



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
7400.1
G-8
4 JAN 2019

DEPOT ORDER 7400.1

From: Commanding General
To: Distribution List

Subj: CIVILIAN TIME AND ATTENDANCE PROCEDURES

Ref: (a) SECNAVINST 7000.27B
(b) DOD 7000.14-R, "Department of Defense Financial Management Regulations Volume 5 and 8"
(c) MCO 5200.24D
(d) Consolidated Master Labor Agreement (CMLA)

Encl: (1) Standard Labor Data Collection and Distribution Application (SLDCADA) Time & Attendance Guide

1. Situation. To publish standard policy, procedures, and instructions for the administration of time and attendance (T&A) of civil service personnel assigned to Marine Corps Recruit Depot Parris Island and Eastern Recruiting Region (MCRD PI/ERR) commands.

2. Mission. Effective immediately, adhere to the guidance contained in this order and the enclosure to properly record civilian time and attendance; support effective operations; safeguard against fraud, waste, and abuse, and comply with applicable laws and regulations, in accordance with the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide Commanders, staff, supervisors, and civilian employees with clear guidance regarding the proper recording of civilian time and attendance to ensure employees are properly compensated for their time, to promote good stewardship of resources, and support the accomplishment of our assigned missions of recruiting, recruit training, and installation management.

(2) Concept of Operations. Supervisors will focus on the management controls associated with their assigned responsibilities to properly certify bi-weekly time and attendance. Certification provides an affirmative attendance record and is the basis for computing pay for all civilian employees.

(a) Unless dictated by mission requirements for continuous (i.e. 24/7) operations or scheduled shifts (e.g. firefighters, boiler plant operators), workdays are normally Monday through Friday, and core hours are from 0930 to 1430. Core hours are the designated period of each workday when civilian personnel must either be on duty or on leave. Flexible windows are provided from 0600 to 0930 and 1430 to 1800. When establishing work schedules and arrival and departure times for civilian employees, supervisors

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

shall consider the maintenance of a balanced work force to ensure efficient conduct of the command's business and provide for adequate supervision of all personnel.

(b) Supervisors are responsible for the administration and authorization of overtime, compensatory time, and leave, as well as the timely and accurate preparation, certification, and submission of time and attendance. Entry of time and attendance may be assigned to timekeepers, and certification authority may be delegated to other equivalent official, or a higher-level manager authorized to act as an alternate certifier at the end of the pay period. However, assignment and delegation of these duties, does not relieve the employee or the supervisor of the responsibility for the accuracy of time and attendance or the approval and administration of leave and overtime.

(c) All time and attendance actions (e.g., request and approval of leave, overtime, compensatory time, credit hours) must be accurately recorded in the Standard Labor Data Collection and Distribution Application (SLDCADA). SLDCADA is the official civilian time and attendance system. The Consolidated Master Labor Agreement (CMLA), reference (d), shall take precedence in matters involving bargaining unit employees.

b. Subordinate Element Missions (Tasks)

(1) Commanders, and General and Special Staff Officers (i.e. Department Heads) must appoint personnel (supervisors) to certify Time and Attendance in SLDCADA, via an Appointment/Termination Record, DD Form 577.

(2) Time and Attendance Certifiers Shall:

(a) Provide SLDCADA System Administrator (SA) with Appointment/Termination Record, DD Form 577 and Certifying Officer Legislation (COL) training certificate.

(b) Verify Time and Attendance is accurately recorded in SLDCADA and each employee has attested to the accuracy of the Time and Attendance by selecting the Employee Verifies Time (EVT) box.

(c) Verify Overtime, Compensatory Time and Credit Hours are requested and approved properly in SLDCADA for audit and review purposes and maintain supporting documentation for ten years.

(d) Verify all leave requests (e.g., annual leave, sick leave, court leave, military leave, advanced sick leave, advanced annual leave, restored leave, etc.) are requested and approved properly in SLDCADA for audit and review purposes and maintain supporting documentation for ten years.

(e) Provide supporting documentation to the Civilian Timekeeping Branch for court leave, military leave, advanced sick leave, advanced annual leave, restored leave, etc.

(f) Submit work schedule change forms to the Civilian Timekeeping Branch.

(g) Complete all prior pay period corrections in SLDCADA.

(h) Contact the Civilian Timekeeping Branch for assistance as needed.

4 JAN 2019

(3) Employees Shall:

(a) Input Time and Attendance in SLDCADA, to include In and Out (Start/End) times for time worked, overtime, compensatory time, and/or credit hours earned.

(b) Submit leave requests via SLDCADA.

(c) Submit overtime, compensatory time, or credit hours requests via SLDCADA.

(d) Attest to the accuracy of all entries in SLDCADA by selecting the Employee Verifies Time (EVT) box.

c. Coordinating Instructions

(1) Training. Time and Attendance Certifiers, and alternates, must successfully complete the required COL training. Training is available on-line by accessing Defense Finance and Account Service (DFAS) training on the DFAS website. Per reference (b), refresher training must be completed annually.

(2) The digitally signed Appointment Record, DD Form 577 and training completion certificate for COL training in PDF (.pdf) format must be submitted to the Civilian Timekeeping Branch SLDCADA System Administrator before roles in SLDCADA are established.

4. Administration and Logistics

a. Directives issued by the command are published and distributed electronically. Electronic versions of MCRD PI/ERR directives can be found on the G-1 SharePoint site.

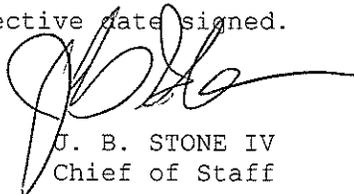
b. The SLDCADA Time & Attendance Guide (enclosure 1) contains additional information and detailed instructions for navigating SLDCADA.

c. Recommendations concerning the contents of this order should be forwarded to the AC/S Financial Management & Comptroller (G-8).

5. Command and Signal

a. Command. This order is applicable to all personnel assigned to MCRD PI/ERR commands.

b. Signal. This order is effective date signed.



J. B. STONE IV
Chief of Staff

DISTRIBUTION: A



Time & Attendance Guide

Time & Attendance Guide

**Marine Corps Recruit Depot Parris Island
and the Eastern Recruiting Region
(MCRD PI/ERR)**

Table of Contents

Table of Contents	I
Table of Appendices	II
1. Introduction	1
1.1 Purpose	1
1.2 Scope	1
1.3 Background.	1
1.4 References	1
2. Time & attendance policy	2
2.1 Policy	2
3. Responsibilities	2
3.1 AC/S Financial Management & Comptroller (G-8)	2
3.2 Department Heads	2
3.3 Time and Attendance Certifiers (Supervisors)	2
3.4 Employee	3
3.5 Civilian Timekeeping Branch	3
3.6 SLDCADA System Administrator (SA)	3
3.7 Resource Evaluation and Analysis (REA) Division	4
4. SLDCADA Basic User Guide	4
4.1 Introduction	4
4.2 Entering Time & Attendance	5
4.3 Overtime and Leave Requests	7
4.3.1 Requesting Overtime	7
4.3.2 Requesting Leave	8
4.4 Reports	10
5. Timekeepers Guide	11
5.1 Introduction	11
5.2 Entering Time & Attendance	13
5.3 Reports	14
6. Supervisors guide	16
6.1 Navigating SLDCADA	16
6.2 Certifying Time & Attendance	18
6.3 Approving or Denying Overtime	21
6.4 Approving or Denying Leave	23
6.4.1 Viewing Leave Balance	24
6.5 Access Requests for Employees – Supervisor Role	25
6.6 Reports	26

7.	<u>Work Schedules</u>	28
7.1	<u>Work Schedule Guidelines</u>	28
7.2	<u>Work Schedule Change</u>	29
8.	<u>Leave</u>	31
8.1	<u>Approval Procedures</u>	31
8.2	<u>Court Leave (LC)</u>	31
8.3	<u>Military Leave (LM)</u>	31
9.	<u>Overtime</u>	32
9.1	<u>Authorization of Overtime and Compensatory Time</u>	32
9.2	<u>Overtime and Compensatory Time</u>	32
10.	<u>Records</u>	33

Table of appendices

<u>Appendix A</u>	-	Type Hour Code	A-1
<u>Appendix B</u>	-	Hour Conversion	B-3
<u>Appendix C</u>	-	DD Form 577 Example	C-4
<u>Appendix D</u>	-	Useful Websites	D-6
<u>Appendix E</u>	-	Alternative Work Schedules	E-7
<u>Appendix F</u>	-	Leave and Absence	F-8
<u>Appendix G</u>	-	Compensatory Time, Overtime and Credit Hours	G-13

1. Introduction

1.1 Purpose

To publish procedures for timekeeping administration and labor distribution for civil service personnel in accordance with the policies, guidance, and directions contained in the references listed in section 1.4.

1.2 Scope

All appropriation funded (APF) Marine Corps civilian employees assigned to Marine Corps Recruit Depot Parris Island and/or Eastern Recruiting Region (MCRD PI/ERR) commands.

1.3 Background

First line supervisors perform an important role in the efficient utilization of labor and recording data for allocation of labor costs. Accurate and complete attendance records, including proper recording of hours for every Job Order Number (JON), are of primary importance. The JON determines the specific accounts to be charged for labor costs. Labor cost execution reports are generated by the Civilian Timekeeping Branch and utilized to monitor budget execution. This data is generated from Time & Attendance (T&A) and Labor distribution records.

1.4 References

- (a) DoD FMR 7000.14-R, Volume 8, Chapter 2, "Time and Attendance (T&A)"
- (b) 5 CFR 610.102 Hours of Duty, Support A, Definitions
- (c) DepO 7400.1, Civilian Time and Attendance Procedures
- (d) OPM Handbook on Alternate Work Schedules
- (e) MCO 12620.2 "Alternative Work Schedule Program for Civilian Marine Employees" of 28 October 2009
- (f) Marine Corps Recruit Depot, Parris Island Memorandum of Understanding "MCRD PI Federal Civilian Bargaining Unit Employees Semper Fit Policy"
- (g) 5 U.S.C. 5542 Overtime Hourly Rate
- (h) 5 U.S.C. 6327 Bone Marrow or Organ Donor Leave
- (i) 5 U.S.C 6323 Military Leave; Reserves and National Guardsmen
- (j) 30 Comp. Gen. 521 (June 25, 1951)
- (k) U.S.C. 6103 Federal Holidays
- (l) 5 C.F.R. 630, Family Medical Leave Act (FMLA)
- (m) Consolidated Master Labor Agreement (CMLA)
- (n) 5 C.F.R. 551, Fair Labor Standards Act (FLSA)
- (o) 5 C.F.R. 550.112(g) (Hours of Work for Travel)
- (p) 5 C.F.R. Part 550 Subpart (N) Compensatory Time Off for Travel
- (q) 5 U.S.C. 6121 (4) Credit Hours

2. Time & Attendance Policy

2.1 Policy

Marine Corps Recruit Depot Parris Island and Eastern Recruiting Region (MCRD PI/ERR) Commanders and General/Special Staff Officers (Department Heads) have a responsibility to establish and maintain effective management controls over the administration of T&A for their organizations in order to properly record civilian time and attendance, support effective operations, safeguard against fraud, waste, and abuse, and comply with applicable laws and regulations.

3. Responsibilities

3.1 AC/S Financial Management & Comptroller (G-8)

- Establish procedures pertaining to the recording of T&A.
- Provide assistance and training to supervisors and other personnel involved in timekeeping.
- Perform periodic reviews and unannounced inspections of timekeeping records.
- Maintain a Payroll file on each employee.
- Oversee Standard Labor Data Collection and Distribution Application (SLDCADA) as the installation's administrator and grant access to individuals as required.

3.2 Commanders and General/Special Staff Officers (Department Heads)

- Appoint appropriate personnel to perform timekeeping functions to include supervisors certifying T&A and Timekeepers
- Provide the Civilian Timekeeping Branch with Appointment/Termination Records, DD Form 577, and training completion certificates.
- Certify T&A for Division Heads.
- Ensure employees in subordinate positions DO NOT certify T&A of employees in positions senior to them per reference (a).
- Establish and implement adequate management controls to protect Personal Identifiable Information (PII).
- Complete COL training annually.

3.3 Time and Attendance Certifiers (Supervisors)

Provide SLDCADA System Administrator (SA) with Appointment/Termination Record, DD Form 577 (See Appendix C) and COL training certificate. COL training is available on-line at:

https://rise.articulate.com/share/pGgANqFZmjvwRofcLBmXbB0gRpBW0c7z#/?_k=r3pk4a

-Or-

https://rise.articulate.com/share/_6DToXCJBEG7y2Kr0d94F6SzN7XMvjQ5

- Verify T&A is accurately recorded in SLDCADA, to include employee in and out times, and ensure each employee has attested to the accuracy of their T&A by selecting the Employee Verifies Time (EVT) box.
- Verify all supporting leave documentation (court leave, military leave, advance sick leave, annual leave, and restored leave, etc.) is maintained for audit and review purposes for ten years.
- Verify overtime and compensatory time is recorded properly and approved in SLDCADA.

- Submit work schedule change forms to Civilian Timekeeping Branch via the supervisor chain.
- Verify Tour of Duty changes are submitted prior to the beginning of a pay period. Tour of Duty is defined in reference (b).
- Make all prior pay period corrections in SLDCADA
- Complete COL training annually

3.4 Employee

- Comply with DepO 7400.1 reference (c) and the procedures contained in this guide.
- Review or record T&A entries in SLDCADA; correct errors prior to the end of each pay period. This includes properly recording in and out times.
- Validate their T&A in SLDCADA via the EVT function.
- An employee who is unable to report to duty due to an emergency or unforeseen circumstances is responsible for notifying his or her Supervisor or designee as soon as possible: For shift workers, at least one hour prior to the start of the shift. For other employees, not later than one hour after the beginning of scheduled starting time of work.
- Work overtime or compensatory time only after receiving proper supervisor approval.
- Submit the requested Tour of Duty changes to Civilian Timekeeping Branch via the supervisor chain.
- Submit personal payroll changes such as changes to tax deductions, allotments, direct deposit, or home address to the Civilian Timekeeping Branch.
- Forward appropriate court leave documentation and military leave documentation to Civilian Timekeeping Branch via the supervisor chain.

3.5 Civilian Timekeeping Branch

- Update this guide as needed.
- Ensure T&A corrections are processed.
- Review automated T&A reports prior to transmission of employee timekeeping information into Defense Civilian Payroll System (DCPS).
- Serve as Office of Primary Responsibility (OPR) for timekeeping audits and employee payroll processing.
- Serve as the command's principal point of contact for T&A.
- Ensure that Work Schedule Change Forms for new employees and changes to existing employee work schedules are recorded in SLDCADA and DCPS.
- Review the following automated T&A reports on the morning after the close of the pay period: Incorrect Hours Report, Uncertified Report and Employees without EVT Report.
- Ensure corrections/certifications are processed in a timely manner.
- Ensure prior pay period corrections have been certified in SLDCADA.
- Ensure all T&A documentation is maintained in accordance with this instruction.

3.6 SLDCADA System Administrator (SA)

- Ensure that all T&A Certifiers and Timekeepers have a signed DD Form 577 and are appointed as DAOs.
- Ensure that all T&A Certifiers have completed COL training.
- Grant proper access to SLDCADA user accounts.
- Maintain all T&A Certifiers and Timekeeper DD Form 577's and all COL training certificates for ten years.

3.7 Resource Evaluation and Analysis (REA) Division

- Annually review and provide a report to the AC/S Financial Management & Comptroller (G-8) on the administration of T&A.

4. SLDCADA Basic User Guide

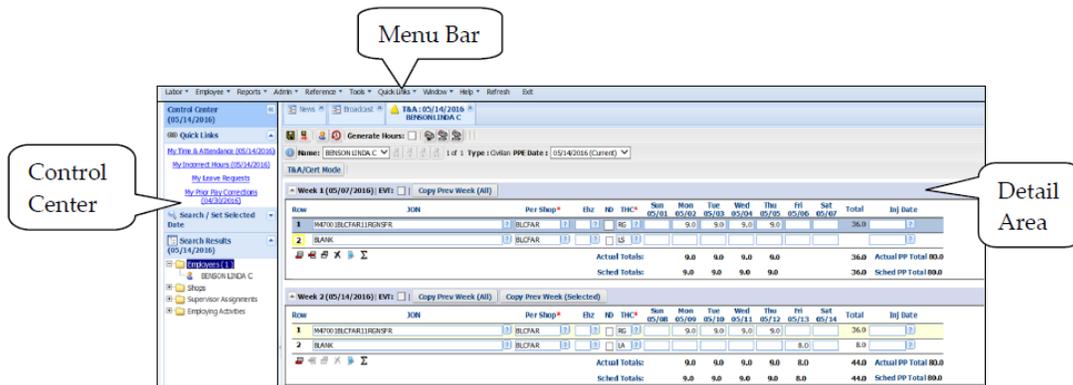
4.1 Introduction

Welcome to Version 23.10.01 (hereafter referred to as V23) of the SLDCADA, the Navy and Marine Corps standard for collecting T&A.

Navigating SLDCADA

SLDCADA navigation and usage is controlled through the Control Center, Menu Bar, and Detail Area sections. The features of the Control Center and Menu Bar open different windows within the Detail Area. The following image (Figure 4-1) outlines each of the sections within the SLDCADA window.

Figure 4-1 SLDCADA Window Sample



Working in SLDCADA typically requires three actions, within the three sections. The following steps outline how to set a date and perform a task.

- In the Set Selected Date section of the Control Center, verify that the date entered is the appropriate date or enter in the desired date. (Figure 4-2)

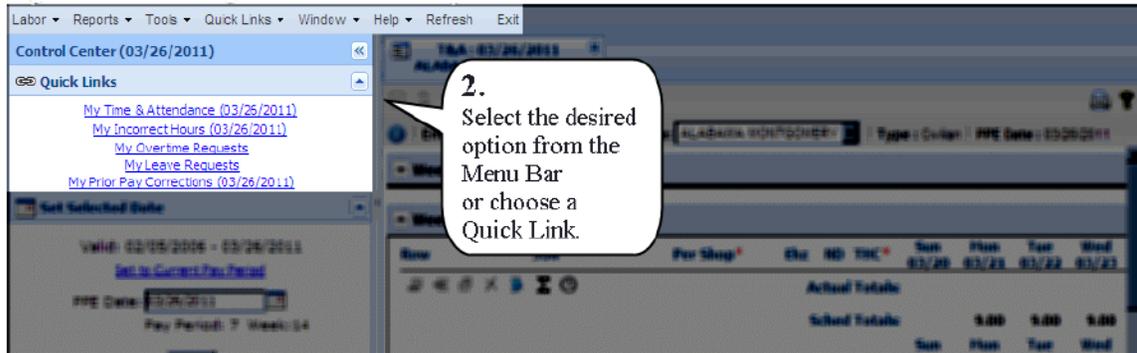
Figure 4-2 Working in SLDCADA Step 1



- From the Menu Bar select the desired option. (Figure 4-3)

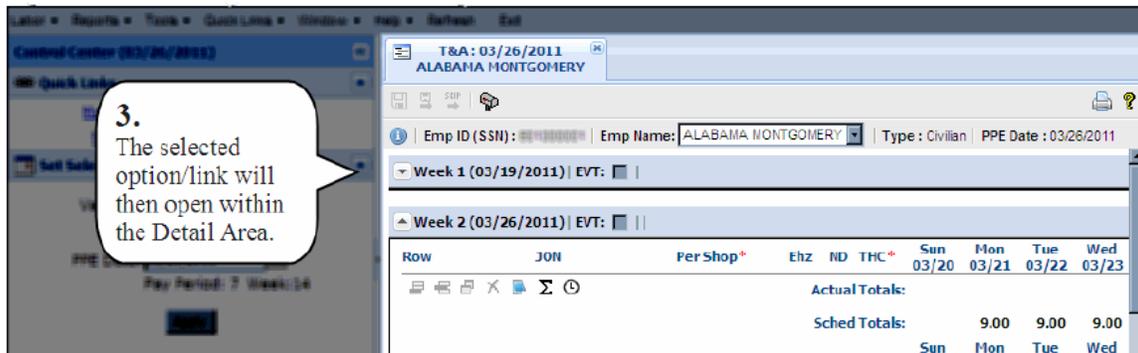
- Quick Links can also be used to access certain features of the Menu Bar directly

Figure 4-3 Working in SLDCADA Step 2



3. Click in the Detail Area and perform any needed tasks. (Figure 4-4)

Figure 4-4 Working in SLDCADA Step 3

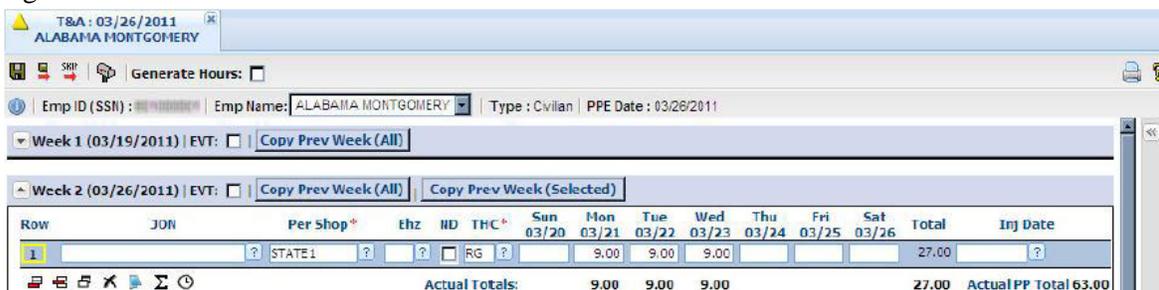


4.2 Entering Time & Attendance

The main purpose of SLDCADA is to collect T&A data. A user of SLDCADA will enter in their T&A as instructed by their local SLDCADA Administrator. This section will outline the steps required to enter in T&A.

All time is entered and edited through the T&A screen. (Figure 4-5). The following steps outline how to enter in time.

Figure 4-5 T&A Window



1. Verify that the Pay Period Ending (PPE) is set to the current pay period.
 - If the PPE is incorrect, select the **Search/Set to current pay period** link.

2. Open the T&A window via the Quick links or Menu Bar.
 - **Quick Links**
From within the Control Center click on the My T&A link
 - **Menu Bar**
Click on Labor and then T&A

3. Navigate through the window and input all required information.
 - Any item with a red asterisk * is a required field
 - Additional fields may be available and can be accessed by using the horizontal scroll bar
 - Clicking on the **Question Mark** icon  next to each field will display a reference list pre-populated with options
 - Selecting the Generate Hours Checkbox **Generate Hours:** will automatically populate the T&A screen with the hours assigned (in and out) from the employees work schedule. The only exception is E5WTAE Shop in FMEO which feed from Maximo.
 - Labor information can be copied from one week to the next (or from Week 2 of the previous pay period to Week 1 of the current one).
 - Information such as the JON, Performing Shop, Sub Shop, Environmental Hazard/Other Code, Night Differential and Type Hour Code may be copied from Week 2 of the prior pay period by clicking **Copy Prev Week (All)** on the Week 1 header bar (the same line that contains the week ending date for Week 1)
 - To copy information from Week 1 to Week 2, click **Copy Prev Week (All)** (on the Week 2 header bar) to duplicate all of the information, or **Copy Prev Week (Selected)** to copy only specific rows (only rows highlighted by the user)
 - To select multiple rows, hold down the Ctrl key and click each individual row
 - Verify that all time has been entered in correctly and check the EVT box **EVT:** .
 - Employees must certify the accuracy of their timecard via the EVT functionality within SLDCADA. (Figure 4-6) This certification attests to the accuracy of the current pay period's T&A, including the use of leave and overtime. This certification must be made prior to the supervisor timecard certification.

Figure 4-6 SLDCADA EVT Sample Window



- If a save is attempted without EVT being checked, a message will appear prompting that EVT be checked or to continue to save (Figure 4-7)

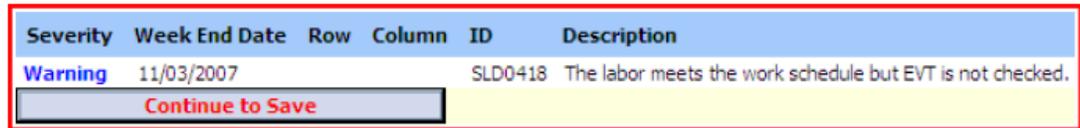


Figure 4-7 EVT Not Checked Error

4. Once all data has been entered click on the **Save** icon or press the **F9** key.

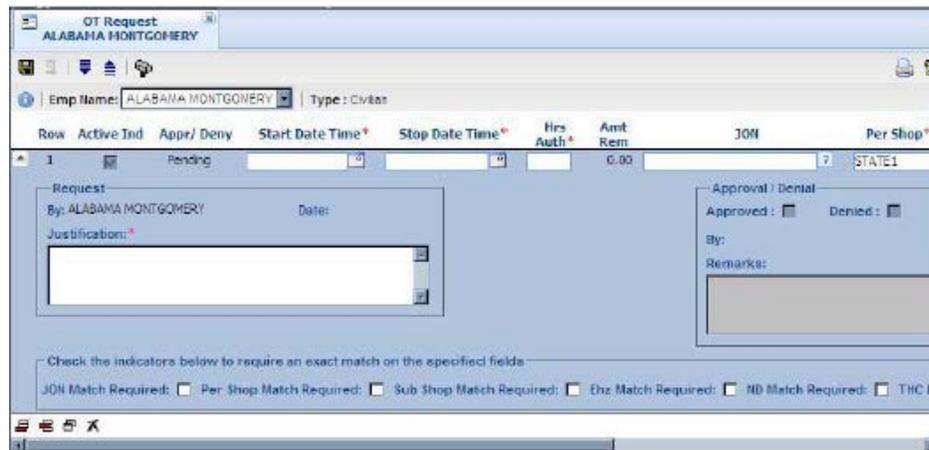
4.3 Overtime and Leave Requests

This section outlines how to enter Overtime or Leave requests. See Appendix B for Hour Conversion Chart.

4.3.1 Requesting Overtime

The Overtime Request screen (Figure 4-8) is used to request authorization to work overtime hours. The following instructions outline how to enter in an Overtime Request.

Figure 4-8 Overtime Request Window



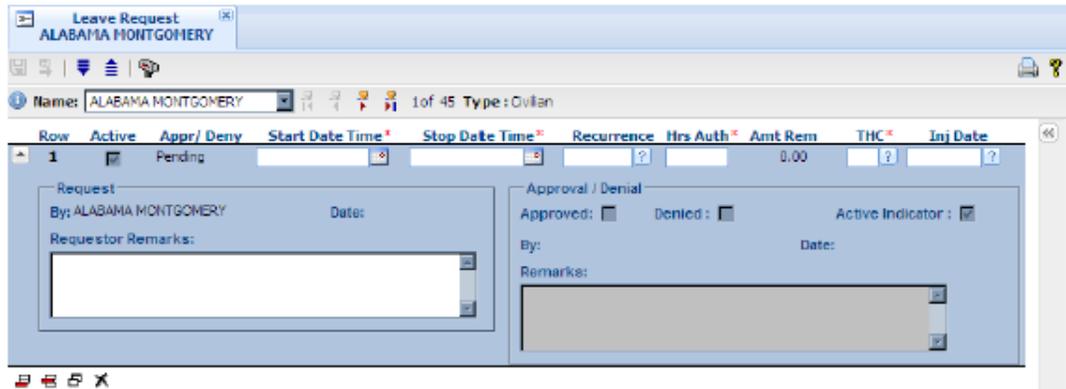
1. Open the Overtime Request window via the Quick links or Menu Bar.
 - **Quick Links**
From within the Control Center click on the My Overtime Requests link
 - **Menu Bar**
Click on Labor and then Overtime Request
2. Click on the **Add New Row** icon  to add a new record, if needed.
3. Navigate through the record and enter all required information.
 - Any item with a red asterisk * is a required field
 - Additional fields may be available and can be accessed by scrolling the horizontal scroll bar

4. When the Overtime Request has been completed, click on the **Save** icon  to save the information and make it available for supervisor authorization.

4.3.2 Requesting Leave

The Leave Request screen (Figure 4-9) is used to request leave within SLDCADA. See Appendix A for Type Hour Codes. The following instructions outline how to enter in a Leave Request:

Figure 4-9 Leave Request Window



1. Open the Leave Request window via the Quick links or Menu Bar.
 - **Quick Links**
From within the Control Center click on the My Leave Requests link
 - **Menu Bar**
Click on Labor and then Leave Request
2. Click on the **Add New Row** icon  to add a new record, if needed.
3. Navigate through the record and enter all required information.
 - Any item with a red asterisk * is a required field
 - Additional fields may be available and can be accessed by scrolling the horizontal scroll Bar

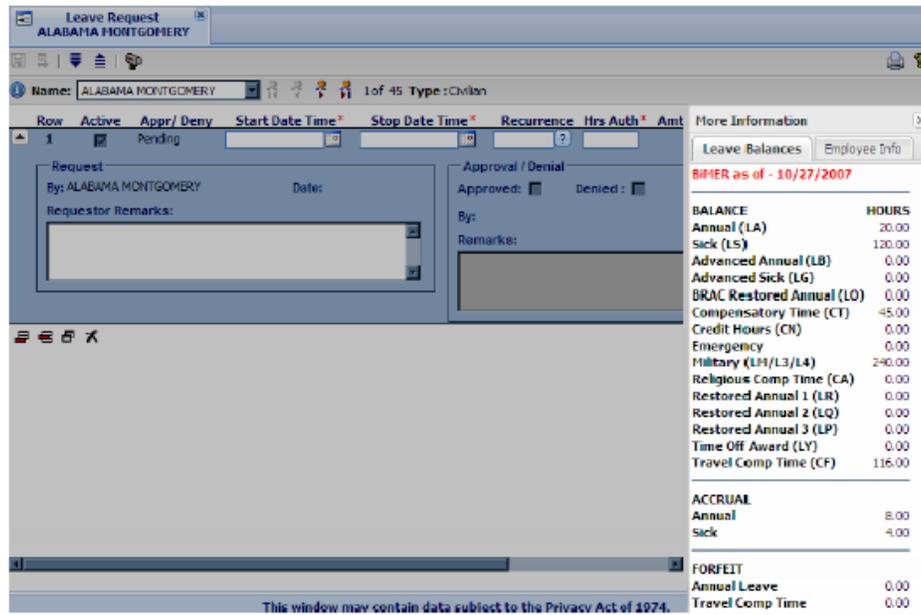
Note: The Recurrence field can be used to allocate a single day of the week or pay period within the leave request. The leave request will then only be used on the specified day until the stop date has passed, or the request no longer has hours remaining. Click on the **Question Mark** icon  and choose the day for the recurrence of the leave request.

4. When the Leave Request has been completed, click on the Save icon  to save the information and make it available for supervisor authorization.

4.3.2.1 Viewing Leave Balance

In order to view leave balances, click on the More Information icon , this will open the More Information window. **(Figure 4-10)** The current leave balances for the employee will display.

Figure 4-10 Leave Balances Tab



4.3.2.2 Modifying Approved Leave Requests

Sometimes a leave request will need to be modified once it has already been approved by a supervisor. The following instructions outline how to modify approved leave:

Employee will:

1. Notify the supervisor that an approved leave request needs to be modified.
2. Employee will open the Leave Request window via the Quick links or Menu Bar.
 - **Quick Links**
From within the Control Center click on the My Leave Requests link
 - **Menu Bar**
Click on Labor and then Leave Request
3. Locate the Leave Request that needs to be modified and select it.
4. Navigate through the record and modify any information as needed.
 - Any item with a red asterisk * is a required field
 - Additional fields may be available and can be accessed by scrolling the horizontal scroll Bar
5. When the Leave Request has been modified, click on the **Save** icon to save the information and make it available for supervisor authorization.
6. You cannot edit a Leave Request that has been Approved or Denied, only Pending requests.

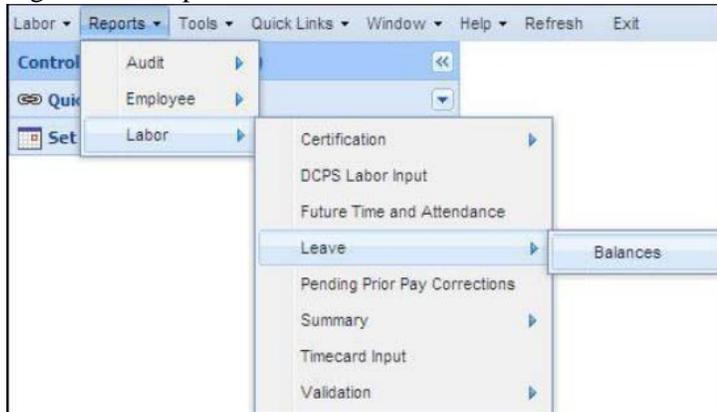
4.4 Reports

Within V23 there are several different types of reports that can be run in order to retrieve various types of T&A information. This section will outline how to run a report, for more information on printing or saving reports see the V23 SUM.T All reports are not available to all users. For further assistance contact your Financial Technician.

The following steps outline how to open and run a report within SLDCADA V23.

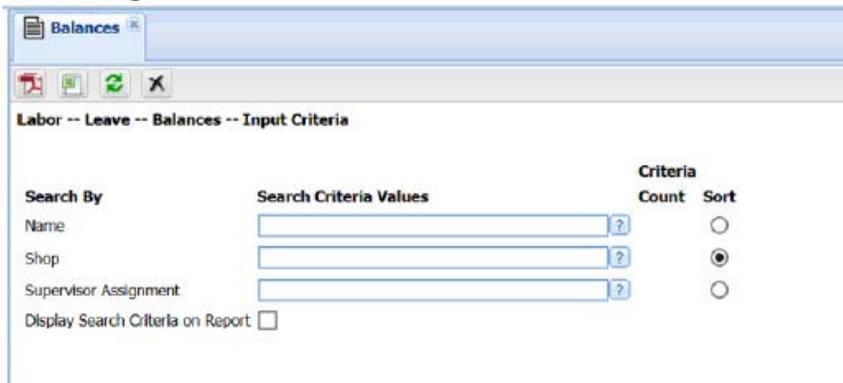
1. From the Menu Bar, click on Reports and then select the desired report. **(Figure 4-11)**

Figure 4-11 Reports Menu



2. A report window will appear displaying the parameters for the selected report.

Figure 4-12 Report Window



3. Enter in any desired criteria into the Search criteria fields.
 - Clicking the refresh icon  will reset the values within the report back to the values that are highlighted within the Navigation Tree
 - Clicking the reset icon  will clear all the values within the report and set dates back to their defaults
 - To generate a more detailed or customized report, enter any desired parameters within the Search Criteria Value fields
 - To select all items for a field, leave the criteria field blank

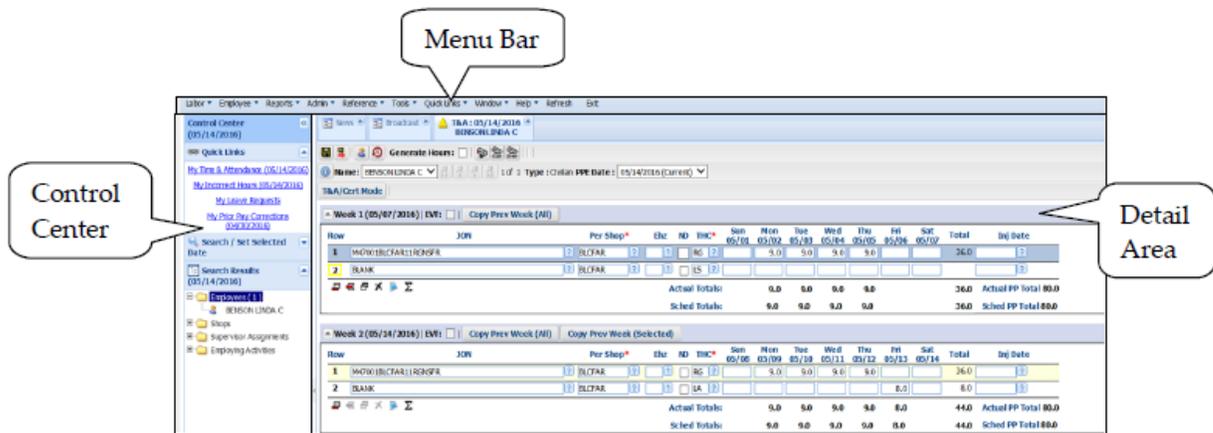
- A red asterisk * next to a criteria field indicates that a value must be entered into that field for the report to run successfully
 - The question mark icon (?) next to a criteria field indicates that a reference list is available and clicking the question mark icon (?) will display the reference list with available values
 - Multiple values can be selected by holding the Ctrl key and clicking each employee name
 - Multiple values can also be typed in manually, separated by a comma
 - The calendar icon [calendar icon] next to a field indicates that the value required is a date and clicking the calendar icon [calendar icon] will provide a calendar from which a date can be selected
 - The Criteria Count column displays the number of items that have been selected
 - To have the report sort by a specific criteria, click on the radio button [radio button] next to the desired criteria
4. Click on the run PDF report icon [PDF icon] or Excel report icon [Excel icon] in the upper left hand corner of the screen.
 5. The report will appear within Adobe Acrobat Reader as a PDF file or Excel report.

5. Timekeepers Guide

5.1 Introduction

Welcome to V23 of SLDCADA, the Navy and Marine Corps standard for collecting T&A. SLDCADA navigation and usage is controlled through the Control Center, Menu Bar, and Detail Area sections. The features of the Control Center and Menu Bar open different windows within the Detail Area.

Figure 5-1 SLDCADA Window Sample



Working in SLDCADA typically requires three actions, within the three sections. The following steps outline how to set a date and perform a task.

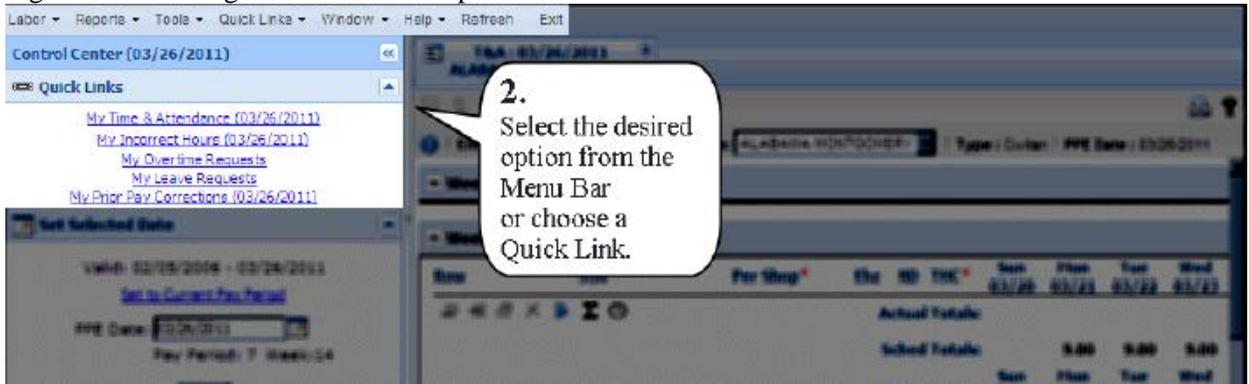
1. In the Set Selected Date section of the Control Center, verify that the date entered is the appropriate date or enter in the desired date. (Figure 5-2)

Figure 5-2 Working in SLDCADA Step 1



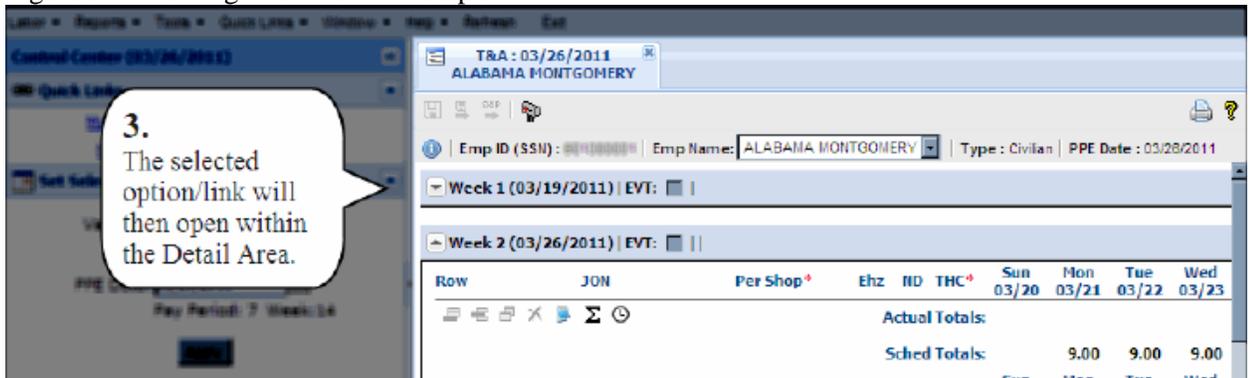
2. From the Menu Bar select the desired option. (Figure 5-3)
 - Quick Links can also be used to access certain features of the Menu Bar directly

Figure 5-3 Working in SLDCADA Step 2



3. Click in the Detail Area and perform any needed tasks. (Figure 5-4)

Figure 5-4 Working in SLDCADA Step 3



5.2 Entering Time & Attendance

The main purpose of SLDCADA is to collect T&A data. A user of SLDCADA will enter in their T&A as instructed by their local SLDCADA Administrator. This section will outline the steps required to enter in T&A.

All time is entered and edited through the T&A screen. (Figure 5-5). The following steps outline how to enter in time.

Figure 5-5 T&A Window

Row	JON	Per Shop*	Ehz	ND	THC*	Sun 03/20	Mon 03/21	Tue 03/22	Wed 03/23	Thu 03/24	Fri 03/25	Sat 03/26	Total	Inj Date
1		STATE:			RIG		9.00	9.00	9.00				27.00	
Actual Totals:						9.00	9.00	9.00					27.00	Actual PP Total 63.00

1. Verify that the PPE is set to the current pay period.
 - If the PPE is incorrect, select the **Set to current pay period** link
2. Open the T&A window via the Quick links or Menu Bar.
 - **Quick Links**
From within the Control Center click on the My T&A link
 - **Menu Bar**
Click on Labor and then T&A
3. Navigate through the window and input all required information.
 - Any item with a red asterisk * is a required field
 - Additional fields may be available and can be accessed by using the horizontal scroll bar
 - Clicking on the **Question Mark** icon (?) next to each field will display a reference list pre-populated with options
 - Selecting the Generate Hours Checkbox **Generate Hours:** will automatically populate the T&A screen with the hours assigned (in and out) from the employees work schedule. The only exception is E5WTAE Shop in FMEO which feed from Maximo.
 - Labor information can be copied from one week to the next (or from Week 2 of the previous pay period to Week 1 of the current one).
 - Information such as the JON, Performing Shop, Sub Shop, Environmental Hazard/Other Code, Night Differential and Type Hour Code may be copied from Week 2 of the prior pay period by clicking **Copy Prev Week (All)** on the Week 1 header bar (the same line that contains the week ending date for Week 1)
 - To copy information from Week 1 to Week 2, click **Copy Prev Week (All)** (on the Week 2 header bar) to duplicate all of the information, or **Copy Prev Week (Selected)** to copy only specific rows (only rows highlighted by the user)
 - To select multiple rows, hold down the Ctrl key and click each individual row
 - Verify that all time has been entered in correctly and the EVT box **EVT:** is checked.

- Employees must certify the accuracy of their timecard via the EVT functionality within SLDCADA. (Figure 5-6) This certification attests to the accuracy of the current pay period's T&A, including the use of leave and overtime. This certification must be made prior to the supervisor timecard certification.

Figure 5-6 SLDCADA EVT Sample Window



- If save is attempted without EVT being checked, a message will appear prompting that EVT be checked or to continue to save (Figure 5-7)

Figure 5-7 EVT Not Checked Error

Severity	Week End Date	Row	Column	ID	Description
Warning	11/03/2007			SLD0418	The labor meets the work schedule but EVT is not checked.
Continue to Save					

4. Once all data has been entered click on the **Save** icon  or press the **F9** key.
5. Once all data has been verified for accuracy, the supervisor/certifier can be notified the employees' T&A can be certified.

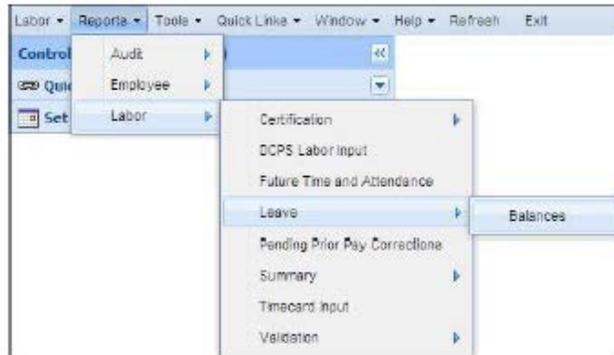
5.3 Reports

Within V23 there are several different types of reports that can be run in order to retrieve various types of T&A information. This section will outline how to run a report, for more information on printing or saving reports see the V23 SUM. All reports are not available to all users. For further assistance contact your Financial Technician.

The following steps outline how to open and run a report within SLDCADA V23.

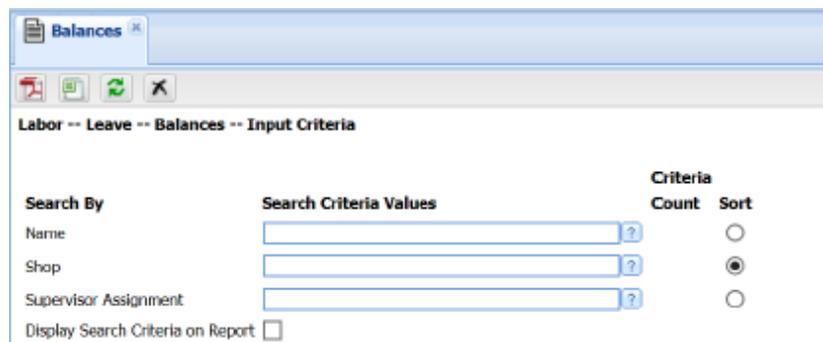
1. From the Menu Bar, click on Reports and then select the desired report. (Figure 5-11)

Figure 5-11 Reports Menu



2. A report window will appear displaying the parameters for the selected report.

Figure 5-12 Report Window



3. Enter in any desired criteria into the Search criteria fields.
 - Clicking the refresh icon  will reset the values within the report back to the values that are highlighted within the Navigation Tree
 - Clicking the reset icon  will clear all the values within the report and set dates back to their defaults
 - To generate a more detailed or customized report, enter any desired parameters within the Search Criteria Value fields
 - To select all items for a field, leave the criteria field blank
 - A red asterisk * next to a criteria field indicates that a value must be entered into that field for the report to run successfully
 - The question mark icon  next to a criteria field indicates that a reference list is available and clicking the question mark icon  will display the reference list with available values
 - Multiple values can be selected by holding the Ctrl key and clicking each employee name
 - Multiple values can also be typed in manually, separated by a comma
 - The calendar icon  next to a field indicates that the value required is a date and clicking the calendar icon  will provide a calendar from which a date can be selected
 - The Criteria Count column displays the number of items that have been selected
 - To have the report sort by a specific criteria, click on the radio button next to the desired criteria

- Click on the run PDF report icon  or the Excel report icon  in the upper left hand corner of the screen.
- The report will appear within Adobe Acrobat Reader as a PDF file or Excel as selected.

6. SUPERVISORS GUIDE

The certification of T&A is an authorization for the expenditure of government funds. T&A must be certified in SLDCADA by the employee’s supervisor, acting supervisor, or other designated representative authorized to act as a T&A Certifier at the end of each pay period.

T&A certification must be based on knowledge and appropriate internal controls to ensure that accurate and timely data is recorded for all employees.

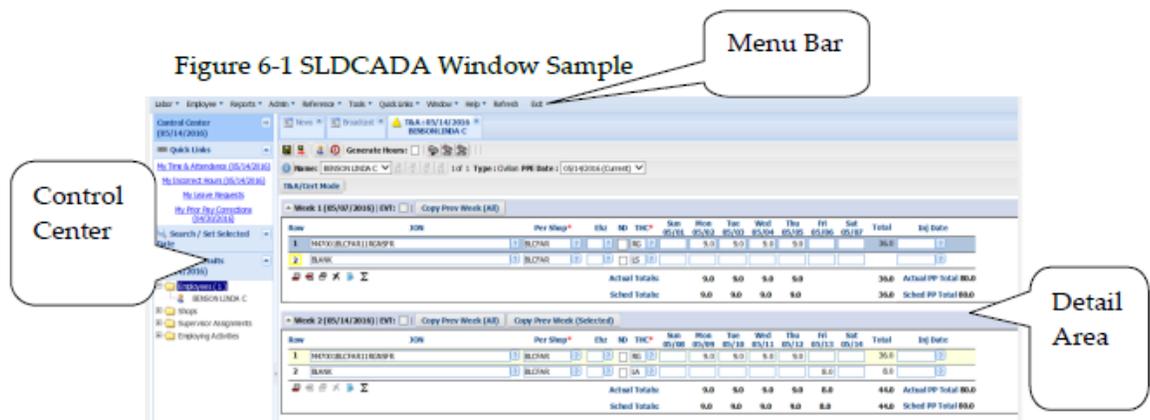
Supervisors must ensure the Appointment/Termination DD Form 577 Form (See Appendix C) and COL training certificate is forwarded to Civilian Timekeeping Branch in order to grant certifying and timekeeping access.

Supervisors **Will Not** grant access to employees in subordinate positions to certify T&A of employees in senior positions per reference (a), DoDFMR 7000.14, Chapter 2, 020501 “Controls.”

Supervisors will ensure employees have verified the accuracy of their T&A via the EVT functionality within SLDCADA. This certification attests to the accuracy of the current pay period’s T&A, including the use of leave and overtime.

6.1 Navigating SLDCADA

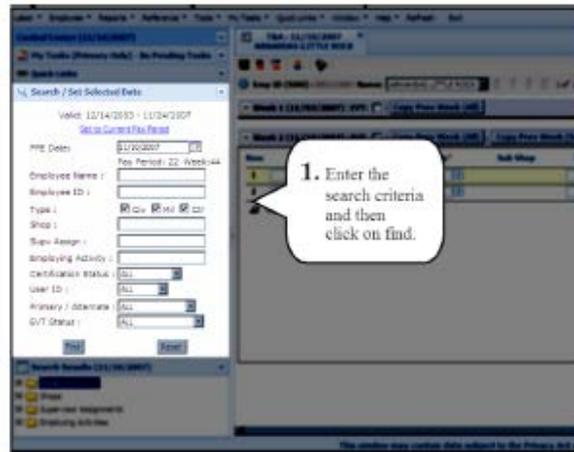
Figure 6-1 SLDCADA Window Sample



The following steps outline how to perform a search, choose an employee, and perform a task.

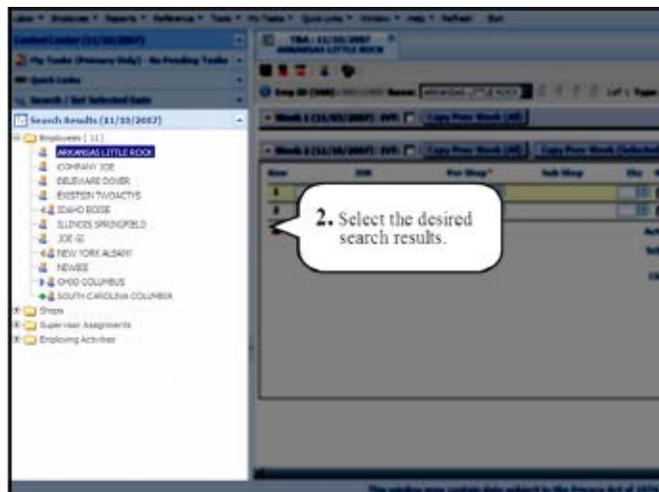
- In the Search/Set Selected Date area of the Control Center, enter in the desired search criteria and/or date and click on Find. (Figure 6-2)

Figure 6-2 Working in SLDCADA Step 1



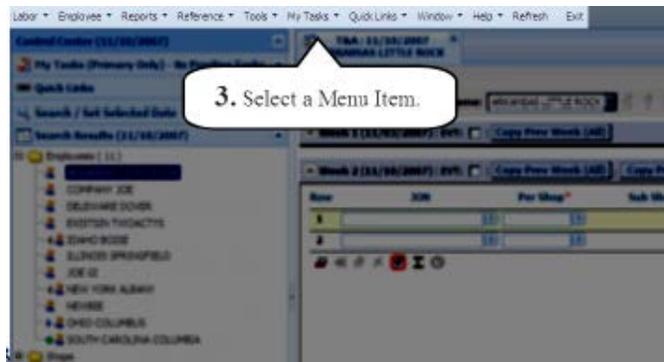
2. In the Search Results area of the Control Center, select the specific employee or group of employees to work with. (Figure 6-3)

Figure 6-3 Working in SLDCADA Step 2



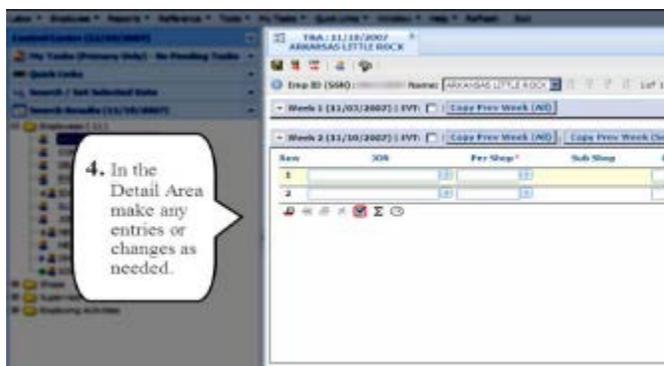
3. In the Menu Bar, select the action to perform. (Figure 6-4)

Figure 6-4 Working in SLDCADA Step



4. Click in the Detail Area and perform any needed tasks. (Figure 6-5)

Figure 6-5 Working in SLDCADA Step 4



6.2 Certifying Time & Attendance

The T&A/Cert Mode button is presented to users who have certification authority based on their menu security settings. The cert mode will be used to display the available certification options. The Cert Mode behavior will remain in effect until the screen is closed or until the T&A/Cert Mode button is used. The following steps outline how to certify T&A for a single employee:

1. In the Search Results, select an employee. (Figure 6-6)

Figure 6-6 Search Results



- From the Menu Bar, select **Labor → Time & Attendance**. (Figure 6-7)

Figure 6-7 Labor Menu



- The T&A window for the employee opens. (Figure 6-8)

Figure 6-8 T&A

Row	JOH	Per Shop *	Sub Shop	Elz	ND	THC *	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/01	Fri 11/02	Sat 11/03	Total							
1		?	?	?	?	CA ?		9.00	9.00	9.00	9.00			36.00							
							Actual Totals:							0.00	9.00	9.00	9.00	9.00	0.00	0.00	36.00
							Schedule Totals:								9.00	9.00	9.00	9.00			36.00

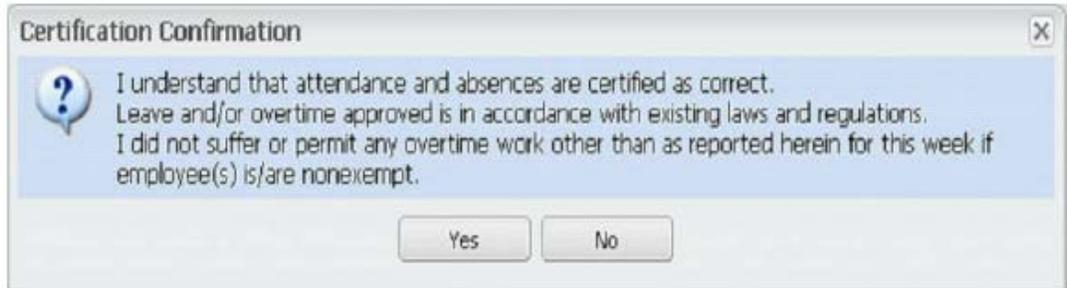
Note: If the T&A window for the employee shows either the Pending Leave or Overtime Request notifications (Figure 6-9), the pending requests must be resolved before certification can occur. Click on the Pending Request buttons to navigate to the Leave and Overtime screens to approve/disapprove the requests. SLDCADA generates a warning when the employee has exhausted leave. The warning states “Hours input for Annual/Sick Leave (X hours) exceed remaining balance (X hours). You can contact the Civilian Timekeeping Branch in G8 to confirm the leave balance and projected balance.

Figure 6-9 Pending Request Buttons



4. Verify the data entered is accurate and complete.
5. Click on the **T&A/Certify Mode** button. 
6. The Certification Statement will appear.
 - The Certification Statement is displayed only when the T&A window is opened in Cert mode.

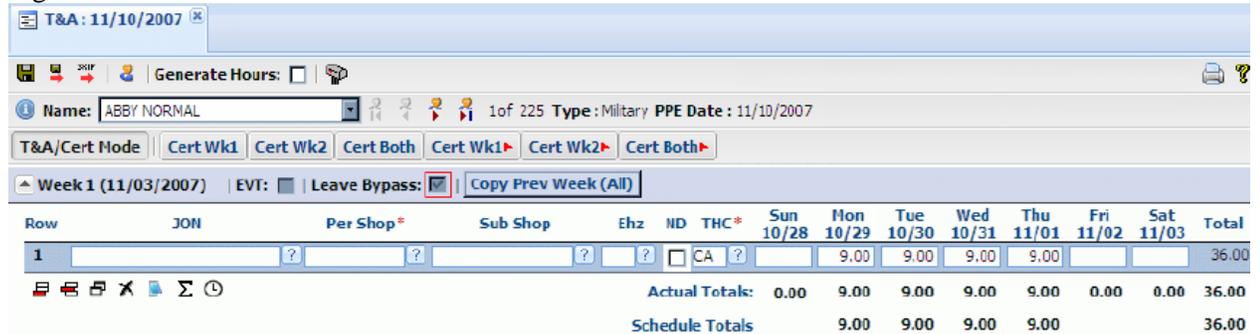
Figure 6-10 Certification Statement



Note: The Certification Confirmation statement appears only one time per window.

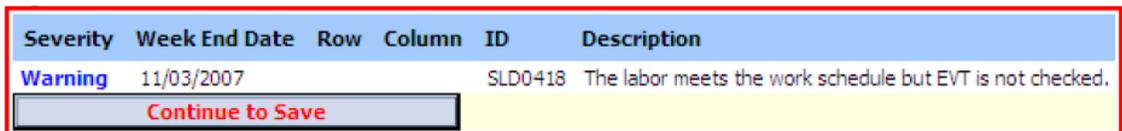
7. Click **Yes** to agree and Certification mode will activate. (**Figure 6-10**)

Figure 6-11 Certification Statement with Cert Buttons



8. The Cert Wk 1, Cert Wk 2, and Cert Both buttons  will become available.
 - If the user has more than one employee selected, the following Cert/Next buttons are displayed: 
 - As long as an un-savable error does not occur, the user may proceed from one employee to the next without closing and reopening the screen
 - If a certification is attempted without EVT being checked, a message will appear (**Figure 6-12**) prompting that EVT must be checked to certify

Figure 6-12 EVT Error



9. Select the following buttons to certify (Cert Wk1 and Cert Wk2 or Cert Both):
 - To certify the selected employee's data for the first week of the pay period, click on the Cert Wk 1 **Cert Wk1** button . To certify the selected employee's data for the second week of the pay period, click on the Cert Wk 2 button **Cert Wk2**.
 - To certify the selected employee's data for the entire pay period, click on the Cert Both button **Cert Both**.
10. When the record is certified, the certifier's name is displayed in the week heading and the button labels change from Cert to Uncert. (**Figure 6-13**)

Figure 6-13 T&A Uncert Buttons



6.3 Approving or Denying Overtime

The Overtime Authorization screen will allow a supervisor to approve or deny an overtime request. Once an overtime request has been denied it can no longer be modified. The following steps outline the overtime authorization process:

1. In the Search Results section of the Control Center, select an employee or a group of employees to work with.
2. From the Menu Bar, select **Labor → Overtime Authorization**.
3. The Overtime Authorization window will then appear. (**Figure 6-14**)

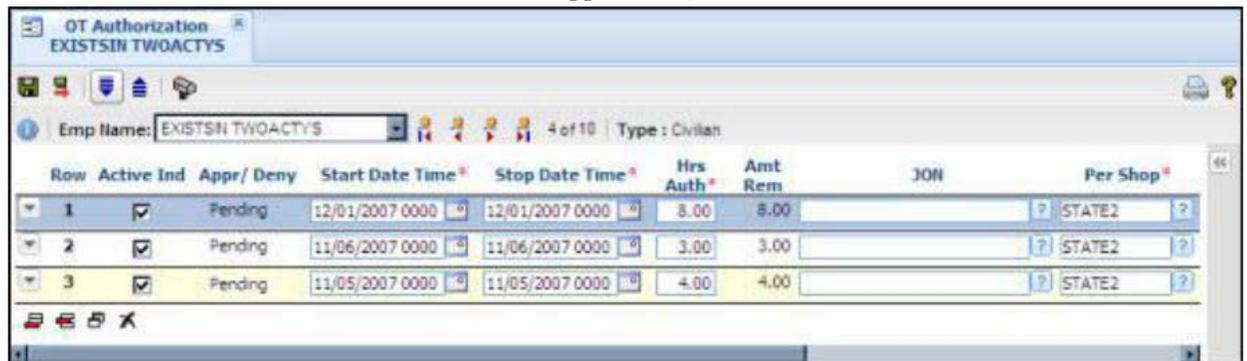
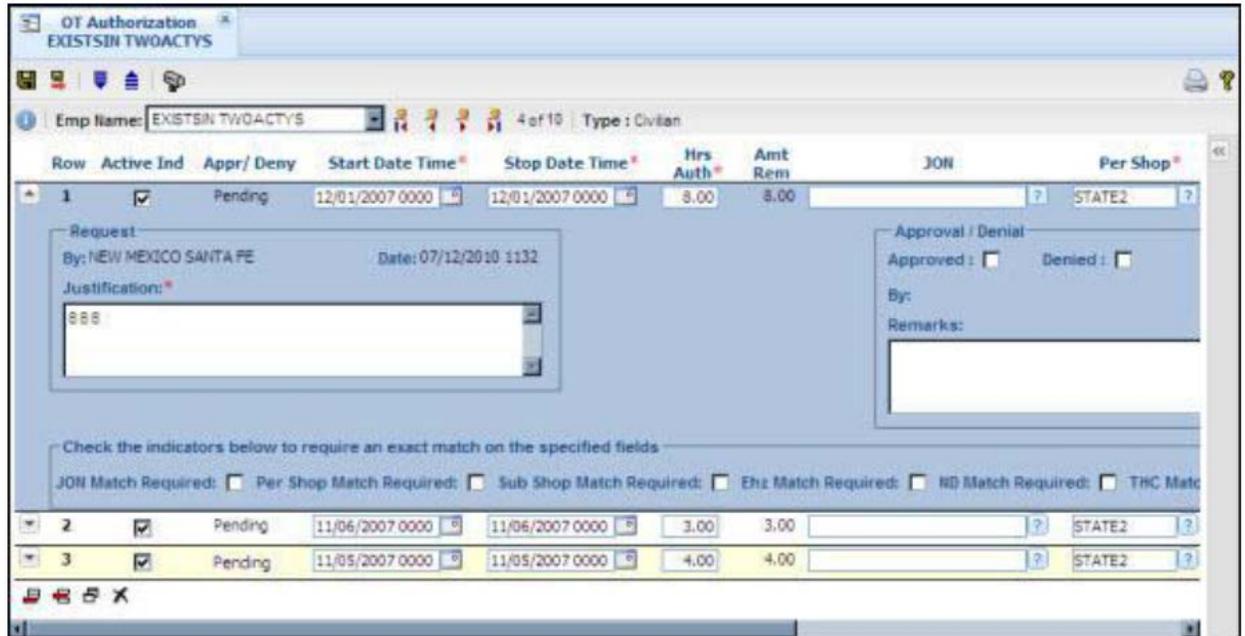


Figure 6-14 Overtime Authorization Window

- Select the row to view and click on the expand icon  and the row will expand to provide more information about the selected overtime request. (Figure 6-15)

Figure 6-15 Overtime Authorization Window Expanded



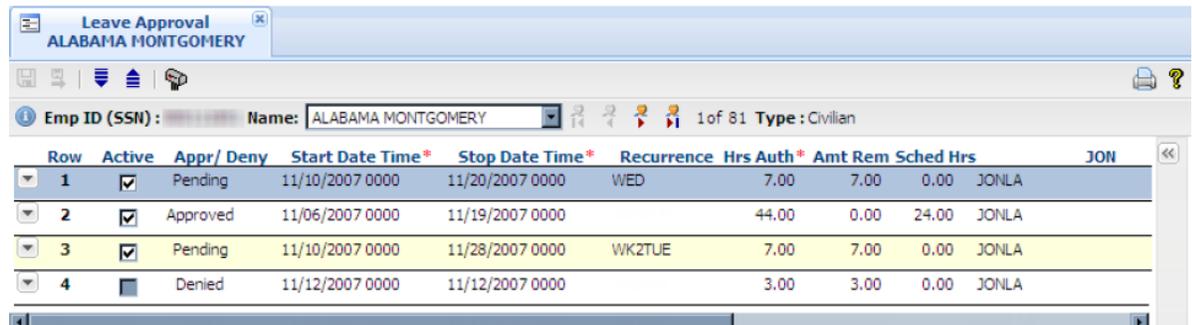
- Check the Approved field to approve the overtime or check the Denied field to deny it.
- Enter any applicable remarks in the Remarks field.
- Click on the Save icon  to save the approval or denial.
- The employee is then informed via e-mail of the new status of the request, provided an email address exists in SLDCADA for the employee.

6.4 Approving or Denying Leave

The Leave Approval screen will allow a supervisor to approve or deny a leave request. The following steps outline the leave approval process:

1. In the Search Results, select an employee or a group of employees to work with.
2. From the Menu Bar, select **Labor → Leave Approval**.
3. The Leave Approval window will then appear. **(Figure 6-16)**

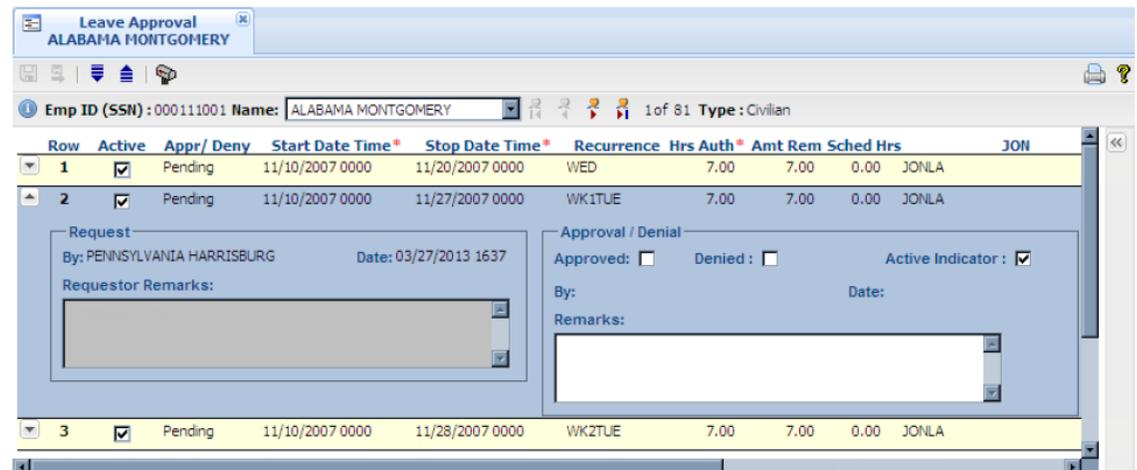
Figure 6-16 Leave Approval Window Collapsed



Row	Active	Appr/ Deny	Start Date Time*	Stop Date Time*	Recurrence	Hrs Auth*	Amt Rem	Sched Hrs	JON
1	<input checked="" type="checkbox"/>	Pending	11/10/2007 0000	11/20/2007 0000	WED	7.00	7.00	0.00	JONLA
2	<input checked="" type="checkbox"/>	Approved	11/06/2007 0000	11/19/2007 0000		44.00	0.00	24.00	JONLA
3	<input checked="" type="checkbox"/>	Pending	11/10/2007 0000	11/28/2007 0000	WK2TUE	7.00	7.00	0.00	JONLA
4	<input type="checkbox"/>	Denied	11/12/2007 0000	11/12/2007 0000		3.00	3.00	0.00	JONLA

4. Select the row to view and click on the expand icon and the row will expand to provide more information about the selected leave request. **(Figure 6-17)**

Figure 6-17 Leave Approval Window Expanded



Row	Active	Appr/ Deny	Start Date Time*	Stop Date Time*	Recurrence	Hrs Auth*	Amt Rem	Sched Hrs	JON
1	<input checked="" type="checkbox"/>	Pending	11/10/2007 0000	11/20/2007 0000	WED	7.00	7.00	0.00	JONLA
2	<input checked="" type="checkbox"/>	Pending	11/10/2007 0000	11/27/2007 0000	WK1TUE	7.00	7.00	0.00	JONLA
3	<input checked="" type="checkbox"/>	Pending	11/10/2007 0000	11/28/2007 0000	WK2TUE	7.00	7.00	0.00	JONLA

Request
By: PENNSYLVANIA HARRISBURG Date: 03/27/2013 1637
Requestor Remarks:

Approval / Denial
Approved: Denied: Active Indicator:
By: Date:
Remarks:

5. Check the Approved field to approve **Approved:** the leave or check the Denied field **Denied:** to deny it.
6. If a Leave Request needs to be unapproved, uncheck the Approved field
7. Enter any applicable remarks in the Remarks field.
8. Click on the Save icon  to save the approval or denial.

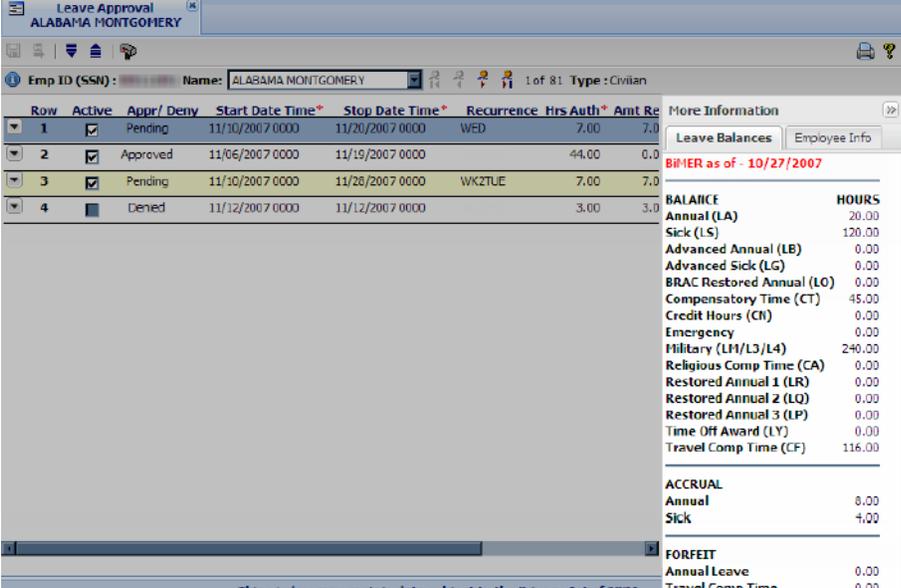
- If an e-mail address exists in SLDCADA for the employee, then the employee is informed via e-mail of the new status of the request.

Note: SLDCADA generates a warning when the employee has exhausted leave. The warning states “Hours input for Annual/Sick Leave (X hours) exceed remaining balance (X hours). You can contact the Civilian Timekeeping Branch in G8 to confirm the leave balance and projected balance.

6.4.1 Viewing Leave Balance

In order to view leave balances, click on the More Information icon  to expand the More Information window. (Figure 6-18) The current leave balances for the employee will display.

Figure 6-18 Leave Balances Tab



Row	Active	Appr/ Deny	Start Date Time*	Stop Date Time*	Recurrence	Hrs Auth*	Amt Re
1	<input checked="" type="checkbox"/>	Pending	11/30/2007 0000	11/20/2007 0000	WED	7.00	7.0
2	<input checked="" type="checkbox"/>	Approved	11/06/2007 0000	11/19/2007 0000		44.00	0.0
3	<input checked="" type="checkbox"/>	Pending	11/30/2007 0000	11/28/2007 0000	WK2TUE	7.00	7.0
4	<input type="checkbox"/>	Denied	11/12/2007 0000	11/12/2007 0000		3.00	3.0

BALANCE		HOURS
Annual (LA)		20.00
Sick (LS)		120.00
Advanced Annual (LB)		0.00
Advanced Sick (LG)		0.00
BRAC Restored Annual (LO)		0.00
Compensatory Time (CT)		45.00
Credit Hours (CN)		0.00
Emergency		0.00
Military (LH/L3/L4)		240.00
Religious Comp Time (CA)		0.00
Restored Annual 1 (LR)		0.00
Restored Annual 2 (LQ)		0.00
Restored Annual 3 (LP)		0.00
Time Off Award (LY)		0.00
Travel Comp Time (CF)		116.00
ACCRUAL		
Annual		8.00
Sick		4.00
FORFEIT		
Annual Leave		0.00
Travel Comp Time		0.00

Modifying approved Leave

Supervisor will:

1. Uncheck the approved leave.
2. Ensure the leave request was modified.
 - **Quick Links**
From within the Control Center click on the leave authorization link (pending leave request)
 - **Menu Bar**
Click on Labor and then Leave Authorization
3. Locate the Leave Request that needs to be modified and select it.
4. Navigate through the record and modify any information as needed.
 - Any item with a red asterisk * is a required field

- Additional fields may be available and can be accessed by scrolling the horizontal scroll bar

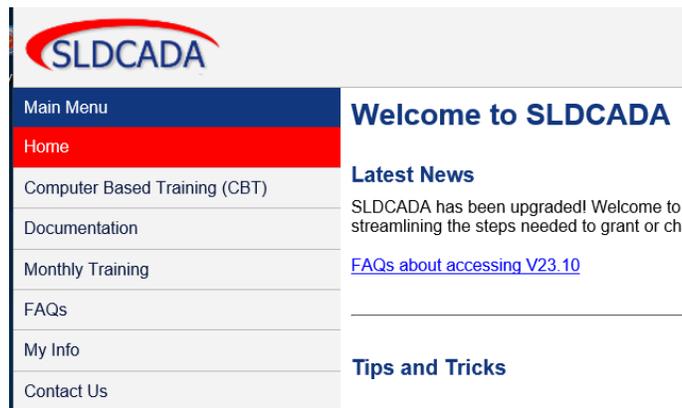
5. When the Leave Request has been modified, check the approved box icon



6.5 Access Requests for Employees – Supervisor Role

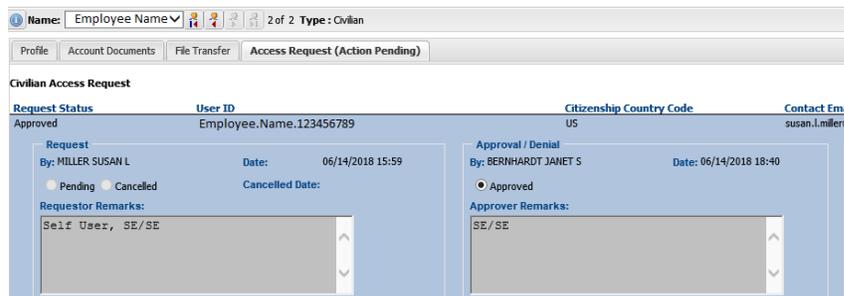
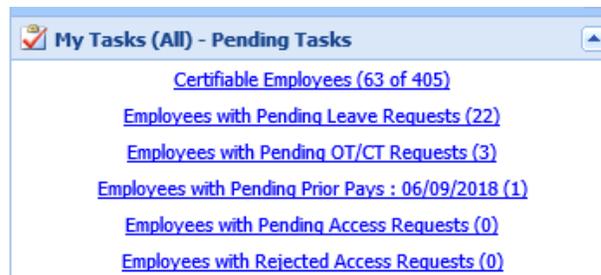
To request access, the employee will need to send their Certificate details to the Civilian Timekeeping Branch.

1. From the SLDCADA home page, click **My Info** and email to the Civilian Timekeeping Branch

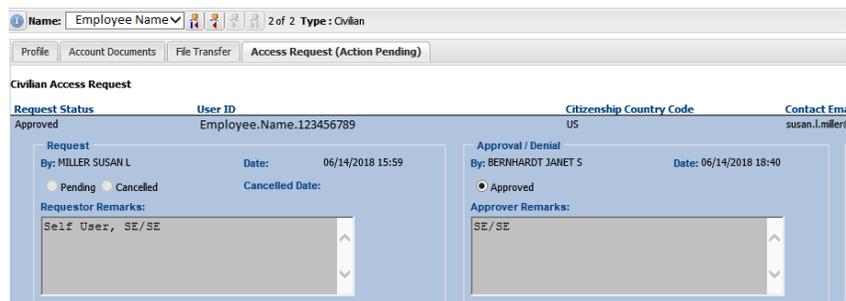
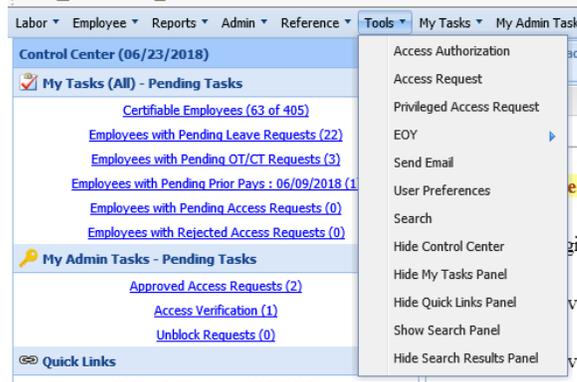


2. Supervisors will be notified by email that they have a Pending Action.

a. Log into SLDCADA and complete the “Employees with Pending Access Requests” by clicking the approve radio button, enter a comment, then save.



- b. Supervisor can also access this by the Tools Menu by Clicking Tools > Access Authorization. Complete the request by clicking the approve radio button, enter a comment, then save.



- c. The Civilian Timekeeping Branch will Grant or Deny the request. You will be notified by email that the request was approved or denied.

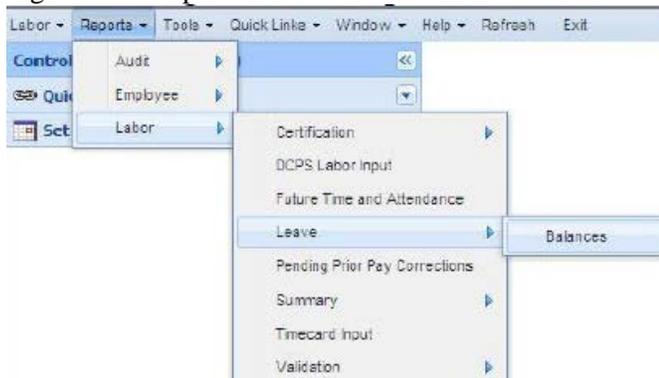
6.6 Reports

Within V23 there are several different types of reports that can be run in order to retrieve various types of T&A information. This section will outline how to run a report, for more information on printing or saving reports see the V23 SUM. All reports are not available to all users. For further assistance contact your Financial Technician.

The following steps outline how to open and run a report within SLDCADA V23.

1. From the Menu Bar, click on **Reports** and then select the desired report. (**Figure 6-19**)

Figure 6-19 Reports Menu



2. A report window will appear displaying the parameters for the selected report.

Figure 6-20 Report Window

Search By	Search Criteria Values	Criteria	
		Count	Sort
Name	<input type="text"/>		<input type="radio"/>
Shop	<input type="text"/>		<input checked="" type="radio"/>
Supervisor Assignment	<input type="text"/>		<input type="radio"/>

Display Search Criteria on Report

- If a selection is made for an employee, group of employees, shop, supervisor assignment, or employing activity from the Control Center, SLDCADA will pre-fill those options in the criteria fields
3. Enter in any desired criteria into the Search criteria fields.
 - Clicking the **Refresh** icon  will reset the values within the report back to the values that are highlighted within the Navigation Tree
 - Clicking the **Reset** icon  will clear all the values within the report and set dates back to their defaults
 - To generate a more detailed or customized report, enter any desired parameters within the Search Criteria Value fields
 - To select all items for a field, leave the criteria field blank
 - A red asterisk * next to a criteria field indicates that a value must be entered into that field for the report to run successfully
 - The Question Mark icon  next to a criteria field indicates that a reference list is available and clicking the Question Mark icon  will display the reference list with available values
 - Multiple values can be selected by holding the Ctrl key and clicking each employee name
 - Multiple values can also be typed in manually, separated by a comma
 - The **Calendar** icon  next to a field indicates that the value required is a date and clicking the **Calendar** icon  will provide a calendar from which a date can be selected
 - The Criteria Count column displays the number of items that have been selected
 - To have the report sort by a specific criteria, click on the radio button next to the desired criteria
 4. Click on the run PDF report icon  or the Excel report icon  in the upper left hand corner of the screen.
 5. The report will appear within Adobe Acrobat Reader as a PDF file or Excel as selected.

7. Work Schedules

Once work schedule changes are approved they must be entered in SLDCADA. The following work schedules are authorized Alternative Work Schedules (AWS). For more information see reference (d) reference (e).

AWS Code	AWS TITLE
AWS 0	NOT ON AWS
Employee may have a standard schedule which consists of 8-hour days, 40-hour week and 80-hours biweekly or an uncommon work schedule which consists of hours equal to or greater than 90 hours biweekly. These schedules are not considered Compressed, Variable, or Flex schedules within the definition of AWS. All uncommon work schedule schedules must be approved by DFAS/HQ prior to being added as valid in DCPS. The uncommon work schedule table contains all schedules currently valid in DBPS.	
AWS 6	COMPRESSED WORK SCHEDULE
The employee has a basic work requirement of work 80 hours biweekly. The hours in a week can vary, but the number of regular hours each workday must be scheduled. This is also known as the 5-4/9 plan. The employee may work 9-hour days during 8 days of the biweekly pay period and an 8-hour day on the 9 th day to complete 80 hours for the pay period. The tenth day is an off day. FLSA will be computed on a biweekly basis. Example:	
Week 1: 4 – 9 hour days and 1 – 8 hour day = 44 hour week	
Week 2: 4 – 9 hour days = 36 hour week = 80 hours biweekly	
AWS 7	FIRST FORTY
The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of hours in a day can vary from zero to 24.	

***Special Billets (Fire Fighters, 911, PMO and Utilities) may have approved alternate work schedule. Contact your Financial Technician for further information.**

7.1 Work Schedule Guidelines

The following guidelines outline the general rules and policies to regarding work schedules.

- Supervisors shall approve and monitor employee work schedules and arrival/departure times.
- The work schedule of an individual may be changed by the supervisor if necessary to more effectively meet work requirements, or at an employee’s request, in the case of personal hardship, if the mission allows.
- The AWS program should not result in the establishment of additional supervisory positions, or require any supervisor to extend his or her workday beyond the scheduled hours of work.
- Employees may submit schedule change as needed to support the mission, with exceptions for emergency circumstances (e.g., health problems). Additionally, if an

employee is required to travel, attend a training course, or serve at a location where the hours of work are different from the employee's approved schedule, it may be necessary for the supervisor to change the employee's work schedule to the standard week. Any adjustment must account for the required 80 hours of work during each pay period.

- Supervisors may, if workload permits, afford employees a set hour, up to three (3) times per week, in conjunction with an employee's lunch period and inclusive of changing/showering time, the opportunity to conduct physical training (PT). This period must be in conjunction with an employee's lunch period and shall not occur at the beginning of a shift or at the end of a shift. This time is not cumulative and cannot be saved up from day to day, and will not include break times. Participation in this program should in no way require, or contribute to, overtime to accomplish the mission. See reference (f) for additional guidance and program participation requirements.
 - SLDCADA should be coded as Administrative Leave (LN) and use Ehz code Physical Fitness (PF) for time spent for PT.

7.2 Work Schedule Change

- Recording accurate T&A is necessary for employees to be paid correctly. Changes that affect T&A data may also affect their pay (i.e., a shift change.)
- Each employee must have a work schedule stored in the DCPS system. The stored work schedule will contain the employee's Tour of Duty workdays, hours and shift code (as applicable), scheduled night differential, an alternate work schedule code, a status code, a JON, and other pertinent information. This work schedule will be used to validate the employee's T&A. It is important that any work schedule change be reported to the Civilian Timekeeping Branch as quickly and accurately as possible so that the changes can be entered into the DCPS and SLDCADA systems prior to T&A processing for the pay period.
- The Work Schedule Change Form is designed for reporting employee schedule changes to Civilian Timekeeping Branch.
- Enter employee's name, social security number, work hours, and Job Order Number (JON). This information must be included in order for the Financial Technician to access the employee's record and make the change.
- The effective date is the date the schedule goes into effect. The effective date can be different from the date submitted.
- The Pay Period Tour of Duty section is completed whenever the employee is scheduled to work different days, a different number of hours per day, a different shift or different hours of night differential. The employee's daily hours are entered on lines Week one and Week two. The shift code for each workday is entered on the shift lines. The number of night differential hours for a graded employee is entered on the night differential lines.
- The work schedule change should reflect the entire pay period. Partial schedules cannot be processed.
- Tour of Duty changes must be entered prior to the beginning of a pay period.

- Civilian Timekeeping Branch will need to know if a graded employee or an ungraded employee working second or third shift will be entitled to Sunday premium pay because of the hours of work scheduled for Saturday.

Figure 7-1 Work Schedule Change Form Example

WORK SCHEDULE CHANGE

PRIVACY ACT STATEMENT
Information contained on this form is maintained under the systems of records notice NMD7421-1, Time and Attendance Feeder Records (August 15, 2007, 72 FR 45796). AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters Marine Corps; and E. O. 9397 (SSN) PRINCIPLE: This system is sometimes referred to as Standard Labor Data Collection and Distribution Application (SLDCADA), it maintains time and attendance data and labor distribution data that includes name, Social Security Number(SSN), work location, job order number, task orders, leave accrual data, occupational series, grade, pay period identification, time card certification information, special pay categories, work schedule, etc. PURPOSE: Tracking of time and attendance and labor distribution data for civilian, military, and contractor labor against job order numbers for financial purposes. ROUTINE USE: Disclosures generally permitted under 5 U.S.C 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) and the System of Records Notice. DISCLOSURE: Mandatory for time keeping and payment.

SSN 123-45-6789 NAME (Last, First, MI): Lindsay, Janelle E ACT UIC: 067001 SHOP/COST CTR/ORG CODE: BLCFAR

EFFECTIVE DATE: May 1, 2016 T&A STATUS CODE: A AWS CODE: 0 - NOT ON AWS ROTATING CODE: _____

*****PAY PERIOD TOUR OF DUTY*****

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY on SAT
WK 1		0730-1600	0730-1600	0730-1600	0730-1600	0730-1600		
SHIFT (1/2/3)		\$	\$	\$	\$	\$		
NGT DIFF								
WK 2		0730-1600	0730-1600	0730-1600	0730-1600	0730-1600		
SHIFT (1/2/3)		\$	\$	\$	\$	\$		
NGT DIFF								

STANDING JOB: M47001BLCFAR11RGNFMG

UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____

DAISY CASTILLO CASTILLO.DAISY.1249039140 DATE SUBMITTED 05/1/2016
 PRINT NAME OF SUPERVISOR SUPERVISOR'S SIGNATURE

-- FOR OFFICIAL USE ONLY --
 Privacy Sensitive: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

Complete this form, digitally sign, attach to an encrypted email and submit to your Financial Technician.

MCBCL/COMPT/LMD/7 (8/11) PREVIOUS EDITIONS ARE OBSOLETE ADOBE 9.0

Note: The Administrative Workweek is defined in 5 CFR 610.102.

8. Leave

8.1 Approval Procedures

Leave may be requested and approved via the on-line leave request/approval module in SLDCADA. Approved leave will generate to the employee timecard for those whose time normally generates. For requesting leave, please see the Requesting Leave in the Basic User Guide (**3.3.2 Overtime and Leave Requests**)

For approving leave, please see the Approving Leave Section of the Supervisor Guide (**5.2 Certifying T&A**)

Labor Relations telephone number is 843-228-4063

8.2 Court Leave (LC)

An employee who is under proper summons from a court to serve on a jury shall be granted court leave for each day that he or she serves on a jury or is required to remain on the premises of the court waiting for a call to jury duty. The employee is not entitled to court leave when he or she is excused or discharged by the court, either for an indefinite period, subject to call by the court, or for a definite period in excess of one day. Therefore, an employee may be required to return to duty or be charged annual leave if excused for a substantial part of the day. He/she must contact his/her supervisor and the supervisor shall determine if the employee shall return to duty or be charged annual leave. However, the employee may not be required to return to duty if it would cause hardship for him or her.

If an employee is on annual leave when called for jury duty or witness service, court leave shall be substituted. No charge shall be made to annual leave for court service.

8.3 Military Leave (LM)

Eligible employees are entitled to military leave. When military leave is recorded, a copy of official documentation directing the employee to active military duty, and a certified verification of attendance indicating completion of training duty, must be forwarded to Civilian Timekeeping Branch when the employee returns to duty. Military leave is charged on a workday basis and in whole hours. No charge is made to non-workdays. If an employee has official documentation which covers separate periods of time, with return to civilian status between the periods covered in the official documentation, military leave shall not be charged for the time the employee is returned to civilian status.

Military leave may be taken intermittently, a day at a time, or all at one time, regardless of the number of training sessions. Employees and supervisors are responsible for ensuring that any military leave taken during a pay period is recorded accurately on the employee's automated time sheet at the end of that pay period.

9. OVERTIME

9.1 Authorization of Overtime and Compensatory Time

Authorization for overtime or compensatory time shall be entered in SLDCADA and include a justification of why the work is required. The authorization must be in advance of the performance of work, except when the situation prevents prior approval. When this occurs, overtime and compensatory time must be approved and documented as soon as possible after the work has been performed.

Generally, overtime and compensatory time should not be authorized in the same week that an employee is scheduled for annual leave.

Members of the Senior Executive Service are excluded from earning overtime/compensatory time. Certain General Schedule employees are also excluded since premium pay may be paid only to the extent that payment does not cause aggregate pay to exceed the pay rate for a GS-15 Step 10. For more information see reference (g)

9.2 Overtime and Compensatory Time

Overtime/compensatory time are authorized and approved work performed in excess of the employee's normal work schedule hours. Descriptions of the different types of overtime are provided below:

Scheduled Overtime

Overtime worked that is officially scheduled and authorized for prescribed days and hours on a continuing basis and which has become a regular part of the employee's workweek.

Unscheduled Overtime

Overtime work requested and approved on an individual case basis to meet specific work requirements that cannot be accomplished within the normal workweek.

Callback Overtime

Supervisors are authorized to call back an employee after the end of their normal work hours. When this occurs, the proper callback code must be used. (See Appendix A)

Compensatory Time

Compensatory time off shall be approved in advance by supervisors, except in an emergency. An FLSA-exempt employee must use accrued compensatory time off by the end of the 26th pay period, after the pay period during which it was earned. Payment for unused compensatory time off is paid at the overtime rate.

10. Records

T&A data and supporting documentation contain information that is protected by the Privacy Act, and should be stored in an appropriate secure container or password protected automated application when not being used for official purposes. Official purposes are:

- To record T&A and to maintain leave records for civilian employees
- To provide T&A information to individual employees and management
- To provide audit trails for:
 - Department of Defense Inspector General
 - Navy Audit Service
 - Internal Audit Procedures
- To provide federal, state, and city tax information to appropriate authorities

Appendix A - Type Hour Code

LEAVE CODES		REGULAR WORK/PAY	
LA	Annual Leave	RF	Regular, First Shift (Ungraded)
LB	Advanced Annual	RG	Regular (Graded)
LC	Court leave	RS	Regular, Second Shift (Ungraded)
LD	Donated Leave	RT	Regular, Third Shift (Ungraded)
LE	Holiday on Call	RX	Regular, Emergency Time
LF	Forced Annual Leave	OVERTIME	
LG	Advanced Sick Leave	OA	Additional FLSA Hours
LH	Holiday Leave	OC	Overtime, Callback
LI	Military (DC Guard) Leave	ON	Overtime Scheduled – No Worked – Court/Military Leave
LJ	Shore Leave	OS	Overtime, Scheduled
LK	Home Leave	OU	Overtime, Unscheduled
LL	Law Enforcement Leave	OX	Overtime, Unscheduled Exception
LM	Military Leave	SUNDAY PREMIUM	
LN	Administrative Leave	SF	Sunday Work, First Shift (Ungraded)
LO	BRAC Leave Restored	SG	Sunday Work (Graded)
LP	Annual, Restored #3	SS	Sunday Work, Second Shift (Ungraded)
LQ	Annual, Restored #2	ST	Sunday Work, Third Shift (Ungraded)
LR	Annual, Restored #1	HOLIDAY TIME	
LS	Sick Leave	HF	Holiday Work, First Shift (Ungraded)
LT	Traumatic Injury (COP, 45 days from day of injury)	HG	Holiday Work (Graded)
LU	Date of Traumatic Injury Leave	HS	Holiday Work, Second Shift (Ungraded)
LV	Excused Absence	HT	Holiday Work, Third Shift (Ungraded)
LW	Educator In-School Breaks	NON-PAID STATUS	
LX	Non-Work Paid 9Dy of Death)	KA	LWOP
COMPENSATORY TIME		KB	Suspension
CC	Compensatory Time Callback	KC	AWOL
CE	Compensatory Time Earned	KD	Office of Worker Compensation Program
CT	Compensatory Time Taken	KF	Non-duty, w/in regular schedule
TRAVEL – COOMPENSATORY TIME		KG	Military Furlough (called to active duty)
CB	Travel Comp Time Earned		
CF	Travel Comp Time Taken		
FAMILY & MEDICAL LEAVE ACT (FMLA)		FEDERAL EMPLOYEES FAMILY FRIENDLY LEAVE ACT (FEFLA)	
DA	Birth of son/daughter or care of newborn	DE	FFL Family Care/Bereavement – Sick Leave taken to: 1) provide care for a family member 2) make arrangements necessitated by the death of a family member or attend the funeral of a family Member
DB	Adoption or foster care		
DC	Care for spouse, son, daughter, or parent with a serious medical condition		
DD	Serious health condition of employee	DF	Sick Leave for Adoption Purposes – Sick Leave taken for purposes relating to the adoption of a child

DM	Care for an injured member of the Armed Forces		
TELEWORK CODING		UNION CODES	
TM	Telework Medical	BA	Negotiations
TS	Telework Situational	BB	Mid Term Negotiations
TW	Telework Regular	BD	Labor/Management Relations
		BK	Grievance and Appeals
ENVIRONMENTAL AND HAZARD CODING			
E1	Overheight Pay	F4	Extreme Heat
E2	Spray Booth Operations	F5	Firefighting
E3	Sandblasting	F6	Explosive Handling
E4	Painters in Energized Area	FA	Duty Aboard Submerged Vessel
E5	Carpenters in Energized Area	FB	Explosive and Incendiary Material – High Degree
E6	Live Line Maintenance	FC	Explosive and Incendiary Material – High Degree
EA	Flying	FD	Poisons (Toxic Chemicals) – High Degree
EB	High Work - On/Above/Below/Suspended between High Structures	FE	Poisons (Toxic Chemicals) – Low Degree
EC	Floating Targets	FF	Micro-Organisms – High Degree
ED	Dirty Work	FG	Micro-Organisms – Low Degree
EF	Cold Work	FH	Pressure Chamber and Centrifugal Stress
EG	Hot Work	FI	Thermal Chamber Test
EH	Micro-Soldering or Wire Welding and Assembly	FK	Work in Fuel Storage Tanks
EK	Exposure to Hazardous Weather or Terrain	FL	Firefighting – High Degree
EL	Unshored Work	FM	Firefighting – Low Degree
EM	Ground Work beneath Hovering Helicopter	FN	Experimental Landing/Recover Equipment Tests
EN	Hazardous Boarding or Leaving or Surface Craft	FP	Land Impact or Pad Abort of Space Vehicle
EP	Cargo Handling during Lightning	FQ	Diving – Skin
EQ	Diving Extra Hazardous	FR	Mass Explosives and/or Incendiary Material
ER	Duty Aboard Surface Craft	FS	Duty Aboard Aircraft Carrier
ES	Work at Extreme Heights	FT	Participating in Missile Liquid/Solid Propulsion situations
ET	Fibrous Glass Work	FU	Diver Tender
EV	High Voltage Electrical Energy	FV	Asbestos
EW	Welding, Cutting, Burning in Confined Spaces	FW	Diving
F1	Hostile Enemy	FX	Working in Pressurized Sonar Domes
F2	Threat of Bodily Harm	FY	Working in Non-Pressurized Solar Domes
F3	Work in the Destruction Area	FZ	Experimental Parachute Jumps
PF	Admin Leave for Physical Fitness	PS	Admin Leave for Weather & Safety Leave

Appendix B - Hour Conversion

MINUTES TO 1/10 OF HOUR

MINUTES	TIME CHARGED		MINUTES	TIME CHARGED	
	LEAVE	OVERTIME		LEAVE	OVERTIME
1	0.1	0.0	31	0.6	0.5
2	0.1	0.0	32	0.6	0.5
3	0.1	0.1	33	0.6	0.6
4	0.1	0.1	34	0.6	0.6
5	0.1	0.1	35	0.6	0.6
6	0.1	0.1	36	0.6	0.6
7	0.2	0.1	37	0.7	0.6
8	0.2	0.1	38	0.7	0.6
9	0.2	0.2	39	0.7	0.7
10	0.2	0.2	40	0.7	0.7
11	0.2	0.2	41	0.7	0.7
12	0.2	0.2	42	0.7	0.7
13	0.3	0.2	43	0.8	0.7
14	0.3	0.2	44	0.8	0.7
15	0.3	0.3	45	0.8	0.8
16	0.3	0.3	46	0.8	0.8
17	0.3	0.3	47	0.8	0.8
18	0.3	0.3	48	0.8	0.8
19	0.4	0.3	49	0.9	0.8
20	0.4	0.3	50	0.9	0.8
21	0.4	0.4	51	0.9	0.9
22	0.4	0.4	52	0.9	0.9
23	0.4	0.4	53	0.9	0.9
24	0.4	0.4	54	0.9	0.9
25	0.5	0.4	55	1.0	0.9
26	0.5	0.4	56	1.0	0.9
27	0.5	0.5	57	1.0	1.0
28	0.5	0.5	58	1.0	1.0
29	0.5	0.5	59	1.0	1.0
30	0.5	0.5	60	1.0	1.0

NOTE: In accordance with current regulations, overtime is rounded to the nearest tenth of an hour. Those odd minutes less than 50% of 6 minutes will be dropped and those odd minutes 50% or greater will be rounded up to the next higher increment.

Appendix C – DD Form 577 EXAMPLE

Sample of Required DD Form 577 – needed for ALL Time and Attendance Certifiers to include: Supervisor’s, Alternate Supervisor’s, Timekeeper’s and Alternate Timekeeper’s – (See Financial Technician for Request Form)

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <small>(Read Privacy Act Statement and Instructions before completing form.)</small>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570154/1300/) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpcld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx. DISCLOSURE Voluntary; however, failure to provide the requested information may preclude appointments.</p>		
SECTION I - APPOINTEE		
1. NAME (First, Middle Initial, Last and Rank or Grade) Frederick C. Branch Capt USMC	2. DoD ID NUMBER [REDACTED]	3. TITLE Supervisor Company Commander
4. DOD COMPONENT/ORGANIZATION MS4004 HQSVCBN HQMC 1555 SOUTHGATE RD BLDG 28 ARLINGTON VA 22214-5000	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN) HQSVCBN HQMC 1555 SOUTHGATE RD BLDG 28 ARLINGTON VA 22214-5000 (703) 614-4300 / DSN 224-4300	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.) <input type="checkbox"/> DISBURSING OFFICER: DSSN [REDACTED] <input type="checkbox"/> CASHIER <input type="checkbox"/> CHANGE FUND CUSTODIAN <input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN [REDACTED] <input type="checkbox"/> PAYING AGENT <input type="checkbox"/> IMPREST FUND CASHIER <input type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> COLLECTIONS AGENT <input type="checkbox"/> SAFEKEEPING CUSTODIAN <input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL <input type="checkbox"/> DISBURSING AGENT <input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN		
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: a. Comply with all applicable Time and Attendance laws, regulations, policies and procedures, including local standard operating procedures. b. You are responsible for the accuracy and timeliness of employee time and attendance records and supporting documentation, such as requests and approval of leave, overtime, and compensatory time. c. Ensure the use of flexible and compressed work schedules improves productivity and provides greater service to the command and the public. d. Ensure that exceptions to the employee's normal tour of duty are recorded in a timely and accurate manner. e. Ensure that employees have attested to the accuracy of their current pay period's time and attendance (including any exceptions such as use of leave) and any adjustments or corrections that are required. f. You are required to properly certify employee time and attendance records each pay period. DoDFMR, Vol. 5, Chapter 5: http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_05.pdf (Accountable/Certifying Officials) DoDFMR, Vol. 8: http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_08.pdf (Civilian Pay Policy and Procedures) Certifying Officer Legislation (COL) Training: https://dfas4dod.dfas.mil/training/Courses/coltraining.htm		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: US Code TITLE 5: http://www4.law.cornell.edu/uscode/html/uscode05/uscode05usc_sup_01_5_10_III_20_E_30_61.html (Hours of Work) OPM: http://www.opm.gov/oca/aws/index.asp#Policy/Guidance (Handbook on Alternative Work Schedules)		
SECTION II - APPOINTING AUTHORITY		
9. NAME (First, Middle Initial, Last) [REDACTED]	10. TITLE [REDACTED]	11. DOD COMPONENT/ORGANIZATION [REDACTED]
12. DATE (YYYYMMDD) [REDACTED]	13. SIGNATURE [REDACTED]	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last) [REDACTED]	15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13) [REDACTED]	
16.a. DIGITAL SIGNATURE [REDACTED]	16.b. MANUAL SIGNATURE [REDACTED]	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.		
19. NAME OF APPOINTING AUTHORITY [REDACTED]	17. DATE (YYYYMMDD) [REDACTED]	18. APPOINTEE INITIALS [REDACTED]
20. TITLE [REDACTED]	21. APPOINTING AUTHORITY SIGNATURE [REDACTED]	

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

Use this form to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, imprest fund cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint departmental officials. Departmental officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service on which a certifying officer relies when certifying vouchers as correct and proper for payment.
4. Appoint safekeeping custodians or assistants. Appointees to these positions are not subject to pecuniary liability.
5. Governing guidance is in the Department of Defense Financial Management Regulation, Volume 5 (Disbursing Policy).

SECTION I.

1. Enter the Appointee's name and rank or grade.
2. Enter the Appointee's 10-digit DoD Identification Number.
3. Enter the Appointee's title.
4. - 5. Enter the name, complete address (to include e-mail address), and telephone number (include DSN when available) of the DoD Component or activity to which appointed.
6. Mark X in the appropriate box to indicate the duty the appointee will perform (select only one). If appointing a disbursing officer or deputy disbursing officer, enter the appropriate DSSN in the space provided.
7. The appointing authority identifies the types of payments affected, but need only be specific as he or she considers necessary, and may include any other pertinent, applicable information (e.g., system involved).
8. List all publications the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION II.

9. - 12. Enter the appointing authority's name, title, DoD Component/Organization location, and date signed.
13. The appointing authority must enter his or her manual or digital signature. If signature is digital, completing item 12 is not required since the digital signature includes the date; enter only after completion of items 1 through 11, as this signature will "lock" those items.

SECTION III.

14. - 16. The appointee enters his or her name and digital (16a) or manual (16b) signature, or both, depending on type(s) of signature(s) to be employed, in the appropriate spaces. If the signature is manual (16b), complete item 15, but if the signature is ONLY digital (16a), completing item 15 is not required since the digital signature includes the date. If the appointee enters both manual and digital signatures, the dates in items 15 and 16a must match. The date in item 15 (or 16a if signed digitally) cannot be earlier than the date in item 12 or 13. The appointment is effective on the date of acceptance by the appointee, and is not in force without his or her acknowledgement.

SECTION IV.

Completing this section terminates the original appointment. If partial authority is to be retained, complete a new DD Form 577.

17. Enter the date the termination is effective. Completion of this item is not required if item 21 is signed digitally, since the electronic signature includes the date.
18. The appointee initials in the space provided acknowledging revocation of the appointment.
19. - 21. The appointing authority enters his or her name, title and signature (which may be digital) in the spaces provided.

DD FORM 577 (BACK), NOV 2014

Civilian Timekeeping Branch must receive copy of termination.

- Electronic signature from shop.
- Signature needed upon check-out.

Appendix D - USEFUL WEBSITES

DoD Financial Management Regulation: <http://comptroller.defense.gov/FMR.aspx>

Human Resource Issues: www.opm.gov

Employee Benefits Information System: <https://www.civilianbenefits.hroc.navy.mil/>

MyBiz: <https://compo.dcpds.cpms.osd.mil>

My eOPF: <https://eopf1.nbc.gov/navy>

MyPay: <https://mypay.dfas.mil>

Standard Labor Data Collection and Distribution Application (SLDCADA):
<https://www.sldcada.navy.mil/>

Thrift Savings Plan: www.tsp.gov

Total Workforce Management System (TWMS): <https://twms.navy.mil/self-service>

Appendix E - ALTERNATIVE WORK SCHEDULES

1. Flexitour - (AWS 1). Flexitour is a fixed work schedule. The full-time employee adheres to the same start/stop times each day (8 hours per day and 40 hours per week).
2. Gliding – (AWS 2). Gliding is a flexible schedule, where start times may vary daily without notification within the established flexible hours (8 hours per day and 40 hours per week). For a part-time employee, the basic work requirement is the number of hours the employee is scheduled to work in the administrative workweek and the number of hours the employee is scheduled to work in the biweekly pay period.
3. Variable Day - (AWS 3). Variable Day is a flexible schedule whereby a full-time employee may vary arrival and departure times and length of day with prior approval. A full-time employee has a basic workweek requirement of 40 hours each week. For a part-time employee, the basic work requirement is the number of hours the employee is scheduled to work in the administrative workweek and the number of hours the employee is scheduled to work in the biweekly pay period.
4. Variable Week – (AWS 4). Variable Week is a flexible schedule whereby a full-time employee may vary arrival and departure times, the length of the day, and number of hours worked each week. A full-time employee has a 10 day, 80 hour biweekly schedule requirement. For a part-time employee, the basic work requirement is the number of hours the employee is scheduled to work in the biweekly pay period.
5. Maxiflex - (AWS 5). Maxiflex is a flexible schedule that contains core hours on fewer than 10 workdays, whereby a full-time employee may vary arrival and departure times, the length of the day, and has a basic work requirement of 80 hours on workdays for the biweekly pay period.
6. Compressed Work Schedule (CWS) – (AWS 6). Schedule (CWS) - (AWS 6). Compressed Work Schedule is a fixed work schedule. Under the 5-4/9 plan, the full-time employee adheres to the same start/stop times each day for eight of the ten workdays (nine hours per day) during a biweekly pay period and the same start/stop times for one eight hour day during the same biweekly pay period.

Reference (d) and (e) for more information.

Appendix F - LEAVE AND ABSENCE

1. Annual Leave (LA). Annual leave shall be approved in advance by supervisors, except in emergency or unforeseen circumstances, and may be charged in six-minute increments (1/10th of an hour). Unscheduled annual leave should be requested within two hours of the employee's normally scheduled arrival time. Employees should make every effort to communicate expected/potential tardiness to the appropriate supervisor as soon as they become aware of the situation. Employees arriving more than two hours past the normally scheduled arrival time without notifying their supervisor(s) may have their request for annual leave or Leave without Pay (LWOP) denied. <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/advanced-annual-leave/>

Note: SLDCADA generates a warning when the employee has exhausted leave. The warning states "Hours input for Annual/Sick Leave (X hours) exceed remaining balance (X hours). You can contact the Civilian Timekeeping Branch in G8 to confirm the leave balance and projected balance.

- a. Advanced Annual Leave. The current leave year accrual of annual leave may be advanced, if approved by the supervisor and if there is reasonable assurance the employee will be in a duty status long enough to earn the advanced leave. Then employee must make the request to his or her supervisor in writing and the request must contain the effective date, number of hours requested, and projected ending date. If approved, the supervisor must forward the endorsed package to the MCRD Parris Island/ERR's Civilian Pay Branch, located within the Accounting Branch of the G-8 Division.
 - b. Restored Annual Leave (LP, LQ, LR). Agencies may restore annual leave that was forfeited because it was in excess of the maximum leave ceilings (i.e., 30, 45, or 90 days) if the leave was forfeited because of an administrative error, exigency of the public business, or sickness of the employee. An agency must restore the annual leave in a separate leave account. <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/restoration-of-annual-leave/>
2. Sick Leave (LS). Sick leave may be charged in six-minute increments (1/10th of an hour). For absences in excess of three days or for a lesser period when determined necessary, the supervisor may require a medical certificate or other administratively acceptable evidence to support the employee's request for sick leave. Sick leave may be used when an employee receives medical, dental, or optical examination or treatment; is incapacitated by physical or mental illness, injury, pregnancy, or childbirth; would, because of exposure to a communicable disease, jeopardize the health of others by his or her presence on the job; or must be absent from work for adoption related activities.

Note: SLDCADA generates a warning when the employee has exhausted leave. The warning states "Hours input for Annual/Sick Leave (X hours) exceed remaining balance (X hours). You can contact the Civilian Timekeeping Branch in G8 to confirm the leave balance and projected balance.

- a. Advanced Sick Leave. With the exception of employees serving under a limited appointment or with a specified termination date, supervisors may approve the advancement of up to 240 hours of sick leave to an employee with a medical emergency, serious disability or serious health condition; or for purposes related to the adoption of a child. A maximum of 40 hours of sick leave may be advanced for family care or bereavement purposes. The employee must forward a written advanced sick leave request to his or her supervisor. The request must contain the effective date, number of hours requested, and projected ending date. The employee must also provide medical certification that the sick leave is required for the dates the leave is requested and include a brief diagnosis and prognosis. Advanced sick leave cannot be used until the employee's sick leave balance is exhausted. Upon separation, employees must repay advanced sick leave not

earned unless the separation is caused by death, disability retirement, or a disability, which prevents the employee from returning to duty. Advanced sick leave should not be granted if it appears likely that the employee will not return to duty long enough to earn the leave. If approved, the supervisor must forward the endorsed package to the Civilian Timekeeping Branch, located within the Accounting Branch of the G-8 Division. See OPM

<https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/advanced-sick-leave>

- b. Family Care and Bereavement. Under the Family Friendly Leave Act of 1994 (FFLA), an employee may use a limited amount of sick leave for family care and bereavement purposes to provide care for a family member as the result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optical examination or treatment. Additionally, FFLA may be used to make arrangements necessitated by the death of a family member or attend the funeral of a family member. A family member of the employee is defined as the spouse and parents thereof; children, including adopted children and spouses thereof; parents; brother and sisters and spouses thereof; or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. <https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/reports/federal-employees-family-friendly-leave-act/> .
 - (1) Full-time employees may use up to 40 hours of sick leave each leave year for family care and bereavement purposes. An additional 64 hours may be used as long as the employee maintains a balance of at least 80 hours of sick leave in his or her sick leave account. Supervisors are responsible for ensuring that the use of sick leave for family care does not exceed these limits. Employees are instructed to enter "DE" in the "Ehz" field of the SLDCADA timesheet to indicate use of FFLA bereavement hours.
- c. Bone Marrow or Organ Donor Leave. An employee may use up to 7 days of paid leave each calendar year to serve as a bone-marrow donor. An employee also may use up to 30 days of paid leave each calendar year to serve as an organ donor. Leave for bone marrow and organ donation is a separate category of leave that is in addition to annual and sick leave. Agencies are responsible for informing their employees of the entitlement to leave for bone marrow and organ donation. See reference (h).
3. Court Leave (LC). Employees are authorized court leave with pay when summoned to serve as a juror, or when summoned as a witness in a non-official capacity on behalf of any party in connection with any judicial proceeding in which the United States, the District of Columbia, or a state or local government is a party. The Government Accountability Office (GAO) has further clarified this provision and has held that where the employee is a party (e.g., plaintiff or defendant) to a judicial proceeding in which the federal, state or local government is also a party, the granting of court leave with pay is discretionary. In these instances, the employee may request annual leave. An employee who is under proper summons from a court to serve on a jury shall be granted court leave for each day that he or she serves on a jury or is required to remain on the premises of the court waiting for a call to jury duty. The employee is not entitled to court leave when he or she is excused or discharged by the court, either for an indefinite period, subject to call by the court, or for a definite period in excess of one day. Therefore, an employee may be required to return to duty or be charged annual leave if excused for a substantial part of the day. An employee who is on annual leave when called for jury duty or witness service shall have court leave substituted for his or her annual leave. Court Leave should not be taken on scheduled non-workdays. The following information pertaining to jury duty or witness service shall be forwarded to the MCRD Parris Island/ERR's Civilian Timekeeping Branch:
 - a. A copy of the court summons shall be forwarded prior to the date the employee is to report to

court. When the employee has completed jury duty or witness service, the court issued Certificate(s) of Attendance shall be forwarded. The Certificate of Attendance shall indicate the inclusive dates of service.

- b. Fees received for jury or witness services on an employee's scheduled workday must be refunded to the government, by personal check or money order. The personal check or money order should be made payable to the Defense Finance and Accounting Service and mailed to: DFAS Cleveland Center (DSSN 8522); ATTN: FTBCB, RM 2848; 1240 East 9th Street; Cleveland, OH 44199. Fees not submitted within 45 days after completion of jury duty or witness service are subject to payroll deduction.

NOTE: MCRD Parris Island/ERR's employees are not required to submit the fees to DFAS. These monies paid to jurors or witnesses are in the nature of "expenses" (e.g. transportation) do not have to be reimbursed to the agency.

- c. Fees received for jury or witness services on a scheduled non-workday need not be refunded to the government. Allowances for, or reimbursement of, expenses paid to an employee for jury duty or witness services need not be refunded to the government. If there is any question as to whether a payment is for fees or expenses, the employee shall request a court official to provide a statement that identifies and separates the amounts paid for allowance and reimbursements.
4. Military Leave (LM). Eligible employees are entitled to military leave as set forth in reference (i). When military leave is recorded, a copy of the orders directing the employee to active military duty, and a certified verification of attendance indicating completion of training duty (e.g., a muster sheet), must be forwarded to the MCRD Parris Island/ERR's Civilian Timekeeping Branch when the employee returns to duty. Military leave is charged on a workday basis. No charge is made to non-workdays. If an employee has separate sets of orders or orders which cover separate periods of time, with return to civilian status between the periods covered in the orders, military leave shall not be charged for the time the employee is returned to civilian status. Military leave may be taken intermittently, a day at a time, or all at one time, regardless of the number of training sessions. Employees and supervisors are responsible for ensuring that any military leave taken during a pay period is recorded accurately on the employee's SLDCADA timesheet at the end of that pay period.
 5. Administrative Leave (LN). Administrative leave is authorized in situations where it is necessary to close all or part of the employee's workplace and administratively excuse the non-emergency civilian workforce. This includes unanticipated curtailment of operations based upon extreme weather, natural disasters, and unforeseen interruptions of transportation or building service that are potential health or safety risks. This authority is not intended to cover extended periods of interrupted or suspended operations that can be anticipated sufficiently in advance.

The command has the authority and discretion to excuse employees from duty without loss of pay or charge to leave in appropriate circumstance. <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/administrative-leave/>.

Note: Personnel on pre-approved annual or sick leave, as well as those on regularly scheduled telework, will remain in that status (vice administrative leave).

6. Excused Absence (LV). Excused absence refers to an authorized absence from duty without loss of pay and without charge of paid leave. When appropriate, supervisors may authorize up to fifty-nine minutes for an excused absence. Authorization in excess of fifty-nine minutes may not be used to

create or extend a holiday. Examples include the following:

- a. Blood Donation. Employees who serve as blood donors shall be excused from work without charge to leave for the necessary to donate the blood, for recuperation following blood donation, and for necessary travel to and from the donation site reference (j). The maximum excusal time shall not exceed 4 hours except in unusual cases. When an employee must travel a long distance, or when unusual need for recuperation occurs, up to an additional 4 hours may be authorized.
- b. Selective Service Registration. If required to register in person, up to one (1) workday may be excused.
- c. Military Physical Examinations. Applies only to initial entry physical examination. Time off for exams related to retention in service Reserves or Guard will be charged to military leave balance.
- d. Voting. Three (3) hours of excused absence may be granted where the polls are not open either before or after an employee's regular work hours. This is to permit the employee to report to work 3 hours after the polls open or leave from work 3 hours before the polls close, whichever requires the lesser amount of time off. Where an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time-off (not to exceed 1 day) in order to vote.
- e. Voting Registration. If an employee is required to register in person, he/she may be granted time off on substantially the same basis as for voting (the employee can register on a non-workday and round-trip travel can reasonably be accomplished in 1 day).
- f. Career Examinations. Employees may be excused from duty to take examinations administered by State boards or other jurisdictions when the benefits derived from accreditation are directly related to the employee's current position and will further a command function.
- g. Permanent Change of Station (PCS) Absences. Tasks relating to PCS (e.g., house hunting, packing/receipt of household goods) are considered to be official duties and as such are not chargeable as leave of any kind. Supervisors may grant employees excused absence for up to three (3) workdays (24 hours) without charge to leave for personal tasks incidental to a PCS move that must be accomplished during regular working hours (e.g., obtaining driver's license).
- h. Veterans Participating in Military Funerals. A veteran of a war, campaign, or expedition for which a campaign badge has been authorized, or a member of an honor or ceremonial group of an organization of those veterans, may be excused from duty without loss of pay or charge to leave for up to 4 hours of excused absence to serve as a pallbearer, member of a firing squad, or guard of honor in a funeral ceremony for a member of the Armed Forces whose remains are returned from abroad.
- i. Emergency Rescue Work. Employees who are members of non-profit rescue and disaster relief organizations may be granted excused absence to assist in emergency situations such as fire, flood, and search operations. This provision does not cover employees who respond to emergencies in National Guard/Reserve status.
- j. Official Command Sponsored Events. Employees may be excused for official command sponsored events.

7. Holiday Leave (LH). When a holiday designated by Federal statute or Executive Order falls on a day AWS 1 through AWS 5 employees are scheduled to work, those employees are entitled to eight hours of Holiday Leave (LH). When a holiday designated by Federal statute or Executive Order falls on a non-workday of the employee on AWS 6, the employee's preceding workday will be the designated "in lieu of" holiday. Reference (k).
8. Leave Without Pay (KA). LWOP is a temporary non-pay status and absence from duty granted at the employee's request. LWOP will be approved in advance by the supervisor. Approved annual and sick leave may be converted to LWOP by the payroll system if the employee's leave balances are insufficient.

Note: SLDCADA generates a warning when the employee has exhausted leave. The warning states "Hours input for Annual/Sick Leave (X hours) exceed remaining balance (X hours). You can contact the Civilian Timekeeping Branch in G8 to confirm the leave balance and projected balance

9. Family and Medical Leave (KA). Under the Family and Medical Leave Act of 1993 (FMLA), a covered employee is entitled to a total of 12 administrative work weeks of LWOP during any 12-month period for the birth of a son or daughter and care of the newborn; the placement of a son or daughter with the employee for adoption or foster care; the care of a spouse, son, daughter, or parent with a serious health condition; or the employee's own serious health condition that makes the employee unable to perform the duties of his or her position. Reference (l).
 - a. Upon the return from LWOP, the employee must be returned to the same or equivalent position. While on FMLA leave, the employee is entitled to maintain health benefits coverage. If the employee receives LWOP under the FMLA, the employee is responsible for paying his or her share of the health benefits premium.
 - b. The employee may choose to substitute annual leave for unpaid leave under the FMLA and may also substitute sick leave in those situations in which the use of sick leave is permitted.
 - c. Employee must complete the proper paperwork and submit to the command for approval and command will forward to Civilian Human Resources. <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/family-and-medical-leave/>.
10. Absent Without Leave (KC). When an employee is absent from their assigned place of duty, the absence was not authorized, and/or the leave requested by the employee has been properly denied. <https://www.opm.gov/policy-data-oversight/employee-relations/training/presentationaddressingawol.pdf>.

Note: SLDCAD generates a warning when the employee has exhausted leave. The warning states "Hours input for Annual/Sick Leave (X hours) exceed remaining balance (X hours). You can contact the Civilian Timekeeping Branch in G8 to confirm the leave balance and projected balance

Appendix G - COMPENSATORY TIME, OVERTIME, AND CREDIT HOURS

1. Compensatory Time (CE/CT) and Overtime (O*). It is policy that overtime will not be authorized on a regular basis. Only irregular overtime, callback overtime, and compensatory time should be authorized. AWS 1 through AWS 5 employees may earn compensatory time for irregular or occasional overtime work as well as for regularly scheduled overtime work. AWS 6 employees can only be approved for irregular or occasional overtime work. Per reference (m), compensatory time will be used before annual leave is approved unless the employee will forfeit annual leave.
 - a. At a minimum, the overtime or compensatory time authorizing official shall be the deputy of each organizational component (e.g., G-3, G-4, RCO) However, prior funding approval for overtime must be obtained from an applicable financial management oversight entity (G-8), as it constitutes an unbudgeted cost.
 - b. Authorization for overtime or compensatory time shall be in writing (SLDCADA) and include a justification of why the work is required. The authorization must be in advance of the performance of work, except when the exigency of the situation prevents prior approval.
 - c. SLDCADA will be used to document the request and approval of overtime and compensatory time, and to provide supporting documentation. Contact the MCRD Parris Island/ERR Civilian Timekeeping Branch with any questions regarding the appropriate use of overtime codes.
 - d. Employees with basic pay rates below GS-10, Step 10, may choose between overtime pay and compensatory time. Employee designation of exempt or non-exempt status can be found in Block 10 of the Leave and Earning Statement (LES).
 - e. Compensatory time cannot be earned for holiday work. However, employees who are required to work on a holiday will receive holiday premium pay. Full-time employees on AWS 1 through AWS 5 are entitled to eight hours of holiday pay at the rate of their basic pay, plus overtime for each hour worked beyond their scheduled shift. Full-time employees on AWS 6 are entitled to eight/nine (depending on the work schedule) hours of holiday pay at the rate of their basic pay, plus overtime for each hour worked.
 - f. Overtime or compensatory time will be authorized for exempt employees performing work at quarters during temporary duty (TDY), or while attending training. Compensation for travel outside normal duty hours must be reported as compensatory time off for travel and must be authorized in accordance with the guidance contained in paragraph c of this enclosure.
 - g. Under the provisions of the Fair Labor Standards Act (FLSA), reference (n), non-exempt employees must be compensated for any overtime work performed for the benefit of the command, whether authorized or not, provided the employee's supervisor knew or had reason to believe the work was being performed and had the opportunity to prevent it. This includes while traveling on the weekends and non-duty hours. Non-exempt employees may not be required to earn compensatory time instead of being paid overtime unless they request it.
 - h. If an employee in TDY status is required to perform work on his or her scheduled regular day off, the employee and supervisor may request and approve a temporary change in work schedule in lieu of authorizing overtime or compensatory time.

2. Compensatory Time Off for Travel (CB/CF). Compensatory time off for travel allows employees to be credited with time off for uncompensated periods of official travel that occur during non-work hours. There is no limit on the amount of compensatory time off for travel an employee may earn. Reference (o) and (p).
 - a. An employee must use his or her accrued compensatory time off for travel by the end of the 26th pay period after the pay period in which it was earned or the employee will forfeit such compensatory time off, except in certain circumstances.
 - b. When an employee voluntarily transfers to another agency, the employee will forfeit all of his or her unused compensatory time off for travel.
 - c. The use of compensatory time off for travel shall be approved in advance by supervisors, except in an emergency, and may be charged in six-minute increments (1/10th of an hour).
 - d. Members of the Senior Executive Service (SES) may not earn or use compensatory time off for travel.
3. Compensatory Time and Overtime Payment Guidelines. There is no limitation on the number of hours of compensatory time an employee may accumulate, but compensatory time will automatically be paid at the overtime rate at which it was earned if it is not used by the end of the 26th pay period after it was earned. Prior to approving the use of annual leave, in accordance with Article 31, Section 9 of the MLA, compensatory time must first be used unless the employee is in a "use or lose" status.
 - a. Compensatory time earned is not automatically paid when an employee changes activities or Unit Identification Code (UIC). Compensatory time will be automatically paid if an employee separates or transfers to another Department of Defense agency.
 - b. Aggregate compensation (night pay, compensatory pay, overtime pay, premium pay, pay for Sunday work, holiday work and basic pay) for any pay period may not exceed the maximum rate payable for a GS 15, 10.
4. Credit Hours. Hours of work in excess of the employee basic work requirement performed at the employee's option with supervisor concurrence in advance of working the hours. Credit hours are distinguished from overtime and compensatory time in that they do not constitute overtime work as described in paragraph 3.b.(3) of this Order, and there is no basic or overtime pay associated with earning them. However, a full-time employee does receive pay for a maximum of 24 unused credit hours at his or her current rate of basic pay when Federal employment ends, when the employee transfers to another agency, or when the employee is no longer subject to a FWS. The maximum number of credit hours that may be carried over from one pay period to the next is 24 hours. Employees may not earn and use credit hours within the same pay per references (d) and (e), neither employees on a Compressed Work Schedule (AWS 6) nor members of the Senior Executive Service (SES) earn credit hours. Reference (q).