

**PAYROLL ADMINISTRATION**

1. REASON FOR ISSUE: To revise Department of Veterans Affairs' (VA) financial policy for payroll administration. Prior to this directive, policy on payroll administration was contained in VA Manual MP-4, Part II, Controller's Policy, Payment of Salaries.
2. SUMMARY OF CONTENTS/MAJOR CHANGES: This directive contains VA's financial policy regarding payroll administration. It includes policies on collection of time and attendance data, payment of salaries, documenting leave activity, withholding taxes and other deductions, recording employee payroll activity, and other functions relating to computing and processing employee payroll. This directive consolidates policies previously contained in VA Directives 4112 and 4120 and VA Manual MP-4, Part II, into a single directive. It also removes information from MP-4, Part II, which has become outdated or which is contained in other procedural manuals, primarily in MP-6, Part V, Supplement Numbers 2.2 and 2.3.
3. RESPONSIBLE OFFICE: Office of Financial Policy, Payroll and Records Management Division (047GA2).
4. RELATED HANDBOOKS: VA Manual MP-6, Part V, Supplement Numbers 2.2 and 2.3 (to be replaced by VA Handbook 4 100).
5. RESCISSION: MP-4, Part II, Payment of Salaries (except Chapter 6, Section F) and VA Directives 4 112, Direct Deposit/Electronic Funds Transfer Participation Policy, and 4 120, Deductions Policy.

CERTIFIED BY:

BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:



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VA Directive 4100 Transmittal Sheet was signed on November 9, 1995.  
By Nada D. Harris, Deputy Assistant Secretary for  
Information Resources Management, and  
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## PAYROLL ADMINISTRATION

1. **PURPOSE.** This directive provides Department policy for payroll administration in the Department of Veterans Affairs (VA). It is the official **financial** policy covering payroll administration for VA employees, including collection of time and attendance data, payment of salaries, documenting leave activity, withholding taxes and other deductions, recording employee payroll activity, and other functions relating to computing and processing employee payroll.

2. **POLICY**

a. **General.** VA's automated and manual payroll systems will integrate and interact with other VA systems such as the human resources and core accounting systems. To the degree practicable, VA human resources and payroll systems will be integrated. Appropriate interfaces to interact with other **financial** systems in an automated manner will be developed and maintained. VA will also cooperate with other Federal agencies and appropriate outside organizations on payroll matters to ensure effective communication, including automated interfaces with their systems where warranted. By following procedures outlined in VA directives and handbooks and by using available automated systems as instructed, VA stations will maintain systems of accounting and **internal control** in its automated and manual records systems relating to payroll administration to ensure:

(1) **Prompt** and proper payment, by automated means where practicable, to all persons entitled to be paid, in compliance with applicable laws, **regulations**, and legal decisions;

(2) Accurate accounting for and disposition of all appropriate pay, leave, allowances, deductions, other employment-related financial transactions and payments, and full-time equivalent employment (**FTEE**) **accruals**;

(3) **Only those** employees entitled to compensation and benefits receive them based on accurately reported time and attendance information and payroll transactions;

(4) Adequate separation of duties for authorization of pay and entitlements, certification of payments, payroll computation, recording of payroll data in the accounts, distribution of pay, and review of payroll transactions, including recording of **verifiable** electronic signatures and audit trails of transactions processed in automated financial systems;

(5) Accurate payroll information presented on employee earnings and leave statements and VA financial management reports is properly classified described, and disclosed; and

(6) All payroll-related documents and **files** are properly maintained

b. **Time and Attendance.** Automated VA time and attendance systems will interface with or be integrated into human resources and payroll systems to ensure employee data is accurate and current. Such systems will contain appropriate security controls to prevent unauthorized access by individuals other than appropriate timekeepers, supervisors, payroll technicians, and authorized system maintenance staff. Through established procedures and use of authorized automated systems, VA stations will ensure **that**:

(1) time worked and absence of employees **are** accurately recorded each pay period on time and attendance reports (VA Form 5631 or an authorized automated time and attendance system), reviewed individually by an official knowledgeable of the time worked and certified as accurate, reported for payroll processing, and documented for employment history purposes;

(2) Supporting documentation of leave requests and approvals or other appropriate documents (e.g., military orders, certification of illness or medical appointment, or certification of juror or witness service) are maintained and that the appropriate category of leave or other absence category is charged when an employee is absent;

(3) All limitations on leave usage are met, e.g., based on accrued leave, advanced leave or leave without pay approved at appropriate level, leave donated or received through VA's leave transfer program, or other criteria;

(4) Overtime, or compensatory time when applicable, is officially approved before it is worked when feasible or as soon after the work has been performed as possible and is properly distinguishable between regular overtime and irregular or occasional overtime work;

**NOTE: Overtime may be officially approved on either a paper (in duplicate using ink or typewriter) or via an electronic version of VA Form 1098, Request for and Authorization of Overtime Work. The requesting and approving official may not be the same employee, except for overtime ordered by Administration Heads, Assistant Secretaries, and Other Key Officials in Central Office or Directors of field facilities. When overtime is granted based on a regularly scheduled tour of duty or under the suffer and permit provisions of the Fair Labor Standards Act for activities such as official travel, documentation authorizing the tour or travel may be deemed sufficient to meet the "officially approved" requirement. When regulations require an employee to request compensatory time in lieu of overtime, there must be documentation of that request, e.g., the employee may initial a VA Form 1098 or provide a signed statement requesting to work compensatory time in lieu of overtime.**

(5) The hours of the day that have been scheduled and/or worked are sufficiently documented to determine or reconstruct premium pay entitlement; and

(6) Corrections or adjustments made after a time and attendance report has been approved are made as soon as practicable after discovery and documented for the affected pay period.

c. Payments Generally, payroll disbursements will be made by the Treasury Department based on certified vouchers provided by the Austin Finance Center or other authorized VA official. Biweekly payroll disbursements will be made to employees not later than the official pay day for VA. Other payroll disbursements for payees who are due money from payroll deductions or VA contributions will be made within time frames and using procedures established by the Austin Finance Center which shall be in accordance with applicable laws, regulations, VA or Treasury Department policy, and any other binding agreements with payees regarding such disbursements. To assist in issuing payments, VA stations will use established procedures and authorized automated systems to ensure that:

(1) Employees receive payment for the appropriate amount of salary, premium pay, allowances, and differentials to which entitled by law, regulation, and/or VA policy, less appropriate and authorized deductions, based on time worked, approved paid absences, and other pay entitlement criteria;

(2) Employee payments for salary, premium pay, allowances, or differentials are verified to be based on data from approved personnel actions and official time and attendance reports used in conjunction with appropriate laws, regulations, VA policy, and/or additional pay authorizations;

(3) Earnings and leave statements containing payments, deductions, and leave activity are available to employees on pay day;

(4) Payments are properly documented and charged to appropriate accounts so accounting records and other documentation accurately reflects employee payments; and

(5) Payments are not made when doubt exists as to the legality of the payment.

**NOTE: Claims which do not involve a question of law or fact should be paid by field stations. After due consideration locally, the field station head may submit a doubtful claim, with all supporting documents, to the appropriate Chief Financial Officer (CFO) for consideration and advice. When there is still doubt as to the legality or propriety of a payroll claim, the CFO will forward the claim to the Deputy Assistant Secretary for Financial Management (047) for final decision and/or forwarding to the Comptroller General, General Accounting Office (GAO).**

d **Premium Pay, Allowances, and Differentials** Employees will be paid premium pay, allowances, and/or differentials to which entitled by law, regulation, or VA policy. Eligibility for some types may be determined from criteria specified in law, regulation, or VA policy. For other types, the premium pay, allowance, or differential must be authorized in writing by an appropriate approving official. Such authorizations must include designation of the individual covered and/or **group** criteria which must be met for entitlement to premium pay, allowances, and differentials before payment is made.

e. **Deductions**

(1) **General. Deductions will be made from** an employee's pay only when authorized by law, regulation, VA policy, or court order. Deductions for employee debts **shall be processed** in accordance with due **process** procedures and applicable laws and VA financial policies. Where applicable, deductions will be based on regulations issued by the responsible Federal agency or entity, e.g., Social Security Administration, Thrift Investment **Board**, Office of Personnel Management, Internal Revenue Service.

(2) **Documentation. All** deductions must be properly documented. Some deductions are documented on the employee's approved personnel action, e.g., **FICA**, retirement, life insurance. Some other deductions are based on legislative requirement (e.g., Medicare), a written **order** (e.g., court-ordered **garnishment**), or a **form** prescribed by a Federal agency or entity and completed by the employee (e.g., tax withholding, **Thrift** Savings Plan contributions, health insurance, Combined Federal Campaign, etc.). All other deductions require **proper** documentation which at least cites the legal authority permitting deduction (e.g., MP-5, Pt. I, Ch. 550, Sec. **C**), amount of deduction, period for deductions (e.g., beginning date and, if **known**, ending date; beginning and ending pay periods), and payee name and address.

(3) **Priority of Deductions. In accordance with Chapter 5** of Title **6**, GAO Policy and Procedures Manual for Guidance of Federal Agencies, whenever an employee's **gross** pay is not sufficient to **permit** all deductions, the appropriate order of withholding precedence below must be followed

(a) **Court Ordered Priority in Cases of Bankruptcy.** When a bankruptcy court order specifies a precedence of withholding, the court's order of withholding must be followed. In all other **instances**, the precedence in (b), below, will be followed

(b) **Priority Order for Other Situations.** VA has determined that the following order of precedence will be followed for other situations when gross pay is not sufficient to permit all deductions:

1. Retirement
2. Medicare Tax
3. FICA Tax
4. Federal Income Tax
5. Health Insurance
6. Basic Life Insurance
7. State Income Tax
8. Local Income Tax (city, county, etc.)
9. Federal Debts - Mandatory (excluding Federal tax levy)
10. Alimony/Child Support Garnishment

11. Commercial Garnishment
12. Bankruptcy
13. Standard Life Insurance
14. Additional Life Insurance
15. Family Life Insurance
16. Federal Debts - Voluntary
17. Quarters
18. Subsistence
19. Garage
20. Parking
21. Post **56-Military** Service Deposit
22. **Thrift** Loan Repayment
23. **Thrift** Savings Plan Deductions
24. Bond Deduction 1
25. Bond Deduction 2
26. Combined Federal Campaign (**CFC**)
27. Union Dues 1
28. Union Dues 2
29. Voluntary Allotment 1
30. Voluntary Allotment 2
31. Savings Allotment 1
32. Savings Allotment 2
33. Federal Tax Levy

f. **Final Payments.**

(1) **Deceased Employees**

(a) When no doubt exists as to the amount or validity of a claim or as to the person(s) properly entitled to payment, field stations **are** authorized to make payments of unpaid compensation due deceased employees to proper claimants in the order of precedence set forth below and without reference to the GAO:

1. To the beneficiary or beneficiaries designated by the employee in writing, and received prior to the employee's death to receive such unpaid compensation;
2. If there be no such beneficiary, to the widow or widower of the employee;
3. If there be no such beneficiary or surviving spouse, to the child or children of the deceased employee, and descendants of deceased children, by representation;
4. If none of the above, to the parents of the deceased employee, or the survivor of them;
5. If none of the above, to the duly appointed legal representative of the estate of the deceased employee, or if none, to the person or persons determined to be entitled thereto under the laws of ~~the~~ domicile of the deceased employee.

(b) When doubt exists as to the amount or validity of a claim or as to the person(s) properly entitled to payment, claims for unpaid compensation due deceased employees will not be paid until settlement by the Claims Division of the GAO.

(2) Other **Separating** Employees. Employees who transfer to another facility or separate from VA for ~~one~~ (1) day or more will be paid all accrued salary and other pay to which entitled by law, **regulation** or VA policy subject to the following:

(a) **Final** salary payments will be reduced by appropriate deductions and collections for indebtedness to the Federal government. **The** following procedures must be followed:

1. VA stations will use VA Form 3248, Employee's Clearance from Indebtedness, to verify clearance from **indebtedness** to the Federal government before authorizing release of an employee's final salary payment. This form should be initiated by the operating office, completed and signed by appropriate station clearance officials, and signed by the appropriate approving official after full clearance. The approving official for VA Form 3248 is the Director or designee at field stations and, in Central Office, is the appropriate Administration Head, Assistant Secretary, Other Key Official, or their designee.

2. Employees who have been issued a government travel credit card or government-wide commercial purchase card(s) are to contact their program card coordinator(s) either to turn in their card(s) or have their card(s) transferred to their new VA station.

3. When an employee is found to be indebted, **collection** action will be initiated using appropriate due process procedures. The employee may elect to make a cash settlement, or have amounts withheld from final pay.

(b) **The** site Information Security Officer will assure all automated data processing computer system accesses **are** modified/deleted, as appropriate.

(c) Employee leave balances will be audited prior to **separation**. Employees with accumulated or accrued annual leave upon separation who are not expected to return to Federal employment before exhausting the leave will be paid for it, in a **lump-sum**, in accordance with applicable laws, regulations, VA policy, and decisions of the Comptroller General of the GAO.

(d) **Final** salary payments may be released, after regular payroll processing, directly to the employee or via direct deposit/electronic funds transfer (**DD/EFT**) or be mailed to the employee, provided clearance from indebtedness has been established at the time the separation action is released for payroll processing. However, if clearance **from** indebtedness cannot be established, the final check must be sent to the Agent Cashier and held until the employee is **cleared from** any **indebtedness** to the Federal government.

(e) An employee may not be paid for current periods of employment or for any leave accrued to his/her credit if:

1. The employee resigns upon being presented with formal charges of subversive activities constituting a violation of a statute or appropriation act which carries as a penalty the cessation of salary payments or is separated after presentation of such formal charges, and

2. A determination is made by the Secretary that the employee did, in fact, violate such statute or appropriation act.

**NOTE: When an employee resigns after being presented with formal charges of subversive activities or is separated because it has been determined that his/her employment in the Department would not be clearly consistent with the interest of the national security, but there is no finding of activities outlined in 1. above. then the employee is entitled to receive pay for current periods of employment or for any leave accrued to the employee's credit.**

g. **Veterans Canteen Service (VCS).** Except for pieceworker employees, VCS employees' payroll information will be processed in the same manner as for other VA employees. However, all costs related to these employees will be distributed to appropriate accounting structures in accordance with established VCS and VA finance procedures. Special procedures for collection of data necessary to properly process payroll and report earnings for pieceworker employees will be used.

h. **Automated Processing.** VA is committed to automating time and attendance collection, payroll calculation and processing, payment processing, and other payroll-related functions to the degree practicable.

(1) The Assistant Secretary for Management, through appropriate staff organizations, will ensure:

(a) That authorized automated systems adhere to law, regulation, and appropriate policies of VA and other Federal agencies or entities with authority in this area;

(b) Systems developed meet customer needs, including timekeepers, supervisors, payroll technicians. users at the Austin Finance Center, Fiscal/Finance managers, and other VA managers:

(c) All programs which automatically change data or processing programs in the Department's human resources and payroll system are independently reviewed, tested, and certified for quality assurance before installation to ensure system and data integrity; and

(d) Appropriate interfaces exist to maintain integrity of data fed to and from supplemental time and attendance systems developed by VA.

(2) VA stations will ensure that all time and attendance data and other payroll input will be reviewed and approved by the appropriate official before release for automated processing. Adjustments or corrections will be made to employees' payroll records immediately upon discovery of errors or inconsistencies in information submitted, processed, and reported during the various payroll cycles. Adjustments may also be required when insufficient data is available or human intervention is required to fully process an action, e.g., collections. The following general policies apply to adjustments:

(a) VA stations will promptly review and verify all adjustment transactions and all error messages received after payroll processing each pay period. VA stations will also investigate all potential errors reported by timekeepers, supervisors, or employees. Appropriate adjustments will be made immediately, if warranted

(b) To the extent possible, periodically required adjustments to payroll data will be made automatically, e.g., additional leave accrual in the last pay period of the year for employees in leave group 2. However, adjustments by field stations are sometimes necessary to cover situations which cannot be or have not been adjusted via

automation, e.g., leave balance adjustments for physicians upon change from full-time to part-time, adjustments to calendar year accumulator fields for hours and days worked during the last pay period of the year, etc. All adjustments, including correction of errors, will be processed promptly and will be recorded and approved in writing, through electronic signature, or both.

i. **Direct Deposit/Electronic Funds Transfer (DD/EFT), Checks, and Bonds** The use of DD/EFT is the safest, easiest, and least expensive means for delivery of employee salary payments and will be required unless an employee is excused from this requirement.

(1) **DD/EFT.** DD/EFT is required for employees **hired on or after January 1, 1995 unless** excused from the requirement by the Secretary or designee. Such requests will be submitted in writing to the Finance/Fiscal Officer and processed in accordance with established procedures. **DD/EFT will** be made as easy and accessible **as** possible and all employees will be encouraged to participate in this program. Employees who received Federal wage and salary payments **prior to January 1, 1995, will be excused from this DD/EFT** requirement if the employee has expressed a desire not to participate in DD/EFT. When problems arise with DD/EFT, the VA Austin Finance Center and the Austin Treasury Finance Center will investigate and replace the missing DD/EFT deposit, if appropriate.

(2) **Checks.** For employees who **are** excused from the **requirement** to participate in the DD/EFT program, alternate **procedures** to issue a Treasury Department check **will be** used

(3) **US. Savings Bonds.** Employees who elect to purchase U.S. Savings Bonds must have them mailed to themselves or to a recipient at an address of their selection

(4) **Lost or Stolen Checks or Bonds.** When **salary checks and** bonds are mailed, they **are** occasionally lost or stolen and must be replaced. In accordance with Treasury Department procedures, **VA will certify** replacement payment to employees and payees of voluntary allotments, CFC (Combined Federal Campaign), union dues, state or local income taxes, alimony, child support, bankruptcy, garnishments, etc., when deemed warranted

j. **Records and Files.** By following **procedures** outlined in VA handbooks and by using available automated systems as instructed, VA stations **will** maintain appropriate payroll records. This includes control of access to payroll records covered by the Privacy Act and adherence to procedures for proper establishment, retention, and disposition of such records and **files** (ref. VA Manual **MP-4**, Part X, Section IV, for disposition). Audits of payroll and timekeeping records **will** be performed as necessary to ensure compliance, including:

(1) Audit of time and attendance reports via manual review or use of the Enhanced Time and Attendance (ETA) system or equivalent to ensure mathematical accuracy and proper certification before release for payroll processing;

**NOTE: When an authorized automated time and attendance collection system is used, exception reports and error messages should be resolved biweekly. In addition, periodic spot-checks should be made to ensure transactions created for payroll processing accurately reflect employee entitlements and that appropriate review procedures have been followed.**

(2) A post-audit will be made each biweekly pay period **to** reconcile overtime approvals with time and attendance reports via manual review (VA **Form 1098**) or **use of the** Enhanced Time and Attendance (ETA) system or equivalent;

(3) **COIN PAI 500** (Quarterly Report of Overtime Hours Exceeding 10 Per Week) will be forwarded to the Field facility head or, for Central Office, to the Director. Financial Reporting Service (**047GB**) for review and, where overtime abuse or fraud is suspected, for appropriate investigative action;

(4) Audit of time and attendance reports and related documentation is required to ensure accuracy of leave balances for payment of lump sum annual leave, reporting leave on the SF 1150, Record of Leave Data, and to

ensure leave taken was not in excess of leave earned before authorization is made to release a separating employee's final salary check;

(5) Sufficient internal audits of payroll office records and files by each Fiscal/Finance activity to ensure adherence to applicable finance policy and procedures;

(6) Review of payroll office or timekeeper records during routine financial audits initiated by the Assistant Secretary for Management or officials of other Federal agencies or entities with appropriate oversight responsibilities, e.g., the GAO, the Internal Revenue Service, Thrift Investment Board.

**k. Reports and Miscellaneous** Accurate payroll records will be promptly prepared and maintained on an individual basis showing gross compensation (including allowances) by type and amount, deductions (including allotments) by type and amount, and net pay for each pay period.

### 3. RESPONSIBILITIES

**a. Secretary of Veterans Affairs** The Secretary or Deputy Secretary will ensure that effective and efficient financial policies and systems for payroll administration are established.

**b. Assistant Secretary for Management.** The Assistant Secretary for Management, as VA's Chief Financial Officer (CFO) and Chief Information Resources Officer (CIRO), will (through the Deputy Assistant Secretaries for Financial Management and for Information Resources Management):

(1) Develop policy and procedures for the Department's automated and manual payroll systems and related accounting systems, including control procedures for testing and certification before programming changes are installed and adequate controls of access, input verification, and validation of payments and other output;

(2) Issue changes to such policy and procedures to ensure they remain in compliance with applicable laws, regulations, and legal decisions;

(3) Develop, implement, and maintain adequate computerized systems to automate the processing, documentation, and reporting of employee pay, leave, allowances, and deductions, including adequate separation of duties for systems development, testing, implementation, and maintenance; and

(4) Advise and assist administration heads, Assistant Secretaries, and other key officials in the implementation of Department policy and procedures for automated and manual payroll systems and related accounting systems, and provide necessary information and training to Chief Financial Officer staffs in policy and procedures relating to payroll processing, documentation, and reporting.

**c. Assistant Secretary for Human Resources and Administration.** The Assistant Secretary for Human Resources and Administration will (through the Deputy Assistant Secretary for Human Resources Management) advise administration heads, Assistant Secretaries, other key officials, and field stations managers and supervisors of legal and policy requirements and authorities relating to employee pay, leave, allowances, and deductions, excluding taxes.

**d Administration Heads, Assistant Secretaries, and Other Key Officials.** Administration heads, Assistant Secretaries, and other key officials will provide or arrange for training (through Chief Financial Officers) of operating Fiscal/Finance Office employees and timekeepers in policy and procedures relating to automated and manual systems for employee pay, leave, allowances, and deductions.

**e. Chief Financial Officers.** Chief Financial Officers in VA Administrations will ensure that appropriate levels of training and advisory services are provided to ensure VA policy and procedures relating to payroll administration are carried out as effectively and efficiently as possible.

f. **Director, Austin Finance Center, or Designee.** The Director, Austin Finance Center, or designee specified in writing by name and position, will prepare a voucher for each payroll disbursement. Vouchers will be prepared biweekly for the entire Department's payroll and at other times for payroll payments to individuals or groups as deemed appropriate in accordance with applicable laws, regulations, and VA or Treasury Department policy.

g. **Facility Directors** Facility Directors will ensure appropriate local controls, policies, and **procedures are** established and followed to ensure compliance with this directive.

h. **Chiefs, Human Resources Management Service.** Chiefs, Human Resources Management Service will provide appropriate levels of advice and assistance to employees, beneficiaries, supervisors, and **Fiscal/Finance** employees regarding laws, **regulations**, and policy covering human resources issues, including interpretation of rules relating to hours of duty, pay, leave, and authorization of deductions **from** pay. They will also ensure human resources data is accurately and timely input into automated human resources systems which integrate with **payroll** systems.

i. **Fiscal/Finance Officers.** **Fiscal/Finance** Officers will ensure Department policy and procedures for automated and manual payroll systems and related accounting systems are **fully implemented and** followed **They** will ensure established VA policies and **procedures are** followed and develop any necessary supplemental local procedures to administer and implement all laws, regulations, and policy covering payroll and related human resources issues, including implementation of rules relating to hours of duty, pay, leave, and deductions. 'They will ensure appropriate levels of access are requested and maintained for employees involved in automated systems for time and attendance or payroll functions, including appropriate controls to ensure employees do not service their own records except as permitted in GAO regulations. Through the Employee Accounts Section, **Fiscal/Finance** Officers will prepare, maintain, and audit time and leave records of **all** VA employees under their jurisdiction; conduct **training** programs for unit timekeepers, whenever indicated to maintain high proficiency in all timekeeping and leave recording matters; disseminate, interpret, and explain new instructions and procedures relating to time and leave matters to unit timekeeper as necessary; **perform** periodic desk audits of timekeepers as required by finance directives and handbooks.

**Facility Agent Cashiers.** Facility Agent Cashiers will follow established VA policy and procedures for pay&-related collections not made through payroll deduction and for handling and disbursing salary checks. including those relating to out-of-system salary payments and lost or stolen payroll checks.

k. **Service/Division Chiefs** Service/Division Chiefs will designate an adequate number of unit timekeepers and alternates by memorandum to the **Fiscal/Finance** Officer indicating names (position is **not** sufficient for **this** purpose), status (timekeeper or alternate or removal **from** timekeeper function), and effective date.

l. **Supervisors** Supervisors and other leave-approving officials, as authorized in VA Manual **MP-5, Part I**, Chapter 630, Paragraph **3b(2)**, and **VHA** Supplement to MP-5, Part II, Chapter 7, Paragraph **7.03d**, are accountable for the **work** time and absence of employees for whom they **are** responsible, including leave approval and certification of **attendance** through appropriate time and attendance collection procedures or automated systems.

m. **Timekeepers.** Timekeepers will prepare and maintain time and attendance reports for each affected employee whose record has **been assigned to** their **jurisdiction**. Timekeepers remain under the administrative supervision of the supervisor of their own organizational element while **performing** the "additional duties" relating to preparation and maintenance of time and attendance reports, but they function under the technical supervision of the Employee Accounts Section during this period.

#### 4. DEFINITIONS

a. **Authorized Automated Systems.** The term "authorized automated systems" referenced in this policy refers to computerized financial systems which have been approved by the Assistant Secretary for Management for

use in VA for the collection, processing, and reporting of employment, payroll, or financial data, i.e., PAID (Personnel and Accounting Integrated Data System), OLDE (On-Line Data Entry System), **ETA** (Enhanced Time and Attendance System), and **FMS** (Financial Management System).

b. **Official Pay Day.** The official pay day for VA employees paid on a biweekly basis is ten (10) calendar days after the close of the pay period. The Treasury Department will generally attempt to transmit **DD/EFT** transactions so they will be available 6 calendar days after the close of the pay period; however, no guarantee of such disbursement will be made by VA officials.

c. **Approved Personnel Actions.** Approved personnel actions referenced in this policy include personnel actions authenticated by the Appointing Officer or designee as delegated in VA Manual MP-5, Part I, Chapter 2 10, Paragraph 15. Provided there is no reason to question authenticity or existence of the official document, Fiscal/Finance Officers may accept any of the following as sufficient evidence for payment authorization purpose:

(1) A photocopy of an SF 52, Request for Personnel Action, or SF **50-B**, Notification of Personnel Action, which shows the signature of the Appointing Officer,

(2) A facsimile of an SF 52, Request for Personnel Action, or SF 50-B, Notification of Personnel Action, which shows the signature of the Appointing Officer, or

(3) The electronic release by an authorized Human Resources Office employee which attests that the appropriate documentation exists.

d. **Official Time and Attendance Report.** An official time and attendance report, as referenced in this policy, refers to one of the following:

(1) A VA Form 563 1, Time and Attendance Report, which has been approved and certified by a supervisor with appropriate authority; **or**

(2) An automated time and attendance report approved and certified **electronically** by a supervisor with appropriate authority via an authorized automated time and attendance collection system, e.g., ETA.

**NOTE: A photocopy or facsimile of a time and attendance report is not sufficient for this purpose, even if it shows the signature of a supervisor with appropriate authority.**

e. **Earnings and Leave Statement.** An **earnings and leave** statement is a biweekly report provided to an employee. It may be available in printed form or **electronically**, with an option to print. The **form** shows payroll activity for an employee. At a minimum, it will be available **on** pay day and show biweekly data for the pay period, including gross pay, deductions, net pay, and leave activity.

f. **Due Process.** Due process refers to debt **collection procedures** which must be followed before collections may be made via deduction from an employee's **salary** payments (ref. VA Manual **MP-4**, Part **VIII**, Chapter 10).