

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND
FUNCTIONS**

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF FINANCE, BUDGET AND ACQUISITIONS

OFFICE OF FINANCIAL OPERATIONS

OFFICE OF FINANCIAL SERVICES

Effective Date: 07/08/2011

1. OFFICE OF FINANCIAL SERVICES (DMMDCB)

- A. Plans, directs, and coordinates day-to-day operations for financial services related to the Division of Payment Services for the headquarters and field operations
- B. Plans, directs, and coordinates day-to-day operations for financial services related to the Division of Travel Services for the headquarters and field operations
- C. Plans, directs, and coordinates day-to-day operations for financial services related to the Payroll Staff for the headquarters and field operations

2. PAYROLL STAFF (DMMDCB1)

- A. Manages the Integrated Time and Attendance System (ITAS) program, ensuring compliance and employee's time and attendance, tests all system upgrades
- B. Provides training on ITAS and payroll policy to timekeepers and approvers
- C. Maintains liaison with the Department's Program Support Center, Payroll Services Division on agency payroll operations and issues
- D. Reconciles, audits and provides resolution on payroll issues
- E. Monitors employee time records before bi-weekly transmissions ensuring all records are available and included for transmission

- F. Responds and resolves payroll errors and assists employees with pay problems; issues new procedures as needed
- G. Participates in reengineering the payroll issue process to streamline and prioritizes the correction of errors and subsequent feedback
- H. Serves as Agency Program Manager for the Integrated Time and Attendance System (ITAS)
- I. Serves as liaison between PSC technical staff and NIH, system owners of ITAS
- J. Tests all ITAS patches, new versions, connectivity and system updates for agency approval
- K. Provides agency training on ITAS and Payroll Policy
- L. Maintains and distributes timekeeper numbers
- M. Provides agency-wide communications on Payroll/ITAS topics

3. AUTHORITY AND EFFECTIVE DATE

The functional statements for this Office were approved by the Secretary of Health and Human Services, effective July 8, 2011.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	01/13/2009	N/a	OC/OO/OM/OMP	Commissioner of the Food and Drug Administration
Revision	08/07/2009	N/a	OC/OO/OM/OMP	Secretary of the Department of Health and Human Services
Revision	07/08/2011	N/a	OO/OM	Secretary of the Department of Health and Human Services

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The following is the Food and Drug Administration, Office of Operations, Office of Finance, Budget and Acquisitions, Office of Financial Operations, Office of Financial Services organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF FINANCIAL SERVICES:

- Payroll Staff
- DIVISION OF PAYMENT SERVICES
- DIVISION OF TRAVEL SERVICES