



Defense Finance and Accounting Service

DFAS 7900.4-M

Financial Management Systems Requirements Manual Volume 7, Human Resources and Payroll

September, 2012

Strategy Policy and Requirements

SUBJECT: Description of Requirement Changes

The complete listing and description of the requirements changes, deletions, and additions by chapters and systems requirements can be found below.

All changes in this volume are denoted by bold blue font.

VOLUME 7 - Human Resources and Payroll		
Req ID	Change Type	Reason for Change
07.01.047	C	Requirement verbiage updated.
07.01.051	D	Duplicate of 07.01.033 and 07.01.050.
07.01.075	A	New Requirement
07.01.076	A	New Requirement
07.01.077	A	New Requirement
07.01.078	A	New Requirement
07.02.024	D	This is broad policy guidance, not a programmable or testable system requirement.
07.02.033	A	New Requirement
07.02.034	A	New Requirement
07.03.006	D	Duplicate of 07.03.017 and 07.05.006
07.03.021	D	Duplicate of 07.03.003.
07.03.022	D	Duplicate of 07.03.028 and 07.03.017.
07.03.023	A	New Requirement
07.03.024	A	New Requirement
07.03.025	A	New Requirement
07.03.026	A	New Requirement
07.03.027	A	New Requirement
07.03.028	A	New Requirement
07.03.030	A	New Requirement
07.04.034	A	New Requirement
07.04.035	A	New Requirement
07.05.028	A	New Requirement
07.05.029	A	New Requirement

07.05.030	A	New Requirement
07.05.031	A	New Requirement
07.05.032	A	New Requirement
07.06.090	A	New Requirement
07.07.010	D	Duplicate of 11.07.004.
07.07.011	D	Duplicate of 11.07.005.
07.08.005	C	Requirement verbiage updated.
07.08.007	A	New Requirement
07.08.008	A	New Requirement

Chart Legend:

A - Added FFMRs

These are new requirements due to revised and updated source documents

C - Changed FFMRs

These requirements were contained in previous versions, but were changed for various reasons, as described in the Requirement Changes Appendix.

D - Deleted FFMRs

These requirements were removed from this version because they were no longer required by the source document or were redundant with another FFMR

Note: If there is no code in the requirements value added or change type columns for an FFMR, it is by definition, unchanged from previous versions.



Defense Finance and Accounting Service

DFAS 7900.4-M

Financial Management Systems Requirements Manual
Volume 7, Personnel Pay

September 2012

Strategy, Policy and Requirements

SUBJECT: Financial Management Systems Requirements
Volume 7, Personnel Pay

1. PURPOSE

a. This Volume presents the financial management system design and implementation requirements for Department of Defense (DoD) military components' and agencies' Personnel Pay functionality in financial management systems. This Volume is part of the publication which reissues Defense Finance and Accounting Service (DFAS) 7900.4-G, "Federal Requirements for Financial Management Systems," commonly known as the "Blue Book," as a multivolume Manual titled DFAS 7900.4-M. This manual is a comprehensive compilation of the Federal Financial Management Improvement Act (FFMIA) and system requirements.

b. The Blue Book serves as a "roadmap" to Federal and DoD financial management system requirements by major financial management functional areas and their authoritative sources, and will assist managers who are responsible for financial management systems in planning, designing, enhancing, modifying, and implementing financial management systems. Managers are ultimately responsible for being knowledgeable of and complying with the various authoritative sources of financial requirements (both legislative and regulatory). Guidance and procedures are contained in several volumes located on the DFAS Reference Library at <http://www.dfas.mil/dfasffmia/bluebook.html>. Appendix 4 of the manual includes links to where authoritative sources may be accessed.

c. Adherence to these requirements will enable the DoD military components and agencies to meet Federal mandates and will help facilitate DFAS progress toward reaching its strategic goal of providing services faster, better, and cheaper through intelligent systems. The objective of this Volume is to promulgate the financial management systems requirements for system and program managers' use in developing Personnel Pay functionality.

2. APPLICABILITY. Requirements contained in this document are applicable to accounting and finance systems operated and maintained by the DoD.

3. POLICY

a. This Volume provides a synopsis of Federal and DoD financial system requirements, mandated by policy, for financial management systems for Personnel Pay functionality. It is a comprehensive compilation of financial management systems requirements mandated by Public Law 104-208, “Federal Financial Management Improvement Act of 1996” September 30, 1996.

b. This Volume incorporates revisions to existing financial system requirements from the authoritative sources **via highlighting the appropriate text in bolded blue font**. See description of requirement changes for a complete listing and description of the financial system requirements changes, deletions, and additions for this volume.

c. Users of this Volume may forward questions, comments and suggested changes to:

Defense Finance and Accounting Service
Strategy, Policy and Requirements
Attn: Financial Management Systems Requirements Branch
8899 East 56th Street
Indianapolis, IN 46249-0002
E-mail questions, comments, and suggestions to ffmiarequirements@dfas.mil

4. ORGANIZATIONAL RESPONSIBILITIES FOR FFMIA COMPLIANCE

DFAS functions as the primary Departmental entity responsible for producing a Trial Balance from the ERP general ledger and preparing the financial reports for the DoD. Much of the data used by DFAS to carry out the DoD’s accounting and financial reporting functions—such as property and inventory values—originate in non-DFAS organizations or systems. Therefore, other organizations, primarily the military components and Defense agencies, should be held responsible for the compliance of their financial management systems with all applicable Federal requirements. Appendix 5 of DFAS 7900.4-M contains Federal and DoD guidance on FFMIA compliance, evaluation, and reporting.

5. PROCEDURES. Procedures are presented in each Volume of this Manual as appropriate.

6. RELEASABILITY. UNLIMITED. This Volume as part of DFAS 7900.4-M is approved for public release and may be accessed at <http://www.dfas.mil/dfasffmia/bluebook.html>.

7. EFFECTIVE DATE. This Volume is effective immediately.

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PERSONNEL PAY INTRODUCTION

1. Although DoD has been reducing the magnitude of its operations and the size of its workforce, it still employs over a half of a million civilians and pays over one million civilians. The Department's personnel (civilian) costs and benefits total tens of millions of dollars annually and represent a significant portion of the Department's operating expenses.
2. A Federal agency's personnel and payroll systems must be designed and implemented to:
 - a. Operate in accordance with laws, regulations, and judicial decisions;
 - b. Completely, accurately and promptly pay employees and withhold applicable deductions;
 - c. Completely, accurately and promptly generate personnel/payroll records and transactions;
 - d. Provide timely access to complete, correct, and accurate information to those within and outside of the agency who require the information;
 - e. Interact timely and properly with core financial system; and
 - f. Provide adequate internal controls to ensure that the personnel/payroll system(s) is operating as intended.
3. Personnel and payroll functions are necessarily closely linked. An individual's payroll record is created only after Personnel has hired (enlisted/appointed) the person and has brought him/her onto the organization's rolls and established his/her salary, grade, entitlements, etc. Any changes to the basic authorizations and entitlements must be made by Personnel before being reflected in the payroll system.

HUMAN RESOURCES AND PAYROLL REQUIREMENTS

DFAS 7900.4-M, Vol. 07

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.003		The human resources system must provide for support capabilities to electronically generate, approve, and process the full range of monetary and honorary awards for employees, and be flexible enough to tailor to individual agency needs.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 20			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_001
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.005		The human resources system must fully document the associate personnel actions with all regulatory required information such as legal authority and nature of action citations.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 18			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_002
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.006		The human resources and payroll systems must process (with both current and future effective dates) the full range of individual and mass personnel actions such as appointments, reinstatements, transfers, promotions, separations, retirements, terminations, furloughs, change to lower grades, reassignments, pay changes (including locality and national adjustments, allowances, differentials, premium pay, movement between pay plans or schedules, and pay and grade retention), and details.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 18			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_003

HUMAN RESOURCES AND PAYROLL REQUIREMENTS

DFAS 7900.4-M, Vol. 07

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.009		The human resources and payroll systems should maintain individual retirement data, including service history and fiscal history for each employee. Maintain separate records for military (post- 1956) and civilian deposits.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_004
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.010		The human resources and payroll systems must record incumbent related information such as date of hire, service computation date, retirement service date, severance pay date, Civil Service Retirement System, Federal Employees Retirement System, Federal Employee Group Life Insurance and Thrift Savings Plan eligibility dates, Federal Employee Health Benefits enrollment date, step increase and prior military service information must also be recorded. There is also a need for the capability to correct or cancel these actions, and provide the necessary audit trail.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 18			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_005
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.011		The human resources and payroll systems must provide for automatic data conversion and electronic transfer of required data to the Office of Personnel Management (OPM) and other recipients of Government wide reporting information.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_006

HUMAN RESOURCES AND PAYROLL REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.012		The human resources and payroll systems must enable managers and human resources staff to track past, current and pending personnel actions.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 18			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_007
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.014		The human resources and payroll systems must generate a Monthly Employee Report (SF113A) and the Monthly Full-Time Equivalent (FTE) Report (SF 113G) to OPM.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_008
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.024		The human resources system must be able to provide organizational decision support for managers that will simplify their organization and position design decisions (e.g., Budget and Full Time Equivalent (FTE) management, activity based costing, work effort as related to performance measures and indicators).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 16		Manage Organization	Cost Management Acquire-to-Retire Budget-to-Report Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_009
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.025		The human resources system should enable managers to electronically initiate the full range of recruitment-based actions (e.g., internal and external recruitment actions, reassignment actions, details) and flow these actions to the appropriate individuals and offices for approvals and processing.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_010

HUMAN RESOURCES AND PAYROLL REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.026		The human resources system using position-based requirements should provide expert or decision support to generate documentation needed to complete the recruitment process. This includes preparation of vacancy announcements, which contain specific selection criteria (e.g., knowledges, skills and abilities (KSAs) and competencies, and conditions of employment).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_011
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.028		The human resources and payroll systems must accommodate external reporting needs including those required by Treasury, OPM, The Department of Labor, the Federal Retirement Thrift Investment Board, and others.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_012
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.031		The human resources system should support a full identification of position requirements. For example, managers should be able to annotate a position's unique requirements such as mobilization responsibilities, drug testing requirements, position sensitivity, financial disclosure obligations, position-based skill and competency requirements, and a wide variety of other position-based requirements that emerge and change over time.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 16			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_013

HUMAN RESOURCES AND PAYROLL REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.033		The human resources system should automatically generate documents that facilitate related human resources activities (e.g., recruitment, performance management, and training development).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 16			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_014
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.036		The human resources system should allow managers to structure organizations under their control and quickly develop classification documents through the use of standard position descriptions or generation of a new classification determination through the use of expert or decision support systems as appropriate to their requirement.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 16		Manage Organization	Cost Management Acquire-to-Retire Budget-to-Report Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_015
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.039		The personnel system must automatically generate personnel action reminders that will prompt management decisions on such actions as within-grade-increase, completion of probationary period and temporary appointments, and any similar time-sensitive actions. It also should enable on-line approval or disapproval of such recurring actions.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 18			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_016
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.041		The human resources and payroll systems must provide for transfers for separating or transferring employees with the next regular payroll.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_018

HUMAN RESOURCES AND PAYROLL REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.042		The human resources system must process management and employee requested personal actions by either the generation of paper SF-50 or the electronic storage of data associated with the SF-50. Also included in this process are those actions ancillary to employment, such as requesting security investigations, arranging physical examinations and identifying drug testing requirements, requesting and providign SF-75 information, and the administration of the in-processing activities.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 18			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_019
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.047	C	The human resources system should provide the capability to process reduction in force actions including the determination of retention rights, issuance of notices, and generation of required documentation and must generate retention records for a required documentation.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pgs 17 and 30		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_020
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.048		The human resources system must preclude duplicate data entry by electronically producing position-embedded performance criteria necessary to generate individual performance appraisal plans.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 20		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_021

HUMAN RESOURCES AND PAYROLL REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.049		The human resource system should be sufficiently flexible to allow for multiple performance rating configuration and evaluation methods.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 20		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_022
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.050		The human resources system should provide for electronic routing, completion, approval, and recording of the performance plan and resulting rating from management and human resources office.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 20		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_023
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.051	D	Deleted: The personnel system should have the capability to create, monitor, and maintain performance improvement plans.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 20		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_024
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.052		The human resources system must provide the capability to track and record the full range of employee, management, or third party generated appeals and grievances. This includes events such as performance and conduct cases, Uniform Labor Practices, and Labor contract administration.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 20		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_025

HUMAN RESOURCES AND PAYROLL REQUIREMENTS

DFAS 7900.4-M, Vol. 07

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.053		The human resources system tracking functionality must include such information as case nature, case date, case steps and resolution.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 20		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_026
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.054		The human resources system should support the conversion of the paper Official Personnel Folder (OPF) to an electronic medium, which will help agencies to reduce the significant operational burden of maintaining paper OPFs while affording human resources professionals, managers and employees easier access to historical employment information.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 18		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_027
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.055		The human resources system must preclude duplicate data entry by automatically accessing position and employee information already residing within the system.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 18		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_028
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.056		The human resources system should facilitate full manager empowerment of delegated position classification authority.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 16		Manage Organization	Cost Management Acquire-to-Retire Budget-to-Report Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_029

HUMAN RESOURCES AND PAYROLL REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.057		The human resources system should provide sufficient flexibility to enable management to account for total work force utilization that can encompass the efforts and associated costs of contractors, military members, and volunteers.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 16		Manage Organization	Cost Management Acquire-to-Retire Budget-to-Report Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_030
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.058		The human resources system should have the flexibility to allow managers to electronically receive and act upon referral lists, resumes that contain appropriate candidates' qualification information, and fully take into account regulatory requirements.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_031
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.059		The human resources system must provide the capability to produce pertinent information in response to classification appeals.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 16		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_032
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.060		The human resources system must provide a means for applicants and employees to apply as either external or internal candidates for vacant positions.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_033

HUMAN RESOURCES AND PAYROLL REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.061		The human resources Benefit Administration system should have the capability to enable maximum employee access to self-service personnel benefits information and automated transaction processing so that employees may manage their own benefits.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 19		Manage Benefits	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_034
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.062		The human resources Benefits Administration systems coverage should include: - Federal Employees Health Benefits Life Event and Open Season Elections - Thrift Savings Plan Life Event and Open Seasons Elections - Federal Employees Group Life Insurance Life Event and Open Season Elections - Retirement Calculations for all categories of employees under all applicable retirement programs to the agency - Miscellaneous Changes (e.g., Address, name, emergency contact information) - Alternative data and processing entry points for individual with disabilities in compliance with the American Disability Act.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 19			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_035

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Human Resource Data Collection/Maintenance and Personnel Processing	07.01.063		In support of work force development, the human resources system must provide the capability to use position and personal data already residing within the system to facilitate on-line initiation of the full range of work force development activities. These activities include nomination, approval, enrollment, evaluation, and personnel record documentation.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 21			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_036
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.064		In support of work force development functions, the human resources system must record essential data relative to the cost and source of developmental activities and enable analysis of such activities to determine future budget needs and return on investment.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 21			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_037
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.065		In support of employee development programs, the human resources system must support the planning, development, delivery of training and career development programs to meet agency and employee needs, and track completion of training by employees.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 21			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_038
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.066		In support of developing training budgets, the human resources system must support the preparation of financial projections and implementation of controls, which maximize the utilization of training funds.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 21		Develop Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_039

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Human Resource Data Collection/Maintenance and Personnel Processing	07.01.067		To evaluate development and training activities, the human resources system must support the evaluation of the effectiveness and quality of course design, program content, delivery methodology and instructional value.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 21		Develop Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_040
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.068		The payroll system must use the SSN to identify all employees paid by the Department.		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010401 A	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_011
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.069		The payroll system must restrict access to personnel, payroll, and disbursement records or data files to authorized personnel:		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010406 A	Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Human-Resources_Payroll_030
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.070		The payroll system must provide employees and managers self-service capabilities in obtaining information pertinent to their needs. For example, employees should have access to their personal employment and earnings data and managers should have access to their organizational and subordinate work force non-personal data.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_045

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.071		'The human resources-payroll system shall ensure that employee initiated transactions are authorized by law or regulation, are accurately effected and documented, and are confirmed in a timely manner to the employee.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 19			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_046
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.072		The human resources-payroll system shall reconcile human resource data to provide assurance that all employees on the payroll are bona fide and that all earnings, entitlements, and benefits are being computed as authorized and recognized in the human resources system.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_047
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.073		The human resources-payroll system shall produce data required by Treasury; IRS; the Social Security Administration; the Department of Labor; OPM; Equal Employment Opportunity Commission; Federal Retirement Thrift Investment Board; Federal Reserve Banks; OMB; Department of Health and Human Services; and state, local, and other taxing authorities. Examples include Central Personnel Data File (CPDF) submissions, Standard Form 113; W-2 Reporting; Retirement Records, and reports on the use of various methods of payments.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	HR_Data_Collection_Maintenance_And_Personnel_Processing_048

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Human Resource Data Collection/Maintenance and Personnel Processing	07.01.074		The personnel pay system must be compliant with all Privacy Act and personally identifiable information requirements.		Source: DoDI 1400.25-V1100; Source Date: 12/1/2008; Source Number: Enclosure 2, Para. 4.d.7			HR_Data_Collection_Maintenance_And_Personnel_Processing_049
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.075	A	The civilian payroll system shall provide an employee home leave only when he or she has completed a basic service period of 24 months of continuous service abroad.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 052102.A			HR_Data_Collection_Maintenance_And_Personnel_Processing_044
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.076	A	The civilian payroll system shall provide military leave to eligible employees on a fiscal year basis.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 051801			HR_Data_Collection_Maintenance_And_Personnel_Processing_041
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.077	A	The civilian payroll system shall allow an employee who transfers from a Non-Appropriated Fund position to an Appropriated Fund position (or the reverse) to transfer all accumulated leave without limit, as long as the break in service does not exceed 3 days.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050701			HR_Data_Collection_Maintenance_And_Personnel_Processing_042
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.078	A	The civilian payroll system shall entitle employees who are appointed to positions not limited to less than 90 days to annual leave earning upon completion of the first biweekly pay period.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050202.A			HR_Data_Collection_Maintenance_And_Personnel_Processing_043
Time and Attendance Processing	07.02.002		In the Time and Attendance (T&A) systems, approvals shall be made individually for each employee, and an approval-automated signature shall be provided for each time and attendance report.		Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020402 B			Time_And_Attendance_Processing_017

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Time and Attendance Processing	07.02.003		The T&A system must collect actual hours or days worked, and other pay related data, e.g., piecework, fee basis units/ dollars, and differentials for each employee.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22	Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020201		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_001
Time and Attendance Processing	07.02.004		The T&A system collect work and leave hours based upon an established tour of duty, including alternative work schedule/flextime hour's information. This requires pre-approved or positive acknowledgement from the approving official that the employee worked the established tour and that time and attendance data is approved.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22	Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020206 B		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_002
Time and Attendance Processing	07.02.006		The T&A system must support the collection of labor distribution hours based on the classification code structure defined in the JFMIP Core Requirements document.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 27	Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 0208	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_003
Time and Attendance Processing	07.02.007		The T&A system must provide capabilities for the collection of time and attendance data on a pay period basis, e.g., daily, weekly, biweekly, semi-monthly, and/or monthly basis.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22	Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010203 H Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020205 I Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020402 B		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_004

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Time and Attendance Processing	07.02.008		The T&A system must calculate and adjust weekly, biweekly, per pay period, hours based on Fair Labor Standards Act (FLSA), Title 5, and other statutory and regulatory requirements.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22	Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 0206 □ Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010203 H		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_005
Time and Attendance Processing	07.02.009		The T&A system must accept time and attendance data through various processing modes e.g., automated time entry or internet.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22	Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: s 020102 C 3 b and 020402 B	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_006
Time and Attendance Processing	07.02.010		The T&A system must support the correction of current and prior pay periods time and attendance records.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22	Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 0206		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_007
Time and Attendance Processing	07.02.011		The T&A system must collect data on employees who work temporarily in other or multiple pay classifications.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_008
Time and Attendance Processing	07.02.012		The T&A system must be able to capture data in days, fractions of hours, or other units of measure as required.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22		Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_009

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Time and Attendance Processing	07.02.013		The T&A system must generate reports to monitor T&A data.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22		Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_010
Time and Attendance Processing	07.02.015		The T&A system must be able to receive electronic or other appropriately documented, approvals from authorized approving officials. The T&A system must be able to release data for further system processing.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22	Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: s 020205 I, 020402 B, and 020501	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_011
Time and Attendance Processing	07.02.017		For a T&A system, a single automated code may be entered by the supervisor to approve the information contained in the file, provided that the data elements itemized in paragraph 020205, DoD FMR Vol. 8, Chapter 2, are contained in the file.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22	Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020402 D			Time_And_Attendance_Processing_018
Time and Attendance Processing	07.02.020		The T&A system must determine premium pay entitlements based on schedule tour; actual hours worked and leave data.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_012
Time and Attendance Processing	07.02.021		The payroll system must accumulate labor and cost information for use in budgeting and controlling costs; performance measurement; determining fees and prices for services; assessing programs; and management decision making. Labor costs are an integral part of determining and doing business.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 27			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Time_And_Attendance_Processing_013

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Time and Attendance Processing	07.02.022		The payroll system must accumulate work units by cost object (e.g., organization and activity), and responsibility center and be provided to other systems performing cost accounting functions.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 27			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Time_And_Attendance_Processing_014
Time and Attendance Processing	07.02.023		To support time and attendance processing, the T&A system must edit T&A data at the earliest time to ensure that the data are complete, accurate, and in accordance with legal requirements.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 22		Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_015
Time and Attendance Processing	07.02.024	D	Deleted: The Source Data Automation (SDA) system shall not cause the need for, or lead to the development of, a new interface to an existing legacy accounting system.		Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020901 A	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_015
Time and Attendance Processing	07.02.025		The SDA system shall provide time and attendance data to Defense Civilian Payroll System (DCPS) in a timely manner each pay period.		Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020901 B	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_026
Time and Attendance Processing	07.02.026		The SDA system shall have the capability to receive data from or transmit data to more than one DCPS civilian payroll office.		Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020901 C	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_016
Time and Attendance Processing	07.02.027		Only one SDA system process must be approved per major claimant/major command/Defense activity. Employees not using the SDA system must use the DCPS on-line time and attendance input system.		Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020901 D	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_019

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Time and Attendance Processing	07.02.028		The SDA system shall have the capability to support supervisory electronic certification of time and attendance, even if the major claimant/major command/Defense activity does not use this capability.		Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020901 E	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_017
Time and Attendance Processing	07.02.029		The SDA system must provide positive acknowledgment of accurate time and attendance prior to payroll processing.		Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020901 F	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_002
Time and Attendance Processing	07.02.030		Standard DCPS time and attendance codes shall be used with the SDA system software application.		Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020901 G	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_018
Time and Attendance Processing	07.02.031		The SDA system shall support at least 1,000 employees.		Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020901 H	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_027
Time and Attendance Processing	07.02.032		Use of the SDA system shall eliminate any need for dual reporting of time and attendance and labor cost data.		Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020901 I	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_019
Time and Attendance Processing	07.02.033	A	The payroll system shall have the capability to automatically post time and attendance data received from the Time and Attendance system.		Source: DoDFMR Vol 08, Ch 02; Source Date: 9/1/2010; Source Number: 020501			Time_And_Attendance_Processing_016

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Time and Attendance Processing	07.02.034	A	The Time & Attendance system shall provide the capability for an employee to input COP (Continuation of Pay) for up to 45 days for disabling job-related traumatic injuries.		Source: DoDFMR Vol 08, Ch 02; Source Date: 9/1/2010; Source Number: 020209.B			HR_Data_Collection_Maintenance_And_Personnel_Processing_050
Leave Processing	07.03.002		The human resources and payroll systems must automatically convert leave taken in excess of available balance, based upon an established leave priority policy. When appropriate, provide for management review (e.g., to determine advance, leave without pay, or absence without leave).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23	Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050202 C		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_001
Leave Processing	07.03.003		For each pay period, the payroll system must accrue each type of leave to which an employee is entitled, including partial accruals and carryovers. Special accrual rules for employees using donated leave, etc., must be accommodated.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23	Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: □ Source: DoDFMR Vol 08, Ch 07; Source Date: 2/1/2001; Source Number: 070201 M		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_002
Leave Processing	07.03.004		The payroll system must process variable leave accruals for part-time employees. The accruals shall be based on actual hours in a pay status.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23	Source: DoDFMR Vol 08, Ch 07; Source Date: 2/1/2001; Source Number: 070301 B		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_003
Leave Processing	07.03.005		The human resources and payroll systems must determine compensatory time or credit hours to be forfeited or paid as appropriate based on predetermined elapsed time limits; maximum carry over limits; and maximum earning ceilings.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23	Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 051002, 051003 and 053103	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_004

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Leave Processing	07.03.006	D	Deleted: The payroll system must maintain detailed audit trail and control data that ensure that all reported leave hours have been processed accurately and that the hours used in pay calculations are correct.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_005
Leave Processing	07.03.007		The human resources and payroll systems must provide the capability to track and report pay associated with job-related injury time (continuation of pay (COP)).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_006
Leave Processing	07.03.008		The human resources and payroll systems must provide capabilities for fiscal year-end, leave-year- end and calendar year-end processing and forfeitures in accordance with established Government-wide and agency guidelines.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_007
Leave Processing	07.03.009		The human resources and payroll systems must process leave forfeiture and carryover for each employee.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23	Source: DoDFMR Vol 08, Ch 03; Source Date: 8/1/1999; Source Number: 031102 A	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_008
Leave Processing	07.03.010		The human resources and payroll systems must modify leave accruals; and/ or balances for employees who change leave systems, or work schedules (i.e., full-time to part-time, etc.).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Leave_Processing_009

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Leave Processing	07.03.011		The payroll system must process both current period and prior period leave transactions on an effective pay period basis.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_010
Leave Processing	07.03.012		The human resources and payroll systems must provide capabilities to re-compute leave balances due to prior-period hour adjustments or retroactive entitlement changes for each period subsequent to the effective period of the change (leave, benefits and payments) in the following order: (1) retroactive entitlement changes and then (2) prior-period hour adjustments.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_011
Leave Processing	07.03.015		The payroll system shall maintain leave records that show for each employee: 1) the rate of accrual for each type of leave, 2) the hours or days accrued and used by leave type, 3) hours or days advanced by leave type.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050103		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_016

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Leave Processing	07.03.017		The payroll system should process leave for each reported leave type at the end of each effective pay period. Process advances; accruals, and restored leave before usage are applied to the appropriate available balance.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23	Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050804 □ Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050302 B □ Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050202 E □ Source: DoDFMR Vol 08, Ch		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Leave_Processing_012
Leave Processing	07.03.019		Upon termination of an employee from federal employment, the payroll system must offset the dollar amount of advanced leave balances (computed at the rate of pay in effect when the leave was taken) against the dollar amount of earnings for pay period of separation and any unused annual leave (based on the current pay rate) on termination of an employee from federal employment. Calculate indebtedness for leave advances upon separation. Accomodate requests for waiver of collections for leave advances.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25	Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 052105		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Leave_Processing_013
Leave Processing	07.03.021	D	Deleted: The payroll system must process leave accrual units for special category employees, e.g., firefighters, etc.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_014

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Leave Processing	07.03.022	D	Deleted: To support leave processing, the payroll system must offset advanced sick leave balances against subsequent pay period accruals of sick leave.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_015
Leave Processing	07.03.023	A	The civilian payroll system shall reject court leave entered for Intermittent employees.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 051704			Leave_Processing_025
Leave Processing	07.03.024	A	The civilian payroll system shall allow the substitution of court leave for annual leave if the employee is called for jury duty or witness service while on annual leave.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 051702			Leave_Processing_026
Leave Processing	07.03.025	A	The civilian payroll system shall allow unused military leave up to 120 hours (15 days) to accumulate for subsequent use.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 051801			Leave_Processing_028
Leave Processing	07.03.026	A	The civilian payroll system shall reject military leave input for employees with temporary appointments of 1 year or less, or with intermittent work schedules.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 051801			Leave_Processing_029
Leave Processing	07.03.027	A	The civilian payroll system shall allow a maximum of 240 hours (30 days) of military leave to be used in any fiscal year.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 051807			Leave_Processing_030

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Leave Processing	07.03.028	A	The civilian payroll system shall provide the capability to advance sick leave to employees.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050304			Leave_Processing_031
Leave Processing	07.03.030	A	The civilian payroll system shall support the transfer of annual leave between employees due to medical emergencies.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 051202			Leave_Processing_024
Payroll Withholdings/Deductions Processing	07.04.001		The payroll system must provide data to establish receivables or follow up on types of leave that may result in an employee indebtedness, including health insurance premiums for employees on approved leave without pay and certain jury duty fees while on court leave.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_001
Payroll Withholdings/Deductions Processing	07.04.002		The human resources and payroll systems must provide for percentage computation of deductions that are subject to annual or regulatory limits (e.g., the current rate for federal taxes on supplement payments, Thrift Savings plans TSP contributions, and Social Security taxes).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_002

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Payroll Withholdings/Deductions Processing	07.04.004		The payroll system must calculate the following deductions types for each employee: (1) mandatory deductions (e.g., retirement, federal, state, local and FICA taxes), (2) voluntary deductions (e.g., state and local taxes for multiple taxing authorities, life insurance, health insurance, thrift saving, deductions, allotments, and bonds and pre-tax deductions for transportation benefits), and (3) involuntary deductions (e.g., IRS levies, garnishment and administrative debt collection).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pgs 24-25	Source: DoDFMR Vol 08, Ch 04; Source Date: 7/1/2008; Source Number: 040802 B, 040809 B, 041202 C, 041402 I, 041409 B, 041410 A, and 041605 B		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_003
Payroll Withholdings/Deductions Processing	07.04.005		The human resources and payroll systems must provide the capability to handle deductions that apply to various pay periods and/or have specified limitations, e.g., garnishment pay-off amount.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_004
Payroll Withholdings/Deductions Processing	07.04.006		The human resources and payroll systems must adjust taxable gross pay by deducting untaxed items (e.g., thrift saving deductions) and civil service retirement annuity offsets.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_005

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Payroll Withholdings/Deductions Processing	07.04.008		The human resources and payroll systems must pro-rate insurance premium deductions for part-time, seasonal, and applicable accessions and separating employee using the daily pro-ration rule.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25	Source: DoDFMR Vol 08, Ch 04; Source Date: 7/1/2008; Source Number: 040802 E		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_006
Payroll Withholdings/Deductions Processing	07.04.009		The payroll system must accelerate deductions for employees paid an annual salary in less than one year (e.g., teachers).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_007
Payroll Withholdings/Deductions Processing	07.04.012		The human resources and payroll systems must subtract deductions calculated in the order of precedence specified by Office of Personnel Management (OPM) or other laws and regulations, while ensuring that net pay is not negative. Follow appropriate rules for taking no deductions within a priority level or partial deductions, if allowed.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25	Source: DoDFMR Vol 08, Ch 04; Source Date: 7/1/2008; Source Number: 040201, 040202, 041201 D, and 041409 A		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_008

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Withholdings/Deductions Processing	07.04.013		The payroll system must determine when a bond may be issued, given its type, denomination per pay deduction and balance from previous pay deductions.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_009
Payroll Withholdings/Deductions Processing	07.04.014		The payroll system must deduct some items in every pay period and others in selected pay periods only. e.g., discretionary allotments.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_010
Payroll Withholdings/Deductions Processing	07.04.015		The payroll system must offset the dollar amount of other receivables owed the agency against earnings for pay period of separation or, if applicable, lump sum payments.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Withholdings_And_Deductions_Processing_011

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Payroll Withholdings/Deductions Processing	07.04.022		The payroll system, for court-ordered garnishments for alimony and child support payments, must determine if gross pay is sufficient for both payments ordered in a single garnishment. If gross pay is not sufficient for both payments ordered in a single garnishment, a proportionate share of each payment must be made to the extent gross pay is available (42 U.S.C. 659) (reference (ae)). If there are multiple garnishments for these payments, the garnishments filed earliest are withheld first.		Source: DoDFMR Vol 08, Ch 04; Source Date: 7/1/2008; Source Number: 040201 I	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Withholdings_And_Deductions_Processing_015
Payroll Withholdings/Deductions Processing	07.04.024		If a bankruptcy court orders that a certain amount of net pay shall be paid an employee regardless of deductions, the payroll system must then: The amount of the net pay shall be deducted from gross pay first. Remaining deductions shall then be withheld in accordance with paragraphs 040201 (Deductions) and 040202 (Available Pay). Deductions based on gross pay (for example, Social Security/Medicare deductions which are calculated by multiplying applicable portions of the gross pay by a required percentage) shall be computed on applicable portions of the full gross pay, that is, gross pay before subtracting court-ordered net pay.		Source: DoDFMR Vol 08, Ch 04; Source Date: 7/1/2008; Source Number: 041301 A	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	
Payroll Withholdings/Deductions Processing	07.04.027		The human resources and payroll systems must compute the maximum variable deductions for levies, garnishments, and/or offsets based on appropriate limitations of each type of deduction.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Withholdings_And_Deductions_Processing_012

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Withholdings/Deductions Processing	07.04.029		The human resources and payroll systems must ensure that leave without pay (LWOP), furloughs for retirement, Office of Workers Compensation Program (OWCP), education, and military purposes is separately designated and does not affect Within Grade Increase (WGI), etc.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 23			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_013
Payroll Withholdings/Deductions Processing	07.04.031		The human resources and payroll systems must electronically compare leave, benefits, and payments, for adjusted time and attendance data with prior period data and automatically compute differences.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Withholdings_And_Deductions_Processing_014
Payroll Withholdings/Deductions Processing	07.04.032		The system must automatically record amounts withheld each pay period on an employee's pay record.		Source: DoDFMR Vol 08, Ch 04; Source Date: 7/1/2008; Source Number: 040704 A		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Human-Resources_Payroll_020

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Withholdings/Deductions Processing	07.04.033		The system must be able to deduct garnishments from an employee's pay.		Source: DoDFMR Vol 08, Ch 04; Source Date: 7/1/2008; Source Number: 041201 A		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Human-Resources_Payroll_028
Payroll Withholdings/Deductions Processing	07.04.034	A	The system shall ensure that deductions are limited to amounts allowed as established by appropriate laws and regulations.		Source: DoDFMR Vol 08, Ch 04; Source Date: 7/1/2008; Source Number: 041101			Payroll_Withholdings_And_Deductions_Processing_018
Payroll Withholdings/Deductions Processing	07.04.035	A	The civilian payroll system shall establish a debt to be collected for any unearned leave that was used.		Source: DoDFMR Vol 08, Ch 07; Source Date: 8/1/2011; Source Number: 070201.C			Payroll_Withholdings_And_Deductions_Processing_019
Computing Gross Pay	07.05.001		The payroll system must process both current period and prior period adjustments as an integral part of the payroll cycle.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Computing_Gross_Pay_001

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Computing Gross Pay	07.05.004		The payroll system must compute pay for various types of employees, e.g., firefighters, law enforcement officers, emergency medical technicians, teachers, etc.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Computing_Gross_Pay_002
Computing Gross Pay	07.05.005		The payroll system must (1) compute earnings amounts or rates for partial pay periods when entitlement dates do not coincide with the pay period's beginning and ending dates, and (2) process earnings adjustments on a begin-date/end-date basis.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Computing_Gross_Pay_003
Computing Gross Pay	07.05.006		The payroll system must calculate pay at the end of each period after properly authorized inputs have been received from the Time and Attendance Processing Function, and after personnel action processing is completed.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24	Source: DoDFMR Vol 08, Ch 01,; Source Date: 7/1/2008; Source Number: 010203 H□ Source: DoDFMR Vol 08, Ch 03; Source Date: 8/1/1999; Source Number: 030101 F		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Computing_Gross_Pay_004
Computing Gross Pay	07.05.007		The payroll system must calculate overtime based on FLSA, Title 5, Title 38, and Title 42 requirements.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24	Source: DoDFMR Vol 08, Ch 03; Source Date: 8/1/1999; Source Number: 030302 B		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Computing_Gross_Pay_005

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Computing Gross Pay	07.05.008		The human resources and payroll systems must calculate current and/or retroactive adjustments for allowances, premiums and differentials as defined by law or regulation. These may be set dollar amounts or computed as a percentage of pay, applying caps or other limitations when applicable.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24	Source: DoDFMR Vol 08, Ch 03; Source Date: 8/1/1999; Source Number: 030309, 030404 D, and 030503 C		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Computing_Gross_Pay_006
Computing Gross Pay	07.05.010		The payroll system must accommodate information requirements to support supplemental pay actions and recertified checks.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Computing_Gross_Pay_007
Computing Gross Pay	07.05.012		The payroll system must not allow a single lump-sum pay advance that exceeds three months' net pay for those employees authorized a permanent change of station (PCS) to a foreign area.		Source: DoDFMR Vol 08, Ch 03; Source Date: 8/1/1999; Source Number: 030901 B			Computing_Gross_Pay_019
Computing Gross Pay	07.05.013		For repayment of salary advances, the payroll system shall facilitate repayments to be made by payroll deduction over a maximum of 26 pay periods.		Source: DoDFMR Vol 08, Ch 03; Source Date: 8/1/1999; Source Number: 030905 A	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	

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Computing Gross Pay	07.05.014		When an employee separates or transfers, the outstanding balance of a payroll advance shall be due in full. The payroll system must ensure advances of pay are recoverable from the employee or the employee's estate by deduction from accrued pay, amount of retirement credit, other amounts due the employee from the government, or by other methods as provided in Defense Finance and Accounting Service (DFAS) DoDFMR, Volume 5, Chapter 25, paragraph 2503.		Source: DoDFMR Vol 08, Ch 03; Source Date: 8/1/1999; Source Number: 030905 C			Computing_Gross_Pay_020
Computing Gross Pay	07.05.015		On an exception basis, the payroll system shall provide the capability to allow additional payments on an advance when circumstances warrant and the employee has not received the full amount of the maximum possible advance consistent with the employee's pay grade		Source: DoDFMR Vol 08, Ch 03; Source Date: 8/1/1999; Source Number: 030906 G			Computing_Gross_Pay_021
Computing Gross Pay	07.05.020		The payroll system must prohibit employees and service members engaged in civilian payroll functions from maintaining or servicing their own payroll and personnel records.		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010406 A 4			Computing_Gross_Pay_022
Computing Gross Pay	07.05.023		To support pay processing, the payroll system must perform statutory limit and reasonableness tests on gross pay.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Computing_Gross_Pay_008

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Computing Gross Pay	07.05.024		The payroll system must compute gross pay as the sum of each rate of pay times the number of units related to it, minus retirement annuity offsets, if applicable, plus all appropriate allowances and/or other gross pay components.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Computing_Gross_Pay_009
Computing Gross Pay	07.05.025		The payroll system must classify and total deductions, subtract total deductions from gross pay, and apply formulas or utilize tables to determine employer contributions required for certain payroll taxes and benefits.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Computing_Gross_Pay_010
Computing Gross Pay	07.05.026		The system must process and compute pay and deductions for multiple positions under different appointment authorities, and different pay, leave, and benefit entitlements.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Computing_Gross_Pay_011

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Computing Gross Pay	07.05.027		The human resources and payroll systems must support retirement calculations for all categories of employees under all applicable retirement programs to the agency.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 19			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Computing_Gross_Pay_012
Computing Gross Pay	07.05.028	A	The civilian payroll system shall ensure full continuity of pay for non-exempt employees (under FLSA) during their regularly scheduled tour of duty, when in court leave status for jury duty or witness service.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 051705			Computing_Gross_Pay_018
Computing Gross Pay	07.05.029	A	The system shall provide automated functionality to make EEOC Judgements and Settlements to employee.		Source: DoDFMR Vol 08, Ch 01; Source Date: 12/1/2010; Source Number: 010504.H			Computing_Gross_Pay_014
Computing Gross Pay	07.05.030	A	The system shall provide automated functionality to make Fees, Licenses and Permits payments.		Source: DoDFMR Vol 10, Ch 12; Source Date: 6/1/2012; Source Number: 1208 Source: DoDFMR Vol 10, Ch 12; Source Date: 6/1/2012; Source Number: 120320 Source: DoDFMR Vol 10, Ch 12; Source Date: 6/1/2012; Source Number: 120319.B			Computing_Gross_Pay_015

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Computing Gross Pay	07.05.031	A	The system shall provide automated functionality to make reimbursement payments to employees.		Source: DoDFMR Vol 10, Ch 11; Source Date: 9/1/2001; Source Number: 110101			Computing_Gross_Pay_016
Computing Gross Pay	07.05.032	A	The civilian payroll system shall support lump-sum leave payments.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050204.D			Computing_Gross_Pay_017
Payroll Processing and Distribution	07.06.001		The human resources and payroll systems must process prior period, current and future period pay actions, based on effective dates.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 24			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_001
Payroll Processing and Distribution	07.06.009		The payroll system must support payroll adjustments and regular calculations that cross fiscal and/or calendar years, and provide needed information to the Core financial and other information systems.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_002

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Payroll Processing and Distribution	07.06.010		The payroll system must record gross pay, deductions, and net pay while generating information to update other functions and systems, including the standard general ledger maintained in the Core Financial System.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Acquire-to-Retire Budget-to-Report Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Order-to-Cash Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order S	Payroll_Processing_And_Distribution_003
Payroll Processing and Distribution	07.06.011		The human resources and payroll systems must allow employees to update personal information, at the employee's discretion, e.g., tax withholding information, savings bond information, electronic funds transfer information, and allotments.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_004
Payroll Processing and Distribution	07.06.013		The payroll system must be able to generate payment for severance pay, not exceeding the amount authorized for each employee, on a pay period basis and provide for Department of Defense employees, the option of a lump sum payment.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_And_Distribution_005

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Payroll Processing and Distribution	07.06.014		The payroll system must make electronic funds transfer payments as well as other methods of payments, including off-cycle and third party payments.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order Service-to-Satisfaction	Payroll_Processing_And_Distribution_006
Payroll Processing and Distribution	07.06.016		The payroll system must be able to generate payment of unpaid employee compensation to beneficiaries.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_007
Payroll Processing and Distribution	07.06.022		The payroll system must be able to generate employee earnings statements detailing the compositions of gross pay, deductions, net pay for the current pay period and year to date (electronic and paper copies).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28	Source: DoDFMR Vol 08, Ch 03; Source Date: 8/1/1999; Source Number: 031103 E		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_008

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.024		The payroll system must maintain data that is reconciled to pass to the Core Financial System and cost accounting modules to update Fund Balances with Treasury and other asset, expense, and liability accounts, appropriation accounts, and relevant cost centers for payroll, including employer contributions.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_009
Payroll Processing and Distribution	07.06.025		The human resources and payroll systems must make information available to other functions to generate internal and external payroll reports not created directly in the Pay Processing function.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_010
Payroll Processing and Distribution	07.06.026		The payroll system must maintain each pay record by the pay period in which it was calculated and by the pay period to which it applies (the effective pay period).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25	Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010402	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_And_Distribution_011

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.028		The payroll system must produce all reports and vouchers necessary to recognize payroll expenses, establish related receivables, and disburse all related payments. It must also produce supporting detail registers or subsidiary ledgers.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29	Source: DoDFMR Vol 08, Ch 09; Source Date: 2/1/2009; Source Number: 090206 A □ Source: DoDFMR Vol 08, Ch 09; Source Date: 2/1/2009; Source Number: 090205 B □ Source: DoDFMR Vol 08, Ch 07; Source Date: 2/1/2001; Source Number: 070508 C		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_And_Distribution_012
Payroll Processing and Distribution	07.06.029		The human resources and payroll systems must produce managerial reports to facilitate monitoring of human resources costs, leave authorizations, and personnel actions by human resources/payroll staff members and by operational supervisors or managers.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_013
Payroll Processing and Distribution	07.06.031		The payroll system must provide for tax deduction reporting and reconciliation and correction processing. These functions should be available for each taxing authority.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29	Source: DoDFMR Vol 08, Ch 07; Source Date: 2/1/2001; Source Number: 070508 C	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_And_Distribution_014

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.032		The human resources and payroll systems must derive summary totals for earnings, deductions, contributions, and paid hours for internal control purposes and to facilitate reconciliation.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_016
Payroll Processing and Distribution	07.06.035		The payroll system must accommodate information requirements for accounting transactions for accruals of pay and benefits during the year. This process is to provide for accruing and reversing accounting information relative to pay and benefits.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26	Source: DoDFMR Vol 04, Ch 10; Source Date: 6/1/2009; Source Number: 100203		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	
Payroll Processing and Distribution	07.06.036		The payroll system must provide a means for correcting accounting transactions for an employee for one or more past pay periods. The correction should also generate adjusting accounting transactions to reverse the improper charges and record the correct ones.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_018

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.037		The human resources and payroll systems must notify agency human resources and payroll office staff of incorrect or missing data.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_020
Payroll Processing and Distribution	07.06.040		The human resources and payroll systems must provide a report for health benefit deductions not taken (e.g., for an employee on leave without pay).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 30	Source: DoDFMR Vol 08, Ch 04; Source Date: 7/1/2008; Source Number: 040802 B		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_021
Payroll Processing and Distribution	07.06.041		The payroll system must provide a report of employee debt, caused by prior-period adjustments or current-period computation, to be used in administrative collection.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 30			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_022

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Payroll Processing and Distribution	07.06.042		The human resources and payroll systems must provide an output matrix of reports that describes a report by its title, purpose, frequency, distribution level, and the media used to distribute.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_And_Distribution_023
Payroll Processing and Distribution	07.06.046		The human resources and payroll systems must generate reports at specific time intervals or upon request, including reports that span fiscal year, calendar years, or other time periods.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_And_Distribution_024
Payroll Processing and Distribution	07.06.047		The payroll systems user outputs produced must include all vouchers and reports necessary to recognize payroll expenses and authorize related disbursements.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_025
Payroll Processing and Distribution	07.06.051		The payroll system must provide system flexibility in accepting data from multiple media that recognizes the unique data input requirements of interface systems.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 31			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Payroll_Processing_And_Distribution_026
Payroll Processing and Distribution	07.06.052		The human resources and payroll systems must subject all transactions from interfacing systems to the standard human resources payroll system edits, validations, and error-correction procedures.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 31	Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010406 A	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_And_Distribution_027

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Payroll Processing and Distribution	07.06.054		The human resources and payroll systems must provide the capability to identify and process transactions from other systems that enter and update the standard human resources-payroll system.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 31			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Payroll_Processing_And_Distribution_028
Payroll Processing and Distribution	07.06.057		The human resources and payroll systems must provide system capability to allow users to customize output for reporting and providing interfaces to other systems necessary to meet agency requirements for external processing (e.g., retirement processing, general ledger posting, budget formulation, budget reconciliation, and budget execution).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 31			Cost Management Acquire-to-Retire Budget-to-Report Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Order-to-Cash Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order S	Payroll_Processing_And_Distribution_029
Payroll Processing and Distribution	07.06.061		To support pay processing, the human resources and payroll systems must capture the overtime rate in effect when compensatory time is earned for future pay out.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 25	Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 051002 and 051003	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_And_Distribution_030
Payroll Processing and Distribution	07.06.062		To support pay processing, the human resources and payroll systems must support the unemployment compensation for employees (UCFE) processing and responding to ES 931 Request for Wage and Separation Information-UCFE requests.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_031

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Payroll Processing and Distribution	07.06.063		To support pay processing, the payroll system must maintain data to support preparation of notifications of employee indebtedness, e.g. health benefits.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_032
Payroll Processing and Distribution	07.06.066		To support reporting, reconciliation, and records retention, the system should maintain an employment history of the employee with the information comparable to that in the employee's Official Personnel Folder (OPF).	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28		Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Payroll_Processing_And_Distribution_033
Payroll Processing and Distribution	07.06.067		To support reporting, reconciliation, and records retention, the system should maintain a pay history showing gross pay by type, deductions by type, and net pay for each pay period.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28			Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Payroll_Processing_And_Distribution_034
Payroll Processing and Distribution	07.06.068		To support reporting, reconciliation, and records retention, the system should maintain a time and attendance history showing hours, or days worked by type of pay for each pay period.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28	Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 0103 and 010402 C		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Payroll_Processing_And_Distribution_035

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Payroll Processing and Distribution	07.06.069		To support reporting, reconciliation, and records retention, the system should maintain a leave history showing beginning balances, leave accruals, leave usage, and ending balances, by type for each period.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28	Source: DoDFMR Vol 04, Ch10; Source Date: 6/1/2009; Source Number: 100207□Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 0103 and 010402 C		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Payroll_Processing_And_Distribution_036
Payroll Processing and Distribution	07.06.070		To support reporting, reconciliation, and records retention, the system must provide the capability to generate routine human resources and payroll reports that are prescribed by the functional users.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 28		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_And_Distribution_037
Payroll Processing and Distribution	07.06.073		To support reporting, reconciliation, and records retention, the payroll system must provide disbursement voucher data for verification and certification of the payroll process.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order Service-to-Satisfaction	Payroll_Processing_And_Distribution_038
Payroll Processing and Distribution	07.06.074		To support reconciliation functions, the human resources and payroll systems must compile employee data related to health insurance enrollment for validations purposes.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 30			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_039

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Payroll Processing and Distribution	07.06.078		The system must maintain and/or dispose of personnel payroll records in accordance with Government-wide and agency specific guidelines.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 30		Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_And_Distribution_040
Payroll Processing and Distribution	07.06.079		The agency system must provide for the reconciliation of human resources and payroll data within the system, for comparison and reconciliation with that of disbursing, accounting, and other administrative systems/subsystems/modules to ensure accuracy, completeness, and data integrity.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 29			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Payroll_Processing_And_Distribution_041
Payroll Processing and Distribution	07.06.080		DoD civilian payroll systems must support the various legal and regulatory requirements by generating reports at regular intervals, on an as-needed basis or by producing reports to meet special requirements. They also must support management by generating reports that provide the necessary information to ensure the system's integrity.		Source: DoDFMR Vol 08, Ch 09; Source Date: 2/1/2009; Source Number: 090201		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Human-Resources_Payroll_022
Payroll Processing and Distribution	07.06.081		The payroll system must provide capability to query current, historical, and/or archived data.		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 0102		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_048

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.082		The system shall maintain a record of all changes made after records have been approved or certified		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010406 A		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Human-Resources_Payroll_012
Payroll Processing and Distribution	07.06.083		The payroll system must record automated system changes to data in such a way that an audit trail is maintained to show or provide reference to documents which show the original and new data and the authorization for the change. Such changes may be made only on the basis of properly approved documents authorizing the changes.		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010406 A		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_046
Payroll Processing and Distribution	07.06.084		The system must provide audit trails for the detection and systematic correction of errors by enabling the system to trace or replicate transactions (including system-generated transactions) from the source to the resulting record or report, or from the record or report back to the source.		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010406 B		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_047

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.085		The payroll system must store audit trail data in the standard human resources/payroll data files.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 30			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_045
Payroll Processing and Distribution	07.06.086		DoD payroll operations and systems shall provide timely and accurate payments to all those entitled to be paid, in compliance with appropriate statutes and regulations, with consideration being given to all authorized deductions from gross pay.		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010201 B 1			Human-Resources_Payroll_004
Payroll Processing and Distribution	07.06.087		DoD payroll operations and systems shall provide proper control, retention, and disposition of all payroll-related documents.		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010201 B 3			Human-Resources_Payroll_005
Payroll Processing and Distribution	07.06.088		DoD payroll operations and systems shall provide interface(s) of the payroll function with general ledger, cost accounting, and personnel functions; with provisions for reconciling common data elements in the payroll system and these interrelated systems.		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010201 B 7			Human-Resources_Payroll_007
Payroll Processing and Distribution	07.06.089		The payroll system must contain ad hoc reporting, and should also include data browsing tools with rapid-response, graphically-oriented, and user-friendly access to the system database.	Source: JFMIPSR-99-5; Source Date: 4/1/1999; Source Number: Page 28				Payroll_Processing_And_Distribution_044

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.090	A	The civilian payroll system shall have the capability to process mandatory or discretionary allotments.		Source: DoDFMR Vol 08, Ch 01; Source Date: 12/1/2010; Source Number: 010406.A.4□ Source: DoDFMR Vol 08, Ch 04; Source Date: 7/1/2008; Source Number: 0401			Payroll_Processing_And_Distribution_049
Military Pay	07.07.010	D	Deleted: For a prepayment program, an automated direct loan system should generate a prepayment offer to be sent to eligible borrowers for participation in the prepayment program.		Source: DoDFMR Vol 07A, Ch 01; Source Date: 3/1/2009; Source Number: 010402 A			Direct_Loan_Portfolio_Sales_004
Military Pay	07.07.011	D	Deleted: For a prepayment program, an automated direct loan system should record receipt of commitment letters from borrowers.		Source: DoDFMR Vol 07A, Ch 01; Source Date: 3/1/2009; Source Number: 010405			Direct_Loan_Portfolio_Sales_005
Reporting	07.08.001		Any approved unique payroll system shall be integrated or interfaced with other applicable systems, such as the DCPS, general ledger or installation-level general accounting system.		Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050107□ Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 0102		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Human-Resources_Payroll_024

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Reporting	07.08.002		The payroll system must be integrated or interfaced with the personnel systems to obtain current information on which to process pay entitlements, leave, and allowances.		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010203 C and 010405 A		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Human-Resources_Payroll_009
Reporting	07.08.003		The payroll systems must be integrated or interfaced with the cost accounting system to distribute and charge payroll labor cost data to appropriations, jobs, projects, programs, and departments; to help in properly evaluating operations and management; and to support budget formulation and execution		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010203 C □ Source: DoDFMR Vol 08, Ch 02; Source Date: 5/1/2009; Source Number: 020801 □ Source: DoDFMR Vol 08, Ch 05; Source Date: 9/1/2008; Source Number: 050107		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Human-Resources_Payroll_010
Reporting	07.08.004		The payroll systems must be integrated or interfaced with other financial management systems to meet reporting and management objectives.		Source: DoDFMR Vol 08, Ch 01; Source Date: 7/1/2008; Source Number: 010203 C		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Human-Resources_Payroll_029

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Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Reporting	07.08.005	C	The human resources and payroll systems must provide system capability to customize data input, processing rules, and edit criteria. Provide flexibility in defining internal operational procedures and in supporting agency requirements.	Source: JFMIP SR-99-5; Source Date: 4/1/1999; Source Number: pg 26			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Payroll_Processing_And_Distribution_043
Reporting	07.08.006		DoD civilian payroll systems must prepare reports accurately and promptly and distributed to the appropriate recipients to ensure receipt when the information will be of maximum benefit.		Source: DoDFMR Vol 08, Ch 09; Source Date: 2/1/2009; Source Number: 090201 A			Human-Resources_Payroll_023
Reporting	07.08.007	A	The system shall have the capability to provide a leave liability report.	Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: CMA-04 Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: TLJ-01				Leave_Processing_027
Reporting	07.08.008	A	The system shall have the capability to provide electronic output on distributed work units from the labor distribution process for use in other systems.	Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: CMA-01 Source: OFFM-NO-0106; Source Date: 1/1/2006; Source Number: TLD-01				Cost_Monitoring_And_Reporting_022

ACRONYMS

COP	Continuation of Pay
DCPS	Defense Civilian Payroll System
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
DoDFMR	DoD Financial Management Regulation
FFMIA	Federal Financial Management Improvement Act
FICA	Federal Insurance Contributions Act
FLSA	Fair Labor Standards Act
FSIO	Financial System Integration Office
IRS	Internal Revenue Service
JFMIP	Joint Financial Management Improvement Program
OMB	Office of Management and Budget
OPF	Official Personnel Folder
OPM	Office of Personnel Management
SFFAS	Statement of Federal Financial Accounting Standards
SSN	Social Security Number
USSGL	United States Standard General Ledger