

OVERVIEW OF DCPS TO DCPS TRANSFERS DURING 2002 FOR AGENCIES AND ACTIVITIES (UIC)

In response to the request by the Military Services to consolidate civilian pay accounts by agency within a single payroll office, the Defense Finance and Accounting Service (DFAS) authorized an enhancement to the Defense Civilian Pay System (DCPS) to develop an automated mass transfer process to move employee accounts from one DFAS database to another. The system modifications now implemented provides the capability to transfer employees by Agency and Major Claimant between payroll offices/databases without personnel separation actions and with little or no impact to employee records.

The automated mass transfer process will systematically move identified employees data from one database to another. The movement of agency accounts has been scheduled as requested by the Services and Department of Defense agencies. Other effects of the consolidation effort will be the change in payroll office ownership of one database and the inactivation of four databases. Shipyard and Overseas database employee accounts at Charleston are unaffected.

TRANSFER SELECTION CRITERIA:

The DCPS selection criteria for identifying an employee for a DCPS to DCPS transfer is by the Agency and Major Claimant in the DCPS Activity record (Example: Agency is 'AR' and Major Claimant is 'MC'). Then, if the employee is active in DCPS (most current supplemental record is 'A' and work schedule is 'A') the employee's database records will be transferred. Employees that are inactive or pending in their supplemental or work schedule will not be transferred. The selection is done during the first pass of payroll pay processing of the designated pay period of the transfer.

The transfer systematically starts with separating the employee from the losing database with a DCPS created 'PON' nature of action code effective the pay period end date of the transfer. The transfer completes with a DCPS created 'PON' nature of action code (NOAC) effective the pay period begin date (one day greater than the separation date) in the gaining database.

EMPLOYEE DATA MOVED:

The transfer moves all MER, supplemental, deduction, schedule, job order number, accounting activity information, time and attendance, leave, pay and retirement history records into the gaining database for each selected employee. Only year-to-date amounts for Earning Subject to and deductions for OASDI, Earning Subject to and deductions for Medicare, Earning Subject to CSRS Post-83, Earning Subject to TSP, CSRS accumulative deductions, FERS accumulative deductions and Military Deposit payments will be transferred to the gaining database.

The pay period of the separation, DCPS will not pay out any leave balances or attempt to collect remaining balances of debts other than regularly scheduled deductions.

All records containing data specific to the transferring Agency/Major Claimant, Activity and Organization will be brought forward into the gaining database. Also, the Accounting activity records will be brought forward to the gaining database. There is no action required on your part. If an

activity and/or organization record already exist on the gaining database, the information in these records will not be overlaid, but any discrepancies will be resolved by the gaining payroll office.

PERSONNEL CHANGES:

Any personnel actions (including rejects) being held for processing by DCPS will be brought forward to the gaining database. TSO-PE has coordinated with CPMS, personnel to have the payroll office identification of the affected employees automatically changed by the personnel system. This will not require any personnel actions to be created and forwarded to DCPS. Since all history will come forward into the gaining database, all retro actions must be sent to the gaining database.

Any actions required for employees belonging to your Agency/Activity who were not transferred due to a inactive or pending status, must be processed in the losing database unless that particular database is closing. If the database is closing, you have until the end of the pay year of the transfer to process any actions in that database. If it is after the end of the pay year, the actions should be sent to the payroll office servicing your transferred employee accounts. The following databases are closing: Charleston - ZG2, Denver - OMR, Denver - CP2 and Pensacola - ZK2. The Denver - CP1 database will be moving to the Pensacola payroll office.

Any personnel office with access to DCPS will have their security access transferred to the gaining database. See ACCESS INSTRUCTIONS under “Information for Customer Service Representatives, Timekeepers and Human Resource Offices (HRO)”, page two.

Information You May Want To Provide To Your Employees:

The employee should be notified of the transfer by their Employing Activity. They should be given the following information:

- Employees should notice little or no difference in the payroll process. Employees' net pay will continue to be delivered in the same manner that it is today.
- Employees will receive their Leave and Earning Statement (LES) in the same manner as they do today. There will not be an interruption of service to the Employee/Member Self Service (E/MSS) system for LES viewing and for making address changes. Access to E/MSS to make other payroll changes will be delayed approximately three days during the transfer. Employees may want to retain their last LES from the losing payroll office in order to capture year-to-date data that is not moved to the gaining database (e.g. charity contributions).
- Leave and Earnings Statements issued from the new payroll office (database) will not include all year-to-date pay information. DCPS will transfer into the new database; OASDI and Medicare earnings and deductions, CSRS Post-83 earnings, TSP earnings, CSRS deductions, FERS deductions and Military Deposit payments. These transfer-in earnings and deductions will allow DCPS to continue to cap any earnings and/or deductions using data from both databases. The amounts under the 'YEAR TO DATE' column as they are seen today on the employees LES will not be transferred, as they are amounts associated with the losing payroll office. The employee will be able to determine which year-to-date amounts did not transfer by comparing their last LES from the losing database with the first LES from the gaining database. All retirement amounts and records will be moved to the gaining payroll office.
- Leave Balances. All Annual, Sick, Donated, Restored Annual, Advanced Sick and Military leave balances with leave history will be transferred into the gaining database. This includes any Compensatory Time, Credit hours, Home leave and Time-Off Awards balances. No leave will be forfeited or paid as a result of the transfer.
- Payroll Source Information. All deductions, addresses, direct deposit information, bonds, charitable contributions, allotments, health and life insurance, etc, will be moved to the gaining database. All deductions will continue in the gaining database and the employee should not see any difference in their gross or net pay due to the transfer.

Employee Information Continued:

- All employees Master Employee Records, T&A, leave, pay and retirement history will be transferred to the gaining database. Full retro processing capability with this history will be available in the gaining database.
- W-2's. Employees will receive one W-2 form for the pay year of their transfer. This W-2 will include totals from all servicing DCPS payroll offices during the year. W-2's will also be available via E/MSS. Employee W-2 inquiries should be addressed to the current servicing payroll office.
- Customer Service Representatives (CSR) and Timekeepers. Employee CSR and timekeeper will not change because of the DCPS to DCPS transfer. Any changes employees wish to make to their pay records or any questions they have about pay will continue to be provided to the same Customer Service Representative. Time and Attendance will continue to be provided by employees current timekeeper.

**Information To Be Provided To Your Customer Service Representative (CSR),
Timekeepers And Human Resource Offices (HRO / HRSC):**

- CSRs, Timekeepers and HROs who have access to the losing database will have their USER IDs transferred to the gaining payroll office (database). All will still have access to the losing database for separated employees not associated with the DCPS to DCPS transfer and access to view transferred employees totals-to-date records.
- CSRs, Timekeepers and HROs should be provided these new access instructions.

ACCESS INSTRUCTIONS. Users will not be able to access the gaining database until the payroll office database has been brought back online after pay and transfer processing is complete.

In order to access the gaining database (example: ZKA), users will enter ZKAPO rather than CP1PO, ZGTPO, OMRPO etc. Then press ENTER to bring up the DCPS Sign-In Screen.

When accessing the gaining database for the first time, users must replace the first three characters of their existing DCPS USER ID with the gaining payroll office location identification (ZKA, etc). For example, if your User ID is CP1UABC, then your User ID with ZKA will be ZKAUABC.

User's initial password will consist of the first 6 positions of their SSN. For example, if your SSN is 123-45-6789, then your initial password will be 123456.

If you cannot access the gaining database using these instructions, then attempt accessing DCPS using a 'K' in the fourth position of your User ID with the remaining three characters being the same as your previous User ID. (Example: ZKAKABC and password 123456). If you are still unable to access the gaining database then contact your activity POC for the move or the gaining database Customer Service.

Please logon and activate your new User ID and password as soon as possible. If User ID's are not activated in the gaining database, they will be suspended after 30 days and then will be deleted at the end of the quarter. Additionally, users should ensure they have access to the same individuals as in the previous database. You may start to logon to the gaining database the 'pay day' (disbursing date) of the pay period during which your agency transfers from the losing database.

CSR, Timekeeper and Human Resource Office Continued:

- All employees Master Employee Records, T&A, leave, pay and retirement history will be transferred to the gaining database. Retro processing capability with this history will be available in the gaining database.
- All T&A data to include existing work schedules, job order numbers and accounting classification data will be transferred to the new database. There is nothing you should need to do other than normal T&A functions.
- If you are changing Payroll Offices and you have access to the trouble reporting system Remedy, TSO-PE plans to move your User ID and Password to your new payroll office.
- All open Remedy tickets for the affected employees will move to the new payroll office.
- SDA Reporting. TSO-PE will coordinate with SDA submitters any changes needed for existing files. These organizations will need the SDA pointed to the gaining database prior to sending any new files.

SDA's need to be advised to pull the MER extract from the gaining database upon completion of the Mass Transfer.

RESPONSIBILITIES OF THE EMPLOYING ACTIVITY:

The employing activity will be responsible for notifying the affected employees, Accounting Activities (AAA), Customer Service Representatives (CSR), Timekeepers, SDA's and other affected interface partners of the upcoming transfer. Also, any required union negotiations will be completed by the activity.

RESPONSIBILITIES OF THE PAYROLL OFFICE:

The losing payroll office is responsible for notifying the following: Disbursing Office, IRS District for which tax levies are remitted, State and local taxing authorities if the transfer closes an account, DFAS-CL for employees with court ordered garnishments and salary offsets for non-DOD debts, other DOD entities for whom debts are being collected, Department of Labor (OWCP) for ongoing cases, FEHB carriers and all transferring Employing Activities.

The gaining payroll office is responsible for resolving any discrepancies when an employing activity exist on the losing and the gaining database.

The payroll offices have been provided written guidance under separate cover of their responsibilities and duties.

RESPONSIBILITIES OF THE TSO-PE:

The TSO-PE will notify and coordinate the movement of the affected employees with the losing and gaining Payroll Offices, the Personnel Offices and the National Finance Center (TSP).

TSO-PE will also coordinate the notification of any changes of file transfers moving because of the DCPS to DCPS transfer (e.g. MER extract, gross pay reconciliation, etc.).