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ADS Chapter 626

Payroll and Time and Attendance Transactions

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ADS 626 – Payroll and Time and Attendance Transactions

626.1 OVERVIEW

Effective Date: 04/28/2022

This chapter provides the policy directives and required procedures for transactions through the USAID payroll systems for U.S. Direct-Hire (USDH) employees and U.S. Personal Services Contractors (USPSCs). It also includes related guidance on the time and attendance reporting system (webTA). This chapter assists supervisors in developing control activities to provide reasonable assurance that the recorded information in webTA reflects time worked, leave taken, and other absences.

This chapter does not provide policy, guidance, or interpretation of rules for USDH under the purview of the Office of Human Capital and Talent Management (HCTM), or contractual regulations and policies for USPSCs under the purview of the Bureau for Management, Office of Acquisition and Assistance (M/OAA).

Guidance for Foreign Service National (FSN) Direct Hires, Cooperating Country National Personal Service Contractors (CCNPSCs) and Third Country National Personal Service Contractors (TCNPSCs) can be found in [ADS 626saa, Guidance for Foreign Service Nationals, Cooperating Country National Personal Service Contractors, and Third Country National Personal Service Contractors](#).

626.2 PRIMARY RESPONSIBILITIES

Effective Date: 04/28/2022

a. The Agency's **Chief Financial Officer (CFO)** and the **Bureau for Management, Office of the Chief Financial Officer (M/CFO)** oversee all financial management activities related to Agency programs and operations. M/CFO provides guidance for:

1. Recording and approving payroll transactions,
2. Developing and maintaining an integrated financial management system that conforms with Federal financial system requirements, and
3. Ensuring that the payroll data is consistent with established policies and procedures.

b. The **Bureau for Management, Office of the Chief Financial Officer, Payroll Division (M/CFO/P)**:

1. Manages payroll and provides technical guidance on payroll matters for Direct-Hire employees via the **payroll@usaid.gov** mailbox;
2. Maintains official USAID payroll records and coordinates with the payroll service provider, U.S. Department of Agriculture's (USDA's) National Finance Center;

3. Supports the time and attendance system (webTA); and
4. Processes court orders for garnishments of wages, child support, alimony, and bankruptcy deductions.

c. The **Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payment Division (M/CFO/CMP)** processes payments and provides payroll support to USPSCs via the **USPSC@usaid.gov** mailbox.

d. The **Bureau for Management, Office of Acquisition and Assistance (M/OAA)** reviews and interprets the Federal Acquisition Regulations (FAR); develops and issues the USAID Acquisition Regulations (AIDAR); and sets policy standards, guidelines, procedures, and instructions regarding USAID contracts. The M/OAA Policy Division (M/OAA/P) develops policy and provides advice and assistance on matters concerning Personal Services Contracts (PSCs).

e. The **Office of Human Capital and Talent Management, Human Capital Services Center (HCTM/HCSC)**:

1. Coordinates with M/CFO/P for payroll services;
2. Oversees separation and transfer processing;
3. Manages the centralized records room for USDH employees; and
4. Provides hours of duty and work schedule policy, guidance, and advisory services.

f. The **Office of Human Capital and Talent Management, Office of Workforce Planning, Policy, and Systems Management, Policy and Accountability Division (HCTM/PPSM/PA)** sets and communicates the Agency's Direct-Hire policies and procedures on:

1. General Schedule (GS) and Foreign Service (FS) pay;
2. Establishing work schedule policies for the following employees with regularly scheduled administrative workweeks:
 - Civil Service (CS) GS,
 - Administratively Determined, and
 - Non-commissioned Foreign Service Officers (FSOs);
3. Administration of unpaid and paid leave; and

4. The telework program.
- g. Mission Executive Officers (EXOs):**
1. Coordinate the Mission’s local human capital management in compliance with Agency and post guidance;
 2. Consult with HCTM/PPSM/PA on complex and precedent setting policy interpretations concerning:
 - a. Overseas benefits and allowances,
 - b. Telework,
 - c. Work Schedules, and
 - d. Questions on procedural compliance with Agency and post guidance; and
 3. Contact [M/OAA/P](#) for questions about PSC acquisition regulations, policies, references, points of contact, and other routine PSC issues.
- h. USDHs and USPSCs:**
1. Ensure their time and attendance is entered into the webTA system accurately and is validated in a timely manner,
 2. Review their Statement of Earnings and Leave (SEL), and
 3. Notify M/CFO at payroll@usaid.gov (USDH only) and uspsc@usaid.gov (USPSCs only) of any discrepancies.
- i. Supervisors:**
1. Ensure time and attendance is entered into webTA accurately and certify the time and attendance of the USDHs and USPSCs (usually immediate reports) in the webTA system; and
 2. Review and approve/disapprove USDH leave and premium pay requests in webTA according to HCTM policies. For USPSCs, supervisors must ensure they are reviewing and approving leave and premium pay requests in accordance with the USPSC’s contract.
- j. Timekeepers:**
1. Manage and protect USDH and USPSC information, assign supervisors, establish the work week, and retain data settings in webTA;

2. Enter time and attendance information on behalf of an USDH or USPSC who is unable to access the system; and
3. Bring any discrepancies (e.g., lack of leave request, improper coding) to the USDH/USPSC and supervisor's attention for resolution.

626.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 04/28/2022

USAID relies on multiple hiring and contracting mechanisms to achieve its mission and address workforce challenges. The payroll and time and attendance transactions will vary depending on the hiring/contracting mechanism.

This chapter provides the procedures applicable only to the USDH (Civil Service/Foreign Service) hiring mechanisms and USPSC contracts. M/CFO provides the payroll support for these individuals in coordination with the payroll service provider, USDA's National Finance Center.

This chapter does not apply to FSNs, CCNPSCs, and TCNPSCs. The payroll transactions for local staff hired or contracted overseas are post-specific and are generally serviced by the Department of State, Comptroller Global Financial Services (CGFS). The Mission timekeeper supports time and attendance and compensation guidance is provided by the Local Compensation Plan, which is based on local labor laws or their personal services contract.

626.3.1 Financial Documentation Responsibilities

Effective Date: 04/28/2022

Financial documentation is any documentation that impacts, or results in, financial activity. It is not limited to documentation within Controller or CFO operations but includes any source material causing or resulting in a financial transaction. The basic financial documentation retention rules are:

- If an action will result in a financial transaction, it must be documented.
- Source documentation must be readily available for audit or review by external and internal audit entities.

The general rule for retention of financial documents is six years; however, retention times may vary. For further details see [ADS 502, The USAID Records Management Program](#) and the [National Archives and Records Administration \(NARA\) General Records Schedules \(GRS\)](#).

Basic payroll records are currently authorized for disposal by [General Records Schedule 2.4, Employee Compensation and Benefits Records](#). Per [ADS 508](#),

Privacy Program, USDH and contractors must comply with the requirements of the Privacy Act and other Federal privacy authorities, which require staff to:

- Protect Personally Identifiable Information (PII), entrusted to their care, from unauthorized exposure;
- Complete privacy compliance activities;
- Report PII incidents and breaches of PII; and
- Reduce the volume and types of PII to only what is needed for program functions.

626.3.2 Pay Systems

Effective Date: 04/28/2022

- a. The GS classification and pay system covers the majority of civilian Federal Direct-Hire employees in professional, technical, administrative, and clerical positions. [ADS 471, Pay Under the General Schedule](#) provides the Agency's policies and required procedures for setting the pay of CS employees under the General Schedule.
- b. The FS Salary Schedule covers the pay for FS Direct-Hire employees. [ADS 470, Pay Under the Foreign Service](#) provides the policies, regulations, and procedures in USAID that govern pay for employees compensated under the FS Salary Schedule in line with section 101 of the [Foreign Service Act of 1980](#) as amended.
- c. The USPSC pay system is covered by their contracts. The policy and guidance for establishing USPSC position level and market value is found in [ADS 309, Personal Services Contracts with Individuals](#).

626.3.3 Time and Attendance (T&A)

Effective Date: 04/28/2022

To record T&A, the Agency uses webTA which is a web-based application that allows staff or timekeepers to enter and validate the timekeeping data regarding hours worked and leave taken by accessing a secure website. For additional information about instructions, access, use, and functionalities of the system, see the USAID [webTA intranet site](#). The Agency's biweekly pay period is established per [5 USC 5504](#).

Only a USDH, or USPSC with some exceptions, can perform inherently governmental functions. Functions that are not inherently governmental may be performed by a USDH, a USPSC, or an institutional support contractor (ISC). When an ISC performs T&A functions, the Privacy Act requires that the Agency apply its requirements to the contractor and its employees working on the contract. [ADS 626mab, Contractors Functioning as Timekeepers](#) provides guidance for these cases. For additional

information on delegation of authorities to USPSCs see [ADS 103, Delegations of Authority](#).

Temporary Duty (TDY) Travel

When employees are on TDY for more than 30 days, a timekeeper at the TDY post must change the individual's supervisor and timekeeper in webTA. A supervisor at the TDY post that can attest to the individual's time and attendance must certify the individual's timesheet and approve any applicable leave requests. For TDY assignments less than 30 days, the individual's supervisor of record must continue to certify the individual's timesheet. The USDH/USPSC is responsible for providing documentation from the TDY post to their supervisor of record in support of the time, attendance, and any allowances claimed on the timesheet.

USDH Details outside of USAID

[ADS 432, Details - Civil and Foreign Service](#) provides the policy for arranging details of USDH employees from USAID to other organizations. A USDH approved for a detail outside USAID remains an incumbent of the position from which detailed and continues to be charged to the lending Bureau/Independent Office's (B/IO's) workforce. The USDH must enter and validate their timesheet in webTA. Their current timekeeper and supervisor would remain in webTA. To ensure accuracy of the time reported, the detailed supervisor must send an email certifying the T&A to the USAID supervisor.

626.3.3.1 Biweekly Submission and Approval

Effective Date: 04/28/2022

a. Employee Responsibilities

USDH and USPSCs must promptly and properly enter their actual time worked and leave taken in webTA. USDH and USPSCs must validate their timesheet in webTA on a biweekly basis, no later than the close of business on the Monday following the last day of the pay period. Each USDH/USPSC is responsible for the accurate submission of their timesheet. USDH and USPSCs who are approved for telework must report their telework duty in webTA, this includes regular, situational, and any Agency ordered telework. For additional guidance on the telework program, please see [ADS 405, Telework](#).

b. Supervisor Responsibilities

The assigned supervisor must review the information entered by the USDH/USPSC and certify it is complete and accurate. Supervisors have until the close of business on the Tuesday following the last day of the pay period to certify timesheets in webTA unless directed otherwise.

c. Timekeeper Responsibilities

Timekeepers may remind USDH and USPSCs and supervisors to submit their timesheets at least two business days before the end of the pay period. The late certification of timesheets increases the risk of being paid in the following pay period. Late manual payments are limited and at the discretion of the M/CFO/P Division Chief.

USDH and USPSCs must coordinate with their supervisors and timekeepers on amendment to timesheets due to errors or omissions that must be corrected in webTA and recorded in the pay period where the original transaction occurred. If the error or omission is identified more than 25 pay periods later, contact M/CFO/P at payroll@usaid.gov for assistance.

626.3.3.2 Self-Certifiers

Effective Date: 04/28/2022

In general, USDHs and USPSCs may not approve their own T&A data. However, the Administrator (or designee) may authorize some individuals to approve their own T&A data in certain situations. USDHs and USPSCs approved by the Administrator (or designee) must have advance written approval. The approval must be sent to the timekeeper of the B/IO or Mission, and to M/CFO/P at payroll@usaid.gov.

The general prohibition of USDHs and USPSCs approving their own T&A data is intended to apply when it is not feasible to have T&A data approved by a supervisor.

The T&A of Mission Directors must be approved by the Mission EXO, or the Mission Controller, or an official designated to act on their behalf, unless otherwise instructed by the Administrator.

626.3.3.3 Leave Administration

Effective Date: 06/27/2022

USDHs and USPSCs must enter their leave request and obtain supervisory approval in advance except in emergency situations. USAID employees must adhere to [ADS 480, Leave](#) when managing unpaid and paid leave. USPSCs must adhere to their contracts.

USDH departing post are required to [report their projected leave to the Agency via WebTA](#). Failure to [report projected](#) leave could result in leave being charged to Leave Without Pay (LWOP). [The use of Form AID 760-23 is optional](#).

USDHs and USPSCs away from duty for several pay periods should enter their timesheets for the number of futures pay periods that they will be away from duty. USDHs and USPSCs should coordinate with their timekeeper and supervisor before departing to ensure their records are accurate. While the USDH/USPSC is away from duty, the timekeeper should validate and add a remark on the timesheet to document this action on behalf of the employee.

Home Leave

USDHs, and USPSCs if applicable in accordance with the terms and conditions of their contract, must inform their timekeeper when:

1. Arriving at an overseas post to start the Home Leave accrual in webTA, and
2. Leaving their overseas post and returning to the United States or going to their next overseas post to stop the Home Leave accrual in webTA.

626.3.3.4 Premium Pay Administration

Effective Date: 04/28/2022

Employees must enter their premium pay request (*i.e.*, overtime, compensatory time, credit hours, etc.) and obtain supervisory approval in advance. If a timesheet includes overtime or compensatory time hours without a matching approved premium pay request, webTA will not allow the timesheet to be validated.

To accommodate emergency situations where pre-authorization in webTA is not feasible or practicable, the supervisor may email payroll@usaid.gov to request a validation override.

USAID USDHs must adhere to [ADS 472, Premium Compensation](#), when managing premium compensation, including premium pay, and overtime compensation.

626.3.4 Statement of Earnings and Leave (SEL)

Effective Date: 04/28/2022

USDHs and USPSCs have access to their SEL through the National Finance Center (NFC) [Employee Personal Page](#) (EPP) website. Individuals are responsible for reviewing and ensuring that their earnings, deductions, benefits paid by the government, and leave balances are correct and for reporting discrepancies to M/CFO at payroll@usaid.gov for USDHs and uspsc@usaid.gov for USPSCs.

The NFC [EPP](#) website also provides individuals access to their personal information and the ability to make changes to their salary and benefit information, including but not limited to:

1. Changes or updates to direct deposit information;
2. Add or change financial allotments; and
3. Changes to Federal and state tax withholdings, if it is for the same state shown on your payroll record.

If moving or changing from one state to another or to an overseas address, the USDH must complete and submit [Form AD-349](#) to payroll@usaid.gov. USPSCs must contact their Contracting Officer (CO) to modify their contract as necessary.

New USDHs and USPSCs accessing the EPP for the first time will receive an email with access instructions and personal login information, after the first paycheck (usually within three to four weeks after the first day of employment or contract award).

626.3.5 Allowances and Differentials

Effective Date: 04/28/2022

The authorities for each type of allowance and differential are found in [ADS 477, Allowances and Differentials](#) for USDHs and [AIDAR, Appendix D](#) for USPSCs.

626.3.5.1 Advance of Pay for USDH

Effective Date: 04/28/2022

An advance of pay may be made for up to three months' pay (six biweekly pay periods) upon assignment to a post in a foreign area. An advance of pay may be requested upon receipt of travel orders, but no more than 45 days before departure and no more than 60 days after arrival at the overseas assignment.

Employees can submit requests to payroll@usaid.gov by submitting and completing these three documents:

1. Form [AID 760-42](#),
2. Form [AID 5-8](#), and
3. Most recent SEL.

The maximum advance is computed on the employee's base biweekly salary minus mandatory deductions. The actual amount advanced must consider any voluntary allotments and the employee's ability to meet the mandatory repayment schedule.

626.3.5.2 Post Differential, Danger Pay Allowance, and Special Differential

Effective Date: 04/28/2022

For USDHs, HCTM processes the SF-50 action of the employee's assignment to their overseas post. USDHs must verify their assignment or reassignment process and that HCTM has completed documentation before reporting to Payroll. No differential can be paid until HCTM has processed the required documentation.

The timekeeper must report the correct rates in webTA that correspond to the USDH's assignment post. The Secretary of State establishes the rates which are located on the Department of State's Standardized Regulations website ([DSSR](#)).

For USPSCs, the CO must forward the USPSC's budget and any required documentation/forms by email to M/CFO/CMP at uspsc@usaid.gov.

626.3.6 USDH Wage Garnishment

Effective Date: 04/28/2022

A commercial garnishment is a court-ordered withholding of money from an employee's net pay, stemming from a judgment against the employee. Such withholding of net pay is sent to a non-Federal government agency, company, or individual. M/CFO/P will garnish an employee's wages to the extent required by law, to satisfy this requirement.

Common involuntary deductions include different types of wage garnishments, such as, but not limited to:

- Federal or State Tax Levies,
- Child Support/Alimony Withholding Orders,
- Creditor Garnishments,
- Bankruptcy Orders,
- Student Loan Collections, and
- Other Federal Agency Debt Collections.

626.3.6.1 USDH Salary Offset

Effective Date: 04/28/2022

Employee's indebtedness is collected by offsetting the employee's salary. If a salary overpayment is made, NFC notifies the employee of the debt in writing before deductions begin. Salary overpayment offset letters are generated with the submission of a corrected T&A, a corrected or late personnel action, or an NFC internal adjustment.

For employee debts not related to payroll, M/CFO/Washington Financial Services (WFS) first attempts to collect payment as described in [22 CFR 213 Claims Collection](#) and [ADS 625, Accounts Receivable and Debt Collection](#). If these actions are not successful, M/CFO/WFS refers the debt to M/CFO/P to initiate collection through salary offset by NFC.

Salary offset is limited to 15 percent of disposable pay and should begin on the date stated in the Agency's or NFC written demand-for-payment notice of intention to collect.

Please refer to the [ADS 625, Accounts Receivable and Debt Collection](#) and [22 CFR 213 Claims Collection](#) for information on employee debts to the Agency and the salary offset collection process.

626.4 MANDATORY REFERENCES

626.4.1 External Mandatory References

Effective Date: 04/28/2022

- a. [3 Foreign Affairs Manual](#)
- b. [22 CFR 213, Claims Collection](#)
- c. [Department of State Standardized Regulations \(DSSR\)](#)

626.4.2 Internal Mandatory References

Effective Date: 04/28/2022

- a. [ADS 103, Delegations of Authority](#)
- b. [ADS 309, Personal Services Contracts with Individuals](#)
- c. [ADS 405, Telework](#)
- d. [ADS 432, Details - Civil and Foreign Service](#)
- e. [ADS 472, Premium Compensation](#)
- f. [ADS 472mac, Implementation of the webTA Electronic Time Keeping System](#)
- g. [ADS 477, Allowances and Differentials](#)
- h. [ADS 480, Leave](#)
- i. [ADS 625, Accounts Receivable and Debt Collection](#)
- j. [ADS 626mab, Contractors Functioning as Timekeepers](#)
- k. [USAID Acquisition Regulation \(AIDAR\)](#)

626.5 ADDITIONAL HELP

Effective Date: 04/28/2022

- a. [ADS 495, Foreign Service National Direct-Hire Personnel Administration](#)
- b. [ADS 626saa, Guidance for FSNs, CCNPSCs, and TCNPSCs](#)
- c. [CFO memo to Mission Directors on webTA project for FSN/TCN](#)
- d. [Foreign Service Pay Schedule](#)

- e. [GAO-01-186G: Maintaining Effective Control Over Employee Time and Attendance Reporting](#)
- f. [Internal webTA Homepage](#)
- g. [National Finance Center \(NFC\) Employee Personal Page \(EPP\)](#)
- h. [Office of Personnel Management General Schedule Pay System](#)

626.6 **DEFINITIONS**
Effective Date: 04/28/2022

See the [ADS Glossary](#) for all ADS terms and definitions.

Salary Offset

The administrative collection of a debt by deductions at one or more officially established pay intervals from the current pay account of an employee without the employee's consent. (**Chapter 626**)

Wage Garnishment

The process by which Federal agencies require a private sector employer to withhold up to 15% of an employee's disposable pay to satisfy a delinquent debt owed to the federal government. A court order is not required. (**Chapter 626**)

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