



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2660

January 7, 2021

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 Time and Attendance (T&A) Files for Pay Period (PP) 2021-04

President's Day, February 15, 2021 falls at a critical time in the payroll processing cycle for PP 2021-04. To ensure T&A amendments are included and processed for PP 2021-04, as a result of the holiday, all pay groups are required to submit amendment T&A files to the Interior Business Center (IBC) early. Clients whose payroll normally calculates on Tuesday night, are **also** required to submit current T&A files early. It is essential all timekeepers and data processing staff are advised of the importance of following the PP 2021-04 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 Standard Time or earlier, depending on the latest release allowed by your T&A solution:

Amended T&As

- All amended T&As for **all** clients must be submitted/released no later than **Friday, February 12, 2021**

Current T&As

- Clients listed in the table below* whose payroll normally calculates on Tuesdays:
 - Current T&As must be submitted/released to the IBC early on **Friday, February 12, 2021**
- All other clients whose payroll normally calculates on Wednesdays:
 - Current T&As must be submitted/released on their normal schedule no later than **Tuesday, February 16, 2021**

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 there are any questions, please call the IBC Customer Support Center at 720-673-9958 (interim contact number) or by email at Payroll_Helpdesk@ios.doi.gov.