

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



Audit Readiness Background

Mandated by Law

Financial Management Legislation and Mandates:

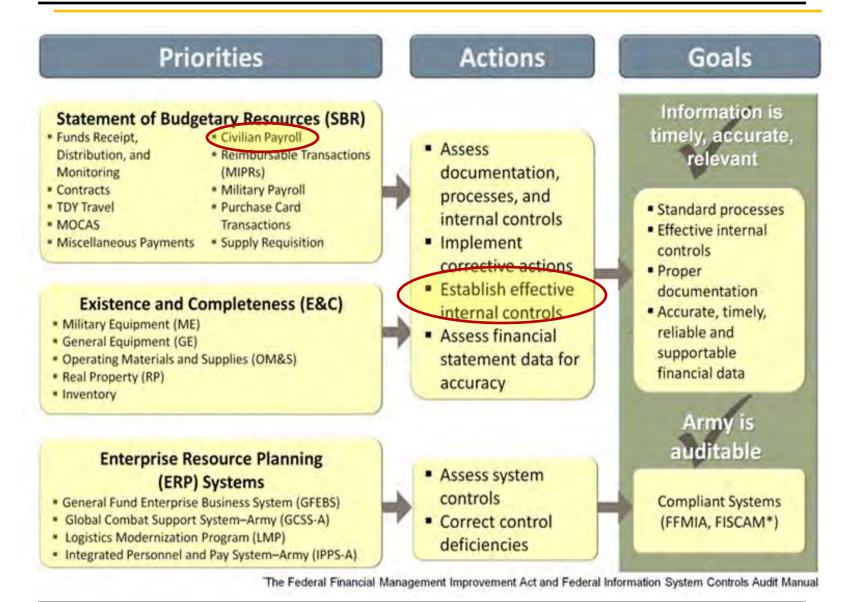
Chief Financial Officers Act (CFO) of 1990 Federal Managers Financial Integrity Act (FMFIA) of 1996 National Defense Authorization Act (NDAA) FY 2010 & FY 2011

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



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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



USAREUR Time and Attendance Timeline

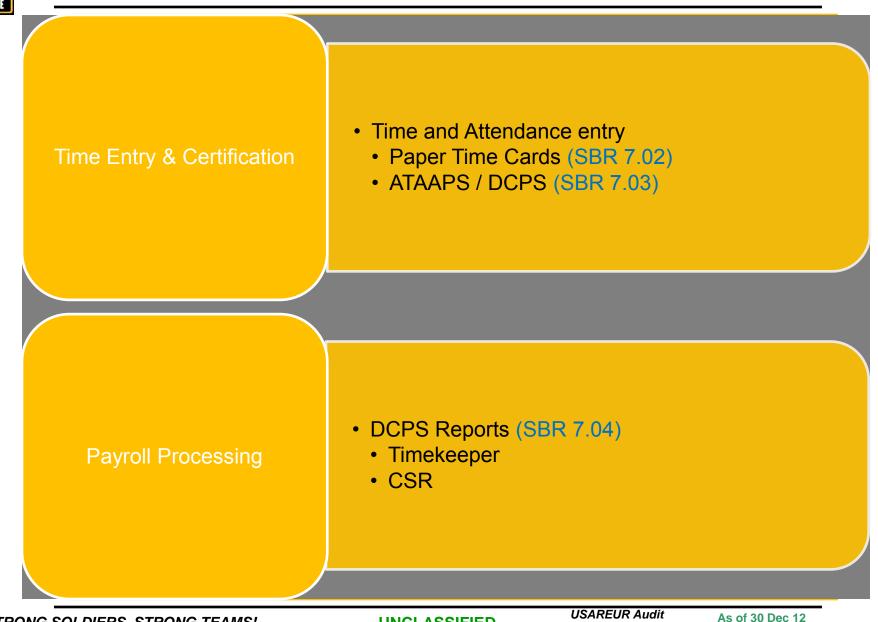
January 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saburday
30	31		2	3	4	5
BEGIN PAY PERIOD		clear all invalid transaction discrepancies; DCF	Payroll runs; DCPS	LEAVE AND EARNINGS STATEMENT ONLINE;		
		clear missing time; DCPS		Leave Availability Report is sent out		
		Independent review complete; Each TAG		1		
	7		9	10	11	12
		Review required reports; T&A sites	Review / concur with labor hrs; ATAAPS	DAC payday; ONLINE Review / concur with labor hrs; ATAAPS	CERTIFICATION DAY; ATAAPS	END OF PAY PERIOD; DCPS
		-		Kerlew / Concor with labor his, Allow's		
Elick to add event	14	15	16	17	18	19
BEGIN PAY PERIOD		clear all invalid transaction discrepancies; DCF	Payroll runs; DCPS	LEAVE AND EARNINGS STATEMENT ONLINE;		
		clear missing time; DCPS Independent review complete; Each TAG		Leave Availability Report is sent out		
	21		23	24	25	26
		Review required reports; T&A sites	Review / concur with labor hrs: ATAAPS	DAC payday: ONLINE Review / concur with labor hrs; ATAAPS	CERTIFICATION DAY; ATAAPS	END OF PAY PERIOD; DCPS
	28		30	31	Feb 1	2
BEGIN PAY PERIOD		clear all invalid transaction discrepancies; DCF	Payroll runs; DCPS	LEAVE AND EARNINGS STATEMENT ONLINE;		
		clear missing time; DCPS Independent review complete; Each TAG		Leave Availability Report is sent out		

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Civilian Pay areas of concern

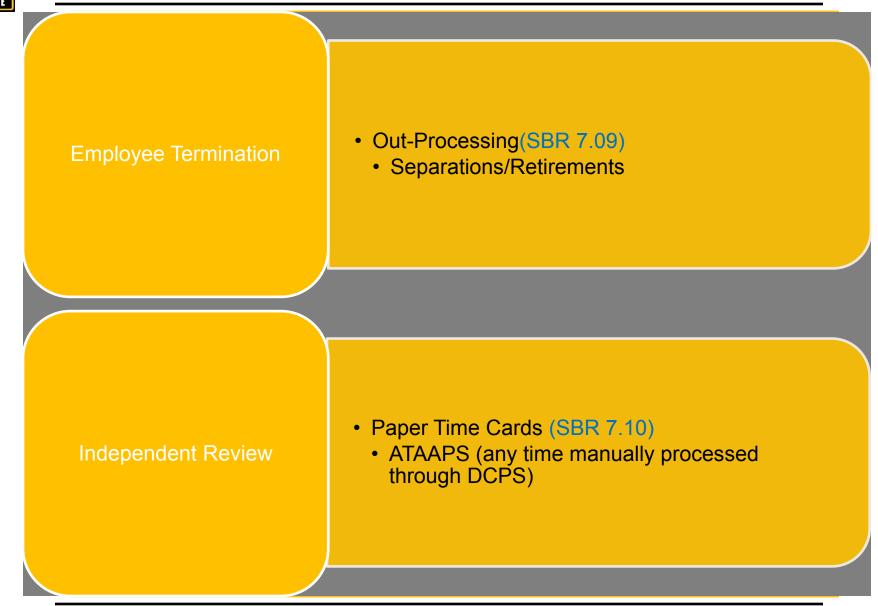


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Civilian Pay areas of concern



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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: Staff Proponent: YOUR DIRECTORATE NAME Staff Proponent POC (name / phone / e-maill-Garrison RM POC (name / phone / e-mail): Garrison Tracking Number (Optional): DBM 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 Term Reassignment Temp Reimbursable 000 VERA/VSIP (Restructure) Overhire: Ves 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 Attribute 1b: Garr CDR (Signature): Date: Approve / Disapprove GARRISON BUDGET OFFICE INPUT: (DRM WILL FILL IN) **Budget Approval** Funds Available? Yes No Sub Activity Group (SAG): MIDEP: Position cost remainder FY 11: Impact if Not Approved: (PROVIDED BY DIRECTORATE) Why position cannot be filled with current poboard strength (PROVIDED by DIRECTORATE) REGION STAFFING: DO NOT FILL Attribute 1a: RM Manpower (Name): Date: Concur / Nonconcur RM Budget (Name): Date: Concur / Nonconcur CofS (Name): Date: Chief of Staff (or Concur / Nonconcur Dep RD (Name): Date Concur / Nonconcur equivalent) RD [Signature]: Date Approve / Disapprove Approval Comments:

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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

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 <u>edgardo.d.burdios.civ@mail.mil</u>.

POC for the above is the undersigned at DSN _____

(Signature block) Name and Title of Appointing Official

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USAREUR Audit Readiness DATE:



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

	Command Letter head		
/IEMORANDUM FOR RECORD From: (Command Name) Fo: (Appointee)			DATE:
OU ARE HEREBY APPOINTED AS PRIMARY TIMEKEEPER FOR Accurate and timely submission of labor hours approved "excepti Ensure all supporting documentations are signed by supervisor a before certification Ensure that the appointed independent reviewer conduct a rando approved by authorized personnel). All differences are documente Print, review and clear discrepancies on the missing time and inva- te exception reports or related checklist All required supporting documentation is available for audit purpos	on" data and corrections to th nd the employee. Ensure all I m audit of paper timecards en d and resolved promptly. This alid transaction reports. This r	at data leave, overtime and comp time entries ar ntered into DCPS to ensure accuracy an s review is evidenced by a signature and	re approved and totals are correct d validity (i.e., timecards were date on the reconciliation
YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLO 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 acknowledge and accept the position and responsibilities defined		EDED TO ADEQUATELY PERFORM TH	IE DUTIES TO WHICH YOU HAVE
Signature:			
nemorandum must be submitted to the Defense Civilian Pay Syste new-hire	em Support Division (DCPS)	via encrypted email to usarmy.badenwu	.r.usareur.mbx.odcs-g1-dcps-
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	r
	(Signature block) Name and Title of Appo	pinting Official	

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USAREUR Audit Readiness

As of 30 Dec 12

CivPay SBR 7.02 Evidential Matter

EMPLOYEE SSN Activity C	rganization Tag # EMPLOYEE NAME	E (LAST, FIRST, MI)	PAY PERIOD ENDING
required option	al required requi	red	required
HOURS OF WORK			
1 2 3 4 5	6 7 1 2 3 4U FRI SAT WK 2 SUN MON TO	4 5 6 UE WED THU FRI	7 SAT
			SAI
optional 888	8 8 8 8	8 8 8 8	1
110/001			
GRADED ND SUPERVISOR	's established work schedule f	for the pay period	
WK# DAY# TYPE HOURS JOB ORDER NUMBE		E/H LST TMP NIG	T INJURY START INIT
HOUR	no talua a annual la con Decomentation de come	OTH HR SFT DI	FF NUM TIME
	yee taking annual leave. Documentation required		
•2 5 OS 2 0 Only enter overti	me hours worked		
		some type tour	codes require
<u>exceptions to establis</u>	shed work-	additional entrie	s in these fields
$_$ calculute to establis			s in these neites.
1 <u>1 1 1</u>	1 1 1	-Occasional night	t differential entries –
— schedules are record	led here	Occasional night	i uniferentiai entifies
Seriedaies are receive		are entered here	
		are entered nere	
required	required (not certified without supervisor	's signature)
EMPLOYEE SIGNATURE DA'	TE SUPERVISOR SIG		ALLE .
CA-Religious Comp Time Taken	CODES HC-Holiday Call Back	OC-Overtime	CallBack
CB-Comp Time for Travel Earned	HF-Holiday Work, First Shift(Ungra		I
CC-Comp Time CallBack	HG-Holiday Work (Graded)		Unscheduled
CD-Credit Hours Earned CE-Comp Time Earned	HS-Holiday Work, Second Shift(Ungr Holiday Work, Third Shift(Ungraded	-	-
CF-Comp Time for Travel Taken	KA-LWOP		1st Sft (Ungraded)
CN-Credit Hours Taken	KC-AWOL	RG-Regular,	
CR-Religious Comp Time Earned CT-Comp Time Taken	LA-Annual Leave LH-Holiday		2nd Sft (Ungraded) 3rd Sft (Ungraded)
DA-Birth of Son/Daughter(FMLA)	LK-Home Leave		Graded (GS-Employees)
DB-Adoption or Foster Care(FMLA)	LM-Military Leave	1 1 1 1 7	TT 1
DC-Care of Immed. FM w/a Serious Health Condition (FMLA)	LN-Administrative Leave Res	gularly used Typ	be Hour codes
DD-Serious Health Condition of Employee (FMLA)	LT-Days Off due to Injury LU-Day Of Injury		
DE-Use of Sick Leave Family Care Purposes	LV-Excused Lateness		
DF-Adoption or Foster Care (FFLA)	LY-Time Off Award		NG AND DECUL ATIONS
CERTIFICATION: ATTENDANCES AND ABSENC FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR			

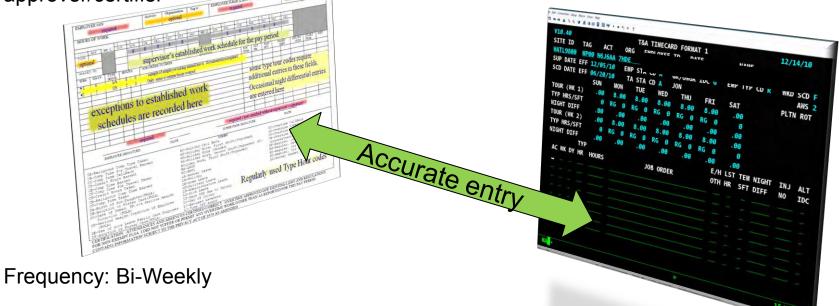
CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.



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



Document Retention Period: 6 years, 3 months

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



(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)

EUROPE

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Certifiers appointment memo for ATAAPS USERS (SBR 7.03)

	Command Letter head	
MEMORANDUM F	FOR RECORD (Command Name)	DATE:
	Appointee BY APPOINTED AS CERTIFYING OFFICIAL FOR TIME AND ATTENDANCE LABOR HOURS FOR (THE FOLLOWING TEA ES INCLUDE:	M (S) N ATAAPS. YOUR
certified no later th -Procedural guidar -Review the missing	loyees' time and attendance records and supporting documents, e.g., leave, overtime, and compensatory time, are accurate a nan close of business on Friday before the end of each pay period. nce is clear and adequate to ensure that timekeeping and time and attendance certification are correctly performed ng time and invalid transactions This review is evidenced by signature and date of the preparer and reviewer on the exception orting documentation is available for audit purposes	
BEEN ASSIGNED AE 690-110 Civilia	an Timekeeping in Europe Alternative Work Schedule sed Absence	ES TO WHICH YOU HAVE
I acknowledge and	d accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public f eled on my pecuniary liability and have been given written operating instructions. I certify that the signature below is my official	
Signature: Effective date: 01 Expiration: 31 Dec		

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

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From: To:

MEMORANDUM FOR RECORD (Command Name)

Appointee

Timekeepers appointment memo for ATAAPS USERS (SBR 7.03)

DATE:

As of 30 Dec 12

Readiness

Command Letter head

		USAREUR Audit	As of 30 Dec 12	
	(Signature block) Name and Title of Appointing Official			
Please use the following format as the subject line: Timekeeper Last Name, Ex: Timekeeper Doe, J., UIC (UIC that appears on the main menu POC for the above is the undersigned at DSN	UIC of ATAAPS), location of timekeeper	Physical Location		
This appointment expires every three years or when there is a change memorandum must be submitted to the Defense Civilian Pay System S hire				
Signature: Effective date: 01 January XXXX Expiration: 31 December XXXX				
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 abo	ove.			
YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWIN BEEN ASSIGNED:	NG REGULATION(S) NEEDED TO ADE	QUATELY PERFORM THE	DUTIES TO WHICH YOU F	HAVE
before certification -Print, review and clear discrepancies on the missing time and invalid to exception reports or related checklist -All required supporting documentation is available for audit purposes				
YOU ARE HEREBY APPOINTED AS PRIMARY TIMEKEEPER FOR YOUR RESPONSIBILITIES INCLUDE: - Accurate and timely submission of labor hours approved "exception" - Ensure all supporting documentations are signed by supervisor and t	data and corrections to that data		approved and totals are corr	rect
	\frown			

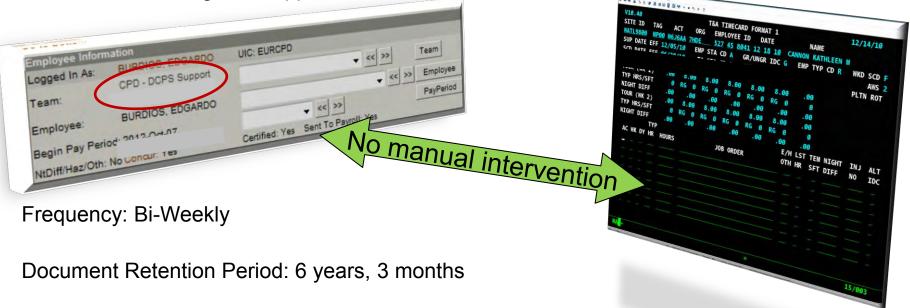
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CivPay SBR 7.03 Evidential Matter

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



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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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

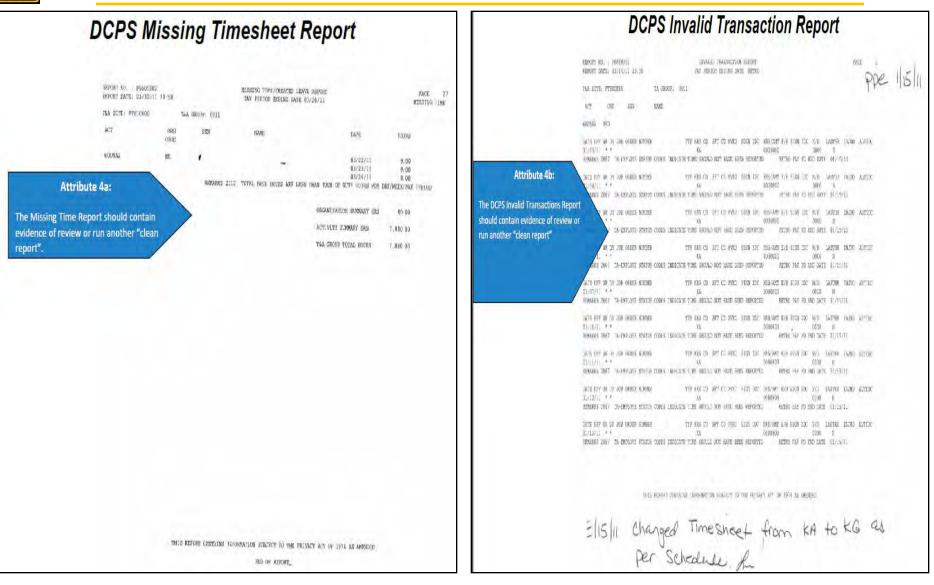
Recurring Points of Concern: Retention of appropriate documentation for auditing purposes

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CivPay SBR 7.04 Evidential Matter



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USAREUR Audit Readiness

As of 30 Dec 12



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 ACTIVITY. TYPE FUNDS: GFEBS COST CENT, 2ABG0003/04	and the second second second	Attribut Actual Payr performed	oll Variance		FY11 PROGRAM (\$ IN THOUSAND	\$1,640.0 50% NORM	
ANALYST: GFEBS	DIRECT GFEBS							
	FY11 PROGRAM	ALLOWANCE	COMMITTED AMOUNT	obligated Amount	PROGRAM UNCOMMIT BALANCE	ALLOWANCE UNOBLIGATE BALANCE	PERCENT RATE	
11** GFEBS CIV PAY	\$1,300.0	\$626.4	\$626.4	\$626.4	\$673.6	\$0.0	48%	
11** GFEBS OVERTIME	\$40.0	\$35.9	\$35.9	\$35.9	\$4.1	\$0.0	0.004	
12** GFEBS PCS MOVE	\$20.0	\$13.5	\$13.5	\$13.5	\$6.5	\$0.0	7	Attribute 5b:
21** GFEBS TRAVEL	\$25.0	\$2.1	\$2.1	\$2.1	\$22.9	\$0.0		
25** GFEBS CONTRACT & MIPRS	\$180.0	\$0.0	\$0.0	\$0.0	\$180.0	\$0.0		nt variances were reviewed
26** GFEBS SUPPLY	\$24.0	\$0.0	\$0.0	\$0.0	\$24.0	\$0.0	and exp	ained
26RB GPC IOL LEGACY SUPPLY	\$10.0	\$8.8	\$8.8	\$8.8	\$1.2	\$0.0	88%	
99** GFEBS MISC.	\$61.0	\$0.0	\$0.0	\$0.0	\$61.0	\$0.0	0%	
43** GFEBS INTREST ON WBS: 300131.INTERST	\$20.0	\$9.6	\$9.6	\$9.6	\$10.4	\$0.0	48%	
TOTAL DIRECT IN GFEBS	\$1,640.0	\$696.3	\$696.3	\$696.3	\$979,6	\$0.0	42%	
				REIMBUR	SABLE			
	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 - Civ Pay	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0		
SSP A - Civ Pay AWARDS	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0		
SSP B - Civ Pay	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0		
SSP C - Civ Pay	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0		
SSP D - Civ Pay	\$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	_			

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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 Inbox Name E-mail Address Days Date Sent Date Received	XYZ-6-EA-BI	100-48-COH						
Group Box XYZ-6-EA-BR00-SUSP-BRAC-CDHS XYZ-6-EA-BR00-48-COH XYZ-6-EA-BR00-48-COH XYZ-6-EA-BR00-24-COH XYZ-6-EA-BR01-RPA-DIRECT-COH XYZ-6-EA-BR00-SUSP-BRAC-CDHS	Attrib available reviewed	E-mail Address QS ute 6A: Evidence is supporting the RPA was by a Manpower Analyst	a II	5.94 0.11 0.11 0.81 0.02 132.21	20 20 20 20 20	Sent 12-14 12-08 12-08 12-08 12-07 12-07 12-07 07-28	20 20 21 20 20 20	Received 12-08 12-08 12-08 12-07 12-07 12-07 07-28 07-27

Standard Form 52 New, 791 J.S. Office of Personnal Management REQUEST / FM Supp. 296-33, Subch. 3	FOR PERSONNEL ACTION	
PART A - Requesting Office (Also complete Part B, It	tems 1, 7-22, 32, 33, 36, and 39.)	Z. Request Number
3. For Additional Information Call (Name and Yelephone Number)		4. Proposed Lifective Deter
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized by (Typed Name, Title, Signature	, and Concumance Date)
PART B - For Preparation of SF 50 (Use only codes in FPM) 1. Name Less, Piss, Mickel	Supplement 292-1. Show all dates in month-day-y 2. Sodal Security Number 3. Date of Birth	ear ord ar.) 4. Effective Date
FIRST ACTION	SECOND ACTION	-
5 A. Code 5 B. Nature of Action	S.A. Code 6 E. Neture of Action	
5-C. Code 5-D. Legel Authority	5-C. Code 5-D. Legal Authority	
5.E. Code 5.F. Legal Authority	6 E. Code 6.F. Legal Authority	
7. FROM: Position Titls and Namber	15. TO: Pattion Title and Number	
	the second state of the second second second	
8. Hey Han 200c. Code 10.0nde or Level 11.Step or Hans 12. Total Salary 1	13.Rey Gasta 16. Pay 17, Occ. 18.Dinade or Level 19.Step or Rete 20 Ram Coste	Total Salary Award 21. Pay
12A. Basic Pay 128. Locality Adj. 12C. Adj. Basic Pay 12D. Othe	state to The state have a second second state of the	
	ar Pay 20A. Basic Pay 20B. Locality Ads. 20C. Ads.	Basic Pay 200. Other Pay
14. Name and Lowerian of Position's Ormanization		Basic Pay 20D. Other Pay
14. Name and Lovation of Position's Organization	ar Pay 20A, Basic Pay 20B, Locality Ad, 20C, 20C, Ad, 20C, 20C, 20C, 20C, 20C, 20C, 20C, 20C	Basic Pay 200. Other Pay
14. Name and Lossfein of Pocklan's Organization		Basic Pay 20D. Other Pay
14. Name and Lourism of Reaktor's Organization		Basic Pay 20D. Other Pay
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As of 30 Dec 12



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		Request for Personn	el Action (RPA / SF-52)	
Remarks			Standard Form 52 Rev. 7 81 U.S. Office of Forsennel Management FFM Supp. 286-53, states. 3	PERSONNEL ACTION
			PART A - Requesting Office (Also complete Part B, Items	1, 7-22, 32, 33, 36, and 39.)
			3. For Additional Information Call (Nerne and Telephone Number)	4. Proposed Effective Case
			5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized by (Typed Name, Title, Signature, and Concumence Date)
Approver Signature			PART B - For Preparation of SF 50 (Use only codes in FPM Supp . Name (Lass, Flor, Middle)	Nement 292-1. Show all dates in month-day-year order.) 2. Godal Security Number 3. Date of Birth 4. Effective Date
Approver Signature			RRST ACTION	SECOND ACTION
Approval Date			5-C. Code 5-D. Lagel Authority	6-C. Code 5-D. Legal Authority
			5-E. Codi 5-F. Legal Authority	5-E. Code 5-F. Legal Authority
and the Sole			7. FROM: Position Title and Namber	16. TO: Position Title and Number
Current/Last Box				
Group Box Inbox Name E-mail Address Days Date Sent	KYZ-6-EA-BR00-48-COH 51.96		A. Ray Han (2005) Code (30 Grade or Love() 1.5 mp or Ress [12, Tobal Salary [12, Pay 12A. Busic Pay [12], Levely Adj. [12C, Adj. Busic Pay [120, Other Pay 14. Name and Location of Position's Organization EMPLOYEE DATA	Bane 16 Pay 17. Oz. Code Dece 19. September 20. Total Salary/Award 21. Pay Code Dece 20. Total Salary/Award 21. Pay Dece 20. Total Salary/Award 21. Total Pay Dece 20. Total Salary/Award 21. Total Pay Dece 20. To
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MGR-6-EA-BRAC	minetimetrener	0.98 20 07-28 20 07-27		Attribute 7A Evidence is available
-11		4.81 20 07.27 20 07-22	 Approval: I careful that the information contered on this form is accurate preparatication is in compliance with statutory and regulatory regulatory. 	supporting the RPA was reviewed by Approval Date a Budget Analyst
			CONTINUED ON REVERSE SIDE 52-118	a Budget Analyst re Not Usable After 6/308 NSN 7540-01-333-622

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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 Personn	nel Action (NPA / SF-50)	Request for Person	nel Action (RPA / SF-52)
ED AN J ^E L D Mar 1011 15 THE AT BUILD BE AND THE CATION OF		Standard Form 52 Rev. 7/91 U.S. Office of Resonant Management FMS Supp. 296-33, Stateh. 3 REQUEST FO	R PERSONNEL ACTION
To blue 28-35 Solution of NOTIFICATION OF	PERSONNEL ACTION 2 Such Starts 2. Tanke of the Full Institute Dute	PART A - Requesting Office (Also complete Part B, Items 1. Actors Requested	a 1, 7-22, 32, 33, 36, and 39.)
0647 ACTON	SECONDACTION CONTRACTOR CONTRACTOR	3. For Additional Information Call (Nervie and Telephone Number)	4. Proposed Effective Date
trai Catatos Natarad Anton art 19 da 50 atas Antonas	t-a 1>Ha (≥ Ku, a, u) ácta: CE Cad-ED aca Author:	5. Action Requested By (Typed Name Title Signature, and Request Date)	B. Action Authorized by (Typed Name, Title, Signature, and Concumence Date)
6 5. Cole 5.5. Loga Alline 15	C E. Carl C Algorithms, 5		
7. IROM: Postion Title and Mamber	15. TC: Position Title and Number	PART B - For Preparation of SF 50 (Use only codes in FPM Sup) 1. Nerm Rest, Trat, Mbbled	plement 292-1. Show all dates in month-day-year order.) 2. Social Security Number 3. Date of Birti 4. Effective Date
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•. Main: mic: tear of a Party of School and	Pes Mars law, and sales rolet in Stearyout is	7. FROM: Position Title and Namber	16. TD: Position Title and Number
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		40. Agency Data 41. 42. 40.	44.
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supp	porting the RPA / SF-50 was	PART C - Reviews and Approvals (Nat to be used by req 1. OfferFunction brackSystem	Date -
	roved by a Processing Team	<u>^</u>	Attribute 8A: Evidence is available
42 (million of Department in Openan	er å spreveg Dirici		supporting the RPA / SF-52 was approved by a Processing Team
47. Againty Caller 48, Fernand Cliner D 49. Annoval Care		C. 2. Approval: 1 carify that the information portared on this form is proved	Lead Approved by a Processing reality
SPAL	ed Copy - Keen for Futtire Reference Falls a file a	prepried action is in rempliance with statutory and regulatory regularization CONTRALED ON REVERSE SIDE 52-118	OVER Editions Prior to 7/91 Are Not Usable After 8/30/93 NSN 7540-01-223-6239

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As of 30 Dec 12



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

	an a	1. Mar. 199			Standard Form 52 Rev. 7/81 U.S. Office of Personnel Management	for Personnel		01-02)
CIVILIAN PERSON	INEL CLEARANCE F	ORM (Rev. Jul 10)			U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3	REQUEST FOR PERSONNE	LACTION	
APPROPRIATE CLEARANCE	OF EACH ACTIVIT	Y LISTED IS MAN	DATORY		PART A - Requesting Office (Also com	plete Part B, Items 1, 7-22, 32, 3	33, 36, and 39.)	2. Request Number
MPLOYEE'S NAME:					3. For Additional Information Call (Name and Telephone /			4. Proved Hartes Date
ORWARDING ADDRESS								
TIONE NUMBER:	EMAIL ADDRESS				5. Action Requested by (Typed Nerry, 7784, Signeture, a	nd Request Date) G. Action Autho	sland by (Typed Name, 1756, Signature, a	Attribute 9c:
ACTIVITY: SEPARATION DA'	no. 15	PE SEPARATION:			PART 8 - For Preparation of SF 50 (Use onl	y codes in FPM Supplement 292-1.	Show all dates in month-day-yea	order.)
затаваточ ок		TO SSPARATION.			1. Name (Last, First, Mixisha	2. Social Securi	ty Number 3. Date of Birth	4. Effective A RPA was processed to record the
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OPTMS, Security Division	x/2200							
DPTMS, Aviation Technical Library	x-2944			n Clearance Form was	5-C. Code 5-D. Legal Authority	6-C. Cods 6-D.	Legal Authority	
Cal Property Section	8-2132/1707		completed.		5 E. Code 5-F. Legal Authority	6-E. Code 6-F.	Legal Authority	
DOEs 170A Property Section	s-2181/1361				7. FROM: Position Title and Number	16. TO: Positi	on Title and Number	
httiy lixit Survey http://cpol.army.mil/lifeary/survey/exitsurvey	Done on Internet	-				6.1.1		
ACTIVITIES CLEARED IN PERSON	LOCATION	INITIALS	DATE CLEARED		8. Nay Man 3.Occ. Code 10.Grade or Level 11.Step or Pate 12. 1	Total Salary 13.Pay Berls 16. Pay 17. 0	loc. 18.Grade or Level 19.Step or Rate 20. T	otal Salary/Aw and 21. Pay
chicle Regulation	Bldg 5700, Room 160				12A. Buils Pay 128. Levely Mil 12C. Ad. B	nais Pay 12D. Other Pay 20A. Basis Pay	208 Louist AS 200 AS B	ik Rev 200. Other Rev
D Card Section (Only if you have a civilian ID Card)	79ldg 5700, Room 160							
Justomer Service Representative (USR) for Civilian Pay JRM, Civilian Pay Section 155 AMR: Employees: Resource Management Division or your Organization's CSR	Bldg 5700, Brons 140 Bldg 301, Room X 140				14. Name and Location of Position's Organization	22. Name and L	Location of Position's Organization	
ORM, Government Credit Card	Bldg 5700, Room 140			Attribute 9b:	for the second			
DPTMS, Flight Records Branch (IPs Only)	Bldg 5700, Room 210			Attribute 90:	EMPLOYEE DATA	Surgery .	the manual second	designed a strategic strategic
OOC (Only if Gov't Purchase Cardholder, Billing Official, or Alternate Billing Official)	Bldg 5700, Room 580		The Installat	tion Clearance Form	2 - 5/hint 4 - 10-fbint/Companyable 6	5 - 10-Point/Compensable/30% 1 - Pe	ma 2 - Conditional 25. Agency Use	20. Veconica Prof for INF
central Issue Facility 328 Eurologues – go to DPS Supply	Bidg 6002 Bidg 4914		contains evi	dence of review and	27. FB3U	28. Annuitant li	ndicator	29. Pay Rate Daterminant
Accupational Models (Game as "Presentore Medicane", the inter is diagonal from Panear Administration Dec/ NEC (formerly DOMM)	Bidg 301 Bidg 142, Room 16		approval by Specialist	a Supervisor or HR	30. Reference TRan	31. Service Comp. Date Leavel 32. Work Scher	duk	33. Part-Time Hours Par Biwasky Pay Period
un autoria	Your Organization				34. Position Occupied 1 - Competitive Service 3 - SES General	35. FLSA Category E - Exempt N - Nonsampt	an Cade	37. Rargaining Linit Status
Velania IXXI	Your Organization	-			2 - Sarapted Sentes 4 - SES Career 38. Duty Station Code	N - Nonwampt 39. Duty Station (City - County - State or O	Versees Location	
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HAVE READ THE LWOP HANDOUT. SIGNATURE					45. Educational Level 45. Year Dagna Attained 47.	Acedemic Discipline 45. Punctional Class 40	. Oklanship 50. Vaterara Status	51. Gependacry Dates
EMPLOYEES GOING OYERSEAS Taking S Must complete DA Form 5863 Yes EFMP Information Sheet)	pouse: No	Taking Depend Yes	ent Child/Children: No		PART C - Reviews and Approvals (Not		1-USA 8-One	
oloyee Certification					1. OfficePandon Million/Signature	Des OfficielPario	ten InflatutSpatum	
re that upped silp reloant from employment as a card occurs all classified documents for which 1 am corporatio c and ha unencolines of the United States, there are no charges again black in the United States, there are no charges again black in the United States of the United States of the states black in the United scores of the states of the states of the states in 1 have had access change my employment.	we made suttlement of a pul- net me at activities listed also	olic funds, property user ree, and I anderstend th	sants, and debts due all agencies a at I am tradibited under penaltics	iniu) s as	R C. 2. Approxit I confly that the information outerad on th	E. F. Sontue		Accessed Date

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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 beenentered 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 Me	emo
Subj: Manual Timecard Reconciliation	Date:		
In support of DA Audit Readiness CivPay Interna certify that I have verified in DCPS all time a (time below.	and attendance data ente	ered for ppe, TAG (s) imekeeper whose name and signature is	ereby
All data entered is accurate (ie., timecard, suppo data recorded on the timecard.	orting leave slip and/or pr	remium request) and is in accordance wi	ith
Signature a	and date		
Time Keeper:			
Name:	Date		
Signature:			
Note: Please retain a copy of this certification wi	ith the timecards for the a	aforementioned pay period ending.	
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Readiness



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



CivPay SBR 7.12 Evidential Matter

GFEBS Interface Exception Error Report (ZSCM_DCPS_ERROR)

Englin	Emr MSG Not D	APE DAT	ED	He Pake	UIC	558	Employeet Name.	Cassi Center	Actually Type	Fund	Functional Area		Grodit G/C Arresunt	Amount	Error WEG	1.1
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N DCPS MESSAGES	3 24				WUXDRA		MAYHEW STEVEN A	1	1	202040211	1216-12QLCGG	6100.910	1010.0420	251.04	Grees para commit con centar a mining on Accounting record	
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