Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 14-PGRMD-018
DATE June 27, 2014

RESOURCE MANAGEMENT DIVISION

SUBJECT: Time and Attendance and Leave Procedures in the Defense Civilian Pay System

References: See Enclosure 1.

1. PURPOSE. The purpose of this Procedural Guide is to document the proper processes and procedures for maintaining Department of Defense Education Activity (DoDEA) employees' time and attendance (T&A) and leave in the Defense Civilian Pay System (DCPS).

2. APPLICABILITY. This Procedural Guide applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDEA Pacific), (hereafter collectively referred to as "DoDEA Area Directors"); and, all DoDEA District Superintendents, teachers, school administrators, and support staff.

3. DEFINITIONS. See Glossary.

4. GUIDANCE. This Procedural Guide defines the roles and responsibilities of DoDEA employees, Timekeepers, customer service representatives (CSRs), and certifying and authorizing officials whose T&A is directly recorded and maintained in DCPS. While this document primarily addresses inputting time manually into the payroll system, the concepts apply for those using automated timekeeping systems like the Automated Time and Attendance Access and Production System (ATAAPS). T&A will be managed in accordance with DoD 7000.14-R (Reference (a)), DoD Instruction 5010.40 (Reference (b)), DoDEA Regulation 5630.9 (Reference (c)), DS Regulation 5630.4 (Reference (d)), Negotiated Agreement, DoDDS and Federal Education Association (Reference (e)), Collective Bargaining Agreement, DoDDS and Overseas Federation of Teachers (Reference (f)), Master Labor Agreement (MLA), DDESS and the Federal Education Association Stateside Region (FEA-SR) (Reference (g)), MLA, DDESS and FEA-SR (Non-Professional Unit) (Reference (h)), Negotiated Agreement, Local 1770 and Fort Bragg Schools, North Carolina District (DDESS) and the American Federation of

Government Employees (AFGE) (Reference (i)), MLA, DDESS and AFGE (Reference (j)), Negotiated Agreement, DDESS and the National Federation of Federal Employees (Reference (k)), and the Negotiated Agreement, DDESS and Antilles Consolidated Education Association (ACEA) (Reference (l)) listed in Enclosure 1.

5. PROCEDURES. See Enclosure 2.

6. EFFECTIVE DATE. This Procedural Guide is effective immediately.

RM BRADY

Robert M. Brady
Associate Director for Financial
and Business Operations

Enclosures
1. References
2. Procedures
3. Type Hour Codes Quick Reference
4. Office of Personnel Management (OPM) Form 71
5. Sample Timecards

Glossary

ENCLOSURE 1

REFERENCES

(a) DoD 7000.14-R, "Department of Defense Financial Management Regulation," Volume 8, Chapter 2, of June 2013
(b) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013
(c) DoDEA Regulation 5630.9, "DoDEA Leave Administration," April 2, 1999
(d) DS Regulation 5630.4, "DoDDS Absence and Leave," November 6, 1987
(e) Negotiated Agreement, DoDDS and Federal Education Association, September 18, 1989
(f) Collective Bargaining Agreement, DoDDS and Overseas Federation of Teachers, June 23, 1994
(g) Master Labor Agreement (MLA), DDESS and the Federal Education Association Stateside Region (FEA-SR), December 6, 2005
(h) MLA, DDESS and FEA-SR (Non-Professional Unit), March 25, 2010
(i) Negotiated Agreement, Local 1770 and Fort Bragg Schools, North Carolina District (DDESS) and the American Federation of Government Employees (AFGE), February 1, 2009
(j) MLA, DDESS and AFGE, June 5, 2012
(k) Negotiated Agreement, DDESS and the National Federation of Federal Employees, June 27, 1996
(l) Negotiated Agreement, DDESS and Antilles Consolidated Education Association (ACEA), July 8, 2011

ENCLOSURE 2

PROCEDURES

1. DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA) AREA DIRECTORS, DISTRICT SUPERINTENDENTS, AND HEADQUARTERS (HQ) DIVISION CHIEFS. The DoDEA Area Directors, District Superintendents, and DoDEA HQ Division Chiefs, under the authority, direction, and control of the Director, DoDEA, shall ensure that all districts and schools adhere to the processes in this Procedural Guide. This includes ensuring Timekeepers are properly trained and periodically reviewing timekeeping records to ensure files are audit-ready. This Procedural Guide also applies to the supervisory chain for the Virtual School.

2. DODEA SCHOOL PRINCIPALS AND SUPERVISORS. The DoDEA School Principals and Supervisors, including the Virtual School, shall:

a. Comply with the procedures in this Procedural Guide.

b. Ensure current school procedures are aligned with this Procedural Guide.

3. ATTENDANCE AND LEAVE: ROLES AND RESPONSIBILITIES.

a. Supervisors are responsible for ensuring their employees' T&A is accurately documented. Either the supervisor or the individual designated in writing to certify timecards on behalf of the supervisor (usually a subordinate supervisor) will:

(1) Know whether their employees are at work or absent.

(2) Ensure employees complete and submit an OPM Form 71 (Enclosure 4) for planned absences when practical. If advance submission is impossible, the supervisor ensures the employee completes and submits the OPM Form 71 as soon as they report back to work and ensures the time keeper annotates absences.

(3) Receive, review, and authorize leave requests based on applicable policies and guidelines in a timely manner. Additionally, supervisors must collect and retain the appropriate supporting documentation for leave requests (e.g. summons for jury duty, support for leave under the Family and Medical Leave Act (FMLA)). Upon approval, supervisors sign, date, and forward the leave form (hard copy or electronic) and supporting documentation to the Timekeeper and the employee.

(a) Leave Without Pay (LWOP). Supervisors can approve up to three days of LWOP. Supervisors forward all requests for 4-30 days to the appropriate District Superintendent (or Division Chief if above the school level); all other LWOP requests must be forwarded to the respective Area Director for approval.

(b) If approved, the supervisor ensures the employee signs their timesheet and that the Timekeeper receives the proper documentation to be kept as part of the employee's official file.

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PROCEDURES

Any LWOP requests over 30 days must be documented with an approved Notification of Personnel Action (NPA).

(4) Ensure T&A for intermittent employees, including substitute teachers, is appropriately tracked. For substitute days, enter the Resource Management Office (RMO) sub-usage code and teacher name into DCPS.

(a) Since there is no procedure to retroactively correct substitute usage codes, accuracy is critically important.

(b) When intermittent T&A information in DCPS is incorrect, the supervisor will work through the appropriate Timekeeper to request an update through Remedy, the Defense Finance and Accounting Service (DFAS) problem report system.

(5) In accordance with Reference (a), ensure employees attest to their T&A in writing by signing completed timecards after T&A is processed in DCPS.

(a) While the current process is mainly a paper process, DoDEA is moving towards an electronic system to include processing electronic timecards for all employees. Once operational, the paper process will be replaced by the electronic system and this procedural guide will be updated.

b. Timekeepers will:

(1) Establish and maintain a T&A file for each employee in the Time and Attendance Group (TAG). This file includes originally approved OPM Form 71 (either hard copy or electronic, with the appropriate timecard) and any T&A corrections or updates. Timekeepers retain all T&A records for at least six years.

(2) Forward a signed and dated copy of the approved OPM Form 71 to the employee on behalf of the supervisor. For DDESS bargaining unit employees, Timekeepers forward a copy of the approved OPM Form 71 to the designated CSR.

(3) Use an internal leave log to track eligible employees' personal days. The Timekeeper will monitor the use of personal days and inform the employee when they are out of APL (for DoDDS) or PL (for DDESS).

(a) DoDDS APL Management: The Timekeeper (and leave administrators) receives the Leave Availability Report from the CSR as needed. This report does not specify APL days; all DoDDS educator leave is noted as earned or used sick leave (LS).

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(b) DDESS PL Management: DDESS Timekeepers reconcile the number of days with the appropriate CSR, who maintains the official record for PL usage and disburses the information to Timekeepers twice a year (December/January and May/June).

(c) Notify employees to sign Time and Attendance Forms at least 48 hours prior to due dates.

(4) Document and retain corrections to employees' T&A for previous pay periods. The Timekeeper will attach documentation for corrected timecards to the original timecard for audit purposes. Timekeepers retain records for six years.

(5) Input T&A into DCPS, unless an employee-updated system like ATAAPS is in place.

(6) Once T&A is entered, print the completed time sheets from DCPS and disburse the forms to each employee to review and sign (as directed by their supervisors). To ensure proper recording, the Timekeepers will print the Accepted Time Report and/or Retroactive Time Reports to serve as the employee timecard for signature. Examples of both Daily Rate employees and Hourly Rate employees are found in Enclosure 5.

(7) Signed timecards signal the employee's concurrence that the recorded T&A is correct. Once signed, the Timekeeper provides the completed forms to the appropriate supervisor who will review and approve each individual's timecard. See Enclosure 3 for T&A Type Codes.

c. DDESS CSRs will:

(1) Manually enter sick leave and any PL converted to sick leave directly into DCPS at the beginning of the SY.

(2) Use an internal leave log to track eligible employees' use of personal days (bargaining unit employees only).

(3) Provide a copy of the internal leave log to the appropriate Timekeeper twice during the school year (December/January and May/June) for reconciliation purposes.

(4) Coordinate with Timekeepers to resolve variances between the Timekeeper internal leave log and the CSR internal leave log; and, retain all correspondence and documentation pertaining to the internal leave log reconciliation.

(5) Monitor payroll, run timekeeping reports, and reconcile T&A data as necessary with DDESS Timekeepers.

ENCLOSURE 2

PROCEDURES

(6) If an employee uses LWOP, the CSR recalculates the educator's biweekly salary for the pay period following LWOP use, and submits a request to the Defense Logistics Agency (DLA) for personnel action to make the appropriate salary changes in DCPDS.

(7) Ensure Timekeepers are properly trained.

d. DoDDS CSRs will:

(1) Run regular, recurring payroll reports and monitor Timekeeper actions.

(2) Reconcile T&A information as needed with Timekeepers.

(3) Ensure Timekeepers are properly trained.

e. Employees will:

(1) Submit leave requests to their supervisor as early as possible, unless unable to do so due to unscheduled circumstances. Failure to obtain approval for leave prior to use may result in a charge of Absent Without Leave (AWOL). Employees using automated T&A (i.e. ATAAPS) will follow the same procedures for requesting leave and annotating timecards, but will do so electronically.

(2) Review completed timecards for accuracy and ensure leave is recorded with the proper leave categories. Sign and date the timecard acknowledging that the input is correct or work with the Timekeeper to resolve any discrepancies.

(3) Communicate any supervisor-approved, retroactive T&A changes to the Timekeeper within one pay period or as soon as possible. Provide sufficient documentation for the change and sign the corrected timecard.

(4) Employees may challenge debts created due to timecard errors. Employees will have the right to present evidence concerning calculations. Employees must make arrangements to repay debts when debts are proven.

ENCLOSURE 3

TYPE HOUR CODES QUICK REFERENCE

PAY TYPE HOURS

RD	Recess Day
RF	Regular, First Shift (Ungraded)
RG	Regular, (Graded)
RH	Penalty Pay (0.5 Times)
RJ	Penalty Pay (1.0 Times)
RK	Penalty Pay (1.5 Times)
RL	Non-Duty Law Leave Day
RM	Non-Duty Military Day
RQ	Recess Time 9/3 Nurses – VA
RR	Regular Time 9/3 Nurses – VA
RS	Regular, Second Shift (Ungraded)
RT	Regular, Third Shift (Ungraded)
RW	Regular, Firefighter Agency Training
RX	Regular, Emergency Time (System Generated From Local Holiday Table Only)
OA	Additional FLSA Hours
OB	On Call
OC	Overtime, Callback
OD	Sunday Overtime (T38)
OE	Overtime, Night - Used For DOE/Used By Y* Pay Plans for Double Overtime
OF	Double Overtime (Title 42)
OG	George Washington Carrier Overtime
OH	Holiday Overtime (T38)
OS	Overtime, Scheduled
OU	Overtime, Unscheduled
OV	Standby Overtime - VA
OW	Saturday Overtime (T38)
OX	Overtime, Unscheduled Exception
SF	Sunday Work, First Shift (Ungraded)
SG	Sunday Work (Graded)
SR	Sunday Regular 9/3 Nurses – VA (Non Recess)
SS	Sunday Work, Second Shift (Ungraded)
ST	Sunday Work, Third Shift (Ungraded)
SW	Saturday Pay (T38)

ENCLOSURE 3

TYPE HOUR CODES QUICK REFERENCE

LEAVE HOURS – PAID

LA	Annual
LB	Advanced Annual
LC	Court
LD	Donated Leave
LE	Holiday On Call
LF	Forced Annual
LG	Advanced Sick
LH	Holiday
LI	Military, DC Guard
LJ	Shore
LK	Home
LL	Law Enforcement
LM	Military
LN	Administrative
LO	BRAC restored leave
LP	Restored Annual Leave Account 3
LQ	Restored Annual Leave Account 2
LR	Restored Annual Leave Account 1
LS	Sick
LT	Traumatic Injury (COP)
LU	Date Of Traumatic Injury
LV	Excused Absence
LW	Educator, In-School Breaks
LX	Nonwork, Paid (Day Of Death Or Sabbatical)
LY	Time Off Award (Leave)
L2	Court Leave Sunday (T38)
L3	Military Leave Saturday (T38)
L4	Military Leave Sunday (T38)
L5	Court Leave Saturday (T38)

LEAVE HOURS – NONPAID

KA	LWOP
KB	Suspension
KC	AWOL
KD	Office of Worker Compensation Program (OWCP) – Not allowed for EMP-TYP-CD=J
KE	Furlough

ENCLOSURE 4

OPM FORM 71

Request for Leave or Approved Absence

1. Name *(Last, first, middle)*	2. Employee or Social Security Number (Enter only the last 4 digits of the Social Security Number (SSN))

3. Organization

4. Type of Leave/Absence *(Check appropriate box(es) below)*	Date From	Date To	Time From	Time To	Total Hours
☐ Accrued Annual Leave					
☐ Restored Annual Leave					
☐ Advanced Annual Leave					
☐ Accrued Sick Leave					
☐ Advanced Sick Leave					
☐ Compensatory Time Off					
☐ Other Paid Absence *(Specify in Remarks)*					
☐ Leave Without Pay					

Purpose:
- ☐ Illness/injury/incapacitation of requesting employee
- ☐ Medical/dental/optical examination of requesting employee
- ☐ Care of family member, including medical/dental/optical examination of family member, or bereavement
- ☐ Care of family member with a serious health condition
- ☐ Other

5. Family and Medical Leave

If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information:

☐ **I hereby invoke my entitlement to Family and Medical Leave for:**
- ☐ Birth/Adoption/Foster Care
- ☐ Serious health condition of spouse, son, daughter, or parent
- ☐ Serious health condition of self

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act. Medical certification of a serious health condition may be required by your agency.

6. Remarks:

7. Certification: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification on this form may be grounds for disciplinary action, including removal.

7a. Employee Signature	7b. Date

8a. Official Action on Request: ☐ **Approved** ☐ **Disapproved** *(If disapproved, give reason. If annual leave, initiate action to reschedule.)*

8b. Reason for Disapproval:

8c. Supervisor Signature	8d. Date

PRIVACY ACT STATEMENT

Section 6311 of Title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: to the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to Title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Office of Personnel Management
5 CFR 630

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OPM Form 71
Rev. September 2009
Formerly Standard Form (SF) 71
Previous editions usable

ENCLOSURE 5

SAMPLE TIMECARDS

DAILY RATE EMPLOYEE

V13.30 ACCEPTED T&A 01/28/14

SITE ID	TAG	ACT	ORG	EMPLOYEE ID	DATE	NAME
38090000	0104	226100	226100	111-11-1111	01 25 14	SMITH JOHN A

DISPLAY REVERSALS? N CERTIFIER

CAL DATE	W K	D Y	TYP HR	AMOUNT /HOURS	JOB ORDER	E/H OTH	LH PA	SH FT	NGT DIF	INJ NO	ALT IDC
01 13 14	1	2	RG	1.00			N				
01 14 14	1	3	RG	1.00			N				
01 15 14	1	4	RG	1.00			N				
01 16 14	1	5	RG	1.00			N				
01 17 14	1	6	RG	1.00			N				
01 20 14	2	2	LH	1.00			N				
01 21 14	2	3	RG	1.00			N				
01 22 14	2	4	RG	1.00			N				
01 23 14	2	5	RG	1.00			N				
01 24 14	2	6	RG	1.00			N				

2128 NO T/A AVAILABLE AFTER WK 2 DY 6

ENCLOSURE 5

SAMPLE TIMECARDS

CORRECTED TIMECARD DAILY RATE

V13.30 RETROACTIVE T&A 01/28/14

SITE ID	TAG	ACT	ORG	EMPLOYEE ID	DATE	NAME
38090000	0122	207000	207000	111-11-1111	01 25 14	SMITH JOHN A

DISPLAY REVERSALS? N CERTIFIER

CAL DATE	W K	D Y	TYP HR	AMOUNT /HOURS	JOB ORDER	E/H OTH	LH PA	SH FT	NGT DIF	INJ NO	ALT IDC
12 30 13	1	2	RG -	1.00			N				
12 30 13	1	2	LS	1.00			N				
12 31 13	1	3	RG -	1.00			N				
12 31 13	1	3	LS	1.00			N				

2128 NO T/A AVAILABLE AFTER WK 1 DY 3

ENCLOSURE 5

SAMPLE TIMECARDS

HOURLY RATE EMPLOYEE

V13.30 ACCEPTED T&A 01/28/14

SITE ID	TAG	ACT	ORG	EMPLOYEE ID	DATE	NAME
38090000	0104	226100	226100	222-22-2222	01 25 14	SMITH JANE A

DISPLAY REVERSALS? N CERTIFIER

CAL DATE	W K	D Y	TYP HR	AMOUNT /HOURS	JOB ORDER	E/H OTH	LH PA	SH FT	NGT DIF	INJ NO	ALT IDC
01 13 14	1	2	RG	5.00			N				
01 14 14	1	3	RG	5.00			N				
01 15 14	1	4	RG	5.00			N				
01 16 14	1	5	RG	5.00			N				
01 17 14	1	6	RG	5.00			N				
01 20 14	2	2	LH	5.00			N				
01 21 14	2	3	RG	5.00			N				
01 22 14	2	4	RG	5.00			N				
01 23 14	2	5	RG	5.00			N				
01 24 14	2	6	KF	5.00			N				

2128 NO T/A AVAILABLE AFTER WK 2 DY 6

ENCLOSURE 5

SAMPLE TIMECARDS

CORRECTED TIME CARD HOURLY RATE

V13.30 RETROACTIVE T&A 01/24/14

SITE ID	TAG	ACT	ORG	EMPLOYEE ID	DATE	NAME
36090000	0613	272300	272300	222-22-2222	01 25 14	SMITH JANE A

DISPLAY REVERSALS? N CERTIFIER

CAL DATE	W K	D Y	TYP HR	AMOUNT /HOURS	JOB ORDER	E/H OTH	LH PA	SH FT	NGT DIF	INJ NO	ALT IDC
10 07 13	1	2	RG -	6.00			N				
10 08 13	1	3	RG -	6.00			N				
10 09 13	1	4	RG -	6.00			N				
10 10 13	1	5	RG -	6.00			N				
10 11 13	1	6	RG -	6.00			N				
10 14 13	2	2	LH -	6.00			N				
10 15 13	2	3	RG -	6.00			N				
10 16 13	2	4	RG -	6.00			N				
10 17 13	2	5	RG -	6.00			N				
10 18 13	2	6	RG -	6.00			N				
10 07 13	1	2	KA	6.00			N				
10 08 13	1	3	KA	6.00			N				
10 09 13	1	4	KA	6.00			N				
10 10 13	1	5	KA	6.00			N				
10 11 13	1	6	KA	6.00			N				
10 14 13	2	2	KA	6.00			N				

2090 MORE T/A AVAILABLE

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ACEA	Antilles Consolidated Education Association
AFGE	American Federation of Government Employees
APL	Any Purpose Leave
ATAAPS	Automated Time and Attendance Production System
AWOL	Absent Without Leave
CSR	Customer Service Representative
DCPS	Defense Civilian Pay System
DDESS	Domestic Dependent Elementary and Secondary Schools
DFAS	Defense Finance and Accounting Services
DLA	Defense Logistics Agency
DoDDS	Department of Defense Dependents Schools
DoDDS-E	Department of Defense Dependents Schools-Europe
DoDDS-P	Department of Defense Dependents Schools-Pacific
DoDEA	Department of Defense Education Activity
FEA-SR	Federal Education Association Stateside Region
FMLA	Family Medical Leave Act
GS	General Schedule
HQ	Headquarters
HR	Human Resources
HRO	Human Resources Office
ISS	Instructional Support Specialists
LS	Sick Leave
LWOP	Leave Without Pay
MLA	Master Labor Agreement
NPA	Notification of Personnel Action (electronic SF-50)
OFT	Overseas Federation of Teachers
OPM	Office of Personnel Management
PL	Personal Leave
RG	Regular Grade
RMO	Resource Management Office

GLOSSARY

ABBREVIATIONS AND ACRONYMS

T&A	Time & Attendance
TAG	Time & Attendance Group