

Standard Labor Data Collection and Distribution Application (SLDCADA)

All newly hired Naval Acquisition Development Program (NADP) employees must remain on an 8 hour schedule for their first pay period.

All NADP employees will use SLDCADA to enter their time and attendance.

All new NADP employees who do not have a Common Access Card (CAC) will initially be set up in SLDCADA under the command SLDCADA POC. Employees will not be able to log into SLDCADA until the command SLDCADA POC sends the PKI/CAC CN information to the Naval Acquisition Career Center (NACC) SLDCADA administrator for processing. The host command SLDCADA POC or supervisor/certifier will enter any exceptions and certify employee time in SLDCADA until employees receive access, to ensure employee time and attendance information is recorded correctly.

The supervisor/certifier or the host command SLDCADA POC will provide employees with detailed guidance on how to access the SLDCADA website and how to record time and attendance.

Once employees receive access to SLDCADA, they are responsible for entering their time and attendance/type hour code (THC) in SLDCADA no later than the second Thursday of the pay period. Log into SLDCADA at www.sldcada.disa.mil then select the V23 login.

After the first pay period has been processed the command POC or the supervisor/certifier may change employee schedules in SLDCADA at their discretion.

NADP employees experiencing problems with SLDCADA should first contact their supervisor/certifier. If their supervisor/certifier cannot resolve the problem then they should go to their command SLDCADA POC. If the command SLDCADA POC cannot resolve the issue, then the command SLDCADA POC will contact NACC for assistance. If NACC cannot resolve the issue, we will, as SLDCADA administrators, contact the SLDCADA help desk for assistance.

The NACC Payroll Guide is available in the “Policy & Guidance” section of the NADP website at:

https://acquisition.navy.mil/nadp/nadp_employees/policy_guidance

or

https://acquisition.navy.mil/nadp/cfms_supervisors/policy_guidance

The “Reimbursable Overtime and Awards Information Sheet” is available in the “Payroll” section of the NACC website at:

https://acquisition.navy.mil/nadp/nadp_employees/payroll

or

https://acquisition.navy.mil/nadp/cfms_supervisors/payroll

Ensure the correct form (NADP vs. 852) is used. Reimbursable cash awards and funding document questions should be directed to the Financial Management Analyst, at NACC, at 717-605-7736.