



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 626

Payroll

Partial Revision Date: 04/26/2012
Responsible Office: M/CFO/FPS
File Name: 626_040413

Functional Series 600 – Budget and Finance
ADS 626 – Payroll
POC for ADS 626: Dorothea Malloy, (202) 916-2518, dmalloy@usaid.gov

Table of Contents

<u>626.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>626.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>626.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u>	<u>3</u>
<u>626.3.1</u>	<u>Annual Pay Limitations</u>	<u>3</u>
<u>626.4</u>	<u>MANDATORY REFERENCES</u>	<u>3</u>
<u>626.4.1</u>	<u>External Mandatory References</u>	<u>3</u>
<u>626.4.2</u>	<u>Internal Mandatory References</u>	<u>3</u>
<u>626.5</u>	<u>ADDITIONAL HELP</u>	<u>3</u>
<u>626.6</u>	<u>DEFINITIONS</u>	<u>4</u>

ADS 626 – Payroll

626.1 OVERVIEW

626.2 PRIMARY RESPONSIBILITIES

626.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 11/17/2011

The statements contained within the .3 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

626.3.1 Annual Pay Limitations

Effective Date: 11/17/2011

For more information about annual pay limitations, see Annual Pay Limitations Worksheet [**Note: This document is only available on the USAID notice database.**]

626.4 MANDATORY REFERENCES

626.4.1 External Mandatory References

Effective Date: 11/17/2011

There are no External Mandatory References for this chapter.

626.4.2 Internal Mandatory References

Effective Date: 11/17/2011

- a. [ADS 472mac, Implementation of the WebTA Electronic Time Keeping System](#)
- b. [ADS 626maa, Processing Payroll Procedures for USAID/W Personal Service Contractors \(USPSCs\)](#)
- c. [ADS 626mab, Contractors Functioning as Timekeepers](#)
- d. [ADS 626mad, Update to the Annual Pay Limitations Worksheet](#)
- e. [ADS 626mae, Payroll for U.S. Personal Service Contractors \(USPSCs\)](#)
- f. [ADS 626maf, WebTA Self-Certifier Designating Procedures](#)

626.5 ADDITIONAL HELP

Effective Date: 11/17/2011

There are no Additional Help documents for this chapter.

Text highlighted in yellow indicates that the adjacent material is new or substantively revised.

626.6 DEFINITIONS

Effective Date: 11/17/2011

There are no Definitions for this chapter.

626_070720