Payroll Topics

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Agenda

- NACC Payroll Guide
- SLDCADA
- MyPay
- Employment and Loan Verification
- Overtime
- Compensatory Time
- Travel
- Types of Leave
- Family Medical Leave Act (FMLA)
- Questions
NACC Payroll Guide

- Contains the authoritative guidance for employee payroll procedures
- Provided to each employee in the pre-employment package
- The NACC Payroll Guide is available in the “Policy & Guidance” section of the NADP website at http://www.secnav.navy.mil/rda/workforce/Pages/NADP/PolicyGuidance.aspx
MyPay accounts are established after you receive your first pay check.
Employment and Loan Verification

Information

Employment verification releases employment information and, optionally, salary information to an external organization or person, also known as "Recipient".

Important!
Prior to completing the Employment Verification request, ensure a valid e-mail address is listed in the "My Email" field below. The password will be e-mailed to you at this address. If your e-mail address is blank or incorrect, enter or overwrite the e-mail displayed. You can also update your work e-mail by selecting Key Services > Update Contact Information > Work Email > Update.

Information to Send
- Employment Information
- Employment and Salary Information

Recipient Information

"To:

"My Email: navy.mil

Note: Two distinct email addresses are required. Your password-protected employment verification document will be sent to the recipient identified in the "To" line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the "My Email" field. For your protection, the e-mail containing the password will not be sent to the individual identified in the "To" line. It is your responsibility to share the password with the intended recipient.

Related Information

Employment Information: Releases personal, assignment and period of service details.
Overtime

Funding **MUST** be in place
Prior to actually working overtime

**NAVCOMPT Form 2282**

http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/Payroll.aspx
Compensatory Time

Cap of 160 hours

“CE” for compensatory time earned

“CT” for compensatory time taken

Expires 1 year from date earned
Travel

“CB” for travel compensatory time earned

“CF” for travel compensatory time taken

Expires 1 year from date earned
Types of Leave

- Military Leave “LM”
- Sick Leave “LS”
- Annual Leave “LA”
- Court Leave “LC”
- Military Leave “LM”
Types of Leave

Administrative Leave
“LN”

Donated Leave
“LD”

Leave Without Pay (LWOP)
“KA”

Absent Without Leave (AWOL)
“KC”
Family and Medical Leave Act (FMLA)

- Must have one (1) year of federal civilian service
- Up to 240 hours each year
- Serious disability or ailment of the employee or family member or for purposes related to the birth or adoption of a child