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E-Mail ALSPO K/16

Subj: PAYROLL PROCESSING SCHEDULE FOR CALENDAR YEAR 2017

Ref: (a) E-Mail ALSPO A/16; Processing Schedule for Calendar Year 2016

Introduction This E-Mail ALSPO message transmits the schedule for payroll transaction processing for calendar year (CY) 2017.

Terminology The following terms are used on the processing schedule:

Term	Definition
Pay Period	Each month is divided into two pay periods. The first period, called "mid-month" covers the 1st through 15th day of the month. The second period, called "end-month", covers the 16th through the last day of the month. In Direct Access, each pay period has a corresponding "Payroll Calendar".
Period Begin Date	The begin date for the pay period.
Period End Date	The end date for the pay period.
Payment Date	The official military payday. This is the "*settlement date*" for the Automated Clearing House (ACH), an electronic funds-transfer system run the by the National Automated Clearing House Association (NACHA). This payment system deals with payroll, direct deposit, tax refunds, consumer bills, tax payments and many more payment services. The official military paydays are the 1st (end-month) and the 15th (mid-month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday. Some financial institutions make funds available prior to the official military payday. However, payments are not to be reported as non-received until the official military payday. Members should not set up automated payments or assume funds will be available prior to published paydays.

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Terminology **(continued)**

Term	Definition
SPO Data Approval Cutoff /Blackout Dates	Last day for SPO Payment Approving Officials (PAOs) to approve transactions for the next payday. The SPO Data Approval Cutoff is imperative to allow PPC to identify and correct critical errors prior to the Payroll Finalization Processing Date. During the period between SPO Data Approval Cutoff and the Payroll Finalization Processing Date ("blackout dates") an approval freeze is in effect. O**nly the following transactions** may be approved: • **Short-Term Orders**: If the ADT-AT orders or Short-Term ADOS orders have a begin or end date on/or after the SPO Data Entry/Approval date and BEFORE the Payroll Finalization Processing Date, SPOs are authorized to approve the orders (put in "En route" or "Finished" status) and associated pay entitlements (e.g. BAH). DO NOT approve orders or entitlements on Payroll Finalization Processing Date (approvals on the Payroll Finalization Processing Date will cause payroll finalize to error out). ONLY orders with a begin or end date that falls within these specifics date ranges are authorized to be put in an "En route" or "Finished" status. • **Drills**: Inactive Duty for Training (IDT) Drills, Funeral Honors Duty (FHD), Readiness Management Periods (RMP), and Additional Training Periods (ATP) and any pay entitlements associated with the drills may be approved between the blackout dates. If the IDT, FHD, RMP, or ATP drills have a completed date on/or after the SPO Data Entry/Approval date and BEFORE the Payroll Finalization Processing Date, SPOs are authorized to approve the drills (put in "Completed - Yes" status (approved for payment)) and any associated pay entitlements (e.g. meals). Do not approve drills or pay entitlements on the Payroll Finalization Processing Date (approvals on the Payroll Finalization Processing Date will cause payroll finalize to error out). Only drills and associated pay entitlements with a completion date that falls within these specific date ranges are authorized to be put in a "Completed - Yes" status (approved for payment). Note: SPOs will continue to enter pay transaction requests after the cut, but PAOs must not approve any transactions (other than Drills and short-term orders as discussed above), as these approved transactions change the pay data PPC (MAS) is trying to validate. However, SPOs must enter and approve transactions when contacted by PPC (MAS) or (SEP) during the blackout period to correct an error condition.

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Terminology **(continued)**

Term	Definition
Payroll Finalization Processing Date	Date PPC (MAS) completes processing for the pay period, readies files for transmission to Treasury and, if an end-month pay period, transmission to the Coast Guard General Ledger. Following completion of these processes, PPC (MAS) opens the payroll calendar for the next pay period and SPOs will resume data entry and approvals **ON THE DAY FOLLOWING THE "PAYROLL FINALIZATION PROCESSING DATE".** No data entry/approvals are permitted on the Payroll Finalization Date.
Payroll Sent to Treasury	The *estimated* date PPC will transfer files to Treasury for processing. In accordance with NACHA Operating Rules, payments must be made available for withdrawal no later than the opening of business on the settlement date (provided the entries are made available to the Receiving Depository Financial Institution (RDFI) by its ACH operator no later than 5:00 p.m. on the business day prior to the settlement date). Some RDFIs make deposits available upon receipt from Treasury while others hold the funds until the settlement date.

Processing schedule

Enclosure (1) provides the CY 2017 Payroll Processing Schedule.

Directives affected

Reference (a) is cancelled.

Questions

Direct questions regarding the content of this E-Mail ALSPO message to PPC Customer Care at:

☎ (866) 772-8724/(785) 339-2200
https://cg.portal.uscg.mil/units/ppc/SitePages/Contact Us.aspx (Online Trouble Ticket/Inquiry Form)
PPC-DG-CustomerCare@uscg.mil (E-Mail)

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Released by Internet release authorized.

P. F. BRADY, JR., CAPT, USCG
Commanding Officer

Encl: (1) 2017 Payroll Processing Schedule

2017 Payroll Processing Schedule

Pay Period	Period Begin Date	Period End Date	Payment Date	SPO Data Approval Cutoff	Payroll Finalization Processing Date	Payroll to Treasury (estimate)
Mid-Month(*)	1/1/2017	1/15/2017	1/13/2017	1/05/2017	1/10/2017	1/11/2017
End-Month	1/16/2017	1/31/2017	2/1/2017	1/19/2017	1/23/2017	1/30/2017
Mid-Month	2/1/2017	2/15/2017	2/15/2017	2/07/2017	2/10/2017	2/13/2017
End-Month	2/16/2017	2/28/2017	3/1/2017	2/14/2017	2/17/2017	2/27/2017
Mid-Month	3/1/2017	3/15/2017	3/15/2017	3/7/2017	3/10/2017	3/13/2017
End-Month	3/16/2017	3/31/2017	3/31/2017	3/20/2017	3/23/2017	3/29/2017
Mid-Month	4/1/2017	4/15/2017	4/14/2017	4/6/2017	4/11/2017	4/12/2017
End-Month	4/16/2017	4/30/2017	5/01/2017	4/17/2017	4/20/2017	4/27/2017
Mid-Month	5/1/2017	5/15/2017	5/15/2017	5/8/2017	5/11/2017	5/12/2017
End-Month	5/16/2017	5/31/2017	6/1/2017	5/17/2017	5/22/2017	5/30/2017
Mid-Month	6/1/2017	6/15/2017	6/15/2017	6/7/2017	6/12/2017	6/13/2017
End-Month	6/16/2017	6/30/2017	6/30/2017	6/19/2017	6/22/2017	6/28/2017
Mid-Month	7/1/2017	7/15/2017	7/14/2017	7/6/2017	7/11/2017	7/12/2017
End-Month	7/16/2017	7/31/2017	8/1/2017	7/18/2017	7/21/2017	7/28/2017
Mid-Month	8/1/2017	8/15/2017	8/15/2017	8/7/2017	8/10/2017	8/11/2017
End-Month	8/16/2017	8/31/2017	9/1/2017	8/18/2017	8/23/2017	8/30/2017
Mid-Month	9/1/2017	9/15/2017	9/15/2017	9/7/2017	9/12/2017	9/13/2017
End-Month	9/16/2017	9/30/2017	9/29/2017	9/15/2017	9/20/2017	9/27/2017
Mid-Month	10/1/2017	10/15/2017	10/13/2017	10/4/2017	10/10/2017	10/11/2017
End-Month	10/16/2017	10/31/2017	11/1/2017	10/18/2017	10/23/2017	10/30/2017
Mid-Month	11/1/2017	11/15/2017	11/15/2017	11/6/2017	11/9/2017	11/13/2017
End-Month	11/16/2017	11/30/2017	12/1/2017	11/16/2017	11/21/2017	11/29/2017
Mid-Month	12/1/2017	12/15/2017	12/15/2017	12/7/2017	12/12/2017	12/13/2017
End-Month	12/16/2017	12/31/2017	12/29/2017	12/15/2017	12/20/2017	12/27/2017

(*)Note: Per ALCOAST 411/16, Direct Access will not be available from 20 December 2016 until 03 January 2017.