

**22 NOVEMBER 2004**



**Financial Management**

**CIVILIAN TIME AND ATTENDANCE  
RECORDS QUALITY ASSURANCE  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 65-1, *Management of Financial Services*. It establishes procedures for documenting time and attendance for civilian employees and for verification of military duty performed (Active or Inactive duty) with civilian Time and Attendance (T&A) records. It includes a semi-annual inspection to compare duty performance records with T&A records to ensure compliance with civilian leave procedures. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force WEB-RIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>. This instruction applies to all Air Force Reserve Technician (ART) employees and non-ART civilian employees who are also reserve members of the 908th Airlift Wing.

### **SUMMARY OF REVISIONS**

This document has been revised and must be reviewed in its entirety.

Changes implements the Standardization of Time and Attendance/Civilian Premium Pay procedures directed by AFRC/CC letter, dated 20 May 04. Paragraph **1.3.3**. standardizes documentation maintenance for time and attendance records. Paragraph **5**. of this revision also designates the Wing OPR and establishes procedures for the Quarterly Time and Attendance Audit Program.

## **1. Responsibilities.**

### **1.1. Supervisor's Responsibilities:**

1.1.1. Supervisors are responsible for the certification of T&A records. The supervisor may assign checking of daily attendance and posting of Time and Attendance forms to a subordinate. The supervisor is still responsible for the accuracy of the forms he or she certifies.

- 1.1.2. Supervisors will submit changes to work schedules for employees on the compressed work-week to the timekeeper the Wednesday before the end of the previous pay period when any changes occur.
  - 1.1.3. The supervisor must ensure an AF Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**, is approved before their employee performs the work.
  - 1.1.4. Each supervisor is responsible for properly submitting orders and informing the timekeeper of civilian employee's duty status.
- 1.2. Employees' Responsibilities: The employee is responsible for keeping the timekeeper informed of his/her duty status. To facilitate this, turn the following items in to the timekeeper upon completion.
- 1.2.1. AFRC Form 4, **Air Reserve Technician (Aircrew) Work Hours Record (CIV, AD, IAD)**, for ART aircrew members on long distance flights in civilian status.
  - 1.2.2. A copy of orders when military leave is used should be attached to the timecard. When the active duty tour is completed, forward a certified copy of the order to the Timekeeper. Timekeepers will ensure certified copies of orders are provided to the AU/FMFC for audit purposes when military leave is used. SF 71, **Application for Leave**, will be used if employee will be unavailable to initial timecard for the leave.
- 1.3. Timekeeper's Responsibilities: All personnel responsible for tracking T&A records will appoint a primary and alternate timekeeper in writing. A copy of this appointment letter should be in the T&A book. Prior to assuming timekeeper responsibilities, this individual will schedule and receive training from AU/FMFC and read DODR 7000.14-R, Volume 8, *Civilian Pay Policy and Procedures*. This publication provides standardized instructions for preparing and certifying Time and Attendance reporting. Timekeeper responsibilities consist of the following:
- 1.3.1. Post daily entries for all exceptions to an employee's normal tour of duty.
  - 1.3.2. Deliver certified and completed timecards to applicable individual for Defense Civilian Payroll System (DCPS) input by 0845 every other Thursday, unless otherwise specified.
  - 1.3.3. Timekeepers maintain a copy of all certified timecards and, when applicable, certified active duty orders. Forward original T&A with all supporting documentation to the individual responsible for inputting T&A data into DCPS. Timecard input clerks will maintain a copy of all certified timecards and, when applicable, copies of all supporting documentation in a standard six-part folder for each employee. Documentation will include all military documents (AF 40As, AF Form 938s, AFRC Form 82A) as well as AF Form 428s, work schedule changes, leave requests and DD Forms 1610, Request And Authorization For TDY Travel Of DOD Personnel. Timecards for each quarter will be in a separate section of the six-part folder with a unit audit letter, **Attachment 1**, on top of that section. Records will be maintained for six years in accordance with WEB-RIMS, T65-22, *Rule 3*, website is <https://webrims.amc.af.mil/rds-series.cfm>. This time and attendance documentation will be used for audit purposes.
  - 1.3.4. Send original copies of the AF Form 428 to 908 AW/FMA for funds certification and filing. Units will maintain copies of AF Form 428 with T&A records in accordance with WEB-RIMS, T65-22, *Rule 3*.
  - 1.3.5. Maintain the SF Form 71 until the employee initials his/her timecard. When the timecard is not initialed by an employee, the SF Form 71 will be maintained with the copy of the timecard for

6 years in accordance with WEB-RIMS, *T65-22, Rule 3*. If T&A forms have been initialed by employee, destroy the SF Form 71 at the end of the pay period in accordance with WEB-RIMS, *T65-22 Rule 3*.

1.3.6. Maintain a copy of all orders with the original T&A sheets according to WEB-RIMS. When a member is charged military leave, forward a copy of the certified order to Civilian Pay, AU/FMFC, Bldg 804, as stated in paragraph [1.2.2](#).

1.3.7. Sign and date the AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, in blocks 47 and 48 prior to submitting to 908 AW/FMFP, Military Pay. This requirement pertains to all ART active duty orders.

1.4. Group/Wing Commander Responsibilities: Command policy requires certain processing for non-ART Civilian/ART employees performing active duty at home station as well as performing consecutive days of military duty on multiple orders.

1.4.1. Approval authority responsibility: The 908<sup>th</sup> Airlift Wing Commander, Maintenance Group Commander, Operations Group Commander or Deputy Mission Support Group Commander or their designee, will approve (in advance) all active duty orders for ARTs to be performed at home station. **NOTE:** If the group authority desires to delegate the authority, the designee for the particular group is limited to one level below the group commander in the full-time staff for that group. If no designee is authorized, the approval authority will be the Wing Commander in their absence.

1.4.2. Multiple orders authorizing consecutive days of active duty must be approved at the Group Commander level or higher. This approval must ensure the member has been completely released from active duty on the previous day, the military need did not arise or become apparent until after the first active duty period ended and the employee is under civilian control, and no other person was available to serve the second period of active duty. Appropriate documentation certifying this approval must be maintained and available for review.

1.5. Unit Responsibilities:

1.5.1. Unit resource advisors should utilize RMPs for ARTs at home station in lieu of active duty orders (mandays) as much as possible when the duty performance will be on a regularly scheduled workday as per [1.4.1](#). Manday utilization on non-duty days at Home station by ARTs is authorized as long as they are required for mission purposes and can be construed to be primarily in the military duty areas of the technician. Use of mandays by ARTs to backfill vacant civilian positions is discouraged and should be kept to a minimum except under strict mission requirements.

1.5.2. The transmittal listing that contain orders for ARTs performing duty at home station will reflect the following statement – **“Orders requests on this transmittal listing are for Air Reserve Technicians performing duty at home station and require advance approval by the Wing Commander, Maintenance Group Commander, Operations Group Commander or Deputy Mission Support Group Commander or their designee.”** Below the statement will be placed **“APPROVED/DISAPPROVED”** and the applicable signature block. The Senior ART will sign the orders request for the 908 ASTS if the Wing Commander is off station, which contains home station orders for ARTs. **NOTE:** If the group authority desires to delegate the authority, the designee for the particular group is limited to one level below the group commander in the full-time staff for that group. If no designee is authorized, the approval authority will be the Wing Commander in the absence of the Group Commander.

1.6. 908th Airlift Wing Financial Officer (FMA) and 908th Airlift Wing Military Pay Technician (FMFP) Responsibilities:

1.6.1. FMA will no longer maintain a copy of each employee's timecard for audit purposes. Originals maintained by the individual who inputs timecard data will be used for timecard audits.

1.6.2. The FMA Office will maintain the original copy of all AF Forms 428 in accordance with WEB-RIMS, T65-22, Rule 3.

1.6.3. The FMFP Office will ensure that the timekeeper certifies the AF Form 938 according to paragraph 1.3.7. If blocks 47 and 48 are not completed, the order will be returned to the member or unit.

1.6.4. The FMA Office will ensure applicable commander approval is documented prior to processing any transmittal containing ARTs home station active duty. If the statement is not present and signed by the applicable person, the order will be returned to the unit.

**2. Compensatory Time Approval And Tracking.** The supervisor will request in advance, document, and track compensatory time. The following items are provided for clarification:

2.1. Supervisors must ensure that the compensatory time cap is not exceeded and will also be responsible for computing the maximum compensatory time for each GS-11 and above. Provide the appropriate timekeeper a copy of how this computation was made. Each timekeeper must have a copy of the individual's compensatory time cap on file for reference in the T&A book. Supervisors will ensure that the compensatory time cap is recalculated when there is a change in the employee's salary.

2.2. Complete, coordinate, and approve the AF Form 428 prior to compensatory time being worked. In emergency situations; obtain verbal approval by the approving authority, pending the processing of the AF Form 428. In such cases, include the following statement in the justification block of the AF Form 428: "**PRIOR APPROVAL OBTAINED FROM APPROVING AUTHORITY**" and process no later than the following duty day.

2.3. Supervisors of individuals earning compensatory time will sign as requester on the AF Form 428. The OG/CC, MXG/CC or MSG/CD will approve requests for compensatory time off. Individuals' non-exempt from FLSA may request compensatory time off in lieu of overtime pay. When this occurs, include the following statement in the remarks block, "I request compensatory time be earned in lieu of overtime pay for hours indicated on this AF Form 428" and it must be signed by the employee.

2.4. The AF Form 428 requires a specific justification on it; use reverse side if necessary. In order to ensure an appropriate use of compensatory time/overtime, supervisors will review the work to be done prior to submitting the request.

2.5. If the individual is required to work more hours than authorized on the original AF Form 428 for that day, advance verbal or written authority should be obtained. Any variances over the original authorized amount will be made in pen and ink on the copy of the original approved AF Form 428. The approving authority must initial the changes on the copy.

2.6. A copy of the modified AF Form 428 will be sent to the FMA office for filing with the original form. A copy should also be provided to the timekeeper for documenting the timecard. The employee will be initialing the hours performed on the timecard so their initials are not required on the changes to the AF Form 428.

**3. Overtime Approval And Tracking.** The general guidance outlined in paragraph 2. for the approval and tracking of compensatory time is also applicable for premium pay for overtime work with the following differences:

- 3.1. Approve overtime only when an absolute mission requirement exists. The supervisor will request overtime and justify it on an AF Form 428. Prior written approval must be obtained from the Senior ART, if the Wing Commander is off station.
- 3.2. A copy of the modified AF Form 428 will be sent to the FMA office for filing with the original form.
- 3.3. 908 AW/FMA must certify that funds are available.
- 3.4. Submit a copy of the approved AF Form 428 with the timecard for input to DCPS.
- 3.5. Overtime is not authorized for ART personnel on the same day that the individual is scheduled for UTA.

**4. Absences.** The timekeeper will charge all absences, other than civilian TDY, as leave.

4.1. Inactive Duty Training (IDT) Control. Air Reserve Technicians (ARTs) and non-ART Civilian Employees completing IDT during civilian duty hours and utilizing the AF Form 40a, **Record of Individual Inactive Duty Training**, for documentation will process the form through their timekeeper before submission to the UTAPS monitor or military pay section for Readiness Management Periods (RMPs). The timekeeper will initial adjacent to block 12 and 13 on the AF Form 40a. Do not certify the AF Form 40a until the timekeeper accomplishes his or her documentation.

4.2. Additional Flying Training Periods (AFTP) Control. The automated AFRC Form 82A, **AFTP/AGTP Pay Document**, is used for accounting payment of AFTP.

4.2.1. The Operations Officer will appoint a verifier and alternate in writing.

4.2.2. The verifier will compare the AFRC Form 781, **ARMS Aircrew/Mission Flight Data Document**, with the Automated Mission Sign-In Form on a daily basis. The verifier must ensure the duty period documentation for each AFTP reflects a minimum of four hours for a single AFTP and eight hours for a dual AFTP. The verifier's signature will attest to this review process.

4.2.3. AFTPs flown by ARTs or non-ART civilian employees during civilian duty hours, must reflect the type of leave and hours taken on the Mission Sign-In Form. ARTs and non-ART civilian employees will ensure their scheduled civilian duty hours are annotated in the civilian duty period block of the Mission Sign-In form for each day when AFTPs are flown, excluding civilian scheduled days off (SDO).

4.2.4. The Operations Timekeeper will cross check the Time and Attendance Cards against Mission Sign-In Forms and place initials in the designated block. The Operations timekeeper will notify the Wing timekeeper for Wing-assigned aircrew members who annotate leave on the Mission Sign-In Form. Prior to certification and processing of the AFTP Pay Roster, the Operations timekeeper will cross-check entries on the pay roster against time and attendance cards to ensure proper accounting of leave status and sign the Timekeeper block of the pay roster prior to submitting to the Operations Officer for certification.

4.2.5. The certifying official will ensure the flying time, duty time, and verifier's signature are properly recorded.

4.3. Additional Ground Training Periods (AGTP) Control. Procedures for AGTPs are the same as AFTP indicated in paragraph 4.2.3. of this regulation except these procedures apply to the Additional Ground Training Period Log, rather than a Mission Sign-In Form.

4.4. Active Duty and Inactive Duty Training Periods. All ARTs performing active duty or inactive duty training that overlaps with their regularly scheduled duty hours must be in appropriate leave status. Employees may use military leave, annual leave, compensatory time, or LWOP for periods of military duty.

4.5. Military Leave. Military leave may be used for periods of active duty and inactive duty training. Under the new law enacted December 21, 2000, employees using military leave may now charge military leave in one-hour increments and leave will not be charged for periods of non-duty.

## 5. Time and Attendance Audit Program.

5.1. The 908<sup>th</sup> Financial Analysis Officer is designated as the Wing OPR for the quarterly Time & Attendance Audit Program. The Wing OPR will provide an annual schedule to the Group Commanders for each quarterly audit. The plan will include the requested dates the audit team members will be required to perform the actual detail for the Wing OPR.

5.2. Each group commander will designate two audit team representatives to perform the quarterly audits for the Wing OPR. One of the representatives must be the timecard input clerk from that group and the other must be a timekeeper from that group.

5.3. Time and Attendance audits for 25% of the assigned civilian and ART personnel will be accomplished on a quarterly basis. The Time and Attendance Audit Results Report will be provided to the Wing Commander NLT than the last day of the month following the audited quarter. **Example:** 31 Oct for Jul thru Sep, 31 Jan for Oct thru Dec, 30 Apr for Jan thru Mar, 31 July for Apr thru Jun. A copy of the audit report with identified discrepancies will be provided to the appropriate Group Commander for correction.

5.4. Group Commanders will notify the Wing Commander by endorsement to the discrepancy report that all required corrections were accomplished NLT 2 weeks after receipt.

HEATH J. NUCKOLLS, Colonel, USAFR  
Commander

**Attachment 1**

**UNIT AUDIT LETTER**

(Privacy Act of 1974 as amended applies)

**MEMORANDUM FOR** (OG/CC, MXG/CC, MSG/CC) (Date)

**FROM:** (Squadron/Office Symbol)

**SUBJECT:** Civilian Pay Time Card Audit

1. This record was audited on: \_\_\_\_\_.

(Date)

2. Pay Periods \_\_\_\_\_ TO \_\_\_\_\_.

3. No discrepancies noted.

\_\_\_\_\_

(Auditor Signature Block)

**Attachment 2**

**SAMPLE OF UNIT AUDIT LETTER WITH 1ST INDORSEMENT**

(Privacy Act of 1974 as amended applies)

**MEMORANDUM FOR** (OG/CC, MXG/CC, MSG/CC) (Date)

**FROM:** (Squadron/Office Symbol)

**SUBJECT:** Civilian Pay Time Card Audit

1. This record was audited on: \_\_\_\_\_.  
(Date)

2. Pay Periods \_\_\_\_\_ TO \_\_\_\_\_.

3. The following discrepancy(ies) were noted: **(Sample)**

<u>Grade</u>	<u>Name</u>	<u>Finding</u>
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SSgt (GS-7) Smith, Jane On AFTP 15 May 0800-1100, no leave charged, must be charged 3 hours annual, credit leave, comp leave or LWOP.

\_\_\_\_\_  
(Auditor Signature Block)

**1<sup>st</sup> Ind, 908** (OG/CC, MXG CC, MSG/CC) (Date)

**MEMORANDUM FOR** 908 AW/CC

The above discrepancies were corrected on: \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
(Group Commander Signature Block)