

Frequently Asked Questions

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

Course #: 5687

Duration: 1 Day

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

There are no prerequisites for this course.

Frequently Asked Questions

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

No, this course is not applicable toward a Management Concepts Certificate Program. However, many Management Concepts courses do count for credit toward a Management Concepts Certificate Program. Click [here](#) to see a full list of Management Concepts Certificate Programs.

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 8

NASBA Field of Study: Finance

NASBA Level: Basic

CEUs: 0.6

PDU: 7

CLPs: 8

10. What course(s) do you recommend after I complete this course?

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

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).