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United States Army Europe

Civilian Payroll Audit Readiness

Topics

- Audit Readiness Background
- Army's Approach to Audit Readiness
- Army wide controls
- USAREUR Time and Attendance Timeline
- Civilian Payroll Internal Controls
- Suggested Appointment Memorandum
- Suggested Independent Review Memorandum



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Audit Readiness Background

Mandated by Law

Financial Management Legislation and Mandates:

Chief Financial Officers Act (CFO) of 1990

Federal Managers Financial Integrity Act (FMFIA) of 1996

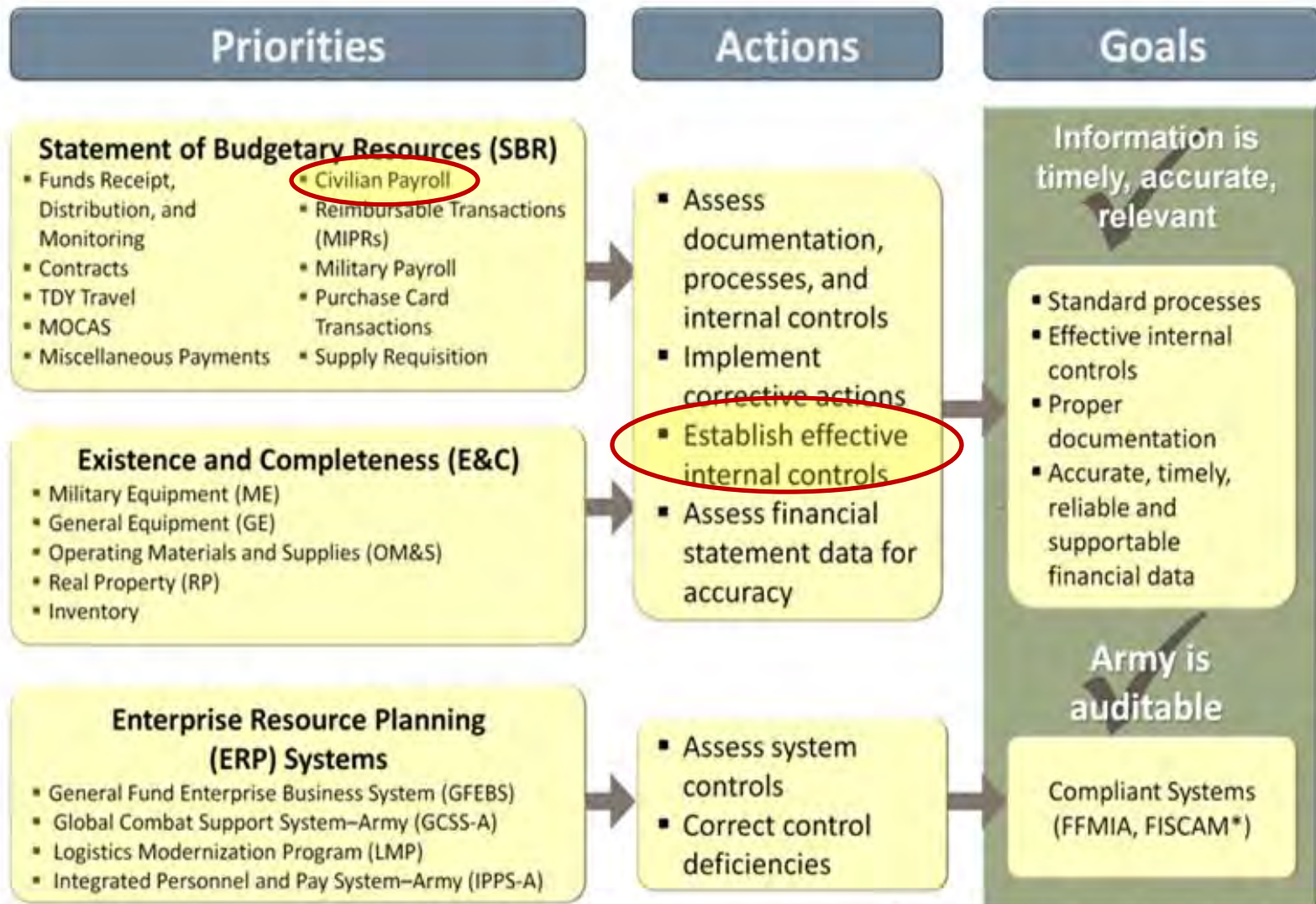
National Defense Authorization Act (NDAA) FY 2010 & FY 2011

NDAA of 2010 mandated the Department of Defense to achieve financial statement audit readiness
NLT Sept 2017

Secretary of Defense, Leon Panetta directed audit readiness NLT 2014



Army's Approach to Audit Readiness



The Federal Financial Management Improvement Act and Federal Information System Controls Audit Manual



Army-wide Controls vs. Process Specific Controls

The Army-wide internal control activities are primarily manual controls that impact a number of business processes and should be implemented across Army Commands or States/Territories to prevent or detect material misstatements from occurring.

The process-specific internal control activities are related to specific transactions generated as a result of business process activities (e.g. CIVPAY), and are primarily manual controls that should be implemented across Army Commands or States/Territories to prevent or detect material misstatements from occurring.

These internal control activities should be implemented to detect any potential errors or mitigate identified risks.



Civilian Payroll Internal Controls

- ✓ SBR 7.01 – Over-hire Approval (N/A to ARNG)
- ✓ SBR 7.02 – Manual Time and Attendance Certification
- ✓ SBR 7.03 – ATAAPS Time and Attendance Certification
- ✓ SBR 7.04 – Review of Payroll Exception Reports
- ✓ SBR 7.05 – Budget to Actual Variance Analysis
- ✓ SBR 7.06 – Manpower Analyst Review of RPA
- ✓ SBR 7.07 – Budget Analyst Review of RPA
- ✓ SBR 7.08 – Final Approval of RPA
- ✓ SBR 7.09 – Review of Out-Processing Checklist
- ✓ SBR 7.10 – Manual Timecard Reconciliation
- ✓ SBR 7.11 – Not Used
- ✓ SBR 7.12 – DCPS and GFEBS Interface Exception Error Reports



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USAREUR Time and Attendance Timeline

January 2013		Search Calendar				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 30 BEGIN PAY PERIOD	31	Jan 1, 13 clear all invalid transaction discrepancies; DCF clear missing time; DCPS Independent review complete; Each TAG	2 Payroll runs; DCPS	3 LEAVE AND EARNINGS STATEMENT ONLINE; Leave Availability Report is sent out	4	5
6 Click to add event	7	8 Review required reports; T&A sites	9 Review / concur with labor hrs; ATAAPS	10 DAC payday; ONLINE Review / concur with labor hrs; ATAAPS	11 CERTIFICATION DAY; ATAAPS	12 END OF PAY PERIOD; DCPS
13 BEGIN PAY PERIOD	14	15 clear all invalid transaction discrepancies; DCF clear missing time; DCPS Independent review complete; Each TAG	16 Payroll runs; DCPS	17 LEAVE AND EARNINGS STATEMENT ONLINE; Leave Availability Report is sent out	18	19
20	21	22 Review required reports; T&A sites	23 Review / concur with labor hrs; ATAAPS	24 DAC payday; ONLINE Review / concur with labor hrs; ATAAPS	25 CERTIFICATION DAY; ATAAPS	26 END OF PAY PERIOD; DCPS
27 BEGIN PAY PERIOD	28	29 clear all invalid transaction discrepancies; DCF clear missing time; DCPS Independent review complete; Each TAG	30 Payroll runs; DCPS	31 LEAVE AND EARNINGS STATEMENT ONLINE; Leave Availability Report is sent out	Feb 1	2



Civilian Pay areas of concern

Time Entry & Certification

- Time and Attendance entry
 - Paper Time Cards (SBR 7.02)
 - ATAAPS / DCPS (SBR 7.03)

Payroll Processing

- DCPS Reports (SBR 7.04)
 - Timekeeper
 - CSR



Civilian Pay areas of concern

Employee Termination

- Out-Processing(SBR 7.09)
- Separations/Retirements

Independent Review

- Paper Time Cards (SBR 7.10)
- ATAAPS (any time manually processed through DCPS)



CivPay SBR 7.01 - Over-hire Approval

Control Activity:

The Installation's Chief of Staff, USARC CPMO Chief, or equivalent reviews the recommendations from the Budget Analyst or USARC CPMO Analyst and HR Specialist on the Action Memorandum and makes the final determination whether to authorize the over-hire request.

This review and approval is evidenced by the signature and date on the Action Memorandum.

Objective of Control: All hires fall within the established staffing levels on the TDA. If a new hire is to exceed the levels set on the TDA, a formal approval process is established to ensure adequate budgetary authority exists for the hire and that the action is approved by an authorized official.

Owner: Command HQ, Installation, Level 2 and 3 Fund Centers – Directorate/Unit, G8, CPMO, G357

Frequency: Ad-hoc

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Over Hire approvals need to be renewed yearly to avoid violating the Anti-Deficiency Act.



CivPay SBR 7.01 Evidential Matter

Over-Hire Authorization Form (can also be a memo or letter)

REQUEST FOR CIVILIAN PERSONNEL HIRE

GARRISON: [REDACTED]

Staff Proponent: YOUR DIRECTORATE NAME
 Staff Proponent POC (name / phone / e-mail): DIRECTOR'S NAME / PHONE / EMAIL
 Garrison RM POC (name / phone / e-mail): [REDACTED]
 Garrison Tracking Number (Optional): DRM WILL ASSIGN
 Region Tracking Number: _____

PD INPUT: (PROVIDED BY DIRECTORATE)

PD #, Title, Series and Grade: _____
 # Positions Recruiting: _____
 Position vice? _____
 TDA para/line number: _____ RM Analyst Initials: LEAVE BLANK
 Type of Hire: Permanent Temp Term Reassignment
 Reimbursable OCO VERA/VSIP (Restructure)
 Overhire: Yes No
 Recruit external to Army? Yes No
 Length of time position vacant: _____ Projected fill/report date: _____

GARRISON STAFFING: (DO NOT FILL)

RM (Name): _____ Date: _____ Concur / Nonconcur
 Deputy GC (Name): _____ Date: _____ Concur / Nonconcur
 Garr CDR (Signature): _____ Date: _____ Approve / Disapprove

GARRISON BUDGET OFFICE INPUT: (DRM WILL FILL IN)

Funds Available? Yes No
 Sub Activity Group (SAG): _____ MDEP: _____
 Position cost remainder FY 11: _____
 Impact if Not Approved: (PROVIDED BY DIRECTORATE)

Why position cannot be filled with current onboard strength: (PROVIDED BY DIRECTORATE)

REGION STAFFING: (DO NOT FILL)

RM Manpower (Name): _____ Date: _____ Concur / Nonconcur
 RM Budget (Name): _____ Date: _____ Concur / Nonconcur
 CoFS (Name): _____ Date: _____ Concur / Nonconcur
 Dep RD (Name): _____ Date: _____ Concur / Nonconcur
 RD (Signature): _____ Date: _____ Approve / Disapprove

Comments:

Attribute 1b:
Budget Approval

Attribute 1a:
Chief of Staff (or equivalent) Approval



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CivPay SBR 7.02 Manual Time and Attendance Certification

(area of concern)

Control Activity: The employee's Supervisor reviews and manually signs the paper time card to certify the employee's time.

Objective of Control: All employee time and attendance information is reviewed by an authorized approver/certifier.

Owner: Command HQ, Directorate/Unit

Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate documentation for auditing purposes



Certifiers appointment memo for non - ATAAPS USERS (SBR 7.02)

Command Letter head

DATE:

MEMORANDUM FOR RECORD
From: (Command Name)
To: (Appointee)

YOU ARE HEREBY APPOINTED AS CERTIFYING OFFICIAL FOR TIME AND ATTENDANCE LABOR HOURS FOR (THE FOLLOWING TAG(S). YOUR RESPONSIBILITIES INCLUDE:

- Ensure your employees' time and attendance records and supporting documents, e.g., leave, overtime, and compensatory time, is accurate and that all labor hours are certified no later than close of business on Friday before the end of each pay period.
- An independent reviewer appointed by the employing activity will review paper timecards entered into DCPS to ensure accuracy and validity (i.e., timecards were approved by authorized personnel). All differences are documented and resolved promptly. This review is evidenced by a signature and date on the reconciliation
- Procedural guidance is clear and adequate to ensure that timekeeping and time and attendance certification are correctly performed.
- Review the missing time and invalid transactions. This review is evidenced by signature and date of the preparer and reviewer on the exception reports or related checklist.
- All hard copy timecards and required supporting documentation are kept for 6 years and 3 months and readily available for audit purposes.

YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

- AE 690-110 Civilian Timekeeping in Europe
- AE 690-990-100 Alternative Work Schedule
- AE 690-630 Excused Absence
- DFAS Concept of Operations

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that the signature below is my official signature.

Signature: _____
Effective date: 01 January XXXX
Expiration: 3 years from effective date

This appointment expires every three years or when there is a change in certifying official for this team (s). At the end of the three year period or when a change is made a new memorandum must be submitted to the Defense Civilian Pay System Support Division (DCPS) via email to edgardo.d.burdios.civ@mail.mil.

POC for the above is the undersigned at DSN _____.

(Signature block)
Name and Title of Appointing Official



Timekeepers appointment memo for non - ATAAPS USERS (SBR 7.02)

Command Letter head

DATE:

MEMORANDUM FOR RECORD

From: (Command Name)

To: (Appointee)

YOU ARE HEREBY APPOINTED AS PRIMARY **TIMEKEEPER** FOR (THE FOLLOWING TAG(S)) IN DCPS. YOUR RESPONSIBILITIES INCLUDE:

- Accurate and timely submission of labor hours approved "exception" data and corrections to that data
- Ensure all supporting documentations are signed by supervisor and the employee. Ensure all leave, overtime and comp time entries are approved and totals are correct before certification
- Ensure that the appointed independent reviewer conduct a random audit of paper timecards entered into DCPS to ensure accuracy and validity (i.e., timecards were approved by authorized personnel). All differences are documented and resolved promptly. This review is evidenced by a signature and date on the reconciliation
- Print, review and clear discrepancies on the missing time and invalid transaction reports. This review is evidenced by signature and date of the preparer and reviewer on the exception reports or related checklist
- All required supporting documentation is available for audit purposes

YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

- AE 690-110 Civilian Timekeeping in Europe
- AE 690-990-100 Alternative Work Schedule
- AE 690-630 Excused Absence
- DFAS Concept of Operations

I acknowledge and accept the position and responsibilities defined above.

Signature: _____

Effective date: 01 January XXXX

Expiration: 31 December XXXX

This appointment expires every three years or when there is a change in timekeeper for this team (s). At the end of the three year period or when a change is made a new memorandum must be submitted to the Defense Civilian Pay System Support Division (DCPS) via encrypted email to **usarmy.badenwur.usareur.mbx.odcs-g1-dcps-new-hire**

Please use the following format as the subject line:

Timekeeper Last Name,

Ex: Timekeeper Doe, J., UIC

POC for the above is the undersigned at DSN _____.

**TAG
assigned TAG(s)**

**Physical Location
location of timekeeper**

(Signature block)
Name and Title of Appointing Official

CivPay SBR 7.02 Evidential Matter

EMPLOYEE SSN required			Activity optional		Organization		Tag # required		EMPLOYEE NAME (LAST, FIRST, MI) required				PAY PERIOD ENDING required					
HOURS OF WORK																		
////	AWS	WK 1	1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT	WK 2	1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT	
TOUR				8	8	8	8	8			8	8	8	8	8			
supervisor's established work schedule for the pay period																		
GRADED ND																		
WK#	DAY#	TYPE HOUR	HOURS		JOB ORDER NUMBER							E/H OTH	LST HR	TMP SFT	NIGHT DIFF	INJURY NUM	START TIME	INIT
•1	4	LA	8	0	sample of employee taking annual leave. Documentation required													
•2	5	OS	2	0	Only enter overtime hours worked													
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>exceptions to established work schedules are recorded here</p> </div> <div style="width: 45%;"> <p>some type four codes require additional entries in these fields. Occasional night differential entries are entered here</p> </div> </div>																		
EMPLOYEE SIGNATURE			DATE			SUPERVISOR SIGNATURE				DATE								
required						required (not certified without supervisor's signature)												
CODES																		
CA-Religious Comp Time Taken CB-Comp Time for Travel Earned CC-Comp Time CallBack CD-Credit Hours Earned CE-Comp Time Earned CF-Comp Time for Travel Taken CN-Credit Hours Taken CR-Religious Comp Time Earned CT-Comp Time Taken DA-Birth of Son/Daughter (FMLA) DB-Adoption or Foster Care (FMLA) DC-Care of Immed. FM w/a Serious Health Condition (FMLA) DD-Serious Health Condition of Employee (FMLA) DE-Use of Sick Leave Family Care Purposes DF-Adoption or Foster Care (FFLA)					HC-Holiday Call Back HF-Holiday Work, First Shift (Ungraded) HG-Holiday Work (Graded) HS-Holiday Work, Second Shift (Ungraded) HT-Holiday Work, Third Shift (Ungraded) KA-LWOP KC-AWOL LA-Annual Leave LH-Holiday LK-Home Leave LM-Military Leave LN-Administrative Leave LS-Sick Leave LT-Days Off due to Injury LU-Day Of Injury LV-Excused Lateness LY-Time Off Award					OC-Overtime CallBack OS-Overtime Scheduled OU-Overtime Unscheduled OX-Overtime Exception (Intermittents) RF-Regular, 1st Sft (Ungraded) RG-Regular, Graded RS-Regular, 2nd Sft (Ungraded) RT-Regular, 3rd Sft (Ungraded) SG-Sunday Graded (GS-Employees)								

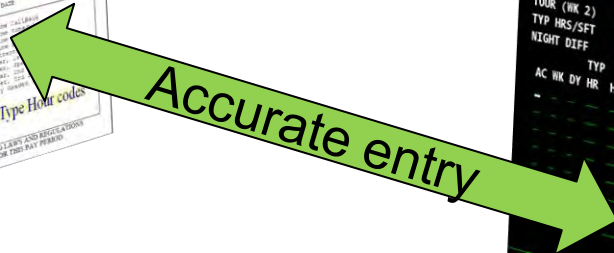
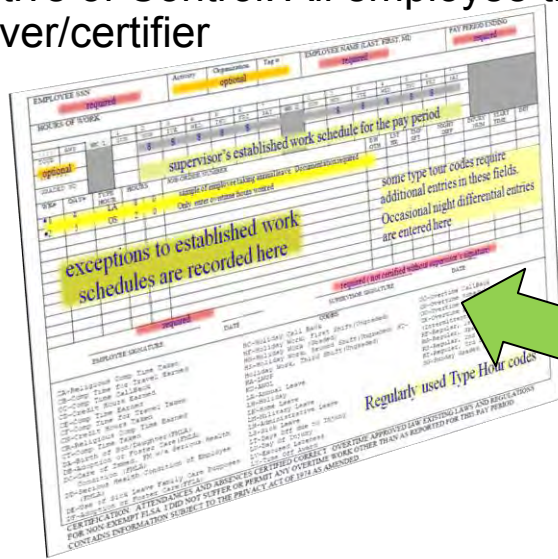
Regularly used Type Hour codes

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IAW EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD. CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

CivPay SBR 7.02 Evidential Matter

The employee's Supervisor reviews and manually signs the paper time card to certify the employee's time.

Objective of Control: All employee time and attendance information is reviewed by an authorized approver/certifier



Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate documentation for auditing purposes



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CivPay SBR 7.03 – ATAAPS Online Time and Attendance Certification

(area of concern)

Objective of Control: All employee time and attendance information is reviewed by an authorized approver/certifier.

Owner: Command HQ, Installation – Directorate/Unit

Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Ensure reviewer has the required authority to review and sign off on an employee's time card.

Note: No changes will be made in DCPS without prior written approval from any Supervisor authorized to certify labor hours for that team in ATAAPS (requires independent review)



Certifiers appointment memo for ATAAPS USERS (SBR 7.03)

Command Letter head

DATE:

MEMORANDUM FOR RECORD

From: (Command Name)

To: Appointee

YOU ARE HEREBY APPOINTED AS CERTIFYING OFFICIAL FOR TIME AND ATTENDANCE LABOR HOURS FOR (THE FOLLOWING) TEAM(S) IN ATAAPS. YOUR RESPONSIBILITIES INCLUDE:

- Ensure your employees' time and attendance records and supporting documents, e.g., leave, overtime, and compensatory time, are accurate and that all labor hours are certified no later than close of business on Friday before the end of each pay period.
- Procedural guidance is clear and adequate to ensure that timekeeping and time and attendance certification are correctly performed
- Review the missing time and invalid transactions This review is evidenced by signature and date of the preparer and reviewer on the exception reports or related checklist.
- All required supporting documentation is available for audit purposes

YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

- AE 690-110 Civilian Timekeeping in Europe
- AE 690-990-100 Alternative Work Schedule
- AE 690-630 Excused Absence
- DFAS Concept of Operations

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that the signature below is my official signature.

Signature: _____

Effective date: 01 January XXXX

Expiration: 31 December XXXX

This appointment expires every three years or when there is a change in certifying official for this team (s). At the end of the three year period or when a change is made a new memorandum must be submitted to the Defense Civilian Pay System Support Division (DCPS) via email to edgardo.d.burdios.civ@mail.mil.

POC for the above is the undersigned at DSN _____.

(Signature block)
Name and Title of Appointing Official



Timekeepers appointment memo for ATAAPS USERS (SBR 7.03)

Command Letter head

DATE:

MEMORANDUM FOR RECORD

From: (Command Name)

To: Appointee

YOU ARE HEREBY APPOINTED AS PRIMARY **TIMEKEEPER** FOR (THE FOLLOWING) TEAM(S) IN ATAAPS.

YOUR RESPONSIBILITIES INCLUDE:

- Accurate and timely submission of labor hours approved "exception" data and corrections to that data
- Ensure all supporting documentations are signed by supervisor and the employee. Ensure all leave, overtime and comp time entries are approved and totals are correct before certification
- Print, review and clear discrepancies on the missing time and invalid transaction reports. This review is evidenced by signature and date of the preparer and reviewer on the exception reports or related checklist
- All required supporting documentation is available for audit purposes

YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

- AE 690-110 Civilian Timekeeping in Europe
- AE 690-990-100 Alternative Work Schedule
- AE 690-630 Excused Absence
- DFAS Concept of Operations

I acknowledge and accept the position and responsibilities defined above.

Signature: _____

Effective date: 01 January XXXX

Expiration: 31 December XXXX

This appointment expires every three years or when there is a change in timekeeper for this team (s). At the end of the three year period or when a change is made a new memorandum must be submitted to the Defense Civilian Pay System Support Division (DCPS) via encrypted email to **usarmy.badenwur.usareur.mbx.odcs-g1-dcps-new-hire**

Please use the following format as the subject line:

Timekeeper Last Name, UIC Physical Location

Ex: Timekeeper Doe, J., UIC (UIC that appears on the main menu of ATAAPS), location of timekeeper

POC for the above is the undersigned at DSN _____.

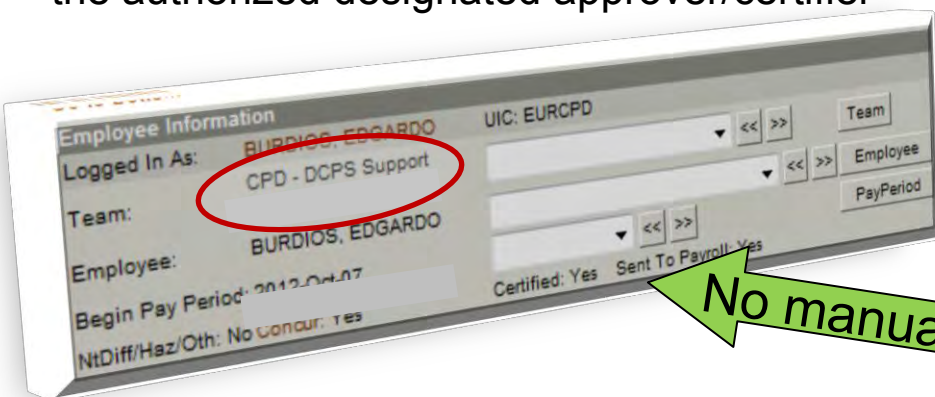
(Signature block)
Name and Title of Appointing Official



CivPay SBR 7.03 Evidential Matter

The appropriate Supervisor/Certifier reviews and approves the time card in ATAAPS to certify the employee's time no later than close of business on Friday before the end of each pay period

Objective of Control: All employee time and attendance information is reviewed and certified by the authorized designated approver/certifier



No manual intervention

Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Ensure reviewer has the required authority to review and sign off on an employee's time card



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CivPay SBR 7.04 Review of Payroll Exception Reports (area of concern)

DFAS Concept of Operations states that each employing activity is responsible for monitoring, reviewing and correcting errors and rejected time and attendance information on the invalid transaction report and also ensure that the missing time report is cleared by COB on Tuesday after the end of each pay period.

This is done by reviewing the Missing Time Report and Invalid Transaction Report from DCPS.

This review is evidenced by signature and date of the preparer and reviewer on the exception reports or related checklist.

If there are no errors, either print the blank report or create a document stating no errors.

There are a number of reports that can be run in the payroll system for review, the two most common are:

- **Missing Time Report (P6605R02)**

The Missing Time Report should contain evidence of review or run another “clean report”.

- **Invalid Transactions (daily, bi-weekly and retro) Reports (P6608R01)**

The Invalid Transactions Report should contain evidence of review or run another “clean report”

Objective of Control: Payroll exceptions are reviewed and resolved during bi-weekly payroll processing.

Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate documentation for auditing purposes



CivPay SBR 7.04 Evidential Matter

DCPS Missing Timesheet Report

REPORT NO: P9600302
 REPORT DATE: 01/10/11 10:58
 MISSING TIME/CREATED LEAVE REPORT
 PAY PERIOD ENDING DATE: 01/26/11
 PAGE: 77
 MESSAGE TIME

TAA SITE: PTECK00 TAA GROUP: 0911

ACT	ORG CODE	SSN	NAME	DATE	HOURS
NOVVAL	NR			01/22/11	9.00
				01/23/11	9.00
				01/24/11	8.00

REMARKS: 2012 TOTAL BASE HOURS ARE LESS THAN FOUR OF DCTN CODES PER DAY/MONTH/PAY PERIOD

ORGANIZATION SUMMARY	HRS
ACTIVITY SUMMARY	7,860.00
TAA GROUP TOTAL HOURS	7,860.00

Attribute 4a:
 The Missing Time Report should contain evidence of review or run another "clean report".

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.
 END OF REPORT.

DCPS Invalid Transaction Report

REPORT NO: P9600302
 REPORT DATE: 01/15/11 23:30
 INVALID TRANSACTION REPORT
 PAY PERIOD ENDING DATE: 01/26/11
 TAA SITE: PTECK00 TAA GROUP: 0911

ACT	ORG	SSN	NAME
NOVVAL	NR		
DATE EFF OR BY JOB ORDER NUMBER	TYP	HR	CD
01/19/11 * *	KA		
REMARKS: 2067 2A-EMPLOYE STATUS CODES INDICATE TIME SHOULD NOT HAVE BEEN REPORTED			

... (repeating rows for multiple transactions) ...

PPE 1/15/11

Attribute 4b:
 The DCPS Invalid Transactions Report should contain evidence of review or run another "clean report".

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.
 3/15/11 Changed Timesheet from KA to KG as Per Schedule. Jm



CivPay SBR 7.05- Budget to Actual Variance Analysis

Control Activity:

Quarterly, a Budget Analyst or USARC CPMO Analyst compares actual amounts reported in GFEBs to budgeted amounts by functional area and cost center and follows up on any significant variances.

–Note: This can be done by either function area, cost center, SAG, EOR, etc.

Objective of Control: Civilian Payroll budget execution is monitored to ensure that obligations do not exceed the established budget.

Owner: Command HQ, USPFO, Installation, Level 2 and 3 Fund Centers – G8, CPMO

Frequency: Quarterly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Ensure retention of appropriate documentation for auditing purposes.



CivPay SBR 7.05 Evidential Matter

Budget-to-Actual Payroll Variance Report

FUND STATUS AS OF: 31 March 11 ACCOUNT: [REDACTED] BUDGET: [REDACTED] ACTIVITY: [REDACTED] TYPE FUNDS: GFEB5 COST CENT. 2ARG0003/04 ANALYST: [REDACTED]		FY11 PROGRAM (\$ IN THOUSAND) \$1,640.0 50% NORM					
		Attribute 5a: Budget-to-Actual Payroll Variance Analysis is performed					
GFEB5	DIRECT GFEB5						
	FY11 PROGRAM	ALLOWANCE AVAILABLE	COMMITTED AMOUNT	OBLIGATED AMOUNT	PROGRAM UNCOMMIT BALANCE	ALLOWANCE UNOBLIGATE BALANCE	PERCENT RATE
11** GFEB5 CIV PAY	\$1,300.0	\$626.4	\$626.4	\$626.4	\$673.6	\$0.0	48%
11** GFEB5 OVERTIME	\$40.0	\$35.9	\$35.9	\$35.9	\$4.1	\$0.0	00%
12** GFEB5 PCS MOVE	\$20.0	\$13.5	\$13.5	\$13.5	\$6.5	\$0.0	
21** GFEB5 TRAVEL	\$25.0	\$2.1	\$2.1	\$2.1	\$22.9	\$0.0	
25** GFEB5 CONTRACT & MPRS	\$180.0	\$0.0	\$0.0	\$0.0	\$180.0	\$0.0	
26** GFEB5 SUPPLY	\$24.0	\$0.0	\$0.0	\$0.0	\$24.0	\$0.0	
26RB GPC IOL LEGACY SUPPLY	\$10.0	\$8.8	\$8.8	\$8.8	\$1.2	\$0.0	88%
99** GFEB5 MISC.	\$61.0	\$0.0	\$0.0	\$0.0	\$61.0	\$0.0	0%
43** GFEB5 INTREST ON WBS: 300131.INTERST	\$20.0	\$9.6	\$9.6	\$9.6	\$10.4	\$0.0	48%
TOTAL DIRECT IN GFEB5	\$1,640.0	\$696.3	\$696.3	\$696.3	\$979.6	\$0.0	42%
	REIMBURSABLE						
	FY11 PROGRAM	CURRENT CEILING		PROGRAM CEILING VARIANCE	EARNINGS	UNFILLED ORDERS	
11** CLS 69 CIV PAY REIMBURSEMENT	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
SSP A - CivPay	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
SSP A - CivPay AWARDS	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
SSP B - CivPay	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
SSP C - CivPay	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
SSP D - CivPay	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
23** CLS 69 LAND LINE PHONE REIMBURSEMENT	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
TOTAL REIMBURSEMENT	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
MANNING TDA	AUTHORIZED	ON BOARD	FUNDED				
	17	15	17				

Attribute 5b:
Significant variances were reviewed and explained

Footnote:



CivPay SBR 7.06- Manpower Analyst Review of RPA

Control Activity:

A Manpower Analyst, USARC CPMO Analyst, or J1-HRO Manpower Analyst/Staffer reviews the RPA to confirm the position has been authorized on the TDA. This review is evidenced by the Manpower Analyst's, CPMO Analyst's, or Staffer's electronic approval in the RPA's history file in DCPDS or signature on the hardcopy SF 52.

Objective of Control: Requests for Personnel Action (RPAs) are reviewed by an authorized official to confirm that the action corresponds to a position that has been authorized on the TDA.

Owner: Command HQ, J1-HRO, Installation, Level 2 and 3 Fund Centers – G8, CPMO

Frequency: Ad-hoc

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate documentation for auditing purposes



CivPay SBR 7.06 Evidential Matter

RPA Event History File

Remarks

Approver Signature

Approver Signature

Approval Date

Current/Last Box

Group Box XYZ-6-EA-BR00-48-COH
 Inbox Name
 E-mail Address
 Days S1,96
 Date Sent
 Date Received 12-14

Group Box	Inbox Name	E-mail Address	Days	Date Sent	Date Received
XYZ-6-EA-BR00-SUSP-BRAC-COHS		OS	5.94	20-12-14	20-12-08
XYZ-6-EA-BR00-48-COH			0.11	20-12-08	20-12-08
XYZ-6-EA-BR00-48-COH			0.11	20-12-08	20-12-08
XYZ-6-EA-BR00-24-COH			0.81	20-12-08	20-12-07
XYZ-6-EA-BR01-RPA-DIRECT-COHD			0.02	20-12-07	20-12-07
XYZ-6-EA-BR00-SUSP-BRAC-COHS			132.21	20-12-07	20-07-28
MGR-6-EA-BRAC			0.98	20-07-28	20-07-27
			4.81	20-07-27	20-07-22

Attribute 6A: Evidence is available supporting the RPA was reviewed by a Manpower Analyst

Request for Personnel Action (RPA / SF-52)

Standard Form 52
Rev. 7/91

U.S. Office of Personnel Management
FPM Supp. 299-35, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7, 22, 32, 33, 36, and 39.)

1. Action Requested	2. Request Number
3. For Additional Information Call (Name and Telephone Number)	4. Request Director's Use
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 202.1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
FIRST ACTION		SECOND ACTION	
5 A. Code	5 B. Nature of Action	6 A. Code	6 B. Nature of Action
5 C. Code	5 D. Legal Authority	6 C. Code	6 D. Legal Authority
5 E. Code	5 F. Legal Authority	6 E. Code	6 F. Legal Authority

7. FROM: Position, Title and Number											16. TO: Position, Title and Number										
8. Pay Plan	9. Succ. Code	10. Grade or Level	11. Step or Item	12. Total Salary	13. Pay Band	14. Pay Plan	15. Loc. Code	16. Grade or Level	17. Step or Item	18. Total Salary/Award	19. Pay Band	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	21. Pay Band	22. Total Salary/Award	23. Pay Band			

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
--------------------------------------------------	--------------------------------------------------

EMPLOYEE DATA										24. Training									
22. Values and Percentages										25. Veterans Pl of for REF									
27. PSDU										26. Annualized Indicator									
30. Retirement Plan										31. Service Comp. Date Leave									
32. Work Schedule										33. Part-Time Hours Per Week									

POSITION DATA										36. Appropriation Code									
34. Position Occupied										37. Bargaining Unit Status									
35. PLSA Category										38. Duty Station (City, County, State or Overseas Location)									

40. Agency Date	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48.	49.

PART C - Reviews and Approvals (Not to be used by...)			
1. Office/Section	Signature	Date	
A.			
B.			
C.			
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature
			Approval Date

Attribute 6A: Evidence is available supporting the RPA was reviewed by a Manpower Analyst



CivPay SBR 7.07- Budget Analyst Review of RPA

Control Activity:

A Budget Analyst, or USARC CPMO Analyst, reviews the RPA to confirm the budget availability for the action and provides the appropriate cost center code. This review is evidenced by the Budget Analyst's, or USARC CPMO Analyst's, electronic approval in the RPA's history file in DCPDS or signature on the hardcopy SF 52.

Objective of Control: Requests for Personnel Action (RPAs) are reviewed by an authorized official to confirm that adequate budgetary authority exists for the proposed action.

Owner: Command HQ, USPFO, Installation, Level 2 and 3 Fund Centers – G8, CPMO

Frequency: Ad-hoc

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate documentation for auditing purposes



CivPay SBR 7.07 Evidential Matter

RPA Event History File

Remarks

Approver Signature

Approver Signature

Approval Date

Current/Last Box

Group Box XYZ-6-EA-BR00-48-COH

Inbox Name

E-mail Address

Days 51.96

Date Sent

Date Received 12-14

Group Box Inbox Name E-mail Address Days Date Sent Date Received

XYZ-6-EA-BR00-SUSP-BRAC-COHS 5.94 20 -12-14 20 12-08

XYZ-6-EA-BR00-48-COH 0.11 20 12-08 20 12-08

XYZ-6-EA-BR00-48-COH 0.11 20 12-08 20 12-08

XYZ-6-EA-BR00-24-COH 0.81 20 12-08 20 12-07

XYZ-6-EA-BR01-RPA-DIRECT-COHD 0.02 20 12-07 20 12-07

XYZ-6-EA-BR00-SUSP-BRAC-COHS 132.21 20 12-07 20 07-28

MGR-6-EA-BRAC 0.98 20 07-28 20 07-27

--- 4.81 20 07-27 20 07-22

Attribute 7A:
RPA history contains evidence of
Budget Analyst approval.

Request for Personnel Action (RPA / SF-52)

Standard Form 52
Rev. 7/81
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested	2. Request Number
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name Last, First, Middle	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	18. TO: Position Title and Number
------------------------------------	-----------------------------------

8. Pay Plan	9. Loc. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	14. Pay Plan	15. Loc. Code	16. Grade or Level	17. Step or Rate	18. Total Salary/Award	19. Pay Basis
-------------	--------------	--------------------	------------------	------------------	---------------	--------------	---------------	--------------------	------------------	------------------------	---------------

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
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14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
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EMPLOYEE DATA

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Prof for RPA
1. Name	2. 10-Point Comptable	3. Name	4. Conditional
5. 6-Point	6. 10-Point Comptable	7. Retirement	8. Indefinite

27. PROU	28. Available Indicator	29. Pay Rate Determinant
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30. Retirement Plan	31. Service Comp. Date Level	32. Work Schedule	33. Part-Time Hours Per Week
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POSITION DATA

34. Position Occupied	35. PLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 - Competitive Service	3 - SES General	E - Except	
2 - Excepted Service	4 - SES Career	N - Nonexcept	

38. Duty Station (City - County - State or Overseas Location)	39. Duty Station (City - County - State or Overseas Location)
---------------------------------------------------------------	---------------------------------------------------------------

40. Agency Data	41.	42.	43.	44.
-----------------	-----	-----	-----	-----

40. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
				1 - USA	2 - Other	

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Official/Function	Initials/Signature	Date	Official/Function	Initials/Signature	Date
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A.					
B.					
C.					

2. Approval: I certify that the information entered on this form is accurate and proposed action is in compliance with statutory and regulatory requirements.	Approval Date
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CONTINUED ON REVERSE SIDE

Attribute 7A Evidence is available supporting the RPA was reviewed by a Budget Analyst



CivPay SBR 7.08- Final Approval of RPA

Control Activity:

The Processing Team Leader, HRO, or Deputy HRO performs a final review and approval of the RPA in DCPDS. This is evidenced by a digital signature on the RPA. Once the RPA is complete, the Processing Team Leader performs a final review and approves the RPA in DCPDS, as evidenced by digital signature, which creates or updates the employee's record and generates an NPA, also called an SF 50, which is filed in the employee's OPF along with the RPA.

Objective of Control: Requests for Personnel Action (RPAs) are reviewed by an authorized official to confirm that all personnel data has been entered completely and accurately.

Owner: Command HQ, Installations, Level 2 and 3 Fund Centers - Employee's Supervisor, CHRA
Regional Processing Center, J1-HRO

Frequency: Ad-hoc

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate documentation for auditing purposes



CivPay SBR 7.08 Evidential Matter

Notice of Personnel Action (NPA / SF-50)

Standard Form 52
Rev. 7/81
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

NOTIFICATION OF PERSONNEL ACTION

1. Action Requested		2. Request Number	
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date	
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)		2. Social Security Number		3. Date of Birth		4. Effective Date	
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FIRST ACTION				SECOND ACTION			
5-A. Code		5-B. Nature of Action		6-A. Code		6-B. Nature of Action	
5-C. Code		5-D. Legal Authority		6-C. Code		6-D. Legal Authority	
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority	

7. FROM: Position Title and Number				18. TO: Position Title and Number			
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8. Pay Plan	9. Grade or Level	10. Step or Rate	11. Total Salary	12. Pay Basis	13. Pay Plan	14. Grade or Level	15. Step or Rate	16. Total Salary/Award	17. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		

4. Name and Location of Position's Organization

5. Name and Location of Position's Organization

EMPLOYEE DATA

22. Veterans Preference	23. FEBSU	24. Referral Code	25. Agency Use	26. Veterans Prof for RF
27. FEBSU	28. Referral Code	29. Service Comp. Date/Level	30. Work Schedule	31. Part-Time Hours Per Pay Period

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		

40. Agency Data

41. Educational Level

42. Year Degree Attained

43. Academic Discipline

44. Functional Class

45. Citizenship

46. Veterans Status

47. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Official/Function	Signature	Date
A.		
B.		
C.		

3. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Approval Date

TURN OVER FOR IMPORTANT INFORMATION

1 - Employee Copy - Keep for Future Reference

Office Use to 7/91 Form No. 50-107-01-00000

Attribute 8B: Evidence is available supporting the RPA / SF-50 was approved by a Processing Team Lead

Request for Personnel Action (RPA / SF-52)

Standard Form 52
Rev. 7/81
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

1. Action Requested		2. Request Number	
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date	
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)		2. Social Security Number		3. Date of Birth		4. Effective Date	
-------------------------------	--	---------------------------	--	------------------	--	-------------------	--

FIRST ACTION				SECOND ACTION			
5-A. Code		5-B. Nature of Action		6-A. Code		6-B. Nature of Action	
5-C. Code		5-D. Legal Authority		6-C. Code		6-D. Legal Authority	
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority	

7. FROM: Position Title and Number				18. TO: Position Title and Number			
------------------------------------	--	--	--	-----------------------------------	--	--	--

8. Pay Plan	9. Grade or Level	10. Step or Rate	11. Total Salary	12. Pay Basis	13. Pay Plan	14. Grade or Level	15. Step or Rate	16. Total Salary/Award	17. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		

4. Name and Location of Position's Organization

5. Name and Location of Position's Organization

EMPLOYEE DATA

22. Veterans Preference	23. FEBSU	24. Referral Code	25. Agency Use	26. Veterans Prof for RF
27. FEBSU	28. Referral Code	29. Service Comp. Date/Level	30. Work Schedule	31. Part-Time Hours Per Pay Period

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		

40. Agency Data

41. Educational Level

42. Year Degree Attained

43. Academic Discipline

44. Functional Class

45. Citizenship

46. Veterans Status

47. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Official/Function	Signature	Date
A.		
B.		
C.		

3. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Approval Date

TURN OVER FOR IMPORTANT INFORMATION

1 - Employee Copy - Keep for Future Reference

Office Use to 7/91 Form No. 50-107-01-00000

Attribute 8A: Evidence is available supporting the RPA / SF-52 was approved by a Processing Team Lead



UNCLASSIFIED

CivPay SBR 7.09- Review of Out-Processing Checklist (area of concern)

Control Activity:

The separating employee's supervisor or a Human Resources Specialist at J1/G1-HRO reviews and stores the separating employee's Civilian Personnel Clearance Form to confirm completion of the form. This review is evidenced by the supervisor's or Human Resources Specialist's signature on the form

For civilian pay at a minimum, the Super User (closes out the ATAAPS account), Timekeeper (suspends the DCPS account if necessary) should be notified of departing employees

Objective of Control: Employees leaving the Army are properly removed/deactivated in personnel and payroll systems to prevent overpayment

Owner: Command HQ, Installations, - Employee's Supervisor, G1/J1-HRO

Frequency: As employees transfer

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate documentation for auditing purposes



CivPay SBR 7.09 Evidential Matter

Civilian Personnel Clearance Form

CIVILIAN PERSONNEL CLEARANCE FORM (Rev. Jul 10)

APPROPRIATE CLEARANCE OF EACH ACTIVITY LISTED IS MANDATORY

EMPLOYEE'S NAME: _____
 FORWARDING ADDRESS: _____
 PHONE NUMBER: _____ EMAIL ADDRESS: _____

ACTIVITY: _____ SEPARATION DATE: _____ TYPE SEPARATION: _____

ACTIVITIES CLEARED TELEPHONICALLY	TELEPHONE NUMBER	INITIALS OF PERSON CALLED	DATE CLEARED
DPFMS, Security Division	x-2230		
DPFMS, Aviation Technical Library	x-2944		
Real Property Section	x-2132(170)		
DOI, ITA Property Section	x-2181(136)		
Army Live Survey http://epularmy.mil/library/survey/existsurvey	Done on Internet		

ACTIVITIES CLEARED IN PERSON	LOCATION	INITIALS	DATE CLEARED
Vehicle Registration	Bldg 5700, Room 100		
ID Card Section (Only if you have a civilian ID Card)	Bldg 5700, Room 100		
Customer Service Representative (CSR) for Civiana Pay (IRM, Civiana Pay Section USAMC Employees' Resource Management Division or your Organization's CSR	Bldg 5700, Room 140 Bldg 301, Room X 14		
DIRM Government Credit Card	Bldg 5700, Room 140		
DPFMS, Flight Records Branch (IPs Only)	Bldg 5700, Room 210		
DOC (Only if Gov't Purchase Cardholder, Billing Official, or Alternate Billing Official)	Bldg 5700, Room 380		
Central Issue Facility DPS Employees go to DPS Supply	Bldg 6202 Bldg #914		
Unapproved Health (same as "Sensitive Machine", this date is diagonal from Patient Administration Div) NIEC (formerly DCJM)	Liver Army Clinic Bldg 301 Bldg 142, Room 16		
Supervisor:	Your Organization		
Admin POC:	Your Organization		

EMPLOYEES GOING ON LWOP
I HAVE READ THE LWOP HANDOUT. SIGNATURE: _____

EMPLOYEES GOING OVERSEAS
Must complete DA Form 5663 (EFMP Information Sheet)

Taking Spouse: Yes _____ No _____
 Taking Dependent Child/Children: Yes _____ No _____

Employee Certification

I state that upon my release from employment as a civil service employee with the United States of America at Fort Rucker, Alabama, I have returned all classified documents for which I am responsible and have made settlement of a public funds, property, accounts, and debts due all agencies and instrumentalities of the United States; there are no charges against me at activities listed above, and I understand that I am prohibited under penalties as prescribed in the Uniform Code of Military Justice to appropriate Federal statutes from divulging to unauthorized persons classified information to which I have had access during my employment.

SIGNATURE: _____ DATE: _____

Attribute 9a:
An Installation Clearance Form was completed.

Attribute 9b:
The Installation Clearance Form contains evidence of review and approval by a Supervisor or HR Specialist

Request for Personnel Action (RPA / SF-52)

Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested _____ 2. Request Number _____
 3. For Additional Information Call (Name and Telephone Number) _____ 4. Proposed Effective Date _____
 5. Action Requested By (Typed Name, Title, Signature, and Request Date) _____ 6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) _____

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name Last, First, Middle _____ 2. Social Security Number _____ 3. Date of Birth _____ 4. Effective Date _____

FIRST ACTION 5.A. Code 5.B. Nature of Action
 5.C. Code 5.D. Legal Authority
 5.E. Code 5.F. Legal Authority

SECOND ACTION 6.A. Code 6.B. Nature of Action
 6.C. Code 6.D. Legal Authority
 6.E. Code 6.F. Legal Authority

7. FROM: Position Title and Number _____ 18. TO: Position Title and Number _____

8. Pay Plan 9. Code 10. Grade or Level 11. Step or Rate 12. Total Salary 13. Pay Basis
 14.A. Basic Pay 14.B. Locality Adj. 14.C. Adj. Basic Pay 14.D. Other Pay 15.A. Basic Pay 15.B. Locality Adj. 15.C. Adj. Basic Pay 15.D. Other Pay

14. Name and Location of Position's Organization _____ 22. Name and Location of Position's Organization _____

EMPLOYEE DATA

23. Veterans Preference 24. Turbulence 25. Agency Use 26. Veterans Prior for HR
 27. FSBU 28. Annuitant Indicator 29. Pay Rate Determinant
 30. Referral Plan 31. Service Core Date Level 32. Work Schedule 33. Part-Time Hours Per Week/ Pay Period

POSITION DATA

34. Position Occurred 35. RPA Category 36. Appropriation Code 37. Bargaining Unit Status
 38. Duty Station Code 39. Duty Station (City - County - State or Overseas Location)

40. Agency Data 41. 42. 43. 44.
 45. Educational Level 46. Year Degree Attained 47. Academic Discipline 48. Functional Class 49. Citizenship 50. Veterans Status 51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

	Initial/Signature	Date	Official/Function	Initial/Signature	Date
A.					
B.					
C.					

3. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

CONTINUED ON REVERSE SIDE OVER Editors Prior to 7/91 Are Not Usable After 6/30/92 NSN 7540-01-333-6239

Attribute 9c:
An RPA was processed to record the separation action



UNCLASSIFIED

CivPay SBR 7.10 Manual Time Card Reconciliation (area of concern)

INDEPENDENT REVIEWER:

appointed by the employing activity to review paper Timecards entered into DCPS to ensure accuracy and validity **(i.e., timecards approved by authorized personnel)**

All differences are documented and resolved promptly. This review is evidenced by a Signature and date on the reconciliation

Objective of Control: Manual timecards are reconciled to entries in DCPS to ensure all Time has been entered completely and accurately **(random and at least 10% for each TAG)**

Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate reconciliation documentation for auditing purposes



CivPay SBR 7.10 Evidential Matter

Certification of Time and Attendance

Command Name _____

Suggested certification Memo

Subj: Manual Timecard Reconciliation

Date: _____

In support of DA Audit Readiness CivPay Internal Control SBR 7.10, I _____ hereby certify that I have verified in DCPS all time and attendance data entered for ppe _____, TAG (s) _____ (timecards attached) by the timekeeper whose name and signature is below.

All data entered is accurate (ie., timecard, supporting leave slip and/or premium request) and is in accordance with data recorded on the timecard.

Signature and date

Time Keeper:

Name: _____ Date _____

Signature: _____

Note: Please retain a copy of this certification with the timecards for the aforementioned pay period ending.



Suggested Time and Attendance Check list

Pay period _____

Invalid Transaction cleared (daily, bi-weekly, retro) _____

Missing time cleared _____

Independent Review completed _____

Departed employees

ATAAPS account closed _____

DCPS T&A status updated _____

Change of address forwarded to CSR _____

HR Outprocesing form completed _____



CivPay SBR 7.12- DCPS and GFEBS Interface Exception Error Reports

Control Activity:

Management or a CSR reviews the DCPS and GFEBS Interface Exception Error Reports to ensure that all transactions interfaced appropriately and that all differences are documented and resolved promptly. This review is evidenced by the signature and date on the reports.

There is a GFEBS process document on this control available, titled “Process Errors Out of DCPS Custom Error Extension Job Aid”

Objective of Control: Items appearing on DCPS and GFEBS Interface Exception Error Reports are reviewed and resolved in a timely manner.

Owner: Command HQ, J1-HRO, Installations, Level 2 and 3 Fund Centers - G8, CPMO

Frequency: Bi- Weekly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate documentation for auditing purposes



UNCLASSIFIED

CivPay SBR 7.12 Evidential Matter

GFEBs Interface Exception Error Report (ZSCM_DCPS_ERROR)

Error ID	Error MSG Ref	OA	RFE DATE	DATE PAID	LOC	SSN	Employee Name	Cost Center	Activity Type	Fund	Functional Area	Debit GL Account	Credit GL Account	Amount	Error MSG
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		MAXHEVA STEVEN A	096	13130	202010011	1310420LOG	6100 1104	1010 0120	62.76	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		MAXHEVA STEVEN A			202010011	1310420LOG	6100 1104	1010 0120	251.04	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		DOWNEY ERIN E	096	13130	202010011	1310420LOG	6100 1104	1010 0120	41.24	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		DOWNEY ERIN E			202010011	1310420LOG	6100 1104	1010 0120	35.36	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		DOWNEY ERIN E			202010011	1310420LOG	6100 1104	1010 0120	191.00	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		DOWNEY ERIN E			202010011	1310420LOG	6100 1104	1010 0120	900.46	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		DOWNEY ERIN E			202010011	1310420LOG	6100 1104	1010 0120	247.41	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		DOWNEY ERIN E			202010011	1310420LOG	6100 1104	1010 0120	3.71	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		DOWNEY ERIN E			202010011	1310420LOG	6100 1104	1010 0120	1350.72	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		DOWNEY ERIN E			202010011	1310420LOG	6100 1104	1010 0120	1000.56	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		ARMSTRONG TROY D	096	13130	202010011	1310420LOG	6100 1104	1010 0120	155.08	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		KLOESER LAWRENCE F	096	13130	202010011	1310420LOG	6100 1104	1010 0120	1070.66	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		KLOESER LAWRENCE F			202010011	1310420LOG	6430 1200	1010 0120	15.25	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		KLOESER LAWRENCE F			202010011	1310420LOG	6430 1200	1010 0120	65.13	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L	096	13130	202010011	1310420LOG	6100 1104	1010 0120	676.80	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	676.80	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	136.30	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	841.44	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	135.30	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	370.72	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	94.64	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	94.64	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	20.18	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	40.64	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	370.72	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	270.72	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	1052.66	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	461.60	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	74.49	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6100 1104	1010 0120	74.49	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6430 1200	1010 0120	33.61	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		STEVENS KENNETH L			202010011	1310420LOG	6430 1200	1010 0120	143.75	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM CUSTOM MESSAGES	14	2A	1/8/2011	1/13/2011	W0XGAA		HOGGINS GERALD H	2AC0097	11540	202010011	1310420LOG	6100 1104	1010 0120	80.81	Transaction is not allowed. Field is empty.
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		MILLER CHARLES E	096	13130	202010011	1310420LOG	6100 1104	1010 0120	150.06	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		MILLER CHARLES E			202010011	1310420LOG	6430 1200	1010 0120	2.72	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		MILLER CHARLES E			202010011	1310420LOG	6430 1200	1010 0120	11.63	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		MILLER CHARLES E			202010011	1310420LOG	6100 1104	1010 0120	37.52	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		WESTCOTT RICH A	096	13130	202010011	1310420LOG	6100 1104	1010 0120	229.64	GFEBs Data Element Cost Center is missing on Accounting Record
ZSCM DCPS MESSAGES	3	2A	1/1/2011	1/13/2011	W0XGAA		EMIRMAN DAVID H	096	13130	202010011	1310420LOG	6100 1104	1010 0120	800.46	GFEBs Data Element Cost Center is missing on Accounting Record

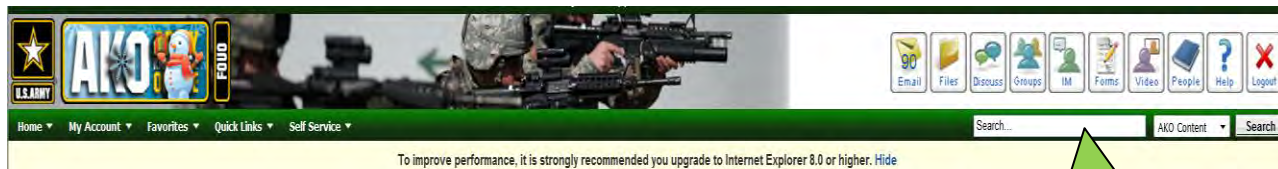
Attribute 12A: The GFEBs Payroll Error Report should contain evidence of review.

- **DCPS Theater Support Office**
- **Contact Your Customer Service Representative**
- **Campbell Barracks, BLDG 9
Heidelberg, Germany**

For additional information please click on below link:

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