



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC Box 20004
Camp Lejeune, North Carolina 28452-0004

BO 7420.2F
COMP

Return
23 JUN 1997

BASE ORDER 7420.2F

From: Commanding General
To: Distribution List

Subj: TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES

Ref: (a) NAVCOMPT Manual, Vol 3, Chap 3 (NOTAL)
(b) BO 12610.1_
(c) BO 12630.1_
(d) BO P7000.1_
(e) SECNAVINST 7000.11C (NOTAL)
(f) DOD 7000.14-R, Vol 8 (NOTAL)

Encl: (1) Detailed Instructions for Completion of Format 1
Timecards
(2) Detailed Instructions for Completion of Format 2
Timecards
(3) Detailed Instructions for the Completion of Work
Schedule Change Forms
(4) Type Hour Codes
(5) Environmental/Hazard Codes
(6) Shift Codes
(7) Alternate Work Schedule Codes
(8) Time and Attendance Status Codes

1. Purpose. To publish procedures for timekeeping administration and labor distribution for all civil service personnel employed at Marine Corps Base, Camp Lejeune, in accordance with direction and policy guidance contained in references (a) through (f).

2. Cancellation. BO 7420.2E.

3. Background. First line supervisors perform an important role in the efficient utilization of labor and in recording data for allocation of labor costs. Civilian labor costs represent about 50 percent of the budget base for operation and maintenance of this Base. Accordingly, accurate and complete attendance records and the proper recording of hours for every Financial Information Pointer (FIP) are of primary importance. The FIP determines the specific accounts to be charged for labor costs. Reports submitted to higher authority, as well as analysis of labor cost and manhours required for local planning, are based on data provided from attendance and labor distribution records.

23 JUN 1997

4. Timekeeping Provisions

a. The Biweekly Time and Attendance Card/Timecard (T&A), properly certified by designated supervisory personnel, provides an affirmative attendance record and is the basis for computing pay for all civilian employees. This card is the authorization for payments on the biweekly payroll. False or erroneous recording and certification of attendance could result in an illegal expenditure of government funds. Time and attendance is recorded by two methods (time clocks or manual recording). Determination of the method to be used is by agreement between the Assistant Chief of Staff, Comptroller and the Fund Administrator. Fund Administrators and Organization Codes/Work Centers are updated, and published annually by the Assistant Chief of Staff, Comptroller.

b. The cost of individual employment is charged to designated FIPS by the use of labor distribution. Two systems are used to report labor distribution. For employees who do not work on multiple jobs, labor distribution is recorded and reported on the Biweekly Time and Attendance Card. A separate labor distribution system (when specified) is used for employees who work on multiple jobs during a day or pay period, i.e., base maintenance activities.

c. Definitions and terms used in the timekeeping and labor functions are provided for easy reference in enclosures (1) through (8).

d. Enclosures (1) and (2) provide detailed instructions for the completion of Biweekly Time and Attendance Cards (formats 1 and 2). Enclosure (3) contains detailed instructions for completing work schedule change forms. Enclosures (4) through (8) provide the codes needed to complete a timecard (formats 1 and 2) and a work schedule change form.

5. Responsibilities

a. Assistant Chief of Staff, Comptroller

(1) Monitors procedures and accounting operations pertaining to recording of time, attendance, and labor charges.

(2) Provides the cards and forms for all timekeeping and labor distribution functions.

(3) Renders assistance and instruction to supervisors and other personnel involved in timekeeping and labor distribution functions.

23 JUN 1997

(4) Performs periodic labor test checks and unannounced inspections of clocking stations and mustering procedures to determine if effective procedures have been established for accuracy of time and attendance reporting.

(5) Maintains a current file of all documents affecting each employee's pay.

b. Site Manager, Human Resources Office-East, Camp Lejeune Satellite Office. Forwards all civilian personnel action forms and related documents affecting an employee's pay, leave and personal history file, to the Civilian Payroll Office. Such forms will be processed and forwarded in a timely manner to ensure timely processing for the pay period.

c. Fund Administrators and Fund Administrator 10 Work Center Heads

(1) Certifies all attendance for employees under their cognizance through their supervisory personnel.

(2) Appoints personnel to perform timekeeping and labor distribution functions to include supervisors to certify time and attendance cards. Individuals who are not supervisors may be assigned as timekeepers but are not allowed to certify time and attendance cards.

(3) Timekeepers are responsible for the following functions:

(a) Racks time and attendance cards.

(b) Supervises clocking stations where time clocks are utilized.

(c) Enters time and labor distribution information on time and attendance cards in accordance with established procedures.

(d) Ensures that daily musters are accurate, as applicable.

(e) Forwards time and attendance cards to the Civilian Payroll Office at times designated.

(4) Submits an annual letter of authorization to the Civilian Payroll Office with sample signatures of supervisors and alternates authorized to certify time and attendance cards.

(5) Ensures daily time and attendance entries are made, to include assurances that checkout times recorded after the end of each shift. One of the following time and attendance methods is used:

(a) Time and attendance recording by designated employees.

(b) Electromechanical devices, i.e., time clocks.

(c) Sign-in/sign-out sheets (Muster Sheets) showing time of arrival and departure. If this method is used, it must be a seriatim recording, whereby each employee signs his/her name in the sequence of arrival. When departing work, each employee will again sign his/her name in the same manner. Sign-in/sign-out sheets with employees names preprinted on the sheet are not authorized. Entries will not be posted in advance, nor will time and attendance cards be certified in advance unless attendance sheets are called in early by the Civilian Payroll Division, Comptroller Department to meet special payday or other requirements.

(6) Administers overtime and holiday work.

(7) Ensures the certification of time and attendance distribution records is made by supervisory personnel. In the absence of the immediate supervisor, or alternate, refer records to the next higher supervisor, or alternate for certification. Ensure that an employee in a subordinate position does not certify the time and attendance distribution records of an employee in a senior position. Under no circumstances will employees certify their own time cards.

(8) Ensures musters are accurate and, where time clocks are used, designate supervisory personnel to monitor clocking in and out operations, i.e., to ensure no employee clocks in or out for another employee.

(9) Submits changes in employee work schedules, shift schedules, and additional pay entitlements to the Civilian Payroll Office.

d. Work Center Heads

(1) Ensures a daily time and attendance distribution card, where applicable is maintained for each employee.

(2) Reviews time and attendance cards to assure proper recording of time and attendance entries.

23 JUN 1997

(3) Determines that late arrivals (after beginning of shift) and early departures (before end of shift) (**ACTUAL ARRIVAL AND DEPARTURE TIME**) are reflected on the time cards and initialed by the employees' supervisor.

(4) **Ensures time and attendance cards are properly certified and are put in numerical sequence prior to delivering to the Civilian Payroll Division.**

(5) Ensures all brief periods of absence and/or tardiness of one half hour or less are excused or charged as leave; or leave without pay; or unauthorized absence.

(6) Ensures each Fund Administrator or Work Center (as applicable) provides the Civilian Payroll Office a letter of authorization with sample signature of personnel authorized to certify time cards. Letters are required no later than 30 June and/or as changes occur.

(7) Ensures all hours of attendance and absence are recorded prior to certification at the end of the pay period. Certification prior to the end of the pay period is prohibited, except when specifically authorized by the Assistant Chief of Staff, Comptroller.

(8) Ensures person who certifies attendance has actual knowledge of the employee's attendance. For example, a day shift supervisor may not certify the attendance of a second or third shift employee.

e. Employees

(1) Clocks in and out, by using assigned time clocks, or reporting to unit timekeepers where clocks are not used.

(2) Notifies the supervisor of any irregularity in clocking "in" and "out" so time cards may be properly posted.

6. Overtime and Holiday Work

a. General Provisions for Overtime

(1) Overtime shall be limited to cases of necessity and only for the purposes authorized by reference (e), such as:

(a) Urgent fleet readiness.

(b) Emergencies.

(c) Safeguarding life and property.

23 JUN 1997

(d) Individual incidences where savings can be clearly demonstrated.

(2) The above restrictions do not apply to overtime that is authorized by current regulations to be regularly scheduled as part of a normal tour of duty, i.e., civilian firefighters employed under a two platoon system and entitled to firefighter premium or overtime entitlement under the Fair Labor Standards Act (FLSA). Holiday work shall be limited to employees regularly assigned to functions requiring a 24-hour watch, i.e., utility plants, firefighters, and telephone operators.

b. Overtime Provisions of Fair Labor Standards Act (FLSA)

(1) The FLSA introduced a new concept regarding overtime work into the Federal Service. Under this concept, a nonexempt employee becomes entitled to overtime compensation (for hours worked in excess of 40 per week) for all work that management "suffers or permits" to be performed. Under this concept, any work performed prior to or after established shift hours, or during the prescribed lunch period, by an employee covered by the overtime provisions of the Act for the benefit of the agency, whether requested or not, is working time if the manager or supervisor knows of or has reason to believe it is being performed. The Act provides that an employee can seek relief directly from the Office of Personnel Management and/or the courts for overtime work performed that the employee feels he/she has not been properly compensated for.

(2) It is important to emphasize that the FLSA does not in any way diminish a supervisor's responsibility for ordering or authorizing overtime work. The FLSA simply adds an additional responsibility to supervisors; to see to it that overtime work is not, in fact, performed except when payment for such overtime is intended.

(3) Section 210 of the Federal Employees Pay Comparability Act of 1990 (FEPCA) (Public Law 101-509, November 5, 1990) amended Section 5542 of Title 5, United States Code, to eliminate the requirement to compute overtime pay for nonexempt employees under Title 5 and the Fair Labor Standards Act (FLSA). Under the amended law, overtime pay for nonexempt employees will be computed solely under the FLSA.

(4) The law also provides that:

(a) Certain hours of work in excess of eight hours in a day shall be deemed to be overtime hours.

(b) Hours in a paid nonwork status shall be hours of work. Examples of paid nonwork status include annual, sick,

23 JUN 1997

court, military, and funeral leave, excused absence, pay for holiday when no work is performed, compensatory time off, continuation of pay, and credit hours under flexible work schedules (when taken).

(c) Certain hours of work provisions formerly applicable only to exempt employees will be used in FLSA overtime pay computations.

(d) Agencies may grant compensatory time off from an employee's scheduled tour of duty instead of payment under the FLSA for an equal amount of time spent in irregular or occasional overtime work.

(e) Upon request of a nonexempt employee an agency may grant compensatory time off from a scheduled tour of duty instead of payment under the FLSA for an equal amount of time spent in irregular or occasional overtime work i.e., overtime work not scheduled in advance of the employee's workweek. In addition, an agency may establish a work period where employees must use earned compensatory time. However, if an employee fails to use compensatory time before the expiration of the established work period, the agency must pay the employee for the overtime work at the FLSA overtime rate. Compensatory time off may be granted only upon request of an employee. A nonexempt employee may **NOT** be required to take compensatory time off instead of receiving payment for overtime work.

c. Collecting and Reporting Civilian Overtime Work

(1) All periods of regularly scheduled and approved overtime work will be recorded on the Biweekly Time and Attendance Card. The Comptroller General has defined "regularly scheduled overtime" to mean overtime duly authorized in advance and scheduled to recur on successive days or after specific intervals. Regularly scheduled overtime will not be approved in increments of less than 15 minutes.

(2) All periods of irregular, unscheduled overtime work, will be rounded to the nearest whole minute, and will be recorded on the Biweekly Time and Attendance Card. Odd minutes are accumulated and rounded on a workweek basis. Activities shall round down to the lower quarter hour increment those odd minutes of work less than 50 percent of the fraction used to compute the work, and shall round up to the next higher increment those odd minutes of work that equals or exceeds 50 percent of the fraction used to compute the work. Irregular, unscheduled overtime is paid in quarter hour multiples.

20 JUN 1997

d. Ordering and Approving Overtime, Compensatory Time and Holiday Time

(1) The Fund Administrators (FA) as listed below are delegated authority to approve regular and emergency overtime, compensatory time and holiday time for personnel under their cognizance.

<u>FA</u>	<u>Approving Official</u>
FA-10 Command	AC/S, Comptroller
FA-11 Eastern Area Counsel	Counsel
FA-12 Installation, Security & Safety Department (includes FA-63)	AC/S, ISS
FA-13 Management Support Department (includes FA-68)	AC/S, MSD
FA-23 Base Maintenance	Base Maintenance Officer
FA-25 School of Infantry (SOI)	Commanding Officer
FA-26 Marine Corps Service Support Schools (MCSSS)	Commanding Officer
FA-27 Marine Corps Engineer School (MCES)	Commanding Officer
FA-28 Field Medical Service School (FMSS)	Commanding Officer
FA-30 Headquarters & Support Battalion (HQSPB Bn)	Commanding Officer
FA-32 Logistics (includes FA'S 18, 19, 24, 65)	AC/S, Logistics
FA-35 Family Housing	Director, Family Housing
FA-36 Bachelor Housing	Director, Bachelor Housing
FA-44 Training, Education & Operations	AC/S, Training, Education & Operations
FA-46 Morale, Welfare & Recreation	AC/S, MWR
FA-47 Environmental Management	AC/S, EMD
FA-61 Human Services (includes FA-62)	Director, Human Services
FA-64 Command Chaplain	Command Chaplain

(2) Authority to approve regular and emergency overtime, compensatory time, and holiday time for personnel in work centers within Fund Administrator 10, Command, is delegated as shown:

<u>Work Center</u>	<u>Approving Official</u>
1001 Comptroller (Compt)	AC/S, Comptroller
1002 Budget	AC/S, Comptroller
1003 Disbursing	AC/S, Comptroller

1007 Managerial Accounting	AC/S, Comptroller
1008 Consolidated Public Affairs	Consolidated Public Affairs Officer
1009 Resource Evaluation & Analysis	AC/S, Comptroller
1010 Manpower	AC/S, Manpower
1011 Facilities (FAC)	AC/S, Facilities
1012 Public Works	AC/S, Facilities
1013 Base Adjutant	AC/S, Manpower
1016 Base Inspector	Inspector
1017 Staff Judge Advocate	Staff Judge Advocate
1033 Military Personnel	AC/S, Manpower

(3) The approval official may redelegate this authority, by letter to the next position below his or hers in the chain of command.

(4) Inherent in this authority is the requirement to comply with the following:

(a) All overtime, compensatory time, and holiday time will be requested and approved in advance of work being performed to ensure efficient and effective management of resources. MCBCL Form 7420/1 will be used to record approval with the following exceptions:

1 Emergency work requirements do not require advanced approval, however, subsequent approval is required on MCBCL Form 7420/1.

2 Holiday time performed by shift employees to provide continuous service will not require reporting on MCBCL Form 7420/1.

(b) All overtime, compensatory time and holiday time will be reported and approved for payroll purposes on the Bi-weekly Time and Attendance Card.

(c) Completed MCBCL Form 7420/1 will be forwarded to the Assistant Chief of Staff, Comptroller (Civilian Payroll Division) no later than the first Monday following the pay period the approved work is performed. Approving officials must maintain for two years, a copy of all approved MCBCL Forms 7420/1 for record and audit purposes.

(d) Approving officials will forward to Civilian Payroll a list of all persons (with specimen signatures) authorized to certify Biweekly Time and Attendance Cards for overtime, compensatory time and holiday time. These lists are required annually by 31 March and/or as changes are incurred.

23 JUN 1997

7. Definitions/Instructions/Procedures

a. Administrative Work Week. The administrative work week is a period of seven consecutive days, typically the calendar week of Sunday through Saturday.

b. Basic Work Week. The basic work week is within the administrative work week and is fixed at 40 hours.

c. Pay Periods and Paydays. A pay period at this activity is a two-week period beginning every other Sunday and ending the second following Saturday.

d. Overtime. Overtime is actual work or standby time performed in excess of the regularly scheduled daily shift or 40 hour work week.

e. Scheduled Overtime. Scheduled overtime is overtime duly authorized in advance and scheduled to recur on successive days or after specified intervals.

f. Emergency Overtime. Emergency overtime is work required to meet unprogrammed or emergency situations. Overtime is credited on the basis of time actually worked except in the case of "call back overtime". When this occurs, the employee will be credited a minimum of two hours overtime for each such "call back" even though no work or less than two hours work is actually performed.

g. Compensatory Time. Compensatory time is time off during regular work hours with pay granted in lieu of overtime for irregular or occasional overtime work ordered and approved. An employee may be allowed to work compensatory overtime for the purpose of taking time off when personal religious beliefs require the employee to abstain from work during certain periods. The following procedures will be followed in regard to compensatory time:

(1) General Schedule employees, exempt and nonexempt, whose rates of basic pay is at or below the maximum schedule rate for GS-10 will be given an opportunity to choose between overtime pay and compensatory time off.

(2) FLSA (exempt) General Schedule (GS) and General Managers (GM) employees whose rates of basic pay are in excess of the maximum rate of grade GS-10 should be required to accrue 80 hours of compensatory time in lieu of overtime pay for irregular or occasional overtime work they are required to perform. Exceptions will require a specific determination by the Commanding General that an exception is in the best interest of the command.

23 JUN 1997

(3) Once an employee has accumulated 80 hours of compensatory time, overtime work should be reported as overtime and paid at the applicable overtime rate unless the employee would prefer to continue to accumulate compensatory time in lieu of payment of overtime. However, any exception to this 80-hour accumulation limit will require a specific determination by the Commanding General that an exception is in the best interest of the command or activity.

(4) The maximum amount of compensatory time that may be carried over into the next leave year is 160 hours. Any exception will require a specific determination by the Commanding General that an exception is in the best interest of the command. Compensatory time will be granted at the earliest opportunity (normally within 30 days) and before annual leave is granted unless annual leave is otherwise forfeitable. Compensatory time will be used or paid as overtime prior to transfer to another employing activity/command. This will be done even if the payroll office does not change.

(5) Upon request of a nonexempt employee, an agency may grant compensatory time off from a scheduled tour of duty instead of payment under the FLSA for an equal amount of time spent in irregular or occasional overtime work, i.e., overtime work not scheduled in advance of the employee's workweek. In addition, an agency may establish a work period where employees must use earned compensatory time. Compensatory time off may be granted only upon request of an employee. A nonexempt employee may **not** be required to take compensatory time off instead of receiving payment for overtime work.

h. Holiday Work. Work performed on a holiday within the scheduled eight hour shift and the 40 hour basic work week.

i. Holiday Premium Pay

(1) Provisions. A holiday is a day that employees will be excused from work without charge to leave or, if required to work their regular schedule, will be paid holiday premium pay. Ungraded employees appointed for 90 days or less are not entitled to holiday benefits unless they have completed more than 90 days without a break in service. Employees paid on an annual premium rate basis (such as firefighters) are not entitled to holiday premium pay for work on holidays. There are 10 legal holidays as follows:

New Year's Day - 1 January
Martin Luther King's Birthday - Third Monday in
January
Washington's Birthday - Third Monday in February

Memorial Day - Last Monday in May
Independence Day - 4 July
Labor Day - First Monday in September
Columbus Day - Second Monday in October
Veteran's Day - 11 November
Thanksgiving Day - Fourth Thursday in November
Christmas Day - 25 December

(2) Premium Pay for Non-Overtime Work on a Holiday.

Holiday premium pay will not be paid if an employee fails to report for work when ordered to do so, unless the absence is excused. Overtime work on a holiday is paid at the same rate as on a non-holiday.

j. Sunday Premium Pay. Sunday premium pay is additional compensation for employees whose regular basic work schedule includes any of the 24 hours on Sunday. This period begins midnight Saturday and ends midnight Sunday.

k. Temporary Additional Duty/Travel. An employee who performs Temporary Additional Duty (TAD), or travel in conjunction with TAD, is considered to be in a work status. However, an "exempt" employee is considered to be in a work status for the recording of time and attendance only when TAD/Travel is performed on regularly scheduled work days. The Time and Attendance Record will be annotated "TAD" for all periods of TAD/Travel that the employee is in a work status. Whenever the TAD/Travel commences on a normal working day at a time after the scheduled beginning of the shift for the employee, the time card should show the portion of the normal shift that the employee was in a TAD/Travel status and should account for the remaining portion of the shift, as work, leave or leave without pay (LWOP). If the termination of the TAD/Travel period occurs on a normal working day before the scheduled end of the employee's shift, the time and attendance for that day should indicate the TAD/Travel portion and account for the remainder of the shift as work, leave, or LWOP, as appropriate.

l. Timekeeper. Person(s) designated by proper authority to record (if manual) or monitor the recording (if time clocks are used) of employee attendance; to determine type of absences and make proper entries; to record and distribute labor effort to proper cost classification(s); and to attest to the propriety of all entries before the time and attendance card is certified for payment.

8. Timekeeping Procedures

a. Responsibility for the accuracy and timely reporting of time, attendance, and labor distribution for civilian employees is delegated to Department Heads/Fund Administrators.

b. Time and attendance reports will be certified by the employee's supervisor. In the absence of the supervisor the certification will be accomplished by an individual operating in a supervisory capacity who possesses knowledge of the employee's actual attendance. Under no circumstances will the timekeeper be permitted to certify his/her own or his supervisor's time card.

9. Preparation and Distribution of Time Cards

a. A blank time card will be utilized for employees commencing duty for the first time and headed in the same manner as cards of employees already on board. If it is necessary to remake a card that has been received, the information will be shown across the top as on the original card and the original card appended thereto.

b. All entries on the time and attendance cards must be legible and, if done manually, in blue or black ink. Erroneous entries on time and attendance records will be corrected by drawing a line through the incorrect entry so as not to obliterate it, writing in the correct entry, and initialing by the timekeeper. If an error is discovered after the time card has been certified, a corrected or supplemental card signed by the certifying official will be submitted. Corrected or supplemental time cards should be identified as "Supplemental Card" or "Corrected Card" in red ink at the top of the card. A "Corrected Card" is necessary when entries on the original time card are changed. A "Supplemental Card" is prepared when data is being added to the original time card. Memos, leave slips, and telephone calls are not acceptable to process changes to an employees time and attendance card.

c. All civilian employees will utilize time clocks, to record time and attendance where there is a time clock located in the building or general working area except civilian personnel who are GS-09 and above or other equivalent pay levels such as WD and WN.

d. If an employee is exempted from the use of time clocks, muster sheets, or muster boards, time and attendance must be recorded by the timekeeper on the time and attendance card daily.

e. Extreme care will be exercised by supervisors or timekeepers to ensure that musters are accurate. **NO EMPLOYEE MAY CLOCK IN OR OUT ANOTHER EMPLOYEE.** Penalties are provided for false musters. In those instances where a special work assignment would make it impractical for an employee to report or return to the clock station or muster point, the timekeeper or supervisor may be authorized to check the employee in or out.

23 JUN 1997

f. Employees who are tardy will report to the timekeeper before starting work. Tardiness up to 59 minutes may be excused by the supervisor. When tardiness absence is excused, the time card must be initialed by the supervisor authorized to approve leave for the employee concerned. Where tardiness is not excused, the absence will be handled in accordance with reference (c) and any changes thereof.

g. If any employee is permitted to leave before the end of a shift, it will be necessary that he/she check out with the timekeeper. The actual time of departure and the type of leave will be recorded at that time.

h. When an employee is in a TAD/Travel Status, the time card should indicate this condition for all days during the TAD/Travel period when the employee is considered in a work status. Whenever such a period begins (ends) on a regular working day, the actual time the TAD/Travel begins (ends) should be recorded if that time falls within the scheduled work hours of the employee. All time remaining in the work shift of the beginning (ending) day must be identified as work, leave or LWOP.

i. In those sections where time is recorded by mechanical time recorders, the following will apply: upon reporting for the work day, the employee will remove his or her time card from the "Out" rack, record the time, and place the card in the "In" rack. This procedure will be reversed at the end of the shift.

j. At 0800, and/or immediately after the beginning of a shift, the timekeeper will pick up all cards from the rack and retain them until approximately 30 minutes before the end of the shift (clockout time). During this time the necessary postings will be made and the status of absent employees will be determined. Each employee will be counseled to make every reasonable effort to inform his or her supervisor as soon as possible with regard to absences, (see reference (c) and any changes thereof for specific information on absence and leave responsibilities of employees and supervisors).

k. Timekeepers will record in the remarks section of the time and attendance cards total hours or portions thereof an employee is to be paid an environmental differential. The type of differential, i.e., dirty work, hot work, toxic pay and etc., will be recorded on the back of the time card along with dates, hours to be paid, and if less than 8 hours (on any day) the actual time of exposure.

Example: Dirty Work - 11/02/87 1 hr (0800 - 0900)
 Dirty Work - 11/03/87 1 hr 15 min (0800 - 0915)
 Dirty Work - 11/04/87 8 hrs

23 JUN 1997

10. Leave Administration. The authority to approve requests for advance annual leave, advance sick leave, leave without pay in excess of five workdays, restoration of forfeited annual leave, and applications to be a leave recipient or leave donor; and the authority to determine exigencies of the public business are delegated to Department Heads or equivalents, or their designee at Marine Corps Base. All other absences will be approved by supervisory personnel only. This responsibility will not be delegated to personnel assigned as timekeepers who do not have supervisory authority for granting leave. Leave requests and approvals will be handled as follows:

a. Sick leave is granted to employees when they are incapacitated for the performance of their duties by sickness, injury or pregnancy and confinement; when necessary for them to receive medical, dental or optical examination or treatment; when required to give care and attendance to an immediate family member who is afflicted with a contagious disease; or when their presence at work would jeopardize the health of others because of exposure to a contagious disease. When an employee returns to duty after a sick leave absence of more than three workdays, this absence will be supported by either a doctor's statement or SF-71. The statement on SF-71 will be signed by a licensed medical practitioner and will include the employee's name, work center, badge number, number of hours sick leave used, a brief statement of the nature of the illness, inclusive date of treatment, and a statement releasing the employee to return to duty and indicating any limiting medical restrictions. The doctor's statement or SF-71 will be submitted to the employee's supervisor on the first day back at work. The supervisor will sign, date and indicate approved or disapproved on the doctor's statement or SF-71 and promptly forward it to the Civilian Payroll Office. Sometimes the circumstances surrounding an employee's absence do not require the services of a licensed medical practitioner. In lieu of a medical certificate, a SF-71 with a statement from the employee indicating the nature of illness and the reason why a medical certificate is not furnished may be accepted whenever it is unreasonable to obtain such certification because of shortage of physicians, remoteness of locality, or because the circumstances surrounding the employee's absence do not require the services of a physician. The employee's supervisor will sign, date and indicate approved or disapproved on the SF-71 and promptly forward it to the Civilian Payroll Office.

b. As of 2 December 1994, under the Family Friendly Leave Act, full time civilian employees may use up to 104 hours of sick leave each year, firefighters 144 hours, and a part time civilian employee may use up to the average number of hours of work in his/her scheduled tour of duty each week to:

23 JUN 1997

(1) provide care for a family member as a result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental or optical examination or treatment.

(2) make arrangements for or attend the funeral of a family member.

c. Initially, the employee can use 40 hours and firefighters 72 hours. Additionally, a full time employee who maintains a balance of at least 80 hours of sick leave, will be able to use an additional 64 hours of sick leave and firefighters who maintain a balance of 144 hours, will be able to use an additional 115 hours of sick leave per year to provide family care or for bereavement purposes. In the case of a part time employee, the employee may use an additional amount of sick leave equal to twice the average number of hours of work in his/her scheduled tour of duty for the above purposes; however, the additional usage may not exceed the number of hours of sick leave the employee would normally accrue during the leave year. Requests for and supervisory approval of sick leave for purposes of family care or bereavement should be made in writing, and to the extent possible in advance. An SF-71 Application for Leave may be used for this purpose.

d. Generally, all other leaves of absence will be requested and approved on the time and attendance card. This will be accomplished by the employee and the approving supervisor placing their initials in the "Extra In and Out" line opposite the day involved. The initials of the supervisor are not required in those cases where he/she also certifies the time and attendance of the employee. In cases where the employee is not available to initial the leave entries on the time and attendance card, a SF-71 Application for Leave, will be utilized.

e. When an employee has been excused from work due to TAD/Travel status, the period of excused absence must be annotated on the time card and must agree with the actual days and times indicated on the employee's travel voucher (DD Form 1351-2) or equivalent record. A copy of this form will be forwarded to the Civilian Payroll Office by Disbursing when the employee completes the TAD/Travel and submits the travel voucher for settlement.

f. When an employee must be excused from work due to periods of active duty or active duty for training, as defined in Title 10 of the U. S. Code and Title 32 (U.S.C. 6323), he/she should request, through his/her immediate supervisor, military leave be shown on his time card. At the completion of the active duty period, and no later than 15 days after returning to work, the employee will submit, to the Civilian Payroll Office, a copy of

23 JUN 1997

his/her "Original Orders" with a "Certificate of Completion" signed by competent authority showing the date reported and the date released from active duty or active duty for training. The Civilian Payroll Supervisor or his/her designated assistant will review all orders before inclusion into the employee's record. Those orders requiring clarification will be forwarded to the local Human Resources Office.

g. The official leave records for all employees will be maintained in the Civilian Payroll Office and **NO AUXILIARY RECORDS** will be kept at the Work Center/Organization level.

h. The Leave Usage Report will be furnished biweekly to all Fund Administrators employing civilians. This report will be in the form of a machine listing, indicating the amount of annual and sick leave in hours used during the year, available balance as of the report date, and number of hours annual leave that must be used or forfeited by the end of the year. This information is considered sufficient to enable supervisors to efficiently schedule vacations and leave and to maintain an informal accounting of the leave taken by personnel under their supervision.

i. Employees, other than Intermittents summoned to jury duty or witness service in behalf of Federal, State or local government, shall be granted Court Leave. The Clerk of Court will furnish the employee a certified copy of the court attendance that will show inclusive dates for jury duty and a payment record showing any witness fees and allowances for expenses of travel and subsistence collected by the employee. The certified court attendance record, along with the total check received will be submitted to the Base Disbursing Office upon returning to duty. A copy of the summons is not acceptable proof for credit of Court Leave for jury duty. Further guidance on Court Leave including provisions for retention of jury fees is contained in reference (c) and any changes thereof. An employee is entitled to travel expenses in connection with judicial or agency proceedings where he/she has been summoned and was authorized by his/her agency to respond; or, is assigned by his/her agency to testify on behalf of the United States or, in an official capacity on behalf of a party other than the United States.

j. Time cards will be **HAND DELIVERED** to the Civilian Payroll Office by 0900, Friday prior to the pay period ending on Saturday. The use of guard mail is not authorized. The only exception to the time frame will be when time and attendance cards are called in early for holidays. Time and attendance will be in **NUMERICAL SEQUENCE** when they are delivered to the payroll office. Time and attendance cards for the next pay period can be picked up at that time.

23 JUN 1997

k. Periodically, personnel from the Assistant Chief of Staff, Comptroller (Resource, Evaluation and Analysis Division) will check the procedures for clocking in/out of employees, the accuracy of labor distribution reporting by supervisors and timekeepers and overall compliance with the instructions of this Order. Major discrepancies will be reported to the Commanding General, and corrective action will be directed via official channels.



J. T. MURRAY
Chief of Staff

DISTRIBUTION: C less Cat III
plus CivPaySupv (10)

DETAILED INSTRUCTIONS FOR COMPLETION OF FORMAT 1 TIMECARDS

1. Defense Civilian Payroll System (DCPS) Timecard Format 1 (Front)

EMPLOYEE ID		BLK/GRP	ACT UIC	DIST		EMPLOYEE NAME							PLT ROT	PERIOD ENDING	SEQ NO.						
STD JOB													HRS OF WORK								
//////	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT							
TOUR																					
TYP/SFT																					
GRADED NO																					
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LST	TMP	NIGHT	START	INIT								
							HAZ	HR	SFT	DIF	TIME										
EXCEPTIONS POSTED HERE												FOR LOCAL USE									
EG	*	OT	*	COMP	*	NOL	*	SUN	*	2ND	*	3RD	*	MD	*	E/K	*	LV	*	MP/LV	*

a. When received by the timekeeper, each employee's timecard will have several blocks preprinted with information retrieved from his/her master employee record and schedule record stored in DCPS. The blocks labeled "for local use" are for those activities who wish to note the employee's hours of work; to record the start time of a transaction; or to initial specific types of transactions. The blocks with an * are used to annotate the totals of the different Type Hour Codes. Refer to enclosure (4) to determine what Type Hour Codes apply to these blocks. The actual usage of these blocks will be determined by the activities/ Payroll Office.

- (1) Employee ID (employee's social security number)
- (2) BLK/GRP (pay block/group)
- (3) ACT UIC (activity UIC)
- (4) DIST (distribution)

ENCLOSURE (1)

23 JUN 1997

- (5) Employee Name
- (6) PERIOD ENDING (week 1 or pay period end date)
- (7) SEQ NO (sequence number)
- (8) AWS (alternate work schedule)
- (9) Timecard Destination

b. Minimum preprinted information:

1		2		3		4		5								6		7	
EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME								PLT ROT	PERIOD ENDING	SEQ NO.					
100990004	110	00368	LF300	BRANCH JOSEPH R									11/23/91	801					
STD JOB											HRS OF WORK					HOURS			
//////	AWS	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	9			
TOUR	0																		
TYP/SFT	///																		
GRADED MP																			
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER								ENV	LST	TMP	NIGHT	START	INIT		
												NAZ	HR	SFT	DIFF	TIME			
8																			

NOTE: Timekeepers are to put timecards in SEQUENCE NUMBER order or timecard destination order, depending on the activity, prior to returning them to the payroll office.

(1) Timecards should be returned to the payroll office even for those employees who have separated, transferred or are deceased, but still have a preprinted timecard. Any information that may be required to be annotated on the timecard by the timekeeper will be determined by the payroll office.

(2) If the employee has a scheduled tour of duty stored in DCPS, current schedule information will also be preprinted in the following blocks:

- (a) PLT ROT (platoon rotation code), if assigned
- (b) STD FIP (standing FIP), if assigned
- (c) TOUR SUN-SAT (scheduled number of regular hours by day)
- (d) TYP/SFT SUN-SAT (type hour code by day/shift code by day)

ENCLOSURE (1)

23 JUN 1997

(e) GRADED NO (graded night differential), if assigned

c. Preprinted daily schedule:

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
100990004	110	00368	LF300	BRANCH JOSEPH R		11/23/91	001								
STD JOB	00368LF3M0						NRS OF WORK								
//////	AWS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR	0		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
TYP/SFT	///		LN 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NO			1:00	1:00	1:00	1:00	1:00			1:00	1:00	1:00	1:00	1:00	
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER						ENV HAZ	LST HR	TMP SFT	NIGHT DIFF	START TIME	INIT

Employees with nondaily scheduled tours of duty will have only total weekly hours (AWS 3 or 7) or biweekly hours (AWS 4, 5, D, and E). These hours will be preprinted in the TOUR - SAT block(s).

d. Preprinted nondaily schedule (AWS 3):

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
753001112	110	00368	LF300	MELSON ROBERT F		11/23/91	027								
STD JOB	00368LF3M0						NRS OF WORK								
//////	AWS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR	3							40:00							40:00
TYP/SFT	///	SG 0	LN 0					SG 0							0
GRADED NO															
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER						ENV HAZ	LST HR	TMP SFT	NIGHT DIFF	START TIME	INIT

NO DAILY SCHEDULE

MUST WORK 40 HOURS PER WEEK

(1) Time cards for weekly reporting sites will be slightly different from the preceding biweekly examples. Instead of one card reflecting the entire pay period tour of duty, weekly reporting employees will receive two timecards. Each card will reflect one week of the pay period.

(2) The next two time card examples reflect a weekly reporting schedule.

ENCLOSURE (1)

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23 JUN 1997

(a) Preprinted Week 1 Schedule of a Weekly Reporting employee.

FIRST WEEK																		
EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME								PLT ROT	PERIOD ENDING	SEQ NO.				
40099004	110	00368	LF300	WHITE ANDERSON M									11/16/91	106				
STD JOB		00368LF300								HRS OF WORK								
//////	AMS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
TOUR	0		8:00	8:00	8:00	8:00	8:00											
TYP/SFT	///		LN	ORG	ORG	ORG	ORG	0										
GRADED NO																		
WK	DAY	TYPE	HOURS		JOB ORDER NUMBER								ENV	LST	TWP	NIGHT	START	INIT

(b) Preprinted week 2 schedule of a weekly reporting employee.

SECOND WEEK																		
EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME								PLT ROT	PERIOD ENDING	SEQ NO.				
40099004	110	00368	LF300	WHITE ANDERSON M									11/23/91	106				
STD JOB		00368LF300								HRS OF WORK								
//////	AMS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
TOUR									8:00	8:00	8:00	8:00	8:00					
TYP/SFT	///								RG	ORG	ORG	ORG	ORG	0				
GRADED NO																		
WK	DAY	TYPE	HOURS		JOB ORDER NUMBER								ENV	LST	TWP	NIGHT	START	INIT

(c) Since timecards are distributed prior to the pay period beginning date, the preprinted information may not be accurate if a Work Schedule Change was submitted after the timecards were preprinted or too late to be processed before the timecards were preprinted. When this occurs, the timekeeper should correct the schedule information by printing over the old information or marking through the old information and entering the current information.

e. Correcting preprinted schedule data:

(1) In this example, a Work Schedule Change was submitted that changed the employee's standing FIP, night differential, and tour of duty; but the change is not reflected on the preprinted timecard.

ENCLOSURE (1)

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ NO.	
110990404	110	00368	LF300	BISHOP DAVID M													11/23/91	044	
STD JOM	003686LF3AZ												HRS OF WORK						
//////	AWK	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT				
TOUR	0	8	8:00	8:00	8:00	8:00	8:00	8:00	8	8:00	8:00	8:00	8:00	8:00	8:00				
TYP/SFT	///	S60	LH	0	RG	0	RG	0	RG	0	RG	0	RG	0	RG	0	RG		
GRADED NO	2	2	2	2	2	2			2	2	2	2	2						
WK DAY	TYPE HOUR	JOB ORDER NUMBER												ENV HAZ	LST HR	TEMP SFT	NIGHT DIFF	START TIME	INIT

NOTE: Writing the new schedule over the old one serves two purposes: to cue the payroll office to verify the schedule and to remind the timekeepers against the schedule they are posting exceptions. If the preprinted data is incorrect, a Work Schedule Change form should have been submitted to the payroll office prior to sending in the time card so that the new schedule information can be entered into DCPS.

(2) The bottom section of the DCPS Timecard Format 1 consists of titled blocks where the timekeepers are to record exceptions to the preprinted schedule information. The exceptions that may be posted on the lower part of the card and the preprinted information they override include:

Exception Posted In	Overrides Entry In
(a) TYPE HOUR	TYP
(b) HOURS	TOUR
(c) JOB ORDER NUMBER	STD FIP
(d) TEMP SFT (ungraded only)	SFT
(e) NIGHT DIFF (graded only)	GRADED ND

f. Exceptions to preprinted schedules:

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ NO.	
300990206	120	10008	ACT00	ELLIS JAMES H													11/23/91	015	
STD JOM	100990206												HRS OF WORK						
//////	AWK	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT				
TOUR	0		8:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00				
TYP/SFT	///		LH	1	RF	1	RF	1	RF	1			RF	1	RF	1	RF		
GRADED NO																			
WK DAY	TYPE HOUR	JOB ORDER NUMBER												ENV HAZ	LST HR	TEMP SFT	NIGHT DIFF	START TIME	INIT

ENCLOSURE (1)

23 JUN 1997

(1) Environmental/hazard exceptions will also be posted to the bottom half of the timecard.

(2) Since intermittent or AWS code 3, 4, 5, 7, D, and E employees do not have an established daily schedule, each day they work must be entered as an exception. Exceptions must be recorded for all employees on a daily basis for accurate time and attendance reporting.

2. Whole Tour Exceptions

a. Whole tour exceptions are the simplest for a timekeeper to post. Whole tour exceptions could be as follows:

(1) An employee performs a job with a different FIP for the entire tour.

(2) An employee has a different type hour code for the entire tour.

(3) An employee works a different shift for the entire tour.

(4) An employee works under environmental or hazardous conditions for the entire tour.

(5) An employee without a scheduled daily tour has time and attendance to be posted.

b. DCPS will accept posted exceptions to the FIP as temporary changes on the timecard. Your local policy will determine how FIPs will be used on the timecards. You may have leave FIPs for specified types of leave that may or may not require exception posting when leave is posted.

c. Posting exception to FIP:

(1) The employee worked all day Tuesday 11/12 (week 1, day 3) - on a special project charged to FIP 003686LF3SPX. The timekeeper marked through the preprinted eight-hour tour for the day to indicate an exception is posted for that date.

ENCLOSURE (1)

23 JUN 1997

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ NO.			
600190002	120	10000	AK100	PEARCE HELEN B													11/23/91	107			
STD JON		100006AK1G1												HRS OF WORK			1500-2330				
//////	ALS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT						
TOUR	0		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00							
TYP/SFT	///		LN 2	RS 2	RS 2	RS 2	RS 2			RS 2	RS 2	RS 2	RS 2	RS 2	RS 2						
GRADED NO																					
WK	DAY	TYPE	HOUR	HOURS	JOB ORDER NUMBER										ENV HAZ	LST NR	TYP SFT	NIGHT DIFF	START TIME	INIT	
1	5	RF	8	1																	
				EMPLOYEE WORKED FIRST SHIFT INSTEAD OF SECOND SHIFT														SCHEDULED SHIFT PREMIUM WILL BE PAID			
REG																					
	OT	COMP	NOL	SUN	2ND	3RD	NO	E/N	LV	NP/LV											

f. Posting a whole tour shift exception:

(1) The employee was assigned to work third shift (2330 - 0800) on Saturday - 11/16 (week 1, day 7) - instead of his regular second shift. The TYPE HOUR code must be changed to "ST" so that Sunday premium as well as third shift premium will be paid.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ NO.			
106093003	120	10000	AK100	BROCKWAY JAKE													11/23/91	061			
-STD JON		100006AK1G1												HRS OF WORK			1500-2330				
//////	ALS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT						
TOUR	0			8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00						
TYP/SFT	///			LN 2	RS 2	RS 2	RS 2	RS 2			RS 2	RS 2	RS 2	RS 2	RS 2						
GRADED NO																					
WK	DAY	TYPE	HOUR	HOURS	JOB ORDER NUMBER										ENV HAZ	LST NR	TYP SFT	NIGHT DIFF	START TIME	INIT	
1	7	ST	8	1													3				
				ENSURES SUNDAY PREMIUM														ENSURES THIRD SHIFT PREMIUM			
REG																					
	OT	COMP	NOL	SUN	2ND	3RD	NO	E/N	LV	NP/LV											

ENCLOSURE (1)

23 JUN 1997

(2) There is another situation when you will be using the TMP SFT block on the timecard. When an employee is on military leave (LM) or traumatic injury (LT), DCPS needs a means of tracking the unscheduled workdays that will count toward the available balance for military leave and the 45 days of traumatic injury entitlement. You will need to indicate what days of the pay period are to be considered non-work, but are to count towards military or traumatic injury used. To do this you will need to enter a "4" in the TMP SFT block. This will be used for both graded and ungraded employees.

g. Posting military leave on a non-work day:

(1) When military orders state that an employee is on active duty 11/10 - 11/23. The time and attendance should be annotated with those days that the employee would not have been working but need to count as the military days used (weekends enclosed by military leave are counted as military days used).

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME										PLT BOT	PERIOD ENDING	SER NO.			
75300112	110	00368	LF300	MELSON ROBERT F											11/23/91	027			
STD JOB	003686LF300										HRS OF WORK								
//////	AME	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				
TOUR	3							40:00							40:00				
TYP/SFT	///	SG	0	LM	0				0	SG	0				0				
GRADED NO																			
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER										ENV HAZ	LET NR	TMP SFT	NIGHT DIFF	START TIME	INIT
1	2	LM	8																
1	3	LM	8																
1	4	LM	8																
1	5	LM	8																
1	6	LM	8																
1	7	LM	8													4			
2	1	LM	8													4			
2	2	LM	8																
2	3	LM	8																
2	4	LM	8																
2	5	LM	8																
REG	OT	COMP	NOL	SLN	ZND	3ND	ND	E/R	LV	MP/LV									

(2) When an employee works under environmental or hazardous conditions, detail lines must be entered to show the number of hours and type of environmental or hazardous conditions the employee worked.

(3) All of the Environmental/Hazard Codes are shown in enclosure (5).

h. Posting whole tour environmental/hazard codes:

ENCLOSURE (1)

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
300990022	210	68000	LF400	TODD SARA L		11/23/91	023								
STD JOB	68700ALF40						RES OF WORK	760-1530							
//////	AME	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR	0		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
TYP/SFT	///	LN	1	RF	1	RF	1	RF	1	RF	1	RF	1	RF	1
GRADED NO															
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LAST	TYP	NIGHT	START	INIT		
26	RF	A						ENV	LAST	TYP	NIGHT	START	INIT		
INDICATES THAT ENV/HAS WAS WORKED DURING THE LAST REGULARLY SCHEDULED HOUR OF THE PAY PERIOD															
REG	OT	COMP	NOL	SLN	ZND	3ND	ND	E/R	LV	NP/LV					

(2) For those employees who do not have a daily tour stored in DCPS, every time and attendance transaction is an exception. Such employees include those with intermittent schedules or those with AWS codes 3, 4, 5, 7, D, and E.

j. Time and attendance for nondaily tours. The below chart shows time and attendance for a nondaily tour employee with an AWS of "3". Each instance of time and attendance represents an exception.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
753001112	110	00368	LF300	NELSON ROBERT F		11/23/91	027								
STD JOB	003686LF300						RES OF WORK								
//////	AME	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR	3							40:00							40:00
TYP/SFT	///	SG	0	LN	0			0	SG	0					0
GRADED NO															
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LAST	TYP	NIGHT	START	INIT		
1	2	LH	9												
1	3	RG	9												
1	4	RG	10												
1	5	RG	7												
1	6	RG	6												
2	2	RG	7												
2	3	RG	8												
2	4	RG	10												
2	5	RG	9												
2	6	RG	6												
40 HOURS															
40 HOURS															
REG	OT	COMP	NOL	SLN	ZND	3ND	ND	E/R	LV	NP/LV					

ENCLOSURE (1)

23 JUN 1997

k. Time and attendance for intermittent employees. Time and attendance for a nondaily tour employee who works an intermittent schedule. Again, each instance of time and attendance represents an exception.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ NO.			
621718113	220	81695	LF200	KELLY JUSTIN A													11/23/91	165			
STD JOB		816954LF2J7										HRS OF WORK									
//////	ALG	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT						
TOUR	0																				
TYP/SFT	///																				
GRADED NO																					
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER												EMV	LST	TMP	NIGHT	START	INIT
1	1	RG	81																		
1	3	RG	81																		
1	4	RG	81																		
2	3	RG	81																		
2	4	RG	61																		
REG		OT	COMP	NOL	SUN	2ND	3RD	NO	E/R	LV	MP/LV										

3. Broken Tour Exceptions

a. If there is a change in the type hour code during an employee's normal tour of duty, then the tour is considered "broken."

b. Breaking the tour will require posting the "exception" (other than regularly scheduled) hours of the tour.

c. Timekeepers need to account only for the employee's exception hours. Accuracy and completeness in posting exceptions is most important.

d. Posting a simple broken tour. The employee was injured on the job at 2045 on Friday - 11/15 (week 1, day 6). The employee is sent home on leave code "LU" (nonwork period for date of traumatic injury or death). The standard tour is interrupted, so the preprinted number of hours is marked through for the week/day the exception occurred. The detail line shows the week/day, type hour code, and hours for the exception.

ENCLOSURE (1)

23 JUN 1997

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	REG NO.	
2400P7522	120	10000	ACT00	ANDRE'S MARLE P													11/23/91	634	
STD JOB	10000AA1G1												HRS OF WORK				1924-2350		
//////	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT						
TOUR	0	8:00	8:00	8:00	8:00	8:00		8:00	8:00	8:00	8:00	8:00							
TYP/EFT	////	LE	2	RS	2	RS	2	RS	2	RS	2	RS	2						
GRADED NO																			
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER										EMP	LET	TYP	NIGHT	START	
1	6	LA	3.75											BAZ	HR	SFT	DIFF	TIME	INIT
CONVERT MINUTES TO HUNDRETHS OF HOURS																			
REG	OT	COMP	REL	BLN	2ND	3RD	ND	E/R	LV	HP/LV									

e. Posting a broken tour for a firefighter. The employee is a firefighter whose tour of duty is interrupted by two hours and forty-five minutes of sick leave on Wednesday - 11/13 (week 1, day 4). The detail line reflects the necessary information for the exception to be entered into DCPS: week/day, type hour codes, and hours.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	REG NO.	
2000P0008	210	81695	L7200	PITTS LARRY O													11/23/91	618	
STD JOB	81695AL2J7												HRS OF WORK				0700-0760		
//////	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT						
TOUR	0		24:00		24:00		24:00		24:00		24:00		24:00						
TYP/EFT	////		RG	0	RG	0	RG	0	RG	0	RG	0	RG	0					
GRADED NO																			
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER										EMP	LET	TYP	NIGHT	START	
1	4	LA	3.00											BAZ	HR	SFT	DIFF	TIME	INIT
DCPS WILL ADJUST "RG" HOURS TO 21.00																			
REG	OT	COMP	REL	BLN	2ND	3RD	ND	E/R	LV	HP/LV									

f. Posting a broken tour with night differential (graded employees). The employee's eight-hour tour of duty for Friday - 11/15 (week 1, day 6) - has been "broken" by four hours of annual leave (LA) at the end of the tour. Note that his NIGHT DIFF has been posted in the corresponding detail line.

ENCLOSURE (1)

23 JUN 1997

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.					
110990404	110	00368	LF300	BISHOP DAVID R		11/23/91	044					
STD JOB	003686L F3ND		MRS OF WORK					1030-1100				
//////	MON	TUE	WED	THU	FRI	SAT	SUN					
TOUR	0	8:00	8:00	8:00	8:00	8:00	8:00					
TYR/SFT	///	LX	0	RC	0	RC	0					
GRADED NO		1:00	1:00	1:00	1:00	1:00	1:00					
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER			ENV	LST	TMP	NIGHT	START	INIT
1	6	LA	4									
/												
REG	OT	COMP	NCL	SUN	2ND	3RD	ND	E/N	LV	NP/LV		

g. Posting multiple leave exceptions with night differential (graded employees). We have posted several leave exceptions that total eight hours. We want to make the point that the timekeepers should always post the night differential hours with the paid leave exception it belongs. DCPS will reverse the night differential hours in the leave conversion process if the employee is not entitled to them.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.					
10190604	110	00368	LF300	BALDWIN MORRIS X		11/23/91	132					
STD JOB	003686L F3ND		MRS OF WORK					1430-2300				
//////	MON	TUE	WED	THU	FRI	SAT	SUN					
TOUR	0	8:00	8:00	8:00	8:00	8:00	8:00					
TYR/SFT	///	LX	0	RC	0	RC	0					
GRADED NO		5:00	5:00	5:00	5:00	5:00	5:00					
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER			ENV	LST	TMP	NIGHT	START	INIT
1	3	LS	2									
1	6	LA	4									
2	3	LS	1									
2	4	LS	1									
REG	OT	COMP	NCL	SUN	2ND	3RD	ND	E/N	LV	NP/LV		

h. Posting a broken tour with split night differential (graded employees). The employee's tour was split by taking four hours of LWOP at the end of the employee tour. Because of the nonpay hours, it is not necessary to post NIGHT DIFF in the

ENCLOSURE (1)

23 JUN 1997

corresponding detail line. DCPS will not allow night differential hours to exceed the hour posted in the HOURS block, or to exceed the remaining scheduled hours. The scheduled night differential hours will be balanced against the remaining regular hours.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT ROT	PERIOD ENDING	SEQ NO.				
431163009	220	81695	LF200	WHITE LYNN C			11/23/91	068				
STD JOB	816956LF257						HRS OF WORK					
//////	AUS	SUN	MON	TUE	WED	THR	FRI	SAT				
TOLR	0		8:00	8:00	8:00	8:00	8:00					
TYP/SFT	///		LH	0	RG	0	RG	0				
GRADED NO			8:00	8:00	8:00	8:00						
							2:30	2:30				
							2:30	2:30				
							2:30	2:30				
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER			ENV	LST	TMP	NIGHT	START	INIT
1	3	KA	4									
DCPS WILL ADJUST "RG" HOURS NIGHT DIFF TO 4 FOR THIS DAY.				NOT NECESSARY TO POST NONPAY HOURS IN THIS INSTANCE								
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	E/N	LV	NP/LV		

i. Partial night differential hours entered with appropriate transaction (graded employee). The employee's AWOL hours affected part of the scheduled night differential hours. Post the NIGHT DIFF with the AWOL hours to show the reduction of the night differential hours to be paid.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT ROT	PERIOD ENDING	SEQ NO.				
409558706	110	81695	LF400	JAMES GEORGE A			11/23/91	045				
STD JOB	816956LF400						HRS OF WORK					
//////	AUS	SUN	MON	TUE	WED	THR	FRI	SAT				
TOLR	0		8:00	8:00	8:00	8:00	8:00					
TYP/SFT	///		LH	0	RG	0	RG	0				
GRADED NO			5:00	5:00	5:00	5:00						
							5:00	5:00				
							5:00	5:00				
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER			ENV	LST	TMP	NIGHT	START	INIT
1	3	KC	3							3		
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	E/N	LV	NP/LV		

ENCLOSURE (1)

23 JUN 1997

j. Posting a broken tour with night differential changes (graded employee). The employee had three hours of AWOL from 0300 to 0600. Since the AWOL (KC) hours were for the same period that night differential would have been authorized, an exception reflecting no night differential for three hours is required. With the NIGHT DIFF accounted for as an exception with the AWOL, the scheduled NIGHT Diff will not be paid.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT RDT	PERIOD ENDING	SEQ NO.			
423119874	220	81695	LF200	GREEN ALBERTINE I			11/23/91	036			
STD JOB	816956LF2J7				HRS OF WORK						
//////	ALS	SUN	MON	TUE	WED	THU	FRI	SAT			
TOUR	8	10 00	10 00	10 00	10 00						
TYP/SFT	///	LN	0	RG	0	RG	0	RG			
GRADED NO		3 00	3 00	3 00	3 00						
WK	DAY	INCL	HOURS	JOB ORDER NUMBER		ENV/HAZ	LET/HR	TMP/SFT	NIGHT DIFF	START TIME	SWT
1	4	KC	3						3		
NIGHT DIFF HOURS FOR AWOL											
REG	OT	COMP	HOL	SUN	2ND	3RD	NO	E/N	LV	NP/LV	

(2) Many civilian employees move from task to task within the course of their normal workday. It is not unusual for the tasks to have different FIP's.

(3) Accurate posting of these exceptions may be important for an activity's accounting/budgeting management.

k. Tour split by different FIP. The employee worked two hours on a task charged to a different FIP, but his type hours didn't change.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT RDT	PERIOD ENDING	SEQ NO.			
423119812	210	68700	LF400	KING LARRY B			11/23/91	143			
STD JOB	68700LF4K7				HRS OF WORK						
//////	ALS	SUN	MON	TUE	WED	THU	FRI	SAT			
TOUR	0	8 00	8 00	8 00	8 00	8 00	8 00	8 00			
TYP/SFT	///	LN	2	RS	2	RS	2	RS			
GRADED NO											
WK	DAY	INCL	HOURS	JOB ORDER NUMBER		ENV/HAZ	LET/HR	TMP/SFT	NIGHT DIFF	START TIME	SWT
1	6	RS	2	687006LF4K8							
REG	OT	COMP	HOL	SUN	2ND	3RD	NO	E/N	LV	NP/LV	

ENCLOSURE (1)

1. Tour split by different FIP and type hour codes. Two within tour exceptions and a broken tour exception are shown below. The employee worked a different task until 1900. After the employee's meal break (1900-1930) she again changed tasks until 2130 then she took one hour of annual leave.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	REG NO.			
401230090	110	00348	LF300	TELFORD MARY A		11/23/91	129			
STD JOB	OCC3484LF300					HRS OF WORK				
						440-2300				
//////	MON	TUE	WED	THU	FRI	SAT	SUN			
TOUR	0	8:00	8:00	8:00	8:00	8:00	8:00			
TYP/SPT	///	LN	0:00	0:00	0:00	0:00	0:00			
GRADED BY		4:00	4:00	4:00	4:00	4:00	4:00			
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER	ENV	LET	TYP	NIGHT	START	EXIT
2	2	RC	5	003486LF3NF						11
2	2	RC	2	003486LF3MP						2
2	2	LA	1							1
ACCURATE EXCEPTIONS REFLECT ACCURATE DIVISIONS OF NIGHT DIFF HOURS										
REG	OT	COMP	REL	SLN	2ND	3RD	4D	E/R	LV	W/LV

m. Posting hazardous exceptions (without night differential). The employee spent 30 minutes in a "high work" situation (EB) at the beginning of his tour. Since his hazardous work was completed prior to 1800, the night differential is not posted with the exception.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	REG NO.			
190030004	110	00348	LF300	LARSON DANIEL J		11/23/91	195			
STD JOB	OCC3484LF300					HRS OF WORK				
						1050-1900				
//////	MON	TUE	WED	THU	FRI	SAT	SUN			
TOUR	0	8:00	8:00	8:00	8:00	8:00	8:00			
TYP/SPT	///	LN	0:00	0:00	0:00	0:00	0:00			
GRADED BY		1:00	1:00	1:00	1:00	1:00	1:00			
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER	ENV	LET	TYP	NIGHT	START	EXIT
2	3	RC	15		ES					
HAS WORK COMPLETED BEFORE 1800 -- NO NIGHT DIFF POSTED										
REG	OT	COMP	REL	SLN	2ND	3RD	4D	E/R	LV	W/LV

NOTE: The actual time spent in a hazardous duty situation must be posted. Point 5 (.5) hours of actual exposure are posted, but

ENCLOSURE (1)

23 JUN 1997

the employee will be paid for eight hours of exposure. (Graded employees are paid environmental pay for all hours in a pay status.)

n. Posting hazardous exceptions (with night differential). The employee's last two hours of his tour are posted as flying time (EA), with the applicable night differential hours. Although this occurred on the last day of the pay period, the last hour indicator is not required because he is a graded employee.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
101040009	110	00368	LF300	THOMAS PHILLIP		11/23/91	203								
STD JOB	003684LF300			HRS OF WORK 973-75 80 0488-2260											
//////	ALM	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR	0		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
TYP/SFT	///		LN	0 RS	0 RS	0 RS	0 RS	0		RS	0 RS	0 RS	0 RS	0 RS	0
GRADED NO			0:00	0:00	0:00	0:00	0:00			4:00	4:00	4:00	4:00	4:00	
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LST	TYP	NIGHT	START	INIT		
26	RS	21						EA		21					
REG	OT	COMP	HOL	SUN	2ND	3RD	NO	E/N	LV	MP/LV					

o. Posting environmental exceptions. The employee spent 30 minutes in a "hot work" situation (EF) during the middle of his tour.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
190230204	110	00368	LF300	KING JOE		11/23/91	063								
STD JOB	003684LF300			HRS OF WORK 1500-2380											
//////	ALM	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR	0		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
TYP/SFT	///		LN	2 RS	2 RS	2 RS	2 RS	2		RS	2 RS	2 RS	2 RS	2 RS	2
GRADED NO															
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LST	TYP	NIGHT	START	INIT		
14	RS	15						EF							
REG	OT	COMP	HOL	SUN	2ND	3RD	NO	E/N	LV	MP/LV					

ENCLOSURE (1)

23 JUN 1997

NOTE: The actual time spent in a hot work situation is entered on the timecard. The employee will be paid a minimum of one hour of exposure even through he was actually exposed for .5 hours.

p. Posting environmental exceptions (last hour indicator required). The employee spent 30 minutes welding preheated materials (EG). The session was in his last regularly scheduled hour, on the last day of the pay period.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT ROT	PERIOD ENDING	SEQ NO.
30000122	210	68700	LF400	FRANKS JACKIE			11/23/91	127
STD JOB	68700GL FLY		NRS OF WORK					
//////	SUN	MON	TUE	WED	THR	FRI	SAT	
TOLR	0		8:00	8:00	8:00	8:00	8:00	8:00
TYP/SFT	////		RF	RF	RF	RF	RF	RF
GRADED NO	TYPE HOURS		JOB ORDER NUMBER		ENV	LST	TMP	NIGHT
	26	RF	15		EG	Y		
ENV WORKED DURING LAST REGULARLY SCHEDULED HOUR OF THE PAY PERIOD								
REG	OT	COMP	NOL	SUN	2ND	3RD	ND	E/K
								LV
								NP/LV

NOTE: The actual time spent in an environmental duty situation must be posted. DCPS will pay the correct amount when regulations specify a minimum amount or that other than actual time should be paid.

q. Posting environmental exceptions (last hour indicator required). In the below chart, the ungraded employee spent 45 minutes working in a fuel storage tank (FK). The time was at the beginning of the regularly scheduled tour on the last day of the pay period.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT ROT	PERIOD ENDING	SEQ NO.
20139036	210	68700	LF400	FRENCH CYNTRIA			11/23/91	097
STD JOB	68700GL FLY		NRS OF WORK					
//////	SUN	MON	TUE	WED	THR	FRI	SAT	
TOLR	0		8:00	8:00	8:00	8:00	8:00	8:00
TYP/SFT	////		LM	RF	RF	RF	RF	RF
GRADED NO	TYPE HOURS		JOB ORDER NUMBER		ENV	LST	TMP	NIGHT
	26	RF	175		FK	Y		
REQUIRED. "F" CODES ARE PAYABLE FOR ALL HOURS IN A PAY STATUS -- WHICH AFFECTS FEGLI.								
REG	OT	COMP	NOL	SUN	2ND	3RD	ND	E/K
								LV
								NP/LV

ENCLOSURE (1)

23 JUN 1997

work performed on a day when work was not scheduled is considered callback overtime. Type Hour Code of "OC" will be used to report the five hours of overtime.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
100990004	110	00348	LF300	BROCK VICTOR		11/23/91	001								
STD JOB	00348MLF300			NRS OF WORK 0700-7530											
//////	AVS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR	0		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
TYP/SFT	///		LH	0	RS	0	RS	0	RS	0	RS	0	RS	0	RS
GRADED NO			0:00	0:00	0:00	0:00	0:00			0:00	0:00	0:00	0:00	0:00	
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LST	TMP	NIGHT	START	INIT		
1	7	OC	5					HAZ	HR	SFT	DIFF	TIME			
REG	OT	COMP	HOL	SUN	2nd	3rd	NO	E/H	LV	NP/LV					

d. Posting a callback overtime exception. The employee worked her regular shift on Wednesday - 11/20 (week 2, day 4) - but was called back to work at 0215 for 30 minutes. The exact number of hours worked on callback overtime is posted. When less than two hours are posted, DCPS will pay the correct amount under Title 5 or FLSA, whichever is applicable.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
308110023	120	10000	AK100	MCGRAW RHONDA S		11/23/91	174								
STD JOB	100006AK1G1			NRS OF WORK 1500-2330											
//////	AVS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR	0		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
TYP/SFT	///		LH	2	RS	2	RS	2	RS	2	RS	2	RS	2	RS
GRADED NO															
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LST	TMP	NIGHT	START	INIT		
2	4	OC	1.5					HAZ	HR	SFT	DIFF	TIME			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> POST ACTUAL TIME WORKED. DCPS WILL CALCULATE THE TWO HOUR ENTITLEMENT. </div>															
REG	OT	COMP	HOL	SUN	2nd	3rd	NO	E/H	LV	NP/LV					

ENCLOSURE (1)

23 JUN 1997

e. Posting an overtime exception with a temporary shift. The employee worked third shift on Wednesday - 11/20 (week 2, day 4). She also worked 35 minutes of unscheduled overtime at the end of the shift. The regular eight-hour tour is posted with the TMP SFT of "3" to ensure that the regular second shift pay will be overridden. Since temporary shift premium must carry over into overtime, the overtime is also posted with a TMP SFT code of "3" to ensure that the correct rate is paid.

EMPLOYEE ID	BLK/GRP	ACT UTC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.			
30F220362	120	10000	AK100	PORTER LINDA K		11/23/91	162			
STD JOB	100006AK1G1			MRS OF WORK		1520-2350				
//////	MON	TUE	WED	THU	FRI	SAT	SUN			
TOUR	0	8:00	8:00	8:00	8:00	8:00	8:00			
TYP/SFT	///	RS 2	RS 2	RS 2	RS 2	RS 0	RS 2			
GRADED NO										
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER	ENV HAZ	LIST NR	TMP SFT	NIGHT DIFF	START TIME	INIT
24	RT	81					3			
24	DU	152					3			
REG	OT	COMP	NOL	SUN	2ND	3RD	NO	E/N	LV	NP/LV

f. Posting an overtime exception with night differential. The eight-hour tour of duty is marked through to indicate that an exception for that day has been posted. Because the overtime is scheduled, the employee is entitled to night differential pay for his overtime hours.

EMPLOYEE ID	BLK/GRP	ACT UTC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.			
143005704	110	00368	LF300	VANCE EARL D		11/23/91	177			
STD JOB	003686LF3ND			MRS OF WORK		1635-1800				
//////	MON	TUE	WED	THU	FRI	SAT	SUN			
TOUR	0	8:00	8:00	8:00	8:00	8:00	8:00			
TYP/SFT	///	LN 0	RG 0	RG 0	RG 0	RG 0	RG 0			
GRADED NO		1:00	1:00	1:00	1:00	1:00	1:00			
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER	ENV HAZ	LIST NR	TMP SFT	NIGHT DIFF	START TIME	INIT
28	DS	215		003686LF30T				215		
RECEIVES 2.5 HOURS OF NIGHT DIFF AS WELL AS 2.5 HOURS OF OVERTIME										
REG	OT	COMP	NOL	SUN	2ND	3RD	NO	E/N	LV	NP/LV

ENCLOSURE (1)

23 JUN 1997

g. Environmental exceptions with overtime. The employee spent two 15-minute sessions in the pressure chamber. The first session was in the morning. The second session occurred at the beginning of two hours of scheduled overtime.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
30604222	210	68700	LF400	TIGGS PALLA L		11/23/91	085								
STD JOB	68700ALPACT				HRS OF WORK										
//////	AM	8AM	NOON	TUE	WED	THU	FRI	SAT	SUN	NOON	TUE	WED	THU	FRI	SAT
TOUR	0	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00		
TYP/SPT	///	SF	1	LN	1	RF	1	RF	1	RF	0	RF	0	RF	0
GRADED NO															
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LST	TYP	NIGHT	START	TIME	INIT	
1	5	RF	1.25												
1	5	OS	1.25												
1	5	OS	1.75												
ENV WORK REQUIRES SEPARATE DETAIL LINES FOR DIFFERENT TYPE HOUR CODES.															
REG	OT	COMP	NCL	BLN	2ND	3RD	ND	E/R	LV	MP/LV					

NOTE: Actual hours of exposure to an environmental condition are entered, but the employee will be paid eight hours on regular time and two hours on overtime.

h. More environmental exceptions:

(1) The employee spent the last hour of the regularly scheduled tour on the last day of the pay period working in a fuel storage tank. The employee also spent the first hour of three hours of scheduled overtime in a fuel storage tank.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
301270221	210	68700	LF400	HILL SMARON A		11/23/91	221								
STD JOB	68700ALPACT				HRS OF WORK 870-1520										
//////	AM	8AM	NOON	TUE	WED	THU	FRI	SAT	SUN	NOON	TUE	WED	THU	FRI	SAT
TOUR	0	8:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00		
TYP/SPT	///	LN	1	RF	1	RF	1	RF	1	RF	1	RF	1	RF	1
GRADED NO															
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LST	TYP	NIGHT	START	TIME	INIT	
2	6	RF	1												
2	6	OS	1												
2	6	OS	2												
DON'T FORGET THE "Y" FOR ENV WORK DONE IN THE LAST REGULAR HOUR OF THE PAY PERIOD.															
REG	OT	COMP	NCL	BLN	2ND	3RD	ND	E/R	LV	MP/LV					

ENCLOSURE (1)

(2) DCPS allows only regular hours to be input for part-timers for the first eight hours of their tour of duty, whichever is greater. If the tour of duty is less than eight hours, eight regular hours must be input prior to overtime, compensatory time, credit hours or religious compensatory time earned.

i. Posting an overtime exception for a part-timer (six hour tour):

(1) The employee worked three unscheduled hours past her regular hours. Since her scheduled tour is six hours, eight hours must be posted before she is authorized overtime.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD	ENDING	SEQ NO.		
277190613	110	00368	LF300	HEMRY ALLISON R			11/23/91	038		
STD JOB	003686LFSMD			HRS OF WORK		0700-1330				
TOUR	0	6:00	6:00	6:00	6:00	6:00	6:00	6:00		
TYP/SFT	///	LH	0	RG	0	RG	0	RG		
GRADED NO										
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER	ENV	LST	TMP	NIGHT	START	INIT
15	04	31		INVALID						
15	06	91		VALID						
15	04	13								
REG	OT	COMP	HOL	SUM	2ND	3RD	ND	E/N	LV	NP/LV

(2) When a part-timer works on a regularly scheduled day off, overtime hours must be reported even though 40 regular hours have not been completed for the week. DCPS will convert the overtime hours to regular hours to fulfill the 40 hour requirement before overtime is payable.

j. Posting hours of work for a part-timer on a regularly scheduled day off.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD	ENDING	SEQ NO.		
100990001	210	68700	LF400	PRESTON WILLIAM W			11/23/91	006		
STD JOB	687006LFACT			HRS OF WORK		0700-1330				
TOUR	0	6:00	6:00	6:00	6:00	6:00	6:00	6:00		
TYP/SFT	///	LH	0	RG	0	RG	0	RG		
GRADED NO										
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER	ENV	LST	TMP	NIGHT	START	INIT
17	06	61								
REG	OT	COMP	HOL	SUM	2ND	3RD	ND	E/N	LV	NP/LV

ENCLOSURE (1)

23 JUN 1997

k. Entire pay period time and attendance (ungraded employee). The timekeeper posted the following exceptions for the pay period:

(1) Week 1, day 2 - the employee worked the holiday on FIP 100006AK1GZ.

(2) Week 1, day 4 - the employee worked the second shift, with authorized premium.

(3) Week 2, day 2 - the employee worked two hours under environmental conditions (micro-organisms - high degree), then took three and one-half hours of sick leave on FIP 100006AK1LS.

(4) Week 2, day 6 - the last hour of his scheduled tour the employee worked under environmental conditions (micro-organisms - low degree).

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
781602611	210	10000	AK100	JORDAN LOUIS X		11/23/91	200								
STD JOB	100006AK1G1		HRS OF WORK 0730-1530												
//////	AME	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR	0			8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00
TTP/SFT	///		LN	1 RF	1 RF	1 RF	1 RF	1 RF			RF	1 RF	1 RF	1 RF	1 RF
GRADED NO															
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER		ENV	LET	TWP	NIGHT	START	INIT				
1	2	HF	81	100006AK1GZ											
1	4	RS	81					2							
2	2	RF	21												
2	2	LS	315	100006AK1LS				FE							
2	6	RF	11					FE Y							
REG	OT	COMP	HOL	SUN	ZWO	3RD	ND	E/N	LV	MP/LV					

l. Entire pay period time and attendance (graded employee). The timekeeper posted the following exceptions for the pay period:

(1) Week 1, day 3 - the employee had one hour and 45 minutes of callback overtime.

(2) Week 1, day 4 and day 5 - the employee took annual leave on FIP 100006AK1LA.

ENCLOSURE (1)

23 JUN 1997

(3) Week 2, day 3 - the employee came in five hours late (AWOL).

(4) Week 2, day 5 - the employee worked two hours of scheduled overtime under hazardous conditions (unshored work).

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO.								
011876115	210	10000	AK100	ALBERT DALE G		11/23/91	021								
STD JOB	100006AK1G1				HRS OF WORK	1330-2200									
//////	ALM	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR	0		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
TYP/SFT	///		LN	0	RG	0	RG	0	RG	0	RG	0	RG	0	RG
GRADES	NO		4:00	4:00	4:00	4:00	4:00			4:00	4:00	4:00	4:00	4:00	
WK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV HAZ	LST MR	TYP SFT	NIGHT DIFF	START TIME	INIT		
1	3	DC	1175												
1	4	LA	81	100006AK1LA							41				
1	5	LA	84	100006AK1LA							41				
2	3	KC	51												
2	5	OS	21						EL		12				
REG	OT	COMP	NOL	SUN	2ND	3RD	NO	E/R	LV	HP/LV					

ENCLOSURE (1)

23 JUN 1997

DETAILED INSTRUCTIONS FOR COMPLETION OF FORMAT 2 TIMECARDS

1. The format design differences are apparent in the bottom of the timecard where exceptions are posted. The orientation of the blocks is very different. Instead of posting each exception on a separate week/day detail line down the timecard, post each exception in the week/day detail blocks across the timecard. Also note that Format 2 does not provide space to post environmental/hazard codes, temporary shift changes, or night differential changes. Timecard Format 2 is intended to reduce the number of detail lines needed to post multiple occurrences of the same type of transaction.

a. Timecard Format 2 (front) for regular graded employee:

SAME AS TIMECARD FORMAT 1

EMPLOYEE ID		BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME							PLT ROT	PERIOD ENDING	SEC BLK			
406028524		110	00368	L7300	RAY GLENDA F								11/23/91	025			
STD JOB		003686LF3RF							WKS OF WORK								
//////	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				
TOUR	0	8:00	8:00	8:00	8:00	8:00	1	8:00	8:00	8:00	8:00	8:00					
TYP/SFT	///	LN	0	RG	0	RG	0	RG	0	RG	0	RG	0				
GRADED NO																	
JOB ORDER NUMBER							TYP	NR	LC	SLN	MON	TUE	WED	THU	FRI	SAT	INIT
							1										
							2	-----									
							1										
							2										
							1										
							2										
							1										
							2										
							1										
							2										
							1										
							2										
REG	OT	COMP	HOL	BLK	ZHO	SAD	NO	E/N	LV	NP/LV							

ENTER EXCEPTIONS ACROSS
DETAIL BLOCKS.

b. The administrative requirements for Timecard Format 1 are also valid for Timecard Format 2. They are summarized below:

(1) If a Work Schedule Change form is submitted after the timecards have been preprinted, the timekeepers should write the new schedule over the preprinted one for payroll office verification and for a reminder to themselves of the schedule they are posting exceptions against.

(2) If the number of exceptions exceeds the number of available detail lines, the timekeeper must fill in the top line of a blank timecard (of the same format) with the employee's data and continue to post exceptions.

ENCLOSURE (2)

2. Whole Tour Exceptions. As in the preceding format, begin with simplest type of exception. The whole tour exceptions are as follows:

a. An employee performs a job with a different FIP for the entire tour.

b. An employee has a different type hour code for the entire tour.

c. An employee without a scheduled daily tour has time and attendance to be posted.

d. Posting exceptions to FIPs. On Tuesday - 11/12 (week 1, day 3) - the employee worked on a special project charged to FIP 003686LF3TSK. The eight hour tour for the day is marked through to indicate an exception is posted for that day. Then the detail line for the new FIP is posted.

EMPLOYEE ID	BLK/WRP	ACT UTC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDS	SER NUM																																																																																																			
2003686	110	003686	LF300	JEFFERS ELAINE J		11/23/97	195																																																																																																			
FIP JOB						WKS OF WORK 030-1126																																																																																																				
<table border="1"> <thead> <tr> <th>TYPE</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> </tr> </thead> <tbody> <tr> <td>0</td> <td></td> </tr> <tr> <td>///</td> <td></td> </tr> </tbody> </table>								TYPE	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	0															///																																																																				
TYPE	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT																																																																																												
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JOB ORDER NUMBER	TYPE	HR	SUN	MON	TUE	WED	THU	FRI	SAT	EXIT																																																																																																
003686LF3TSK	RG																																																																																																									
TUESDAY - WEEK 1, DAY 3																																																																																																										

e. A whole tour change could also be a day of sick leave, annual leave, or any other full day change of the TYPE HOUR code. Timekeepers must be careful with shift changes, though, because temporary shift changes may not be reported on this card.

f. Posting a whole tour of duty exception. The employee was sick on Tuesday - 11/12 (week 1, day 3). The detail line reflects the type hour code for sick leave and the number of hours recorded in the Tuesday block of week 1.

ENCLOSURE (2)

23 JUN 1997

EMPLOYEE ID	REL/IMP	ACT UIC	DIST	EMPLOYEE NAME	PLT BOT	PERIOD ENDING	REG BLK	
28154442	110	0000	L7300	FREELICE JAMES E		11/23/91	126	
STP JOB	GENERAL FLT						NET OF WORK	0744-1520
//////	MON	TUE	WED	THU	FRI	SAT		
TIME	8	8:00	8:00	8:00	8:00	8:00		
TYP/PRT	///							
GRANDED ID								
JOB ORDER NUMBER				TYP NR	MC	BLK	NON	
				1			8	
				2				
				1				
				2				
				1				
				2				
				1				
				2				
				1				
				2				
				1				
				2				
REG	OT	COMP	REL	BLK	2ND	3RD	4TH	

For those employees who do not have a daily tour stored in DCPS, every time and attendance transaction is an exception. Such employees include those with intermittent schedules or those with AWS codes of 3, 4, 5, or 7.

g. Time and attendance nondaily tours. The following format shows time and attendance for a nondaily tour part-time employee with an AWS of 3. Each instance of time and attendance represents an exception.

EMPLOYEE ID	REL/IMP	ACT UIC	DIST	EMPLOYEE NAME	PLT BOT	PERIOD ENDING	REG BLK	
28154442	110	0000	L7300	JENNINS JOHN A		11/23/91	110	
STP JOB	GENERAL FLT						NET OF WORK	
//////	MON	TUE	WED	THU	FRI	SAT		
TIME	8	8:00	8:00	8:00	8:00	8:00		
TYP/PRT	///							
GRANDED ID								
JOB ORDER NUMBER				TYP NR	MC	BLK	NON	
				1			6	
				2			6	
				1				
				2				
				1				
				2				
				1				
				2				
				1				
				2				
REG	OT	COMP	REL	BLK	2ND	3RD	4TH	

h. Time and attendance intermittent employees. The following format shows time and attendance for a nondaily tour employee who works an intermittent schedule. Again, each instance of time and attendance represents an exception.

ENCLOSURE (2)

EMPLOYEE ID	BLE/REP	ACT VIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ BLK
20415430	170	81495	L7200	KILEY JOSEPH W													11/23/91	033
PTD JOB	STANDARD/217															HRS OF WORK		
//////	BLK	BLK	BLK	TUE	WED	THU	FRI	SAT	BLK	BLK	BLK	TUE	WED	THU	FRI	SAT		
YEAR	0																	
TYP/PT	///																	
ORDER NO																		
JOB ORDER NUMBER								TYP NO	LC	BLK	BLK	TUE	WED	THU	FRI	SAT	ISIT	
								2										
								1										
								2										
								1										
								2										
								1										
								2										
								1										
								2										
REG	OT	COMP	HOL	BLK	2ND	3RD	NO	E/N	LY	MP/LV								

3. Broken Tour Exceptions. In this format, timekeepers will see broken tour exceptions. The tour is considered "broken" if there is a change in the type hour code during an employee's normal tour of duty.

a. Posting a simple broken tour. The employee in the below format was injured on the job on Friday - 11/15 (week 1, day 6) - and was sent home on leave code LX for two hours. The scheduled tour is marked through, and the detail line is posted to show the type hour code, hours, and on which week/day the exception occurred.

EMPLOYEE ID	BLE/REP	ACT VIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ BLK
21200005	200	10000	ACT00	ANDREWS JANET L													11/23/91	106
PTD JOB	1000000/217															HRS OF WORK / 2000 - 21000		
//////	BLK	BLK	BLK	TUE	WED	THU	FRI	SAT	BLK	BLK	BLK	TUE	WED	THU	FRI	SAT		
YEAR	0		0100	0100	0100	0100	0100			0100	0100	0100	0100	0100	0100			
TYP/PT	///		LX	2	2	2	2	2		2	2	2	2	2	2			
ORDER NO																		
JOB ORDER NUMBER								TYP NO	LC	BLK	BLK	TUE	WED	THU	FRI	SAT	ISIT	
								2										
								1										
								2										
								1										
								2										
								1										
								2										
								1										
								2										
REG	OT	COMP	HOL	BLK	2ND	3RD	NO	E/N	LY	MP/LV								

ENCLOSURE (2)

23 JUN 1997

4. Within Tour Exceptions. Below are formats of exceptions that occur within an employee's regularly scheduled tour to include working on tasks with different FIPs. Many DOD civilian employees move from task to task within the course of their normal work day. It is not unusual for the tasks to have different job order numbers. Accurate posting of these exceptions may be important for an activity's accounting/budgeting management.

a. Tour split by different FIP. The below format is an employee's workday divided between two tasks, each with a different FIP.

EMPLOYEE ID	BLK/COMP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	REG BLK						
27088977	130	66700	1400	KIMBERLY ALONZO D		11/23/97	052						
STY JOB	ACT/REGAL FIP						NET OF WORK	1500-2530					
TOUR	8	8:00	8:00	8:00	8:00	8:00	8:00						
TYP/RT	///	RS 2	RS 2	RS 2	RS 2	RS 2	RS 2						
GRANDED	AC												
JOB ORDER NUMBER				TYP NR	LC	SLK	MON	TUE	WED	THU	FRI	SAT	SUN
687006LF4YV				SS	1	6							
687006LF4NBD				SS	1	2							
					1								
					2								
					1								
					2								
					1								
					2								
					1								
					2								
					1								
					2								
REG	OT	COMP	EXL	SLK	2ND	3RD	4TH	E/R	LV	MP/LV			

b. Tour split by type hour codes and different FIP. The employee worked a different task until lunch. After the meal break, the employee again changed tasks until two hours before the end of her tour, at which time she took two hours of annual leave.

EMPLOYEE ID	BLK/COMP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	REG BLK						
26120014	110	00346	1700	TRISTE PHILLY DONALDE		11/23/97	112						
STY JOB	ACT/REGAL FIP						NET OF WORK	0700-1500					
TOUR	8	8:00	8:00	8:00	8:00	8:00	8:00						
TYP/RT	///	LA	9:00	9:00	9:00	9:00	9:00						
GRANDED	UP												
JOB ORDER NUMBER				TYP NR	LC	SLK	MON	TUE	WED	THU	FRI	SAT	SUN
003686LF3HD				RG	1			4					
003686LF3JI				RG	1			2					
				LA	1			2					
					1								
					2								
					1								
					2								
					1								
					2								
REG	OT	COMP	EXL	SLK	2ND	3RD	4TH	E/R	LV	MP/LV			

ENCLOSURE (2)

23 JUN 1997

5. Overtime Exceptions. When a full-time employee works more hours than the regularly scheduled tour, the timekeepers will post overtime detail lines.

a. Posting a simple overtime exception. The employee worked forty-five minutes of unscheduled overtime at the end of the tour on Thursday - 11/14 (week 1, day 5). The tour of duty is marked through to indicate an exception is posted. The detail line includes week/day, the OU type hour code, and hours.

EMPLOYEE ID	BLK/DRP	ACT UTC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	REG BLK														
10864145	154	0254	17380	BROOKLYN TERENCE A		11/23/97	144														
STD JOB	020444/FC						HRS OF WORK	2560-8730													
//////	BLK	BLK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT						
TOUR	1	8:00			8:00	8:00	8:00	8:00	8:00			1	8:00	8:00	8:00	8:00					
TYP/WFT	///	LK 3			RT 3	RT 3	RT 3	RT 3	RT 3				RT 3	RT 3	RT 3	RT 3					
GRABED NO																					
JOB ORDER NUMBER										TYP	HR	LC	BLK	MON	TUE	WED	THU	FRI	SAT	INLT	
										OU	1										
											2										
											1										
											2										
											1										
											2										
											1										
											2										
											1										
											2										
											1										
											2										
											1										
											2										
REG	OT	COMP	COL	BLK	2ND	3RD	4TH	E/N	LV	MP/LV											

b. Posting a callback overtime exception. The employee worked the regular shift on Wednesday - 11/20 (week 2, day 4) - but was called back to work at 2230 for 30 minutes. The exact number of hours worked on callback overtime is posted. When less than two hours is posted, DCPS checks employee entitlements and pays the correct amount under Title 5 or FLSA, whichever is applicable.

EMPLOYEE ID	BLK/DRP	ACT UTC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	REG BLK														
10864441	150	10000	ACT00	INDOICAL RONAL G		11/23/97	611														
STD JOB	10000/ACT1						HRS OF WORK	130-2000													
//////	BLK	BLK	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT						
TOUR	0	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00						
TYP/WFT	///	LK 2	RS 2	RS 2	RS 2	RS 2	RS 2	RS 2	RS 2	RS 2	RS 2	RS 2	RS 2	RS 2	RS 2						
GRABED NO																					
JOB ORDER NUMBER										TYP	HR	LC	BLK	MON	TUE	WED	THU	FRI	SAT	INLT	
										OC	1										
											2										
											1										
											2										
											1										
											2										
											1										
											2										
											1										
											2										
REG	OT	COMP	COL	BLK	2ND	3RD	4TH	E/N	LV	MP/LV											

ENCLOSURE (2)

f. These last two whole pay period formats combine a variety of exceptions to show the main advantage of the Timecard Format 2, which is a reduction in the number of detail lines necessary for posting repeated occurrences of the same type of exception.

g. Timecard Format 2 for whole pay period (graded employee). In the below format, the employee worked overtime and took leave.

EMPLOYEE ID	BLK/CRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	REG BLK														
003686	220	0000	1700	STEWART DOMINIQUE		11/23/97	005														
STD JOB	003686LE3UT						REG OF WORK	1700-1800													
DATE	REG	BLK	NON	TUE	WED	THU	FRI	SAT	SUN	TUE	WED	THU	FRI	SAT							
11/23/97	0	1	0	0	0	0	0	0	0	0	0	0	0	0							
TYP/RT	1	0	0	0	0	0	0	0	0	0	0	0	0	0							
GRAND NO																					
JOB ORDER NUMBER										TYP	HR	MC	BLK	NON	TUE	WED	THU	FRI	SAT	INIT	
003686LE3UT										04	2										
										1											
										2											
										1											
										2											
										1											
										2											
										1											
										2											
										1											
										2											
										1											
										2											
REG	OT	COMP	INCL	BLK	2ND	3RD	NO	E/X	LY	MP/LY											

FIVE DETAIL LINES ON TIMECARD FORMAT 1 --
FORMAT 2 SAVES 4 LINES.

h. Timecard Format 2 for whole pay period (ungraded employee). In the below format, the employee worked part of her tour on FIP 100006AK1JK, worked part of her tour on FIP 100006AK1JM, and worked some overtime.

EMPLOYEE ID	BLK/CRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	REG BLK														
20564105	220	10000	AK100	GREENSPAN ANDREA R		11/23/97	005														
STD JOB	100006AK1JK						REG OF WORK	2200-0730													
DATE	REG	BLK	NON	TUE	WED	THU	FRI	SAT	SUN	TUE	WED	THU	FRI	SAT							
11/23/97	0	1	0	0	0	0	0	0	0	0	0	0	0	0							
TYP/RT	1	0	0	0	0	0	0	0	0	0	0	0	0	0							
GRAND NO																					
JOB ORDER NUMBER										TYP	HR	MC	BLK	NON	TUE	WED	THU	FRI	SAT	INIT	
100006AK1JK										RT	1			4	3	4	4				
100006AK1JM										RT	1		5	5	4	5	4				
										OS	1		3	2	3	4	2				
										1											
										2											
										1											
										2											
										1											
										2											
										1											
										2											
										1											
										2											
										1											
										2											
REG	OT	COMP	INCL	BLK	2ND	3RD	NO	E/X	LY	MP/LY											

21 DETAIL LINES ON
FORMAT 1 CARD --
FORMAT 2 SAVES 18 LINES.

23 JUN 1997

DETAILED INSTRUCTIONS FOR THE COMPLETION OF WORK SCHEDULE CHANGE FORMS

1. A major part of the timekeeper's duties is the preparation of employee timecards. Accurate timecards are necessary for employees to be paid correctly. Changes that affect this time and attendance data may also affect their pay (a shift change, for example).
2. Each employee must have a **work schedule** stored in the DCPS system. The stored schedule will contain the employee's workdays and shift code (as applicable), scheduled night differential, an alternate work schedule code, a status code, a FIP, and other pertinent information. This work schedule will be used to validate the employee's time and attendance that the payroll clerks will enter from the timecards. The concept of the on line schedule is very important for the timekeepers to understand, because the stored schedule has a tremendous impact on the time and effort required for time and attendance data entry. It is very important that any schedule change be reported to the payroll office as quickly and accurately as possible so that the changes can be entered into the system prior to time and attendance processing for the pay period.
3. The Work Schedule Change form is designed for reporting changes to the employee's schedule to the payroll office. This is NOT a timecard! Timekeepers will use the Work Schedule Change form to report changes to current employees' schedules, as well as to report a new hire employee's work schedule to the payroll office.
4. The following format is the Work Schedule Change form. It is not a standard form at this time and is reproduced locally.

Blank DCPS Work Schedule Change Form

WORK SCHEDULE CHANGE								
EMP#	NAME	ACT MILE	DIST#					
EFFECTIVE DATE _____	TAA STATUS CODE _____	AGE CODE _____	PLATOON/ROTATING CODE _____					
***** PAY PERIOD YEAR OF DUTY *****								
	SUN	MON	TUE	WED	THU	FRI	SAT	NIGHT PAY (1/2)
WK 1	_____	_____	_____	_____	_____	_____	_____	_____
SHIFT	_____	_____	_____	_____	_____	_____	_____	_____
NIGHT DIFF	_____	_____	_____	_____	_____	_____	_____	_____
WK 2	_____	_____	_____	_____	_____	_____	_____	_____
SHIFT	_____	_____	_____	_____	_____	_____	_____	_____
NIGHT DIFF	_____	_____	_____	_____	_____	_____	_____	_____
STANDING JOB: _____				TIMECARD DESTINATION: _____				
UNDECKED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____								
SIGNATURE _____				DATE SUBMITTED _____				

THE SAME PEOPLE WHO CURRENTLY AUTHORIZE SCHEDULE CHANGES WILL MOST LIKELY CONTINUE TO SIGN AND DATE THE NEW FORMS.

ENCLOSURE (3)

23 JUN 1997

a. Enter employee's name, SSN, Activity UIC, and Distribution. The timekeepers will find this information on the employee's timecard. This top information must be included in order for the clerk to access the employee's record and make the change.

NAME, SSN, ACT-UIC, AND DIST

WORK SCHEDULE CHANGE

SSN: 300 99 0007 NAME: McNEIL STANLEY K ACT UIC: 0024 DIST: A1000

EFFECTIVE DATE _____ TSA STATUS CODE _____ AIB CODE _____ PLATOON ROTATING CODE _____

		PAY PERIOD TOUR OF DUTY							
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (1/4)
MC 1	_____	_____	_____	_____	_____	_____	_____	_____	_____
SHIFT	_____	_____	_____	_____	_____	_____	_____	_____	_____
NET DIFF	_____	_____	_____	_____	_____	_____	_____	_____	_____
MC 2	_____	_____	_____	_____	_____	_____	_____	_____	_____
SHIFT	_____	_____	_____	_____	_____	_____	_____	_____	_____
NET DIFF	_____	_____	_____	_____	_____	_____	_____	_____	_____

STANDING JOB _____ TIMECARD DESTINATION _____

UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____

SIGNATURE _____ DATE SUBMITTED _____

b. Enter the EFFECTIVE DATE. Timekeepers need to understand that this is the date the schedule goes into effect. The effective date can be different from the DATE SUBMITTED.

EFFECTIVE DATE

WORK SCHEDULE CHANGE

SSN: 300 99 0007 NAME: McNEIL STANLEY K ACT UIC: 0024 DIST: A1000

EFFECTIVE DATE 11/18/85 TSA STATUS CODE _____ AIB CODE _____ PLATOON ROTATING CODE _____

		PAY PERIOD TOUR OF DUTY							
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (1/4)
MC 1	_____	_____	_____	_____	_____	_____	_____	_____	_____
SHIFT	_____	_____	_____	_____	_____	_____	_____	_____	_____
NET DIFF	_____	_____	_____	_____	_____	_____	_____	_____	_____
MC 2	_____	_____	_____	_____	_____	_____	_____	_____	_____
SHIFT	_____	_____	_____	_____	_____	_____	_____	_____	_____
NET DIFF	_____	_____	_____	_____	_____	_____	_____	_____	_____

STANDING JOB _____ TIMECARD DESTINATION _____

UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____

SIGNATURE *[Signature]* DATE SUBMITTED 11/13/85

THE SCHEDULE WILL GO INTO EFFECT ON FOLLOWING MONDAY, 11/18/85.

THE FORM WAS COMPLETED ON WEDNESDAY, 11/13/85.

ENCLOSURE (3)

23 JUN 1997

NOTE: Work schedule changes should be submitted as far in advance as possible to ensure that the next or applicable pre-printed timecard will include the change.

c. Enter new values in the appropriate blocks. The rest of the blocks on the form are used for posting the various types of changes for the employee.

5. Financial Information Pointer

a. DCPS has the capability to store a labor charge code for each employee. This number identifies to what "account" a specific job, or group of jobs, will be charged. In DCPS this number is called the Financial Information Pointer (FIP).

b. The Financial Information Pointer blank is completed when an employee's changing jobs will result in a permanent change to his/her FIP.

6. Timecard Destination

a. This identifies the location of an employees work center. It is a four position alpha/numeric field that is used to sort and distribute timecards. May be one to four digits, or left blank if an activity does not wish to use the field to distribute timecards.

b. Change the FIP. The FIP for the employee in the following format has been changed to 021106LA1CA.

WORK SCHEDULE CHANGE							
SSN: 200 01 9773	NAME: COOPER TAMARA			ACT UTC: 02100 DIST: LA100			
EFFECTIVE DATE: 11/24/85	TEA STATUS CODE	AMS CODE		PLATOON ROTATING CODE			
***** PAY PERIOD TOUR OF DUTY *****							
	SUN	MON	TUE	WED	THU	FRI	SAT
WK 1	---	---	---	---	---	---	---
SHIFT	---	---	---	---	---	---	---
NGT DIFF	---	---	---	---	---	---	---
WK 2	---	---	---	---	---	---	---
SHIFT	---	---	---	---	---	---	---
NGT DIFF	---	---	---	---	---	---	---
STANDING JOB	021006LA1CA			TIMECARD DESTINATION: N12			
UNGRADED EMPLOYEE: ROTATING SHIFT HOURS: (1) _____ (2) _____ (3) _____							
SIGNATURE: <i>CA [Signature]</i>				DATE SUBMITTED: 11/15/85			

"PERMANENT" CHANGE TO THE STANDING JOB

CHANGE TO TIMECARD DESTINATION

23 JUN 1991

7. Pay Period Tour of Duty

a. The Pay Period Tour of Duty section is completed whenever the employee is scheduled to work different days, a different number of hours per day, a different shift or different hours of night differential. The employee's daily hours are entered on lines WK 1 and WK 2. The shift code for each workday is entered on the SHIFT lines. The number of night differential hours for a graded employee are entered on the NGT DIFF lines.

b. Regardless of the input form used, the tour of duty for the entire pay period must be shown. Partial schedules cannot be processed.

c. It doesn't matter if the change is effective at the beginning or in the middle of the pay period, the enter NEW tour of duty must be entered.

d. A part-time employee who has a Part-time Career Act (PCA) status - 'Y' cannot have a schedule greater than 64 hours per pay period. (These are employees who have not worked part-time continuously starting prior to April 8, 1979.)

e. Changes to Pay Period Tour of Duty. The employee's schedule has been changed, effective November 18, 1985 to third shift hours (2300-0730), Sunday through Thursday. Although this schedule goes into effect in the middle of the pay period, DCPS will track the schedule changes and will implement the correct week of the new schedule based on the EFFECTIVE DATE.

WORK SCHEDULE CHANGE							
SEN: 436 91 0746	NAME: ROGERS JODY A			ACT UIC: 0030401ST: A1000			
EFFECTIVE DATE: 11/18/85	TEA STATUS CODE	AMS CODE	PLATOON ROTATING CODE				
***** PAY PERIOD TOUR OF DUTY *****							
MIDDLE OF THE PAY PERIOD	SUN	MON	TUE	WED	THU	FRI	SAT
	8	9	8	8	8		
SHIFT	3	3	3	3	3		
NGT DIFF							
WK 2	8	8	8	8	8		
SHIFT	3	3	3	3	3		
NGT DIFF							
STANDING JOB	TIMECARD DESTINATION						
UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) (2) (3)							
CA Bu				11/15/85			
SIGNATURE				DATE SUBMITTED			

ENCLOSURE (3)

23 JUN 1997

8. Normal Night Differential. The night differential hours blanks are used to show a change in the number of night differential hours pay per day a graded employee may be entitled to receive. These hours are scheduled regular hours to be worked between 1800-0600. The fields are completed when the employee's entitlement changes, based on a change in schedule or transfer to a new activity.

a. The employee's tour of duty is not changing -- only the hours of work. His new hours of work, 1500 - 2330, mean that he should receive five hours of night differential pay every day.

WORK SCHEDULE CHANGE							
SSN: 101 97 8111	NAME: MILLER TREY			ACT UIC: 00286/DIST: A1000			
EFFECTIVE DATE: 11/1/85	TEA STATUS CODE	AME CODE		PLATOON ROTATING CODE			
PAY PERIOD TOUR OF DUTY							
	SUN	MON	TUE	WED	THU	FRI	SAT
WK 1		8	8	8	8	8	
SHIFT	-	-	-	-	-	-	-
NIGHT DIFF	-	5	5	5	5	5	-
WK 2		8	8	8	8	8	
SHIFT	-	-	-	-	-	-	-
NIGHT DIFF	-	5	5	5	5	5	-
STANDING JOB				TIMECARD DESTINATION			
UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) (2) (3)							
SIGNATURE: <i>CA [Signature]</i>				DATE SUBMITTED: 11/1/85			

NEW HOURS: 1500 - 2330
NIGHT DIFF = 5 HOURS

b. This employee is changing his hours of work. His new hours of work mean that he would receive a different amount of hours of night differential on different days.

ENCLOSURE (3)

BO 7000.2F
23 JUN 1997

NEW HOURS: MON TUE FRI - 1600 - 0030
 WED THUR - 1200 - 2030

WORK SCHEDULE CHANGE								
SER: 106 59 8321		NAME: FITZGERALD JOHN			ACT UIC: 0024 DIST: A1000			
EFFECTIVE DATE: 11/1/95		TEA STATUS CODE: _____		AAS CODE: _____		PLATOON ROTATING CODE: _____		
***** PAY PERIOD YEAR OF DUTY *****								
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (1/2)
MC 1	—	R	R	R	R	R	—	—
SHIFT	—	—	—	—	—	—	—	—
NCT DIFF	—	6	6	2.5	2.5	6	—	—
MC 2	—	R	R	R	R	R	—	—
SHIFT	—	—	—	—	—	—	—	—
NCT DIFF	—	6	6	2.5	2.5	6	—	—
STANDING JOB: _____				TIMECARD DESTINATION: _____				
UNGRADED EMPLOYEES: ROTATING SHIFT SLOTS (1) _____ (2) _____ (3) _____								
SIGNATURE: <i>CA [Signature]</i>						DATE SUBMITTED: 11/7/95		

9. Sunday Premium. Payroll will need to know if a graded employee or an ungraded employee working second or third shift will be entitled to Sunday premium pay because of the hours of work scheduled for Saturday. If Saturday's regularly scheduled tour of duty hours cross midnight, the timekeepers should put a "Y" in the SUN PAY blank(s). The "Y" will cue the payroll clerk to enter the indicator that will permit Sunday premium to be paid. If there is no "Y" on the schedule change, the employee will not automatically receive the Sunday premium.

a. Saturday second shift employee entitled to Sunday premium. In the following format, the employee's second shift hours of work will be 1800 - 0230. The employee is entitled to Sunday premium pay because his Saturday hours carry over into Sunday.

WORK SCHEDULE CHANGE								
SER: 203 91 0960		NAME: HENRY NELSON A			ACT UIC: 70000 DIST: 97000			
EFFECTIVE DATE: 11/1/95		TEA STATUS CODE: _____		AAS CODE: _____		PLATOON ROTATING CODE: _____		
***** PAY PERIOD YEAR OF DUTY *****								
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (1/2)
MC 1	—	—	R	R	R	R	R	—
SHIFT	—	—	—	—	—	—	—	—
NCT DIFF	—	—	8	R	R	R	R	Y
MC 2	—	—	R	R	R	R	R	—
SHIFT	—	—	—	—	—	—	—	—
NCT DIFF	—	—	8	R	R	R	R	Y
STANDING JOB: _____				TIMECARD DESTINATION: _____				
UNGRADED EMPLOYEES: ROTATING SHIFT SLOTS (1) _____ (2) _____ (3) _____								
SIGNATURE: <i>CA [Signature]</i>						DATE SUBMITTED: 11/6/95		

NEW HOURS: 1800 - 0230
 NIGHT DIFF = 8 HOURS

SUNDAY PREMIUM INDICATOR
 WHEN SATURDAY HOURS CROSS
 MIDNIGHT

ENCLOSURE (3)

b. Employee with night differential and Sunday premium. In the below format, the change in the employee's hours of work makes him eligible for eight hours of night differential. The employee's hours of work cross midnight on Saturday so he is eligible for Sunday premium.

WORK SCHEDULE CHANGE								
EMP: 203 91 8960	NAME: HENRY NELSON A	ACT UIC: 20800 DIST: 97000						
EFFECTIVE DATE: 11/18/85	TSA STATUS CODE	AWB CODE	PLATOON ROTATING CODE					
***** PAY PERIOD TOUR OF DUTY *****								
WK 1	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (1/8)
SHIFT								
NEW HOURS: 1800 - 0230								Y
NIGHT DIFF = 8 HOURS								Y
SHIFT								
NIGHT DIFF								Y
STANDARD JOB	TYPICAL		SUNDAY PREMIUM INDICATOR WHEN SATURDAY HOURS CROSS MIDNIGHT					
UNBARRICAD EMPLOYEE: SCHEDULED SHIFT HOURS (C1)	C2	DATE SUBMITTED: 11/18/85						
SIGNATURE: <i>CA [Signature]</i>	DATE SUBMITTED							

10. Assigned Work Schedule (AWS) Code

a. The alternate work schedules are directly from the Federal Personnel Manual (FPM). Only the codes are new and have been assigned for DCPS purposes.

b. The AWS code is entered if the employee's alternate work schedule changes. For instance, if a regular eight hour a day, five days a week employee began to work a schedule of four 10-hour days, a compatible AWS code would have to be entered with the new tour of duty.

c. AWS code and tour of duty change. The employee's schedule has been changed to the following Compressed Work Schedule:

Pay Period - Week one: 0700-1730, Monday through Thursday
 Week two: 0700-1730, Tuesday through Friday

WORK SCHEDULE CHANGE								
EMP: 300 99 1017	NAME: LINTO JANET	ACT UIC: 00700 DIST: A1000						
EFFECTIVE DATE: 11/18/85	TSA STATUS CODE	AWB CODE: 9	PLATOON ROTATING CODE					
***** PAY PERIOD TOUR OF DUTY *****								
WK 1	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (1/8)
SHIFT								
		10	10	10	10			
SHIFT		2	2	2	2			
WK 2	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (1/8)
SHIFT			10	10	10	10		
SHIFT			2	2	2	2		
STANDARD JOB	TYPICAL		TYPICAL					
UNBARRICAD EMPLOYEE: SCHEDULED SHIFT HOURS (C1)	C2	DATE SUBMITTED: 11/18/85						
SIGNATURE: <i>CA [Signature]</i>	DATE SUBMITTED							

ENCLOSURE (3)

d. There will be no daily schedule established for AWS codes 3, 4, 5, and 7. The timekeeper will enter the total hours for the week or weeks in the Saturday hours blank(s).

AWS Code 7 - No Daily Schedule

WORK SCHEDULE CHANGE

EMP: 203 91 8760 NAME: HAIRY NELSON A ACT UTCL: 20800 DIST: 97000

EFFECTIVE DATE: 11/18/95 TGA STATUS CODE: _____ AWS CODE: _____ PLATOON ROTATING CODE: _____

		SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (1/8)
MC 1			8	8	8	8	8	8	
SHIFT									
NEW HOURS: 1800 - 0230			8	8	8	8	8	8	Y
NIGHT DIFF - 8 HOURS			8	8	8	8	8	8	
SHIFT									
NCT DIFF			8	8	8	8	8	8	Y

STANDING JOB: _____ TROOP: _____

UNARMED EMPLOYEE: ROTATING SHIFT SCALES (1) _____ (2) _____

SIGNATURE: CA/B DATE SUBMITTED: 11/18/95

SUNDAY PREMIUM INDICATOR WHEN SATURDAY HOURS CROSS MIDNIGHT

AWS Code 4 - No Daily Schedule

VARIABLE WEEK SCHEDULE

WORK SCHEDULE CHANGE

EMP: 300 99 0009 NAME: MILLER JASON ACT UTCL: 002 041811A-1000

EFFECTIVE DATE: 11/18/95 TGA STATUS CODE: _____ AWS CODE: 4 PLATOON ROTATING CODE: _____

		SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (1/8)
MC 1									
SHIFT									
NCT DIFF									
MC 2								90	
SHIFT								70	
NCT DIFF									

STANDING JOB: _____ TROOP: _____

UNARMED EMPLOYEE: ROTATING SHIFT SCALES (1) _____ (2) _____

SIGNATURE: J Miller DATE SUBMITTED: 11/18/95

AWS CODES 4, 5, 6, AND 7 REQUIRE A BIWEEKLY TOTAL IN THE SECOND SATURDAY HOURS BLOCK

e. The schedule change can be effective any day. Watch out for AWS code schedule changes that create a composite employee schedule for the current pay period with more than 40 hours per week or more than 80 hours biweekly.

ENCLOSURE (3)

23 JUN 1997

f. The employee in the format below currently works a regular eight hour day, Monday through Friday schedule. In the middle of this pay period, he transferred to an activity with a compressed work schedule. The result will be a current pay period work schedule for 84 hours of regular work. DCPS will edit each schedule, but cannot edit across schedules for compatibility.

Mid Pay Period Schedule Change

WORK SCHEDULE CHANGE									
EMP: 100 99 0042		NAME: CHRISTOPHER ALEXANDER			MIL UTEL: 2000		DIST: 9000		
EFFECTIVE DATE: 11/12/95		PLA STATUS CODE: _____		AMB CODE: 6		PLATON ROTATING CODE: _____			
***** PAY PERIOD TOUR OF DUTY *****									
	SUN	MON	TUE	WED	THU	FRI	SAT	SUB PAY (1/8)	
MC 1	---	9	9	9	9	---	---	---	
SHIFT	-	L	L	L	L	-	-	---	
NET SHIF	---	---	---	---	---	---	---	---	
MC 2	---	9	9	9	9	9	---	---	
SHIFT	-	L	L	L	L	L	-	---	
NET SHIF	---	---	---	---	---	---	---	---	
STANDING JOB: _____					TIMECARD DESTINATION: _____				
UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____									
SIGNATURE: <i>CA</i>						DATE SUBMITTED: 11/12/95			

g. When time and attendance is processed, the time for the day that goes over 80 hours will be rejected and missing time will be reported.

11. Rotating Shift Hours

a. The Rotating Shift Hours block shows the total hours an ungraded employee will work on each shift for the entire year. The total annual hours for all three shifts must equal 2087. If a rotating employee's new PAY PERIOD TOUR OF DUTY changes the total annual hours for each shift he/she will work during the year, the timekeepers must adjust the ROTATING SHIFT HOURS accordingly. The timekeepers will continue to calculate the total hours for each shift using their current methods and formulas, projected 12 months from the DATE EFFECTIVE.

b. These hours are used to compute the annual salary for the FEGLI deductions of each rotating shift employee. If the correct number of hours are not sent to the payroll office, the employee's FEGLI deduction amount may not be correct.

ENCLOSURE (3)

23 JUN 1997

c. Rotating Shift Hours. The change to the employee's Tour of Duty also changed his ROTATING SHIFT HOURS for the year.

WORK SCHEDULE CHANGE									
EMP: 300 27 6100	NAME: STRONG NEIL	ACT UIC: 0626 DIST: A1000							
EFFECTIVE DATE: 11/1/85	TEA STATUS CODE	AWS CODE		PLATOON ROTATING CODE					
***** PAY PERIOD TOUR OF DUTY *****									
SUN	MON	TUE	WED	THU	FRI	SAT	GRN PAY (1/85)		
MC 1	8	8	8	8	8	8			
SHIFT	1	1	1	1	1	1			
NET DIFF									
MC 2	8	8	8	8	8	8			
SHIFT	3	3	3	3	3	3			
NET DIFF									
STANDING JOB					TINICAN DESTINATION				
UNLOADED EMPLOYEE: ROTATING SHIFT HOURS (1) 1040 (2) (3) 1047									
SIGNATURE					DATE SUBMITTED				

PROJECTED YEARLY TOTALS FOR EACH SHIFT

d. When a rotating shift employee changes alternate work schedules, the projected annual rotating shift hours may change and will have to be posted with the new AWS code and tour of duty.

e. Rotating shift hours. The employee has both a new FIP and a new alternate work schedule. As a result, the employee's ROTATING SHIFT HOURS will change, as well as her TOUR OF DUTY.

WORK SCHEDULE CHANGE									
EMP: 401 56 0056	NAME: ROBLYER ROBERTA	ACT UIC: 0200 DIST: A1000							
EFFECTIVE DATE: 11/8/85	TEA STATUS CODE	AWS CODE: B		PLATOON ROTATING CODE					
***** PAY PERIOD TOUR OF DUTY *****									
SUN	MON	TUE	WED	THU	FRI	SAT	GRN PAY (1/85)		
MC 1			10	10	10	10			
SHIFT			1	3	3	3			
NET DIFF									
MC 2	10				10	10			
SHIFT	3				2	2			
NET DIFF									
STANDING JOB: 081006LAICT					TINICAN DESTINATION				
UNLOADED EMPLOYEE: ROTATING SHIFT HOURS (1) 667 (2) 700 (3) 720									
SIGNATURE					DATE SUBMITTED				

PROJECTED YEARLY TOTALS FOR EACH SHIFT

12. Platoon Rotating Code

a. A feature in DCPS that the timekeepers will find useful is platoons. A platoon can be built for any group of employees that regularly rotates through a number of set work schedules

ENCLOSURE (3)

23 JUN 1997

over several pay periods. The employees can be graded (such as firefighters) or ungraded (such a public works employees). Once the platoons are built, DCPS will automatically advance the schedule of each employee each pay period. Establishing a platoon will eliminate a lot of repetitive schedule changes having to be made manually by the clerks.

b. During system conversion, the payroll supervisor will be establishing platoons to be stored in DCPS. Platoon schedules and information about how they are to be used will need to be distributed to those shops that can use platoons. The timekeepers in these shops will have to understand the platoon rotating codes, the related tours of duty, and any required AWS codes. Whether platoon schedules and information will be distributed by you when you present the timekeeper training or by the payroll supervisor at conversion will need to be discussed with the payroll supervisor.

c. The PLATOON ROTATING CODE is a letter and number combination. The letter (A-Z) identifies the platoon to which the employee is assigned. The number (01-99) identifies where the employee is in the rotational schedule.

Platoon Rotating Schedule (One Platoon)

PLATOON	CODE	C	GRADED/UNGRADED	U	AWS	CODE	S	ROT	SHIFT	THU	F	SUN			
01	01	1	0	4	10.00	1	10.00	1	0	4	0	4	10.00	1	N
		2	0	4	10.00	1	10.00	2	0	4	0	4	10.00	1	N
		3	0	4	10.00	1	10.00	3	0	4	0	4	10.00	1	N
		4	0	4	10.00	1	10.00	4	0	4	0	4	10.00	1	N
		5	0	4	10.00	1	10.00	5	0	4	0	4	10.00	1	N
		6	0	4	10.00	1	10.00	6	0	4	0	4	10.00	1	N
		7	0	4	10.00	1	10.00	7	0	4	0	4	10.00	1	N
		8	0	4	10.00	1	10.00	8	0	4	0	4	10.00	1	N
		9	0	4	10.00	1	10.00	9	0	4	0	4	10.00	1	N
		10	0	4	10.00	1	10.00	10	0	4	0	4	10.00	1	N
		11	0	4	10.00	1	10.00	11	0	4	0	4	10.00	1	N
		12	0	4	10.00	1	10.00	12	0	4	0	4	10.00	1	N
		13	0	4	10.00	1	10.00	13	0	4	0	4	10.00	1	N
		14	0	4	10.00	1	10.00	14	0	4	0	4	10.00	1	N
		15	0	4	10.00	1	10.00	15	0	4	0	4	10.00	1	N
		16	0	4	10.00	1	10.00	16	0	4	0	4	10.00	1	N
		17	0	4	10.00	1	10.00	17	0	4	0	4	10.00	1	N
		18	0	4	10.00	1	10.00	18	0	4	0	4	10.00	1	N
		19	0	4	10.00	1	10.00	19	0	4	0	4	10.00	1	N
		20	0	4	10.00	1	10.00	20	0	4	0	4	10.00	1	N
		21	0	4	10.00	1	10.00	21	0	4	0	4	10.00	1	N
		22	0	4	10.00	1	10.00	22	0	4	0	4	10.00	1	N
		23	0	4	10.00	1	10.00	23	0	4	0	4	10.00	1	N
		24	0	4	10.00	1	10.00	24	0	4	0	4	10.00	1	N
		25	0	4	10.00	1	10.00	25	0	4	0	4	10.00	1	N
		26	0	4	10.00	1	10.00	26	0	4	0	4	10.00	1	N
		27	0	4	10.00	1	10.00	27	0	4	0	4	10.00	1	N
		28	0	4	10.00	1	10.00	28	0	4	0	4	10.00	1	N
		29	0	4	10.00	1	10.00	29	0	4	0	4	10.00	1	N
		30	0	4	10.00	1	10.00	30	0	4	0	4	10.00	1	N
		31	0	4	10.00	1	10.00	31	0	4	0	4	10.00	1	N
		32	0	4	10.00	1	10.00	32	0	4	0	4	10.00	1	N
		33	0	4	10.00	1	10.00	33	0	4	0	4	10.00	1	N
		34	0	4	10.00	1	10.00	34	0	4	0	4	10.00	1	N
		35	0	4	10.00	1	10.00	35	0	4	0	4	10.00	1	N
		36	0	4	10.00	1	10.00	36	0	4	0	4	10.00	1	N
		37	0	4	10.00	1	10.00	37	0	4	0	4	10.00	1	N
		38	0	4	10.00	1	10.00	38	0	4	0	4	10.00	1	N
		39	0	4	10.00	1	10.00	39	0	4	0	4	10.00	1	N
		40	0	4	10.00	1	10.00	40	0	4	0	4	10.00	1	N
		41	0	4	10.00	1	10.00	41	0	4	0	4	10.00	1	N
		42	0	4	10.00	1	10.00	42	0	4	0	4	10.00	1	N
		43	0	4	10.00	1	10.00	43	0	4	0	4	10.00	1	N
		44	0	4	10.00	1	10.00	44	0	4	0	4	10.00	1	N
		45	0	4	10.00	1	10.00	45	0	4	0	4	10.00	1	N
		46	0	4	10.00	1	10.00	46	0	4	0	4	10.00	1	N
		47	0	4	10.00	1	10.00	47	0	4	0	4	10.00	1	N
		48	0	4	10.00	1	10.00	48	0	4	0	4	10.00	1	N
		49	0	4	10.00	1	10.00	49	0	4	0	4	10.00	1	N
		50	0	4	10.00	1	10.00	50	0	4	0	4	10.00	1	N
		51	0	4	10.00	1	10.00	51	0	4	0	4	10.00	1	N
		52	0	4	10.00	1	10.00	52	0	4	0	4	10.00	1	N
		53	0	4	10.00	1	10.00	53	0	4	0	4	10.00	1	N
		54	0	4	10.00	1	10.00	54	0	4	0	4	10.00	1	N
		55	0	4	10.00	1	10.00	55	0	4	0	4	10.00	1	N
		56	0	4	10.00	1	10.00	56	0	4	0	4	10.00	1	N
		57	0	4	10.00	1	10.00	57	0	4	0	4	10.00	1	N
		58	0	4	10.00	1	10.00	58	0	4	0	4	10.00	1	N
		59	0	4	10.00	1	10.00	59	0	4	0	4	10.00	1	N
		60	0	4	10.00	1	10.00	60	0	4	0	4	10.00	1	N
		61	0	4	10.00	1	10.00	61	0	4	0	4	10.00	1	N
		62	0	4	10.00	1	10.00	62	0	4	0	4	10.00	1	N
		63	0	4	10.00	1	10.00	63	0	4	0	4	10.00	1	N
		64	0	4	10.00	1	10.00	64	0	4	0	4	10.00	1	N
		65	0	4	10.00	1	10.00	65	0	4	0	4	10.00	1	N
		66	0	4	10.00	1	10.00	66	0	4	0	4	10.00	1	N
		67	0	4	10.00	1	10.00	67	0	4	0	4	10.00	1	N
		68	0	4	10.00	1	10.00	68	0	4	0	4	10.00	1	N
		69	0	4	10.00	1	10.00	69	0	4	0	4	10.00	1	N
		70	0	4	10.00	1	10.00	70	0	4	0	4	10.00	1	N
		71	0	4	10.00	1	10.00	71	0	4	0	4	10.00	1	N
		72	0	4	10.00	1	10.00	72	0	4	0	4	10.00	1	N
		73	0	4	10.00	1	10.00	73	0	4	0	4	10.00	1	N
		74	0	4	10.00	1	10.00	74	0	4	0	4	10.00	1	N
		75	0	4	10.00	1	10.00	75	0	4	0	4	10.00	1	N
		76	0	4	10.00	1	10.00	76	0	4	0	4	10.00	1	N
		77	0	4	10.00	1	10.00	77	0	4	0	4	10.00	1	N
		78	0	4	10.00	1	10.00	78	0	4	0	4	10.00	1	N
		79	0	4	10.00	1	10.00	79	0	4	0	4	10.00	1	N
		80	0	4	10.00	1	10.00	80	0	4	0	4	10.00	1	N
		81	0	4	10.00	1	10.00	81	0	4	0	4	10.00	1	N
		82	0	4	10.00	1	10.00	82	0	4	0	4	10.00	1	N
		83	0	4	10.00	1	10.00	83	0	4	0	4	10.00	1	N
		84	0	4	10.00	1	10.00	84	0	4	0	4	10.00	1	N
		85	0	4	10.00	1	10.00	85	0	4	0	4	10.00	1	N
		86	0	4	10.00	1	10.00	86	0	4	0	4	10.00	1	N
		87	0	4	10.00	1	10.00	87	0	4	0	4	10.00	1	N
		88	0	4	10.00	1	10.00	88	0	4	0	4	10.00	1	N
		89	0	4	10.00	1	10.00	89	0	4	0	4	10.00	1	N
		90	0	4	10.00	1	10.00	90	0	4	0	4	10.00	1	N
		91	0	4	10.00	1	10.00	91	0	4	0	4	10.00	1	N
		92	0	4	10.00	1	10.00	92	0	4	0	4	10.00	1	N</

BO 7420 2F
23 JUN 1997

e. The PLATOON ROTATING CODE is entered to establish a schedule for a new employee or to change the schedule of an employee transferring from another platoon. The PAY PERIOD TOUR OF DUTY block must also be completed. If necessary, enter the AWS code, too.

PLATOON ROTATING CODE for Employee Assigned to a Platoon

WORK SCHEDULE CHANGE

NO AWS CODE NEEDED FOR FIREFIGHTERS

EMP: 201 66 0700 NAME: LANG JASON B ACT UIC: 0020 DIST: 1000

EFFECTIVE DATE 4/6/95 TBA STATUS CODE _____ AWS CODE _____ PLATOON ROTATING CODE A02

		PAY PERIOD TOUR OF DUTY								
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	PAY
		(1/3)							(1/3)	(1/3)
WK 1	<u>24</u>					<u>24</u>		<u>24</u>		
SHIFT	<u>2</u>					<u>2</u>		<u>2</u>		
NCT DIFF										
WK 2		<u>24</u>		<u>24</u>		<u>24</u>				
SHIFT		<u>2</u>		<u>2</u>		<u>2</u>				
NCT DIFF										

STANDING JOB _____ TIMECARD DESTINATION _____

UNLOADED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____

SIGNATURE [Signature] DATE SUBMITTED 4/6/95

ENTER THE TOUR OF DUTY AS WELL AS THE PLATOON ROTATION CODE

f. The timekeeper should enter both the platoon rotating code and the completed tour of duty for their own verification and for payroll office verification.

g. When a rotating shift employee who is assigned to a platoon schedule transfers to another platoon, the employee's projected annual rotating shift hours may change and will have to be posted with the new platoon rotating code and tour of duty.

h. Change Platoon Rotating Code and Rotating Shift Hours. The employee in the below format is transferring from Platoon Rotation D02 to C03. This transfer changes the employee's ROTATION SHIFT HOURS and AWS code, as well as TOUR OF DUTY.

WORK SCHEDULE CHANGE

EMP: 300 99 3250 NAME: SMITH DEBORAH S ACT UIC: 1075 DIST: 1000

EFFECTIVE DATE 4/6/95 TBA STATUS CODE _____ AWS CODE B PLATOON ROTATING CODE C03

		PAY PERIOD TOUR OF DUTY								
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	PAY
		(1/3)							(1/3)	(1/3)
WK 1	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>						
SHIFT	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>						
NCT DIFF										
WK 2				<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>			
SHIFT				<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			
NCT DIFF										

STANDING JOB _____ TIMECARD DESTINATION _____

UNLOADED EMPLOYEE: ROTATING SHIFT HOURS (1) 1040 (2) _____ (3) 1047

SIGNATURE [Signature] DATE SUBMITTED 4/6/95

ENCLOSURE (3)

23 JUN 1997

TYPE HOUR CODES

1. Quick Referencea. Codes

(1) Pay Type Hours:

RG - Regular (Graded)
 RF - Regular, First Shift (Ungraded)
 RS - Regular, Second Shift (Ungraded)
 RT - Regular, Third Shift (Ungraded)
 RX - Regular, Emergency Time
 OS - Overtime, Scheduled
 OU - Overtime, Unscheduled
 OX - Overtime, Unscheduled Exception
 OC - Overtime, Callback
 OA - Additional FLSA Hours
 ON - Overtime Scheduled, Not Worked - Court/Military
 Leave
 SG - Sunday Work (Graded)
 SF - Sunday Work, First Shift (Ungraded)
 SS - Sunday Work, Second Shift (Ungraded)
 ST - Sunday Work, Third Shift (Ungraded)
 HG - Holiday Work (Graded)
 HF - Holiday Work, First Shift (Ungraded)
 HS - Holiday Work, Second Shift (Ungraded)
 HT - Holiday Work, Third Shift (Ungraded)
 HC - Holiday Work, Callback

(2) Leave Hours - Paid:

*BA - Union Negotiations
 *BD - Labor/Management
 *BK - Grievance and Appeals

 LA - Annual
 LB - Advanced Annual
 LC - Court
 LF - Forced Annual
 LG - Advanced Sick
 LH - Holiday
 LI - Military, DC Guard

* CODE MUST BE SHOWN IN THE TYP/HR EVN/OTH COLUMN OF FORMAT 1 TIMECARD

ENCLOSURE (4)

23 JUN 1997

- LJ - Shore
- LK - Home
- LL - Law Enforcement
- LP - Annual, Restored #3
- LQ - Annual, Restored #2
- LR - Annual, Restored #1
- LS - Sick
- LT - Traumatic Injury (COP)
- LV - Excused Absence
- LW - Educator, In-School Breaks
- LX - Nonwork, Paid (Day of Injury/Death or Sabbatical)
- LY - Time Leave Award

(3) Leave Hours - Nonpay:

- KA - LWOP
- KB - Suspension
- KC - AWOL
- KD - Office of Worker Compensation Program (OWCP)
- KE - Furlough
- KF - Nonduty, Within Regular Schedule
- KG - Military Furlough (Called to Active Duty)

(4) Compensatory Hours:

- CC - Compensatory Time Callback
- CE - Compensatory Time Earned
- CT - Compensatory Time Taken
- CA - Religious Compensatory Time Taken
- CR - Religious Compensatory Time Earned
- CD - Credit Hours Earned
- CN - Credit Hours Taken

2. Expanded Reference

a. Codes and Definitions

(1) Pay Type Hours:

- RG - Straight time pay for graded employees regardless of scheduled hours worked.
- RF - Straight time pay for ungraded employees who work first shift.
- RS - Straight time plus 7.5% shift pay for ungraded employees who work second shift.
- RT - Straight time plus 10% shift pay for ungraded employees who work third shift.

ENCLOSURE (4)

23 JUN 1997

- RX - Regular - Emergency time. May be input for employee when situation precludes receipt of actual time and attendance. May be input to local holiday table for all of an activity or an organization.
- OS - Scheduled Overtime. Additional work hours scheduled in advance. Graded employees' night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by the system.
- OU - Unscheduled Overtime on Scheduled Workday. (Additional hours of work not scheduled in advance.) This code is also used to report law enforcement officers' additional hours worked when an annual premium is paid for administratively uncontrollable hours. Night differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by the system. This code may not be used on a nonscheduled workday unless the employee is a firefighter or fire chief, or a foreign national. If an employee's assigned work schedule code is 3, 4, 5, or 7, this code is not permitted unless valid regular hours are also reported for the same day. If the employee is a law enforcement officer or assigned annual premium for administratively uncontrollable overtime, this code may be used on any day of the pay period regardless of assigned work schedule code.
- OX - Unscheduled Overtime Exception. This code can be used on a nonscheduled workday. This code is also used to report overtime for employees on an intermittent work schedule.
- OC - Unscheduled Overtime on Nonscheduled Workday/Callback Overtime. Additional hours of work not scheduled in advance, on a day when work was not scheduled. This code is also used to report additional hours of work. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on

ENCLOSURE (4)

callback and the two hour minimum entitlement. The system will determine which shift is payable to ungraded employees who work overtime call-back.

- OA - Additional FLSA Hours. This code is used when the hours are considered "Hours of Work" under FLSA only. This includes time spent traveling during regular hours of work on a nonworkday; law enforcement officer's lunch periods; the eight hours set aside for eating and sleeping for firefighters who work additional shift where the 2/3 rule is applicable (the other 16 hours payable are reported as OX or OU.)
- ON - Overtime Scheduled but not Worked. This entitlement exists when an employee was unable to work scheduled overtime because of military leave, court leave, traumatic injury leave, or on date of death.
- SG - Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during the administrative workweek. Time and attendance will edit to ensure that Sunday premium is payable to this employee.
- SF - Sunday pay for full-time ungraded first shift employees when Sunday is regularly scheduled workday. Time and attendance will edit to ensure that Sunday premium is payable to this employee.
- SS - Sunday pay, including shift differential, for full-time ungraded second shift employees when Sunday is a regularly scheduled workday. Time and attendance will edit to ensure that Sunday premium is payable to this employee.
- ST - Sunday pay, including shift differential, for full-time ungraded third shift employees when Sunday is a regularly scheduled workday. Time and attendance will edit to ensure that Sunday premium is payable to this employee.
- HG - Holiday pay for graded employees who work on the holiday.
- HF - Holiday pay for ungraded first shift employees who work on the holiday.

ENCLOSURE (4)

23 JUN 1997

- HS - Holiday pay plus shift differential for ungraded second shift employees who work on the holiday.
- HT - Holiday pay plus shift differential for ungraded third shift employees who work on the holiday.
- HC - Holiday Work Callback During Regularly Scheduled Work Hours. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will default to the shift code assigned unless a temporary shift override is input.

NOTE: If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay type code (H) is input in lieu of the Sunday pay type code (S). The system will pay both the Sunday and the holiday.

(2) Leave Hours - Paid:

- LA - Annual Leave. This code can also be used to advance annual leave, if the distribution has a blanket leave authorized, a "3" is set in the blanket leave advance indicator of the distribution record or if an employee has a preauthorized advance leave amount, a "2" is set in the blanket leave advance indicator.
- LB - Advanced Annual Leave. This code is used if an activity has approved advanced annual leave coming in on the timecard. A "1" is set in the blanket leave advance indicator of the distribution record.
- LC - Court Leave.
- LF - Forced Annual Leave. The usage of this code is the same as for regular annual leave (Code LA). This code gives management the option of distinguishing between annual leave directed to be taken and annual leave used at the request of the employee.
- LG - Advanced Sick Leave.
- LH - Holiday Leave.

ENCLOSURE (4)

23 JUN 1997

- LI - DC Guard - Military Leave. For members of the National Guard of the District of Columbia for all days of parade or encampment.
- LJ - Shore Leave.
- LK - Home Leave.
- LL - Law Enforcement Leave.
- LM - Military Leave.
- LN - Administrative Leave.
- LP - Restored Annual Leave Account #3. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave accounts #1 And #2 are insufficient, the system will default to this code. At the end of the leave year any remaining balance will be moved to leave Code LQ.
- LQ - Restored Annual Leave Account #2. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave account #1 is insufficient, the system will default to this code. At the end of the leave year any remaining balance will be moved to leave Code LR.
- LR - Restored Annual Leave Account #1. This is the oldest account in the employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via time and attendance. At the end of the year, any balance remaining in this account will be forfeited and cannot be restored again.
- LS - Sick Leave. This code can also be used to advance sick leave if the employee has a pre-authorized amount set in the master employee record and no sick leave is available.
- LT - Absence because of traumatic injury covered under the provisions of continuation of pay (COP).
- LU - Day of Traumatic Injury

ENCLOSURE (4)

23 JUN 1997

- LV - Excused absence on a regular scheduled workday such as excused absence due to tardiness. Employee may be excused for tardiness, but the period excused is not includable under FLSA.
- LX - Periods of nonwork which are payable such as date of death, date of traumatic injury, or sabbatical. If employee status code equals "V" for sabbatical leave, time and attendance will generate this code. If generated, this code may not be overridden.

LY - Time Off Award

(3) Leave Hours - Nonpay:

- KA - Leave Without Pay. If the employee status code equals "K" or "L" for extended LWOP, time and attendance will generate this code. If generated for "L", this code may not be overridden. If generated for "K", this code can be overridden.
- KB - Suspension. If the employee code equals "B" for suspension, time and attendance will generate this code. If generated, this may not be overridden.
- KC - AWOL.
- KD - OWCP. Employee is in a nonpay status due to receiving compensation from the Office of Worker's Compensation Programs. If employee status code equals "W" for extended OWCP, time and attendance will generate this code. If generated, this code may not be overridden. Leave is accrued in accordance with the NAVCOMPT Manual. These nonpay hours are not included in the nonpay hours used for leave accrual reduction.
- KE - Furlough - Lack of Work. If employee status code equals "F" for furlough, time and attendance will generate this code. If generated, this code may not be overridden.
- KF - Nonduty hours during regularly scheduled work hours.

ENCLOSURE (4)

23 JUN 1997

KG - Military Furlough. If employee status code equals "M" for military furlough, time and attendance will generate this code. If generated, this code may not be overridden.

(4) Compensatory Hours:

CC - Compensatory Time Callback. Input the actual time worked. If less than the two hour minimum, the system will calculate the difference between actual time and two hours for pay purposes as applicable and will record two hours to the compensatory time balance.

CE - Compensatory time earned.

CT - Compensatory time taken.

CA - Religious Compensatory Time Taken. This code will reduce any available earned religious time balance. If no balance of earned hours is available, up to 40 hours will be advanced.

CR - Religious compensatory time earned.

CD - Credit Hours Earned. Employee must have an alternate work schedule of 1 - 5 and be approved at activity level.

CN - Credit hours used.

ENCLOSURE (4)

23 JUN 1997

ENVIRONMENTAL/HAZARD CODES

1. Environmental (GS - Pay Status, WG - Actual Exposure)

	<u>GS%</u>	<u>WG%</u>
EA - Flying	25	100
EB - High Work	25	25
EC - Floating Targets	-	15
ED - Dirty Work	-	4
EE - Cold Work	-	4
EF - Hot Work	4	4
EG - Welding Preheated Metals	-	4
EH - Micro-Soldering or Wire Welding and Assembly	-	4
EK - Exposure to Hazardous Weather or Terrain	25	25
EL - Unshored Work	25	25
EM - Ground Work Beneath Hovering Helicopter	25	25
EN - Hazardous Boarding or Leaving of Surface Craft	25	15
EP - Cargo Handling During Lightening Operations	25	8
ER - Duty Aboard Surface Craft	25	15
ES - Work at Extreme Heights	-	50
ET - Fibrous Glass Work	-	6
EV - High Voltage Electrical Energy	-	50
EW - Welding, Cutting, or Burning in Confined Spaces	-	6

2. Environmental (GS/WG - Pay Status)

FA - Duty Aboard Submerged Vessel	25	50
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ENCLOSURE (5)

BO 7420.2F
23 JUN 1997

FB - Explosives and Incendiary Material - High Degree	25	8
FC - Explosives and Incendiary Material - Low Degree	-	4
FD - Poisons (Toxic Chemicals) - High Degree	25	8
FE - Poisons (Toxic Chemicals) - Low Degree	-	4
FF - Micro-Organisms - High Degree	25	8
FG - Micro-Organisms - Low Degree	-	4
FH - Pressure Chamber and Centri-Fugal Stress	25	8
FI - Thermal-Chamber Test	25	-
FK - Work in Fuel Storage Tanks	25	8
FL - Firefighting - High Degree	25	25
FM - Firefighting - Low Degree	25	8
FN - Experimental Landing/Recovery Equipment Tests	25	8
FP - Land Impact or PAD Abort of Space Vehicle	25	8
FR - Mass Explosives and/or Incendiary Material	-	4
FS - Duty Aboard Aircraft Carrier	25	4
FT - Participating in Missile Liquid or Solid Propulsion Situations	25	8
FU - Diver-Tender Pay	-	*100
FV - Asbestos	-	8
FW - Diving	25	**175
FX - Working in Pressurized Sonar Domes	8	-
FY - Working in Nonpressurized Sonar Domes	4	-
FZ - Experimental Parachute Jumps	25	-

* 100% of second step of WG-10 will be paid in lieu of the scheduled rate of employee (unless scheduled rate is higher).

ENCLOSURE (5)

23 JUN 1997

** 175% of second step of WG-10 will be paid in lieu of the scheduled rate of employee (unless scheduled rate is higher).

ENCLOSURE (5)

23 JUN 1997

SHIFT CODES

- 0* - Graded Employee
- 1 - First Shift - Ungraded Employee
- 2 - Second Shift - Ungraded Employee
- 3 - Third Shift - Ungraded Employee
- 4** - Rotating Shift - Ungraded Employee and LM and LT Type Hour Codes on RDO Days

* This is the default value for graded employees. It is system generated.

** This is a system generated code and appears on the timecard on the regular day off for rotating shift employees. To be input in TMP SFT Field for type hour codes of LM (Military Leave) and LT (Traumatic Injury) on regular days off (RDO) on AWS Codes of 3, 4, 5, 7, D, and E. On all other AWS codes, the system sets the '4' when applicable.

ENCLOSURE (6)

23 JUN 1997

ALTERNATE WORK SCHEDULE CODES

1. Alternate Work Schedule Codes

<u>CODES</u>	<u>DESCRIPTION</u>
0 - NOT ON AWS	Employee has a standard workweek schedule that consists of five-8 hour days, 40 hours each week and 80 hours biweekly.
1 - FLEXITOUR	A flexible schedule that consists of five-8 hour days, 40 hours each week, and 80 hours biweekly. A fixed arrival time is established for each employee. Credit hours may be authorized for this schedule.
2 - GLIDING SCHEDULE	The employee has a basic workweek requirement of five-8 hour days, 40 hours each week, and 80 hours biweekly. The employee may vary <u>arrival</u> and <u>departure</u> times without notification. Credit hours may be authorized for this schedule.
3 - VARIABLE DAY SCHEDULE	The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The employee may vary <u>arrival</u> and <u>departure</u> times and <u>length</u> of the <u>workday</u> without notification. Credit hours may be authorized for this schedule.
4 - VARIABLE WEEK SCHEDULE	The employee has a basic work requirement of 80 hours biweekly. The employee may vary <u>arrival</u> and <u>departure</u> times, and <u>length</u> of <u>workweek</u> without notification. Credit hours are authorized for this schedule. Hours worked in excess of 40 hours in a week will be assumed by the system to have been at the employee's request and should be reported as <u>credit hours</u> . FLSA will be computed on a <u>biweekly basis</u> .
5 - MAXIFLEX WORK SCHEDULE	The employee has a basic work requirement of 80 hours biweekly. The employee may work less than five days per week and/or less than 10 days during the biweekly pay period, and vary arrival/departure times. Core time is only required three days a week. Credit hours are authorized for this schedule. Hours worked in excess of 40 hours in a week

ENCLOSURE (7)

23 JUN 1997

will be assumed to have been at the employee's request and should be reported as credit hours. FLSA will be computed on a biweekly basis.

6 - COMPRESSED WORK SCHEDULE

The employee has a basic work requirement of 80 hours biweekly. The hours in a week can vary, but the number of regular hours each workday must be scheduled. This is also known as the 5/4/9 plan. The employee may work nine hour days during eight days of the biweekly pay period and an eight hour day on the 9th day to complete 80 hours for the pay period. The 10th day is a day off. FLSA will be computed on a biweekly basis.

EXAMPLE:

WEEK #1: 4 - 9 Hour Days and
1 - 8 Hour Day =
44 Hour Week

WEEK #2: 4 - 9 Hour Days =
36 Hour Week =
80 Hours Biweekly

7 - FIRST FORTY

The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of hours in a day can vary (0 - 24).

8 - COMPRESSED WORK SCHEDULE

The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of regular hours each workday must be schedule. FOUR TEN HOUR DAYS WORK WEEK - the agency/employee establishes a fixed schedule limited to four-40 hour days. THREE DAY WORK WEEK - a fixed schedule limited to three-13 hour 20 minute days.

EXAMPLE:

4 - 10 Hour Days =
40 Hour Week
3 - 11 Hour Day and
7 Hour Day =
40 Hour Week
3 - 13 Hour and 20 Minute Days =
40 Hour Week

ENCLOSURE (7)

23 JUN 1997

D - VARIABLE
WORK SCHEDULE

The employee has a basic work requirement of 80 hours biweekly. The employee may vary arrival and departure times and length of workday and workweek without notification. Credit hours are authorized for the schedule. All regular hours worked in excess of 40 hours in a week will be used in calculating the FLSA entitlement. It will be assumed by the system that the activity requested the employee to work greater than 40 hours in a week and the excess hours should NEVER be reported as credit hours. FLSA will be computed on a weekly basis.

E - MAXIFLEX
WORK SCHEDULE

The employee has a basic work requirement of 80 hours biweekly. The employee may work less than five days per week and/or less than 10 days during the biweekly pay period, and vary arrival/departure times. Core time is only three days a week. Credit hours are authorized for this schedule. All hours in excess of 40 hours in a week will be used in calculating the FLSA entitlements. It will be assumed by the system that the activity requested the employee to work greater than 40 hours in a week. Hours worked over 40 in a week should NEVER be reported as CREDIT HOURS. FLSA will be computed on a WEEKLY basis.

3 - 11 HOUR DAYS AND

P* - PENDING SEPARATION

X** - DECEASED

* The effective date of the status change must be the employee's date of separation.

** The effective date of the status change must be the date of the employee's death.

2. Time and Attendance Status Code

A. The time and attendance status code block is used to report changes to an employee's status. The time and attendance codes that can be used are "A" for active, "P" for date of separation, and "X" for deceased.

b. A "P" status code is effective on the employee's date of separation. An "X" status code is effective on the day of the employee's death.

ENCLOSURE (7)

23 JUN 1997

c. Since most employees will already have an active time and attendance status, status code "A" isn't normally entered. It is used only to correct a "P" or "X" entered by mistake. Enter "A" in the T/A STATUS blank, and make the effective date the same as the effective date for the "P" or "X" that you wish to cancel.

ENCLOSURE (7)

23 JUN 1997

TIME AND ATTENDANCE STATUS CODES

1. Codes

- A - Active
- P* - Pending Separation
- X** - Deceased

* The effective date of the status change must be the employee's date of separation.

** The effective date of the status change must be the date of the employee's death.

2. Time and Attendance Status Code

a. The time and attendance status code block is used to report changes to an employee's status. The time and attendance codes that can be used are "A" for active, "P" for date of separation, and "X" for deceased.

b. A "P" status code is effective on the employee's date of separation. An "X" status code is effective on the day of the employee's death.

c. Since most employees will already have an active time and attendance status, status code "A" isn't normally entered. It is used only to correct a "P" or "X" entered by mistake. Enter "a" in the T/A STATUS blank, and make the effective date the same as the effective date for the "P" or "X" which you wish to cancel.

d. The below format, is an example of an employee's last day of work and effective date of separation. When this change is entered into the system, DCPS will not process time and attendance transaction for the employee after the date of separation.

MORE SCHEDULE CHANGES								
SEN: 201602009	NAME: HOWLEY, RAYMOND	ACT UIC: 20200 DIST: AK10						
EFFECTIVE DATE: 11/1/85	T/A STATUS CODE: P	AMS CODE: _____	PLATOON ROTATING CODE: _____					
LAST DAY AS AN ACTIVE (A) EMPLOYEE	PAY PERIOD		TOUR OF DUTY					
	TUE	MON	TUE	WED	THU	FRI	SAT	SUN (1/2)
SHIFT	---	---	---	---	---	---	---	---
NET DIFF	---	---	---	---	---	---	---	---
MC 2	---	---	---	---	---	---	---	---
SHIFT	---	---	---	---	---	---	---	---
NET DIFF	---	---	---	---	---	---	---	---
STANDING JOB: _____				TIMECARD DESTINATION: _____				
UNCHANGED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____								
SIGNATURE: CA Brun				DATE SUBMITTED: 11/1/85				
SIGNATURE				DATE SUBMITTED				

ENCLOSURE (8)