BY THE ORDER OF THE COMMANDER
341ST SPACE WING

341ST SPACE WING INSTRUCTION 65-103

1 JUNE 2004

Financial Management

PREPARATION AND USE OF 341 SPACE WING
TIME AND ATTENDANCE FORMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
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This instruction implements AFPD 65-1, Management of Financial Resources and Services, and establishes procedures and guidance for all agencies reporting time and attendance. This instruction is consistent with guidance provided in DoD 700.14-R, Volume 8, Department of Defense Financial Management Regulation, Civilian Pay Policy and Procedures. It applies to all personnel assigned to the 341 Space Wing and subordinate units, and personnel assigned to, or attached to, or supported by, Malmstrom AFB. It does not apply to Defense Commissary Agency (DECA) or the Defense Reutilization and Marketing Office (DRMO.) This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 as authorized by 5 USC 61 and System Notice F065 AF A.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The revision of this publication is to meet the format standards as set by the Air Force. Adds the Systems Notice. It changes procedures **1.2.** and **2.2.** The Privacy Act Statement has been added and the date format has been modified. No content material has changed, only designation changes have been made. Some required format changes have been made to allow for the conversion process.

1. **Reporting Civilian Time and Attendance:**

   1.1. Each Pay period, each supervisor must complete the 341 SW IMT 110 **Time and Attendance Report**, (**Attachment 1**), obtain the employee signature, validate the form with the his/ or her signature, and forward to the Unit Timekeeper.

   1.2. Each timekeeper must inpute the data from the 341 SW IMT 110 into the Defense Civilian Pay System (DCPS) time and attendance program.

2. Changing Civilian Employee Work Schedule

2.1. After proper coordination with the civilian Personnel flight, the supervisor must complete the 341 SW IMT 116, **Work Schedule Change** (**Attachment 2**), validate the form with his or her signature, and forward to the Unit Timekeeper.

2.2. The timekeeper must enter the data in the Defense Civilian Pay System (DCPS) Time and Attendance program. The system automatically updates the work schedule.

3. Records Disposition Instruction Dispose of these records in accordance with the WebRIMS *Records Disposition Schedule*. These forms must be maintained for 6 years.

4. IMTs Prescribed: 341 SW IMT 110, **Time and Attendance Report** and 341 SW IMT 116, **Work Schedule Change**.

C. DONALD ALSTON, Colonel, USAF
Commander

Attachment 1

COMPLETING 341SW IMT 110, TIME AND ATTENDANCE REPORT

Figure A1.1. 341SW IMT 110, Time and Attendance Report.

TIME AND ATTENDANCE REPORT												
SSN 1.	NAME 2.			ACTIVITY 3.	ORG 4.		PERIOD ENDING 5.		DUTY HOURS 6.	PLT RT 7.	AWS 8.	
WEEK 1	DAY	SCHED HOURS	TYPE HOUR CODE	NUMBER OF HOURS	TIME START/STOP	EH UNION	AF428 OR SF71	NIGHT DIFF (GS)	TEMP SHIFT (WG)	INJ #	TDY	REMARKS	EMPLOYEE INITIALS
1	1-SUN	9.	10.		11.	12.	13.	14.	15.	16.	17.	18.	19.
1	2-MON												
1	3-TUE												
1	4-WED												
1	5-THU												
1	6-FRI												
1	7-SAT												
WEEK 2	DAY	SCHED HOURS	TYPE HOUR CODE	NUMBER OF HOURS	TIME START/STOP	EH UNION	AF428 OR SF71	NIGHT DIFF (GS)	TEMP SHIFT (WG)	INJ #	TDY	REMARKS	EMPLOYEE INITIALS
2	1-SUN												
2	2-MON												
2	3-TUE												
2	4-WED												
2	5-THU												
2	6-FRI												
2	7-SAT												
EMPLOYEE SIGNATURE 20.								AUTHORIZED SIGNATURE 21.				

* Post actual leave hours if less than a full workday.
* The statement "SF 71 on File" must be on a timecard if not initialed by employee.
* Overtime/compensatory time/holiday pay requires an AF Form 428.

* Compensatory earned requires initials

341SW   FORM 110,

NOTES:

1. Social Security.

2. Name: Last first

3. Activity: pas code

4. Org: As it appears in the DCPS system

5. Period Ending: mmddyy

6. Duty Hrs: 0730-1630

7. Plt Rt: Leave blank with the exception of the Heat and Power Plant

8. AWS: 0, 6, or 8

9. Scheduled Hrs: The hours scheduled to work

10. Type Hour code: Leave codes or overtime codes

11. Time Start/Stop: Hours leave taken if less than 1 day or hours overtime worked

12. EH/Union: Environmental codes and union codes

13. AF 428 or SF 71: If overtime code was used on this day put an X for the 428.
    If leave was taken and an AF 71 was accomplished put an X here.

14. Nigh Diff: GS employee who is entitled to Night Differential. Number of hours

15. Temp Shift: WG employee who works a shift other than the one scheduled enter scheduled # that
    was worked.

16. INJ # : Traumatic Injury- date of injury mmdd

17. TDY: If employee is TDY enter an X here.

18. Remarks: If sick leave was used for the Family Friendly Leave Act enter FFL
    LV code was used explain what it was used for, i.e. Fitness, Blood Donor Leave.

19. Employee Initials: Employee needs to initial leave and compensatory time earned

20. Employee Signature: By signing employee is verifying time card entries are correct.

21. Authorized Signature: Supervisor is certifying the data on the time card to be correct.

Attachment 2

COMPLETING 341 SW IMT 116, WORK SCHEDULE CHANGE

Figure A2.1. 341SW IMT 116, Work Schedule Change.

NOTES:

1. Social Security

2. Name: Last, first

3. Activity: Pas code

4. Organization: Org code as it appears in the DCPS system

5. Effective Date: mmddyy

6. T&A Status code: A active P-Pending D-deacesed

7. AWS Code: 6,8,or 0

8. Platoon Rotating Code: Leave blank with the exception of the Heat and Power Plant

9. Week1 Sunday though Monday: Number of hours schedule to work .

10. Shift- WG employees: 1,2, or 3 depending on what shift they are scheduled to work

11. NGT- Diff GS: Employee's number of hours from 1800 to 0600.