



Guidance for Foreign Service Nationals, Cooperating Country National Personal Service Contractors, and Third Country National Personal Service Contractors

An Additional Help for ADS Chapter 626

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[ADS Chapter 626](#) 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).

This additional help document provides guidance for other hiring mechanisms as detailed below.

Hiring Mechanism	Payroll	webTA	Time and Attendance policy
Foreign Service National (FSN) Direct-Hire	Mission's Executive Office (EXO) - Department of State (DoS) Bureau of the Comptroller and Global Financial Services (CGFS).	Timekeeper or email fsnwebtasupport@usaid.gov	ADS 495, Foreign Service National Direct-Hire Personnel Administration
Cooperating Country National Personal Service Contractor (CCNPSC)	EXO DoS - CGFS	Timekeeper or email fsnwebtasupport@usaid.gov	Appendix J, USAID Acquisition Regulation (AIDAR) Local Compensation Plan (LCP)
Third Country National Personal Service Contractor (TCNPSC)	EXO DoS - CGFS	Timekeeper or email fsnwebtasupport@usaid.gov	Appendix J, USAID Acquisition Regulation (AIDAR) Local Compensation Plan (LCP), unless an exception is approved by the Mission Director for certain compensation and benefits

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