



# Instruction

Defense Intelligence Agency

DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, DC 20340-5100

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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

