



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2660

November 23, 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 of Amended Time and Attendance (T&A) Files for Pay Period (PP) 2021-01 for Pay Groups 2 and 3

New Year's Day, January 1, 2021, falls at a critical time in the payroll processing cycle for PP 2021-01. To ensure T&A amendments are included and processed for PP 2021-01, clients in pay groups 2 and 3 (listed in the table on the next page*) whose payroll normally calculates on Tuesday night, are required to submit amended T&A files to the Interior Business Center (IBC) early.

We are requesting pay groups 2 and 3 submit amended T&A files **Thursday, December 31, 2020** no later than 6:45p.m. Mountain Standard Time, or earlier, depending on the latest release allowed by each agency's T&A solution. It is essential all timekeepers and data processing staff are advised of the importance of following the PP 2021-01 schedule detailed in this memo.

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.