



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 7420.2 Ch 1, 2  
G-8/LMD

APR 05 2018

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 7420.2 Ch 1, 2

From: Commanding General  
To: Distribution List

Subj: TIME AND ATTENDANCE

Ref: (a) SECNAVINST 7000.27B  
(b) DOD 7000.14-R, "Department of Defense Financial  
Management Regulations Volume 5 and 8"  
(c) MCO 5200.24D

Encl: (1) Time and Attendance Standing Operating Procedures

1. Situation. To establish and publish procedures for timekeeping administration for all civil service personnel assigned to Marine Corps Installations East (MCIEAST) and the MCIEAST-Marine Corps Base, Camp Lejeune (MCB CAMLEJ) General and Special Staff Departments, in accordance with direction and policy guidance contained in the references.

2. Cancellation. BO 7420.2F.

3. Mission

a. MCIEAST-MCB CAMLEJ Department Heads and MCIEAST Commanding Officers (COs) have a fundamental responsibility to establish and continuously maintain the policies and administrative procedures for Time and Attendance (T&A) for their organizations in order to ensure effective operations, safeguard against fraud, waste, and abuse, and comply with laws and regulations.

b. Summary of Revision. This Order has been completely revised to update the current time and attendance policy and procedures and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

(1) Commander's Intent. To ensure the Commanding General, MCIEAST COs, and MCIEAST-MCB CAMLEJ Department Heads provide a level of assurance over the effectiveness and efficiency of control activities under their supervision and direction, to establish roles and responsibilities to record, and certify and manage T&A data within Standard Labor Data Collection and Distribution Application (SLDCADA) database in accordance with the references.

(2) Concept of Operations. Leaders at all levels will focus on controls associated with the assigned missions, tasks, and responsibilities to properly certify bi-weekly T&A. Certification provides an affirmative attendance record and is the basis for computing pay for all civilian employees. Refer to the enclosure.

b. Tasks

(1) MCIEAST COs and MCIEAST-MCB CAMLEJ General and Special Staff Department Heads must appoint personnel (supervisors), who certify T&A in SLDCADA, via the Appointment/Termination DD-577 Form. Refer to the enclosure.

(2) T&A Certifiers shall:

(a) Provide SLDCADA System Administrator (SA) with Appointment/Termination DD-577 Form and Certifying Officer Legislation (COL) training certificate. Refer to the enclosure.

(b) Verify T&A is accurately recorded in SLDCADA and each employee has attested to the accuracy of T&A by selecting the Employee Verifies Time (EVT) box.

(c) Verify all supporting leave documentation (i.e., court leave, military leave, advance sick leave, annual leave, restored leave, etc.) are maintained for auditing and reviewing purposes for ten years.

(d) Submit work schedule change forms to payroll as needed.





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MCIEAST-MCB CAMLEJO 7420.2 Ch 1  
G-8/LMD  
SEP 06 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
7420.2 Ch 1

From: Commanding General  
To: Distribution List

Subj: TIME AND ATTENDANCE

Encl: (1) New page inserts to MCIEAST-MCB CAMLEJO 7420.2

1. Situation. To transmit new page inserts to the basic Order.

2. Mission

a. To transmit new page inserts and issue a change transmittal to the basic Order.

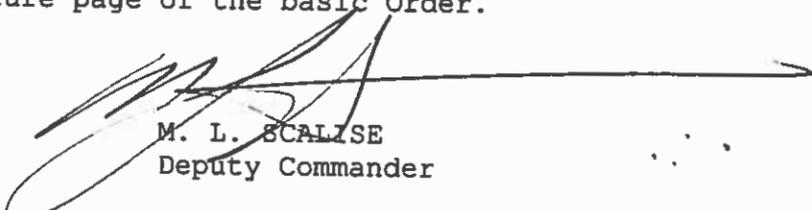
b. Summary of Change

(1) Removed Ref: (d) from the list of references on the promulgation page.

(2) Removed the last sentence in paragraph 4a(2) from page 2: "In accordance with reference (d), the Consolidated Master Labor Agreement (CMLA) shall take precedence in matters involving bargaining unit employees."

3. Execution. Remove pages 1 and 2 of the basic Order and replace them with the corresponding pages contained in the enclosure.

4. Administration and Logistics. File this change transmittal immediately behind the signature page of the basic Order.

  
M. L. SCALISE  
Deputy Commander

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MARINE CORPS INSTALLATION EAST-MARINE CORPS BASE  
PSC BOX 20005  
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MCIEAST-MCB CAMLEJO 7420.2 Ch 2  
G-8/LMD

APR 05 2018

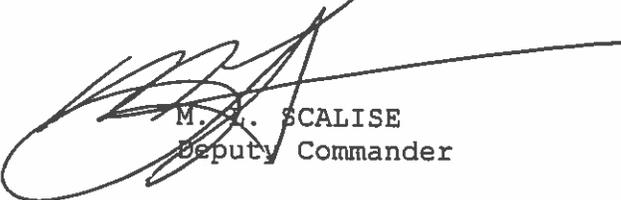
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
7420.2 Ch 2

From: Commanding General  
To: Distribution List

Subj: TIME AND ATTENDANCE

Encl: (1) New page insert to MCIEAST-MCB CAMLEJO 7420.2

1. Situation. To transmit new page inserts to the basic Order.
2. Mission
  - a. To transmit new page insert and issue a change transmittal to the basic Order.
  - b. Summary of Change. Removed paragraph 6a and replaced with:  
"Command. This Order is applicable to all personnel assigned to MCIEAST commands and MCIEAST-MCB CAMLEJ Departments, however, Marine Corps Air Station Cherry Point's applicability is extended to 30 September 2018."
3. Execution. Remove page 3 of the basic Order and replace it with the corresponding page contained in the enclosure.
4. Administration and Logistics. File this change transmittal immediately behind the Change 1 of the basic Order.

  
M. A. SCALISE  
Deputy Commander

DISTRIBUTION: A/B

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.



**Time and Attendance  
Standing Operating  
Procedures**

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**Time & Attendance  
Standing  
Operating  
Procedures for  
*Marine Corps Installations East  
(MCIEAST)***

**Developed For  
*MCIEAST*  
04/13/2017**

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**Time and Attendance Standing Operating Procedures for MCIEAST**

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## **1. Introduction**

### **1.1 Purpose**

To publish procedures for timekeeping administration and labor distribution for all civil service personnel in accordance with direction and guidance contained in the policies references in section 1.4.

### **1.2 Scope**

Marine Corps Civilians at all installations within Marine Corps Installations East (MCIEAST).

### **1.3 Background**

First line supervisors perform an important role in the efficient utilization of labor and recording data for allocation of labor costs. Accurate and complete attendance records including proper recording of hours for every Job Order Number (JON) are of primary importance. The JON determines the specific accounts to be charged for labor costs. Labor cost execution reports are generated by G-8, Payroll for utilization to determine budgetary execution. This data is generated from Time & Attendance (T&A), and Labor distribution records.

### **1.4 References**

- (a) *OPM Handbook on Alternative Work Schedules*
- (b) *DOD Directive 7000.14-R, Vol 8, Civilian Pay Policy and Procedures (FMR)*
- (c) *5 C.F.R. 550.112(g) (Hours of Work for Travel)(CFR = Code of Federal Regulations)*
- (d) *5 C.F.R. Part 550 Subpart N (Compensatory Time Off for Travel)(E-CFR =Electronic CFR)*
- (e) *5 C.F.R. 551, Fair Labor Standards Act (FLSA)*
- (f) *5 C.F.R. 630, Family Medical Leave Act (FMLA)*
- (g) *5 U.S.C. 5542 (Overtime Hourly Rate)*
- (h) *5 U.S.C. 6103 (Federal Holidays)*
- (i) *5 U.S.C. 6327 (Bone Marrow or Organ Donor Leave)*
- (j) *5 U.S.C. 6323 (Military Leave)*
- (k) *DOD Directive 1400.25-M, DOD Civilian Personnel Management System (CPM) 12/1996*
- (l) *SECNAVINST 7000.11C (Civilian Overtime & Compensatory Time Administration)*
- (m) *DON Memorandum for Distribution 1 June 2010*
- (n) *GAO Internal Control (GAO-03-352G of Jan 2003)*
- (o) *BO 12630.1J (Absence and Leave for Civil Service Employees (31 Mar 97))*
- (p) *MCIEAST 12630.1(Restoration of Annual Leave (20 Dec 10))*
- (q) *MCIEAST-MCB CAMLEJO 6000.1 (Civilian Health and Wellness Program)*
- (r) *CG Policy LTR 01-15 (Unscheduled Overtime and Compensatory Time Off)*
- (s) *Consolidated Master Labor Agreement (CMLA)*

## **2. Time & Attendance Policy**

### **2.1 Policy**

MCIEAST COs and MCIEAST-MCB CAMLEJ General and Special Staff Department Heads have a fundamental responsibility to establish and continuously maintain the policies and administrative procedures for T&A for their organizations in order to ensure effective operations, safeguard against fraud, waste, and abuse, and comply with laws and regulations.

## **3. Responsibilities**

### **3.1 AC/S G-8**

- Monitor procedures and accounting operations pertaining to the recording of T&A.
- Render assistance and training to supervisors and other personnel involved in timekeeping.
- Perform periodic reviews and unannounced inspections of timekeeping records.
- Maintain a Payroll file on each employee.
- Oversee Standard Labor Data Collection and Distribution Application (SLDCADA) as the installation's administrator and grant access to individuals as required.
- Train employees in the use of SLDCADA and the associated duties, responsibilities, and functions of timekeeping.

### **3.2 Department Heads**

- Provide Payroll with Appointment/Termination DD-577 Form (See Appendix C) and Certifying Officer Legislation (COL) training certificate. COL training is located at: <https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.html>
- As required, appoint personnel to perform timekeeping functions to include supervisors certifying T&A/Timekeepers.
- Certify T&A for Division Heads.
- Ensure employees in subordinate positions DO NOT certify T&A of employees in senior positions.
- Establish and implement adequate internal controls to protect Personal Identifiable Information (PII).

### **3.3 Time and Attendance Certifiers (Supervisors)**

- Provide SLDCADA System Administrator (SA) with Appointment/Termination DD-577 Form (See Appendix C) and COL training certificate. COL training is located at: <https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.html>
- Verify T&A is accurately recorded in SLDCADA and employee has attested to the accuracy of T&A by selecting the Employee Verifies Time (EVT) box.
- Verify all supporting leave documentation (court leave, military leave, advance sick leave, annual leave, and restored leave, etc.) is maintained for auditing and reviewing purposes for ten years.
- Submit work schedule change forms to Payroll as needed.
- Submit all prior pay corrections to Payroll as needed.

### **3.4 Employee**

- Comply with the provisions of this instruction.
- Review or record T&A entries in SLDCADA daily; correct errors prior to the end of the pay period.
- Validate their time in SLDCADA via the EVT function.
- An employee who is unable to report to duty due to an emergency or unforeseen circumstances is responsible for notifying his or her Supervisor or designee as soon as possible: For shift workers, at least one hour prior to the start of the shift. For other employees, but not later than one hour after the beginning of starting time of work.
- Work overtime or compensatory time only after receiving proper supervisory approval.
- Submit the requested work schedule changes to Payroll.
- Submit personal payroll changes such as changes to tax deductions, allotments, direct deposit, or home address to Payroll.
- Forward appropriate court leave documentation and military leave documentation to Payroll.

### **3.5 Payroll**

- Update this SOP annually on its promulgation date or as changes occur.
- Designate personnel to provide payroll support and training as needed.
- Ensure T&A corrections are processed.
- Provide trained Payroll Financial Technician.
- Review automated T&A reports prior to transmission of employee timekeeping information into Defense Civilian Payroll System (DCPS).
- G-8 is the Office of Primary Responsibility (OPR) for timekeeping audits and employee payroll processing.

### **3.6 Financial Technician**

- Provide staff support and serve as the principal points of contact for T&A.
- Train new Departmental Accountable Officials (DAOs).
- Ensure that Work Schedule Change Forms for new employees and changes to existing employee work schedules are recorded in SLDCADA and DCPS.
- Review the following automated T&A reports on the morning after the close of the pay period: Incorrect Hours Report, Uncertified Report and Employees without EVT Report. Ensure corrections/certifications are processed in a timely manner.
- Ensure prior pay corrections are resolved promptly and entered into SLDCADA.
- Ensure all T&A documentation is maintained in accordance with this instruction.

### **3.7 SLDCADA System Administrator (SA)**

- Ensure that all T&A Certifiers and Timekeeper have a signed DD-577 and are appointed as DAOs.

- Ensure that all T&A Certifiers have COL training certificate.
- Grant proper access to SLDCADA user accounts.
- Maintain all T&A Certifiers and Timekeeper DD-577's and all COL training certificates for ten years.

### **3.8 Resource Evaluation and Analysis (REA) Division**

- Responsible for annually reviewing and reporting to higher authority on the administration of the payroll function.

## 4. SLDCADA Basic User Guide

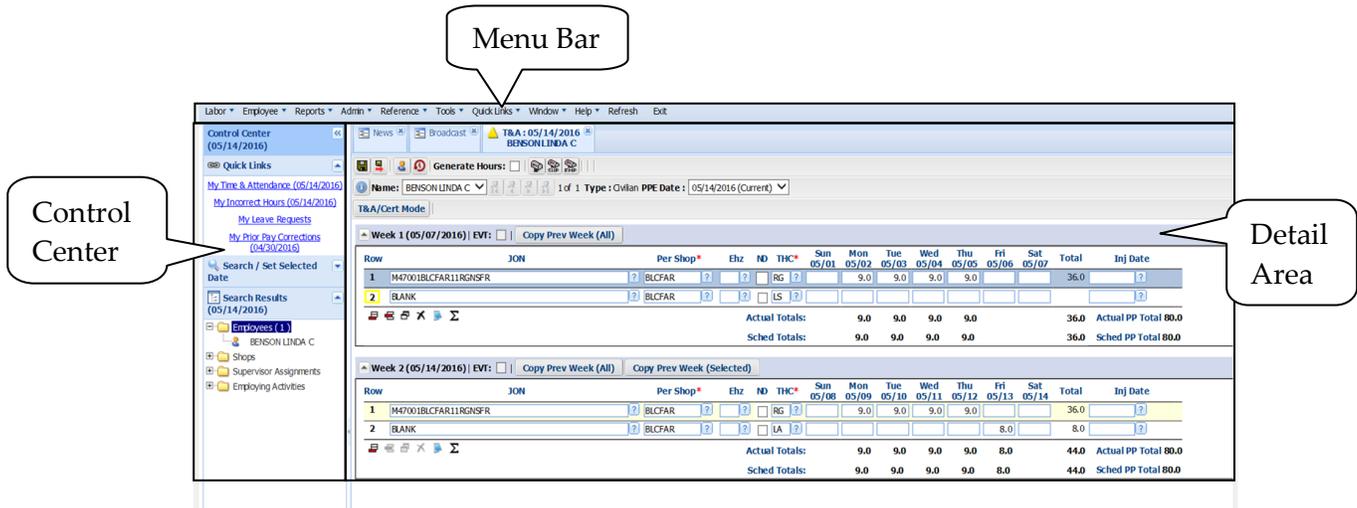
### 4.1 Introduction

Welcome to Version 23.08.01 (hereafter referred to as V23) of the SLDCADA, the Navy and Marine Corps standard for collecting T&A.

#### Navigating SLDCADA

SLDCADA navigation and usage is controlled through the Control Center, Menu Bar, and Detail Area sections. The features of the Control Center and Menu Bar open different windows within the Detail Area. The following image (Figure 4-1) outlines each of the sections within the SLDCADA window.

Figure 4-1 SLDCADA Window Sample



Working in SLDCADA typically requires three actions, within the three sections. The following steps outline how to set a date and perform a task.

1. In the Set Selected Date section of the Control Center, verify that the date entered is the appropriate date or enter in the desired date. (Figure 4-2)

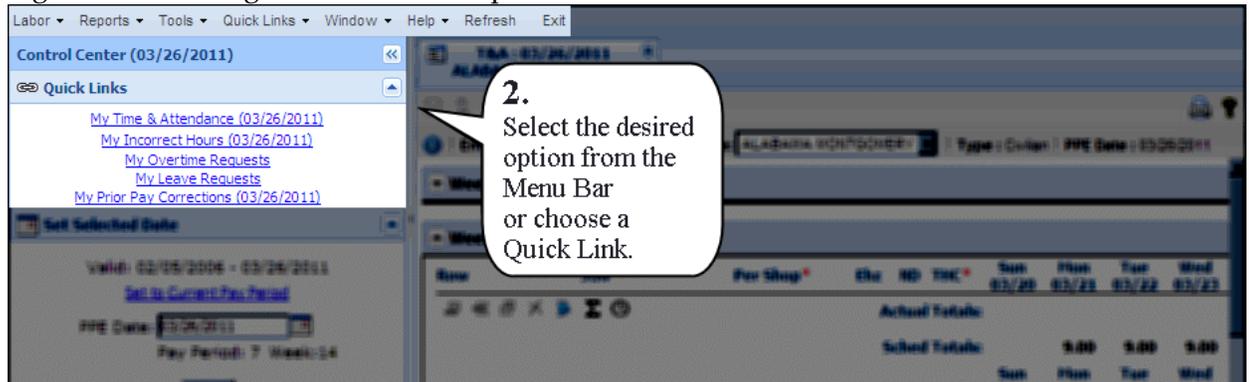
Figure 4-2 Working in SLDCADA Step 1

## Time and Attendance Standing Operating Procedures for MCIEAST



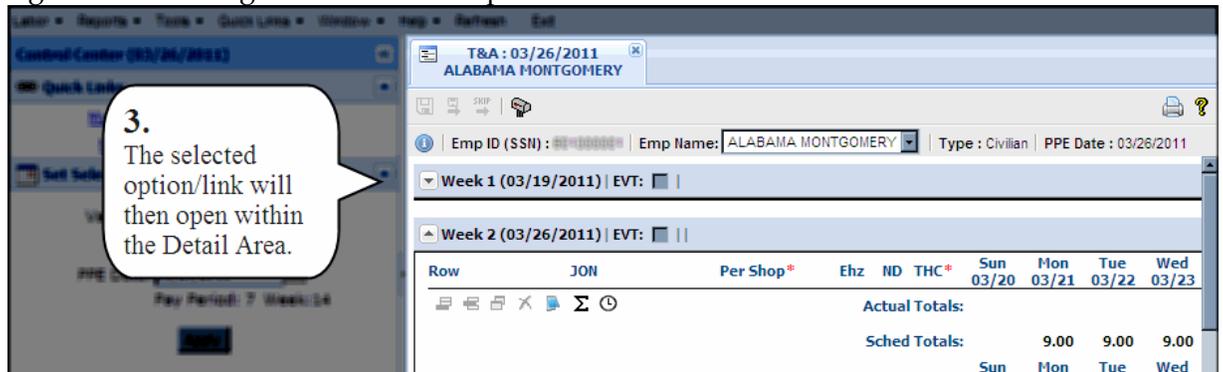
2. From the Menu Bar select the desired option. (Figure 4-3)
  - Quick Links can also be used to access certain features of the Menu Bar directly

Figure 4-3 Working in SLDCADA Step 2



3. Click in the Detail Area and perform any needed tasks. (Figure 4-4)

Figure 4-4 Working in SLDCADA Step 3



## 4.2 Entering Time & Attendance

## Time and Attendance Standing Operating Procedures for MCIEAST

The main purpose of SLDCADA is to collect T&A data. A user of SLDCADA will enter in their T&A as instructed by their local SLDCADA Administrator. This section will outline the steps required to enter in T&A.

All time is entered and edited through the T&A screen. (Figure 4-5). The following steps outline how to enter in time.

Figure 4-5 T&A Window

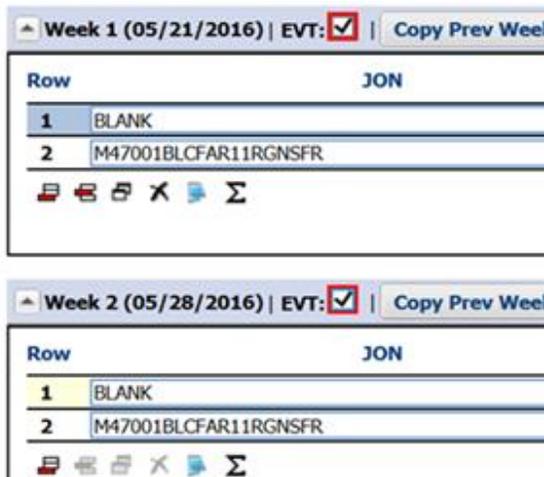
Row	JON	Per Shop*	Ehz	ND	THC*	Sun 03/20	Mon 03/21	Tue 03/22	Wed 03/23	Thu 03/24	Fri 03/25	Sat 03/26	Total	Inj Date
1	STATE1	RG	9.00	9.00	9.00	27.00								

Actual Totals: 9.00 9.00 9.00 27.00 Actual PP Total 63.00

1. Verify that the Pay Period Ending (PPE) is set to the current pay period.
  - If the PPE is incorrect, select the **Set to current pay period** link.
2. Open the T&A window via the Quick links or Menu Bar.
  - **Quick Links**  
From within the Control Center click on the My T&A link
  - **Menu Bar**  
Click on Labor and then T&A
3. Navigate through the window and input all required information.
  - Any item with a red asterisk \* is a required field
  - Additional fields may be available and can be accessed by using the horizontal scroll bar
  - Clicking on the **Question Mark** icon  next to each field will display a reference list pre-populated with options
  - Selecting the Generate Hours Checkbox **Generate Hours:**  will automatically populate the T&A screen with the hours assigned from the employees work schedule
  - Labor information can be copied from one week to the next (or from Week 2 of the previous pay period to Week 1 of the current one).
    - Information such as the JON, Performing Shop, Sub Shop, Environmental Hazard/Other Code, Night Differential and Type Hour Code may be copied from Week 2 of the prior pay period by clicking **Copy Prev Week (All)** on the Week 1 header bar (the same line that contains the week ending date for Week 1)
    - To copy information from Week 1 to Week 2, click **Copy Prev Week (All)** (on the Week 2 header bar) to duplicate all of the information, or **Copy Prev Week (Selected)** to copy only specific rows (only rows highlighted by the user)

- To select multiple rows, hold down the Ctrl key and click each individual row
- Verify that all time has been entered in correctly and check the EVT box **EVT:** .
- Employees must certify the accuracy of their timecard via the EVT functionality within SLDCADA. (Figure 4-6) This certification attests to the accuracy of the current pay period's T&A, including the use of leave and overtime. This certification must be made prior to the supervisor timecard certification.

Figure 4-6 SLDCADA EVT Sample Window



- If a save is attempted without EVT being checked, a message will appear prompting that EVT be checked or to continue to save (Figure 4-7)



Figure 4-7 EVT Not Checked Error

4. Once all data has been entered click on the **Save** icon  or press the **F9** key.

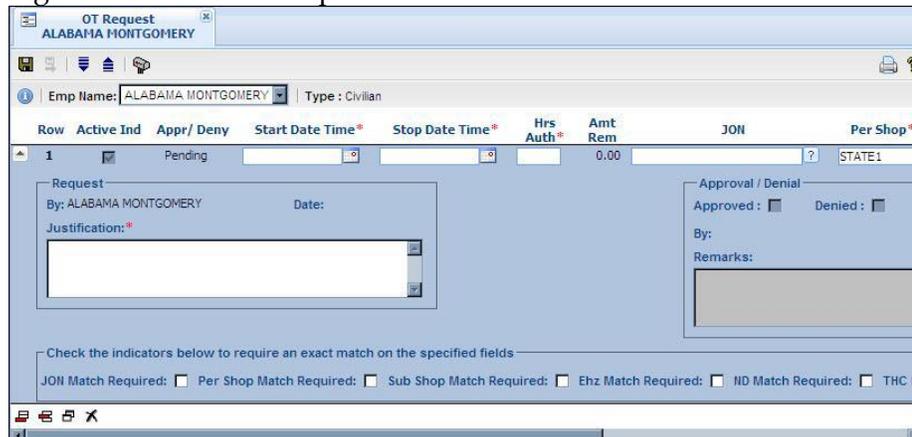
### 4.3 Overtime and Leave Requests

This section outlines how to enter Overtime or Leave requests. See Appendix B for Hour Conversion Chart.

#### 4.3.1 Requesting Overtime

The Overtime Request screen (Figure 4-8) is used to request authorization to work overtime hours. The following instructions outline how to enter in an Overtime Request.

Figure 4-8 Overtime Request Window



1. Open the Overtime Request window via the Quick links or Menu Bar.
  - **Quick Links**  
From within the Control Center click on the My Overtime Requests link
  - **Menu Bar**  
Click on Labor and then Overtime Request
2. Click on the **Add New Row** icon  to add a new record, if needed.
3. Navigate through the record and enter all required information.
  - Any item with a red asterisk \* is a required field
  - Additional fields may be available and can be accessed by scrolling the horizontal scroll bar
4. When the Overtime Request has been completed, click on the **Save** icon  to save the information and make it available for supervisor authorization.

### 4.3.2 Requesting Leave

The Leave Request screen (Figure 4-9) is used to request leave within SLDCADA. See Appendix A for Type Hour Codes. The following instructions outline how to enter in a Leave Request:

Figure 4-9 Leave Request Window

Row	Active	Appr/ Deny	Start Date Time*	Stop Date Time*	Recurrence	Hrs Auth*	Amt Rem	THC*	Inj Date
1	<input checked="" type="checkbox"/>	Pending			?		0.00	?	?

**Request**  
By: ALABAMA MONTGOMERY      Date:  
Requestor Remarks:

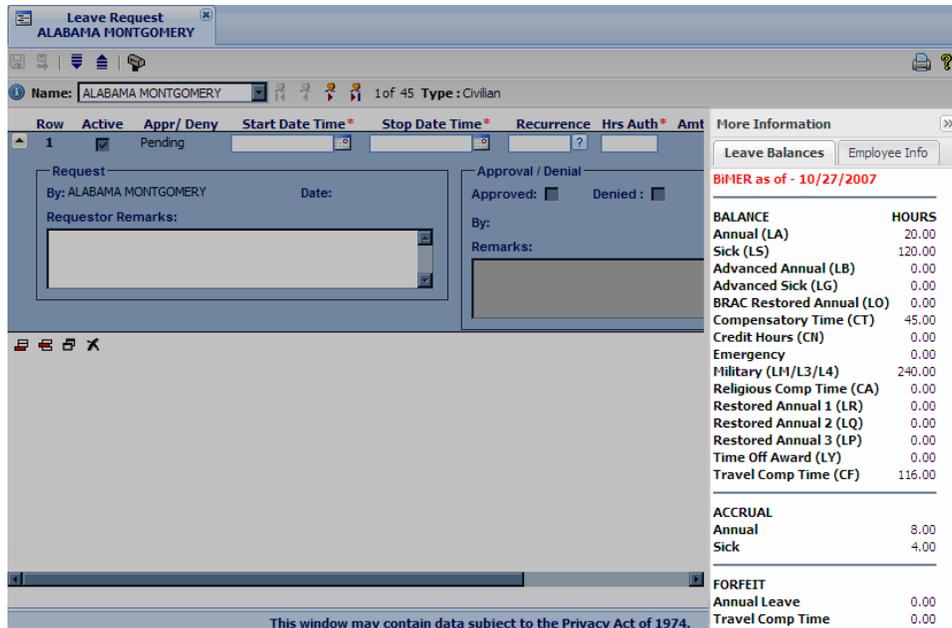
**Approval / Denial**  
Approved:     Denied:     Active Indicator:   
By:      Date:  
Remarks:

1. Open the Leave Request window via the Quick links or Menu Bar.
    - **Quick Links**  
From within the Control Center click on the My Leave Requests link
    - **Menu Bar**  
Click on Labor and then Leave Request
  2. Click on the **Add New Row** icon  to add a new record, if needed.
  3. Navigate through the record and enter all required information.
    - Any item with a red asterisk \* is a required field
    - Additional fields may be available and can be accessed by scrolling the horizontal scroll bar
- 
- Note:** The Recurrence field can be used to allocate a single day of the week or pay period within the leave request. The leave request will then only be used on the specified day until the stop date has passed, or the request no longer has hours remaining. Click on the **Question Mark** icon  and choose the day for the recurrence of the leave request.
- 
4. When the Leave Request has been completed, click on the Save icon  to save the information and make it available for supervisor authorization.

### 4.3.2.1 Viewing Leave Balance

In order to view leave balances, click on the More Information icon  to expand the More Information window. (Figure 4-10) The current leave balances for the employee will display.

Figure 4-10 Leave Balances Tab



#### 4.3.2.2 Modifying Approved Leave Requests

Sometimes a leave request will need to be modified once it has already been approved by a supervisor. The following instructions outline how to modify approved leave:

Employee will:

1. Notify the supervisor that an approved leave request needs to be modified.
2. Employee will open the Leave Request window via the Quick links or Menu Bar.
  - **Quick Links**  
From within the Control Center click on the My Leave Requests link
  - **Menu Bar**  
Click on Labor and then Leave Request
3. Locate the Leave Request that needs to be modified and select it.
4. Navigate through the record and modify any information as needed.
  - Any item with a red asterisk \* is a required field
  - Additional fields may be available and can be accessed by scrolling the horizontal scroll bar
5. When the Leave Request has been modified, click on the **Save** icon  to save the information and make it available for supervisor authorization.

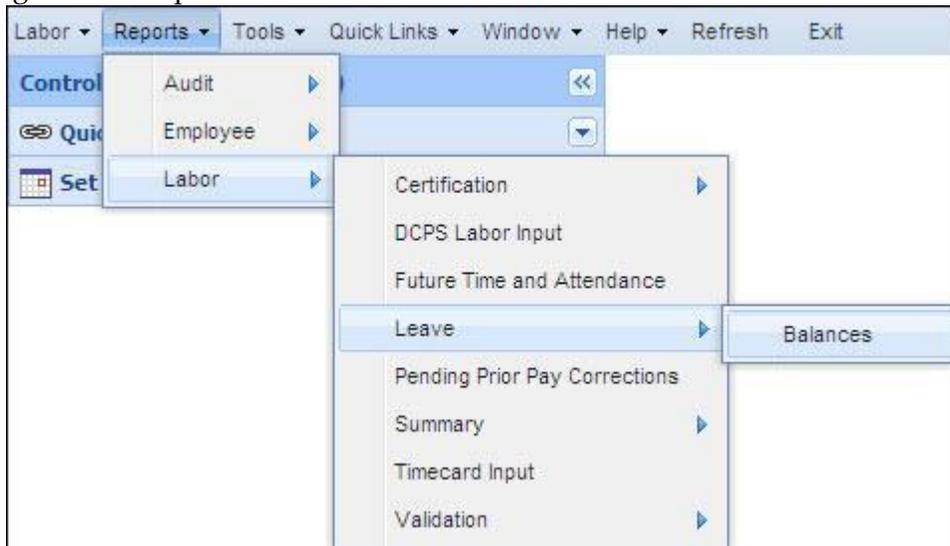
## 4.4 Reports

Within V23 there are several different types of reports that can be run in order to retrieve various types of T&A information. This section will outline how to run a report, for more information on printing or saving reports see the V23 SUM. All reports are not available to all users. For further assistance contact your Financial Technician.

The following steps outline how to open and run a report within SLDCADA V23.

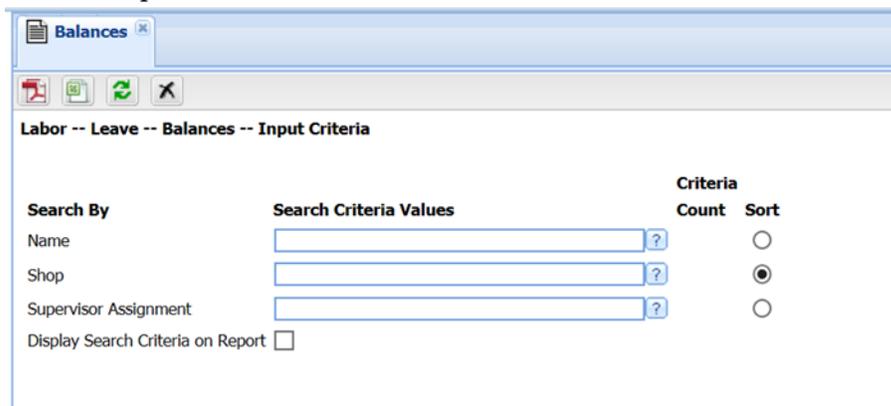
1. From the Menu Bar, click on Reports and then select the desired report. (Figure 4-11)

Figure 4-11 Reports Menu



2. A report window will appear displaying the parameters for the selected report.

Figure 4-12 Report Window



3. Enter in any desired criteria into the Search criteria fields.

- Clicking the refresh icon  will reset the values within the report back to the values that are highlighted within the Navigation Tree
  - Clicking the reset icon  will clear all the values within the report and set dates back to their defaults
  - To generate a more detailed or customized report, enter any desired parameters within the Search Criteria Value fields
    - To select all items for a field, leave the criteria field blank
    - A red asterisk \* next to a criteria field indicates that a value must be entered into that field for the report to run successfully
    - The question mark icon  next to a criteria field indicates that a reference list is available and clicking the question mark icon  will display the reference list with available values
      - Multiple values can be selected by holding the Ctrl key and clicking each employee name
      - Multiple values can also be typed in manually, separated by a comma
    - The calendar icon  next to a field indicates that the value required is a date and clicking the calendar icon  will provide a calendar from which a date can be selected
    - The Criteria Count column displays the number of items that have been selected
    - To have the report sort by a specific criteria, click on the radio button  next to the desired criteria
4. Click on the run PDF report icon  or Excel report icon  in the upper left hand corner of the screen.
5. The report will appear within Adobe Acrobat Reader as a PDF file or Excel report.

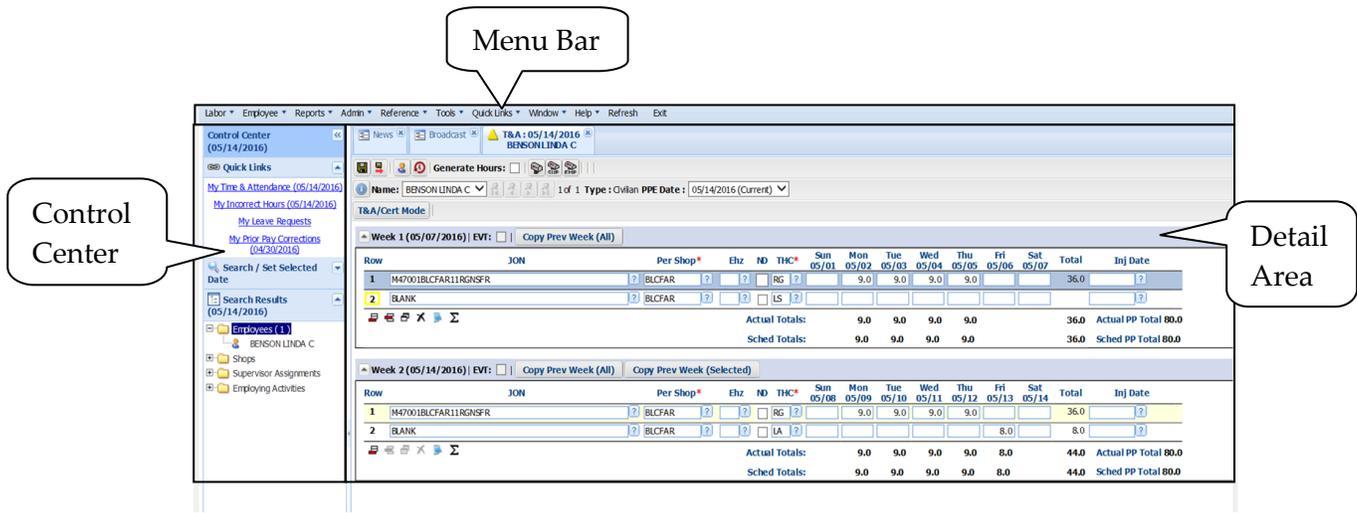
## 5. Timekeepers Guide

### 5.1 Introduction

Welcome to V23 of SLDCADA, the Navy and Marine Corps standard for collecting T&A.

SLDCADA navigation and usage is controlled through the Control Center, Menu Bar, and Detail Area sections. The features of the Control Center and Menu Bar open different windows within the Detail Area.

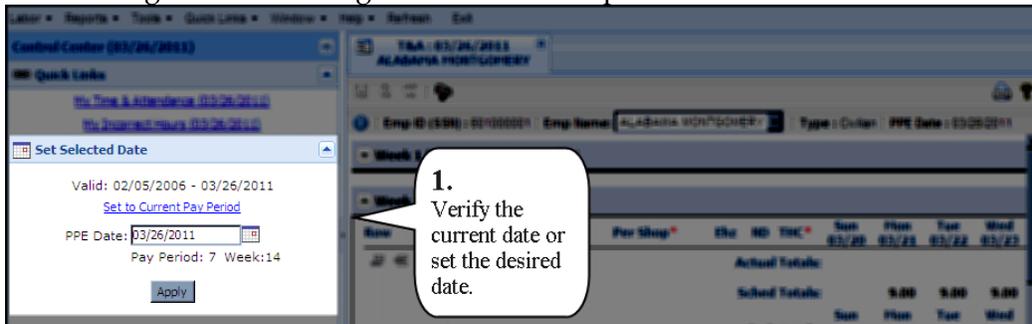
Figure 5-1 SLDCADA Window Sample



Working in SLDCADA typically requires three actions, within the three sections. The following steps outline how to set a date and perform a task.

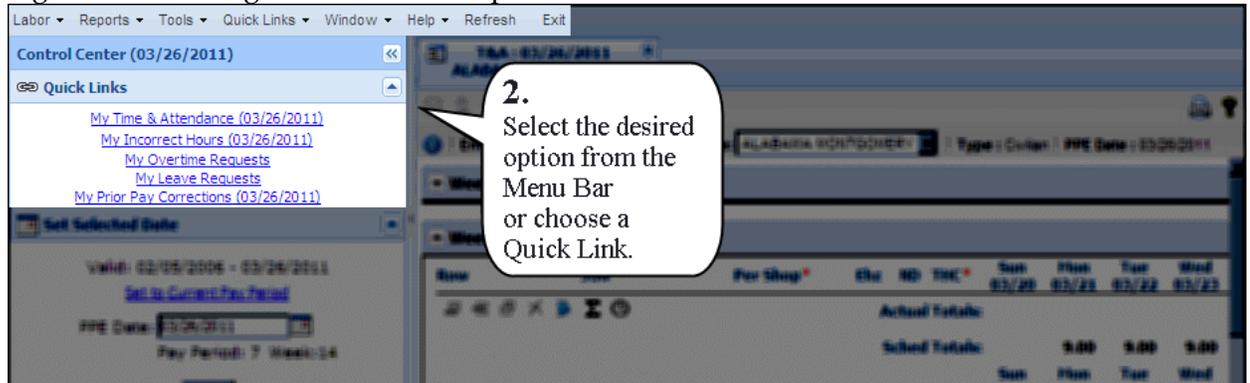
1. In the Set Selected Date section of the Control Center, verify that the date entered is the appropriate date or enter in the desired date. (Figure 5-2)

Figure 5-2 Working in SLDCADA Step 1



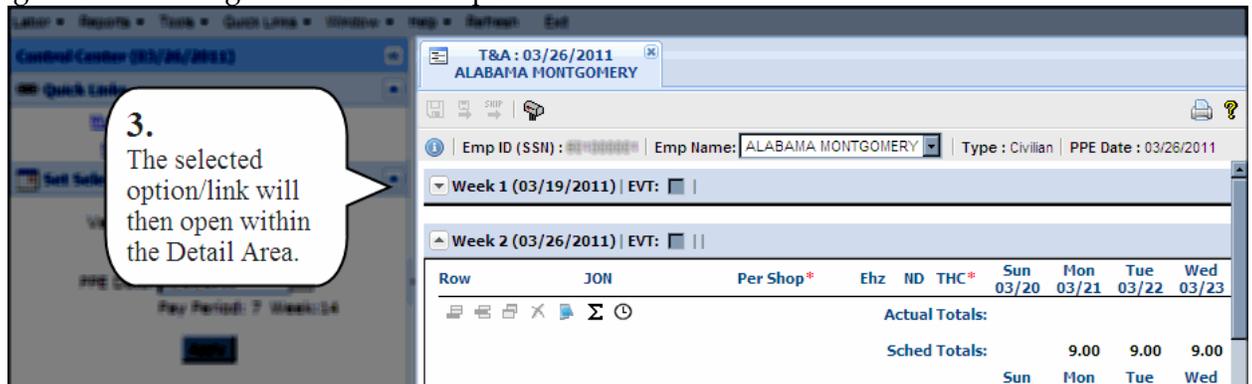
2. From the Menu Bar select the desired option. (Figure 5-3)
  - Quick Links can also be used to access certain features of the Menu Bar directly

Figure 5-3 Working in SLDCADA Step 2



3. Click in the Detail Area and perform any needed tasks. (Figure 5-4)

Figure 5-4 Working in SLDCADA Step 3



## 5.2 Entering Time & Attendance

The main purpose of SLDCADA is to collect T&A data. A user of SLDCADA will enter in their T&A as instructed by their local SLDCADA Administrator. This section will outline the steps required to enter in T&A.

All time is entered and edited through the T&A screen. (Figure 5-5). The following steps outline how to enter in time.

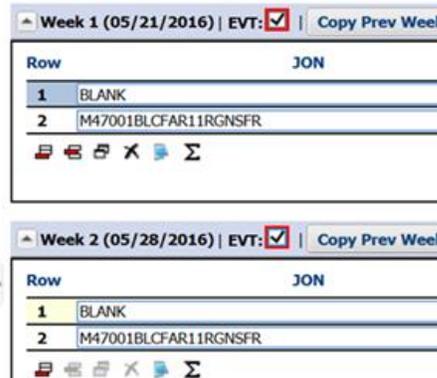
Figure 5-5 T&A Window

## Time and Attendance Standing Operating Procedures for MCIEAST

Row	JON	Per Shop*	Ehz	ND	THC*	Sun 03/20	Mon 03/21	Tue 03/22	Wed 03/23	Thu 03/24	Fri 03/25	Sat 03/26	Total	Inj Date
1		STATE1			RG		9.00	9.00	9.00				27.00	
<b>Actual Totals:</b>							9.00	9.00	9.00				27.00	<b>Actual PP Total 63.00</b>

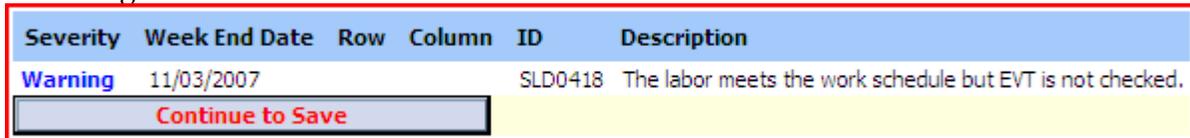
1. Verify that the PPE is set to the current pay period.
  - If the PPE is incorrect, select the **Set to current pay period** link
  
2. Open the T&A window via the Quick links or Menu Bar.
  - **Quick Links**  
From within the Control Center click on the My T&A link
  - **Menu Bar**  
Click on Labor and then T&A
  
3. Navigate through the window and input all required information.
  - Any item with a red asterisk \* is a required field
  - Additional fields may be available and can be accessed by using the horizontal scroll bar
  - Clicking on the **Question Mark** icon next to each field will display a reference list pre-populated with options
  - Selecting the Generate Hours Checkbox **Generate Hours:**  will automatically populate the T&A screen with the hours assigned from the employees work schedule
  - Labor information can be copied from one week to the next (or from Week 2 of the previous pay period to Week 1 of the current one).
    - Information such as the JON, Performing Shop, Sub Shop, EnvironmentalHazard/Other Code, Night Differential and Type Hour Code may be copied from Week 2 of the prior pay period by clicking **Copy Prev Week (All)** on the Week 1 header bar (the same line that contains the week ending date for Week 1)
    - To copy information from Week 1 to Week 2, click **Copy Prev Week (All)** (on the Week 2 header bar) to duplicate all of the information, or **Copy Prev Week (Selected)** to copy only specific rows (only rows highlighted by the user)
    - To select multiple rows, hold down the Ctrl key and click each individual row
  - Verify that all time has been entered in correctly and the EVT box **EVT:**  is checked.
  - Employees must certify the accuracy of their timecard via the EVT functionality within SLDCADA. (Figure 5-6) This certification attests to the accuracy of the current pay period's T&A, including the use of leave and overtime. This certification must be made prior to the supervisor timecard certification.

Figure 5-6 SLDCADA EVT Sample Window



- If save is attempted without EVT being checked, a message will appear prompting that EVT be checked or to continue to save (Figure 5-7)

Figure 5-7 EVT Not Checked Error



4. Once all data has been entered click on the **Save** icon  or press the **F9** key.
5. Once all data has been verified for accuracy, the supervisor/certifier can be notified the employees' T&A can be certified.

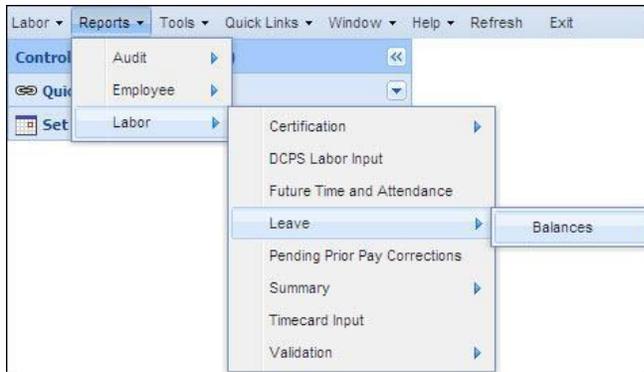
### 5.3 Reports

Within V23 there are several different types of reports that can be run in order to retrieve various types of T&A information. This section will outline how to run a report, for more information on printing or saving reports see the V23 SUM. All reports are not available to all users. For further assistance contact your Financial Technician.

The following steps outline how to open and run a report within SLDCADA V23.

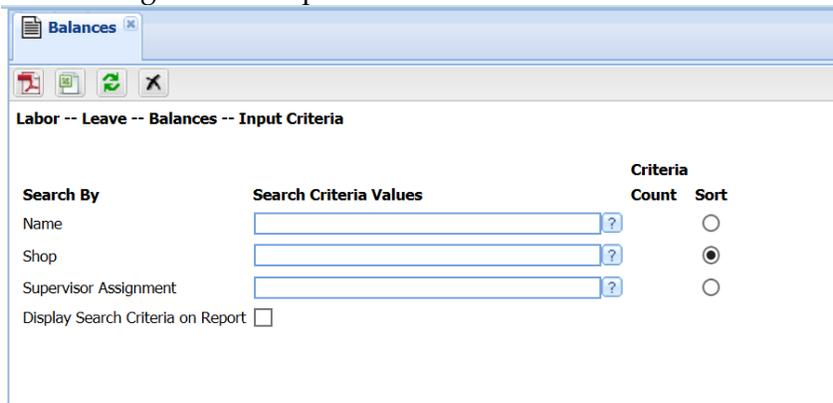
1. From the Menu Bar, click on Reports and then select the desired report. (**Figure 5-11**)

Figure 5-11 Reports Menu



2. A report window will appear displaying the parameters for the selected report.

Figure 5-12 Report Window



3. Enter in any desired criteria into the Search criteria fields.
- Clicking the refresh icon  will reset the values within the report back to the values that are highlighted within the Navigation Tree
  - Clicking the reset icon  will clear all the values within the report and set dates back to their defaults
  - To generate a more detailed or customized report, enter any desired parameters within the Search Criteria Value fields
    - To select all items for a field, leave the criteria field blank
    - A red asterisk \* next to a criteria field indicates that a value must be entered into that field for the report to run successfully
    - The question mark icon  next to a criteria field indicates that a reference list is available and clicking the question mark icon  will display the reference list with available values
      - Multiple values can be selected by holding the Ctrl key and clicking each employee name
      - Multiple values can also be typed in manually, separated by a comma

## Time and Attendance Standing Operating Procedures for MCIEAST

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- The calendar icon  next to a field indicates that the value required is a date and clicking the calendar icon  will provide a calendar from which a date can be selected
  - The Criteria Count column displays the number of items that have been selected
  - To have the report sort by a specific criteria, click on the radio button  next to the desired criteria
4. Click on the run PDF report icon  or the Excel report icon  in the upper left hand corner of the screen.
5. The report will appear within Adobe Acrobat Reader as a PDF file or Excel as selected.

## 6. SUPERVISORS GUIDE

The certification of T&A is an authorization for the expenditure of government funds. T&A must be certified in SLDCADA by the employee’s supervisor, acting supervisor, or other designated representative authorized to act as a T&A Certifier at the end of each pay period.

T&A certification must be based on knowledge and appropriate internal controls to ensure that accurate and timely data is recorded for all employees.

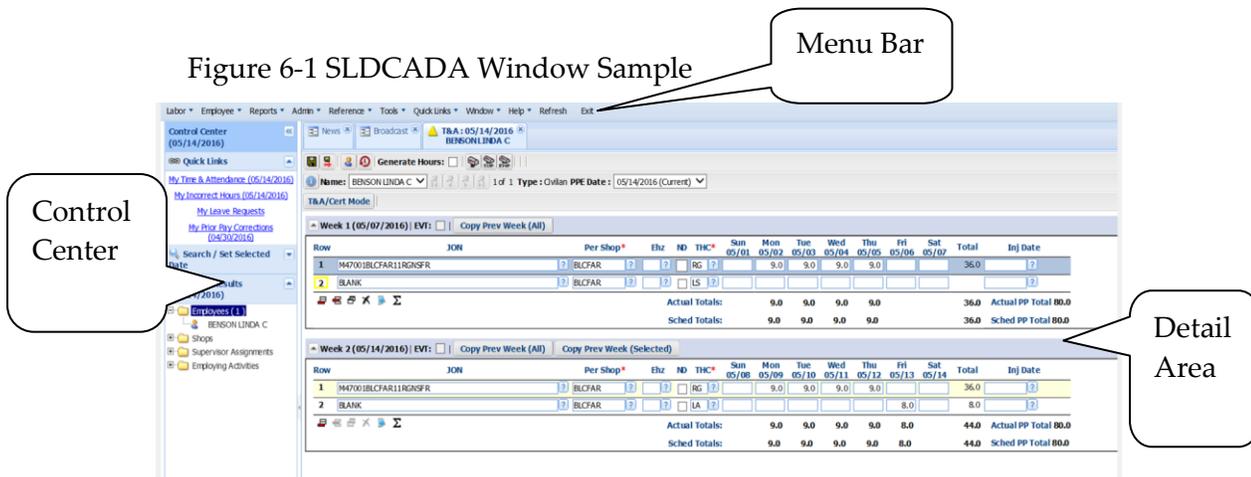
Supervisors must ensure the Appointment/Termination DD-577 Form (See Appendix C) and CCOL training certificate is forwarded to Payroll in order to grant certifying and timekeeping access.

Supervisors **Will Not** grant access to employees in subordinate positions to certify T&A of employees in senior positions.

Supervisors will ensure employees have verified the accuracy of their T&A via the EVT functionality within SLDCADA. This certification attests to the accuracy of the current pay period’s T&A, including the use of leave and overtime.

### 6.1 Navigating SLDCADA

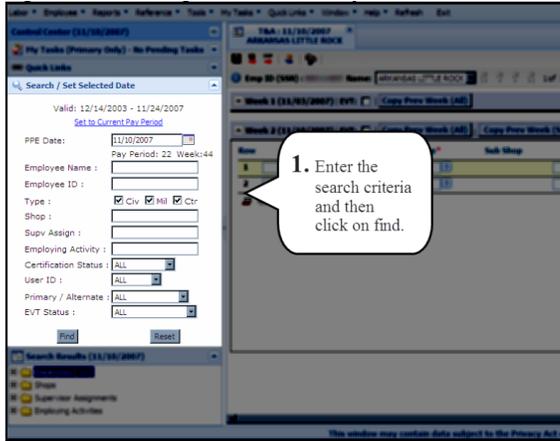
Figure 6-1 SLDCADA Window Sample



The following steps outline how to perform a search, choose an employee, and perform a task.

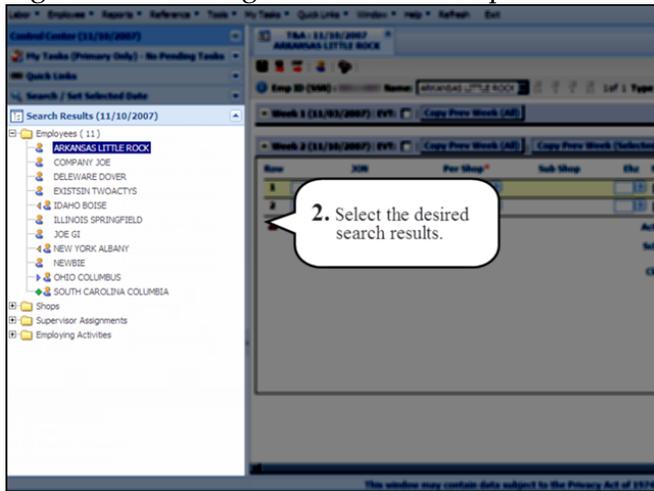
1. In the Search/Set Selected Date area of the Control Center, enter in the desired search criteria and/or date and click on Find. (Figure 6-2)

Figure 6-2 Working in SLDCADA Step 1



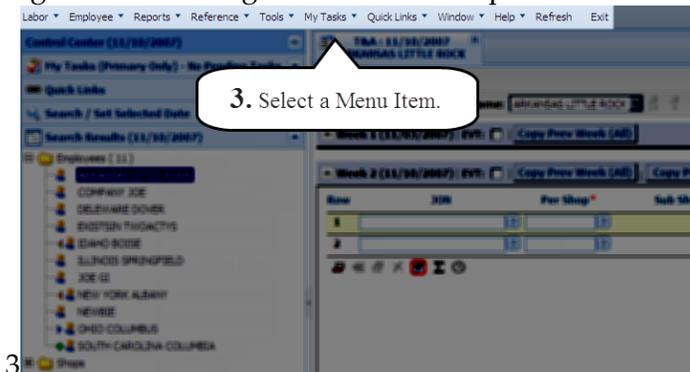
2. In the Search Results area of the Control Center, select the specific employee or group of employees to work with. (Figure 6-3)

Figure 6-3 Working in SLDCADA Step 2



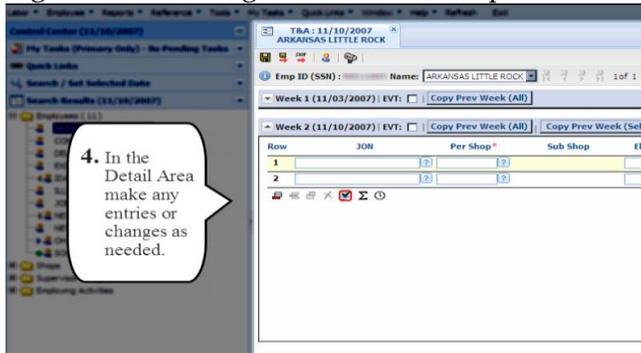
3. In the Menu Bar, select the action to perform. (Figure 6-4)

Figure 6-4 Working in SLDCADA Step



4. Click in the Detail Area and perform any needed tasks. (Figure 6-5)

Figure 6-5 Working in SLDCADA Step 4



## 6.2 Certifying Time & Attendance

The T&A/Cert Mode button is presented to users who have certification authority based on their menu security settings. The cert mode will be used to display the available certification options. The Cert Mode behavior will remain in effect until the screen is closed or until the T&A/Cert Mode button is used. The following steps outline how to certify T&A for a single employee:

1. In the Search Results, select an employee. (Figure 6-6)

Figure 6-6 Search Results



2. From the Menu Bar, select **Labor** → **Time & Attendance**. (Figure 6-7)

Figure 6-7 Labor Menu



3. The T&A window for the employee opens. (Figure 6-8)

Figure 6-8 T&A

## Time and Attendance Standing Operating Procedures for MCIEAST

Row	JON	Per Shop*	Sub Shop	Ehz	ND	THC*	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/01	Fri 11/02	Sat 11/03	Total
1		?	?	?	?	CA		9.00	9.00	9.00	9.00			36.00
<b>Actual Totals:</b>							0.00	9.00	9.00	9.00	9.00	0.00	0.00	36.00
<b>Schedule Totals</b>								9.00	9.00	9.00	9.00			36.00

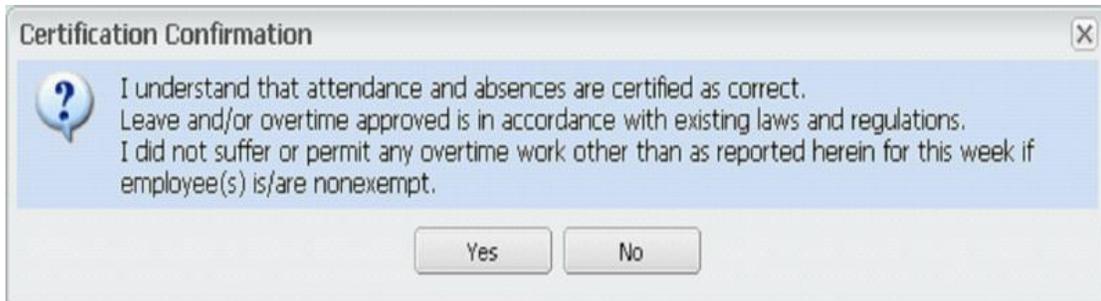
**Note:** If the T&A window for the employee shows either the Pending Leave or Overtime Request notifications (**Figure 6-9**), the pending requests must be resolved before certification can occur. Click on the Pending Request buttons to navigate to the Leave and Overtime screens to approve/disapprove the requests.

Figure 6-9 Pending Request Buttons



4. Verify the data entered is accurate and complete.
5. Click on the **T&A/Certify Mode** button. T&A/Cert Mode
6. The Certification Statement will appear.
  - The Certification Statement is displayed only when the T&A window is opened in Cert mode.

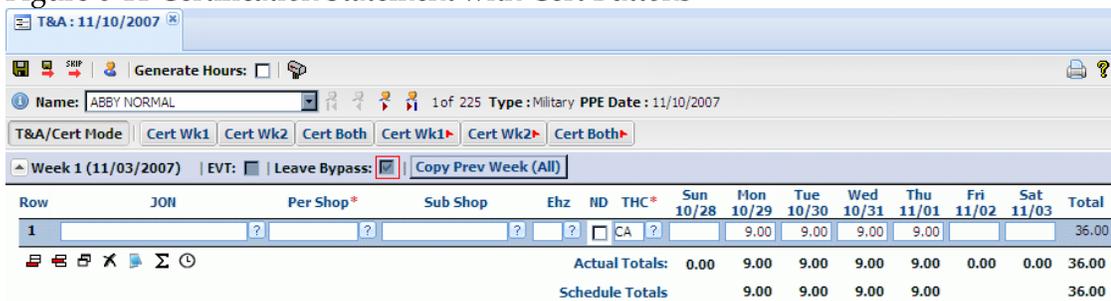
Figure 6-10 Certification Statement



**Note:** The Certification Confirmation statement appears only one time per window.

7. Click **Yes** to agree and Certification mode will activate. (Figure 6-10)

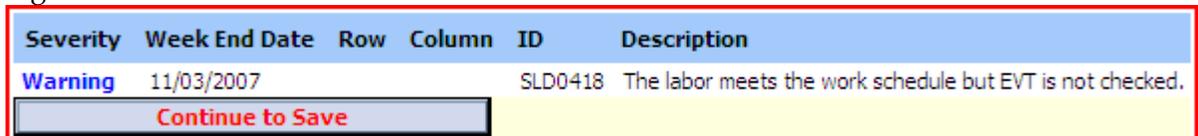
Figure 6-11 Certification Statement with Cert Buttons



8. The Cert Wk 1, Cert Wk 2, and Cert Both buttons **Cert Wk1** **Cert Wk2** **Cert Both** will become available.

- If the user has more than one employee selected, the following Cert/Next buttons are displayed: **Cert Wk1▶** **Cert Wk2▶** **Cert Both▶**
  - As long as an un-savable error does not occur, the user may proceed from one employee to the next without closing and reopening the screen
- If a certification is attempted without EVT being checked, a message will appear (Figure 6-12) prompting that EVT must be checked to certify

Figure 6-12 EVT Error



9. Select the following buttons to certify (Cert Wk1 and Cert Wk2 or Cert Both):

## Time and Attendance Standing Operating Procedures for MCIEAST

- To certify the selected employee's data for the first week of the pay period, click on the Cert Wk 1 button **Cert Wk1**. To certify the selected employee's data for the second week of the pay period, click on the Cert Wk 2 button **Cert Wk2**
- To certify the selected employee's data for the entire pay period, click on the Cert Both button **Cert Both**

10. When the record is certified, the certifier's name is displayed in the week heading and the button labels change from Cert to Uncert. (Figure 6-13)

Figure 6-13 T&A Uncert Buttons



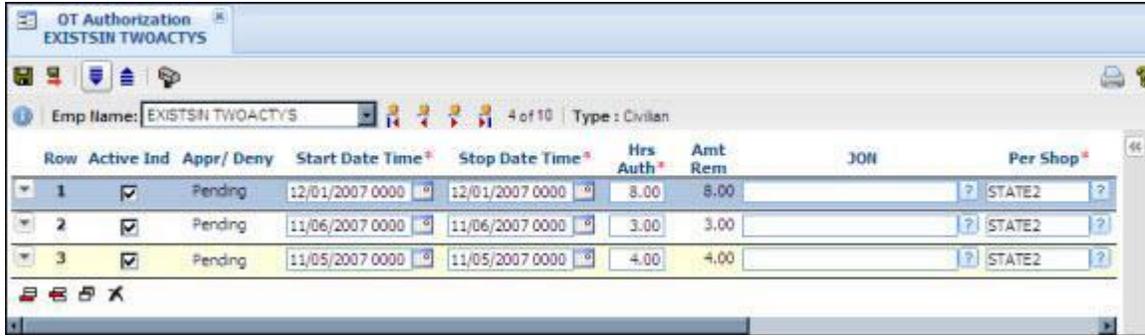
### 6.3 Approving or Denying Overtime

The Overtime Authorization screen will allow a supervisor to approve or deny an overtime request. Once an overtime request has been denied it can no longer be modified. The following steps outline the overtime authorization process:

1. In the Search Results section of the Control Center, select an employee or a group of employees to work with.
2. From the Menu Bar, select **Labor** → **Overtime Authorization**.
3. The Overtime Authorization window will then appear. (Figure 6-14)

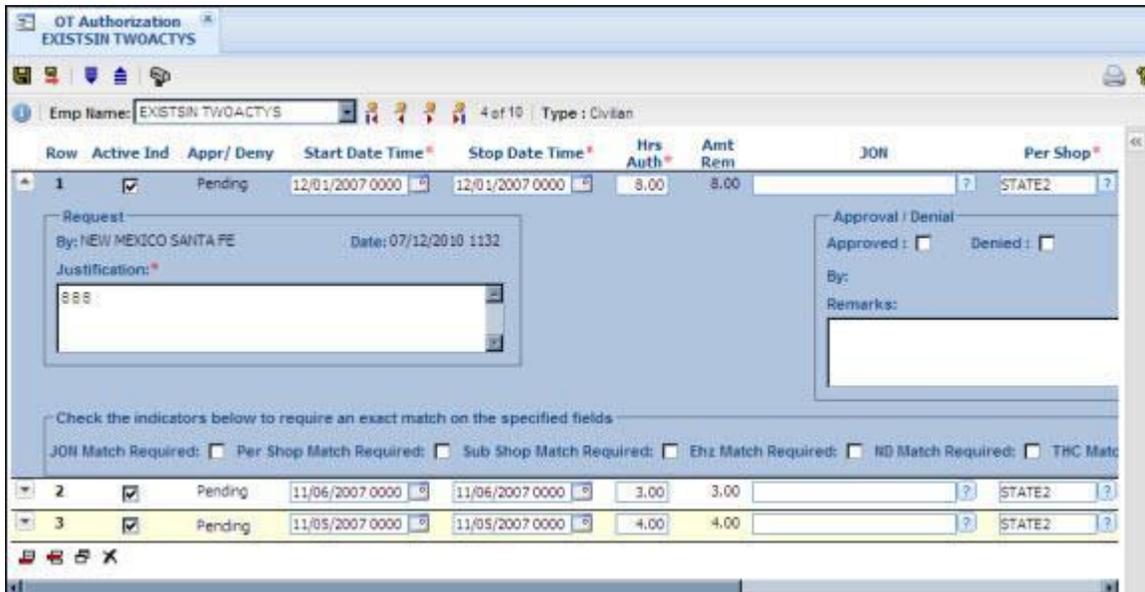
Figure 6-14 Overtime Authorization Window

## Time and Attendance Standing Operating Procedures for MCIEAST



4. Select the row to view and click on the expand icon  and the row will expand to provide more information about the selected overtime request. (Figure 6-15)

Figure 6-15 Overtime Authorization Window Expanded



5. Check the Approved field **Approved:**  to approve the overtime or check the Denied field **Denied:**  to deny it.

6. Enter any applicable remarks in the Remarks field.

7. Click on the Save icon  to save the approval or denial.

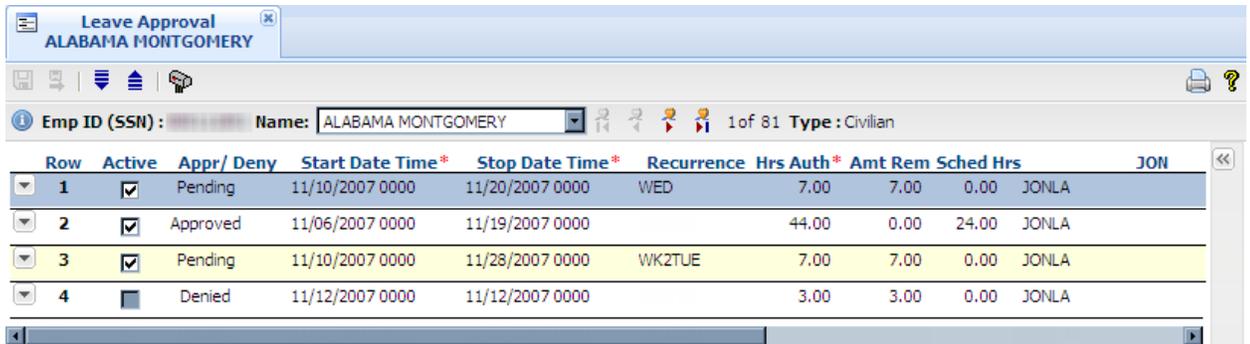
8. The employee is then informed via e-mail of the new status of the request, provided an e-mail address exists in SLDCADA for the employee.

### 6.4 Approving or Denying Leave

The Leave Approval screen will allow a supervisor to approve or deny a leave request. The following steps outline the leave approval process:

- 1. In the Search Results, select an employee or a group of employees to work with.
- 2. From the Menu Bar, select **Labor** → **Leave Approval**.
- 3. The Leave Approval window will then appear. (Figure 6-16)

Figure 6-16 Leave Approval Window Collapsed



4. Select the row to view and click on the expand icon  and the row will expand to provide more information about the selected leave request. (Figure 6-17)

Figure 6-17 Leave Approval Window Expanded

## Time and Attendance Standing Operating Procedures for MCIEAST

Row	Active	Appr/ Deny	Start Date Time*	Stop Date Time*	Recurrence	Hrs Auth*	Amt Rem	Sched Hrs	JON
1	<input checked="" type="checkbox"/>	Pending	11/10/2007 0000	11/20/2007 0000	WED	7.00	7.00	0.00	JONLA
2	<input checked="" type="checkbox"/>	Pending	11/10/2007 0000	11/27/2007 0000	WK1TUE	7.00	7.00	0.00	JONLA
3	<input checked="" type="checkbox"/>	Pending	11/10/2007 0000	11/28/2007 0000	WK2TUE	7.00	7.00	0.00	JONLA

**Request**  
By: PENNSYLVANIA HARRISBURG Date: 03/27/2013 1637  
Requestor Remarks:

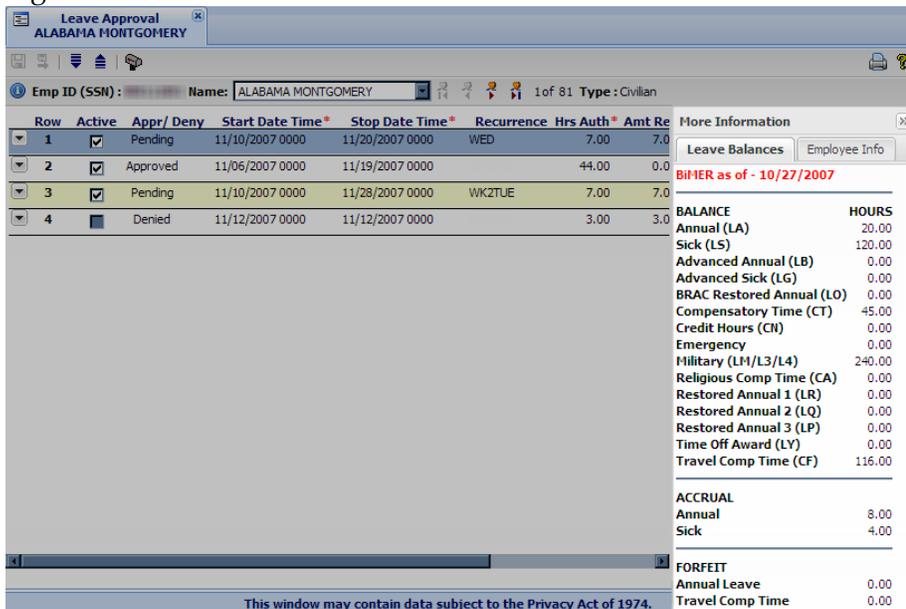
**Approval / Denial**  
Approved:  Denied:  Active Indicator:   
By: Date:  
Remarks:

5. Check the Approved field to approve **Approved:**  the leave or check the Denied field **Denied:**  to deny it.
  - If a Leave Request needs to be unapproved, uncheck the Approved field
6. Enter any applicable remarks in the Remarks field.
7. Click on the Save icon  to save the approval or denial.
  - If an e-mail address exists in SLDCADA for the employee, then the employee is informed via e-mail of the new status of the request.

### 6.4.1 Viewing Leave Balance

In order to view leave balances, click on the More Information icon  to expand the More Information window. **(Figure 6-18)** The current leave balances for the employee will display.

Figure 6-18 Leave Balances Tab



Modifying approved Leave  
Supervisor will:

1. Uncheck the approved leave.
2. Ensure the leave request was modified.
  - **Quick Links**  
From within the Control Center click on the leave authorization link (pending leave request)
  - **Menu Bar**  
Click on Labor and then Leave Authorization
3. Locate the Leave Request that needs to be modified and select it.
4. Navigate through the record and modify any information as needed.
  - Any item with a red asterisk \* is a required field
  - Additional fields may be available and can be accessed by scrolling the horizontal scroll bar

5. When the Leave Request has been modified, check the approved box icon  and Save icon  to save the information.

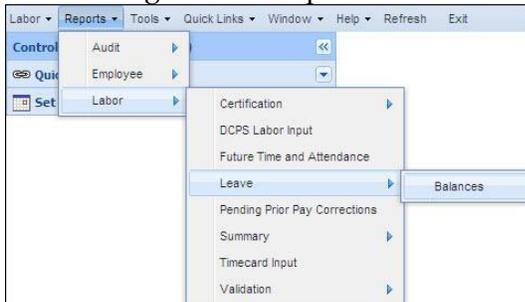
## 6.5 Reports

Within V23 there are several different types of reports that can be run in order to retrieve various types of T&A information. This section will outline how to run a report, for more information on printing or saving reports see the V23 SUM. All reports are not available to all users. For further assistance contact your Financial Technician.

The following steps outline how to open and run a report within SLDCADA V23.

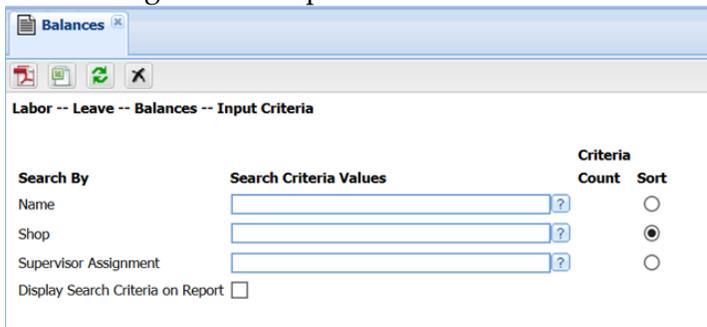
1. From the Menu Bar, click on **Reports** and then select the desired report. (Figure 6-19)

Figure 6-19 Reports Menu



2. A report window will appear displaying the parameters for the selected report.

Figure 6-20 Report Window



- If a selection is made for an employee, group of employees, shop, supervisor assignment, or employing activity from the Control Center, SLDCADA will pre-fill those options in the criteria fields

3. Enter in any desired criteria into the Search criteria fields.

- Clicking the **Refresh** icon  will reset the values within the report back to the values that are highlighted within the Navigation Tree
  - Clicking the **Reset** icon  will clear all the values within the report and set dates back to their defaults
  - To generate a more detailed or customized report, enter any desired parameters within the Search Criteria Value fields
    - o To select all items for a field, leave the criteria field blank
    - o A red asterisk \* next to a criteria field indicates that a value must be entered into that field for the report to run successfully
    - o The Question Mark icon  next to a criteria field indicates that a reference list is available and clicking the Question Mark icon  will display the reference list with available values
      - Multiple values can be selected by holding the Ctrl key and clicking each employee name
      - Multiple values can also be typed in manually, separated by a comma
    - o The **Calendar** icon  next to a field indicates that the value required is a date and clicking the **Calendar** icon  will provide a calendar from which a date can be selected
    - o The Criteria Count column displays the number of items that have been selected
    - o To have the report sort by a specific criteria, click on the radio button  next to the desired criteria
4. Click on the run PDF report icon  or the Excel report icon  in the upper left hand corner of the screen.
5. The report will appear within Adobe Acrobat Reader as a PDF file or Excel as selected.

## 7. Work Schedules

Once work schedule changes are approved they must be entered in SLDCADA. The following work schedules are authorized Alternative Work Schedules (AWS).

<b>AWS CODE</b>	<b>AWS TITLE</b>
<b>AWS 0</b>	<b>NOT ON AWS</b>
Employee may have a standard schedule which consists of 8-hour days, 40-hour week and 80-hours biweekly or an uncommon work schedule which consists of hours equal to or greater than 90 hours biweekly. These schedules are not considered Compressed, Variable, or Flex schedules within the definition of AWS. All uncommon work schedule schedules must be approved by DFAS/HQ prior to being added as valid in DCPS. The uncommon work schedule table contains all schedules currently valid in DBPS.	
<b>AWS 6</b>	<b>COMPRESSED WORK SCHEDULE</b>
<p>The employee has a basic work requirement of work 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 9-hour days during 8 days of the biweekly pay period and an 8-hour day on the 9<sup>th</sup> day to complete 80 hours for the pay period. The tenth day is an off day. FLSA will be computed on a biweekly basis. Example:</p> <p><b>Week 1:</b>                      4 – 9 hour days and                      1 – 8 hour day = 44 hour week</p> <p><b>Week 2:</b>                      4 – 9 hour days = 36 hour week = 80 hours biweekly</p>	
<b>AWS 7</b>	<b>FIRST FORTY</b>
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 from zero to 24	

\*Special Billets (Fire Fighters, 911, PMO and Utilities) may have approved alternate work schedule. Contact your Financial Technician for further information.

### 7.1 Work Schedule Guidelines

The following guidelines outline the general rules and policies to be used when working with work schedules.

- Supervisors shall approve and monitor employee work schedules and arrival/departure times.

- Supervisors may, if workload permits, grant up to 30 minutes per day matching time with employees daily lunch break for physical fitness or to attend health and wellness classes. (see reference q).
- The work schedule of an individual may be changed more frequently by the supervisor if necessary to effectively meet work requirements, or at an employee's request, as in the case of personal hardship.
- The AWS program should not result in the establishment of additional supervisory positions, or require any supervisor to extend his or her workday beyond the scheduled hours of work.

## **7.2 Work Schedule Change**

- Recording accurate T&A is necessary for employees to be paid correctly. Changes that affect T&A data may also affect their pay (i.e., a shift change.)
- Each employee must have a work schedule stored in the DCPS system. The stored work schedule will contain the employee's workdays, hours and shift code (as applicable), scheduled night differential, an alternate work schedule code, a status code, a JON, and other pertinent information. This work schedule will be used to validate the employee's T&A. It is important that any work schedule change be reported to the Payroll as quickly and accurately as possible so that the changes can be entered into the DCPS and SLDCADA systems prior to T&A processing for the pay period.
- The Work Schedule Change Form is designed for reporting employee schedule changes to Payroll.
- Enter employee's name, social security number, work hours, and Job Order Number (JON). This information must be included in order for the Financial Technician to access the employee's record and make the change.
- The effective date is the date the schedule goes into effect. The effective date can be different from the date submitted.
- The Pay Period work schedule 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 Week one and Week two. The shift code for each workday is entered on the shift lines. The number of night differential hours for a graded employee is entered on the night differential lines.

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- The work schedule change should reflect the entire pay period. Partial schedules cannot be processed.
- Work schedule changes must be entered prior to the beginning of a pay period.
- 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.

Figure 7-1 Work Schedule Change Form Example

### WORK SCHEDULE CHANGE

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the systems of records notice NM07421-1, Time and Attendance Feeder Records (August 15, 2007, 72 FR 45798). AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters Marine Corps; and E. O. 9397 (SSN) PRINCIPLE: This system is sometimes referred to as Standard Labor Data Collection and Distribution Application (SLDCADA), it maintains time and attendance data and labor distribution data that includes name, Social Security Number(SSN), work location, job order number, task orders, leave accrual data, occupational series, grade, pay period identification, time card certification information, special pay categories, work schedule, etc. PURPOSE: Tracking of time and attendance and labor distribution data for civilian, military, and contractor labor against job order numbers for financial purposes. ROUTINE USE: Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) and the System of Records Notice. DISCLOSURE: Mandatory for time keeping and payment.

SSN 123-45-6789 NAME (Last, First, MI) Lindsay, Janelle E ACT UIC: 067001 SHOP/COST CTR/ORG CODE: BLCFAR

EFFECTIVE DATE: May 1, 2016 T&A STATUS CODE: A AWS CODE 0 - NOT ON AWS ROTATING CODE

**\*\*\*\*\*PAY PERIOD TOUR OF DUTY\*\*\*\*\***

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY on SAT
WK 1		0730-1600	0730-1600	0730-1600	0730-1600	0730-1600		
SHIFT (1/2/3)		8	8	8	8	8		
NGT DIFF								
WK 2		0730-1600	0730-1600	0730-1600	0730-1600	0730-1600		
SHIFT (1/2/3)		8	8	8	8	8		
NGT DIFF								

STANDING JOB: M47001BLCFAR11RGFMG

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

DAISY CASTILLO CASTILLO.DAISY.1249039140 05/1/2016  
PRINT NAME OF SUPERVISOR SUPERVISOR'S SIGNATURE DATE SUBMITTED

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 Privacy Sensitive: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

Complete this form, digitally sign, attach to an encrypted email and submit to your Financial Technician.

MCBCL/COMPT/LMD/7 (8/11) PREVIOUS EDITIONS ARE OBSOLETE ADOBE 9.0

## **8. Leave**

### **8.1 Approval Procedures**

Leave may be requested and approved via the on-line leave request/approval module in SLDCADA. Approved leave will generate to the employee timecard for those whose time normally generates.

For requesting leave, please see the Requesting Leave in the Basic User Guide ([3.3.2 Overtime and Leave Requests](#))

For approving leave, please see the Approving Leave Section of the Supervisor Guide ([5.2 Certifying T&A](#))

Labor Relations telephone numbers are 451-1458 and 450-9483.

### **8.2 Court Leave (LC)**

An employee who is under proper summons from a court to serve on a jury shall be granted court leave for each day that he or she serves on a jury or is required to remain on the premises of the court waiting for a call to jury duty. The employee is not entitled to court leave when he or she is excused or discharged by the court, either for an indefinite period, subject to call by the court, or for a definite period in excess of one day. Therefore, an employee may be required to return to duty or be charged annual leave if excused for a substantial part of the day. He/she must contact his/her supervisor and the supervisor shall determine if the employee shall return to duty or be charged annual leave. However, the employee may not be required to return to duty if it would cause hardship for him or her.

If an employee is on annual leave when called for jury duty or witness service, court leave shall be substituted. No charge shall be made to annual leave for court service.

### **8.3 Military Leave (LM)**

Eligible employees are entitled to military leave.

When military leave is recorded, a copy of official documentation directing the employee to active military duty, and a certified verification of attendance indicating completion of training duty, must be forwarded to Payroll when the employee returns to duty.

Military leave is charged on a workday basis. No charge is made to non-workdays. If an employee has official documentation which covers separate periods of time, with return to

## **Time and Attendance Standing Operating Procedures for MCIEAST**

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civilian status between the periods covered in the official documentation, military leave shall not be charged for the time the employee is returned to civilian status.

Military leave may be taken intermittently, a day at a time, or all at one time, regardless of the number of training sessions. Employees and supervisors are responsible for ensuring that any military leave taken during a pay period is recorded accurately on the employee's automated time sheet at the end of that pay period.

## **9. OVERTIME**

### **9.1 Authorization of Overtime and Compensatory Time**

Authorization for overtime or compensatory time shall be entered in SLDCADA and include a justification of why the work is required. The authorization must be in advance of the performance of work, except when the situation prevents prior approval. When this occurs, overtime and compensatory time must be approved and documented as soon as possible after the work has been performed.

Generally, overtime and compensatory time should not be authorized in the same week that an employee is scheduled for annual leave.

Members of the Senior Executive Service are excluded from earning overtime/compensatory time. Certain General Schedule employees are also excluded since premium pay may be paid only to the extent that payment does not cause aggregate pay to exceed the pay rate for a GS-15 Step 10.

### **9.2 Overtime and Compensatory Time**

Overtime/compensatory time are authorized and approved work performed in excess of the employee's normal work schedule hours. Descriptions of the different types of overtime are provided below:

#### **Scheduled Overtime**

Overtime worked that is officially scheduled and authorized for prescribed days and hours on a continuing basis and which has become a regular part of the employee's workweek.

#### **Unscheduled Overtime**

Overtime work requested and approved on an individual case basis to meet specific work requirements that cannot be accomplished within the normal workweek.

#### **Callback Overtime**

Supervisors are authorized to call back an employee after the end of their normal work hours. When this occurs, the proper callback code must be used. (See Appendix A)

#### **Compensatory Time**

Compensatory time off shall be approved in advance by supervisors, except in an emergency. An FLSA-exempt employee must use accrued compensatory time off by the end of the 6th pay period, after the pay period during which it was earned. Payment for unused compensatory time off is paid at the overtime rate.

## **10. Records**

T&A data and supporting documentation contain information that is protected by the Privacy Act, and should be stored in an appropriate secure container or password protected automated application when not being used for official purposes. Official purposes are:

- To record T&A and to maintain leave records for civilian employees
- To provide T&A information to individual employees and management
- To provide audit trails for:
  - Department of Defense Inspector General
  - Navy Audit Service
  - Internal Audit Procedures
- To provide federal, state, and city tax information to appropriate authorities

## Appendix A - Type Hour Code

LEAVE CODES		REGULAR WORK/PAY	
LA	Annual	RF	Regular, First Shift (Ungraded)
LB	Advanced Annual	RG	Regular (Graded)
LC	Court	RS	Regular, Second Shift (Ungraded)
LD	Donated Leave	RT	Regular, Third Shift (Ungraded)
LE	Holiday on Call	RX	Regular, Emergency Time
LF	Forced Annual	<b>OVERTIME</b>	
LG	Advanced Sick	OA	Additional FLSA Hours
LH	Holiday	OC	Overtime, Callback
LI	Military (DC Guard)	ON	Overtime Scheduled - Not Worked - Court /Military Leave
LJ	Shore	OS	Overtime, Scheduled
LK	Home	OU	Overtime, Unscheduled
LL	Law Enforcement	OX	Overtime, Unscheduled Exception
LM	Military	<b>SUNDAY PREMIUM</b>	
LN	Administrative	SF	Sunday Work, First Shift (Ungraded)
LO	BRAC Leave Restored	SG	Sunday Work (Graded)
LP	Annual, Restored #3	SS	Sunday Work, Second Shift (Ungraded)
LQ	Annual, Restored #2	ST	Sunday Work, Third Shift (Ungraded)
LR	Annual, Restored #1	<b>HOLIDAY TIME</b>	
LS	Sick	HF	Holiday Work, First Shift (Ungraded)
LT	Traumatic Injury (COP)	HG	Holiday Work (Graded)
LU	Date of Traumatic Injury Leave	HS	Holiday Work, Second Shift (Ungraded)
LV	Excused Absence	HT	Holiday Work, Third Shift (Ungraded)
LW	Educator In-School Breaks	<b>NON-PAID STATUS</b>	
LX	Non-Work Paid (Day of Death)	KA	LWOP
	<b>COMPENSATORY TIME</b>	KB	Suspension
CC	Compensatory Time Callback	KC	AWOL
CE	Compensatory Time Earned	KD	Office of Worker Compensation Program
CT	Compensatory Time Taken	KF	Non-duty, w/in regular schedule.
	<b>TRAVEL - COMPENSATORY TIME</b>	KG	Military Furlough (called to active duty)
CB	Travel Comp Time Earned		
CF	Travel Comp Time Taken		

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<b>FAMILY AND MEDICAL LEAVE ACT (FMLA)</b>		<b>FEDERAL EMPLOYEES FAMILY FRIENDLY LEAVE ACT (FEFFLA)</b>	
DA	Birth of son/daughter or care of newborn	DE	FFL Family Care/Bereavement - Sick Leave taken to:
DB	Adoption or foster care		1) provide care for a family member,
DC	Care for spouse, son, daughter, or parent with a serious medical condition		2) make arrangements necessitated by the death of a family member or attend the funeral of a family member
DD	Serious health condition of employee	DF	Sick Leave for Adoption Purposes - Sick Leave taken for purposes relating to the adoption of a child
DM	Care for an injured member of the Armed Forces	<b>UNION CODES</b>	
<b>TELEWORK CODING</b>		BA	Negotiations
TM	Telework Medical	BB	Mid Term Negotiations
TS	Telework Situational	BD	Labor/Management Relations
TW	Telework Regular	BK	Grievance and Appeals
<b>ENVIRONMENTAL AND HAZARD CODING</b>			
E1	Overheight Pay	F4	Extreme Heat
E2	Spray Booth Operations	F5	Firefighting
E3	Sandblasting	F6	Explosive Handling
E4	Painters in Energized Area	FA	Duty Aboard Submerged Vessel
E5	Carpenters in Energized Area	FB	Explosive and Incendiary Material - High Degree
E6	Live Line Maintenance	FC	Explosive and Incendiary Material - High Degree
EA	Flying	FD	Poisons (Toxic Chemicals) - High Degree
EB	High Work - On/Above/Below/Suspended between High Structures	FE	Poisons (Toxic Chemicals) - Low Degree
EC	Floating Targets	FF	Micro-Organisms - High Degree
ED	Dirty Work	FG	Micro-Organisms - Low Degree
EF	Cold Work	FH	Pressure Chamber and Centrifugal Stress
EG	Hot Work	FI	Thermal Chamber Test
EH	Micro-Soldering or Wire Welding and Assembly	FK	Work in Fuel Storage Tanks
EK	Exposure to Hazardous Weather or Terrain	FL	Firefighting - High Degree
EL	Unshored Work	FM	Firefighting - Low Degree
EM	Ground Work beneath Hovering Helicopter	FN	Experimental Landing/Recover Equipment Tsts
EN	Hazardous Boarding or Leaving or Surface Craft	FP	Land Impact or Pad Abort of Space Vehicle
EP	Cargo Handling during Lightning	FQ	Diving - Skin
EQ	Diving Extra Hazardous	FR	Mass Explosives and/or Incendiary Material
ER	Duty Aboard Surface Craft	FS	Duty Aboard Aircraft Carrier
ES	Work at Extreme Heights	FT	Participating in Missile Liquid/Solid Propulsion Situations
ET	Fibrous Glass Work	FU	Diver Tender
EV	High Voltage Electrical Energy	FV	Asbestos
EW	Welding, Cutting, Burning in Confined Spaces	FW	Diving
F1	Hostile Enemy	FX	Working in Pressurized Sonar Domes
F2	Threat of Bodily Harm	FY	Working in Non-Pressurized Solar Domes
F3	Work in the Destruction Area	FZ	Experimental Parachute Jumps

## Appendix B - Hour Conversion

### MINUTES TO 1/10 OF HOUR

MINUTES	TIME CHARGED		MINUTES	TIME CHARGED	
	LEAVE	OVERTIME		LEAVE	OVERTIME
1	0.1	0.0	31	0.6	0.5
2	0.1	0.0	32	0.6	0.5
3	0.1	0.1	33	0.6	0.6
4	0.1	0.1	34	0.6	0.6
5	0.1	0.1	35	0.6	0.6
6	0.1	0.1	36	0.6	0.6
7	0.2	0.1	37	0.7	0.6
8	0.2	0.1	38	0.7	0.6
9	0.2	0.2	39	0.7	0.7
10	0.2	0.2	40	0.7	0.7
11	0.2	0.2	41	0.7	0.7
12	0.2	0.2	42	0.7	0.7
13	0.3	0.2	43	0.8	0.7
14	0.3	0.2	44	0.8	0.7
15	0.3	0.3	45	0.8	0.8
16	0.3	0.3	46	0.8	0.8
17	0.3	0.3	47	0.8	0.8
18	0.3	0.3	48	0.8	0.8
19	0.4	0.3	49	0.9	0.8
20	0.4	0.3	50	0.9	0.8
21	0.4	0.4	51	0.9	0.9
22	0.4	0.4	52	0.9	0.9
23	0.4	0.4	53	0.9	0.9
24	0.4	0.4	54	0.9	0.9
25	0.5	0.4	55	1.0	0.9
26	0.5	0.4	56	1.0	0.9
27	0.5	0.5	57	1.0	1.0
28	0.5	0.5	58	1.0	1.0
29	0.5	0.5	59	1.0	1.0
30	0.5	0.5	60	1.0	1.0

NOTE: In accordance with current regulations, overtime is rounded to the nearest tenth of an hour. Those odd minutes less than 50% of 6 minutes will be dropped and those odd minutes 50% or greater will be rounded up to the next higher increment.

EFFECTIVE 27 SEPTEMBER 1998

## Appendix C - DD-577 EXAMPLE

Sample of Required Form DD-577 – needed for ALL Time and Attendance Certifiers to include: Supervisor’s, Alternate Supervisor’s, Timekeeper’s and Alternate Timekeeper’s – (See Financial Technician for Request Form)

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.  <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment.  <b>SORN T1300</b> (<a href="http://dpcld.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570154/11300/">http://dpcld.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570154/11300/</a>)  <b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: <a href="http://dpclo.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx">http://dpclo.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx</a>.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may preclude appointments.</p>		
<b>SECTION I - APPOINTEE</b>		
1. NAME (First, Middle Initial, Last and Rank or Grade) Frederick C. Branch Capt USMC	2. DoD ID NUMBER	3. TITLE Supervisor Company Commander
4. DOD COMPONENT/ORGANIZATION MS4004 HQSVCBN HQMC 1555 SOUTHGATE RD BLDG 28 ARLINGTON VA 22214-5000	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN) HQSVCBN HQMC 1555 SOUTHGATE RD BLDG 28 ARLINGTON VA 22214-5000 (703) 614-4300 / DSN 224-4300	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)		
<input type="checkbox"/> DISBURSING OFFICER: DSSN	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:		
<p>a. Comply with all applicable Time and Attendance laws, regulations, policies and procedures, including local standard operating procedures.                  b. You are responsible for the accuracy and timeliness of employee time and attendance records and supporting documentation, such as requests and approval of leave, overtime, and compensatory time.                  c. Ensure the use of flexible and compressed work schedules improves productivity and provides greater service to the command and the public.                  d. Ensure that exceptions to the employee's normal tour of duty are recorded in a timely and accurate manner.                  e. Ensure that employees have attested to the accuracy of their current pay period's time and attendance (including any exceptions such as use of leave) and any adjustments or corrections that are required.                  f. You are required to properly certify employee time and attendance records each pay period.</p> <p>DoDFMR, Vol. 5, Chapter 5: <a href="http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_05.pdf">http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_05.pdf</a> (Accountable/Certifying Officials)                  DoDFMR, Vol. 8: <a href="http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_08.pdf">http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_08.pdf</a> (Civilian Pay Policy and Procedures)                  Certifying Officer Legislation (COL) Training: <a href="https://dfas4dod.dfas.mil/training/Courses/coltraining.htm">https://dfas4dod.dfas.mil/training/Courses/coltraining.htm</a></p>		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:		
<p>US Code TITLE 5: <a href="http://www4.law.cornell.edu/uscode/html/uscode05/uscode05_usc_sup_01_5_10_III_20_E_30_61.html">http://www4.law.cornell.edu/uscode/html/uscode05/uscode05_usc_sup_01_5_10_III_20_E_30_61.html</a> (Hours of Work)                  DPM: <a href="http://www.opm.gov/oca/aww/index.asp#Policy/Guidance">http://www.opm.gov/oca/aww/index.asp#Policy/Guidance</a> (Handbook on Alternative Work Schedules)</p>		
<b>SECTION II - APPOINTING AUTHORITY</b>		
9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	
<b>SECTION III - APPOINTEE ACKNOWLEDGEMENT</b>		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
<b>SECTION IV - APPOINTMENT TERMINATION</b>		
The appointment of the individual named above is hereby revoked.		18. APPOINTEE INITIALS
17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS	
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

## Time and Attendance Standing Operating Procedures for MCIEAST

### INSTRUCTIONS FOR COMPLETING APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

Use this form to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, imprest fund cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint departmental officials. Departmental officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service on which a certifying officer relies when certifying vouchers as correct and proper for payment.
4. Appoint safekeeping custodians or assistants. Appointees to these positions are not subject to pecuniary liability.
5. Governing guidance is in the Department of Defense Financial Management Regulation, Volume 5 (Disbursing Policy).

#### SECTION I.

1. Enter the Appointee's name and rank or grade.
2. Enter the Appointee's 10-digit DoD Identification Number.
3. Enter the Appointee's title.
4. - 5. Enter the name, complete address (to include e-mail address), and telephone number (include DSN when available) of the DoD Component or activity to which appointed.
6. Mark X in the appropriate box to indicate the duty the appointee will perform (select only one). If appointing a disbursing officer or deputy disbursing officer, enter the appropriate DSSN in the space provided.
7. The appointing authority identifies the types of payments affected, but need only be specific as he or she considers necessary, and may include any other pertinent, applicable information (e.g., system involved).
8. List all publications the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.

#### SECTION II.

9. - 12. Enter the appointing authority's name, title, DoD Component/Organization location, and date signed.
13. The appointing authority must enter his or her manual or digital signature. If signature is digital, completing item 12 is not required since the digital signature includes the date; enter only after completion of items 1 through 11, as this signature will "lock" those items.

#### SECTION III.

14. - 16. The appointee enters his or her name and digital (16a) or manual (16b) signature, or both, depending on type(s) of signature(s) to be employed, in the appropriate spaces. If the signature is manual (16b), complete item 15, but if the signature is ONLY digital (16a), completing item 15 is not required since the digital signature includes the date. If the appointee enters both manual and digital signatures, the dates in items 15 and 16a must match. The date in item 15 (or 16a if signed digitally) cannot be earlier than the date in item 12 or 13. The appointment is effective on the date of acceptance by the appointee, and is not in force without his or her acknowledgement.

#### SECTION IV.

Completing this section terminates the original appointment. If partial authority is to be retained, complete a new DD Form 577.

17. Enter the date the termination is effective. Completion of this item is not required if item 21 is signed digitally, since the electronic signature includes the date.
18. The appointee initials in the space provided acknowledging revocation of the appointment.
19. - 21. The appointing authority enters his or her name, title and signature (which may be digital) in the spaces provided.

DD FORM 577 (BACK), NOV 2014

Payroll must receive copy of termination.

- Electronic signature from shop.
- Signature needed upon check-out.

## **Appendix D - USEFUL WEBSITES**

DoD Financial Management Regulation: <http://comptroller.defense.gov/FMR.aspx>

Human Resource Issues: [www.opm.gov](http://www.opm.gov)

Employee Benefits Information System: <https://www.civilianbenefits.hroc.navy.mil/login.aspx>

MyBiz: <https://compo.dcpds.cpms.osd.mil>

My eOPF :<https://eopf1.nbc.gov/navy>

MyPay: <https://mypay.dfas.mil>

Standard Labor Data Collection and Distribution Application (SLDCADA): <https://www.sldcada.navy.mil/>

Thrift Savings Plan: [www.tsp.gov](http://www.tsp.gov)

Total Workforce Management System (TWMS): <https://twms.navy.mil/self-service>