

**VOLUME 8, CHAPTER 2: “TIME AND ATTENDANCE”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an \* symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated May 2009 is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
020703	Clarified retention period for time and attendance records as set forth in the National Archives, General Records Schedule 2.	Update

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## CHAPTER 2

TIME AND ATTENDANCE

## 0201 INTRODUCTION

## 020101. Objective

The payroll functional objective for time and attendance is to ensure that the attendance (i.e., presence or absence) of employees is accurately recorded and reported in order to compute pay, leave, and allowances.

## 020102. Responsibilities

A. Employing Activity's Responsibilities. Supervisors shall ensure that:

1. Individuals recording and approving time and attendance have been properly trained.
2. The recording and approval of time and attendance are performed timely and accurately as required by responsible individuals.
3. All required supporting documentation is available for audit purposes.
4. Procedural guidance is clear and adequate to ensure that timekeeping and time and attendance certification are correctly performed.
5. Individuals recording and approving time and attendance make every effort to correct errors in the pay period to which the changes apply.
6. All corrections or adjustments are approved by the authorizing official and promptly reported to the civilian payroll office.

B. Approving Official's Responsibilities

1. When approving time and attendance reports, supervisors, other equivalent officials, or higher level managers are representing that, to the best of their knowledge, the actual work schedules recorded are true, correct, and accurate. Review and approval shall be made by the official, normally the immediate supervisor, most knowledgeable of the time worked and absence of the employees involved. The approving official may assign responsibility for observing daily attendance or accurately recording time and attendance data to a timekeeper or, in limited circumstances as addressed in paragraph 020404, the individual employee. Assignment of these duties does not relieve the approving official of the responsibility for timely and accurate reporting of the time and attendance to which he or she

approves, including that leave is approved and administered in accordance with applicable policies, regulations, instructions, and bargaining agreements. The supervisor shall inform the timekeeper when an employee is on any type of leave, or has worked any type of premium work.

2. Normally, timekeeping responsibilities shall be assigned to individuals who are aware of employees' attendance and absence each day.

3. Supervisors shall ensure that exceptions to the employee's normal tour of duty are recorded in a timely and accurate manner.

4. An alternate timekeeper shall be appointed to maintain time and attendance during the absence of the primary timekeeper.

C. Timekeeping Responsibilities

1. Timekeeping is a critical function, which may be performed by the individual employee, timekeeper, supervisor, or a combination of these individuals. The timekeeping function requires the accurate and timely recording of time and attendance data and the maintenance of related documentation.

2. Timekeepers may be civilian, military, or contractor personnel.

3. Individuals performing the timekeeping function are responsible for:

a. Timely and accurate recording of all exceptions to the employee's normal tour of duty.

b. Ensuring that employees have attested to the accuracy of their current pay period's time and attendance (including any exceptions such as use of leave) and any adjustments or corrections that are required after time and attendance is approved. These attestations shall be documented (in writing or electronically) including: a manually completed hard copy (e.g., a sign-in, sign-out sheet), a printout of an automated record (e.g., a time and attendance report) with the employee's signature (written or electronic), initials affirming the correctness of the data, or an automated or electronic record retained on magnetic medium. If the employee is not available prior to the approval of the time and attendance, then attestation shall be documented as soon thereafter as possible.

c. Ensuring that all entries for overtime and compensatory time earned have been approved, and totals are correct before certification.

## 0202 REQUIREMENTS

### 020201. Daily Record of Time

For each civilian employee, a daily record of time in pay and nonpay status or piecework completed shall be maintained either by a designated timekeeper who takes no part in preparing the

payroll or by electromechanical devices, unless otherwise prohibited. When such devices are used, adequate supervisory surveillance shall be maintained to ensure proper and accurate time recording. Timekeepers responsible for time and attendance reports shall have positive knowledge as to the employee's presence and absence before marking the report.

020202. Time Period

The time period shown on time and attendance reports shall correspond to the length of a pay period. For example, if payment is made for a 2-week period, then the time and attendance report shall cover a 2-week period.

020203. Charge of Annual Leave

Time and attendance data shall indicate clearly whether annual leave taken is to be charged against the employee's current leave account or to a separate leave account established for restored leave. Unless annual leave taken is identified to an employee's restored leave account, regular leave will be charged.

020204. Accounting for Time and Leave

The time and attendance data shall reflect a proper and accurate accounting of an employee's actual time and attendance and leave.

020205. Data Element Values

Minimum data element values to be included on time and attendance reports or supporting documentation for each employee are as follows:

- A. Employee name and Social Security number
- B. Pay period number or dates
- C. Number of hours worked by day and in total
- D. Number of hours of premium work, by type, to which employee is entitled
- E. Number of credit hours and compensatory time earned
- F. Number of leave hours (by type), credit hours, and compensatory time used
- G. Dates leave is taken
- H. Any required supporting documentation for absences, e.g., court orders, Office of Personnel Management (OPM) Forms, or military orders

- I. Handwritten signature or automated approval code of an authorizing official
- J. Such other information as may be required in support of operations.

020206. Work Schedules

A. Basic Work Requirement. The basic work requirement is defined as the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave. Generally, a full-time employee's basic work requirement is 80 hours in a pay period. Those Department of Defense Education Activity (DoDEA) employees in pay plan "TP" (which includes educators, principals, and assistant principals) are scheduled to work either full or half days. This includes educators employed in part-time and substitute positions. Attendance and absence must be recorded consistent with the status in which employed. If it is necessary to convert time for teacher personnel to hours, then 8 hours will be used for a full day, with 4 hours used for a half day. An approved work schedule shall be maintained showing the planned arrival and departure for each day to support the time and attendance report.

B. Alternative Work Schedules (AWS). [Title 5, United States Code \(U.S.C.\), Chapter 61, subchapter II](#) made the AWS program permanent in 1985. The program permits a variety of flexible and compressed work schedules.

1. Flexible Work Schedule (FWS). Under certain flexible schedules, DoD civilian employees may work longer or shorter hours, including credit hours on any given workday, without taking leave or being paid overtime, so long as their basic biweekly work requirements are met ([5 U.S.C. 6123](#)). By electing to work hours in excess of their tour of duty, employees also may complete the biweekly basic work requirements in fewer than 10 workdays without being paid overtime or being charged leave for the nonworkdays. This provision does not apply to TP pay plan employees.

a. Material variances or deviations, as determined by the FWS plan, shall be approved by the supervisor before the change occurs, if feasible, or promptly after occurring, if not feasible. As part of their approval of the change, supervisors or designees shall verify that the dates and amounts of material changes have been recorded in the appropriate time and attendance record.

b. In the case of a full-time employee, an 80-hour biweekly work requirement allows an employee to determine his or her own schedule within the limits set by the employing activity. A part-time employee determines his or her own schedule for a biweekly work requirement of less than 80 hours. The following are variations of the flexible work schedule:

(1) Flextime is a flexible work schedule that splits the tour of duty into 2 distinct kinds of time-core hours and flexible hours. Under any flextime schedule, an employee must be at work or on approved absence during core hours and must account for the total number of hours he or she is scheduled to work.

(2) Flexitour is a work schedule in which an employee, once having selected starting and stopping times within the flexible hours, continues to adhere to these times. Further opportunities to select different starting and stopping times may be provided subsequently by the employing activity.

(3) Gliding schedule is a flexible work schedule in which an employee has a basic work requirement of 8 hours in each day and 40 hours in each week. Employees may select an arrival time each day and may change that arrival time daily as long as it is within the established flexible hours.

(4) Maxiflex is a flexible work schedule that contains core hours on fewer than 10 work days in the biweekly pay period and in which an employee has a basic work requirement of 80 hours for the biweekly pay period (or multiple thereof). The employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

## 2. Compressed Work Schedule

a. A compressed schedule is a fixed schedule which enables the full-time employee to complete the basic work requirements of 80 hours in fewer than 10 full workdays in each biweekly pay period by increasing the number of hours in the workday. There are no flexible times in a compressed schedule. Employees' times of arrival and departure from work are set, as are the days on which they are to complete the basic work requirement. For employees working under compressed schedules, overtime pay will continue to be paid for work outside the compressed schedule ([5 U.S.C. 6121](#) and [6128](#)). The two most common compressed schedules are the 4-10 and the 5-4/9 schedules. On the 4-10 schedule, employees work 10 hours a day for 4 days each workweek. On the 5-4/9 schedule, employees work 9 hours a day for 8 days, 8 hours for 1 day, and get 1 day off each pay period. Compressed work schedules are determined either by management or through negotiations with exclusive employee representatives.

b. The recording of absences is treated in the same manner as for employees working a regular or alternative work schedule. Employees working a compressed work schedule, however, shall be charged leave in accordance with their basic work schedule.

C. For additional guidance, refer to the [OPM Handbook on Alternative Work Schedules](#).

### 020207. Approval of Leave

Leave approval may be by handwritten or automated signature. Leave approvals must be in accordance with paragraph [050105](#).

### 020208. Overtime and Compensatory Time Earned Authorizations

A. An authorized official (preferably the official most knowledgeable of the time worked) shall approve any overtime, compensatory time, or holiday work. The approval,

which shall be documented in writing or electronically in accordance with the provisions of section 0207, shall be retained.

B. Approval shall be granted before the hours are worked whenever feasible and, when not feasible, as soon as possible after the work has been performed.

C. In granting such approval, care must be taken to distinguish between regular overtime and irregular or occasional overtime in order to properly determine an employee's overtime entitlement.

D. Compensatory time earned may be granted for irregular and occasional overtime work only. It is not authorized for regularly scheduled overtime work.

020209. Continuation of Pay (COP)

A. An employee who sustains a disabling job-related traumatic injury is entitled to the continuation of regular pay for up to 45 calendar days. See section [0312](#) for additional information regarding COP.

B. Controls will be established to ensure that employees do not exceed the 45-day limit. COP time will be accounted for as follows:

1. Days are counted on a calendar basis. If an employee is charged COP on Friday and the disability continues through the weekend, then he or she is charged COP for Saturday and Sunday. Holidays, weekends, and regular days off following a COP day are counted as COP days. If 1 hour is used to see a physician and 7 hours are worked, then it still is counted as 1 COP day. The time and attendance source document will reflect the actual hours worked in order to give an accurate picture of employee's work record.

2. Unless the injury occurs before the beginning of the workday, time lost on the day of injury shall be charged to administrative leave. The period to be charged to COP begins with the first day or shift of disability or medical treatment following the date of injury, provided that the absence began within 45 days after the injury. COP shall be charged for weekends and holidays if the medical evidence shows the employee was disabled on the days in question. For example, if the physician indicates that disability will continue only through Saturday for an individual who has Saturday and Sunday off, then COP will be charged only through Saturday.

3. If work stoppage occurs for only a portion of a day or shift other than the date of injury, then a full day of COP will be counted against the 45-calendar day entitlement, even though the employee is not entitled to COP for the entire day or shift. For example, if an employee who has returned to work uses 3 hours in order to receive physical therapy for the effects of the injury, then he or she is entitled only to 3 hours of COP even though 1 full calendar day will be charged against the 45-day limit. If an employee is absent for all or part of the remaining workday, then the time loss shall be covered by leave, as appropriate, since absence beyond the time needed to obtain the physical therapy shall not be charged to COP.

4. If the employee is only partially disabled following the injury, and continues to work several hours each workday, then each day or partial day of absence from work is chargeable as a full day of COP against the 45-day period.

5. Absences charged to COP and disapproved later by the Department of Labor require conversion to sick or annual leave. If sick or annual leave is not available, then COP will be converted to leave without pay (LWOP) and reimbursements to the Government must be for gross earnings paid while in a COP status. Refer to section [0803](#) for due process procedures. This collection includes payments made on behalf of the employee and adjustments to the deposit fund accounts by the civilian payroll office.

6. A physician, as necessary, shall certify the time that the employee takes off due to the injury.

C. Injured employees are permitted to return to duty to perform lighter jobs or a modification of their own job. When an injured employee returns to duty in an official light-duty status within the first 45 days of disability following an injury, each day or portion of a day in light-duty status will be counted as 1 day of COP. This also includes any day or portion of a day worked while under injury-related work restrictions imposed by a physician.

#### 020210. Temporary Duty (TDY)

A. When an employee is on TDY, the hours worked and hours of leave shall be recorded on the time and attendance document. All time actually spent away from the permanent duty station during the basic workweek shall be recorded at the employee's permanent duty station as time worked or leave taken. The travel order shall support entries on the time and attendance document for regular time.

B. When an employee is on extended TDY (official government-directed travel of 3 weeks or more in duration), the supervisor may require the employee to submit time and attendance data. Overnight mail, electronic mail, facsimile machine, or other acceptable means of communication may be used.

### 0203 TIME AND ATTENDANCE RECORDING

#### 020301. Requirements

Scheduled starting and ending times of the day for each employee or for groups of employees shall be established and recorded. The day that an employee's shift begins is designated as the day of work for night and shift differential purposes. These requirements shall be modified for AWS (see subparagraph 020206.B).

## 020302. Certification of Absences

Employees either shall initial or sign for indicated absences or submit an approved application for leave. A supervisor may require a medical certificate or other evidence of illness from an employee when granting sick leave. Such certification will be retained by the employing activity in accordance with section 0207.

## 020303. Verification of Leave Charges

Employees shall confirm officially each leave charge, except for administrative leave, Absent Without Leave (AWOL) charges, suspension, or holiday absences.

## 020304. Leave Charges

All leave types are charged to the employee either by whole days, whole hours, or fractions thereof.

## 020305. DoDEA Educator Absences

Absences of DoDEA educators in the TP pay plan shall be recorded in full or half days. When an educator is required to work during any portion of a half-day increment, his or her time shall be recorded in a duty status for the entire half-day increment. However, an educator who fails to work part of a scheduled increment for unacceptable reasons shall be charged leave or AWOL for the entire increment.

## 020306. Daylight Savings Time

A. Civilian employees working on a tour of duty when daylight saving time goes into effect are credited with the actual number of hours worked on the tour of duty. The hour lost as a result of the change is charged to annual leave, compensatory time used, credit hour used, or leave without pay, whichever is applicable with the employee's request. Employees may be allowed to work 1 hour beyond the end of their shift.

B. Civilian employees working on a tour of duty when standard time goes into effect are credited with the actual number of hours worked. Any time worked in excess of 8 hours, or the regular tour of duty hours, shall be paid as overtime and/or compensatory time earned or recorded as credit hours.

## 020307. Recording Clock

A recording clock may not be used to record time of an employee of an executive department in the District of Columbia. See [5 U.S.C. 6106](#).

## 0204 TIME AND ATTENDANCE CERTIFICATION

## 020401. Controls

The certification of time and attendance is an authorization for the expenditure of government funds. Each employee's time and attendance report shall be certified correct by the employee's supervisor, acting supervisor, or other designated representative authorized to act as an alternate certifier at the end of the pay period. Certification ordinarily shall not be made earlier than the last workday of a pay period. In some circumstances (such as when a legal holiday falls on a Friday or Monday), it is not practical to operate without an early cutoff. In such cases, additional controls, which shall be demonstrated in the system design, shall be in place and operating. These controls shall ensure that any change in attendance or absence certified by a supervisor that occurs after the cutoff date either is identified and reported before pay computation or is reported for the next pay computation. The employee may initial the corrected entry(ies) or submit an [OPM Form 71](#) (Request for Leave or Approved Absence), or locally approved electronic leave request, for such absence, as appropriate.

## 020402. Responsibility

All time and attendance reports and other supporting documents shall be reviewed and approved by a designated approving official. This official shall be aware of his or her responsibilities for ensuring accuracy of the reports and shall have knowledge of the time worked and absence of employees for whom approval is given.

A. Certification of time and attendance documents shall be based on (1) knowledge from personal observation, work output, timekeeper verification, (2) checking data against other independent sources (such as validating starting and ending times of work using sign-in and sign-out sheets or time clock entries), (3) reliance on other internal controls, or (4) a combination of controls. Approving officials shall have a reasonable basis for relying on systems of internal control to ensure accuracy and legal compliance when they do not have positive, personal knowledge of the presence and absence of, or other information concerning, employees whose time and attendance documents are being approved. This basis shall involve periodic testing of internal controls to ensure that they are working as intended.

B. Approvals shall be made individually for each employee, and a handwritten or automated signature shall be provided for each time and attendance report.

C. A single supervisory signature for a multiple employee report may be made to approve the information recorded for all employees listed on the report. There are three prerequisites for a single signature:

1. The data elements itemized in paragraph 020205 shall appear on the report for each employee listed on the report;

2. Supporting documents required for the information on the report shall be reviewed by the supervisor; and

3. The supervisor shall initial or sign each page of the report and also either shall sign the last page of the report or enter an approval code into an automated system.

D. For computerized (“paperless”) time and attendance systems in which time and attendance data are contained in a computer file and displayed on a terminal, a single automated code may be entered by the supervisor to approve the information contained in the file, provided that the data elements itemized in paragraph 020205 are contained in the file. The supervisor, prior to approving time and attendance data, shall review supporting documents or computerized files. A record of changes made to a file, once approved by someone other than the original approving official, shall be generated and sent either to the original approving official or a designated person other than the one who made the changes.

020403. Delay

Certification of the time and attendance report may not be delayed for the purpose of obtaining the employee’s initials or signature for leave when the employee is not available. Rather, the employee shall submit a confirming [OPM Form 71](#) upon return to duty.

020404. Maintenance by Employee

A. Situations in which employees may maintain their own official time and attendance are as follows:

1. The employee is the timekeeper.
2. Employees work flexible hours outside the hours of the timekeeper and supervisor.
3. An employee is working alone at a remote site.
4. Employees are based at the same location as their supervisors and timekeepers but are frequently away during working hours.

5. The employing organization determines that individual timekeeping by all employees is warranted. The employing organization shall maintain documentation demonstrating that the time and attendance reporting system has sufficient capacity and internal controls to ensure timely and accurate recording of time and attendance by these individual employees.

B. To provide reasonable assurance that employees are working when scheduled, supervisors shall take reasonable measures, such as occasional telephone calls during the times they are scheduled to work, or an assessment of the reasonableness of output for the time spent, to determine the accuracy of time and attendance records submitted by individuals who maintain their own time and attendance. The supervisor and/or approving official is responsible for the accuracy of the time and attendance data submitted by the individual.

## 020405. Prior Approval

When it is not practical for the supervisor to approve a time and attendance record prior to the receipt of supporting documents, the employee may be paid and a subsequent review performed of the documents by the supervisor.

## 020406. Exceptions

Exceptions to the general prohibition of employees approving their own time and attendance recordings are intended to apply only when it is not feasible for employees described to have their time and attendance report approved by a supervisor. In such instances, the Component head or designee shall grant an official authorization in writing. These exceptions are:

- A. An employee working alone at a remote site for long periods.
- B. Employees are based at, but frequently away from, the location of their supervisors and timekeepers during working hours.
- C. The employee is head of an organization within an agency that has no supervisor on site.

## 0205 TIME AND ATTENDANCE REPORTING

## 020501. Methods

Time and attendance data shall be transmitted to the payroll system, as required, by using positive (100 percent) reporting or exception reporting. Under positive reporting, all time and attendance data are reported to the payroll system for each employee. Under exception reporting, only exceptions to the employee's scheduled tour of duty are reported to the payroll system. (NOTE: The appropriate function key must be pressed to denote that all exceptions have been reported.) When reporting to the payroll system by source data automation (SDA), positive reporting shall be required for each employee.

## 020502. Controls

Regardless of the reporting method, the controls shall ensure that all required time and attendance information, including current period corrections and prior period adjustments, are properly reviewed and approved by an authorized official and reported in a timely and accurate manner.

## 020503. Generation of a Charge to Annual Leave

If any required time and attendance data are missing for an employee, then the civilian payroll system shall generate a charge against the employee's annual leave balance. (NOTE: Time and attendance data are considered missing if (a) under positive reporting, time has not been reported for the employee's entire scheduled tour of duty; or (b) under exception reporting, the

appropriate function key has not been pressed to denote that all exceptions have been reported.) If the annual leave balance is not sufficient to support the employee's regularly scheduled tour of duty, then the remainder shall be charged as shown in [Table 5-3](#). The employee's pay and leave record will be corrected upon submission of the certified time and attendance data.

020504. Source Data Automation (SDA) Systems

Refer to section 0209 for information on SDA systems.

0206 ADJUSTMENTS AND CORRECTIONS

020601. Current Period Corrections

Timekeepers shall correct errors in data as discussed in subparagraph 020102.C.3.b.

020602. Prior Period Adjustments

If the time and attendance for the current pay period has been processed and a change is required, then the supervisor shall certify adjusted time and attendance data for input to the payroll system or transmittal to the civilian payroll office via the customer service representative. The adjustment will be processed promptly in the employee's pay and/or leave record no later than the pay period following receipt for on-line adjustments.

020603. Electronic Corrections

Electronic corrections for current period corrections and prior period adjustments shall be made in accordance with the payroll system's user manual.

0207 RETENTION OF RECORDS

020701. Storage Location

Employing activities shall establish a uniform practice to be followed as to the locations at which the time and attendance reports and related supporting documentation are to be maintained. Time and attendance reports, together with approved applications for leave, overtime approvals, military orders, jury duty certification, or other supporting documentation as needed, may be retained at the timekeepers' offices, or sent to a designated storage location.

020702. Internal Controls

Sufficient internal controls shall be established to prevent unauthorized changes to completed time and attendance reports, regardless of where they are retained.

\*020703. Retention Period

Time and attendance records (leave application files, source records, input records, and leave records) shall be kept in accordance with records retention requirements as set forth in the National Archives, General Records Schedule 2. NOTE: There are different retention requirements for these four types of records.

0208 LABOR DISTRIBUTION

Civilian payroll systems shall interface with cost accounting systems, if established, to ensure payroll labor costs are distributed and charged to appropriate cost centers. Organizations that operate a formal cost accounting system shall ensure that costs are reconciled to the labor distribution processes no less frequently than once a month.

0209 SOURCE DATA AUTOMATION (SDA) SYSTEMS

020901. Requirements

The requirements for obtaining approval to use an SDA system are:

A. The SDA system shall not cause the need for, or lead to the development of, a new interface to an existing legacy accounting system.

B. The SDA system shall provide time and attendance data to Defense Civilian Payroll System (DCPS) in a timely manner each pay period.

C. The SDA system shall have the capability to receive data from or transmit data to more than one DCPS civilian payroll office.

D. Only one SDA system process shall be approved per major claimant/major command/Defense activity. Employees not using the SDA system must use the DCPS online time and attendance input system.

E. The SDA system shall have the capability to support supervisory electronic certification of time and attendance, even if the major claimant/major command/Defense activity does not use this capability.

F. The SDA system shall provide positive acknowledgment of accurate time and attendance prior to payroll processing.

G. Standard DCPS time and attendance codes shall be used with the SDA system software application.

H. The SDA system shall support at least 1,000 employees.

I. Use of the SDA system shall eliminate any need for dual reporting of time and attendance and labor cost data.

020902. SDA System Owner Responsibilities

The owner of the SDA system is responsible for:

A. Maintaining the SDA system software in accordance with DCPS interface specifications.

B. Any Federal Managers' Financial Integrity Act requirement pertaining to the SDA system.

020903. Approval

A request for SDA system approval shall be routed through the Component's chain of command to the Service or Agency Headquarters. If the Service or Agency approves, then the request is forwarded to DFAS-JJN/IN, Attn: Director, Finance Mission Area, Standards and Compliance, 8899 East 56th Street, Indianapolis, IN 46249 for processing and coordinating final approval from the Standards and Compliance Director. After approval, the requesting Component may contact the Technology Services Organization in Pensacola, Florida, to obtain a test schedule and procedures.