



Title: I, Payroll/Personnel Manual

Chapter: 7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions

Bulletin: TNAINST, 12-2, Pay Periods 25, 26, and 27 Special Processing Instructions

Date: November 9, 2012

To: Subscribers of all Title I Publications (Payroll/Personnel)

This bulletin reminds timekeepers of the special processing instructions for Pay Periods (PP) 25, 26, and 27. Please note that the instructions for each pay period are unique.

Pay Period 25

- Although the Christmas holiday will not occur during the National Finance Center's (NFC) Time and Attendance (T&A) processing cycle, the T&A and Payroll Computation System (PAYE) processing schedules will be accelerated as they were last year. (For more information about T&A processing, see Title I, Chapter 7, Section 1, Time and Attendance Instructions.) T&As can be transmitted to NFC as early as **Friday, December 14, 2012**, but no later than the close of business on **Monday, December 17, 2012**. The first pass of PAYE is expected to run on **Wednesday, December 19, 2012**, and the second pass on **Thursday, December 20, 2012**. This modification moves the processing schedule up by 1 day. We are requesting that all Department/Agencies submit T&As by the first pass, so that the majority of the employees receive their Direct Deposit net salary payments prior to the Christmas holiday.
- Direct Deposit net salary payments for the first pass will be processed and released through the Financial Management Service (FMS) on **Thursday, December 20, 2012**. These salary payments will be dated **Friday, December 21, 2012**, and they should post to employee bank accounts on this date.
- Direct Deposit net salary payments for second pass will be processed and released through FMS on **Friday, December 21, 2012**. These salary payments will be dated **Monday, December 24, 2012**, and they should post to employee bank accounts no later than this date. An earlier "pending" or "memo posting" to employee bank accounts may occur depending on when the employee's financial institution retrieves and processes their transactions during the weekend.
- All employees are encouraged to verify payment posting through their financial institution.

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- Net salary paper-check payments will be dated the official payday, **Thursday, December 27, 2012**.
- It is imperative that each Agency provide an emergency T&A point of contact (POC) to respond to any potential problems that may arise prior to the execution of the second pass on **Thursday, December 20, 2012**. This POC should be available on **Wednesday and Thursday, December 19 and 20**, to respond to any T&A issues (missing T&As, error resolution, etc.). Please forward the name and contact information for your Agency's emergency POC to NFC's Client Management Branch at *client.management@nfc.usda.gov* no later than close of business on **Monday, December 17, 2012**.

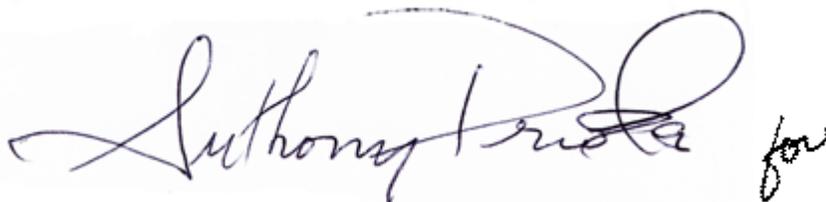
Pay Period 26

- The first and second pass of PAYE will run as scheduled on **Thursday, January 3, 2013**, and **Friday, January 4, 2013**. However, due to the New Year's holiday on **Tuesday, January 1, 2013**, T&As can be transmitted to NFC as early as **Friday, December 28, 2012**, but no later than the close of business on **Monday, December 31, 2012**.
- Full-time employees in pay status who normally earn 6 hours of annual leave for each full pay period (Leave Category 6) will accrue 10 hours of annual leave for PP 26, the last full pay period of calendar year 2012.
- Leave will NOT be accrued by full-time employees in Leave Category 6 who are in nonpay status for all of PP 26 or who reach a multiple of 80 hours of nonpay leave in this pay period.

Pay Period 27

- Calendar year 2012 has 27 pay periods. PP 27 is divided between the current and next calendar year. The preparation of a split T&A to record emergency military leave (Transaction Code 68) or nonpay status hours used in PP 27 is required to ensure that these hours are charged to the appropriate year. If a split T&A is not prepared to record emergency military leave or nonpay status hours used in PP 27, these hours will be charged to the new calendar year.

For questions about NFC processing, authorized Servicing Personnel Office representatives should contact the NFC Contact Center at **1-855-NFC4GOV (1-855-632-4468)** or via the Internet using the Requester Console.



RANDY L. SPEED, Director
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