

# MANAGE TO PAYROLL (MTP) UPDATE



**Programs and Resources Department  
20 July 2011**

*Logistics Solutions for the Warfighter*



# MTP INTENT

- Increase individual managers' responsibility and accountability for managing civilian resources
- Control payroll costs through the budget process





# MTP OBJECTIVES

- Three primary tenets:

- Position Management

- The authority to create positions



- Position Classification

- The authority to assign title, series, and pay grade to positions



- Civilian Personnel Budget Execution

- The authority to manage and control civilian labor expenditures within assigned levels





# MTP

## CIVPERS ELEMENTS

- Manage to Payroll includes
  - Basic Pay
  - Fringe
  - WGIs
  - Permanent Change System
  - Promotions/Change to Lower Grade
  - Transfers/Reassignments
  - Awards (QSI, On the Spot, Special Act, etc.)
  - Comp Time/OT/Other Premium Pay
  - Recruitment/Retention Bonuses
  - Lump Sum Leave
  - Attrition/Retirement
  - Intern/Training Billets (scope to target grade)



# MYTH OR FACT



- Civilian labor actions generally occur in Manpower and Human Resources Office (HRO)
- The Comptroller's role in the process is not limited to the passive receipt of information
  - Requests for new billets, approval of promotions, level of award funding, etc., are all functions that require the active participation of the *Comptroller in partnership with Manpower.*
- Requests for new structure must be POM'd, funded , and supported by TOECR approval process
- Non-labor to labor realignment are prohibited
- Manpower/HR and Comptrollers use different terminology for the same thing (Org Code on SF52 (DCPDS/SABRS) = Shop Code (SLDCADA))
- MTP is very labor intensive!



# MARCORLOGCOM

## Managing to Payroll

### Business Rules

- Classification authority will remain with HRSC and will not be delegated down within the Command
- Changes to authorized grade, series, organizational structure or establishment of new billets must be approved by the Executive Deputy via the Manpower Office
- Costs associated with actions such as temp promotions must be considered within an organization's authorized labor authority
- Over-execution of authorized labor authority within an organization could result in an immediate freeze of hiring authority within that organization
  - Plan to mitigate over-execution status will be developed/implemented
- Under-execution of authorized labor authority within an organization could result in loss of labor dollars and associated billets
  - Under-execution would be realigned within the Command to meet other priorities



# MARCORLOGCOM

## Managing to Payroll

### Business Rules (cont'd)

- Organizations will not be allowed to realign dollars between labor and non-labor
- Organizations will not be allowed to realign labor funds to increase awards ceiling
- Hiring managers should always consider recruiting at a lower grade (initial labor cost will be lower)
- Hiring managers should consider use of a recruitment bonus vice PCS
  - Authorization of PCS rests with the Executive Deputy
  - Will be centrally managed by P&R
- Compensatory Time (not taken in 12 months is paid as overtime)
  - Regular comp time should be taken before travel comp time
  - All comp time should be taken before Annual Leave
  - Managers should monitor the Aged Comp Time Report



# MARCORLOGCOM

## Managing to Payroll

### Business Rules (cont'd)

- Overtime
  - Should be approved in writing in advance
  - Will be centrally managed by P&R
  - Must request dollars from P&R in advance
- Billet Codes
  - Managers must ensure reimbursable and OCO funded billets are correctly coded in SLDCADA for pay accuracy
    - Improper coding will distort baseline/available funds
  - Ensure interns and training billets are properly priced with consideration of target grades
  - SLDCADA Certifiers should verify accuracy of Financial Information Pointers and Shop Codes when approving time
  - Ensure SF50s reflect correct Cost Work Center



# FY 2012 MTP ASSESSMENT

CTR/DEPARTMENT	T/O COST	LABOR CONTROL	AWARDS CONTROL	TOTAL CONTROL
C4	9,221,912	8,261,787	102,039	8,363,826
CCO	1,324,685	1,197,040	12,990	1,210,030
CMD ELE	2,287,568	2,287,568	25,440	2,313,008
CONTRACTS	2,826,736	2,530,000	27,300	2,557,300
DMC	17,469,146	15,722,231	189,500	15,911,731
I&E&S	1,048,268	939,441	9,130	948,571
LCC	7,393,723	6,618,563	74,156	6,692,719
LOC	4,582,351	4,109,867	43,660	4,153,527
MANPOWER	1,178,487	1,060,638	13,973	1,074,611
MMC	3,957,338	3,561,604	39,511	3,601,116
P&R	5,626,504	5,063,854	56,744	5,120,598
PSC	10,502,095	9,415,677	109,210	9,524,887
SMC	10,205,243	9,136,241	104,488	9,240,729
WFD	844,831	760,347	8,587	768,934
<b>Total</b>	<b>78,468,887</b>	<b>70,664,858</b>	<b>816,728</b>	<b>71,481,586</b>
<b>PBDD CONTROL</b>	<b>74,329,000</b>	<b>74,329,000</b>		<b>74,329,000</b>
<b>PROJECTED REDUCTION</b>	<b>(1,200,000)</b>	<b>(1,200,000)</b>		<b>(1,200,000)</b>
<b>ADJUSTED CONTROL</b>	<b>73,129,000</b>	<b>73,129,000</b>		<b>73,129,000</b>
<b>VARIANCE</b>	<b>(5,339,887)</b>	<b>2,464,142</b>		<b>1,647,414</b>
<b>RESERVE O/T</b>	<b>0</b>	<b>(1,000,000)</b>		<b>(1,000,000)</b>
<b>RESERVE OTHER (PCS, LUMP SUM)</b>	<b>0</b>	<b>(600,000)</b>		<b>(600,000)</b>
<b>+/- AFFORDABILITY</b>	<b>(5,339,887)</b>	<b>864,142</b>		<b>47,414</b>

Includes  
projected  
labor cuts





# WAY AHEAD

- 22 Jun 11 Ctrs/Depts identify primary MTP representative to P&R
- 24 Jun 11 Distribute initial FY11 TO/Onboard worksheets to Ctr/Dept Directors/Deputies and Manpower reps
- 27 Jun-15 Jul Deploy initial civilian personnel management training (Manpower/P&R )
- 2nd Monday Conduct monthly organization Manpower, HR, Comptroller reviews  
(FOLLOWING PAY PD)
- 15 Oct Formalize and institutionalize MTP processes for FY12 and out



# QUESTIONS





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# BACKUP



# FY 2012 MTP ASSESSMENT

Excludes  
Labor Cut



# MARCORLOGCOM CENTERS AND DEPARTMENTS REPORTING DIRECT LABOR

## FY 2012 M67004 OCO LABOR OBLIGATIONS YEAR-TO-DATE

BEA	BESA	OC	LABOR CATEGORY	SumOfPPE 10/8	SumOfPPE 10/22	SumOfPPE 11/5	SumOfPPE 11/19	SumOfPPE 12/3	SumOfPPE 12/17	SumOfPPE 12/31
BL	CF	OC 11	REGULAR							
BL	CF	OC 11	OVERTIME							
BL	CF	OC 11	LUMP SUM LEAVE							
BL	CF	OC 11	PREMIUM PAY							
BL	CF	OC 11	OTHER							
BL	CF	OC 11	AWARDS							
BL	CF	OC 11	AGED COMP TIME PAID							
BL	CF	OC 11	COMP TIME PAID							
BL	CF	OC 11	TRAVEL COMP TIME PAID							
BL	CF	OC 11	WGI							
BL	CF	OC 12	FRINGE							
<b>OC 11 TOTAL</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OC 12 TOTAL</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTROL</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ACTUAL</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BALANCE</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# MARCORLOGCOM CENTERS AND DEPARTMENTS REPORTING REIMBURSABLE LABOR

FY 2012 M67004 REIMBURSABLE LABOR OBLIGATIONS YEAR-TO-DATE										
BEA	BESA	OC	LABOR CATEGORY	SumOfPPE 10/8	SumOfPPE 10/22	SumOfPPE 11/5	SumOfPPE 11/19	SumOfPPE 12/3	SumOfPPE 12/17	SumOfPPE 12/31
BL	CF	OC 11	REGULAR							
BL	CF	OC 11	OVERTIME							
BL	CF	OC 11	LUMP SUM LEAVE							
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BL	CF	OC 11	OTHER							
BL	CF	OC 11	AWARDS							
BL	CF	OC 11	AGED COMP TIME PAID							
BL	CF	OC 11	COMP TIME PAID							
BL	CF	OC 11	TRAVEL COMP TIME PAID							
BL	CF	OC 11	WGI							
BL	CF	OC 12	FRINGE							
		OC 11 TOTAL		0	0	0	0	0	0	0
		OC 12 TOTAL		0	0	0	0	0	0	0
		GRAND TOTAL		0	0	0	0	0	0	0
		CONTROL		0	0	0	0	0	0	0
		ACTUAL		0	0	0	0	0	0	0
		BALANCE		0	0	0	0	0	0	0