



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2660

November 4, 2020

Memorandum

To: Federal Personnel and Payroll System User Group Representatives, Payroll Coordinators, Liaisons, and Timekeepers

From: Christine Zertuche-Rocha, Chief //signed//
Payroll Operations Division

Subject: Early Submission and Calculate of Time and Attendance (T&A) Files for Pay Period (PP) 2020-26

Christmas Day, December 25, 2020, falls at a critical time in the payroll processing cycle for PP 2020-26. To ensure T&A files are included and processed for PP 2020-26, as a result of the holiday, all pay groups are required to submit current and amendment T&A files to the Interior Business Center (IBC) early. It is essential all timekeepers and data processing staff are advised of the importance of following the PP 2020-26 schedule detailed in this memo.

Please see the T&A submission deadlines below, for clients whose payroll normally calculates on Tuesday night and clients whose payroll normally calculates on Wednesday night. T&A files are required by the dates indicated and no later than 6:45pm Mountain Daylight Time or earlier, depending on the latest release allowed by your T&A solution:

Amended and Current T&As

- Clients, listed in the table below*, whose payroll normally calculates on Tuesday night will have an early calculate on **Monday, December 21, 2020**:
 - Amended and current T&As must be submitted/released to the IBC no later than **Friday, December 18, 2020**
- All other clients whose payroll normally calculates on Wednesday night will have an early calculate on **Tuesday, December 22, 2020**:
 - Amended and current T&As must be submitted/released to the IBC no later than **Monday, December 21, 2020**.

In order to ensure submissions are received early, it may require changes to release schedules from your T&A system. For Quicktime or webTA, administrators will need to review and ensure the Lock/Release or Build and Transfer schedule is changed appropriately for early submission. Once payroll calculate has completed, administrators will need to change the schedules back to normal scheduling. For Quicktime or webTA assistance, you may contact Tammy Mitchell at 303-969-5245 or Tammy_L_Mitchell@ibc.doi.gov or LeAnn Potts at 303-969-5249 or LeAnn_Potts@ibc.doi.gov.

*These clients are:

American Battle Monuments Commission	National Labor Relations Board
Arctic Research Commission	National Mediation Board
Chemical Safety and Hazard Investigation Board	National Science Foundation
Consumer Product Safety Commission	National Transportation Safety Board
D.C. Courts	Nuclear Regulatory Commission
Environmental Protection Agency	Office of Navajo/Hopi Relocation
Equal Employment Opportunity Commission	Pension Benefit Guaranty Corporation
Export Import Bank of the U.S.	Privacy and Civil Liberties Oversight Board
Federal Energy Regulatory Commission	Public Defender Service for D.C.
Federal Housing Finance Agency	Securities and Exchange Commission
Federal Trade Commission	Social Security Administration
International Boundary and Water Commission	Supreme Court of the U.S.
International Trade Commission	Thrift Investment Board
Institute of Museum and Library Services	Trade and Development Agency
JFK Center for the Performing Arts	U.S. International Development Finance Corporation
National Aeronautics and Space Administration	U.S. Tax Court
National Archives and Records Administration	

If you have any questions, please contact the Customer Support Center at (888) 367-1622.