

Management System: Budget and Financial Management

Policy: Time and Attendance

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Rev. 0

1.0 Purpose

The purpose of the EMCBC's time and attendance (T&A) system is to ensure that T&A recorded in the Automated Time Attendance and Production System (ATAAPS) is authorized; promptly recorded; accurate for leave and pay purposes; timely approved; and, that appropriate documentation is retained that complies with applicable requirements.

2.0 Scope & Applicability

This policy establishes T&A requirements for employees, timekeepers and supervisors. It requires that T&A data be maintained in ATAAPS and cover the length of the bi-weekly pay period. This policy applies to all full and part-time employees assigned to the EMCBC.

3.0 Responsibilities

3.1 Director/Deputy Director/Assistant Directors

3.1.1 Designate primary and alternate certifying officials and ensure that they know the employees for which they are responsible and understand that they are responsible for the employees' attendance.

3.1.2 Designate timekeepers and approve overtime and other premium pay.

3.2 Office of Financial Management

3.2.1 Establish and maintain certifying officials and timekeepers in the ATAAPS system.

3.2.2 Monitor premium hours earned and used within EMCBC.

3.3 Supervisors (Certifying Officials)

3.3.1 Ensure that T&A data for employees under their cognizance are prepared according to this policy.

3.3.2 Maintain accountability for each individual listed on their organizational T&A report and ensure the accuracy of T&A data. This is done through observation, discussion and review of employee work products. This is especially true for employees working away from the EMCBC office. When an employee's schedule of hours of duty or work location differs from the supervisor's, the supervisor may (1) arrange for another supervisor to observe the employee occasionally during times the supervisor is not present and/or visit the employee's work site occasionally; (2) determine the reasonableness of work output for the hours reported; and (3) contact the employee periodically during the employee's scheduled work hours.

3.3.3 Approve, as appropriate, employee Overtime Request and Authorization for Payment and other documentation. Ensure that overtime/premium hours are scheduled and approved in advance of the work to be performed.

3.3.4 In conjunction with Timekeepers, keep informed as to the attendance of employees for whom they are responsible, including those assigned to duty stations away from the supervisor's immediate area.

3.3.5 Maintain supervision of employees under alternative work schedules during all hours of extended workdays to ensure proper certification of employees' T&A data.

3.3.6 Monitor employee leave balances and ensure that "Use or Lose" leave can be taken in the leave year. Supervisors should take appropriate action related to leave issues.

3.3.7 Certify as accurate for leave and pay purposes the T&A data for each employee under their supervision following the end of the pay period according to the best of the supervisor's knowledge. In order to ensure employees are paid, all employees must be certified before Headquarters closes ATAAPS (generally, the Wednesday afternoon following the end of the pay period).

3.3.8 Ensure that prior pay period changes for premium hours worked or leave usage are appropriate and, if so, re-certify as soon as possible, but not later than one year after the applicable pay period.

3.3.9 Retain medical documentation supporting T&A leave confidentially and as a T&A record.

3.4 Timekeepers

3.4.1 Timekeepers assist supervisors, as requested, in their responsibility to verify the accuracy of employees' T&A in ATAAPS and in ensuring that T&A data are certified in a timely manner. This includes verifying that leave reported in ATAAPS matches approved leave recorded electronically in ESS (for example, the "Leave Calendar by Team" or "Leave Summary by Team and Pay Period" reports) or the

OFM Form 71, Request for Leave. Discrepancies should be immediately brought to the attention of the employee, and if necessary, to the supervisor for resolution.

3.4.2 Timekeepers input employee premium hours worked into ATAAPS in the pay period provided. On rare occasions when employees can not do so on their own, timekeepers input employee work and leave hours into ATAAPS based upon the supervisor's best knowledge of the employee's actual T&A.

3.4.3 Maintain the required supporting documentation and current files for their designated certifying officials and their alternates. This includes documentation supporting all absences, military and court leave including copies of military/court orders and certification documentation of actual attendance upon return to work.

3.4.4 Ensure that T&A records are properly secured and access to data is restricted in accordance with the Privacy Act. Retain all paper T&A documentation in accordance with the EMCBC Master File Plan.

3.5 Employees

3.5.1 Comply with periodic T&A instructions issued by the Office of Financial Management (for example, an ATAAPS code for administrative leave or when ATAAPS closes early for an upcoming holiday) in addition to this policy.

3.5.2 Verify for accuracy for leave and pay purposes, the hours recorded in ATAAPS by the timekeeper; including the number of credit hours, compensatory time, and time off award hours, for the days they are earned or used.

3.5.3 Input the hours and type of hours for non-premium work and absences in ATAAPS, generally by close of business on the second Friday of each pay period. Employees must also concur on their ATAAPS input indicating that the reported data is accurate for leave and pay purposes, including any premium hours worked. In rare circumstances where employees must modify their T&A for a prior pay period, the employees must re-concur in ATAAPS and promptly notify their supervisor of the changes made and the rationale for doing so.

3.5.4 Support all requests for absences by a completed "Request for Leave or Approved Absence," OPM Form 71 located electronically at the EMCBC's Employee Self Services (ESS) web site. If the employee is unavailable to submit a request prior to an absence, he/she must submit one upon returning to duty.

3.5.5 Request in advance any work schedule changes from the supervisor and ensure that timekeepers have timely notification of work schedule changes and leave absences.

3.5.6 Submit in advance requests for approval of any overtime, through completion of premium hour forms DOE F 2220.20, to the Supervisor in advance, to the extent

possible, for work to be performed. Submit premium hour forms to timekeepers as promptly as possible. Failure to do so may delay processing to the following pay period.

3.5.7 Inform the supervisor, in advance, by e-mail, when planning to earn credit hours. Provide the date and the number of credit hours to be earned. At the end of the pay period, submit to the supervisor for concurrence a signed and dated EMCBC Credit Hours Earned form with actual date and credit hours earned. Then submit the form to the timekeeper for coding earned credit hours (CD) in ATAAPS. The completed form is retained by the timekeeper for recordkeeping purposes.

4.0 General Information

Falsification of T&A information and failure to comply with these instructions may result in disciplinary action. Failure to comply with T&A instructions may result in delayed payment of wages.

5.0 Exhibits

DOE F 2220.20
ATTAPS Electronic Request for Leave

6.0 Definitions & Acronyms - None

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Time and Attendance**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	N/A 1 st Edition to meet EMCBC MS needs.	N/A	11/19/12