

Headquarters AMC Timekeeping Manual

October 1999

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I. INTRODUCTION

A. General. Time and Attendance (T&A) reporting for civilian employees is mandated by the Department of Defense Financial Management Regulation (DODFMR) 7000.14-R, Volume 8, Civilian Pay Policy and Procedures. A timekeeper is required to record the time and attendance and a certifier is required to certify that the T&A biweekly submission is correct.

B. Purpose. This manual summarizes the rules and responsibilities governing the timekeeping function. Where appropriate, the regulatory reference is annotated at the end of the paragraph in this manual. This instruction does not go into the details on how to use the Automated Time, Attendance, and Production System (ATAAPS) to perform those timekeeping functions. (Formal training in ATAAPS was provided when the ATAAPS was first introduced to this headquarters and user guides were distributed at that time.) Those guides belong to the position, not to the individual timekeeper or certifier. A limited number of copies of these guides are available in the Deputy Chief of Staff for Resource Management's Finance and Accounting Division (AMCRM-F) located in 3E20. Timekeepers and certifiers are expected to train their replacements in the use of ATAAPS. Furthermore, there are specially trained ATAAPS specialists, called Gurus, who are listed in the appendix, that can assist in ATAAPS training.

C. Roles.

1. The timekeeper, if possible, should be collocated with the employees whose records they keep. Timekeepers may be civilian or military personnel, including contractors. Organizations may designate supervisors and other personnel (secretaries, clerk typists, or others) as timekeepers. (DODFMR 020102C2)

2. The supervisor of the employees is normally the certifier of the biweekly T&A reports. The certifier has the ultimate responsibility for the T&A submission to the

Defense Civilian Pay System (DCPS) via ATAAPS. (DODFMR 020102B1).

3. The HQ AMC ATAAPS Gurus assist timekeepers and certifiers with data entry problems in ATAAPS, set up new timekeepers and certifiers in the ATAAPS, and delete timekeepers and certifiers from ATAAPS when they leave HQ AMC.

4. The HQ AMC Deputy Chief of Staff for Corporate Information (CIO) provides connectivity with ATAAPS through the Local Area Network (LAN). Timekeepers should contact the HELPDESK if they cannot connect to ATAAPS.

5. Anniston Army Depot (ANAD) provides ATAAPS systems management support for HQ AMC. They provide the connection between the ATAAPS mainframe and the DCPS mainframe. The ANAD receives the biweekly T&A reports from HQ AMC, batches them, and sends the batches to DFAS Charleston (DFAS-CH) for interface with DCPS. They also interface with the Standard Operations and Maintenance Army Research and Development System (SOMARDS) to record production labor in the accounting system. The HQ AMC HELPDESK will contact the ANAD HELPDESK if they determine a connectivity problem is not in this HQ.

6. The AMCRM-F is the timekeeping functional POC. Timekeepers and certifiers are immediately advised via e-mail of problems with ATAAPS and any changes in timekeeping procedures.

7. The DCPS Customer Service Representative (CSR) enters the timekeeping process after the T&A has been entered into DCPS. The DCPS has checks and balances to insure the payroll is correct. The CSR receives processing error reports and must make the appropriate corrections before the final payroll is run. The CSRs for HQ AMC are at Aberdeen Proving Ground (APG) and are U.S. Army Soldier and Biological Chemical Command (SBCCOM) employees.

D. T&A Schedules.

1. Timekeepers can enter T&A anytime during the current pay period.

2. Certifiers can certify T&A reports beginning the Friday before the end of the pay period. Certified T&A reports must be submitted NLT noon on the first Monday after the close of the pay period. This window may be expanded when the pay period ends with a holiday either on the last Friday of the pay period or on the Monday when the window normally closes. The ANAD makes the decision for extending the certification window.

3. The ANAD batches the T&A reports from HQ AMC during the evening of the first Monday after the end of the pay period. They transmit the batches to DFAS-CH Tuesday morning. (This manual does not cover the labor accounting process.)

4. The DFAS-CH updates the Master Employee Record (MER) from Defense Civilian Personnel Data System (DCPDS) and processes the batch received from ANAD on the evening of the first Tuesday after the close of the pay period. The MER contains the pay rates and allotment information for each employee which is matched with the T&A data from ATAAPS to compute the payroll. If errors are discovered in the batches processed, they send an error report to the appropriate DCPS CSRs for correction Wednesday morning.

5. The DCPS CSR must make the required corrections to DCPS by noon on the Thursday following the close of the pay period. Our CSRs at APG have access to both ATAAPS and DCPS; however, they still may have to contact the timekeeper to determine the proper correction. It is important that timekeepers keep their T&A documentation handy so the CSR can meet their narrow processing window.

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II. References(with web sites)

A. Regulations:

1. DOD Financial Management Regulation, Volume 8 (DODFMR 8), August 1999.
(<http://www.dtic.mil/comptroller/fmr>)
2. Title 5, United States Code (5 U.S.C).
3. Title 5, Code of Federal Regulations (5 C.F.R.)

B. ATAAPS Information:

1. ATAAPS USERS GUIDE (UG), 18 December 1995 (DETAIL)
2. QUICK AND DIRTY (Q&D) GUIDE, December 1995 (DESK TOP)

C. Other:

1. 1999 COLLECTIVE BARGAINING AGREEMENT BETWEEN HQ AMC AND NFFE LOCAL 1332.

2. AMC Memorandum 600-12, Flexible and Credit Hour Work Schedule Program, 30 April 1993 (currently under revision).

3. Defense Finance and Accounting Service (DFAS) Homepage (<http://dfas4dod.dfas.mil/>)

a. REFERENCES

1. Guides
2. Regulations

b. SYSTEMS

1. Accounting
2. Pay

c. NEWS

1. Hot Items
2. Y2K Information

4. Army Financial Management Homepage
(<http://www.asafm.army.mil/>)

- a. PUBLICATIONS
 - 1. Army Regulations
 - 2. DFAS-IN Regulations
 - 3. DOD Regulation Link
- b. ASA(FM&C)
 - 1. Finance Operations
 - 2. Y2K Briefing

5. AMC RM Homepage (<http://www.amc.army.mil/amc/rm/>)

- a. Resource Management Tools
 - 1. HQ AMC Timekeeping Manual
 - 2. ATAAPS Desk Top Users Guide
- b. Links to Other Sites
 - 1. DFAS (Different than homepage shown above)
 - 2. Ofc. of the Under Secy of Defense

(Comptroller)

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III. TIME AND ATTENDANCE

RECORDING TIME AND ATTENDANCE (T&A) - ATAAPS is designed to simplify the T&A process. The timekeeper has two options for keeping time: shift initiated or non-shift initiated. If you select the shift initiated option, ATAAPS assumes the employee worked their normal tour of duty and enters 8 hours for each scheduled working day of the pay period. In these cases, the timekeeper only has to enter time for exceptions to this 8-hour tour shift (i.e., leave taken, premium hours worked, etc.)

When a timekeeper initially sets up an employee in ATAAPS, the timekeeper sets up the employee's tour of duty for each day the employee is scheduled to work. The tour includes a minimum break of 30 minutes for lunch. The employee can negotiate a starting time with the supervisor between 6:00 and 9:00 AM. Requests to work flexible hours must be made in writing to the supervisor at least 5 working days before the start of the pay period that the flexible hours shift will go into effect. Supervisors will respond to the request promptly.

A. TOUR HOURS WORKED - Tour of duty hour requirements (8 hours per working day/40 hours per week) can be met either by working regular hours, using leave earned, or a combination of both.

1. REGULAR HOURS WORKED - when the employee's time is shift initiated, ATAAPS assumes the employee has worked their normal tour and enters 8 hours RG for each scheduled workday. This entry is made at the end of the workday. The ATAAPS Type Hour Code (THC) RG (for Regular hours worked by a graded employee) is entered. Ungraded employees have a THC for each shift worked (*THCs can be found starting on page 52 of the Q&D guide*). Time is recorded as a 3 digit number - two digits for the hour (zero filled for hours 1 through 9) and one digit for the fraction of an hour (*see Fraction Codes on page E-1 of the Users Guide*).

2. LEAVE HOURS TAKEN - Employees are required to schedule leave in advance except for holidays or administrative leave. Leave use must be documented and approved in writing by the supervisor. Documentation will show the dates, time and types of leave *taken* (DODFMR 8, 050105). Documentation can be either a manually completed hard copy (e.g., a signed SF 71, APPLICATION FOR LEAVE) or a printout of an automated record with the employee's signature or initials by the leave hours taken (e.g., an ATAAPS Print Screen). The timekeeper will ensure that the employee has signed documentation for all leave taken during the pay period (DODFMR 8, 020102C3b). These signed and approved documents must be retained for 6 years and 3 months (in addition to the current year) in MARKS file 37-105g, PAYROLL SUBSTANTIATING DOCUMENT FOLDERS. The timekeeper is not responsible for determining whether the employee has sufficient leave earned to cover the leave requested. The Defense Civilian Payroll System (DCPS) will automatically make that determination.

a. ANNUAL LEAVE - THC LA. (Q&D, page 52)

(1) ENTITLEMENT: Advanced requests for leave should be made as early as possible using the SF 71 or a written document specifying dates, time and type of leave. (NA 17B; DODFMR 0201C3b)

(2) APPROVAL: If it is found that leave must be disapproved or cancelled due to work load or staffing needs, the Supervisor must explain the reason for such action in writing to the employee. A copy of that letter should be kept in MARKS File 37-105g.

(3) EXCEPTIONS: Emergency annual leave should be documented the same as any normal leave. The employee should notify the supervisor of this emergency absence no later than 2 hours after the start of their scheduled tour of duty.

b. SICK LEAVE - THC LS.

(1) ENTITLEMENT: Incapacitated employees must call their immediate supervisor no later than 2 hours from the scheduled start of their tour of duty. If the supervisor is not available, they will leave a message with their phone number, the type of leave and the number of

hours required. If the absence exceeds the amount of leave originally requested, the employee will notify the supervisor or acting supervisor during the first 2 hours of the first workday following the expiration of the approved leave period. An SF 71, with a medical certificate or other acceptable evidence stating the reason for the absence, will be submitted for all absences that exceed 3 consecutive workdays upon the employee's return to duty or upon request. Sick leave for less than 3 consecutive workdays can be certified by having the employee initial their timecard printout or submitting a signed SF 71 without medical certificates.

(2) APPROVAL: Sick leave for scheduled medical/dental examinations should be requested far enough in advance of anticipated usage to allow the supervisor to adjust their work schedules and documented by an SF 71.

(3) EXCEPTIONS: If the employee has insufficient sick leave (THC LS) accrued to cover a request for sick leave, DCPS will apply the uncovered balance against annual leave (THC LA). If the employee has insufficient annual leave accrued to cover a request, the balance will be applied against Leave Without Pay (LWOP) (THC KA). If the employee has any type of compensatory hours available (Compensatory time earned - THC CE or Credit hours earned - THC CD), DCPS will apply the uncovered leave taken against them before resorting to LWOP. Although DCPS features these leave defaults, the employee should make every effort to ensure they have sufficient balances to cover the leave they request on the substantiating document. (Note: These defaults are in DCPS, not ATAAPS.)

c. ADVANCED LEAVE - Provides for the advance of annual or sick leave to employees in situations where the employee has insufficient or no leave to cover an absence.

1. **ADVANCED SICK LEAVE** - In cases of serious disability or illness, employees, except those serving under a limited appointment or with a specific termination date, may be advanced up to 240 hours of sick leave, or the equivalent for uncommon tours of duty. See also Family Friendly Leave Act instructions.

(a) ENTITLEMENT: For employees with the normal 80 hour biweekly tour of duty, up to 240 hours advanced sick leave may be advanced (See *DODFMR 8 - 050304 for examples of amount available for uncommon tours.*)

(b) APPROVAL: A request for advanced sick leave must be submitted to the supervisor for approval/disapproval. If it is known the employee is to be retired or separated, the total advance cannot exceed an amount which can be liquidated by subsequent accrual prior to the separation. The request must state whether the advance leave will be taken consecutively or intermittently.

(c) PROCEDURE: A copy of the approved leave request (minus the supporting medical documentation) is sent to the DCPS Customer Service Representative (CSR) at Aberdeen Proving Ground (APG) so the advanced leave can be set up in DCPS (ATAAPS is a time entry system only - it contains no leave balances). A copy of the approved leave advance request should also be retained in MARKS file 35-105g. When the employee uses the advanced leave, the timekeeper records the hours as THC LG (Q&D, page 52). The employee pays off the advanced leave after returning to duty as he/she earns sick leave during the remainder of the year. The employee will carry a negative leave balance until the advance is paid back. (It takes about 2.5 years to pay back 240 hours advanced sick leave.) Complete rules governing the various types of leave are found in chapter 5 of DODFMR 8 and the complete list of THCs used in ATAAPS to record the leave use is in Q&D, pages 52 and 53.

(2) ADVANCED ANNUAL LEAVE - (DODFMR 8 - 050205).

(a) ENTITLEMENT: Employees may request the current leave year accrual of annual leave if there is reasonable assurance that the employee will be in a duty status long enough to earn the amount of leave advanced.

(b) APPROVAL: As in the case of advanced sick leave, the employee submits the advanced annual leave request to the supervisor for approval/disapproval.

(c) PROCEDURE: A copy of the approved request is sent to the DCPS CSR at APG for entry into the payroll system. The timekeeper will charge leave up to the

approved amount as THC LB. When the employee returns to duty, the advanced leave is paid off by the normal biweekly annual leave accrual.

3. EXCEPTION: Subsequent loss of accrual may result in an indebtedness situation. Employees separating from federal service must repay any advanced leave unless the separation is caused by death, disability retirement, or a disability that prevents return to duty or continued service, and which is the basis of the separation as determined by the employing activity based upon medical evidence.

d. ADMINISTRATIVE LEAVE - The official title for "ADMIN LEAVE" is excused absence. It covers a multitude of circumstances where management authorizes absence from duty without loss of pay or charge to the employee's earned leave (*DODFMR 8 - 0516*).

(1) ENTITLEMENT - Admin leave can be granted for blood donation, building closures, registering and/or voting, taking examinations requested by management, and attending conferences and conventions in the best interest of the federal service. All are coded as excused absence - THC LN (*Q&D page 53*).

(2) APPROVAL: Management may authorize admin leave for circumstances listed above. Supervisors have the option of excusing infrequent absences and tardiness of less than an hour on the part of employees.

e. HOLIDAY LEAVE - (*DODFMR 8 - 0513*)

(1) ENTITLEMENT: When no work is performed, an employee in a pay status on a regularly scheduled workday either preceding or succeeding a holiday is entitled to straight-time pay for the holiday regardless of his status on the holiday not worked, THC LH (*Q&D - page 52*).

(2) EXCEPTION: When work is performed on the holiday, premium pay provisions apply (*DODFMR 8 - 030305*). The employee will be paid the regular holiday leave (coded LH) plus premium pay equal to their basic rate of pay for the holiday hours worked that is not in excess of 8 hours, recorded as THC HG (*Q&D - page 54*). Employees

required to work holidays are entitled to no less than 2 hours of holiday work pay.

f. COURT LEAVE - (DODFMR 8 - 0517).

(1) ENTITLEMENT: Employees are authorized court leave with pay when summoned to serve as a juror or appear as a witness in a nonofficial capacity on behalf of any party in connection with any judicial proceeding to which the United States, District of Columbia, or a state or local government is a party. Use THC LC (Q&D - page 52). If an employee is summoned to court while on annual leave, court leave shall be substituted for those days actually served in court (DODFMR 8 - 051702).

(2) APPROVAL: Supervisors will approve 8 hours court leave for each day a properly summonsed employee serves in court, regardless of the actual hours spent in court. Jurors/witnesses on call or discharged for an indefinite period are not entitled to court leave - they must either report to work or charge annual leave. The employee will provide a copy of the court order, subpoena, or summons to their supervisor as far in advance of the court leave as possible. Upon return to duty, the employee must present the certificate of attendance received from the clerk of the court to his supervisor (DODFMR 8 - 0501709). The United States and District of Columbia courts do not pay Federal Employees for jury duty, but most states and local courts do. Federal employees on court leave status are not allowed to keep jury fees, they must be turned in to their Customer Service Representative with a DD Form 1131 for submission to the payroll office (DODFMR 8 - 051715). The employee may retain any reimbursements for expenses from the court (DODFMR 8 - 0501710). A local exception should be noted for Prince Georges County in Maryland where it states right on the certificate of attendance that jury fees are not paid. If a holiday occurs during the time the employee is on jury duty, the employee may keep the jury fee paid for the holiday (DODFMR 8 - 0501713).

g. MILITARY LEAVE - Eligible full-time employees are allowed Military leave to meet Reserve or National Guard active duty requirements (weekend drills don't count). They are credited 15 calendar days of military leave each fiscal year and any unused portion not

in excess of 15 days can be carried over to the next fiscal year (DODFMR 8 - 051803).

(1) ENTITLEMENT: The employee will be charged for Military Leave, THC LM (Q&D - page 52), for each regularly scheduled workday while attending military training duty. Leave is charged on a calendar year basis. (DODFMR 8 - 051804).

(2) APPROVAL: Employees must submit a copy of their orders directing active duty to their supervisor who in turn forwards a copy to the CSR. Upon return to duty, a certified verification of attendance from the unit indicating completion of training duty will be given to the supervisor who will forward to the CSR. Note that no charges are made for non-workdays at the beginning and end of the period of absence for active military duty, but all intervening non-workdays falling within the period of active military duty will be charged to military leave (DODFMR 8 - 051805).

h. FAMILY LEAVE - There are actually two entitlements regarding family leave. The Family and Medical Leave Act (FMLA) of 1993 (PL 103-3) and the Family Friendly Leave Act (FFLA) under 5 USC, Section 6311. The ATAAPS uses specific Family Leave Codes (FLC) which are recorded in the hazard code field in conjunction with the THC for the leave being used in the Type Hours Field(Q&D - page 56).

(1) FMLA: Provides up to 12 administrative workweeks of unpaid leave (LWOP), THC KA, during any 12-month period to take care of specified family and medical needs for employees covered by the sick and annual leave provisions of 5 USC part 630.

(a) ENTITLEMENT: The employee must have at least 12 months of federal service. Temporary or intermittent employees are not entitled to FML. Up to 12 administrative workweeks can be charged during a 12-month period; however, the employee can elect to substitute annual, sick, or leave made available under the Voluntary Leave Transfer Program for LWOP. The employee's work schedule is the basis for computing FMLA available (DODFMR 8 - 050402). An 80-hour full-time employee will have 480 hours available for FMLA (40 hour per week times 12 weeks).

(b) APPROVAL: FML may be used for:

(1) Birth of employee's child/care of a newborn (FLC DA).

(2) Adoption or Foster Care (FLC DB)

(3) Care of a family member suffering from a serious health condition (FLC DC)

(4) Serious health condition of employee that prevents performance of duties of their position (FLC DD)

(c). EXCEPTION: If possible, the employee should provide the supervisor with notice of intent to take FMLA not less than 30 days before the leave is to begin or as soon as practicable. The agency may require medical certification for the FMLA (*DODFMR 8 - 050405*). Under certain conditions, FMLA can be taken intermittently or the employee may work under a schedule reduced by the hours of FMLA.

(2) FAMILY FRIENDLY LEAVE: This act specifically allows the use of sick leave for family care or bereavement. Employees who accumulate sick leave under 5 USC may under certain circumstances use up to their normal accrual for the leave year for family care and bereavement purposes. Leave under this act is recorded under THC LS.

(a) ENTITLEMENT: The initial entitlement for FFLA leave is forty hours of sick leave. This initial entitlement can be advanced under the rules governing advanced sick leave. A full-time federal employee may use an additional 64 hours (for a total of 104 hours) of sick leave in a leave year for family care, bereavement or adoption purposes, provided that the employees remaining sick leave balance does not fall below eighty hours. Part-time employees may use up to the number of hours normally accrued for sick leave during the leave year.

(b) APPROVAL: Until 7 Nov 99, supervisors were required to keep informal records on the purpose of the family friendly leave for personnel reports. Now there are two new FLCs that are recorded in the Hazard Code Field in ATAAPS:

DE - FFL FAMILY CARE/BEREAVEMENT
DF - SICK LEAVE FOR ADOPTION PURPOSES

The FLCs are for reporting purposes only and must be used in conjunction with the appropriate THC. The FLCs DE and DF can only be used with THC LS where as FLCs DA, DB, DC, and DD can be used with THCs KA, LS, LA, LB, LG, LQ, CT and CN (Q&D - page 56).

i. LEAVE WITHOUT PAY (LWOP) - This is a temporary non-pay status and absence from duty granted at the employee's request (DODFMR 8 - 052601). Employees may be granted LWOP when they do not have other leave to their credit and require leave for emergencies and other necessities. LWOP may also be granted when the employee has leave to his or her credit but for good and sufficient reason desires no to take it.

(1) ENTITLEMENT: The employee must call in within the prescribed timeframes just like any other unplanned leave, requesting LWOP. When an employee is on approved LWOP, THC KA, the employee shall be entitled to a job of like status and pay upon return subject to applicable regulations (NA 17C2).

(2) APPROVAL: LWOP will be documented just like any other leave. LWOP granted to an employee cannot be converted to sick or annual leave at a later time except in the case allowed by regulation (DODFMR 8 - 052603).

(3) EXCEPTIONS: When the number of LWOP hours during a full-time employee's leave year equals their biweekly tour of duty hours (i.e., 80), the employee's leave accruals (annual and sick) are reduced by the amount earned for that pay period. If the employee is in the 6-hour annual leave accrual category and the reduction is required in the last pay period of the year, when they would be entitled to accrue 10 hours of annual leave, the annual leave accrual will only be reduced by 6 hours. At the end of the leave year, if the number of LWOP hours is less than the biweekly tour of duty hours, the LWOP hours are dropped (DODFMR 8 - 052604).

j. TIME-OFF AWARDS: A time-off award is an absence with pay (DODFMR 8 - 0515). The 5 U.S.C. 4502(e)

allows time-off awards to be granted in lieu of cash. The 5 C.F.R. 451.101-107 does not allow a time-off award to be converted to cash under any circumstances (*DODFMR 8 - 031102A*). Time-off awards are posted to the employee's record (MER) and reduced when the time off is taken or forfeited. Usage reported prior to posting in the MER will result in a negative balance in DCPS. Failure of the Human Resource Office to post the time-off award within two pay periods is assumed to be a time and attendance error and usage will be converted as shown in Table 5-2 (*DODFMR 8 - 031103B*).

(1) ENTITLEMENT: The maximum time-off that can be granted cannot exceed 40 hours to any one individual for a single achievement. The maximum amount of time off that can be granted to any one individual during a leave year is 80 hours. Special rules apply for part-time employees and employees with unusual tours of duty (*DODFMR 8 - 031102A2*).

(2) APPROVAL: Time-off awards used are coded as THC LY (*Q&D - page 53*). Time-off awards must be used within 1 year from the effective date. An employee who becomes incapacitated for duty during a period of time off may be granted sick leave. Incentive time off not used within the 1-year timeframe is forfeited and cannot be restored (*DODFMR 8 - 031102A1*).

(3) EXCEPTIONS: Unused time-off awards should be transferred when the employee transfers from one activity to another within the same component; however, unused time-off awards are forfeited when an employee transfers to another agency (*DODFMR 8 - 031102A3*).

B. OVERTIME WORK - Generally, overtime work is defined as work in excess of 8 hours a day or 40 hours in a week. This applies to both Exempt and Non-Exempt employees. For exempt employees any work in excess of 8 hours a day or 40 hours in a week must be officially ordered and approved. Supervisors have the right to ask employees to work more than their normal 8-hour tour or 40-hour week. Employees who perform assigned overtime work are entitled to either overtime pay or compensatory time depending upon a number of factors.

1. **OVERTIME PAY** - For exempt employees whose rate of pay does not exceed GS-10 Step 1 the overtime rate is

one and a half times the employee's hourly rate. For exempt employees whose rate of pay exceeds GS-10 Step 1, the rate of pay is one and a half times the GS-10 Step 1 hourly rate (DODFMR 8, 030302A1). For non-exempt employees the overtime rate is one and a half times the employee's hourly rate.

a. ENTITLEMENT: Exempt employees whose rate of pay does not exceed GS-10 Step 10 are entitled to overtime pay unless the employee requests compensatory time in lieu of overtime pay. Non-exempt employees are also entitled to overtime pay unless they request compensatory time in lieu of overtime pay. For exempt employees the maximum overtime rate is one and a half times the GS-10 Step 1 hourly rate. Additionally, exempt employees whose rate of pay exceeds GS-10 Step 10 may be directed to earn compensatory time in lieu of overtime pay for irregular or occasional overtime work. The employees should also be made aware that there is also **a biweekly pay cap at the biweekly salary of a GS-15 Step 10 (DODFMR 8, 030302E3)**. This biweekly pay cap (maximum limitation rule) also includes compensatory time earned.

b. APPROVAL: All overtime/compensatory time must be approved by the supervisor in advance of being worked or as soon as possible for emergency situations. (DODFMR 8, 030302). Documentation will be retained for 6 years and 3 months.

c. TYPES OF OVERTIME:

(1) SCHEDULED OVERTIME: Overtime that is scheduled prior to the employee's regularly scheduled week is considered regularly scheduled overtime (DODFMR 8, 030302A1) and is recorded in ATAAPS using THC OS (Q&D, page 54). If an employee works between 1800 and 0600 using code OS, night differential will be paid at the rate of 10 percent of the employee's hourly rate per hour worked.

(2) IRREGULAR OR OCCASIONAL OVERTIME: Overtime that is not part of an employee's regularly scheduled administrative workweek (DODFMR 8, 030302A2) and is recorded in ATAAPS as THC OU. Night differential is not added to overtime hours coded as OU. In this headquarters, most overtime should be THC OU. If the timekeeper is not sure which code to use, the supervisor will make the decision. If employees subject to overtime are called back

to work after completing their regular work schedule, they will be paid for a minimum of 2 hours overtime (*DODFMR 8, 30302D*). The timekeeper will enter the actual hours worked as THC OC and the system will determine the difference between actual time worked on callback and the 2-hour minimum title 5 entitlement and pay accordingly (*Q&D, page 54*).

2. COMPENSATORY TIME

a. ENTITLEMENT: Eligible employees can have compensatory time off from their scheduled tour of duty instead of payment for the amount spent in irregular or occasional overtime work (*DODFMR 8 - 030302E*).

b. APPROVAL: Supervisors may require "employees whose basic rate of pay exceeds the maximum applicable rate of a GS-10 to take compensatory time off in lieu of overtime pay" (*NA - 15C*). Earned compensatory time, THC CE or THC CU, must be used within 26 pay periods or it will be paid off at the overtime rate in effect at the time it was earned. Supervisors should make every effort to ensure that compensatory time (which is not included in the budget) does not convert to overtime by requiring their employees to use their compensatory time earned before 26 pay periods have elapsed (*DODFMR 8,050602*). The DCPS provides Compensatory Time Aging Reports after each payroll has been run. Compensatory time earned prior to 8 Jun 97 has been "Grandfathered". It will not convert to overtime after 26 pay periods have elapsed. But all compensatory time balances must be paid off when an employee separates or is transferred to another activity at the overtime rate (*DODFMR 8, 050603*); therefore, supervisors need to make a conscientious effort to have their employees reduce those balances as well. Compensatory time taken, THC CT, is applied against the oldest CE balance current first, until the current balance is used up, then it is applied against the grandfathered balance. This allocation of CT is made by DCPS.

c. EXCEPTION: Compensatory time off (time-off) for religious reasons IAW 5 U.S.C. 5550a is recorded in a special leave account (*DODFMR 8 - 0511*). Religious time-off earned is recorded under THC CR and religious time-off taken is recorded under THC CA (*Q&D - page 54*). Use of THC CA allows up to 40 hours leave that can be advanced if there is no THC CR balance available. Advanced

compensatory time for religious reasons should be repaid within a reasonable amount of time. When an employee separates, dies or transfers to another DOD Component, any unused time-off balance will be paid, by the losing activity at the basic hourly rate in effect when the time was worked. Compensatory time worked in this manner is exempt from maximum pay limitations and all other provisions of overtime and premium pay contained in 5 C.F.R. 550.1001-1002. If the employee has an unliquidated advance time-off balance at the time of separation, death or transfer, an indebtedness is created. (DODFMR 8-030302F).

d. Types of Comptime:

(1) SCHEDULED COMPTIME: Comptime that is scheduled prior to the employee's regularly scheduled week is considered regularly scheduled comptime (DODFMR 8, 030302A1) and is recorded in ATAAPS using THC CE Q&D, page 54). If an employee works between 1800 and 0600 using code OS, night differential will be paid at the rate of 10 percent of the employee's hourly rate per hour worked.

(2) IRREGULAR OR OCCASIONAL COMPTIME: Comptime that is not part of an employee's regularly scheduled administrative workweek (DODFMR 8, 030302A2) and is recorded in ATAAPS as THC CU. Night differential is not added to comptime hours coded as CU. In this headquarters, most comptime should be THC CU. If the timekeeper is not sure which code to use, the supervisor will make the decision.

3. CREDIT HOURS - The credit hour program allows an employee to work more than the basic work requirements in a given workday or workweek, so they can take them off in any subsequent pay period. Unlike compensatory time earned, credit hours earned do not convert to overtime after a given number of pay periods.

a. ENTITLEMENT: The employee can carry a credit hours earned balance indefinitely but the maximum credit hours that can be earned is 24 hours. Once the maximum has been reached, no more credit hours can be earned until sufficient credit hours have been used. Any credit hours in excess of 24 hours will be lost.

b. APPROVAL: Employees cannot earn more than 2 credit hours per workday or 16 credit hours per bi-weekly pay period. Timekeepers record credit hours as the first hour(s) worked during the duty day and enter THC CD in ATAAPS (Q&D, page 54). Credit hours cannot be used in the pay period earned - they are for use in subsequent pay periods. Credit hours used are recorded as THC CN in ATAAPS. Employees participating in the credit hour program must sign in/out on a daily log and the supervisor may require employees to sign in/out electronically. Employees absent on days scheduled for credit hours cannot be charged more than 8 hours of leave. Employees separating with credit hours earned will be paid at their current hourly rate, not the overtime rate (DODFMR 8 - 051004). Note that credit hours must be worked between 0600-1730; therefore they are not subject to night differential, since the first hours worked are the credit hours (night differential is paid for work between 1800-0600).

4. NIGHT DIFFERENTIAL is paid to GS employees under 5 USC for work between the hours of 1800 and 0600 if their regular tour of duty includes work during those hours. Employees working a tour in the Command Logistics Operation Center (CLOC) would be covered under this rule. The system (DCPS) computes night differential (at the rate of 10 percent of their hourly rate) based on the starting time, hours worked and the THC. Any hours worked between 1800 and 0600 the next day under THC RG or OS will be paid night differential (DODFMR 8 - 030303A).

5. HOLIDAY WORKED - If a GS employee works on a holiday, two entries are required. The regular holiday is recorded as THC LH and hour 080. Then the actual holiday hours worked are recorded as THC HG (Q&D - page 54).

6. OTHER PAY DIFFERENTIALS - not usually applicable when working in HQ AMC; however, they can be encountered on TDY. They include Hazardous duty pay and Environmental differential pay. The entitlements are covered starting in DODFMR 8, 030308 and the Hazard Codes begin on page 55 of the Q&D.

C. RECORD RETENTION - All payroll documentation, to include leave slips, overtime and compensatory time authorizations, credit hour records, jury duty attendance slips, etc., will be retained for a period of 6 years and 3 months or until audited, whichever comes first.