

# Military and Civilian Pay Operations: From Routine Processing to Transaction Review

**Course Number:** 5687

**Length:** 1 Day

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## Course Description

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Perform military and civilian pay transactions with confidence. You'll build the foundational and intermediate skills needed to process, analyze, and review military and civilian pay transactions within current legislative and regulatory frameworks. Through guided instruction, policy application, and case scenarios, you'll strengthen your ability to perform routine processing while building an introductory understanding of more complex reviews and research. By the end of the course, you'll be equipped to resolve rejected transactions, validate pay entitlements, and make sound, real-world pay decisions.

## Intended Audience

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Civilian HR/payroll professionals, military personnel administrators, budget analysts, and financial managers.

## Client-Provided Facility Requirements

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- Internet required for instructor computer

## Course Learning Objectives

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- Explain the basic principles and terminology of military and civilian pay systems, processes, and categories
- Interpret legislative and regulatory guidance to ensure civilian and military pay compliance with applicable authorities and entitlements
- Describe the steps necessary to process routine military and civilian pay transactions
- Analyze pay account history and source documentation to identify, research, and resolve rejected or incorrect pay transactions
- Perform root cause analysis for pay discrepancies and determine appropriate corrective actions to resolve and prevent errors

## Course Additional Features

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- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

## Course Schedule

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DAY ONE	
MORNING	Lesson 1: Overview of Military and Civilian Pay Systems
	Lesson 2: Authorizing Guidance and Compliance
	Lesson 3: Routine Transaction Processing
LUNCH	
AFTERNOON	Lesson 4: Pay Account Review
	Lesson 5: Error Resolution and Data Integrity
	Course Evaluation and Exam

## Learning Methods

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Individual, small-group, and large-group exercises; lecture, discussion, case study, and action planning.

## Credits

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### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 8

### Professional Development Units (PDUs)

- Credits: 7

### Continuous Learning Points (CLPs)

- Credits: 8

## Prerequisites

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There are no prerequisites for this course.

## Pework

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There is no prework required for this course.

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## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 70% or higher.

## Follow-On Resources

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- [Improper Payments](#)
- [Joint Travel Regulations Workshop: TDY](#)
- [Joint Travel Regulations: PCS for DoD Civilian Employees](#)
- [Joint Travel Regulations: PCS for Uniformed Service Members](#)

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## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/5687>



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