



Defense Finance and Accounting Service

DFAS 7900.4-M

Financial Management Systems Requirements Manual
Volume 7, Personnel Pay

September 2013

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 - Personnel Pay		
Req ID	Change Type and Description	Reason for Change
07.01.011	D - Duplicate Requirement Deleted	The capability is covered by 07.01.073
07.01.028	D - Duplicate Requirement Deleted	The capability is covered by 07.01.073
07.01.075	D - Duplicate Requirement Deleted	The requirement is written at a too low level of details. Its functionality is covered by 07.03.031
07.01.079	A - New Based on Review of an Existing Authoritative source	
07.01.080	A - New Based on Review of an Existing Authoritative source	
07.02.011	D - Duplicate Requirement Deleted	Duplicate of 07.02.011
07.02.027	D - Invalid Requirement	It is rather a business rule describing what a user must do, rather than what a system must do.
07.02.032	D - Invalid Requirement	It is a statement describing benefits of SDA utilization, rather than a system requirement.
07.03.031	A - New Based on Review of an Existing Authoritative source	

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Req ID	Change Type and Description	Reason for Change
07.03.032	A - New Based on Review of an Existing Authoritative source	
07.03.033	A - New Based on Review of an Existing Authoritative source	
07.03.034	A - New Based on Review of an Existing Authoritative source	
07.04.024	D - Duplicate Requirement Deleted	The functionality is covered by the requirement 07.04.036
07.04.035	A - New Based on Review of an Existing Authoritative source	
07.05.033	A - New Based on Review of an Existing Authoritative source	
07.06.069	D - Duplicate Requirement Deleted	The capability is covered by 07.06.068
07.06.091	A - New Based on Review of an Existing Authoritative source	
07.06.092	A - New Based on Review of an Existing Authoritative source	
07.06.093	A - New Based on Review of an Existing Authoritative source	

Chart Legend:

A - Added

These are new requirements due to revised and updated source documents.

C - Changed

These requirements were contained in previous releases, but were changed for various reasons.

D - Deleted

These requirements were removed and are no longer required by the source documents.

Note: If there is no code in the requirements value added or change type columns, it is by definition unchanged.



Defense Finance and Accounting Service

DFAS 7900.4-M

Financial Management Systems Requirements Manual Volume 07, Personnel Pay

September 2013

Strategy, Policy and Requirements

SUBJECT: Financial Management Systems Requirements
Volume 07, Personnel Pay

1. PURPOSE

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

b. The Blue Book establishes a base line for the DoD FM system requirements (further "system requirements"). It serves as a "roadmap" of system requirements grouped into major financial management functional areas and referenced to authoritative sources of their origins. The Blue Book is designed to assist FM system managers 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 of requirements may be accessed.

c. Adherence to the requirements contained in this volume and other volumes of the DFAS 7900.4-M shall enable DoD military components and agencies to meet Federal mandates and will help facilitate DFAS to progress toward reaching its strategic goal of providing services faster, better, and cheaper. The objective of this Volume is to promulgate the systems requirements for system and program managers' use in developing Payroll functionality.

2. APPLICABILITY:

Requirements contained within this document are applicable to Payroll systems and modules operated and maintained by DoD.

3. POLICY:

a. This Volume was created in support of DoD efforts to comply with mandates and provisions of Public Law 104-208, "Federal Financial Management Improvement Act of 1996" September 30, 1996 (FFMIA). The FFMIA provides the basis for the development and implementation of financial systems (to include mixed systems) that provide reliable financial management

information. The intent of this Act is to provide standard guidance for Federal Agencies to follow in developing usable systems that support federal manager responsibilities to:

1. Provide reliable and timely financial information for managing current operations, Prepare financial statements and other required financial and budget reports, and
2. Account for their assets reliably, in order to protect them from loss, misappropriation, or destruction

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 systems 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 and 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

a. Within DoD, various organizations operate financial management systems. In an overall scheme, many of these systems should be linked in an integrated network. However, these systems frequently “stand-alone” or “stovepipe” systems that are not logically integrated with other related systems. Critical financial data, instead of being transferred electronically between systems through well-controlled interfaces, are often transferred manually by means of journal vouchers, hardcopy spreadsheets, “data calls,” or other inefficient and error-prone methods.

b. 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 services 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 this Volume of DFAS 7900.4-M 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 over 2 million military personnel as well as pay over one million civilians. The Department's personnel (civilian and military) costs and benefits total tens of millions of dollars annually and represent a significant portion of the Department's operating expenses.
 2. DoD payroll operations and systems must meet the following objectives:
 1. Make 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;
 2. Account for and disposition of all authorized deductions from gross pay;
 3. Control, retention, and disposition of all payroll related documents;
 4. Prepare adequate and reliable payroll records to support managerial responsibilities; planning, preparing, executing, and reviewing the budget; and required internal and external reporting;
 5. Support effective communication between employing activities and employees on payroll matters in addition to timely, accurate, and responsive customer service action to resolve payroll related inquiries from employees;
 6. Control all phases of pay, leave, entitlements, and allowances;
 7. Interface 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;
 8. Provide capability to query current, historical, and/or archived data;
 9. Provide audit trails to permit the tracing of transactions through the payroll system as specified in Volume 1;
 10. Comply with accounting system development criteria specified in Volume 1;
 11. Comply with internal control requirements, including data security and prevention of data disclosure, as specified in Volume 1; and
 12. Comply with DoD direction to standardize data elements to promote cross-functionality and integration efforts.
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.

PERSONNEL PAY REQUIREMENTS

DFAS 7900.4-M, Vol. 07

Chapter	Req Id	Change Type	Requirement	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 the 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: 5USC,PtIII,SubptC,Ch 45,SubchI; Source Date: 1/1/2012Source: JFMIPSR-99-5,pg17; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsSustain 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_001
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.005		The human resources system must fully document the associated personnel actions with all regulatory required information such as legal authority and nature of action citations.	Source: JFMIPSR-99-5,pg14; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesDevelop Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsManage Patient VisibilityRecord Time and AttendanceSeparate or Terminate Human ResourcesSustain Human Resource	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

PERSONNEL PAY REQUIREMENTS

DFAS 7900.4-M, Vol. 07

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg14; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsManage TravelSeparate or Terminate Human ResourcesSustain Human Resources	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 Resource Data Collection/Maintenance and Personnel Processing	07.01.009		The personnel 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: DoDFMRVol8,Ch4,Su b0403; Source Date: 9/1/2012Source: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsSeparate or Terminate Human ResourcesSustain 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_004

PERSONNEL PAY REQUIREMENTS

DFAS 7900.4-M, Vol. 07

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.010		The 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: DoDFMRV018,Ch1,Su b0104; Source Date: 5/1/2013Source: JFMIPSR-99-5,pg14; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human ResourcesSustain Human Resources	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	D - Duplicate Requirement Deleted	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,pg 29; Source Date: 4/1/1999	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

PERSONNEL PAY REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	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: JFMIPSR-99-5,pg14; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesDevelop Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsManage Patient VisibilitySeparate or Terminate Human ResourcesSustain Human Resources	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 system must provide a capability to generate a Monthly Report of Federal Civilian Employment(SF 113-A) and the Monthly Full-Time Equivalent/Work-Year Civilian Employment Report (SF 113-G) for the Office of Personnel Management (OPM).	Source: JFMIPSR-99-5,pg28; Source Date: 4/1/1999	Assign Human ResourcesRecord Time and AttendanceSustain 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_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: JFMIPSR-99-5,pg12; Source Date: 4/1/1999	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

PERSONNEL PAY REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg13; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesSustain Human Resources	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 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 comptencies, and conditions of employment).	Source: JFMIPSR-99-5,pg13; Source Date: 4/1/1999	Acquire Human ResourcesAssign 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_011
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.028	D - Duplicate Requirement Deleted	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,pg 28; Source Date: 4/1/1999	Manage BenefitsSustain Human Resources	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

PERSONNEL PAY REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg12; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesSustain Human Resources	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 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: JFMIPSR-99-5,pg12; Source Date: 4/1/1999	Acquire Human ResourcesDevelop Human ResourcesSustain Human Resources	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: JFMIPSR-99-5,pg12; Source Date: 4/1/1999	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

PERSONNEL PAY REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg14; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesDevelop Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsRecord Time and AttendanceSeparate or Terminate Human ResourcesSustain Human Resources	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: JFMIPSR-99-5,pg28; Source Date: 4/1/1999	Assign Human ResourcesManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human Resources	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 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: JFMIPSR-99-5,pg14; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsSustain Human Resources	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

PERSONNEL PAY REQUIREMENTS

DFAS 7900.4-M, Vol. 07

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.047		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: JFMIPSR-99-5,pg13; Source Date: 4/1/1999	Manage OrganizationSustain 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: JFMIPSR-99-5,pg17; Source Date: 4/1/1999	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 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: JFMIPSR-99-5,pg17; Source Date: 4/1/1999	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: JFMIPSR-99-5,pg17; Source Date: 4/1/1999	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

PERSONNEL PAY REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg17; Source Date: 4/1/1999	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 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: JFMIPSR-99-5,pg17; Source Date: 4/1/1999	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: JFMIPSR-99-5,pg14; Source Date: 4/1/1999	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: JFMIPSR-99-5,pg14; Source Date: 4/1/1999	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

PERSONNEL PAY REQUIREMENTS

DFAS 7900.4-M, Vol. 07

Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg12; Source Date: 4/1/1999	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 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: JFMIPSR-99-5,pg12; Source Date: 4/1/1999	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: JFMIPSR-99-5,pg13; Source Date: 4/1/1999	Acquire Human Resources Assign 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_031

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg12; Source Date: 4/1/1999	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: JFMIPSR-99-5,pg13; Source Date: 4/1/1999	Acquire Human Resources Assign Human Resources Sustain Human Resources	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 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: JFMIPSR-99-5,pg16; Source Date: 4/1/1999	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg16; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human ResourcesSustain Human Resources	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
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: JFMIPSR-99-5,pg18; Source Date: 4/1/1999	Develop Human ResourcesSustain Human Resources	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg18; Source Date: 4/1/1999	Develop Human ResourcesSustain Human Resources	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: JFMIPSR-99-5,pg18; Source Date: 4/1/1999	Develop Human ResourcesSustain Human Resources	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: JFMIPSR-99-5,pg18; Source Date: 4/1/1999	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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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,p18; Source Date: 4/1/1999	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: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	Define Cost Performance ModelManage DisbursementsManagement Execution with Treasury	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: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013		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: JFMIPSR-99-5,p26; Source Date: 4/1/1999		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	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: JFMIPSR-99-5,pg16; Source Date: 4/1/1999		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: JFMIPSR-99-5,pg27; Source Date: 4/1/1999		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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.073		The human resources and payroll system must accommodate external reporting needs and have a capability to produce data required by Treasury; IRS; the Social Security Administration; the Department of Labor; Office of Personnel Management; Equal Employment Opportunity Commission; Federal Retirement Thrift Investment Board; Federal Reserve Banks; Office of Management and Budget; 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: JFMIPSR-99-5,pg27; Source Date: 4/1/1999Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 8/1/2011		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
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: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013			HR_Data_Collection_Maintenance_And_Personnel_Processing_049
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.075	D - Duplicate Requirement Deleted	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 05,052102.A; Source Date: 9/1/2008			HR_Data_Collection_Maintenance_And_Personnel_Processing_044
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.076		The civilian payroll system shall provide military leave to eligible employees on a fiscal year basis.	Source: DoDFMRVol8,Ch5,Su b0518; Source Date: 4/1/2013			HR_Data_Collection_Maintenance_And_Personnel_Processing_041

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.077		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: DoDFMRVol8,Ch5,Su b0507; Source Date: 4/1/2013			HR_Data_Collection_Maintenance_And_Personnel_Processing_042
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.078		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: DoDFMRVol8,Ch5,Su b0502; Source Date: 4/1/2013			HR_Data_Collection_Maintenance_And_Personnel_Processing_043
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.079	A - New Based on Review of an Existing Authoritative source	The human resources system should enable on-line approval or disapproval of such personnel actions.	Source: JFMIPSR-99-5,pg14; Source Date: 4/1/1999	Assign Human ResourcesDevelop Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human ResourcesSustain Human Resources		HR_Data_Collection_Maintenance_And_Personnel_Processing_017
Human Resource Data Collection/Maintenance and Personnel Processing	07.01.080	A - New Based on Review of an Existing Authoritative source	The human resources system should have the capability to create, monitor, and maintain performance improvement plans.	Source: JFMIPSR-99-5,pg17; Source Date: 4/1/1999			HR_Data_Collection_Maintenance_And_Personnel_Processing_024
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: DoDFMRVol8,Ch2,Su b0204; Source Date: 9/1/2010			Time_And_Attendance_Processing_017

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Time and Attendance Processing	07.02.003		The payroll 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: JFMIPSR-99-5,pg19; Source Date: 4/1/1999Source: DoDFMRVol8,Ch2,Su b0202; Source Date: 9/1/2010	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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 payroll system must 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: DoDFMRVol8,Ch2,Su b0201; Source Date: 9/1/2010Source: DoDFMRVol8,Ch2,Su b0202; Source Date: 9/1/2010Source: JFMIPSR-99-5,pg19; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsRecord 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	07.02.006		The payroll system must provide a capability allowing labor costs to be distributed and charged to appropriate cost center based on the classification code structure established in the cost accounting system.	Source: DoDFMRVol8,Ch2,Su b0208; Source Date: 9/1/2010Source: JFMIPSR-99-5,pg25; Source Date: 4/1/1999	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 payroll 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: JFMIPSR-99-5,pg19; Source Date: 4/1/1999Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_004

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Time and Attendance Processing	07.02.008		The payroll 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: JFMIPSR-99-5,pg19; Source Date: 4/1/1999Source: DoDFMRVol8,Ch1,Su b0101; Source Date: 5/1/2013Source: DoDFMRVol8,Ch2,Su b0206; Source Date: 9/1/2010	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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 payroll system must accept time and attendance data through various processing modes e.g., automated time entry or internet.	Source: DoDFMRVol8,Ch2,Su b0209; Source Date: 9/1/2010Source: JFMIPSR-99-5,pg19; Source Date: 4/1/1999	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 payroll system must support the correction of current and prior pay periods time and attendance records.	Source: DoDFMRVol8,Ch2,Su b0206; Source Date: 9/1/2010Source: JFMIPSR-99-5,pg19; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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	D - Duplicate Requirement Deleted	The T&A system must collect data on employees who work temporarily in other or multiple pay classifications.	Source: JFMIP SR-99-5,pg 22; Source Date: 4/1/1999		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 payroll system must provide a capability to capture time and attendance data in days, hours or fractions of hours.	Source: DoDFMRVol8,Ch2,Su b0202; Source Date: 9/1/2010Source: DoDFMRVol8,Ch2,Su b0203; Source Date: 9/1/2010Source: JFMIPSR-99-5,pg19; Source Date: 4/1/1999	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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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Time and Attendance Processing	07.02.013		The payroll system must generate reports to monitor time and attendance data.	Source: JFMIPSR-99-5,pg19; Source Date: 4/1/1999	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 payroll system must be able to receive electronic, or other appropriately documented, approvals of Time and Attendance data/records/documents from authorized approving officials. The system must be able to release this data for further system processing.	Source: DoDFMRVol8,Ch2,Su b0204; Source Date: 9/1/2010Source: DoDFMRVol8,Ch2,Su b0202; Source Date: 9/1/2010Source: JFMIPSR-99-5,pg19; Source Date: 4/1/1999	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_011

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Time and Attendance Processing	07.02.017		For a time and attendance system, a single automated code may be entered by the supervisor to approve the information in a computer file containing an employee attendance report, provided that the following data elements are itemized in the file: a) employee name and Social Security number; b) pay period number or dates; c) number of hours worked by day and in total; d) number of hours of premium work, by type, to which employee is entitled; e) number of credit hours and compensatory time earned; f) number of leave hours (by type), credit hours, and compensatory time used; g) dates leave is taken; h) any required supporting documentation for absences, e.g., court orders, Office of Personnel Management (OPM) Forms, or military orders; i) handwritten signature or automated approval code of an authorizing official; j) other information as may be required in support of operations;	Source: DoDFMRVol8,Ch2,Su b0204; Source Date: 9/1/2010			Time_And_Attendance_Processing_018
Time and Attendance Processing	07.02.020		The payroll system must determine premium pay entitlements based on schedule tour; actual hours worked and leave data.	Source: JFMIPSR-99-5,pg19; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_012

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg25; Source Date: 4/1/1999	Manage Execution Fund AccountRecord Time and Attendance	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
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: JFMIPSR-99-5,pg25; Source Date: 4/1/1999	Perform Cost AnalysisRecord Time and Attendance	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 payroll system must edit time and attendance (T&A) data at the earliest time to ensure that the data are complete, accurate, and in accordance with legal requirements.	Source: JFMIPSR-99-5,pg19; Source Date: 4/1/1999	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	07.02.025		The Source Data Automation (SDA) system shall provide time and attendance data to Defense Civilian Payroll System (DCPS) in a timely manner each pay period.	Source: DoDFMRVol8,Ch2,Su b0209; Source Date: 9/1/2010	Define Cost Performance ModelManage Execution with TreasuryPerform Cost AnalysisPopulate Cost Performance ModelPost to General Ledger	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_026

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Time and Attendance Processing	07.02.026		The Source Data Automation (SDA) system shall have the capability to receive data from or transmit data to more than one Defense Civilian Payroll System (DCPS) civilian payroll office.	Source: DoDFMR Vol8, Ch2, Sub0209; Source Date: 9/1/2010	Manage Execution with Treasury Management Policy Perform Cost Analysis Post to General Ledger	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	D - Invalid Requirement	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, 020901 D; Source Date: 5/1/2009	Record Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_019
Time and Attendance Processing	07.02.028		The Source Data Automation (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 Vol8, Ch2, Sub0209; Source Date: 9/1/2010	Manage Execution with Treasury Management Policy Perform Cost Analysis Post to General Ledger	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 Source Data Automation (SDA) system must provide positive acknowledgment of accurate time and attendance data prior its submission for payroll processing.	Source: DoDFMR Vol8, Ch2, Sub0209; Source Date: 9/1/2010		Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Time_And_Attendance_Processing_020
Time and Attendance Processing	07.02.030		Standard Defense Civilian Payroll System (DCPS) time and attendance codes shall be used with the Source Data Automation (SDA) system software application.	Source: DoDFMR Vol8, Ch2, Sub0209; Source Date: 9/1/2010	Manage Execution with Treasury Management Policy Perform Cost Analysis Post to General Ledger	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_018

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Time and Attendance Processing	07.02.031		The Source Data Automation (SDA) system shall support at least 1,000 employees.	Source: DoDFMRVol8,Ch2,Su b0209; Source Date: 9/1/2010	Define Cost Performance ModelPerform Cost AnalysisPopulate Cost Performance Model	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	D - Invalid Requirement	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 02,020901 I; Source Date: 5/1/2009	Manage Financial Management PolicyPerform Cost AnalysisPost to General Ledger	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		The payroll system shall have the capability to automatically post time and attendance data received from the Time and Attendance system.	Source: DoDFMRVol8,Ch2,Su b0205; Source Date: 9/1/2010			Time_And_Attendance_Processing_016
Time and Attendance Processing	07.02.034		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: DoDFMRVol8,Ch2,Su b0202; Source Date: 9/1/2010			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: JFMIPSR-99-5,p21; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013	Manage Human Resources Compensation and ReimbursementsManage LiabilitiesRecord Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_022

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: DoDFMRVol8,Ch7,Su b0702; Source Date: 8/1/2011Source: JFMIPSR-99-5,pg20; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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: JFMIPSR-99-5,pg20; Source Date: 4/1/1999Source: DoDFMRVol8,Ch5,Su b0510; Source Date: 4/1/2013Source: DoDFMRVol8,Ch5,Su b0514; Source Date: 4/1/2013	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_004
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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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: JFMIPSR-99-5,pg20; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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: JFMIPSR-99-5,pg20; Source Date: 4/1/1999Source: DoDFMRVol8,Ch5,Su b0502; Source Date: 4/1/2013	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Leave_Processing_008

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg21; Source Date: 4/1/1999	Assign Human ResourcesManage Human Resources Compensation and ReimbursementsRecord Time and AttendanceSustain 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	Leave_Processing_009
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: JFMIPSR-99-5,pg20; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsManage LiabilitiesRecord Time and Attendance	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: JFMIPSR-99-5,pg21; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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: JFMIPSR-99-5,pg20; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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	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: JFMIPSR-99-5,pg20; Source Date: 4/1/1999Source: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013	Manage BenefitsManage Human Resources Compensation and ReimbursementsManage LiabilitiesRecord Time and Attendance	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 indebttness for leave advances upon separation. Accomodate requests for waiver of collections for leave advances.	Source: JFMIPSR-99-5,pg23; Source Date: 4/1/1999Source: DoDFMRVol8,Ch5,Su b0502; Source Date: 4/1/2013	Manage Human Resources Compensation and ReimbursementsManage ReceivablesRecord Time and AttendanceSeparate or Terminate Human ResourcesSustain Human Resources	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	07.03.023		The civilian payroll system shall reject court leave entered for Intermittent employees.	Source: DoDFMRVol8,Ch5,Su b0517; Source Date: 4/1/2013			Leave_Processing_025
Leave Processing	07.03.024		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: DoDFMRVol8,Ch5,Su b0517; Source Date: 4/1/2013			Leave_Processing_026
Leave Processing	07.03.025		The civilian payroll system shall allow unused military leave up to 120 hours (15 days) to accumulate for subsequent use.	Source: DoDFMRVol8,Ch5,Su b0518; Source Date: 4/1/2013			Leave_Processing_028

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Leave Processing	07.03.026		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: DoDFMRVol8,Ch5,Su b0518; Source Date: 4/1/2013			Leave_Processing_029
Leave Processing	07.03.027		The civilian payroll system shall allow a maximum of 240 hours (30 days) of military leave to be used in any fiscal year.	Source: DoDFMRVol8,Ch5,Su b0518; Source Date: 4/1/2013			Leave_Processing_030
Leave Processing	07.03.028		The civilian payroll system shall provide the capability to advance sick leave to employees.	Source: DoDFMRVol8,Ch5,Su b0503; Source Date: 4/1/2013			Leave_Processing_031
Leave Processing	07.03.030		The civilian payroll system shall support the transfer of annual leave between employees due to medical emergencies.	Source: DoDFMRVol8,Ch5,Su b0512; Source Date: 4/1/2013			Leave_Processing_024
Leave Processing	07.03.031	A - New Based on Review of an Existing Authoritative source	The payroll system shall provide the capability to process transactions accounting for home leave.	Source: DoDFMRVol8,Ch5,Su b0521; Source Date: 4/1/2013			Leave_Processing_032
Leave Processing	07.03.032	A - New Based on Review of an Existing Authoritative source	The human resources and payroll systems 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: JFMIPSR-99-5,pg20; Source Date: 4/1/1999			Leave_Processing_005
Leave Processing	07.03.033	A - New Based on Review of an Existing Authoritative source	The human resources and payroll systems must process leave accrual units for special category employees, e.g., firefighters, etc.	Source: JFMIPSR-99-5,pg20; Source Date: 4/1/1999			Leave_Processing_014

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Leave Processing	07.03.034	A - New Based on Review of an Existing Authoritative source	The payroll system shall provide the capability to process and account for the following categories of leave: a) Annual leave; b) Sick leave; c) Family Medical Leave; d) Bone marrow or organ donor leave; e) Federal leave sharing programs; f) Non-appropriated fund transfer of leave under benefits portability program; g) Compensatory time; h) Holiday leave; i) Credit hours; j) Time off as an incentive award; k) Excused absence (Administrative Leave); l) Court leave and jury duty; m) Shore leave; n) Home leave; o) Funeral leave; p) Continuation of pay (COP) and office of worker's compensation program (OWC); q) Military leave; r) Furlough; s) Leave without pay (LWOP); t) Absence without leave (AWOL); u) Suspension;	Source: DoDFMRVol8,Ch5; Source Date: 4/1/2013			Leave_Processing_033
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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsManage LiabilitiesRecord Time and Attendance	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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
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: DoDFMRVol8,Ch4,Su b0402; Source Date: 9/1/2012Source: DoDFMRVol8,Ch4,Su b0408; Source Date: 9/1/2012Source: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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
Payroll Withholdings/Deductions Processing	07.04.008		The personnel 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: DoDFMRVol8,Ch11,Sub1106; Source Date: 9/1/2012Source: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human Resources	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: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Withholdings/Deductions Processing	07.04.012		The personnel 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: DoDFMRV018,Ch4,Su b0402; Source Date: 9/1/2012Source: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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
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: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human Resources	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsManage LiabilitiesSeparate or Terminate Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Withholdings_And_Deductions_Processing_011
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: DoDFMRVol8,Ch4,Su b0402; Source Date: 9/1/2012Source: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Withholdings/Deductions Processing	07.04.024	D - Duplicate Requirement Deleted	<p>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:</p> <p>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).</p> <p>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.</p>	Source: DoDFMR Vol 08, Ch 04,041301 A; Source Date: 7/1/2008	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: JFMIPSR-99-5,p23; Source Date: 4/1/1999	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	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: JFMIPSR-99-5,pg20; Source Date: 4/1/1999	Develop Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsRecord Time and AttendanceSeparate or Terminate Human ResourcesSustain Human Resources	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: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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: DoDFMRVol8,Ch4; Source Date: 9/1/2012Source: DoDFMRVol8,Ch3,Su b0301; Source Date: 4/1/2013	Manage LiabilitiesPost to General Ledger	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	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Withholdings/Deductions Processing	07.04.033		The payroll system must be able to deduct garnishments from an employee's pay.	Source: DoDFMRVol8,Ch4,Su b0412; Source Date: 9/1/2012	Manage DisbursementsManage Liabilities	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		The system shall provide the capability allowing to ensure that payroll deductions withheld from a Department of Defense (DoD) employee's pay can meet the following criteria: a) Contain sufficient information to properly establish the deduction; b) adequately documented and certified; c) paid to the appropriate recipient in the correct amount; d) based on a specific provision of law or court order.	Source: DoDFMRVol8,Ch4,Su b0411; Source Date: 9/1/2012Source: DoDFMRVol8,Ch4,Su b0401; Source Date: 9/1/2012			Payroll_Withholdings_And_Deductions_Processing_018
Payroll Withholdings/Deductions Processing	07.04.035	A - New Based on Review of an Existing Authoritative source	The payroll system shall establish a debt to be collected for any unearned leave that was used.	Source: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013			Payroll_Withholdings_And_Deductions_Processing_019
Payroll Withholdings/Deductions Processing	07.04.036		The payroll system shall provide the capability to process transactions accounting for payroll deductions stated on the orders issued by the bankruptcy court.	Source: DoDFMRVol8,Ch8,Su b0811; Source Date: 9/1/2012			Payroll_Withholdings_And_Deductions_Processing_020

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg22; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsSustain Human Resources	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
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: JFMIPSR-99-5,pg22; Source Date: 4/1/1999	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: JFMIPSR-99-5,pg22; Source Date: 4/1/1999	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg22; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesDevelop Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsRecord Time and AttendanceSeparate or Terminate Human ResourcesSustain Human Resources	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: JFMIPSR-99-5,pg22; Source Date: 4/1/1999	Record Time and AttendanceManage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Computing_Gross_Pay_005
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: JFMIPSR-99-5,pg22; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Computing Gross Pay	07.05.010		The payroll system must accommodate information requirements to support supplemental pay actions and recertified checks.	Source: JFMIPSR-99-5,pg22; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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: DoDFMRVol8,Ch3,Su b0309; Source Date: 4/1/2013			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: DoDFMRVol8,Ch3,Su b0309; Source Date: 4/1/2013	Manage DisbursementsManage LiabilitiesPost to General Ledger	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Human-Resources_Payroll_025
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: DoDFMRVol8,Ch3,Su b0309; Source Date: 4/1/2013			Computing_Gross_Pay_020

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: DoDFMRVol8,Ch3,Su b0309; Source Date: 4/1/2013			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: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013			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: JFMIPSR-99-5,pg22; Source Date: 4/1/1999	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
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: JFMIPSR-99-5,pg22; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,p22; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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: JFMIPSR-99-5,p22; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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
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: JFMIPSR-99-5,p16; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human Resources	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		The civilian payroll system shall ensure full continuity of pay for non-exempt employees (under Fair Labor Standards Act (FLSA)) during their regularly scheduled tour of duty, when in court leave status for jury duty or witness service.	Source: DoDFMRVol8,Ch5,Su b0517; Source Date: 4/1/2013			Computing_Gross_Pay_018

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Computing Gross Pay	07.05.029		The system shall provide automated functionality to make Equal Employment Opportunity Commission (EEOC) Judgements and Settlements to employee.	Source: DoDFMRVol8,Ch6,Su b0605; Source Date: 4/1/2013			Computing_Gross_Pay_014
Computing Gross Pay	07.05.030		The system shall provide automated functionality to make Fees, Licenses and Permits payments.	Source: DoDFMRVol10,Ch12, Sub1203; Source Date: 6/1/2012 Source: DoDFMRVol10,Ch12, Sub1208; Source Date: 6/1/2012			Computing_Gross_Pay_015
Computing Gross Pay	07.05.031		The system shall provide automated functionality to make reimbursement payments to employees.	Source: DoDFMRVol10,Ch11, Sub1101; Source Date: 9/1/2011			Computing_Gross_Pay_016
Computing Gross Pay	07.05.032		The civilian payroll system shall support lump-sum leave payments.	Source: DoDFMRVol8,Ch5,Su b0502; Source Date: 4/1/2013			Computing_Gross_Pay_017

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Computing Gross Pay	07.05.033	A - New Based on Review of an Existing Authoritative source	The payroll system shall provide a capability for payroll computations based on the following properly processed and authorized documents: A) SF 50s and other personnel documents, or similar documents; B) Certified copies of travel orders; C) Time-and-attendance reports, including any necessary supporting documents such as sign-in and sign-out registers or Office of Personnel Management (OPM) Form 71 (Request for Leave or Approved Absence); D) Authorizations or approvals of overtime and compensatory time worked.	Source: DoDFMRVol8,Ch3,Su b0301; Source Date: 4/1/2013			Computing_Gross_Pay_023
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: JFMIPSR-99-5,p22; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesDevelop Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human ResourcesSustain Human Resources	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_A nd_Distribution_001

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg23; Source Date: 4/1/1999	Assign Human ResourcesCalculate Payment AdjustmentsManage BenefitsManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human ResourcesSustain Human Resources	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_A nd_Distribution_002
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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsPost to General Ledger	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_A nd_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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsSustain Human Resources	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_A nd_Distribution_004

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsSeparate or Terminate Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_A nd_Distribution_005
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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage DisbursementsManage Human Resources Compensation and Reimbursements	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_A nd_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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsManag e LiabilitiesSeparate or Terminate Human ResourcesSustain Human Resources	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_A nd_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: JFMIPSR-99-5,pg27; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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_A nd_Distribution_008

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Chapter	Req Id	Change Type	Requirement	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: JFMIPSR-99-5,pg28; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsManage Liabilities	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_A nd_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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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_A nd_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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_A nd_Distribution_011
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: JFMIPSR-99-5,pg27; Source Date: 4/1/1999Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 8/1/2011	Manage Human Resources Compensation and ReimbursementsManage Liabilities	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_A nd_Distribution_012

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg27; Source Date: 4/1/1999	Acquire Human ResourcesAssign Human ResourcesDevelop Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsRecord Time and AttendanceSeparate or Terminate Human ResourcesSustain Human Resources	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_A nd_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: JFMIPSR-99-5,pg28; Source Date: 4/1/1999Source: DoDFMRVol8,Ch9,Su b0902; Source Date: 8/1/2011	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_A nd_Distribution_014
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: JFMIPSR-99-5,pg28; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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_A nd_Distribution_016

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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 on other than a monthly basis.	Source: JFMIPSR-99-5,pg24; Source Date: 4/1/1999 Source: DoDFMRVol4,Ch10,Sub1002; Source Date: 11/1/2011	Manage Benefits Manage Human Resources Compensation and Reimbursements Manage Liabilities	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_A nd_Distribution_042
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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage Benefits Manage Human Resources Compensation and Reimbursements Manage Liabilities	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_A nd_Distribution_018
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: JFMIPSR-99-5,pg28; Source Date: 4/1/1999	Manage Benefits Manage Human Resources Compensation and Reimbursements Record Time and Attendance Sustain Human Resources	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_A nd_Distribution_020

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg28; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsRecord Time and Attendance	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_A nd_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: JFMIPSR-99-5,pg28; Source Date: 4/1/1999	Assign Human ResourcesManage BenefitsManage Human Resources Compensation and ReimbursementsManage LiabilitiesSustain Human Resources	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_A nd_Distribution_022
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: JFMIPSR-99-5,pg27; Source Date: 4/1/1999	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_A nd_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: JFMIPSR-99-5,pg26; Source Date: 4/1/1999	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_A nd_Distribution_024

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg26; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsManage Liabilities	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_A nd_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: JFMIPSR-99-5,pg30; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsSustain 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_A nd_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: JFMIPSR-99-5,pg30; Source Date: 4/1/1999	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_A nd_Distribution_027
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: JFMIPSR-99-5,pg30; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsSustain 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_A nd_Distribution_028

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg30; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsPerform Financial ReportingSeparate or Terminate Human ResourcesSustain Human Resources	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_A nd_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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsRecord Time and Attendance	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_A nd_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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human Resources	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_A nd_Distribution_031

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg24; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and ReimbursementsSeparate or Terminate Human Resources	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: JFMIPSR-99-5,pg26; Source Date: 4/1/1999	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: JFMIPSR-99-5,pg26; Source Date: 4/1/1999	Manage Human Resources Compensation and ReimbursementsSustain 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_034

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.068		To support reporting, reconciliation, and records retention, the payroll system should maintain a time and attendance history data from the current pay period, plus 26 previous pay periods for stateside employees and current plus 64 pay periods for teachers and employees overseas. A pay history should show gross pay by type, deductions by type, and net pay for each pay period; a time and attendance history should show hours or days worked by type of pay for each pay period; and a leave history should show beginning balances, leave accruals, leave usages, and ending balance, by type for each period.	Source: DoDFMR Vol 18, Ch 1, Sub 0104; Source Date: 5/1/2013 Source: JFMIPSR-99-5, pg 26; Source Date: 4/1/1999	Manage Human Resources Compensation and Reimbursements Record Time and Attendance 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_A nd_Distribution_035
Payroll Processing and Distribution	07.06.069	D - Duplicate Requirement Deleted	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: DoDFMR Vol 04, Ch 10, 100207; Source Date: 6/1/2009 Source: DoDFMR Vol 08, Ch 01, 0103 and 010402 C; Source Date: 7/1/2008 Source: JFMIP SR-99-5, pg 28; Source Date: 4/1/1999	Record Time and Attendance 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_A nd_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: JFMIPSR-99-5, pg 26; Source Date: 4/1/1999	Manage Human Resources Compensation and Reimbursements Sustain Human Resources	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_A nd_Distribution_037

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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: JFMIPSR-99-5,pg28; Source Date: 4/1/1999	Manage DisbursementsManage Human Resources Compensation and Reimbursements	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_A nd_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: JFMIPSR-99-5,pg28; Source Date: 4/1/1999	Manage BenefitsManage Human Resources Compensation and Reimbursements	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_A nd_Distribution_039
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: JFMIPSR-99-5,pg29; Source Date: 4/1/1999	Manage Human Resources Compensation and Reimbursements	Cost Management Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Prospect-to-Order	Payroll_Processing_A nd_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: JFMIPSR-99-5,pg27; Source Date: 4/1/1999	Manage BenefitsManage DisbursementsManage Human Resources Compensation and ReimbursementsSustain Human Resources	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_A nd_Distribution_041

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.080		<p>The payroll system must support various legal and regulatory requirements by generating internal and external reports at regular intervals, on an as-needed basis or by producing reports to meet special requirements. The reports shall be:</p> <p>A. Prepared accurately and promptly, and distributed to the appropriate recipients to ensure receipt when the information will be of maximum benefit. B. Based on, supported by, and periodically validated against appropriate detailed information in the payroll system. C. Sent in a timely manner to officials who authorized, or were responsible for, processed payroll transactions, and reviewed by those officials for completeness and accuracy. Producers of these reports are responsible for correcting errors due to inaccurate reading or entering of data. Discrepancies in reporting, transmitting, or depositing funds will be resolved promptly. D. Discussed periodically with users and modified or eliminated as appropriate to meet user needs. E. Retained and disposed of in accordance with General Records Schedule 2, with sensitive data as defined by Title 5, Code of Federal Regulations (C.F.R.), part 2504, and handled in accordance with the provisions of the Privacy Act.</p>	Source: DoDFMRVol18,Ch9,Su b0902; Source Date: 8/1/2011	Manage Financial Management PolicyPerform Cost AnalysisPerform Financial Reporting	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

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.081		The Civilian Payroll System must provide capability to query current, historical, and/or archived data.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013		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_A nd_Distribution_048
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: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	Manage Execution with Treasury Manage Liabilities Post to General Ledger	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: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013		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_A nd_Distribution_046

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.084		The payroll 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: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013		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
Payroll Processing and Distribution	07.06.085		The Civilian Payroll System must store audit trail data in the standard human resources/payroll data files.	Source: JFMIPSR-99-5,p28; Source Date: 4/1/1999		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		The payroll system 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: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	Manage Disbursements Manage Liabilities Monitor Payment		Human-Resources_Payroll_004

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.087		The payroll system shall provide proper control, retention, and disposition of all payroll-related documents. All source documents that substantiate the employee's entitlement to compensation, leave, benefits, and authorize or support deductions, whether maintained in hardcopy or electronic format, shall be safeguarded from improper, unauthorized access or use. Disposition of payroll-related documents shall be in accordance with the NARA General Records Schedule 2.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013 Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013	Manage DisbursementsManage LiabilitiesMonitor Payment		Human-Resources_Payroll_005
Payroll Processing and Distribution	07.06.088		The payroll system shall provide interface(s) of the payroll function with general ledger, cost accounting, and personnel systems; with provisions for reconciling common data elements in the payroll system and these interrelated systems. The interfaces shall be used to assist in timely reconciliation of data elements and discrepancies noted between systems.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	Manage LiabilitiesPerform Cost AnalysisPerform ProgrammingPost to General Ledger		Human-Resources_Payroll_007

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
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,pg26; Source Date: 4/1/1999	Define Cost Performance ModelExecute Apportionment and Allocate FundsExecute Continuing ResolutionExecute Rescission, Cancellation and DeferralsImplement Case in Foreign Military Sales Trust FundManage Baseline for ReprogrammingManage CollectionsMa		Payroll_Processing_And_Distribution_044
Payroll Processing and Distribution	07.06.090		The Civilian Payroll System shall have the capability to process mandatory or discretionary allotments.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013Source: DoDFMRVol8,Ch4,Su b0401; Source Date: 9/1/2012			Payroll_Processing_And_Distribution_049
Payroll Processing and Distribution	07.06.091	A - New Based on Review of an Existing Authoritative source	The payroll system shall provide audit trails to permit the tracing of transactions through the system.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	Post to General Ledger		Human-Resources_Payroll_008

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Chapter	Req Id	Change Type	Requirement	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Payroll Processing and Distribution	07.06.092	A - New Based on Review of an Existing Authoritative source	A civilian payroll system shall be integrated or interfaced with, and fully support, the accounting systems. These systems shall consist of detailed accounts and records that are kept as a subsidiary to, or support for, controlling or summary accounts in the general ledger of the accounting systems. The payroll system shall produce required obligation and accrual data needed by accounting systems.	Source: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013			Payroll_Processing_A nd_Distribution_050
Payroll Processing and Distribution	07.06.093	A - New Based on Review of an Existing Authoritative source	The payroll system shall provide a capability to support a computation and processing of payments for permanent, temporary, full-time, part-time, irregular, and special category employees.	Source: DoDFMRVol8,Ch1,Su b0101; Source Date: 5/1/2013			Payroll_Processing_A nd_Distribution_051
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: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	Post to General Ledger	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	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Reporting	07.08.002		A civilian 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: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	Manage LiabilitiesPerform Cost AnalysisPost to General Ledger	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 system 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: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013	Perform Cost AnalysisPost to General Ledger	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: DoDFMRVol8,Ch1,Su b0102; Source Date: 5/1/2013		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	Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Reporting	07.08.005		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: JFMIPSR-99-5,pg30; Source Date: 4/1/1999	Define Cost Performance ModelExecute Apportionment and Allocate FundsExecute Continuing ResolutionExecute Rescission, Cancellation and DeferralsImplement Case in Foreign Military Sales Trust FundManage Baseline for ReprogrammingManage CollectionsMa	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: DoDFMRVol8,Ch9,Su b0902; Source Date: 8/1/2011	Manage Financial Management PolicyPerform Cost AnalysisPerform Financial Reporting		Human-Resources_Payroll_023
Reporting	07.08.007		The civilian payroll system shall have the capability to provide a leave liability report.	Source: DoDFMRVol8,Ch5,Su b0501; Source Date: 4/1/2013			Leave_Processing_027
Reporting	07.08.008		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: JFMIPSR-99-5,pg25; Source Date: 4/1/1999			HR_Data_Collection_Maintenance_And_Personnel_Processing_051

ACRONYMS

CDO	Chief Disbursing Officer
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
DoDFMR	DoD Financial Management Regulation
FACTS	Federal Agencies' Centralized Trial-Balance System
FASAB	Federal Accounting Standards Advisory Board
FFMIA	Federal Financial Management Improvement Act
FICA	Federal Insurance Contribution 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
OPEB	Other Post-Employment Benefits
ORB	Other Retirement Benefits
SFFAS	Statement of Federal Financial Accounting Standards
SGL	Standard General Ledger
SR	System Requirements
SSA	Social Security Administration
SSN	Social Security Number
TAFS	Treasury Appropriation Fund Symbol
TIN	Taxpayer Identification Number
USSGL	United States Standard General Ledger