

**BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE**

**EDWARDS AIR FORCE BASE
INSTRUCTION 65-108**



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Financial Management

CIVILIAN PAYROLL FORM POLICY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Edwards Air Force Base instruction (EDWARDSAFBI) implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*, Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R, *Financial Management Policy and Procedures*, Volume 8, *Civilian Pay Policy and Procedures*, Chapter 2, *Time and Attendance*, and Air Force Civilian Pay Business Rules, **Chapter 2**, *End to End Civilian Payroll Process* and **Chapter 4**, *Supporting Documentation*. This instruction prescribes the use of Edwards Air Force Base (EDWARDSAFB) Form 5896, *DCPS Timecard*, EDWARDSAFB Form 5897, *DCPS Work Schedule Change*, EDWARDSAFB Form 5898, *JOCAS Account Maintenance Form*, EDWARDSAFB Form 5899, *ATAAPS Employee Processing Form*, and EDWARDSAFB Form 5900, *Civilian Out-Processing Form*. This instruction establishes policy for the prescribed forms for all civilian personnel. This instruction applies to all civilian personnel serviced by the Defense Civilian Payroll System (DCPS) and/or the Job Order Cost Accounting System (JOCAS) and/or the Automated Time Attendance and Production System (ATAAPS) on Edwards Air Force Base. This instruction is not applicable to the Air National Guard or the Air Force Reserve. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. Chapter **53**, **55** and **61**; and Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons (SSN). The System of Records Notices (SORN), F065 AF A, Time and Attendance Feeder Records and F065 HAF B, Job Order Cost Accounting System (JOCAS) II Records applies and are available at <http://dpcl.o.defense.gov/Privacy/SORNS.aspx>. This instruction does not require tiers at or below the Wing level. Waiver authority for this instruction is the 412th Test Wing

Commander. This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the OPR through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include name change from Financial Services to Financial Operations as well as the means of delivery to now include electronically and hand carried.

1. Policy.

1.1. EDWARDSAFB Form 5896, *DCPS Timecard*, will be used when submitting a certified timesheet to the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF for payroll processing.

1.2. EDWARDSAFB Form 5897, *DCPS Work Schedule Change*, will be used when submitting a certified work schedule change to the Civilian Pay, Financial Operations Flight 412 CPTS/FMF for time and attendance processing.

1.3. EDWARDSAFB Form 5898, *JOCAS Account Maintenance Form*, will be used when submitting, to the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF, a request for a new or modification to an existing employee profile in the JOCAS time and attendance system.

1.4. EDWARDSAFB Form 5899, *ATAAPS Employee Processing Form*, will be used when submitting, to the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF, a request for a new or modification to an existing employee profile in the ATAAPS system.

1.5. EDWARDSAFB Form 5900, *Civilian Out-Processing Form*, will be used when submitting, to the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF, a request for a separating civilian employee to be inactivated in the time and attendance and payroll systems.

2. Procedures.

2.1. EDWARDSAFB Form 5896, *DCPS Timecard*, will be completed by the employee, employee's timekeeper or supervisor, signed and dated by the employee and Certifying Official. Signed, dated and certified document will be forwarded electronically or hand carried, if electronic means are not available, to the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF for processing. Manual forms will only be accepted in unexpected and unforeseen circumstances.

2.2. EDWARDSAFB Form 5897, *DCPS Work Schedule Change*, will be completed by the employee, the employee's timekeeper or the employee's supervisor, signed and dated by the Certifying Official. Certified document will be forwarded electronically or hand carried, if electronic means are not available, to the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF for processing. Manual forms will only be accepted in unexpected and unforeseen circumstances.

2.3. EDWARDSAFB Form 5898, *JOCAS Account Maintenance Form*, will be completed by the employee, the employee's timekeeper or the employee's supervisor, signed and dated by the timekeeper or the employee's supervisor. Signed and dated document will be forwarded electronically or hand carried, if electronic means are not available, to the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF for processing. Manual forms will only be accepted in unexpected and unforeseen circumstances.

2.4. EDWARDSAFB Form 5899, *ATAAPS Employee Processing Form*, will be completed by the employee, the employee's timekeeper or the employee's supervisor. Signed and dated document will be forwarded electronically or hand carried, if electronic means are not available, to the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF for processing. Manual forms will only be accepted in unexpected and unforeseen circumstances.

2.5. EDWARDSAFB Form 5900, *Civilian Out-processing Form*, will be obtained from the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF. The form will be completed, signed and dated by the employee or employee's supervisor. Completed, signed and dated document will be forwarded electronically or hand carried, if electronic means are not available, to the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF for processing. Manual forms will only be accepted in unexpected and unforeseen circumstances.

3. Responsibilities. It is the responsibility of the employee, employee's timekeeper and employee's supervisor to ensure that the EDWARDSAFB Forms 5896, 5897, 5898, 5899 and 5900 when appropriate are completed, signed, dated and submitted to the Civilian Pay, Financial Operations Flight, 412 CPTS/FMF in a timely fashion for processing.

MATTHEW W. HIGER,
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 22 Mar 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 9 Mar 2020

DAFI 33-360, *Publications and Forms Management*, 21 Oct 2020

AFPD 65-1, *Management of Financial Services*, 24 Jun 2018

DoD FMR 7000.14-R, *Financial Management Policy and Procedures*, May 2019

Prescribed Forms

EDWARDSAFB Form 5896, *DCPS Timecard*

EDWARDSAFB Form 5897, *DCPS Work Schedule Change*

EDWARDSAFB Form 5898, *JOCAS Account Maintenance Form*

EDWARDSAFB Form 5899, *ATAAPS Employee Processing Form*

EDWARDSAFB Form 5900, *Civilian Out-Processing Form*

Abbreviations and Acronyms

412CPTS/CC—412th Comptroller Squadron, Commander

412CPTS/FMF—412th Comptroller Squadron, Financial Operations Flight

AFPD—Air Force Policy Directive

ATAAPS—Automated Time Attendance and Production System

DCPS—Defense Civilian Pay System

DoD—Department of Defense

EDWARDSAFB—Edwards Air Force Base

EDWARDSAFBI—Edwards Air Force Base Instruction

FMR—Financial Management Regulation

IAW—In Accordance With

JOCAS—Job Order Cost Accounting System

OPR—Office of Primary Responsibility