



Defense Finance and Accounting Service

DFAS 7900.4-M

Financial Management Systems Requirements Manual

Volume 7, Personnel Pay

August 2015

Strategy, Policy and Requirements ZP

SUBJECT: Description of Requirement Changes

The complete listing and description of the requirements changes, deletions, and additions by chapters and systems requirements can be found below.

All changes in this volume are denoted by bold blue font.

VOLUME 7 - Personnel Pay		
Req Id	Change Type	Reason for Change
07.01.003	C - Verbiage Edited for Clarity	
07.01.006	D - Authoritative Source/Reference Deleted	
07.01.010	D - Duplicate Requirement Deleted	Duplicate of BB# 07.01.009
07.01.012 07.01.025	D - Authoritative Source/Reference Deleted	
07.01.026	C - Verbiage Edited for Clarity	
07.01.031	D - Invalid Requirement	
07.01.039 07.01.042	D - Authoritative Source/Reference Deleted	
07.01.047	C - Verbiage Edited for Clarity	
07.01.048	D - Invalid Requirement	
07.01.049	D - Authoritative Source/Reference Updated	
07.01.050 07.01.052	C - Verbiage Edited for Clarity	
07.01.054 07.01.058 07.01.061 07.01.062 07.01.063 07.01.064 07.01.065 07.01.066 07.01.067 07.01.068 07.01.069	D - Authoritative Source/Reference Deleted	

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Req Id	Change Type	Reason for Change
07.01.070 07.01.071 07.01.079 07.01.080	D - Authoritative Source/Reference Deleted	
07.03.010 07.03.011 07.03.012 07.03.017 07.03.019 07.03.025 07.03.027	C - Verbiage Edited for Clarity	
07.03.032 07.03.033	D - Authoritative Source/Reference Deleted	
07.04.001 07.04.004 07.04.006 07.04.012 07.04.013	C - Verbiage Edited for Clarity	
07.04.022	D - Authoritative Source/Reference Deleted	
07.04.027	C - Verbiage Edited for Clarity	
07.04.031 07.04.034	D - Authoritative Source/Reference Deleted	
07.04.035	C - Verbiage Edited for Clarity	
07.05.005 07.05.024 07.05.025 07.05.027 07.06.011	D - Authoritative Source/Reference Deleted	
07.08.020	A - Moved from Another Functional Area	This requirement was moved from 16.03.043
07.08.021	A - Moved from Another Functional Area	This requirement was moved from 16.03.044
07.08.022	A - Moved from Another Functional Area	This requirement was moved from 16.03.045
07.08.023	A - Moved from Another Functional Area	This requirement was moved from 16.03.046
07.08.024	A - Moved from Another Functional Area	This requirement was moved from 16.03.047
07.08.025	A - Moved from Another Functional Area	This requirement was moved from 16.03.048
07.08.026	A - Moved from Another Functional Area	This requirement was moved from 16.03.049

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Req Id	Change Type	Reason for Change
07.08.027	A - Moved from Another Functional Area	This requirement was moved from 16.03.050
07.08.028	A - Moved from Another Functional Area	This requirement was moved from 16.03.051
07.08.029	A - Moved from Another Functional Area	This requirement was moved from 16.03.052
07.08.030	A - Moved from Another Functional Area	This requirement was moved from 16.03.053
07.08.031	A - Moved from Another Functional Area	This requirement was moved from 16.03.054
07.08.032	A - Moved from Another Functional Area	This requirement was moved from 16.03.055
07.08.033	A - Moved from Another Functional Area	This requirement was moved from 16.03.056
07.08.034	A - Moved from Another Functional Area	This requirement was moved from 16.03.057
07.09.001	A - Moved from Another Functional Area	This requirement was moved from 16.02.016.
07.09.002	A - Moved from Another Functional Area	This requirement was moved from 16.02.035.
07.09.003	A - Moved from Another Functional Area	This requirement was moved from 16.02.037.
07.09.004	A - Moved from Another Functional Area	This requirement was moved from 16.02.039.
07.09.006	A - Moved from Another Functional Area	This requirement was moved from 16.02.041.
07.09.007	A - Moved from Another Functional Area	This requirement was moved from 16.02.042.
07.09.008	A - Moved from Another Functional Area	This requirement was moved from 16.02.043.
07.09.014	A - Moved from Another Functional Area	This requirement was moved from 16.02.050.
07.09.020	A - Moved from Another Functional Area	This requirement was moved from 16.02.061.
07.09.025	A - Moved from Another Functional Area	This requirement was moved from 16.02.072.
07.09.026	A - Moved from Another Functional Area	This requirement was moved from 16.02.073.
07.09.028	A - Moved from Another Functional Area	This requirement was moved from 16.02.079.
07.09.031	A - Moved from Another Functional Area	This requirement was moved from 16.02.082.
07.09.033	A - Moved from Another Functional Area	This requirement was moved from 16.02.085.
07.09.036	A - Moved from Another Functional Area	This requirement was moved from 16.02.088.
07.09.039	A - Moved from Another Functional Area	This requirement was moved from 16.02.091.
07.09.040	A - Moved from Another Functional Area	This requirement was moved from 16.02.093.

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Req Id	Change Type	Reason for Change
07.09.044	A - Moved from Another Functional Area	This requirement was moved from 16.02.099.
07.09.045	A - Moved from Another Functional Area	This requirement was moved from 16.02.100.
07.09.047	A - Moved from Another Functional Area	This requirement was moved from 16.02.102.
07.09.048	A - Moved from Another Functional Area	This requirement was moved from 16.02.103.
07.09.053	A - Moved from Another Functional Area	This requirement was moved from 16.02.108.
07.09.054	A - Moved from Another Functional Area	This requirement was moved from 16.02.109.
07.09.055	A - Moved from Another Functional Area	This requirement was moved from 16.02.110.
07.09.056	A - Moved from Another Functional Area	This requirement was moved from 16.02.111.
07.09.061	A - Moved from Another Functional Area	This requirement was moved from 16.02.116.
07.09.076	A - Moved from Another Functional Area	This requirement was moved from 16.02.136.
07.09.082	A - Moved from Another Functional Area	This requirement was moved from 16.04.005.
07.09.083	A - Moved from Another Functional Area	This requirement was moved from 16.04.012.
07.09.084	A - Moved from Another Functional Area	This requirement was moved from 16.04.014.
07.09.085	A - Moved from Another Functional Area	This requirement was moved from 16.04.016.
07.09.086	A - Moved from Another Functional Area	This requirement was moved from 16.04.018.
07.09.088	A - Moved from Another Functional Area	This requirement was moved from 16.11.010.
07.10.003	A - Moved from Another Functional Area	This requirement was moved from 16.06.003.
07.10.005	A - Moved from Another Functional Area	This requirement was moved from 16.07.008.
07.10.009	A - Moved from Another Functional Area	This requirement was moved from 16.08.004.

Chart Legend:

A - Added

These are new requirements due to revised and updated source documents.

C - Changed

These requirements were contained in previous releases, but were changed for various reasons.

D - Deleted

These requirements were removed and are no longer required by the source documents.

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PERSONNEL PAY AND BENEFITS INTRODUCTION

The Department of Defense (DoD) personnel costs and benefits total tens of millions of dollars annually and represent a significant portion of the Department's operating expenses.

1. DoD payroll operations and systems must meet the following objectives:
 - A. Make timely and accurate payments to all those entitled to be paid, in compliance with appropriate statutes and regulations, with consideration being given to all authorized deductions from gross pay;
 - B. Account for and disposition of all authorized deductions from gross pay;
 - C. Control, retention, and disposition of all payroll related documents;
 - D. Prepare adequate and reliable payroll records to support managerial responsibilities; planning, preparing, executing, and reviewing the budget; and required internal and external reporting;
 - E. Support effective communication between employing activities and employees on payroll matters in addition to timely, accurate, and responsive customer service action to resolve payroll related inquiries from employees;
 - F. Control all phases of pay, leave, entitlements, and allowances;
 - G. Interface the payroll function with general ledger, cost accounting, and personnel functions, with provisions for reconciling common data elements in the payroll system and these interrelated systems;
 - H. Provide capability to query current, historical, and/or archived data;
 - I. Provide audit trails to permit the tracing of transactions through the payroll system as specified in Volume 1;
 - J. Comply with accounting system development criteria specified in Volume 1;
 - K. Comply with internal control requirements, including data security and prevention of data disclosure, as specified in Volume 1; and
 - L. Comply with DoD direction to standardize data elements to promote cross-functionality and integration efforts.

2. The term "benefit has been widely used in reference to Federal programs. There is no steadfast universal definition of a Federal Benefit program. However, a Federal benefit program excludes health care related programs, such as Medicare, Veterans Health, Tricare, and others whose primary functions involve reimbursement for services provided and providing direct care. There are five main categories that comprise Federal benefit programs. They are retirement, disability, death, survivor, and other. These benefit programs include all or most of the following: (1) Providing required functions for benefits claim processing and maintenance, (2) Ensure benefit quality assurance, and (3) Provide the capability to report all necessary benefit system data.

PERSONNEL PAY REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.003	C - Verbiage Edited for Clarity	The system must provide the capabilities to generate, approve, and process incentive awards for employees.	Source: 5USC,PtIII,SubptC,Ch 45,SubchI; Source Date: 8/1/2013Source: DoDFMRVol8,Ch3,Su b0311; Source Date: 4/1/2013Source: PPA,Ch29; Source Date: 10/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_001
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.005		The system must fully document the associated personnel actions with all regulatory required information such as legal authority and nature of action citations.	Source: PPA,Ch1; Source Date: 10/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	HR_Data_Collection_Maintenance_And_Personnel_Processing_002
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.006	D - Authoritative Source/Reference Deleted	DELETED: The system must process (with both current and future effective dates) the full range of individual and mass personnel actions such as appointments, reinstatements, transfers, promotions, separations, retirements, terminations, furloughs, change to lower grades, reassignments, pay changes (including locality and national adjustments, allowances, differentials, premium pay, movement between pay plans or schedules, and pay and grade retention), and details.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_003

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.009		The system must maintain individual retirement data for each employee.	Source: PPA,Ch30; Source Date: 10/1/2013Source: DoDFMRVol8,Ch4,Su b0403; Source Date: 9/1/2012Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	HR_Data_Collection_Maintenance_And_Personnel_Processing_004
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.010	D - Duplicate Requirement Deleted	DELETED: The system must maintain individual retirement data for each employee.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_005
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.012	D - Authoritative Source/Reference Deleted	DELETED: The system must enable managers and human resources staff to track past, current and pending personnel actions.	Source: ; Source Date:	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	HR_Data_Collection_Maintenance_And_Personnel_Processing_007
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.025	D - Authoritative Source/Reference Deleted	DELETED: The system must enable managers to initiate the full range of recruitment-based actions (e.g., internal and external recruitment actions, reassignment actions, details) and flow these actions to the appropriate individuals and offices for approvals and processing.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_010

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.026	C - Verbiage Edited for Clarity	The system must provide the capability to generate vacancy announcements.	Source: 5CFR,ChI,SubchB,Pt3 30; Source Date: 8/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_011
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.031	D - Invalid Requirement	DELETED: The human resources system must support a full identification of position requirements. For example, managers should be able to annotate a position's unique requirements such as mobilization responsibilities, drug testing requirements, position sensitivity, financial disclosure obligations, position-based skill and competency requirements, and a wide variety of other position-based requirements that emerge and change over time.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_013

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.033		The system must generate documents that facilitate related human resources activities (e.g., promotion, recruitment, performance management, and training development).	Source: 5USC,PtIII,SubptC,Ch 41; Source Date: 8/1/2013 Source: 5USC,PtIII,SubptI,Ch9 5,Sec9508; Source Date: 8/1/2013 Source: PPA,Ch14; Source Date: 10/1/2013 Source: PPA,Ch1; Source Date: 10/1/2013 Source: 5USC,PtIII,SubptB,Ch 33,SubchVIII,Sec3393; Source Date: 8/1/2013	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	HR_Data_Collection_Maintenance_And_Personnel_Processing_014
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.039	D - Authoritative Source/Reference Deleted	DELETED: The system must generate personnel action reminders that will prompt management decisions on such actions as within-grade-increase, completion of probationary period and temporary appointments, and any similar time-sensitive actions.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_016

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.042	D - Authoritative Source/Reference Deleted	DELETED: The system must process management and employee requested personal actions. In support of such capability the system must generate an SF-50. Also included in this process are those actions ancillary to employment, such as requesting security investigations, arranging physical examinations and identifying drug testing requirements, requesting and providing SF-75 information, and the administration of the in-processing activities.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_019
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.047	C - Verbiage Edited for Clarity	The system must provide the capability to process reduction in force actions.	Source: 5CFR,ChI,SubchB,Pt3 51; Source Date: 8/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_020
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.048	D - Invalid Requirement	DELETED: The human resources system shall have the capability to produce position-embedded performance criteria necessary to generate individual performance appraisal plans.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_021
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.049	D - Authoritative Source/Reference Updated	The system must be sufficiently flexible to allow for multiple performance rating configuration and evaluation methods.	Source: 5CFR,ChI,SubchB,Pt4 30; Source Date: 8/1/2015	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_022

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.050	C - Verbiage Edited for Clarity	The system must provide for electronic performance plan and rating routing.	Source: 5CFR,ChI,SubchB,Pt430; Source Date: 8/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_023
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.052	C - Verbiage Edited for Clarity	The system must provide the capability to record and track employee appeals and grievances.	Source: 5CFR,ChI,SubchB,Pt430; Source Date: 8/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_025
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.054	D - Authoritative Source/Reference Deleted	DELETED: The system must support the conversion of the paper based Official Personnel Folder (OPF) and its content to an electronic format. The system should provide an authorized user with an efficient and effective access to historical employment information stored in the electronic format.	Source: ; Source Date:	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	HR_Data_Collection_Maintenance_And_Personnel_Processing_027

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.058	D - Authoritative Source/Reference Deleted	DELETED: The system must have the flexibility to allow managers to electronically receive and act upon referral lists, resumes that contain appropriate candidates' qualification information, and fully take into account regulatory requirements.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_031
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.059		The system must provide the capability to produce pertinent information in response to classification appeals.	Source: 5CFR,ChI,SubchB,Pt511; Source Date: 8/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_032
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.060		The system must provide a means for applicants and employees to apply as either external or internal candidates for vacant positions.	Source: 5CFR,ChI,SubchB,Pt720; Source Date: 8/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_033
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.061	D - Authoritative Source/Reference Deleted	DELETED: The system must have the capability to enable maximum employee access to self-service personnel benefits information and automated transaction processing so that employees may manage their own benefits.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_034

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.062	D - Authoritative Source/Reference Deleted	DELETED: The system coverage must include: - Federal Employees Health Benefits Life Event and Open Season Elections - Thrift Savings Plan Life Event and Open Seasons Elections - Federal Employees Group Life Insurance Life Event and Open Season Elections - Retirement Calculations for all categories of employees under all applicable retirement programs to the agency - Miscellaneous Changes (e.g., Address, name, emergency contact information) - Alternative data and processing entry points for individual with disabilities in compliance with the American Disability Act.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance	Requirement Not Covered by TFM Guidance	HR_Data_Collection_Maintenance_And_Personnel_Processing_035
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.063	D - Authoritative Source/Reference Deleted	DELETED: In support of work force development, the system must provide the capability to use position and personal data already residing within the system to facilitate on-line initiation of the full range of work force development activities. These activities include nomination, approval, enrollment, evaluation, and personnel record documentation.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance	Requirement Not Covered by TFM Guidance	HR_Data_Collection_Maintenance_And_Personnel_Processing_036

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.064	D - Authoritative Source/Reference Deleted	DELETED: In support of work force development functions, the system must record essential data relative to the cost and source of developmental activities and enable analysis of such activities to determine future budget needs and return on investment.	Source: ; Source Date:	1.2.1.1_Determining Costs_DI	Provide responsibility segments/cos centers (for example, managing public buildings and distributing supplies) and cost objects that align with outcomes (for example, program, activity, and product) that directly support the agency mission and management requirements consistent with the FASAB Handbook.	HR_Data_Collection_Maintenance_And_Personnel_Processing_037
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.065	D - Authoritative Source/Reference Deleted	DELETED: In support of employee development programs, the system must support the planning, development, delivery of training and career development programs to meet agency and employee needs, and track completion of training by employees.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_038
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.066	D - Authoritative Source/Reference Deleted	DELETED: In support of developing training budgets, the system must support the preparation of financial projections and implementation of controls, which maximize the utilization of training funds.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_039
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.067	D - Authoritative Source/Reference Deleted	DELETED: To evaluate development and training activities, the system must support the evaluation of the effectiveness and quality of course design, program content, delivery methodology and instructional value.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_040

PERSONNEL PAY REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.068	D - Authoritative Source/Reference Deleted	DELETED: The system must use the SSN to identify all employees paid by the Department.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Human-Resources_Payroll_011
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.069	D - Authoritative Source/Reference Deleted	DELETED: The system must restrict access to personnel, payroll, and disbursement records or data files to authorized personnel.	Source: ; Source Date:	2.4.1.1_Securing Financial Management System Information_P	Provide and monitor Federal information system security controls consistent with information system category (low, moderate, high), impact on security objectives (confidentiality, integrity, availability), and minimum security requirements (for example, access control, configuration management, and incident response) as specified by National Institute of Standards and Technology and consistent with OMB Circular No. A-130.	Human-Resources_Payroll_030
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.070	D - Authoritative Source/Reference Deleted	DELETED: The system must provide employees and managers self-service capabilities in obtaining information pertinent to their needs. For example, employees should have access to their personal employment and earnings data and managers should have access to their organizational and subordinate work force non-personal data.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_045

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.071	D - Authoritative Source/Reference Deleted	DELETED: The human resources and payroll systems shall ensure that employee initiated transactions are authorized by law or regulation, are accurately effected and documented, and are confirmed in a timely manner to the employee.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_046
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.074		The system must be compliant with the Privacy Act of 1974 and personally identifiable information requirements.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_049
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.077		The system must allow an employee who transfers from a Non-Appropriated Fund position to an Appropriated Fund position (or the reverse) to transfer all accumulated leave without limit, as long as the break in service does not exceed 3 days.	Source: DoDFMRVol8,Ch5,Su b0507; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_042

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Human Resource Data Collection/Maintenance and Personnel Processing	07.01.078		The system must entitle employees who are appointed to positions not limited to less than 90 days to annual leave earning upon completion of the first biweekly pay period.	Source: DoDFMRVol8,Ch5,Su b0502; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_043
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.079	D - Authoritative Source/Reference Deleted	DELETED: The system must enable on-line approval or disapproval of various personnel actions.	Source: ; Source Date:	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	HR_Data_Collection_Maintenance_And_Personnel_Processing_017
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.080	D - Authoritative Source/Reference Deleted	DELETED: The system must have the capability to create, monitor, and maintain performance improvement plans.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		HR_Data_Collection_Maintenance_And_Personnel_Processing_024
Time and Attendance Processing	07.02.002		In the system, approvals must be made individually for each employee and an approval-automated signature shall be provided for each time and attendance report.	Source: DoDFMRVol8,Ch2,Su b0204; Source Date: 6/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Time_And_Attendance_Processing_017

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Time and Attendance Processing	07.02.003		The system must collect actual hours or days worked, and other pay related data, e.g., piecework, fee basis units/ dollars, and differentials for each employee.	Source: DoDFMRVol8,Ch2,Su b0202; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Time_And_Attendance_Processing_001
Time and Attendance Processing	07.02.004		The system must collect work and leave hours based upon an established tour of duty, including alternative work schedule/flextime hour's information. This requires pre-approved or positive acknowledgement from the approving official that the employee worked the established tour and that time and attendance data is approved.	Source: DoDFMRVol8,Ch2,Su b0201; Source Date: 6/1/2013 Source: DoDFMRVol8,Ch2,Su b0202; Source Date: 6/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Time_And_Attendance_Processing_002
Time and Attendance Processing	07.02.007		The system must provide capabilities for the collection of time and attendance data on a pay period basis, e.g., daily, weekly, biweekly, semi-monthly, and/or monthly basis.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Time_And_Attendance_Processing_004

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Time and Attendance Processing	07.02.008		The system must calculate and adjust weekly, biweekly, per pay period hours based on Fair Labor Standards Act (FLSA), Title 5, and other statutory and regulatory requirements.	Source: DoDFMRVol8,Ch1,Su b0101; Source Date: 5/1/2013 Source: DoDFMRVol8,Ch5,Su b050102; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Time_And_Attendance_Processing_005
Time and Attendance Processing	07.02.009		The system must accept time and attendance data through various processing modes e.g., automated time entry or internet.	Source: DoDFMRVol8,Ch2,Su b0209; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Time_And_Attendance_Processing_006
Time and Attendance Processing	07.02.010		The system must support the correction of current and prior pay periods time and attendance records.	Source: DoDFMRVol8,Ch5,Su b050102; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Time_And_Attendance_Processing_007

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Time and Attendance Processing	07.02.012		The system must provide the capability to capture time and attendance data in days, hours or fractions of hours.	Source: DoDFMRVol8,Ch2,Su b0202; Source Date: 6/1/2013 Source: DoDFMRVol8,Ch2,Su b0203; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Time_And_Attendance_Processing_009
Time and Attendance Processing	07.02.013		The system must generate reports for time and attendance data.	Source: DoDFMRVol8,Ch2,Su b0205; Source Date: 6/1/2013 Source: DoDFMRVol8,Ch3,Su b0301; Source Date: 4/1/2013	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	Time_And_Attendance_Processing_010
Time and Attendance Processing	07.02.015		The system must be able to receive electronic, or other appropriately documented, approvals of Time and Attendance data/records/documents from authorized approving officials. The system must be able to release this data for further system processing.	Source: DoDFMRVol8,Ch2,Su b0204; Source Date: 6/1/2013 Source: DoDFMRVol8,Ch2,Su b0202; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Time_And_Attendance_Processing_011

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Time and Attendance Processing	07.02.017		To support time and attendance processing, the system must provide a supervisor with the capability to approve the information in a computer file containing an employee attendance report, provided that the following data elements are itemized in the file: a) employee name and Social Security number; b) pay period number or dates; c) number of hours worked by day and in total; d) number of hours of premium work, by type, to which employee is entitled; e) number of credit hours and compensatory time earned; f) number of leave hours (by type), credit hours, and compensatory time used; g) dates leave is taken; h) any required supporting documentation for absences, e.g., court orders, Office of Personnel Management (OPM) Forms, or military orders; i) handwritten signature or automated approval code of an authorizing official; j) other information as may be required in support of operations.	Source: DoDFMRVol8,Ch2,Su b0204; Source Date: 6/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Time_And_Attendance_Processing_018
Time and Attendance Processing	07.02.023		To support time and attendance processing, the system must edit time and attendance (T&A) data at the earliest time to ensure that the data are complete, accurate, and in accordance with legal requirements.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Time_And_Attendance_Processing_015

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Time and Attendance Processing	07.02.025		The system system must provide time and attendance data to Defense Civilian Payroll System (DCPS) in a timely manner each pay period.	Source: DoDFMRVol8,Ch2,Su b0209; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Human-Resources_Payroll_026
Time and Attendance Processing	07.02.026		The system must have the capability to receive data from or transmit data to more than one Defense Civilian Payroll System (DCPS) civilian payroll office.	Source: DoDFMRVol8,Ch2,Su b0209; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Human-Resources_Payroll_016
Time and Attendance Processing	07.02.028		The system must have the capability to support supervisory electronic certification of time and attendance, even if the major claimant/major command/Defense activity does not use this capability.	Source: DoDFMRVol8,Ch2,Su b0209; Source Date: 6/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Human-Resources_Payroll_017
Time and Attendance Processing	07.02.029		The system must provide positive acknowledgment of accurate time and attendance data prior to its submission for payroll processing.	Source: DoDFMRVol8,Ch2,Su b0209; Source Date: 6/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Time_And_Attendance_Processing_020

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Time and Attendance Processing	07.02.030		Standard Defense Civilian Payroll System (DCPS) time and attendance codes must be used with the system software application.	Source: DoDFMRVol8,Ch2,Su b0209; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Human-Resources_Payroll_018
Time and Attendance Processing	07.02.033		The system must have the capability to automatically post time and attendance data received from a module or sub-system tracking Time and Attendance data.	Source: DoDFMRVol8,Ch2,Su b0205; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Time_And_Attendance_Processing_016
Time and Attendance Processing	07.02.034		The system must provide the capability for an employee to input COP (Continuation of Pay) for up to 45 days for disabling job-related traumatic injuries.	Source: DoDFMRVol8,Ch2,Su b0202; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	HR_Data_Collection_Maintenance_And_Personnel_Processing_050

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Leave Processing	07.03.002		The system must automatically convert leave taken in excess of available balance, based upon an established leave priority policy. When appropriate, provide for management review (e.g., to determine advance, leave without pay, or absence without leave).	Source: DoDFMRVol8,Ch5,Su b0520; Source Date: 4/1/2013 Source: DoDFMRVol8,Ch5,Su b0521; Source Date: 4/1/2013 Source: DoDFMRVol8,Ch5,Su b0502; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_01
Leave Processing	07.03.003		For each pay period, the system must accrue each type of leave to which an employee is entitled, including partial accruals and carryovers. Special accrual rules for employees using donated leave, etc., must be accommodated.	Source: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013 Source: DoDFMRVol8,Ch5,Su b0529; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_022
Leave Processing	07.03.004		The system must process variable leave accruals for part-time employees. The accruals must be based on actual hours in a pay status.	Source: DoDFMRVol8,Ch7,Su b0702; Source Date: 8/1/2011	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_03

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Leave Processing	07.03.005		The system must determine compensatory time or credit hours to be forfeited or paid as appropriate based on predetermined elapsed time limits; maximum carry over limits; and maximum earning ceilings.	Source: DoDFMRVol8,Ch5,Su b0508; Source Date: 4/1/2013 Source: DoDFMRVol8,Ch5,Su b0510; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_004
Leave Processing	07.03.008		The system must provide the capability to process reductions in the leave balances at the beginning of each calendar/leave year for any accumulated leave that exceeds statutory limits.	Source: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_007
Leave Processing	07.03.009		The system must process leave forfeiture and carryover for each employee.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_008

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Leave Processing	07.03.010	C - Verbiage Edited for Clarity	The system must have the capability to modify leave accruals.	Source: DoDFMRVol8,Ch5,Su b050102; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_09
Leave Processing	07.03.011	C - Verbiage Edited for Clarity	The system must have the capability to process both current period and prior period leave transactions.	Source: DoDFMRVol8,Ch2,Su b0202; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_10
Leave Processing	07.03.012	C - Verbiage Edited for Clarity	The system must have the capability to re-compute leave balances due to prior-period hour adjustments or retroactive entitlement changes.	Source: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013 Source: DoDFMRVol8,Ch5,Su b050102; Source Date: 6/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_11

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Leave Processing	07.03.015		The system must maintain leave records that show for each employee: 1) the rate of accrual for each type of leave, 2) the hours or days accrued and used by leave type, 3) hours or days advanced by leave type.	Source: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_016
Leave Processing	07.03.017	C - Verbiage Edited for Clarity	The system must have the capability to process leave for each reported leave type at the end of each effective pay period.	Source: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_012
Leave Processing	07.03.019	C - Verbiage Edited for Clarity	The system must have the capability to offset the dollar amount of advanced leave balances against the dollar amount of earnings for the pay period of separation and any unused annual leave on termination of an employee from federal employment.	Source: DoDFMRVol8,Ch5,Su b0502; Source Date: 4/1/2013 Source: DoDFMRVol8,Ch3,Su b0309; Source Date: 4/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Leave_Processing_013

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Leave Processing	07.03.023		The system must have the capability to prevent processing of court leave for intermittent employees.	Source: DoDFMRVol8,Ch5,Su b0513; Source Date: 4/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Leave_Processing_025
Leave Processing	07.03.024		The system must have the capability to substitute court leave for annual leave if the employee is called for jury duty or witness service while on annual leave.	Source: DoDFMRVol8,Ch5,Su b0513; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_026
Leave Processing	07.03.025	C - Verbiage Edited for Clarity	The system must have the capability to record up to 120 hours of military leave per fiscal year for active duty, active duty training and inactive duty training.	Source: DoDFMRVol8,Ch5,Su b0518; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_028
Leave Processing	07.03.026		The system must have the capability to prevent the processing of military leave for employees with temporary appointments of 1 year or less, or with intermittent work schedules.	Source: DoDFMRVol8,Ch5,Su b0518; Source Date: 4/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Leave_Processing_029

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Leave Processing	07.03.027	C - Verbiage Edited for Clarity	The system must have the capability to carry forward unused military leave to the next fiscal year up to a maximum balance of 240 hours.	Source: DoDFMRVol8,Ch5,Su b0518; Source Date: 4/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Leave_Processing_030
Leave Processing	07.03.028		The system must provide the capability to advance sick leave to employees.	Source: DoDFMRVol8,Ch5,Su b0503; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_031
Leave Processing	07.03.030		The system must provide the capability to process the transfer of annual leave from one employee to another employee who has personal or other family medical emergency and who has exhausted his/her own leave.	Source: DoDFMRVol8,Ch5,Su b0506; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_024

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Leave Processing	07.03.032	D - Authoritative Source/Reference Deleted	DELETED: The system must maintain detailed audit trail and control data that ensure that all reported leave hours have been processed accurately and that the hours used in pay calculations are correct.	Source: ; Source Date:	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Leave_Processing_05
Leave Processing	07.03.033	D - Authoritative Source/Reference Deleted	DELETED: The system must provide the capability to process leave accrual for special category employees, e.g., firefighters, etc.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Leave_Processing_014
Leave Processing	07.03.034		The system must provide the capability to process and account for the following categories of leave: a) Annual leave; b) Sick leave; c) Family Medical Leave; d) Bone marrow or organ donor leave; e) Federal leave sharing programs; f) Non-appropriated fund transfer of leave under benefits portability program; g) Compensatory time; h) Holiday leave; i) Credit hours; j) Time off as an incentive award; k) Excused absence (Administrative Leave); l) Court leave and jury duty; m) Shore leave; n) Home leave; o) Funeral leave; p) Continuation of pay (COP) and office of worker's compensation program (OWC); q) Military leave; r) Furlough; s) Leave without pay (LWOP); t) Absence without leave (AWOL); u) Suspension.	Source: DoDFMRVol8,Ch5; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Leave_Processing_033

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Payroll Withholdings/Deductions Processing	07.04.001	C - Verbiage Edited for Clarity	The system must have the capability to record indebtedness.	Source: DoDFMRVol8,Ch8,Su b0802; Source Date: 9/1/2012	2.2.4.1_Establishing Receivables_DI	Capture Federal Government receivable information (for example, receivable type and customer information) to support agency management of and reporting on receivables to Treasury consistent with the TFM and as required by OMB Circular No.A-129 and the CFR.	Payroll_Withholdings_And_Deductions_Processing_001
Payroll Withholdings/Deductions Processing	07.04.004	C - Verbiage Edited for Clarity	The system must have the capability to process deductions.	Source: DoDFMRVol8,Ch4,Su b0402; Source Date: 9/1/2012 Source: DoDFMRVol8,Ch4,Su b0401; Source Date: 9/1/2012	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Withholdings_And_Deductions_Processing_003

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Payroll Withholdings/Deductions Processing	07.04.006	C - Verbiage Edited for Clarity	The system must have the capability to adjust taxable gross pay by deducting untaxed items.	Source: DoDFMRVol8,Ch10,Sub1003; Source Date: 5/1/2013 Source: DoDFMRVol8,Ch11,Sub1103; Source Date: 5/1/2015 Source: DoDFMRVol8,Ch11,Sub1104; Source Date: 5/1/2015 Source: DoDFMRVol8,Ch11,Sub1110; Source Date: 5/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Withholdings_And_Deductions_Processing_005
Payroll Withholdings/Deductions Processing	07.04.008		The system must have the capability to pro-rate insurance premium deductions.	Source: DoDFMRVol8,Ch11,Sub1106; Source Date: 5/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Withholdings_And_Deductions_Processing_006

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Payroll Withholdings/Deductions Processing	07.04.009		The system must have the capability to process deductions for employees paid an annual salary in less than one year (e.g., teachers).	Source: DoDFMRVol8,Ch7,Su b0704; Source Date: 8/1/2011	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Withholdings_And_Deductions_Processing_007
Payroll Withholdings/Deductions Processing	07.04.012	C - Verbiage Edited for Clarity	The system must have the capability to subtract deductions in the order of precedence specified by Office of Personnel Management (OPM) when gross pay is not sufficient to cover all deductions.	Source: DoDFMRVol8,Ch4,Su b0402; Source Date: 9/1/2012	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Withholdings_And_Deductions_Processing_008
Payroll Withholdings/Deductions Processing	07.04.013	C - Verbiage Edited for Clarity	The system must have the capability to process a payroll deduction in the form of an allotment for the purchase of the US Treasury savings bonds.	Source: DoDFMRVol8,Ch11,Su b1102; Source Date: 5/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Withholdings_And_Deductions_Processing_009

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Payroll Withholdings/Deductions Processing	07.04.015		The system must provide the capability to offset the dollar amount of receivables owed the agency against earnings for pay period of separation or, if applicable, lump sum payments.	Source: DoDFMRVol8,Ch8,Su b0806; Source Date: 9/1/2012	2.2.5.2_Managing Debt_P	Match delinquent debtor information with payment recipient information within and between Federal agencies to effect administrative debt offsets (for example, by administrative wage garnishment and request for paying agency to collect the offset) as required by the CFR as well as OMB Circular No. A-129, and consistent with the TFM.	Payroll_Withholdings_And_Deductions_Processing_011
Payroll Withholdings/Deductions Processing	07.04.022	D - Authoritative Source/Reference Deleted	DELETED: The system must have edits to ensure that deductions do not exceed gross pay, as established by appropriate laws and regulations.	Source: ; Source Date:	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Payroll_Withholdings_And_Deductions_Processing_015
Payroll Withholdings/Deductions Processing	07.04.027	C - Verbiage Edited for Clarity	The system must have the capability to process salary offsets based on the appropriate limitations of each type of deduction.	Source: DoDFMRVol8,Ch8,Su b0810; Source Date: 9/1/2012	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Withholdings_And_Deductions_Processing_012

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Payroll Withholdings/Deductions Processing	07.04.029		The system must have the capability to process for an employee Within Grade Increase (WGI).	Source: DoDFMRVol8,Ch3,Su b0302; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Withholdings_And_Deductions_Processing_013
Payroll Withholdings/Deductions Processing	07.04.031	D - Authoritative Source/Reference Deleted	DELETED: The system must electronically compare leave, benefits, and payments, for adjusted time and attendance data with prior period data and automatically compute differences.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Payroll_Withholdings_And_Deductions_Processing_014
Payroll Withholdings/Deductions Processing	07.04.034	D - Authoritative Source/Reference Deleted	DELETED: The system must provide the capability allowing to ensure that payroll deductions withheld from a Department of Defense (DoD) employee's pay can meet the following criteria: a) Contain sufficient information to properly establish the deduction; b) adequately documented and certified; c) paid to the appropriate recipient in the correct amount; d) based on a specific provision of law or court order.	Source: ; Source Date:	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Payroll_Withholdings_And_Deductions_Processing_018

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Payroll Withholdings/Deductions Processing	07.04.035	C - Verbiage Edited for Clarity	The system must have the capability to establish a debt for leave that was credited and used but not earned prior to the employee's separation.	Source: DoDFMRVol8,Ch7,Su b0702; Source Date: 8/1/2011 Source: DoDFMRVol8,Ch8,Su b0803; Source Date: 9/1/2012 Source: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013	2.2.4.1_Establishing Receivables_DI	Capture Federal Government receivable information (for example, receivable type and customer information) to support agency management of and reporting on receivables to Treasury consistent with the TFM and as required by OMB Circular No.A-129 and the CFR.	Payroll_Withholdings_And_Deductions_Processing_019
Payroll Withholdings/Deductions Processing	07.04.036		The system have the capability to process transactions for payroll deductions stated on the orders issued by the bankruptcy court.	Source: DoDFMRVol8,Ch8,Su b0811; Source Date: 9/1/2012	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Withholdings_And_Deductions_Processing_020
Payroll Withholdings/Deductions Processing	07.04.037		The system must have the capability to process mandatory and discretionary allotments.	Source: DoDFMRVol8,Ch11,Su b1102; Source Date: 5/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_049

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Computing Gross Pay	07.05.001		The system must process both current period and prior period adjustments as an integral part of the payroll cycle.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013 Source: DoDFMRVol8,Ch5,Su b050102; Source Date: 6/1/2013 Source: DoDFMRVol8,Ch8,Su b0813; Source Date: 9/1/2012	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Computing_Gross_Pay_001
Computing Gross Pay	07.05.004		The system must provide the capability to compute and process pay for various types of employees, e.g., firefighters, law enforcement officers, emergency medical technicians, teachers, etc.	Source: DoDFMRVol8,Ch1,Su b0101; Source Date: 5/1/2013 Source: DoDFMRVol8,Ch10; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Computing_Gross_Pay_002
Computing Gross Pay	07.05.005	D - Authoritative Source/Reference Deleted	DELETED: The payroll system must (1) compute earnings amounts or rates for partial pay periods when entitlement dates do not coincide with the pay period's beginning and ending dates, and (2) process earnings adjustments on a begin-date/end-date basis.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Computing_Gross_Pay_003

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Computing Gross Pay	07.05.006		The system must calculate pay at the end of each period after properly authorized inputs have been received from the Time and Attendance Processing Function, and after personnel action processing is completed.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Computing_Gross_Pay_004
Computing Gross Pay	07.05.007		The system must provide the capability to establish and process the following types of the premium pay: overtime, night, and holiday pay for employees not in receipt of annual premium pay for standby duty, Sunday pay, annual premium pay for regularly scheduled standby duty, annual premium pay for administratively uncontrollable work, availability pay for LEOs, environmental pay for FWS employees, and hazard pay for GS employees.	Source: DoDFMRVol8,Ch3,Su b0303; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Computing_Gross_Pay_005
Computing Gross Pay	07.05.008		The system must have the capability to establish and process allowances, premiums and differentials as defined by law or regulation. These may be set dollar amounts or computed as a percentage of pay, applying caps or other limitations when applicable.	Source: DoDFMRVol8,Ch3,Su b0305; Source Date: 4/1/2013 Source: DoDFMRVol8,Ch8,Su b0813; Source Date: 9/1/2012 Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Computing_Gross_Pay_006

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Computing Gross Pay	07.05.012		The system must have edits preventing a single lump-sum pay advance that exceeds three months' net pay for those employees authorized a permanent change of station (PCS) to a foreign area.	Source: DoDFMRVol8,Ch3,Su b0309; Source Date: 4/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Computing_Gross_Pay_019
Computing Gross Pay	07.05.013		For repayment of salary advances, the system must facilitate repayments to be made by payroll deduction over a maximum of 26 pay periods.	Source: DoDFMRVol8,Ch3,Su b0309; Source Date: 4/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Human-Resources_Payroll_025
Computing Gross Pay	07.05.014		The system must provide the capability to process collection of pay advances from accrued pay, amount of retirement credit or other amounts due the employee from the government. When an employee separates or transfers, the outstanding balance of a payroll advance becomes due in full.	Source: DoDFMRVol8,Ch3,Su b0309; Source Date: 4/1/2013	2.2.4.1_Establishing Receivables_DI	Capture Federal Government receivable information (for example, receivable type and customer information) to support agency management of and reporting on receivables to Treasury consistent with the TFM and as required by OMB Circular No.A-129 and the CFR.	Computing_Gross_Pay_020
Computing Gross Pay	07.05.015		On an exception basis, the system must provide the capability to process additional payments on an advance when circumstances warrant and the employee has not received the full amount of the maximum possible advance consistent with the employee's pay grade.	Source: DoDFMRVol8,Ch3,Su b0309; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Computing_Gross_Pay_021

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Computing Gross Pay	07.05.020		The system must prohibit employees and service members engaged in civilian payroll functions from maintaining or servicing their own payroll and personnel records.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Computing_Gross_Pay_022
Computing Gross Pay	07.05.023		To support pay processing, the system must perform statutory limit and reasonableness tests on gross pay.	Source: DoDFMRVol8,Ch3,Su b0301; Source Date: 4/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Computing_Gross_Pay_008
Computing Gross Pay	07.05.024	D - Authoritative Source/Reference Deleted	DELETED: The system must compute gross pay as the sum of each rate of pay times the number of units related to it, minus retirement annuity offsets, if applicable, plus all appropriate allowances and/or other gross pay components.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Computing_Gross_Pay_009
Computing Gross Pay	07.05.025	D - Authoritative Source/Reference Deleted	DELETED: The system must classify and total deductions, subtract total deductions from gross pay, and apply formulas or utilize tables to determine employer contributions required for certain payroll taxes and benefits.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Computing_Gross_Pay_010
Computing Gross Pay	07.05.027	D - Authoritative Source/Reference Deleted	DELETED: The system must support retirement calculations for all categories of employees under all applicable retirement programs to the agency.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Computing_Gross_Pay_012

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Computing Gross Pay	07.05.028		The system must provide the capability to ensure full continuity of pay for non-exempt employees (under Fair Labor Standards Act (FLSA) due to court leave for jury duty or witness service during their regularly scheduled tour of duty.	Source: DoDFMRVol8,Ch5,Su b0513; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Computing_Gross_Pay_018
Computing Gross Pay	07.05.029		The system must provide the capability to process the payment to an employee of back pay, interest, and reasonable attorney fees for the purpose of making the employee financially whole (to the extent possible) after an unwarranted or unjustified personnel action.	Source: DoDFMRVol8,Ch6,Su b0605; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Computing_Gross_Pay_014
Computing Gross Pay	07.05.031		The system must provide automated functionality to make reimbursement payments to employees.	Source: DoDFMRVol8,Ch1,Su b0103; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Computing_Gross_Pay_016

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Computing Gross Pay	07.05.032		The system must provide the capability to compute and process lump-sum payments for accrued annual leave.	Source: DoDFMRVol8,Ch10,Sub1004; Source Date: 5/1/2013 Source: DoDFMRVol8,Ch3,Sub0301; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Computing_Gross_Pay_017
Computing Gross Pay	07.05.033		The system must provide a capability for payroll computations based on the following properly processed and authorized documents: A) SF 50s and other personnel documents, or similar documents; B) Certified copies of travel orders; C) Time-and-attendance reports, including any necessary supporting documents such as sign-in and sign-out registers or Office of Personnel Management (OPM) Form 71 (Request for Leave or Approved Absence); D) Authorizations or approvals of overtime and compensatory time worked.	Source: DoDFMRVol8,Ch3,Sub0301; Source Date: 4/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Computing_Gross_Pay_023

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Payroll Processing and Distribution	07.06.001		The system must provide the capability to process prior, current and future period pay actions, based on effective dates.	Source: DoDFMRVol8,Ch11,S ub1103; Source Date: 5/1/2015 Source: DoDFMRVol8,Ch11,S ub1107; Source Date: 5/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_001
Payroll Processing and Distribution	07.06.009		The system must support payroll adjustments and regular calculations that cross fiscal and/or calendar years.	Source: DoDFMRVol8,Ch5,Su b0502; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_002
Payroll Processing and Distribution	07.06.010		The system must record at a detail level each employee's gross pay, deductions, and net pay. This info/data can be used for producing Leave and Earning Statements (LES) and generation data files for other systems (personnel, disbursing, accounting, etc).	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014 Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Payroll_Processing_And_Distribution_003

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Payroll Processing and Distribution	07.06.011	D - Authoritative Source/Reference Deleted	DELETED: The human resources and payroll systems must allow employees to update personal information, at the employee's discretion, e.g., tax withholding information, savings bond information, electronic funds transfer information, allotments, etc.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Payroll_Processing_And_Distribution_004
Payroll Processing and Distribution	07.06.013		The system must provide the capability to establish and process payments for severance pay either in regular pay period intervals and amounts equal to that paid immediately before separation or as a lump-sum payment.	Source: DoDFMRVol8,Ch3,Su b0308; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_005
Payroll Processing and Distribution	07.06.014		The system must provide the capability to establish and process payroll payments by the following methods: electronic funds transfer (EFT), checks and cash. EFT is the primary method of payroll payments. Checks and cash payments can be used only if an employee has a properly approved waiver for EFT payments.	Source: DoDFMRVol8,Ch1,Su b0103; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_006

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Payroll Processing and Distribution	07.06.016		The system must be able to generate payment of unpaid employee compensation to beneficiaries.	Source: DoDFMRVol8,Ch1,Su b0105; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_007
Payroll Processing and Distribution	07.06.022		The system must provide the capability to generate electronic and paper copies of employee Leave and Earning Statement (LES). The LES must show gross pay, deductions, net pay, and employer contributions for the current pay period and cumulative totals for the current year. The LES must reflect the accrued and used leave balances for the pay period and year-to-date values.	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_008
Payroll Processing and Distribution	07.06.028		The system must provide the capability to generate reports and vouchers necessary to recognize payroll expenses, establish related receivables, and authorize disbursement of all related payments. It must also produce supporting detail registers or subsidiary ledgers.	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Payroll_Processing_And_Distribution_012

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Payroll Processing and Distribution	07.06.035		The system must accommodate information requirements for accounting transactions for accruals of pay and benefits during the year. This process is to provide for accruing and reversing accounting information relative to pay and benefits on other than a monthly basis.	Source: DoDFMRVol4,Ch10,Sub1002; Source Date: 9/1/2008Source: SFFAS4,90; Source Date: 7/1/1995	1.2.1.2_Determining Costs_P	Determine intragovernmental entity costs in addition to other costs (for example, direct, indirect, and depreciation) by cost object and responsibility segment consistent with the FASAB Handbook.	Payroll_Processing_And_Distribution_042
Payroll Processing and Distribution	07.06.036		The system must provide the capability to process correcting accounting transactions for an employee for one or more past pay periods. The correction should also generate adjusting accounting transactions to reverse the improper charges and record the correct ones.	Source: DoDFMRVol8,Ch8,Sub0813; Source Date: 9/1/2012	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Payroll_Processing_And_Distribution_018
Payroll Processing and Distribution	07.06.041		The system must provide a report of employee debt, caused by prior-period adjustments or current-period computation, to be used in administrative collection.	Source: DoDFMRVol8,Ch5,Sub050102; Source Date: 6/1/2013Source: DoDFMRVol8,Ch8,Sub0802; Source Date: 9/1/2012	2.2.4.1_Establishing Receivables_DI	Capture Federal Government receivable information (for example, receivable type and customer information) to support agency management of and reporting on receivables to Treasury consistent with the TFM and as required by OMB Circular No.A-129 and the CFR.	Payroll_Processing_And_Distribution_022
Payroll Processing and Distribution	07.06.052		The system must subject all transactions from interfacing systems to the standard payroll system edits, validations, and error-correction procedures.	Source: OMBCIRA-123,Att,II; Source Date: 5/1/2008	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Payroll_Processing_And_Distribution_027

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Payroll Processing and Distribution	07.06.054		The system must provide the capability to receive and process applicable transactions coming in from other systems.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_028
Payroll Processing and Distribution	07.06.061		The system must have a capability to capture the overtime rate in effect when compensatory time is earned by an employee for future pay out.	Source: DoDFMRVol8,Ch1,Su b0105; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_030
Payroll Processing and Distribution	07.06.062		The system must have the capability to process transactions supporting the Unemployment Compensation for Federal Employees (UCFE).	Source: DoDFMRVol8,Ch6,Su b0601; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_031

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Payroll Processing and Distribution	07.06.063		The system must maintain data to support preparation of notifications of employee indebtedness, e.g. health benefits.	Source: DoDFMRVol8,Ch8,Su b0804; Source Date: 9/1/2012 Source: DoDFMRVol8,Ch8,Su b0806; Source Date: 9/1/2012	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Payroll_Processing_And_Distribution_032
Payroll Processing and Distribution	07.06.068		The system must maintain for each employee history of pay records. The pay records must be supported by time and attendance and leave records. The pay record must contain all transaction information related to payments and deductions with an audit trail to the authorizing source document. The individual pay record must contain information on rates of pay pertaining to: 1. All earnings separately identified by type (e.g., overtime, night differential, danger pay); 2. All deductions separately identified by type (e.g., charity, union, Federal Employees Health Benefits (FEHB), Federal Employees Group Life Insurance (FEGLI)); 3. Subject-to amounts for computation of applicable deductions (e.g., subject-to Thrift Savings Plan (TSP)); 4. Subject-to Old-Age, Survivors, and Disability Insurance and retirement; 5. All government contribution amounts separately identified by type (e.g., FEHB, basic FEGLI, TSP matching); and 6. Gross and net pay amounts.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Payroll_Processing_And_Distribution_035

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Payroll Processing and Distribution	07.06.078		The system must provide the capability to maintain pay record history data from the current pay period, plus 26 previous pay periods for stateside employees and current plus 64 pay periods for teachers and employees overseas. The pay record history is used for research and retroactive processing. Year-to-date information must be maintained for the current and prior pay years. Disposition of pay records must be in accordance with the National Archives and Records Administration (NARA), General Records Schedule 2.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Payroll_Processing_And_Distribution_040
Payroll Processing and Distribution	07.06.079		The system must provide the capability to reconcile payroll data with personnel / human resources system to ensure accuracy, completeness, and data integrity.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Payroll_Processing_And_Distribution_041
Payroll Processing and Distribution	07.06.081		The system must provide capability to query current, historical, and/or archived data.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	1.1.4.1_Managing Financial Liability Information_DI	Capture Federal Government liability type (for example, covered/not covered by budgetary resources, governmental, and intragovernmental), category (for example, accounts payable, and interest payable and other current liabilities), and subcategory (for example, accrued employees' wages and entitlement benefits) consistent with the FASAB Handbook	Payroll_Processing_And_Distribution_048

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Payroll Processing and Distribution	07.06.083		<p>The system must have controls allowing the timely, correct, complete, accurate, and properly authorized processing of payroll documents' corrections. An authorized official must approve through electronic signature corrections and other adjustments to data in official records, as follows: a. Records of all changes made after records have been approved or certified must be generated and maintained; b. Manual corrections to transactions or documents made after the documents have been approved or certified must be made in a way that does not obliterate the original entries. Corrections must be approved by a designated authorizing official; and c. Automated system changes to data must be made in such a way that an audit trail is maintained to show or provide reference to documents which show the original and new data and the authorization for the change. Such changes may be made only based on properly approved documents authorizing the changes.</p>	<p>Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013</p>	<p>FFMIA Financial Management Goal_2.3</p>	<p>Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.</p>	<p>Payroll_Processing_And_Distribution_046</p>

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Payroll Processing and Distribution	07.06.084		The system must provide audit trails for the detection and systematic correction of errors by enabling the system to trace or replicate transactions (including system-generated transactions) from the source to the resulting record or report, or from the record or report back to the source.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Payroll_Processing_And_Distribution_047
Payroll Processing and Distribution	07.06.086		The system must provide timely and accurate payments to all those entitled to be paid, in compliance with appropriate statutes and regulations, with consideration being given to all authorized deductions from gross pay.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	2.2.2.4_Making Payments_DO	Agencies for which Treasury does not disburse (for example, the Department of Defense): Provide payment disbursement forms that include payment transactions consistent with Government Accountability Office (GAO) policy and procedures and as specified in the TFM.	Human-Resources_Payroll_004

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Payroll Processing and Distribution	07.06.087		The system must provide proper control, retention, and disposition of all payroll-related documents. All source documents that substantiate the employee's entitlement to compensation, leave, benefits, and authorize or support deductions, whether maintained in hardcopy or electronic format, shall be safeguarded from improper, unauthorized access or use. Disposition of payroll-related documents shall be in accordance with the NARA General Records Schedule 2.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013 Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	2.4.1.1_Securing Financial Management System Information_P	Provide and monitor Federal information system security controls consistent with information system category (low, moderate, high), impact on security objectives (confidentiality, integrity, availability), and minimum security requirements (for example, access control, configuration management, and incident response) as specified by National Institute of Standards and Technology and consistent with OMB Circular No. A-130.	Human-Resources_Payroll_005
Payroll Processing and Distribution	07.06.088		The system must have interfaces with general ledger, cost accounting, and personnel systems. The interfaces must provide the capability to transfer and reconcile all necessary data elements between systems, and they must allow to identify discrepancies.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	Human-Resources_Payroll_007

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Payroll Processing and Distribution	07.06.091		The system must provide audit trails to permit the tracing of transactions through the system.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Human-Resources_Payroll_08
Payroll Processing and Distribution	07.06.092		The system must be integrated or interfaced with, and fully support, the accounting systems. The payroll system must consist of detailed accounts and records that are kept as a subsidiary to, or support for, controlling or summary accounts in the general ledger of the accounting systems. The payroll system must produce required obligation and accrual data needed by accounting systems.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	1.2.1.3_Determining Costs_DO	Provide cost management data required to post GL transactions consistent with USSGL attributes (for example, program indicator), transaction codes, transaction categories (for example, accruals/nonbudgetary transfers other than disbursements and collections), transaction subcategories (for example, accrual, depreciation, amortization, and depletion) as defined in the TFM.	Payroll_Processing_And_Distribution_050

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Payroll Processing and Distribution	07.06.093		The system must provide a capability to support a computation and processing of payments for permanent, temporary, full-time, part-time, irregular, and special category employees.	Source: DoDFMRVol8,Ch1,Su b0101; Source Date: 5/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_05 1
Payroll Processing and Distribution	07.06.094		The system must provide the capability to establish and process for an employee an advanced pay in accordance with applicable laws, policies and regulations.	Source: DoDFMRVol8,Ch3,Su b0309; Source Date: 4/1/2013	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_05 3
Payroll Processing and Distribution	07.06.095		The system must provide the capability to establish and maintain appropriate controls over payroll processing functions in accordance with DoD FMR Vol 8, para 010406. The controls must: A. To ensure the timely, correct, complete, accurate, and properly authorized processing of payroll documents B. To ensure that computerized payroll operations process transactions and produce reports accurately.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Payroll_Processing_And_Distribution_05 4

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Payroll Processing and Distribution	07.06.096		The system must have computerized edits for data entered at the time of entry. Upon detection of inappropriate data the system must notify an authorized user, so he/she could take appropriate actions. A record of such data, its originator, and its disposition must be generated and maintained.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Payroll_Processing_And_Distribution_056
Payroll Processing and Distribution	07.06.097		The system must provide an authorized user the capability to certify the accuracy of payroll payments. In support of this capability the system must generate the DD Form 592 (Payroll for Personal Services-Certification and Summary).	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Payroll_Processing_And_Distribution_057
Payroll Processing and Distribution	07.06.098		The system must have controls allowing to separate the following duties of a payroll office and system development personnel: a. Certification of payments; b. Payroll computation; c. Recording of payroll account data; d. Distribution of pay; e. Review of payroll transactions; f. Automated system development; g. System testing; h. System implementation; and i. System maintenance.	Source: NISTSP800-53,AppF; Source Date: 4/1/2013Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	2.4.1.1_Securing Financial Management System Information_P	Provide and monitor Federal information system security controls consistent with information system category (low, moderate, high), impact on security objectives (confidentiality, integrity, availability), and minimum security requirements (for example, access control, configuration management, and incident response) as specified by National Institute of Standards and Technology and consistent with OMB Circular No. A-130.	Payroll_Processing_And_Distribution_055

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Payroll Processing and Distribution	07.06.099		The system must reconcile human resource data to provide assurance that all employees on the payroll are bona fide and that all earnings, entitlements, and benefits are being computed as authorized and recognized in the human resources system.	Source: DoDFMRVol8,Ch3,Su b0301; Source Date: 4/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	HR_Data_Collection_Maintenance_And_Personnel_Processing_047
Reporting	07.08.001		Any system must be integrated or interfaced with other applicable systems, such as the DCPS, general ledger or installation-level general accounting system.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	1.2.1.3_Determining Costs_DO	Provide cost management data required to post GL transactions consistent with USSGL attributes (for example, program indicator), transaction codes, transaction categories (for example, accruals/nonbudgetary transfers other than disbursements and collections), transaction subcategories (for example, accrual, depreciation, amortization, and depletion) as defined in the TFM.	Human-Resources_Payroll_024
Reporting	07.08.002		The system must be integrated or interfaced with the personnel systems to obtain current information on which to process pay entitlements, leave, and allowances.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Human-Resources_Payroll_009

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Reporting	07.08.003		The system must be integrated or interfaced with the cost accounting system to distribute and charge payroll labor cost data to appropriate cost centers, appropriations, jobs, projects, programs, and departments; to help in properly evaluating operations and management; and to support budget formulation and execution.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013 Source: DoDFMRVol8,Ch2,Su b0208; Source Date: 6/1/2013	1.2.1.1_Determining Costs_DI	Provide responsibility segments/cos centers (for example, managing public buildings and distributing supplies) and cost objects that align with outcomes (for example, program, activity, and product) that directly support the agency mission and management requirements consistent with the FASAB Handbook.	Human-Resources_Payroll_010
Reporting	07.08.004		The system must be integrated or interfaced with other financial management systems to meet reporting and management objectives.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	Human-Resources_Payroll_029
Reporting	07.08.007		The system must have the capability to generate a leave liability report.	Source: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Leave_Processing_027

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Reporting	07.08.009		The system must provide the capability to generate the following 'As-Required' reports: A. Income and Employment Tax Reports. B. State Income Tax Reports. C. Report on Transfer of Employee. D. Request for Wage and Separation Information. E. SF 2806 and SF 3100A. F. IRS Form W-2c (Corrected Wage and Tax Statement) and IRS Form W-3 (Transmittal of Wage and Tax Statements).	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	Human-Resources_Payroll_031

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Reporting	07.08.010		The system must provide the capability to generate and allow authorized users sign or certify electronically the following Biweekly reports/vouchers: A) Leave and Earning Statement (LES). B) SF 2812A (Report of Withholdings and Contributions for Health Benefits by Enrollment Code). C) Report or a data feed to the Retirement Insurance Transfer System (RITS) on civilian retirement and insurance contributions. D) Form TSP-2 (Certification of Transfer of Funds and Journal Voucher). E) DD Form 592 (Payroll for Personal Services-Certification and Summary). F) Civilian Employment Expense Reports. G) Reports of Salary Offsets for Non-DoD Federal Agencies. H) Reporting Union Dues to Labor Organizations or Associations of Management Officials or Supervisors. I) Combined Federal Campaign (CFC) Report.	Source: DoDFMRVol18,Ch9,Su b0902; Source Date: 6/1/2014	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	Human-Resources_Payroll_032

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Reporting	07.08.011		The system must provide the capability to generate and allow authorized users sign or certify electronically the following Monthly reports: A) Manpower and Funding Report. B) Full-Time Equivalent or Work-Year Reporting.	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	Human-Resources_Payroll_033
Reporting	07.08.012		The system must provide the capability to generate and allow authorized users sign or certify electronically the following Quarterly reports: A) Continuation of Pay (COP) for Disabling, Job-Related Traumatic Injuries Sustained by Federal Employees. B) Total wages paid to civilian employees for specific calendar quarters. The report is prepared for Employment Statistics Program. C) IRS Form 941 (Employers Quarterly Federal Tax Return). D) Health Benefits Reconciliation Data File. E) Transportation Fringe Benefit Report. F) Civilian Direct Deposit (DD) Participation Report.	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	Human-Resources_Payroll_034

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.013		The system must provide the capability to generate on semiannual basis and allow an authorized user sign or certify electronically a report of the withholdings and contributions for retirement, Federal Employees Group Life Insurance (FEGLI) program, and Federal Employees Health Benefit(FEHB) program.	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	Human-Resources_Payroll_035
Reporting	07.08.014		The system must provide the capability to generate and allow authorized users sign or certify electronically the following Annual reports: A) Report of Work Years and Personnel Cost. B) Report of Personnel and Payroll Outlays by Operating Locations, Report Control Symbol (RCS): DD-DA&M(A) 1600. C) Wage and Tax Statements.	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	Human-Resources_Payroll_036

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.015		The system must provide the capability to generate an output matrix of reports that describes a report by its title, purpose, frequency, distribution level, and the media used to distribute,etc.	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014Source: OMBCIRA-130,8; Source Date: 11/1/2000	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	Payroll_Processing_ And_Distribution_02 3

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.016		<p>The system must support various legal and regulatory requirements by generating internal and external reports at regular intervals, on an as-needed basis or by producing reports to meet special requirements. The reports must be: A. Prepared accurately and promptly, and distributed to the appropriate recipients to ensure receipt when the information will be of maximum benefit. B. Based on, supported by, and periodically validated against appropriate detailed information in the payroll system. C. Sent in a timely manner to officials who authorized, or were responsible for, processed payroll transactions, and reviewed by those officials for completeness and accuracy. Producers of these reports are responsible for correcting errors due to inaccurate reading or entering of data. Discrepancies in reporting, transmitting, or depositing funds will be resolved promptly. D. Discussed periodically with users and modified or eliminated as appropriate to meet user needs. E. Retained and disposed of in accordance with General Records Schedule 2, with sensitive data as defined by Title 5, Code of Federal Regulations (C.F.R.), part 2504, and handled in accordance with the provisions of the Privacy Act.</p>	<p>Source: DoDFMRVol18,Ch9,Su b0902; Source Date: 6/1/2014 Source: OMB CIRA-130,8; Source Date: 11/1/2000</p>	<p>1.3.2.2_Making Federal Financial Information Accessible_P</p>	<p>Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.</p>	<p>Human-Resources_Payroll_022</p>

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.017		The system must accommodate external reporting needs and have a capability to produce data required by Treasury; IRS; the Social Security Administration; the Department of Labor; Office of Personnel Management; Equal Employment Opportunity Commission; Federal Retirement Thrift Investment Board; Federal Reserve Banks; Office of Management and Budget; Department of Health and Human Services; and state, local, and other taxing authorities. Examples include Central Personnel Data File (CPDF) submissions, W-2 Reporting; Retirement Records, and reports on the use of various methods of payments.	Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 6/1/2014Source: OMBCIRA-130,8; Source Date: 11/1/2000	1.3.2.2_Making Federal Financial Information Accessible_P	Provide Federal financial information of official record, in accordance with published rules and consistent with OMB Circular No. A-130, to persons properly and directly concerned, except financial information held confidential for good cause.	HR_Data_Collection_Maintenance_And_Personnel_Processing_048
Reporting	07.08.018		The system must provide the capability to capture and distribute labor costs to appropriate responsibility segments/cost centers and cost objects based on the classification code structure established in the cost accounting system.	Source: DoDFMRVol8,Ch2,Su b0208; Source Date: 6/1/2013Source: SFFAS4,117; Source Date: 7/1/1995	1.2.1.1_Determining Costs_DI	Provide responsibility segments/cos centers (for example, managing public buildings and distributing supplies) and cost objects that align with outcomes (for example, program, activity, and product) that directly support the agency mission and management requirements consistent with the FASAB Handbook.	Time_And_Attendance_Processing_003

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.019		The system must accumulate payroll labor costs information for use in budgeting and controlling costs; performance measurement; determining fees and prices for services; assessing programs; and management decision making.	Source: DoDFMRVol8,Ch2,Su b0208; Source Date: 6/1/2013	1.2.1.3_Determining Costs_DO	Provide cost management data required to post GL transactions consistent with USSGL attributes (for example, program indicator), transaction codes, transaction categories (for example, accruals/nonbudgetary transfers other than disbursements and collections), transaction subcategories (for example, accrual, depreciation, amortization, and depletion) as defined in the TFM.	Time_And_Attendance_Processing_013
Reporting	07.08.020	A - Moved from Another Functional Area	The system must provide the functionality to display gains and losses from changes in long-term assumptions used to measure liabilities for federal civilian and military employee pensions, other retirement benefits (ORB), and other postemployment benefits (OPEB), including veterans' compensation, as a separate line item or line items on the statement of net costs.	Source: SFFAS33,20; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_043

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.021	A - Moved from Another Functional Area	The system must have the functionality to allow component entities that report pension, other retirement benefits (ORB), or other postemployment benefits (OPEB) liabilities to display a discrete line item for gains and losses from changes in assumptions on its statement of net cost when the conditions in Paragraph 19-20 in SFFAS 33 (dated October 14, 2008) are met. Component entities reporting only the normal or service cost should not display such gains and losses.	Source: SFFAS33,21; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_044
Reporting	07.08.022	A - Moved from Another Functional Area	The system must have the functionality to allow component entities to disclose in notes to the financial statements a reconciliation of beginning and ending pension, other retirement benefits (ORB), and other postemployment benefits (OPEB) liability balances.	Source: SFFAS33,22; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_045

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.023	A - Moved from Another Functional Area	The system must have the functionality to provide all material components of pension, other retirement benefits (ORB), or other postemployment benefits (OPEB) expense in the reconciliation consistent with the components identified in the table at SFFAS 33, Paragraph 22 (dated October 14, 2008). The line item for actuarial gains and losses should be broken out into the sub-components from experience and from assumptions changes. Significant pension, ORB, and OPEB programs should be presented individually in a separate column along with an all other column, if applicable, and a total column for each line item.	Source: SFFAS33,23; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_046
Reporting	07.08.024	A - Moved from Another Functional Area	The system must have the functionality to allow component entities that report pension, other retirement benefits (ORB), or other postemployment benefits (OPEB) liabilities to disclose the information required in Paragraph 22 of SFFAS 33 (dated October 14, 2008). Component entities reporting only the normal or service cost should not disclose the information required in Paragraph 22.	Source: SFFAS33,24; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_047

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.025	A - Moved from Another Functional Area	The system must have the functionality to allow component entities holding non-Treasury securities as assets to fund their pension, other retirement benefits (ORB), or other postemployment benefits (OPEB) programs to disclose the rates of return, specific maturities, and allocation by type (stocks, bonds, etc.) of such assets.	Source: SFFAS33,25; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_048
Reporting	07.08.026	A - Moved from Another Functional Area	The system must have the functionality to allow the government-wide entity to display gains and losses from changes in assumptions as a separate line item or line items on the statement of net cost after a subtotal for all other costs and before total cost.	Source: SFFAS33,26; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_049
Reporting	07.08.027	A - Moved from Another Functional Area	The system must have the functionality to allow the government-wide entity to disclose in the notes to the financial statements a reconciliation consistent with information required in paragraph 22 of SFFAS 33 (dated October 14, 2008) for pension, other retirement benefits (ORB) or other postemployment benefits (OPEB) liabilities.	Source: SFFAS33,27; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_050

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.028	A - Moved from Another Functional Area	The system must have the functionality to allow the discount rates as of the reporting date for present value measurements of pension, other retirement benefits (ORB) and other postemployment benefits (OPEB) liabilities to be based on interest rates on marketable Treasury securities with maturities consistent with the cash flows being discounted. The discount rates should be matched with the expected timing of the associated expected cash flow. Thus, cash flows projected in each period should have a discount rate associated with them. However, one discount rate may be used for all projected future cash flows if the resulting present value is not materially different than the resulting present value using multiple rates. A change to or from multiple rates from or to a single rate should be disclosed.	Source: SFFAS33,28; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_051
Reporting	07.08.029	A - Moved from Another Functional Area	The system must provide the functionality to allow the discount rates as of the reporting date to reflect average historical rates on marketable Treasury securities.	Source: SFFAS33,29; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_052

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.030	A - Moved from Another Functional Area	The system must provide the functionality to allow for a minimum of five historical rates as of the reporting date to be used for each maturity in developing average historical Treasury rates. The historical rates used to calculate the average should be sequential (e.g. 2003-2007).	Source: SFFAS33,30; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_053
Reporting	07.08.031	A - Moved from Another Functional Area	The system must have the functionality to verify that the numbers of historical rates used in the calculation of the average are consistent from period to period. The entity's accounting policy disclosures should include its policy regarding consistency from one reporting period to the next.	Source: SFFAS33,31; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_054
Reporting	07.08.032	A - Moved from Another Functional Area	The system must have the functionality to allow a user to interpolate or extrapolate interest rates from historical Treasury rates when Treasury securities are not available or the cash flows that are projected to occur in future years are expected beyond the maturities at which Treasury securities are available.	Source: SFFAS33,32; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_055

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Reporting	07.08.033	A - Moved from Another Functional Area	The system must be able to measure estimates of pension, other retirement benefits (ORB), and other postemployment benefits (OPEB) liability and expense in general purpose federal financial reports as of the end of the fiscal year (or other reporting period if applicable). The system should allow measurements based on an actuarial valuation to be performed as of an earlier date during the fiscal year, including the beginning of the year, with adjustments for the effects of changes during the year in major factors such as the pay raise and cost of living adjustment.	Source: SFFAS33,33; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_056
Reporting	07.08.034	A - Moved from Another Functional Area	The system must have the functionality to allow the valuation date in the full actuarial valuation utilized by the entity to be consistently followed from year to year.	Source: SFFAS33,34; Source Date: 10/1/2008	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Benefits_Reporting_057

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Benefits Claim Processing and Maintenance	07.09.001	A - Moved from Another Functional Area	The system must provide the capability to accept, identify, track, and report manual overrides of system-generated acceptance/rejection recommendations.	Source: NISTSP800-53,AppF; Source Date: 4/1/2013	2.4.1.1_Securing Financial Management System Information_P	Provide and monitor Federal information system security controls consistent with information system category (low, moderate, high), impact on security objectives (confidentiality, integrity, availability), and minimum security requirements (for example, access control, configuration management, and incident response) as specified by National Institute of Standards and Technology and consistent with OMB Circular No. A-130.	Benefit_Claim_Processing_065
Benefits Claim Processing and Maintenance	07.09.002	A - Moved from Another Functional Area	The system must provide features to compute the amount of both recurring and non-recurring benefit payments based on all available information (e.g., applicant data, and specific benefit program criteria).	Source: 5CFR,ChI,SubchB,Pt831; Source Date: 8/1/2015Source: 5CFR,ChVI,Pt1651; Source Date: 8/1/2012Source: DoDFMRVol8,Ch1,Su b0103; Source Date: 5/1/2013	1.1.4.2_Managing Financial Liability Information_P	Determine liability value consistent with the FASAB Handbook.	Benefit_Claim_Processing_084

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Benefits Claim Processing and Maintenance	07.09.003	A - Moved from Another Functional Area	The system when processing an approved claim for benefits such as retirement, disability, death, survivor, and other claims, must calculate the amount of recurring payment or capture the amount of the claimant's recurring payment that has been determined externally.	Source: 5CFR,ChI,SubchB,Pt844; Source Date: 8/1/2015Source: 5CFR,ChI,SubchB,Pt843; Source Date: 8/1/2015Source: 5CFR,ChVI,Pt1651; Source Date: 8/1/2012Source: 5CFR,ChI,SubchB,Pt831; Source Date: 8/1/2015Source: 5CFR,ChI,SubchB,Pt838; Source Date: 8/1/2015	1.1.4.2_Managing Financial Liability Information_P	Determine liability value consistent with the FASAB Handbook.	Benefit_Claim_Processing_086
Benefits Claim Processing and Maintenance	07.09.004	A - Moved from Another Functional Area	The system must provide for adjusting the amount of payment when the claimant is receiving offsetting monetary amounts. For example, military retired pay is offset on a dollar for dollar basis against veterans compensation payments, or Social Security benefits are offset at a predetermined ratio for every dollar earned by claimants above the established threshold amount.	Source: 5CFR,ChI,SubchB,Pt831; Source Date: 8/1/2015Source: 5CFR,ChI,SubchB,Pt842; Source Date: 8/1/2015	1.1.4.2_Managing Financial Liability Information_P	Determine liability value consistent with the FASAB Handbook.	Benefit_Claim_Processing_088
Benefits Claim Processing and Maintenance	07.09.006	A - Moved from Another Functional Area	The system must have the capability to compute the base amount of retirement pay by based upon the average highest basic pay the member received for any 36 months of active service.	Source: 5CFR,ChI,SubchB,Pt831; Source Date: 8/1/2015	1.1.4.2_Managing Financial Liability Information_P	Determine liability value consistent with the FASAB Handbook.	Benefit_Claim_Processing_090

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Benefits Claim Processing and Maintenance	07.09.007	A - Moved from Another Functional Area	The system must have the capability to compute the creditable years of service based on the dates of active military service.	Source: 5CFR,ChI,SubchB,Pt8 41; Source Date: 8/1/2015	1.1.4.2_Managing Financial Liability Information_P	Determine liability value consistent with the FASAB Handbook.	Benefit_Claim_Processing_091
Benefits Claim Processing and Maintenance	07.09.008	A - Moved from Another Functional Area	The system must have the capability to calculate the age of a child beneficiary based upon the birth date provided in the application or other verified source in determining claimant eligibility.	Source: 5CFR,ChI,SubchB,Pt8 42; Source Date: 8/1/2015	1.1.4.2_Managing Financial Liability Information_P	Determine liability value consistent with the FASAB Handbook.	Benefit_Claim_Processing_092
Benefits Claim Processing and Maintenance	07.09.014	A - Moved from Another Functional Area	The system must have the capability to identify unpaid debts due to the United States Government.	Source: 5CFR,ChI,SubchB,Pt8 45; Source Date: 8/1/2015	2.2.4.2_Establishing Receivables_P	Determine receivable amount, including penalty and interest, and other receivable information consistent with OMB Circular No. A-129, the FASAB Handbook, and the CFR.	Benefit_Claim_Processing_099
Benefits Claim Processing and Maintenance	07.09.020	A - Moved from Another Functional Area	The system must have the capability to withhold Federal Income Tax based upon U.S. Treasury guidelines.	Source: DoDFMRVol8,Ch9,Su b0901; Source Date: 6/1/2014	1.1.4.1_Managing Financial Liability Information_DI	Capture Federal Government liability type (for example, covered/not covered by budgetary resources, governmental, and intragovernmental), category (for example, accounts payable, and interest payable and other current liabilities), and subcategory (for example, accrued employees' wages and entitlement benefits) consistent with the FASAB Handbook.	Benefit_Claim_Processing_110

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Benefits Claim Processing and Maintenance	07.09.025	A - Moved from Another Functional Area	The system must provide features to reduce the payment due a claimant in accordance with applicable laws and regulations.	Source: TFMVol1,Pt4A,Ch2000,Sec2075; Source Date: 12/1/2012	1.1.4.2_Managing Financial Liability Information_P	Determine liability value consistent with the FASAB Handbook.	Benefit_Claim_Processing_121
Benefits Claim Processing and Maintenance	07.09.026	A - Moved from Another Functional Area	The system must have the capability for an authorized user to review and certify payments prior to disbursement.	Source: DoDFMRVol8,Ch9,Su b0901; Source Date: 6/1/2014	2.2.2.3_Making Payments_DO	Provide certified payment transaction information for the disbursing office to make disbursements as specified in the TFM.	Benefit_Claim_Processing_122
Benefits Claim Processing and Maintenance	07.09.028	A - Moved from Another Functional Area	The system must support the benefit payment confirmation and follow-up process by updating master record information resulting from payments made by the agency's disbursing system.	Source: DoDFMRVol5,Ch11,S ub1103; Source Date: 2/1/2015	1.1.4.1_Managing Financial Liability Information_DI	Capture Federal Government liability type (for example, covered/not covered by budgetary resources, governmental, and intragovernmental), category (for example, accounts payable, and interest payable and other current liabilities), and subcategory (for example, accrued employees' wages and entitlement benefits) consistent with the FASAB Handbook.	Benefit_Claim_Processing_128
Benefits Claim Processing and Maintenance	07.09.031	A - Moved from Another Functional Area	The system must support the payment confirmation process by providing the capability to compare the agency's payment schedule and the disbursing office's accomplished payment schedule.	Source: DoDFMRVol5,Ch9,Su b090202; Source Date: 5/1/2014	FFMIA Financial Management Goal_2.3	Minimize waste, loss, unauthorized use, or misappropriation of Federal funds, property and other assets within resources available.	Benefit_Claim_Processing_131

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Benefits Claim Processing and Maintenance	07.09.033	A - Moved from Another Functional Area	The system must have the capability to record the establishment of an accounts receivable.	Source: DoDFMRVol4,Ch3,Su b0302; Source Date: 6/1/2014	2.2.4.1_Establishing Receivables_DI	Capture Federal Government receivable information (for example, receivable type and customer information) to support agency management of and reporting on receivables to Treasury consistent with the TFM and as required by OMB Circular No.A-129 and the CFR.	Benefit_Claim_Processing_134
Benefits Claim Processing and Maintenance	07.09.036	A - Moved from Another Functional Area	The system must support the establishment and tracking of receivables to be paid under installment plans.	Source: DoDFMRVol4,Ch3,Ann1; Source Date: 8/1/2014 Source: DoDFMRVol8,Ch8,Su b0806; Source Date: 9/1/2012	2.2.4.1_Establishing Receivables_DI	Capture Federal Government receivable information (for example, receivable type and customer information) to support agency management of and reporting on receivables to Treasury consistent with the TFM and as required by OMB Circular No.A-129 and the CFR.	Benefit_Claim_Processing_137

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Benefits Claim Processing and Maintenance	07.09.039	A - Moved from Another Functional Area	The system must provide the capability for a user to record the beginning and ending dates of the payment period as well as the frequency and amount of each payment under installments plans.	Source: DoDFMRVol4,Ch3,Ann1; Source Date: 8/1/2014	2.2.1.1_Establishing Payables_DI	Capture Federal Government unique recipient information (for example, Federal vendor registration attributes, such as Data Universal Numbering System (DUNS) and the type of relationship with the U.S. Federal Government, grant recipient information) consistent with that required to support the payment management and invoice processing activities defined in 5 CFR 1315, the Federal Acquisitions Regulation (FAR), and the TFM.	Benefit_Claim_Processing_140
Benefits Claim Processing and Maintenance	07.09.040	A - Moved from Another Functional Area	The system must have the capability to notify overpaid individuals or claimant's estate of: the amount overpaid and how and when overpayment occurred,the right to appeal the overpayment determination,the required recovery and the right to request a waiver of recovery.	Source: DoDFMRVol4,Ch3,Su b0304; Source Date: 6/1/2014Source: DoDFMRVol8,Ch8,Su b0804; Source Date: 9/1/2012	2.2.4.1_Establishing Receivables_DI	Capture Federal Government receivable information (for example, receivable type and customer information) to support agency management of and reporting on receivables to Treasury consistent with the TFM and as required by OMB Circular No.A-129 and the CFR.	Benefit_Claim_Processing_142

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Benefits Claim Processing and Maintenance	07.09.044	A - Moved from Another Functional Area	The system must have the capability to provide automatic calculation and assessment of interest, administrative charges, and penalty charges as applicable on overdue receivables.	Source: DoDFMRVol8,Ch8,Su b0806; Source Date: 9/1/2012	2.2.4.2_Establishing Receivables_P	Determine receivable amount, including penalty and interest, and other receivable information consistent with OMB Circular No. A-129, the FASAB Handbook, and the CFR.	Benefit_Claim_Processing_148
Benefits Claim Processing and Maintenance	07.09.045	A - Moved from Another Functional Area	The system must have the capability for an authorized user to process a waiver of indebtedness.	Source: DoDFMRVol8,Ch8,Su b0805; Source Date: 9/1/2012	2.2.4.2_Establishing Receivables_P	Determine receivable amount, including penalty and interest, and other receivable information consistent with OMB Circular No. A-129, the FASAB Handbook, and the CFR.	Benefit_Claim_Processing_011
Benefits Claim Processing and Maintenance	07.09.047	A - Moved from Another Functional Area	The system must have the capability to support the collection of multiple debts by applying receipts in the following order: A. Debts owed to the creditor DoD component B. Debts owed to other DoD components C. Debts owed to other federal agencies	Source: DoDFMRVol8,Ch8,Su b0802; Source Date: 9/1/2012	2.2.5.2_Managing Debt_P	Match delinquent debtor information with payment recipient information within and between Federal agencies to effect administrative debt offsets (for example, by administrative wage garnishment and request for paying agency to collect the offset) as required by the CFR as well as OMB Circular No. A-129, and consistent with the TFM.	Benefit_Claim_Processing_013

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Benefits Claim Processing and Maintenance	07.09.048	A - Moved from Another Functional Area	The system must support the collection of debts by applying receipts in the following order: A. Outstanding penalties B. Administrative charges C. Interest D. Principal	Source: DoDFMRVol4,Ch3,Su b0303; Source Date: 6/1/2014	2.2.5.3_Managing Debt_P	Determine allocation of amounts collected (for example, first to penalties and administrative costs, second to interest, then to accounts receivable) as specified in the CFR.	Benefit_Claim_Processing_014
Benefits Claim Processing and Maintenance	07.09.053	A - Moved from Another Functional Area	The system must support the benefit collection process by providing features to record method of recovery (i.e., payment; internal offset; Treasury Offset Program (TOP), compromise settlement; civil suit; etc.).	Source: DoDFMRVol8,Ch8,Su b0806; Source Date: 9/1/2012	2.2.5.2_Managing Debt_P	Match delinquent debtor information with payment recipient information within and between Federal agencies to effect administrative debt offsets (for example, by administrative wage garnishment and request for paying agency to collect the offset) as required by the CFR as well as OMB Circular No. A-129, and consistent with the TFM.	Benefit_Claim_Processing_019

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Benefits Claim Processing and Maintenance	07.09.054	A - Moved from Another Functional Area	The system must have the capability for an authorized user to suspend collection activities associated with indebtedness to reflect 'due process' status .	Source: DoDFMRVol8,Ch8,Su b0804; Source Date: 9/1/2012	2.2.5.2_Managing Debt_P	Match delinquent debtor information with payment recipient information within and between Federal agencies to effect administrative debt offsets (for example, by administrative wage garnishment and request for paying agency to collect the offset) as required by the CFR as well as OMB Circular No. A-129, and consistent with the TFM.	Benefit_Claim_Processing_020
Benefits Claim Processing and Maintenance	07.09.055	A - Moved from Another Functional Area	The system must have the capability to process cash, checks, EFT drafts, money orders or credit card receipts against outstanding receivables.	Source: DoDFMRVol5,Ch8,Su b080302; Source Date: 6/1/2014	2.2.5.3_Managing Debt_P	Determine allocation of amounts collected (for example, first to penalties and administrative costs, second to interest, then to accounts receivable) as specified in the CFR.	Benefit_Claim_Processing_022

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Benefits Claim Processing and Maintenance	07.09.056	A - Moved from Another Functional Area	The system must have the capability to liquidate delinquent indebtedness through administrative offset and/or salary offset.	Source: DoDFMRVol8,Ch8,Su b0803; Source Date: 9/1/2012	2.2.5.2_Managing Debt_P	Match delinquent debtor information with payment recipient information within and between Federal agencies to effect administrative debt offsets (for example, by administrative wage garnishment and request for paying agency to collect the offset) as required by the CFR as well as OMB Circular No. A-129, and consistent with the TFM.	Benefit_Claim_Processing_023
Benefits Claim Processing and Maintenance	07.09.061	A - Moved from Another Functional Area	The system must comply with the requirements of the IRS Tax Refund Offset Program and Treasury Offset Program (TOP) requirements.	Source: TFMVol1,Pt4,Ch4000, Sec4020; Source Date: 10/1/2011Source: 5CFR,ChI,SubchB,Pt8 35; Source Date: 8/1/2015Source: DoDFMRVol8,Ch8,Su b0806; Source Date: 9/1/2012	2.2.5.2_Managing Debt_P	Match delinquent debtor information with payment recipient information within and between Federal agencies to effect administrative debt offsets (for example, by administrative wage garnishment and request for paying agency to collect the offset) as required by the CFR as well as OMB Circular No. A-129, and consistent with the TFM.	Benefit_Claim_Processing_028

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Benefits Claim Processing and Maintenance	07.09.076	A - Moved from Another Functional Area	The system must have the capability to record death information provided from voluntary sources .	Source: DoDFMRVol7B,Ch30, Sub3002; Source Date: 6/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Benefit_Claim_Processing_050
Benefits Claim Processing and Maintenance	07.09.082	A - Moved from Another Functional Area	The system must have the capability to record the method used to verify the death of a claimant before terminating benefits.	Source: DoDFMRVol7B,Ch30, Sub3002; Source Date: 6/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Benefits_Quality_Assurance_And_Maintenance_005
Benefits Claim Processing and Maintenance	07.09.083	A - Moved from Another Functional Area	The system must have the capability for authorized users to suspend payment to claimants when death has been reported but not yet verified by an authoritative source.	Source: DoDFMRVol7B,Ch30, Sub3002; Source Date: 6/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Benefits_Quality_Assurance_And_Maintenance_012

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Benefits Claim Processing and Maintenance	07.09.084	A - Moved from Another Functional Area	The system must allow authorized users to cancel a previously recorded suspected death on a claimant, and place the claimant back in a payment status if appropriate.	Source: DoDFMRVol7B,Ch30, Sub3002; Source Date: 6/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Benefits_Quality_Assurance_And_Maintenance_014
Benefits Claim Processing and Maintenance	07.09.085	A - Moved from Another Functional Area	The system must have the capability to make payments to a legally appointed representative without changing the permanent claimant information that is maintained in the claimant's master record.	Source: DoDFMRVol7B,Ch16, Sub1602; Source Date: 5/1/2014	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Benefits_Quality_Assurance_And_Maintenance_016
Benefits Claim Processing and Maintenance	07.09.086	A - Moved from Another Functional Area	The system must have the capability to maintain IRS 1099 information for the claimant rather than the legally appointed representative.	Source: DoDFMRVol7B,Ch16, Sub1602; Source Date: 5/1/2014	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Benefits_Quality_Assurance_And_Maintenance_018

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Benefits Claim Processing and Maintenance	07.09.088	A - Moved from Another Functional Area	The system must have the capability to round down to the nearest whole dollar when computing the initial gross pay and make all subsequent adjustments from this rounded down number.	Source: DoDFMRVol7B,Ch3, Sub0301; Source Date: 4/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Federal_Employment_Related_Retirement_Systems_010
Benefit Quality Assurance	07.10.003	A - Moved from Another Functional Area	The system should support the benefit external interface function by receiving information from SSA records to verify applicant's name, SSN, and income information, when legally permitted.	Source: 42USC,Ch7,SubchIV, PtD,Sec653; Source Date: 5/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Benefits_Interface_Requirements_003
Benefit Quality Assurance	07.10.005	A - Moved from Another Functional Area	The system must support the access to benefit information process by complying with the Privacy Act of 1974 (5 U.S.C. 552A) as amended.	Source: 5USC,PtI,Ch5,SubchII, Sec552a; Source Date: 5/1/2015	2.4.1.2_Securing Financial Management System Information_P	Provide and monitor protection of personally identifiable information about individuals collected, maintained, used, and disseminated by the Federal Financial Management System in support of the Privacy Act and consistent with OMB Circular No. A-130.	Benefits_Security_Internal_Controls_008

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Benefit Quality Assurance	07.10.009	A - Moved from Another Functional Area	The system must have the capability to support the benefit archiving and purging process by retaining system records in accordance with Federal regulations established by the National Archives and Records Administration (NARA), U.S. Government Accountability Office (GAO) and others.	Source: DoDFMRVol8,Ch3,Su b0301; Source Date: 4/1/2013	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Benefits_Archiving_And_Purging_004

ACRONYMS

AWOL	Absence Without Leave
CFC	Combined Federal Campaign
CFR	Code of Federal Regulations
COP	Continuation of Pay
CPDF	Central Personnel Data File
DCPS	Defense Civilian Payroll System
DD	Direct Deposit
DoD	Department of Defense
DoDFMR	DoD Financial Management Regulation
EFT	Electronic Funds Transfer
FEGLI	Federal Employee Group Life Insurance
FEHB	Federal Employee Health Benefits
FLSA	Fair Labor Standards Act
FWS	Federal Wager System
GAO	Government Accountability Officer
GS	General Schedule
IRS	Internal Revenue Service
LEO	Law Enforcement Officer
LES	Leave and Earnings Statement
LWOP	Leave Without Pay
NARA	National Archives and Records Administration
OPEB	Other Postemployment Benefits
OPM	Office of Personnel Management
ORB	Other Retirement Benefits
OWC	Office of Workers Compensation
PCS	Permanent Change of Station
RCS	Report Control Symbol
RITS	Retirement Insurance Transfer System
SDA	Source Data Automation
SSA	Social Security Administration
SSN	Social Security Number
T & A	Time and Attendance
TOP	Treasury Offset Program

TSP	Thrift Savings Plan
UCFE	Unemployment Compensation for Federal Employees
USC	United States Code
WGI	Within Grade Increase