



Instruction

Defense Intelligence Agency

DEFENSE INTELLIGENCE AGENCY
WASHINGTON, DC 20340-5100

DIAI 1422.002
28 August 2007
OPR: FE

Time and Attendance Reporting

References:

- (a) DCPS Timekeeper References
- (b) DCPS Timekeeper Users Manual
- (c) Defense Intelligence Agency Instruction (DIAI) 1424.001, Leave, 26 April 2005
- (d) Defense Intelligence Agency Instruction (DIAI) 1400.002, Pay, 9 March 2005
- (e) Defense Intelligence Agency Instruction (DIAI) 1422.001, Hours of Work, 20 October, 2004
- (f) DIAI 2500.001, "Defense Attaché Manual for Administration," Volume 1, Chapters 1, through 5, 17 March 1997
- (g) through (l), see enclosure 1

1. Purpose

1.1. To prescribe procedures for maintaining and reporting work schedules and Time and Attendance (T&A) of DIA civilian employees.

1.2. This instruction concerns the preparation and entry of work schedules and time and attendance (T&A) data into the Defense Civilian Pay System (DCPS). Timekeepers, T&A Customer Service Representatives (CSR), and supervisors should be familiar with the contents of this regulation.

2. Definitions

2.1. Work Force – In accordance with reference (d), the basic work force week consists of 5 work days, 8 ½ hours a day, Monday through Friday, which includes a daily 30-minute non-compensable meal period for a total of 40 hours per week. DIA employees will generally work a regularly scheduled work week. Variations to the basic work week may be authorized for employees participating in the Alternative Work Schedule (AWS) program. Authority to approve work schedules may not be delegated below the branch level. Primary business hours are set at the office level. Overtime or compensatory time may be scheduled when necessary. Whenever possible, compensatory time (comp time) earned for unscheduled or irregular hours should be approved instead of paid overtime. Managers retain the final authority to schedule hours of duty.

2.2. First Shift – First shift is hours of work performed by prevailing rate (wage grade) employees that do not meet the definition of second or third shift hours.

2.3. Second Shift – Second shift is regularly scheduled non-overtime work performed by a wage grade employee when a majority of hours occur between 1500 and 2400 hours.

2.4. Third Shift – Third shift is regularly scheduled non-overtime work performed by a wage grade employee when a majority of hours occur between 2300 and 0800 hours.

2.5. Night Differential – Night differential hours are regularly scheduled hours of work performed by a general grade (GG) (similar to general schedule) employee between the hours of 1800 and 0600, excluding time spent in a training status.

2.6. Sunday Pay – Sunday Pay is 25 percent of an employee's hourly base pay which is in addition to their hourly base wage. To receive Sunday pay the employees regularly scheduled basic work week must include non-overtime work that begins or ends on Sundays.

2.7. Overtime – Overtime is hours of work officially ordered or approved in excess of 40 hours in an administrative work week or in excess of 8 hours in a day performed by an employee with exceptions as follows:

2.7.1. For employees on a Compressed Work Schedule (CWS), overtime means hours in excess of those specified hours that constitute the compressed work schedule.

2.7.2. For an employee for whom the first 40 hours of duty in an administrative work week is the basic work week, only hours of work in excess of 40 hours during the administrative work week are deemed to be overtime hours.

2.7.3. Travel compensatory time may be earned by an employee for time spent in a travel status away from an employee's official duty station when such time is not otherwise compensable. See HR Bulletin 05-2005 Compensatory Time Off for Time in an Official Travel Status, dated 14 February 2005.

2.7.4. Time spent in a training status.

2.8. Irregular overtime: overtime work that is not part of an employee's regularly scheduled administrative work week.

2.9. Holiday pay: Payment received for non-overtime work performed during a regularly scheduled tour of duty on a day that is officially recognized as a federal government holiday.

2.10. Premium pay: the dollar value of earned hours of compensatory time off and additional pay for overtime, night, Sunday, or holiday work; or for standby duty, administratively uncontrollable overtime work, or availability duty. This excludes overtime paid to employees under the Fair Labor Standards Act and compensatory time off earned in lieu of such overtime pay.

2.11. Compensatory time (comp time): time off from the regularly scheduled work week received in lieu of payment for an equal amount of irregular or occasional overtime work

2.12. Regularly Scheduled Work – Regularly scheduled work means work that is scheduled in advance of an administrative work week. Regularly scheduled work must be entered into

DCPS by the T&A CSR using the work schedule change screen. Deviations from the work schedule entered into DCPS using the T&A input screen do not constitute regularly scheduled work. In order to receive night differential for work performed between 1800 and 0600, it must be regularly scheduled work.

2.13. Timekeepers – Timekeepers are the individuals responsible for entering data from signed timesheets into the payroll processing system, making corrections to previously entered data in the payroll processing system, ensuring timesheets have certifying officer signatures, and sending timesheets to [REDACTED] for scanning and storage. Timekeepers are also responsible for maintaining records and files relating to work schedule changes, Certifying Officer (CO) appointment letters, timesheets, leave applications, and other supporting documents. The eTimesheets will eliminate the need for timekeepers to distribute timesheets to employees, but is otherwise not expected to change the Timekeepers roles and responsibilities.

2.14. T&A CSR – A T&A CSR is an individual who enters approved work schedules and data entered on T&A forms into DCPS via terminals located in T&A CSR's organization. Most T&A CSRs will also be timekeepers.

2.15. T&A Group (TAG) – A TAG is a number that identifies a group of employees assigned to one or more T&A CSRs. All employees assigned to a particular office symbol must be assigned to the same TAG. A T&A CSR may be authorized to access multiple TAGs and multiple organization symbols may be assigned to the same TAG. For example, several three-letter offices may be grouped into the same TAG.

3. Responsibilities

3.1. The coordinated efforts of the DIA Directorate for Human Capital (HC) managers, attaché support personnel, and comptroller specialist, together with managers, supervisors, certifying officers, timekeepers, and T&A CSRs that work closely with [REDACTED] are required to provide adequate pay services for agency personnel covered under this regulation.

3.2. For personnel Paid by [REDACTED]

3.2.1. [REDACTED] shall initiate the documents, primarily Standard Form 50, "Notification of Personnel Action," which is evidence of the entitlement of employees to receive pay and authorize changes in rates of pay. These personnel actions are posted to the DCPS database through a pay/personnel interface under the control of [REDACTED]

3.2.2. [REDACTED] for Directorate for Human Intelligence (DH) employees shall input employee-initiated nonpersonnel payroll-related actions such as allotment transactions, W-4 actions, changes in net pay distribution addresses, etc.

3.2.3. Deputy Directors, Chiefs of Special Offices, and other appropriate officials will use the format shown in enclosure 4 to officially appoint supervisors and acting supervisors as T&A certifying officers for individual offices. The certification of T&A forms is based on the supervisor's personal knowledge of the circumstances and hours of duty performed by employees within their supervision.

3.3. Supervisors and Acting Supervisors appointed as Certifying Officers will:

3.3.1. Acknowledge that they understand DIA's T&A procedures by completing the 1st endorsement of the appointment letter designating them as certifying officials. Use the sample shown in enclosure 4.

3.3.2. Approve individual work schedules and work schedule changes for each of their employees.

3.3.3. To the best of their knowledge, when signing the T&A Reports, certify the work schedules recorded are true and accurate. Review and approval shall be made by the official, normally the immediate supervisor, most knowledgeable of the time worked and absences incurred by the specified employees. The approving official may assign responsibility for observing daily attendance or accurately recording T&A data to a timekeeper. Assignment of these duties does not relieve the approving official of the responsibility for timely and accurate reporting of the T&A which he/she approves, including that leave is approved and administered in accordance with applicable policies, regulations, and instructions. Adequate steps must be taken to ensure that the T&A data are accurately reflected on the T&A forms used to enter T&A data into DCPS. The supervisor must initial each correction of required ink entries before signing as the certifying official. Erasures, obliteration, and overwrites are not acceptable. Errors on ink entries must be ruled through with a single line and the correct figures inserted as closely as possible.

3.3.4. Pass the original T&A forms and related supporting documents to the T&A CSR for entry into DCPS and disposition as described in enclosure 2, paragraph 13.

3.3.5. Ensure that all required references are made available to the designated timekeepers/T&A CSRs.

3.3.6. Provide timekeepers/T&A CSRs with documentation of actions taken pursuant to reference (c), such as assignment or reassignment of personnel to shifts, detail of personnel to other than previously approved tours of duty, approval or denial of requests for sick or annual leave or leave without pay, and approval of irregular overtime, holiday, or premium pay and comp time. These actions must be documented in writing for each individual to ensure that pay records are correct and factual. When there is no specified distribution for such documentation, a copy should be provided to the employee and to the timekeeper/T&A CSR. Whenever an employee reports to an office or activity in DIA, a SF 50 or other personnel document must be executed by . This notice must be shown to the timekeeper so that the hourly rate, Fair Labor Standards Act (FLSA) status, and pay plan of the employee can be noted. Knowledge of FLSA status is required to ensure that comp time is not required for FLSA-covered overtime and knowledge of the type of pay plan is required to properly report T&A of GG and wage grade employee.

3.4. Each Deputy Director and Special Office will:

3.4.1. Establish a single point of contact to notify of changes in T&A CSRs and TAGs. They will keep advised of their designated point of contact. The point of contact will also be responsible for verifying that the T&A CSR has completed Joint Intelligence Virtual University (JVU) timekeeper training.

3.5. Timekeepers/T&A CSRs at the Deputy Director and Special Office will:

3.5.1. Retain a copy of the T&A certifying officer appointment letter in their official office files.

3.6. The Employees will:

3.6.1. Be responsible for properly recording the hours worked and submitting them on Form P-3091A/P-3091B to the timekeeper. Employees are required to sign the T&A form each pay period certifying hours worked, leave taken, and overtime and comp time earned. The supervisor will sign in the "Certifier's Signature" block on the timesheet. For those employees who are not physically located with their supervisors, fax or email certification of the validity of information provided for the timesheet is an acceptable method of certification. Employees on leave, temporary duty, or unavailable must promptly sign the timesheet upon their return to the office. Each employee must also review his/her leave and earnings statement and promptly report any abnormal variance to the T&A CSR. Deployed employees are responsible for submitting certified T&A Deployment Worksheets to their assigned timekeeper.

4. Procedures

4.1.1. Procedures are set forth in references (a) and (b), and in enclosures 2 through 5 of this regulation.

4.2. General - How to prepare a Time and Attendance Sheet.

4.2.1. All entries on T&A forms and work schedule change forms, including signatures, must be in blue or black ink. Employees may also digitally enter the data into their forms and print. Digital signatures are acceptable if the employee has an active Public Key Infrastructure (PKI) certificate

4.2.2. The T&A CSR shall retain a copy of the signed T&A forms. Original signed T&A forms and work schedule change forms should be forwarded to [redacted] not later than [redacted] close of business the 2nd duty day following the end of the pay period. [redacted] will microfiche and retain the T&A forms for six years.

(b)(3):10 USC
424

(b)(3):10 USC
424

Courier:

[redacted]

Department of Defense

[redacted]

4.2.3. Copies of T&A forms, along with leave forms and other related correspondence, are to be retained in the preparing activity for two years plus current year.

4.2.4. Documentation related to court leave and military leave should be forwarded to [redacted] for DH employees, by the employee/timekeepers.

(b)(3):10 USC
424

(b)(3):10 USC 424

4.2.5. [redacted] will provide assistance in resolving pay or leave problems that cannot be resolved with [redacted]

4.2.6. It is recommended that the following guidelines be applied when an employee is unable to submit a completed time and attendance sheet within the required timeframe:

4.2.6.1. If the employee's assigned timekeeper is available, he/she should prepare a Time and Attendance report for the period based on the employees normal work hours and submit it to the employee's immediate supervisor for advice and/or approval.

4.2.6.2. The Supervisor will indicate if straight time should be paid; available leave time used; or employee should be placed in leave without pay (LWOP) status and so indicate their choice with signature and date.

4.2.6.3. If the immediate supervisor is not available, the next in command must assume this responsibility.

4.2.6.4. If the regular timekeeper is not available, the assigned backup timekeeper must follow the prescribed course.

4.3. Training

4.3.1. Both timekeepers and T&A CSRs are required to complete the JVU module "Timekeeper" administered training courses on T&A reporting prior to appointment.

//Signed

Phillip R. Roberts
Chief of Staff

Enclosures – 5

E1. References

E2. Time and Attendance Reporting Procedures

E3. Procedures for Requesting Payroll Service

E4. Appointment as Time and Attendance Certifying Officer

E5. Time and Attendance Customer Service Representative Change/Addition

E1. Enclosure 1

References g through l

- (g) General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies
- (h) 5 United States Code (U.S.C.) 5547
- (i) 37 Comptroller General 362
- (j) 10 U.S.C. 1601(a)(3)
- (k) 5 U.S.C. 5541(2)(C)(XVI)
- (l) Defense Intelligence Agency Instruction (DIAI) 5015.001, "DIA Records Management Program," 29 Sep 2004

E2. Enclosure 2

Time and Attendance Reporting Procedures

1. **GENERAL:** The Defense Civilian Pay System (DCPS) is a work schedule driven pay system. A valid work schedule must be established for each employee by his/her supervisor. The work schedule must then be entered into DCPS by the time and attendance (T&A) Customer Service Representative (CSR). After a work schedule is established and entered, detailed T&A reporting is required biweekly to report deviations from the established work schedule. T&A data must be entered for each employee each pay period even if the entry is limited to the single key stroke necessary to report that the employee worked his/her established work schedule. Employees for whom no T&A is reported and whose pay file remains active will be paid the lesser of the employee's regularly scheduled hours or his/her annual leave balance and a corresponding reduction will be made in the employee's annual leave balance. The T&A form is the basic document upon which the hours of duty performed by an employee will be recorded. Once the data is entered into DCPS, it is the basis upon which payment will be made by the payroll office.

2. **CERTIFICATION OF T&A REPORTS:** T&A forms are to be certified only by individuals having direct supervision of the employees on whom reports are being made. This form is used by the T&A CSRs to input data directly to DCPS. Thus, any incorrect or false data is the direct responsibility of the certifying officer and the T&A CSR. During the temporary absence of a supervisor, T&A forms will be certified by the acting supervisor or next higher level supervisor in the element's chain of command.

3. **DEPUTY DIRECTORS FOR AND SPECIAL OFFICE CHIEFS SHALL:**

a. Designate timekeepers and individuals as principals and alternates who are authorized to certify T&A forms in accordance with the basic regulation.

b. Identify which organizational elements under their supervision will be included in particular T&A group (TAG) forms.

c. Designate T&A CSRs and alternates for each TAG and request establishment of DCPS T&A access to records for designated personnel. An individual cannot function as a T&A CSR until [REDACTED] establishes DCPS access for the T&A CSR. (b)(3):10 USC 424

d. Ensure that designated T&A CSRs are provided proximate access to this regulation, references (a) and (b) (all references are listed in the basic document), and on-the-job-training.

e. Ensure that T&A CSRs and timekeepers are familiar with the provisions of this and other regulations pertaining to T&A reporting and that they prepare T&A forms properly.

f. Ensure that supervisors are aware of their responsibilities under this and other regulations pertaining to T&A reporting and certification.

4. [REDACTED] **SHALL:** provide quarterly JIVU training module for newly designated T&A CSRs. (b)(3):10 USC 424

5. **SHALL:**

(b)(3):10 USC 424

- a. Maintain a record of designated T&A CSRs and timekeepers.
- b. Maintain DIA's T&A group structure and communicate changes in the structure to

(b)(3):10 USC 424

6. **FE SHALL:** provide guidance on policy and responsibilities for completion and certification of timesheets, how to use the DCPS system and the time schedule for T&A input.

7. **T&A CSR/TIMEKEEPERS SHALL:**

- a. Review and be familiar with the provisions of this regulation and other directives, especially references (a) through (e) that pertains to T&A reporting for civilian employees.
- b. Maintain T&A forms in accordance with the instructions herein and in references (a) through (e).
- c. Maintain a file of applications for leave (OPM Form 71) submitted by employees and in cases of sick leave, maintain supporting medical certificates in accordance with reference (c).
- d. Maintain a file of T&A certifying officer appointment letters.
- e. Review the DCPS on-line work schedule and T&A records for their TAG to ensure the existence of a T&A record and a current on-line work schedule record for all newly assigned/transferred employees.
- f. Contact regarding new personnel whose on-line records are missing.
- g. Create a correct work schedule when a work schedule does not exist or is incorrect in DCPS.
- h. In the absence of an employee, the timekeeper shall complete T&A forms (P3091A or P3091B) and obtain the certifying officer's signature.
- i. Submit the following to the Employee Data Collection (EDC) CSR: DH employees to for all other personnel.

(b)(3):10 USC 424

(1) Military active duty orders and statements attesting to reservist's performance of military duty signed by the reserve unit commanding officer or his/her designee. In lieu of a signed duty statement, a copy of the reservist's military pay statement as evidence that active duty was performed will be accepted. If these documents are not available at the end of the pay period during which military leave is first reported, they should be forwarded no later than four weeks after completion of military leave.

(2) Court summonses or subpoenas and reports of fees/expenses received from the court and statements of attendance as witness/juror related to court leave. The above items will be forwarded to the EDC CSR within two weeks following the end of the pay period in which court leave was reported. The employee is responsible for providing the above items, and the T&A

certifying official is responsible for ensuring employee compliance.

(b)(3):10 USC 424 j. Forward the original T&A forms to [redacted] not later than close of business the 2nd duty day following the end of the pay period.

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(b)(3):10 USC 424

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(b)(3):10 USC 424

k. Retain copies of the signed work schedule change forms, T&A forms, and related supporting documents for two-full years following the end of the current leave year.

8. T&A CERTIFYING OFFICIAL SHALL:

a. Ensure that all employees have a current approved work schedule and validate Alternate Work Schedules (AWS).

b. Review and sign the original T&A forms and return signed originals to the T&A CSR with related supporting documents for T&A data entry into DCPS.

c. Review and sign the original T&A forms for deployed employees based on submitted T&A Deployment Worksheet.

9. **TIMEKEEPER ASSISTANCE:** Timekeepers are authorized to contact the [redacted] Branch, (b)(3):10 USC 424 directly on payroll matters. Payroll problems that cannot be resolved by the timekeeper with (b)(2) assistance should be referred to [redacted] See enclosure 3 for procedures. (b)(2),(b)(3):10 USC 424

10. INSTRUCTIONS FOR COMPLETING AND ENTERING WORK SCHEDULES AND T&A FORMS:

a. The timekeeper can enter work schedule changes into DCPS at any time prior to entering T&A. The effective date of a work schedule change should normally be the beginning of a pay period. Work schedule changes should be established and approved prior to the beginning of the administrative work week.

b. T&A forms are completed in and printed from eTimesheets T&A website by each employee. The T&A form should reflect the same work schedule as the previous pay period unless the employee verifies with the timekeeper that it has been changed in DCPS.

c. The primary guides for completing and entering work schedules and T&A forms are references (a) and (b). T&A data shall be recorded through keyboard entry in eTimesheets or manually using blue/black pen entries. Do not use felt tip pens for entries on T&A forms.

d. For full time employees a basic work week of 40 hours must be scheduled and worked (or leave reported) each administrative work week, which is ordinarily the period between midnight Saturday and midnight the following Saturday (reference (a) and (b)). There are some instances where different administrative work weeks have been approved by [redacted] to meet the requirements of certain shift operations. For full-time employees experiencing a shift change during the middle of a pay period, particularly personnel being detailed to the crisis center, care must be exercised to ensure that the employee's work schedule provides for a full 80 hours of work during the pay period. Such employees will normally be assigned a 40 hour work week schedule for the first pay period they are assigned to such details. See paragraph 12 for procedures related to the reporting of T&A for detailed personnel.

(b)(3):10 USC
424

e. A duty day that crosses midnight will be scheduled and reported as being performed on the day in which the tour begins.

11. GENERAL INSTRUCTIONS:

a. T&A forms come in two formats, P3091A (Timesheet Format 1) and P3091B (Timesheet Format 2). Form P3091B (Timesheet Format 2) and the related DCPS T&A input screen cannot be used for night differential changes, injury numbers, shift changes (wage board personnel only), family leave, telework or environmental/hazard work, and retroactive corrections to prior pay periods.

b. T&A data can be entered into DCPS at any time during the pay period but should be entered on the Friday at the end of the pay period. All T&A data must be entered no later than 1400 hours (Eastern Standard Time) on Monday (1000 hours on the first regular duty day if Monday or Tuesday is a holiday) following the end of the pay period. Corrections may be entered until 1000 hours on Tuesday (1700 hours on the first regular duty day if Monday or Tuesday is a holiday). Changes to data reported for a previous pay period will not be reported on the current pay period T&A form. Changes or corrections for prior pay periods will be reported by preparing, entering, and submitting a corrected T&A form (P3091A Timesheet Format 1 only). When preparing a corrected T&A form, normal preprinted data will be hand scribed exactly as on the original T&A form unless the work schedule was changed subsequent to the printing of the T&A form. If this has occurred, the corrected work schedule will be shown. Complete correct data for the pay period must be entered, as would be done for normal pay period reporting. The T&A form must then be certified by the supervisor. A corrected T&A form (P3091A Timesheet Format 1 only) for a prior pay period can be entered by the T&A CSR at any time during a pay period that the DCPS is available to T&A CSRs.

c. A T&A form must reflect the time in which work was performed. The exact clock hours and minutes of the day of all absences as well as all additional work in an overtime or compensatory time status must be shown through the in and out entries on the form. The elapsed hours and minutes (not clock hours) that constitute deviations from the established work schedule in DCPS are reported as hours to the nearest quarter hour for the particular day.

d. Prior to directing an employee to work hours not previously scheduled or covered by provisions for irregular overtime or compensatory time, supervisors should obtain guidance from [redacted]

(b)(3):10 USC
424

e. The Office of Personnel Management Form 71 and medical certificates for sick leave in excess of three days will be retained by the appropriate supervisor's T&A CSR. Such documents will be retained for two years after the close of the current leave year.

f. TDY orders for civilian personnel are generally not required by [redacted] and should not be forwarded. Orders pertaining to military leave are required to be forwarded to [redacted] and [redacted] for DH employees upon completion of military duty, a statement attesting to performance of the military duty or a copy of the military pay statement must be included.

g. Advance of sick leave requires supervisor concurrence and [redacted] approval.

h. Compensatory time off may not be granted for holiday hours worked. Employees working during the holiday are entitled to holiday premium pay.

i. DCPS on-line supervisor T&A certification procedures are not currently in use by DIA.

12. **DETAILS.** Except as described below, employees assigned to details will continue to have their T&A reported by the element to which they are permanently assigned. The supervisor of the unit of permanent assignment must make arrangements with management of the unit to which the employee is detailed, to be informed at the end of the pay period of the employees' periods of actual duty and absence. For employees detailed to [redacted] T&A will be reported by [redacted]. Their T&A feedback reports will be retained by their home unit. Because employees are detailed to [redacted] rather than reassigned, T&A feedback reports, including the invalid transaction report, the control of hours report, and the missing time/created leave report. The following actions will be taken for personnel detailed to [redacted].

a. The T&A forms are completed and printed from eTimesheets on the T&A website by each employee and submitted to [redacted] T&A CSR.

b. As the [redacted] supervisors become aware of changing work schedules of detailees, the supervisors will inform specially designated [redacted] T&A CSRs (detail reporting T&A CSRs) through the submission of work schedule change forms. **Note:** Designation of [redacted] detail reporting T&A CSRs must be fully coordinated with [redacted] in advance of the pay period to establish expanded T&A record access.

c. The detail reporting T&A CSRs will enter the work schedule changes as they receive them from the [redacted] supervisors.

d. The T&A form will be completed and certified by the timekeeper/T&A CSR and supervisor of the [redacted] unit to which the employee is detailed.

e. The detail reporting T&A CSRs will be responsible for entering any necessary corrections to the detailee's work schedules and entering the detailee's T&A.

f. The signed original T&A report will be forwarded by [redacted] to [redacted] along with the [redacted] T&A forms as described in paragraph 4.2.2.

g. The T&A CSR of a detailee's home unit of assignment will be responsible for resolving any problems identified through the T&A feedback reports (invalid transaction report, control of

hours report, and the missing time/created leave report). It may be necessary to consult with the detail reporting T&A CSR or the supervisor of the detailee to resolve a particular problem.

13. DISPOSITION OF T&A FORMS: No later than close of business on the Tuesday following the end of a pay period (Wednesday, if Monday or Tuesday is a holiday), the T&A CSR will copy all the T&A forms and work schedule change forms input during the pay period, including corrected T&A forms for prior pay periods. The copies of the forms will be retained in the reporting unit and the originals will be forwarded to for archiving.

(b)(3):10 USC
424

E3. Enclosure 3

Procedures for Requesting Payroll Service

(b)(3):10 USC
424 a. For pay inquiries involving promotions, step increases, separations, accessions, or similar personnel actions, contact the [redacted] or DH employees [redacted]

(b)(3):10 USC
424 b. For retroactive adjustments to time and attendance (T&A) data for previous pay periods, contact your timekeeper/T&A customer service representative (CSR).

(b)(3):10 USC
424 c. For pay inquiries or adjustments to savings bonds, allotments, taxes, direct deposits, or charity deductions, contact: [redacted] DH employees, [redacted]
[redacted]

(b)(3):10 USC
424

(b)(3):10 USC
424

E4. Enclosure 4

Appointment as Time and Attendance Certifying Officer**SAMPLE APPOINTMENT LETTER**

TO:

SUBJECT: Appointment as Time and Attendance Certifying Officer

1. You are hereby appointed as time and attendance (T&A) certifying officer for _____ for the purpose of certifying T&A forms based on personal knowledge of the circumstances and hours of duty performed by the employees under your supervision. If it is not possible for you to have personal knowledge of hours of duty because of shift work or other reasons, you must take reasonable steps to ensure the accuracy of the T&A you certify.

2. This appointment also carries with it the responsibility that you read and understand DIA Instruction, "Time and Attendance Reporting," and acknowledge this by signing and dating the 1st endorsement below. Please forward this memorandum to your timekeeper who will retain it in a permanent file.

1st Endorsement

TO: _____, T&A CSR

I certify that I have read DIAI 1400.003 "Time and Attendance Reporting," and fully understand the basic regulation along with enclosures 1 through 7.

SIGNATURE

DATE:

OFFICE SYMBOL

E5. Enclosure 5

**Time and Attendance Customer Service Representative Change/Addition,
Change in Organizations Assigned to a T&A Group,
Creation of New TAGs, or Change in Printer Designations**

1. Access to an individual employee's defense civilian pay system (DCPS) time and attendance (T&A) records is controlled by the office symbol shown in individual employee personnel records, the office symbols and T&A group (TAG) numbers shown in DCPS organization records, and the TAGs in the T&A customer service representative (CSR) access records. Thus, any reorganization will affect DCPS T&A CSR record access and the reorganization and the effective dates of related SF 50, "Notification of Personnel Action," must be fully coordinated with the [redacted] to ensure that appropriate changes are made in T&A CSR designations. Before taking any action to assign personnel to an organization symbol that has not previously existed or to realign organizations between TAGs, directorates must contact [redacted] to arrange for the establishment of necessary organization records, TAGs, and T&A CSR access to those TAGs. In addition, routine transfers and separations of T&A CSRs will require changes in designated T&A CSRs. The complexity of adding or changing a T&A CSR depends on whether or not the individual who's DCPS T&A CSR access is being established or changed already has DCPS access. Only personnel with a standard DIA sensitive compartmented information (SCI) workstation can be designated DCPS T&A CSRs but personnel without access to an SCI workstation can be designated timekeepers. An SCI workstation is obtained through the organization's automated data processing coordinator.

2. Requests for new timekeeper access or changes to current access must be submitted through the directorate DCPS coordinator. If requestors do not know their directorate DCPS coordinator, they should call [redacted]. The following information is required: the T&A CSR's full name, DIA userid, social security number, telephone number, office symbol, and a listing of the TAGs to which the T&A CSR should have access added or deleted. Any request for a change of this nature must reach [redacted] no later than the beginning of the pay period prior to the pay period for which the change is to be effective. (b)(3):10 USC 424

3. The printer to which an individual T&A CSR has his/her T&A feedback reports sent is controlled by DIA's mainframe computer. To print reports, call x8000 (or use e-requestor) and request DCPS printer id be set up. Provide userid and network printer number. Request the ticket be routed to: Systems Maintenance — [redacted]. If a T&A CSR does not have a DCPS printer set up, he/she may alter the printer to which his/her reports are routed by inserting the user identification of a T&A CSR whose feedback reports are currently being routed to the desired printer, following the dollar sign preceding their own user identification on the designated printer line of the report request screen.

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(b)(3):10 USC 424



(b)(3):10 USC 424

HR Bulletin 05-2005
February 14, 2005

Compensatory Time Off For Time In Official Travel Status

For DIA civilians who travel on official business, there is a new provision that may be of interest to you. Interim rules under the Federal Workforce Flexibility Act of 2004 authorize employees to earn a new category of compensatory time when in official travel status. Current guidance on use of this new authority is in the attached HR Bulletin Addendum.

Employees who travel, their supervisors, and timekeepers should review the Addendum for more information about who is eligible, what kind of time can be counted, and how to track it. There are a few key points to keep in mind: Rules for accrual and use of this new category of compensatory time are specific. Accrued time not used within the allowable period will generally be forfeited, will not convert to pay, and will not transfer to other agencies. Until our payroll systems can be programmed to document this new provision, supervisors and timekeepers will need to manually track eligible time earned and used.


For additional information, please contact the 
for DH employees, 

(b)(3):10 USC 424

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HR Bulletin 05A-2005
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Addendum to HR Bulletin 05-2005 Questions and Answers on Compensatory Time Off for Official Travel

Q1. What is compensatory time off for travel?

A. Compensatory time off for travel is a new form of compensatory time off that may be earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable.

Q2. When is this provision effective?

A. This provision is effective on January 28, 2005.

Q3. Are all employees covered by this provision?

A. The new compensatory time off provision applies to all DIA federal employees in the general grade (GG) and senior-level (DISL) pay categories, but not members of the Senior Executive Service, wage grade (WG or WL) or non-appropriated fund employees.

Q4. What qualifies as travel for the purpose of this provision?

A. To qualify for this purpose, travel must be officially authorized. In other words, travel must be for work purposes and must be authorized under established agency policies. Travel performed under TDY orders is applicable. Travel performed under PCS orders is not included at this time.

Q5. An employee receives compensatory time off for travel only for those hours spent in a travel status. What qualifies as time in a travel status?

A. Travel status includes only the time actually spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel.