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Processing Payroll Procedures for USAID/W Personal Service Contractors (USPSCs)

A Mandatory Reference for ADS Chapter 626

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Responsible Office: M/CFO
File Name: 626maa_111711

This reference applies to time and attendance reporting for USPSCs employed in USAID/Washington. It does not apply to USPSCs employed by an overseas Mission or to the FSNPSCs.

The Office of Financial Management and the Office of Procurement developed the following procedures to enhance payroll processing for USAID/W Personal Service Contractors (USPSCs). They allow timely processing by FM/CMP and ensure that payments reach PSCs' bank accounts by the specified pay date. They also provide enhanced reconciliation and payroll tax reporting and ensure that 401K deductions are reported on time.

The schedule of the pay periods for calendar year 2002, which outlines the pay periods by number and dates, is attached. It identifies the due dates for time sheet submission and the related pay dates. FM/CMP will issue a new schedule at the beginning of each calendar year. The new standard timesheet that PSCs are required to use to report time and attendance for payroll calculation is attached (See Time and Attendance Report). No other versions are authorized or will be processed.

Effective with pay period No.8 starting April 21, 2002, please submit your timesheets to reach FM/CMP by the appropriate scheduled due date (See Schedule of PSCs' Pay Periods/Pay Dates for 2002). Timesheets must be approved by the appropriate authorized official (CTO) prior to submission to FM/CMP. All PSCs must prepare a timesheet for each pay period and it must be submitted by its respective due date. Please do not prepare timesheets for periods other than the current pay period.

Timesheets that do not comply with these requirements will be returned and could result in delayed payments.

FM/CMP will accept fax or scanned copies of approved timesheets. To assist PSCs on TDY, approved timesheets can be scanned and attached to an e-mail for transmission to FM/CMP at PSCTimesheets@usaid.gov; or the faxed to 202-216-3543 or 202-216-3234.

PSCs are no longer required to provide a SF-1034 with timesheets effective with the implementation of this new method of time and attendance reporting. However, PSCs must continue to submit a SF-1034 to claim miscellaneous expenses other than salaries. These claims can be submitted at any time and we strongly encourage monthly submissions.

A copy of the timesheet is attached (Time and Attendance Report). It can be downloaded from the Payroll Matters site at <http://inside.usaid.gov/M/FM/advocate/index.html> or picked up from FM/CMP.

Attachments:

Time and Attendance Report
Schedule of PSCs' Pay Periods/Pay Dates for 2002