

28 March 2003

**DCPS EMERGENCY TIME AND ATTENDANCE PROCEDURES  
UNDER THREATCON DELTA  
(USED PRIOR TO FIRST PASS)**

All customers are highly encouraged to have a Memorandum of Understanding agreement with a neighbor activity so that on line access to the payroll system can be maintained for critical timekeeper and CSR actions.

If that is not possible, DCPS has implemented Secure Web Access (SWA) as an alternative time and attendance (T&A) method. It allows a CSR or timekeeper with a valid DCPS userid and password the ability to enter T&A directly into the system. In the event that a customer activity is unable to enter time and attendance from the activity location, we recommend the CSR or timekeeper access SWA via the Internet at <https://swa.mech.disa.mil>, and enter activity T&A on-line. SWA is accessible from your home computer across the Internet using either Netscape or Internet Explorer. Installation instructions for SWA are provided at <https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpsSWA.htm>. If you have difficulties with SWA installation, please contact the DFAS Customer Contact Center (CCC) at (850) 453-4141, ext 310.

Should an agency not be able to successfully input T&A through a neighboring activity or using SWA, the servicing payroll office should be notified immediately by customer management, but no later than first pass of payroll for that pay period. As part of notification to the payroll office, you must identify the specific activity codes for which you need emergency time run. Based on this notification, the payroll office will manually trigger the "emergency time switch" for that customer's identified activity codes. This will allow the payroll system to automatically create T&A for all customer activity employees using the employee DCPS default work schedule in the payroll system.

Note: Upon return to normal work conditions, T&A and any exceptions should be entered by the activity for the affected periods. The emergency T&A feature can be used indefinitely if needed by the customer, but a notification will need to be made to the servicing payroll office once each pay period.

DCPS recommends using LV code for any periods an employee is prevented from coming to the worksite for Threatcon situations.