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	U·S·DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: PER - 28 Transmittal Number: 334 Date: 05/08/87

Subject: OSMRE Payroll Coordination

Approval: Jed D. Christensen | Title: Director

1. Purpose. To outline the procedure and responsibilities of the payroll coordination functions, which were effected November 3, 1986.

2. Definition. None.

3. Policy/Procedure.

   a. Policy. It is Office of Surface Mining Reclamation and Enforcement's (OSMRE's) policy that the speedy and effective resolution of employee payroll and personnel processing problems and issues are of the highest priority. Payroll coordinators will serve as the focal persons between OSMRE workforce and the Bureau of Reclamation in the handling and tracking of Time and Attendance (T & A) Report Forms and other documents generated by the employee and/or the supervisor that impact the employee's earnings. Payroll coordinators are established in the Division of Personnel, Headquarters, Washington, D.C.; and, the Administrative Service Centers, East (Pittsburgh, Pennsylvania) and West (Denver, Colorado).

   b. Responsibilities. Payroll coordinators are responsible for:

      (1) serving as the focal point of contact on payroll processing issues and for resolving payroll and other personnel processing problems brought to their attention by individual OSMRE employees;

      (2) reviewing all T & A Reports for proper coding and subsequent submittal to the Bureau of Reclamation, Division of Payroll Operations, for processing in established timeframes;

      (3) forwarding a variety of forms/documents to the Bureau of Reclamation for action;

      (4) training all new timekeepers and providing refresher training on procedural updates to current timekeepers and managers;

(5) developing and distributing new procedures and instructions concerning new and updated payroll and personnel processing policies and procedures;

(6) preparing instructions for supervisors on the maintenance of files and back-up material to support payroll responsibilities; and

(7) overseeing their respective data entry operations with the advent of remote data entry of payroll and personnel information.

c. Procedures.

(1) Payroll coordinators will follow the procedures outlined in the PAY/PERS System Manual, Volume 8, Time and Attendance Instructions.

(2) Employees who have questions or problems concerning their pay or related matters such as leave accruals should initially discuss the matter with their timekeeper or supervisor. If a question or problem cannot be resolved at the timekeeper/supervisor level, the employee should contact the appropriate payroll coordinator to obtain speedy resolution.

4. Reporting Requirements. None

5. References. PAY/PERS System Manual Volume 8.

6. Effect on Other Documents. None

7. Effective Date. Upon Issuance.

8. Contact.

a. Headquarters - Division of Personnel, Branch of Headquarters Personnel Services, (202) 343-4153.

b. Eastern Field Operations, Pittsburgh, PA - Administrative Service Center, Branch of Financial Services, (412) 937-2852.

c. Western Field Operations, Denver, CO - Administrative Service Center, Branch of Personnel Management, (303) 844-2539.

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