



DEFENSE FINANCE AND ACCOUNTING SERVICE

KANSAS CITY, MISSOURI 64197-0001

DFAS-P/CH

MAR 13 2002

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Realignment of Civilian Payroll Support

On September 25, 2001, I notified you of the realignment of civilian payroll accounts among the three DFAS civilian payroll offices located in Pensacola, FL, Charleston, SC, and Denver, CO. Our schedule reflected a start date of January 2002 with a completion date of August 2002.

Since our September notification, we have reexamined our goal to provide a totally transparent transition to all civilian employees affected by these realignments. Historically, when mass transfers of civilian employees were realigned among our payroll databases, no historical employee records were moved, which resulted in manual payroll office processing of all retroactive personnel and time and attendance records. In many cases this manual processing resulted in delayed payment to or collection from the employee. However, utilizing our latest transfer software, the most recent 26 pay periods of historical employee data will transfer with the employee's current pay record and will allow for seamless retroactive processing of all employee data. Additionally, all current YTD salary, entitlement and deduction data as well as retirement balances currently reflecting on the employee's Leave and Earnings Statement (LES) will transfer to the gaining payroll database, which will allow us to issue a single tax year 2002 Form W-2 to employees effected by the mass transfers.

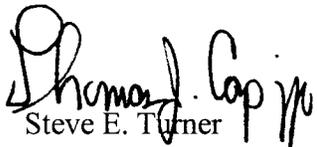
We see many benefits for you our customers, your servicing Human Resource Offices as well as for our civilian payroll offices once this realignment is complete. We apologize for any inconvenience we may have caused by delaying this realignment schedule.

Our revised schedule (both detailed and summary), as well as the overview procedures, are attached and can also be found at <https://dfas4dod.dfas.mil/systems/dcps/consolid/index.htm>. Questions or concerns regarding this matter may be directed to Mr. Tom Caporizzo at (816) 926-5234. Additionally, the Deputy Payroll Directors located in the three payroll offices may also be contacted for assistance:

Mr. Ray Kasper, Pensacola Payroll Office (850) 473-6031

Mr. Rick Cone, Charleston Payroll Office (843) 746-6354

Mr. Fred Hawkins, Denver Payroll Office (303) 676-6605


Steve E. Turner
Director, Military and Civilian Pay Services

Attachments:

As stated

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