

## **PAYROLL GUIDANCE FOR NEW NADP EMPLOYEES**

Welcome to the Naval Acquisition Development Program (NADP). The Standard Labor Data Collection and Distribution Application (SLDCADA) is the time and attendance system used for all NADP employees. NADP employees are responsible for ensuring their time and attendance is correctly recorded and certified at their local command/activity via SLDCADA for each and every two week pay period. Additional guidance about NADP payroll policy and procedures is provided in the NACC Payroll Guide (April 2012) at: <http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx>.

In order to give you and your supervisor initial access to SLDCADA, it is first necessary to collect some administrative information. Please provide this guidance and all following pages to your immediate supervisor. Page 2 is to be completed by you as the new NADP employee. Page 3 is to be completed by your immediate supervisor. If someone other than your immediate supervisor is to be the primary certifier of your time and attendance in SLDCADA, then that is the individual that needs to complete page 3. As indicated on page 2 and 3, the completed pages are to be provided to both your Command SLDCADA POC and the NACC SLDCADA Administrator as identified on page 4 to this guidance. If you are returning page 2 and 3 via email, please ensure your response is encrypted. This information is to be provided as soon as possible after receiving your CAC card.

Any questions or concerns you may have with the guidance above should be directed to your Command SLDCADA POC. Thank you.

**FOUO-PS (when filled in)**

<b>NEW EMPLOYEE INFORMATION SHEET</b>
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Please complete the following and email sheet to your Command SLDCADA POC and NACC SLDCADA Administrator (see page 4 for both)

NADP Employee Name:	<input type="text"/>	
Command Name:	<input type="text"/>	
Entry on Duty (EOD) Date:	<input type="text"/>	
Work Email Address:	<input type="text"/>	
Work Phone Number:	<input type="text"/>	
My PKI CN is:	<input type="text"/>	<b>(See instructions below)</b>
Date:	<input type="text"/>	

**INSTRUCTIONS:**

1. When you receive your CAC card go to the following website (type in Address Line): <https://www.sldcada.disa.mil>.
2. Select NON-email certificate (OK), SLDCADA opens, under 'Tools Menu' select 'Certificate Details'.
3. Select NON-email certificate (OK), Click on 'send an email to your SA'.
4. Copy PKI CN Certificate and paste in the block above for "My PKI CN is".
5. Then on email enter name of your Command SLDCADA POC and NACC SLDCADA Administrator (see page 4 for both) and send.

**FOUO-PS (when filled in)**

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**SUPERVISOR INFORMATION SHEET**

Please complete the following and email sheet to your Command SLDCADA POC and NACC SLDCADA Administrator (see page 4 for both)

NADP Employee Name:

Command Name:

Primary Certifier Name:

My PKI CN is:  (See instructions below)

Date:

**\*\*\*PLEASE COMPLETE FOLLOWING IF YOU ARE NOT A CURRENT CERTIFIER FOR NADP Employees\*\*\***

SSN (entire SSN is required):

Work Email Address:

Work Phone Number:

**\*\*\*\*Please Note:** Any individual that certifies time in SLDCADA must complete certifying officer training. Training is available at <https://dfas4dod.dfas.mil/training/Courses/coltraining.htm>. Please complete only the Certifying Officer Legislation (COL) Foundations course and forward a copy of your certificate to your Command SLDCADA POC. Also, as a certifying officer for NADP SLDCADA processing, you need to complete a DD Form 577, Appointment/Termination Record - Authorized Signature, and forward to your Command SLDCADA POC.

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1. Go to the following website (type in Address Line): <https://www.sldcada.disa.mil>,
2. Select NON- email certificate (OK), SLDCADA opens, under 'Tools Menu' select 'Certificate Details',
3. Select NON-email certificate (OK), Click on 'send an email to your SA',
4. Copy PKI CN Certificate and paste in the block beside "My PKI CN is".
5. Then on email enter name of your Command SLDCADA POC and NACC SLDCADA Administrator (see page 4 for both) and send.

**FOUO-PS (when filled in)**