Introduction

Standard Labor Data Collection and Distribution Application

(SLDCADA)

Presented by:

Naval Acquisition Career Center
Mechanicsburg, PA
SLDCADA interfaces with major payroll/financial systems, such as…

- Defense Civilian Pay System (DCPS)
- Standard Accounting and Reporting System-Field Level (STARS-FL)
- Standard Accounting and Reporting System-Headquarters (STARS-HQ)
- Standard Accounting Budgeting Reporting System (SABRS).
• SLDCADA has been upgraded! V23.10.

• With this newest version of SLDCADA, sites can process all user access requests directly through SLDCADA

• Streamlining the steps needed to grant or change user access and perform user verification.
Approval Process

Generate SLDCADA Certifier Account

Employee/Certifier Access Request → Command SLDCADA POC Review/Approval → NACC SLDCADA Administrator Review/Approval
Generate SLDCADA Certifier Account

• **Generate SLDCADA Certifier:**
  • **Limited Applicability**
    – New Certifiers
    – Disabled SLDCADA Accounts
      (*Blocks at 30 days, Disables at 45, after 45 days the Access Authorization Needs resubmitted*)
    – Name Changes
    – New/Reissued CAC (if applicable)
DFAS Training

Certifying Officer Legislation (COL) Training

Deputy Disbursing Officer (DDO) Examination

Deputy Disbursing Officer (DDO) Examination
DFAS recommends using Google Chrome or Microsoft Edge to view this course.

Relief of Liability/Loss of Funds

Relief of Liability/Loss of Funds

Information Assurance Officer (IAO) Training

Information Assurance Officer (IAO) Training

Defense Cash Accountability System (DCAS)

DCAS Training

DFAS Functional and Systems Training Catalog (FASTRAC)

FASTRAC Overview
Payroll

Below is a list of items that you need for payroll purposes:

- Direct Deposit Form (SF 1199A)
- Employee's Withholding Allowance Certificate (W-4)
- Employment Verification Information
- Leave and Earnings Statement Review
- Leave Recipient
- Overtime/Compensatory Time Request & Authorization (NAVCOMPT 2282)
- Outside Agency Leave Donor
- Payroll Guide
- Reimbursable Overtime and Awards Information Sheet
- Request for Contractual Procurement (NAVCOMPT FORM 2275)
- Request for Leave or Approved Absence (OPM 71)
- DD 577 Form (Jul2014)
- Within Agency Leave Donor

NACC does not handle benefits. For information regarding benefits visit the Office of Personnel Management website. Current, up-to-date information and established business processes are available on the Civilian Benefits Center website.
Certifiers Send Certification[s] to Command SLDCADA POC:

- Certifying Officer Legislation (COL)
- DD Form 577

**If you don’t know your POC it can be provided today, you can ask command, or contact NACC SLDCADA Administrator**
### FOUO-PS
SLDCADA UPDATE SPREADSHEET

#### COMMAND:

- **Position:** PC - Primary Certifier
  - Can only have one Primary Certifier
- **Position:** AC - Alternate Certifier
  - Can have multiple Alternate Certifiers per group

#### CERTIFIER UPDATES

<table>
<thead>
<tr>
<th>Location</th>
<th>Certifier Name</th>
<th>Certifier</th>
<th>Position</th>
<th>Certifier PKI/CAC</th>
<th>Certifier</th>
<th>Certifier</th>
<th>Certifier</th>
<th>Add / Delete / Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory Assignment / or New...</td>
<td>Last, First, MI</td>
<td>SSN</td>
<td>PC / AC</td>
<td>Certificate</td>
<td>E-Mail</td>
<td>Phone Number</td>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

9/11/2018
After you submit your access request, your Command SLDCADA POC will be notified via email and will need to log into SLDCADA to approve.

After Command SLDCADA POC approval, the request will then be reviewed by a NACC SLDCADA Administrator.

You will receive an email notification once your access has been granted.

Once an account is created a certifiers request is *nearly* the same as a new NADP employee.
Step 1: Access Request

Log into:

https://www.sldcada.navy.mil/home
Step 2: Access Request

Go to: My Info or Request SLDCADA Access

Welcome to SLDCADA

Latest News
SLDCADA has been upgraded! Welcome to V23.10. With this newest version of SLDCADA, sites can process all user access requests directly through SLDCADA, streamlining the steps needed to grant or change user access and perform user verification.

FAQs about accessing V23.10

Reinstating Employees
Here is a quick reference on how to reinstate an employee that may have been dropped from the SLDCADA Application:

1. Select the most recent pay period from the Control Center where the employee was still active.
2. In the Search Results section, highlight the employee to reinstate.
3. From the menu bar, click **Employee -> Reinstate**.
4. The Employee Reinstate screen will be presented with the following tabs: Profile, Injury Date, and Predetermined.
5. Each of the tabs will be populated with the employee's data.
6. Modify the data in the Profile, Injury Date, and Predetermined tabs as needed.
7. Click the Save button to save your changes.

About SLDCADA
SLDCADA is a time and attendance system developed by SPAWAR PEO-EIS that has been chosen as the Department of the Navy standard. SLDCADA is a web-based time tracking system that serves over 100,000 users worldwide. SLDCADA allows for centralized or distributed input, and provides the capability to track civilian, military, and contractor hours against job order numbers and time hour codes for financial and pay purposes.
Step 3: Access Request

Click: Add Request

My Info
PKI Certificate Details for [redacted]

Verification Results: Certificate is Valid.
Issued On: 31 Jul 2018 00:00:00 GMT
Expires On: 30 Jul 2021 23:59:59 GMT
Issued By: CN=DOD ID CA-44, OU=PKI, OU=DoD, O=U.S. Government, C=US
Country: US

Send an e-mail with your PKI CN info

Account Search Results
To request/modify SLDCADA access, select the Add Access Request or Edit Access Request link under the Action column.

<table>
<thead>
<tr>
<th>Dataset</th>
<th>Account Status</th>
<th>Request Status</th>
<th>Name</th>
<th>Email</th>
<th>Type</th>
<th>Group</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>sldn7600</td>
<td>Account Blocked</td>
<td>Granted</td>
<td>[redacted]</td>
<td>[redacted]</td>
<td>Civilian</td>
<td>NAVY MC22 NETC</td>
<td>[redacted]</td>
</tr>
</tbody>
</table>

Find additional datasets where you are an employee

If you don't see the dataset for which you need access, please email us: SLDCADA Support
**Step 4: Access Request**

Add: **Contact Information** and **Justification**

Click Submit

Certifier is now complete with request.

<table>
<thead>
<tr>
<th><strong>Access Request Details</strong></th>
<th><strong>Access Authorization Information</strong></th>
<th><strong>Access Provision Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, John</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Request</strong></td>
<td><strong>Name:</strong></td>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td>Request Status:</td>
<td><strong>Type:</strong></td>
<td><strong>Type:</strong></td>
</tr>
<tr>
<td>Employee Num</td>
<td></td>
<td><strong>Date / Time:</strong></td>
</tr>
<tr>
<td>Contact Email:</td>
<td></td>
<td><strong>Remarks:</strong></td>
</tr>
<tr>
<td>Contact Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requestor Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request Date / Time:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel Date / Time:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example: I need more access to SLDCADA
Access Request

Employee/ Certifier Access Request

Command SLDCADA POC Review/Approval

NACC SLDCADA Administrator Review/Approval

I need more access to SLDCADA
POC Access Approval

Employee Access Request → Command SLDCADA POC Review/Approval → NACC SLDCADA Administrator Review/Approval
Step 1: POC Approval

Welcome to SLDCADA

Latest News
SLDCADA has been upgraded! Welcome to V23.10. With this newest version of SLDCADA, sites can process all user access requests directly through SLDCADA, streamlining the steps needed to grant or change user access and perform user verification.

FAQs about accessing V23.10

Tips and Tricks
Reinstating Employees

Here is a quick reference on how to reinstate an employee that may have been dropped from the SLDCADA Application.

1. Select the most recent pay period from the Control Center where the employee was still active.
2. In the Search Results section, highlight the employee to reinstate.
3. From the menu bar, click Employee -> Reinstall
4. The Employee Reinstall screen will be presented with the following tabs: Profile, Injury Date, and Predetermined.
5. Each of the tabs will be populated with the employee's data.
6. Modify the data in the Profile, Injury Date, and Predetermined tabs as needed.
7. Click the Save button to save your changes.

About SLDCADA
SLDCADA is a time and attendance system developed by SPAWAR PEO-EIS that has been chosen as the Department of the Navy standard. SLDCADA is a web-based time tracking system that serves over 100,000 users worldwide. SLDCADA allows for centralized or distributed input, and provides the capability to track civilian, military, and contractor hours against job order codes for financial and pay purposes.

SLDCADA interfaces with major payroll/financial systems, such as Defense Civilian Pay System (DCPS), Standard Accounting and Reporting System-Field Level (STARS-FL), Standard Accounting and Reporting System-Headquarters (STARS-HQ), and Standard Accounting Budgeting Reporting System (SABRS).

Additional information on SLDCADA can be found under Documentation.
Step 2: Navigate to the Employee tab.

Step 3: Select Access Authorization from the Tools menu.
Step 4&5 POC Process

POC has completed request

Employee Access Request

Command SLDCADA POC Review/Approval

NACC SLDCADA Administrator Review/Approval

Supervisor Assignment I.e.: NAVSEA10; NAVAIR10; etc.
SLDCADA POC Process

Employee Access Request → Command SLDCADA POC Review/Approval → NACC SLDCADA Administrator Review/Approval

Supervisor Assignment I.e.: NAVSEA10; NAVAIR10; etc.
Problem Resolution

• NADP employees experiencing problems with SLDCADA should first contact their supervisor/certifier.

• If their supervisor/certifier cannot resolve the issue then they should contact the command SLDCADA POC.

• If the command SLDCADA POC cannot resolve the issue, they will contact the NACC SLDCADA Administrator for assistance.
SLDCADA Administrators:

- Diana Grannison (ASN, CIO, DACM, NAVSEA, IPO, MCORPS, MSC, NAVOCENO, NAVSUP, NCCA, ONR, OPNAV, OPTEVFOR, SPAWAR, SSP)
  717-605-6485
diana.grannison@navy.mil

- Brian Jarnagin (NAVSEA, NAVFAC)
  717-605-8642
brian.jarnagin@navy.mil

- Linda Helfrich
  717-605-2668
linda.helfrich@navy.mil
Using “Help”
About Help

SLDCADA provides an Online Help System, which includes step-by-step procedures and conceptual information, to guide the user through SLDCADA’s functionality. Online help can be accessed by selecting Help > Help Topics from the Menu Bar.

The Online Help System also offers context-sensitive help; which will open a help file related to the window that the user is on within SLDCADA. Within any SLDCADA window press the F1 key or click the Help icon 🤔 in the upper-right corner of any screen.

Help Menu
Helpful Information

https://www.sldcada.navy.mil/home.do

Documentation / SLDCADA Version 23.x
This section contains all manuals and guides regarding SLDCADA usage and functionality.

- **Basic Users Guide**
  Provides instructions for performing basic timekeeping tasks within SLDCADA.

- **Basic Supervisors Guide**
  Provides instructions for performing basic supervisor tasks within SLDCADA.

- **Decentralization Guide**
  Defines the decentralized time and attendance process and implementation instructions.

- **SLDCADA Software Version Description (SVD)**
  Describes changes implemented in each version of SLDCADA.

- **SLDCADA Software User's Manual (SUM)**
  Provides instructions for performing the available SLDCADA functions.
Questions??