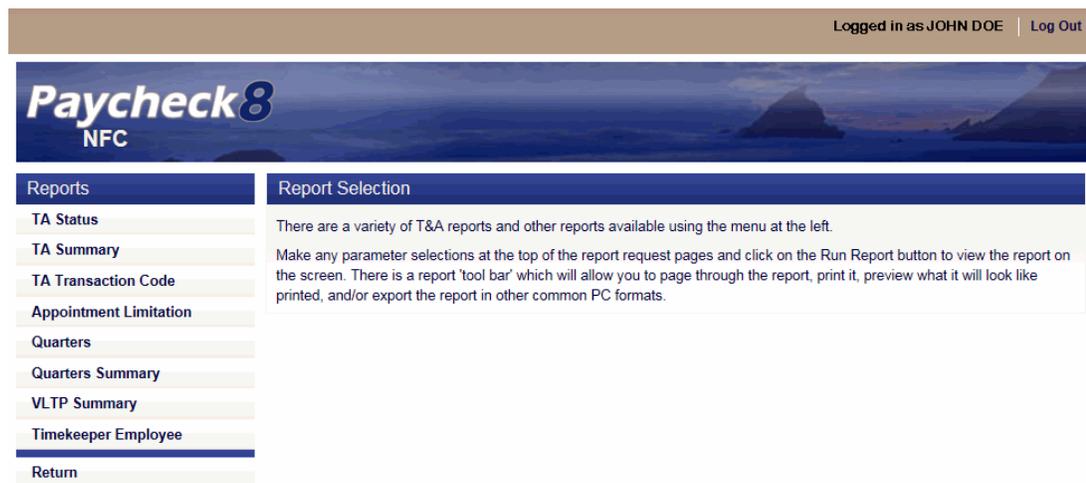


Figure 167: Report Selection Page



2. Click **Quarters**. The Quarters Report page is displayed.

Figure 168: Quarters Report Page

3. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click Close to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.



Field	Description/Instruction
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

- Click **Run Report**. The Paycheck8: Quarters Report is displayed.

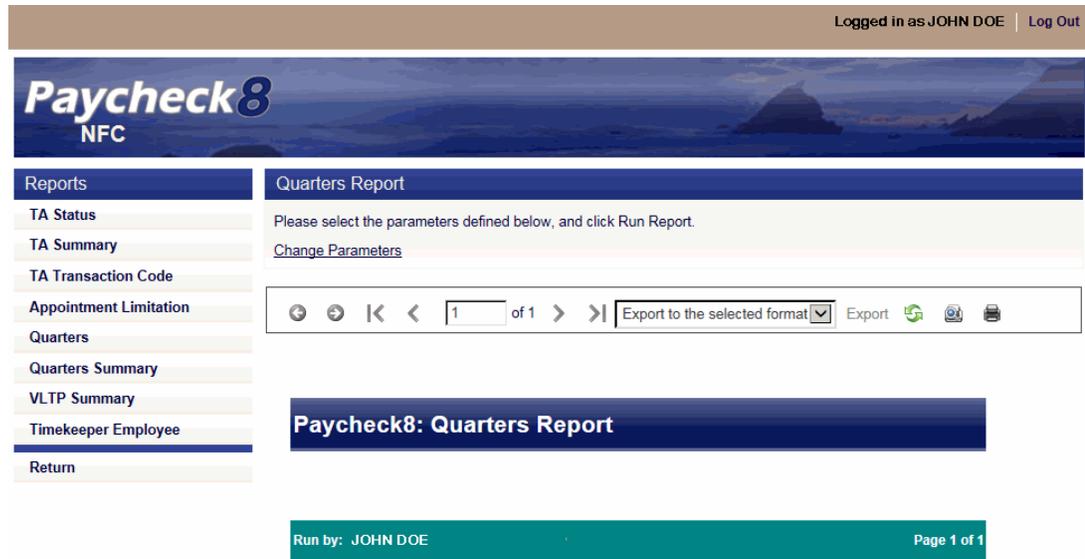


Figure 169: Paycheck8: Quarters Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.



Option	Description
Navigate back	Toggles to the previous report.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the Quarters Summary Report

Quarters Summary generates a report which provides a summary of quarters count by organizational level. This report is available to the 8th organizational level.

To Run the Quarters Summary Report:

1. Select **View a Report** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Reports

- TA Status
- TA Summary
- TA Transaction Code
- Appointment Limitation
- Quarters
- Quarters Summary**
- VLTP Summary
- Timekeeper Employee
- Return

Report Selection

There are a variety of T&A reports and other reports available using the menu at the left. Make any parameter selections at the top of the report request pages and click on the Run Report button to view the report on the screen. There is a report 'tool bar' which will allow you to page through the report, print it, preview what it will look like printed, and/or export the report in other common PC formats.

Figure 170: Report Selection Page



2. Click **Quarters Summary**. The Quarter Summary Report page is displayed.

Figure 171: Quarters Summary Report Page

3. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click Close to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.



Field	Description/Instruction
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

- Click **Run Report**. The Paycheck8: Quarters Summary Report is displayed.

Figure 172: Quarters Summary Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.



Option	Description
Navigate back	Toggles to the previous report.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the VLTP Summary Report

VLTP Summary generates a report which provides a count of VLTP applications received and approved and the type of application. This report is available to the 8th organizational level.

To Run the VLTP Summary Report:

1. Select **View a Report** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.



Figure 173: Report Selection Page



2. Click **VLTP Summary**. The VLTP Summary Report page is displayed.

Figure 174: VLTP Summary Report Page

3. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click Close to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.



Field	Description/Instruction
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

- Click **Run Report**. The Paycheck8: VLTP Summary Report is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Reports | **VLTP Summary Report**

TA Status | Please select the parameters defined below, and click Run Report.
 TA Summary | [Change Parameters](#)
 TA Transaction Code
 Appointment Limitation
 Quarters
 Quarters Summary
VLTP Summary
 Timekeeper Employee
 Return

1 of 1 | Export to the selected format | Export

Paycheck8: VLTP Summary Report

Org Level	Leave Year	Applications Received	Applications Approved	Personal	Family
907020040020000000	2015	4	0	0	0
		4	0	0	0
		4	0	0	0
		4	0	0	0

Run by: JOHN DOE | Page 1 of 1

Figure 175: Paycheck8: VLTP Summary Report

Running the Timekeeper Employee Report

Timekeeper Employee generates a report which displays assigned timekeeper/employee relationships. After selecting a Timekeeper, the report output will detail assigned employee names and organizational codes.



To Run the Timekeeper Employee Report:

1. Select **View a Report** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.



Figure 176: Report Selection Page

2. Click **Timekeeper Employee**. The Timekeeper Employee Report page is displayed.

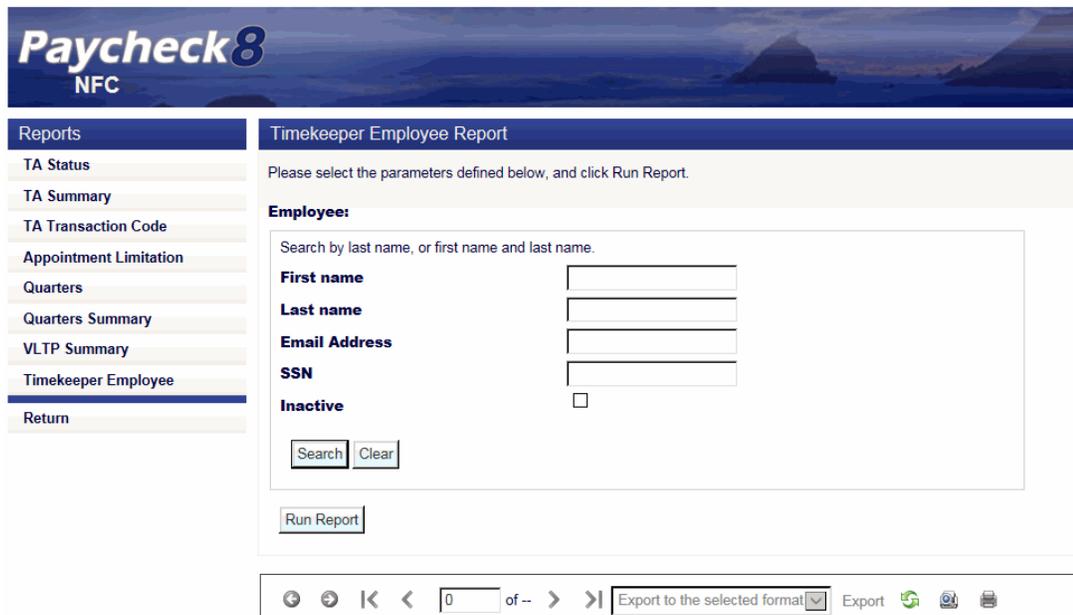


Figure 177: Timekeeper Employee Report Page

3. Complete the fields as instructed below for the timekeeper. Users can search using last name, email address, or SSN.

Field	Instruction
-------	-------------



Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

- Click **Search**. The Timekeeper Employee Report page is displayed with search results.

Paycheck8
NFC

Reports

- TA Status
- TA Summary
- TA Transaction Code
- Appointment Limitation
- Quarters
- Quarters Summary
- VLTP Summary
- Timekeeper Employee**
- Return

Timekeeper Employee Report

Please select the parameters defined below, and click Run Report.

Employee:

Search by last name, or first name and last name.

First name

Last name

Email Address

SSN

Inactive

Employee	Email Address	Action
JOHN DOE	JOHN.DOE@usda.gov	Select

0 of -- Export

Figure 178: Timekeeper Employee Report - Search Results



5. Click **Select** next to the timekeeper. The timekeeper name is displayed.

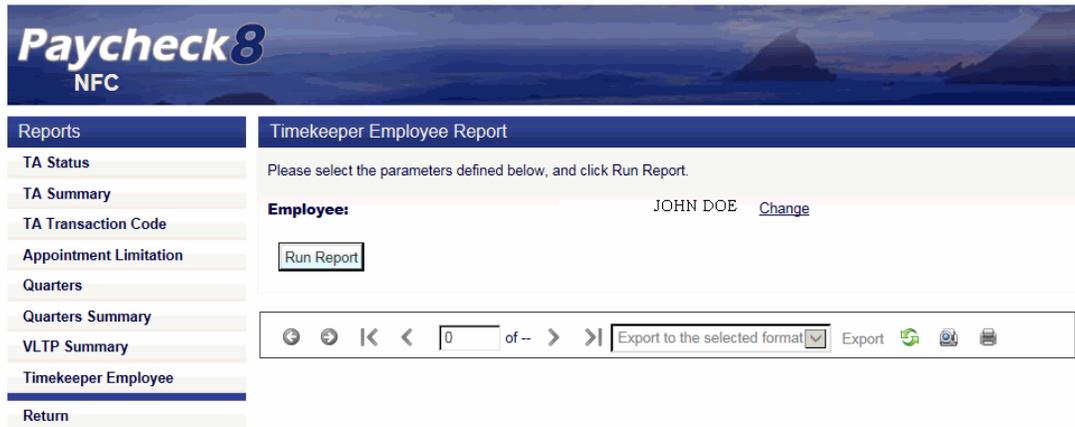


Figure 179: Timekeeper Employee Report

6. Click **Run Report**. The Timekeeper Employee Report is displayed.

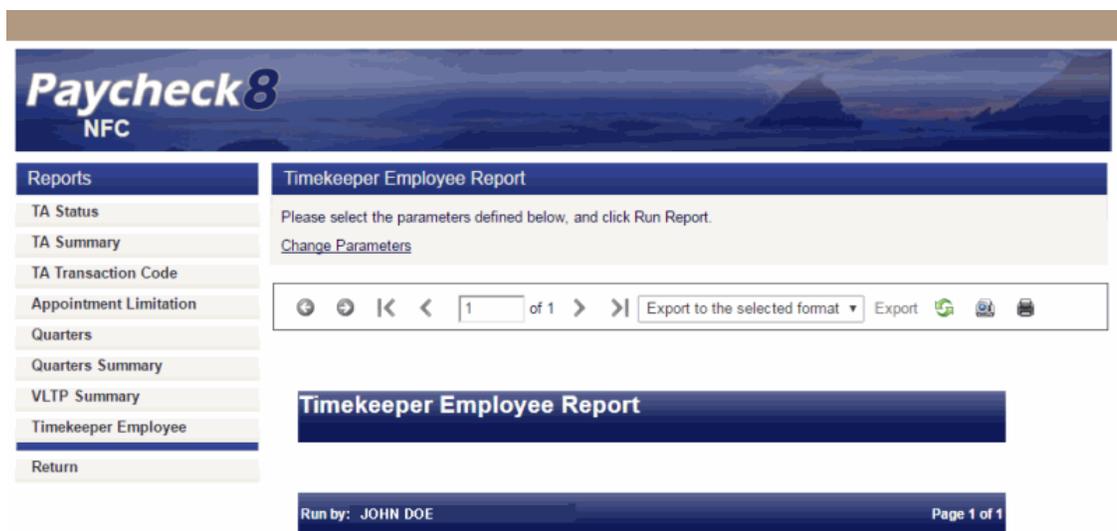


Figure 180: Timekeeper Employee Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.



Option	Description
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.



Employee Management

HR Administrators have access to the Employee Management menu through which they can find (in order to edit) and create employee profiles and modify Regional Timekeeper management.

This section includes the following topics:

Finding Employee Profiles	185
Creating Employee Profiles	224

Finding Employee Profiles

Find Profile allows HR Administrators the ability to locate and edit a user's profile information. HR Administrators must use this menu option in order to perform employee management functions.

For more information see:

Editing Employee Profiles	185
Managing Employee Appointments	190
Viewing Employee Organizations	205
Managing Timekeeper Functions	209

Editing Employee Profiles

Edit Profile allows HR Administrators to edit an employee's profile information.

To Edit an Employee Profile:

1. Select **Employee Management** from the Administration menu on the Paycheck8 main menu page. The Employee Management page is displayed.



Figure 181: Employee Management Page



2. Select **Find Profile** from the Employee Management menu. The Find Employee page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

Employee Management | **Find Employee**

Find Profile
Create Profile
Return

Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link "Select" adjacent to the name you want.

Employee Search

Search by last name, or first name and last name.

First name

Last name

Email Address

SSN

Inactive

Figure 182: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.



4. Click **Search**. The Find Employee page is displayed with search results.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8

NFC

Employee Management | **Find Employee**

[Find Profile](#)
[Create Profile](#)
[Return](#)

Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link "Select" adjacent to the name you want.

Employee Search

Search by last name, or first name and last name.

First name
Last name
Email Address
SSN
Inactive

Employee	Email Address	Action
Robert Doe	robert.doe@usda.gov	Select

Figure 183: Find Employee Page - Search Results



- Click **Select** next to the the employee to edit. The selected employee's Profile Data page displays with Profile menu options.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8
NFC

Employee Management | Profile Data

Find Profile
Create Profile
Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

With Edit Profile you can edit an Employees Status (i.e., Active, Inactive, Gone); manage an employee's Contact Point and Email (status and address); change a Supervisor; and, much more.

SSN: XXX-XX-0001

Employee Status: Active

EmpowHR ID:

First Name: Robert

Middle Name:

Last Name: Doe

TA Contact Point: 22169030

Timekeeper Code: 02

Employee Email: robert.doe@usda.gov

Email Status: Emails

Supervisor: JANE DOE [Change](#)

Supervisory: Yes

AUO Percent:

Work Schedule: Maxi flex

Figure 184: Profile Data Page - Selected Employee

- Edit the fields as follows:

Field	Description/Instruction
SSN	Displays the last 4 digits of the employee's SSN.
Employee Status	Select the employee's current status from the drop-down list (if applicable). Valid values are Active , Inactive , Gone , and Visitor .
EmpowHR ID	Not applicable.
First Name	Enter the employee's first name, if applicable.
Middle Name	Enter the employee's middle name, if applicable.
Last Name	Enter the employee's last name, if applicable.
TA Contact Point	Select the employee's T&A contact point from the drop-down list, if applicable.
Timekeeper Code	Enter the employee's timekeeper code, if applicable.



Field	Description/Instruction																						
Employee Email	Enter the employee's email address, if applicable.																						
Email Status	Note: This setting is set at an application level and is consistent for all users and cannot be changed by the Agency.																						
Supervisor	Click Change to change the employee's supervisor, if applicable. Complete the search form, and click Search . From the search results provided, select the applicable supervisor and click Change to change the supervisor.																						
Supervisory	Select the supervisory status of the employee from the drop-down list, if applicable. Valid values are No and Yes .																						
AUO Percent	Select the AUO Percent that the employee is allowed to earn from the drop-down list, if applicable. Valid values are 00, 10, 15, 20, 25, and 99 .																						
Work Schedule	<p>Select the employee's work schedule from the drop-down list, if applicable. Valid values are:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>4/10</td> <td>Four 10-hour workdays per workweek</td> </tr> <tr> <td>5-4/9</td> <td>Nine workdays (eight 9-hour days and one 8-hour day)</td> </tr> <tr> <td>1st 40</td> <td>First 40 hours of work performed in a week define the tour of duty for that pay period</td> </tr> <tr> <td>Gliding</td> <td>Variable workday hours within a 40-hour workweek</td> </tr> <tr> <td>Intermittent</td> <td>An irregular number of hours or days for which there is no prearranged scheduled tour of duty</td> </tr> <tr> <td>Maxi flex</td> <td>Variable workweek hours within an 80-hour pay period</td> </tr> <tr> <td>No Work Schedule</td> <td>No defined schedule</td> </tr> <tr> <td>Standard</td> <td>Five 8-hour workdays within a 40-hour workweek</td> </tr> <tr> <td>Variable Day</td> <td>Variable workday hours within a 40-hour week.</td> </tr> <tr> <td>Variable Week</td> <td>Variable workweek hours within an 80-hour pay period</td> </tr> </tbody> </table>	Value	Meaning	4/10	Four 10-hour workdays per workweek	5-4/9	Nine workdays (eight 9-hour days and one 8-hour day)	1st 40	First 40 hours of work performed in a week define the tour of duty for that pay period	Gliding	Variable workday hours within a 40-hour workweek	Intermittent	An irregular number of hours or days for which there is no prearranged scheduled tour of duty	Maxi flex	Variable workweek hours within an 80-hour pay period	No Work Schedule	No defined schedule	Standard	Five 8-hour workdays within a 40-hour workweek	Variable Day	Variable workday hours within a 40-hour week.	Variable Week	Variable workweek hours within an 80-hour pay period
Value	Meaning																						
4/10	Four 10-hour workdays per workweek																						
5-4/9	Nine workdays (eight 9-hour days and one 8-hour day)																						
1st 40	First 40 hours of work performed in a week define the tour of duty for that pay period																						
Gliding	Variable workday hours within a 40-hour workweek																						
Intermittent	An irregular number of hours or days for which there is no prearranged scheduled tour of duty																						
Maxi flex	Variable workweek hours within an 80-hour pay period																						
No Work Schedule	No defined schedule																						
Standard	Five 8-hour workdays within a 40-hour workweek																						
Variable Day	Variable workday hours within a 40-hour week.																						
Variable Week	Variable workweek hours within an 80-hour pay period																						

7. Click **Save**.



Managing Employee Appointments

View Appointments allows HR Administrators to edit, clone, or add an appointment to an employee's record and to view a historical record of employee appointments.

To Add an Appointment:

1. Select **Employee Management** from the Administration menu. The Employee Management page is displayed.



Figure 185: Employee Management Page

2. Select **Find Profile** from the Employee Management menu. The Find Employee page is displayed.

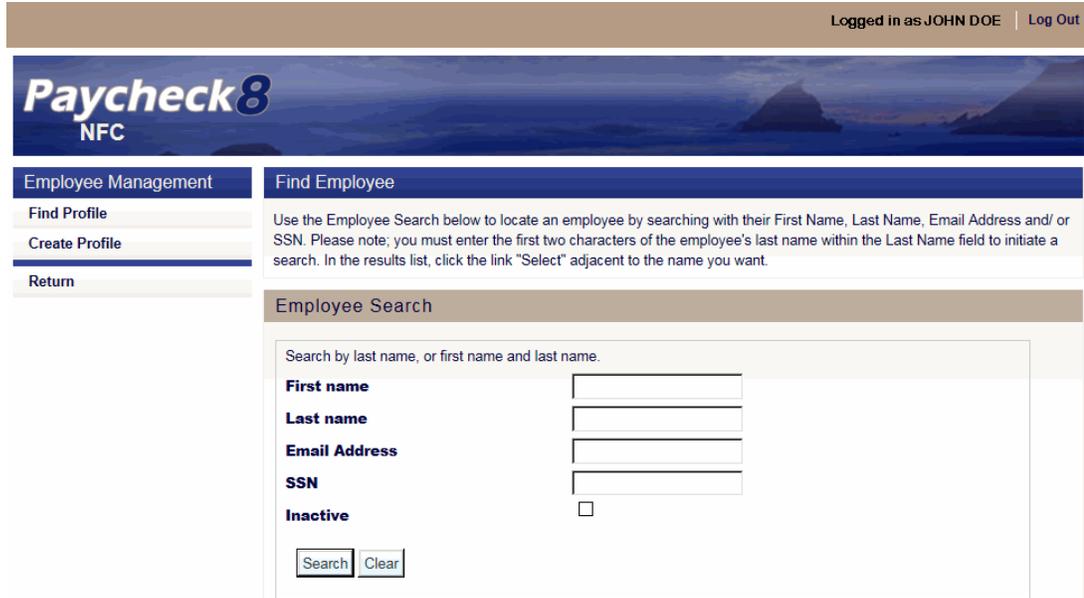


Figure 186: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
-------	-------------



Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name .
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8
NFC

Employee Management

Find Employee

Find Profile

Create Profile

Return

Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link "Select" adjacent to the name you want.

Employee Search

Search by last name, or first name and last name.

First name

Last name

Email Address

SSN

Inactive

Employee	Email Address	Action
Robert Doe	robert.doe@usda.gov	Select

Figure 187: Find Employee Page - Search Results



- Click **Select** next to the employee to view. The selected employee's Profile Data page displays with a Profile menu.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | Profile Data

Find Profile
Create Profile
Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

With Edit Profile you can edit an Employees Status (i.e., Active, Inactive, Gone); manage an employee's Contact Point and Email (status and address); change a Supervisor; and, much more.

SSN: XXX-XX-0001

Employee Status: Active

EmpowHR ID:

First Name: Robert

Middle Name:

Last Name: Doe

TA Contact Point: 22169030

Timekeeper Code: 02

Employee Email: robert.doe@usda.gov

Email Status: Emails

Supervisor: JANE DOE [Change](#)

Supervisory: Yes

AUO Percent:

Work Schedule: Maxi flex

Figure 188: Profile Data Page - Selected Employee

- Click **View Appointments**. The Employee Appointment Data page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | Employee Appointment Data for Robert Doe XXX-XX-0001

Find Profile
Create Profile
Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

Listed below is the Employee's Appointment Data on file with Paycheck8. To add an Appointment, click "Add." To edit or clone an appointment, click on "Edit" or "Clone."

Effective Date	Tour	Pay Plan	FLSA Status	Appointment Limit	Action
Pay Period 10 - 2015	F	GS	Non-exempt		Edit Clone

Figure 189: Employee Appointment Data Page



7. Click **Add**. The Add Appointment page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | Add Appointment for Robert Doe XXX-XX-0001

Find Profile
Create Profile
Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

Listed below is the Employee's Appointment Data on file with Paycheck8. To edit, update the desired fields below (i.e., Tour/LEO/Pay Plan) and "Save" your entry.

Effective PP: [Dropdown]
Pay Plan: [Dropdown]
FLSA Status: [Dropdown]
Tour: [Dropdown]
Tour Hours per Pay Period: [Text]
Annual Leave Category: [Dropdown]
Leave Service Comp Date: [Text]
NTE Date: [Text]
Appointment Limit: [Dropdown]
Service Year Date: [Text]
Standby/AUO/LEAP: [Dropdown]
LEO: [Dropdown]
Remote Site Allowance: [Dropdown]
Telework: [Dropdown]
Military Status: [Dropdown]
OCC Series: [Text]
Special Employee Code: [Text]
COPR Status: [Dropdown]

[Save] [Cancel]

Figure 190: Add Appointment Page

8. Complete the fields as follows:

Field	Instruction
Effective PP	Select the effective pay period for the appointment from the drop-down list.
Pay Plan	Select the Pay Plan from the drop-down list.
FLSA Status	Select the FLSA Status from the drop-down list. Valid values are Exempt and Non-exempt .
Tour	Select the employee's tour from the drop-down list.
Tour Hours per Pay Period	Enter the tour of duty hours per pay period.
Annual Leave Category	Select the Annual Leave Category from the drop-down list. Valid values are 4 , 6 , and 8 .



Field	Instruction
Leave Service Comp Date	Enter the employee's Service Computation Date for Leave or select the date from the calendar.
NTE Date	Enter the employee's NTE Date or select the date from the calendar, if applicable.
Appointment Limit	Select the employee's Appointment Limitation, if applicable. Valid values are 1039 Hours , 1300 Hours , 30 Days , and 700 Hours .
Service Year Date	Enter the employee's Service Year Date or select the date from the calendar.
Standby/AUO/LEAP	Select Yes or No from the drop-down list indicating whether or not the employee is entitled to earn standby pay, AUO, or Law Enforcement Availability Pay (LEAP). Standby/AUO/LEAP are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty.
LEO	Select whether or not the employee is a Law Enforcement Officer (LEO). Valid values are Yes , No , or K . <u>Note: K is an Agency specific selection.</u>
Remote Site Allowance	Select Yes or No from the drop-down list indicating whether or not the employee is entitled to a remote site allowance.
Telework	Select Yes or No from the drop-down list indicating whether or not the employee is entitled to telework.
Military Status	Select the employee's military status from the drop-down list.
OCC Series	Enter the occupational series of the employee.
Special Employee Code	Enter the employee's Special Employee Code.
COPR Status	Not applicable.



- Click **Save**. The Employee Appointment Data page is displayed with appointment added.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | **Employee Appointment Data for Robert Doe XXX-XX-0001**

Find Profile
Create Profile

Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

Listed below is the Employee's Appointment Data on file with Paycheck8. To add an Appointment, click "Add." To edit or clone an appointment, click on "Edit" or "Clone."

Effective Date	Tour	Pay Plan	FLSA Status	Appointment Limit	Action
Pay Period 12 - 2015	F	GS	Non-exempt		Edit Clone
Pay Period 10 - 2015	F	GS	Non-exempt		Edit Clone

Figure 191: Employee Appointment Data Page

To Edit an Appointment:

- Select **Employee Management** from the Administration menu. The Employee Management page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | **Employee Management**

Find Profile
Create Profile
Return

With Employee Management you can Find or Create an Employee Profile. To find a profile, click on "Find Profile." To create a Profile, click on "Create Profile."

Figure 192: Employee Management Page



2. Select **Find Profile** from the Employee Management menu. The Find Employee page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

Employee Management | **Find Employee**

Find Profile
Create Profile
Return

Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link "Select" adjacent to the name you want.

Employee Search

Search by last name, or first name and last name.

First name

Last name

Email Address

SSN

Inactive

Figure 193: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.



4. Click **Search**. The Find Employee page is displayed with search results.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8

NFC

Employee Management | **Find Employee**

[Find Profile](#)
[Create Profile](#)
[Return](#)

Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link "Select" adjacent to the name you want.

Employee Search

Search by last name, or first name and last name.

First name
Last name
Email Address
SSN
Inactive

Employee	Email Address	Action
Robert Doe	robert.doe@usda.gov	Select

Figure 194: Find Employee Page - Search Results



- Click **Select** next to the employee to view. The selected employee's Profile Data page displays with additional Profile menu options.

Logged in as JOHN DOE | Log Out

Employee Management | Profile Data

Find Profile
Create Profile
Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

With Edit Profile you can edit an Employees Status (i.e., Active, Inactive, Gone); manage an employee's Contact Point and Email (status and address); change a Supervisor; and, much more.

SSN: XXX-XX-0001

Employee Status: Active

EmpowHR ID

First Name: Robert

Middle Name:

Last Name: Doe

TA Contact Point: 22169030

Timekeeper Code: 02

Employee Email: robert.doe@usda.gov

Email Status: Emails

Supervisor: JANE DOE [Change](#)

Supervisory: Yes

AUO Percent:

Work Schedule: Maxi flex

Figure 195: Profile Data Page - Selected Employee

- Click **View Appointments**. The Employee Appointment Data page is displayed.

Logged in as JOHN DOE | Log Out

Employee Management | Employee Appointment Data for Robert Doe XXX-XX-0001

Find Profile
Create Profile
Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

Listed below is the Employee's Appointment Data on file with Paycheck8. To add an Appointment, click "Add." To edit or clone an appointment, click on "Edit" or "Clone."

Effective Date	Tour	Pay Plan	FLSA Status	Appointment Limit	Action
Pay Period 12 - 2015	F	GS	Non-exempt		Edit Clone
Pay Period 10 - 2015	F	GS	Non-exempt		Edit Clone

Figure 196: Employee Appointment Data Page



- Click **Edit** in the Action field of the Appointment to edit. The Edit Appointment page is displayed.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8
NFC

Employee Management
Edit Appointment for Robert Doe XXX-XX-0001

Find Profile

Create Profile

Profile

Edit Profile

View Appointments

View Organizations

Regional Management

Return

Listed below is the Employee's Appointment Data on file with Paycheck8. To edit, update the desired fields below (i.e., Tour/LEO/Pay Plan) and "Save" your entry.

Effective PP:	Pay Period 10 - 2015
Pay Plan:	GS
FLSA Status:	Non-exempt
Tour:	Full-time
Annual Leave Category	4
Leave Service Comp Date:	5/17/2015
NTE Date:	
Appointment Limit:	
Service Year Date:	5/17/2015
Standby/AUO/LEAP:	No
LEO:	No
Remote Site Allowance:	Yes
Military Status:	NONE
OCC Series	0340
Special Employee Code	0
COPR Status:	

Figure 197: Edit Appointment Page

- Edit the fields as follows:

Field	Description/Instruction
Effective PP	Displays the selected Pay Period.
Pay Plan	Select the Pay Plan from the drop-down list, if applicable.
FLSA Status	Select the FLSA status from the drop-down list, if applicable. Valid values are Exempt and Non-exempt .
Tour	Select the employee's tour from the drop-down list, if applicable.
Annual Leave Category	Select the Annual Leave Category from the drop-down list, if applicable. Valid values are 4 , 6 , and 8 .
Leave Service Comp Date	Enter the employee's leave service computation date or select the date from the calendar, if applicable.
NTE Date	Enter the employee's NTE date or select the date from the calendar, if applicable.



Field	Description/Instruction
Appointment Limit	Select the employee's appointment limitation date, if applicable. Valid values are 1039 Hours , 1300 Hours , 30 Days , and 700 Hours .
Service Year Date	Enter the employee's service year date or select the date from the calendar, if applicable.
Standby/AUO/LEAP	Select Yes or No from the drop-down list indicating whether or not the employee is entitled to earn standby pay, AUO, or LEAP, if applicable. Standby/AUO/LEAP are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty.
LEO	Select whether or not the employee is a LEO. Valid values are Yes , No , and K . <u>Note: K is an Agency specific selection.</u>
Remote Site Allowance	Select Yes or No from the drop-down list indicating whether or not the employee is entitled to a remote site allowance, if applicable.
Military Status	Select the employee's military status from the drop-down list, if applicable.
OCC Series	Enter the occupational series of the employee, if applicable.
Special Employee Code	Enter the employee's Special Employee Code, if applicable.
COPR Status	Not applicable.

9. Click **Save**.

To Clone an Appointment:

1. Select **Employee Management** from the Administration menu. The Employee Management page is displayed.



Figure 198: Employee Management Page



2. Select **Find Profile** from the Employee Management menu. The Find Employee page is displayed.

Figure 199: Find Employee Page

3. Complete the fields as instructed before. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.



4. Click **Search**. The Find Employee page is displayed with search results.

[Logged in as JOHN DOE](#) | [Log Out](#)

Paycheck8

NFC

Employee Management | **Find Employee**

[Find Profile](#)
[Create Profile](#)
[Return](#)

Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link "Select" adjacent to the name you want.

Employee Search

Search by last name, or first name and last name.

First name

Last name

Email Address

SSN

Inactive

Employee	Email Address	Action
Robert Doe	robert.doe@usda.gov	Select

Figure 200: Find Employee Page - Search Results



- Click **Select** next to the employee to view. The selected employee's Profile Data page displays with additional Profile menu options.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8
NFC

Employee Management	Profile Data
<ul style="list-style-type: none"> <li style="background-color: #f0f0f0; padding: 2px;">Find Profile <li style="background-color: #f0f0f0; padding: 2px;">Create Profile <li style="background-color: #003366; color: white; padding: 2px;">Profile <li style="background-color: #f0f0f0; padding: 2px;">Edit Profile <li style="background-color: #f0f0f0; padding: 2px;">View Appointments <li style="background-color: #f0f0f0; padding: 2px;">View Organizations <li style="background-color: #f0f0f0; padding: 2px;">Regional Management <li style="background-color: #f0f0f0; padding: 2px;">Return 	<p>With Edit Profile you can edit an Employees Status (i.e., Active, Inactive, Gone); manage an employee's Contact Point and Email (status and address); change a Supervisor; and, much more.</p> <p>SSN: XXX-XX-0001</p> <p>Employee Status: <input type="text" value="Active"/></p> <p>EmpowHR ID <input type="text"/></p> <p>First Name: <input type="text" value="Robert"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input type="text" value="Doe"/></p> <p>TA Contact Point: <input type="text" value="22169030"/></p> <p>Timekeeper Code: <input type="text" value="02"/></p> <p>Employee Email: <input type="text" value="robert.doe@usda.gov"/></p> <p>Email Status: <input type="text" value="Emails"/></p> <p>Supervisor: JANE DOE Change</p> <p>Supervisory: <input type="text" value="Yes"/></p> <p>AUO Percent: <input type="text"/></p> <p>Work Schedule: <input type="text" value="Maxi flex"/></p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/> </p>

Figure 201: Profile Data Page - Selected Employee

- Click **View Appointments**. The Employee Appointment Data page is displayed.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8
NFC

Employee Management	Employee Appointment Data for Robert Doe XXX-XX-0001																		
<ul style="list-style-type: none"> <li style="background-color: #f0f0f0; padding: 2px;">Find Profile <li style="background-color: #f0f0f0; padding: 2px;">Create Profile <li style="background-color: #003366; color: white; padding: 2px;">Profile <li style="background-color: #f0f0f0; padding: 2px;">Edit Profile <li style="background-color: #f0f0f0; padding: 2px;">View Appointments <li style="background-color: #f0f0f0; padding: 2px;">View Organizations <li style="background-color: #f0f0f0; padding: 2px;">Regional Management <li style="background-color: #f0f0f0; padding: 2px;">Return 	<p>Listed below is the Employee's Appointment Data on file with Paycheck8. To add an Appointment, click "Add." To edit or clone an appointment, click on "Edit" or "Clone."</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Effective Date</th> <th>Tour</th> <th>Pay Plan</th> <th>FLSA Status</th> <th>Appointment Limit</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Pay Period 12 - 2015</td> <td>F</td> <td>GS</td> <td>Non-exempt</td> <td></td> <td style="text-align: center;">Edit Clone</td> </tr> <tr> <td>Pay Period 10 - 2015</td> <td>F</td> <td>GS</td> <td>Non-exempt</td> <td></td> <td style="text-align: center;">Edit Clone</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Add"/></p>	Effective Date	Tour	Pay Plan	FLSA Status	Appointment Limit	Action	Pay Period 12 - 2015	F	GS	Non-exempt		Edit Clone	Pay Period 10 - 2015	F	GS	Non-exempt		Edit Clone
Effective Date	Tour	Pay Plan	FLSA Status	Appointment Limit	Action														
Pay Period 12 - 2015	F	GS	Non-exempt		Edit Clone														
Pay Period 10 - 2015	F	GS	Non-exempt		Edit Clone														

Figure 202: Employee Appointment Data Page



- Click **Clone** in the Action field of the Appointment to clone. The Clone Appointment page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | Clone Appointment for Robert Doe XXX-XX-0001

Listed below is the Employee's Appointment Data on file with Paycheck8. To edit, update the desired fields below (i.e., Tour/LEO/Pay Plan) and "Save" your entry.

Effective PP: [Dropdown]

Pay Plan: GS [Dropdown]

FLSA Status: Non-exempt [Dropdown]

Tour: Full-time [Dropdown]

Annual Leave Category: 4 [Dropdown]

Leave Service Comp Date: 5/17/2015

NTE Date: [Text]

Appointment Limit: [Dropdown]

Service Year Date: 5/17/2015

Standby/AUO/LEAP: No [Dropdown]

LEO: No [Dropdown]

Remote Site Allowance: Yes [Dropdown]

Military Status: NONE [Dropdown]

OCC Series: 0340

Special Employee Code: 0

COPR Status: [Dropdown]

Save Cancel

Figure 203: Clone Appointment Page

- Edit the fields as follows:

Field	Instruction
Effective PP	Select the effective pay period from the drop-down list.
Pay Plan	Select the Pay Plan from the drop-down list, if applicable.
FLSA Status	Select the FLSA status from the drop-down list, if applicable. Valid values are Exempt and Non-exempt .
Tour	Select the employee's tour from the drop-down list, if applicable.
Annual Leave Category	Select the Annual Leave Category from the drop-down list, if applicable. Valid values are 4 , 6 , and 8 .
Leave Service Comp Date	Enter the employee's leave service computation date or select the date from the calendar, if applicable.
NTE Date	Enter the employee's NTE date or select the date from the calendar, if applicable.



Field	Instruction
Appointment Limit	Select the employee's appointment limitation date, if applicable. Valid values are 1039 Hours , 1300 Hours , 30 Days , and 700 Hours .
Service Year Date	Enter the employee's service year date or select the date from the calendar, if applicable.
Standby/AUO/LEAP	Select Yes or No from the drop-down list indicating whether or not the employee is entitled to earn standby pay, AUO, or LEAP, if applicable. Standby/AUO/LEAP are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty.
LEO	Select whether or not the employee is a LEO. Valid values are Yes , No , and K . <u>Note: K is an Agency specific selection.</u>
Remote Site Allowance	Select Yes or No from the drop-down list indicating whether or not the employee is entitled to a remote site allowance, if applicable.
Military Status	Select the employee's military status from the drop-down list, if applicable.
OCC Series	Enter the occupational series of the employee, if applicable.
Special Employee Code	Enter the employee's Special Employee Code, if applicable.
COPR Status	Not applicable.

9. Click **Save**.

Viewing Employee Organizations

View Organizations allows HR Administrators to view an employee's organizational data.

Note: This information is not editable.



To View an Employee's Organization:

1. Select **Employee Management** from the Administration menu. The Employee Management page is displayed.



Figure 204: Employee Management Page

2. Select **Find Profile** from the Employee Management menu. The Find Employee page is displayed.

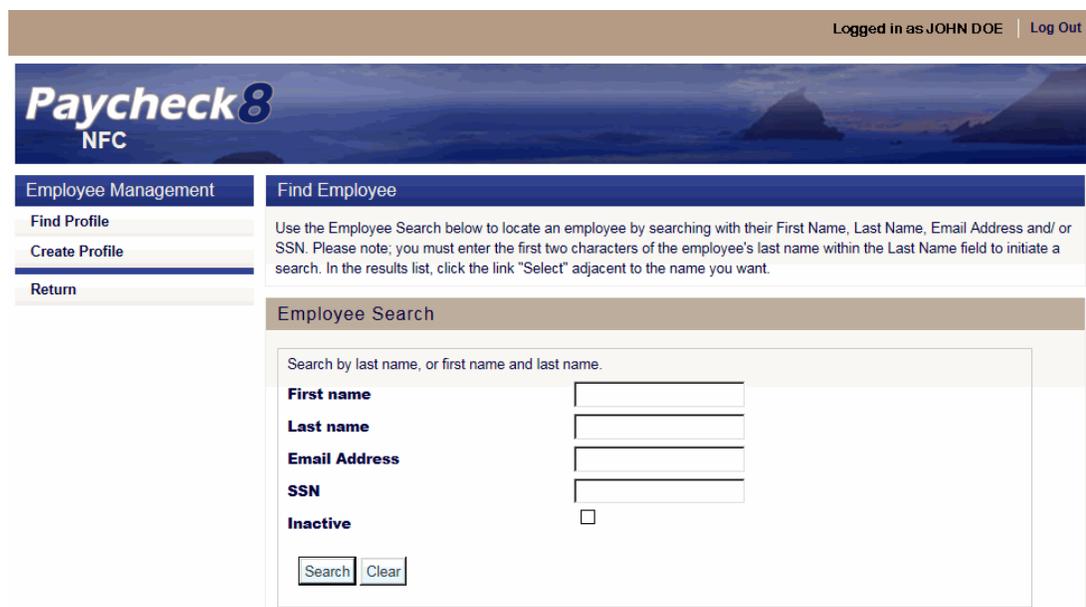


Figure 205: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.



Field	Instruction
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

Logged in as JOHN DOE | [Log Out](#)

Employee Management

Find Employee

[Find Profile](#)
[Create Profile](#)
[Return](#)

Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link "Select" adjacent to the name you want.

Employee Search

Search by last name, or first name and last name.

First name	<input type="text" value="Robert"/>
Last name	<input type="text" value="Doe"/>
Email Address	<input type="text"/>
SSN	<input type="text"/>
Inactive	<input type="checkbox"/>

Employee	Email Address	Action
Robert Doe	robert.doe@usda.gov	Select

Figure 206: Find Employee Page - Search Results



- Select the employee to view. The selected employee's Profile Data page displays with additional Profile menu options.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | Profile Data

Find Profile
Create Profile
Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

With Edit Profile you can edit an Employees Status (i.e., Active, Inactive, Gone); manage an employee's Contact Point and Email (status and address); change a Supervisor; and, much more.

SSN: XXX-XX-0001

Employee Status: Active

EmpowHR ID:

First Name: Robert

Middle Name:

Last Name: Doe

TA Contact Point: 22169030

Timekeeper Code: 02

Employee Email: robert.doe@usda.gov

Email Status: Emails

Supervisor: JANE DOE [Change](#)

Supervisory: Yes

AUO Percent:

Work Schedule: Maxi flex

Save Cancel Print

Figure 207: Profile Data Page

- Click **View Organizations**. The Employee Organization Data for the selected employee is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | Employee Organization Data for Robert Doe XXX-XX-0001

Find Profile
Create Profile
Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

Listed below is the Employee's Organizational Data on file with Paycheck8.

Effective Date	Organization
Pay Period 10 - 2015	900000000000000000

Figure 208: Employee Organization Page



Managing Timekeeper Functions

Regional Management allows HR Administrators to add and remove employees and organizations to and from timekeepers.

To Add an Employee to a Timekeeper:

1. Select **Employee Management** from the Administration menu. The Employee Management page is displayed.



Figure 209: Employee Management Page

2. Select **Find Profile** from the Employee Management menu. The Find Employee page is displayed.

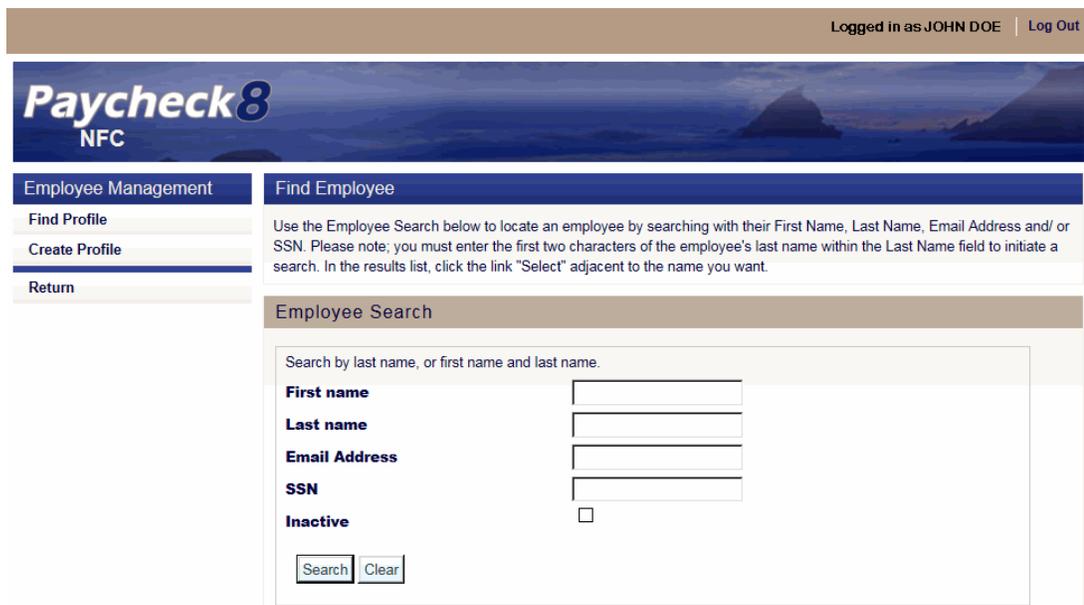


Figure 210: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
-------	-------------



Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

The screenshot shows the Paycheck8 NFC interface. At the top right, it says "Logged in as JOHN DOE | Log Out". The main header features the "Paycheck8 NFC" logo. Below the header, there are two tabs: "Employee Management" and "Find Employee". Under "Employee Management", there are links for "Find Profile", "Create Profile", and "Return". The "Find Employee" section contains instructions: "Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link 'Select' adjacent to the name you want." Below the instructions is the "Employee Search" form. The form has fields for "First name" (Robert), "Last name" (Doe), "Email Address", "SSN", and an "Inactive" checkbox. There are "Search" and "Clear" buttons. Below the form is a table with search results:

Employee	Email Address	Action
Robert Doe	robert.doe@usda.gov	Select

Figure 211: Find Employee Page - Search Results



5. Select the timekeeper to edit. The selected timekeeper's Profile Data page displays with additional Profile menu options.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management

- Find Profile
- Create Profile
- Profile**
- Edit Profile
- View Appointments
- View Organizations
- Regional Management
- Return

Profile Data

With Edit Profile you can edit an Employees Status (i.e., Active, Inactive, Gone); manage an employee's Contact Point and Email (status and address); change a Supervisor; and, much more.

SSN: XXX-XX-0001

Employee Status: Active

EmpowHR ID:

First Name: Robert

Middle Name:

Last Name: Doe

TA Contact Point: 22169030

Timekeeper Code: 02

Employee Email: robert.doe@usda.gov

Email Status: Emails

Supervisor: JANE DOE [Change](#)

Supervisory: Yes

AUO Percent:

Work Schedule: Maxi flex

Figure 212: Profile Data Page - Selected Employee

6. Click **Regional Management**. The Regional Management page is displayed and lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned to employees or organizations to administer.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management

- Find Profile
- Create Profile
- Profile**
- Edit Profile
- View Appointments
- View Organizations
- Regional Management**
- Return

Regional Management for Robert Doe XXX-XX-0001

The table below lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned any employees or organizations to administer.

To add an employee to the Timekeeper, click the 'Add' button. Select Access Type = 'Employee' and populate the search form with the desired employee's information. Click 'Search.' Select the employee and click the 'Add' button to add the employee to the Timekeeper.

To add an organization to administer to the Timekeeper, select Access Type = 'Org Code.' Click the 'Change' link and complete the desired values. After the organizational access is defined, click the 'Add' button.

To remove an employee or organization from the Timekeeper, click the 'Remove' link on the desired entry.

Access To	Action
JANE DOE	Remove

Figure 213: Regional Management for Timekeeper Page



7. Click **Add**. The Regional Management page with Access Type option is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

Employee Management

- Find Profile
- Create Profile
- Profile**
- Edit Profile
- View Appointments
- View Organizations
- Regional Management**
- Return

Regional Management for Robert Doe XXX-XX-0001

The table below lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned any employees or organizations to administer.

To add an employee to the Timekeeper, click the 'Add' button. Select Access Type = 'Employee' and populate the search form with the desired employee's information. Click 'Search.' Select the employee and click the 'Add' button to add the employee to the Timekeeper.

To add an organization to administer to the Timekeeper, select Access Type = 'Org Code.' Click the 'Change' link and complete the desired values. After the organizational access is defined, click the 'Add' button.

To remove an employee or organization from the Timekeeper, click the 'Remove' link on the desired entry.

Access To	Action
JANE DOE	Remove

Access Type: OrgCode Employee

OrgCode: 90- 00- 00- 0000- 00- 00- 00- 00 [Change](#)

Org Description: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER

Figure 214: Regional Management Page - Access Type



- Click **Employee** from the Access Type field. The Regional Management page is displayed with Employee Search activated.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management

- Find Profile
- Create Profile
- Profile**
- Edit Profile
- View Appointments
- View Organizations
- Regional Management**
- Return

Regional Management for Robert Doe XXX-XX-0001

The table below lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned any employees or organizations to administer.

To add an employee to the Timekeeper, click the 'Add' button. Select Access Type = 'Employee' and populate the search form with the desired employee's information. Click 'Search.' Select the employee and click the 'Add' button to add the employee to the Timekeeper.

To add an organization to administer to the Timekeeper, select Access Type = 'Org Code.' Click the 'Change' link and complete the desired values. After the organizational access is defined, click the 'Add' button.

To remove an employee or organization from the Timekeeper, click the 'Remove' link on the desired entry.

Access To	Action
JANE DOE	Remove

Access Type: OrgCode Employee

Employee:

Search by last name, or first name and last name.

First name

Last name

Email Address

SSN

Inactive

Figure 215: Regional Management for Timekeeper Page - Employee Search

- Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

- Click **Search**. The Regional Management for Timekeeper page is displayed with search results.



11. Select the employee to add.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | Regional Management for Robert Doe XXX-XX-0001

Find Profile
Create Profile
Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

The table below lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned any employees or organizations to administer.

To add an employee to the Timekeeper, click the 'Add' button. Select Access Type = 'Employee' and populate the search form with the desired employee's information. Click 'Search.' Select the employee and click the 'Add' button to add the employee to the Timekeeper.

To add an organization to administer to the Timekeeper, select Access Type = 'Org Code.' Click the 'Change' link and complete the desired values. After the organizational access is defined, click the 'Add' button.

To remove an employee or organization from the Timekeeper, click the 'Remove' link on the desired entry.

Access To	Action
JANE DOE	Remove

Access Type: OrgCode Employee

Employee: JOHN DOE [Change](#)

12. Click **Add** to add the employee to the timekeeper. The Regional Management for Timekeeper page is displayed with employee added.

JANE DOE | Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | Regional Management for Robert Doe XXX-XX-0001

Find Profile
Create Profile
Profile
Edit Profile
View Appointments
View Organizations
Regional Management
Return

The table below lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned any employees or organizations to administer.

To add an employee to the Timekeeper, click the 'Add' button. Select Access Type = 'Employee' and populate the search form with the desired employee's information. Click 'Search.' Select the employee and click the 'Add' button to add the employee to the Timekeeper.

To add an organization to administer to the Timekeeper, select Access Type = 'Org Code.' Click the 'Change' link and complete the desired values. After the organizational access is defined, click the 'Add' button.

To remove an employee or organization from the Timekeeper, click the 'Remove' link on the desired entry.

Access To	Action
JANE DOE	Remove
JOHN DOE	Remove

Figure 216: Regional Management for Timekeeper Page - Employee Added



To Remove an Employee From a Timekeeper:

1. Select **Employee Management** from the Administration menu. The Employee Management page is displayed.



Figure 217: Employee Management Page

2. Select **Find Profile** from the Employee Management menu. The Find Employee page is displayed.

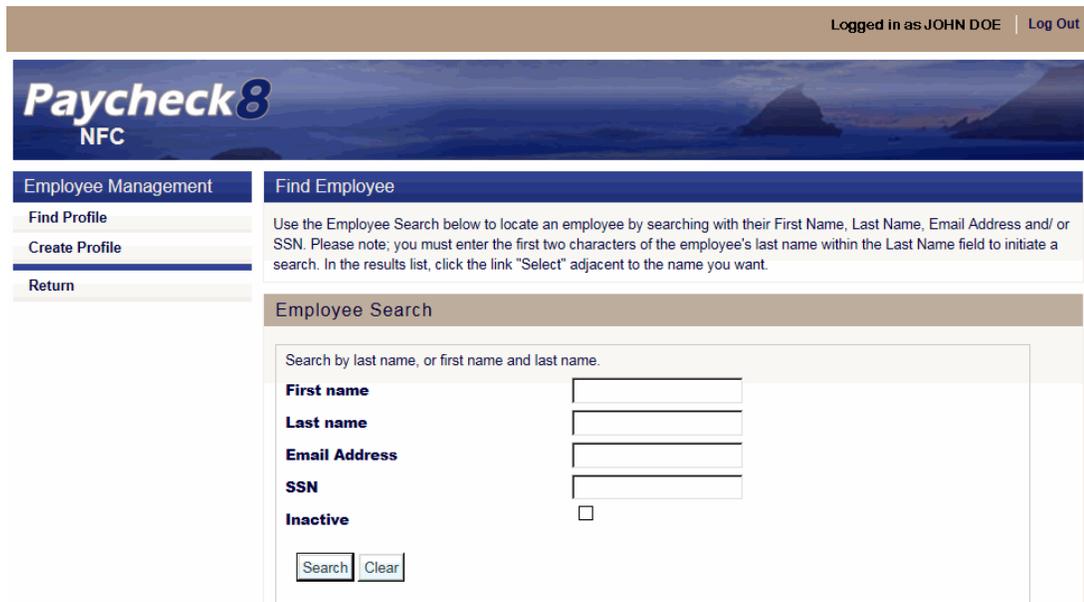


Figure 218: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.



Field	Instruction
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

The screenshot shows the Paycheck8 NFC interface. At the top right, it says "Logged in as JOHN DOE | Log Out". The main header features the "Paycheck8 NFC" logo. Below the header, there are two tabs: "Employee Management" and "Find Employee". Under "Employee Management", there are links for "Find Profile", "Create Profile", and "Return". The "Find Employee" section contains instructions: "Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link 'Select' adjacent to the name you want." Below the instructions is the "Employee Search" form. The form has a heading "Search by last name, or first name and last name." and fields for "First name" (Robert), "Last name" (Doe), "Email Address", "SSN", and "Inactive" (checkbox). There are "Search" and "Clear" buttons. Below the form is a table with search results:

Employee	Email Address	Action
Robert Doe	robert.doe@usda.gov	Select

Figure 219: Find Employee Page - Search Results



5. Select the timekeeper to edit. The selected timekeeper's Profile Data page displays with additional Profile menu options.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management

- Find Profile
- Create Profile
- Profile**
- Edit Profile
- View Appointments
- View Organizations
- Regional Management
- Return

Profile Data

With Edit Profile you can edit an Employees Status (i.e., Active, Inactive, Gone); manage an employee's Contact Point and Email (status and address); change a Supervisor; and, much more.

SSN: XXX-XX-0001

Employee Status: Active

EmpowHR ID:

First Name: Robert

Middle Name:

Last Name: Doe

TA Contact Point: 22169030

Timekeeper Code: 02

Employee Email: robert.doe@usda.gov

Email Status: Emails

Supervisor: JANE DOE [Change](#)

Supervisory: Yes

AUO Percent:

Work Schedule: Maxi flex

Figure 220: Profile Data Page - Selected Employee

6. Click **Regional Management**. The Regional Management page is displayed and lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned to employees or organizations to administer.

JANE DOE | Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management

- Find Profile
- Create Profile
- Profile**
- Edit Profile
- View Appointments
- View Organizations
- Regional Management**
- Return

Regional Management for Robert Doe XXX-XX-0001

The table below lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned any employees or organizations to administer.

To add an employee to the Timekeeper, click the 'Add' button. Select Access Type = 'Employee' and populate the search form with the desired employee's information. Click 'Search.' Select the employee and click the 'Add' button to add the employee to the Timekeeper.

To add an organization to administer to the Timekeeper, select Access Type = 'Org Code.' Click the 'Change' link and complete the desired values. After the organizational access is defined, click the 'Add' button.

To remove an employee or organization from the Timekeeper, click the 'Remove' link on the desired entry.

Access To	Action
JANE DOE	Remove
JOHN DOE	Remove

Figure 221: Regional Management for Timekeeper Page - Employee Added



7. Click **Remove** next to the employee to remove.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

Employee Management | Regional Management for Robert Doe XXX-XX-0001

- Find Profile
- Create Profile
- Profile
- Edit Profile
- View Appointments
- View Organizations
- Regional Management
- Return

The table below lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned any employees or organizations to administer.

To add an employee to the Timekeeper, click the 'Add' button. Select Access Type = 'Employee' and populate the search form with the desired employee's information. Click 'Search.' Select the employee and click the 'Add' button to add the employee to the Timekeeper.

To add an organization to administer to the Timekeeper, select Access Type = 'Org Code.' Click the 'Change' link and complete the desired values. After the organizational access is defined, click the 'Add' button.

To remove an employee or organization from the Timekeeper, click the 'Remove' link on the desired entry.

Access To	Action
JANE DOE	Remove

[Add](#)

Figure 222: Regional Management for Timekeeper Page - Employee Removed

To Add an Organization to a Timekeeper:

1. Select **Employee Management** from the Administration menu. The Employee Management page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

Employee Management | Employee Management

- Find Profile
- Create Profile
- Return

With Employee Management you can Find or Create an Employee Profile. To find a profile, click on "Find Profile." To create a Profile, click on "Create Profile."

Figure 223: Employee Management Page



2. Select **Find Profile** from the Employee Management menu. The Find Employee page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

Employee Management

- Find Profile
- Create Profile
- Return

Find Employee

Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link "Select" adjacent to the name you want.

Employee Search

Search by last name, or first name and last name.

First name

Last name

Email Address

SSN

Inactive

Figure 224: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.



4. Click **Search**. The Find Employee page is displayed with search results.

[Logged in as JOHN DOE](#) | [Log Out](#)

Paycheck8
NFC

Employee Management | **Find Employee**

[Find Profile](#)
[Create Profile](#)
[Return](#)

Use the Employee Search below to locate an employee by searching with their First Name, Last Name, Email Address and/ or SSN. Please note; you must enter the first two characters of the employee's last name within the Last Name field to initiate a search. In the results list, click the link "Select" adjacent to the name you want.

Employee Search

Search by last name, or first name and last name.

First name

Last name

Email Address

SSN

Inactive

Employee	Email Address	Action
Robert Doe	robert.doe@usda.gov	Select

Figure 225: Find Employee Page - Search Results



5. Select the timekeeper to edit. The selected timekeeper's Profile Data page displays with additional Profile menu options.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management

- Find Profile
- Create Profile
- Profile**
- Edit Profile
- View Appointments
- View Organizations
- Regional Management
- Return

Profile Data

With Edit Profile you can edit an Employees Status (i.e., Active, Inactive, Gone); manage an employee's Contact Point and Email (status and address); change a Supervisor; and, much more.

SSN: XXX-XX-0001

Employee Status: Active

EmpowHR ID:

First Name: Robert

Middle Name:

Last Name: Doe

TA Contact Point: 22169030

Timekeeper Code: 02

Employee Email: robert.doe@usda.gov

Email Status: Emails

Supervisor: JANE DOE [Change](#)

Supervisory: Yes

AUO Percent:

Work Schedule: Maxi flex

Figure 226: Profile Data Page - Selected Employee

6. Click **Regional Management**. The Regional Management page is displayed and lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not be assigned any employees or organizations to administer.

JANE DOE | Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management

- Find Profile
- Create Profile
- Profile**
- Edit Profile
- View Appointments
- View Organizations
- Regional Management**
- Return

Regional Management for Robert Doe XXX-XX-0001

The table below lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned any employees or organizations to administer.

To add an employee to the Timekeeper, click the 'Add' button. Select Access Type = 'Employee' and populate the search form with the desired employee's information. Click 'Search.' Select the employee and click the 'Add' button to add the employee to the Timekeeper.

To add an organization to administer to the Timekeeper, select Access Type = 'Org Code.' Click the 'Change' link and complete the desired values. After the organizational access is defined, click the 'Add' button.

To remove an employee or organization from the Timekeeper, click the 'Remove' link on the desired entry.

Access To	Action
JANE DOE	Remove
JOHN DOE	Remove

Figure 227: Regional Management for Timekeeper Page - Employee Added



7. Click **Add**. The Regional Management page with Access Type option is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

Employee Management | Regional Management for Robert Doe XXX-XX-0001

- Find Profile
- Create Profile
- Profile**
- Edit Profile
- View Appointments
- View Organizations
- Regional Management**
- Return

The table below lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned any employees or organizations to administer.

To add an employee to the Timekeeper, click the 'Add' button. Select Access Type = 'Employee' and populate the search form with the desired employee's information. Click 'Search.' Select the employee and click the 'Add' button to add the employee to the Timekeeper.

To add an organization to administer to the Timekeeper, select Access Type = 'Org Code.' Click the 'Change' link and complete the desired values. After the organizational access is defined, click the 'Add' button.

To remove an employee or organization from the Timekeeper, click the 'Remove' link on the desired entry.

Access To	Action
John Doe	Remove

Access Type: OrgCode Employee

OrgCode: 90- 00- 00- 0000- 00- 00- 00- 00 [Change](#)

Org Description: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER

Figure 228: Regional Management for Timekeeper Page - Access Type

8. Click **OrgCode** in the Access Type field.



- Click **Change** in the OrgCode field. The Regional Management page is displayed with the OrgCode search feature.

Logged in as JOHN DOE | [Log Out](#)

Regional Management for Robert Doe XXX-XX-0001

The table below lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned any employees or organizations to administer.

To add an employee to the Timekeeper, click the 'Add' button. Select Access Type = 'Employee' and populate the search form with the desired employee's information. Click 'Search.' Select the employee and click the 'Add' button to add the employee to the Timekeeper.

To add an organization to administer to the Timekeeper, select Access Type = 'Org Code.' Click the 'Change' link and complete the desired values. After the organizational access is defined, click the 'Add' button.

To remove an employee or organization from the Timekeeper, click the 'Remove' link on the desired entry.

Access To	Action
John Doe	Remove

Access Type: OrgCode Employee

OrgCode: 90- 70- 20- 0400- 00- 00- 00- 00 [Close](#)

Agency: 90 - DM, OFFICE OF THE CHIEF FINANCIAL OFFICER

RSA: 70 - NATIONAL FINANCE CENTER OFFICE OF THE DIRECTO

Unit: 20 - GOVT EMPLOYEES SERVICES DIVISION

Subunit: 0400 - CLIENT SERVICES DIRECTORATE (CSD)

Level 5: 00 - Please select Level

Level 6: 00 - Please select Level

Level 7: 00 - Please select Level

Level 8: 00 - Please select Level

Org Description: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
GOVT EMPLOYEES SERVICES DIVISION
CLIENT SERVICES DIRECTORATE (CSD)

Figure 229: Regional Management for Timekeeper Page - Add Organization

- Complete the fields as follows:

Field	Description/Instruction
Access Type	Displays that OrgCode has been selected.
Org Code	Displays the organizational structure as it is selected from the drop-down lists. Click Close to close the search lists.
Agency	Select the Agency code from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list.



Field	Description/Instruction
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

11. Click **Add**. The Organization Code is added under the timekeeper.

The screenshot shows the Paycheck8 NFC web interface. At the top right, it says "Logged in as JOHN DOE | Log Out". The main header features the "Paycheck8 NFC" logo. Below the header is a navigation menu with options: Employee Management, Find Profile, Create Profile, Profile, Edit Profile, View Appointments, View Organizations, Regional Management (highlighted), and Return. The main content area is titled "Regional Management for Robert Doe XXX-XX-0001". It contains instructions on how to add employees and organizations to the Timekeeper. Below the instructions is a table with two columns: "Access To" and "Action". The table lists "John Doe" with an organization code "907020040000000000" and a "Remove" link. An "Add" button is located at the bottom of the page.

Figure 230: Regional Management for Timekeeper Page - Organization Added

Creating Employee Profiles

Create Profile allows HR Administrators the ability to create an employee profile. This function should be used in only extreme circumstances. The preferred way for profile creation is from the NFC daily feed file.



To Create an Employee Profile:

1. Select **Employee Management** from the Administration menu on the Paycheck8 main menu page. The Employee Management page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | Employee Management

Find Profile
Create Profile
Return

With Employee Management you can Find or Create an Employee Profile. To find a profile, click on "Find Profile." To create a Profile, click on "Create Profile."

Figure 231: Employee Management Page

2. Select **Create Profile**. The Create Profile Data page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Employee Management | Create Profile Data

Find Profile
Create Profile
Return

Create an Employee Profile by populating the fields below. You will also need the employee's appointment information to complete the creation process.

Employee SSN:
EmpowHR ID
First Name:
Middle Name:
Last Name:
Date of Birth:
TA Contact Point:
Timekeeper Code:
Employee Email:
Email Status:
Supervisor:
Search by last name, or first name and last name.
First name
Last name
Email Address
SSN
Inactive

Supervisory:
AUO Percent:
WorkSchedule:

Figure 232: Create Profile Data Page



3. Complete employee profile data fields as follows:

Field	Instruction
Employee SSN	Enter the employee's SSN.
EmpowHR ID	Not applicable.
First Name	Enter the employee's first name.
Middle Name	Enter the employee's middle name.
Last Name	Enter the employee's last name.
Date of Birth	Enter the employee's date of birth.
TA Contact Point	Enter the employee's T&A contact point.
Timekeeper Code	Enter the employee's timekeeper code.
Employee Email	Enter the employee's email address.
Email Status	Set by the application for all users to receive emails. Can be modified by the HR Administrator from the drop-down menu to stop emails.
Supervisor Search by last name, or first name and last name.	Instruction
First name	<i>Optional</i> Enter the supervisor's first name.
Last name	Enter at least two characters of the supervisor's last name.
Email Address	<i>Optional</i> Enter the supervisor's email address.
SSN	<i>Optional</i> Enter the supervisor's SSN.
Inactive	Click this box if you want to search inactive employees.

4. Click **Search**. A list of employees matching the search criteria is displayed.

Employee	Email Address	Action
JANE DOE	JANE.DOE@usda.gov	Select
JOHN DOE	JOHN.DOE@usda.gov	Select

Figure 233: Supervisor Search Results



5. Click **Select** next to the applicable supervisor. The supervisor field is now populated with the supervisor's name.
6. Complete remaining employee profile data fields as follows:

Field	Instruction																						
Supervisory	Select the supervisory status of the employee from the drop-down list. Valid values are No and Yes .																						
AUO Percent	Select the AUO percentage that the employee is allowed to earn from the drop-down list, if applicable. Valid values are 00 , 10 , 15 , 20 , 25 , and 99 .																						
Work Schedule	<p>Select the employee's work schedule from the drop-down list. Valid values are:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>4/10</td> <td>Four 10-hour workdays per workweek</td> </tr> <tr> <td>5-4/9</td> <td>Nine workdays (eight 9-hour days and one 8-hour day)</td> </tr> <tr> <td>1st 40</td> <td>First 40 hours of work performed in a week define the tour of duty for that pay period</td> </tr> <tr> <td>Gliding</td> <td>Variable workday hours within a 40-hour workweek</td> </tr> <tr> <td>Intermittent</td> <td>An irregular number of hours or days for which there is no prearranged scheduled tour of duty</td> </tr> <tr> <td>Maxi flex</td> <td>Variable workweek hours within an 80-hour pay period</td> </tr> <tr> <td>No Work Schedule</td> <td>No defined schedule.</td> </tr> <tr> <td>Standard</td> <td>Five 8-hour workdays within a 40-hour workweek</td> </tr> <tr> <td>Variable Day</td> <td>Variable workday hours within a 40-hour week.</td> </tr> <tr> <td>Variable Week</td> <td>Variable workweek hours within an 80-hour pay period</td> </tr> </tbody> </table>	Value	Meaning	4/10	Four 10-hour workdays per workweek	5-4/9	Nine workdays (eight 9-hour days and one 8-hour day)	1st 40	First 40 hours of work performed in a week define the tour of duty for that pay period	Gliding	Variable workday hours within a 40-hour workweek	Intermittent	An irregular number of hours or days for which there is no prearranged scheduled tour of duty	Maxi flex	Variable workweek hours within an 80-hour pay period	No Work Schedule	No defined schedule.	Standard	Five 8-hour workdays within a 40-hour workweek	Variable Day	Variable workday hours within a 40-hour week.	Variable Week	Variable workweek hours within an 80-hour pay period
Value	Meaning																						
4/10	Four 10-hour workdays per workweek																						
5-4/9	Nine workdays (eight 9-hour days and one 8-hour day)																						
1st 40	First 40 hours of work performed in a week define the tour of duty for that pay period																						
Gliding	Variable workday hours within a 40-hour workweek																						
Intermittent	An irregular number of hours or days for which there is no prearranged scheduled tour of duty																						
Maxi flex	Variable workweek hours within an 80-hour pay period																						
No Work Schedule	No defined schedule.																						
Standard	Five 8-hour workdays within a 40-hour workweek																						
Variable Day	Variable workday hours within a 40-hour week.																						
Variable Week	Variable workweek hours within an 80-hour pay period																						



- Click **Continue**. The Appointment Data page is displayed.

Figure 234: Appointment Data Page

- Complete the appointment data fields as follows:

Field	Instruction
Effective PP	Select the effective pay period for the appointment from the drop-down list.
Pay Plan	Select the Pay Plan from the drop-down list.
FLSA Status	Select the FLSA Status from the drop-down list. Valid values are Exempt and Non-exempt .
Tour	Select the employee's tour from the drop-down list.
Tour Hours per Pay Period	Enter the tour of duty hours per pay period.
Annual Leave Category	Select the Annual Leave Category from the drop-down list. Valid values are 4 , 6 , and 8 .
Leave Service Comp Date	Enter the employee's Service Computation Date for leave or select the



Field	Instruction
	date from the calendar.
NTE Date	Enter the employee's NTE Date or select the date from the calendar, if applicable.
Appointment Limit	Select the employee's Appointment Limitation, if applicable. Valid values are 1039 Hours , 1300 Hours , 30 Days , and 700 Hours .
Service Year Date	Enter the employee's Service Year Date or select the date from the calendar.
Standby/AUO/LEAP	Select Yes or No from the drop-down list indicating whether or not the employee is entitled to earn standby pay, AUO, or Law Enforcement Availability Pay (LEAP). Standby/AUO/LEAP are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty.
LEO	Select whether or not the employee is a Law Enforcement Officer. Valid values are Yes , No , and K . <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Note: K is an Agency specific selection. </div>
Remote Site Allowance	Select Yes or No from the drop-down list indicating whether or not the employee is entitled to a remote site allowance.
Military Status	Select the employee's military status from the drop-down list.
OCC Series	Enter the occupational series of the employee.
Special Employee Code	Enter the employee's Special Employee Code.
COPR Status	Not applicable.

- Click **Save**. The *Profile successfully completed* message is displayed.

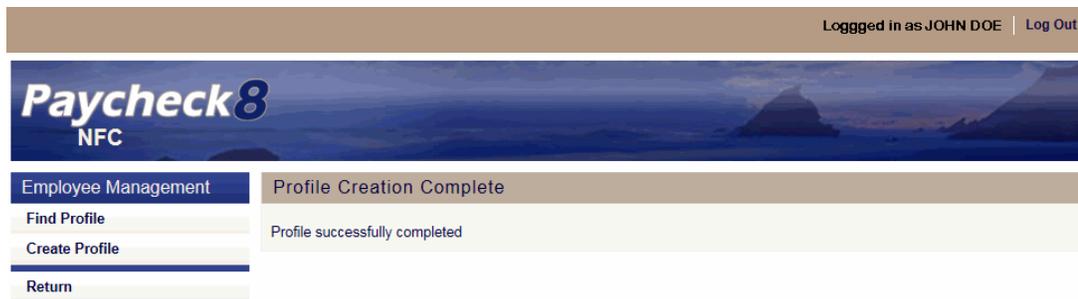


Figure 235: Profile Creation Complete Page



Donated Leave Management

Donated Leave Management is used by VLTP Administrators to manage VLTP and VLBP.

A VLTP Administrator may:

- Manage Voluntary Leave Bank Programs.
 - Create new VLBP leave banks.
 - Edit VLBP leave banks.
 - Close VLBP leave banks.
- Approve or decline requests for donated hours.
 - Specify the estimated hours needed to meet a recipient request.
 - View the status of any recipient request.
 - Edit some details (active dates, needed hours) of a recipient request.
- Approve or decline offers of donated leave.
 - Accept fewer hours than offered in a donation.
 - View the status of any donation offer.
 - View the details of any donation offer.
- Enter a recipient request on behalf of an employee.
- Enter a donation offer on behalf of an employee.
- Enter a donation offer on behalf of an external donor.
- Close a recipient account event and refund unused donated hours.
- Generate audit reports.



To access the Donated Leave Management page, select **Donated Leave Management** from the Administration menu on the Paycheck8 main menu page. The Donated Leave Management page is displayed. The Donated Leave Management menu shown is dependent on the Agency's elections. If the Agency elects to enable VLTP and/or VLBP, the available menu options will display for selection.



Figure 236: Donated Leave Mangement Menu

This section includes the following topics:

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Managing VLBP Leave Banks

VLTP Administrators are responsible for managing VLBP leave banks. This includes creating, editing, and closing the leave banks.

To Create a VLBP Leave Bank:

1. Click **Create VLBP Leave Bank** from the VLBP Management menu. The Enter VLBP Leave Bank page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

VLTP Approvals

- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations

VLBP Management

- Enter VLBP Donation
- Enter VLBP Request
- Create VLBP Leave Bank

Enter VLBP Leave Bank

Enter the following data for the VLBP Leave Bank.

Leave Bank Name:

Leave Bank Description:

Begin Date:

Figure 237: Enter VLBP Leave Bank Page

2. Complete the fields as follows:



Field	Instruction
Leave Bank Name	Enter the leave bank name.
Leave Bank Description	Enter the leave bank description.
Begin Date	Enter the date that the leave bank will become active. <hr/> <u>Note: This field defaults to the current date.</u>

3. Click **Submit**. The Find a VLBP Leave Bank page is displayed showing the new VLBP leave bank.

Note: To search for a specific leave bank, use the search box or sort the table in ascending or descending order by any column.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

Find a VLBP Leave Bank

The table below displays VLBP Leave Banks. Use the search box to locate a specific Leave Bank or sort the table ascending or descending by any column. Use the Action Links to view or edit a record.

Search for specific name or text:

Leave Bank Name	Action
Medical Emergency	View Edit

Figure 238: Find a VLBP Leave Bank Page



To Edit a VLBP Leave Bank:

1. Click **View VLBP Leave Banks** from the VLBP Management menu. The Find a VLBP Leave Bank page is displayed.

Logged in as JANE DOE | Log Out

Paycheck8

NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

VLTP Approvals

- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations

VLBP Management

- Enter VLBP Donation
- Enter VLBP Request
- Create VLBP Leave Bank
- View VLBP Leave Banks**

Find a VLBP Leave Bank

The table below displays VLBP Leave Banks. Use the search box to locate a specific Leave Bank or sort the table ascending or descending by any column. Use the Action Links to view or edit a record.

Search for specific name or text:

Leave Bank Name	Action
Medical Emergency	View Edit

Figure 239: Find a VLBP Leave Bank Page

2. Click **Edit** next to the applicable leave bank.

Note: To search for a specific leave bank, use the search box or sort the table in ascending or descending order by any column.

Logged in as JANE DOE | Log Out

Paycheck8

NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

Enter VLBP Leave Bank

Enter the following data for the VLBP Leave Bank.

Leave Bank Name:

Leave Bank Description:

Begin Date:

Figure 240: Edit VLBP Leave Bank Page



3. Make applicable changes.
4. Click **Submit**.

Logged in as JANE DOE | Log Out

Paycheck8

NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient
- Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

Find a VLBP Leave Bank

The table below displays VLBP Leave Banks. Use the search box to locate a specific Leave Bank or sort the table ascending or descending by any column. Use the Action Links to view or edit a record.

Search for specific name or text:

Leave Bank Name	Action
Medical Emergency Leave Bank	View Edit

Figure 241: VLBP Leave Bank Edited



To Close a VLBP Leave Bank:

1. Select **Close VLBP Leave Bank** from the VLBP Management menu. The Close an Agency VLBP Account page is displayed.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

VLTP Approvals

- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations

VLBP Management

- Enter VLBP Donation
- Enter VLBP Request
- Create VLBP Leave Bank
- View VLBP Leave Banks
- Close VLBP Leave Bank

Close an Agency VLBP Account

Select an agency leave bank to close. When a leave bank is closed, it is no longer available for donations and no longer accepts new recipient applications. This is not to be confused with closing individual recipient accounts. To close an individual recipient account, please select Close a Recipient Account from the left panel menu.

The table displays Leave Banks accepting leave donations. Use the search box to locate a specific Leave Bank or sort the table ascending or descending by any column. Select a Leave Bank with the link in the Action column.

Search for specific name or text:

Leave Bank Name	Action
Family Leave Bank	Select
Medical Emergency Leave Bank	Select

Figure 242: Close an Agency VLBP Account Page

2. Click **Select** next to the applicable leave bank. The leave bank name and balance is displayed.



Note: To search for a specific leave bank, use the search box or sort the table in ascending or descending order by any column.

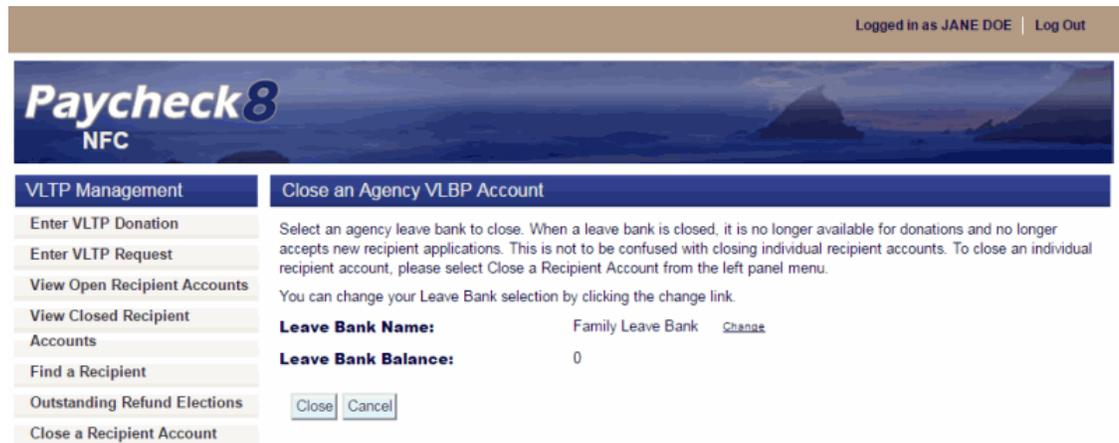


Figure 243: Close an Agency VLBP Account Selection Page

3. Click **Close**. The leave bank is closed and is no longer available for donations and no longer accepts recipient applications.

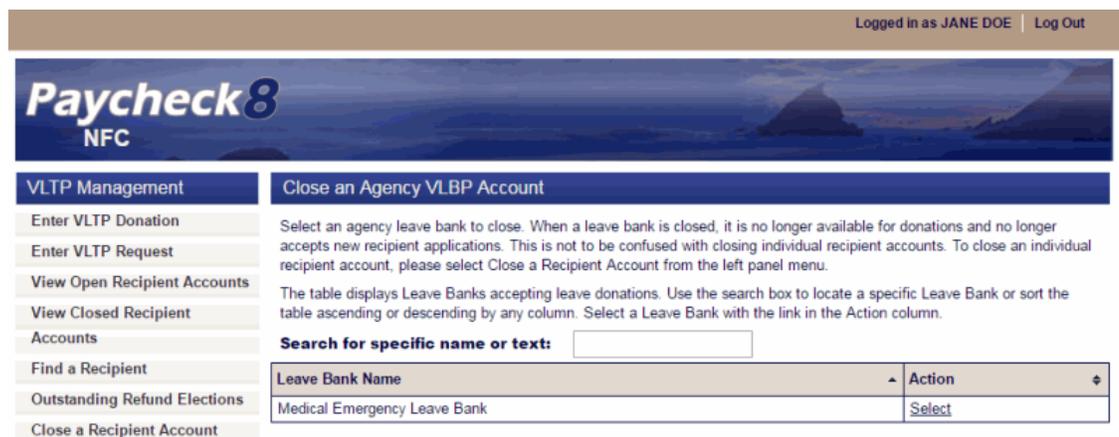


Figure 244: Agency VLBP Account Closed Page

Entering Leave Donations on Behalf of Employees

Enter VLTP Donation and *Enter VLBP Donation* are used by VLTP Administrators to enter leave donations on behalf of employees who are unable to complete the form personally.



To Enter a Leave Donation for an Employee:

1. Select **Enter VLTP Donation** or **Enter VLBP Donation** from the applicable management menu. The applicable employee donation page is displayed. For VLTP, there is a recipient selection, and for VLBP, there is a leave bank selection.

Logged in as JANE DOE | [Log Out](#)

Paycheck8

NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account
- VLTP Approvals**
- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations
- VLBP Management**
- Enter VLBP Donation
- Enter VLBP Request
- Create VLBP Leave Bank
- View VLBP Leave Banks
- Close VLBP Leave Bank
- View Open Recipient Accounts
- View Closed Recipient Accounts

Enter an employee donation

Complete the form below on behalf of an employee who has requested it but is unable to complete the form personally.

Donor Selection

Select a donor using the Search Employee form.

Donor: [Select Employee](#)

Recipient Selection

The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Search for specific name or text:

Name	Active Dates	Donation Period	Nature and Severity	Hours Needed	Action
JOHN DOE	04/18-05/27	04/13-05/27	Knee replacement	33.00	Select
JOHNNY DOE	04/14-05/18	04/14-05/18	Broken leg	60.00	Select
ROBERT DOE	04/17-07/23	04/14-07/23	Hip replacement	40.00	Select

Donation Specifics

Leave Type:

Hours Donating:

Accounting:

Figure 245: Enter an Employee Donation Page



2. Click **Select Employee** to select the donor. The donor search form is displayed.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

Enter VLTP Donation

Enter VLTP Request

View Open Recipient Accounts

View Closed Recipient Accounts

Find a Recipient

Outstanding Refund Elections

Close a Recipient Account

VLTP Approvals

Pending Donation List

Pending Recipient List

Pending Refunds

Pending Refund Elections

Pending Refunded Donations

VLBP Management

Enter VLBP Donation

Enter VLBP Request

Create VLBP Leave Bank

View VLBP Leave Banks

Close VLBP Leave Bank

View Open Recipient Accounts

View Closed Recipient Accounts

Find a Recipient

Transfer Hours

Close a Recipient Account

VLBP Approvals

Pending Donation List

Pending Recipient List

All Leave Programs

Rejected Timesheets

Enter an employee donation

Complete the form below on behalf of an employee who has requested it but is unable to complete the form personally.

Donor Selection

Select a donor using the Search Employee form.

Donor: [Close](#)

Search by last name, or last name plus other details.

First name

Last name

Email Address

SSN

Inactive

Recipient Selection

The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Search for specific name or text:

Name	Active Dates	Donation Period	Nature and Severity	Hours Needed	Action
JOHN DOE	04/18-05/27	04/13-05/27	Knee replacement	33.00	Select
JOHNNY DOE	04/14-05/18	04/14-05/18	Broken leg	60.00	Select
ROBERT DOE	04/17-07/23	04/14-07/23	Hip replacement	40.00	Select

Donation Specifics

Leave Type:

Hours Donating:

Accounting:

Figure 246: Enter an Employee Donation Page - Leave Donor Search Form

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.



Field	Instruction
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

- Click **Search**. The leave donor search results are displayed.

Logged in as JANE DOE | [Log Out](#)

Paycheck8
NFC

VLTP Management

Enter VLTP Donation

Enter VLTP Request

View Open Recipient Accounts

View Closed Recipient Accounts

Find a Recipient

Outstanding Refund Elections

Close a Recipient Account

VLTP Approvals

Pending Donation List

Pending Recipient List

Pending Refunds

Pending Refund Elections

Pending Refunded Donations

VLBP Management

Enter VLBP Donation

Enter VLBP Request

Create VLBP Leave Bank

View VLBP Leave Banks

Close VLBP Leave Bank

View Open Recipient Accounts

View Closed Recipient Accounts

Find a Recipient

Transfer Hours

Close a Recipient Account

VLBP Approvals

Pending Donation List

Pending Recipient List

All Leave Programs

Rejected Timesheets

Return

Enter an employee donation

Complete the form below on behalf of an employee who has requested it but is unable to complete the form personally.

Donor Selection

Select a donor using the Search Employee form.

Donor: [Close](#)

Search by last name, or last name plus other details.

First name

Last name

Email Address

SSN

Inactive

Employee	Email Address	Action
AMY DOE	amy_doe@usda.gov	Select

Recipient Selection

The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Search for specific name or text:

Name	Active Dates	Donation Period	Nature and Severity	Hours Needed	Action
JOHN DOE	04/18-05/27	04/13-05/27	Knee replacement	33.00	Select
JOHNNY DOE	04/14-05/18	04/14-05/18	Broken leg	60.00	Select
ROBERT DOE	04/17-07/23	04/14-07/23	Hip replacement	40.00	Select

Donation Specifics

Leave Type:

Hours Donating:

Accounting:

Figure 247: Enter an Employee Donation Page - Donor Search Results



5. Click **Select** next to the employee making the leave donation. The donor's name is displayed.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

VLTP Approvals

- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations

VLBP Management

- Enter VLBP Donation
- Enter VLBP Request
- Create VLBP Leave Bank
- View VLBP Leave Banks
- Close VLBP Leave Bank
- View Open Recipient Accounts
- View Closed Recipient Accounts

Enter an employee donation

Complete the form below on behalf of an employee who has requested it but is unable to complete the form personally.

Donor Selection

Select a donor using the Search Employee form.

Donor: AMY DOE [Select Employee](#)

Recipient Selection

The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Search for specific name or text:

Name	Active Dates	Donation Period	Nature and Severity	Hours Needed	Action
JOHN DOE	04/18-05/27	04/13-05/27	Knee replacement	33.00	Select
JOHNNY DOE	04/14-05/18	04/14-05/18	Broken leg	60.00	Select
ROBERT DOE	04/17-07/23	04/14-07/23	Hip replacement	40.00	Select

Donation Specifics

Leave Type: Annual

Hours Donating:

Accounting: -

Figure 248: Enter an Employee Donation Page - Donor Selection

6. Click **Select** next to the employee or leave bank receiving the leave donation. The applicable selection is displayed.



Note: To search for a specific recipient or leave bank, use the search box or sort the table in ascending or descending order by any column.

Logged in as JANE DOE | [Log Out](#)

Paycheck8
 NFC

VLTP Management	Enter an employee donation
Enter VLTP Donation Enter VLTP Request View Open Recipient Accounts View Closed Recipient Accounts Find a Recipient Outstanding Refund Elections Close a Recipient Account	Complete the form below on behalf of an employee who has requested it but is unable to complete the form personally.
VLTP Approvals	Donor Selection
Pending Donation List Pending Recipient List Pending Refunds Pending Refund Elections Pending Refunded Donations	Select a donor using the Search Employee form. Donor: AMY DOE Select Employee
VLBP Management	Recipient Selection
Enter VLBP Donation Enter VLBP Request Create VLBP Leave Bank	The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column. Recipient: JOHN DOE Change Nature and Severity: Knee replacement
	Donation Specifics
	Leave Type: <input type="text" value="Annual"/>
	Hours Donating: <input type="text"/>
	Accounting: <input type="text" value="-"/>
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Figure 249: Enter an Employee Donation Page - Recipient Selection

7. Complete the Donation Specifics fields as follows:

Field	Instruction
Leave Type	Select the leave type to donate from the drop-down list. Valid values are Annual and Restored .
Hours Donating	Enter the number of hours to donate.
Accounting	Select the accounting code from the drop-down list.



- Click **Submit**. The page will automatically transition to the applicable pending leave donations page.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

VLTP Approvals

- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections

Pending VLTP Leave Donations

Select one or more requests to approve (or decline) with the check boxes on the left and buttons at the bottom. Adjust the amount approved where needed. Provide a reason for declines. Or, process one by one using the action links on the right.

Select desired donor: All

<input type="checkbox"/>	Recipient	Donor	Active Dates	Hours Still Needed	This Donation	Hours Approved	Action
<input type="checkbox"/>	JOHN DOE	AMY DOE	04/18-01/01	33.00	2.00	<input type="text" value="2.00"/>	Select Approve Decline
<input type="checkbox"/>	JOHNNY DOE	JOHN DOE	04/14-01/01	60.00	1.00	<input type="text" value="1.00"/>	Select Approve Decline

Remarks:

Figure 250: Pending VLTP Leave Donations Page

- Click **Approve** to approve the donation.

Entering Leave Recipient Accounts on Behalf of Employees

Enter VLTP Request and *Enter VLBP Request* are used by VLTP Administrators to enter leave recipient requests on behalf of employees who are unable to complete the form personally.



To Enter a Leave Recipient Request for an Employee:

1. Select **Enter VLTP Request** or **Enter VLBP Request** from the applicable management menu. The applicable application page is displayed.

Logged in as JANE DOE | Log Out

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NFC

VLTP Management	Application to become a VLTP leave recipient
Enter VLTP Donation	Complete the form below on behalf of an employee who has requested it but is unable to complete the form personally.
Enter VLTP Request	Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program
View Open Recipient Accounts	Please provide all requested information on this form to apply to become a leave recipient under the VLTP. If your application is approved, you will be eligible for leave donations.
View Closed Recipient Accounts	Employee: Select Employee
Find a Recipient	Employee Name:
Outstanding Refund Elections	Last 4 SSN:
Close a Recipient Account	Employee ID:
VLTP Approvals	Job Title:
Pending Donation List	Pay Plan:
Pending Recipient List	Grade/Pay Level:
Pending Refunds	Name Of Organization:
Pending Refund Elections	Office Phone Number: <input type="text"/>
Pending Refunded Donations	Details regarding the medical emergency
VLBP Management	Nature and severity: <input type="text"/>
Enter VLBP Donation	Type of Emergency: <input type="text" value="Select an Emergency Type"/>
Enter VLBP Request	Date began/will begin: <input type="text"/>
Create VLBP Leave Bank	Date ended/expected to end: <input type="text"/>
View VLBP Leave Banks	Name of physician: <input type="text"/>
Close VLBP Leave Bank	Description option: <input type="checkbox"/> Applicant does not want a description distributed.
View Open Recipient Accounts	Name disclosure option: <input type="checkbox"/> Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
View Closed Recipient Accounts	Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant: <input type="text"/>
Accounts	Annual Leave Balance: <input type="text"/>
Find a Recipient	Sick Leave Balance: <input type="text"/>
Transfer Hours	LWOP Hours: <input type="text"/>
Close a Recipient Account	Individual completing the application (if applying on behalf of the employee applicant)
VLBP Approvals	Individual's last name: <input type="text"/>
Pending Donation List	Individual's first name: <input type="text"/>
Pending Recipient List	Individual's relationship to employee: <input type="text"/>
All Leave Programs	Individual's telephone: <input type="text"/>
Rejected Timesheets	By submitting this form I certify that the information provided is true.
Return	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
	Privacy Act Statement <small>Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.</small>

Figure 251: Application to Become a VLTP Leave Recipient Page



2. Click **Select Employee** to select the recipient. The leave recipient search form is displayed.

Logged in as JANE DOE | Log Out

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- VLTP Management
 - Enter VLTP Donation
 - Enter VLTP Request
 - View Open Recipient Accounts
 - View Closed Recipient Accounts
 - Find a Recipient
 - Outstanding Refund Elections
 - Close a Recipient Account
- VLTP Approvals**
 - Pending Donation List
 - Pending Recipient List
 - Pending Refunds
 - Pending Refund Elections
 - Pending Refunded Donations
- VLBP Management**
 - Enter VLBP Donation
 - Enter VLBP Request
 - Create VLBP Leave Bank
 - View VLBP Leave Banks
 - Close VLBP Leave Bank
 - View Open Recipient Accounts
 - View Closed Recipient Accounts
 - Find a Recipient
 - Transfer Hours
 - Close a Recipient Account
- VLBP Approvals**
 - Pending Donation List
 - Pending Recipient List
- All Leave Programs**
 - Rejected Timesheets
- Return

Application to become a VLTP leave recipient

Complete the form below on behalf of an employee who has requested it but is unable to complete the form personally.

Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program

Please provide all requested information on this form to apply to become a leave recipient under the VLTP. If your application is approved, you will be eligible for leave donations.

Employee: [Close](#)

Search by last name, or last name plus other details.

First name

Last name

Email Address

SSN

Inactive

Employee Name:

Last 4 SSN:

Employee ID:

Job Title:

Pay Plan:

Grade/Pay Level:

Name Of Organization:

Office Phone Number:

Details regarding the medical emergency

Nature and severity:

Type of Emergency:

Date began/will begin:

Date ended/expected to end:

Name of physician:

Description option: Applicant does not want a description distributed.

Name disclosure option: Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.

Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant:

Annual Leave Balance:

Sick Leave Balance:

LWOP Hours:

Individual completing the application (if applying on behalf of the employee applicant)

Individual's last name:

Individual's first name:

Individual's relationship to employee:

Individual's telephone:

By submitting this form I certify that the information provided is true.

Privacy Act Statement

Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Figure 252: Application to Become a VLTP Leave Recipient Page - Employee Search



3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.



- 4. Click **Search**. The leave recipient search results are displayed.

Logged in as JANE DOE | Log Out

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VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

VLTP Approvals

- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations

VLBP Management

- Enter VLBP Donation
- Enter VLBP Request
- Create VLBP Leave Bank
- View VLBP Leave Banks
- Close VLBP Leave Bank
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Transfer Hours
- Close a Recipient Account

VLBP Approvals

- Pending Donation List
- Pending Recipient List
- All Leave Programs
- Rejected Timesheets
- Return

Application to become a VLTP leave recipient

Complete the form below on behalf of an employee who has requested it but is unable to complete the form personally.

Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program

Please provide all requested information on this form to apply to become a leave recipient under the VLTP. If your application is approved, you will be eligible for leave donations.

Employee: [Close](#)

Search by last name, or last name plus other details.

First name

Last name

Email Address

SSN

Inactive

Employee	Email Address	Action
JOHN DOE	john.doe@usda.gov	Select
JOHNNY DOE	johnny.doe@usda.gov	Select

Employee Name:

Last 4 SSN:

Employee ID:

Job Title:

Pay Plan:

Grade/Pay Level:

Name Of Organization:

Office Phone Number:

Details regarding the medical emergency

Nature and severity:

Type of Emergency:

Date began/will begin:

Date ended/expected to end:

Name of physician:

Description option: Applicant does not want a description distributed.

Name disclosure option: Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.

Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant:

Annual Leave Balance:

Sick Leave Balance:

LWOP Hours:

Individual completing the application (if applying on behalf of the employee applicant)

Individual's last name:

Individual's first name:

Individual's relationship to employee:

Individual's telephone:

By submitting this form I certify that the information provided is true.

Privacy Act Statement Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Figure 253: Application to Become a VLTP Leave Recipient Page - Employee Search Results



- Click **Select** next to the applicable employee. The page is now populated with the selected employee's information.

Note: If applying for VLBP, you must select the applicable leave bank.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

VLTP Management	Application to become a VLTP leave recipient
Enter VLTP Donation	Complete the form below on behalf of an employee who has requested it but is unable to complete the form personally.
Enter VLTP Request	Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program
View Open Recipient Accounts	Please provide all requested information on this form to apply to become a leave recipient under the VLTP. If your application is approved, you will be eligible for leave donations.
View Closed Recipient Accounts	Employee: JOHNNY DOE Select Employee
Find a Recipient	Employee Name: JOHNNY DOE
Outstanding Refund Elections	Last 4 SSN: 0006
Close a Recipient Account	Employee ID: []
VLTP Approvals	Job Title: PROGRAMAL
Pending Donation List	Pay Plan: GS
Pending Recipient List	Grade/Pay Level: 07
Pending Refunds	Name Of Organization: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Pending Refund Elections	Office Phone Number: []
Pending Refunded Donations	Details regarding the medical emergency
VLBP Management	Nature and severity: []
Enter VLBP Donation	Type of Emergency: Select an Emergency Type [v]
Enter VLBP Request	Date began/will begin: []
Create VLBP Leave Bank	Date ended/expected to end: []
View VLBP Leave Banks	Name of physician: []
Close VLBP Leave Bank	Description option: <input type="checkbox"/> Applicant does not want a description distributed.
View Open Recipient Accounts	Name disclosure option: <input type="checkbox"/> Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
View Closed Recipient Accounts	Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant: []
Find a Recipient	Annual Leave Balance: []
Transfer Hours	Sick Leave Balance: []
Close a Recipient Account	LWOP Hours: []
VLBP Approvals	Individual completing the application (if applying on behalf of the employee applicant)
Pending Donation List	Individual's last name: []
Pending Recipient List	Individual's first name: []
All Leave Programs	Individual's relationship to employee: []
Rejected Timesheets	Individual's telephone: []
Return	By submitting this form I certify that the information provided is true.
	[Submit] [Cancel]
	Privacy Act Statement <small>Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.</small>

Figure 254: Application to Become a VLTP Leave Recipient Page - Recipient Selected

- Complete the Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program fields as follows:



Field	Description/Instruction
Employee Name	Displays the employee name.
Last 4 SSN	Displays the last 4 digits of the employee's SSN.
Employee ID	Not applicable.
Job Title	Displays the employee's job title.
Pay Plan	Displays the employee's pay plan.
Grade/Pay Level	Displays the employee's grade.
Name of Organization	Displays the literal name of the employee's organizational structure.
Office Phone Number	Enter the office telephone number.

7. Complete the Details regarding this medical emergency fields as follows:

Field	Instruction
Nature and severity	Enter the nature and severity of the medical emergency.
Type of Emergency	Select the type of emergency from the drop-down list. Valid values are Personal Medical Emergency and Family Medical Emergency .
Date began/will begin	Enter the date the medical emergency began or will begin.
Date ended/expected to end	Enter the date the medical emergency ended or is expected to end.
Name of physician	Enter the name of the physician for the medical emergency.
Description option	Check this box if applicant does not want a description of the medical emergency distributed.
Name disclosure option	Check this box if applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant	Enter the description applicant wishes to have distributed to other employees in leave request.
Annual Leave Balance	Enter the applicant's annual leave balance.



Field	Instruction
Sick Leave Balance	Enter the applicant's sick leave balance.
LWOP Hours	Enter the applicant's leave without pay balance.

8. Complete the Individual completing the application (if applying on behalf of the employee applicant) fields as follows:

Field	Instruction
Individual's last name	Enter the last name of the individual completing the application on behalf of the employee.
Individual's first name	Enter the first name of the individual completing the application on behalf of the employee.
Individual's relationship to employee	Enter the relationship of the individual completing the application to the individual.
Individual's telephone	Enter the telephone number of the individual completing the application on behalf of the employee.

9. Click **Submit**. The application is now on the supervisor's Pending Recipient List awaiting recommendation and displays in the employee's View Existing Recipient Requests page as **Pending**. Once the supervisor provides their recommendation by approving the request, the application will be returned to the VLTP Administrator, displaying on the Pending Recipient List, for further action.

Managing Leave Donations

VLTP Administrators utilize the **Pending Donation List** to approve, decline, or modify any pending VLTP or VLBP donation.

To Manage Pending Leave Donations:

1. Select **Pending Donation List** from the applicable approvals menu on the Donated Leave Management page. The applicable pending leave donations page is displayed.



Note: To **Approve** or **Decline** in mass, check the box next to the donation and click the appropriate option.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account
- VLTP Approvals**
- Pending Donation List
- Pending Recipient List
- Pending Refunds

Pending VLTP Leave Donations

Select one or more requests to approve (or decline) with the check boxes on the left and buttons at the bottom. Adjust the amount approved where needed. Provide a reason for declines. Or, process one by one using the action links on the right.

Select desired donor: All

<input type="checkbox"/>	Recipient	Donor	Active Dates	Hours Still Needed	This Donation	Hours Approved	Action
<input type="checkbox"/>	JOHN DOE	AMY DOE	02/29-01/01	0	5.00	5.00	Select Approve Decline

Remarks:

Figure 255: Pending VLTP Leave Donations Page

2. Click **Select** to view the leave donation details. The applicable view leave donation page is displayed.



Note: Donation may be approved or declined without viewing the details by making the appropriate selection in the Action field.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account
- VLTP Approvals**
- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations

VLBP Management

- Enter VLBP Donation
- Enter VLBP Request
- Create VLBP Leave Bank
- View VLBP Leave Banks
- Close VLBP Leave Bank
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Transfer Hours
- Close a Recipient Account
- VLBP Approvals**
- Pending Donation List
- Pending Recipient List

View VLTP Leave Donation

Here are the details on the requested pending leave donation. Please take action to approve or decline the donation.

Recipient Leave Account Information

Date Range:	02/29-04/19
Reason:	Knee replacement
Employee Name:	JOHN DOE
Emergency Type:	Personal Medical Emergency
Hours Needed:	40.00
Hours Received:	44.00
Remaining Hours Needed:	0
Hours Used:	0
Hours Available:	0

Donation Information

Donating Employee Name:	AMY DOE
Leave Type:	Annual
Pay Period:	Pay Period 8 - 2016
Hours Donating:	5.00
Account:	169RXC3XAGBPA0000

Approval Information

Amount Approved:	<input type="text" value="5.00"/>
Remarks:	<input type="text"/>

Figure 256: View VLTP Leave Donation Page

3. Click **Approve** to approve the leave donation.

Administrators are able to modify the hours approved by editing the Amount Approved field.

OR

Click **Decline** to decline the leave donation. The applicable pending leave donations page is displayed with the donation removed.



Note: Remarks are required if declining the donation.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account
- VLTP Approvals**
- Pending Donation List

Pending VLTP Leave Donations

Select one or more requests to approve (or decline) with the check boxes on the left and buttons at the bottom. Adjust the amount approved where needed. Provide a reason for declines. Or, process one by one using the action links on the right.

Select desired donor: All ▾

<input checked="" type="checkbox"/>	Recipient	Donor	Active Dates	Hours Still Needed	This Donation	Hours Approved	Action
There are no leave donations pending approval.							

Figure 257: Pending VLTP Leave Donations - Approved

Managing Leave Recipient Accounts

VLTP Administrators are able to perform the following functions in order to manage VLTP and VLBP leave recipient accounts:

- View pending recipient lists
- View open recipient accounts
- View closed recipient accounts
- Find recipients



To View the Pending VLTP or VLBP Recipient List:

1. Select **Pending Recipient List** from the applicable approvals menu. The applicable pending requests for donated leave page is displayed and lists pending applications that have received supervisory recommendation and are awaiting action by the VLTP Administrator.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account
- VLTP Approvals**
- Pending Donation List

Pending Requests for VLTP Donated Leave

Select a request to approve (or decline). On the application click the Approve button or, if appropriate, enter explanatory remarks and click the Decline button. On the subsequent page make any needed date adjustments and enter an estimated number of donated hours needed.

Select desired recipient:

Employee Name	Active Dates	Nature and severity	Action
JOHN DOE	04/18-05/27	Knee replacement	Select

Figure 258: Pending Request for VLTP Donated Leave Page



2. Click **Select** next to the leave request to review.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management	Application to become a VLTP leave recipient
Enter VLTP Donation	Approve or Decline this application by using the buttons below.
Enter VLTP Request	
View Open Recipient Accounts	Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program
View Closed Recipient Accounts	Please provide all requested information on this form to apply to become a leave recipient under the VLTP. If your application is approved, you will be eligible for leave donations.
Find a Recipient	Employee Name: JOHN DOE
Outstanding Refund Elections	Last 4 SSN: 1111
Close a Recipient Account	Employee ID:
VLTP Approvals	Job Title:
Pending Donation List	Pay Plan: GS
Pending Recipient List	Grade/Pay Level:
Pending Refunds	Name Of Organization: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Pending Refund Elections	Office Phone Number: 555-555-5555
Pending Refunded Donations	
VLBP Management	Details regarding the medical emergency
Enter VLBP Donation	Nature and severity: Knee replacement
Enter VLBP Request	Type of Emergency: Personal Medical Emergency
Create VLBP Leave Bank	Date began/will begin: 4/18/2016
View VLBP Leave Banks	Date ended/expected to end: 5/27/2016
Close VLBP Leave Bank	Name of physician: Dr. Green
View Open Recipient Accounts	Description option: <input type="checkbox"/> Applicant does not want a description distributed.
View Closed Recipient Accounts	Name disclosure option: <input type="checkbox"/> Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Accounts	Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant: Employee needs knee replacement.
Find a Recipient	Annual Leave Balance: 200.00
Transfer Hours	Sick Leave Balance: 20.00
Close a Recipient Account	LWOP Hours: 0.00
VLBP Approvals	Individual completing the application (if applying on behalf of the employee applicant)
Pending Donation List	Individual's last name:
Pending Recipient List	Individual's first name:
All Leave Programs	Individual's relationship to employee:
Rejected Timesheets	Individual's telephone:
Return	Supervisor Remarks: Approved
	VLTP Admin Remarks:

By submitting this form I certify that the information provided is true.

Privacy Act Statement
Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Figure 259: VLTP Administrator Approval Page

3. Click **Approve** to approve the request.



OR

Click **Decline** to decline the request.

Note: Remarks are required if declining the request.

To View Open VLTP or VLBP Recipient Accounts:

1. Select **View Open Recipient Accounts** from the applicable management menu. The applicable open recipients page is displayed with a list of open recipient accounts. Administrators may use this function to edit recipient accounts and to generate audit reports.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

VLTP Management | **Open VLTP Recipients**

Enter VLTP Donation
Enter VLTP Request
View Open Recipient Accounts
View Closed Recipient Accounts
Find a Recipient
Outstanding Refund Elections
Close a Recipient Account

VLTP Approvals
Pending Donation List
Pending Recipient List
Pending Refunds

The table displays employees with open accounts under the VLTP Program. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Search for specific name or text:

Name	Active Dates	Donation Period	Nature and Severity	Hours Needed	Action
JOHNNY DOE	04/14-05/18	04/14-05/18	Broken leg	60.00	Select
ROBERT DOE	04/17-07/23	04/14-07/23	Hip replacement	40.00	Select
JOHN DOE	04/18-05/27	04/13-05/27	Knee replacement	37.00	Select

Cancel

Figure 260: Open VLTP Recipients Page



2. Click **Select** next to the employee to view or edit.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

View a Donated Leave Recipient Account

Summary information about the recipient account information is displayed. Click [Leave Recipient Application](#) to view the original request. Click the Save button to record any changes.

Leave Bank Name: Medical Emergency Leave Bank

Account Information

Employee Name: JOHN DOE

Event Begin Date: 04/14/2016

Event End Date: 6/24/2016

Donation Begin Date: 4/14/2016

Donation End Date: 6/24/2016

Nature and severity: Broken Arm

Type of Emergency: Personal Medical Emergency

Hours Needed: 80.00

Save Cancel

Balance Information

Hours Received: 0

Hours Used: 0

Hours Available: 0

Hours Pending: 0

Amount Refunded: 0

Balance: 0

Recipient account status: Active

Leave Recipient Flag: N

Set Aside Balances

Set Aside Annual Leave Accrued: 0

Set Aside Annual Leave Used: 0

Set Aside Annual Closing: 0

Set Aside Annual Leave Balance: 0

Set Aside AL Carry Over: 0

Set Aside Sick Leave Accrued: 0

Set Aside Sick Leave Used: 0

Set Aside Sick Closing: 0

Set Aside Sick Leave Balance: 0

Set Aside Sick Leave Carry Over: 0

Reports

[VLT Audit Report](#)

[Program Annual And Sick Leave Report](#)

Figure 261: View a Donated Leave Recipient Account Page

Note: To run a report, click the appropriate report link.

To View Closed VLTP or VLBP Recipient Accounts:

1. Select **View Closed Recipient Accounts** from the applicable management menu. The applicable closed recipients page is displayed with a list of closed recipient accounts.



Note: Closed recipient account pages are for viewing only.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management | **Closed VLTP Recipients**

Enter VLTP Donation
Enter VLTP Request
View Open Recipient Accounts
View Closed Recipient Accounts
Find a Recipient
Outstanding Refund Elections
Close a Recipient Account

The table displays employees with closed accounts under the VLTP Program. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Search for specific name or text:

Name	Active Dates	Donation Period	Nature and Severity	Action
JOHN DOE	02/29-03/22	02/29-03/22	Knee replacement	Select

Cancel

Figure 262: Closed VLTP Recipients Page

2. Click **Select** next to the employee to view. The View a Donated Leave Recipient Account page is displayed.



Note: To search for a specific employee, use the search box or sort any column in ascending or descending order.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

View a Donated Leave Recipient Account

Summary information about the recipient account information is displayed. Click [Leave Recipient Application](#) to view the original request. Click the Save button to record any changes.

Leave Bank Name: Medical Emergency Leave Bank

Account Information

Employee Name:	JOHN DOE
Event Begin Date:	<input type="text" value="04/14/2016"/>
Event End Date:	<input type="text" value="6/24/2016"/>
Donation Begin Date:	<input type="text" value="4/14/2016"/>
Donation End Date:	<input type="text" value="6/24/2016"/>
Nature and severity:	<input type="text" value="Broken Arm"/>
Type of Emergency:	<input type="text" value="Personal Medical Emergency"/>
Hours Needed:	<input type="text" value="80.00"/>

Balance Information

Hours Received:	0
Hours Used:	0
Hours Available:	0
Hours Pending:	0
Amount Refunded:	0
Balance:	0
Recipient account status:	Active
Leave Recipient Flag:	N

Set Aside Balances

Set Aside Annual Leave Accrued:	0
Set Aside Annual Leave Used:	0
Set Aside Annual Closing:	0
Set Aside Annual Leave Balance:	0
Set Aside AL Carry Over:	0
Set Aside Sick Leave Accrued:	0
Set Aside Sick Leave Used:	0
Set Aside Sick Closing:	0
Set Aside Sick Leave Balance:	0
Set Aside Sick Leave Carry Over:	0

Reports

[VLTP Audit Report](#)

[Program Annual And Sick Leave Report](#)

Figure 263: View a Donated Leave Recipient Account Page

3. Click **Leave Recipient Application** to view the original request.

Note: To run a report, click the appropriate report link.

4. Click **Cancel** to return to the View a Donated Leave Recipient Account page.



To Find a VLTP or VLBP Recipient:

1. Click **Find a Recipient** from the applicable management menu. The applicable find a recipient account page is displayed.



2. Click **Select Employee** to select the recipient. The employee search form is displayed.

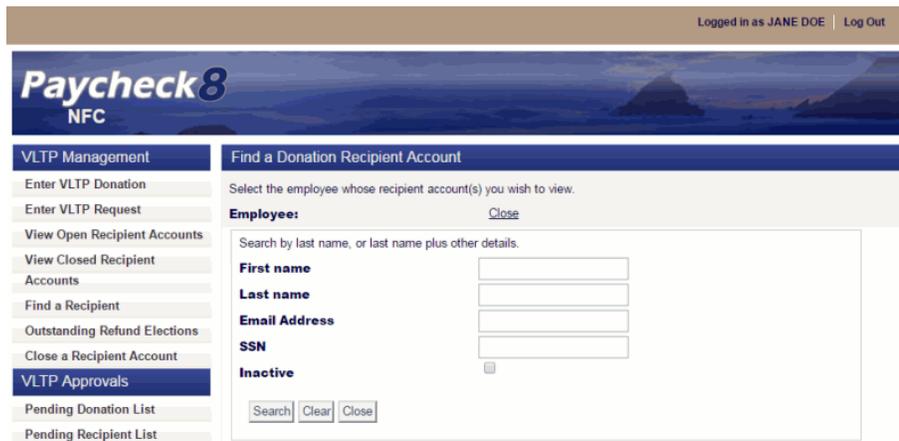


Figure 264: Find a Donation Recipient Account Page - Employee Search

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.



4. Click **Search**. The search results are displayed.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account
- VLTP Approvals**
- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations

Find a Donation Recipient Account

Select the employee whose recipient account(s) you wish to view.

Employee: [Close](#)

Search by last name, or last name plus other details.

First name

Last name

Email Address

SSN

Inactive

Employee	Email Address	Action
JOHN DOE	john.doe@usda.gov	Select
JOHNNY DOE	johnny.doe@usda.gov	Select

Figure 265: Find a Donation Recipient Account Page - Employee Search Results

5. Click **Select** next to applicable employee. The employee's name is displayed.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

Find a Donation Recipient Account

Select the employee whose recipient account(s) you wish to view.

Employee: JOHN DOE [Change](#)

Select an account to view or edit details by using the select link to the right.

Active dates	Donation period	Nature and severity	Hours needed	Program	Action
02/29-03/22	02/29-03/22	Knee replacement	40	VLTP	Select

Figure 266: Find a Donation Recipient Account Page - Recipient Selected

6. Click **Select**. The View a Donated Leave Recipient Account page is displayed.



Note: Click **Leave Recipient Application** to review the application.

Logged in as JANE DOE | [Log Out](#)

Paycheck8
NFC

VLTP Management	View a Donated Leave Recipient Account																				
Enter VLTP Donation Enter VLTP Request View Open Recipient Accounts View Closed Recipient Accounts Find a Recipient Outstanding Refund Elections Close a Recipient Account	Summary information about the recipient account information is displayed. Click Leave Recipient Application to view the original request. Click the Save button to record any changes.																				
VLTP Approvals	Account Information																				
Pending Donation List Pending Recipient List Pending Refunds Pending Refund Elections Pending Refunded Donations	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Employee Name:</td><td>JOHN DOE</td></tr> <tr><td>Event Begin Date:</td><td><input type="text" value="2/29/2016"/></td></tr> <tr><td>Event End Date:</td><td><input type="text" value="3/22/2016"/></td></tr> <tr><td>Donation Begin Date:</td><td><input type="text" value="2/29/2016"/></td></tr> <tr><td>Donation End Date:</td><td><input type="text" value="3/22/2016"/></td></tr> <tr><td>Nature and severity:</td><td>Knee replacement</td></tr> <tr><td>Type of Emergency:</td><td><input type="text" value="Personal Medical Emergency"/></td></tr> <tr><td>Hours Needed:</td><td><input type="text" value="40.00"/></td></tr> </table>	Employee Name:	JOHN DOE	Event Begin Date:	<input type="text" value="2/29/2016"/>	Event End Date:	<input type="text" value="3/22/2016"/>	Donation Begin Date:	<input type="text" value="2/29/2016"/>	Donation End Date:	<input type="text" value="3/22/2016"/>	Nature and severity:	Knee replacement	Type of Emergency:	<input type="text" value="Personal Medical Emergency"/>	Hours Needed:	<input type="text" value="40.00"/>				
Employee Name:	JOHN DOE																				
Event Begin Date:	<input type="text" value="2/29/2016"/>																				
Event End Date:	<input type="text" value="3/22/2016"/>																				
Donation Begin Date:	<input type="text" value="2/29/2016"/>																				
Donation End Date:	<input type="text" value="3/22/2016"/>																				
Nature and severity:	Knee replacement																				
Type of Emergency:	<input type="text" value="Personal Medical Emergency"/>																				
Hours Needed:	<input type="text" value="40.00"/>																				
VLBP Management	Balance Information																				
Enter VLBP Donation Enter VLBP Request Create VLBP Leave Bank View VLBP Leave Banks Close VLBP Leave Bank View Open Recipient Accounts View Closed Recipient Accounts Find a Recipient Transfer Hours Close a Recipient Account	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Hours Received:</td><td>49.00</td></tr> <tr><td>Hours Used:</td><td>0</td></tr> <tr><td>Hours Available:</td><td>0</td></tr> <tr><td>Hours Pending:</td><td>0</td></tr> <tr><td>Amount Refunded:</td><td>30.00</td></tr> <tr><td>Balance:</td><td>19.00</td></tr> <tr><td>Recipient account status:</td><td>Closed</td></tr> <tr><td>Leave Recipient Flag:</td><td>N</td></tr> </table>	Hours Received:	49.00	Hours Used:	0	Hours Available:	0	Hours Pending:	0	Amount Refunded:	30.00	Balance:	19.00	Recipient account status:	Closed	Leave Recipient Flag:	N				
Hours Received:	49.00																				
Hours Used:	0																				
Hours Available:	0																				
Hours Pending:	0																				
Amount Refunded:	30.00																				
Balance:	19.00																				
Recipient account status:	Closed																				
Leave Recipient Flag:	N																				
VLBP Approvals	Set Aside Balances																				
Pending Donation List Pending Recipient List All Leave Programs Rejected Timesheets Return	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Set Aside Annual Leave Accrued:</td><td>0</td></tr> <tr><td>Set Aside Annual Leave Used:</td><td>0</td></tr> <tr><td>Set Aside Annual Closing:</td><td>0.00</td></tr> <tr><td>Set Aside Annual Leave Balance:</td><td>0.00</td></tr> <tr><td>Set Aside AL Carry Over:</td><td>0.00</td></tr> <tr><td>Set Aside Sick Leave Accrued:</td><td>0</td></tr> <tr><td>Set Aside Sick Leave Used:</td><td>0</td></tr> <tr><td>Set Aside Sick Closing:</td><td>0.00</td></tr> <tr><td>Set Aside Sick Leave Balance:</td><td>0.00</td></tr> <tr><td>Set Aside Sick Leave Carry Over:</td><td>0.00</td></tr> </table>	Set Aside Annual Leave Accrued:	0	Set Aside Annual Leave Used:	0	Set Aside Annual Closing:	0.00	Set Aside Annual Leave Balance:	0.00	Set Aside AL Carry Over:	0.00	Set Aside Sick Leave Accrued:	0	Set Aside Sick Leave Used:	0	Set Aside Sick Closing:	0.00	Set Aside Sick Leave Balance:	0.00	Set Aside Sick Leave Carry Over:	0.00
Set Aside Annual Leave Accrued:	0																				
Set Aside Annual Leave Used:	0																				
Set Aside Annual Closing:	0.00																				
Set Aside Annual Leave Balance:	0.00																				
Set Aside AL Carry Over:	0.00																				
Set Aside Sick Leave Accrued:	0																				
Set Aside Sick Leave Used:	0																				
Set Aside Sick Closing:	0.00																				
Set Aside Sick Leave Balance:	0.00																				
Set Aside Sick Leave Carry Over:	0.00																				
	Reports																				
	VLTP Audit Report Program Annual And Sick Leave Report																				

Figure 267: View a Donated Leave Recipient Account Page

Note: To run a report, click the appropriate report link.

Donated Leave Reports

There are two reports available for managing donated leave. These reports are the VLTP Audit report and the Program Annual and Sick Leave Reports. Both reports can be generated from the View a Donated Recipient Account page. The VLTP Audit Report provides balances by pay period and the output includes the pay period, account type, beginning balance, received/accrued,



used, and balance. The Program Annual and Sick Leave Report provides historical information on set aside accounts/accruals. The output includes the pay period, account type, beginning balance, accrued, used, transferred in, and balance.

To Run the VLTP Audit Report:

1. Click **VLTP Audit Report** from the View a Donated Leave Recipient Account page. The VLTP Audit Report page is displayed.

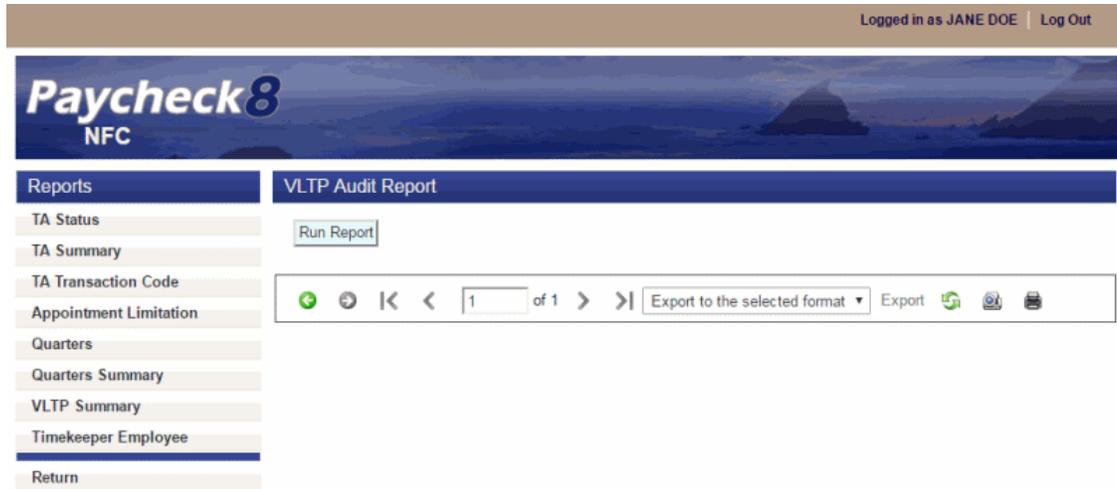


Figure 268: VLTP Audit Report Page



2. Click **Run Report**. A sample of the report is shown below.

VLTP Audit Report

Employee Name: John Doe
 Leave Reason: Surgery
 Event Begin Date: 3/1/2016
 Event End Date: 8/1/2016

Pay Period	Account Type	Beginning Balance	Received / Accrued	Used	Balance
4	VLTP Account	0.00	0.00	0.00	0.00
4	VLTP Annual Leave Set Aside	0.00	0.00	0.00	0.00
4	VLTP Sick Leave Set Aside	0.00	0.00	0.00	0.00
4	VLTP Annual Leave Set Aside CO	0.00	0.00	0.00	0.00
4	VLTP Sick Leave Set Aside CO	0.00	0.00	0.00	0.00
5	VLTP Account	0.00	118.00	35.00	83.00
5	VLTP Annual Leave Set Aside	0.00	0.00	0.00	0.00
5	VLTP Sick Leave Set Aside	0.00	0.00	0.00	0.00
5	VLTP Annual CO	0.00	0.00	0.00	0.00
5	VLTP Sick Leave Set Aside CO	0.00	0.00	0.00	0.00
6	VLTP Account	83.00	26.00	0.00	109.00
6	VLTP Annual Leave Set Aside	0.00	3.00	0.00	3.00
6	VLTP Sick Leave Set Aside	0.00	1.00	0.00	1.00

Figure 269: VLTP Audit Report



To Run the Program Annual and Sick Leave Report:

Click **Program Annual And Sick Leave Report** from the View a Donated Leave Recipient Account page. A sample of the report is shown below.

Program Annual And Sick Leave Report

Employee Name: John Doe

Pay Period	Account Type	Beginning Balance	Accrued	Used	Transferred In	Balance
5	Program Annual Leave	0.00	0.00	0.00	0.00	0.00
5	Program Annual Leave CO	0.00	0.00	0.00	0.00	0.00
5	Program Sick Leave	0.00	0.00	4.00	0.00	-4.00
5	Program Sick Leave CO	0.00	0.00	0.00	0.00	0.00
6	Program Annual Leave	0.00	4.00	0.00	0.00	4.00
6	Program Annual Leave CO	0.00	5.00	0.00	0.00	5.00
6	Program Sick Leave	-4.00	2.00	0.00	0.00	-2.00
6	Program Sick Leave CO	0.00	5.00	0.00	0.00	5.00

Figure 270: Program Annual And Sick Leave Report



Transferring Hours

Transfer Hours is used by VLTP Administrators to transfer donated hours from an Agency leave bank to an approved VLBP recipient.

1. Select **Transfer Hours** from the VLBP Management menu. The Previous Transfers page is displayed.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

- VLTP Management
 - Enter VLTP Donation
 - Enter VLTP Request
 - View Open Recipient Accounts
 - View Closed Recipient Accounts
 - Find a Recipient
 - Outstanding Refund Elections
 - Close a Recipient Account
 - VLTP Approvals**
 - Pending Donation List
 - Pending Recipient List
 - Pending Refunds
 - Pending Refund Elections
 - Pending Refunded Donations
 - VLBP Management**
 - Enter VLBP Donation
 - Enter VLBP Request
 - Create VLBP Leave Bank
 - View VLBP Leave Banks
 - Close VLBP Leave Bank
 - View Open Recipient Accounts
 - View Closed Recipient Accounts
 - Find a Recipient
 - Transfer Hours**

Previous Transfers

Transfer hours from a VLBP Leave Bank to an individual VLBP recipient account. Below is a list of previous transfers made within the last year. Click the add button to create a new transfer.

Date	Agency Leave Bank Name	Recipient Name	Amount
There are no recent transfers.			

[Add](#)

Figure 271: Previous Transfers Page



2. Click **Add** to transfer hours from a leave bank to a recipient account. The Transfer Hours page is displayed.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

Transfer Hours

Transfer donated hours from an Agency Leave Bank to an Individual Recipient Account.

Select Agency Leave Bank

The table below displays agency leave banks. Select the agency leave bank to transfer hours out of into an individual leave bank. Use the search box to locate a specific leave bank or sort the table ascending or descending by any column. Select a leave bank with the link in the Action column.

Search for specific name or text:

Leave Bank Name	Action
Medical Emergency Leave Bank	Select

Figure 272: Transfer Hours Page

3. Click **Select** next to the applicable leave bank. The selected leave bank name and hour balance is displayed, along with a list of approved leave bank recipients.

Note: To search for a specific leave bank, use the search box or sort any column in ascending or descending order.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

Transfer Hours

Transfer donated hours from an Agency Leave Bank to an Individual Recipient Account.

Select Agency Leave Bank

You can change your Leave Bank selection by clicking the change link.

Leave Bank Name: Medical Emergency Leave Bank [Change](#)

Leave Bank Balance: 30.00

Select Individual Leave Bank Recipient Account

The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Search for specific name or text:

Name	Active Dates	Donation Period	Leave Bank Name	Nature and Severity	Hours Needed	Action
DONALD DOE	03/27-06/03	03/27-06/03	Medical Emergency Leave Bank	MVA	20.00	Select

Figure 273: Transfer Hours Page - Leave Bank Recipient



- Click **Select** next to the employee to receive the donated hours. The Transfer Information section is displayed.

Logged in as JANE DOE | [Log Out](#)

Paycheck8

NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

VLTP Approvals

- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations

VLBP Management

- Enter VLBP Donation
- Enter VLBP Request
- Create VLBP Leave Bank
- View VLBP Leave Banks
- Close VLBP Leave Bank
- View Open Recipient Accounts
- View Closed Recipient Accounts

Transfer Hours

Transfer donated hours from an Agency Leave Bank to an Individual Recipient Account.

Select Agency Leave Bank

You can change your Leave Bank selection by clicking the change link.

Leave Bank Name: Medical Emergency Leave Bank [Change](#)

Leave Bank Balance: 30.00

Select Individual Leave Bank Recipient Account

The table displays employees currently eligible to receive donated leave. Use the search box to locate a specific person or sort the table ascending or descending by any column. Select a recipient with the link in the Action column.

Recipient: DONALD DOE [Change](#)

Nature and Severity: MVA

Leave Bank Balance: 0

Transfer Information

Enter the amount to transfer from the Agency Leave Bank to the Individual Leave Bank Account.

Transfer Amount:

Comment:

Figure 274: Transfer Hours Page - Transfer Information

- Complete the transfer information fields as follows:

Field	Instruction
Transfer Amount	Enter the number of hours to transfer.
Comment	<i>Optional</i> Enter a comment.



- Click **Submit**. The Previous Transfer page is displayed showing the transfer.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Accounts
- Find a Recipient

Previous Transfers

Transfer hours from a VLBP Leave Bank to an individual VLBP recipient account. Below is a list of previous transfers made within the last year. Click the add button to create a new transfer.

Date	Agency Leave Bank Name	Recipient Name	Amount
4/29/2016	Medical Emergency Leave Bank	DONALD DOE	20.00

Figure 275: Previous Transfers Page - Showing Transfer

Closing Leave Recipient Accounts

Close a Recipient Account is used by VLTP Administrators to close a VLTP or VLBP recipient account. An account cannot be closed until at least 30 days after the event end date.

To Close a Recipient Account:

- Select **Close a Recipient Account** from the applicable management menu. The applicable select a recipient account to close page is displayed.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

Select a VLTP Recipient Account to Close

Select an inactive VLTP recipient account to close.

Search for specific name or text:

Name	Active Dates	Donation Period	Nature and Severity	Hours Needed	Action
JULIE DOE	04/27-06/05	04/27-06/05	Motor Vehicle Accident - Critical	72.00	Select

Figure 276: Select a VLTP Recipient Account to Close Page



- Click **Select** next to the account to close. The applicable close recipient account page is displayed.

Logged in as JANE DOE | [Log Out](#)

Paycheck8
 NFC

VLTP Management	Close VLTP Recipient Account																				
Enter VLTP Donation Enter VLTP Request View Open Recipient Accounts View Closed Recipient Accounts Find a Recipient Outstanding Refund Elections Close a Recipient Account	Click the Close button below to Close this Account. <div style="background-color: #d9ead3; padding: 5px;">Account Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Employee Name:</td><td>JULIE DOE</td></tr> <tr><td>Event Begin Date:</td><td><input type="text" value="4/27/2015"/></td></tr> <tr><td>Event End Date:</td><td><input type="text" value="6/5/2015"/></td></tr> <tr><td>Donation Begin Date:</td><td><input type="text" value="4/27/2015"/></td></tr> <tr><td>Donation End Date:</td><td><input type="text" value="6/5/2015"/></td></tr> <tr><td>Nature and severity:</td><td>Motor Vehicle Accident - C</td></tr> <tr><td>Type of Emergency:</td><td>Personal Medical Emergency ▾</td></tr> <tr><td>Hours Needed:</td><td><input type="text" value="80.00"/></td></tr> </table>	Employee Name:	JULIE DOE	Event Begin Date:	<input type="text" value="4/27/2015"/>	Event End Date:	<input type="text" value="6/5/2015"/>	Donation Begin Date:	<input type="text" value="4/27/2015"/>	Donation End Date:	<input type="text" value="6/5/2015"/>	Nature and severity:	Motor Vehicle Accident - C	Type of Emergency:	Personal Medical Emergency ▾	Hours Needed:	<input type="text" value="80.00"/>				
Employee Name:	JULIE DOE																				
Event Begin Date:	<input type="text" value="4/27/2015"/>																				
Event End Date:	<input type="text" value="6/5/2015"/>																				
Donation Begin Date:	<input type="text" value="4/27/2015"/>																				
Donation End Date:	<input type="text" value="6/5/2015"/>																				
Nature and severity:	Motor Vehicle Accident - C																				
Type of Emergency:	Personal Medical Emergency ▾																				
Hours Needed:	<input type="text" value="80.00"/>																				
<div style="background-color: #2c5e8c; color: white; padding: 5px;">VLTP Approvals</div> Pending Donation List Pending Recipient List Pending Refunds Pending Refund Elections Pending Refunded Donations	<div style="background-color: #d9ead3; padding: 5px;">Balance Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Hours Received:</td><td>8.00</td></tr> <tr><td>Hours Used:</td><td>0</td></tr> <tr><td>Hours Available:</td><td>0</td></tr> <tr><td>Hours Pending:</td><td>0</td></tr> <tr><td>Amount Refunded:</td><td>0</td></tr> <tr><td>Balance:</td><td>8.00</td></tr> <tr><td>Recipient account status:</td><td>Inactive</td></tr> <tr><td>Leave Recipient Flag:</td><td>N</td></tr> </table>	Hours Received:	8.00	Hours Used:	0	Hours Available:	0	Hours Pending:	0	Amount Refunded:	0	Balance:	8.00	Recipient account status:	Inactive	Leave Recipient Flag:	N				
Hours Received:	8.00																				
Hours Used:	0																				
Hours Available:	0																				
Hours Pending:	0																				
Amount Refunded:	0																				
Balance:	8.00																				
Recipient account status:	Inactive																				
Leave Recipient Flag:	N																				
<div style="background-color: #2c5e8c; color: white; padding: 5px;">VLBP Management</div> Enter VLBP Donation Enter VLBP Request Create VLBP Leave Bank View VLBP Leave Banks Close VLBP Leave Bank View Open Recipient Accounts View Closed Recipient Accounts Find a Recipient Transfer Hours Close a Recipient Account	<div style="background-color: #d9ead3; padding: 5px;">Set Aside Balances</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Set Aside Annual Leave Accrued:</td><td>0</td></tr> <tr><td>Set Aside Annual Leave Used:</td><td>0</td></tr> <tr><td>Set Aside Annual Closing:</td><td>0</td></tr> <tr><td>Set Aside Annual Leave Balance:</td><td>0</td></tr> <tr><td>Set Aside AL Carry Over:</td><td>0</td></tr> <tr><td>Set Aside Sick Leave Accrued:</td><td>0</td></tr> <tr><td>Set Aside Sick Leave Used:</td><td>0</td></tr> <tr><td>Set Aside Sick Leave Closing:</td><td>0</td></tr> <tr><td>Set Aside Sick Leave Balance:</td><td>0</td></tr> <tr><td>Set Aside Sick Leave Carry Over:</td><td>0</td></tr> </table>	Set Aside Annual Leave Accrued:	0	Set Aside Annual Leave Used:	0	Set Aside Annual Closing:	0	Set Aside Annual Leave Balance:	0	Set Aside AL Carry Over:	0	Set Aside Sick Leave Accrued:	0	Set Aside Sick Leave Used:	0	Set Aside Sick Leave Closing:	0	Set Aside Sick Leave Balance:	0	Set Aside Sick Leave Carry Over:	0
Set Aside Annual Leave Accrued:	0																				
Set Aside Annual Leave Used:	0																				
Set Aside Annual Closing:	0																				
Set Aside Annual Leave Balance:	0																				
Set Aside AL Carry Over:	0																				
Set Aside Sick Leave Accrued:	0																				
Set Aside Sick Leave Used:	0																				
Set Aside Sick Leave Closing:	0																				
Set Aside Sick Leave Balance:	0																				
Set Aside Sick Leave Carry Over:	0																				
<div style="background-color: #2c5e8c; color: white; padding: 5px;">VLBP Approvals</div> Pending Donation List Pending Recipient List	<div style="background-color: #d9ead3; padding: 5px;">Reports</div> VLTP Audit Report Program Annual And Sick Leave Report																				
<div style="background-color: #2c5e8c; color: white; padding: 5px;">All Leave Programs</div> Rejected Timesheets Return	<input type="button" value="Close"/> <input type="button" value="Cancel"/>																				

Figure 277: Close VLTP Recipient Account Page



3. Click **Close**. The applicable close recipient account confirmation page is displayed.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management	Close VLTP Recipient Account Confirmation		
Enter VLTP Donation	Changes will not occur until confirmed. Click the confirm button to close this account.		
Enter VLTP Request	Recipient Name:	JULIE DOE	
View Open Recipient Accounts	Reason:	Motor Vehicle Accident - Critical	
View Closed Recipient Accounts	Automatic Transfers		
Find a Recipient	The following amounts will be automatically transferred upon confirmation.		
Outstanding Refund Elections	From Account	To Account	Amount
Close a Recipient Account	Set Aside Annual	Program Annual Leave	0
VLTP Approvals	Set Aside Annual Carry Over	Program Annual Leave Carry Over	0
Pending Donation List	Set Aside Sick	Program Sick Leave	0
Pending Recipient List	Set Aside Sick Carry Over	Program Sick Leave Carry Over	0
Pending Refunds	Other Open Accounts		
Pending Refund Elections	The table below shows any other open donated leave accounts for this employee.		
Pending Refunded Donations	Active Dates	Program	Reason
VLBP Management	Agency Leave Bank Name		
Enter VLBP Donation	There are no other open accounts for this employee in the system.		
Enter VLBP Request	Please Note: This employee does not have any other open leave accounts. Their Annual Leave and Leave Recipient Flag should be updated after this account is closed.		
Create VLBP Leave Bank	Refunds To Donors		
View VLBP Leave Banks	Below is the number of donors and the amount available for refunds. If the refund amount is zero, or if the number of donors exceeds the refund amount, then there will be no refunds. If there are refunds you will be directed to the pending refunds page. These refunds will remain as pending refunds until they are approved.		
Close VLBP Leave Bank	Number of Donors:	1	
View Open Recipient Accounts	Refund Amount:	8.00	
View Closed Recipient Accounts	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>		
Find a Recipient			
Transfer Hours			
Close a Recipient Account			

Figure 278: Close VLTP Recipient Account Confirmation Page



4. Click **Confirm**. If closing a VLTP recipient account and there are hours to be refunded, the Pending Refunds page is displayed.

Logged in as JANE DOE | Log Out

Paycheck8

NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

Pending Refunds

Unused donated hours are to be returned to the donor. Make any necessary adjustments to the Refund Amount before choosing to initiate these refunds.

VLTP donors will be sent notification to elect whether to receive back hours as AL or choose an alternate recipient.

<input type="checkbox"/>	Donor	Recipient	Begin - End Dates	Hours Donated	Calculated Refund	Refund Amount	Action
<input type="checkbox"/>	JOHN DOE	JULIE DOE	04/27-06/06	8.00	1	1	Refund

Figure 279: Pending Refunds Page

5. Click **Refund** to return the unneeded donated leave to the donor.

The returned donation will display as a donation refund pending election decision on the employee's Name a New Donation page where the refunded hours can be donated to another employee or be added back to the employee's annual or restored leave balance based on the selection made.

Managing VLTP Leave Donation Refunds

In the event a VLTP leave event ends with donated hours still available, refunds must be made. VLTP Administrators can refund the hours to the employee when closing the account or from the Pending Refunds page.



To Refund Donated VLTP Hours:

1. Select **Pending Refunds** from the VLTP Approvals menu. The Pending Refunds page is displayed.

<input type="checkbox"/>	Donor	Recipient	Begin - End Dates	Hours Donated	Calculated Refund	Refund Amount	Action
<input type="checkbox"/>	JOHN DOE	JULIE DOE	04/27-06/06	8.00	1	1	Refund

Figure 280: Pending Refunds Page

2. Click **Refund** to return the unneeded donated leave to the donor.

Note: Administrators are allowed to reduce the refunded hour amount in the Refund Amount field, if necessary adjustments are required, prior to refunding the hours.

The returned donation will display as a donation refund pending election decision on the employee's Name a New Donation page where the refunded hours can be donated to another employee or be added back to the employee's annual or restored leave balance based on the selection made.



To View Pending VLTP Refunded Donations:

1. Select **Pending Refunded Donations** from the VLTP Approvals menu. The Pending Redonated Donations page is displayed and contains a list of refunded leave donations that employees selected to donate to another approved VLTP recipient.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account
- VLTP Approvals**
- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations

Pending Redonated Donations

Select one or more requests to approve or decline using the check boxes on the left and buttons at the bottom. Provide a reason for declines. Or, process one by one using the action links on the right.

<input type="checkbox"/>	Recipient	Donor	Active Dates	Hours Still Needed	This Donation	Action
<input checked="" type="checkbox"/>	JOHNNY DOE	DONALD DOE	12/27-02/28	59.00	2.00	Select Approve Decline

Remarks:

Figure 281: Pending Redonated Donations Page

2. Click **Select** to view a summary of the original donation and refunded donation elections.



Note: Donation may be approved or declined without viewing the details by making the appropriate selection in the Action field.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management	Previous Recipient
Enter VLTP Donation	Previous Recipient Name: JOHN DOE
Enter VLTP Request	Nature and Severity: Knee replacement
View Open Recipient Accounts	Active Dates: 02/29-03/22
View Closed Recipient Accounts	Total Donation Amount: 2.00
Find a Recipient	New Recipient
Outstanding Refund Elections	New Recipient Name: JOHNNY DOE
Close a Recipient Account	Active Dates: 12/27-02/28
VLTP Approvals	Nature and Severity: Broken leg
Pending Donation List	Hours Needed: 60.00
Pending Recipient List	Hours Received: 1.00
Pending Refunds	Hours Still Needed: 59.00
Pending Refund Elections	Hours Used: 0
Pending Refunded Donations	Hours Available: 0
VLBP Management	Donation Specifics
Enter VLBP Donation	Donor Name: JOHNNY DOE
Enter VLBP Request	Refunded Donation Amount: 2.00
Create VLBP Leave Bank	Remarks: <input type="text"/>
View VLBP Leave Banks	
Close VLBP Leave Bank	
View Open Recipient Accounts	
View Closed Recipient Accounts	
Find a Recipient	<input type="button" value="Approve"/> <input type="button" value="Decline"/> <input type="button" value="Cancel"/>

Figure 282: Refunded Donation Summary Page

3. Click **Approve** to approve the leave donation.

OR

Click **Decline** to decline the leave donation.

Note: Remarks are required if declining the donation.



To View Pending Refund Elections

1. Select **Pending Refund Elections** to view a list of employees who have elected to add donation refunds back to their current annual leave or restored annual leave.

Logged in as JANE DOE | Log Out

Paycheck8 NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

VLTP Approvals

- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections**
- Pending Refunded Donations

Pending Refund Elections

Below is a list of employees who have elected to add donation refunds back to either their current annual leave or next year's annual leave. These amounts should be added to their annual leave balance according to their election. Click the completed link in the Action column only after completing that process. Once clicked the refund and their election decision will no longer appear in this list.

<input type="checkbox"/>	Donor Name	Election Date	Refund Election	Refund Amount	Action
<input checked="" type="checkbox"/>	JANE DOE	05/02/2016	Current Annual Leave	30.00	Completed

[Completed](#)

Figure 283: Pending Refund Elections Page

2. Click **Completed**. The refund election is removed from the list

Outstanding VLTP Refund Elections

Outstanding Refund Elections is used by VLTP Administrators to view outstanding donor VLTP refund elections that the donor has not made a refund election. Employees must make a refund election in order to receive their refund. Once the refund election is made, the record will be removed from the list. This is for information only.

To view this list, select **Outstanding Refund Elections** from the VLTP Management menu. The Outstanding Refund Elections page is displayed. Results may be filtered by using the Days Past drop-down list.



Note: This table is for informational purposes only. An Administrator must input the applicable number of hours into PPS via TINQ according to the employee's election. Once this has been done, the administrator may remove the refund details from the Pending Refund Elections page. This will remove the refunded donation from this list.

Logged in as JANE DOE | Log Out

Paycheck8
NFC

VLTP Management

- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account
- VLTP Approvals**
- Pending Donation List

Outstanding Refund Elections

Listed below are outstanding VLTP refunds where the donor has not made a refund election. Use the Days Past selection to filter the outstanding refunds list by the number of days past the initial refund date. Employees must make a refund election in order to receive their refund. Once a refund election is made, the record will be removed from the list.

Days Past:

Refund Date	Donor Name	Recipient Name	Active Dates	Hours Donated	Refund Amount
4/25/2016	JANE DOE	JOHN DOE	02/29-03/22	30.00	30.00
4/25/2016	JULIE DOE	JOHN DOE	02/29-03/22	3.00	3.00
4/25/2016	GARY DOE	JOHN DOE	02/29-03/22	7.00	7.00
4/25/2016	AMY DOE	JOHN DOE	02/29-03/22	7.00	7.00

Figure 284: Outstanding Refund Elections Page

Viewing Rejected T&As

The All Leave Programs menu contains the **Rejected Timesheets** menu option that displays T&As that were rejected along with the reason for the rejection. Most rejections are caused by revised T&As attempting to allocate hours already being used on another T&A, which has been submitted and is processing at the same time. The hours are no longer available because they have been used on another T&A that processed first. Rejected T&As should either be corrected and resubmitted or deleted to clear from this list.



Account Management

The Agency Accounting Administrator is responsible for adding valid accounting codes to Paycheck8 and assigning accounting codes to employees. This role is also able to edit end dates for existing accounting codes.

This section includes the following topics:

Finding Accounting Codes	279
Assigning Accounting Codes	284

Finding Accounting Codes

Find Account allows Agency Accounting Administrators to add accounting codes to Paycheck8, as well as edit the end date of existing accounting codes.

To Add an Accounting Code to Paycheck8:

1. Select **Account Management** from the Administration menu on the Paycheck8 main menu page. The Account Management page is displayed.

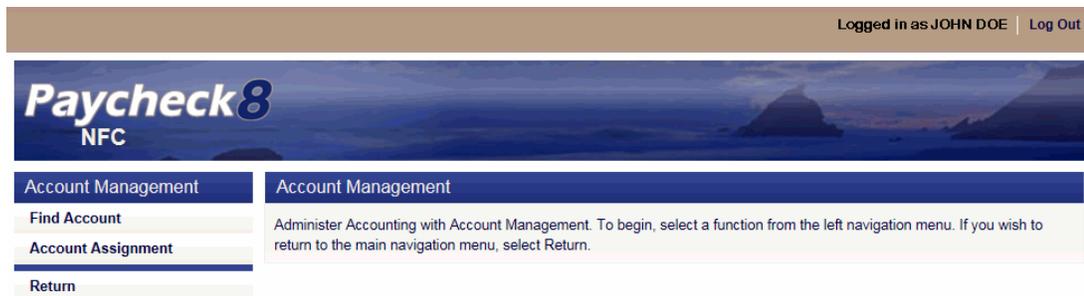


Figure 285: Account Management Page



2. Select **Find Account**. The Find Account page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Account Management | **Find Account**

Find Account | Account Assignment | Return

Accounting information on file with Paycheck8 is displayed below. To create a new Account, click the Add button.

Display:

Filter

Display	Fiscal Year	Begin Date	End Date	Action
14410001000	2014	10/1/2013	9/30/2015	View
14410012000	2014	10/1/2013	9/30/2015	View
144100120PR	2014	10/1/2013	9/30/2015	View
144100120SC	2014	10/1/2013	9/30/2015	View
144100121WS	2014	10/1/2013	9/30/2015	View
14410013000	2014	10/1/2013	9/30/2015	View
14410023000	2014	10/1/2013	9/30/2015	View
14410024000	2014	10/1/2013	10/30/2015	View
14412A01AGB	2014	10/1/2013	9/30/2015	View
1442F140R01	2014	10/1/2013	9/30/2015	View

<< 1 2 3 4 5 6 7 8 9 10 ... >>

Add

Figure 286: Find Account Page

3. Click **Add**. The Account Information page is displayed.

Note: The accounting code cannot be over 27 characters, including the appropriation code and account number fields.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Account Management | **Account Information**

Find Account | Account Assignment | Return

Create an Account by populating the fields below.

Appropriation Code:

Account Number:

Fiscal Year:

Begin Date:

End Date:

ACCOUNTNUMBER:

Save Cancel

Figure 287: Account Information Page

4. Complete fields as follows:



Field	Instruction
Appropriation Code	<i>Optional</i> Enter the appropriation code.
Account Number	Enter the account number.
Fiscal Year	Enter the four-digit fiscal year.
Begin Date	Select or enter the beginning effective date.
End Date	Select or enter the ending date.
ACCOUNTNUMBER	Enter the account number.

- Click **Save**. The Find Account page is displayed with accounting added.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8

NFC

Account Management

Find Account

Find Account

Account Assignment

Return

Accounting information on file with Paycheck8 is displayed below. To create a new Account, click the Add button.

Display:

Display	Fiscal Year	Begin Date	End Date	Action
159RXC3XJTBED0000	2015	10/1/2014	9/30/2015	View
159RXC3XAGBPA0000	2015	10/1/2014	9/30/2015	View
159RXC3XGPADK0000	2015	10/1/2014	9/30/2015	View
159RXC3XJTBDK0000	2015	10/1/2014	9/30/2015	View
159RXC3XHEMPP0000	2015	10/1/2014	9/30/2015	View
159RXC3XGPAED0000	2015	10/1/2014	9/30/2015	View
159RXC3XA78DL0000	2015	10/1/2014	9/30/2015	View
159RXC3XHEMDK0000	2015	10/1/2014	9/30/2015	View

Figure 288: Find Account Page



To Edit an End Date for an Accounting Code in Paycheck8:

1. Select **Account Management** from the Administration menu on the Paycheck8 main menu page. The Account Management page is displayed.

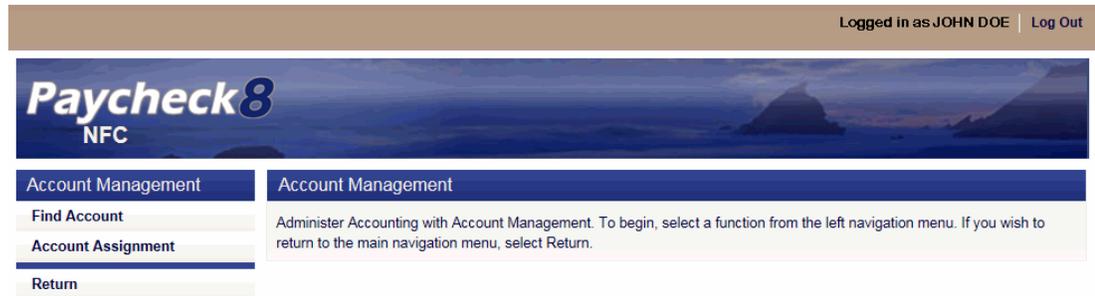


Figure 289: Account Management Page

2. Select **Find Account**. The Find Account page is displayed.

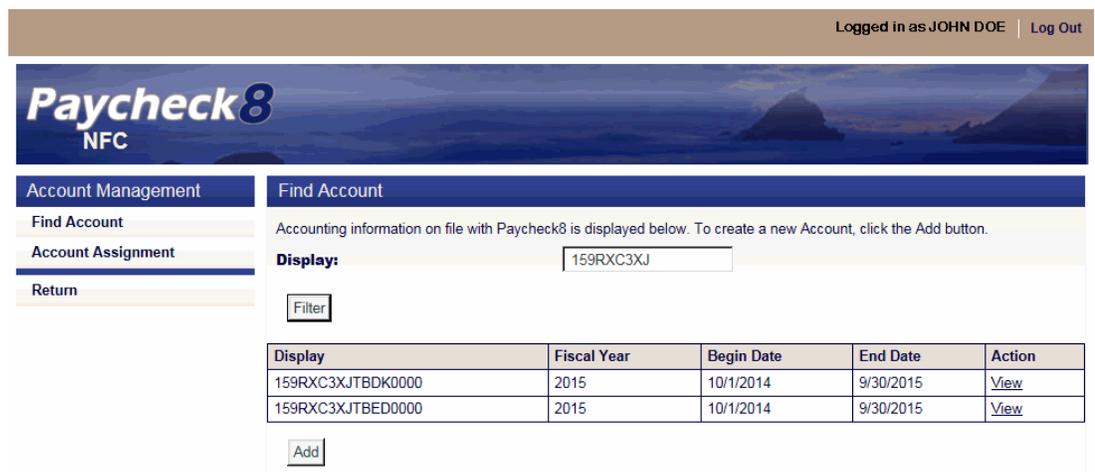


Figure 290: Find Account Page

3. Enter the accounting code to edit in the Display field.
4. Click **Filter**. The accounting codes are displayed.



5. Click **View**. The Edit Account page is displayed.

The screenshot shows the 'Edit Account' page in the Paycheck8 NFC system. The user is logged in as JOHN DOE. The page has a navigation menu on the left with options: Account Management, Find Account, Account Assignment, and Return. The main content area is titled 'Edit Account' and contains a message: 'Edit Accounting information on file with Paycheck8' and a warning box: 'Reducing the end date will not affect time already entered.' Below this, the account details are listed: Appropriation Code: 159, Account Number: RXC3XJTBDK0000, Fiscal Year: 2015, Begin Date: 10/1/2014, End Date: 9/30/2015 (in a text input field), and ACCOUNTNUMBER: 159RXC3XJTBDK0000. At the bottom are 'Save' and 'Cancel' buttons.

Figure 291: Edit Account Page - Original Date

6. Enter the new date in the End Date field.

This screenshot is identical to Figure 291, but the 'End Date' field now contains the revised date '9/30/2016'. All other elements, including the warning message and account details, remain the same.

Figure 292: Edit Account Page - Revised Date



7. Click **Save**. The Find Account page is displayed with the new end date.

Account Management | Find Account

Accounting information on file with Paycheck8 is displayed below. To create a new Account, click the Add button.

Display:

Display	Fiscal Year	Begin Date	End Date	Action
159RXC3XJTBKD0000	2015	10/1/2014	9/30/2016	View
159RXC3XJTBED0000	2015	10/1/2014	9/30/2015	View

Figure 293: Edit Account Page - Updated

Assigning Accounting Codes

Account Assignment allows Agency Accounting Administrators to find and assign accounts to employees.

To Add Accounting to Employee:

1. Select **Account Assignment** from the Account Management Menu to assign accounting codes to an employee. The Account Access Management page is displayed.

Account Management | Account Access Management

Please use the Change link and search for an Employee to administer.

Employee:

Search by last name, or first name and last name.

First name

Last name

Email Address

SSN

Inactive

Figure 294: Account Access Management Page



2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

3. Click **Search**. The Account Access Management page is displayed with the search results.

The screenshot shows the 'Account Access Management' page. At the top right, it says 'Logged in as JOHN DOE | Log Out'. The main header features the 'Paycheck8 NFC' logo. A left sidebar contains navigation links: 'Account Management', 'Find Account', 'Account Assignment', and 'Return'. The main content area is titled 'Account Access Management' and includes the instruction: 'Please use the Change link and search for an Employee to administer.' Below this is a search form with the following fields: 'First name' (containing 'Jane'), 'Last name' (containing 'Doe'), 'Email Address', 'SSN', and an 'Inactive' checkbox. 'Search' and 'Clear' buttons are at the bottom of the form. Below the form is a table with search results:

Employee	Email Address	Action
JANE DOE	jane.doe@usda.gov	Select

Figure 295: Account Access Management Page - Search Results



4. Select the applicable employee. The Account Access Management page is displayed with the selected employee.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Account Management | Account Access Management

Find Account | Please use the Change link and search for an Employee to administer.

Account Assignment | **Employee:** Jane Doe [Change](#)

Return | Select the Add button to administer accounting.

Access To	Action
There are no account access rights.	

Figure 296: Account Access Management Page - Selected Employee

5. Click **Add**. The Edit Account Access page is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8
NFC

Account Management | Edit Account Access

Find Account | To administer accounting, complete the fields below. Once complete, select the Save button.

Account Assignment |

Property Name	Value	Exact Match
ACCOUNTNUMBER	<input type="text"/>	<input type="checkbox"/>

Return |

Figure 297: Edit Account Access Page

6. Enter the Accounting Code in the Value field. Check the Exact Match box, if applicable.



7. Click **Save**. The Account Access Management page is displayed with the new accounting code listed.

Logged in as JOHN DOE | [Log Out](#)

Paycheck8

NFC

Account Management

- Find Account
- Account Assignment**
- Return

Account Access Management

Please use the Change link and search for an Employee to administer.

Employee: Jane Doe [Change](#)

Select the Add button to administer accounting.

Access To	Action
ACCOUNTNUMBER : 159RXC3X*	Remove

Figure 298: Account Access Management Page - Account Added



Agency ConnectHR Administration

My Paycheck8 Administration is used by Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to access all HR related functions and applications.

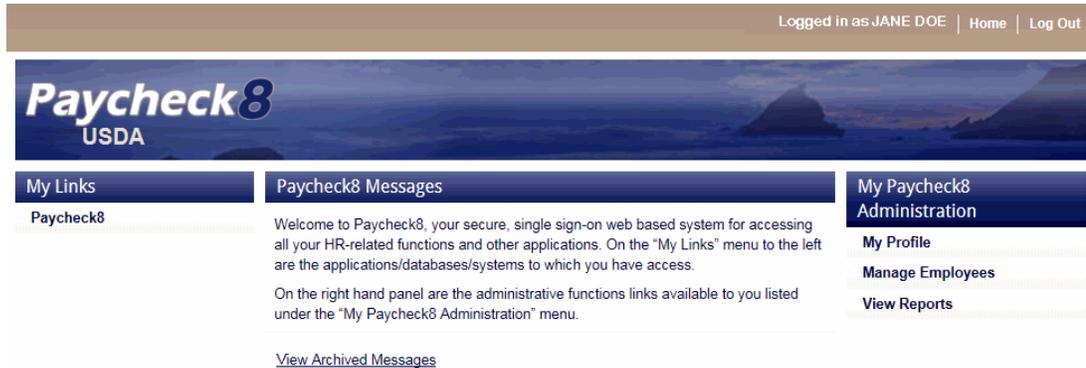


Figure 299: My Paycheck8 Administration Menu Page

Navigation menus are available above the banner, as well as to the left and right of the Paycheck8 Messages.

- The My Links menu displays applications/databases/systems to which the user has access.
- The My Paycheck8 Administration menu includes links to the administrative functions available to the user.
- The menu above the banner includes the employee's name, as well as links to the Home screen and Log Out.

This section includes the following topics:

My Profile	289
Managing Employees	299
Viewing Reports	324

My Profile

My Profile displays a Profile Administration menu for Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators. This feature allows access to change their password, security questions, and user name and to view their contact information.

To access the Profile Administration menu, select **My Profile** from the My Paycheck8 Administration menu on the Paycheck8 main menu page.



For more information see:

View Profile	290
Change Password.....	292
Change Security Questions	294
Change User Name	296
Manage Contacts	298

View Profile

View Profile allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to view their profile. This data is view only and cannot be edited.

To View Profile:

1. Select **My Profile** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Profile Administration menu is displayed.

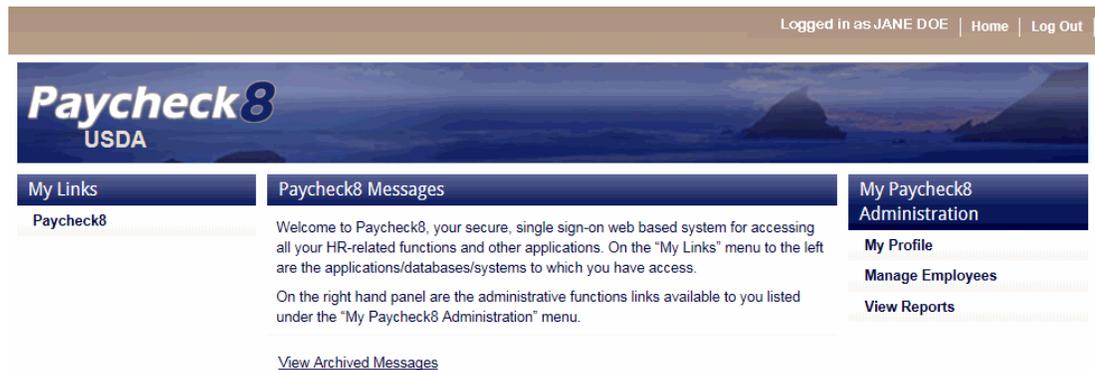


Figure 300: My Paycheck8 Administration Menu Page



2. Select **View Profile** from the Profile Administration menu. The Employee Data tab is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links | Now Viewing Employee: JANE DOE | Profile Administration

Paycheck8 | **Employee Data**

SSN: XXX-XX-0000 [Show Full SSN](#)

EmpowHRID:

First Name: JANE

Middle Name:

Last Name: DOE

Address: 123 MAIN STREET

Address (cont.):

City: NEW ORLEANS

State: LA

Zip Code: 70129

Date of Birth: 1/1/1980

Organization Code: 90702004002020

Contractor?: No

Profile Administration

- View Profile
- Change Password
- Change Security Questions
- Change User Name
- Manage Contacts

Figure 301: Employee Data Page

3. The following fields are displayed on the Employee Data tab:

Field	Description
SSN	Displays the user's SSN with only the last four digits revealed. Click Show Full SSN to see the complete SSN.
EmpowHRID	Not applicable.
First Name	Displays the user's first name.
Middle Name	Displays the user's middle name.
Last Name	Displays the user's last name.
Address	Displays the user's address.
Address (cont.)	Displays the user's second line address, if needed.
City	Displays the user's city of residence.
State	Displays the user's state of residence.
Zip Code	Displays the ZIP code of the users's residence.
Date of Birth	Displays the user's date of birth.



Field	Description
Organization Code	Displays the user's organizational structure.
Contractor	Displays if the user is a contract employee.

Change Password

Change Password allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to change their password.

To Change Password:

1. Select **My Profile** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Profile Administration menu is displayed.

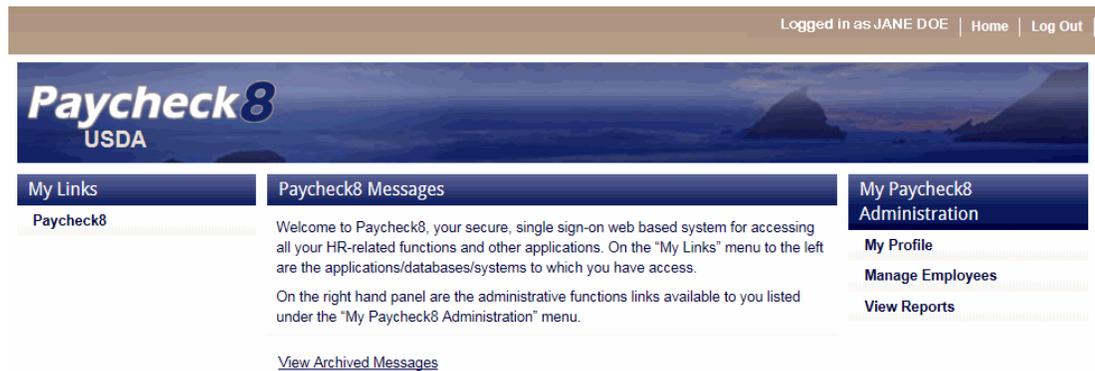


Figure 302: My Paycheck8 Administration Menu Page



2. Select **Change Password** from the Profile Administration menu. The Change Password page is displayed.

Figure 303: Change Password Page

3. Complete the fields as follows:

Field	Instruction
*Current Password	<i>Required</i> Enter current password.
*New Password	<i>Required</i> Enter new password following the password requirements shown.
*New Password Confirmation	<i>Required</i> Reenter new password for confirmation.



4. Click **Change Password**. The *Password changed* confirmation message is displayed.

The screenshot displays the Paycheck8 USDA user interface. At the top right, it shows 'Logged in as JANE DOE | Home | Log Out'. The main header features the 'Paycheck8 USDA' logo. Below the header, there are three main sections: 'My Links' (containing 'Paycheck8'), 'Now Viewing Employee: JANE DOE', and 'Profile Administration'. The 'Profile Administration' section includes links for 'View Profile', 'Change Password', 'Change Security Questions', 'Change User Name', and 'Manage Contacts'. A green success message box is prominently displayed, stating 'Success!' and 'Password changed', with a 'Dismiss Message' link. Below this, the 'Employee Data' section is visible, containing the following information:

SSN:	XXX-XX-0000	Show Full SSN
EmpowHRID:		
First Name:		
Middle Name:	JANE	
Last Name:	DOE	
Address:	123 MAIN STREET	
Address (cont.):		
City:	NEW ORLEANS	
State:	LA	
Zip Code:	70129	
Date of Birth:	1/1/1980	
Organization Code:	90702004002020	
Contractor?:	No	

Figure 304: Password Changed Success Message

Change Security Questions

Change Security Questions allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to change their security questions and answers.



To Change Security Questions:

1. Select **My Profile** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Profile Administration menu is displayed.

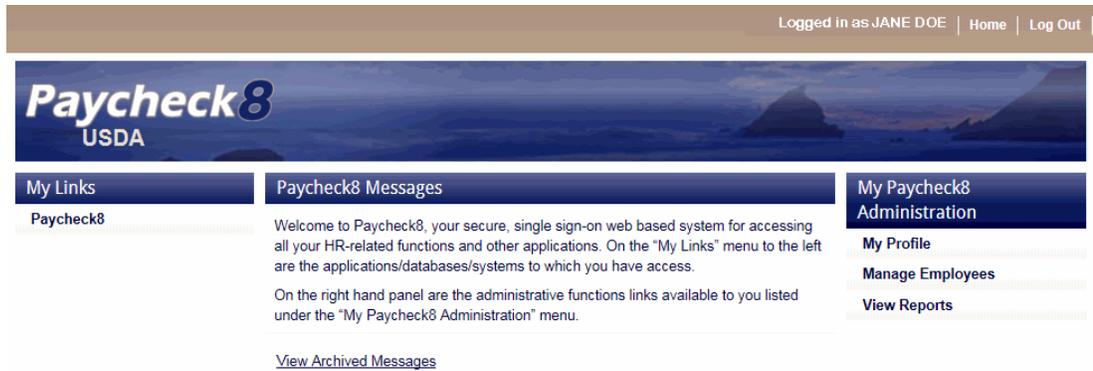


Figure 305: My Paycheck8 Administration Menu Page

2. Select **Change Security Questions** from the Profile Administration menu. The Change Security Questions page is displayed.

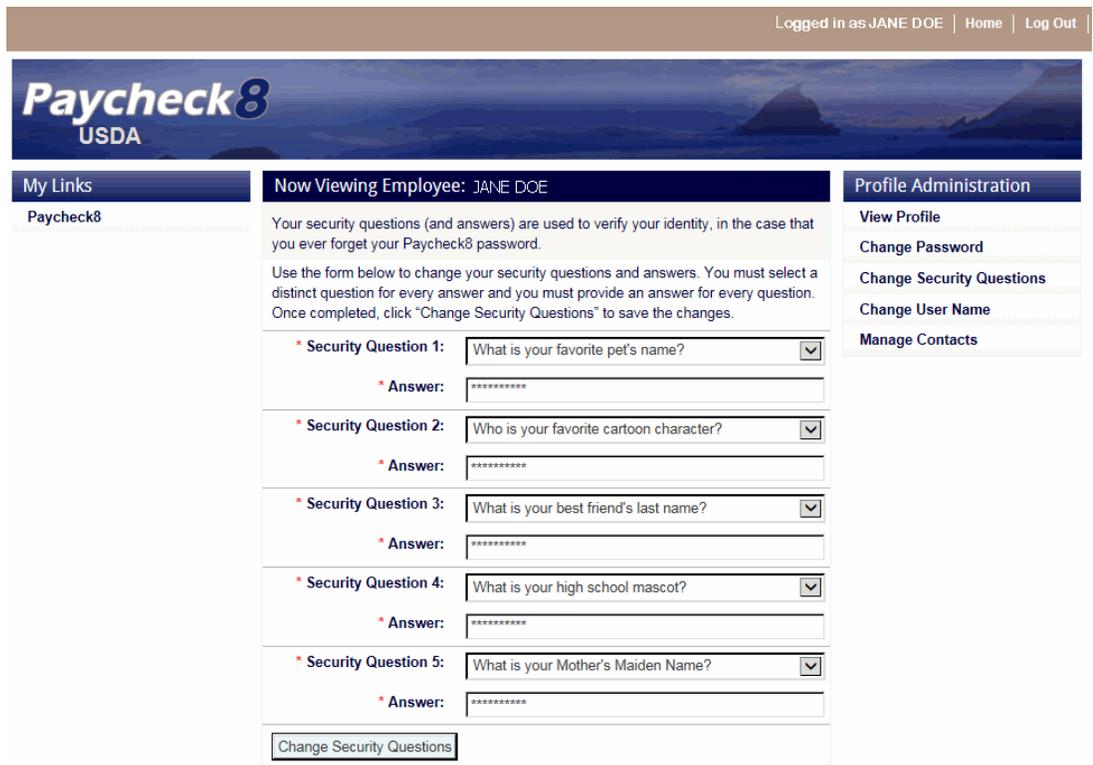


Figure 306: Change Security Questions Page

3. Complete the fields as follows:

Field	Instruction
-------	-------------



Field	Instruction
*Security Questions 1-5	<i>Required</i> Select a security question from the drop-down list.
*Answer	<i>Required</i> Enter an answer to each security question selected.

4. Click **Change Security Questions**. The *Security Questions and Answers changed* success message is displayed.

The screenshot shows the Paycheck8 USDA user interface. At the top right, it says "Logged in as JANE DOE | Home | Log Out". The main header features the "Paycheck8 USDA" logo. Below the header, there are three main sections: "My Links" (containing "Paycheck8"), "Now Viewing Employee: JANE DOE", and "Profile Administration".

In the "Now Viewing Employee" section, a green success message is displayed: "Success! Security Questions and Answers changed". A "Dismiss Message" link is next to it. Below the message is the "Employee Data" section, which lists the following information:

- SSN: XXX-XX-0000 [Show Full SSN](#)
- EmpowHRID:
- First Name: JANE
- Middle Name:
- Last Name: DOE
- Address: 123 MAIN STREET
- Address (cont.):
- City: NEW ORKEANS
- State: LA
- Zip Code: 70129
- Date of Birth: 1/1/1980
- Organization Code: 90702004002020
- Contractor?: No

The "Profile Administration" section on the right includes links for "View Profile", "Change Password", "Change Security Questions", "Change User Name", and "Manage Contacts".

Figure 307: Security Questions and Answers Changed Success Message

Change User Name

Change User Name allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to change their user name.



To Change User Name:

1. Select **My Profile** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Profile Administration menu is displayed.

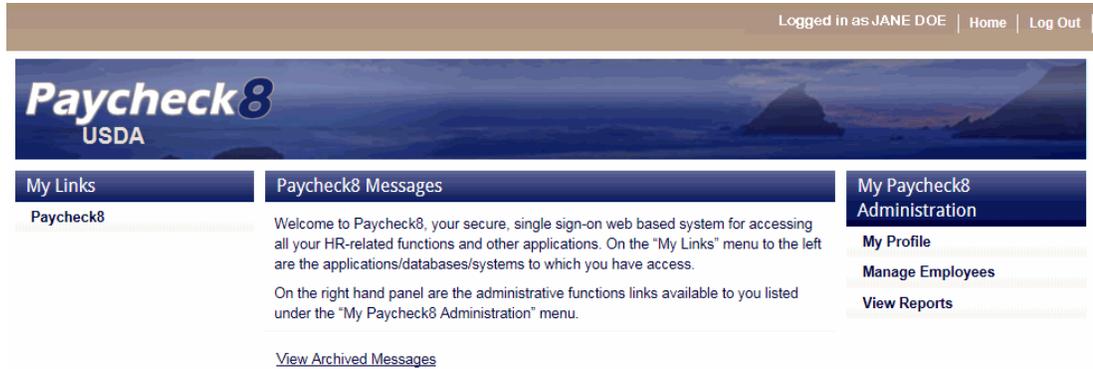


Figure 308: My Paycheck8 Administration Menu Page

2. Select **Change User Name** from the Profile Administration menu. The Change User Name page is displayed.

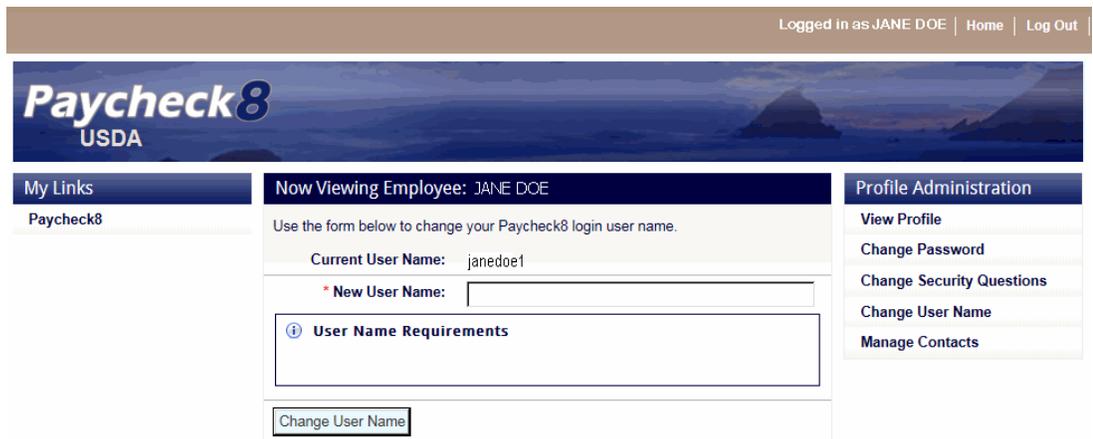


Figure 309: Change User Name Page

3. Complete the field as follows:

Field	Instruction
*New User Name	<i>Required</i> Enter a new user name following the User Name Requirements shown.



4. Click **Change User Name**. The *User Name changed* success message is displayed.

The screenshot shows the Paycheck8 USDA interface. At the top right, it says "Logged in as JANE DOE | Home | Log Out". The main header features the "Paycheck8 USDA" logo. Below the header, there are three main sections: "My Links" (containing "Paycheck8"), "Now Viewing Employee: JANE DOE", and "Profile Administration".

In the "Now Viewing Employee" section, a green success message box is displayed with a checkmark icon and the text "Success! User Name changed". A "Dismiss Message" link is located to the right of the message.

Below the success message is the "Employee Data" table:

Employee Data	
SSN:	XXX-XX-0000 Show Full SSN
EmpowHRID:	
First Name:	JANE
Middle Name:	
Last Name:	DOE
Address:	123 MAIN STREET
Address (cont.):	
City:	NEW ORLEANS
State:	LA
Zip Code:	70129
Date of Birth:	1/1/1980
Organization Code:	90702004002020
Contractor?:	No

The "Profile Administration" section on the right includes links for "View Profile", "Change Password", "Change Security Questions", "Change User Name", and "Manage Contacts".

Figure 310: User Name Changed Success Message

Manage Contacts

Manage Contacts allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to view their contact information. Updates to contact information must be made by the Paycheck8 HR Administrator. For more information, see ***Employee Management*** (on page 185).



To View Contact Information:

1. Select **My Profile** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Profile Administration menu is displayed.

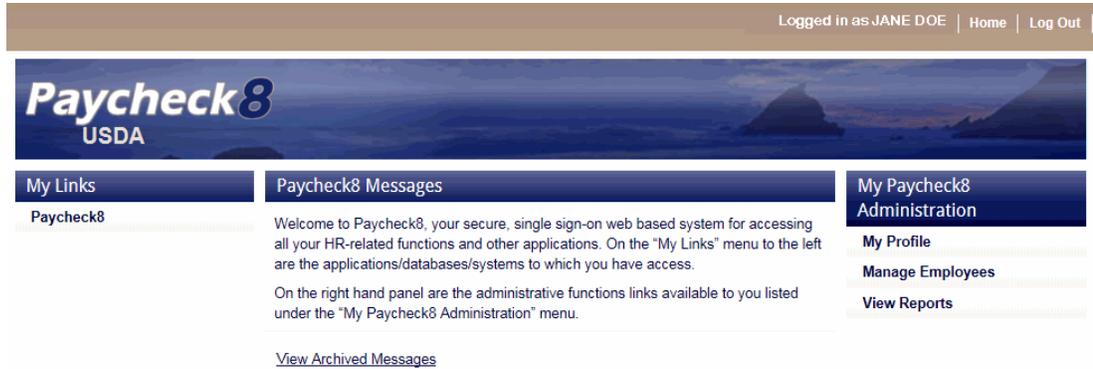


Figure 311: My Paycheck8 Administration Menu Page

2. Select **Manage Contacts** from the Profile Administration menu. The Email Addresses page is displayed.



Figure 312: Manage Contacts Page

Managing Employees

Manage Employees is used by Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to access employee profiles for editing purposes. The Profile Administration menu displayed is dependant upon the Administrator's role. Both administrative roles are allowed to view an employee's profile and contacts and edit user roles. Agency ConnectHR Administrators can also reset an employee's password and security questions and change user account status. The employee's profile must be accessed before performing these functions.



For more information see:

Viewing Profiles	300
Resetting Passwords	303
Resetting Security Questions	307
Viewing Employee Contact Information	311
Editing User Roles	315
Changing User Account Status	320

Viewing Profiles

View Profile allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to view employee profile information. This is a view only function and data cannot be edited.

To View an Employee Profile:

1. Select **Manage Employees** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

Figure 313: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.



Field	Instruction
EmpowHRID	Not applicable.
First Name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are Active , Inactive , and All Employees .

- Click **Search**. The Employee Administration page is displayed with the search results.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Employee Administration
Use the form below to search for an existing employee.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

Name	SSN	EmpowHRID	Primary Email	
John Doe	XXX-XX-0000		JOHN.DOE@usda.gov	Select

My Paycheck8 Administration
[My Profile](#)
[Manage Employees](#)
[View Reports](#)

Figure 314: Employee Administration Page - Search Results

- Click **Select** next to the employee to be retrieved. The Employee Data tab is displayed with the Profile Administration menu.



Note: Select **Return to Employees** from any Profile Administration page to return to the Employee Administration page.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: John Doe

Employee Data | User Data | Roles | Logins

SSN: XXX-XX-0000

EmpowHRID:

First Name: JOHN

Middle Name:

Last Name: DOE

Address: 123 MAIN STREET

Address (cont.):

City: NEW ORLEANS

State: LA

Zip Code: 70129

Date of Birth: 9/22/1992

Organization Code: 90

Office:

Active?: Yes

Separation Date:

Contractor?: No

Created On: 5/15/2015 9:42:57 AM

Created By:

Last Modified On:

Last Modified By:

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 315: Employee Data Tab

5. Select **User Data** to view the details of the user's authentication credentials and account status.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: John Doe

Employee Data | User Data | Roles | Logins

The information below reflects the current details of the user's authentication credentials and account status.

User Name: johndoe

eAuth Status: Not Synchronized

Enabled?: Yes

Locked Out?: No

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 316: User Data Tab



6. Select **Roles** to view the roles assigned to this user.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: John Doe

Employee Data | User Data | **Roles** | Logins

The roles below are assigned to this user.

Role	Role Type	Expiration Date
Employee	Standard	

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 317: Roles Tab

7. Select **Logins** to view the last 50 logins for this user.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: John Doe

Employee Data | User Data | Roles | **Logins**

The grid, below, shows the last 50 logins for this employee. The grid is presorted, chronologically, with the most recent logins shown first. All timestamps are shown in Central Standard Time.

When	Method
6/23/2015 2:35 PM	Username and password
6/22/2015 3:17 PM	Username and password
6/22/2015 8:25 AM	Username and password
6/18/2015 9:39 AM	Username and password
6/18/2015 8:20 AM	Username and password
6/18/2015 8:19 AM	Username and password
6/16/2015 8:15 AM	Username and password
6/15/2015 1:04 PM	Username and password
6/12/2015 7:06 AM	Username and password
6/12/2015 6:48 AM	Username and password
6/10/2015 11:50 AM	Username and password
6/10/2015 11:50 AM	Username and password
6/10/2015 11:50 AM	Username and password
6/10/2015 11:49 AM	Username and password
5/26/2015 9:22 AM	Username and password

1 2

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 318: Logins Tab

Resetting Passwords

Reset Password allows Agency ConnectHR Administrators to reset employee passwords.



To Reset Employee Passwords:

1. Select **Manage Employees** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8 USDA

My Links
Paycheck8

Employee Administration
Use the form below to search for an existing employee.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

My Paycheck8 Administration
My Profile
Manage Employees
View Reports

Figure 319: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are Active , Inactive , and All Employees .



3. Click **Search**. The Employee Administration page is displayed with the search results.

Logged in as JANE DOE | Home | Log Out

Paycheck8 USDA

My Links
Paycheck8

Employee Administration
Use the form below to search for an existing employee.
SSN:
EmpowHRID:
First Name:
Last Name:
Email Address:
User Name:
Employee Status: Active Inactive All Employees

My Paycheck8 Administration
My Profile
Manage Employees
View Reports

Name	SSN	EmpowHRID	Primary Email	
John Doe	XXX-XX-0000		JOHN.DOE@usda.gov	Select

Figure 320: Employee Administration Page - Search Results



- Click **Select** next to the employee to be edited. The Employee Data tab is displayed with the Profile Administration menu.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: John Doe

Employee Data | User Data | Roles | Logins

SSN: XXX-XX-0000

EmpowHRID:

First Name: JOHN

Middle Name:

Last Name: DOE

Address: 123 MAIN STREET

Address (cont.):

City: NEW ORLEANS

State: LA

Zip Code: 70129

Date of Birth: 9/22/1992

Organization Code: 90

Office:

Active?: Yes

Separation Date:

Contractor?: No

Created On: 5/15/2015 9:42:57 AM

Created By:

Last Modified On:

Last Modified By:

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 321: Employee Data Tab

- Select **Reset Password** from the Profile Administration menu. The Reset Password option is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: John Doe

To reset this user's Paycheck8 password, select an email address where the password should be sent. Once completed, click "Reset Password." The user will receive an email informing them of the password reset. Upon logging in, they will be prompted to enter a permanent password.

JOHN.DOE@usda.gov

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 322: Reset Password Option



6. Select the employee's email address.
7. Click **Reset Password**. The Password reset success message is displayed and the employee will receive an email with a temporary password. Upon logging in, the employee will be prompted to enter a permanent password.

The screenshot shows the Paycheck8 USDA web interface. At the top right, it says "Logged in as JANE DOE | Home | Log Out". The main header features the "Paycheck8 USDA" logo. Below the header, there are three main sections: "My Links" (containing "Paycheck8"), "Now Viewing Employee: John Doe", and "Profile Administration".

In the "Now Viewing Employee" section, a green success message is displayed: "Success! Password reset" with a "Dismiss Message" link. Below this, there are tabs for "Employee Data", "User Data", "Roles", and "Logins". The "Employee Data" tab is active, showing a form with the following fields:

SSN:	XXX-XX-0000
EmpowHRID:	
First Name:	John
Middle Name:	
Last Name:	Doe
Address:	
Address (cont.):	
City:	
State:	
Zip Code:	
Date of Birth:	9/22/1992
Organization Code:	90
Office:	
Active?:	Yes
Separation Date:	
Contractor?:	No
Created On:	5/15/2015 9:42:57 AM
Created By:	
Last Modified On:	
Last Modified By:	

The "Profile Administration" section on the right contains the following links: View Profile, Reset Password, Reset Security Questions, Manage Contacts, Edit User Roles, Change User Account Status, and Return to Employees.

Figure 323: Password Reset Success Message

Resetting Security Questions

Reset Security Questions allows Agency ConnectHR Administrators to reset employee security questions.



To Reset Employee Security Questions:

1. Select **Manage Employees** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Employee Administration
Use the form below to search for an existing employee.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

My Paycheck8 Administration
My Profile
Manage Employees
View Reports

Figure 324: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are Active , Inactive , and All Employees .



3. Click **Search**. The Employee Administration page is displayed with the search results.

Logged in as JANE DOE | Home | Log Out

Paycheck8 USDA

My Links
Paycheck8

Employee Administration
Use the form below to search for an existing employee.
SSN:
EmpowHRID:
First Name:
Last Name:
Email Address:
User Name:
Employee Status: Active Inactive All Employees

My Paycheck8 Administration
My Profile
Manage Employees
View Reports

Name	SSN	EmpowHRID	Primary Email	
John Doe	XXX-XX-0000		JOHN.DOE@usda.gov	Select

Figure 325: Employee Administration Page - Search Results



- Click **Select** next to the employee to be edited. The Employee Data tab is displayed with the Profile Administration menu.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: John Doe

Employee Data | User Data | Roles | Logins

SSN: XXX-XX-0000

EmpowHRID:

First Name: JOHN

Middle Name:

Last Name: DOE

Address: 123 MAIN STREET

Address (cont.):

City: NEW ORLEANS

State: LA

Zip Code: 70129

Date of Birth: 9/22/1992

Organization Code: 90

Office:

Active?: Yes

Separation Date:

Contractor?: No

Created On: 5/15/2015 9:42:57 AM

Created By:

Last Modified On:

Last Modified By:

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 326: Employee Data Tab

- Select **Reset Security Questions** from the Profile Administration menu. The Reset Security Questions option is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: JOHN DOE

Use the form below to reset this employee's Paycheck8 security questions. Once completed, click "Reset Security Questions." The employee will receive an email informing them of the change. Upon logging in, they will be prompted to enter new security questions.

JOHN.DOE@usda.gov

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 327: Reset Security Questions Option



6. Select the employee's email address.
7. Click **Reset Security Questions**. The *Security questions reset* success message is displayed, and the employee will receive an email of the change. Upon logging in, the employee will be prompted to enter new security questions.

The screenshot shows the Paycheck8 USDA interface. At the top right, it says 'Logged in as JANE DOE | Home | Log Out'. The main header features the 'Paycheck8 USDA' logo. Below the header, there are three main sections: 'My Links' (containing 'Paycheck8'), 'Now Viewing Employee: John Doe', and 'Profile Administration'. The 'Now Viewing Employee' section contains a green success message box with a checkmark icon, stating 'Success! Security questions reset' and a 'Dismiss Message' link. Below the message are tabs for 'Employee Data', 'User Data', 'Roles', and 'Logins'. The 'Employee Data' tab is active, displaying a form with the following fields and values:

SSN:	XXX-XX-0000
EmpowHRID:	
First Name:	John
Middle Name:	
Last Name:	Doe
Address:	
Address (cont.):	
City:	
State:	
Zip Code:	
Date of Birth:	9/22/1992
Organization Code:	90
Office:	
Active?:	Yes
Separation Date:	
Contractor?:	No
Created On:	5/15/2015 9:42:57 AM
Created By:	
Last Modified On:	
Last Modified By:	

The 'Profile Administration' section on the right includes links for 'View Profile', 'Reset Password', 'Reset Security Questions', 'Manage Contacts', 'Edit User Roles', 'Change User Account Status', and 'Return to Employees'.

Figure 328: Security Questions Reset Success Message

Viewing Employee Contact Information

Manage Contacts allows Agency Administrators to view employee contact information. This information is read only.

Note: Updates to an employee's email address must be made by the Paycheck8 HR Administrator. For more information, see *Employee Management* (on page 185).



To View Employee Contact Information:

1. Select **Manage Employees** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Employee Administration
Use the form below to search for an existing employee.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

My Paycheck8 Administration
My Profile
Manage Employees
View Reports

Figure 329: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are Active , Inactive , and All Employees .



3. Click **Search**. The Employee Administration page is displayed with the search results.

Logged in as JANE DOE | Home | Log Out

Paycheck8 USDA

My Links
Paycheck8

Employee Administration
Use the form below to search for an existing employee.
SSN:
EmpowHRID:
First Name:
Last Name:
Email Address:
User Name:
Employee Status: Active Inactive All Employees

My Paycheck8 Administration
My Profile
Manage Employees
View Reports

Name	SSN	EmpowHRID	Primary Email	
John Doe	XXX-XX-0000		JOHN.DOE@usda.gov	Select

Figure 330: Employee Administration Page - Search Results



- Click **Select** next to the employee to be edited. The Employee Data tab is displayed with the Profile Administration menu.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: John Doe

Employee Data | User Data | Roles | Logins

SSN: XXX-XX-0000

EmpowHRID:

First Name: JOHN

Middle Name:

Last Name: DOE

Address: 123 MAIN STREET

Address (cont.):

City: NEW ORLEANS

State: LA

Zip Code: 70129

Date of Birth: 9/22/1992

Organization Code: 90

Office:

Active?: Yes

Separation Date:

Contractor?: No

Created On: 5/15/2015 9:42:57 AM

Created By:

Last Modified On:

Last Modified By:

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 331: Employee Data Tab

- Select **Manage Contacts**. The Email Address information is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: JOHN DOE

Attention

Your account does not have permission to update an employee's contact information. Please contact your administrator.

Use the form below to manage contact information. Select the field(s) you want to edit then click "Update Contacts" to save the changes.

Email Addresses

* Work email: JOHN.DOE@usda.gov

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 332: Email Address Information



Editing User Roles

Edit User Roles allows Agency Administrators to edit employee user roles.

To Edit User Roles:

1. Select **Manage Employees** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

Figure 333: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are Active , Inactive , and All Employees .



3. Click **Search**. The Employee Administration page is displayed with the search results.

Logged in as JANE DOE | Home | Log Out

Paycheck8 USDA

My Links
Paycheck8

Employee Administration
Use the form below to search for an existing employee.
SSN:
EmpowHRID:
First Name:
Last Name:
Email Address:
User Name:
Employee Status: Active Inactive All Employees

Name	SSN	EmpowHRID	Primary Email	
John Doe	XXX-XX-0000		JOHN.DOE@usda.gov	Select

My Paycheck8 Administration
My Profile
Manage Employees
View Reports

Figure 334: Employee Administration Page - Search Results



- Click **Select** next to the employee to be edited. The Employee Data tab is displayed with the Profile Administration menu.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links | **Now Viewing Employee: John Doe** | Profile Administration

Paycheck8 | **Employee Data** | User Data | Roles | Logins

SSN: XXX-XX-0000

EmpowHRID:

First Name: JOHN

Middle Name:

Last Name: DOE

Address: 123 MAIN STREET

Address (cont.):

City: NEW ORLEANS

State: LA

Zip Code: 70129

Date of Birth: 9/22/1992

Organization Code: 90

Office:

Active?: Yes

Separation Date:

Contractor?: No

Created On: 5/15/2015 9:42:57 AM

Created By:

Last Modified On:

Last Modified By:

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 335: Employee Data Tab

- Click **Edit User Roles**. The Edit User Roles page is displayed.



Note: The only Role Type available is **Standard**.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

Now Viewing Employee: John Doe

Use the table below to assign/remove roles to/from this user. Once you are finished, click the "Continue" button. You will be asked to verify your changes before they are applied.

Role Type: Standard

Role Name	Selected	Expiration Date
Agency Accounting Administrator	<input type="checkbox"/>	<input type="text"/>
Agency Change Client	<input type="checkbox"/>	<input type="text"/>
Agency ConnectHR Administrator	<input type="checkbox"/>	<input type="text"/>
Agency Paycheck8 Role Administrator	<input type="checkbox"/>	<input type="text"/>
Budget Approver	<input type="checkbox"/>	<input type="text"/>
Budget User	<input type="checkbox"/>	<input type="text"/>
Employee	<input checked="" type="checkbox"/>	<input type="text"/>
Employee Plus Read	<input type="checkbox"/>	<input type="text"/>
GDCII Admin	<input type="checkbox"/>	<input type="text"/>
HR Administrator	<input type="checkbox"/>	<input type="text"/>
Master Administrator (NFC ONLY)	<input type="checkbox"/>	<input type="text"/>
Master Timekeeper	<input type="checkbox"/>	<input type="text"/>
NFC Application Administrator	<input type="checkbox"/>	<input type="text"/>
NFC ConnectHR Administrator	<input type="checkbox"/>	<input type="text"/>
NFC Security Administrator	<input type="checkbox"/>	<input type="text"/>
Read Only - Call Center (NFC ONLY)	<input type="checkbox"/>	<input type="text"/>
Sweep Administrator (NFC ONLY)	<input type="checkbox"/>	<input type="text"/>
Timekeeper	<input type="checkbox"/>	<input type="text"/>
VLTP Administrator	<input type="checkbox"/>	<input type="text"/>

Profile Administration

- [View Profile](#)
- [Reset Password](#)
- [Reset Security Questions](#)
- [Manage Contacts](#)
- [Edit User Roles](#)
- [Change User Account Status](#)
- [Return to Employees](#)

Figure 336: Edit User Roles Page

6. Select applicable roles to add or remove from the user's profile.
7. Enter expiration date of role or select date from calendar, if applicable.

Note: Expiration dates are not required.



- Click **Continue**. The *Role assigned* confirmation message is displayed.



Figure 337: Role Assigned Confirmation Message

- Click **Confirm**. The *User Roles updated* success message is displayed.

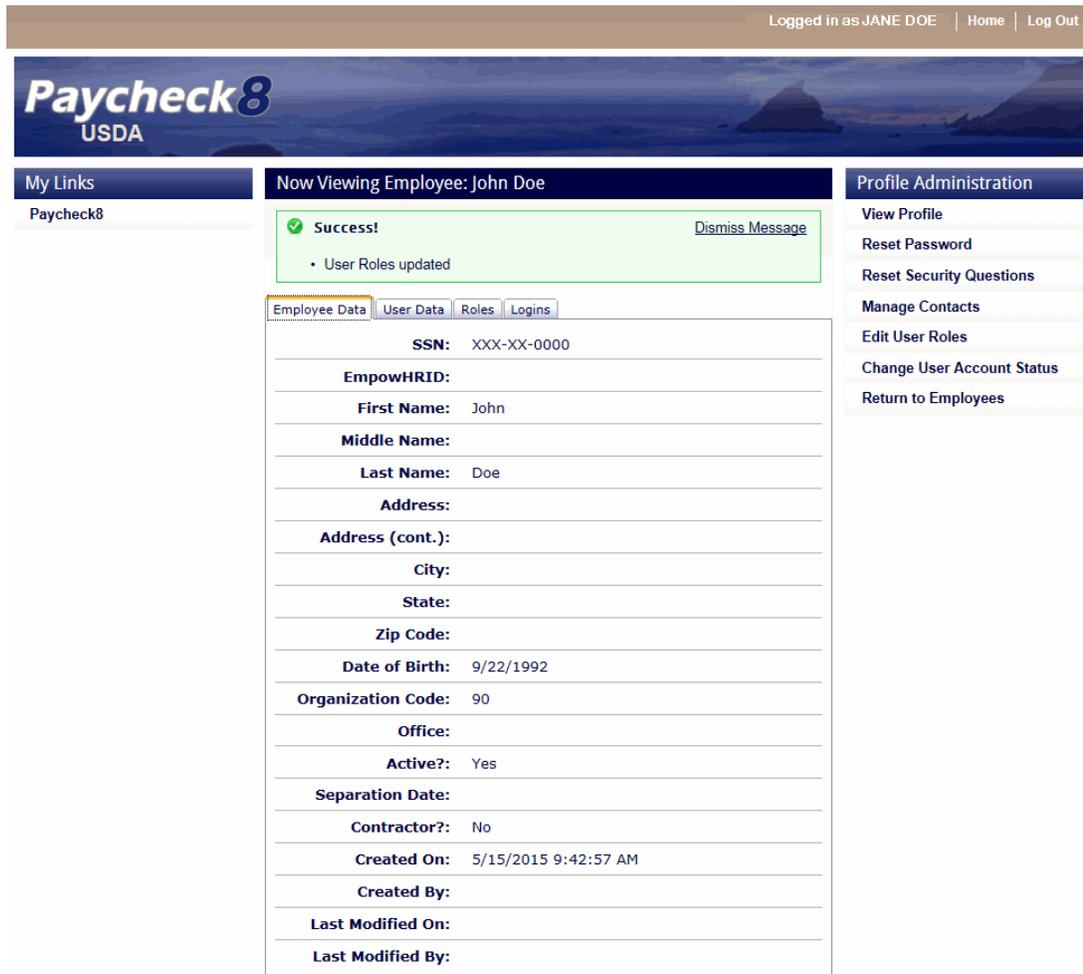


Figure 338: User Roles Updated Success Message



10. Click **Roles** to verify the updated role list.

Logged in as JANE DOE | Home | Log Out

Paycheck8 USDA

My Links
Paycheck8

Now Viewing Employee: John Doe

Profile Administration
View Profile
Reset Password
Reset Security Questions
Manage Contacts
Edit User Roles
Change User Account Status
Return to Employees

Success! [Dismiss Message](#)

- User Roles updated

Employee Data | User Data | **Roles** | Logins

The roles below are assigned to this user.

Role	Role Type	Expiration Date
Employee	Standard	
Timekeeper	Standard	

Figure 339: Roles Tab

Changing User Account Status

Change User Account Status allows Agency ConnectHR Administrators to disable or enable an employee account status.

To Change User Account Status:

1. Select **Manage Employees** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8 USDA

My Links
Paycheck8

Employee Administration

Use the form below to search for an existing employee.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

My Paycheck8 Administration
My Profile
Manage Employees
View Reports

Figure 340: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.



Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are Active , Inactive , and All Employees .

3. Click **Search**. The Employee Administration page is displayed with the search results.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Employee Administration
Use the form below to search for an existing employee.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

Name	SSN	EmpowHRID	Primary Email	
John Doe	XXX-XX-0000		.JOHN.DOE@usda.gov	Select

My Paycheck8 Administration
My Profile
Manage Employees
View Reports

Figure 341: Employee Administration Page - Search Results



- Click **Select** next to the employee to be edited. The Employee Data tab is displayed with the Profile Administration menu.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: John Doe

Employee Data | User Data | Roles | Logins

SSN: XXX-XX-0000

EmpowHRID:

First Name: JOHN

Middle Name:

Last Name: DOE

Address: 123 MAIN STREET

Address (cont.):

City: NEW ORLEANS

State: LA

Zip Code: 70129

Date of Birth: 9/22/1992

Organization Code: 90

Office:

Active?: Yes

Separation Date:

Contractor?: No

Created On: 5/15/2015 9:42:57 AM

Created By:

Last Modified On:

Last Modified By:

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 342: Employee Data Tab

- Select **Change User Account Status**. The Disable User Account option is displayed.

Note: If the employee's account is disabled, the Enable User Account option is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Now Viewing Employee: JOHN DOE

Use the button below to disable this user.

Profile Administration

- View Profile
- Reset Password
- Reset Security Questions
- Manage Contacts
- Edit User Roles
- Change User Account Status
- Return to Employees

Figure 343: Disable User Account Page Option



6. Click **Disable User Account**. The *User account disabled* success message is displayed.

OR

Click **Enable User Account**. The *User account enabled* success message is displayed.

The screenshot shows the Paycheck8 USDA web application interface. At the top right, it says "Logged in as JANE DOE | Home | Log Out". The main header features the "Paycheck8 USDA" logo. Below the header, there are three main sections: "My Links" (containing "Paycheck8"), "Now Viewing Employee: John Doe", and "Profile Administration". The "Now Viewing Employee" section contains a green success message box with a checkmark icon, stating "Success! User account disabled" and a "Dismiss Message" link. Below the message are tabs for "Employee Data", "User Data", "Roles", and "Logins". The "Employee Data" tab is active, displaying a form with the following fields: SSN: XXX-XX-0000, EmpowHRID: (empty), First Name: John, Middle Name: (empty), Last Name: Doe, Address: (empty), Address (cont.): (empty), City: (empty), State: (empty), Zip Code: (empty), Date of Birth: 9/22/1992, Organization Code: 90, Office: (empty), Active?: Yes, Separation Date: (empty), Contractor?: No, Created On: 5/15/2015 9:42:57 AM, Created By: (empty), Last Modified On: (empty), and Last Modified By: (empty). The "Profile Administration" section on the right lists several actions: View Profile, Reset Password, Reset Security Questions, Manage Contacts, Edit User Roles, Change User Account Status, and Return to Employees.

Figure 344: Change User Account Status Success Message



Viewing Reports

View Reports on the My Paycheck8 Administration menu displays the Paycheck8 Reports menu. The reports are separated into four categories. The reports are displayed below the search criteria and Agency ConnectHR Administrators are able to view the report online, export the report to an export format, or print the report.

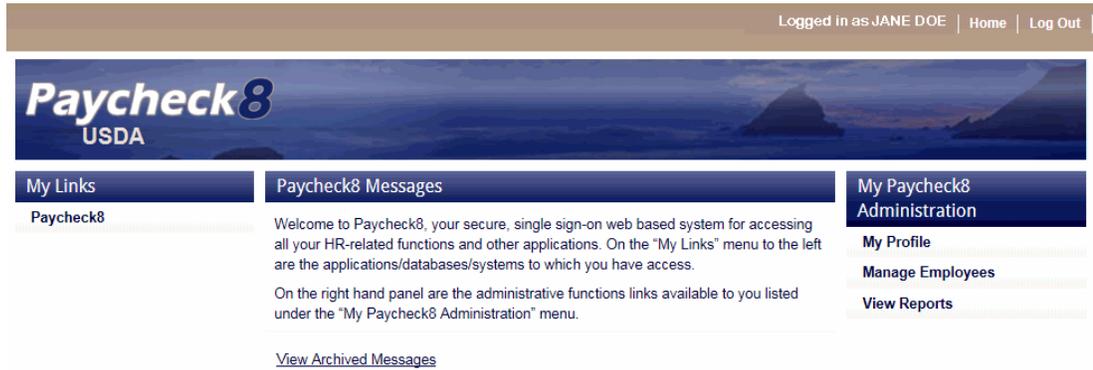


Figure 345: My Paycheck8 Administration Menu Page

For more information see:

User Reports	324
Role Reports	353
Link Reports	359
Metric Reports	365

User Reports

The User Reports category contains reports related to specific user functions. There are seven reports in this category.

For more information see:

Contractor Report	325
Disabled User Report	328
Inactivity Report.....	332
System Login Report.....	336
User Activity Report	340
User Link Activity Report.....	344
User Login Report	349



Contractor Report

Contractor Report is used to identify Contractors and upcoming expiration dates.

To Run the Contractor Report:

1. Select **View Reports** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.



Figure 346: Paycheck8 Reports Page



2. Click **Contractor Report** from the Paycheck8 User Reports menu. The Contractor Report page is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links | Contractor Report

Paycheck8

Report Overview: This report is used to identify Contractors and upcoming expiration dates.

Select a Contractor Expiration Period. Choosing 30 Days will return data for employees with an expiration date in the next 30 days. Choosing 60 Days will return data for employees with an expiration date in the next 60 days. Choosing All will return data for all employees identified as contractors.

Select an Organization level for this report.

Expiration Period: 30 Days
 60 Days
 All

* Organization: 90 - DM, OFFICE OF THE CHIEF FINANCIAL [v]
 00 - Please Select A Level [v]

OK Cancel Clear

* Employee Status: Active Inactive All Employees

Run Report Cancel

Figure 347: Contractor Report Page

3. Complete the fields are follows:

Field	Instruction
Expiration Period	Select the Expiration Period for the report. Valid values are 30 Days , 60 Days , and All .
*Organization	<i>Required</i> Select the Organizational Structure from the drop-down lists.
*Employee Status	<i>Required</i> Select the applicable employee status. Valid values are Active , Inactive , and All Employees .



- Click **OK**. The selected report parameters are displayed.

The screenshot shows the Paycheck8 interface with the Contractor Report parameters. The top navigation bar indicates the user is logged in as JANE DOE. The main header displays the Paycheck8 USDA logo. On the left, there is a 'My Links' menu with 'Paycheck8' selected. The main content area is titled 'Contractor Report' and contains the following text: 'Report Overview: This report is used to identify Contractors and upcoming expiration dates. Select a Contractor Expiration Period. Choosing 30 Days will return data for employees with an expiration date in the next 30 days. Choosing 60 Days will return data for employees with an expiration date in the next 60 days. Choosing All will return data for all employees identified as contractors. Select an Organization level for this report.' Below this text are three sections of radio button options: 'Expiration Period' with options for 30 Days, 60 Days, and All (selected); '* Organization' with a value of 90 and a 'Change' link, and a description 'DM, OFFICE OF THE CHIEF FINANCIAL OFFICER'; and '* Employee Status' with options for Active, Inactive, and All Employees (selected). At the bottom of the form are 'Run Report' and 'Cancel' buttons.

Figure 348: Contractor Report Parameters

- Click **Run Report**. The Contractor Report is displayed with a report toolbar.

The screenshot shows the Paycheck8 interface displaying the Contractor Report. The top navigation bar and main header are identical to Figure 348. The 'My Links' menu is also present. The main content area is titled 'Contractor Report' and contains the same text as in Figure 348. Below the text are the same radio button options for Expiration Period, Organization, and Employee Status. At the bottom of the form are 'Run Report' and 'Cancel' buttons. Below the form is a report toolbar with navigation arrows, a page indicator '1 of 1', a dropdown menu for 'Export to the selected format', and icons for 'Export', 'Refresh', 'Print', and 'Help'. The main content area below the toolbar is empty, with the text 'Contractor Report' displayed in a large font and 'No Data Found' below it.

Figure 349: Contractor Report

The following options are available on the report toolbar:



Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Disabled User Report

Disabled User Report is used to identify employees whose accounts are disabled.



To Run the Disabled User Report:

1. Select **View Reports** from the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

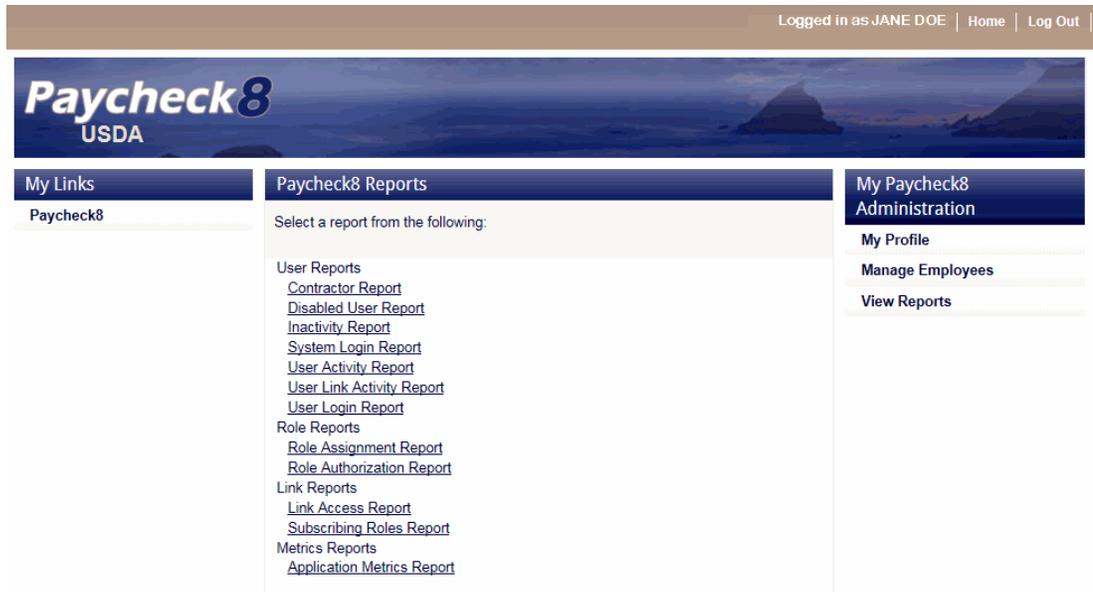


Figure 350: Paycheck8 Reports Page

2. Click **Disabled User Report** from the Paycheck8 User Reports menu. The Disabled User Report page is displayed.

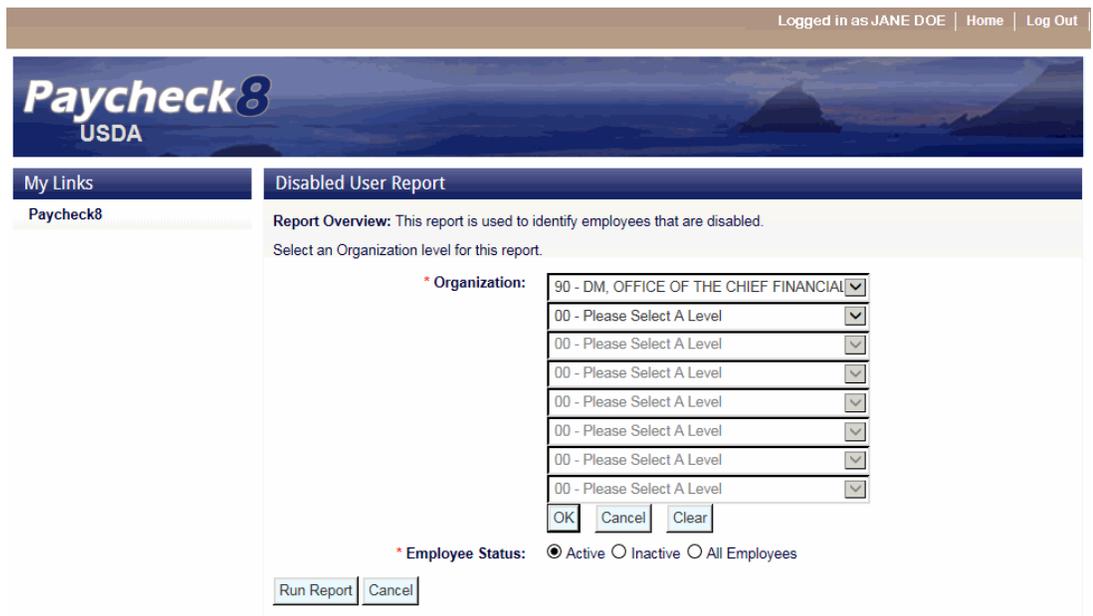


Figure 351: Disabled User Report Page

3. Complete the fields as follows:



Field	Instruction
*Organization	<i>Required</i> Select the Organizational Structure from the drop-down lists.
*Employee Status	<i>Required</i> Select the applicable employee status. Valid values are Active , Inactive , and All Employees .

4. Click **OK**. The selected report parameters are displayed.

The screenshot shows the Paycheck8 USDA web application interface. At the top right, it says "Logged in as JANE DOE | Home | Log Out". The main header features the "Paycheck8 USDA" logo. Below the header, there are two tabs: "My Links" and "Disabled User Report". The "Disabled User Report" tab is active, displaying a "Report Overview" section that states: "This report is used to identify employees that are disabled. Select an Organization level for this report." Below this, the selected parameters are shown: "* Organization: 907040 [Change](#)" and "Description: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR GOVERNMENT EMPLOYEES SERVICES DIVISION". The "* Employee Status" section has three radio buttons: "Active" (selected), "Inactive", and "All Employees". At the bottom of the form, there are two buttons: "Run Report" and "Cancel".

Figure 352: Disabled User Report Parameters



5. Click **Run Report**. The Disabled User Report is displayed with a report toolbar.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Disabled User Report

Report Overview: This report is used to identify employees that are disabled.
Select an Organization level for this report.

* **Organization:** 90 [Change](#)
Description: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER

* **Employee Status:** Active Inactive All Employees

1 of 1 | Export to the selected format | Export

Disabled Employees

Disabled Employee				Acting Employee				Date Disabled
First	Last	Role	Email	First	Last	Role	Email	
John	Doe	Employee	john.doe@usda.gov	JANE	DOE	Agency ConnectHR Administrator	jane.doe@usda.gov	7/14/2015 8:27:31 AM
John	Doe	Timekeeper	john.doe@usda.gov	JANE	DOE	Agency ConnectHR Administrator	jane.doe@usda.gov	7/14/2015 8:27:31 AM
Robert	Doe	Employee	robert.doe@usda.gov	JANE	DOE	Agency ConnectHR Administrator	jane.doe@usda.gov	7/14/2015 8:26:57 AM
Sue	Doe	Employee	sue.doe@usda.gov	JANE	DOE	Agency ConnectHR Administrator	jane.doe@usda.gov	6/25/2015 2:52:54 PM

Page 1 of 1

Figure 353: Disabled User Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.



Option	Description
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Inactivity Report

Inactivity Report displays the employee information for the period of inactivity for the period based on the selected parameters. This report is only available to privileged users.

To Run the Inactivity Report:

1. Select **View Reports** from the Paycheck8 main menu page on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Paycheck8 Reports
Select a report from the following:

- User Reports
 - [Contractor Report](#)
 - [Disabled User Report](#)
 - [Inactivity Report](#)
 - [System Login Report](#)
 - [User Activity Report](#)
 - [User Link Activity Report](#)
 - [User Login Report](#)
- Role Reports
 - [Role Assignment Report](#)
 - [Role Authorization Report](#)
- Link Reports
 - [Link Access Report](#)
 - [Subscribing Roles Report](#)
- Metrics Reports
 - [Application Metrics Report](#)

My Paycheck8 Administration
[My Profile](#)
[Manage Employees](#)
[View Reports](#)

Figure 354: Paycheck8 Reports Page



2. Click **Inactivity Report** from the Paycheck8 Reports User Reports menu. The Inactivity Report page is displayed.

Figure 355: Inactivity Report Page

3. Complete the fields as follows:

Field	Instruction
*Length of Inactivity	<i>Required</i> Select the Length of Inactivity for the report. Valid values are 30-59 Days , 60-119 Days , and 120 or more days .
*Organization	<i>Required</i> Select the Organizational Structure for the report from the drop-down lists.
*Employee Status	<i>Required</i> Select the applicable employee status. Valid values are Active , Inactive , and All Employees .



4. Click **OK**. The selected report parameters are displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8

USDA

My Links

Paycheck8

Inactivity Report

Report Overview: Displays the employee information for privileged users ONLY (identified by role assigned in section 1.1 and 1.2), for users who fall within each category of inactivity based on the time of on demand run of the report.

Select a Length of Inactivity. This will filter the employees by the number of days they have been inactive.

Select an Organization level for this report.

* **Length of Inactivity:** 30-59 Days
 60-119 Days
 120 or more days

* **Organization:** 9070 [Change](#)
Description: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR

* **Employee Status:** Active Inactive All Employees

Figure 356: Inactivity Report Page Parameters



5. Click **Run Report**. The Inactivity Report is displayed with a report toolbar.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Inactivity Report

Report Overview: Displays the employee information for privileged users ONLY (identified by role assigned in section 1.1 and 1.2), for users who fall within each category of inactivity based on the time of on demand run of the report.

Select a Length of Inactivity. This will filter the employees by the number of days they have been inactive.

Select an Organization level for this report.

* **Length of Inactivity:** 30-59 Days
 60-119 Days
 120 or more days

* **Organization:** 907020040020 [Change](#)
Description: DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
 NATIONAL FINANCE CENTER OFFICE OF THE DIRECTOR
 GOVT EMPLOYEES SERVICES DIVISION
 CLIENT SERVICES DIRECTORATE (CSD)
 TRAINING AND COMMUNICATIONS BRANCH (TCB)

* **Employee Status:** Active Inactive All Employees

Report toolbar: 1 of 1

Inactivity Report

No Data Found

Page 1 of 1

Figure 357: Inactivity Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.



Option	Description
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

System Login Report

System Login Report is used to investigate the logins of a specific employee or on a specific employee by others.

To Run the System Login Report:

1. Select **View Reports** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.



Figure 358: Paycheck8 Reports Page



2. Click **System Login Report** from the Paycheck8 User Reports menu. The System Login Report page is displayed.

Figure 359: System Login Report Page

3. Complete the fields as instructed below to view a report on a selected employee. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are Active , Inactive , and All Employees .



4. Click **Search**. The search results are displayed on the System Login Report page.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

System Login Report

Report Overview: This report is used to investigate the logins of a specific employee or on a specific employee by others. Use the Employee Search function to select an employee to report on.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

Name	SSN	EmpowHRID	Primary Email	
John Doe	XXX-XX-0000		john.doe@usda.gov	Select

Figure 360: System Login Report Page - Search Results

5. Click **Select** next to the applicable employee. The System Login Report page for the selected employee is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

System Login Report

Select whether the employee is the acting or affected employee and the date criteria for the report.

You have selected: John Doe [Change Selected Employee](#)

* The employee is the: Acting Employee
 Affected Employee

* Date:

Figure 361: System Login Report Page - Selected Employee

6. Complete the fields as follows:

Field	Description/Instruction
You have selected	System Generated Displays the selected employee's name.



Field	Description/Instruction
*The employee is the	<i>Required</i> Select whether the selected employee is the Acting Employee or the Affected employee.
*Date	<i>Required</i> Select the date from the calendar for the System Login data.

7. Click **Run Report**. The System Login Report is displayed with a report toolbar.

The screenshot shows the Paycheck8 System Login Report interface. At the top, it says 'Logged in as JANE DOE | Home | Log Out'. The main header is 'Paycheck8 USDA'. Below that is a 'My Links' sidebar with 'Paycheck8'. The main content area is titled 'System Login Report' and contains the following form:

Select whether the employee is the acting or affected employee and the date criteria for the report.

You have selected: JOHN DOE [Change Selected Employee](#)

* The employee is the: Acting Employee Affected Employee

* Date: 05/05/2015

Buttons: Run Report, Cancel

Report toolbar: [Home](#) [Refresh](#) [Back](#) [Forward](#) 1 of 1 [Export to the selected format](#) [Export](#) [Print](#)

System Login

Acting Employee				Affected Employee			
First	Last	ID	Email	First	Last	ID	Email
JOHN	DOE	601	JOHN.DOE@usda.gov	JANE	DOE	601	JANE.DOE@usda.gov
JOHN	DOE	601	JOHN.DOE@usda.gov	JANE	DOE	601	JANE.DOE@usda.gov
JOHN	DOE	601	JOHN.DOE@usda.gov	JANE	DOE	601	JANE.DOE@usda.gov

Figure 362: System Login Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.



Option	Description
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

User Activity Report

User Activity Report is used to investigate the activity of a specific employee or on a specific employee by others.

To Run the User Activity Report:

1. Select **View Reports** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

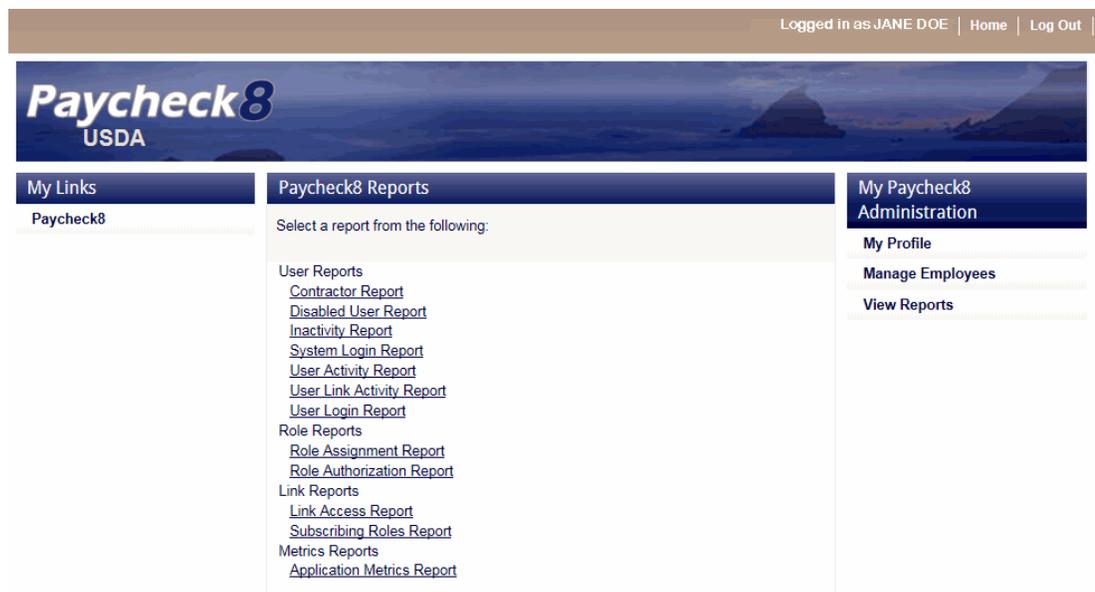


Figure 363: Paycheck8 Reports Page



2. Click **User Activity Report** from the Paycheck8 User Reports menu. The User Activity Report page is displayed.

Figure 364: User Activity Report Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are Active , Inactive and All Employees .



4. Click **Search**. The search results are displayed on the User Activity Report page.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

User Activity Report

Report Overview: This report is used to investigate the activity of a specific employee or on a specific employee by others. Use the Employee Search function to select an employee to report on.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

Name	SSN	EmpowHRID	Primary Email	
John Doe	XXX-XX-0000		john.doe@usda.gov	Select

Figure 365: User Activity Report Page - Search Results

5. Click **Select**. The User Activity Report Page for the selected employee is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

User Activity Report

Select whether the employee is the acting or affected employee. Choose a date range. The End date should be one day later than the last day to be included on the report. After the report is run you may select a format to export the report. Use the Change Selected Employee link to select a different employee for the report.

You have selected: John Doe [Change Selected Employee](#)

* The employee is the: Acting Employee
 Affected Employee

* Start date:

* End date:

Figure 366: User Activity Report Page - Selected Employee

6. Complete the fields as follows:

Field	Description/Instruction
You have selected	System Generated Displays the selected employee's name.



Field	Description/Instruction
*The employee is the	<i>Required</i> Select whether the selected employee is the Acting Employee or the Affected employee.
*Start Date	<i>Required</i> Select the start date from the calendar.
*End Date	<i>Required</i> Select the end date from the calendar.

7. Click **Run Report**. The User Activity Report is displayed with a report toolbar.

Figure 367: User Activity Report

The following options are available on the report toolbar:

Option	Description
--------	-------------



Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

User Link Activity Report

User Link Activity Report is used to review an employee's logins (with the corresponding times) to Paycheck8 within the established parameters.



To Run the User Link Activity Report:

1. Select **View Reports** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

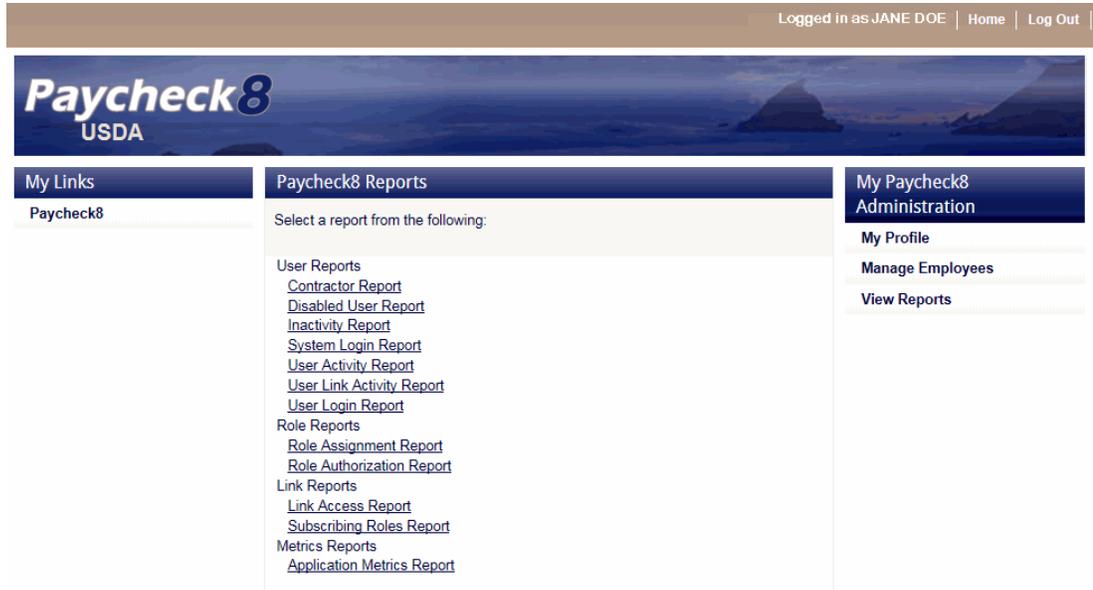


Figure 368: Paycheck8 Reports Page

2. Click **User Link Activity Report** from the Paycheck8 User Reports menu. The User Link Activity Report page is displayed.

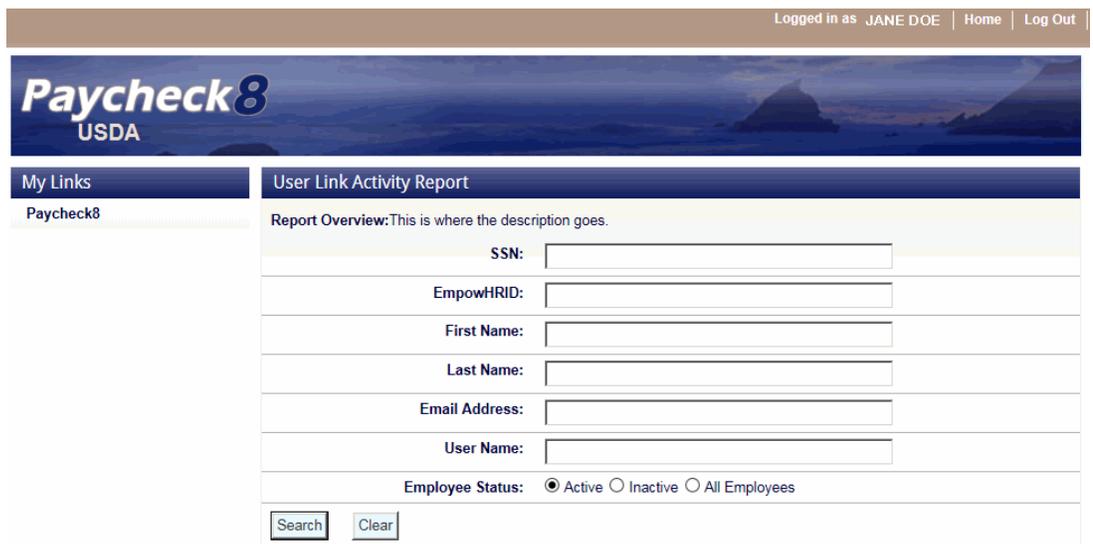


Figure 369: User Activity Report

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.



Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are Active , Inactive , and All Employees .

4. Click **Search**. The search results are displayed on the User Link Activity Report page.

Logged in as JANE DOE | [Home](#) | [Log Out](#)

My Links

User Link Activity Report

Paycheck8

Report Overview: This is where the description goes.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

Name	SSN	EmpowHRID	Primary Email	
JOHN DOE	XXX-XX-0000		JOHN.DOE@usda.gov	Select

Figure 370: User Link Activity Report Page - Search Results



- Click **Select** next to employee on which to run report. The User Link Activity Report page for the selected employee is displayed.

Figure 371: User Link Activity Report Page - Selected Employee

- Complete the fields as follows:

Field	Description/Instruction
You have selected	<i>System Generated</i> Displays the selected employee's name.
*Start Date	<i>Required</i> Select the start date from the calendar.
*End Date	<i>Required</i> Select the end date from the calendar.



7. Click **Run Report**. The User Link Activity Report is displayed with a report toolbar.

The screenshot displays the Paycheck8 interface for the User Link Activity Report. At the top, it shows the user is logged in as JANE DOE. The main content area is titled 'User Link Activity Report' and includes a section for selecting date criteria. The selected employee is JOHN DOE. The start date is 05/01/2015 and the end date is 05/05/2015. Below this, there are 'Run Report' and 'Cancel' buttons. A report toolbar is visible, containing navigation icons (back, forward, first, last), a page indicator '1 of 1', an 'Export to the selected format' dropdown, and icons for 'Export', 'Refresh', 'Print', and 'Help'. The report content area shows a table header with columns 'Date Of Action' and 'Details'. The first row of data shows '05/04/15 2:09:19 PM' under 'Date Of Action' and 'To Paycheck8' under 'Details'. The page number 'Page 1 of 1' is displayed at the bottom right.

Figure 372: User Link Activity Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.



Option	Description
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

User Login Report

User Login Report displays the date and method of login for a defined employee.

To Run the User Login Report:

1. Select **View Reports** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

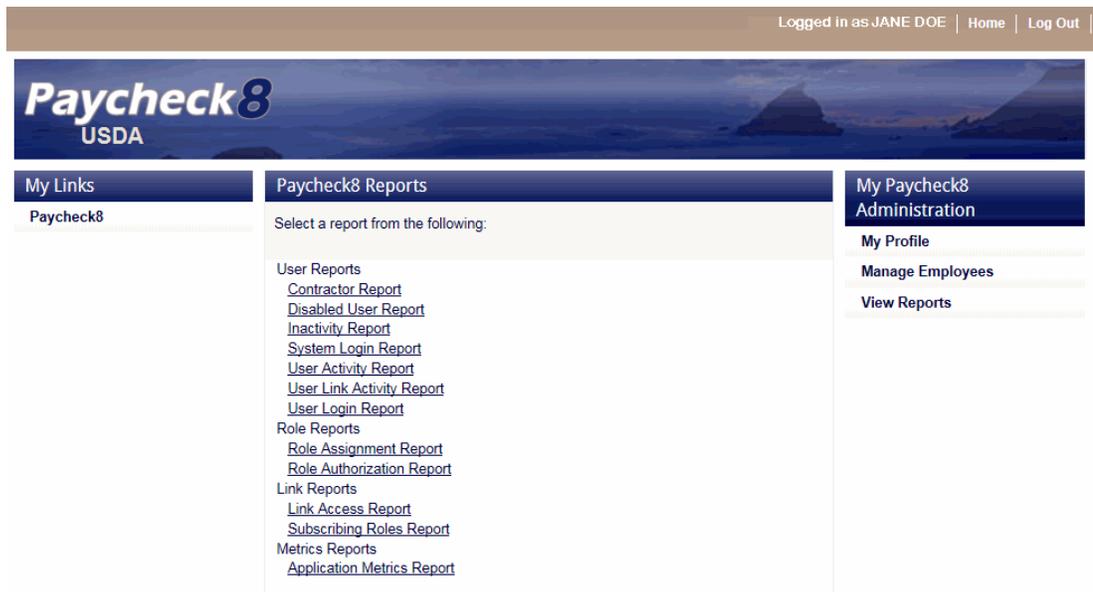


Figure 373: Paycheck8 Reports Page



2. Click **User Login Report** from the Paycheck8 User Reports menu. The User Login Report page is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

User Login Report

Report Overview: This report is used to review the login history of a given employee.
Use the Employee Search function to select an employee to report on.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

Figure 374: User Login Report Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	<i>Optional</i> Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are Active , Inactive , and All Employees .



- Click **Search**. The search results are displayed on the User Login Report page.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

User Login Report

Report Overview: This report is used to review the login history of a given employee. Use the Employee Search function to select an employee to report on.

SSN:

EmpowHRID:

First Name:

Last Name:

Email Address:

User Name:

Employee Status: Active Inactive All Employees

Name	SSN	EmpowHRID	Primary Email	
JOHN DOE	XXX-XX-0000		JOHN.DOE@usda.gov	Select

Figure 375: User Login Report Page - Search Results

- Click **Select** next to employee on which to run report. The User Login Report page for the selected employee is displayed.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

User Login Report

Select the date criteria for the report and a report format.

You have selected: JOHN DOE [Change Selected Employee](#)

* Start date:

* End date:

Figure 376: User Login Report Page - Selected Employee

- Complete the fields as follows:

Field	Description/Instruction
You have selected	<i>System Generated</i> Displays the selected employee's name.
*Start Date	<i>Required</i> Select the start date from the calendar.



Field	Description/Instruction
*End Date	<i>Required</i> Select the end date from the calendar.

7. Click **Run Report**. The User Login Report is displayed with a report toolbar.

Figure 377: User Login Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.



Option	Description
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Role Reports

The Role Reports category contains reports related to specific user roles. There are two reports in this category.

For more information see:

Role Assignment Report	353
Role Authorization Report	356

Role Assignment Report

Role Assignment Report is used to review the assignment of a given role to employees.



To Run the Role Assignment Report:

1. Select **View Reports** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.



Figure 378: Paycheck8 Reports Page

2. Click **Role Assignment Report** from the Paycheck8 Role Reports menu. The Role Assignment Report page is displayed.



Figure 379: Role Assignment Report Page

3. Complete the fields as follows:

Field	Instruction
*Role	<i>Required</i> Select the Role type for the report from the drop-down list.
*Employee Status	<i>Required</i>



Field	Instruction
	Select the Employee Status for the report. Valid values are Active , Inactive , and All Employees .

- Click **Run Report**. The Role Assignment Report is displayed with a report toolbar.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Role Assignment Report

Report Overview: This report is used to review the assignment of a given role to employees.
Select a Paycheck8 Role to report on, then select a report format.

* Role: Tier 2 - Master Timekeeper

* Employee Status: Active Inactive All Employees

Run Report Cancel

1 of 1 Export to the selected format Export

Role Assignment Report

First Name	Last Name	Middle Name	Contact	Org Code
JOHN	DOE		john.doe@usda.gov	907010020020
ROBERT	DOE		robert.doe@usda.gov	90702004002020

Page 1 of 1

Figure 380: Role Assignment Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.



Option	Description
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Role Authorization Report

Role Authorization Report is used to review the assignment of a group of roles outside of a specific organization code. This report is typically used to review assignment of privileged roles outside of the expected organization.

To Run the Role Authorization Report:

1. Select **View Reports** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

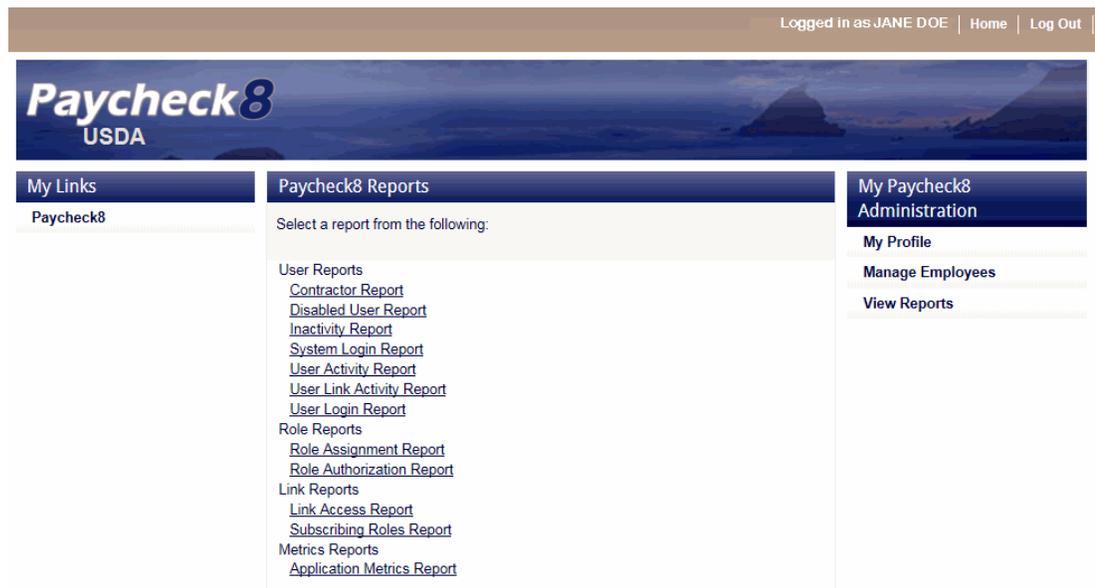


Figure 381: Paycheck8 Reports Page



- Click **Role Authorization Report** from the Paycheck8 Role Reports menu. The Role Authorization Report page is displayed.

Figure 382: Role Authorization Report Page

- Complete the fields as follows:

Field	Instruction
*Tier	<i>Required</i> Select a tier threshold from the drop-down list. This report is based on this tier and all tiers higher.
*Excluded Organization	<i>Required</i> Select an organization from the drop-down list to exclude from this report. The excluded organization is typically the organization that is responsible for administrative functions.
*Employee Status	<i>Required</i> Select the Employee Status for the report. Valid values are Active , Inactive , and All Employees .



- Click **OK**. The selected report parameters are displayed.

Figure 383: Role Authorization Report Parameters

- Click **Run Report**. The Role Authorization Report is displayed with a report toolbar.

Doe	Jane	Jane.Doe@usda.gov	Employee, Agency Paycheck8 Role Administrator
Doe	John	John.Doe@usda.gov	Employee, Master Timekeeper
Doe	Robert	Robert.Doe@usda.gov	Employee, Agency Accounting Administrator
Doe	Sue	Sue.Doe@usda.gov	Employee, Timekeeper.

Figure 384: Role Authorization Report



The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Link Reports

The Link Reports category contains reports related to specific links and access to those links. There are two reports in this category.

For more information see:

Link Access Report	359
Subscribing Roles Report.....	362

Link Access Report

Link Access Report is used to review access to a given Link/Application, regardless of Paycheck8 role.



To Run the Link Access Report:

1. Select **View Reports** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

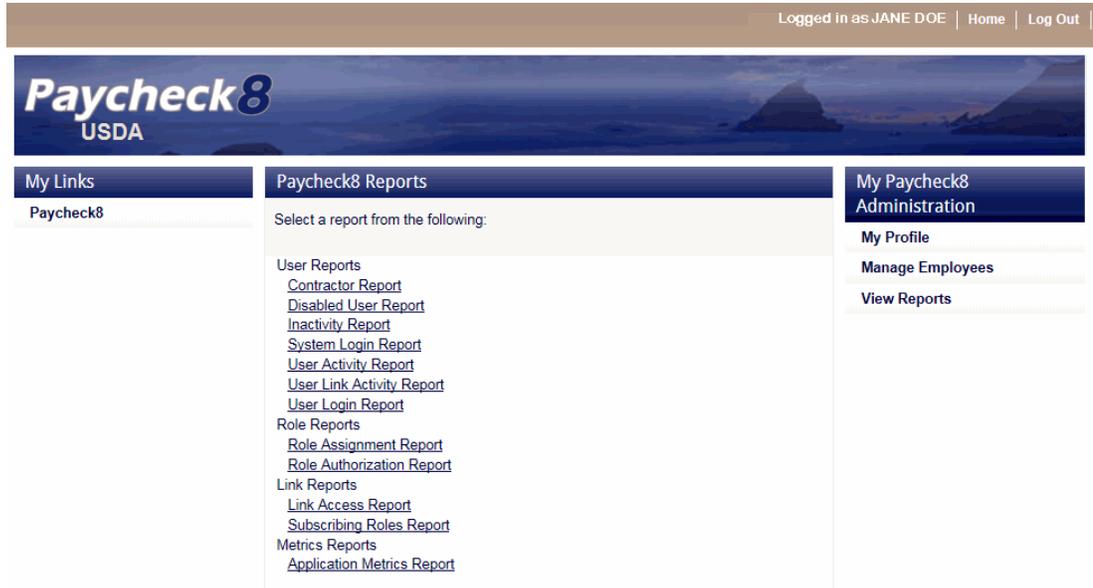


Figure 385: Paycheck8 Reports Page

2. Click **Link Access Report** from the Paycheck8 Link Reports menu. The Link Access Report page is displayed.

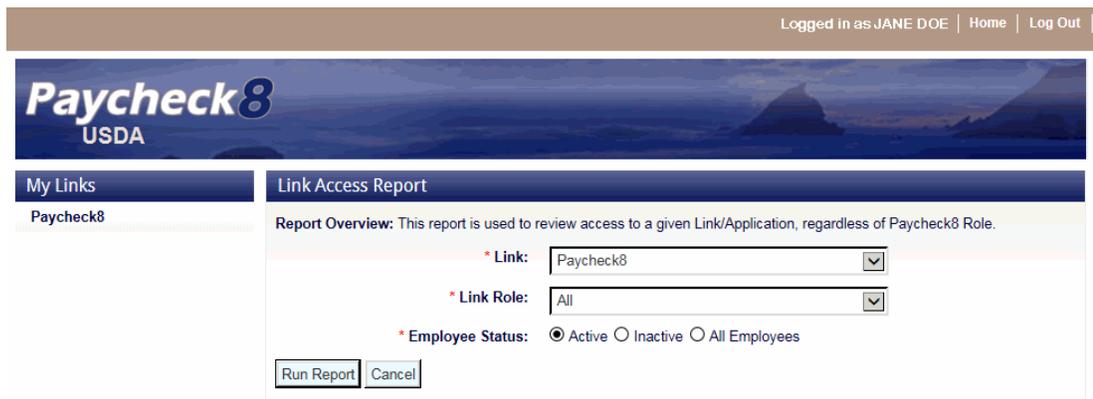


Figure 386: Link Access Report Page

3. Complete the fields as follows:

Field	Instruction
*Link	<i>Required</i> Select the Link from the drop-down list.



Field	Instruction
*Link Role	<i>Required</i> Select the Link Role from the drop-down list.
*Employee Status	<i>Required</i> Select the employee status for this report. Valid values are Active , Inactive , and All Employees .

4. Click **Run Report**. The Link Access Report is displayed with a report toolbar.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links | **Link Access Report**

Paycheck8

Report Overview: This report is used to review access to a given Link/Application, regardless of Paycheck8 Role.

* Link:

* Link Role:

* Employee Status: Active Inactive All Employees

Report toolbar: of 1 Export

Link Access

Last Name	First Name	Contact	Org Code	Link Role	Last Login	TA Contact Point
Doe	Jane	jane.doe@usda.gov	90702004003020	Timekeeper	3/13/2015	1690225640
Doe	John	john.doe@usda.gov	'90	Timekeeper	7/8/2015	

Page 1 of 1

Figure 387: Link Access Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.



Option	Description
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Subscribing Roles Report

Subscribing Roles Report is used to review roles that subscribe to a given link.

To Run the Subscribing Roles Report:

1. Select **View Reports** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.



Figure 388: Paycheck8 Reports Page



2. Click **Subscribing Roles Report** from the Paycheck8 Link Reports menu. The Subscribing Roles Report page is displayed.



Figure 389: Subscribing Roles Report Page

3. Complete the field as follows:

Field	Instruction
*Link	<i>Required</i> Select the Link from the drop-down list.



4. Click **Run Report**. The Subscribing Roles Report is displayed with a report toolbar.

Logged in as JANE DOE | Home | Log Out

Paycheck8
USDA

My Links
Paycheck8

Subscribing Roles Report

Report Overview: This report is used to review roles that subscribe to a given link.

* Link:

1 of 1 | Export to the selected format | Export

Subscribing Roles Report

Role Name	Role Description
GDCII Admin	GDCII Admin
Agency Paycheck8 Role Administrator	Client ability to Edit a Users' Role
Read Only - Call Center (NFC ONLY)	Read Only Call Center
Employee	Paycheck8 Employee
Employee Plus Read	Paycheck8 Employee with Read Only access
Agency Accounting Administrator	Access to Paycheck8 Accounting Management
VLTP Administrator	Access to Paycheck8 VLTP Management
Timekeeper	Restricted access within Organization
Master Timekeeper	Access to all employees within Organization
HR Administrator	Access to Paycheck8 Employee Management
Master Administrator (NFC ONLY)	Access to Employee Management and Admin (Table Management) within Paycheck8
NFC Application Administrator	NFC Application Administrator
Agency ConnectHR Administrator	Client ability to: Manage ConnectHR Passwords, Edit User Roles, & Lockout/unlock users locked by Client Admin, only
NFC Security Administrator	Lockout/unlock All Users
Budget User	Budget User
Budget Approver	Budget Approver
Sweep Administrator (NFC ONLY)	View and modify JCL via the Paycheck8 application front end
Agency Change Client	Switch between a subset of clients/divisions within Paycheck8

Page 1 of 1

Figure 390: Subscribing Roles Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.



Option	Description
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Metric Reports

The Metric Reports category contains only one report.

For more information see:

Application Metrics Report365

Application Metrics Report

Application Metrics Report is used to review usage and other relevant metrics regarding this instance of Paycheck8.



To Run the Application Metrics Report:

1. Select **View Reports** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.



Figure 391: Paycheck8 Reports Page

2. Click **Application Metrics Report** from the Paycheck8 Metrics Reports menu. The Application Metrics Report page is displayed.

Note: There are no parameters available for this report.



Figure 392: Application Metrics Report Page



3. Click **Run Report**. The Application Metrics Report is displayed with a report toolbar.

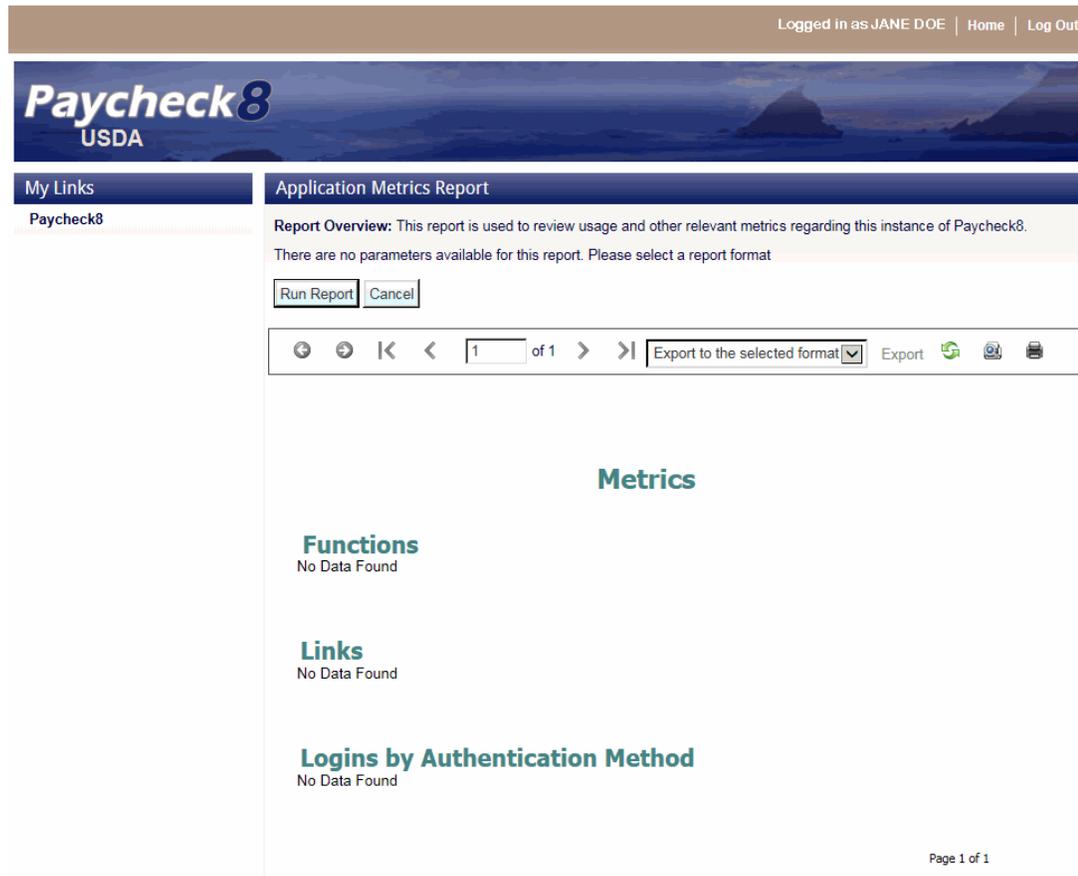


Figure 393: Application Metrics Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.



Option	Description
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.



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