

**★ CHAPTER 9**

**CIVILIAN PAY**

Introduction: Chapter 9 provides OPLOC personnel guidelines needed to process Defense Civilian Pay System (DCPS) accounting information. In addition to the “blue book”, detailed instructions are in the Civilian Pay Accounting Interface System Users Manual, AFM 177-372 B, Volume I. Detailed instructions for BQ processing of DCPS transactions are specified in DFAS-DE/ANBC memorandum, August 30, 1994.

We recognize and sanction the various DCPS operational strategies employed by each OPLOC. While workload distribution chronicles the impact of decreased manning, OPLOCs are encouraged to centralize the functions of DCPS processing to ensure continuity and manageability because corrections to DCPS payroll costs in BQ must be made to the same accounting data in the Manpower and Funding System. Although we see substantial benefits in having either the Accounting Operations Division or Reports and Analysis Division perform the special challenges of coordinating interface adjustments and their associated report changes, other organizational configurations that meet these goals remain discretionary.

DFAS-DE, DFAS-OM, DAO-CL/Charleston, and DAO-CL/Pensacola are the central DCPS processing activities. These activities perform payroll processing duties and are not tasked with fund accounting responsibilities. Although DFAS-OM is a central DCPS processing center, DFAS-OM is also an OPLOC that processes DCPS accounting data in Pay Information Files (PIFs). Each OPLOC processes DCPS accounting information with Pay Information Files. In addition, each OPLOC has DCPS accounting responsibilities which are independent of those performed by central DCPS processing activities. Establishing a good rapport with the Systems Administration Office and the customer service representatives is critical for ensuring mission accomplishment.

Points of contact are DFAS-DE/FNA, DSN 926-6476, for pay information file processing and general questions on DCPS accounting procedures; DFAS-DE/FNP, DSN 926-7795, for customer service representative type questions; DFAS-DE/ANBC, DSN 926-7293, for BQ processing and MAFR reconciliation questions; DFAS-DE/ANAC, DSN 926-7271, for systemic questions dealing with the Civilian Pay Interface (NBQI00).

**DEFENSE CIVILIAN PAY SYSTEM (DCPS) ACCOUNTING INFORMATION.**

**1. TASK - Ensure that the Accruals From the Final AFSCAPS Payroll are Reversed in the BQ System Prior to Processing the First DCPS Payroll.**

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**a. OPLOC:**

(1) If the last AFSCAPS payroll is the final pay period paid in the month, the BQ system must complete month-end processing prior to running the reversal of the prior pay period accruals. After month-end processing, request that your monitor start AFSCAPS runstream GMAFR with option 3. This option creates 12T tape with only accrual reversals. This tape must be processed prior to processing the first DCPS payroll BQ interface.

(2) If the last AFSCAPS payroll is not the final payroll paid in the month, the 12T tape with accrual reversals may be processed at any time after completing processing of the last AFSCAPS payroll and prior to processing the first DCPS BQ interface.

REFERENCE: AFM 177-372A, Volume I, paragraph 14.2.d.

**b. FSO:**

Not applicable.

**2. TASK - Create/Update the Civilian Pay Accounting Interface System (CPAIS/E4) Communications File E4T4CUNDK10. (Perform one time only or as needed to re-establish the file.)**

**a. OPLOC:**

(1) Before processing the first DCPS payroll:

(a) Create the RE4T40.DAT control file using the MOOPS application program. Insert a "Y" on line 4 of the RE4T40 control file screen for OPLOC sites.

(b) Upload the control RE4T40.DAT to the host computer.

(c) Initiate the CPAIS/E4 program RE4T40.

(2) Follow the above procedures when the ZE4COMUNDD10 is not available or must be changed.

REFERENCE: AFM 177-372B, Volume I, Section 3  
AFM 171-372B, Volume XI, Section 4.1.2.1.j.14

**b. FSO:**

Not applicable.

**3. TASK - Check for Biweekly Pay Information Files (PIFs).**

**a. OPLOC:**

(1) DFAS-DE/FNA sends an E-mail by noon the day prior to pay day to notify activities of the status of the PIFs. For most locations, this is Thursday. Since Howard AFB is on a different pay cycle, their PIFs aren't available until the following Wednesday before their Thursday pay day.

(2) After PIFs are available, complete control card GE4T30 by inputting pay period number to be processed. GE4T30 is run once per pay period. Subsequent requests for any all PIFs must be done using GE4T50.

(3) Initiate program GE4T30. PIF Receive Request Listing is a product of the GE4T30.

(4) Review PIF Receive Request Listing for current status of PIFs.

(5) If all files have been received, run program GE4V00. PIF Verification Report/Gross Accounting Classification Charges Reports are products of the GE4V00.

(6) Create control card GE4T50 and run GE4T50 to request PIFs not received when the initial GE4T30 processed.

REFERENCE: AFM 177-372B, Volume I, Sections 4 and 5

**b. FSO:**

Not applicable.

**4. TASK - Interface Biweekly Costs with BQ.**

**a. OPLOC:**

(1) Run RBQI00 (BQ Interface). The 14L and 15L are products of the NBQI00 interface.

(2) Produce the Employee Directory Listing in the sort sequence that is the most helpful to clear BQ rejects.. It may be requested with or without disbursement codes and dollar amounts and multiple reports may be requested each run.

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- (a) Create the GE4R60 control card.
  - (b) Produce additional copies in different sort sequences based on requests by the base CSRs and base budget offices.
  - (c) Run GE4R60 as often as necessary until PIFs for the next pay period are received.
- (3) Correct all rejects on the 15L using the Employee Directory Listing.
- (a) Check the employee directory for RC/CCs with six nines (999999) which identify individuals causing the rejects.
  - (b) Check the directory for other invalid accounting classification data to identify individuals causing the rejects.
  - (c) If summary related, check the current Open Document Listing to ensure that the proper summary address is established.
  - (d) Contact the DCPS customer service representative to validate/identify correct accounting classifications.
  - (e) Process corrections to BQ system.
  - (f) Maintain records of all changes made to correct rejects because the current pay period accruals will be reversed the next pay period.
  - (g) Follow procedures in DFAS-DE/ANBC memo, Aug 30, 1994, Subject: "BQ processing of Defense Civilian Pay System (DCPS) transaction", when correcting rejected BQ transactions.
  - (h) Corrections to BQ transactions must be made to the same accounting information in the Manpower and Funding System to prevent recons during the end of month OBL Bump.
  - (i) Do SF 1081 or Journal Voucher (JV) as necessary to correct accounting records when the 1092 balance is correct and an adjustment is needed to BQ.
  - (j) Process by-others payments made by Air Force Standard Civilian Automated Pay System (AFSCAPS).

(k) Process BQ adjustments to accounting data for voluntary separation payments.

REFERENCE: AFM 177-372B, Volume I, Sections 6 and 7

**b. FSO:**

(1) Update DCPS Accounting Information.

(a) Correct Employee Accounting Classification data using the DCPS Accounting Classification Changes screen when:

- 1 New Hires.
- 2 Date End in Accounting Classification Changes screen.
- 3 Missing valid accounting elements.

(b) Correct default accounting classification data, when necessary using the DCPS Accounting Classification Employing Activity screen.

(2) When your base is responsible for servicing an associate's payroll records, that are chargeable to another ADSN, research the need to set up a pseudo Personnel Accounting Symbol (PAS) code.

(a) Contact DFAS-DE/FN for pseudo PAS code.

(b) Notify CPO to process the four digit pseudo PAS code that was provided by DFAS-DE/FN in the first four positions of DIN JAR (PAYROLL-ORG-CODE).

(c) Notify CPO to delete the pseudo PAS code from an employee's DCPS record when the unique funding situation is no longer appropriate.

(d) Provide the servicing DCPS payroll office all pertinent information needed to establish the pseudo PAS code in the DCPS tables. Points of contact for the DCPS tables at each payroll site are:

- 1 Denver - DFAS-DE/FNPI  
DSN 926-8168.
- 2 Pensacola - DSN 922-5223 or  
DSN 922-5217
- 3 Charleston - CSR Payroll Technician

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DSN 563-9632  
DSN 563-9544

4 Omaha - DSN 272-3275

**5. TASK - Create the Biweekly Personnel Cost Report from the PIF 2 Data.**

**a. OPLOC:**

(1) Complete GE4M10 control card after receiving report that a good PIF 2 was received. Use control data from the summary page of the last M10 run. Run GE4M10 program.

(a) Run Indicator is "B" for first pay period in the month.

(b) Run Indicator is "M" for any other pay period paid in the month.

(c) Run Indicator is "R" for any subsequent runs within the same pay period to include processing adjustment transactions.

(2) Make all adjustments to the Biweekly Personnel Cost Report for incorrect accounting data and to correct payroll cost.

(3) When adjusting employee's pay, make sure the adjustments are made to the corresponding hours, government contributions and employee count.

(4) The GE4M10 has been changed to allow recycles to one prior pay period after the GE4T30 and GE4V00 is executed for the current pay period.

REFERENCE: AFM 177-372B, Volume I, Section 8

**b. FSO:**

Not applicable.

**6. TASK - Perform Monthly Manpower and Funding Year-to-Date Functions.**

**a. OPLOC:**

(1) Create the ME4M20 control card and run program ME4M20 to update year-to-date totals. Use control data from the summary page of the last GE4M10 and ME4M20.

(a) Run Indicator "I" is used for initial run or first run of new fiscal year.

(b) Run Indicator "M" is used for first run in month.

(c) Run Indicator "R" is used for adjustment/recycle runs.

(2) Process adjustments for non-payroll costs such as jury duty refunds, PCS moving allowances, clothing allowances and CONUS separation allowances.

(3) The initial M20 must be run before the M10 Biweekly Personnel Cost Report is run for the next pay period.

(4) Run the Monthly Personnel Cost Reconciliation, ME4B10 after confirming that the end-of-month MAFR processing is complete. Use control card NE4B10.

(a) Research all out-of-balances between 1092 and OBL shown on the report. Work closely with associates processing BQ rejects to make sure corrections are made to the same accounting information in both systems.

(b) Correct out-of-balances by adding to or subtracting from the amount on the 1092 using adjustment screen NE4M20A.

(c) Do SF 1081 or Journal Voucher (JV) as necessary to correct accounting records when the 1092 balance is correct and an adjustment is needed to BQ. (Note-This correction will be process in the following month; therefore, the 1092 or DBT must be footnoted for the valid out-of-balance condition.)

(d) Run recycle of ME4M20 to update the M2T file with current corrections.

(5) Create the Manpower and Funding 1092 Report by uploading control card ME4M30 after the 1092 and BQ balances.

(a) Produce one hard copy report and DDN file.

(b) Send DDN file to appropriate commands to arrive no later than the eleventh workday of the month following the month reported.

(c) Retain and file hard copy report.

(d) See AFM 177-372B, Volume 1, Section 11.5 for making adjustments to M30.

REFERENCE: AFM 177-372B, Volume I, Section 9-11

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**b. FSO:**

Distribute Manpower and Funding products to the Budget office and other base-level recipients.

**7. TASK - Process Required Semiannual Reports.**

**a. OPLOC:**

Federal Employees Retirement System (FERS) Semiannual report is produced by the RE4F10 after the ME4M20 is complete for the months of March and September only. Run RE4F10, no control card is required. This report is included with the 1092 report sent to MAJCOM.

REFERENCE: AFM 177-372B, Volume I, Section 14

**b. FSO:**

Not applicable.

**8. TASK - Perform End-of-Fiscal-Year and As Required Functions.**

**a. OPLOC:**

(1) Review Fiscal Year-end messages from DFAS-DE and the DCPS Payroll offices.

(2) Prior to processing the first pay period of each new fiscal year, run program AE4T10 to create the prior year accounting data file, Table "B".

(3) Perform a mass change of accounting classification data when needed.

(a) Request an extract of Accounting Classification data from your DCPS payroll site.

(b) Process PC screen input of old and new accounting classification data using:

1 In the main menu of the MOOPS PC program, choose the "Local Application" option.

2 Enter the program name E4000.

3 Press the “F5” function key to activate the Mass Change screen.

4 Enter the Old and New Accounting Classification Data

5 Upload the data file CPMASCHG.DAT to your host computer.

6 Run program NE4A40.

7 Review the output report “Individual Accounting Data-Mass Change listing” to verify that input is correct.

8 Contact the DCPS payroll processing site to run the NR1C0, Mass Update Accounting Classification Data, which will apply the changes to your DCPS database.

(4) Work with the FSO to make sure all changes to the DCPS Employee Accounting Classification Data are made prior to the split pay period at fiscal year end.

REFERENCE: AFM 177-372B, Volume I, Sections 13 and 16

**b. FSO:**

Update DCPS Employee Accounting Classification Changes Screen and Accounting Classification Employing Activity record as necessary.

**9. TASK - Miscellaneous Customer Service Representative (CSR) Tasks.**

**a. OPLOC:**

(1) Collect jury duty fees for ANG units.

(2) Wage and tax statement (W-2) processing.

**b. FSO:**

Not applicable.

**10. TASK - Provide Customer Service as Currently Described in the CSR Customer Service Guide and Customer Service Representative Users Manual, DCPS-UM-02A.**

**a. OPLOC:**

Not applicable.

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**b. FSO:**

- (1) Provide data entry to update Master Employee Record (MER) for:
  - (a) Address changes.
  - (b) Allotments (starting, stopping, changing).
  - (c) Federal, State, and Local Tax authorizations.
  - (d) Savings Bonds.
  - (e) Charity.
  - (f) NGUS data.
  - (g) Advanced/Restored leave.
  - (h) Adjustments to Annual leave, Sick leave, and miscellaneous leave such as Compensatory time, etc.
  - (i) Direct deposits or EFT of net pay.
  - (j) Organization authorizations/cancellations.
  - (k) Retroactive T&A adjustments.
  - (l) Accounting information/Employing activity table maintenance.
  - (m) Employing activity.
- (2) Respond to customer/associate questions by accessing the DCPS on-line inquiry history files.
- (3) Perform liaison duties between the Employing activity, Associates, Civilian Personnel Office and the OPLOC.
- (4) Prepare requests for Special Pay, and request for replacement checks.
- (5) Process Unemployment Verification for separated employees requesting unemployment compensation, and process Verification of Employment for loan applications.

(6) Perform timekeeper training as required.

(7) Collect jury duty fees.

REFERENCE: DCPS CUSTOMER SERVICE REPRESENTATIVE USERS  
MANUAL, DCPS-UM-02A

**11. TASK - Ensure Timely Input and Processing of Time and Attendance Forms.**

**a. OPLOC:**

Not applicable.

**b. FSO:**

(1) T&As are prepared, maintained and input into DCPS by the assigned timekeepers or Customer Service Representatives (CSR).

(a) On-line input using local file transfer application (i.e. SNA Gateway).

(b) Source Data Automation (SDA) input for bases without connectivity, merge T&A files and transmit to the payroll processing site.

(c) Data entry of T&As must be accomplished no later than close of business Monday prior to payday. NOTE: All T&As must be certified by an authorized certifying official and maintained on file for 3 years.

(d) Ensure work schedule changes are updated prior to T&A input for the current pay period.

(2) On Friday/Monday before payday, run P6605R02 Missing Time/Created Leave Report option 10 from the T&A menu in DCPS.

(a) Listing will print in CSR office.

(b) Review list; if T&As are missing, contact appropriate timekeepers for input.

(3) On Tuesday before payday, run P6608R01 Invalid Transaction Report by accessing T&A menu option 10, followed by option 2, from the T&A menu.

(a) Resolve T&A problems identified through batch interface.

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(b) Assist timekeepers and payroll office in the resolution of problems.

(4) Copy of Military Orders and Jury Duty Summons must be provided to the CSR for verification on current pay period. The Certified copy of Military Orders and the Jury Duty letter of attendance must be provided to CSR upon completion of tours of duty. Upon receipt of the documentation and collection of jury duty fees, the CSR must clear outstanding leave from the DCPS suspense file by using the Leave Certification screen.

REFERENCE: Customer Service Representative Users Manual, DCPS-UM-02A.