

JUN 01 2000

FASOTRAGRUPAC INSTRUCTION 7420.1A

Subj: CIVILIAN TIMEKEEPING AND PAY PROCEDURES

Ref: (a) DOD 7000.14R, Financial Management Regulation,
Volume 8
(b) DCPS Customer Service Representative Users Manual

Encl: (1) Sample Timesheets
(2) Sample of Detachment Certification Memo
(3) Sample of Department Certification Memo

1. Purpose. To establish policies, regulations, procedures and responsibilities governing civilian timekeeping and pay in accordance with references (a) and (b). Nothing in this instruction should be construed as opposing or superseding any part of other directives of higher authority.

2. Cancellation. FASOTRAGRUPACINST 7420.1

3. Scope. Applies to all departments and detachments. Defense Finance and Accounting Service-Denver Center (DFAS-DE) will perform the official payroll function. Ms. Webber is the command service representative for all payroll processes.

4. Action. The paragraphs below provide guidance for completion of timesheets. Each department/detachment will be responsible for the internal distribution of timesheets. Enclosure (1) contains a sample timesheet. Contact Ms. Webber for any code or type of leave not listed.

a. Timesheet Entries. All hours of attendance will be shown on the timesheet. Musters will be recorded daily in Military time on the timesheet in black or blue ink. Commonly used leave codes are shown below:

COMPENSATORY HOURS

CE - Compensatory Time Earned

CT - Compensatory Time Taken

LEAVE HOURS - NONPAID

KA - Leave Without Pay (LWOP)

LEAVE HOURS - PAID

LA - Annual Leave

LC - Court Leave

LG - Advance Sick Leave

LN - Administrative Leave

LS - Sick Leave
LY - Time-Off Award Leave

b. Certification of Time and Attendance. Each timesheet will be certified by the employee's supervisor in the space provided. The official signature on the timesheet will constitute an official document for payroll purposes. Erasure or white correction fluid will not be permitted. Certifications on the timesheets must be legible and agree with the names cited on the signature authorization memorandum, enclosures (2) and (3), as directed by reference (a).

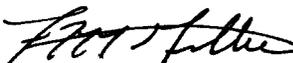
c. Non-pay Status. All hours of an employee's regularly scheduled workweek must be accounted for. If an employee has hours during a workweek for which there is no pay entitlement (i.e., unexcused absence, Leave Without Pay (LWOP), resignation) these hours must be reflected on the employee's timesheet.

d. New Employee. A manually prepared timesheet will be submitted for new employees until receipt of a computer generated timesheet.

e. Deadlines. Certified timesheets from each department must be received by code N142 not later than 0930 on the Thursday prior to the end of the pay period. Detachments will fax copies of their timesheets and Applications for Leave SF71 to code N14 not later than close of business of the Thursday prior to the end of the pay period. Original timesheets will be kept on file at the detachments.

5. Responsibility. Supervisors of civilian employees are responsible for ensuring that timesheets are submitted accurately by the deadline specified. Failure to do so may result in an employee not being paid on time.

6. Enclosures (2) and (3) will be submitted to code N14 whenever there is a change of supervisors. People authorized to sign timesheets should be kept to a minimum.


F. M. GALLIE

Distribution:
FASOTRAGRUPACINST 5216.3A
Lists A & B

EMPLOYEE ID | BLK/GRP | ACT | ORG | EMPLOYEE NAME | PLT ROT | PERIOD ENDING | SEQ NO
 0001 | 009191 | | | | | | |
 STD JON | 091910YFLBR | | | | | | |

AWS | SUN | MON | TUE | WED | THR | FRI | SAT | SUN | MON | TUE | WED | THR | FRI | SAT
 TOUR | | | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | | | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
 TYP/SFT | | | RG 0 | | | LH 0 | RG 0 |
 GRADED ND | | | | | | | | | | | | | | | |

JOB ORDER NUMBER	TYPE	HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
	LS		1			2.5					
	LA		1					8			
	LC		1						8		
	LY		1								
	LN		1								
			2			5	8				
			2					8			
			2							4	
			2								

REG | OT | COMP | HOL | SUN | 2ND | 3RD | ND | E/H | LV | NP/LV

WK1	IN	OUT	IN	OUT	IN	OUT	WK2	IN	OUT	IN	OUT	IN	OUT	REMARKS:
SUN							SUN							
MON	0730	1600					MON	LH						
TUE	0730	1330	2.5	LS			TUE	1300	1600	5	LC			
WED	0730	1600					WED	LC						
THU	LA						THU	LY						
FRI	LC						FRI	0730	1200	4	LN			
SAT							SAT							

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

 AUTHORIZED SIGNATURE

Enclosure (1)

FASOTRAGRUPACINST 7420.1A

MEMORANDUM

From: Officer in Charge,
To: Customer Service Representative
Subj: CERTIFICATION OF TIME AND ATTENDANCE
Ref: (a) FASOTRAGRUPACINST 7420.1A

1. In accordance with reference (a), the following authorized certifying official signatures are submitted:

Signatures

Initials

A. B. Doe, LCDR

J. Q. Smith, GS-12

(Signature)

Enclosure (2)

MEMORANDUM

From: (Department Head)
To: Management Assistant (Code N142)
Via: Administrative Officer (Code N1)
Subj: CERTIFICATION OF TIME AND ATTENDANCE
Ref: (a) FASOTRAGRUPACINST 7420.1A

1. In accordance with reference (a), the following authorized certifying official signatures are submitted:

Signatures

Initials

A B. Doe, LCDR

J. Q. Smith, GS-12

(Signature)

Enclosure (3)