

**CPAC**

**CPOC**

**DCPDS**

# **FORT WORTH DISTRICT**

**TIME AND ATTENDANCE**

**AND**

**LABOR PROCESSING**

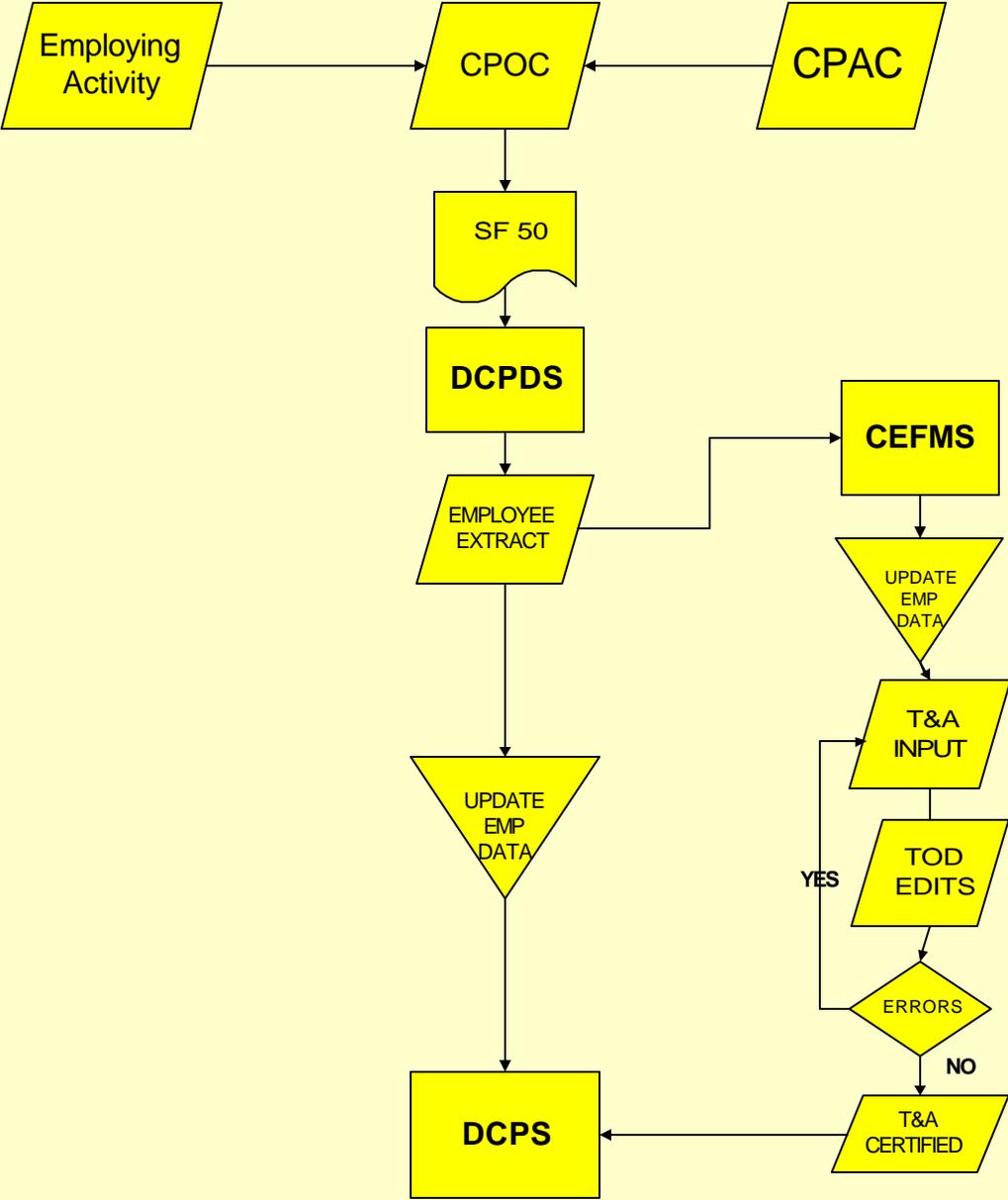
**DCPS**

**CEFMS**

# COMMON ACRONYMS

- **DFAS** - Defense Finance & Accounting Service
- **DCPS** - Defense Civilian Pay System
- **DCPDS** - Defense Civilian Personnel Data System
- **CPAC** - Civilian Personnel Advisory Center
- **CPOC** - Civilian Personnel Operations Center

# SYSTEMS DATA FLOW



# HOW TO PROCESS NEW HIRES

- SF50 with effective date must flow
- Employee data then loaded in CEFMS via personnel interface
- Timekeeper creates Employee TOD and Employee Work Day in CEFMS if needed

# HOW TO PROCESS SEPARATIONS/TRANSFERS

- SF50 with correct effective date must flow
- Employee data then loaded in CEFMS via personnel interface
- Timekeeper creates a new Employee Work Day with status code “P” and effective date of SF50

# EMPLOYEE WORK SCHEDULES

- Used when employee works different schedule from organizational default
- Created using CEFMS screen 17.6.1, *Employee Tour of Duty*
- Data from 17.6.1 downloaded to timekeeper's files at beginning of each pay period as employee default



v2.1.22

EMPLOYEE TOUR OF DUTY

17.6.1

EMPLOYEE ID	NAME	GRADED/ UNGRADED	DATE EFFECTIVE	AWS CODE
TYNEP1412	TYNES, PAMELA	G	20-JUN-1999	1

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1 SHIFT N/D	C	8.00 0	8.00 0	8.00 0	8.00 0	8.00 0	C	IND N

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 2 SHIFT N/D	C	8.00 0	8.00 0	8.00 0	8.00 0	8.00 0	C	IND N

<F2> Query      <END> Commit      <F10> Exit

Enter value for EMPLOYEE IDENTIFICATION NUMBER      <F4> = List

Count: \*2

<List><Replace>

# EMPLOYEE WORK DAY

- Establishes and allows modification to employee's
  - T&A status
  - Default charge code
  - Repeating schedule or rotating shift hours



02.1.17 EMPLOYEE WORK DAY 17.4.1

EMPLOYEE ID	NAME	GRADED UNGRADED	DATE EFFECTIVE
TYNEP1412	TYNES, PAMELA	G	03-JAN-1999

STATUS CODE	CHARGE CODE	REPEATING CODE	SCHEDULE CYCLE
A	B07643		

SHIFT INDICATOR	----- SHIFT 1	COMBINED ANNUAL HOURS SHIFT 2	----- SHIFT 3
M			

<F2> Query      <END> Commit      <F10> Exit

Enter value for EMPLOYEE IDENTIFICATION NUMBER      <F4> for List

Count: \*1      <Replace>

# EARLY LABOR PROCESS

- Records labor cost for a calendar month prior to close of the pay period
- Timekeepers enter actual labor through EOM cutoff date
- TOD Edits executed through EOM cutoff date
- Supervisors sign labor data

# EARLY LABOR PROCESS

- Electronic signature for labor only--T&A not signed until end of pay period
- Labor distribution program posts signed labor
- Allows *actual* costs to be recorded through end of month for budget/reporting purposes
- To correct signed labor use <CTRL F1>

# CORRECTIONS TO T&A

- Timekeeper makes any corrections needed prior to completing TOD Edits
- Timekeeper code must be reset *after* running TOD Edits to make correction
- T&A cannot be modified once supervisor has certified for pay period
- Prior period correction used to update records once new period is opened

# IMPORTANCE OF SF50'S

- All employee information flows from DCPDS to CEFMS and DCPS via interface
- Effective date triggers allowable transactions in CEFMS and DCPS
- May affect employee's pay if not entered accurately and timely

# WHERE TO FIND INFORMATION

- Volume 8 Civilian Pay Policy & Procedures  
<http://www.dtic.mil/comptroller/fmr/08/index.html>
- OPM 5 CFR  
[http://www.aces.gpo.gov/nara/cfr/waisidx/5cfrv1\\_99.htm](http://www.aces.gpo.gov/nara/cfr/waisidx/5cfrv1_99.htm)  
1
- AR 37-105 Civilian Pay Procedures
- CEFMS Users Manuals  
<ftp://rmf22.usace.army.mil/pub/doc/manual/index.html>