

PODDC-F

Regulation  
No. 37-1-4

LIBRARY  
March 1978

Financial Administration  
TIME AND ATTENDANCE REPORTING

1. PURPOSE. To establish responsibilities and uniform procedures for time and attendance reporting.
2. APPLICABILITY. This regulation applies to the Pacific Ocean Division Office (PODO) and Kwajalein, Hawaii and Aliamanu Resident Offices. Paragraph 12 is applicable to other field elements of Pacific Ocean Division.
3. REFERENCES.
  - a. AR 37-105, Chapter 8
  - b. STARCIPS Time & Attendance Reporting, Revised December 1975
4. BASIS FOR PAYMENT. Complete and properly certified time and attendance (T&A) reports are required before payment to personnel is authorized. Documents required to support these reports, e.g., those for sick leave, court or military service, overtime authorizations, etc., will be submitted with current T&A reports and filed in the USASCH Civilian Pay Branch. Attendance or absence will be recorded on a daily basis, and all hours in a basic work week will be accounted for. There is no authority to pay for voluntary work outside the regularly scheduled tour of duty; such time will not be shown on official T&A reports.
5. FORMS.
  - a. Only the minimum information needed to prepare payrolls and to record leave data should appear on T&A reports. DA Form 4395 (Time and Attendance Report) is prescribed for all categories of personnel, e.g., GS, WG, etc. The T&A Reports preprinted by the Computer Service Center are distributed to timekeepers each pay day covering the following pay period. If additional T&A Report forms are required they are available in the OAS forms supply room.
  - b. Maintenance of subsidiary time reporting forms, or copies of time cards, are not authorized except:
    - (1) In unusual cases. Examples of unusual cases are personnel working in isolated areas and on survey parties. Where it is impracticable for an employee to initial the T&A reports for leave, or for compensatory time worked or taken, SF 71 must be used.
    - (2) POD Form 177 (Test) (Work Schedule - Flexitime) will be maintained as prescribed by PODC 690-1-4.
6. ASSIGNMENT OF TIMEKEEPERS/CERTIFIERS.
  - a. Supervisors and their alternates are responsible for signing T&A cards. Related authorization will be in writing supported by specimen signatures.
  - b. Care must be exercised in the preparation of the T&A reports inasmuch as they are the basis for the payment of salaries or wages to the employees covered thereby.
  - c. Timekeepers should not assume that an employee is in a duty status simply because the employee has not reported leave to be taken; the timekeeper should make a physical head-count at least twice each day to assure that employees are in duty status. Supervisors will assist by furnishing timekeepers information on employees away from their desks on official duty or on sick leave.
  - d. Newly designated timekeepers (and alternates) must complete an orientation course in time and attendance reporting. This orientation will be given by another timekeeper who is already experienced and capable of training others.
7. APPROVAL OF LEAVE AND OVERTIME. Supervisors are responsible for approving leave and obtaining written approval of overtime.
  - a. Supervisors, when approving leave, will instruct employees to initial T&A report, or submit SF 71, if leave does not extend beyond the end of pay period. When period of absence will extend beyond the end of pay period an SF 71 is required.
  - b. All overtime, whether on a paid or compensatory time basis, must be approved in advance on ENG Form 1663. The approved form will be submitted to the USASCH Civilian Pay Branch together with the T&A reports.

This regulation supersedes PODR 37-1-4, 24 Mar 72.

c. (1) When compensatory time is approved and worked, compensatory time off must be granted within a reasonable period of time, ordinarily during the same pay period, but not beyond the end of the fourth pay period following that in which the overtime work was performed. If not taken by that time, it will be automatically converted to paid overtime without further authorization.

(2) When GS employees, who are non-exempt from the Fair Labor Standards Act, are directed to work overtime, they may be given compensatory time instead of paid overtime only if they request it in writing, in advance. The request must be attached to the time card and the related compensatory time must be taken in the same work week in which it is earned. If the overtime is worked on the last day of the work week, overtime must be paid.

d. All employees who voluntarily donate blood to the American Red Cross, military hospitals, other blood banks, or needy individuals under emergency conditions, will be authorized a maximum of four hours of excused absence plus travel time. The sole purpose of the excused absence is to allow for recuperation. Employees are required to provide their supervisor with written proof of the donation.

8. EMPLOYEE RESPONSIBILITIES: It is the responsibility of each employee to:

a. Keep his supervisor informed of his whereabouts when it is necessary that he be away from his desk.

b. Obtain advance approval of his supervisor for all periods of annual leave, except in emergencies.

c. Inform his supervisor by any suitable means when sick leave is taken. This notification will be given as soon as possible on the first day of absence due to illness, ordinarily by 0830 hours.

d. Initial the T&A report or submit SF 71 before going on annual leave, except in emergencies.

e. Arrange, when on TDY assignments, with the office or installation visited to report time and attendance by pay periods to his timekeeper if sick or annual leave is taken or if overtime work is performed. This report should be submitted as soon as possible by teletype to the timekeeper but no later than the beginning of the first work day following the end of the pay period being reported. If report is not received, it will be assumed that no leave has been taken or that no overtime was performed.

9. PREPARATION OF TIME AND ATTENDANCE REPORTS. Detailed instructions in SOP form for use by timekeepers in preparing T&A reports are included in reference 3b. All timekeepers are required to have a copy of reference 3b.

10. CERTIFICATIONS.

a. Supervisor or alternate will sign T&A reports in the "Supervisor" block certifying to the following facts:

(1) Attendance and absences reflected are correct.

(2) Absences have been approved in the category indicated.

(3) Overtime was approved in accordance with laws and regulations.

(4) Employee is entitled to pay for hours shown in various pay categories.

(5) Tour of duty or shift stated is regularly scheduled tour of duty or shift.

b. Supervisors may not certify as to their own time and attendance. T&A reports on which the names of supervisors appear will be certified by the next higher echelon.

11. SUBMISSION OF TIME AND ATTENDANCE REPORTS.

a. Certified T&A reports must be received at the USASCH Civilian Pay Branch on Friday afternoon previous to the end of each pay period. Timekeepers in PODO and resident offices on Oahu will deliver T&A reports to the Mail & Records Branch not later than 1400 hours where they will be accumulated for bulk delivery to USASCH.

b. The timekeeper at Kwajalein Resident Office will forward certified T&A reports by first mail following the end of each pay period to: U.S. Army Finance and Accounting Office, ATTN: Civilian Pay Branch, Fort Shafter, Hawaii 96858.

c. KRO: To preclude either overpayment or underpayment of foreign post differential to Kwajalein employees, the following additional information will be furnished when an employee departs Kwajalein under the following:

(1) T&A report for any employee who departs Kwajalein to take any type of leave or to perform TDY to any point other than the 50 States or the District of Columbia, the "Remarks" column will show:

John Doe - departed Kwajalein (date and hour) for (leave or TDY) to (country).

Upon return, the date and hour will be shown in the "Remarks" column of the then current time card.

Personnel who are absent from Kwajalein under these conditions will continue to receive foreign post differential for a period not to exceed 42 days.

(2) T&A report for any employee who departs Kwajalein to take any type of leave in the 50 States or the District of Columbia will be footnoted as follows:

John Doe - departed Kwajalein (date and hour) for leave to U.S.

Upon return, the date and hour will be shown in the "Remarks" column of the then current time card.

Personnel who are absent from Kwajalein under these conditions will not receive foreign post differential starting from the day after date of departure. Payment recommences as of the date of return to Kwajalein.

NOTE: While an employee is temporarily absent from his post on medical evacuation to the United States and his spouse or a member of his family who is 21 years of age or older remains at the differential post, the post differential will continue for a period not to exceed 42 days.

(3) T&A report for any employee who departs Kwajalein for temporary duty to the 50 States or the District of Columbia will be footnoted as follows using (a) or (b) as applicable.

(a) John Doe - departed Kwajalein (date and hour) for TDY to U.S. Employee's spouse or member of family over 21 years of age remains at post.

Personnel who are absent from Kwajalein under these conditions will continue to receive foreign post differential for a period not to exceed 42 days.

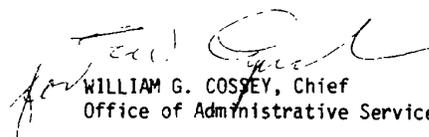
(b) John Doe - departed Kwajalein (date and hour) for TDY to U.S. All family members accompany employee.

Personnel who are absent from Kwajalein under these conditions will not receive foreign post differential starting from the day after date of departure. Payment recommences as of the date of return to Kwajalein.

Upon return, the date and hour will be shown in the "Remarks" column of the then current time card.

12. PROCEDURES FOR OTHER FIELD OFFICES. The officer in charge will establish local implementing procedures consistent with those of the servicing commands. Assistance of PODO staff will be provided upon request.

FOR THE DIVISION ENGINEER:

  
WILLIAM G. COSSEY, Chief  
Office of Administrative Services

DISTRIBUTION: (List 77-1)  
B, C  
POD Reading File (1)