

E-Mail ALSPO D/18

Subj: ELIMINATION OF PAYROLL PROCESSING SCHEDULE BLACKOUT DATES

Ref: (a) E-Mail ALSPO C/17; Processing Schedule for Calendar Year 2018

Introduction This E-Mail ALSPO message announces the elimination of blackout dates from the payroll processing schedule and transmits the schedule for payroll transaction processing for the remainder of calendar year (CY) 2018.

Discussion Prior to this change, an approval freeze was in effect during the period between the SPO Data Approval Cutoff Date and the Payroll Finalization Processing Date. Only Reserve short-term orders and IDT drills were permitted to be approved between these dates. This data entry/approval blackout is eliminated with the following exceptions:

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 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.

Effective Date This change is effective with the mid-month August 2018 payroll processing cycle.

Continued on next page

E-Mail ALSPO D/18

Subj: ELIMINATION OF PAYROLL PROCESSING SCHEDULE BLACKOUT DATES

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 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 has closed, starting the next business day. Banks have the full business day to transfer funds, and non receipt of payday cannot be confirmed until it has passed. Members should not set up automated payments or assume funds will be available prior to published paydays.</p> |
| SPO Data/Entry Approval Cutoff | Last day for SPO Payment Approving Officials (PAOs) to approve transactions for the next payday. Cutoff time is 2000 hours. (Central time). No data entry/approvals are permitted from this date/time until the day after the Payroll Finalization Date. |
| 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>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> |

Continued on next page

E-Mail ALSPO D/18

Subj: ELIMINATION OF PAYROLL PROCESSING SCHEDULE BLACKOUT DATES

Terminology (continued)

| Term | Definition |
|--------------------------|--|
| Payroll Sent to Treasury | 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. |

Suspicious Amount Net Pay Diff Report PPC will continue to work cases on the Suspicious Amount Net Pay Diff report \$1500 and over. SPOs shall not work these cases unless directed to do so by PPC. SPO Chiefs are responsible for ensuring cases on the Suspicious Amount Net Pay Diff report of \$1499 and below are valid, if not, corrections are to be made.

PPC (HR-BAT) will place the Suspicious Amount Net Pay Diff report online two to three business days prior to each Finalization Date and notify SPOs, with the link, when the report is available.

Processing Schedule Enclosure (1) provides the Payroll Processing Schedule for the remainder of CY 2018.


Directives Affected Reference (a) is cancelled.


Continued on next page

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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.

/s/

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

Encl: (1) Aug-Dec 2018 Payroll Processing Schedule

AUGUST TO DECEMBER 2018 PAYROLL PROCESSING SCHEDULE

2018 Dates Mid-Month & End Month Pay Calendars will be finalized on:

| Pay Period | Period Begin Date | Period End Date | Payment Date | SPO Data Entry/Approval Cutoff (2000 Hours Central Time) | Finalization Date | Payroll Sent to Treasury (estimate) | USCG General Ledger Cutoff Date |
|------------|-------------------|-----------------|--------------|--|-------------------|-------------------------------------|---------------------------------|
| Mid-Month | 8/1/2018 | 8/15/2018 | 8/15/2018 | 8/9/2018 | 8/10/2018 | 8/13/2018 | |
| End-Month | 8/16/2018 | 8/31/2018 | 8/31/2018 | 8/21/2018 | 8/22/2018 | 8/29/2018 | 8/29/2018 |
| Mid-Month | 9/1/2018 | 9/15/2018 | 9/14/2018 | 9/10/2018 | 9/11/2018 | 9/12/2018 | |
| End-Month | 9/16/2018 | 9/30/2018 | 10/1/2018 | 9/18/2018 | 9/19/2018 | 9/27/2018 | 9/25/2018 |
| Mid-Month | 10/1/2018 | 10/15/2018 | 10/15/2018 | 10/9/2018 | 10/10/2018 | 10/11/2018 | |
| End-Month | 10/16/2018 | 10/31/2018 | 11/1/2018 | 10/21/2018 | 10/22/2018 | 10/30/2018 | 10/27/2018 |
| Mid-Month | 11/1/2018 | 11/15/2018 | 11/15/2018 | 11/8/2018 | 11/9/2018 | 11/13/2018 | |
| End-Month | 11/16/2018 | 11/30/2018 | 11/30/2018 | 11/19/2018 | 11/20/2018 | 11/28/2018 | 11/28/2018 |
| Mid-Month | 12/1/2018 | 12/15/2018 | 12/14/2018 | 12/10/2018 | 12/11/2018 | 12/12/2018 | |
| End-Month | 12/16/2018 | 12/31/2018 | 12/31/2018 | 12/19/2018 | 12/20/2018 | 12/28/2018 | 12/27/2018 |

Notes:

1. No data entry/approvals are permitted form 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.