

E-Mail ALSPO H/18

Subj: PAYROLL PROCESSING SCHEDULE FOR CALENDAR YEAR 2019

Ref: (a) E-Mail ALSPO D/18; Elimination of Payroll Processing Schedule Blackout Dates
(b) E-Mail ALSPO C/17; Payroll Processing Schedule for Calendar Year 2018

Introduction This E-Mail ALSPO message transmits the schedule for payroll transaction processing for calendar year (CY) 2019.

Terminology The following terms are used on the processing schedule:

Term	Definition
Pay Period	Each month is divided into two pay periods. The first period, called "mid-month" covers the 1st through 15th day of the month. The second period, called "end-month," covers the 16th through the last day of the month. In Direct Access, each pay period has a corresponding "Payroll Calendar."
Period Begin Date	The begin date for the pay period.
Period End Date	The end date for the pay period.
Payment Date	<p>The official military payday. This is the "<i>settlement date</i>" for the Automated Clearing House (ACH), an electronic funds-transfer system run the by the National Automated Clearing House Association (NACHA). This payment system deals with payroll, direct deposit, tax refunds, consumer bills, tax payments and many more payment services.</p> <p>The official military paydays are the 1st (end-month) and the 15th (mid-month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday.</p> <p>Some financial institutions make funds available prior to the official military payday. However, payments are not to be reported as non-received until the official military payday. Members should not set up automated payments or assume funds will be available prior to published paydays.</p>

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Terminology (continued)

Term	Definition
SPO Data/Entry Approval Cutoff	<p>Last day for SPO Payment Approving Officials (PAOs) to approve transactions for the next payday. Cutoff time is 2000 hours. (Central time).</p> <p>No data entry/approvals are permitted from this date/time until the day after the Payroll Finalization Date.</p>
Term	Definition
Payroll Finalization Processing Date	<p>Date PPC (MAS) completes processing for the pay period, readies files for transmission to Treasury and, if an end-month pay period, transmission to the Coast Guard General Ledger. Following completion of these processes, PPC (MAS) opens the payroll calendar for the next pay period and SPOs will resume data entry and approvals.</p> <p>Do not submit retroactive Coast Guard Standard Meal Rate (CGSMR) transactions within 3 business days of the finalization date. Retroactive CGSMR transactions potentially put members in a negative net pay status forcing PPC to intervene to correct and rerun finalize payroll for the entire Coast Guard. Any debt created by a retroactive CGSMR transaction in this timeframe will still be collected.</p> <p>No data entry/approvals are permitted from 2000 hours (Central time) on the SPO Data Approval Cutoff Date until the day after the Payroll Finalization Date.</p>
Payroll Sent to Treasury	<p>The <i>estimated</i> date PPC will transfer files to Treasury for processing. In accordance with NACHA Operating Rules, payments must be made available for withdrawal no later than the opening of business on the settlement date (provided the entries are made available to the Receiving Depository Financial Institution (RDFI) by its ACH operator no later than 5:00 p.m. on the business day prior to the settlement date). Some RDFIs make deposits available upon receipt from Treasury while others hold the funds until the settlement date.</p>

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**Processing
schedule**

Enclosure (1) provides the CY 2019 Payroll Processing Schedule.

**Directives
affected**

Reference (b) is cancelled.

Questions

Direct questions regarding the content of this E-Mail ALSPO message to PPC Customer Care at:



(866) 772-8724 / (785) 339-2200



<https://cg.portal.uscg.mil/units/ppc/SitePages/Contact Us.aspx>
(Online Trouble Ticket/Inquiry Form)



PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by

Internet release authorized.

J. D. BURNS /s/
Captain, U. S. Coast Guard
Commanding Officer, PPC

Encl: (1) 2019 Payroll Processing Schedule

2019 Dates Mid-Month & End Month Pay Calendars will be finalized on:

Pay Calendars	Period Begin Date	Period End Date	Payment Date	SPO Data Entry Cut Off (2000 Hours Central Time)	Finalized Date	Payroll Sent to Treasury (estimate)	USCG General Ledger Cutoff Date
Mid-Month C119010	1/01/2019	1/15/2019	1/15/2019	1/09/2019	1/10/2019	1/11/2019	
End-Month C119011	1/16/2019	1/31/2019	2/01/2019	1/21/2019	1/22/2019	1/30/2019	1/29/2019
Mid-Month C119020	2/01/2019	2/15/2019	2/15/2019	2/11/2019	2/12/2019	2/13/2019	
End-Month C119021	2/16/2019	2/28/2019	3/01/2019	2/18/2019	2/19/2019	2/27/2019	2/26/2019
Mid-Month C119030	3/01/2019	3/15/2019	3/15/2019	3/11/2019	3/12/2019	3/13/2019	
End-Month C119031	3/16/2019	3/31/2019	4/01/2019	3/20/2019	3/21/2019	3/28/2019	3/28/2019
Mid-Month C119040	4/01/2019	4/15/2019	4/15/2019	4/09/2019	4/10/2019	4/11/2019	
End-Month C119041	4/16/2019	4/30/2019	5/01/2019	4/21/2019	4/22/2019	4/29/2019	4/26/2019
Mid-Month C119050	5/01/2019	5/15/2019	5/15/2019	5/09/2019	5/10/2019	5/13/2019	
End-Month C119051	5/16/2019	5/31/2019	5/31/2019	5/21/2019	5/22/2019	5/29/2019	5/29/2019
Mid-Month C119060	6/01/2019	6/15/2019	6/14/2019	6/10/2019	6/11/2019	6/12/2019	
End-Month C119061	6/16/2019	6/30/2019	7/01/2019	6/19/2019	6/20/2019	6/27/2019	6/26/2019
Mid-Month C119070	7/01/2019	7/15/2019	7/15/2019	7/09/2019	7/10/2019	7/11/2019	
End-Month C119071	7/16/2019	7/31/2019	8/01/2019	7/22/2019	7/23/2019	7/30/2019	7/29/2019
Mid-Month C119080	8/01/2019	8/15/2019	8/15/2019	8/11/2019	8/12/2019	8/13/2019	
End-Month C119081	8/16/2019	8/31/2019	8/30/2019	8/21/2019	8/22/2019	8/28/2019	8/28/2019
Mid-Month C119090	9/01/2019	9/15/2019	9/13/2019	9/09/2019	9/10/2019	9/11/2019	
End-Month C119091	9/16/2019	9/30/2019	10/01/2019	9/18/2019	9/19/2019	9/27/2019	9/25/2019
Mid-Month C119100	10/01/2019	10/15/2019	10/15/2019	10/08/2019	10/9/2019	10/10/2019	
End-Month C119101	10/16/2019	10/31/2019	11/01/2019	10/21/2019	10/22/2019	10/30/2019	10/28/2019
Mid-Month C119110	11/01/2019	11/15/2019	11/15/2019	11/11/2019	11/12/2019	11/13/2019	
End-Month C119111	11/16/2019	11/30/2019	11/29/2019	11/19/2019	11/20/2019	11/27/2019	11/27/2019
Mid-Month C119120	12/01/2019	12/15/2019	12/13/2019	12/09/2019	12/10/2019	12/11/2019	
End-Month C119121	12/16/2019	12/31/2019	12/31/2019	12/18/2019	12/19/2019	12/27/2019	12/27/2019

Notes:

1. No data entry/approvals are permitted from 2000 hours (Central time) on the SPO Data Entry/Approval Cutoff date until the day after the Payroll Finalization Date.
2. Do not submit retroactive Coast Guard Standard Meal Rate (CGSMR) transactions within 3 business days of the finalization date. Retroactive CGSMR transactions potentially put members in a negative net pay status and PPC has to intervene to finalize payroll.