Frequently Asked Questions - Payroll

Question	Answer
When should I expect to see my Direct Deposit in my bank account?	The Department of Treasury's Financial Management Service (FMS) provides payment, collections and financial reporting services to the U. S. Coast Guard, and the NOAA Corps. FMS has recently undertaken a number of modernization efforts. Modernization of Treasury Department payment systems ensures "on time, every time" payment delivery. One of these efforts is called Payment Application Modernization (PAM) which will help FMS process agency payment requests in a more efficient and cost effective manner. What does this mean for NOAA Corps members? Effective with 15 February 2011 pay day, FMS will not release payments to the Federal Reserve Bank until the evening prior to pay day. This means that most banks will not have your payment posted until the morning of the actual pay day and some of the smaller banks and credit unions may not have monies posted until later in the day.
How do I report/use Sick Leave?	Recently CPC has received questions regarding the appropriate use of sick leave and the approval processes involved. Here is a quick overview of sick leave; however, a more thorough review of leave responsibilities is covered in NOAA Corps Directives, Chapter 6. Regular sick leave, convalescent leave, and maternity leave are forms of sick leave. Sick leave must be reported, but is not charged to the officer's leave account. Each use of sick leave exceeding two days will be documented using a Officer Leave Request and Authorization (NOAA Form 56-12), and submitted to the NOAA Corps Payroll Unit. If absence from duty due to sickness or injury is likely to exceed two calendar days, the officer, unless already under the care of a physician, will report for treatment to the nearest U.S. Military Treatment Facility. If absence from duty due to sickness or injury is likely to exceed seven calendar days, the officer will obtain a statement from the attending physician indicating the nature of illness or injury and prognosis, including anticipated date of return to duty. This information should be forwarded to CAPT Jane Powers, Director, Office of Health Services. Officers found to be temporarily not fit for duty are required to request convalescent leave. Convalescent leave is requested on a NOAA Form 56-12 and forwarded, through CAPT Powers, to the Director, NOAA Corps, for approval. Officers found to be not fit for sea or flight duty are to be temporarily reassigned to duty on shore. If you have any questions with regard to the appropriate execution of sick leave contact Katherine Raymond at 301-713-7732 or Katherine.Raymond@noaa.gov.

Who is responsible for submitting Leave slips?	It is YOUR responsibility to ensure that your leave slips are turned in to the CPC Payroll Unit (by your supervisor or yourself) in order for your leave to be accurately counted.
What is the cut off and limit for use or lose leave?	September 30 each year is the last day to use or lose leave for NOAA Corps Officers. If you are in excess of 75 days as of October 1 you will lose those excess days of leave. Currently, FY 2012 is the last year of being able to carry 75 days of leave into the next fiscal year. Officers are reminded that the policy for maximum leave carryover will return to 60 days at the end of FY13. This means if you are in excess of 60 days of accrued annual leave on September 30, 2013, those excess days will be lost. For more information review the NOAA Corps Directives Chapter 6. Additionally, when submitting your leave slip, remember to enter your "Employee Id" number (located on your LES) and not your social security number.
After PCS why is there as significant overpayment that I received and am paying back on my LES?	Upon reporting to a new duty station, it is imperative the officer immediately sends endorsed PCS orders to NOAACORPS.PayrollUnit@noaa.gov. For officers without dependents the pay entitlements (BAH, Sea Pay, etc.) are stopped as of the date detachment from the old duty station, and new entitlements are started based on the reporting date at the new duty station. Since the payroll processing of PCS orders' detachment and reporting is done simultaneously some officers will end up with overpayments. Any overpayments are then reclaimed by the payroll system once endorsed orders are processed. To minimize this effect it is recommended that orders need to be processed as soon as possible upon reporting to the new duty station. It is recommended that all officers be aware of potential overpayment and be financially prepared not to spend the overpayment in order minimize the financial burden.
Why do my tax documents go to my previous duty station?	Officers are reminded to login to HR Direct Access to update their mailing address. The end of the year is near and tax documents will be sent to the address in the system.
Why should I log into HR Direct Access regularly?	While logged into the system it is recommended that officers ensure their leave is being accurately recorded. Please note that timely submission (within a few days of completion) of leave slips is appreciated. Documenting leave that has long since past impacts the accuracy of monthly reporting requirements, and the accuracy of accounting for leave balances in the system.