

# DCPS Accounting Conference

DCPS Payroll Office - Denver

Deputy Director Civilian Pay

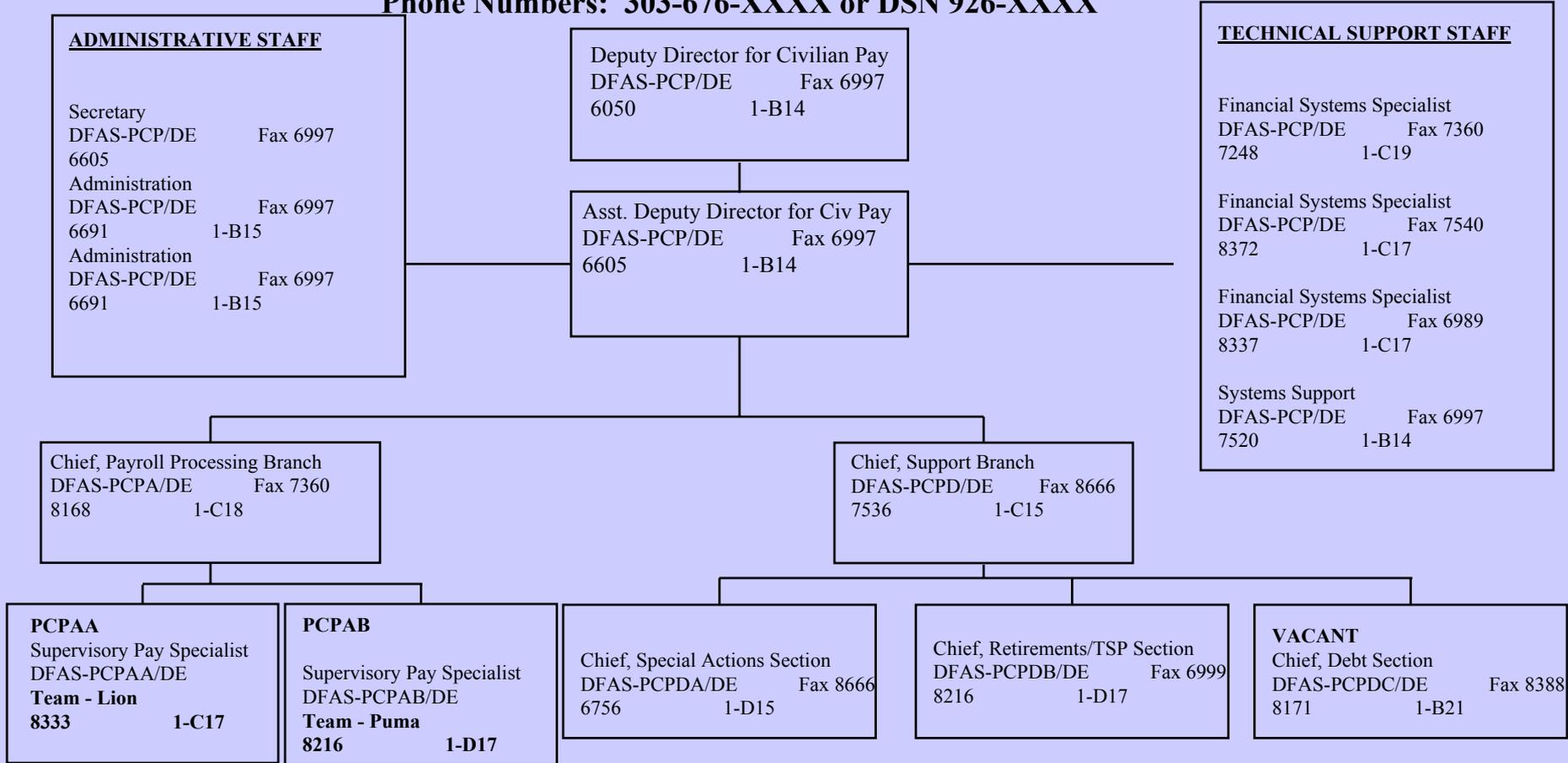
Denver

# Military and Civilian Pay Services



# CIVILIAN PAY - DENVER

Phone Numbers: 303-676-XXXX or DSN 926-XXXX



**Payroll Army Client Executives:**

- 1.
  - 2.
- Alternate:

6760 E. Irvington Place  
Denver, CO 80279-4000  
19 February 2002

Customer Service: 1-800-538-9043  
DCPS Security/Resets: (303) 676-6420

# Payroll Organization

## Processing

- Processes entitlements and computes pay
- 2 Teams
  - Work Payroll Office Reports
  - Answer Remedy Tickets
  - Answer Remedy Phone
  - Research, Faxes, etc.

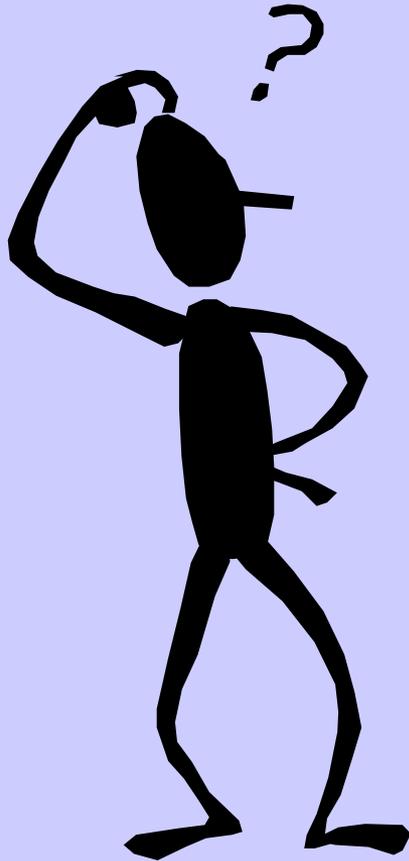
## Operations

- Anything not associated with pay calculation
- Three Branches:
  - Debts
  - Retirements
  - Accounting
    - collections
    - returned eft/checks
- Security and Tables

# Civilian Payroll Office - Denver

- Army Accounts (000)
  - Current Army Accounts OMA 64
    - 7/14 From CP2 to OMA Denver 50
  - Total Army Currently at Denver 114
  - D2D
    - 5/19 From ZG2 Charleston 31
    - 6/2 From ZG2 Charleston 32
    - 7/28 From ZK2 Pensacola 35
  - Total Army Accounts - Denver **212**

# DCPS ACCOUNTING ACCESS



- EMPLOYEE LOCATOR
- ACCOUNTING DATA
  - EMPLOYEE
  - ORGANIZATION
  - ACTIVITY
- ACTIVITY ADDRESS

# EMPLOYEE LOCATOR

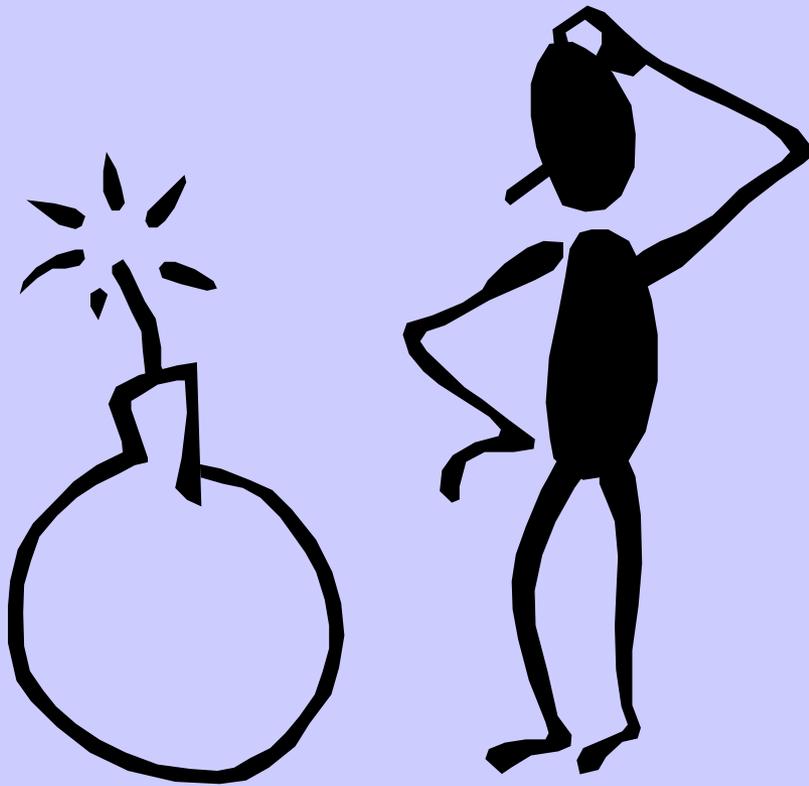


- NAME
- PAY BLOCK
- ACTIVITY
- ORGANIZATION
- EMPLOYING  
ACTIVITY  
ADDRESS
- PREVIOUS  
PAYROLL OFFICE

# ACCOUNTING INPUT

- EMPLOYEE LEVEL
  - CHANGES ONLY EMPLOYEE ACCOUNTING
- ORGANIZATION LEVEL
  - CHANGES ENTIRE ORGANIZATION
- ACTIVITY (UIC) LEVEL
  - CHANGES ENTIRE ACTIVITY (UIC)

# ACTIVITY LEVEL ACCOUNTING

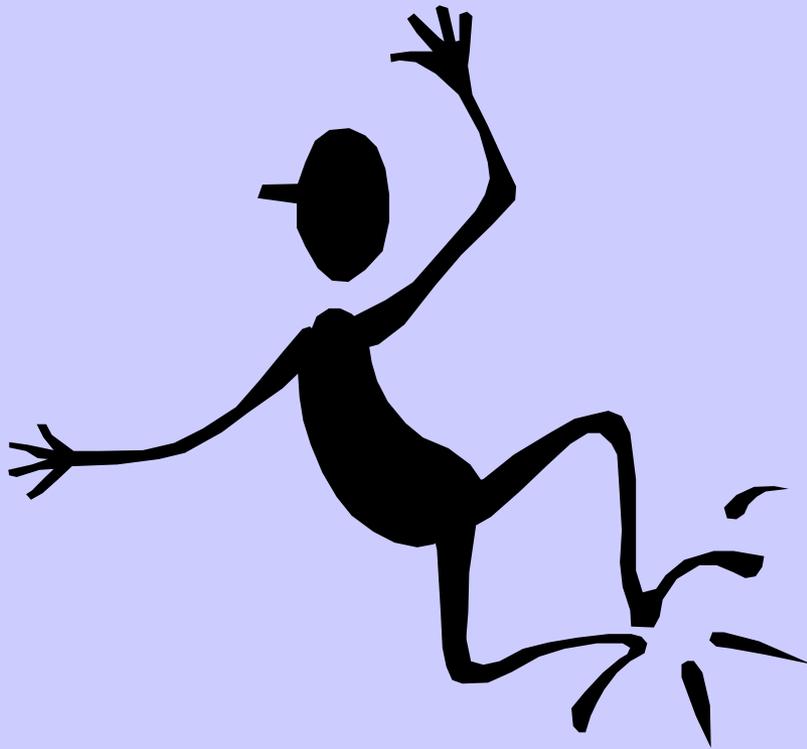


- CHANGING  
ACTIVITY LEVEL  
ACCOUNTING
  - CHANGES THE  
ENTIRE ACTIVITY
  - POSSIBILITY OF  
MAJOR PROBLEMS

# WHO CAN CHANGE ACCOUNTING DATA

- CUSTOMER SERVICE REPRESENTATIVES (CSR)
- ANYONE WITH ACCOUNTING ACCESS
- PAYROLL OFFICES FOR TABLES CHANGES/SET-UPS (LIMITED TO TABLES ACCESS TECHNICIANS AND SUPERVISORS)
- MASS UPDATE BY ACCOUNTING CHANGE FILE

# ACCOUNTING SECURITY ACCESS



- COMPLETE DCPS  
USERS SECURITY  
FORM
- HAVE USER SIGN
- FAX TO
  - DSN 926-8666
  - COM 303-676-8666

# SECURITY

- UNIQUE USER ID AND PASSWORD
  - INPUT 3 TIMES WRONG - SYSTEM REQUIRES RESET OF PASSWORD
    - 2 Resets in one day, supervisor will be notified
  - NOT USED EVERY 30 DAYS, SYSTEM SETS SECURITY FLAG
    - Call for Reset
    - 3rd Request - supervisor notified, password deleted
  - NOT USED FOR OVER 60 DAYS, SYSTEM DELETES
    - New security form must be submitted
    - 3rd Request will be denied

# CONTACTS



- **RESETS**
  - DSN 926-6420
  - COM 303-676-6420
  - COMPLETED  
WITHIN 24 HOURS
- **NEW USERID**
  - SUBMIT SECURITY  
FORM
  - COMPLETED  
WITHIN 2 WEEKS