

## Management of LOA Screens Within DCPS

The purpose of this document is to help or assist CSRs who are creating or correcting lines of accounting in DCPS for civilian employees and offer the following guidance/tip for the CSRs, Resource Advisors, and Civ Pay Budget Analysts. Also, reveal that with effective up front communication and collaboration, the steps and process below can be greatly mitigated or totally eliminated.

Proper management of accounting data in DCPS is essential to ensure accurate reporting in the accounting system and to provide the foundation for leadership and management decisions made based upon civilian payroll expense data. Also included is information explaining the importance of managing the three hierarchical records that directly affect the accuracy of accounting data sent from DCPS to DEAMS and why it is critical to accurately determine the date effective (starting) and end date for accounting changes and what can happen if due care is not exercised.

DCPS operates on a pay period basis, so it is very important that a correct date effective is determined when DCPS master employee record (MER) line of accounting (LOA) data is added or changed in the Employee Level Accounting Classification screen. Failure to use an accurate date effective will cause payroll expense data to be inaccurate and require rework to correct the error.

For example:

An employee is assigned to an organization effective the beginning of pay period (PP) 25 of the previous calendar year, but the LOA data is not received and updated in PP25. The resulting payroll expenses for the employee in PP25 will not interface accurately in the accounting system (DEAMS) or may reject if there is no LOA data for the employee. This happens because one or more critical accounting data element (OAC/OBAN, RCCCC, BPAC, PEC, BA, etc.) are incomplete so the correct PTEO cannot be selected to update DEAMS.

The CSR is notified to verify and correct the LOA data for the employee. To correct the problem the CSR makes the LOA change with or without an AF3821. If the CSR receives an AF 3821 it contains a date effective for the LOA change. The employee's payroll expenses will be charged to the LOA data provided on the AF3821 from the date effective going forward but NOT retroactively. In DCPS, LOA data is stored with a date effective so there is a history of LOA data that applies to prior pay periods going back many pay periods. DCPS will use the applicable LOA data that applies to the PP affected by payroll transactions that occur during each two week payroll cycle, either the most recent LOA data for the current PP or historical LOA data for prior PP adjustments using the date effective for the LOA data.

In this example, the date effective for the LOA change entered during the current PP did not cover all pay periods that apply to the LOA data (i.e., PP25, PP26 etc., depending on how long it takes for CSR to take initial corrective action). As a result, any prior pay period adjustments to PP25, PP26 etc., for the employee will contain incorrect LOA data and reject when processing into the accounting system. Rework will be necessary to fix the error by establishing a date effective for the LOA data at the beginning of PP25 in the previous calendar year.

When the date effective on the AF3821 does not cover all applicable pay periods, then a future prior pay period adjustment to a pay period prior to the effective will use old (possibly non-existent) LOA data requiring rework to correct, even though current LOA data for the employee is correct. Payroll adjustments to prior pay periods are time sensitive so it's really critical to research and determine the correct date effective for changes to LOA data entered into the MER in DCPS.

The hierarchy of DCPS records that contain accounting data elements determine what LOA data is created and sent to DEAMS to update the accounting system. First, payroll logic searches for a valid EMPLOYEE level accounting classification record when extracting LOA data. A valid employee level accounting classification record is one that contains a valid DATE EFFECTIVE, DATE END, DEPARTMENTAL REPORTER, ACCOUNTING ACTIVITY, DEPT CODE/AGENCY #, TRANSFER DEPARTMENT, FISCAL YEAR, BASIC SYMB/FUND, LIMITATION/SUBHEAD, FY R/O IDC for the EMPLOYEE ID (SSN). The remaining employee level accounting classification data elements, while critical for AF accounting, are not validated by DCPS so great care must be taken to use only data elements validated in the AF Financial Management Data Dictionary (Data Quality Service) <https://fmdqs.cce.af.mil/saml/home.htm>.

Second, when no valid Employee level accounting classification record is found for an employee, then DCPS uses the ORGANIZATIONAL level accounting classification record to determine what LOA data is created and sent to DEAMS to update the accounting system. An Organizational record contains DATE EFFECTIVE, DATE END, DEPARTMENTAL REPORTER, ACCOUNTING ACTIVITY, DEPT CODE/AGENCY #, TRANSFER DEPARTMENT, FISCAL YEAR, BASIC SYMB/FUND, LIMITATION/SUBHEAD, FY R/O IDC for the EMPLOYING ACTIVITY and ORGANIZATION. These are the minimum fields required for the Organizational record, however, there are also FUND CODE/SUB STA, ASN/OBAN/BCN/HRS, PGM/BUDGET YEAR, OAC/DUTY STA, MFP/BPAC/PROJ CD/SABOC, PEC/AMT, RC/CC/FCP, ESP, EEIC SHRED, ASSIGNED: JOB ORDER, COST CENTER, and PERF CODE.

Finally, if no valid employee or organizational level accounting classification records are found the DCPS will use the EMPLOYING ACTIVITY level accounting classification record create LOA data to update send to DEAMS to update the accounting system. Similar to the first two record levels, the minimum data is DATE EFFECTIVE, DATE END, DEPARTMENTAL REPORTER, ACCOUNTING ACTIVITY, DEPT CODE/AGENCY #, TRANSFER DEPARTMENT, FISCAL YEAR, BASIC SYMB/FUND, LIMITATION/SUBHEAD for the EMPLOYING ACTIVITY.

I want to foot stomp the importance of the relationship between the Employee, the organizational, and the Employing Activity level accounting classification screens. The absence of a valid EMPLOYEE accounting record causes the payroll system logic to default to the next higher, ORGANIZATIONAL record level, and so on, using the accounting data found on the next, valid, higher level record.

Bottom line, it is very important determine the correct date effective when fixing LOA errors in MERs in DCPS and to check the Organizational and Employing Activity data for consistency for the employee. Do not assume the LOA data change is effective at the beginning of the current pay period, always verify. When LOA data in a MER is corrected without an AF3821, the CSR must obtain the correct date effective for the LOA data from the employee's organization (Resource Advisor or other who is responsible for funds management). Again, failure to accurately determine the correct date effective for an LOA data change will cause inaccurate payroll expenses reported in the accounting records and require rework to fix the error.

One of the easiest ways you can proactively help reduce the number of employees rejecting in payroll is to run the following Daily reports on the CSR Report Menu in DCPS:

25. Employing Activity Change

30. New Organizations

Any employee who rejects due to a bad end date will have shown up on one of these reports. The tip is to run these reports on a DAILY basis and get your resource advisor to provide you with the correct line of accounting for each employee on the report(s). Once you have entered the correct line of accounting, reset the Date End field to September 30<sup>th</sup> of the fiscal year we are currently in. If this is accomplished on a daily basis you will see the number of civilian payroll rejects greatly reduce.

Accurate and timely processing of changes to employee's payroll accounting data assures financial data recorded in the accounting system is reliable and will support sound management decisions. Additionally, accurate financial data is essential to help the AF obtain a clean audit opinion for its financial statements. Establishing, nurturing and maintaining a strong relationship with Personnel, timekeepers, resource advisors, Financial Management and CSRs is crucial. Communicate and collaborate before anticipated changes are made to reduce and possibly eliminate civilian payroll rejects.