

**Department of the Navy
NACC Payroll Guide**

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Forwarded by:

Signature on file

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1.0 BASIC PAYROLL REQUIREMENT.

1.1 Payroll.

The Naval Acquisition Development Program (NADP) employee is responsible for ensuring their time and attendance is correctly entered and certified at their local command/activity via SLDCADA for each pay period.

1.2 Direct Deposit.

Your “pay day” is the Friday following the end of each pay period. Pay is electronically deposited to your financial institution. You may change your direct deposit at any time via MyPay (<https://mypay.dfas.mil>). Changes can be made manually by forwarding a completed Direct Deposit Sign Up form, 1199A to your NACC SLDCADA Administrator and should take effect the following pay period. You should contact your financial institution to ensure your pay changes have been processed. If while verifying your account via the ATM machine, you find your deposit isn't showing, please contact your bank for details, prior to calling your NACC SLDCADA Administrator. Neither your employer nor your bank can take responsibility for checks written against insufficient fund. Always verify your account prior to making payments or purchases.

1.3 Federal and State Tax Forms.

Completed Federal and State tax forms are required for all employees. Federal and state taxes will be withheld from your pay according to the W-4 tax form you submitted when you reported for duty. Your state taxes do not automatically change when you move to a different state or change your marital status; you must initiate any and all changes required. If you wish to make changes to your tax withholding you may do so via MyPay. You may also obtain the forms locally and fax your Federal form (W-4) or State tax form to your NACC SLDCADA Administrator. You must determine your own tax status and exemptions.

1.4 SLDCADA Payroll System Problems.

NADP employees having problems with SLDCADA should first contact their supervisor/certifier. If the supervisor/certifier is unable to resolve your problem you should contact your local command/activity SLDCADA POC. If your local command/activity SLDCADA POC is unable to resolve your issue, then your local command/activity SLDCADA POC will contact NACC for assistance. If NACC is unable to resolve the issue as SLDCADA administrators we will contact the SLDCADA help desk for assistance.

2.0 ADDRESS CHANGE.

When you move you can either change your address via <https://mypay.dfas.mil> or you may fax or email the information below to your NACC SLDCADA Administrator.

NOTE: If you update your address via <https://mypay.dfas.mil> you must also notify your CSR via email with the following information:

- Name
- Social Security Number – last four digits
- Old Address
- New Address
- Effective Date

3.0 SAVINGS BONDS AND ALLOTMENT.

3.1 Stop/Start Savings Bonds and Allotments.

You may start, stop or change allotments and savings bonds via MyPay.

3.2 Allotments.

Our payroll system allows for up to seven allotments. If you would like NACC to process your allotments, you must complete the Direct Deposit Sign Up form 1199A. Section G of this form pertains to allotments and it must be completed to start, stop or change an allotment.

3.3 Bonds.

All changes you wish to make regarding your savings bond purchases must be made via my Pay. Changes include increase in allotment, change in denomination, change inscription, or discontinuance of bonds. When your automatic deductions accumulate to the total cost of the savings bond you are purchasing, the savings bond will be mailed to your home address unless otherwise annotated.

4.0 LEAVE AND EARNINGS STATEMENT (LES).

Your LES is generated biweekly. You may view this statement of leave and earnings any time via MyPay. Retention of these statements for your records throughout your internship is suggested. It is helpful to have your LESs available if you should have any pay or leave discrepancies. After each pay period you should compare the figures to your own records to ensure accuracy. Report any leave balance discrepancies to your supervisor for correction as soon as possible.

5.0 EMPLOYMENT AND LOAN VERIFICATION.

For employment and loan verification access MyBiz at <https://compo.dcpds.cpms.osd.mil>. This will allow you to send your personal information directly to the requestor. You may also submit your verification forms to your NACC SLDCADA Administrator for processing. The verification form must include your permission to disclose the information.

6.0 W-2 FORM.

At the beginning of each calendar year, you will receive a W-2 form showing your earnings from the previous year. You may also obtain a copy of your W-2 via MyPay. Contact your NACC SLDCADA Administrator if there are any discrepancies.

7.0 OVERTIME AND AWARDS.

Each employing local command/activity is responsible to fund and authorize overtime and cash awards for NADP employees in accordance with the following guidelines:

- Overtime work is performed for the benefit of the local command/activity. That command/activity must transfer funds to NACC on a NAVCOMPT 2275 form for payment to the employee for any overtime worked or cash award. An information sheet with detailed instructions is available on our website under Policy & Guidance <http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx> Local command/activity must ensure that sufficient funding is provided in advance to pay for overtime.

- Questions regarding overtime or award funding for OMN funded employees should be addressed to the NACC analyst at (717) 605-2744 and for DAWDF (852) funded employees to the NACC analyst at 717-605-5471.
- To authorize an NADP employee to work overtime, the supervisor must sign a NAVCOMPT 2282 form, Overtime/Compensatory Time Request and Authorization.
- The 2282 form should be submitted by the supervisor to the appropriate NACC SLDCADA Administrator complete with justification and the number of overtime hours worked per day in the corresponding blocks. NACC will then enter the overtime hours for the employee into SLDCADA.
- A separate 2282 form is required for each pay period in which overtime is worked.
- The 2282 form is to be submitted only after completion of the pay period when the overtime was worked and should reflect the exact amount of overtime hours worked in that pay period.

8.0 UNION MEMBERSHIP.

NADP employees are not officially eligible to belong to a union while working as an intern/associate in the Naval Acquisition Development Program (NADP).

9.0 COMPENSATORY TIME.

Employees authorized to work extra hours may request compensatory time in lieu of overtime. A completed form SF 2282 is required and is to be retained by the local command/activity. The command/activity must reimburse NACC for any compensatory hours that are not used within the one year limitation and subsequently result in paid overtime. You are required to use any available compensatory time before you use annual leave. The type hour code (THC) to be entered in SLDCADA for compensatory time is "CE" for compensatory time earned and "CT" for compensatory time taken.

10.0 TRAVEL.

NOTE: All travel must be accomplished on an eight hour work schedule.

10.1 Travel Compensatory Time.

You may be compensated for traveling on a non-work day for classes funded by NACC. You must be on an 8 hour schedule when on travel. The type hour code (THC) to be entered in SLDCADA is "CB". You may request travel compensatory time for traveling between the hours of 0730 and 1600 on a non-work day or when not otherwise compensated.

10.2 Travel Overtime.

You may be compensated for traveling on a non-work day for classes funded by NACC. Travel overtime is funded by NACC, not the local command/activity. You must be on an 8 hour schedule when on travel. You may request overtime for traveling between the hours of 0730 and 1600 on a non-workday or when not otherwise compensated.

Pending your supervisor's approval you need to complete a form 1351-2 when you return from travel. Be sure to include depart and arrive times and the total number of hours you are claiming to ensure you are credited the correct number of hours. If you have a form that doesn't have designated spaces for depart and arrive times just write them on the copy that you fax to your payroll tech. Times must be verified in order to process the overtime request. Submit the completed 1351-2 form to the

appropriate NACC SLDCADA Administrator for input. Please allow at least 2 pay periods for the adjustment to be processed.

11.0 LEAVE.

11.1 Annual Leave.

Annual leave is to be scheduled, approved and used IAW local procedures. There is no documentation required. The type hour code (THC) to be entered in SLDCADA is "LA". Please remember that any leave taken in excess of your available leave balances is leave without pay (LWOP); i.e., you will not be compensated.

11.2 Advanced Annual Leave.

When you have a need to use more annual leave than you currently have, you may request advanced annual leave. You may be advanced as much annual leave as you will accrue by the end of the leave year (see block 13 on your Leave and Earnings Statement). You must submit an OPM 71 leave request form approved by your supervisor to NACC for processing. The type hour code (THC) to be entered in SLDCADA is "LB".

11.3 Sick Leave/ Advanced Sick Leave.

Local command/activity is to retain an OPM 71 Leave request form (signed by the employee's supervisor) and a doctor's excuse (if using sick leave in excess of 3 consecutive days). The type hour code (THC) to be entered in SLDCADA is "LS".

11.3.1 Advanced Sick Leave Defined: Advanced sick leave is medically documented, approved paid absence that can ensure your continued income to a certain extent during emergency situations where you exceed your current sick leave balance. An advance of up to 240 hours may be requested in any leave year.

11.3.2 Criteria: In cases of serious disability or illness, employees may be advanced up to 240 hours of sick leave. Employees should submit requests in writing for advanced sick leave to their leave-approving official. Advanced sick leave should not be granted if it appears the employee will not return to duty long enough to earn the leave. Employees must repay any advanced sick leave if they separate before obtaining a zero balance.

11.3.3 Guidelines: If you meet the definition and criteria for advanced sick leave please follow these guidelines. Prepare and submit an OPM71 leave slip for your supervisor's approval as early as possible. Attach medical documentation from a physician that addresses your diagnosis, prognosis and expected date of return to work and submit to NACC for processing. The type hour code (THC) to be entered in SLDCADA is "LG". If you enter "LG" in SLDCADA and have not submitted the necessary documentation, the leave will be pulled from your annual leave balance. If you have no annual leave balance, the requested advanced sick leave will convert to leave without pay.

11.4 Leave Without Pay (LWOP).

Local command/activity is to retain an OPM 71 leave request form stating purpose along with supervisor's signature. The type hour code (THC) to be entered in SLDCADA is "KA".

11.5 Military Leave.

Military leave is available to eligible employees on a fiscal year basis. Eligible full-time employees will be credited with 120 hours of military leave at the beginning of each fiscal year. You are permitted to carry over a maximum of 120 hours of unused military leave to the next fiscal year. Local command/activity is to retain an OPM 71 leave request form with supervisor's signature and a copy of your orders. Also, a copy of the orders and leave slip is to be sent to your Career Manager (CM) at NACC.

The type hour code (THC) to be entered in SLDCADA is "LM". You must be on the 8 hour work schedule. Regular comp time earned must be used before going into LWOP status. After military leave has been exhausted you must enter "KG" (Military Furlough-Nonpaid) in SLDCADA.

11.6 Court Leave.

Employees are authorized court leave with pay when summoned to serve as a juror. When an employee is called for court service, the court order, subpoena or summons must be retained by the local command/activity. The employee should receive a certificate of attendance from the clerk of the court. It shows inclusive dates of jury duty and amount of fees the court paid to the employee. The certificate of attendance should separately identify fees and allowances. Fees received by the employee are collected while allowances are not. You may keep reimbursements for food and/or mileage. The employee must submit fees received for jury service by means of a personal check made payable to U. S. Treasurer. Mail the check, summons, leave slip and a copy of the certificate of attendance to NACC for processing. The type hour code (THC) to be entered in SLDCADA is "LC".

11.7 Administrative Leave.

Local command/activity is to retain an OPM 71 leave request form with supervisor's signature. The type hour code (THC) to be entered in SLDCADA is "LN".

11.8 Donated Leave.

Your supervisor and local HRO, approves your application to become a leave recipient in the Voluntary Leave Transfer Program (VLTP). If the request is for yourself, you must use all of your sick and annual leave. Use type hour code (THC) "LS" when entering in SLDCADA. If the request is for a family member, you must use all of your annual leave. Use type hour code (THC) "LA" when entering in SLDCADA. If request is for wounded warrior, use type hour code (THC) "LD". You must provide documentation to NACC stating when the medical emergency is over (if it is not an ongoing condition).

Example: As of __/ __/ __ my medical emergency is over and no further leave donations are necessary.
Signature and Date

11.8.1. To receive donated Leave the following documentation is required:

- Leave Recipient Application
- Medical Documents
- Current LES

11.8.2. To Donate Leave to Others the following documentation is required:

- Request to Donate Annual Leave to a Leave Recipient Form
- Current LES

The leave donor should provide their local HRO and local payroll office the above documentation. HRO will forward copies to NACC, via fax 717-605-3910, in order for the adjustments to be processed.

12.0 FAMILY AND MEDICAL LEAVE ACT (FMLA).

The definition of “family member” has been broadened to include any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. Covered full-time employees may be advanced up to 240 hours of sick leave each year for a serious disability or ailment of the employee or a family member or for purposes related to the adoption of a child. You may also use family leave to attend a funeral of a family member.

The employee must supply administratively acceptable evidence as to the reason for his/her use of sick leave. The local command/activity is to retain an OPM 71 leave request form with the approving supervisor’s signature. When entering family leave time in SLDCADA, the type hour code (THC) to be used is “LS” and an environmental hazard code (EHZ) of “DA, DB, DC, OR DD”, as appropriate, is to be selected. FMLA hours will be pulled from your sick leave balance.

13.0 COMBINED FEDERAL CAMPAIGN (CFC).

Each year activities participate in the nation-wide charity solicitation, CFC. You will hear and see the publicity at your local command/activity and may decide to donate.

If you wish to donate cash, you should give your donation directly to the key person at your activity.

If you wish to donate by payroll deduction, it will need to be processed through the NACC.

When completing the form you will need the following information:

Your payroll office number is 97-380600. Mail the Payroll Copy to your NACC SLDCADA Administrator at the address listed below. NOTE: Faxed copies cannot be accepted.

Department of the Navy
NACC Bldg 214 Attn: Payroll
5450 Carlisle Pike PO Box 2033
Mechanicsburg PA 17055-0784

14.0 POINTS OF CONTACT.

14.1 Benefits.

NACC is unable to assist you with:

- Health Benefits
- Life Insurance
- Thrift Savings Plan
- Saving Bonds

If you have questions on any of the following topics, please contact the benefits line at 1-888-320-2917.

14.2 Human Resources.

Basic pay, promotions, recruitment incentives and time off award questions should be directed to your NACC CM.

14.3 NACC SLDCADA Administrators.

NAVAIR, NAVSUP AND MCORPS (717) 605-8642

NAVSEA and SPAWAR (717) 605-6485

NAVFAC and ALL OTHERS (717) 605-2668

Fax: (717) 605-3910 DSN: 430