DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 7420.10A
4/DepFin
11 AUG 2014

USNA INSTRUCTION 7420.10A

From: Superintendent

Subj: POLICIES AND PROCEDURES FOR REPORTING TIME AND ATTENDANCE

Ref: (a) DoD 7000.14-R, DoD Financial Management Regulations, Volume 8, Chapter 2
(b) DoD 7000.14-R, DoD Financial Management Regulations, Volume 8, Chapter 5
(c) Standard Labor Data Collection and Distribution Application (SLDCADA) Training Guide
(d) Family Friendly Leave Act
(e) 10 U.S. Code 6952
(f) DoD 7000.14-R, DoD Financial Management Regulations, Volume 5, Chapter 33

Encl: (1) USNA Employee Time Card
(2) Conversion Chart
(3) USNA Employee Work Schedule Request

1. Purpose. To publish policy and procedures for reporting time and attendance (T&A) and labor for all civilian personnel (faculty and staff) assigned to the United States Naval Academy.

2. Cancellation. USNAINST 7420.10 and Comptroller memo 7400 CMPT-153-07 of 5 Mar 07. This is a complete revision and should be reviewed in its entirety; no special markings appear in the margins because changes are extensive.

3. Background

a. Per reference (a), the functional objective for T&A is to ensure that employee attendance (i.e., presence or absence) is accurately recorded and reported to compute pay, leave, and allowances. Additionally, T&A reporting ensures accurate reporting of time spent on customer orders to compute payroll labor costs for charging reimbursable funds. Individuals responsible for T&A reporting will include employees, supervisors, approving officials and certifying officials.

b. Per reference (b), leave objectives for T&A reporting ensure that leave records and balances are maintained for each employee; accrued and accumulated leave is recorded; all types of leave are authorized and recorded; and all leave data is reported accurately in order to simplify the collection of leave related debts and the preparation of financial reports.

c. Time and attendance data is transmitted to the Defense Civilian Pay System (DCPS) using the Standard Labor Data Collection and Distribution Application (SLDCADA), the Source Data Automation (SDA) system approved by BUPERS. Reference (c) provides guidance for timekeepers.

d. References (c) through (e) provide additional policies and guidance for T&A.

4. Policy

a. Time and Attendance Recording. Employees will complete and sign enclosure (1) or enter T&A directly into SLDCADA for each pay period to provide a daily

record of time as required by reference (b). The T&A data along with customer job order numbers as appropriate shall reflect a proper and accurate accounting of the employee's actual time, attendance and leave. SLDCADA is authorized for electronic reporting when approved by the Comptroller and the hierarchy is established in SLDCADA. When SLDCADA is not accessible for an employee, designated timekeepers will collect signed timecards from employees, enclosure (1), and input them in SLDCADA by the date established for the biweekly payroll processing. All Type Hour Codes (THC) can be input down to 6 minute increments. A conversion chart for inputting incremental hours on a time sheet, or in SLDCADA, can be found in enclosure (2).

b. Work Schedules. Per reference (a), DoD civilian employees will maintain a work schedule. USNA civilian employees will complete enclosure (3) and submit to their supervisor for approval. The supervisor will provide an approved copy to the timekeeper to support the work schedule recorded in SLDCADA.

c. Leave

(1) Approval & Recording. Per reference (b), to support the T&A record, employees shall request approval of each type of leave before it is taken, except for Administrative Leave, Absence Without Leave (AWOL), suspension, or holiday absences. Leave shall be documented and approved in writing, or electronically in SLCADA, by a supervisor designated to make such approvals. Documentation for leave used shall show the dates, times, and types of leave taken.

(2) Excess Usage. Employees may only be compensated for leave taken in excess of leave accrued for religious observances and authorized advanced leave. Charges to military and court leave shall be supported by documentation at the time the leave is recorded on the timecard. If documentation is not available at the time T&A is submitted, the time will be recorded as annual leave or leave without pay. A prior pay correction shall then be processed when documentation is available.

d. Overtime and Compensatory Time Earned Authorizations. Per reference (a), to support the T&A record, approval of overtime and compensatory time will be approved and documented with a NAVCOMPT Form 2282, or electronically in SLDCADA, before the hours are worked. If that is not feasible, it must be done as soon as possible after the work has been performed.

e. Daylight Saving & Standard Time

(1) Daylight Saving Time. Employees working on a tour of duty when Daylight Saving Time goes into effect are credited with the actual number of hours worked on the tour of duty. The hour lost as a result of the change is charged to annual leave, compensatory time used, credit hour used or leave without pay, whichever is applicable with the employee's request. Employees may be allowed to work one hour beyond the end of their shift.

(2) Standard Time. Employees working on a tour of duty when Standard Time goes into effect are credited with the actual number of hours worked. Any time in excess of eight hours, or the regular tour of duty hours, shall be paid overtime and/or compensatory time earned or recorded as credit hours. A NAVCOMPT Form 2282 is not required.

f. Time and Attendance Certification

(1) Purpose. Per reference (f), the certification of T&A is the authorization for the expenditure of government funds. T&A reported in SLDCADA will be reviewed against the timecard, or SLDCADA, and certified by a Certifying Officer, normally the immediate supervisor, acting supervisor, or other designated

representative authorized to act as an alternative certifier and is most knowledgeable of the time worked and absence of the employee. The certification represents, to the best of the certifier's knowledge, that the time worked matches the actual work schedule (including any exceptions) and T&A reported by the employee are true, correct, and accurate. Certification shall be made individually for each employee and a handwritten signature on the Manually Certified Employee Report from SLDCADA or electronic signature in SLDCADA shall be provided for each T&A record. Supervisors will ensure that all T&A recorded in SLDCADA is supported by a T&A record signed by the employee, manually or electronically.

(2) Pecuniary Liability. Per reference (d), "Certifying officers [...] are pecuniarily liable automatically when there is a fiscal irregularity based on the "presumption of negligence" (28 U.S.C. 2512 and 31 U.S.C. 3527) [...] Under 31 U.S.C. 3528 and other applicable law, certifying officers are pecuniarily liable for payments resulting from improper certifications."

(3) Delay. Certification of T&A may not be delayed for the purpose of obtaining the employees initials or signature for leave when the employee is not available. Rather, the employee shall submit a confirming leave slip (OPM Form 71), or SLDCADA Leave Request, upon return to duty and, if necessary, a prior pay correction will be made to correct the Type Hour Codes (THC) in SLDCADA.

g. Time and Attendance Reporting

(1) Incorrect Hours Report. Timekeepers will review the Incorrect Hours Report from SLDCADA prior to upload of T&A into the Defense Civilian Pay System (DCPS) and make corrections as necessary to ensure accurate payroll processing in DCPS.

(2) Controls. Timekeepers shall ensure that all required T&A information, including current period corrections and prior pay adjustments, are properly reviewed and approved by the supervisor and reported in a timely manner.

(3) Missing T&A Data. If any required T&A data are missing for an employee, DCPS will generate a charge against an employee's leave balance per the leave conversion matrix in reference (c).

h. Adjustments and Corrections. Adjustments and corrections shall be approved by the supervisor for input by the timekeeper. Prior pay corrections involving a prior fiscal year or reimbursable funds shall be forwarded to the Comptroller Department for approval and processing.

i. Retention of Records

(1) Storage. Timekeepers shall maintain T&A records by pay period together with T&A reports either in paper form, or electronically in SLDCADA. Approved applications for leave, overtime and compensatory time approvals, military orders, jury duty certification, or other supporting documentation as needed shall be retained at the timekeepers' offices. Documentation shall be safeguarded against unauthorized access.

(2) Internal Controls. Sufficient internal controls shall be established to prevent unauthorized changes to be made to completed time and attendance reports.

(3) Retention Period. All T&A records shall be destroyed after a GAO audit or when they are 6 (six) years old, whichever is sooner.

5. Responsibilities

a. Cost Center Heads

(1) Nominate in writing, primary and alternate timekeepers who will be responsible for recording employee timecards. Provide copies of nomination letters to the Comptroller.

(2) Nominate, in writing, primary and alternate Certifying Officers who will be responsible for certifying the T&A reported in SLDCADA either electronically or manually. A justification is required where the individual appointed is not the immediate supervisor who would be most knowledgeable of the time worked and absence of the employee. Provide copies of nomination letters to the Comptroller.

(3) Hold Certifying Officers, supervisors and timekeepers accountable for proper leave administration and the accurate recording and reporting of time and attendance for all employees.

(4) Hold Certifying Officers, supervisors and employees accountable for proper reporting of time spent on customer orders for charges to reimbursable funding documents.

(5) Ensure overtime and compensatory time is limited to cases of necessity, is properly approved, and is performed within budget constraints.

(6) Ensure that all necessary Certifying Officers, supervisors and timekeepers are familiar with this instruction.

(7) Ensure that subordinate Certifying Officers and accountable officials are trained in their responsibilities, including initial Certifying Officers Legislation (COL) training and refresher training annually; periodically review their performance to ensure compliance with established regulations, policies, and procedures, including local standard operating procedures; review appointments annually for validity and current status, and make appropriate recommendations for change to appointing authorities.

b. Supervisors & Certifying Officials

(1) Approve/disapprove employee work schedules; provide approved copy to timekeeper.

(2) Approve/disapprove employee exceptions to work schedule. Ensure all documentation is filed.

(3) Ensure overtime and compensatory time is properly approved.

(4) Ensure employees are familiar with this instruction and that they provide their timekeepers with their biweekly timecard and supporting documentation, or electronically into SLDCADA.

(5) Promptly report to an employee any change(s) made to his/her timecard during certification that is not supported by documentation.

(6) Review and certify that biweekly and prior pay corrections for T&A and reimbursable work hours reported by the employee are true, correct and accurate. Forward all prior pay corrections involving a prior fiscal year or reimbursable funds to the Comptroller for approval and processing.

c. General Schedule (GS) & Wage Grade (WG) Employees

(1) Maintain an approved work schedule, enclosure (3), with supervisor.

(2) Accurately report T&A and reimbursable work hours with chargeable job order, if appropriate, for each pay period using enclosure (1) or electronically in SLDCADA.

(3) Obtain approval from supervisors prior to using non-emergency leave and report use of emergency leave to supervisors within two hours of scheduled reporting. Provide supporting documentation with timecard, or electronically in SLDCADA.

(4) Work overtime or compensatory time only after receiving proper supervisory approval. Provide supporting documentation with timecard, or electronically in SLDCADA.

(5) Attest that T&A is true, correct and accurate by signature on timecard, or electronically in SLDCADA.

(6) Submit prior pay corrections using enclosure (1) to supervisor with written justification for requested change(s), or by using SLDCADA.

(7) Submit personal payroll changes (e.g., tax deductions, bonds, allotments, direct deposit, change of address, etc.) through the Payroll CSR or submit electronic changes through the MyPay website at https://mypay.dfas.mil.

d. Faculty - Administratively Determined (AD) Employees

(1) Although not administratively feasible to track civilian faculty T&A in the same manner as staff employees, and some statutory exceptions exist, incumbents of instructional positions placed on the Administratively Determined (AD) pay plan are required to attest to 80 hours of work (or the amount specified in any offer letter/contract/position description), or some combination of regular time, leave types, or Leave Without Pay (LWOP) for each pay period.

(2) Timekeepers may enter codes for LWOP for 10-month faculty members in the absence of employee attestation only during Intercessional Periods and based on direction from the office of the Academic Dean & Provost. Since full-time and part-time faculty members on appointments of greater than one year earn both annual and sick leave, failure to attest to the performance of work or to record leave is a violation of T&A policy in references (a) and (b). Faculty members are not normally eligible for overtime and faculty compensation is set with the understanding that research, service, and other mission-based work may require irregular and unusual hours.

e. Bargaining Unit Members

(1) Bargaining unit members who have been approved for official time are required to indicate the time on their timesheet, or electronically in SLDCADA.

f. Timekeepers

(1) Maintain employee work schedules in SLDCADA and retain hard copy files.

(2) Timely and accurately record T&A data in SLDCADA as reported on individual timecards for approval and certification by the Certifying Officer.

(3) Ensure that employees attest to the accuracy of their current pay period's T&A and any adjustments or corrections that are required after T&A is approved.

(4) Notify supervisors/Certifying Officers when T&A (or prior pay corrections) in SLDCADA is complete and ready for certification OR provide SLDCADA printout to supervisor/certifying official for manual certification.

(5) Process approved prior pay corrections only for authorized changes. Changes not authorized for timekeeper processing are corrections affecting reimbursable accounts/funds and prior fiscal years. These corrections will be forwarded to the Comptroller Department for approval and processing.

(6) Ensure all entries for overtime and compensatory time earned have been approved, and the NAVCOMPT Form 2282 is on file or has been submitted electronically.

(7) Ensure supporting documentation for all types of leave, overtime, and compensatory time have been filed. If SLDCADA is not available, hard copies of leave slips will be maintained by the timekeeper and will be subject to audit. Documentation for jury duty, military leave, and advance leave will be forwarded to the Comptroller Department prior to the biweekly pay processing.

(8) Review Incorrect Hours Report biweekly prior to T&A transmission to DCPS.

(9) Maintain timecards and supporting documentation for a period of 6 (six) years or GAO Audit whichever is sooner.

e. Comptroller

(1) Appoint, in writing, timekeepers and certifying officers as nominated by Cost Center Heads.

(2) Provide trained payroll Customer Service Representative (CSR), guidance and responses to inquiries concerning payroll and timekeeping procedures.

(3) Provide payroll support and routine training, including site visits, to ensure proper procedures are in place and are understood. Post T&A training opportunities provided by Navy on the SLDCADA bulletin board.

(4) Biweekly, review the automated T&A, Incorrect Hours Report, prior to transmission to DCPS. Check the Missing Time, Invalid Report (Current and Retroactive) and the Conversion of Hours Report.

(5) Ensure resolution of payroll problems relating to time and attendance inputs and employee information. Process Prior Pay Corrections for changes involving reimbursable funds or prior fiscal years.

S. S. VAHSEN
Chief of Staff

Distribution:
All Non-Mids (electronically)

USNA EMPLOYEE TIME CARD	**Privacy Act Statement:** **Authority:** 5 U.S.C.301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; DoD Financial Management Regulation (DoDFMR) 7000-14R, Vol 8, Chapter 5 **Principle Purpose:** To maintain a record to track time and attendance and labor distribution data for civilian employees against job order numbers for financial purposes. **Routine Use:** Used by U.S. Naval Academy employees to record their Time and Attendance.
1. NAME:	**2. Pay Period Ending (PPE) Date:**

3. APPROVED WORK SCHEDULE

	a. Regular Hour Code (See 7a. below)	b. SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
WEEK 1									
WEEK 2									

4. TIME & ATTENDANCE – WEEK 1

a. JOB ORDER NO. (for reimbursable work only)	b. EHZ (See 7b. below)	c. ND (check if appropriate)	d. THC (See 7a. below)	e. SUN	MON	TUE	WED	THU	FRI	SAT

5. TIME & ATTENDANCE – WEEK 2

a. JOB ORDER NO. (for reimbursable work only)	b. EHZ (See 7b. below)	c. ND (check if appropriate)	d. THC (See 7a. below)	e. SUN	MON	TUE	WED	THU	FRI	SAT

6. EMPLOYEE CERTIFICATION

I certify that the time and attendance reported is true, correct and accurate. I further certify that time charged to reimbursable funding is true, correct and accurate. Leave, overtime and compensatory time are approved in accordance with existing laws and regulations.

Signature: **Date:**

7. COMMONLY USED CODES

a. THC – Type Hour Codes – Work Hours, Leave, Compensatory Time, & Overtime

RG – Regular Hours GS or Faculty AD	CF – Travel Comp Time Used	LR – Restored Leave	LY – Time Off Award
RF – Regular Hours First Shift WG	CN – Credit Hours Used	LS – Sick leave	KA – Leave w/o Pay
RS – Regular Hours Second Shift WG	CT – Comp Time Used	LT – Traumatic Injury Date	KC – Away w/o Leave (AWOL)
RT – Regular Hours Third Shift WG	LA – Annual Leave	LU – Traumatic Injury Leave	OS – Overtime
CB – Travel Comp Time Earned	LC – Court Leave	LV – Excused Leave	Other – See Timekeeper
CD – Credit Hours Earned	LH – Holiday Leave	LX – Non-Work Paid Leave (Sabbatical)	
CE – Comp Time Earned	LN – Admin Leave		

b. EHZ – Environmental Hazard

DA – Birth of Child	DE – Family Friendly leave care/bereavement	TS – Telework Situational
DC – Care of family member with serious health condition	DM – Family military leave	TW – Telework Regular
DD – Serious Health condition of employee	TM – Telework Medical	Other – See Timekeeper

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MINUTES TO HUNDREDTHS CONVERSION CHART

MINUTES	HUNDREDTHS EQUIVALENT	MINUTES	HUNDREDTHS EQUIVALENT
:01	.02	:31	.52
:02	.03	:32	.53
:03	.05	:33	.55
:04	.07	:34	.57
:05	.08	:35	.58
:06	.10	:36	.60
:07	.12	:37	.62
:08	.13	:38	.63
:09	.15	:39	.65
:10	.17	:40	.67
:11	.18	:41	.68
:12	.20	:42	.70
:13	.22	:43	.72
:14	.23	:44	.73
:15	.25	:45	.75
:16	.27	:46	.77
:17	.28	:47	.78
:18	.30	:48	.80
:19	.32	:49	.82
:20	.33	:50	.83
:21	.35	:51	.85
:22	.37	:52	.87
:23	.38	:53	.88
:24	.40	:54	.90
:25	.42	:55	.92
:26	.43	:56	.93
:27	.45	:57	.95
:28	.47	:58	.97
:29	.48	:59	.98
:30	.50	:60	1.00

USNA EMPLOYEE WORK SCHEDULE REQUEST INITIAL CHANGE	**Privacy Act Statement:** **Authority:** 5 U.S.C.301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; DoD Financial Management Regulation (DoDFMR) 7000-14R, Vol 8, Chapter 2 **Principle Purpose:** To maintain a record of employees work schedule for time and attendance reporting purposes. **Routine Use:** Used by U.S. Naval Academy employees to request /obtain an approved work schedule.
1. NAME:	**2. EFFECTIVE DATE:**

3. WORKWEEK SCHEDULE (CHECK APPROPRIATE SCHEDULE)

a. SELECT ONE	b. SLDCADA Code	c. WORK SCHEDULE	d. DESCRIPTION
	0	Basic Work Schedule	Consists of five 8 hour workdays.
	1	Flexitour Work Schedule	Consists of five 8 hour workdays, 40 hours each week, 80 hours biweekly. Fixed arrival time is established.
	2	Gliding Work Schedule	Consists of five 8 hour workdays, 40 hours each week, 80 hours biweekly. Arrival and departure times may change without notification.
	3	Variable Schedule	Consists of 40 work hours each week and 80 work hours biweekly. Arrival and departure times and length of workdays may change without notification.
	4	Variable Week Schedule	Consists of 80 work hours biweekly. Arrival and departure times and length of workdays may change without notification.
	5	Maxiflex Work Schedule	Consist of an 80 hour biweekly work schedule. Work may be less than 5 days per week and/or less than 10 days biweekly. Arrival and departure times may change without notification.
	6	Compressed Schedule	Consists of eight 9 hour workdays, one 8 hour workday, and one regular day off. Credit hours cannot be earned.
	7	First Forty	Consists of 40 work hours each week and 80 work hours biweekly. Number of hours in a day may vary. Credit hours cannot be earned.
	8	Compressed Work Schedule	Consists of 40 work hours each week and 80 work hours biweekly. Number of hours each day must be scheduled. Credit hours cannot be earned.

4. PAY PERIOD HOURS OF DUTY

WEEK	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
WEEK 1								
WEEK 2								

5. START TIME & END TIME FOR HOURS OF DUTY (FOR BASIC, FLEXITOUR & COMPRESSED WORK SCHEDULES ONLY)

	SUN	MON	TUE	WED	THU	FRI	SAT
WEEK 1							
Start Time							
End Time							
WEEK 2							
Start Time							
End Time							

6. EMPLOYEE SIGNATURE **Date:**

7. SUPERVISOR APPROVAL/DISAPPROVAL

Approved **Disapproved /Comments:** _____

Signature: **Date:**

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