

TBO PAYROLL DISBURSEMENT

FOA ACTIONS:

1. Log into CEFMS
2. #1 Financial Management Functions
3. #3 Financial Management Functions
4. #7 Labor/Payroll Functions
5. #7 Agency Rates and Payroll Actions
6. #2 Labor and Payroll Account
7. Enter FOA Code of CEFMS database
8. **Enter Remit Type = T**
9. This is to record against revolving fund only
10. Tab over and hit “yes” to DCPS offline
11. Enter transaction amount
12. End to commit transaction